

WHO WE ARE

Footprints Performing Arts LLC, formally Laurel Dance and Performing Arts, was established on November, 1st 2012 by Owners/Directors L. Travis Love and Jacqueline Friday. Footprints offers a variety of classes to students ages 18 months to adult including: Ballet, Modern, Pointe, Tap, Broadway, Jazz, Hip-Hop, Creative Movement, and Mommy and Me. Footprints Performing Arts has several talented instructors each educated and skilled in their craft in order to promote optimal education for the student.

OUR MISSION

"We are a dance and performing arts studio that strives to foster creativity, self-confidence, and self-discipline, by enriching the lives of our students through a solid education in an environment not just founded on technique and professionalism, but also on passion and the appreciation of each individual's capabilities and talents."

CONTACT US

Conveniently located on 322 in Ephrata in the "Lee's Camera Complex" and a short distance from highways 272 and 222. Parking is available in the front & rear parking lot and on the street.

Footprints Performing Arts llc
514 E. Main St.
Ephrata, PA 17522
Phone: 717-312-7837
Email: contact@footprintsperformingarts.com
Web: www.footprintsperformingarts.com



HANDBOOK AND POLICIES



2014-2015

HIGH QUALITY PERFORMING ARTS EDUCATION

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STUDIO EXPECTATIONS

Students are to come to class on time and prepared to work. They are to follow all dress code and uniform requirements. Students and families must treat the directors, teachers, fellow students, and families with respect and courtesy. If any of the above expectations are not met, disciplinary actions will be taken leading up to expulsion with all tuition and fees forfeited. Students are also expected to maintain a healthy level of attendance. If a student misses more than four classes in one academic year the studio has the right to move the student to another class, deny the student participation in the recital and other performances, or remove the student from class, forfeiting all tuition and fees. Please notify the studio of any extended absences.

CECCHETTI EXAMINATIONS

Students who enroll in the Cecchetti Ballet Syllabus classes have the opportunity to receive certification, through the Cecchetti Council of America, in their level of study through a graded examination. Examinations are not required but highly recommended. Examinations are scheduled towards the end of the academic year and may be scheduled during the week, requiring students to be excused from school. Each level of certification has a set examination fee that must be paid 2 months in advance of the exam.

FOOTPRINTS RESERVES THE RIGHT TO:

- ❖ Cancel or postpone classes due to low registration or participation.
- ❖ Change class instructors and provide substitutes to classes at will and without notice
- ❖ Move students to a more appropriate level class.
- ❖ Deny students of classes beyond their level of technique.
- ❖ Charge for bounced and returned checks.

ANNUAL RECITAL & PERFORMANCES

At the end of each academic year there is an opportunity for students to perform in the recital. Participation is strongly encouraged but not mandatory. Attendance at all dress and tech rehearsals is mandatory. All accounts, tuition, and costume fees must be up to date and paid in full in order for a student to participate. If a student's attendance is low throughout the academic year the directors and teachers have the right to remove a child from part of or all of a recital piece. If a student has decided not to participate, please inform the class instructor by Jan 31st so they can plan accordingly. Students may be asked to perform at events and shows outside of our annual recital. Participation will provide the student with additional performance experience, but is not mandatory.

PARKING

Please reserve the parking spaces in front of the building for student pickup and drop off, an exception can be made for the elderly and persons with disabilities. If you are planning to stay and wait for your child please use the rear parking lot located behind the building off of Mountain St. Parking is also available along main street in designated areas.

BEFORE AND AFTER CLASS

Students should arrive to the studio 10 minutes before their first scheduled class. During that time the student should use the restroom as needed, change into their uniform, put their hair into place, remove any jewelry with the exception of a pair of stud earrings, and spit out any gum. There is NO gum chewing allowed in any studio. After the student finishes all of their classes for the day, they can wait in the lobby to be picked up by their families. Students are not permitted to wait outside. At no time should a student be in a studio outside of class time unless they have been given permission by the instructors or directors.

STUDIOS

Footprints Performing arts has three high quality studios equipped with hardwood sprung flooring. In addition to our spacious studios, we have a waiting room for families and a dressing room for students to prepare for class. Children may play in the waiting area only if they are supervised by an adult and the area is picked-up before they leave. Children are never to be in any studio space unattended. Families are responsible for their children and are financially responsible for any damage they cause.

ENROLLMENT AND REGISTRATION

There are 35 weeks of classes each academic year, September through June. In order to enroll in classes a Registration Form, Class Selection Sheet, and Payment Schedule must be completed in addition to any fees associated with the above items (see tuition and fees section). If any of the above items are not completed, students will not be placed on class rosters. Registration closes for the academic year on January 31st, and is reopened May 1st for the following academic year.

