

Dear Positive Image Performing Arts Parent,

On behalf of all of our staff, I would like to thank you for choosing Positive Image Performing Arts as your child's foundation for dance, performing arts and life training. I am so excited about this season because there are many changes that needed to be made to make Positive Image Performing Arts the best that it can be.

The new Positive Image Performing Arts 2009-2010 Handbook is designed to provide you with detailed information related to the policies, procedures and operations of Positive Image Performing Arts. This season, I will need your help and support to make the guidelines in our 2009-2010 Handbook come alive and work for P.I.P.A. The orientation will give you a chance to hear me explain and answer your questions about this season. Please also take the time to familiarize yourself with the information and continue to use it throughout the season.

Again, thank you for choosing Positive Image Performing Arts . With your dedication and mine, I can promise that your child will have a wonderful season at Positive Image Performing Arts.

Sincerely,

**Courtney Omega Taylor
Owner and Artistic Director**

P.I.P.A. PHILOSOPHY Our mission is to provide a positive, fun loving environment in which the students are taught to achieve their own unique abilities and talents. We strive to meet the needs of all students by offering numerous disciplines of dance and performing arts on many levels. Our dedicated staff of positive images, teaches with positive reinforcement and promotes positive thinking, self-discipline, confidence and the setting of goals. Students learn to work within a group to achieve that goal. Our students are encouraged to develop creativity, poise, technique and self-esteem. Many friendships and good memories develop over the years. Whether you are a recreational or serious minded dancer, our mission is to provide the best education available at an affordable cost.

General Class Descriptions and Dance Terminology:

Competitive Team a competitive team is offered for dancers that have excelled at the non competitive level and or for dancers that have transferred from another studio or performing arts organization. Competitive students will compete in 1-3 competitions per season. Competitive Teams become the face of Positive Image Performing Arts, in that they fulfill request when the community request dancers for entertainment. Performances are part of their curriculum and they help to build confidence going into competition season. At the end of the season, competitive students can express interest in joining a particular team, however the director and or instructor will put the child at the appropriate level. Competitive Teams at P.I.P.A. include: SENIOR TEAM, INTERMEDIATE ELITE, JUNIOR 1, ELITE MINI TEAM 1, MINI TEAM 2, HIP HOP TEAM 1, HIP HOP TEAM 2 AND ELITE HIP HOP.

Non Competitive are classes that are offered at the beginner and intermediate level. Non competitive classes do not compete in competition. Non competitive classes are usually grouped by age and not ability and are taught at a slower pace. Non competitive students do get to represent the studio at some community events including homecoming parades. Non competitive students can express interest in joining a particular competitive team at the end of the season, however the director and or instructor will put the child at the appropriate level.

Combo Classes (Ages 2.5-12) are offered in a fun environment These classes teach technique in ballet, tap, jazz and tumbling while incorporating creative props and creative movement, etc. to promote coordination and balance. Students in combo classes will get to perform (one of the areas of dance listed above) in our recital at the end of the season. Combo classes are non competitive.

Hip Hop Classes are offered for ages 6 and up. Students are shown the basics of pop and lock and gliding techniques, as well as the latest street- and free-style hip hop moves. Hip Hop classes are non competitive.

Jazz is taught with disciplined principles, terminology and methods. Designed for our dancers to build on from beginner through advanced. Jazz incorporates ballet technique, Broadway styles, and contemporary movement.

Tap teaches traditional forms, urban forms and new styles with upbeat and rhythmic sounds. Creative percussive footwork are taught at a beginner-advanced level. Tap helps to develop mind and body coordination.

Ballet is the foundation of a dancers body placement and posture. Through ballet all other dance forms may be found. Our ballet program teaches technique, ballet terms and flexibility for the dancers using classical traditions. Ballet is offered on several levels for ages 2.5 and up. Training includes strength and conditioning as well as barre work and center floor work.

Lyrical classes combine Ballet and Jazz technique to explore interpretation and grace.

Pre-Pointe is a primary introduction meant to take an advanced ballet student that has mastered and learned basic ballet technique and who has developed the strength that it takes to dance en pointe. .

Pointe Class for the advanced ballet student where ballet movements en pointe to achieve use of the toe while learning an effective series of steps and technique

Cheerleading a class developed for students that want to learn cheerleading jumps, motions, stunts, dances and tumbling on a non competitive level.

Tumbling is offered for boys and girls at different levels. The class teaches the basics of tumbling, and helps increase strength, flexibility, and control through floor work.

Private Classes, Solos, Duos, or Trios: are offered to give the student individualized attention, to increase skill level, or to prepare the student(s) for competition. Privates are booked on a first-come, first-serve basis.

POSITIVE IMAGE PERFORMING ARTS CODE OF CONDUCT:

Positive Image Performing Arts has established a code of conduct, which allows each dancer to be respected equally. The code of conduct will be very effective in ensuring YOUR dancer has the best possible educational experience. **The following behaviors are not allowed...**

- " Excessive Talking or Disruptions
- " Running or Horseplay
- " Destruction of Property
- " Harassment of any Kind
- " Fighting of any Kind

Students displaying this behavior may be asked to sit out of class. Parent-teacher conferences may also be scheduled. Should a student be permanently expelled from P.I.P.A for violation of the conduct code, tuition will not be refunded for that month.

