



2018/2019 FAMILY HANDBOOK

On behalf of the Faculty and Staff of Martell School of Dance, welcome to our wonderful studio! We are proud of our students and excited for our 39th season of dance! Our goal is to provide an exciting and professional dance education, in a warm, family friendly environment.

Our studio is continuously evolving. Everything we do is for the benefit of our students and we are thrilled to continue to make more available to those interested in a quality dance education.

**PLEASE REVIEW OUR UPDATED PROCEDURES FOR THE 2018-2019 YEAR CAREFULLY
WE HAVE MADE SEVERAL CURRICULAR CHANGES**

Classes begin Tuesday, September 4th, 2018

HOW OUR PROGRAM WORKS:

We have TWO studio locations just a mile and a half from one another.

Martell Tu (Ages 2 through 4th Grade & Adult Classes) located in the popular Wall-haven district of Akron, OH.

**1530 W. Market St, Akron, OH 44301
Phone: 330-805-4854**

Martell Main (Ages 5th Grade through Adults) located in the Historic Highland Square community of Akron, OH.

**788 West Market St., Akron, OH 44303
Phone: 330-253-9900**

The division of our studio currently suits the above age levels. This offers us the ability to focus closely on the development of each student whether they are a young child , adolescent, or adult.

We offer many styles of dance including: Ballet, Pointe, Tap, Jazz, Hip Hop, Modern, Musical Theatre, Lyrical, Acro, Fusion, Clogging, Zumba and exercise classes. Our program is offered to anyone ages 2 years through adult, with beginner through advanced levels available. The foundation of our program is based on ballet training, and all of our teachers are experienced and qualified in the styles they teach. We are a non-competition studio and conduct our school based on weekly classes and a 9-month calendar.

MARTELL TU CLASS STRUCTURE

Martell Tu is our studio designed for younger students, ages two through 4th grade. (Students entering into 5th grade will now participate in classes at the Martell Main studio location in Highland Square. NEW THIS SEASON!)

At Martell Tu, classes are broken into the following groups:

- Move With Me (formerly Mommy & Me) (ages 2 - 3 OR not potty trained)
- Pre-School (4 years old by December or 5 years/not yet in Kindergarten for 18/19 school year)
- Kindergarten (ages 5 -6; currently enrolled/enrolling into Kindergarten for 18/19 school year)
- 1st-2nd Grade (currently enrolled or enrolling into for 18/19 school year)
- 3rd-4th Grade (currently enrolled or enrolling into for 18/19 school year)
- Accelerated Track (3rd-4th graders) ***By Teacher Recommendation ONLY**

*The Martell Tu Accelerated Track is for students with several years of dance experience at Martell School of Dance who have fulfilled the following expectations necessary to move at an accelerated pace:

- Take a ballet class (not limited accelerated ballet)
- Have a high rate of attendance
- Know the fundamentals of the style in which they are participating (Ballet, Jazz, Tap, Modern)
- Demonstrate knowledge of vocabulary
- Show physical strength
- Show quality of movement & understand musicality
- Wear appropriate attire and look neat and prepared for every class
- Demonstrate proper class etiquette (no outbursts, talking in class, rude behavior, etc.)
- Come to class prepared each week
- Be a respectful and positive classmate at all times
- Be recommended by their teacher
- Parents notify our faculty of their child's interest and commitment
- Accelerated Tracks ONLY include Ballet, Tap, Jazz, and Modern NOT Hip Hop, Clogging, or Acro

Our goal for the addition of this newly added track is to create a curriculum for students who are dedicated to their future in dance. This track is seen as a bridge to our Accelerated Levels at our Main studio. It allows our introductory and intermediate level students the time to learn in a fundamentally centered environment where we can focus on the importance of basic dance technique. This will better prepare all students for success in whatever path of dance they choose. It's extremely important for our students and families to understand that to be invited into an Accelerated Track class ***does not*** mean that one dancer is "better" than the other. ***At Martell School of Dance, the success of EVERY student is our most important goal. We are a non-competitive studio intentionally, and encourage all students to challenge themselves on a personal level in each and every class. We will NEVER hold a student back if they are prepared for a new challenge.***

MARTELL MAIN CLASS STRUCTURE

New this year, we have included our 5th Graders at Martell Main. We believe that the developmental age gap from 3rd-5th graders was significantly large and look forward to seeing our 5th graders develop and grow as dancers at our Highland Square location. This will offer our 5th graders the opportunity to dance in larger spaces and be mentored by our upper level students and Faculty. They will also have the opportunity to take more genres of dance such as Lyrical and Fusion!

