



**THE 2011-2012
ICON Dance
Complex
Handbook**



Dear Parent/Guardian,

Welcome to ICON Dance Complex. We are the state of the art dance facility designed to fulfill a dancer's hopes and dreams.

The family and faculty of ICON Dance Complex are dedicated to the love of dance and committed to cultivating the joy of learning in an educational and nurturing environment. We believe our love and passion for dance will continue to take us down a successful road that we hope to share with you and your families.

We are eager and ready to begin a new season.

Thank you for your interest and support,

The ICON Family



Registration:

Upon acceptance of registration students are enrolled and financially responsible for the entire 9-month session from September through the end of May.

The annual registration fee of \$15 for returning students and \$25 for new students will also be due at registration; this fee is non-transferable and non-refundable.

Tuition Payment Plans:

For your convenience, tuition may be paid according to one of the following plans:

Plan 1: Full Year–One payment in full at registration. You will receive a 5% discount by choosing this payment plan.

Plan 2: Monthly–Tuition will be due on the first of the month.

First and last payment, which is Non-Negotiable and Non-Refundable, will be due at registration. Tuition must be paid in full by May 1st.

***OPEN CLASSES ARE NOT INCLUDED IN UNLIMITED CLASS PACKAGES. All open classes are additional.**

We accept the following forms of payment:

Cash: a receipt will be given for you to save.

Checks: returned checks will assess a \$25 returned check fee.

Credit card: will be accepted for tuition only

Automatic payment: we will charge your credit card the first week of every month.

Tuition will be considered late after the 10th day of each month. A \$10 late fee will be added to the account after that date. All financial obligations that are carried over for more than three months will be handed over to a collection agency **and the child will be unable to participate in class.**

Please note that if all tuition payments and financial obligations are not paid in full by May 1st your child will not be able to participate in our



annual dance recital. Tuition payments should be enclosed in the envelopes provided during registration.

Class Schedule & Levels:

Class schedule is subject to change based on enrollment. Students will be evaluated during the first two weeks of class and level changes may be made based on teacher evaluations.

Students do not move up to the next level according to the amount of years that they have studied dance. They must be able to execute proper technique for that level; this is at the teacher's discretion. Some students may take several years to develop as a dancer while others might only need as little as a year of training. Natural ability, effort, practice and attendance will affect each student's progression as a dancer.

Add/Drop Classes:

The deadline for adding or dropping class is October 1st for all students. Students must complete an Add/Drop request form, which is available at the front desk. Please note September and May tuition is non-refundable. As of October 1st, your tuition will be adjusted. If the add/drop form is not filled out, your monthly tuition will remain the same.

Any dancer who decided to drop a class or quite ICON after January 1st is financially responsible for the balance of their tuition and costumes for the remainder of the year. All financial obligations that are carried over for more than three months will be handed over to a collection agency.

Missed & Make-Up Classes:

No refunds/credit or make-up class will be given for dancers missing class due to vacations, holidays or inclement weather conditions which are beyond our control. Make-up classes will only be available to students with an illness accompanied by a doctor's note. Forms are available at the front desk.

Parents are responsible to notify ICON if their child is going to miss two consecutive weeks of classes.



Dancer's Code of Conduct:

We understand that being late sometimes is unavoidable. Arriving to class on time is in the best interest of the student – especially those where higher levels are concerned. A student who misses the beginning exercise runs the risk of injury by not being properly warmed up.

For your safety there is No Chewing Gum In Class.

Please support and respect your fellow students and instructors so ICON Dance Complex can continue to be a fun, friendly and family atmosphere.

Cell phone may not be used during class.

No food or drinks are permitted in the dressing rooms.

Water bottles only are permitted in the dance studios.

Parent's Code of Conduct:

Parents are not permitted to interrupt teachers before, during, in between or after classes.

If you wish to speak to a teacher, please leave a message at the front desk and the teacher will call you or set up an appointment to meet with you. The dancers are our utmost priority and our goal is to teach and mentor them while providing a fun and challenging dance education.

No food or drinks are permitted in the lobby.

Baby strollers are not permitted in the lobby hallway.

Costumes:

A costume deposit of \$75 per class is required in order to be in our show. Costume deposits are due in October and **MUST** be paid on time or we will not order the costume. Some costumes may exceed \$75 and require a balance due. **ONCE A COSTUME IS ORDERED NO REFUNDS WILL BE GIVEN AND THE BALANCE MUST BE PAID IN FULL.**



ICON is not responsible for alterations to a child's costume or for minor defects caused by the costume company.