COMMUNICATION:

P.I.P.A wants YOU to be informed! Parents who drop their dancer off at the door should stop by the studio at least twice per month in order to stay up-to-date on current events, payments, and new issues. The following are additional ways you and your dancer can stay in the know...

- * Info boards in the lobby state everything that's going on at P.I.P.A
- * Monthly newsletters are available in the studio at all times
- * Any updates, which are not posted in the newsletter, will be e-mailed and most info will be posted at www.PIPARTS.COM. Please make sure P.I.P.A has your correct e-mail address!!!

Handouts and Bulletin Board Information: P.I.P.A. produces several newsletters and flyers throughout the season. They are loaded with lots of important information you will need to know about. Extra handouts are always available in our waiting area. In the event your child is absent, it will be **your** responsibility to review our bulletin board for any new information that may have been handed out. Check our web page at www.PIPARTS.com for all updated information throughout the season.

PARENT AND INSTRUCTOR COMMUNICATION: It is very important for parents and instructors to keep lines of communication open to ensure each student is getting the most out of his/her learning experience. If you ever have questions or ideas, please make an appointment with your child's instructor before or after normal studio business hours. Make sure you are receiving and reading your monthly newsletter (which is given to your child). This will keep you up to date on everything.

ATTENDANCE:

Regular attendance is necessary for productive learning. It is recommended that non-competitive dancers not miss more than 5 classes per fall session or 2 classes per spring session. However, if a dancer must miss a class for any reason, please call ahead to inform the office. P.I.P.A. parents are responsible for obtaining any information missed when absent.

FRONT LOBBY:

Please be responsible for cleaning up after your dancer and family! Dancers should place their belongings in the area specified by the instructor. Absolutely no children should be left unattended in the lobby. The P.I.P.A Dance staff can only be responsible for children in class. If any area of the P.I.P.A facility needs our attention please let a staff member know.

ARRIVAL/DEPARTURE: To protect the safety of our students, P.I.P.A. requires that they arrive and depart as close to the scheduled class times as possible. Parents are accepting the responsibility for their safety until their class begins! We require all students be dropped or picked up within 5 minutes of their class time! We are not set up to provide childcare!

DANCEROOMS/ STUDIOS AND TUMBLING AREA:

No visitors are allowed in studios hallways or tumbling area unless invited in by an instructor. Also, no dancers are allowed in the classroom until class time. No food, chewing gum, or beverages are allowed in the classroom. Bottled water is the only exception. If your child must bring a cell to class, please turn it off or to the "vibrate" mode.

ETIQUETTE

Each dancer, family, and their guests must represent P.I.P.A. by showing a positive attitude, leadership and good sportsmanship at every class, practice and team event. In addition to the rules set forth by P.I.P.A., each team member and family must abide by the rules set forth by each competition and performance venue. Information will be available at the studio prior to the event.

TALKING IN CLASS: Your child's class time is limited and valuable, talking or goofing around in class is frowned upon. Instructors require the full attention of ALL students. Students are always encouraged to ask questions of the instructor that are dance related. General conversation should be before or after class. P.I.P.A. reserves the right to remove any person(s) that we feel is being disruptive to our classroom experience.

CONFERENCES

If you or your child have a problem, our staff will be most happy to talk to you and work toward an amicable solution. It is not possible during class but a time can be set up for a conference. We ask everyone to be patient the first month of classes. Some classes may be larger than we anticipated and we will try to move students to different classes to eliminate this problem. Some students will need to be moved because of their ability. It is a difficult time and we ask for your patience. Please do not try to talk to teachers for too long, between classes, it causes them to be late to their next class.

CLASS OBSERVATION: Parents will only be invited into the dance studio to observe on the last class of the month. It will be up to the individual instructor to welcome parents into class. We know you are excited to see how much your kids are learning, however, parents & friends sitting through class is not allowed, as it will disturb valuable practice time. Please take advantage of parent observation days.

LOST & FOUND: P.I.P.A. is not responsible for lost items. If you are missing something, please check the lost and found box. Please put your child's name on **all** of their dance items (in both shoes).

PRIVATE LESSONS: Private lessons are for those students who want to perform solos in the recital and for students who are having difficulty in class and may need more structured practice time. They are also for those students who are more serious about dance and desire to accelerate in their technique. Please see Ms. Courtney for fees. Please also note that each instructor has their own fees.

TO PERFORM A SOLO, DUET AND/OR TRIO FOR THE SPRING RECITAL, COMPETITION OR COMMUNITY EVENTS: You must be a student taking classes and or private lessons throughout the season. Only one routine goes into the recital for solos that have been taking and paying for a solo for the season. Please indicate if you are interested in private lessons and what teacher you would like to have.

TEAM MOM, RECITAL MOM, CLASS MOM:

Once classes are established, one parent is asked to volunteer to help throughout the year. This parent will obtain all of the contact information for the whole class. Duties may include shopping for accessories, planning events, coordinating phone trees, making phone calls and sending out e-mails. Get to know your class parent ASAP!

REGISTRATION

Registration form must be filled out completely and the tuition fee paid before the classes begins. If not, your child will not be able to participate. Please don't disappoint your child and have them sit out a class because their registration form is not filled out or their tuition isn't paid. P.I.P.A. does not offer refunds or tuition deductions due to absence or drop outs. Classes will be canceled or consolidated (two class sections condensed into one) if minimum number is not met. A minimum of 5 per class is required.

