

# *Wildwood Ballet*

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*Serving and Connecting through Dance*

## **HANDBOOK 2011-2012**

### **Contact Information**

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## TABLE OF CONTENTS

<b>THEME</b>	<b>PAGE</b>
Welcome and Theme Scripture	3
Registration/Dance Class Placement/Theater Arts	4
Adult Classes	4
Wildwood Ballet Company	5
Kids' Dance Nights	5
Summer Dance Camps	5
Dance attire for class	6
Where to buy dance attire	6
Wildwood Ballet t-shirts	7
Hair/Jewelry Policies	7
Waiting Area Policies	8
Ballerina Days	8
Tallahassee Ballet Field Trips	8
Christmas Ballet Week	9
Parent Observation Week	9
Recital Information	9-11
Volunteer Opportunities	11
Calendar of Dance Events/Holidays	12-13
Fees	14-15
Class Schedule	15-16
<i>Individual Tuition/Fees Schedule</i>	<i>insert</i>

## WELCOME TO WILDWOOD BALLET!

We are looking forward to another great year of dancing for our Lord... and we are glad you joined us! To answer frequently asked questions, we have prepared this handbook which includes information listed in our Table of Contents. We ask that you take time to read it carefully and also make note of your *Individual Tuition/Fees Schedule* that we have inserted so that you will have a record at home.

As always, if you have a question about anything, please visit our **website** OR **email** us OR **speak with one of our receptionists at the Ballet Desk.**

It is our goal to make this an enriching and worshipful year! Again, we are so glad you and your student have joined us!

### THEME SCRIPTURE for 2011-12

Each year I choose a scripture that the Lord has laid on my heart that keeps us as teachers focused in the classroom as we teach technique...and then it becomes the theme for our recital details. Our theme this year is WORSHIP...we always focus on worship at Wildwood Ballet but this year I want to go deeper. I have a desire that we as a staff would gain a greater understanding of what *acceptable worship* is and be able to impart this to our students and inspire them...for He is worthy of our highest praise...

*“Let us be grateful for receiving a kingdom that cannot be shaken, and thus let us offer to God acceptable worship, with reverence and awe, for our God is a consuming fire.”* Hebrews 12:28-29

Robin Stuyverson  
Director

## REGISTRATION

Registration for dance classes opens after Spring Break and then remains open until the end of the fall semester. We do not take any new students after January 31<sup>st</sup>. A Registration form will be given out to enrolled students in their Student Registration/Recital Packets when they return from Spring Break. A **Registration form** can also be found on our website as well as a **Class Description handout**. A registration fee of \$15/returning student or \$25/new student is required for all students. **Once a class is registered for, it cannot be dropped without speaking with *Robin Stuyverson, Ashley Stewart, or Ann Kinnebrew (drama)*.**

## DANCE CLASS PLACEMENT

Our **Lower Division** is comprised of classes for 3-8 year old students. Placement in classes is determined by the age of the student. These classes are designed to be “recreational dance” classes and to introduce students to basic classical technique in ballet, tap, and musical theater dance.

Our **Upper Division** is comprised of classes for students age 8 and older. Placement in classes depends on the ability level of the student. These classes are designed to classically train students in ballet, tap, jazz, lyrical, modern, and musical theater. We also encourage our dancers to attend our conditioning classes (Pilates for dancers) in order to enhance their training. A new student entering our program will need to be evaluated for placement by the Director or one of our senior teachers. During the spring semester, our teaching staff will evaluate students in class and recommend a level for the student for the following year. This recommendation will be given out to students in their Student Registration/Recital Packet.

## THEATER ARTS CLASSES

We are so excited about our new Theater Arts classes this year! Ann Kinnebrew, director of the Community Christian School theater program, will be directing/teaching various theater classes including Drama and Acting for Elementary-Middle School students, Acting - beginning and advanced - for High School students, Directing, Theater Design, as well as Acting for adults. A schedule and description of these classes can be found on our website.

## ADULT CLASSES

We are pleased to be able offer **two adult ballet classes** (Monday, 6:30 pm and Tuesday, 11:30 am) and an **adult tap class** (Wednesday, 5:15 pm). Adults are also welcome to join us in our conditioning classes (Pilates) on Thursday afternoons as well as any of our Upper Division technique classes in ballet, modern, or lyrical. Adults may pay their fees by the month or by purchasing coupons for classes – *something new this year!* (See Fees on pg. 14)

## WILDWOOD BALLET COMPANY

This is our outreach ministry, a non-audition dance company, comprised of Upper Division students who rehearse each week in order to dance in the community at various times throughout the year. We prepare a mini-concert during the fall and spring semesters to present at Assisted Living Facilities and Health Care Centers as well as other venues that change from year to year. Company members are required to be enrolled in at least one dance class in order to participate.

