

August 7, 2013

Dear Parents,

The Bartlett Dance Factory has a wonderful program planned for your child this year. I would like to welcome you to our studio this year and thank you for choosing us. I feel that we have an excellent staff, all who love working with children.

Our goal is to provide a very positive experience for your child as well as educating them in the performing arts. We hope your child is able to look back on this year and reflect a fun-filled experience as well as a learning one.

This handbook contains information on our studio policies, holidays, and a list of our staff. I hope it will be useful and answer any questions you may have. We also have a website and facebook page. Please feel free to call me at 385-5593 or e-mail me at [Christi@bartlettdance.com](mailto:Christi@bartlettdance.com) with your questions, suggestions, or concerns. I will get back with you as soon as possible.

We are looking forward to working with and getting to know your child. It is going to be a great year!

Sincerely,

Christi Hall  
Dance Director  
[www.bartlettdance.com](http://www.bartlettdance.com)

## **ABOUT YOUR DANCE INSTRUCTORS:**

### **Christi Hall – [Christi@bartlettdance.com](mailto:Christi@bartlettdance.com)**

Christi Gray Hall was a certified member of the Southern Association of Dance Masters and has owned and operated a studio for 32 years. She has studied tap, ballet, jazz, acrobatics, and baton for many years. She has studied with Morat School of Dance, Charles Kelley, Henry LeTang, Savion Glover, Frank Hatchett, Don Farnsworth all from NYC, Al Gilbert, Joe Tremaine, and Doug Caldwell all from Los Angeles. Other studies include Acting at Theatre Memphis, Rhodes College, University of Memphis, and Playhouse on the Square.

Theatre work includes productions at Bartlett Theatre, Circuit Playhouse, and Theatre Memphis. She just choreographed and received Ostrander nominations for “Singin’ in the Rain” and “No, No, Nanette” and won the Ostrander for “Bye Bye Birdie” at Theatre Memphis. She performed in and was the assistant choreographer for “Cabaret” She also performed in “Crazy For You” (2011), “La Cage Aux Folles” (2010) and “Curtains” (2009). She also was co-choreographer for “Oklahoma” (2008) and “West Side Story” (2008). She played Daphne in “Thoroughly Modern Millie” (2007), Jennyanydots in “Cats”, (2006), Phyllis in “42<sup>nd</sup> Street” (2002), and Judy in “A Chorus Line” (1999) at Theatre Memphis. Her movie and television credits include the movie “Great Balls of Fire” (1988); three episodes of the television show “Elvis” (1990), commercials for Milwaukee Beer and Ford Motor Company, and numerous telethons.

Christi won six college scholarships and over 600 trophies in Modeling and Talent competitions. She performed as Feature Twirler with the Memphis State Marching Band for four years and as Golden Girl for her senior year. She received a BBA from Memphis State. She is happily married to Jon Hall and they have two children, Austin and Carly.

### **Laura Connolly – [Laura@bartlettdance.com](mailto:Laura@bartlettdance.com)**

Laura Miller Connolly is a member of National Baton Twirling Association (NBTA) and United States Twirling Association (USTA). She has studied with Penny Janowski, Sharon Campbell, Carole Lozano, Elaine Sabino, and various other renowned twirling coaches. She has studied dance at Sunshine Dance Studio and Turning Point Dance Academy in Miami and Broadway Dance Center in New York. She was a dance and baton instructor and counselor at Penny Janowski’s Leadership and Auxiliary Camp. Laura has performed with Gloria Estefan, Greater Miami Opera Company, and Miami Choral Society. She has twirled in many parades including Jr. Orange Bowl, King Orange Bowl, Disney’s Magic Music Days, and Paris Millenium.

She is a member of the education associations STEA and NAEYC. Laura received her degree at the University of Memphis in Early Childhood Education. Laura was a feature twirler on college scholarship with the University of Memphis. This is her 16<sup>th</sup> year at Bartlett Dance Factory. She has a master’s degree and is a kindergarten teacher at St. Francis. Miss Laura is married to Chad Connolly and has a beautiful daughter, Carrington Rose.

### **Carole Gray – [Carole@bartlettdance.com](mailto:Carole@bartlettdance.com)**

Carole Gray was a charter member of Southern Association of Dance Masters. She owned and operated Morat School of Dance and Variety Arts Workshop for many years. Her students have won numerous awards both locally and nationally. Several of her students were three-time winners on the earlier version of Star Search – “The Ted Mack Amateur Hour”. She has taught jazz, tap, and baton, but her specialty is acrobatics which she will be teaching again this year at BDF.

