

**Student Handbook**

***Thirteenth Edition***

***2018***

Welcome to the American BellyDance Studio. We are so pleased you have decided to join us for dance and fun!

We have prepared this handbook to ease your transition into our dance family. It contains general information you will use throughout your time as a dance student and answer many commonly asked questions. Please use this handbook in consultation with your dance instructor and/or Kadayif/Kandy (Studio Owner/Artistic Director) who will guide you through your program of study at ABS.

Updated information will be given to you periodically. Please note that the handbook is also located online (www.AmericanBellyDance.com).

There is wealth of information on our Web site accessible only to our students. Click on ABS Dancers Info tab and put in this password "BellyDance" (caps are required) and you will have access to information like this student handbook, basic Isolation list, Costuming information, and information about upcoming events that is not accessible to the general public.

We would welcome any input regarding this publication and how we might improve it to better serve your needs. We believe this year holds new and exciting opportunities for you in dance and friendships made.

Sincerely,

Kadayif/Kandy

Kadayif/Kandy Sinquefield

Owner/Artist Director

American BellyDance Studio

**American BellyDance Studio**  
**The Sydney Center**  
**102 Whitaker Road, Lutz, FL 33549**  
**813-416-8333**  
  
[**E-mail: AmericanBellyDanceStudio@gmail.com**](mailto:E-mail:%20AmericanBellyDanceStudio@gmail.com)  
[www.AmericanBellyDance.com](http://www.AmericanBellyDance.com)

**Getting Started**

The American BellyDance Studio is delighted that you have chosen to dance with us. Our dance studio offers an exciting opportunity to train and expand your knowledge of dance. Whether you are taking classes to perform or strictly for personal edification, we are pleased to help you in your desire to learn and perform BellyDance.

In addition to our basic level instruction, advanced students my study different styles of bellydance and how to use props in their dance.

**Mission Statement and Motto and Goals**

**Mission Statement:** To provide quality Belly Dance instruction while building self-esteem and self confidence through friendship and presentation of learned knowledge.

**Motto:**  
“If it’s not fun – we don’t do it!”              “No Divas – just shining stars”

The American BellyDance Studio believes that all dancers are beautiful regardless of age, sex, size and physical limitations.

**Goals:**

The goals of our dance studio are to produce quality dancers with safe basic standards of technique, who may perform professionally, as amateurs or for personal gratification.

**General Information**

**Class Attire**

Proper attire is required for classes. This includes workout/exercise clothes, yoga pants, leotards and/or tights or other clothing that allow students to move freely— no blue jeans and no loose shirts—the instructor needs to see your body move.

Hard sole shoes, chewing gum, and cigarettes are strictly forbidden on the studio floor.

**Footwear**

Dancers are bare footed when dancing, so no shoes are required for class.

No socks please—they increase the chance of you slipping while you move.



Dancers are allowed to wear the following shoes in class and at outside performances:

**Capezio Fizzion Jazz Shoe** (see attached photo).  
You can purchase these shoes at most Dance Stores or you can order them online at:  
Discount Dance Supply  (DiscountDance.com)

Discount Dance Supply has their own version which is comparable and costs less.

These are also acceptable. These shoes run small, I suggesting ordering 1 size larger,

if you have a wide foot.

Dancers may also wear:

**Dance Paws**

These come in a variety of styles, colors and enhancements…these are particularly good for dancers who spin quite a lot on the balls of their feet and need the added cushion. They are available online or in our Emporium.

Standard ballet slippers can also be worn in class.

All other dance shoes must be approved by instructor.

Absolutely NO HARD SOLE shoes on the dance floor.

**Hip Sashes/Scarves** are not required, but most dancers feel they help them feel the movement. Hip Scarves are available for purchase at the studio in a variety of styles, colors and prices.

**Costumes for Performances**: Students are required to provide their own costumes for performances.  Sewing classes will be offered before major performances to assist students.

If you have questions, see your instructor. Also see the ABS Performance Guide for more information on performances and costuming

**Studio Floor**  
The studio floor is constructed of suspended wood in order to decrease the stress on dancers’ joints. In order to keep the floor clean and free from marks, blemishes and particles that could damage its surface please place all shoes in the appropriate racks located in each classroom. Please do not wear shoes on the stage.

**Policies and Releases**

All students must read and sign the following policies prior to taking classes at ABS. Students under 18 must have the signature of their legal guardian prior to participating in class. This information is located on the registration form (online and printed)  
  
*Photo/Video Release  
The undersigned gives permission to the American BellyDance Studio, its owners, instructors and operators to video and/or photograph any participants in ABS activities and use these media to promote the studio and or BellyDance without monetary reimbursement of any kind.  
  
Release of Liability  
As the registrar (or legal parent or guardian if registrar under 18), I release and hold harmless the American BellyDance Studio, its owners and instructors from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of the American BellyDance Studio, its owners and operators or in route to or from any of said premises.  
  
