

**ANNE FATTAL'S FOOTNOTES  
A STUDIO FOR THE PERFORMING ARTS  
CHATHAM MALL, 650 SHUNPIKE ROAD  
CHATHAM, NJ 07928  
973-377-7535  
af-footnotes.com  
FACEBOOK & INSTAGRAM: #affootnotes**



**POLICIES, PROCEDURES & GUIDELINES - 2020-2021 SCHOOL YEAR**

Please review the policies, procedures and guidelines listed in this document, **then sign and return a copy of PAGE 8. prior to your first class in the studio. Please note: Protocols may change as safety guidelines and restrictions are modified. You will receive any updates when appropriate.**

**SCHOOL CALENDAR OF EVENTS**

This is a consolidated brief outline of the School's Calendar of Events. For additional information, please see the specific headings in this document. Emails will be sent with exact dates and times of events, as well as being posted on our Bulletin Board.

**AUGUST / SEPTEMBER**

Registration: Online, by phone or email  
Open House/Office Hours: September 2nd, September 8th, September 9th, 2020 from 5:00-8:00 pm  
Classes Begin: Monday, September 14th, 2020

**OCTOBER / NOVEMBER**

**Halloween:** Saturday, October 31st, 2020, the studio is closed. Classes will be re-scheduled.  
**Class Visitation:** TO BE ANNOUNCED  
**Thanksgiving Break:** Thursday, November 26th through Sunday, November 29th, 2020, the school will be closed. Classes will resume on Monday, November 30th, 2020.

**DECEMBER**

**Recital Costume Notices:** Notices are emailed out.  
**Winter Recess:** The school will be closed from Wednesday, December 23rd through Sunday, January 3rd, 2021. Classes resume Monday, January 4th, 2021. HAPPY HOLIDAYS!

**JANUARY**

Recital Costume Ordering: Costumes must be paid in full by Friday, January 8th, 2021.  
2nd Semester Begins: January 25th, 2021.

**FEBRUARY / MARCH / APRIL**

**Recital Ticket Sales:** TO BE ANNOUNCED  
**Spring Break:** TO BE ANNOUNCED

**MAY / JUNE**

**Picture Day:** TO BE ANNOUNCED  
**Class Visitation:** TO BE ANNOUNCED  
**Memorial Day:** Monday, May 31st, 2021. The school will be closed.  
**Recital Dress Rehearsals and Annual Performances:** TO BE ANNOUNCED

**JULY/AUGUST**

Summer Sessions

**PLEASE NOTE: LISTED DATES ARE SUBJECT TO CHANGE.**

## **CLASSES AVAILABLE**

- Ballet • Pointe • Tap • Jazz-Traditional • Ballet/Tap • Ballet/Tap/Jazz • Modern •
- Pre-Ballet • Acting/Musical Theater • Jazz/Hip Hop Fusion •
- Adult Workshops •

The above classes will be in session from September to June, on a semester basis.  
New students will be accepted into classes by director's approval (provided openings are available).  
NOTE: Adult Workshops are on an 8 week session schedule.

### **PRIVATE CLASSES**

Private and Semi-Private Classes are available by request.  
Please contact the studio for further details.

### **DRESS CODES:**

#### **PRE-BALLET CLASSES:**

GIRLS - Pink Leotards, Pink Tights, Pink Ballet Slippers.  
BOYS - White T-shirt, Sweat Pants, Black Ballet Slippers.  
\* Tutu's / skirts are Not Permitted \*

#### **BALLET/TAP, BALLET/TAP/JAZZ COMBINATION AND ALL BALLET CLASSES:**

GIRLS - Black Leotard, Pink Tights, Pink Ballet Slippers, Black Tap Shoes (Must have elastic tie).  
BOYS - White T-shirt, Black Sweat Pants, Black Ballet Slippers, Black Tap Shoes.  
\*Tutu's / skirts for Ballet/Tap and Ballet/Tap/Jazz Classes are Not Permitted\*  
\*Girls Hair to be worn in a Bun for Ballet classes.\*

#### **JAZZ, HIP HOP & TAP CLASSES:**

GIRLS - Leotard/Tights/Unitard/Dance Pants & Dance Top (any color), Black Tap or Jazz Shoes.  
BOYS - T-shirt, Sweat Pants (any color), Black Tap Shoes or Black Jazz Sneakers.  
\* T-shirts, Bra Tops and Shorts for girls are Not Permitted \*

