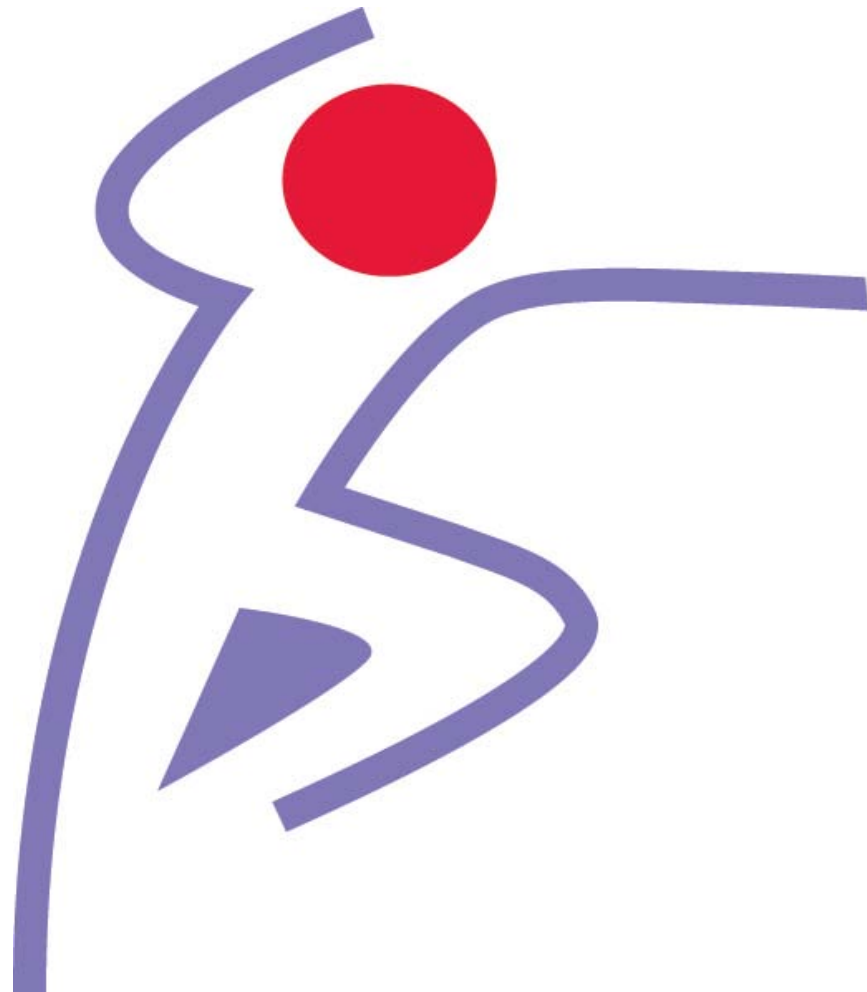




# Student Handbook 2010-1011



966 E. Swan Creek Road – P.O. Box 441136  
Fort Washington, Maryland 20749  
301 292-0043 301 292-2037 (fax)  
[www.BodyMovesFitness.com](http://www.BodyMovesFitness.com)



Welcome to the BodyMoves 2010-2011 season!

The guidelines and policies of the company are outlined in this handbook. Please read it thoroughly. We will adhere strictly to these policies and guidelines throughout the course of the season. If you have questions, please ask at the front desk.

We are always at your service!

## Introducing Your BodyMoves Staff

### Instructional Staff

Jennifer Alexander  
Ballet, Jazz,

Jordan Barden  
Tumbling Technique

Zahra Carpenter  
Pre-Ballet, Pre-Tap, Hip Hop

Nicole Childress  
African Dance

Vicki Millard-Cobb  
Teen Ballet

Cherdise Foy  
Ballet, Jazz, Tap

Phallan Lattimore  
Ballet, Jazz

Katherine Smith  
BCDC Ballet, BCDC Modern,  
BCDC Repertory

Jaime Sutton  
Tap

Grand Master Wayne Thomas  
Pre-Tae Kwon Do, Tae Kwon Do

Jennelye Todman  
Pre-Ballet, Pre-Tumbling

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### Management Team

Toni Baptiste  
Operations Director/Owner

Renee Lindsay Henry  
Artistic/Instructional Program Manager

Richard Baptiste  
Business Director/Owner

Katherine Smith  
Director, BodyMoves Dance Company  
(BCDC)

