

**NDI NEW MEXICO AT
THE DANCE BARN**



2015-2016
HANDBOOK

NDI New Mexico is founded with the knowledge that the arts have a unique power to engage and motivate children. The purpose of our distinctive programs is to help children develop discipline, a standard of excellence, and a belief in themselves that will carry over into all aspects of their lives.

For 20 successful years, our programs have made a measurable difference in the lives of New Mexico children.

...And we're just getting started.

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Welcome to NDI New Mexico at the Dance Barns!

OUR PHILOSOPHY & VALUES

The NDI New Mexico Dance Barns provides rigorous performing arts programming that builds technical skills and personal character and is **accessible to all children**. We provide a well-rounded experience in the Performing Arts, specifically Musical Theater and Ballet, including high-quality technical training and performance opportunities. Technique classes inspire students at all stages of training to achieve personal success. Performing opportunities present students challenges at their highest level of ability. The Dance Barns provides classes to all children who desire to study the performing arts **regardless of their ability to pay**. A **sliding-scale fee**, based on family income, determines tuition, and families are offered flexible payment options.

The Dance Barns provides programming that contributes to children's success in life through healthy attitudes, rigor, discipline and creativity. Students' experience is consistent with NDI New Mexico's methodology of joyous learning while the teaching re-enforces the **NDI New Mexico Core Four: work hard, do your personal best, never give up and make healthy lifestyle choices**.

At NDI New Mexico, we believe in excellence, respect, community, and safety. We are committed to creating a supportive learning environment so that all children can strive for their own personal health and excellence while feeling valued and safe. We promote open communication between staff, students, families and the community at large, and believe that a student's success depends on a strong two-way relationship between The Dance Barns staff and the family. We believe that every child has the capacity to learn, experience success, and ultimately develop confidence and pride through participation in our programs.

TO STUDENTS

We are happy that you are a student at NDI New Mexico and want you to experience success in your classes at The Dance Barns. In order to focus on your work, we would like you to commit to embodying the **values of our school – excellence, respect, community, and safety**. We will communicate openly and directly with you and your family. Please be assured that if you share information with us that concerns your safety, we will take quick and appropriate steps to respond.

TO PARENTS/GUARDIANS AND FAMILIES

We are happy that your child is taking part in The Dance Barns program. You play an important role in their success! We will communicate openly and directly with you about your students experience, progress, and behavior. We encourage two-way communication and hope that an open dialogue will create a safe, respectful, and excellent environment where your child will thrive.

As parents or guardians, you can also join in the process! You can be a volunteer, an enthusiastic member of the audience or even tap into your own inner artist and enjoy one of the adult classes at The Dance Barns. We hope you will take advantage of the many opportunities offered in our organization.

Each of us – students, teachers, and parents – is responsible for helping to create an environment, which is safe, respectful, and excellent. We take our responsibility seriously and ask that you do too. Thank you for your commitment and for being a part of NDI New Mexico.

2015-2016 IMPORTANT DATES

FALL

Dance Barns Registration (returning students)	Aug 21 (10am-6pm) & 24 (noon-6pm)
Dance Barns Registration (new students)	August 25-26
Back On Track Classes, Levels 4/5: Ballet, Mod, Jazz	August 31 - Sept. 4
Labor Day	September 7
Dance Barns Classes Begin	September 8
New Family Orientation	September 19 9-10am
Watch Week	October 19-24
Thanksgiving Break	November 25-29
Winter Break	December 21 – January 3

SPRING

Dance Barns classes resume	January 4
Martin Luther King Day	January 18 (no classes)
Presidents Day	February 18 (no classes)
Watch Week/Junior Showcase Orientation	February 8-13
Winter Dance Concert	March 4-6
Spring Break	March 28-April 3
DB Junior Level Showcases	April 8-9
Santa Fe Event Weeks Santa Fe Gala	May 5-14 May 14
Memorial Day	May 30
DB Senior Level Showcases	June 3-4

SUMMER

Arts in Motion 2016, ages 12-18	July 11-22
Arts in Motion Too, ages 9-12	July 5-8 (Session 1) July 25-29 (Session 2)
Early Steps Performing Arts Camp 2014, ages 3-10	July 5-8 (Session 1) July 25-29 (Session 2)

POLICIES

DRESS CODE

(Please also see the section “Where to Buy Dance Clothes”)

NOTE: Hair must be secured off the face and neck for all classes. Ballet students should wear a bun.

