



Student Handbook

Information and Policies

2011-2012

Relevé (ruhl-e-VAY)

Definition: Raised, lifted up or re-lifted. A ballet term used to describe a rise from a bent knee to the balls of the feet.

Purpose: To develop strength and control, building a strong, secure and balanced foundation.

We aim to nurture creative minds with enthusiasm and expertise, helping students develop professionalism, versatility, and proficiency in all aspects of the performing arts, encouraging them to strive for excellence both in spirit and in their artistic endeavors.

We are absolutely thrilled that you have chosen Relevé Studios to meet your performing arts needs. We thank you in advance for the privilege to "lift-up" each and every student.

This handbook was designed to answer any questions you may have about our operations and policies. If we haven't addressed a specific subject or if you have any concerns, please give us a call at 818-343-7353, or email us (frontdesk@relevestudios.com). We love to hear from our clients, as we're constantly looking for ways to improve our business!

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The Studio

All of our studios are named after some of the greatest stars of the Golden Age.

Kelly Studio (Gene Kelly) is a 730 sq. ft. rectangular space with sprung maple flooring.

Rogers Studio (Ginger Rogers) is a 935 sq. ft. irregular shape with sprung soft ballet flooring.

Astaire Studio (Fred Astaire) is a massive 1515 sq. ft. rectangular space with sprung maple flooring.

Merman Studio (Ethel Merman) is our music suite with an upright Yamaha piano for voice, guitar and piano lessons.

Kelly, Rogers and Astaire are all mirrored and have outstanding sound equipment. Not many studios have this luxury of space!

There is a video monitor in the lobby for class viewing.

Quick Ground Rules

Relevé Studios is a NUT-FREE ZONE. Please do not bring in nuts or peanut butter products. Those with allergies thank you!

NO hard-soled or high-heeled street shoes are allowed in the studios. Pretty please!

NO food or drinks (except for bottled water) are allowed inside the studios.

Please BRING WATER with you, or you may purchase it in the lobby vending machine.

Please DO NOT USE CELL PHONES in the studios.

Students must adhere to our DRESS CODE policy (see page 4).

Please sign in at the front desk before class!

Amenities

Our spacious lobby offers toys, books, videos, homework tables, and free Wi-Fi for our clients and their families. You will also find a microwave and a vending machine filled with healthy snack options.

A changing table is located in the women's restroom.

Classes are Rehearsals

Because we want to instill our students with a great work ethic and professional demeanor, we run our classes as rehearsals. After all, we are rehearsing for a June performance and many other performances in between. Being professional and courteous does not mean we don't like to have fun; we just like to have organized fun!

Rehearsal Rules:

1. Always be in the correct attire (see page 4) with the correct shoes with hair tied back at the start of rehearsal.
2. Be on time! Instructors will not allow students to participate in class if they are more than 10 minutes late. You may watch, but you may not participate. Missing a warm-up is dangerous and tardiness is inconsiderate to everyone.
3. If rehearsing for a musical or play bring the appropriate music and script, with several sharpened pencils with erasers, for taking blocking and notes down. Also, practice your material at home in between your rehearsals.
4. The director/choreographer should have the performers' complete attention. Performers must not talk among themselves unless directed to do so. If you are waiting your turn to rehearse, please be courteous by being quiet.
5. No food, drinks, gum, cell phones or hard-soled street shoes are allowed in the studios. Bottled water is the only liquid allowed!
6. Please check your tap shoes for loose screws, and tennis shoes for rocks or pebbles, before going on the expensive dance floors!
7. Always ask before you leave a rehearsal.
8. Parents, please do not distract your child or the instructor while they are rehearsing. Video monitors are available in the lobby for class viewing.
9. A student's success starts with good attendance. Inconsistent attendance and falling behind has several consequences:
 - » The instructor or owner may need to request private catch-up lessons at an additional fee to the student.
 - » If the student cannot catch up with choreography, lines, or vocals, etc, he/she may be excluded from the studio recital or other performances.
 - » The student may feel dejected and embarrassed.
10. Please take bathroom breaks before going into rehearsal.
11. Drugs, smoking, profanity, and gossip will not be tolerated. It takes a village to raise a child. Parents please help us set examples and enforce outstanding behavior.
12. Please exit rehearsal immediately so the next group can begin.
13. Have fun and enjoy the process.