UPDATE OF PERSONAL INFORMATION:

It is the responsibility of the parents or guardian to update any information, including: changes in address, phone number, e-mail, authorized people to pick up your child from class, medical conditions, etc. Any changes must be made in writing.

TUITION AND FEES

Tuition fees are based off the entire academic year. Payment for tuition can be made annually, semi-annually, quarterly, or monthly. All payments remain the same regardless of holidays, closings, and/or attendance. Accepted methods of payment are cash or check. Please make checks payable to Footprints Performing Arts and include the student's name in the memo section. Payments can be made at the studio or mailed to the studio address, 514 E. Main St. Ephrata, PA 17522.

TUITION AND FEES CONTINUED

LIST OF FEES AND DISCOUNTS

Registration Fee:

- ❖ There is a one-time registration fee of \$15 per student due at the time of enrollment. This fee is not eligible for any discount and is non-refundable.

Costume Deposits and Payment

- ❖ For students participating in the recital, a costume deposit of \$50 per student, per class is due by January 31st. This fee is not eligible for any discount and is non-refundable once the costume has been ordered.
- ❖ Costume deposits may not cover the entire cost of the costume so additional payment may be required. Additionally students will not be ordered a costume if deposit/payment has not been made.

Late Fee:

- ❖ Failure to follow proper payment as outlined in the payment schedule will result in a late fee of \$10.

Discount for Multiple Nuclear Family Members:

- ❖ A 25% discount will be given to the second, third, etc. members of an enrolled family. The student taking the most class hours pays the full tuition price before the other family member tuition is discounted.

Discount for Early Payment/Registration:

- ❖ A 10% discount will be given to individuals who register and pay the annual tuition cost, in full, before September 1st.
- ❖ A 5% discount will be applied to those who register and pay the semi-annual tuition cost before September 1st.

Tuition Refunds:

- ❖ Refunds will only be granted within thirty days of the student's first class. If a refund is issued it will be less the first month of classes and a \$20 processing fee.

Delinquent Accounts:

- ❖ If an account goes more than two months without payment, the student loses the privilege to attend classes until the account is paid up to date.
- ❖ Please let us know before a payment is due if there will be difficulty in making your payment. We can work with you on a payment plan. Our goal is to keep the student dancing!

CLASS PLACEMENT

Students will progress through set levels of instruction based on technique, maturity, focus, and etiquette. Student class designations are not yearly progressions and they are not based on age. Current students will be evaluated by the directors and teachers through the academic year to determine the student's level of ability. Correspondence will be sent to the students and families informing them of class placement for the following academic year. New and incoming students will be evaluated by the directors or teacher to determine proper class placement for the current academic year. Students may be moved to a more appropriate level of classes mid-year based on their class performance. Ultimately we want the student to feel challenged but not overwhelmed.

MISSED AND MAKEUP CLASSES

If a student misses a class, any other class geared to a comparable level or lower level may be taken as a make-up lesson. There will not be a tuition adjustment for classes that are not made up. Classes that are cancelled due to weather, teacher absence, or a power outage will be made up on a scheduled make up day.

STUDIO CLOSINGS

As a general rule if the Ephrata Area School District closes for the day, dismisses early, or cancels evening activities due to weather, we will not have class. We will post our weather closings on our Facebook page and also on WGAL. When in doubt use your best judgment for travel.

CLASS OBSERVATION/VISITOR'S WEEK

Visitor's weeks are set at the beginning of the year and placed on the studio calendar. Family and friends are not permitted to observe classes outside of visitor's week. If there is a concern with this policy due to a student's emotional or physical health you may discuss observation options with the directors.

UNIFORMS AND DRESS CODE CONTINUED

MODERN:

Ladies: Any style black leotard, Black footless tights over the leotard, and hair neatly off the face and secured in a ponytail or bun with the fringe pinned back. If a bra or body tight is worn all straps must not be visible.

Gentleman: Plain T-shirt or leotard, Dance Belt, Black footless tights, and hair neatly off the face

ELEMENTARY STUDENTS:

Girls: Any style pink dance dress, pink footed tights, pink leather ballet slippers, and hair neatly secured off the face. For Elementary Tap students Bloch Girls Annie Tyette Tap Shoes (SO350G) or Capezio Child Jr. Tyette (n625c) in patent leather black.

Boys: Plain white T-shirt, athletic/jazz shorts or pants, and black ballet slippers, and hair neatly off the face. For Elementary Tap students, Capezio Child Tapster (442c) in black, or similar black oxford style.

