



Allegro Dance Theatre

562A North Dixie Boulevard
Radcliff, Kentucky 40160

Carol E. Zagar, Director

Studio phone: 352-1333

Office Hours: Monday through Thursday 3:00 to 4:00 PM



ADT Handbook

For Parents and Students

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INTRODUCTION

MISSION STATEMENT

Allegro Dance Theatre exists to provide a highly disciplined classically based professional dance education in the style of the American based ballet companies. (i.e. Cecchetti, Russian, French and Royal Ballet.) The structured environment of ADT helps to instill in dancers a love for the dance as well as a knowledge of the art form both in the classroom and on the stage. Dance requires discipline, dedication and commitment. It is an art form and must be respected as such.

Dance should be an enjoyable experience for you and your child. Dancing is not for everyone and should not be forced. Every attempt will be made to help your child progress, learn, and enjoy dancing, so a love of dance can be instilled. If it is not, please make an appointment with Miss Carol so the problem may be worked out.

ABOUT THE DIRECTOR

The ADT director and instructor for most classes at ADT is Carol E. Zagar (Miss Carol). Miss Carol has a four-year degree (BA) in dance from **Butler University** in Indianapolis, Indiana. She began studying ballet at the age of five with Jack Louiso, choreographer for the **Cincinnati Opera Ballet**. She continued training in Chicago at the **Ruth Page School of Ballet** (*American Ballet Theatre style*) and the **Ellis DuBoulay School of Ballet** (*Royal Ballet style*). After graduation from Butler, Miss Carol went on to become principal solo dancer and ballet mistress for the **Michiana Ballet** in Elkhart, Indiana. At the same time she was principal dancer for the **Southhold Dance Theatre** in South Bend, Indiana. Another season was spent in residence with the **Evansville Ballet** as a principal solo dancer. She spent ten seasons as a solo dancer with the **Stephen Foster Story** in Bardstown, Kentucky including the show's 1985 tour of Japan. Miss Carol was a featured dancer in the 1989 **Derby Dinner Playhouse** Jefferson, Indiana production of *42nd Street*. She is the choreographer for the critically acclaimed **Tappin' TNT**, **ADT Ballet Ensemble**, and West Hardin Middle School **Lakeside Singers**. For the past 20 years she has served as choreographer for the award winning Hardin County Schools **HCS & Company** and the Central Hardin High School **Belles and Beaux Show Choir**. Miss Carol has been the choreographer for the **Youth Theatre of Hardin County** since 1985 including such productions as *The King & I*, *Hello Dolly*, *Annie*, *Anything Goes*, *Fiddler on the Roof*, *Meet Me in St. Louis*, *Cinderella*, *Crazy for You*, *Singin' in the Rain*, *the Wizard of Oz*, and *42nd Street*. Miss Carol has also choreographed *Brigadoon*, *OKLAHOMA!*, *the Sound of Music*, *The Princess and the Pea*, *Guys and Dolls*, *Dames at Sea* and *The Music Man* for **Hardin County Playhouse**, **East Hardin High School**, **Central Hardin High School**, and the **Elizabethtown Community College Home for the Arts**. Miss Carol has a degree in Physical Therapy from the **University of Kentucky**. She is a therapist with Rebecca Massey Physical Therapy Associates. She is married to Andrew J. Zagar a performing arts instructor with Hardin County Schools. They have 2 children William Robert and Alice Darlene.

LOUISVILLE BALLET AFFILIATION

Staff and company members of the **Louisville Ballet** serve as guest and master teachers for the advanced ballet and pointe classes at ADT. These classes are by invitation only. Advanced ADT students are offered these classes in order to study with another teacher and gain more dance expertise as well as experience.

GENERAL CONDUCT

PAYMENT

There will be NO EXCEPTIONS to the following PAYMENT RULES!