Zahra Carpenter  
Assistant Director, BodyMoves Dance  
Company (BCDC)

Sarah Edmonds  
Front Desk Staff Team Leader

Nicole Cottrell  
Front Desk Staff

Melanie Keys  
Front Desk Staff

Renee Lyles  
Front Desk Staff

BodyMoves, LLC reserves the right to add, delete or change information contained in this handbook as it deems necessary.

## Absences

If it is necessary to miss a class, we ask that you call the office to let us know. Students who regularly miss class, arrive late or leave early seriously affect their own progress and that of their classmates. **Any student that misses 30% or more of his/her class may not be allowed to participate in the annual Student Showcase performance for that class.** No tuition reimbursement or credit towards later classes will be issued as a result of class absences for any reason.

## Arrival

Students should arrive at least five minutes before scheduled class or rehearsal start time. All students under the age of 16 must be signed in by a parent or guardian. Students should be dressed and ready to begin class when they arrive. **To be properly prepared for class and avoid possible injury, it is important and necessary for students to participate in the complete warm-up at the beginning of class.** Any students arriving ten minutes or more after the start of class must sit quietly and watch the class activities.

## Calendar of Events

See pages 7-8 for **2010-2011 Year At A Glance** of BodyMoves events and activities. As calendar is updated copies will be available at the front desk. Calendar (and handbook) also available on line at: [www.BodyMovesFitness.com](http://www.BodyMovesFitness.com)

## Class/Program Changes

Students may change classes or programs without penalty until October 9, 2010. After that date, there will be a change fee of \$3.00 for any class or program changes. There will be no refunds for class or program changes. Any remaining money will be credited to the new program or classes. There is no refund or credit for registration fees. There is no **refund** or **credit** for students who stop or withdraw completely from the program in the middle of the month.

## Class Grooming, Dress Code & Uniforms

In order to do any activity well, students must feel good about what they are doing, and be able to concentrate with as few distractions as possible. Proper attire and grooming help students feel more connected to the activity, diminishes the amount of distractions and allows instructors to view and correct placement and posture. Students 17 years and under **must** adhere to the following, dress code, grooming and uniform guidelines. **To ensure students have the correct uniform items and matching colors, all Class uniform items must be purchased at BodyMoves. Students not in uniform will not be allowed to participate in class.**

### Dress Code:

- All students are expected to wear the class uniform or approved attire and required shoes for all classes and rehearsals.
- Students not dressed properly will not be allowed to participate in class activities and will be asked to sit and watch.
- Female students in Ballet, Tap or Jazz classes may not wear t-shirts, shorts, sweats, etc. over their leotards and tights in class. Male students enrolled in Ballet, Tap or Jazz classes may not wear jackets, sweatshirts etc. in class.
- Students should never wear their dance shoes outside. Always carry them to and from the center.
- Female students will not be allowed to go outside without the proper street clothing over their leotards and tights.
- Students should come to class dressed and ready to start. Please do not come into the classroom with street clothes or cover-ups still over your leotards and tights. Bags and outer clothing should be left in the dressing rooms. Pocketbooks/purses are the only bags allowed in the studios. With the exception of the 3-5 year old students in Pre-Ballet, Pre-Tap and/or Pre-Tumbling.

### Grooming: (All Ballet, Tap and Jazz Classes):

- Hair (including braids) must be secured in a bun so that there are no loose pieces. No large bows or barrettes should be worn in class.
- No bracelets or necklaces. Only small stud earrings should be worn.
- Female students should not wear panties under the tights unless it is absolutely necessary.
- We encourage and recommend female students remove underarm hair (as necessary).
- Female students should wear the appropriate support (athletic bra) if necessary.
- Male students 12 years and older must wear athletic supporters.

## Class Grooming, Dress Code & Uniforms continued

**Class Uniforms:** (All items must be purchased at BodyMoves. BodyGear Uniform/Supply Catalogs available at front desk.)

