



## ARTISTIC DANCE UNLIMITED

Directors: Alette Garner & Ursula Margolis

(865) 982-1993 [www.adudance.com](http://www.adudance.com)

### 2023-24 INTRODUCTORY NEWSLETTER

Welcome to Artistic Dance Unlimited!

In this letter, you will find reminders and information useful to parents and students to get this dance year started. It is imperative that ALL the information is read and understood by parents and their dancers. As always, we look forward to providing our students with quality dance instruction.

#### Monthly Newsletters:

At ADU, we feel things run smoothly when everyone is informed. For this reason, we provide monthly newsletters to keep parents up to date on upcoming events, studio holidays, and fee schedules. Newsletters are available on the first of each month and are sent via e-mail and posted on our website [adudance.com](http://adudance.com). If you do not have access to e-mail, then please see the office for a paper copy.

Many of your questions can be answered by reading the newsletter. Please be sure you have our email saved in your contact list to prevent our emails from filtering out as spam.

#### Office Information:

As always, we strive to ensure that the business side of ADU runs smoothly. For your convenience, our office hours are Monday through Thursday 3:00-7:00pm. Jennifer Walker will be in the office Monday/Wednesday and Sharon Reeder will be in the office Tuesday/Thursday to receive tuition payments, collect fees, and to answer questions. We are so glad to have Jennifer & Sharon back to keep things running smoothly.

If you need to talk directly to your child's instructor, you are encouraged to leave a message in the office or send an email. The teacher will get back with you as soon as possible. **Please be considerate of your instructor's personal time and refrain from contacting them outside of studio business hours.** If you need further assistance, Directors Alette Garner and Ursula Margolis are available via email or by appointment.

Studio email: [info@artisticdanceunlimited.com](mailto:info@artisticdanceunlimited.com) Office Hours: Monday- Thursday 3:00-7:00p

## **Tuition and Fees:**

**Tuition may be placed in the tuition box in the lobby, paid at the office window, or online. Please always get a receipt for cash payments. Always write your dancer's name on the memo line of the check so that the money is credited to the proper account.**

- Tuition is due on the first day of each month. All tuition must be paid by the 10th of the month.
- Tuition received after the 10th of the month will have a \$10.00 late fee added to the student's account.
- A \$25.00 service charge will be issued for checks returned due to Non-Sufficient Funds.
- Tuition is due regardless of the number of classes missed by the student.
- Tuition is based on a yearly fee that is divided into monthly payments. Some months will have more classes than others due to calendar fluctuations. The same amount of tuition is paid each month regardless of the number of lessons.
- Any accounts more than 90 days past due will result in your dancer being dismissed from classes until your account is paid in full.
- Tuition can be paid by cash, check, or credit/debit card (Visa, MasterCard & Discover). There is a convenience fee of 3.75% for using a credit/debit card. This applies if you pay online or in person.

**MANAGE YOUR ACCOUNT ONLINE! AVOID LATE FEES – SIGN UP FOR AUTOMATIC BILL PAY OR AUTOMATIC TUITION PAY! SEE THE OFFICE MANAGER FOR DETAILS.**

**\*\*\*PLEASE NOTE THERE IS A 3.75% SERVICE FEE AUTOMATICALLY ADDED TO ALL CREDIT/DEBIT CARD TRANSACTIONS.**

## **\*\*DROPPING ENROLLMENT POLICY\*\***

If a student wishes to drop enrollment in any/or all classes, a written/email notice of withdrawal must be given prior to the first day of the following month. We must have written notice by the 30th of the month if a dancer is withdrawing from class. If notice is given after the first day of the month, then tuition is due until formal notice has been received in the office.

## **Costume Deposits:**

- Two deposit installments will be made before costumes are ordered. \$30 per class costume  
**Costume Deposit #1 is due by September 28th, 2023.**  
**Costume Deposit #2 is due by November 9th, 2023.**
- Costume deposits are non-refundable, and costumes will not be ordered until both deposits have been made.
- The balance on all costumes will be due February 1<sup>st</sup>, 2024.
- Students will not receive their costumes until the balance has been paid and tuition is up to date.
- Anyone not participating in the recital must give written notice by December 1st, 2023 in order to avoid final costume fees.

## **Recital Fee:**

This fee is used for Recital production expenses for the venue, lighting and sound production fee, trophies for students, and 1 USB of all recital shows per family is included. The Recital fee will be \$85 per student/ or first child and \$20 for each additional child in a family.

\*\*\*Reminders of all fees and due dates will be in the monthly newsletter and on the calendar in the lobby

## Lobby & Common Areas:

We ask that parents utilize the front lobby area to wait on their dancers. Please leave the round tables free for our dancers to use for eating and doing homework during their break times. The round table common area is reserved for our dancer's use only. Please reserve lobby space for parents of dancers age 7 and under.