MONTHLY PAYMENT REMINDER: Monthly payments are always due on the first of each month and always become past-due on the 7th and are subject to a late fee of \$15.00. As a courtesy, P.I.P.A. will have payment envelopes available. Envelopes need to be filled out completely in order to turn in your payment. If you are paying by check, please put your child's first and last name along with their class day and time on the check and what it is for (tuition, dance wear, shoes, costume, etc.), each time you make a payment. If fees become 60 days delinquent your child will not be able to continue taking classes until full payment is made. Payment methods include checks, cash, or money order. You may slide payments under the front door Monday-Sunday. Please note that the office staff only works Monday-Thursday 5:30-7:30pm.

CHECK WRITING POLICY: There is a \$30.00 charge on all returned checks. After one NSF check, you will be expected to pay for classes with cash or money order. After you have written **one** NSF check, you are **no longer** able to write checks to P.I.P.A. only money order will be accepted for the rest of the season. Please understand that **soon** we will eliminate personal checks. All checks need to be made out to Positive Image Performing Arts or P.I.P.A. **PLEASE REMEMBER THAT POST-DATED CHECKS ARE ACCEPTED IN A SEALED ENVELOPE AS LONG AS I RECEIVE IT BY THE 7TH.** It is **your** responsibility to seal your own check in a P.I.P.A. payment envelope. **Policies will be strictly enforced this year!**

DRESS CODE/APPEARANCE: A dancer should always be properly dressed and groomed. It is part of the self-discipline, which goes hand-in-hand with dance training itself. Students **MUST** wear the proper attire listed for their specific class. All dress codes will be enforced. Should a student come without proper attire they will be asked to borrow items from our “lost and found box” or sit out of class. Hair **MUST** be tied back out of the face. **NO BIG JEWELRY!**

DANCEWEAR/SHOE: Students are asked to have their proper shoes/dancewear for each class by their first class session. Competitive students will be asked to purchase their dance shoes as soon as costume have been picked out.

NON COMPETITIVE STUDENT DANCE ATTIRE:

COMBO CLASSES: BALLET, TAP, JAZZ & TUMBLING: black leotard with pink footless tights, pink **leather** ballet shoes, socks and black tap shoes with no laces(elastic ties only)

HIP HOP: tight fitting athletic wear, jogging suits, etc. and clean white athletic shoes

BALLET: black leotard with pink tights, pink **leather** ballet shoes

TUMBLING: leotard and or **tight** fitting athletic wear (loose clothing could result in injury)

DANCE SHOE AND DANCE ATTIRE SOURCES:

DISCOUNT DANCE: www.discountdance.com or **CALL 1-800-328-7107**

ACTIVE WEAR AND SPECIALTY 1250 National Dr., W-S, NC: 336-777-0297

CAROLINA DANCEWEAR 1627 NEW GARDEN ROAD, GSO: 336-856-9983

WALMART

TARGET

INCLEMENT WEATHER:

P.I.P.A. follows Winston-Salem/ Forsyth County Public School’s decision for canceling classes when it comes to inclement weather. If WSFCS cancels class, P.I.P.A. cancels class. If WSFCS lets school out early, P.I.P.A. will cancel class also. If you are uncertain about class cancellation, please call P.I.P.A. 336-917-3005 by 10:00am. Classes cancelled due to weather will be made up if the schedule allows.

P.I.P.A. DANCE TEAMS

P.I.P.A. DANCE TEAMS are a fun and rewarding way for serious, dedicated dancers to further their skill and performance level. The skill and ability level of dancers who are enrolled as P.I.P.A. DANCE TEAM members can progress several times faster than non competitive classes or dancers. P.I.P.A. DANCE TEAM placements are made based on each dancer's effort, work ethic, attitude, skill and ability from the previous season. All P.I.P.A. DANCE TEAM members represent P.I.P.A. at community events, parades, dance camps/conventions, and regional and national competitions. Dancers are required to participate in all scheduled team events and or performances.

Being a part of the competitive program means you are willing to make a strong commitment to your classes and performances. It means that your dancer has a desire to work hard and learn as much as they possibly can. If your dancer can truly make the most of each class by always dancing their heart out and pushing themselves further, then we **can** help them be the best dancer they can be.

Respect for teachers is important. Whether the teacher is talking to your child directly or another student, they need to listen carefully. A correction is an honor; it shows your dancer how much their teacher cares about them and how much they want to help your child improve. Encourage your child to say "Thank You" the next time their teacher corrects them.

Good attendance is essential in the competitive programs. We understand that students do get sick, however, please do not miss for other social activities. When a student misses a class, the teacher has to re-teach the material the next week, which can set the class back. Sometimes, choreography may change before a performance. If a student misses a class he/she may miss out on some choreography changes and not be prepared for the next performance. It is always best to get together with another team member before coming to the next class and/ or performance to learn the material.