- 1. YOU WILL NOT RECEIVE A PRINTED BILL FOR CLASS PAYMENT!**
- 2. Payment for All Classes to be taken MUST be Received by the First Class Of Each Month!**
- 3. There will be a \$5.00 (Per Class, Per Week) LATE FEE for all late payments!**
- 4. You MUST Pay for ALL CLASSES Whether or Not your Child is PRESENT!**
- 5. *If You Choose to Drop a Dance Class:***

You MUST Notify Miss Carol by the 15th of the Month *Prior to Dropping* or you will be charged for the additional month.

These rules are enforced in order to insure your dancer's place in the class. Those dancers whose accounts are not up to date will forfeit their place in the class and a dance student from the waiting list will fill the spot.

GENERAL EXPECTATIONS OF STUDENTS

- Students will help their parents out by being ready to go to dance class by the time parents are ready to leave their home.
- Students show respect for themselves by being dressed appropriately for class. Please do not wear jewelry other than small earrings. Shoe strings should either be tucked in or tied in a knot and cut off.
- Students show respect for themselves by having their parents pull their hair up off the neck. For 8-year-olds and up it must be in a bun. For 6 year olds and under, a ponytail is preferred.
- Students show respect for others by keeping their hands to themselves during class, waiting quietly for others to have a turn, waiting until the music is finished before entering the classroom if they are late to class, and by talking only during share time, or when spoken to by the instructor.
- Dancers show respect for their teacher and the art form they are learning by being properly dressed and ready for class on time; listening when the teacher speaks; when sitting on the floor, sitting cross legged style with backs up straight; prepared for their turn; always asking before leaving the room for any reason; applauding their teacher at the end of class after they curtsy and do their reverence.
- Dancers show respect for the studio by NOT bringing gum or food to the school. The only drink allowed is water *inside* a water bottle. Dancers also show respect for the studio by never hanging on the barres; never doing gymnastics in the studio or lobby; putting trash in the proper places; putting away books and magazines when they are finished with them; not touching the newly painted walls with hands or feet; not wearing street shoes on the marley dance floor; and absolutely NO touching the mirrors – a very important safety issue.
- Dancers will use the restroom *before* or *after* so as not to disturb classroom instruction.

GENERAL EXPECTATIONS OF PARENTS

Parents show respect for the dance class, teacher, and studio by:

- Knocking before entering the classroom if a class is in progress;
- Picking students up promptly after class;
- NOT wearing street shoes on the marley dance floor;
- Making an appointment to meet with the teacher if a particular conversation is expected to exceed more than a minute.

CLASS ATTIRE

All dance shoes MUST be marked with the dance student's name!

- All female dancers MUST wear a leotard and either pink or white tights to class. Pink or white leather ballet slippers are needed for girls and black for boys.
- Chiffon skirts may be worn in levels 5 and up ONLY! Prior to level 5 they are a distraction.
- **NO TUTUS or COSTUMES** are to be worn for class. They are for performances only and have no place in the classroom. Sweaters and leg warmers may be worn in the cooler months but Miss Carol must be able to see the dancer's body. Male dancers should wear comfortable shorts, tights or spandex pants with a t-shirt.
- Girls in levels 5 & up **MUST have their hair in a bun!** **NO EXCEPTIONS!!!**
- **Dancers will sit out the class if they are not dressed appropriately for class instruction.**
- **More than 2 appearances in inappropriate dress is cause for expulsion from ADT!**

FOOD AND DRINK

NO FOOD or DRINK is permitted in the ADT Building! This includes studios, dressing rooms, and reception area. Upper level dancers should bring a Water Bottle to class clearly marked with the dancer's name.
WATER ONLY!

ARRIVAL & DEPARTURE RESPONSIBILITY

Arrival & Departure is the responsibility of both the dance student and the parent.

ARRIVAL – Classes WILL begin on time! Any student who arrives late and misses the warm-up period Will NOT Be Permitted To Participate and will be asked to sit in the classroom and watch. The warm-up period is Very Important for the dancers training and safety.