## KIDS DANCE NIGHT

During the fall and spring semesters our Company dancers sponsor two Dance nights to help pay for their costume/concert expenses. These nights of dance fun and pizza/snacks are for 4-8 year olds. This event is open to students and guests of Wildwood Ballet. Cost is \$15/per dancer or \$25/for families. **See our Calender on pp. 12-13 for dates.**

## SUMMER DANCE CAMPS

**In June**, we offer a four-day Dance Camp from 9 am to 12 pm for **4-9 year old students**. Our theme for Summer 2012 will be ***Princesses – Daughters of the King***. Camp students learn dance choreography, have a daily arts and crafts project, and then present a program for the parents on the last day of camp. Cost is \$120 (A \$40 registration/supply fee and an \$80 camp fee).

**In July**, we offer “Stay in Shape” classes for **10-15 year old students** on Tuesdays and Thursdays from 10 am to 2 pm. This is a great opportunity for our Upper Division Students to maintain their technique during the summer months. Daily sessions include a devotional/bible study time, ballet class, modern class, and worship time. Cost is \$25/registration fee and \$40 per day or \$75 per week.

## DANCE ATTIRE

**Ballet classes:** Black leotard (any style – no low backs), *pink footed or convertible ballet tights*, short black dance skirt (optional), **pink ballet shoes** (canvas or leather), leg warmers (teacher's preference).

**Ballet/Tap classes:** Black leotard (any style – no low backs), *pink footed ballet tights*, short black dance skirt (optional), **pink ballet shoes** (canvas or leather) **and black tap shoes**.

**Tap/Jazz classes:** Tight fitting t-shirt or leotard, black jazz pants, **black tap and jazz shoes**.

**Lyrical classes:** Tight fitting t-shirt or leotard, black jazz pants, *pink convertible tights and pink ballet shoes* (for performances).

**Modern classes:** Tight fitting t-shirt or leotard, black jazz pants.

**Musical Theater classes:** Tight fitting t-shirt or leotard, jazz pants, **black jazz shoes**.

*\*Please write dancer's name on ALL shoes/dancewear!!!!*

*\*\*Students in Ballet/Tap and Tap/Jazz classes need a dance bag for their shoe changes!*

## WHERE TO BUY DANCE ATTIRE

*Head Over Heels Dancewear* (Lake Ella: Address: 1656 Legion Street; phone: 224-5140)

*The Walking Shoe Shop* (Market Square: Address: 1415 Timberlane Road; phone: 668-1336)

*Discount Dance Supply*

(online: [www.discountdance.com](http://www.discountdance.com); phone: 1-800-328-7107)

*Our ballet closet* – See our receptionist to purchase gently used dancewear donated by our students.

## WILDWOOD BALLET T-SHIRTS

We would love for all our students to have a Wildwood Ballet T-shirt! They are great to use as a cover-up over leotards (for modesty coming and going to class) OR to wear for tap/jazz/lyrical/modern classes. Cost: \$10/each. Please see our Receptionist at the Ballet Desk.

## JEWELRY/HAIR POLICIES

**Jewelry:** Please **NO** watches, necklaces, big rings, silly bands, friendship bands, or big earrings in class! This is *for safety* as well as being well groomed for class!

**Hair:** We feel it is important for the girls to develop good grooming habits for class. *By keeping their hair out of their face, students are free to focus on learning technique; therefore* we request the following for classes:

*Ballet classes:* Long hair should be *neatly* secured in a bun OR with a large barrette. Short hair should be pulled away from face with a head band or barrettes. No large bun clips, etc. please.

*Ballet/Tap classes:* Long hair should be *neatly* secured in a bun. Short hair should be pulled away from face with a head band or barrettes. No large bun clips, etc. please.

*Tap/Jazz/Lyrical/Modern/Musical Theater:* Long hair should be neatly secured in a pony tail or with a large barrette. Short hair should be pulled away from face with a head band or barrettes.

***If you would like an instruction sheet on how to do a ballet bun or ballet barrette bun hairstyle, please see the Receptionist at the Ballet Desk!***

## WAITING AREA POLICIES

We have several areas for parents and siblings to wait while your student is in class. ***We ask that siblings be under parental supervision AT ALL TIMES!***

1. Waiting Room/Ballet Office – we have a TV with DVDs, books, coloring supplies, etc.
2. Playground for younger children (age 5 and under) at the side entrance of the church.
3. Playground for older children (ages 6 and above) at the end of the ballet hallway.
4. Nursery Room (for ages 2 and under) is available ONLY on Mondays and Wednesdays.