P.I.P.A. DANCE TEAM ATTENDANCE

You must call before class to notify the studio of your absence! "No call-no shows" and excessive tardiness are not tolerated. Each student is allowed three (3) excused absences per class per dance season. Any missed class must be made up before the next performance. Competitions, conventions, fundraisers, and the week of practice prior to competition are mandatory. Your instructor will decide whether or not to allow absences on these important practices/events. If a dancer misses any practices or events without being excused ahead of time, that dancer may be asked to observe the event. Dancers must be excused ahead of time by a parent in order to be considered to be excused from that practice or event.

DANCE TEAM MOM

For each P.I.P.A. DANCE TEAM, a parent will be asked to help organize things like costumes, makeup, team bonding events, fundraisers, competitions, etc. This parent will be responsible for the entire season. If a parent wishes to turn her responsibilities over, she must find a replacement before the next event. Some qualities a team parent must possess are talents with hair and makeup, sewing, organizing, and shopping. Parents may volunteer immediately after this dance team meeting.

COMPETITION MAKEUP AND APPEARANCE

This year each competitive team will have a makeup box that will include specific colors that each team member will be required to wear. Each dancer will need to contribute \$5.00 to the team make up box. Team Moms will collect the fee. If a student elects to get their own set of make up in the same specific colors, they still need to contribute to the team makeup box. A few parents on each team will be asked to do every team member on their child team so that they look uniform. Hair will be specified for each routine and or team. We will more than likely have a makeup and hair workshop later in the season.

COMPETITIVE STUDENT DANCE TEAM ATTIRE:

HIP HOP: tight fitting athletic wear, jogging suits, etc. and clean white athletic shoes (**shoes need to be worn in each class in order to execute all moves**). No flip flops, sandals, etc.

JAZZ, LYRICAL, TAP & TECHNIQUE: a leotard and tights must be the base attire of all students at the competitive level. Cute skirts, leg warmers, etc. can be worn as cover-ups only. The type of tap shoe needed for competitive students can be found at:

ALL DANCE TEAM SHOES WILL BE ORDERED THROUGH P.I.P.A. THIS SEASON, WE HAVE SIXING KITS SO THAT DANCERS CAN TRY ON THEIR SHOES BEFORE THEY BUY THEM. SHOES CAN BE ORDERED ONCE COSTUMES HAVE BEEN PICKED OUT.

DANCE ATTIRE SOURCES:

DISCOUNT DANCE: www.discountdance.com or CALL 1-800-328-7107

ACTIVE WEAR AND SPECIALTY 1250 National Dr., W-S, NC: 336-777-0297

CAROLINA DANCEWEAR 1627 NEW GARDEN ROAD, GSO: 336-856-9983

P.I.P.A. WEAR

Positive team spirit and sportsmanship are important at P.I.P.A. To promote our teams and studio, we offer P.I.P.A. dancewear, which will be worn at all studio and team events. Orders will take place in the fall. Other gear is also available, but not required. **The following items are required by each team member.**

- * P.I.P.A. T-Shirt \$13.00
- * P.I.P.A. Warm-up \$45.00
- * P.I.P.A. Duffle Bag \$35.00

P.I.P.A.DANCE TEAM WEAR FOR EVENTS: The warm-ups are to be worn to and from competitions and/or performances and during the awards ceremonies at each competition.

General P.I.P.A. Competition and Performance Team Guidelines

- Each student must arrive at a competition two hours before their scheduled time. Competitions do run ahead of schedule. Team members need time to properly warm-up, practice and focus.
- Competition students must wear their team suits to and from competitions and/or performances. Team Suits must be worn at the presentation of awards.
- We will never speak negatively to teachers, dancers, or parents from other studios.
- We will never create conflict with the directors or judges of events in which we attend.
- The studio director handles all communication with the directors of our outside activities.
- No parent or dancer may call or question the directors of any event. If you have a concern, please contact the studio director.
- Label all your costumes and shoes.
- Always have a second pair of tights available.

PARENT CODE OF CONDUCT:

A student's success depends on the support of their parents or guardians. We will set a positive atmosphere for students, parents, and faculty. We will promote a positive learning experience for all involved. Showing respect among other parents, students, and faculty will make a valuable impression on the students.

Parents and teachers may have two different perspectives when looking at a student's dance education. We do, however, share a common goal: to make sure each student receives the best quality training both physically and mentally.

Encourage your child to be the best he/she can be. Do not compare your child to others in the class. Dance is an individual art form. Each student will progress at a different pace. Even if two students receive the same quality training, they will not progress at the same rate. It's imperative to encourage your child to focus on themselves and feel happy with their own accomplishments.

Placement decisions are made from many years of teaching experience. We look at where a child should be placed by looking not only at age and technique, but where they can feel confident. Some students want to be placed in a higher level, however, then they get discouraged easily and lose their passion for dance. Others may look forward to the challenge of being in a class of more experienced dancers to push themselves harder. Placement is highly individual and the factors that go into the decision are very complex. Please know that the faculty works hard to determine the correct placement for each child.

P.I.P.A. wants to instill a passion for dance and not for just winning awards, therefore we will give student's the performance opportunities at places such as festivals, conferences, parades, etc,. The lessons learned through special performances are just as equally important as the lessons learned through competition.

The participation in competitions is not only a part of the student's dance training; it can also be an important part of how we influence them as people. With the correct focus, being a part of competitions is a great way to build self-confidence. If a student can feel good about his/her performance and understand that they become better and better each time they take the stage, then they are growing with the competition experience. Taking the stage and doing their best is the primary goal; which awards they take is secondary.

