

STUDENT HANDBOOK 2018-2019

IN SYNC CENTER OF THE ARTS

DANCE POSITIVE ROLE MODELS
INSPIRATIONAL

FIND YOUR ARTISTIC VOICE

CONFIDENCE WE SUPPORT
EACH OTHER

ENCOURAGE **MUSIC**
CREATIVITY

GIVE BACK TO THE COMMUNITY

FRIENDS FOR LIFE HONOR YOUR TALENT

EXCELLENCE WHERE KIDS
CAN BE KIDS

SO MUCH MORE THAN CLASSES

JUST BE YOU REACH FOR
YOUR DREAMS

WWW.INSYNCARTS.COM

In Sync Center of the Arts Team

Program Directors

Teri Mangiaratti: *Owner & Artistic Director*
Lauren Pauly: *Customer Service Director and Office Manager*
Amy Enos: *Preschool Program & Me Too Director*
Lauren Murphy: *Birthday Party Director*
Mary Quigg: *Summer Programs & Grades 1-4 Director*
Izzy Coulter: *Hip Hop Dance Program Director*
Emily Cordell: *Ballet Production Co-Director*
Mary Haddad: *Ballet Production Co-Director*
Amy Stanton: *Internship Director & Special Events Coordinator*
Norwood Pearson: *Music Program Director*

Dance Educators

Jen Alberino: *Dance Instructor*
Izzy Coulter: *Hip Hop Instructor, Hip Hop Company Instructor*
Emily Cordell: *Ballet & Acro Instructor, Ballet Company Instructor*
Amy Enos: *Dance Instructor, Me Too Instructor*
Kerri Grippi: *Dance Instructor, Mini Performance Team Instructor*
Mary Haddad: *Acro, Ballet & Musical Theater Company Instructor*
Lauren Hamaty: *Dance Instructor*
Frances Jancaterino: *Tap Instructor*
Rebecca Lang: *Dance Instructor, Contemporary Company Instructor*
Lauren Murphy: *Acro & Dance Instructor*
Mary Quigg: *Dance Instructor, Sr. Performance Team Instructor*
Amy Stanton: *Dance Instructor, Jr. Performance Team Instructor*
Juliana Wiley: *Dance Instructor*

Music Educators

Rob Barton: *Drums, Piano, Guitar, Voice, Brass and Strings*
Kate Elmendorf: *Voice, Piano*
Petrina Foley: *Voice, Piano, Guitar*
Jiarong Li: *Piano*
Benjamin Mafera: *Piano, Voice*
Michael Murphy: *Piano*
Norwood Pearson: *Piano, Strings, Brass, Woodwinds*
Dave Prendergast: *Guitar, Piano & Trumpet*
Zac Stein: *Drums & Piano*

Administrative Staff

Lauren Pauly
Amy Enos
Lauren Murphy
Mary Quigg

OUR PHILOSOPHY

Through the arts, we create children who are inspired. We strive to nurture students from the inside out. We are dedicated to giving students great role models and a positive experience. We are instilling confidence, self-awareness, kindness and motivation into our students. The In Sync atmosphere is friendly and inviting. We want parents and children to feel like In Sync is their home away from home. We strive to give families the respect they deserve in a fun, safe and inspirational environment!

*Welcome to the
In Sync family!*

CONTACT US

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Check Out Our Week-By-Week Themes For This Season!