Discipline Procedures for Inappropriate Behavior

Unfortunately, we have to have a system in place in which we can effectively and fairly deal with behavioral problems. Disciplinary actions for obstructive and inappropriate behavior are in order as follows:

1. Verbal Warning
2. A 10-minute time-out and a note from the owner or instructor stating the problem.
3. Asked to sit out the entire class and a note from the owner or instructor stating the problem.
4. A request for a parent conference with the studio director.
5. If behavior does not improve, the student will be asked to leave the studio.

Tuition and Fees

Registration: \$25 per family (new clients); \$20 reinstatement fee for clients who have not been enrolled for 1 year.

Dance Tuition: We have 3 semesters throughout the year: Summer, Fall, and Spring.

- Tuition Fees cover the entire semester (they are no longer priced "per-month")

FALL: Sept. 6, 2011 - Jan. 28, 2012 SPRING: Jan. 30 - June 17, 2012 (recital June 15-17) SUMMER: July 9 - Aug. 31, 2012

- There are no credits, refunds, or extensions for holidays or missed classes. We do not pro-rate if you are absent, away on vacation, or for studio closures. (We do have a generous make-up policy. See below.)

Session/Semester Fees for Dance Classes: a fee schedule is available at the front desk, or on our website.

Single class cards also available (3, 5, 8, or 10 classes) Please note: We do not encourage drop-ins, because we are building technique and choreography each week, working towards our June recital. However, if a teacher has agreed to "drop-in" students, we can accommodate as needed. During the fall and spring semester, drop-in students are not eligible to be in the recital.

10% discount for siblings enrolled in dance classes. (Discount applies to 2nd and additional siblings taking fewest number of classes. Does not apply for private lessons, acting classes, musical theatre, or summer camps.)

Payment Options: Semester fees must be paid by AutoPay, or 1-2 installments.

- Sign up for AutoPay and 5 monthly payments will be charged on the 6th of each month throughout the Fall or Spring session. Automatic Payments may be deducted from your Credit Card (Visa, MasterCard, American Express or Discover) or through Electronic Funds Transfer from your checking or savings account.
- If you do not pay through Auto-Pay (CC or EFT), you must pay each semester in 1 or 2 installments by check, cash or credit card.
- There is a \$25.00 late fee for any tuition received after the 10th of each month.
- A fee of \$25.00 will be assessed for denied, returned, or NSF payments.
- Tuition fees are non-transferable.

Changing Classes: All classes in which you have registered will be included on your invoice.

- You must fill out an ADD/DROP form to change your registration.
- Simply not attending a class does not excuse you from paying for it.
- If you want to change classes, please notify the front desk via the ADD/DROP form by the 20th of the month prior to the change taking place.

Excused Absences: We request that you give us 24 hours notice for absences. If we have not heard about an absence at least 2 hours before the class – that absence will not be considered "excused" and will not be eligible for a "make-up".

- No refunds will be given for missed classes.
- Excused absences may be made up in ANOTHER class within 30 days of the missed class.
- Students may not use their regular class for a make-up class.

Make-up classes: Please contact the front desk to schedule your make-up class. (You must have a "make-up" or "drop-in" pass to enter a class in which you are not already registered. Passes are available at the front desk. Please arrive 5-10 minutes early to get your pass.)

- Unused classes do not carry over into the next session.
- Limit of 8 make-ups per month.
- You must be currently registered in classes to use your make-ups.

30-Minute "Catch-up" Lessons: \$30.00

- At the discretion of the studio director if a student has an excused absence in 2 regularly scheduled classes in a row or is having difficulty learning choreography, catch-up lessons may be scheduled within one month of absence. (Absences without 24-hour notice may not be excused.)

Trial Class for NEW students only: A one-time \$10 trial class is available for students for their FIRST class.

- Limit one trial class per student
- If you join the class after the first trial, \$10 will be deducted from your semester tuition.
- Students age 11 and up may have ONE free audit to watch a class in session.

We thank you for your cooperation and support!

Dress Code

Ballet, Pointe, Mommy & Me, Ballet/Jazz

Girls (up to 7 years old): Solid pink leotard and ballet-pink tights (non-shimmer and no seams). Pink ballet shoes. Hair should be in a bun. (Children 6 yrs and under may wear a braid or pony tail instead.)

Girls (over 7 years old): Solid black leotard and ballet-pink tights (non-shimmer and no seams). Pink ballet shoes (split-soled is preferred). Hair must be in a secure bun.