## BALLERINA DAYS

During two weeks in the fall semester and one week in the spring semester, we have *Ballerina Days*. These are weeks that students are allowed to wear *whatever they want to class* (i.e. dress up clothes, casual dance attire, etc.). We also have special dance activities planned during these class times. **Please mark your calendars! This is a very fun time for the students!**

## TALLAHASSEE BALLET FIELD TRIPS

During the fall semester, we sponsor a field trip to go see *The Nutcracker* presented by the Tallahassee Ballet. We buy a block of seats for the school performance which is typically on a Friday morning. Occasionally, during the spring semester, we sponsor a field trip to their Spring Concert as well. We will notify parents via email/newsletter/website when these field trips will be. Payment for tickets is required when a reservation form is completed. Ticket confirmation, directions to the theater, and parking instructions will be emailed to those who sign up.

## CHRISTMAS WEEK AT WILDWOOD

The week before Christmas Break all classes will present special Christmas dances/demonstrations *during the student's class time* for parents and friends. These presentations are held in the church Sanctuary, Fellowship Hall, or dance studios.

## PARENT OBSERVATION WEEK

*This is something new this year!* We would like to invite all parents to observe their student's class the week before Spring Break. We ask that no siblings be present unless they are older and can sit quietly. Look for more details in our newsletter/email/website. We hope you will make plans to join us!

## RECITAL INFORMATION

**Costume/Recital Fees:** We believe that an important part of recital time is that our students feel beautiful in their costumes! It is our goal to choose appropriate and modest costumes for all our students. The Costume/Recital Fee includes the cost of your student's costume so that we can purchase it from a Recital Costume Company. We also have added a *small* fee to help us cover recital expenses which include printing of programs, Lower Division party expenses, rental fees for the recital venue, technical assistance costs, and staging costs. We do try our very best to keep costs down so that we can help out our families! ***See Pg. 14 for fee amounts.***

**Recital tickets:** Unlike most studios, we do not charge admission to our recitals. We rely solely on the small Recital Fee added to the Costume fee in order to pay our Recital expenses. However, during a year that the Upper Division produces a "story ballet", we do charge a nominal fee for guests to attend. There is no charge for immediate family. These ticket donations help us out tremendously so that we can pay for increased technical assistance needed, guest artists, and staging needs.

**Dress Rehearsal/Extra Rehearsals:** Lower Division and Upper Division students are required to participate in their Recital Dress Rehearsal which is typically the day before their Recital. If the Upper Division is producing a “story ballet”, there will be extra rehearsals required of all students, some held at Wildwood Church and some held at Chiles High School Auditorium. Students in the Upper Division are expected to attend ALL classes AND rehearsals AFTER SPRING BREAK if they wish to participate in the spring recital. **Only emergency absences will be excused.**

**Recital Picture Week:** During one week in April, our dancers need to come to class dressed in their recital costume(s). We invite our Wildwood Ballet photographer (*Front Porch Photography*) to come during class times and photograph the girls. This is a great opportunity to practice “recital hair and make-up”! Order forms are given out in Student Registration/Recital Packets after Spring Break so that parents can purchase photos of their student. We also take a class photo on that day that will go up on our “Recital Wall of Fame” in our Waiting Room.

**Recital DVD:** We hire a videographer each year to videotape our recitals. This is an excellent way for the girls to remember their recital dances from year to year! We play the recitals in the Waiting Room and hope it is an inspiration to the students to watch their own dances as well as other dances in the Recital. Order forms are given out in Student Registration/Recital Packets after Spring Break.

**Lower Division Party:** We like to make our Lower Division Recital a big celebration for our dancers! After the Recital, we host a *party* in the Fellowship Hall of Wildwood Church. We ask for each student to bring a FOOD item to the party since we have quite a few guests who attend. Wildwood Ballet will provide the punch and miscellaneous paper goods. The FOOD item needed will be given out in the Student Registration/Recital Packets after Spring Break. We will also give out a reminder note to students, email, and post the information on our website the week before the Recital.