CREATIVE MOVEMENT

Girls: any color leotard and tights, ballet shoes.

Boys: any color shirt and shorts/sweat pants, ballet shoes.

* For safety, please purchase leather ballet shoes, not the ballet-style isotoner slipper.

JAZZ/TAP COMBINATION CLASSES

Girls: Black leotard, black jazz pants/leggings or pink tights, and black jazz & tap shoes or pink ballet shoes

Boys: White t-shirt, black athletic pants or tights, black ballet and black tap shoes.

BALLET (PRE BALLET THROUGH LEVEL V)

Girls: Black leotard, pink full-foot tights and ballet shoes. Leather ballet shoes are preferred. No shorts worn over tights. Skirts worn by permission of the instructor.

Boys: White T-shirt, black tights and ballet shoes (leather shoes preferred).

JAZZ

Girls: Black form fitting jazz pants, tights or athletic pants, black leotard or camisole, and black jazz shoes.

Boys: Black jazz pants/narrow leg athletic pants, black t-shirt or tank and jazz shoes.

* *(not jazz sneakers).*

MODERN

Girls: Leotard or camisole, and footless tights, bare feet

Boys: Black jazz/athletic pants or tights, solid t-shirt or tank, bare feet.

TAP

Girls: Black jazz/athletic pants, black or white t-shirt or leotard, black tap shoes.

Boys: Black or white t-shirt, black jazz/slim athletic pants, black tap shoes.

HIP HOP

All: dark color athletic pants which are not excessively baggy or long; black or white t-shirts/tank tops; black sneakers.

VOICE

All: Comfortable clothing. Students are required to bring their music folder each week. This is considered part of being prepared for class.

WHERE TO BUY DANCE ATTIRE

All forms of dance attire can be purchased at New Mexico Dancewear in Albuquerque at 8208 Menaul NE (tel # 505-2922747). NDI students receive a 20% discount (cards are available at the Dance Barns office). Ballet and tap shoes for younger children may be purchased at: Kmart, Payless Shoe Source, WalMart, Target, and online from Discount Dance Supply. Discount Dance offers competitive prices and excellent customer service. Shipping is prompt and items can be exchanged. Please enter this code at checkout for a discount: TP25174. Older students, particularly boys, may have to order from a dance store or online. ****Special note to parents of girls: ballet shoes should be leather.** Please do not buy the “bedroom slipper” style of ballet shoe that has a rough rubber sole and satiny fabric top. This shoe is dangerous on our floors.

JAZZ SHOES: Occasionally, the large stores listed above carry jazz shoes for small children. Most often, jazz shoes need to be purchased from a dancewear store or from online sources.

SHOE EXCHANGE

Once a student outgrows their shoes, we can exchange those shoes for a pair of used shoes in another size if they are available. Shoes are exchanged for the same style (i.e. ballet shoes for ballet shoes; tap for tap, etc.) The shoes the student turns in must still be in good, wearable condition.

***We no longer loan shoes to students. If you come to class without your shoes, you may have to sit out.**

COSTUME INFORMATION

Most student costumes for end-of-year showcases include some items from the dress code. Students are expected to provide their own “personal” wear for performances which includes shoes and tights or dance belts. It is important to pay specific attention to the dress code because many of these pieces may be needed for performance.

In addition, there is a minimal costume fee of \$10 per student to cover the costumes that we purchase for our showcase performances.

CLASS ATTENDANCE POLICY

If your child must miss class, please call the Dance Barns office at **795-7088** to notify us.

Consistent and timely attendance is necessary for your student's success and eligibility to perform.

Any student who shows a pattern of regular or repeated absence or tardiness will meet with the Dance Barns Director to discuss continuing in the program.

Make up classes may be taken at the same level or lower if available and at the discretion of the Dance Barns Director. Classes must be made up within 3 months.

ILLNESS, INJURY AND MEDICAL CONDITIONS

Students who do not feel well enough to dance, but who are not contagious, are welcome and encouraged to watch their class. Much can be learned from watching others and hearing corrections. Students who are injured and expect to be back to class within two weeks are required to watch classes.