Medical Emergency  
The undersigned gives permission to the American BellyDance Studio, its owners and instructors to seek medical treatment for the participant in the event they are not able to reach an emergency contact or parent or guardian (if user 18). I hereby declare any physical/mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health.  
I've read the above and agree.*

**Class Registration:**

Enrolling and dis-enrolling in a class is the responsibility of the student. Students may do this via the website portal or thru their teacher. Automatic tuition charges will be posted to the students account at the first of the month unless the proper dis-enrollment procedures are followed. If this occurs, please see Kadayif to update your account.

**Class Structure**

Class size is limited to 8 dancers.

A class must have 4 scheduled participants in order for it to be held.

Level I Classes will be offered at a variety of times and days.

This is a beginner class focusing on basic isolations/rhythms/combinations.

Students may repeat this class if they feel it is necessary.

Level II classes will be available as a next step after the Level I Class. This class will focus on a continuation of the basic Level I class with more emphasis on performance and more complex combinations and choreographies. Times and days will vary depending on need.

Level III classes will incorporate the addition of advanced isolations, combinations and choreography and will be offered at a variety of times dictated by student needs.

Troupe Classes will be conducted with participation by invitation only. If you are interested in being in a troupe, talk with your instructor.

Every effort is made to place students of like experience and expertise in the same class; however, this is not always possible due to class size restrictions. Please let your instructor know if you are overwhelmed or if you are not being challenged in your classes so proper adjustments can be made.

**Tuition**  
Tuition is due the first class of the month.

Students may pay by cash, check or credit card, and may also pay online.

Automatic payments can also be set up on the web site.

**Please make all tuition checks to Kandy Sinquefield**

Established students will receive their account balance the first of every month. (via email)

*Please note payments made in the studio may not show up on your account for about a week.*

If your tuition is not paid by the 15th of the month it will be subject to a $10.00 late fee.

If not paid by end of month you will not be able to attend class until you account is up to date.

**Current Tuition is as follows:**  
Monthly Class Discount - $55.00 per month

(no credit for classes missed, but makeup classes may be scheduled--see your instructor)

Single class payment -$ 18.00 per single class – no discount

**Class Discounts**: (this only applies if you are paying by the month)

Students or families taking more than one class per week receive the following monthly discounts:

First class: $55.00

Two classes: $105.00 (10% discount on 2nd class)

Three classes: $ 152.00 (15% discount on 3rd class)

Four classes: $196.00 (20% discount on 4th class)

Five Classes: $ 237.00 (25% discount on 5th class)

Six classes: $275.00 (30% discount on 6th class)

*Examples:*

*Mary (mother) and Sue (daughter) both take one class per month.  The total fee for this family is $105.00.  
  
Jane takes a total of three classes per month - her tuition fee is $152.00*

Students entering classes mid-month will pay per class till the end of the month, then they are eligible to pay on a monthly basis and received the monthly discount.

**All specialty seminars and workshops**will be priced on an individual basis. See individual class information for details.   
  
**Check Return Fee:** All checks that are returned will need to be redeemed for their face value plus $25.00 returned check fee (The bank charges the studio this amount when a check is returned). In the event that more than two checks are returned in a 6-month period, cash payment will be required on a go forward basis.  
  
No refund or credit will be issued due to missed classes.  Students may attend a makeup class.

To schedule a makeup class please talk with your instructor.

**Attendance**

Classes will start on time. If you must join the class late, please be sure to enter quietly and do not disrupt the class already in session.

Students are encouraged to arrive shortly before class, park in the designated space and wait in the Ready Room, or kitchen area until their class begins.   
  
Class will start on the hour and end five minutes till the hour (example: 6:00pm – 6:55pm). This will allow the departing students time to ask any questions, exit the studio and the arriving students time to assemble so the next class will start on time.

Please notify the studio (813-416-8333) or your instructor if you will not be in class.

**Cancelled Classes and Weather Policy**  
From time to time it may become necessary to cancel classes or provide a substitute teacher. Whenever possible the classes will continue as planned and there will be a substitute teacher assigned to conduct the class. In the unlikely event that a class must be cancelled, students will be notified as soon as possible by phone and e-mail.

It is very important to keep your Student profile up to date with current phone numbers and e-mail addresses. Please update your information online or with your teacher.

**Inclement Weather Studio Policy:**

**Please check your e-mail/voice mail before coming to class in the event of bad weather.**If Hillsborough County is under any type of weather **warning** or **watch** from 3 till 10pm on the day of your class (tornado, hurricane, tropical storm etc), classes will be cancelled.  The decision will be communicated to all student via email and text message after 2pm.

If you feel the weather is too dangerous for your travel, even if we are not under a warning or watch, please call the studio and notify us that you are not coming (so we don't worry) and stay safe.

Studio phone:  813-416-8333

**Illness Clause**  
Because we are in close contact while taking class, we ask that if you are sick (contagious illness such as flu, cold etc.) please do not attend class. This is one time when sharing is not a good thing.