WEEK	DATES	THEME MONTH	STUDIO THEME
WEEK 1	SEPT 10 - SEPT 15	WELCOME MONTH	WELCOME WEEK
WEEK 2	SEPT 17 - SEPT 22		MAKE A FRIEND WEEK
WEEK 3	SEPT 24 - SEPT 29		SMILES FOR MILES
WEEK 4	OCT 1 - OCT 6	FANTASTIC FAIRY TALES MONTH	IN SYNC SPIRIT WEEK
WEEK 5	OCT 8 - OCT 13		STORY DANCE
WEEK 6	OCT 15 - OCT 20		OPPOSITE WEEK
WEEK 7	OCT 22 - OCT 27		Bring-a-Friend/DRESS UP WEEK
WEEK 8	OCT 29 - NOV 3		Bring-a-Friend/DRESS UP WEEK
WEEK 9	NOV 5 - NOV 10	FAMILY & FRIENDS MONTH	KINDNESS CHAIN
WEEK 10	NOV 12 - NOV 17		PATRIOTS PRIDE WEEK
WEEK 11	NOV 19 - NOV 24		I AM THANKFUL
WEEK 12	NOV 26 - DEC 1		THE GIVING TREE
WEEK 13	DEC 3 - DEC 8	WONDERFUL WINTER MONTH	WINTER WONDERLAND
WEEK 14	DEC 10 - DEC 15		PEPPERMINT TWIST
WEEK 15	DEC 17 - DEC 22		HOLIDAY HAIR CONTEST
WEEK 16	DEC 25 - DEC 30		VACATION WEEK-no class
WEEK 17	JAN 2 - JAN 5	DYNAMITE DINOS MONTH	NEW YEAR CELEBRATION
WEEK 18	JAN 7 - JAN 12		FOSSIL HUNT
WEEK 19	JAN 14 - JAN 19		DINO STOMP
WEEK 20	JAN 21 - JAN 26		MARY POPPINS MAGIC
WEEK 21	JAN 28 - FEB 2	MARY POPPINS MONTH	<i>SUPERCALIFRAGILISTIC</i> WEEK
WEEK 22	FEB 4 - FEB 9		STEP IN TIME WEEK
WEEK 23	FEB 11 - FEB 16		SPREAD THE LOVE
WEEK 24	FEB 18 - FEB 23		VACATION WEEK-no class
WEEK 25	FEB 25 - MAR 2	OUT OF THIS WORLD MONTH	OUR EARTH
WEEK 26	MAR 4 - MAR 9		SOLAR SYSTEM SHUFFLE
WEEK 27	MAR 11 - MAR 16		LUCKY LEPRECHAUN WEEK
WEEK 28	MAR 18 - MAR 23		BLASTOFF WEEK
WEEK 29	MAR 25 - MAR 30		MY FAMILY IS OUT OF THIS WORLD
WEEK 30	APR 1 - APR 6	AMAZING ME MONTH	I JUMP FOR JOKES
WEEK 31	APR 8 - APR 13		BACKWARDS WEEK
WEEK 32	APR 15 - APR 20		VACATION WEEK-no class
WEEK 33	APR 22 - APR 27		BALANCE AND BOUNCE
WEEK 34	APR 29 - MAY 4		RECITAL RALLY WEEK
WEEK 35	MAY 6 - MAY 11		PICTURE WEEK
WEEK 36	MAY 13 - MAY 18		STEP UP WEEK
WEEK 37	MAY 20 - MAY 25		SEE WHAT I CAN DO WEEK
WEEK 38	MAY 27 - JUNE 1		RECITAL SHARE
WEEK 39	JUNE 3 - JUNE 8		RECITAL READY

Welcome to In Sync Center of the Arts Dance Program

The primary goal of our faculty is to teach life lessons and dance skills that offer children the best chance for success. Dance education encompasses far more than technique. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching the skills needed for a successful life. Encourage your child to be the best that he or she can be regardless of what others may achieve. No two students will progress at the same rate, even if they experience the exact same training. As a parent, you play an important role in supporting your student. We pride ourselves on a high level of communication with our families. Please help us maintain an open line of communication by reading emails and consulting the website for important information. Holiday closings, snow days, special events, performance information, etc... will always be communicated via email, in a paper handout, on the website and posted in the waiting room! Please take advantage of these opportunities to stay in touch with the wonderful things happening at your studio!

In Sync Dance Class Information

Class Sizes: Minimoves/10, Kindermoves/12, Acro/15, Grades 1+2/15, Grades 3 and up/20.

All of our Minimoves, Kindermoves and Grades 1&2 classes have a teacher as well as a studio assistant leading the class.

Dress Code: All dancers are expected to be in proper dancewear for class. Dress codes introduce a sense of discipline into the classroom. As students get older, they will be comfortable in their dance clothing and teachers can better correct alignment. The dress code for each class is available at the studio and must be ordered through our **DANCEWEAR BOUTIQUE**. Hair must be neat and securely fastened away from face so there is no need to fix it during class. For student's safety, only stud earrings are permitted. No other jewelry may be worn.

Attendance: Consistent and on-time attendance is important for confidence and skill mastery. The study of dance and music is a cumulative process and one lesson builds from the next. When consecutive classes are missed, it often places stress on the child to catch up and assimilate back into the class. As we near performance date, consistent attendance is expected in order to be included in the performance. If your child is unable to attend a regularly scheduled class due to illness or an appointment, he or she may attend a comparable class during that month. While we are happy to offer this makeup class policy, In Sync does not guarantee a make-up class for every student absence and there are no tuition adjustments for missed classes. If your current class time has become inconvenient or you foresee numerous upcoming absences, please call the office to explore a permanent class move that works with your schedule.