At this studio location, we have eliminated the classes by Age Groupings (also known as "Rec Level" classes OR 6-8th or 9th-12th) and designed a benchmark program of Levels I through VI. Levels I and II do not require that the student participates in Ballet, and Levels III and up are considered our "Accelerated Level Program" which involves a Contract Agreement related to participating in Ballet, attendance requirements, daily conduct, and ultimately, promotion to Level III by audition and/or invitation.

Students who are NEW to our dance studio will be evaluated EITHER by participating in an audition or a class to give us clear understanding of their knowledge and ability to execute the style of dance in which they are interested in pursuing at Martell.

To be enrolled in our Accelerated Martell Main Dance Program (Level III and Up) the dancer MUST:

- Enroll in ballet (not limited to Ballet III or higher)
- Have a high rate of attendance
- Know the fundamentals of the style in which they are participating (Ballet, Jazz, Tap, Modern, Lyrical, Pointe)
- Demonstrate knowledge of vocabulary
- Show physical strength and understanding of core strength
- Show quality of movement & understand musicality
- Wear appropriate attire and look neat and prepared for every class
- Demonstrate proper class etiquette (no outbursts, talking in class, rude behavior, etc.)
- Come to class prepared each week
- Be a respectful and positive classmate at all times
- Be recommended by their teacher
- Parents notify our faculty of their dancer's interest and commitment
- Sign an Accelerated Level Contract

No student will be moved into level III, IV, V or VI without taking ballet and completing the above benchmarks to the satisfaction of their current teacher and faculty. Those interested in taking Pointe must be approved to be placed in that class. This is strictly a safety issue. Although injury is common when you are physically active and athletic, we try to minimize that possibility for our students. Dancers are NOT moved into pointe based on number of years they have taken ballet; placement is based strictly on strength.

At Martell School of Dance, the success of EVERY individual student is our most important goal. We are a non-competitive studio intentionally, and encourage each student to challenge themselves in every class on a personal level.

TUITION: PLEASE READ CAREFULLY - TUITION POLICIES HAVE CHANGED!

Seasonal Tuition (September-May) is based on the time length of the class. Tuition is NOT based on the style of dance or the faculty member conducting the class. Our faculty are *highly* educated and certified in their fields and are 100% qualified to instruct your children.

TUITION

Tuition is based on the nine month dance season. Tuition can be paid yearly, semi-annually, or in nine equal monthly installments. All classes are to be paid for whether attended or not, however, students are entitled to take a make-up class within the same month, or as suggested. We do not have a “pay per class” option, unless you are an adult student or visiting temporarily from out of town. There are no refunds on tuition payments.

2018/2019 MARTELL SCHOOL OF DANCE CLASS TUITION

30 Minute Class - \$48 Per Month	75 Minute Class - \$54 Per Month
45 Minute Class - \$50 Per Month	90 Minute Class - \$56 Per Month
60 Minute Class - \$52 Per Month	120 Minute Class - \$58 Per Month

REGISTRATION: A \$35.00 Registration Fee per family plus first month’s tuition is due at the time of registering. **Registration is not considered complete and class space is not reserved until these fees are paid.** Registration fees are non-refundable/non-transferable. **ALL families must update their information in our Parent Portal at the time of registration. It is imperative that we have a CURRENT e-mail address on file. E-mail is our SOLE means of communication with our families.**

FAMILIES WITH OUTSTANDING BALANCES MUST BRING THEIR ACCOUNT CURRENT PRIOR TO ENROLLING FOR THE 18/19 DANCE SEASON.