### Pre-Ballet, Pre-Tap and/or Pre-Tumbling (3-5 yrs.)

#### Girls:

- Black **Short-Sleeved or Tank Leotard (#2001-Short Sleeved or #3001-Tank)**
- Prima Pink **Footed Tights (#1004)**
- Prima Pink **Full-Sole Ballet (#120)**
- Black patent leather **Slip-On Student Tap w/ strap (#801)**
- White **Gymnastics Shoe (#172)**

#### Boys:

- Black elastic or drawstring waist sweat pant
- White t-shirt (short sleeve style)
- Black **Split-Sole Stretch Ballet (#151)**
- Black oxford **Intro JT tap shoe (#521)**
- White **Gymnastics Shoe (#172)**

### Ballet, Tap, Jazz (6-17 years)

#### Girls:

- Black **Short-Sleeved or Tank Leotard (#2001-Short Sleeved or #3001-Tank)**
- Dark Tan **Convertible Tights (#1056)**
- Classic Pink **Split Sole Stretch Ballet (#150)**
- Black **Premium or Intro JT Tap Shoe (#581 or #521)**
- Black **Split-Sole stretch Jazz Boot (#651)**

#### Boys:

- Black elastic or drawstring waist sweat pants or Jazz pants
- White t-shirt (short sleeve style)
- Black **Stretch Ballet (#151)**
- Black **Premium or Intro JT Tap Shoe (#581 or #521)**
- **Split-Sole stretch Jazz Boot (#651)**

### Martial Arts (4 yrs. – Up) –

White Martial Arts uniform and appropriate belt (provided), mouth guard, protective body gear and athletic protective cup (boys). **Uniform and first Belt included in registration fee. All protective gear available for purchase at BodyMoves (see Supply Catalog)**

### Hip-Hop (4-17 yrs.) –

- Jazz pants or sweat pants (any color). No tight jeans, khaki pants or short shorts.
- Tank top or T-shirt (any color), no inappropriate sayings printed on shirt. No over-exposed stomach or cleavage.
- No street shoes (including sneakers or boots). All students must have **Split-Sole Canvas Dance Sneaker (#981)**.
- **Black Knee Pads (#DD3500)**
- No large earrings or excessive jewelry.
- Hair may be loose but should be kept away from the face with a headband or bandana

### Tumbling Technique (6-16 yrs.) –

- Biker Style Shorts (any color).
- Fitted tank style shirt or leotard (any color) – no inappropriate sayings printed on shirt.
- **All students must have White Gymnastic Shoes.**
- Legs should be bare and no socks

### Other Classes –

Class instructors will provide a list of attire and shoes at the first class session. All clothing requirements must be strictly adhered to for all youth and teen students.

## Costumes for Student Showcase Recital

The Student Showcase performance is thrilling and exciting for everyone. It is our hope that all of our students perform in this event. We recognize that costume costs can be expensive, especially for those students who have multiple classes. To help slightly ease these costs we offer the following multiple costume discounts.

**(costume pricing includes one (1) pair of dark tan or prima pink tights).**

#### Three Class Combo Program Costume Pricing:

- |  |                       |
|--|-----------------------|
| • Toe, Tap & Tumble Combo (3-4 years) – Pre-Ballet, Pre-Tap and Pre-Tumbling | \$150.00 (3 Costumes) |
| • BabySteps Combo (4-5 years) – 3 classes                                    | \$150.00 (3 Costumes) |
| • KidMoves Combo (6-17 years) – 3 classes                                    | \$204.00 (3 Costumes) |
| • DanceMoves Combo (6-12 years) – Ballet, Tap & Jazz                         | \$210.00 (3 Costumes) |

#### Individual Costume Pricing ( 3-17 years) – Students enrolled in one or two classes:

- 3-5 years \$55.00 each
- 6-17 years \$75.00 each **All Adult XL or larger – additional \$15.00/costume**

Costume pricing does not include alterations, accessories or shoes). No Costume needed for Tae Kwon Do.

