

WELCOME

Welcome to Great Bay Academy of Dance!

Please read this Student Handbook carefully. Please know that we understand you have a choice in deciding where your child receives dance instruction. We genuinely appreciate you choosing Great Bay Academy of Dance.

Great Bay Academy of Dance (GBAD) strives for a high quality, disciplined, yet nurturing dance atmosphere while having a good time. It is pertinent to your child's dance training that we follow the school policies, performance policies, & dress code.

Thank you!



Artistic Director & Owner, Elisa Gerasin

GBAD currently offers classes year-round with sessions in the fall, winter spring and summer. Classes are available for students of all ages, 2+.

To contact the studio, please call 603.433.4200 or email inquiry.gbad@gmail.com. Check out our website at www.gbadance.com.

Mailing address: Great Bay Academy of Dance, LLC
One Raynes Ave, Suite #203
Portsmouth, NH 03801
603.433.4200
[Inquiry.gbad@gmail.com](mailto:inquiry.gbad@gmail.com)
gbadance.com

Office hours are scheduled daily with the exception of Sundays.

MISSION STATEMENT

Our mission is to educate dancers of all ages about the various forms of dance and movement with excellence and integrity and in a manner that embraces a passion for the art form.

GENERAL INFORMATION

Great Bay Academy of Dance (GBAD) is the Seacoast's Non-competition Dance Education Center. GBAD was established in 2009 by Elisa Gerasin, however GBAD's foundation is built upon 29-years of excellence in dance education.

GBAD is competition free; our students do not participate in dance competitions. Instead we focus on providing excellence in dance education and enriching performance opportunities that help all our dancers to develop confidence, stage presence, artistry and skills that exist beyond our students' lives at GBAD.

We offer our students the finest in studio facilities and an outstanding professionally trained faculty with a teaching style that brings out the creativity and individuality in young dancers.

GBAD's goal is to instill qualities that will carry students through their entire lives. Whether they choose to pursue a career in dance or to simply enrich their lives with self-discipline, poise and appreciation for the arts, studying at GBAD is a rewarding experience.

SCHOOL POLICIES & PROCEDURES

Great Bay Academy of Dance operates year-round with sessions in the fall, winter, spring and summer. Each session spans from 10-13 weeks. All youth students will be evaluated within the context of their class at the end of the Spring Trimester. Students ages six and above are encouraged to enroll in all sessions as the Academy stresses the importance of a correct foundation to ensure a continuous development of skills and advancement.

Enrollment

Class size is limited. Please register in advance at the start of each session. Failure to do so impedes our ability to plan class offerings. Enrollment is accepted on a first come, first served basis. If the enrollment quota is not met for a particular class, the class may be cancelled or combined with another class at any give time. Generally, we strive to keep class sizes small in order to keep the student/teacher ratio desirable. The minimum requirement per class must be four students in order for a class to run. In adult classes, if the class size is less than three participants, the class length will be condensed.

In the event of low enrollment and a class becoming cancelled, GBAD will issue class credit to all students who have registered for that particular class and have paid in full. School credit will be calculated towards the canceled classes, not the classes that were attended by the student.

Class Placement

For some new students it may be necessary to take the first class in a “trial” level in order for the Director to assess the proper class placement. Once this “trial” class is complete, it is the Director’s, and only the Director’s discretion, to place a student in the level she feels appropriate.

Registration

A **non-refundable** registration fee will be added at the time of registration per trimester.

Registration Fees

New Student \$25

New Family \$30

Returning Student \$10

Returning Family \$15

At the beginning of every school year during Fall Trimester registration, all families will be required to pay a “New Student” or “New Family” registration fee.

Family fees require two or more enrollments from one family. These fees, along with paid tuition and the registration & liability forms are required to reserve class space. The registration fee is waived for all open adult classes as well as both Musical Theatre classes for the 2011/2012 School Year.

On-going registrations are welcome throughout the year.

Tuition

Tuition payments are non-refundable. In circumstances such as injury or long-term illness, school credit will be offered upon written physician documentation. Credit will not be given for personal circumstance changes in scheduling once a trimester has begun unless the student has missed five weeks of classes in one trimester due to injury. School credit is valid for one year after issue and is non-transferable.

For more information on Tuition, Policy and Class Programming, please see our Tuition Link on <http://www.gbadance.com/schoolyear.html>.

Tuition payments are received at the beginning of every Trimester:

Fall Trimester	September 10, 2011
Winter Trimester	January 2, 2012
Spring Trimester	April 2, 2012

Students who enroll in the “Ballet Intensive Program” curriculum also have the option of monthly payments. A \$10 late fee will be assessed to accounts not paid by the 10th of every month.