MONTHLY PAYMENTS: *Anyone who chooses to pay monthly is asked to keep a credit card on file with Martell School of Dance.* We accept cash, check, and credit cards (Visa, Master Card, AMEX, and Discover). Monthly tuition can be paid by cash, check or credit card before the 7th of every month. No statements will be emailed out, unless your account is past due. If tuition is not paid by the 7th, your card will be automatically charged the monthly tuition. If you decline a card on file and do not pay tuition by the 7th

of the month, your account will be assessed a \$15 late fee. This includes any and all expired or declined credit cards on file. *Late Fees will be enforced.*

By agreeing to our payment policies, you acknowledge that If tuition and late fees are not paid by the end of the month, Martell School of Dance reserves the right to interrupt your child's attendance until the account balance is brought current.

OUR STUDIO DEPENDS ON YOUR TIMELY TUITION PAYMENTS

If you wish to have your credit card automatically charged for monthly tuition, you may choose a payment date of the 28th (prior to month due), 1st or 7th of current month due.

SEMI ANNUAL PAYMENTS: Anyone choosing to make two payments for the 9 month dance year must make these payments by Monday, September 10th and Monday, January 10th. Dancers may NOT participate if payments are not made on time.

ANNUAL PAYMENT: Anyone choosing to pay in full for the 9 month dance year will receive 10% off their entire tuition. This payment must be paid in full by Monday, September 29th in order to receive the discount. The 10 % tuition discount DOES NOT include classes that are added on or after September 29th.

BAD CHECKS: Any person who submits a bad check will be charged the fee that the bank debits our account in addition to re-payment of tuition.

CANCELLATION OF ENROLLMENT - NOTICE REQUIRED It will be assumed that you will continue with your / your child's dance education, consecutively, each month upon registering in the fall for the season.

Should you wish to discontinue enrollment/class participation, we ask that you submit a notice in writing PRIOR to the new month of classes. If we do not receive such notification, it will be expected that the monthly tuition will be due in full on the 1st of the new month.

If cancellation of classes is related to injury or other extenuating circumstances, please request a personal meeting with Rachel Yunker.

TUITION CYCLES & HOLIDAYS Tuition is calculated on a monthly basis. Within the dance season, like in academic seasons, there are designated holidays that Martell School of Dance honors. **We are in session** for holidays such as Martin Luther King, Jr. Day, Columbus Day, Presidents Day, etc. Our yearly calendar is included at the end of this document and is shared on our website with continuous live updates.

• TUITION DISCOUNTS

- **Annual Tuition Payment Discount:** Anyone choosing to pay their tuition in full for the 9 month season (September- May) will receive 10% off their entire tuition. *Does not include classes enrolled on or after September 29th.*
- **Referral Discount:** Anyone who refers a student to Martell who then registers for the September-May dance year (2018-2019) will receive a \$10 discount towards one month of tuition.
- **Multi Class Discount:** The first two classes per student or family are full price. Each class after the first two receives a discount of \$20 per class, per month. Ex: a \$45/month class becomes \$25/month. Discounts are taken from the least expensive classes in which the student is enrolled.
- **Standard Multi Student Family Discount:** Any family with two or more students dancing will receive \$5 off their monthly tuition PER additional family member.
- **Multi Student Family Rebate:** We are pleased to offer a \$50 Multi-Student Rebate for families whose monthly account exceeds \$500.

Discounts were re-worded on 8/2/18 per the request for clarification. We are still pleased to offer the new rebate and hope that it is beneficial to your family!

LATE TUITION FEE:

There will be a \$15 late fee for any unpaid tuition by dates listed above.

CLASS CANCELTION DUE TO LOW ENROLLMENT (added 8/1/2019):

Martell School of Dance reserves the right to cancel a class in which enrollment is of four students or less. In the event of this, we will do all we can to offer a secondary option. A full refund for the particular class (excluding Registration Fee) will be extended in the event that that the family is unable to enroll in an alternate class time that meets their needs under such circumstances.

OBSERVING LESSONS:

We understand how excited parents are to see the progress of their children. Specific weeks during the year are assigned for parents to observe class. These are the **ONLY** times we will permit anyone to observe a class unless your child's instructor invites you in to watch a certain portion of a regular class. Please do not ask for special privileges. If we make an exception for one person, we have to make an exception for everyone. We ask that you respect this policy, as we truly feel it will be the best way for your child to get the most out of their dance education.

