



TCH DANCE ACADEMY POLICIES

TCH Dance Academy's 52nd Season begins **September 19, 2016 - May 13, 2017** and features an annual student showcase each spring. We offer quality affordable instruction from top notch professionals in a convenient close to home location. We are Birmingham's premiere Ballet School for both classical and contemporary. Choose from over 45 classes a week for children and adults! We teach Tap, Jazz, Contemporary Ballet, Pointe, Broadway Dance, Hip Hop and Mommy & Me.

Leap N' Learn Children's Curriculum!

The Leap N' Learn children's curriculum is one of our specialties. Our faculty has completed training and certification in the nationally renowned Leap N' Learn Dance Syllabus for children. It is designed to introduce children to the basics of dance movement while engaging and encouraging their imagination.

It is our goal to provide the best learning environment for each and every child!

TCH also offers a large selection of **Adult Ballet and Tap classes too!** Our unique adult dance program offers a wide selection for absolute beginners to advanced adults.

Students wishing intensive training through performance and competition may also audition for **The Community House Ballet Ensemble**. The Community House Ballet Ensemble is open to students between the ages of 8-18 from all communities in Southeast Michigan. Dancers do not need to be students at of the academy to participate in the Ballet Ensemble. Ballet Ensemble **Auditions for returning members are Friday August 19** and **new members are Saturday September 10**. The Annual **Nutcracker Auditions October 1, 2016** are open to all young dancers age 5 & up.

A short **summer season** is offered in June, July and August. The summer season offers a sampling of technique classes for both children and adults along with a variety of intensive and recreational **dance camps**.

Don't forget to like us on Facebook www.facebook.com/TCHDanceAcademy. The Facebook postings will keep you current with all TCH Dance Academy news and events!

r tqi tco @communityhouse.com
(248) 594-6415



Tuition for the academic year class is paid in 2 installments of:

30	minute class	\$157.50
40-45	minute class	\$202.50
50-60	minute class	\$229.50
70-75	minute class	\$247.50
80-90	minute class	\$256.50

Tuition Policies

- Each student pays an **Annual Registration Fee of \$10.00** per student, good through summer classes 2017.
- A **Late Registration Fee of \$15.00** will be added to any account registering after the open registration deadline of September 12, 2016.
- Tuition listed is paid 2 times a year at August/September registration and January. Above prices do not apply to summer season, Mommy & Me sessions, adults or workshop classes. Prices on adult classes and workshops may vary based on length of session.
- All class prices remain the same regardless of the number of classes per session.
- There are no refunds or prorated tuition due to absences. No refunds or credits are given once class meets its second week. Participants will be charged \$17 for the first session. All refunds incur a \$10 processing fee.
- Classes may be cancelled due to low enrollment. If a class is cancelled due to low enrollment, TCH will provide a refund for tuition.
- Payment plans are available for students taking multiple classes. Choose 2 or 4 tuition installments a season. Late payments will be charged a \$10 late fee per class. Eligible students wanting payment plan options may register online however you will need to make your payment by phone or in person0
- Upper Division Class (UDC) - class takers are eligible for the package prices. The package price is paid in 4 installments according to the school calendar and students are able to take unlimited classes at their approved or lower UDC level.
- There are additional costs involved in recital participation. The participation fee for dance performance is separate from tuition.
- Payments can be made with cash, check payable to The Community House or American Express, Visa, and Master Card online or in the Rtqi tco Office.

*The following pages contain **school policies and frequently asked questions** about our school and facilities. Don't hesitate to call us if you need further information!*

Can I come in for a studio tour and consultation?

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rtqitco@communityhouse.com. We highly recommend first year parents and dancers arrange an appointment for an academy tour prior to September 12, 2016.



How do I know which class to register for?

New students should register for the style/s of dance class that most appeals to them and then select according to their age level.

Students must be age level of class by September 1.

For example if the class is Ballet/Creative Dance age 3, students must be age 3 by September 1. If a class contains an * or the words “with experience” in the class title the Dance Director’s approval is necessary to participate in that class. Once students arrive and begin classes, the instructors may make adjustments in placement based on student’s demonstrated ability at the Director’s discretion.

Classes that are identified with the **UDC** code are **Upper Division Classes**. UDC classes are designed to provide a higher level of training for the dancer with a passion for dance. Students are accepted to these levels by invitation or audition. Interested students please contact the Dance Academy Director at 248-594-6415 or email program@communityhouse.com. Students of the UDC may also wish to audition for the Ballet Ensemble.

How do I register?