DEPARTURE –

- **ALL STUDENTS MUST WAIT IN THE ADT BUILDING until their ride has arrived.**
- NO STUDENTS are Permitted to Leave the ADT Building Unattended.
- ALL YOUNGER STUDENTS MUST be Escorted To And From the ADT Building **by a Parent.**
- It is the **RESPONSIBILITY of the PARENTS** to **Teach the Child to Stay in the ADT School Building** until their ride arrives.

- The parent and dance student must decide prior to dance education if the dance student is ready to handle the responsibility of waiting for the parent to arrive.
- **A very dangerous situation** could arise if your dance student runs out of the ADT building looking for mom or dad.

Please pick up younger dance students as quickly and quietly as possible as another class will be starting. Parents and family members are not permitted in the studio areas.

CANCELLATION OF DANCE CLASSES DUE TO WEATHER, etc.

Dance Classes are often held on days when public and private schools are not in session. Quite often when schools close due to the weather, the roads clear by afternoon when ADT dance classes are scheduled. So, on days when public and private schools are closed due to the weather, we ask that you **listen to the radio stations** listed below for cancellation of ADT dance classes or closing of the ADT dance school.

WASE 103.5 AM	WLVK 105.5 FM	WQXE 98.3 FM “QUICKSIE”
WIEL 1400 AM	WRZI 101.5 FM “STAR”	WKMO 106.5 “STAR Country”

MAKE UP CLASSES

Classes that are missed because of illness, family trip, or school events can be made up with the Prior Permission of Miss Carol. **HOWEVER, NO MAKE UP CLASSES WILL BE PERMITTED IN THE MONTHS OF FEBRUARY, MARCH, APRIL OR MAY DUE TO RECITAL PREPARATIONS.**

REASONS FOR EXPULSION FROM ADT

- Any behavior unbecoming an ADT *student or family member*.
- Unexcused or excess of absences, tardiness, missed rehearsals or missed performances.
- Unpaid tuition.
- Discipline / behavioral problems within the classroom, ADT building, or ADT related activity.

POINTE CLASSES

- **Pointe Classes are Only with the Permission of the ADT Instructor!!!**
- **Pointe class is only for those ballet students who have reached the physical and mental growth and muscular strength to move on to this advanced stage of ballet.**

NO dancer will be considered for pointe until the age of 11 and only then if the leg, ankle and foot bones have shown their major growth and proven the necessary muscular strength. Pointe is a beautiful art that must be taken very seriously by the dancer, parent, and teacher, or serious complications can take place. Miss Carol will require a conference with all new pointe students and at least one parent. You may be asked to wait to start pointe until the proper strengthening and growth has taken place. **WEIGHT MUST BE WATCHED IF SELECTED FOR POINTE.** Every extra pound adds to the pressure on those 10 toes. All pointe students **MUST** take a 90 minute ballet class prior to the pointe class and will be encouraged to study ballet at least 2-3 times a week as well as another dance form (modern, jazz, or tap).

POINTE SHOES (POINTE SHOES ARE NOT RESALEABLE!!!)

Pointe students will be measured for pointe shoes prior to the start of classes. The fit of the first pair of pointe shoes is Very Important and Crucial to a good pointe career. The dancer is responsible for sewing on the pointe shoe ribbons. Pointe shoes are handmade and Cost Approximately \$65 to \$75 a pair.

Pointe Students Will Go Through 3 To 10 Pairs Of Pointe Shoes EACH YEAR!

USED DANCE SHOES FOR RESALE (This does NOT include pointe shoes)

Most often, children grow out of dance shoes before wearing them out. If you wish to sell your child's dance shoes, please notify the ADT school secretary and bring the dance shoes to the studio so they may be available to sell.

DANCE FLOOR

ADT has a special expensive dance floor in the studio areas for the dancers' protection from injury. ONLY Dance Shoes and NO Street Shoes will be permitted in the studio areas.

STUDENT ASSISTANTS

Advanced company members may be asked to help with lower level classes. This helps with the dance education of the student assistants as well as the younger students. Each year student assistants are chosen by Miss Carol and will receive a tuition discount for assisting with the younger students.