**Hannah Mills** – [Hannah@bartlettdance.com](mailto:Hannah@bartlettdance.com)

Hannah graduated from University of Memphis with a B.A. in Dance Education. While dancing with the University of Memphis Pom/Dance team, she had the privilege of winning two National Hip-Hop titles. Hannah also has taught dance at various studios and coached pom/dance teams at local schools.

**Michelle Presler** – [Michelle@bartlettdance.com](mailto:Michelle@bartlettdance.com)

Michelle is currently training with the Ballet Memphis Company. She has studied and received numerous fine arts scholarships at the University of Arizona, Orlando Ballet, Kaatsbaan Extreme Ballet, and with the Rochester City Ballet. She is a very versatile dancer as seen by her performances in Cinderella, Firebird, Swan Lake, and the Nutcracker, just to name a few. She has also performed at Jacob's Pillow Festival. We are very excited for Michelle to join us at BDF.

**Dance Calendar 2013-2014**

August 7 <sup>th</sup>	Former Students Register
August 8 <sup>th</sup>	New Students Register
August 12 <sup>th</sup> /19 <sup>th</sup>	Classes Begin
September 2 <sup>nd</sup>	Labor Day – No Classes
October 4 <sup>th</sup>	Costume Deposits (non-refundable) Due to Bartlett Dance Factory
October 7 <sup>th</sup> -11 <sup>th</sup>	Fall Break – No Classes
November 11 <sup>th</sup>	Veterans Day – No Classes
November 15 <sup>th</sup>	Tentative date for Daddy Daughter Dance
November 27 <sup>th</sup> -29 <sup>th</sup>	Thanksgiving Holiday – No Classes
December 2 <sup>nd</sup> -5 <sup>th</sup>	Parent Days for Younger Dance (tentative)
December 9 <sup>th</sup> -12 <sup>th</sup>	Christmas Parties – More details later
December 13 <sup>th</sup> -Jan. 5 <sup>th</sup>	Christmas Holidays – No classes
January 20 <sup>th</sup>	Martin Luther King Holiday – No Classes
January 23 <sup>rd</sup>	Costume Balances Due to Bartlett Dance Factory
March 10 <sup>th</sup> -14 <sup>th</sup>	Spring Break – No Classes
March 24 <sup>th</sup> -27 <sup>th</sup>	Tentative Date for Studio pictures
May	Recital – Definite Date will be given by Feb. 1 <sup>st</sup>

## COMMUNICATION

Communication is very important to us at Bartlett Dance Factory, but sometimes hard to achieve. Each student will have a folder placed out in the hall Monday – Thursday during dance hours. Your notes will be placed in these folders. It is your responsibility to check your folder for your notes. We will also clean out the folders periodically to make sure that there aren't any overdue notes. Please e-mail us with any questions or drop us a note in my purple basket below the folders. We will also be sending out notes periodically to keep you informed on all upcoming dates and events.

## IMPORTANT PHONE NUMBERS, E-MAIL ADDRESSES, AND WEB SITES

Singleton Community Center – **Shan Criswell**, Director – 385-5593

**Christi Hall** – [Christi@bartlettdance.com](mailto:Christi@bartlettdance.com)

We also have a facebook page.

<http://www.bartlettdance.com> - Bartlett Dance Factory website for newsletter, upcoming due dates, special events, competition reminders, competition pictures, and results.

## BARTLETT DANCE FACTORY RECITAL

Our recital is usually held on two nights in May at Bartlett High School. The younger children will perform on one night of the recital while the competitive students will perform both nights. We will have one rehearsal on the stage at the high school. The rehearsal at the high school is mandatory. If you have a conflict (graduation, confirmation, etc.), please submit it in writing to your teacher at least two weeks prior to rehearsal. It is very important that your child attend this rehearsal. Families that have multiple children participating and students who take more than one class are taken into consideration as we plan the recital – I do my best to keep families down to one night if at all possible. There is no recital fee because we are funded by the Bartlett Parks and Recreation Dept. All invitation costs, programs, awards, and rental fees are paid by the City of Bartlett. (Thanks so much!) The recital usually lasts approximately 2 ½ hours.

Costume payments are due ON or BEFORE the dates listed above in your calendar. All costume payments should be made payable to Bartlett Dance Factory and put in the drop basket. We do try to keep our costs to a minimum. Average cost for a costume is \$45 for non-competitive classes. Younger students (3-4) may have a 2-in-1 costume if possible.