It is our intention to guide students to dance safely and in a healthy and careful manner. Still, the nature of dance as a strenuous physical activity can result in frequent discomfort or even a more serious injury. Students who show a pattern of chronic injury (repeated sprains, or regular/constant pain) may be required to show a doctor's note. Any student that has been under a doctor's care for an injury must show a doctor's note to return to class. While we want students to fully participate in classes, we also want to be certain that it is in their best interest physically to do so.

Please note, NDI New Mexico does not administer any medications to students, whether they are over-the-counter or prescription medications. Please notify the Dance Barns office if your child carries prescription medication with them or if your child has any medical or behavioral conditions.

CLASS CANCELLATION POLICY

Cancellation Policy for Adult classes

Adult classes with 3 or less students will be cancelled.

Cancellation Policy for other Dance Barns classes

It is ultimately up to the instructor of the classes if there are less than 3 students in the class. If class is cancelled we will call the parents and hopefully find a make-up option. To avoid this occurrence, we ask families to inform us if they will not be attending.

..... INCLEMENT WEATHER DAYS

We do not necessarily follow the Santa Fe Public School snow policy. Snow closures will be announced on our website www.ndi-nm.org or call 795-7088 after 1:00pm for the latest information.

CLASS OBSERVATION POLICY

At the NDI New Mexico Dance Barns we find that the student makes the greatest progress in class when he or she is least distracted. Please understand we close window blinds and doors at times to help students focus and concentrate.

We offer two "Watch Weeks" each year (more for Creative Movement classes). These are noted on our bulletin boards and in our Dance Barns Newsletter. Family and friends are invited to come into the class to watch on these dates.

For the privacy and safety of all students; photos/videos taken during classes Dance Barns programming shall not be posted on any public platform.

STUDENT ASSESSMENT AND PLACEMENT POLICY

We are committed to continuously evaluating our students throughout the year and we will suggest a change in classes whenever appropriate. Students do not automatically move up to the next level each fall because our program is based on ability and experience. Initially, students are placed by age when they enter our programs and then adjustments are made as needed. We will also schedule personal meetings with students and parents to discuss placement changes if requested.

A MESSAGE FOR GIRLS INTERESTED IN POINTE

To be considered for beginning pointe class a student must be in a minimum of three technique classes (not counting the pointe class) per week. ONE of these classes can be a modern or jazz class. The minimum age for consideration is eleven years old. Eight through twelve year olds are encouraged to take a minimum of two ballet classes a week to prepare for pointe. Flexibility and strength in the feet and ankles are necessary as is an intermediate level of ballet technique. The Dance Barns Director, with consultation from the ballet faculty, will invite girls to the Beginning Pointe class.

There is always concern about the possible risks of pointe work for young girls whose bones may not have fully developed. For this reason, we are careful about

which girls are invited to pointe class and walking/dancing on pointe in the hallways of the Dance Barns or at home is discouraged.

DANCE BARNS RULES AND REGULATIONS

Theft, vandalism, violence, bullying, drug or alcohol use or other harmful or inappropriate behavior is grounds for dismissal from the program.



Weapons of any kind are strictly prohibited at the Dance Barns.



Students must be in accordance with the dress code at all times. If students are not in the dress code, they will receive a warning. If they are not in the dress code a second time, the teacher will ask them to watch class that day. If they are not in the dress code a third time, they will be asked to return when they have the proper attire. For voice students, the same applies to bringing the music folder to class.



Students must be dropped off no earlier than 15 minutes prior to class time and must be picked up within 15 minutes after class and signed out by an adult. If a parent is unable to arrive during the 15 minute period, they must call the Dance Barns office at 795-7088. NDI New Mexico reserves the right to call the emergency contacts on the registration form and then, only if necessary, the police, for students who are not picked up in a timely manner.



All students under age 18 must be signed out by an adult at the time of departure. This procedure helps to ensure the child's safety. Parents must enter the building. Students who drive themselves must have a waiver signed by the parent.



Friends or relatives not enrolled in Dance Barns classes are not allowed to hang out on the NDI New Mexico premises, in or outside the building, at any time.