We encourage students to practice at least fifteen minutes every day to insure that they will progress satisfactory. If you request a conference, we can give you an evaluation is to inform you of what areas your child needs work in and what level they should be placed at the following year.

When you have a question about your child's dance education please speak to the studio director immediately. Please do not speak to other parents when you have questions. The best way to find an answer or solve a problem is to go to the studio director.

2009-2010 P.I.P.A. DANCE TEAM COMPETITION INFO:

All P.I.P.A. DANCE TEAM members represent P.I.P.A. at community events, parades, dance camps/conventions, and regional and national competitions. Dancers are required to participate in all scheduled team events and or performances.

Students will possibly compete in three regional and one national dance competition per year. There are competition fees associated with each competition that each student is responsible for. There will be fundraising opportunities available to help cover the costs.

***Competition Fees will be: \$45.00 per competition**

***Competition Fee Due Dates: NOVEMBER 5TH , DECEMBER 3RD and JANUARY 7TH**

***Nationals Due Dates: BUDGET FOR 250.00 TOTAL, DUE DATE TBA**

Nationals: This year we will try to send all teams to Nationals that qualify at the regional level. The \$250.00 will be used to purchase a seat on the bus, competition fees (for at least one routine), teachers instruction fees, teachers travel fees, administrative fees and a portion of your dancer's hotel room. In the past we have had problems with people making the commitment to nationals. This way every dancer is guaranteed to have 100% of their team at nationals. Each team member will be required to make their first payment towards nationals of \$70.00 on a date APRIL 15TH. Parents are encouraged to take advantage of fundraising.

There will be a parent meeting in November to discuss the dance competition schedule for the year. Each family will be presented with information concerning the finalized competition schedule.

Competition Costumes: I spend many hours determining the best costumes for each team. They are always age-appropriate and of the highest quality possible. Non Competitive students will need one costume; competitive students will need at least one costume for each subject they train in, including the opening number. Competition Costumes will be chosen by October and will need to be paid in full by November 5th, 2009

COMPETITIVE TEAMS-FOR JAZZ COMPETITION COSTUMES

MINI, JUNIOR 1, JUNIOR 2, JUNIOR 3, INT. ELITE, INT., & SENIOR

Sept 3rd	Oct 22nd
\$50.00	\$45.00

COMPETITIVE HIP HOP TEAMS-FOR HIP HOP COMPETITION COSTUMES

HIP HOP TEAM 1, HIP HOP TEAM 2, ADVANCED HIP HOP, ELITE HIP HOP

Sept. 3rd	Nov 5th
\$50.00	\$30.00

BALLET, PRE-POINTE AND POINTE STUDENTS

Feb. 11th
\$45.00

COMPETITIVE TEAMS-Lyrical

SENIOR TEAM ONLY

Jan. 14th
\$45.00 (TAP)

COMPETITIVE TEAMS-TAP

MINI, JUNIOR 1, JUNIOR 2, JUNIOR 3, INT. ELITE, INT., & SENIOR

Feb. 11th	Feb. 13th
\$15.00	\$25.00

COMPETITIVE TEAMS-OPENING NUMBER

HIP HOP TEAM 1, HIP HOP TEAM, ELITE HIP HOP, MINI, JUNIOR 1, JUNIOR 2, JUNIOR 3, INT. ELITE, INT., & SENIOR

March 19th
\$50.00

Costumes will **not** be ordered this year until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including sur-charges and postage for costumes that are ordered late. P.I.P.A. is not responsible if costumes are not received in time for the recital or competition due to late payments. Your account needs to be paid up to date before your child takes home their costume and accessories.

P.I.P.A RECITAL 2010

The recital offers our students a professionally directed showcase that allows our dancers to present to their families and friends the results of a year's hard work, dedication, and progress. A big part of the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a sense of confidence. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. That onstage experience can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result. Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook to in an effort to clarify what we expect from you in terms of commitments and responsibility to, P.I.P.A, the audience, other students and parents.

Recital Updates: As the season progresses, additional recital information or updates will be posted in P.I.P.A'S monthly newsletters, website and information board. Make it your responsibility to keep abreast of this important information. It is our goal to make the recital experience organized and exciting for all involved. It's a team effort; students, their parents, the teachers, and the director are key players in the success of the show.

Home Study: To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. A copy of your child's dance music will be available at a charge of \$4.00 per CD.

Costumes: We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Non competitive students will need one costume; all other students will need one costume for each subject they train in. Costumes may not include all accessories (hats, gloves, etc.). Costumes will be chosen in October and will need to be paid in full the due date.

Deposits – In an effort to ensure that costumes are delivered in time for class photographs and organized distribution to our students, costume orders are placed during the December holiday break. Costumes must be paid for, in full, prior to 12/13/08. Costume manufacturers do not accept cancellations or offer refunds after 10 days of the order date; therefore P.I.P.A. does not refund costume deposits after original order has been placed.

* Deposit schedule – Costume payments are as follows (each costume):

NON COMPETITIVE CLASSES

COMBO CLASSES, CHEERNASTICS & HIP HOP CLASSES

Nov. 12th	Dec. 10th
\$30.00	\$35.00 FINAL PAYMENT & ACCESSORIES (1 pair of tights per dancer and hair accessories)

Sizing – Costume measuring begins during the last week in December, during scheduled class time. Each child will be measured in order to determine his or her proper costume size.

