

DISCLAIMER

Touch of Class Dance Studio has the right to cancel any class if enrollment falls below 10 students. These students will be reassigned to appropriate classes.

Touch of Class Dance Studio reserves the right to place a student in the appropriate level class.

Any request for a change of class must be submitted in writing or by email to the office for approval by the directors.

Touch of Class Dance Studio staff reserves the right to dismiss a student from class due to recurrent disturbances.

TOUCH OF CLASS WHERE THERE'S

ALWAYS SOMETHING GOING ON!

- * **Holiday Show** * **Workshops** *
- * **Dancertainers** * **Dance Camps** *
- * **Competition** * **Nutcracker***

Visit us on our website

www.TouchofClassDance.com

2009-2010 HANDBOOK

TOUCH OF CLASS

DANCE STUDIO

DOWNINGTOWN



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Broomall, PA 19008
Phone: 610-328-1800
Fax: 610-328-6221
info@tocdance.com

150 East Pennsylvania Ave.
Downingtown, PA 19335
Phone: 610-518-2130
Phone: 610-518-2132
downingtown@tocdance.com

106 Swarthmore Avenue
Folsom, PA 19033
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TOUCH OF CLASS MISSION STATEMENT

It is the purpose of Touch of Class Dance Studio to provide quality dance education to children and adults in a manner that will not only develop technical ability, but also personal self-esteem. In order to accomplish this end result, it is necessary that all students, regardless of age or level of proficiency, be treated with equal care and consideration.

Every teacher employed at the studio will be mandated to constantly upgrade their own dance and teaching skills and new teachers will be required to complete the teacher training course that was specifically designed for our organization. Consequently, the dance skills and styles taught at the studio will be continually updated, and the methods of teaching will be fresh and original.

In addition to the care afforded the student in the actual class, it is necessary that the administrative staff be attentive and caring to both student and parents. It is the responsibility of the office personnel to be attuned to the needs of the studio in a supportive nature and to make the management aware of the problems and concerns of the clients.

Both teaching and support personnel should work together to provide an environment that is conducive to learning. Touch of Class students should be able to come to class knowing that they are our only concern for the few hours during which they are present. No one student or class should be more important than the other, and professionalism will be afforded both the pre-school and the pre-professional by all employees.

In conclusion, the "Touch of Class" experience should be one that enhances the student's life. Whether they study at the studio for only one year, or hopefully continue their education for a lengthy period, both the quality of training provided, and the caring manner in which it is delivered should positively influence the student.

RECITAL INFORMATION

Recital at Touch of Class is the culmination of many hours of hard work and preparation by our students and their instructors. At Touch of Class we pride ourselves in presenting the most professional show possible. Participation in the recital is not mandatory, but all deadlines must be met in order to be included in the performance. If a student is not planning on participating in the recital, written notice must be given to Touch of Class no later than November 6, 2009. There will be no refunds for costume deposits. Any student who takes multiple classes **may** perform in more than one show. Siblings are often not scheduled in the same shows.

A **Recital Information Package** will be emailed in December. Hard copies will be available upon request. Special informational sessions are scheduled in January to explain all the recital requirements to make the process easier for our new clients.

Costumes: Measurements for costumes will be taken in November. All costumes are ordered in December to allow time for special orders from various costume companies. No costume will be ordered unless a \$60 payment per costume has been made by the designated due date. No costume will be distributed unless tuition and costume balances are paid up to date. **There are no refunds for costume deposits.**

Recital Tickets: Ticket sale information packages are emailed to clients in February, and hard copies will be available during the February observation. A schedule is posted in the studio, and online, to inform in which show(s) the student will perform. **CHECK THIS SCHEDULE BEFORE ORDERING YOUR TICKETS!** The studio will not be held responsible for mistakes in ordering.

Dress Rehearsal: Dress Rehearsals are held at the recital hall. These rehearsals are **MANDATORY**. Dates and time for rehearsal will be posted in the studios in the beginning of April. Please check these schedules carefully. Write down the dates and times of your rehearsal, or consult the website where all schedules are posted.

STUDENT PICK UP

NO ONE is permitted to park in front of the studio door or in the driveway in front of the studio in Broomall. There is no stopping outside of the studio door. All students must be picked up promptly at the end of their class times. No student will be permitted to remain at the studio unattended if their classes are more than one hour apart. Parents must arrange for pick up if they are unable to do so themselves. Touch of Class Dance Studio employees cannot be held responsible for unsupervised children. We urge all parents to personally pick up their children in the studio lobby and not permit them to exit the studio unattended.