**PLEASE BRING YOUR OWN MAT FOR JAZZ AND HIP HOP CLASSES. THE STUDIO DOES NOT PROVIDE MATS.**

#### **MODERN CLASSES:**

Leotard /Unitard/Dance Pants & Dance Top (any color)

**NOTE: Due to Covid-19, Students need to cover their feet. Ballet or Jazz Shoes may be worn or a "gripper" sock.**

\* T-shirts, Bra Tops and Shorts for girls are Not Permitted \*

**PLEASE BRING YOUR OWN MAT FOR MODERN CLASSES. THE STUDIO DOES NOT PROVIDE MATS.**

#### **ACTING/MUSICAL THEATER CLASSES:**

GIRLS - Leotard/Tights/Unitard/Dance Pants & Dance Top (any color), Black Jazz Shoes.

BOYS - T-shirt, Sweat Pants (any color), Black Jazz Shoes.

\* T-shirt, Bra Tops and Shorts for girls are Not Permitted \*

*\*Note: Due to health and safety concerns from COVID-19, the regularly scheduled singing portion of class will be postponed until it is safe to do so.*

#### **NOTES:**

1. HAIR MUST BE PINNED-UP OR SECURED BACK NEATLY FOR ALL DANCE CLASSES.
2. PLEASE CHECK WITH THE STUDIO FOR THE SPECIFIC STYLE OF BALLET, TAP, OR JAZZ SHOES REQUIRED PER CLASS LEVEL BEFORE PURCHASING ANY SHOES.
3. **NO BARE FEET!**
4. FOOD/DRINK ARE NOT PERMITTED IN THE STUDIOS OR WAITING ROOM WITH THE EXCEPTION OF A WATER BOTTLE LABELED WITH YOUR NAME

**REGISTRATION FEE - ALL CLASSES**

There will be a non-refundable Registration Fee of \$35.00 per student to be paid at the time of the student's registration. (Each additional family member = \$30.00 per student.)

**TUITION:**

Students have the option of three (3) types of payment plans for the Fall and Spring semesters. They may pay for classes on a monthly basis, semester basis, or, if qualified, take advantage of our Family/Multi-Class Plan. The semester basis provides the student with a discount and therefore, each class must be purchased separately. To qualify for the Family/Multi-Class rate, there must be at least 2 registered students from a single family or a student must be registered in at least 2 classes. These rates and qualifications do not apply to 8 Week Adult Classes or Private Lessons.

**All payments are non-refundable, non-transferable and no extensions granted.**

**TUITION PLAN - DANCE & MUSICAL THEATER CLASSES**

	MONTHLY. 1 CLASS/WK	18WK. SEMESTER 1 CLASS/WK	FAMILY/MULTI-CLASS PLAN RATE PER EACH CLASS Monthly / Semester
45 MIN. CLASS	\$70.00 (\$17.50)	\$306.00 (\$17.00)	\$66.00 / \$297.00 (\$16.50)
1 HOUR CLASS	\$74.00 (\$18.50)	\$324.00 (\$18.00)	\$70.00 / \$315.00 (\$17.50)
1 HR.15 MIN. CLASS	\$78.00 (\$19.50)	\$342.00 (\$19.00)	\$74.00 / \$333.00 (\$18.50)
1 1/2 HOUR CLASS	\$82.00 (\$20.50)	\$360.00 (\$20.00)	\$78.00 / \$351.00 (\$19.50)
30 MIN.POINTE CLASS	<u>                    </u>	<u>                    </u>	\$56.00 / \$252.00 (\$14.00)

**TUITION - 8 WEEK ADULT WORKSHOP SESSIONS:**

1 HOUR CLASS = \$148.00 PER 8 WK SESSION    1 HOUR 15 MIN. CLASS = \$156.00 PER 8 WK SESSION

NOTES: Registration Fees AND first Tuition Payment are due at initial sign-up. Discount rates DO NOT apply to 8 Week Adult Sessions.

**ALL FEES ARE NON-REFUNDABLE, NON-TRANSFERABLE AND NO EXTENSIONS GRANTED.**

**PAYMENT POLICIES:**

1. The studio accepts payment by check, cash or by credit card through our PayPal account.
2. Semester Payments are always paid in advance, every 18 weeks.
3. Monthly Payments are always paid IN ADVANCE and due on the FIRST OF THE MONTH.
4. 8 Week Adult Workshop Session Payments are due the week prior to the first class of each new 8 Week Session.
5. Late Payments will be assessed a Late Fee of \$15.00 per balance owed. Late fees are assessed on the 10th of the month due.
6. Returned Check Policy: Once a bad check has been issued, the studio can no longer accept payment in the form of a check from that student. A \$35.00 returned check fee will be assessed.