Alterations – Although rare, if alterations are needed after the costumes have been distributed, they will be the sole responsibility of the student's parent or guardian. Please contact the P.I.P.A. office for recommended alterations companies.

Distribution – Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full. Deadline for all balances due is April 7th. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performance.

Withdrawal – No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital, performances or competitions. Parent or guardians may pick up purchased costumes at the school at the time of general costume distribution and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity or resold.

Costume Expense – The estimated cost of costumes is \$40.00-\$75.00 for non competitive students. Any special orders, including extra-large sizes, may require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent or guardian. Accessories, such as headpieces or gloves may sometimes be included in the cost of the costume as well as 1 pair of tights per dancer.

Costume Care – We recommend that your child's name be placed in all costumes, shoes, accessories, and tights. Place costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Press all costumes prior to the dress rehearsal and the performance. Please do not wash costumes in your washing machine; dry clean them only.

Tights: To ensure that there are no discrepancies in color and style, students are required to have the same tights for performances, competitions and recitals. Throughout the year, I will order tights. Tights are \$7.00. Having a second pair of tights offers students and parents a great sense of security.)

Hair and Makeup: All female students are required to wear makeup for the recital: red lipstick, blush, eye shadow, and mascara. Each recital mom, class mom or team mom will have a class make up kit that will have colors that will compliment your child costume and skin tone. Each student will need to arrive to all performances, competitions, and recitals with black mascara, black eyeliner and foundation already on so that the team mom only has to apply eye, cheek, and lip color. Each student will be asked to contribute \$5.00 to the team/ class makeup box. Please note that you may purchase your own makeup (the same color and brand of the team/class makeup box) but you still need to contribute your \$5.00.

Uniform hairstyles are required: All female students must wear their hair in a low bun unless your instructor advises differently. No long bangs or beads are allowed. Dancers with short hair must pull their hair away from the face and slicked back.

Pre-Planning: The recital isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing their costume, tights, shoes and any accessories, and refer to it to make sure you have all your supplies before going to the auditorium.

Bring at least one extra pair of tights of each color. Also bring extra hair gel, hair nets, bobby pins, and hairspray. Other handy extras include:

- *Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- *Baby powder (for itchy costumes)
- *Safety pins (for emergency costume repairs)
- *Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- *Your pain reliever of choice
- *Band-Aids (the "invisible" kind)

Dress Rehearsal: The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible. Participation in the dress rehearsal is mandatory. We will run an organized and timely dress rehearsal this year; your help with the process will guarantee a professional production. Please arrive at least 45 minutes prior to curtain. Students may arrive in their first performance costume or may change in the dressing room.

Opening Number - All competitive students are required to participate in the opening number, which will be rehearsed during the last month of classes. A run-through of the opening number will take place at the dress rehearsal.

Dressing-room etiquette - Students must respect other students' space and property in the dressing room. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean. No food or drink is allowed in the dressing rooms.

Dress-rehearsal drop off and pickup - Parents or guardians should bring the students to their assigned area, where they will be checked in and placed under the supervision of their recital/ class mom(s). Parents or guardians must remain in the auditorium until their children have been dismissed. When a class has completed its last performance, the class mom will bring the group to an area of the auditorium to be picked up. Parents are not allowed backstage, unless they are a recital/ class mom

Dress-rehearsal dismissal - Students will be dismissed from rehearsal once they have completed all of their routines, including the opening number (dance teams only).

Video: We will not allow video equipment in the auditorium this year. Our professional (DINK DIGITAL) will capture it all. You may take photos of your child on stage.

Brendle Recital Hall at Wake Forest University's Rules: No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. Dancers will remain in the dressing rooms with their class moms during dress rehearsal and the recital when they are not on stage.

Backstage: Family members and friends don't belong backstage or in the dressing rooms during rehearsals or the recital. The same applies during intermission and after the show. There is a lot of backstage activity in the limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer should do so in the lobby areas and not backstage.

Recital Moms/ Class Moms – Class moms are needed for each class to supervise the dancers. They do not need a recital ticket and will be issued free recital tickets for their help. Class moms must assure that each child in her care is safe and accounted for. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, and is backstage at the appropriate time. They are also responsible for seeing that all children return to their appointed area after their performance. The number of volunteers needed for each class will be determined by the number of students per class. If there are too many volunteers for one class, some may be asked to work with children from another class. Anyone interested in volunteering to help backstage, in the dressing rooms or out front in the lobby is welcome. A volunteer form is required in order to serve as a volunteer. There will be an orientation for all recital volunteers, and all must abide by the policies set forth by P.I.P.A. The recital weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. We will have a backstage manager this year, that will work very hard to put a system in place that works; we ask that all volunteers follow the instructions of the studio director, teachers and the backstage manager. All volunteers will receive an identification badge at the dress rehearsal, which must be worn in the theatre at all times. Please do not bring guests, including children, with you while you are volunteering.