ICON's Annual recital is held in the beginning of June at Millstone Performing Arts Center. Specific dates and times will be announced. ICON dancers may perform in one show or multiple shows which is not decided until later in the year. **Anyone participating in the recital production must attend a mandatory tech rehearsal as well as a full dress rehearsal the week prior to the show.**

Students unable to attend mandatory rehearsals will not be permitted to participate in the recital since staging and dress rehearsal is the final opportunity to make any last minute adjustments and to set placement and lighting for the show. Our goal is to put on a professional performance displaying the hard work and effort of all the ICON dancers for their families and friends.

Arrival Information: All students must arrive at the Millstone Performing Arts Center one hour prior to the show fully dressed in their costume (including hair and makeup). All dancers should be dropped off at the side stage door where security and staff will greet them. Family members and guests must then proceed to the main entrance.

Creative Movement: All Creative Movement students should remain with their parents until the start of the show. Parents may then bring them back stage and wait with them until one of the backstage helpers lines them up for their performance. Parents should pick up their child immediately after their performance and exit backstage.

Backstage Instructions: Please leave your child with all costumes, shoes and accessories they will need. Dancers will not be allowed to leave the dressing rooms and backstage area during the show. Please make sure your child brings snacks (i.e. non-staining foods such as water & pretzels). Glass bottles are not permitted. Due to allergies among several dancers, please NO peanut products. We also recommend small activities for your children (i.e. books, playing cards, & handheld video games). ICON is not responsible for lost or stolen items. All dancers must respect other dancer's space and property in the dressing rooms. Disrespect



towards ICON staff members will not be tolerated and dancers will be escorted out.

Millstone Performing Arts Center Rules and Policies: You MUST have a ticket to gain admission to the show. No food or drinks will be allowed in the auditorium. Refreshments will be available for purchase during intermission. Videotaping and Flash photography will not be allowed. The shows are professionally filmed and will be available for purchase. All the children have worked very hard this year, so please refrain from leaving your seat while a number is performing. This is very distracting not only to the dancers but to others watching the show and may interrupt the videotaping of the show as well. The auditorium doors will only be opened in between dance numbers.

Dismissal: After the finale has ended we ask that all guests please exit the auditorium as quickly and safely as possible so we can begin the dismissal process. Please be certain that any dancer 12 years of age and under has one parent/guardian who remains in the auditorium for pick up. (Preferable same gender as the dancer). It is advisable that the adult is someone that the staff is familiar with. All dancers 13 years of age and older will be dismissed thru the concession hallway where they can meet up with their family members at the front door.

Special Note* Please do not attempt to go backstage to see and/or pick up your child during the show, this included intermission. All dancers will be under the supervision of responsible adults backstage and will be safe for the length of the show. All dancers regardless of age are required to

remain backstage for the entire show. There will be NO early dismissals! Individuals without a backstage access pass will not be allowed

backstage. Any unauthorized person caught backstage will be escorted back to their seat by security. Thank you for your cooperation.

BACK TO DANCE:



******Please note if you have any questions regarding dress code or shoes please wait to purchase items until after the first week of classes where we will discuss further.**

******All Company Classes will be given their required dress code at the company meeting. Please wait to purchase shoes.**

2011/2012 REQUIRED DRESS CODE:

Creative Movement Ages 3 & 4: Hair must be neatly secured away from face. Ballet pink footed tights and a leotard (any color). Absolutely NO jewelry. Ballet Shoes: Must Be Purchased at ICON. We will size the first week of classes.

Ballet/Tap/Jazz Combo Ages 4 – 6: Hair secured neatly back, away from the face. Ballet pink or light suntan tights and a leotard (any color). No skirts, extra clothing, or accessories aloud.

Tap Shoes: Capezio- Mary Jane in Caramel OR Bloch – Mary Jane in Tan

Ballet Shoes: Must Be Purchased at ICON. We will size the first week of classes.

Jazz Shoes: May wear ballet shoes for jazz. * Jazz shoes are not required for the combo class unless needed for the recital.

Ballet Ages 7 & up: Hair secured neatly in a bun, away from the face. Ballet pink or light suntan tights and a leotard (any color). Absolutely NO jewelry. Ballet Shoes: Must Be Purchased at ICON. We will size the first week of classes.

Jazz Ages 7 & up: Hair secured neatly back, away from the face. Light suntan tights and a leotard (any color). Tight shorts are optional, no tank tops. Absolutely NO jewelry.