Class Etiquette: Arriving late is disruptive to the overall flow of the class, other students and the teacher. Students who arrive late should enter without disturbing the other dancers and quietly speak with the instructor before joining class. Students may be asked to independently warm up or may be required to sit and watch in order to prevent injury. Students are encouraged to bring a water bottle into the room with them and teachers will allow water breaks as needed. Students will not be allowed to leave class to get a drink. **It is the tradition at the end of class to thank the teacher and fellow students by applauding.**

Corrections: Individual corrections are positive attention from your teacher. Listen and try to apply to every specific and general correction during class time. You can always learn from someone else's corrections. Maintaining a dance journal helps many dancers organize their long term goals and remember corrections from class to class for better progress.

Every Dance Bag Should Have: All dance shoes, extra hair elastics, preschoolers should have an extra pair of underwear...just in case. Dancers 3rd grade and up should have deodorant and body spray, teenage dancers should always have extra feminine products, a few Band-Aids, any medication your child may need - we are not allowed to distribute any medication!

Dance Recital: Recital participation is not required, however, it is a big part of the learning experience. Complete information about our recitals is available on the website and will be given out via e-mail and in class. **NEW THIS YEAR:** *We have coded all of our classes on line with a recital note so you can see if all of your children's classes perform in the same recital! Ask us how this works.*

Recital Package: The recital package includes one leotard to keep, rental of all recital pieces for the recitals and picture day, a medallion presented at the recital, extra rehearsals, and a recital t-shirt. There is one \$65 recital package per student no matter how many classes that dancer participates in. This \$65 is automatically charged to your credit card on file on January 15th. *Please note: Even if your child cannot participate in the June recital, this package is required for Picture Day and includes keepsakes for their class participation and wonderful efforts throughout the dance season.*

Teacher Training Program: We have a wonderful program that allows students the opportunity to assist dance classes and help with office tasks. This is an extensive program that teaches our older dancers about dedication, work ethics and becoming a great role model for our young dancers. If you are interested in more information, please ask us!

Special Information for Parents of Preschool Students

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates. Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet, tap and tumbling basics, and games in an environment of creativity. Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively. Give your dancer time, and you will be soon enjoying a personal dance recital every night at home! Minimoves, Kindermoves and Grades 1&2 classes will participate in a mini recital in June. Please do not be anxious about your child's performance - this is our specialty! We have hundreds of preschool dancers that participate in our recitals annually and it is always a fun and positive experience for everyone!

DANCE RECITALS

BALLET PERFORMANCE: February 9th & 10th Dress rehearsal: February 8th (ballet students grades 3+)

ANNUAL DANCE RECITALS: June 15th & 16th Dress Rehearsal: June 14th (all dance students) *tentative*

PERFORMANCE & DRESS REHEARSAL LOCATION: Milton High School

Annual Ballet Performance – *Mary Poppins*

Each year all of our ballet students in Ballet Level 1-6 and the Ballet Company participate in a main stage original ballet production. Ballet tuition includes a costume to keep and all additional rehearsals. This is a wonderful additional performance opportunity for our dancers and a terrific opportunity to support the ballet program by attending with your family. Dancers enrolled in Combo Grades 1&2, Hip Hop Grades 1&2 and Contemporary are also given an opportunity to participate in the ballet production - watch for sign up information. Please mark the date on your calendar and plan on bringing the whole family!

June Dance Recitals – This year's theme: *Be Our Guest*

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. A big part of dance training includes learning through performance. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. 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 result.

Please note that all students must participate in the dress rehearsal in order to perform in the recital. There are no exceptions to this policy. Additional rehearsals may be scheduled for students at the discretion of the teacher/choreographer. Parents and students will be notified of additional rehearsals well in advance.

Each year we distribute a recital packet of information with everything parents and students need to know to make the recital experience enjoyable for all. Please keep your eyes peeled for this once we enter the new calendar year.

In Sync has a very unique costume policy. One \$65 recital fee from each child (regardless of the number of classes they are dancing with) covers the dancers for one recital leotard, rental of all In Sync costume pieces and accessories, one recital t-shirt, one dance medal and all rehearsals. No big costume fees here - just one great performance with the focus on the dancers! All recital fees will be charged to the credit card on file January 15th. If you would like to make different payment arrangements, that must be done before December break. In order to be included in the performance and have a leotard ordered for your child, recital fees must be submitted by January 15th.