Recital Photos: Class photos will be taken at the dance studio. Dates and times will be announced at a later time. Please confirm your child's time in the March Monthly Newsletter. All students are required to be present for their class picture. There are no exceptions. After the group photo shoot, students may choose to have solo portraits taken in their costumes. There is no obligation to purchase group photos. Please arrive at least half an hour before your child's scheduled time.

Recital Ticket Policy: All studio accounts (tuition, costumes, etc.) must be paid in full before any family may purchase recital tickets. Tickets will go on sale May 1, 2010 and the cost is \$5.00 in advance. Each P.I.P.A. family that has cleared up all debts to P.I.P.A. by April 15th, will get 2 free tickets.

Recital Fee: All families, competitive and non competitive will pay a mandatory \$40 recital fee.

Props: All props are the property of P.I.P.A. (unless purchased by the dancer) and are to be returned to the backstage prop master after the performance. Props may include such items as canes, parasols, beach balls, etc.

Meet the Teachers

Ms. Courtney Taylor- Owner/ Artistic Director

Miss Kia Cunningham- Jazz, Lyrical, Technique and Tap

Miss Teran Brown- Competitive Hip Hop Teams

Mr. Darius- Non Competitive Hip Hop

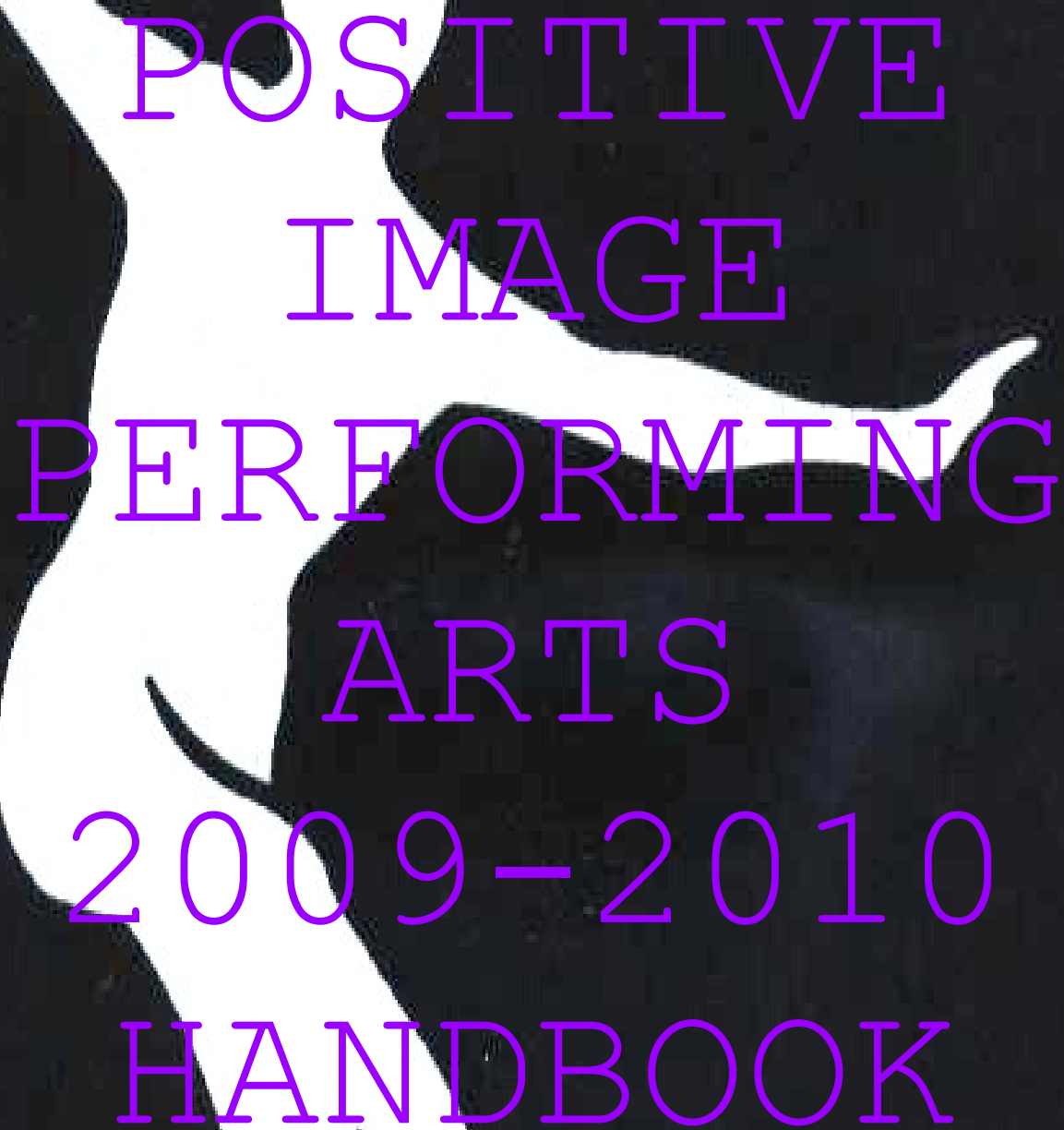
Miss Donna- Ballet, Pre-Pointe and Pointe