We have a new online system to make registration easier and simpler for families. **New Student Registration begins August 15**. Register online at www.communityhouse.com click the dance tab and then click classes. Check the TCH Dance Academy Facebook page postings for weekly open registration hours. A tuition payment must be paid at the time of registration to secure a spot. Prices listed in the catalog are paid 2 times a season and do not include performance fees. **Returning students** can register online beginning August 5. An email will be sent to you with your fall placement and instructions with your early registration passcode. Please email Director if you have not received your fall registration link. Register online using your email as your account login. Our system has your account set up from last season; please do not set up a new account. Try the “forgot password” link. Please call the Program Office if you need assistance with your online registration. All in person registrations are taken in the **Program Office** during open registration hours or call for appointment.

Do you accept students if the season has already begun?

We will accept students throughout the year based on the dancer’s level of experience and classroom capacity. However, due to the lead time involved with recital costume orders we cannot guarantee the student will be able to participate in the recital if they enroll later than November. Please note we do not prorate classes for late enrollment. Late enrollees should contact the Director to check on class enrollment status. There will be an additional \$15 late registration fee for any registrations after September 12, 2016.

What do I wear to my dance class?



The basic dress requirements for each class can be found below. TCH Dance Academy maintains a dress code to encourage improved concentration and allows the teacher to see how the dancers are using their muscles. Students are required to wear the proper clothing assigned to their level. Watches, jewelry, safety pins should not be worn to class. Dance shoes should not be worn outside. Street shoes should not be worn in the dance studios.

TCH Dance Academy and The Community House are not responsible for lost or stolen items. Please label all personal belongings with dancers first and last name. A **Lost and Found** basket is located in the dance lobby near the desk. Any items not picked up are donated to charity quarterly. The main desk on the street level will also hold lost & found items.

Where can I get required dance attire?

We recommend En' Pointe Dance Wear of Clawson. 1185 West 14 Mile Clawson, MI 48017. It is in the shopping center on the SE corner of Crooks & 14 Mile Road.

What happens if I have to miss a class or I am late?

There are no refunds, credits or prorated tuition due to absences. Please call or email the Dance Academy 248-594-6415 or program@communityhouse.com if you will be absent from a class. Students are encouraged to make up classes missed due to illness or injury when makeup classes are available. Makeups are offered at the discretion of TCH Dance Academy and must be completed in the current semester. Technique and choreography are progressive and build from class to class. Excessive absences will inhibit a dancer's growth and slow down the progress of the group the dancer participates with.

Promptness is essential due to the importance of warm up. The instructor uses the beginning of class time to focus students on their particular goals and tasks to be achieved that day. We have a policy for late arrivals to classes 30-45 minutes in length. Students arriving more than 5 minutes late will not be admitted into class, and can contact the office to see if a makeup class is available. For classes longer than 45 minutes, late comers may participate at the discretion of the instructor. Students who arrive late may be asked to observe the remainder of the class, as it will not be possible for them to be properly warmed up to join the dance. Students who arrive late should wait in the class entrance until the exercise in progress is complete and the teacher instructs them to join in.

Where are the dance studios and academy office? Can I watch the classes?

TCH Dance Academy is housed in the lower level of The Community House. Parents should arrive with their dancer already dressed in class attire prior to class start time. Students can change into their dance shoes when they arrive in the dance lobby. Please do not wear your dance shoes outdoors.

The **DeRoy** and **Allesee Dance Studios** are spacious rooms professionally equipped with cushioned wood dance floors covered in the top of line marley dance floor covering for optimum performance and safety. Full length mirrors, wall mounted and portable barres complete the studios. Both studios have observation windows in the hallway/lobby area. Observation windows are open at the discretion of the instructor. Parents will also be invited into the studio by their instructor for **Parent Peeks** several times during the season to observe class.



The **lobby** has multiple hooks to hang your outerwear to allow plenty of seating for the parents. The lobby is equipped with children's books and activities. Food and Beverages are prohibited in the lower level hallways and dance lobby. Eating and drinking are permitted in the Lounge area only.

The lounge near the women restrooms has a table and chairs for those siblings or parents who need a quiet spot to do homework or eat a meal.

TCH is not responsible for any lost or stolen items. We ask that parents and siblings do not rearrange the lobby furniture and block hallways from passage. The dance academy does not have an attendant to watch your children before or after class. Dancers and siblings must be supervised by their parent or guardian while in the building and not in their classroom with their teacher. If you have a child in class that needs to use the restroom the instructor will not be able to leave the students to take your child to the restroom. It is recommended that you take your young child to the restroom before class begins. Parents of small children taking class must be on premises while their child is in class. No drop offs of young children are permitted.