In Sync also has a unique recital schedule: All of our Totally Twos, Minimoves, Kindermoves, Mini Acro, Hippy Hop and grades 1&2 dancers participate in our MINI RECITALS. These are special 75-minute shows focused on our younger students with NO intermission. All dancers in Minimoves, Kindermoves and Combo classes perform two routines, Totally Twos and Hip Hop dancers perform in one routine and everyone returns to the stage for curtain call. All of our dancers grades 3 and up perform in our FULL RECITALS. These are longer, quicker paced, with an intermission and roughly a 2-hour run time.

****NEW THIS YEAR: On-line there is a coding of either A or B next to all classes for grades 3 and up. This tells you in which full recital that class will be performing. Times of recitals will be communicated in upcoming recital correspondence.***

June Dance Recital Tickets

Tickets for the dance recitals will go on sale at In Sync a few weeks prior to performance dates.

Ticket prices will be finalized when the facility cost is confirmed. No one is admitted to the recital without a ticket. Infants and children who may have a hard time remaining seated during the entire performance should not attend. Children over the age of 4 should not be seated in laps - this obstructs the view for the people around you. Recitals do have the expectation of selling out so please prepare to purchase your tickets early! Complete recital information will be given out in early spring.

MINI RECITALS (ages 2 – grade 2) are general seating.

FULL RECITALS (grades 3 and up) are assigned seating and will be determined by lottery closer to recital time!

GENERAL IN SYNC CENTER OF THE ARTS POLICIES

COMPLETING A REGISTRATION WITH IN SYNC SIGNIFIES UNDERSTANDING & ACCEPTANCE OF ALL THE FOLLOWING:

Email: Email is our primary mode of communication with our families. Newsletters, general information, class reminders and account statements are sent by email. Please make certain we have an updated and accurate e-mail address that is regularly monitored at all times. Please check our website periodically.

Registration Fees, Tuition, Show Fees, and Ticket Purchases are Non-Refundable

Tuition: Our main season runs mid-September to mid-June. The total seasonal tuition is divided into 10 equal payments for our standard 10-payment tuition plan (1st of 10 is due at registration, 2nd-10th of 10 is withdrawn on the 15th of each month September through May automatically from your credit card on file). Late fees will apply as follows: unpaid monthly balance on the 20th of the month = \$5.00 late fee. Unpaid monthly balance on the 25th of the month = \$10.00 late fee and unpaid monthly balance on the 30th of the month (28th in Feb.) = \$15.00 late fee. If an account becomes two (2) months delinquent, the student(s) will be automatically dropped from the class(es) with all past fees due. If you would prefer to pay by check or cash, you may arrange with the main office to pay in full your annual tuition in 1 payment when you register or choose our bi-annual tuition payment plan (2 payments- one upon registration and one January 15th). Tuition has been adjusted for holiday closings. There are no tuition adjustments for absences.

Weather Cancellations: In Sync generally follows the Quincy school system for weather cancellations. NO SCHOOL=NO IN SYNC CLASSES / EARLY DISMISSAL= NO AFTERNOON IN SYNC CLASSES / DELAY START = NO MORNING CLASSES. Please check our facebook page and/or call the studio for a voice message confirmation.

Schedule: The entire center will run on the same vacation and holiday schedule. The current schedule is on the In Sync website and on the back page of this Student Handbook. Classes are NOT held during public school vacation weeks. The ONLY Monday holiday In Sync is closed is Memorial Day and any Monday holiday that falls during school vacation. These weeks are worked into the entire school year schedule and tuition payment plans accordingly – no make-ups necessary.

Picking Up Your Child: Children will not be allowed to wait outside or walk home without a written note from a parent. For the safety of your child, please inform your instructor of any change in who is picking up and plan to come inside to pick up your child. CHILDREN MUST BE PICKED UP PROMPTLY WHEN THEIR CLASSES END. Please call us if you experience an unanticipated delay. Excessive delay in pickup without parental contact will result in alerting the authorities. We follow the guideline of 10 min. late -we call the primary contact, 20 min. late – we call the secondary or emergency contact, 30 min late – we must call the authorities.

Class Observation: Peek Weeks will be scheduled during the year. Children not participating in class should not enter the classrooms at any time. The In Sync staff is not responsible for supervising siblings and friends of students and cannot ensure their safety. Please enjoy the closed circuit TV class monitors in the waiting room - one for every studio!