DRESS REHEARSAL AND RECITAL:

Dress Rehearsal is **MANDATORY** for every single student who would like to participate in the recital. There are no exceptions for this rule. I cannot allow anyone to dance in the recital if they are not at dress rehearsal and have participated in their piece/pieces

on stage. Please inquire if you would like more details about this rule. Please mark your calendars for the following recital week dates:

- **Monday, May 20th:** Age Levels TBA
- **Wednesday, May 22nd:** Age Levels TBA
- **Saturday, May 25th (RECITAL DAY):** Morning Overture (Pre-K), An Afternoon of Dance (1st-4th Grade), An Evening of Dance (5th-12th Grade)
- **Recital Venue:** Akron Civic Theatre

RECITAL COSTUMES:

All students performing in our recital will have a costume fee, per class. Prices will be posted by the 3rd week in October. Out of respect for your budget, please plan on anywhere between \$40.00-\$85.00 per costume (very low/very high end). **ALL COSTUME MONEY IS DUE IN FULL** by Tuesday, November 20th. Any costume paid after the 22nd is subject to late fee's. New this year, costume fees will be differentiated by *your* method of payment. Families planning to pay for costumes with a credit card will be subject to additional fees. We prefer cash or check payments (to avoid surcharges) and encourage you to be mindful of this as you plan your enrollment for the season.

NO COSTUME WILL BE ORDERED WITHOUT PRIOR RECEIPT OF PAYMENT.

EXTRA PERFORMANCES:

Throughout the year, Martell School of Dance is often invited to perform at events such as a benefit or gala, sporting event, festival etc. Our staff pulls students to perform based on what the "event" is asking of us. Each one is different and we give as many opportunities as we can to as many students as possible based on the event. Note that participation fees are often affiliated with extra performances.

SCHOOL CLOSINGS:

Martell School of Dance will determine whether it is best to remain home due to inclement weather or if we feel confident that our families can safely travel to the studio for class. Students will not be penalized for missing class if they decide not to attend, however, attendance is always encouraged if possible.

WE ARE NO LONGER FOLLOWING AKRON PUBLIC SCHOOLS INCLEMENT WEATHER POLICIES.

We will notify you via email regarding a school closing NO LATER THAN 1 PM the day of. Please also follow us on Facebook, Twitter and Instagram for regular updates on school closings and Martell news!

BULLYING AND CODE OF CONDUCT - STUDENTS AND PARENTS:

Any type of offensive behavior (actions, language, social media abuse related to Martell, damage to studio) will NOT be tolerated from EITHER a student or a parent. If such activity occurs, the person(s) in question may be expelled from Martell School of Dance without refund and may also be responsible for loss or damages as it relates to interpersonal offenses (family to family) and/or damage to the studio's infrastructure. Martell School of Dance will NOT be held liable for damage to student's/family's property while on our premises or at other venues where we may perform or participate.

MARTELL TU STUDENTS UNDER THE AGE OF 3RD GRADE MAY NOT BE LEFT UNATTENDED IN OUR LOBBY AREA. Parents are asked to remain in the lobby until their child heads back to class. Always notify our Office Manager of your whereabouts in the event of an emergency.

In the event of a threat or danger, we have a specific plan in place to keep your children safe, however, we do not rehearse drills due to the sporadic structure of our schedule.

Please review and acknowledge our Code of Civility along with your dancer(s):

The Martell School of Dance

Code of Civility

We recognize that Martell School of Dance is a positive and encouraging community of kind individuals who respect one another and promote positivity.



We agree to work together in the spirit of cooperation and support our common goal of seeking a quality dance education.



We embrace the beauty of diversity and believe that it creates a healthy and unique dance community.



We strive to make positive contributions to our local and surrounding community through the philanthropy of our studio.



We understand that our parents, instructors, and peers have come together through the joy of dance with the hope of creating memorable learning experiences that will endure a lifetime.

We are ...