Jazz Shoes: Capezio Stretch Jazz Ankle Boot in Caramel or Bloch in Tan



Lyrical & Contemporary Ages 7 & up: Hair secured neatly back, away from the face. Light suntan tights and a leotard (any color). Tight shorts are optional, no tank tops. Absolutely NO jewelry. Lyrical Shoes: Light Nude Dance Paws

Tap Ages 7 & up: Will be decided the first week of classes.

Hip Hop All Ages: Athletic apparel, absolutely no jeans or skirts. Loose fitting comfortable attire is recommended. Kneepads are recommended but optional. Absolutely NO jewelry. Athletic sneakers are required, NO Uggs.

Cheer Funk All Ages: Athletic apparel, absolutely no jeans or skirts. Shorts and tank tops are recommended. Absolutely NO jewelry. Shoe: Plain White Cheer Sneaker * Preferred Shoe– Nike Sideline Cheer (found online)
Poms: An order form for new students will be given out the first few weeks of classes.

******Please label all dancewear with your child's first and last name so that any and all items that may be left behind can be returned.**

Recital Tickets:

All family members and guests will need a ticket for the recital. Including children over the age of 5. Each class will have a scheduled time to purchase their tickets. The scheduled time will be determined by a lottery system. All tickets are non-refundable, non-exchangeable and can be purchased for cash only. **ICON is not responsible for tickets that are misplaced.**

ICON Company Dancers:

***All COMPANY dancers are committed to their Company for one whole year from the date they sign their contract. Please read the ICON DANCE COMPLEX HANDBOOK carefully before auditioning to be in one of our companies.**



ICON company members are students who are serious about learning to dance in a professional environment. Company does not mean “Competition”, it means **commitment**.

Company is for students who are dedicated and who want to perform in addition to the recital. They must have a good attendance record and be committed to their classmates and teachers for all rehearsals. Once student’s reach an advanced level, it is important that they have consistency in the classroom for learning technique and choreography. When students are constantly absent it forces the teacher to go backwards instead of forwards.

Here at ICON we want to produce the best possible dancers and choreography that we can. We are hoping that through these company classes we can have material ready to use whether it be a community performance, a benefit, a competition and so on.

Once a student commits to a performance or competition they must take on the responsibility of extra rehearsals and fees that come along with it. **Any student that misses the last rehearsal before a performance will not be allowed to perform.** Further information regarding performances, competitions and workshops will be given to those members chosen.

Company Requirements:

A signed contract committing dancers to rehearsals, traveling and additional fees. Participation in specific classes and technique classes required by ICON directors.

Attendance at rehearsals required.

Attendance at performances and a limited number of regional and national competitions.

Attendance of seminars in dance, performance, makeup, nutrition, etc.

Specialties:

When a student has reached a certain level of dance, they will be invited to participate in any or all specialty numbers, which are choreographed throughout the year.



Specialties consist of:

Solos
Duets
Trios
Small and Large Group Numbers
Production Numbers

***Additional information regarding dates, items and fees will be announced.**

Occasionally, we will send home flyers and up-dated information with students, be sure to ask your child if they received anything in class. Notices and up-dated announcements will also be posted in the lobby, sent via e-mail and on our website: www.icondancecomplex.com. Please be sure to long onto our website and register your email with us.

SOCIAL MEDIA:

Respect the ICON brand via social networking ie: Facebook, Twitter, Blogging, Youtube, Ustream, etc.

There shall be no self-promoting of any kind involving the ICON brand name.

Do not publish any material or content that will damage or infringe on the ICON or ICONic company brand name, employees, teachers, students or fans.

Any and all ICON branded logos may not be used at all on social networks unless approved by an ICON staff member.

If you have a video that involves ICON, you are required to email it FIRST to our Marketing Director at eb@EBandAssociates.com. If approved, it will be posted on our ICON Dance Complex Facebook fan page and from there, you may share. **News and Information:**

Pictures:

Class and individual pictures will be taken in the spring. Information regarding dates and times will be announced during the year.

Snow and Inclement Weather:

We will follow the Manalapan/Englishtown school closings. Unfortunately, these situations are out of our control and we may need to close last minute for safety reasons. If you are unsure please call or check your email for further information. Please refer to this calendar for ALL holiday closings and for special ICON events.

WE DO NOT DO MAKE-UPS FOR CLASSES CANCELLED DUE TO INCLEMENT WEATHER.

Holiday Closings:

Rosh Hashanah

Yon Kippur

Halloween

Thanksgiving Eve

Thanksgiving Weekend

Winter Break

Martin Luther King

President's Day

Spring Break

Memorial Day Weekend

A more detailed calendar will be given out at the beginning of the year.