Family Membership Fee: As well as covering insurance expenses and processing fees, members receive great discounts on In Sync activities, summer camp, birthday parties, workshops and special events! Look for Family Fun Nights, Master Classes, Vacation activities and more! Most of our events have "member" fees and "non-member" fees. Family membership fees cover every member of your family and lasts from September 1st - August 31st of the following year.

Respect: We want every student to feel safe and respected at In Sync. We are proud to have wonderful teachers and assistants. If we feel that any student is being disrespectful in any way to another student, teacher, or parent we will consult with parents of that student and if the situation cannot be resolved, we will remove the student from class with no refund. Communication lines are always open and we ask that teachers are always approached with respect from students and parents. If you have questions about our policies, please contact the director on duty.

Safety: We have emergency first aid available and all of our staff is CPR / Red Cross Certified and CORI checked. We rely on you to notify us of any allergies, medical, and developmental issues in your child to help us teach to our best ability and keep your child safe when he/she is here with us. Please provide the front desk with any updates and action plans throughout the school season.

Discontinuing a Program: A parent/guardian must complete a 'drop form' in person at the front desk. According to the date we receive the completed form, we will remove your child from the class(es) and be able to stop or adjust your tuition payments for the next billing cycle. Please be aware that there are no adjustments for tuition already paid to date.

Waiting Room Etiquette: We are happy to provide you with a comfortable place to wait for your child during class, however, this is an educational facility and a certain degree of order must be maintained. Please keep siblings as quiet as possible. There is a play corner for siblings to watch a movie or read quietly. Running, horseplay, yelling or climbing on waiting room furniture will not be tolerated. There is an additional "Study Zone" for quiet workspace.

Other: In Sync reserves the right to cancel or combine classes with 4 or less students registered in them.

2018-2019 ANNUAL CALENDAR

September 6 th	Performance Teams/Comp. Dancer Meeting
September 10 th	Classes Begin!
September 10 th & 11 th (<i>Rosh Hashana</i>)	In Sync is OPEN
September 18 & 19 th (<i>Yom Kippur</i>)	In Sync is OPEN
September 30 th	Performances at Celebrate Milton
October 8 th (<i>Columbus Day</i>)	In Sync is OPEN
October 12 th	Mary Poppins Ballet Production Feature Roll Auditions
October 24 th – 31 st	Bring-a-Friend Week
October 27 th	Halloween Parties
October 31 st (<i>Halloween</i>)	In Sync is OPEN in the morning – NO PM classes
November 9 th	Teacher Training <i>Here We Go Watch Me Grow</i> 6-8pm
November 12 th (<i>Veterans Day Observed</i>)	In Sync is OPEN
November 16 th	GRANDfriend Fun Night
November 21 st (<i>day before Thanksgiving</i>)	In Sync is OPEN
November 22 nd (<i>Thanksgiving</i>)	In Sync is CLOSED – no classes or lessons
November 23 rd (<i>day after Thanksgiving</i>)	In Sync is CLOSED – no classes or lessons
November 24 th	In Sync is OPEN
November 26 th – February 10 th	Winter 10-week Session dates
December 14 th	Performance & Company Team Silly Sock Swap
December 16 th	In Sync Holiday JINGLE JAM Recitals @ In Sync
December 22 nd	In Sync OPEN
December 23 rd -January 1 st	In Sync CLOSED for holiday break
January 2 nd	Classes resume
January 20 th	GBDTA Workshop
January 21 st (<i>Martin Luther King Day</i>)	In Sync is OPEN
January 27 th	<i>Spoonful of Sugar</i> event with Mary Poppins
Feb 9 th -10 th	Mary Poppins Ballet Production @ Milton High School
February 15 th	Teacher Training <i>Mid Way Meeting</i> 6-8pm
February 16 th	In Sync OPEN
February 17 th -24 th (<i>February Vacation Week</i>)	No Regular Classes - <i>check for Vacation programs</i>
March 1 st	Meet the Company Dancers Night
March 25 th -30 th	Family Appreciation Week
March 4 th - May 18 th	Spring 10-week session dates
April 6 th & 7 th	Spirit of Dance Competition
April 13 th – 21 st (<i>Spring Break</i>)	No Regular Classes - <i>check for Vacation programs</i>
April 26 th – 28 th	Dance Company Travel Event
May 6 th – 11 th	Picture Week during regular class time
May 27 th (<i>Memorial Day</i>)	In Sync is CLOSED
June 9 th	In Sync Musicpalooza @ In Sync
June 15 th & 16 th	DANCE RECITALS @ Milton High School TENTATIVE