OBSERVATION WEEK

Observation weeks are established not only to allow the students to demonstrate their progress to their parents/guardians, but also to distribute important information. Dates for observation are scheduled four times a year and are listed on the enclosed calendar and on our website. These dates will also be posted in the studio as the observation week draws near. Mark these dates on your personal calendars and make every effort to attend. If it is necessary to bring younger siblings to the classes, please be considerate of not disrupting the class in progress. We love initiating our babies to TOC, but must insist that parents remove children from the classroom who are not quiet and controlled.

EMERGENCY CLOSINGS

In case of an emergency closing, a phone tree will be set in motion and a class representative will contact all students. There will also be a message left on the studio phone voice mail and a message posted on the Touch of Class website homepage, www.touchofclassdance.com.

In the event of emergency closings, classes will not be rescheduled; however the individual student will be permitted to make-up the class in a class equal in level to the one canceled within 1 month of the missed class. It is the sole responsibility of the student to make arrangements for these classes. No tuition is refunded due to inclement weather.

WEBSITE

All information concerning schedules and calendar are posted on our website. Our site functions as a way to keep students and parents informed and up to date on studio events and activities. Please visit this site often to receive current studio information as it is updated regularly.

MANDATORY CLASSES

Members who are chosen for **Junior, Teen, or Senior Competition Classes** must take two ballet classes and one technique only jazz class in addition to their regular jazz class. Mini Competition Members must take one ballet class in addition to their mini jazz class. Students are recommended by their jazz instructors to the directors for competition classes.

Students who are taking **Pointe** must take a technique only ballet class in addition to their repertoire ballet class. The repertoire ballet class can not be taken on the same day as the Pointe class. There are no exceptions. Pointe students must be recommended to the directors by their ballet teachers and approved for Pointe by the ballet director

TOUCH OF CLASS DIRECTORS

Debbie Apalucci is the founder/director of Touch of Class Dance Studio, Inc. She has trained under some of the finest teachers in New York City, including Frank Hatchett, Charles Kelly and Luigi. Choreographic credits include many local musical theater productions and string bands along with commercial industrials for Xerox Corporation, Capezio, St. Joseph University and Resorts Casino Hotel. Along with winning numerous national competitions, Debbie's students have traveled and performed in major cities throughout the country and due to her quality training, have become professional dancers. Debbie recently stepped down after 12 successful seasons as the Director/Choreographer for the Sixers Dancers. However, she remains the director of the Sixers Junior Dance Teams and also the Sixers Dance Camps. She has been featured with members of the Sixers Dancers on ESPN TV's "ProDance" Special. She also choreographed three feature dances in the movie, "Standing Ovations", due to be released in January.

Debi Kineavy, co-owner/director of Touch of Class since 1993, is a graduate of West Chester University with a Bachelors degree in elementary education. She received her early training under the direction of Debbie Apalucci and continues to study dance at Broadway Dance Center and STEPS on Broadway in New York City to offer her students the highest level of training in dance education. As a choreographer, Debi has worked on performances for the string bands in the Mummer's Parade including the award-winning South Philadelphia String Band. Debi's students have won high honors on both Regional and National levels of Competitions. They have been asked to perform in Disney World. Her knowledge of dance combined with her background in education has made her one of the most accomplished teachers in Delaware County and Chester County.

Tara Liberatore, partner, has a B.A. in Education from the University of Delaware and a M.A. in Educational Leadership from Wilmington College. Tara has been dancing with Touch of Class Dance Studio since its birth, 31 years ago. In addition to teaching at Touch of Class for 20 years, she has performed and competed throughout the United States in national, award-winning dance routines. Tara's work in dance education and choreography has been extensive, with training at Broadway Dance Center in NYC. She has choreographed and directed high school and college dance teams throughout the tri-state area and is the director/owner of Team Fusion Dance, a school-based choreography team. Tara has also directed intensive dance education programs for well-known camps throughout the area such as ESF, JKST, and currently is the site director of the Sixer's Dance Camp at Rosemont College. Tara has been instrumental in the growth and progress of the TOC competitive program. Her choreography has been regionally and nationally recognized in the country's top dance competitions such as CO. Dance, NYCDA, and Tremaine where her work has won platinum awards and best overall routines.

Lina McMenamin, artistic director and founder of Opus 1 Contemporary Dance has been working as dancer/choreographer/teacher in the Philadelphia area for over 25 years. Lina is currently the director of the ballet and modern programs offered the Broomall and Downingtown and Folsom locations of Touch of Class Dance Studio. During her career as a dancer Lina performed nationally and internationally with such groups as Terry Beck Troupe, Philadanco, Humphrey Dance Ensemble (NYC), Waves Jazz Dance Company, Philadelphia Civic Ballet, and the Pennsylvania Ballet Society. As a choreographer, her work has been seen worldwide under the auspices of Opus 1 Contemporary. As a teacher, Lina has taught ballet, jazz and modern dance for the Pennsylvania Academy of Ballet, Brandywine Ballet, Bryn Mawr College, Drexel University, Temple University, West Chester University, The University of Pennsylvania, as well as a number of schools and dance studios throughout Pennsylvania and New Jersey

TOUCH OF CLASS INSTRUCTORS

All Touch of Class instructors have successfully completed an intensive teacher training program designed by Debbie Apalucci, which includes numerous hours of classroom instruction and internship. The teachers are also required to take workshops from dance masters outside the studio in addition to their weekly classes. Faculty information is listed on our website.

