



2009 – 2010

Student Handbook

29350 Southfield Road, Suite 30
Southfield, MI 48076

248-678-2845

www.motorcitydancefactory.com

This book belongs to:

M.C.D.F. DRESS CODE

Creative Movement – Red tank leotard, suntan dance tights pink or tan leather ballet shoes, black patent leather tap shoes – NO SKIRTS or PANTIES PLEASE

Pre-Ballet and Tap – Red tank leotard, suntan dance tights, pink or tan leather ballet shoes, black patent leather tap shoes – NO SKIRTS or PANTIES PLEASE

Fabulous Kinderdance - Red tank leotard, suntan dance tights, pink or tan leather ballet shoes, black patent leather tap shoes – NO SKIRTS or PANTIES PLEASE

Junior Ballet – Red tank leotard, suntan tights dance pink or tan leather ballet shoes – NO SKIRTS or PANTIES PLEASE

Junior / Company Ballet Classes – Red tank leotard, Danskin convertible tights, Bloch pink canvas split sole ballet shoe to be dyed tan

Boys Ballet / Jazz – Black sweat pants and fitted white t-shirt

All Tap Classes – Leotard, Black jazz pants, Black tap shoes

Jazz – Red tank leotard (ballet), Black jazz pants. Black Split sole slip on gore boot

Hip Hop – Red top or M.C.D.F. shirt, black sweat pants, Black dance sneaker

Modern – Red tank leotard, black jazz pants or footless tights

- Female dancers are not to wear panties with leotards and tights.
- For ballet classes hair is to be worn in a single bun.
- For all other classes, hair can be worn in a bun or a ponytail
- Students are not to wear jewelry in class.
- Students are not to wear additional items such as t-shirts, skirts, etc. unless approved by teacher.

Recommended Dance Stores:

THE STUDIO DANCE RACK

29113 Northwestern Hwy. (Franklin Plaza) – 248-223-5998

LYNCH'S

Livonia – 36115 Plymouth Road – 734-425-1601

Warren - 26752 Dequindre Rd – 586-751-1780

Uniforms are required.

Students not in proper uniform may not be allowed to participate in class.

M.C.D.F. Class Rules

1. Dress in proper dance attire for class. Students will not be permitted into class without proper attire (see dress code).
2. Respect teachers and other students.
3. Please take children to the bathroom before class begins. Students may not leave class without permission. Only ask permission if you have an emergency that cannot wait.
4. Doors will be locked 15 minutes after class commence. Students who arrive more than 15 minutes late will have to observe class.*
5. Perfect attendance means no absences or tardies,*
6. Students will be removed from the roster and will have to re-register for class after three consecutive unexcused absences.*
7. Hair must be in a single bun for ballet and in a ponytail or bun for all other classes. If student wears beads, they must be securely fastened in a ponytail and out of the face.
8. Students should not participate in class with any jewelry items.
9. No gum, candy, food, or drinks are allowed in the studios. Any of these items will be thrown out if they are in the studio. Students may have water bottles with their names clearly marked.
10. Cell phones and pagers are not allowed in the classroom.
11. Dancers should leave clothes, coats, bags, etc in the dressing room during class. These items are not allowed in the classroom.
12. Students may use lockers to put up personal items, money and phones.
13. The studio telephone is for business use only.
14. Socializing in class is not permitted. Please refrain from unnecessary conversation during class.
15. Disruptive and negative behavior will not be tolerated. After 1 warning, teachers have the right to temporarily suspend the student from class.

M.C.D.F. NEWS

The Motor City Dance Factory newsletter will be distributed once a month. This newsletter covers information about studio events, upcoming deadlines, and other pertinent information. **Please read the newsletters carefully as it serves as a major source of communication between M.C.D.F. and the parents.** Please also make a point to come into the studio weekly and check the bulletin board located near the front door.

FUNDRAISERS

We expect all parents and students to participate in at least 2 studio fundraisers and sell at least 5 tickets to the annual dance recital. Fundraisers are designed to benefit the students and the program. We encourage all students, parents, families, and friends to get involved and participate in all of the fundraisers.

ATTENDANCE

Students' attendance is a vital part of keeping the program moving progressively throughout the year. We expect our students to be present and on time for every class. Student or parents must sign in at the front desk for each class on a weekly basis. Students should only miss classes in cases of emergency. When scheduling extra-curricular activities, the dance schedule should be taken into consideration. If a student has three consecutive unexcused absences, he / she will be dropped from the roster and will have to re-register for classes. Students who are 15 minutes late, will not be allowed to participate in class unless the student or parent has called. Students must be picked up promptly after their last scheduled class is ended. Failure to do so will result in a \$10 latch key fee (past 30 minutes).

RECITAL COSTUME FEES

Costumes for the 2010 recital will be chosen and displayed in the costume book as soon as they are chosen by the instructors. The costumes will be ordered in mid-December. Costume fees are to be paid in 2 installments. The first installment is due by the close of business on Saturday, November 14th. The balance is due by the close of business on Saturday, December 12th. Costume fees are non-refundable and non-transferable. Students will be measured for their costumes prior to ordering, however, please provide M.C.D.F. with clothing sizes to ensure accuracy. Recital costumes will be distributed one month prior to the recital to allow MCDF to hold the costume as collateral until the entire academic year service fee has been received.