PRE-PROFESSIONAL STUDENT DRESS CODE:

For students in the pre-professional programs there are slight differences in the required uniform and dress code, with each level of progression having their own distinct variation. The ladies progress through a series of colored leotards and the gentleman progress through a series of T-shirts/Leotards. Pre-Professional students may also wear the recreational students dress code if desired.

LEVEL A

Ladies: Leotard & Skirt Color- Burgundy/Maroon

Gentleman: Plain White T Shirt or Leotard

LEVEL B

Ladies: Leotard & Skirt Color – Pastel/Light Blue

Gentleman: Plain Pastel/Light Blue T-shirt or Leotard

LEVEL C

Ladies: Leotard & Skirt Color – Navy Blue

Gentleman: Plain Navy Blue T-shirt or Leotard

BEGINNER & INTERMEDIATE LEVEL CLASSES CONTINUED

MODERN

Taylor, Graham, and Horton techniques/styles will be used to explore this organic form of movement and expression.

TRIPLE THREAT

This class will prepare students for the stage demands of musical theater. Singing, acting and dancing will be explored and refined.

ACRO

Explore the basics of gymnastics and learn a new trick to take your performance skills to the next level.

PRE-PROFESSIONAL ACADEMIC PROGRAM

In addition to our recreational class structure, we have established an academic dance program for students who wish to pursue a career in dance. This track would be appropriate not only for aspiring performers, but for students with an interest in the many other opportunities in the performing arts field. Moreover, this well rounded program will also be for students who love dance for its own sake, without professional plans in the field. This program has been specifically designed to meet the requirements demanded of every day professional performers. Pre-professional students will pay one price for unlimited classes in their level of education. This program requires students to take the outlined classes with additional supplementary classes free of charge. Students who participate in this program also have a unique dress code progression (see uniforms and dress code section).

PRE- PROFESSIONAL DANCE PROGRAM

LEVEL A

Students age 6 and up must attend classes two days a week with a minimum of two class hours per week.

REQUIRED CLASSES

Level A Ballet

LEVEL B

Students must attend a minimum of two days a week with a minimum of 4 class hours per week.

REQUIRED CLASSES

Ballet, modern and/or Jazz,

LEVEL C

Students must attend a minimum of two days a week with a minimum of 6 class hours per week.

REQUIRED CLASSES

Ballet, Modern, and Jazz

BALLET:

Ladies: Any style black leotard, pink tights, pink canvas split sole ballet slippers, and hair neatly secured in a bun with a hair net and fringe pinned back. A sheer black wrap skirt is permitted, but not mandatory and if a bra or body tight is worn all straps must not be visible

Gentleman: Plain white T-shirt (tucked in) or leotard, dance belt, black tights, black canvas split sole ballet slippers, and hair neatly off the face.

JAZZ, TRIPLE THREAT, TAP AND ACRO:

Ladies: Any style black leotard, Caramel Tights, and hair neatly off the face and secured in a ponytail or bun with the fringe pinned back. Plain black jazz shorts, capris, or pants may be worn, but are not mandatory. For Triple Threat class students need Nude/Tan Character Shoes and Caramel Stretch Jazz Ankle Boots. For Tap students, Black oxford style tap shoes (can be full or split sole), and jazz students need Caramel Stretch Jazz Ankle Boots.

Gentleman: Plain white or black T-shirt, dance belt, plain black jazz pants or shorts, Caramel Stretch Jazz Ankle Boot, and hair neatly off the face. Tap Students, Black oxford style tap shoe (can be full or split sole)

HIP HOP:

Ladies and Gentlemen: Black athletic/jazz shorts (no short shorts/booty shorts), capris, or pants, plain T-Shirt, hair neatly off the face, and black Jazz/Hiphop Dansneakers.



JACQUELINE O. FRIDAY

Jackie has been dancing for 23 years in New Jersey and Pennsylvania with over 10 years of teaching experience in a variety of styles of dance including; creative movement/pre-ballet, Jazz, Hip-Hop, ballroom, along with specialization in Tap Dance. Jackie has been a dancer and choreographer for local dance companies as well as college dance clubs and has been the founder/choreographer for local high school dance teams. As a master's degree Occupational Therapist in Lancaster County, Jackie has a strong interest in the biomechanics of the body along with a minor in child psychology inspired by her passion of working with children of all ages.