PAYMENT METHODS

FULL YEAR PAYMENT OPTION: Touch of Class offers a 5% discount to families paying tuition in full for the season. This payment must be made in full by September 1, 2009, or families will need to follow the procedure of our Installment Payment Option. Payment for this option must be made in the form of a check, cash, or money order. **There are no refunds or credits for full year payments.** Costume Deposits are also due at this time. No discount is given on costume deposits or Competition fees.

INSTALLMENT PAYMENT OPTION: Families who prefer to pay tuition in monthly installments will be set up on an automatic payment system. Payments will be submitted on the 1st of each month, from September through May. Your MasterCard, VISA, Discover, or Debit Card (all credit/debit card options are charged an additional 3% surcharge for every deduction) will be charged each month or you may provide us with a voided check (there is no additional surcharge for checking account option) and we will automatically deduct your tuition payment from your checking account. **A \$20 NSF charge will be assessed for any returned or declined payment. If this payment is not made within 10 days, you will be charged an additional \$10 late fee.**

If you agree to the Installment Payment Option, you must notify Touch of Class of any changes to your credit card, debit card, or checking account, including email address, expiration date, etc. These changes must be made in writing to the business office.

If for any reason you choose to cease your tuition obligation, or your child drops a class, written notification or an email (info@tocdance.com in Broomall; downingtown@tocdance.com in Downingtown; Folsom@tocdance.com in Folsom) must be given to Touch of Class business office **10 days prior** to the next month's billing date. Once we have been notified, we will inactivate or adjust the automatic payment. **You will not receive a refund for paid classes that you did not attend if you discontinue in the middle of the month.**

COSTUME PAYMENTS

Costume deposits (\$60 per costume) will be automatically deducted from your account on November 15, 2009. The balance, if any, must be paid in house by February 15, 2010. Any balances not paid by February 15th in house will be automatically deducted from your account on file on February 20th. If a student is not planning on participating in the recital, written notice must be given to Touch of Class no later than November 1, 2009. **THERE ARE NO REFUNDS FOR COSTUME DEPOSITS AFTER DECEMBER 15, 2009.**

2009-10 PAYMENT SCHEDULE
(Registration Fees, Tuition, and Costume Payments)

REGISTRATION FEE

There is a \$25.00 registration fee for new and returning students, payable at the time of registration. Registration fees are non-refundable. **No student is guaranteed a place in a class until the Registration Fee is paid.**

TUITION

Touch of Class Dance Season runs from September through June (including Dress Rehearsal & Recital Week). Tuition is based on the total number of classes during the dance season, not the number of dance classes per month. There are no refunds offered for classes missed for any reason. We do offer a convenient make-up policy which a student may take advantage of in the event he/she misses class due to illness or other circumstance. Classes that are missed during holiday breaks are not paid classes and do not need to be made up.

Tuition is charged in the following manner:

RATE SCHEDULE

<u>Classes per student</u>	<u>Fee</u>
1 class per week	\$60 month per student or \$80/month per student for classes that are 1 hour ½ to 1 hour 45 minute
2 nd class per week	Additional \$50 per month per student
3 rd class per week	Additional \$50 per month per student
4 th class per week	Additional \$40 per month per student
5 th class per week	Additional \$40 per month per student

Each additional class per week will be charged \$40 per month per student.

* Discounted rates are applied per student, not per family.

** The Technique Ballet, Pointe and Combo Level 3 Ballet/Level 2 Jazz classes are always considered as the first class when determining student discounts.

DRESS CODE

Creative Movement and Prep Ballet/Tap: students are required to wear tan buckle tap shoes (slip-on tap shoes) and pink ballet slippers. Any style and color of dancewear is acceptable.

Ballet: All students are required to wear pink ballet tights, pink ballet shoes, ballet skirts (any color Level 4 and up) and hair **must** be in a bun and off the face. Touch of Class is requiring each Level of Ballet to wear the required color bodysuit below.