The following classes will have (estimate):

Dance – 2 costumes plus required tights

Acro and Ballet – 1 costume plus required tights

## Baton and Hip Hop – 1 costume

Your child will not receive her/his costume until the balance is paid in full. Please remember that these are ready-made costumes. Slight alterations (straps, hemming, etc.) will need to be made.

Recital T-shirts will be offered, but are strictly optional. They are worn during the finale of the recital. Orders will be taken at the end of March.

In March, we will have a professional photographer come to the studio during your class to take group and individual pictures. There will not be a sitting fee and orders are optional. All group pictures are displayed at the auditorium the night of the recital.

Awards will be given for Perfect Attendance, 5 year student, 10 year student, etc. Perfect attendance is awarded ONLY if you attend ALL of your classes at the SPECIFIED TIME. Make-up classes do not count towards perfect attendance. If a teacher gives a make-up class that you are not able to attend, it will not count against your perfect attendance. The City pays for these awards.

## **BARTLETT DANCE FACTORY POLICIES**

**ATTENDANCE** – Attendance is very important for your child as well as the teacher and fellow students. If you miss more than 6 times in a particular class, you will NOT be able to participate in the recital. Our policy for snow days – please check the BDF website or facebook page.

**TUITION** – All tuition is due the first of the month payable in the office at Singleton Community Center. If your payment is received after the 10<sup>th</sup> of the month, you will be charged a \$5.00 late fee. Full tuition is due for Sept., Oct., Nov., Jan., Feb., March, and April. ½ tuition fee is due for Aug. and Dec. May tuition will depend on the recital date. Students who take private lessons must notify their teacher if they will not be attending a lesson or they WILL be charged for that lesson.

**ATTIRE** – All girls must be in dance attire for every class with proper shoes. All ballet students and Dance students will need to wear solid leotards, pink tights, and hair in a bun. If hair is very short, wear pulled back completely from face. Acro, Hip Hop, and Baton girls will wear leotards with hair in a ponytail. Please do NOT wear old costumes to class – it is very distracting. Boys will wear t-shirts and elastic waist shorts/sweatpants. Your child will be given a warning the first time she/he does not comply with this rule. The second time and following, your child will have to watch class instead of participating.

**SHOES** – Please make sure that your child's name is in all of their shoes and they are carried in a bag with a name on it. This reduces the chances of lost shoes or mix-ups. If you do misplace your shoes, please look on the shelves in the purple room. Please do not buy the wrong type/color of shoe because of costs. This sometimes makes a child feel uncomfortable and does not

compliment conformity at the recital. In today's world, it is important for children to fit in at all times at very little costs to us as parents.

**BATHROOM BREAKS** – Please make sure that all children go to the bathroom before class. If a child does have to go during class, they will be allowed to go one at a time. It can be very distracting to the class especially with the smaller ones who all end up having to go before class is dismissed.

**PROMPTNESS** – Any child arriving later than 10 minutes after class has started, will not be able to participate in that class. Warming up properly is essential to every class. Please pick your child up on time because another class follows immediately.

**MAKE-UP CLASSES** – We do not make up classes for the holidays. We will make sure you average 4 lessons a month. If you are going to miss a class, you can check with your teacher to see if another class is available. These are more accessible for the younger classes, but I do not recommend that you do this in the second semester because of recital preparation. If your teacher becomes ill or has a conflict, she will either provide a substitute teacher or give a make-up class.

**SICKNESS** – Please do not send your child if she/he is contagious. If a younger child is not feeling well, please do not bring them. However, if an older child is not contagious (but not feeling up to par), it is sometimes beneficial if they can just watch the class without participating. Please use your best judgment.

**CHANGE OF INFORMATION** – Please notify the office of any change in address, place of employment, home or business telephone numbers.

**QUITTING** – If your child decides that a class is not for her/him or other conflicts arise, please notify the office and your teacher. If they are not notified, you **WILL** be charged that month's tuition. This is only fair to the teacher who is teaching the class and others who may be on a waiting list for that particular class.

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**Student/Parent Agreement:**

I understand and will comply with the policies as stated in the Bartlett Dance Factory Handbook sponsored by Bartlett Parks and Recreation Department at Singleton Community Center.

Child's name \_\_\_\_\_

Parent's Signature \_\_\_\_\_