## **VOLUNTEER OPPORTUNITIES**

During the year and especially at Recital time, we have a great need for parent volunteers. Our gift to volunteers is a complimentary Recital DVD and being a part of the joy of this ministry! Please consider how you can volunteer some time for this ministry this year...Some of our volunteer needs are as follows:

### **Lower Division Recital:**

Room Moms for each class

Party Moms to help with set up/serving/clean up

### **Upper Division Recital:**

Backstage Room Moms – Rehearsals and Pre Recital/Post Recital

Backstage Check In/Check Out Moms

### **Miscellaneous Needs:**

Moms who sew/do craft projects – for Recital Time

Dads who can build sets – for Recital Time

### **Company Moms:**

Help with Kids' Dance Nights

Take photos/video of dancers at Kids Dance Nights

Take photos/video of dancers at Outreach Concerts

Carpool for Outreach Concerts

Sew costumes/props

## CALENDAR OF DANCE EVENTS/HOLIDAYS

### August

❁Monday, August 22nd – Classes begin

### September

❁Monday, September 5<sup>th</sup> – LABOR DAY – no classes

### October

❁Week of October 3<sup>rd</sup> – BALLERINA DAYS

### November

❁Tuesday, November 1<sup>st</sup> – COSTUME FEES DUE!

❁Friday, November 4<sup>th</sup>- KIDS DANCE NIGHT – 5:30-8:30 pm

❁Week of November 14<sup>th</sup> – BALLERINA DAYS

❁Week of November 21<sup>st</sup> – THANKSGIVING HOLIDAYS – no Wednesday or Thursday classes

### December

❁Friday, December 9<sup>th</sup> – *Wildwood Ballet Company* presents “Outreach Concerts”

❁Week of December 12<sup>th</sup> - CHRISTMAS WEEK

❁Weeks of December 19<sup>th</sup> and December 26<sup>th</sup> – CHRISTMAS HOLIDAYS – no classes

### January

❁Wednesday, January 4<sup>th</sup> – classes resume

❁Monday, January 16<sup>th</sup> – Martin Luther King Holiday – no classes

## **February**

❁Week of February 13<sup>th</sup> – BALLERINA DAYS

## **March**

❁Week of March 12<sup>th</sup> – PARENT OBSERVATION WEEK

❁Week of March 19<sup>th</sup> - SPRING BREAK – No classes

❁Friday, March 30<sup>th</sup> – KIDS DANCE NIGHT - 5:30-8:30

## **April**

❁Registration for 2012-13 begins

❁Friday, April 13<sup>th</sup> – *Wildwood Ballet Company* presents “Outreach Concerts”

❁Week of April 16<sup>th</sup> ---- Recital Picture Week

## **May**

❁Friday, May 4<sup>th</sup> Upper Division Dress Rehearsal -- 4 pm-8 pm

❁Saturday, May 5<sup>th</sup> -- Upper Division Dress Rehearsal -- 10 am

❁Saturday, May 5<sup>th</sup> -- Upper Division Recital -- 2:30 pm

❁Friday, May 11<sup>th</sup> -- Lower Division Dress Rehearsal -- 3:30 pm-5 pm

❁Saturday, May 12<sup>th</sup> Lower Division Recital – 10 am

## **June**

❁SUMMER DANCE CAMP – *Princesses – Daughters of the King*  
*Dates TBA*

## **July**

❁Every Tuesday and Thursday – STAY IN SHAPE classes – 10 - 2 pm

## FEES

**WILDWOOD BALLET CAN ONLY ACCEPT CHECKS! This enables us to keep better records and avoid keeping large amounts of cash. Thank you for your understanding and cooperation in this matter.**

**We have several tuition payment plans.**

*Per Month- 9 Payments (August/September 2011 – May 2012)*

*Per Semester- 2 payments (August and January, deducting 5% off total tuition), or*

*Per Year-1 payment (August, deducting 10% off total tuition).*

*FOR ADULT CLASSES ONLY-* Adult students may purchase class coupons, and present them to the instructor at any adult class. (This is recommended for adults whose schedules will prevent them from attending class regularly.)

All tuition is due the *FIRST CLASS OF THE MONTH*. If tuition is received AFTER the 15<sup>th</sup> of the month, a **\$10 Late Fee** will be added to the student's account.

A **\$10 Convenience Fee** will be charged for all checks returned to us by the bank.

For your convenience and record keeping at home, we have prepared an ***Individual Tuition/ Fees Schedule*** as an insert to this handbook. Please let us know if you have any questions regarding this.

**Absences** - are understandable and unavoidable sometimes. However, we do not pro-rate tuition payments due to absences UNLESS we have been notified in advance or in the case of a family emergency. We consider prolonged absences to be 3 weeks or more. For missed classes, we encourage all students to attend a make up class in a comparable class. For class suggestions, please ask the student's teacher or our Receptionist on duty.

**Dropped classes** must be paid for unless dropped with Robin Stuyverson, Ashley Stewart, or Ann Kinnebrew. **If a class is dropped without appropriate and timely notification, the student will be considered to be in the class until such a time as notification has been received.**

**Holidays** – We encourage students to make up their classes in comparable classes on another day when their classes are not meeting due to holidays.