- Level 1 (ages 6/7) – **Pink Bodysuit or our Touch of Class Skirted Leotard. (Leotard can be ordered through Touch of Class Dance)**
- Level 2 (ages 7/8) – **Lavender**
- Level 3 (ages 9/10) – **Light Blue**
- Level 4 (10/11) – **Royal Blue**
- Level 5 and Intermediate 1 & 2 (ages 12/13) – **Burgundy**
- Advanced Intermediate (ages 15 & up) – **Black**
- Advanced (Ages 16 and Up) – **Any of the above colors**

All bodysuits can be purchased at Motions Dance & Fitness Shoppe. All Touch of Class students receive a 10% discount on all dancewear and shoes.

Tap: Students are required to wear **appropriate dancewear**, black pants or shorts with bodysuit and tights. Tap shoes required for each level are listed below.

- Levels 1 & 2 – Block 302 Tan Tap Shoe
- Levels 3 -5 – Trim Foot Flex Tan Oxford Tap Shoe or Capezio CG17 Carmel (Capezio Definitely Dance)
- Intermediate & Up – Block Flex Black Tap Shoe

All tap shoes can be purchased at Motions Dance & Fitness Shoppe. All Touch of Class students receive a 10% discount on all dancewear and shoes.

Jazz: Students are required to wear **appropriate dancewear**, black pants or shorts with bodysuit or dance top and tights. All levels are required to wear tan jazz gore boots.

Modern/Contemporary: Students are required to wear **appropriate dancewear**, black pants or shorts with bodysuit or dance top and tights. All levels may be bare footed or wear foot undies.

Hip Hop: Students are required to wear **appropriate dancewear**, loose fitting dance pants and top. All levels are required to wear sneakers, preferably dance sneakers. Sneakers **must not** be worn outside the studio.

Acro: Students are required to wear **appropriate dancewear**, black pants or shorts with bodysuit. Bare feet for all levels.

Dress codes will be strictly enforced in all classes on all levels of dance. Please note that all Touch of Class students may wear the current tap shoe that they already own until new shoes need to be purchased. However, the new style of tap shoe must be purchased for the recital

DOWNINGTOWN
2009-2010 CALENDAR

September 2009

Monday, 9/1	Payment #1 Charged
Saturday, 9/12	Start of Fall Classes
Sat., 9/19	First Session of Baby Dance begins
Friday, 9/18	First Session of Mini Hip Hop begins

October 2009

Thursday, 10/1	Payment #2 Charged
Mon.,10/5-Sat.,10/10	Emergency Drills
Mon.,10/19-Sat.,10/24	Observation Week – Parents welcome!
Saturday, 10/31	Studio OPEN – Halloween

November 2009

Saturday, 11/1	Payment #3 Charged
Sat. 11/7	Second Session of Baby Dance begins (no class 11/28, Thanksgiving Holiday)
Friday, 11/6	Second Session of Mini Hip Hop begins (no class 11/27, Thanksgiving Holiday)
Mon., 11/2-Sat. 11/7	Costume Measurements Taken
Sunday, 11/15	Costume Deposits Charged (\$60 per class)
Wed., 11/25-Sun.,11/29	STUDIO CLOSED – Thanksgiving Holiday
Monday, 11/30	Studio reopens

December 2009

Tuesday, 12/1	Payment #4 Charged
Mon.,12/14-Sat.,12/19	Observation Week (Holiday Parties for Creative Movement & Prep-Ballet/Tap Classes) – Recital Information Packages Distributed
Wednesday, 12/23	Last Day of Classes (2009)
Thurs., 12/24 – Sun., 1/3	STUDIO CLOSED – Winter Break

DOWNINGTOWN
2009-2010 CALENDAR

January 2010

Thursday, 1/1	Payment #5 Charged
Monday, 1/4	Broomall Studio Reopens
Sat,1/30	Session #3 Baby Dance begins
Friday, 1/29	Third Session of Mini Hip Hop begins

February 2010

Monday, 2/1	Payment #6 Charged
Monday, 2/15	Costume Balances Due
Mon.,2/15-Sat.,2/20	Observation Week – Ticket Sales Information Package Distributed

March 2010

Monday, 3/1	Payment #7 Charged
Sat., 3/20	Fourth Session of Baby Dance Begins (no class 4/3– Spring Break)
Friday, 3/19	Third Session of Mini Hip Hop begin
Wed., 3/31-Tues., 4/6	STUDIO CLOSED - Spring Break

April 2010

Thursday, 4/	Payment #8 Charged
Sunday, 04/25	Ticket orders taken at Broomall & Dtown
Mon.,4/26-Sat.,5/1	Final Observation Week (Mandatory for parents of all Beginner, Creative Movement and Prep-Ballet/Tap classes.)
	Ticket Pick-up

May 2010

Saturday, 5/1	Payment #9 Charged
Friday, 5/28	Last Day of Classes Broomall Studio
Tues., 6/1 – Sun., 6/6	Dress Rehearsal and Recital Week for ALL Studios.
	See website for specific class times and dates.