NDI New Mexico requires that students do not engage in self-injurious behaviors. Students found to be engaging in such behaviors may be removed from the program. The student's safety is our primary concern and we take appropriate steps in response to concern about safety.

Parking is not allowed in the fire lane for any reason. Reckless driving or speeding in the lot is strictly prohibited. Drivers violating these rules will be restricted from using the lot.

No food or drink is allowed in studios, lobby or dressing rooms. Food must be eaten in the Scene Shop.

Disruptive behavior or high volume levels in the hallway, dressing rooms or waiting areas is detrimental to the learning process of students in the studio. Noise carries throughout the building and interrupts classes and those working in offices. Please be sure to bring quiet activities for toddlers while they wait for siblings. Running and physical play is not permitted in the hallways for safety reasons.

Students must wear clothing over their dance attire when entering and exiting the building. It is recommended that students do not wear dance shoes outside because they are easily damaged.

Students who do not follow these rules may be dismissed from the program at any time.

No refunds are given to students who are dismissed from the program.

TUITION

The NDI New Mexico Dance Barns charges tuition based on a 28- or 33-week school year. We offer tuition on a sliding scale. To qualify for tuition assistance, parents/guardians must bring the front page of the US1040 from current taxes. Tuition assistance is not granted without proof of income.

Tuition is due in advance. Students whose accounts are not paid in full are not allowed to attend until the account is current. We consider students enrolled unless we have notification from the parent. All payments for those on the installment plan are processed unless we have this notice. **Continuous absence is not considered notice of dropping.** Students who drop after the refund period forfeit a refund or credit. Modifications to this policy must be signed by the Dance Barns Director.

Cost of full school year classes, **33 weeks:**

\$45,000 and up	Tuition: \$429 per year (at \$13 per class rate)
\$35,000 - \$44,999	Tuition: \$330 per year (at \$10 per class rate)
\$25,000 - \$34,999	Tuition: \$198 per year (at \$6 per class rate)
\$15,000 - \$24,999	Tuition: \$132 per year (at \$4 per class rate)
\$0 - \$14,999	Tuition: \$39 per year (at \$1.18 per class rate)

Cost of shortened year classes, **28 weeks:**

\$45,000 and up	Tuition: \$363 per year (at \$13 per class rate)
\$35,000 - \$44,999	Tuition: \$264 per year (at \$10 per class rate)
\$25,000 - \$34,999	Tuition: \$165 per year (at \$6 per class rate)
\$15,000 - \$24,999	Tuition: \$99 per year (at \$4 per class rate)
\$0 - \$14,999	Tuition: \$33 per year (at \$1.18 per class rate)

Registration fee:	\$15 per family (waived if tuition is paid in full)
Costume fee:	\$10 per student

For shorter sessions (Boys' Ballet Boot Camp, summer camps) we will post tuition costs separately.

We offer two options for payment:

1. Pay tuition in full at registration (\$15 registration fee is waived).
2. Pay the entire fee in three equal payments. There are two options for the equal payments:
 - (a) Pay the first installment at registration and post-date two checks. NDI New Mexico will deposit these on Nov. 15 and Feb. 15.
 - (b) Pay the first installment at registration and leave a credit card number/signature on file. NDI New Mexico processes the 2nd and 3rd installments on Nov. 15 and Feb. 15.

DISCOUNTS AND TUITION PLANS

- Families with more than one child studying at the Dance Barns receive a discount of 10% of the 2nd child's full tuition.
- Students enrolled in 3 or more classes per week receive a 10% discount on the third class.
- Students taking 5 or more classes/week at Level III and above follow the Pre-Professional Tuition Plan.
- Only one discount can be applied per student.

ADULT CLASS PAYMENT OPTION

- 5 class card for \$65
- 10 class card for \$110
- Single class drop-in for \$13

VOLUNTEER OPPORTUNITIES

Volunteering is a wonderful way to be a part of your child's programs. It's also a great way to get to know other families and staff members at the School for the Performing Arts. We primarily invite volunteers during performance times. We seek volunteers in the areas of ushering, box office, merchandise sales, parking and backstage assistance. Throughout the year we may need extra hands for costume sewing or data entry. We will list volunteer opportunities in our newsletters and may send e-mail blasts as well. We hope you'll join us!

Let's have a FABULOUS year at the Dance Barns!