Costume Fees:

Creative Movement/Fabulous Kinder dance/Pre Ballet & Tap: \$100

Hip Hop, Modern, Tap, and Tyro Teen Dance : \$60

Ballet and Jazz: \$65

M.C.D.F. RECITAL

Motor City Dance Factory provides dance instruction in ballet, tap, jazz, hip hop and modern/lyrical. All students should actively participate in the annual production at the end of the academic year.

Motor City Dance Factory will present its 9th annual production, “Please Don’t Stop The Music” scheduled for Saturday, June 26th. Please keep this date in mind when planning summer vacations. Every student who registers for classes is expected to participate in our final performance which is the culminating event for the season!

M.C.D.F. DANCE COMPANIES

Motor City Dance Factory has award winning dance companies for students ages 5 and up. Students are admitted to the company classes by invitation placement only. Students in the companies represent M.C.D.F. in regional and national competitions as well as many performances.

M.C.D.F. DANCE CLASSES

Ballet- A form of dancing that has a historical vocabulary that is known throughout the world. Ballet places a heavy emphasis on alignment, foot articulation and precise technique of the vocabulary. Like other dance forms, ballet may tell a story, express a mood or simply reflect the music through Italian, Russian, and French styles. All other dance forms are derived from the ballet foundation.

Tap-Tap dancing is a form of artistic expression that uses the feet (wearing special tap shoes with metal on the bottom) as a percussive instrument.

Jazz - A structured form of dance but more contemporary than Ballet. Jazz places heavy emphasis on flexibility, leaps, jumps, and turns. Jazz technique is an essential part of musical theatre choreography and commonly used in Broadway shows and movies.

Hip-Hop- Covers a wide range of styles. Hip Hop uses very rhythmic and intricate movements to create choreography to R&B and Rap music.

Modern/Lyrical- Modern reflects expression of inner feeling outside of the boundaries of ballet. Over the years, many styles of modern have been taught. However, our entity intertwines Horton, Dunham, Alvin Ailey, Jose Limon, and basic yoga techniques. Lyrical is the fusion of ballet and jazz.

2009-2010 IMPORTANT DATES

October 3, 2009	Classes begin
October 31, 2009	Wear a costume to class
November 14, 2009	Last day to pay costume deposit
November 16 – November 21	Lending a helping hand week
November 26 – November 29	Studio Closed – Thanksgiving Break
December 12, 2009	Last day to pay costume fee balance
December 14 – December 19	Bring a friend to class week
December 21 – January 3	Studio Closed – Christmas Break
January 4, 2010	Classes Resume
January 18, 2010	Studio Closed – M.L.K. Day
April 10 - April 16	Studio Closed – Easter Break
April 17, 2010	Classes Resume
May 31, 2010	Studio Closed – Memorial Day
June 22, 2010 (*Tentative date)	Recital Theatre Rehearsal
June 26, 2010 (*Tentative date)	M.C.D.F. 9 th Annual Production

Dates are subject to change, always read newsletters for additional dates, activities, and changes.

In the event of inclement weather, Snow Days are usually aligned with Detroit Public Schools. Please check the studio voice mail by 4pm the day in question for studio closing updates.

Motor City Dance Factory Mission Statement:

Motor City Dance Factory will provide a quality artistic outlet which fosters healthy living and enhances discipline.

Motor City Dance Factory Objectives:

- To provide a nurturing and professional atmosphere where students are properly educated in all forms of dance
- To be actively involved in community service activities
- To involve the community in M.C.D.F. programs
- To offer community outreach and paid performance opportunities to the M.C.D.F. companies

- To provide classes that focus on the needs of students at all levels
- To provide recreation and fitness training
- To host a series of master classes by guest choreographers from around the world
- To host monthly workshops with a variety of topic related to dance and modeling
- To give students the opportunity to compete locally and nationally with a positive and encouraging attitude

We believe:

- learning is a lifelong journey, not a destination
- students want to learn when learning is enjoyable and intrinsically rewarding
- all students should be given challenging opportunities to reach their full potential
- students are equal to our expectations of them; therefore, as teachers we need to motivate, praise, encourage and guide them to achieve optimum learning

- all students learn in a different way and at different rates; therefore, they should be taught with as much individual attention as possible

- students and teachers are creative and unique, and each has talents and gifts they can contribute

- students gain self esteem through classroom successes and accomplishments
- students need to learn to live within published, pre-set, consistent, and equally applied guidelines

- respect and empathy should be shown by students and teachers to one another and their property

- the studio should be safe, nurturing, positive, and openly accessible, enabling all to learn in a productive environment

- learning is a continual process and responsibility that should involve students, parents, teachers, and the community

Acknowledgement of Handbook Receipt

Student's Name _____

Parent's Name _____

I acknowledge that I have received and have carefully reviewed the information in the Motor City Dance Factory 2009-2010 Student handbook. I am aware of and understand all of the studio policies and rules set forth in the handbook. I have also discussed the studio rules with my child.

Parent's signature _____ **Date** _____

Student's signature _____ **Date** _____