TEACHERS AND STUDENT ASSISTANTS:

All of our teachers and student assistants are highly-educated, qualified, and committed to the job at hand. We share a genuine passion for dance and for working with your children. Please feel free to ask questions about your child's progress and keep us informed of new and exciting things in your child's life. We love to know your child as more than just a dancer! If for any reason you have an issue with one of our staff members, please discuss it with me first. Our staff follows my guidelines and are usually teaching more than one class per night. In order to keep our studio running efficiently, please do not stop our staff between classes to discuss a major concern. Please leave a message for me or email me to discuss any concern you have and I will handle it as quickly as possible. In the rare instance that a teacher would need a substitute at the last minute, our student teachers are expected and encouraged to step in. Our student assistants are "teachers in training" and we are happy to make this opportunity available to them.

MARTELL PARENT ASSOCIATION:

This will be the third season for the Martell Parent Association (MPA)!

The MPA began in the Summer of 2016. This organization provides support throughout both studios and serves the Martell Community in a variety of ways.

Monthly meetings are conducted, and if you are interested in learning more about the MPA and how you can get involved, please e-mail Sandy at martellparentboosters@gmail.com.

Please do not hesitate to call me at the studio if you would like to speak with me. I am happy to answer any questions you have regarding our policies.

Thank you again and I look forward to another amazing year of dance. We are happy to have you in the Martell Family!

Rachel Yunker – Owner/Director

2018/2019 SEASON CALENDAR
DATES ARE SUBJECT TO CHANGE AS NEEDED

MONTH / EVENT	DATE
SEPTEMBER 2018	
CLASSES BEGIN	TUESDAY, SEPTEMBER 4TH
KICK OFF ALL STUDIO FUNDRAISER	TUESDAY, SEPTEMBER 4TH
OCTOBER 2018	
HALLOWEEN WEEK (Dress up!)	MONDAY OCTOBER 29TH - SATURDAY, NOVEMBER 3RD
NOVEMBER 2018	
PROJECT ED BEAR FUNDRAISING	NOVEMBER 1ST - NOVEMBER 21ST
JR/SR LINE AUDITIONS	SUNDAY, NOVEMBER 4TH
FALL OBSERVATION MARTELL TU	MONDAY, NOVEMBER 5TH-SATURDAY NOVEMBER 17TH
COSTUME MONEY <u>DUE IN FULL</u>	TUESDAY, NOVEMBER 20TH
THANKSGIVING BREAK	WEDS. NOVEMBER 21ST - MON. NOVEMBER 26TH
DECEMBER 2018	
FALL OBSERVATION MARTELL MAIN	MONDAY, DECEMBER 3RD - SATURDAY, DECEMBER 16TH
WINTER BREAK (STUDIOS CLOSED)	SATURDAY, DECEMBER 22ND - FRIDAY, JANUARY 4th
JANUARY 2019	
CLASSES RESUME	SATURDAY, JANUARY 5TH
CONVENTION (INVITE ONLY) / MAIN STUDENTS	TBA
DANCE WITH YOUR STUDENT WEEK! Adults: \$1 / CLASS	MONDAY, JANUARY 28TH - SATURDAY, FEBRUARY 1ST
FEBRUARY 2019	
SPRING OBSERVATION - MARTELL TU	MONDAY, FEBRUARY 25TH - SATURDAY, MARCH 9TH
MARCH 2019	
SPRING OBSERVATION - MARTELL TU	MONDAY, FEBRUARY 25TH - SATURDAY, MARCH 9TH
SPRING BREAK (STUDIOS CLOSED)	MONDAY, MARCH 25TH - SATURDAY, MARCH 31ST
APRIL 2018	
SPRING OBSERVATION - MARTELL MAIN	MONDAY, APRIL 1ST - SATURDAY, APRIL 15TH
ALL DAY STUDIO REHEARSAL MARTELL TU	SUNDAY, APRIL 28TH (TIMES TBA)
MAY 2018	
ALL DAY STUDIO REHEARSAL MARTELL MAIN	SUNDAY, MAY 6TH
MATINEE & EVENING DRESS REHEARSALS ATTENDANCE IS 100% MANDATORY	MON, MAY 20TH & WEDS, 22ND GROUPS TBA PLEASE MARK CALENDARS FOR BOTH DAYS!
ANNUAL MARTELL DANCE RECITALS	SATURDAY, MAY 25TH (MEMORIAL DAY WEEKEND)
	RECITAL DAY INCLUDES THREE FUN & FANTASTIC SHOWS!