A valid credit card must be kept on file for each participant.

Great Bay Academy of Dance prefers cash or check, however for your convenience GBAD also accepts Visa & MasterCard with a 3% service fee.

There is a \$25 service charge on all returned checks. After a check is returned all fees remaining must be paid in cash or by credit card.

Refunds: GBAD will issue class credit to all students who have registered for that particular class and have paid in full. School credit will be calculated towards the canceled classes, not the classes that were attended by the student.

Zero balance on a participant’s account is necessary to register for further instruction or make-up classes.

For returning GBAD students who enter a trimester four weeks after it has already commenced and who have not registered properly in advance, an additional \$25 registration fee will be applied and the remainder of their classes will be prorated to be applicable to the classes taken.

Injuries

Please report all injuries to instructor immediately. Students are still expected to attend classes to observe and participate as much as their physical condition permits.

In the event of a student becoming injured during class time, an injury report will be completed by the instructor and will be kept in the student’s file for record keeping purposes.

Liability

All students are required to have a Release and Waiver of Liability form signed by their parents, or legal guardian, in order to participate in class. All students are required to be covered by their personal or family’s insurance. If an injury would occur, the student and their family are responsible for all medical costs. The participant is at parent/guardian/participant’s risk when participating in classes at GBAD.

Photography Release

All parents/students will also be asked to sign a photography release form. This is to ensure the photographic rights to images that will be taken of students in class time by professionals, the Press, the Media or the Director.

School Closing

Should GBAD need to close or cancel classes due to inclement weather or other unforeseen circumstances, GBAD will make every effort to notify parents via email and on our website. A recording will also be immediately placed on the GBAD phone answering system. All classes that are canceled by GBAD will be rescheduled at the discretion of the Director and within a reasonable time frame.

Communication

Communication is vital to us all; students, parents, faculty and staff. We strongly encourage students and parents to contact us with any questions, ideas, or concerns. Please call the office 603.433.4200 or via email at inquiry.gbade@gmail.com. Please also contact GBAD if there is a change in your personal contact information so that we can contact you or your student efficiently at all times.

Information regarding schedules, events, opportunities, cancellations, etc. is posted on our website, www.gbade.com.

Attendance Policy

GBAD is responsible for your child's whereabouts during their class time. Parents/Guardians are responsible for their behavior and safety before and after class. We ask that students be prepared for class 10 minutes before classes begin.

Absences: Students are expected to attend all their scheduled classes and will be excused if GBAD has been properly informed. Please notify the office by phone or email if your student will not be in class. Students who are frequently absent from class must realize that they will not have the best success in our programs. If a student is absent for more than three classes within a session, where choreography for a performance is being taught in the classroom setting, please know that this could alter that student's chances of participating in performances.

Make-Up Classes: Students having excused absences must make an arrangement in advance with the office to make-up classes missed. All make-ups must be completed within the same trimester of the missed classes and must be approved by the Director or General Manager. All absences must be phoned or emailed into the office before the missed class starts to receive make-up class benefits. Make-up classes may consist of classes in that student's level that they are not

already registered for or for classes that are one level beneath them. All tuition must be up to date and paid in full to consider a make-up class request. All students are allowed three make-up classes per trimester.

Tardiness: If a student is more than 15 minutes late for class, they will be asked to sit and observe. Latecomers can be a distraction to the other dancers and proper warm-up is important to prevent injury. If there is a school conflict, getting to class from school, please notify the General Manager.

Student/Instructor

Please be advised that the study of dance involves physical contact. Instructors will often need to make hands-on contact to adjust students' alignment and to demonstrate proper motion.

Students should keep the faculty informed of any recent illness, injury, or other condition that may interfere with their class work or health.

If you have a student who is ill, please refrain from bringing them to class in order to prevent the spreading of their sickness to other families, students or faculty.

Waiting Room General Policies

Please remember, all students and their family members are responsible for picking up after themselves. This includes trash, food and toys.

GBAD is not responsible for lost, stolen, or damaged personal property. Parents, please pick up students promptly after class. For the safety of the students we ask students to remain on the second floor where parents may pick them up.

Siblings must stay with parents and we ask that you pick up after your children. For their safety, young children may not be left in the waiting area or halls unattended.

WAITING AREA ETIQUETTE

No roughhousing, running or loud voices in the building.

Please keep the bathrooms, studios, waiting areas neat and clean.