Mrs Deobrah Carlton- Tumbling

Mr. Bob- Tumbling

Mrs Janet Atkinson- Front Desk

Attorney Eric Ellison- Collections



POSITIVE
IMAGE
PERFORMING
ARTS
2009-2010
HANDBOOK

TENATIVE P.I.P.A. EVENTS

AUGUST 1ST-8TH NATIONAL BLACK THEATER FESTIVAL

OCTOBER 31ST WSSU HOMECOMMING PARADE 7AM

NOVEMBER TBA CHRISTMAS PRAISE DANCE SHOWCASE

DECEMBER 5TH CHRISTMAS PARADE

JANUARY 11TH MLK CELEBRATION

FEBRUARY 26TH-28TH FIRE & ICE DANCE COMPETITION> CONCORD, NC

MARCH 12TH-14TH KIDS ARTISTIC REVUE DANCE COMPETITION> HIGH POINT, NC

APRIL 16TH-18TH SHOWSTOPPERS DANCE COMPETITION> CONCORD, NC

APRIL 30TH-MAY 2ND REVOLUTION DANCE COMPETITION> GREENSBORO, NC

JUNE 6TH P.I.P.A. RECITAL

****JUNE-JULY NATIONALS WILL BE ANNOUNCED BY MAY 3RD

P.I.P.A FUNDRAISING

- **Ms. Courtney must approve all fundraisers. This includes: flyers, publications, broadcast, raffle tickets, etc.**
- **Approved fundraisers must be added to the studio calendar to be official. This is so that there are not conflicts with other studio events and fundraisers.**
- **I must be cc'd on all emails concerning fundraisers.**
- **Ms. Courtney must approve all postings of flyers or fundraising materials.**
- **Fundraising committees are responsible for the removal of all flyers after their event.**
- **Support each other's events!!!!**

P.I.P.A. MENS SCHOLARSHIP PROGRAM

Thank you for choosing Positive Image Performing Arts to develop and enhance your dance, performance and character. Because we understand how rare it is to have talented male dancers and performers, we decided in 2008 to start a tuition-free scholarship for young men. Please note that the scholarship take care of tuition but not competition fees, costumes and other related fees. To keep this scholarship, you must do the following:

- 1) Attend each class that you are registered for each week and on time. If you have to be absent, you must call in advance.**
- 2) Attend all scheduled dance and community events.**
- 3) Sell at least 30 raffle tickets each time we have a studio raffle. Your money raised will go to help with your competition fees or other studio fees**
- 4) Help and participate in all team fundraisers**
- 5) Volunteer for setup and break-down for parades, recitals, and other studio events.**
- 6) Complete 1 duty for each class or team that you are registered for, from the duty sheet. Your duty must be complete by the time you leave the studio and or after your class. You can find the duty sheet at the front desk.**
- 7) You must continue to be a Positive Image in your community, church, house and school. Be a good representative and spokes-person for Positive Image Performing Arts at all times**
- 8) Love dance, love performing and love P.I.P.A.**

CUT HERE & RETURN TO THE STUDIO

P.I.P.A. MENS SCHOLARSHIP PROGRAM

SIGN HERE IF YOU AGREE & ACCEPT THE MEN'S SCHOLARSHIP AND THE GUIDELNES ASSICIATED WITH THE SCHOLARSHIP.

PARENT SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

BOYS SCHOLARSHIP DUTIES	
A	MOP & RESTOCK TISSUE & PAPER TOWELS IN THE BATHROOM. TAKE OUT ALL TRASH IN THE STUDIO TO THE BACK GATE AFTER YOUR CLASS.
B	CLEAN BATHROOM AFTER YOUR CLASS, BY MOPPING, WIPING DOWN THE SINK & TOILET. RESTOCK TISSUE & PAPER TOWELS. CLEAN MATS IN TUMBLING AREA & VACCUM CARPET IN DOWNSTAIRS STUDIO
C	VACCUM FRONT LOBBY, DUST FURNITURE & TROPHIES AND MOP HARD FLOOR AREA AROUND AND BEHIND FRONT DESK AFTER YOUR CLASS.
D	CLEAN OUT AND AROUND CUBBIES. THROW AWAY TRASH, <u>SWEEP AND VACCUM</u> THE AREA. FOLD UP & PUT AWAY ITEMS. CLEAN MATS IN TUMBLING AREA. CLEAN DOWNSTAIRS MIRRORS
E	CLEAN MIRRORS IN MAIN STUDIO AREA. CLEAN FRONT DOOR WINDOW. CLEAN OUT AND AROUND CUBBIES. THROW AWAY TRASH, <u>SWEEP AND VACCUM</u> THE AREA. FOLD UP & PUT AWAY ITEMS
F	CLEAN MATS IN TUMBLING AREA, VACCUM TUMBLING AREA. CLEAN OUT THE VACCUM. SWEEP AND STRAIGHTEN THE FRONT LOBBY AREAS, SWEEP AND MOP.
G	SWEEP AND STRAIGHTEN THE FRONT LOBBY AREAS, SWEEP AND MOP. DUST SHELFs, WINDOWS, TV, ALL FURNITURE. ORGANIZE BOOKS, CHAIRS, ETC. CLEAN MATS IN TUMBLING AREA.

NOTES:

- ONLY USE VINEGAR AND WATER TO CLEAN MIRRORS AND WINDOWS**
- CHECK WITH MS COURTNEY IF YOU ARE UNSURE OF A JOB**
- HELP EACH OTHER OUT**