## PROCEDURES AND GUIDELINES

### **PRIOR TO ARRIVAL FOR CLASS:**

#### Personal Health Assessment:

We request that parents and/or caregivers of children, and adult age students, perform personal health assessments the day of your class and do not come to the studio if any of the following conditions exist:

- A temperature of 100.4 or greater
- Are experiencing symptoms associated with COVID-19, including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.
- The student or someone in your household has come in contact with someone suspected or confirmed to have COVID-19
- The student or someone in your household has traveled to a state/country currently on the Travel Advisory Quarantine list and has not self-quarantined for 14 days prior to arrival for class.

In order for dance classes and performances to be safe and enjoyable, students must be in good health. If, in our judgment, a student is not in good health and shows evidence that continued participation in our program may pose a risk to that student or other students, we reserve the right to suspend the student from further participation in the program pending receipt of written clearance from a physician who has examined the student within seven days of the date the clearance notification is written.

#### What to bring/How to prepare for arrival:

- Students should arrive dressed in their required dance clothes, hair done, and ready to dance.
- Bring a dance bag that has dance shoes, extra masks, hair ties, etc. Dance shoes should not be worn outside.
- No bare feet please!**
- Bring a full water bottle with your name on it.
- Certain classes will require that you bring your own mat for floor exercises.
- Please only bring what is needed for class (dance shoes, masks, water bottle, etc.) to keep personal belongings brought into the studio at a minimum.

### **ARRIVAL FOR CLASS:**

-Face masks/coverings will be required by everyone upon entering the studio, throughout the check-in process and during class. Staff will be required to wear a face masks/coverings. Anyone without a face mask/covering will not be allowed to enter the studio.

-Students should arrive 10 minutes before class and wait outside by the studio doors, maintaining 6' of social distancing and wait for a Staff member to greet you. Students age 12 and younger **must** be accompanied by 1 adult. **Please do not be late arriving! Students who arrive more than 10 minutes late will not be allowed into their class!**

-Each student (and 1 accompanying adult) will be instructed to enter the waiting area individually by a staff member to complete the following steps:

- Submit to a contactless temperature check. Students exhibiting a temperature of 100.4 degrees or greater will not be permitted in class.
- Students will remove street shoes and put on the required dance shoes. **No bare feet!** Street shoes should be placed in the designated area in the waiting room.
- Students will wash hands and/or use hand sanitizer.
- Students will be instructed to enter the dance room to a designated social distancing space (8' apart) that is marked on the floor of the dance room and place their belongings in this area.
- The accompanying adult will leave the studio waiting area when the student enters the dance room.

### **DURING CLASS:**

- Staff and students will wear face masks/coverings.
- Students will remain in their designated space throughout the class period unless asked to move by the instructor.
- Students must maintain 6 to 8 feet of social distance during the class.
- Students shall adhere to proper infection control practices including coughing and sneezing etiquette, and proper tissue usage and disposal. (See attached PDF from the CDC)
- Mask “breaks” and water breaks will be given as needed.
- Students who do not adhere to social distancing guidelines may be asked to leave the class.

### **DISMISSAL FROM CLASS:**

- Parents/caregivers should arrive 5-10 minutes prior to the end of class and remain outside the studio entrance doors, maintaining 6’ of social distance or in their cars. **Please do not be late!**
  - Students will gather their belongings and will be dismissed individually from the dance room into the waiting area, use hand sanitizer, change into their street shoes, then meet parents/caregivers outside the studio doors.
  - Students **must** be met at the door by an adult **unless a Dismissal Permission Form (SEE PAGE 9)** has been submitted to the studio prior to the first class, which will allow the student to exit on their own.
- PLEASE NOTE:** The Dismissal Permission Form is for older students. We do not recommend this form for younger students.

**Parking in the Fire Lane of the Chatham Mall is NOT PERMITTED and could result in a parking ticket.**

### **WAITING AREA/RESTROOMS:**

- The waiting area is for student check-in only and no one can remain in the waiting area during classes.
- Students are encourage to use the restroom prior to arrival. If a student needs to use the restroom before, during or after class, they must wash their hands and use hand sanitizer.
- Restrooms are for use by students and staff only.