RECITAL

RECITAL WEEKEND

Recital takes place yearly on Friday and Saturday prior to MEMORIAL DAY!!!

RECITAL is FREE of Charge and OPEN to the PUBLIC.

Each year recital will be held at a local performing arts center. All students are encouraged to participate in the recital experience, but recital is not mandatory. Classroom instruction will continue until April when the recital material will become the number one priority. If your dance student will NOT be participating in recital, please give written notice to Miss Carol by December 1st prior to recital or you will be charged for a recital costume.

REHEARSAL "CD" OF RECITAL DANCE

Each dance class will have a specially choreographed dance for the recital. During the month of February, the dance student/parent is responsible for bringing a BLANK CD so that Miss Carol may make a copy of the dancer's music for the dance student's practice at home. Younger students will receive a typed copy of the dance steps to help with their practice at home.

RECITAL CORRESPONDENCE

Miss Carol will send home schedules containing the dates, times, and places of all rehearsals in preparations for the recital.

**PLEASE READ ALL SCHEDULES AND
DISPLAY THEM IN A PROMINENT PLACE FOR EASY REFERRAL.**

If you have any questions that are not answered on the recital correspondence papers, please make an appointment with Miss Carol (office hours Monday through Thursday 3:00 to 4:00 PM) as soon as possible or call the ADT Secretary at 352-1333. DO NOT HESITATE TO CALL.

RECITAL – UPPER LEVEL – EXTRA REHEARSALS

Upper Level Company Dance Students WILL Have EXTRA REHEARSALS for Recital.

You will receive the schedule of EXTRA REHEARSALS when you receive your recital costume sheet in January. Please contact Miss Carol AS SOON AS POSSIBLE about any conflicts you might have with the EXTRA REHEARSAL SCHEDULE! If an emergency should arise, please leave a message on the ADT answering machine. ***An Unexcused Rehearsal Absence May Result In Expulsion.***

RECITAL COSTUME FEE

- The Costume Fee is **NON-REFUNDABLE!**
- Each dance student will need to purchase one costume for recital.
- **These costumes MUST be PAID for by DECEMBER 1st.**

(Approximate Cost \$65 to \$70). Dance students who participate in both tap and ballet will receive a discount on the second costume. Some of the upper level dance students may be asked to rent costumes if available.

RECITAL FEE

There will be a recital fee that will cover such things as theatre rental, scenery, janitorial services, hair supplies, programs, postage, and long distant phone calls concerning costumes.

CINDERELLA

In the month of November, ADT produces the classical ballet *Cinderella*. Participation for the ADT production of *Cinderella* is for upper level dance students and by invitation only. WE produce our *Cinderella* not only for the public but as an educational tool for the area schools. Those invited to dance in Cinderella WILL be out of school at least 2 days in order to participate in the School Shows. Dancers MUST have a C average in ALL school classes in order to be allowed out of school.

The Performance of *Cinderella* is FREE of Charge and OPEN to the PUBLIC.

PERFORMANCE OPPORTUNITIES

Advanced company members may be asked to perform for local schools or civic events. ADT does not perform at sporting events or activities that could injure a dancer. **ADT does not participate in dance competitions.**

ARTS OUTREACH / DANCE TOURING ENSEMBLE

Allegro Dance Theatre is the home to a dance education ensemble. This group is invited to go into the schools to assist with the dance information necessary for the CATS testing as stated in the Kentucky Education Reform Act (KERA). This group is ONLY open to those dancers who show great maturity, responsibility and reliability. This group is ONLY by INVITATION, and the dancer and the dancer's parents will sign a contract annually stating the responsibilities of the dancer. Members of this group will be absent from their own schools 1-2 times per month in the months of December, January, February, March and April. These students will be responsible for making up all missed school work and turning in all school assignments on time. All touring ensemble members MUST have a C average in all classes in order to be considered for tour. IF THE STUDENT'S grades go down in any subject, that dancer, will BE OUT OF TOUR UNTIL THE GRADES HAVE BEEN BROUGHT UP.