Please label all of your students' shoes, leotards, tights, and belongings with their name in permanent marker.

In the event of an item lost, please locate the "Lost & Found" box. At the end of every Trimester, the "Lost & Found" box contents that are not spoken for will be donated to a local charity.

Parents should call in all absences whether it is illness, injury or conflicting schedule related to the General Manager.

Important information is communicated to parents & participants via email and our website. Please check your email and www.gbadvance.com regularly for information about classes, cancelations, rehearsals and other pertinent information about the school. Also, please take the time to visit our website on a weekly basis.

All students, family members or friends should be polite and respectful of all students, instructors, and staff members at all times.

No foul language or negative behavior.

GBAD reserves the right to dismiss anyone from the waiting room that exhibits unsafe behavior toward themselves, fellow students, Instructors, Staff and all family members.

GBAD offers free Wi-Fi in our waiting area:

Network: GBAD Network

Password: GBADWIFI

CLASSROOM ETIQUETTE

Dance classroom etiquette is very important.

We want all of our students to maintain the highest standards in the classroom and to respect themselves and each other.

- No gum, candy, food, or beverage (other than water) is allowed in the studios.
- Dancers should use restroom before class.
- No hanging, playing, sitting, or climbing on either the wall or center barres.
- When sharing a center barre, your hand on the barre must be in front of the hand of the person facing the opposite direction.
- During class, students are expected to listen closely when instructor is correcting another student so that they may also learn from that correction.
- Please no talking in class. Dance classes are for physical expression not verbal expression, unless requested by instructor.
- For upper level students when taking a combined class: if staff, company members or guest artists are present they receive first choice of barre areas, spots in center and first choice to cross the floor during travelling combinations.
- All cell phones must be turned off during class: AT ALL TIMES. This is to ensure students do not spend class time texting or on the Internet. If you are leaving your bag in the waiting area, please be respectful of other people so they do not have to hear a cell phone ring while the students are taking class in the studios.
- Show respect for teachers & others at all times.
- Please address instructors or visitors by Miss or Mister.
- Take all belongings with you when you leave studio room.
- Enter quietly and respectfully if late.
- If a student needs to leave early, he/she must ask the instructor's permission before class begins. Please leave discreetly so as not to disrupt class.
- Bow at the end of each class to thank the instructor.

- Please be considerate and pick up after yourself. This includes all trash and water bottles.
- Please write your name with a permanent marker on all clothing labels, leotard tags, and shoes.
- Stud earrings are the only acceptable jewelry in the classroom.
- Students will not “gossip” or put down other dancers in class.
- No student should act like they are better than any other dancer in the class.
- Students will bring home all notices handed out by GBAD and give them directly to their parents.

Dismissals

GBAD reserves the right to withdraw a student from class in the event that:

- They exhibit unsafe behavior toward themselves, fellow students, Instructors, Staff and all family members.
- They use foul language or negative behavior around our students, Instructors, staff and all family members.
- They continuously fail to follow directions from an Instructor or staff members.
- A family member creates a negative scene for our students, Instructors, staff and all family members.
- A family member or student who refuses to cooperate with the guidelines set forth by GBAD.

Performance Policy

Students at GBAD have the opportunity to perform in multiple performances a year. Most performing opportunities are based on an audition basis with the exception of Culmination Performance.

Performances require a large amount of rehearsal time. Attendance at rehearsals is mandatory. Please consider this when you are making a decision to participate in any of GBAD’s productions.

For students who participate in GBAD Performances, a costume fee may be required.

Performance Dates:

“An 1836 Portsmouth Nutcracker” December 16-18, 2011

Culmination Performance March 24, 2012 (no audition)

Spring Show June 9, 2012

Performance Attire

- No nail polish.
- No eating, chewing or drinking (besides water) while in costume.
- Hair must be neatly placed in the hairstyle advised by the Director with no “wispsies” or bangs showing.
- Dance shoes must be neat and clean. It is not a bad idea to buy an extra pair of ballet slippers for performance purposes.
- Small, stud, rhinestone earrings are the only acceptable jewelry on stage unless the costume states differently.
- No running, roughhousing, or being loud in the theater, or at any performance venue.
- Sometimes where we perform is on the cooler side. Please bring appropriate warm-up clothes to wear backstage.
- All hair accessories, bobby pins, elastics and hairnets must match the color of the student’s hair.
- Make-up instructions will be determined ahead of a show time and is contingent on the production and casted part.
- Dancer is responsible for all undergarments worn underneath their costumes.