**Costume payments are due in full no later than December 18, 2010. Any costume payments made after December 18<sup>th</sup> will be charged a \$25 late fee. Costumes purchased after February 5, 2011 are subject to additional fees and availability.**

## Costume Payment Schedule

Payments toward costumes may be submitted **at any time** prior to the due date. A costume order form must be submitted with payment. You may pick up the costume order form at the front desk.

**Please remember, there are no refunds on your costumes. If you withdraw from the program or are unable to participate in the Student Showcase for any reason, you will still receive your costume(s) once they arrive from the manufacturer.**

## Costume Photographs

All Students will be photographed in their Student Showcase costumes **May 20 - 22, 2011**. **Please put this date on your calendar!!** It is **mandatory** that all students participating in the Student Showcase be photographed with their class or group. Students may also take individual photos. The purchase of photo packages is optional. Photo shoot scheduling and Photo Package pricing information will be available as we get closer to the date.

## Fundraiser

This year we are planning to do a studio wide fundraiser to raise funds for items we would like to purchase for the center. We have selected to sell items from Claire's Gourmet as our fund raiser. The selling period will run from September 11, 2010 until October 9, 2010 with sold items delivered on November 3, 2010, in time for Thanksgiving. We ask that all students participate in the fundraiser by selling items to their family and friends. Our goal is for each student to sell a minimum of five items. For every item sold, the student will receive a \$2.00 credit to his/her BodyMoves account. The credits can be used to pay tuition, purchase supplies etc. In addition to the item credits, the student who sells the most items will get free tuition for up to three classes for the remainder of the season. The fundraiser packets will be available at the front counter on September 11, 2010. Please consider helping us raise funds for the studio. We will make sure your efforts benefit all of our students.

## Instructor Absences

If an instructor is unable to teach a class for any reason, a make-up date or additional class time will be scheduled. No credit or tuition refund will be issued to students who are unable to attend the make-up sessions. We will make every attempt to notify students (before they come to the studio) if a class is cancelled, but we are not always able to give advance notice. We apologize in advance for any inconvenience this may cause.

## Informational Meetings

We will be conducting two informational meetings to help students and parents understand how the program will operate throughout the year and what the expectation of the students and parents will be. We will answer any and all questions including (but not limited to) questions about tuition payment: costume purchases; Showcase rehearsals and performance; costume photos; and the BodyMoves Pre-professional Program. We want our customers to enjoy our programs and we realize the information can be overwhelming. If you have questions, please come out and let us answer them for you! The meetings are tentatively scheduled for **Saturday, October 16<sup>th</sup> @ 1:00pm and Monday, October 25<sup>th</sup> @ 7:00pm**. More information regarding the meetings will be available or posted at the front reception counter.

## Monthly Tuition Payment Policy

Monthly tuition is due in full on the **first Saturday of each month**. To show our appreciation for paying your tuition on time, we offer a **Pay Early Discount**. Any registered student who pays tuition on or before the first Saturday of each month will receive **\$15 off their monthly tuition payment**. **Any additional outstanding fees or charges to your account must also be paid in full by the payment date to receive the discount**. **Any student, whose tuition is not paid in full by the second Saturday of the month (for any reason), will be charged an additional \$15 late fee on the regular monthly tuition amount**. **Students who have not paid their monthly tuition by the third Saturday of the month (for any reason) will be removed from the program and must re-register (if there is available space in the program) or be placed on the waiting list (if the program is full)**. **Students who re-register must pay the \$30 registration fee and any outstanding tuition amount on their account**. Monthly tuition amounts are based on the overall program, not the number of class sessions in a month. **All planned center closure days have been accounted for**. For your convenience, BodyMoves accepts cash, checks, logo debit and credit cards (MC, Visa, Amex). An online payment option is also available (information available at the reception desk). **There are no refunds or credits for students who withdraw from the program before the end of the month.**

## Monthly Tuition Payments Cont.

To pay by U.S. Mail, payments must be post marked no later than the tuition due date in order to receive the Pay Early Discount. Payments by mail must be in the form of check or money order.