Boys: Black jazz pants. Dance belt (for those over 13 years old). Black or white close-fitted tank or T-shirt. Split-sole black ballet shoes.

Jazz, Broadway Jazz, D-Tech

Girls: Solid black leotard, unitard, or camisole/close-fitted type shirt. (No baggy clothing.) Solid black jazz pants. Black split sole jazz shoes. Certain Broadway classes may require tan 2" character shoes that are rubberized and reinforced -- ask the instructor. Hair secured back off face & neck.

Boys: Black jazz pants or sweats. Dance belt (for those over 13 years old). Solid colored fitted tank or T-shirt. Split-sole black jazz shoes.

Tap

Refer to Jazz attire. Black flat tap shoes. Instructor must be able to see your feet and ankles. (Jazz style lace up black flat tap shoes are preferred for age 7 and older.)

Tap Combo

Refer to main dance style, plus black flat tap shoes. (For example, Ballet/Tap should wear Ballet attire. Hip Hop/Tap can wear Hip Hop attire.)

Lyrical, Contemporary, Hawaiian, Modern, Acro

Refer to Jazz attire. Most instructors prefer bare feet, though, lyrical sandals are also allowed.

Hip Hop, Step/Stomp, Breakdance, Poppin'

Girls and Boys: Loose fitting clothing that you can move in. Tennis shoes (no flip flops, Crocs, etc). No skirts or dresses. Hair pulled back.

Ballroom, Latin Ballroom

Girls: Short skirt, with leggings or shorts underneath. Leotard, unitard, or camisole/close-fitted type shirt. Jazz, Character, or Ballroom shoes. Shoes must have straps.

Boys: Black casual pants with belt. T-shirt. Jazz or Ballroom shoes.

Pre-Ballroom

Girls: refer to ballet attire, plus a short skirt.

Boys: Same as ballroom (above).

Barre Work

Tight fitting dance wear. Ballet shoes.

Fitness

Comfortable clothing you can move in. No hard-soled, street shoes! Tennis shoes are best.

Musical Theatre, Acting, Improv

Comfortable clothes. Girls should not wear skirts or dresses. Flat soft-soled shoes. (Check shoes for debris before going on the studio floors.) No flip flops!

**Musical Theatre classes usually include choreography. Please refer to Broadway Jazz and Tap for dress codes.

NO DANGLY JEWELRY OR WATCHES.

PLEASE No bare midribs.

No provocative clothing, or wording/symbols on clothing that is inappropriate for a child to see.

DO NOT WEAR DANCE SHOES OUTSIDE! YOU WILL RUIN THEM!

If you wear glasses, please consider getting a strap to keep them in place, or wear contacts to class.

NO HARD-SOLED STREET SHOES.

Dancing in socks, instead of shoes, is extremely dangerous and not allowed.

Barefoot is a safer choice.

***Ask at the front desk for a list of local dancewear stores.



Recital Costumes

Recital costumes are priced \$40, \$60 or \$80 per number. Tights, shoes and standard tank leotard are specified by each class and are not included.

Recital commitment will be made upon registering in January for the SPRING SEMESTER. Costume fees are payable in full at that time in order for us to receive them in time for our June recital. (Dancers are not required to participate in the recital.)

Costumes are non-exchangeable and non-refundable.

More Than Just Dance

Relevé Studios also offers private piano, voice, and guitar lessons, along with private acting coaching. Group classes are available for voice, acting, improvisation, and fitness options. All dancers (ages 5 to 18) may audition for our award-winning competition company. And, of course, we have our amazing theatre workshops that run 10-14 weeks in the fall and in the spring, plus exciting summer camps. If you'd like to take something we don't already offer, go ahead and ask.

Studio Rentals

Our gorgeous facility and studios are available for rent. We can provide space for parties, classes, rehearsals, casting, and filming. Please call to inquire about scheduling. Rental rates are available online.

Helpful Tips for Little Ones

Arrive early to class so your young dancer can get accustomed to his/her surroundings. You'll want to take care of going to the bathroom before class starts.

Going to dance class is a fun and exciting thing to do. Keep an upbeat and joyful attitude as you guide your child into the studio room. Should parting be a tearful occasion, you may sit quietly in the back of the room as long as it is not distracting to the other students. Eventually, it should become a familiar and safe place to go without mom or dad.

Always label your child's shoes, bag, and belongings so nothing gets lost.

Make practicing dances and steps a fun at-home activity. Compliment and reassure your child often!