### **CLEANING/MAINTENANCE:**

- High touch surfaces, barres, restrooms, and areas used during class will be sanitized before and after each class.
- Hand soap and hand sanitizer will be available in the restrooms. Hand sanitizer will be available in the waiting area and dance rooms.

### **ATTENDANCE POLICY**

All students are expected to come to class and studio events **REGULARLY** and **ON TIME**. **Students arriving more than 10 minutes late for class will be refused attendance on that day. Students are not allowed to leave classes early without prior permission from the director/instructor.** Absence from class hampers the student's progress and the class progress. If a student is going to miss a class, we ask that you notify the studio by phone or email in advance of the class time. Any student who misses 3 consecutive classes, without notifying the studio, or exceeds 5 absences in one 18 week semester will be dropped from the class, relieving the studio of any obligations or liabilities. Students may schedule a make-up class to keep up with the progress of their own class, provided there is an available class with space or schedule a Private Lesson, for an additional cost. Make-up classes are not allowed during the last week of classes prior to the annual performance or during parent visitation periods.

### **STUDIO CLOSURES/RE-SCHEDULED CLASSES**

Due to inclement weather or observance of some holidays, some classes may be rescheduled. You will be notified by email or you can call the studio for additional information.

In the event of a mandatory closure due to guidance by the State of NJ or other governing departments, we will switch to online classes and make every effort to maintain the same class schedule. You will be notified by email.

### **CLASS VISITATIONS/PARENT OBSERVATION:**

To be announced.

### **CONDUCT**

Your pursuit of the arts should be an enjoyable and rewarding experience. To achieve this end, it is necessary to establish rules of conduct which everyone, staff and student, parents, family members and friends must willingly adhere to. Proper decorum must be maintained at all times both in the studio and at all studio related activities. Failure to do so could result in student dismissal, relieving the studio of any obligations or liabilities.

### **ANNUAL PERFORMANCE INFORMATION**

Students and teachers alike look forward with much anticipation to the traditional Annual Performance, usually held at the end of the school year. This event provides the student with an opportunity to perform some of what they have learned on a stage with all of its effects.

While the Annual Performance is a very important part of our curriculum, participation is elective and the student (or parents of the younger students) choose whether or not they wish to participate. If you do participate you will be required to:

- A. Purchase a costume and all needed accessories.
- B. Attend all assigned rehearsals and assigned recital dates through completion.
- C. Attend at least 3/4 of your regular & extra (if any) class dates. Due to the nature of performing as a group, any student with excessive absences may be dropped from the Annual Performance, relieving the studio of any obligations or liabilities.
- D. Practice all given material.

### **COSTUME ORDERING**

In order to make each recital a new and exciting performance, the teachers select new costumes every year. These costume orders must be placed early to ensure delivery; therefore, all orders must be placed and paid for by Friday, January 8, 2021 by 6:00 pm!!

Costumes are ordered in bulk to get the best possible discounts for our students and we cannot delay the order for late students. If your order is not received in time, you will have to pay an additional \$25.00 per costume for the single order plus shipping and handling costs.

It should be noted that costumes are not custom made and may require alterations!

**ALL COSTUME SALES ARE FINAL! THERE ARE NO EXCHANGES OR RETURNS !!**

### **PICTURE DAY**

Picture day will be held in April/May (specific date to be announced). On this day, ALL students are invited to have a class and/or solo picture taken in costume and make-up, as a remembrance of the recital. Students will be notified of the exact day, time and location that their class is scheduled to attend.

All classes are scheduled to have their photos taken on this day. Being early or late can cause confusion. If you elect to attend, you MUST be on time! Ordering and Payment Procedures will be distributed to each student prior to Picture Day.

### **DRESS REHEARSALS**

The Dress Rehearsals (**MANDATORY FOR ALL PERFORMERS**) are a complete run-through of the recital with all stage effects, etc. Everyone taking part in the recital **MUST** perform in all their assigned dress rehearsals or they will not be allowed to participate in the performances. Please be aware that dress rehearsal can be a very long day, so it's best to plan your time accordingly.

Only performers and parents will be allowed in the auditorium during dress rehearsals.

The dress rehearsals are your only opportunity to take personal pictures and videos...**ABSOLUTELY!!!**

**\*NOTE\*\*** Dress Rehearsals are the last rehearsals before the performance.

### **RECITAL TICKET SALES**

Approximately one month before the recital, tickets will go on sale Online.

Please purchase tickets early to avoid disappointment, since tickets do sell fast.