Payments may be mailed to:

**BodyMoves – P.O. Box 441136, Fort Washington, Maryland 20749**

**There is a \$35 fee for all returned checks. Any customer who has three (3) checks returned by the bank (for any reason) will no longer be eligible to write checks for payment.**

## Premature Withdrawals

Students withdrawing prior to the completion of the end of year Student Showcase, adversely affect the entire class. Each time any student withdraws from the program, Showcase choreography has to be re-worked, creating additional work and hardship for everyone involved. Please make every effort to participate until the end of the season.

## Pre-Professional Dance Company

Our pre-professional program is currently comprised of two performance groups, The BodyMoves Contemporary Dance Company 1<sup>st</sup> Company and 2<sup>nd</sup> Company. The purpose of the pre-professional program is to provide interested students the opportunity to gain invaluable performance and competition exposure and experience by performing at various events throughout the year. Program members receive intense training, special classes, workshops and individual guidance as they advance their skills to professional or competitive level. Auditions or an invitation to join are required, and the expectation is high! Members attend mandatory weekly classes and rehearsals to learn timing, choreography, stage presence and technical execution to improve performance. There are programs available for students at all levels. We encourage anyone interested to participate. The only requirements are two years previous dance training, commitment, hard work and a 2.0 or better grade point average in school. Auditions for the companies will be conducted twice yearly in October and May. Anyone ages 8-21 years are eligible to audition for BCDC 1<sup>st</sup> and 2<sup>nd</sup> Companies. The monthly tuition for the companies is \$180.00 per month. See the Company Handbook for additional information. **Auditions for BCDC 1<sup>st</sup> and 2<sup>nd</sup> Company will be held on Saturday, October 2, 2010 at 1:00pm and Saturday, May 28, 2010 at 1:00pm.** Students may also be invited into these programs at any time by the Dance Company Director, Katherine Smith.

## Student Conduct

Students are expected to conduct themselves in a positive, respectful and disciplined manner at all times. Excessive talking, not paying attention, rudeness or other inappropriate behavior will result in a student-parent-teacher conference. Uncorrected behavior may result in a temporary suspension or permanent removal from the program. We also expect our students to show respect, kindness and support to fellow students. No gum is allowed in the center at any time. **Food and drinks (including snacks) may only be consumed in the student lounge. Only bottled water (no cups) is allowed in the classroom.**

## Student Of The Month

Each month classroom teachers will nominate students to be student of the month. Students will be nominated based on attendance, class uniform/appearance, following instructions, class participation positive attitude, and overall improvement (wherever necessary). One student will be selected each month. Nominated students will range in age from 3-18 years and be registered students, whose monthly tuition is current. The selected students will receive a congratulations poster. The first student will be selected at the end of October, 2010.

## Student Pick-up

There is no one available to watch your child at the end of class. Students must be picked up on time. There will be a ten minute grace period at the end of each class after which a late pick-up fee of \$1.00 per minute will be charged. The clock in the reception area will be used to determine the time. **Late fees must be paid when the student is picked up.**

## Student Progress

Each student's progress will be carefully monitored and documented by the instructor. A brief written report of your student's progress will be provided to you two times during the season. If you would like to meet with the instructor to discuss your child's progress, parent/teacher appointments may be scheduled at the front reception counter. **Please do not attempt to discuss student's progress with the instructor during or between classes.**

## Student Showcase

The Student Showcase is the final Product of everyone's hard work and dedication. It is an integral part of the process, "The Final Masterpiece." Please don't discount this very important part of your student's training. The goal of the instructors is to not only teach the student's the skill sets, but to teach them to perform. Our annual Student Showcase is their performance opportunity. It will be a much more rewarding and spectacular event if everyone participates. We recognize that costs involved with the Showcase may limit some student's ability to participate. In order to help ease some of the associated costs, we offer payment plans that will allow you to spread the costs over a certain period of time. The 2011 Student Showcase is tentatively scheduled for **Saturday, June 18, 2011. Please put this date on your calendar now!!!**

## Watching Students in Class

Parents are not allowed in the classroom during class time unless invited by the instructor. To enable you to view your child's progress, we have installed a closed circuit monitoring system in the studios. The monitor in the reception area will allow parents to view classes in session. All Youth/Teen classes are available for viewing.