The lobby **bulletin boards** are a great resource for area dance news, dance education postings and will showcase our dance students accomplishments. The Dance Academy office is located on the lower level. Private parent/teacher conferencing can be scheduled by appointment.

I am taking more than one class, how do I arrange installment payments?

Payment plans are available for students taking more than one (1 hour or longer) class a semester. Late payments will be charged a \$10 late fee per class. Payment arrangements can be made in the Program office.

Do you offer any discounts?

Upper Division Classes-UDC class takers are eligible for **package prices**. The package price is paid in 4 installments and students are able to take unlimited classes at their instructor approved levels.



Who are the teachers? How do I communicate with the instructor?

See the complete faculty bios online. The faculty teach several classes in a row, and are unable to conduct discussions between classes. When students or parents have questions regarding class, tuition, curriculum, special events, individual progress, you should email or phone the Director of Dance Academy and she will answer your questions or direct your communication to your instructor for response. All studio communications are in the form of email. Please provide us with your current email address during online registration. If you opt out of emails in your online registration you will not receive any information about your child's progress or important class deadlines or event or notifications.

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Your place for current academy
news, inspirations & weather
related updates.

www.facebook.com/TCHDanceAcademy





TCH Dance Academy Special Programs

The Community House Ballet Ensemble *“Building Community through the Art of Dance”*

The ensemble has been organized to provide an enhanced dance training opportunity to local youth, enriching their mind, bodies, and creative spirit through quality artistic endeavors. Students between the ages of 8-18 from all communities in Southeast Michigan are eligible to audition for this program. Upon acceptance, dancers will learn and prepare classical and contemporary dance works to perform for community events, and educational outreach programs enhancing the lives of the people in our community. As a nonprofit organization we hope to provide unique, creative programs and services through strong partnerships, professional faculty and a diverse community of volunteers.



Two groups of dancers will be selected by audition, the **Junior Ensemble** and the **Senior Ensemble**. In addition to the Junior and Senior dancers, guest artists will be invited to appear in the performances with the ensemble dancers, to lead, mentor and enhance their ensemble experience.

We plan a minimum of one performance per semester as well as a handful of community outreach programs. In addition, individuals and groups may be eligible to learn repertoire to take to competitions. Competitions entries require additional fees for entries and choreographers.

The Ballet Ensemble will be auditioning extra dancers for the **5th Annual Production of The Nutcracker Ballet**. Auditions will be held October 1, 2016 dancers must pre-register online.



Workshop - Seminars - Camps - Field Trips

Special dance programs and guest teacher events will be offered to our dance students and families throughout the year. These events will give students a unique opportunity not only to view but also to fully experience the work and methods of major choreographers, master teachers, and directors. The events also serve as a platform for participants to be seen by these teaching artists and college professors for scouting and networking purposes.

Private Lessons

Arrange a private session, tailored specifically to the needs of your child. Students may take the opportunity to schedule private coaching sessions with a member of our esteemed faculty in preparation for a competition, a school talent show, or to brush up on basic techniques. The student will have the opportunity to be given personal corrections, undivided attention and personally guided instruction. Instructors are available in any of the disciplines currently offered.

Dance Birthday Parties

We now offer Dance Birthday Parties! Select one of our dance party themes; Ballerina, Sugar Plum Tea, Winter Princess, Nutcracker, then we do all the work!



Parents are saying:

“It was quite lovely. It was a very creative and fun birthday party.”

All you need to bring is the Cake, Ice Cream and Kids!!

**Look what’s included
in a Standard Dance Party:**

Room Rental * Set Up and Clean Up* Paper Products and Candles * Birthday Party Coordinator* Decorations and Costumes * Fun Follow Along Dance Instruction * Games * Activities * Crafts * and More



***Contact TCH Dance Academy to
make your reservation to CELEBRATE!! 248-594-6415***



Dress Requirements - Dance Season 2016-2017

Students are required to wear the proper clothing assigned to their class.

TCH Dance Academy maintains a dress code to encourage improved concentration and allows the teacher to see how the dancers are using their muscles. No watches, jewelry, safety pins or gum allowed in class. Dance shoes should not be worn outside. Street shoes should not be worn in the studios.

For all children's classes no accessories and attached or unattached skirts etc... It is important to allow the young child to focus on the movement rather than the wardrobe. We do have special dress up days scheduled throughout the year.

For more advanced level classes it is recommended you purchase transition/convertible style tights. Male students contact the office for requirements. We encourage recycling gently used dance items! Post dance items that need a new dancer on our Dance Academy Facebook or place items in our dancer to dancer bin in the studio lobby!