L. TRAVIS LOVE

Travis has been teaching dance for 8 years and is a professional dancer, teacher, and choreographer. He has performed in dance concerts, benefit performances, and theater shows. Originally trained in the Vaganova method, Travis has enjoyed expanding his classical ballet knowledge and embracing the Cecchetti technique. He has received "Pass Highly Commended" on his teacher examinations from the Cecchetti Council of America (CCA) and attended conferences to expand his knowledge. He has received the "Young Teachers Scholarship to study dance education at the CCA's Summer School at Hope College in Holland, MI. In addition to classical technique, Travis also has a vast knowledge in the expressive forms of Modern, Lyrical, Jazz, and Tap. Outside of Footprints Travis is a guest teacher and choreographer working with colleges, companies, and intensive programs. He also continues to perform for theater companies and professional dance companies, such as Ballet 180.



The Elementary Programs are for children ages 18 months to 6 Years old.

MOMMY AND ME

Best for students 18 months to 3 years old with their parents or caregivers. This class will give the child freedom of movement and the parents a chance to bond with their child over dance. (30mins)

CREATIVE MOVEMENT

Best for children ages 3-4, in this class students will learn the foundations of dancing such as classroom etiquette, music theory, and basic dance technique, in a fun, creative atmosphere. (30 mins)

DANCE EXPLORERS

Best for children ages 4-5, in this class students will learn the fundamentals of dance placement, posture, and presentation. (45 mins)

PRE-BALLET

Best for children ages 5 and up, students will begin to lay the foundation for future dance work. This class stresses musicality, coordination, and performance. This class is 45 minutes.

ELEMENTARY TAP

For ages 5 and up, Happy Tappy students will learn basic hand and foot rhythms in classical American tap. (45mins)

STUDENT PROGRAMS

The student programs begin with Level A, around age 7, and build up to Level D. These classes are designed to bring out the best in each student focusing on technique, musicality, artistry, and performance. Whether you are a recreational performer or aspiring star, classes will be fun, informative, and professional.

PROGRAMS OF STUDY

ELEMENTARY PROGRAMS

BALLET

Footprints uses both the Cecchetti (Italian) and Vaganova (Russian) schools of classical ballet to teach students the beauty and grace that is Ballet. Placement, Musicality, Artistry, and History will be used to build and enforce a well-developed ballerina or danseur. Our ballet classes are also enforced with Pointe and Variations classes.

POINTE

Pointe technique is for serious ballet students only. The dancer is to dance on the tips of the toes and execute feats of artistic excellence. Ballet Students who show the physical and mental preparedness for pointe will receive a letter of recommendation from the artistic directors.

VARIATIONS

This class will allow serious ballet students to explore the demanding roles and variations in classical ballet repertoire.

JAZZ

Fun, Energetic, and Passionate are all ways to describe jazz. Break the ballet mold with explosive tricks, spiraling floor work, and maximum attitude. Styles from musical theater jazz to competition/California jazz will be explored and sharpened.

TAP

Classical American and Hooper tap will be the emphasis of this rhythmic and percussive art form.

HIP HOP

Isolations, movement construction, and style will be the focus of this energetic form of movement.

SAFE ENVIRONMENT POLICY STATEMENTS

Any person who comes to Footprints and threatens, verbally or physically, commits violence, brings an implement intended to harm another, or otherwise acts in a threatening manner toward any and all persons in a class, teaching a class, watching a class, entering or leaving a class or transporting a person to or from a class or commits any other action deemed by Footprints to be grossly inappropriate will be asked to leave and Law Enforcement will be contacted if necessary. Any Student who intentionally injures or causes the injury of another student or brings to class an implement intended to harm another student or commits any other action deemed by Footprints to be grossly inappropriate will be immediately removed from class. Reinstatement after the first offence will not be considered until the student and his/her parents or guardians meet with the Directors, the victim, and the parents or guardians of the victim. All tuition and fees paid at the time of the first offence will be forfeited. A second offence will not be tolerated and the student will be permanently expelled from Footprints. All tuition and fees paid will be forfeited. Law enforcement may be contacted if appropriate.

CUSTODY ARRANGEMENT AND PRIVACY STATEMENT:

Parents and Guardians are responsible for informing Footprints of any and all custody arrangements that affect the safety of the child in their custody. Our first priority is the safety of your child. We reserve the right to ask for a copy of the court document that orders all arrangements. Please note, we are bound by the laws of the Commonwealth of Pennsylvania. We will appear in court if subpoenaed by either party to testify to our class schedule, rehearsals and performances and to the child's attendance at those class, rehearsals and performances. Footprints will not give out any address, phone number, attendance record or any other specifically personally identifiable information of any child without the permission of the custodial parent or legal guardian of the child in accordance with established privacy policies. Please note: Class, rehearsal and performance schedules and information published in our newsletters or in advertising or feature articles by other media outlets are in the domain of public information. We cannot be held responsible for that information being acquired by parties other than the legal guardian or custodial parent of the child