## General Studio Rules:

We ask that for the safety of the children that all students and parents adhere to these rules. We ask the parents to help enforce the rules when possible. The rules are as follows:

- NO RUNNING IN THE STUDIO. THIS INCLUDES STUDENTS AND SIBLINGS!
- STUDENTS SHOULD NOT ENTER THE STUDIO ROOMS UNTIL DIRECTED BY THE INSTRUCTOR
- STUDENTS MAY NOT HANG ON THE BALLET BARRES
- NO CHEWING GUM
- FOOD OR DRINKS ARE ALLOWED IN THE SNACK AREA ONLY
- PROPER DRESS IS REQUIRED FOR CLASS
- STUDENTS SHOULD NOT BE LEFT UNATTENDED IN LOBBY
- SIBLINGS OF STUDENTS MUST BE SUPERVISED AT ALL TIMES AND NEED TO ADHERE TO STUDIO RULES.
- NO BULLYING OR PROFANITY
- PARENTS OBSERVATION ALLOWED ONLY ON SPECIFIED DAYS OR AT TEACHER'S DISCRETION.
- NO TOUCHING OR BANGING ON THE MIRRORS
- DO NOT TOUCH OR PLAY WITH THE STEREO EQUIPMENT
- NO ONE IS ALLOWED IN OFFICE
- NO ONE IS ALLOWED IN PRIVATE OFFICE WITHOUT THE PERMISSION OF DIRECTORS
- STUDENTS MUST WAIT INSIDE THE BUILDING UNTIL THEIR PARENT/RIDE IS PRESENT.

## Careful in Parking Lot

Please be careful when exiting the parking lot. We have two exits- one onto Gill Street at back of parking lot and one onto Avenue B. Please be aware of their locations to avoid driving off the curb. PLEASE enter and exit the parking lot **slowly** and carefully. **Please come in and get dancers under the age of 8yrs old, and please remind your dancers to wait inside the lobby for you.** We are surrounded by growing businesses and the parking lot is getting a lot busier.

## Parent Observation:

There will be two parent observations held throughout the year. The first one will be before Christmas break, December 11<sup>th</sup> – 14<sup>th</sup>, 2023. The second will be in the Spring when the costumes are ready to be handed out, April 8<sup>th</sup> – 11<sup>th</sup>, 2024. The studio room doors will be kept closed on a regular basis as an open door causes many distractions (especially for young dancers). Closed circuit cameras in all studios will allow parents to observe classes on the TV screen in the lobby. This is a wonderful way to keep track of your child's progress in class. We ask that parents use discretion when viewing their child's class. If your child is not behaving appropriately, we ask that you let the instructor handle the situation in class. Please **DO NOT DISTURB** a class while it is in progress. When necessary, the instructor will inform you of any problems that occur in class.

## Attendance Policy:

Attending classes regularly is necessary for dancers to progress their dancing ability. Excessive absences interrupt the learning process. Tuition is due regardless of the number of classes a student misses. There will be NO make-up classes or refunds offered for classes missed by a student. In the event a class is cancelled due to inclement weather or absence of instructor, a make-up lesson will be offered. Thank you for making every effort to have your children in class each week.

## Inclement Weather:

In the case of inclement weather, please call the studio. We will leave a message regarding closing by 2:00pm. Notification emails will be sent, and the information will be posted on Facebook and Instagram. The studio may not necessarily close when the school systems close if the weather has shown improvement throughout the day. Any classes missed for inclement weather will be made up in the spring months.

## Dress Code:

**THE DRESS CODE WILL BE STRICTLY ENFORCED. STUDENTS WHO DO NOT ADHERE TO ALL ASPECTS OF ADU'S DRESS CODE MAY BE ASKED TO LEAVE THE CLASS.**

- Students may wear any color or style of dance clothes (leotard, tights, jazz pants, leggings)
- Students must wear proper dance clothes to class! NO T-shirts, shorts, or baggy street clothes are accepted.
- Pink tights are REQUIRED for all female Junior level and above Ballet classes.
- All female students should wear tights/leggings for all classes.
- Students must have their hair pulled up and away from their face in a neat and secure style (i.e., ponytail or bun.) If hair is long enough for a ponytail, then it must be in one. If the ponytail is long and distracts the student while dancing, then it must be secured in a bun. Ballet students should wear hair in a bun.
- Male students may wear exercise attire which includes elastic waist shorts or sweats. Please wear T-shirts that fit and are not too baggy.