In order to accommodate all our students, it may be necessary to limit sales on certain days.

Everyone attending the recital must have a ticket.

Pre-school children, age 2 and under, will not need tickets if they sit on their parents laps.

**SORRY -- NO EXCHANGES OR REFUNDS ON TICKETS.**

### **SCHOLARSHIPS**

The **MOST PROGRESSIVE STUDENT(S) AWARD** - This Scholarship is awarded to student(s) who have shown outstanding effort, dedication and progress throughout the year. Scholarships may also be awarded throughout the year and at the recital, as a result of the School Fund Raisers held throughout the year.

### **PROGRAM AD SALES CONTEST**

The school will present an award on stage the night of the recital to the student who sells the most advertising in the **RECITAL PROGRAM**. The winner will receive a scholarship for a one hour class per week for the September to June school year.

### **TICKET SALES CONTEST**

The school also sponsors a Ticket Sale Contest. The student who sells the most tickets will be awarded a scholarship for a one hour class per week, to be used during the upcoming year. Combining of tickets is **NOT** allowed and will cause the student to be **INELIGIBLE** for the Ticket Sales Contest prize.

**WAIVER AND RELEASE FORM: PLEASE SIGN, DATE AND RETURN TO THE STUDIO PRIOR TO YOUR FIRST CLASS.**

We are not responsible for items left at the studio. I have read and understand the above guidelines, school policies and procedures of Anne Fattal's Footnotes and have discussed them with my child. My child and I agree to be bound by those procedures. My child and I are aware that there are risks associated with participating in dance classes and performances, including the risk of injury or illness. My child and I agree to release, waive, discharge, indemnify and hold harmless Anne Fattal's Footnotes, Inc., and any and all of its employees, officers, volunteers or agents, against any and all claims, actions, damages, losses and liability in connection with any injury, illness or loss of any type or kind occurring from or in connection with my and my child's participation in dance classes, dance performances and any related activities of Anne Fattal's Footnotes, Inc.

I hereby grant Anne Fattal's Footnotes, Inc. permission to use my name, voice, and likeness in connection with the advertising and promotion of its business, for both broadcast and non-broadcast purposes in all media, in such manner and at such times as Anne Fattal's Footnotes in its sole discretion, may deem appropriate or desirable, provided that such use relates to my status as a participant in activities sponsored by Anne Fattal's Footnotes, Inc. I hereby waive all right of inspection and release Anne Fattal's Footnotes, Inc. from any and all liability arising out of any such use of my name, voice, and likeness.

I acknowledge that there is an inherent risk of exposure to Coronavirus/COVID-19 in any facility where people are present and I have discussed this with my child. My child and I acknowledge the contagious nature of the Coronavirus/COVID-19 and that Anne Fattal's Footnotes, Inc. cannot guarantee that my child and I will not become infected with the Coronavirus/COVID-19. My child and I voluntarily assume all risks relating to Coronavirus/COVID-19. My child and I hereby release and agree to indemnify, defend, and hold harmless Anne Fattal's Footnotes, Inc. and its owners, employees, staff, independent contractors, volunteers and invitees from and against all causes of action, losses, damages, claims, demands, costs, and expenses related to or arising from my contracting Coronavirus/COVID-19. My child and I understand that we are waiving the right to assert a claim against Anne Fattal's Footnotes, Inc. and the aforementioned persons for any bodily injury, illness, death, or medical treatment we may suffer on account of Coronavirus/COVID-19. This release and obligation binds me, my child, my agents, heirs, and personal representatives.

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Signature (Parent or Guardian if under 18)

Date



**DISMISSAL PERMISSION FORM**

Please sign, date and return to the studio ONLY if you want your child to exit the studio WITHOUT an accompanying adult.

PLEASE NOTE: The Dismissal Permission Form is for older students. We do not recommend this form for younger students.

**PERMISSION TO ALLOW DISMISSAL WITHOUT A DESIGNATED ADULT:**

I give my permission to allow the student listed below to be dismissed from the studio unaccompanied by an adult. I UNDERSTAND THAT ONCE A STUDENT IS DISMISSED AND LEAVES THE PREMISES, HE/SHE IS NO LONGER SUPERVISED BY OR UNDER THE CONTROL OF ANNE FATTAL'S FOOTNOTES, INC., ITS EMPLOYEES AND VOLUNTEERS.

Student Name(s) (please print): \_\_\_\_\_

\_\_\_\_\_  
Parent Name (please print):

Parent  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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