**Months with less weeks** – We calculate our ballet tuition on a yearly basis and then divide it by 9 months. Some months have more weeks and some have less. We also conduct classes for 2 weeks in August but tuition is combined with September's tuition to make up for May (our recital month) being a shorter month.

**Costume/Recital Fees** are **due by November 1<sup>st</sup>**. These fees can be broken up and paid during the months of September/October/November, if needed. If fees are not received by November 15<sup>th</sup>, we will add a **\$20 shipping/handling fee** to your student's account so that a second order can be made.

**Please note a change in Upper Division Costume Fee procedure this year.** Students are required to pay a Costume/Recital Fee for EACH technique class that they are enrolled in (Ballet, Modern, Lyrical, Tap/Jazz). There will be no 3 costume maximum this year. If a student is enrolled in two Ballet classes, the Costume Fee is reduced to \$50. There are no Costume Fees for Company, Pilates, Adult, or Theater Arts classes.

*There is a Performance Fee of \$25 for all Theater Arts classes, These are due by February 1<sup>st</sup>.*

**Scholarships** – We do have partial scholarships available for students on a “need” basis. Please inquire by email or to our Receptionist if you OR someone you know is “in need” of some scholarship funds.

**FEEES**

**Registration Fees**

**\*NON-REFUNDABLE\***

Returning Student \$15

New Student \$25

**Class Fees (per family, per week)**

1 class	\$38/month
2 classes	\$65/month
3 classes	\$85/month
4 classes	\$105/month
5 classes	\$125/month
6 classes	\$140/month
7 classes	\$155/month
8 classes	\$170/month
9 classes	\$185/month
10+ classes	\$200/month

**Costume Fees**

Upper Division	\$70/technique class
	\$50/2nd Ballet class
Lower Division	\$50/class
	\$60/Ballet/Tap class

**Performance Fees**

Theater Arts	\$25/class
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**CLASS SCHEDULE**

**Lower Division**

LTB(3-4) Pre-Ballet (Ages 3-4)	Tues, 1030-1115	LWB(5) Ballet (Age 5)	Wed, 315-400
LTB/T(5-7) Ballet/Tap (Ages 5-7)	Tues, 330-430	LWB/T(5) Ballet/Tap (Age 5)	Wed, 315-400
LWB(3-4) Pre-Ballet (Ages 3-4)	Wed, 230-315	LWB(6-8) Ballet (Ages 6-8)	Wed, 400-445
LWB/T(4) Ballet/Tap (Age 4)	Wed, 230-315	LWB/T(6-8) Ballet/Tap (Ages 6-8)	Wed, 400-500
LWB(3) Pre-Ballet (Age 3)	Wed, 315-400	LWMTH(6-8) Musical Theater Dance (Ages 6-8)	Wed, 445-530

*Upper Division*

UMB3/4 Ballet 3/4	Mon, 330-430	UTA1 Acting (Grades 6-8)	Tues, 430-530
UMJ/T1/2 Jazz/Tap 1/2	Mon, 330-430	UTB5 Ballet 5	Tues, 530-700
UMJ/T3/4 Jazz/Tap 3/4	Mon, 430-530	UTA2 Acting (Grades 9-12)	Tues, 530-630
UMB1/2 Ballet 1/2	Mon, 430-530	UTL6/7 Lyrical 6/7	Tues, 530-630
UMCAB Company AB	Mon, 430-530	UWTA Adult Tap	Wed, 515-600
UMCC Company C	Mon, 530-630	URB3/4 Ballet 3/4	Thurs, 330-430
UMMTH Musical Theater Dance (Ages 9-13)	Mon, 530-630	URB2/3 Ballet 2/3	Thurs, 330-430
UMJ/T5 Jazz/Tap 5	Mon, 530-630	URP6/7 Pilates 6/7	Thurs, 330-430
UMBA Adult Ballet	Mon, 630-730	URB6/7 Ballet 6/7	Thurs, 430-600
UTBA Adult Ballet	Tues, 1130-1230	URP4/5 Pilates 4/5	Thurs, 430-500
UTB6/7 Ballet 6/7	Tues, 330-530	URB4/5 Ballet 4/5	Thurs, 500-615
UTD2 Drama 2 (Grades 4 & 5)	Tues, 330-430	URM6/7 Modern 6/7	Thurs, 600-700
UTL4/5 Lyrical 4/5	Tues, 430-530	URM4/5 Modern 4/5	Thurs, 615-715