## Class Shoe Requirements:

**Students must have the appropriate color shoes by April 2024 which is prior to Picture Day.**

**Shoes may be purchased at:**

TUTU's Dance Boutique  
9700 Kingston Pike, Knoxville 37922  
Monday-Friday 10:00am-6:00pm  
Saturdays 10:00am-3:00pm

You may also purchase shoes online at the following sites however for the proper fit, prior to ordering we recommend trying on the sample sizes we have available in the office.

[www.discountdance.com](http://www.discountdance.com) or [www.dancewearsolutions.com](http://www.dancewearsolutions.com)

\*Please note that ballet and jazz shoes should fit feet like a glove. Leather shoes will stretch 1/2 a size. For your online ordering convenience, we have try on sizes of ballet, jazz & tap shoes available in the office.

**Ballet (ALL AGES)** - Pink split sole or full sole leather ballet shoes. Capezio is the recommended brand.

**Jazz (ALL AGES)** - Capezio slip on jazz shoes. Caramel color style # EJ2 (adult) #EJ2C(child) Teen, Intermediate, and Senior level classes may possibly need black jazz shoes to match their costumes.

**Tap (Ages 3, 4/5, 6/7, Junior 1/2/3)** - Capezio Mary Jane tap shoe. Caramel color. Style #3800(adult) #3800C(child)

**Tap (Intermediate & Senior)** - Capezio black leather lace up split sole or full sole tap shoes.

**Lyrical & Contemporary (Junior 1/2/3, Teen, Intermediate & Senior) - Canvas** skin tone Turners  
**Acro (All ages & levels)** - No shoes required. Bare feet only for class.

**Hip Hop (Pre hip-hop, Junior 1/2/3, Teen, Intermediate & Senior)** - Any full heel sneaker, everyday lace up sneaker, or dance sneaker. All hip-hop classes will be required to buy shoes that match their costume at a later date.

**Male students (all ages/levels)** - Black ballet shoes, Black slip-on jazz shoes, Black lace up tap shoes

**Dance Company (all levels)** - Shoes to be determined depending on costume choices.

## ***HOLIDAYS AND STUDIO CLOSINGS:***

*The studio will be closed for the following breaks and holidays. The studio does not close for any other federal holidays.*

- **LABOR DAY-** Monday, September 4<sup>th</sup>, 2023
- **FALL BREAK-** October 2<sup>nd</sup> – October 6<sup>th</sup>, 2023
- **HALLOWEEN-** Tuesday October 31<sup>st</sup>, 2023
- **THANKSGIVING BREAK-** Wed., November 22<sup>nd</sup> – Sunday, November 26<sup>th</sup>, 2023
- **CHRISTMAS BREAK-** Friday, December 15<sup>th</sup>, 2023– Monday, January 1<sup>st</sup>, 2024  
(classes will resume Tuesday, January 2<sup>nd</sup>, 2024)
- **SPRING BREAK-** March 11<sup>th</sup> – March 15<sup>th</sup>, 2024

## **OTHER IMPORTANT DATES OF INTEREST:**

- **PARENT OBSERVATION #1** – December 11<sup>th</sup>-14<sup>th</sup>, 2023
- **PARENT OBSERVATION #2** - April 8<sup>th</sup>-11<sup>th</sup>, 2024
- **PICTURE WEEK** - Monday, April 22<sup>nd</sup> - 25<sup>th</sup> 2024
- **DRESS REHEARSAL** - Friday May 31<sup>st</sup> & Saturday June 1<sup>st</sup>, 2024
- **RECITAL** - Friday May 31<sup>st</sup> & Saturday June 1<sup>st</sup>, 2024

## **Like and Share!**

Artistic Dance Unlimited is active on the social media scene! Please “like” us on Facebook and follow us on Instagram. We strive to keep our social media active and informative. We love featuring our dancers and studio happenings. Please feel free to share and repost our postings! This is a great way to show your dance school spirit!

**\*\* Please visit your account online to verify the classes your child has been enrolled in. Please review the confirmation and let the office manager know if there are any changes that need to be made. Students’ levels are determined by instructors and Directors. If a student is registered for the wrong level, they will be moved to the appropriate class.**

## ***Introducing your instructors...***

Directors Alette Garner and Ursula Margolis are thankful to have Lisa Clearman, Hilary Barrett, Lindsey Stratton, Emily Taylor, Charli Whaley, Shelby Reynolds, Cayla Rimmer, and Harleigh Barrett all returning this year. We would like to welcome Dana Davis, Kali Sullins and Brookelyn Norris to our teaching staff. Sierra Buck will also be on staff as a substitute instructor & Choreographer. All our instructors are very excited to share their love of dance with our students. We want our studio families to know that we are here to be a positive and constant presence in our students’ lives. Our ADU staff is committed to teaching and nurturing ALL our students! Let’s all come together to make this a positive dance year for all our students! We thank you for your support!