Dancewear supplies can be purchased locally at:

Loretta's Dance Boutique (248) 738-9496 Orchard Lake Rd, Keego Harbor, MI 48320

Youth Class	Clothing	Shoes <i>Street shoes are not permitted in dance studios</i>	Hair
Mommy & Me	Comfortable clothing or any dance attire	Bare feet or ballet shoes	Recommended off face
Ballet Classes-age 6 & under	Pink leotard and pink full footed tights	Pink leather ballet shoes	Hair in a bun
Ballet Classes age 7 and up and UDC	Black leotard and pink full footed or convertible tights	Pink leather split sole ballet shoes	Hair in a bun
Tap	Solid color leotard and black dance shorts and/or tan tights	Tan low heeled buckle tap shoes with (screwed in taps)	Hair secured off face and neck
Jazz and Broadway Dance	Solid color leotard and black dance shorts and/or tan tights	Capezio Carmel/Tan EJ2 or any tan slip on jazz shoe with a thin cushioned heel.	Hair secured off face and neck
Contemporary/Lyrical	Solid color leotard and black dance shorts and/or tan tights	Any nude foot paws or foot undies, requires <u>stirrup</u> tan tights	Hair secured off face and neck
Hip Hop-girls	Solid color leotard and choice of leggings: black dance pants, black shorts, black capris, or tights in black or tan	Capezio Carmel/tan EJ2 or any tan slip on jazz shoe with a thin cushioned heel.	Hair secured off face and neck
Children's Combo Classes	See ballet attire according to age	Purchase shoes as shown above for both styles of combo class you are attending	Hair in a bun

Adult Dance Classes Dress Recommendations

Adult Ballet: Females: A solid color leotard and tights, skirt and pink ballet shoes. Males: White dance shirt, black tights or fitness attire, white ballet shoes and socks

Adult Tap: Any comfortable attire. Pants should not go past the ankle. Females: Any TAN tap shoe with a full sole with screw in taps (please no nailed in taps). In an effort to maintain our dance floors we ask that you do not wear black tap shoes.

Adult Jazz/Broadway /Hip Hop: Any comfortable dance/exercise clothing and a Capezio EJ2 this is a slip on jazz shoe in Carmel/tan with a thin cushioned heel.

Adult Contemporary: Any comfortable dance/exercise clothing and any nude foot paws or foot undies, this requires transition foot tights or footless tights.



2016-17 TCH Dance Academy Calendar

September 19, 2016 - May 13, 2017

Calendar Subject to Change Updated 1/1/17

August 15	New Student Registration Begins Online
August 19	Fri. 10:00 - 12:00am The Community House Ballet Ensemble Returning Member Audition. Online pre-registration is required
September 10	Sat. 12:30 - 2:00pm The Community House Ballet Ensemble New Member Audition. Online pre-registration is required
September 19	Mon. Studio opens for the 52 nd Season of Dance at TCH Class start dates vary check for your individual class for your start date
October 1	Sat. Nutcracker Auditions for Ages 5 and Up Ages 5-7 at 1:00-2:00, Ages 8-12 at 2:15-3:15pm, Ages 12 & up at 3:00-4:15pm
October 11	Tues. Yom Kippur No Evening Classes
October 30	Sun. 1:00-4:00pm Pumpkin Patch and Halloween Parade
October 31	Mon. Halloween No Classes
Nov. 5	Tuition Due (2nd installment for package students on the 4 payment plan)
Nov. 18-20	Fri. - Sun. 5 th Annual Nutcracker Production- Friday Morning classes meet all others are omitted this weekend due to performances
Nov. 23-27	Weds. - Sat. Thanksgiving Break No Dance Classes Classes resume Monday Nov. 28
Nov. 28-Dec 3	Dancer Costume Measuring Week - During your class time
Dec. 11	Sun. 2:30 - 4:00pm Sugar Plum Tea Party TCH Ballroom
Dec. 5	Mon. FINAL RECITAL PRODUCTION FEE DUE
Dec. 19 - Jan. 6	Studios Closed for Holiday Break
Jan. 7	Sat. Classes Resume
Jan. 9	Winter Tuition Due (2 nd for 2 payment plan, 3 rd payment for 4 payment package plan)
Jan 16	Mon. No Classes MLK Day
February 20-25	NO Classes Winter Break
Mar 6	All Tuition & Production Balances Due (4 th and final package payment)
April 3-8	No Classes Spring Break
April 14-20	Studio Closed for Spring Easter Break
May 11 & 12	Dress Rehearsals for Annual Spring Recital
May 13	Saturday Recital & Last Day of Children's Session