2018/2019 DRESS CODE
BALLET BUNS ARE EXPECTED FOR BALLET

<p align="center">BALLET & POINTE CLASS ATTIRE</p>	<ul style="list-style-type: none"> • BLACK LEOTARD (ANY STYLE) • PLEASE NO SKIRTS OR TUTUS UNLESS REQUESTED BY YOUR INSTRUCTOR • PINK TIGHTS • PINK BALLET SLIPPERS (CANVAS OR LEATHER, WE PREFER SPLIT SOLE) • HAIR PULLED BACK NEATLY IN A BUN • ANY FITTED POINTE SHOE (PREFERABLY NOT GAYNOR MINDENS UNLESS RECOMMENDED BY YOUR INSTRUCTOR)
<p align="center">ACRO & MODERN CLASS ATTIRE</p>	<ul style="list-style-type: none"> • LEOTARD OR UNITARD (ANY COLOR & STYLE) • JAZZ PANTS (CAPRI OR FULL LENGTH FLARE) • NO SHORTS • FITTED T-SHIRTS AND TANK TOPS PERMITTED (HIP LEVEL) • NO MIDRIFF SHOULD BE VISIBLE • HAIR NEATLY & SECURELY PULLED AWAY FROM FACE • BAREFOOT
<p align="center">JAZZ/LYRICAL/ FUSION/ ACRO/ MUSICAL THEATRE/ CLASS ATTIRE</p>	<ul style="list-style-type: none"> + LEOTARD (ANY COLOR & STYLE) + JAZZ PANTS (CAPRI OR FULL LENGTH FLARE) + SPANDEX SHORTS (MID THIGH LENGTH) + FITTED T-SHIRTS AND TANK TOPS PERMITTED + NO MIDRIFF SHOULD BE VISIBLE + HAIR NEATLY & SECURELY PULLED AWAY FROM FACE <p>PERMITTED FOOTWEAR:</p> <ul style="list-style-type: none"> + JAZZ & MUSICAL THEATRE CLASS = TAN LEATHER JAZZ SHOES, SPLIT SOLE RECOMMENDED + LYRICAL CLASS = FOOT PAWS + FUSION = BAREFOOT OR FOOT PAWS / UNDIES + ACRO=BAREFOOT
<p align="center">TAP/CLOGGING ATTIRE</p>	<ul style="list-style-type: none"> + LEOTARD (ANY COLOR & STYLE) + JAZZ PANTS (CAPRI OR FULL LENGTH FLARE) + SPANDEX SHORTS (MID THIGH LENGTH) + FITTED T-SHIRTS AND TANK TOPS PERMITTED + NO MIDRIFF SHOULD BE VISIBLE + HAIR NEATLY & SECURELY PULLED AWAY FROM FACE <p>PERMITTED FOOTWEAR:</p> <ul style="list-style-type: none"> + TAP CLASSES: + PRE-TAP: BLACK, MARY JANE TAPS + 1ST-4TH GRADE: BLACK LACE UP OR SLIP ON TAP + LEVEL I THROUGH LEVEL IV: NON SPLIT SOLE LACE UP TAP (BOX TOE PREFERRED) + LEVEL V/VI: BLOCH JASON SAMUEL SMITH LACE UP SHOE (RE-QUIRED FOR LEVEL / ALSO SAFETY PRECAUTION) <p>CLOGGING: PLEASE INQUIRE</p>
<p align="center">HIP HOP ATTIRE</p>	<ul style="list-style-type: none"> + WE ALWAYS PREFER A LEOTARD + TANK TOPS + LOOSE FITTING ATHLETIC CLOTHING PERMITTED + NO MID DRIFTS + <p>FOOTWEAR:</p> <ul style="list-style-type: none"> + CLEAN TENNIS SHOES