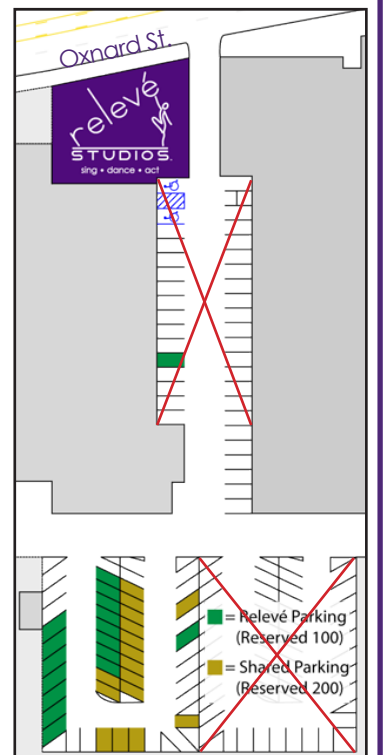
Free Parking

We have 17 parking spots (marked RESERVED 100) in a lot in the back of the building. (See green spots on map at right.) You may also park in the shared parking spots (marked RESERVED 200 - yellow on the map). To find these hidden gems, drive down the long driveway on the east side of the studio, go to the end of the building, turn RIGHT and then LEFT. You will see purple signs along the fence indicating Relevé Studios parking.

Please contact the front desk if the parking is full.

Please do not park in the alley or in our neighbors' parking spots.

Thank you.



Studio Closures 2011-2012

Labor Day: Saturday - Monday, September 3 - 5, 2011

Thanksgiving Break: Thursday - Sunday, November 24 - 27, 2011

Winter Break: Monday, December 18, 2011 - Sunday, January 1, 2012

Spring Break: Sunday - Sunday, April 1 - 8, 2012

Memorial Day: Saturday - Monday, May 26 - 28, 2012

Picture Day: (Sunday, June 3rd)

Photos will be taken in recital order. Bring all costumes, tights, shoes, make-up and hair accessories. Our wonderful photographers will be taking group shots of every number in the recital. Individual photo session times will be available online by special appointment. Photo CDs are available to order. Ask at the front desk.

All-Studio Dance Recital: June 2012

PERFORMANCES:

Friday, June 15, 6:30pm • Saturday, June 16, 2:00pm • Sunday, June 17, 2:00pm

Location: Birmingham Community Charter Theater - a beautiful 600-seat auditorium

Assigned seating may be purchased online at www.relevestudios.com/tickets

MANDATORY REHEARSALS WEEK (all held at Birmingham Community Charter Theatre):

Three Blocking Rehearsals (most students will not be required to be at all 3) :

Monday, June 11, 2012, 5:00 - 8:30pm

Tuesday, June 12, 2012, 5:00 - 8:30pm

Wednesday, June 13, 2012, 5:00 - 8:30pm

Final Dress Rehearsal Thursday, June 14, 2012, 5:00 - 8:30pm

**Please bring snacks, dinner & activities for children while they wait their turn to rehearse.

**We need volunteers to help us backstage during the shows and the rehearsals. Please let the front desk know if you are interested. Thank you in advance!

Congratulate your loved one by purchasing a program ad! Ask the front desk for details!

Studio Policies

All rules and regulations have been established to keep operations running smoothly, protect clients, employees, and the property.

1. By attending Relevé Studios, you give us your consent to use your or your child's image or likeness in marketing materials.
2. Relevé Studios, its owners, and employees are not held responsible for personal injuries. Clients understand that the risk of injury exists in all physical activities.
3. Relevé Studios is not responsible for students leaving the facility without permission or supervision.
4. Relevé Studios is not responsible for lost or stolen items.
5. Relevé Studios reserves the right to cancel or reschedule classes, change or substitute teachers, and refuse classes to anyone who does not comply with the rules and regulations set in place by Relevé Studios.
6. Private lessons with instructors should be set up through the front desk.
7. Students are placed in classes based on age, maturity, and experience. The owner reserves the right to re-assign a student to another class level based on the evaluation of the instructor.

Summer Session & Camps

July 9 - August 31, 2012

Sing, dance, act, all year long! Watch for email updates about all our exciting summer programs!

Company Auditions

June/July, 2012

Mini, Junior & Senior age groups (5-18 yrs)
ballet, tap, hip hop & jazz



Relevé Studios

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www.relevestudios.com

Thank you for being part of the Relevé Studios Family!