## Watch Weeks

These quarterly classroom visitations are opportunities for parents to actually sit in the classroom and observe your child during class. Watch week allows parents to go into the classroom and observe your child's various classroom interactions. It also gives you an opportunity to observe the instructors teaching style and understand his or her expectations for your child. Watch weeks are an important part of your child's training, please make every effort to attend. The 2010-2011 Watch Weeks are: **December 6 - 11, 2010 and March 8 - 13, 2011**

## Weather Related Class Cancellations

In the event of inclement weather, up to date information concerning possible class cancellations will be available by calling the BodyMoves main phone number **(301) 292-0043**. For weekday evening classes, it is our policy to follow Prince George's County schools inclement weather closing policy. **If P.G. County schools are closed for the entire day, we will also be closed. In the event of P.G. County Schools early dismissal or cancelled after school activities, please call the center for instructions.** Students enrolled in Saturday classes should call the center for information if the weather is questionable. Please do not attempt to drive to the center if the road conditions in your area are questionable. If scheduled classes are cancelled for any reason, additional class time or make-up dates will be provided. There is no deduction in tuition for missed classes due to inclement weather.

**Thank you for taking the time to read this information. Welcome to BodyMoves, we're very glad you're here!**



## 2010-2011 Year At A Glance

### September 11

First day of Classes

### October 2

BodyMoves Contemporary Dance Company Auditions 1:00pm

### October 9

Last day to change classes without penalty

### October 16

School-wide Information Meeting 1:00pm @ BodyMoves

### October 25

School-wide Information Meeting 7:00pm @ BodyMoves

### November 22-27

Center Closed in Observance of Thanksgiving

### December 6-11

Watch Week

### December 18

Student Showcase Costume Payment Due

### December 24, 2010 - January 1, 2011

Center Closed in Observance of Christmas & New Years

### January 3, 2011

Classes Resume

### January 17

Center Closed in Observance of Martin Luther King, Jr. Day

### March 8 - 13

Watch Week

### April 18 - 23

Center Closed for Spring Break

### April 25

Classes Resume

### May 7

BodyMoves Dance Companies Spring Concert

Time/Place - TBA

### May 20-21

Student Costume Photo Shoot @ BodyMoves

Photo Shoot Schedule will indicate which classes are being photographed on each day

Bring Costumes, Accessories and Shoes!

### May 28

BodyMoves Contemporary Dance Company Auditions, 1pm

### May 30

Center Closed in Observance of Memorial Day

Please be aware that additional dates will be added as events and activities are scheduled. Listed events may also be changed or removed.

## 2010-2011 Year At A Glance Continued

### June 4

Annual Student Showcase Technical Rehearsal  
Act 1 (1:30pm-5:30pm) @ BodyMoves

### June 11

Annual Student Showcase Technical Rehearsal  
Act 2 (1:30pm-5:30pm) @ BodyMoves

### June 14

BodyMoves/KidMoves Summer Camp Begins

### June 16

Annual Student Showcase Technical Rehearsal @ Performance Theatre  
Act1 (6:00pm-11:00pm) Location TBA

### June 17

Annual Student Showcase Technical Rehearsal at Performance Theatre  
Act 2 (6:00pm-11:00pm) Location TBA

### June 18

BodyMoves 5<sup>th</sup> Annual Student Showcase Performance  
All Performers Arrive at 11:00am  
Showtime: 6:00pm Location: TBA

### August 27

BodyMoves 2010 - 2011 Season Open House  
11am - 3pm

Please be aware that additional dates will be added as events and activities are scheduled. Listed events may also be changed or removed.



### Acknowledgement of Receipt of Student Handbook

I have received a copy of the BodyMoves 2010/2011 Student Handbook. I take full responsibility to review the material included in the Handbook so that I am familiar with the guidelines and policies of the company. Should I choose not to review the material in the handbook, I understand and accept that I am still obligated and responsible to abide by the guidelines and policies of the company.

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Date:

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Students Name (please print):

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Signature (Parent/Guardian Signature if student is under 18 years):