 **Lost and Found**  
Items left at the studio will be placed in the Lost and Found box for a period of one month (located in the kitchen area). If not claimed, they will be discarded.

**Communication**  
Communication is necessary in order to maintain a smooth-running studio and/or performance. Students will be kept up to date in the following manner:

**Monthly Student Newsletter**: Once monthly students will receive an email informing them of events, happenings and requirements for the month. It will be email and will also be available on the website.

     **Handouts** – Occasionally handouts will be provided to students for special events. These handouts will be provided on a limited basis, so it is advisable to put your name on your copy and keep it. Additional copies may not always be available. If you are not in class at the time of distribution, a copy will be placed in your mailbox.

**White Board** – Upcoming events will be posted on the white board in the hall, check here before class for the latest information on events and performances.

**Additional Bulletin Boards** will display articles of interest, upcoming seminar brochures, sign up sheets and other items of general interest.

**Student Mailboxes** are located in the filing cabinet by the desk in the ready room. Once the student has been enrolled for 3 months, they will be issued a folder for correspondence—ie mailbox. Until that time, mail will be placed in the “new student” mailbox folder with your name on it.

Please check your mailbox weekly for information and remove non essential items to keep the mailboxes uncluttered.

**Studio Web Site**- the Official Web Site www.AmericanBellyDance.com has a section specifically for students (ABS Dancers Info). It requires a passcode to gain access. The passcode is **BellyDancer**   This section contains the Student Handbook and information for students regarding upcoming events/performances and other items of interest.  Please do not share this passcode with anyone outside of the studio.

**Holidays and Studio Closings**

The studio will be closed   
    New Years Eve and day

July 4th

Labor Day

 Halloween

Thanksgiving Day, the Wednesday before and the Saturday after  
    Christmas Eve and day

The Week between Christmas and New Years

    Any other closings will be announced by the instructors.

**Sydney’s Magical BellyDance Emporium**

**(our inhouse boutique)**

**The Emporium offers bellydance merchandise including but not limited to hip scarves, costumes, jewelry, hair adornments, as well as stage makeup, essential oils, salt lamps, shimmy shimmer and more.**

All items must be paid for in full before being removed from the studio.   
  
Items may be placed on lay-away for a period of two months. If not paid on or picked up, they will be returned to stock and all deposits forfeited.  
  
When purchasing items, please place the attached tag and your payment in an envelope and place in the tuition box. See your teacher or Kadayif for assistance.  
  
Special order items must be paid for prior to being ordered.  (i.e. veils, swords, individual costumes and materials for costumes)  
  
  
**Studio Events (this is a partial listing)**  
Throughout the year students have the opportunity to participate in a variety of events sponsored by ABS.  Participation is voluntary but always a lot of fun!  
  
**STARS Annual Awards Banquet**- STARS is our annual Awards Banquet.  Student dress in semi-formal/formal attire.  Customary cost is ranges from $20-$35 per person depending on amount of food provided. Family members may attend also (no children other than enrolled students please).  This event is themed after the OSCARS and is inclusive of a red carpet walk with paparazzi, interviews and many other surprises.  
  
**BellyDance Showcases** – The Studio features their students in three showcases throughout the year. Students perform in groups, troupes and solos.  A performance fee of $20.00 is required from each student to cover performance and production expenses.  Students are responsible for obtaining/sewing their own costumes. Also see the ABS Performance Guide for more information on performances and costuming;

Showcases are held in our performance theater.

**Lutz 4th of July Parade** - students participate in the parade, throw beads and staff a booth on the parade grounds to help promote the studio.  The Summer Gathering is held the same day and students meet afterwards for a catered lunch (Hungry Harries Barbeque). The cost is around $15.00 per person.   
  
**Other Performances and Outings** are scheduled throughout the year and announced to the students when details are available. Check the website for more details – AmericanBellyDance.com

**Studio Fund Raisers**



 

**Magazine Fund Raiser**

**Like Magazines, and subscribe to them regularly---order them here and help the studio.**

**https://mystore.fundraising.com/Store/Category/933?t=6b70f6d2-cde3-41be-b0a6-f0db668fbc1c**

**(this link is also on the website under Fund Raisers**.)

**The Studio uses many methods of raising money to keep the studio/theater running.**

**Please shop at these vendors…all proceeds go to help the studio stay affordable.**

**2018 Calendar of Events**

Jan 28 – 2pm – BellyDance 4 A Cause

Feb 10 – 7pm – STARS

March 3-4 – Bay Area Renaissance Festival -BellyDance Weekend

March 11 – 2pm – BellyDance As You Like It

April 7 – 7pm -Ms American BellyDance Pageant

May 5 – 2pm/7pm – GALA – Dancing in the Sultans Garden

June 10 – 2pm -BellyDance 4 A Cause

July 4 – 8am-4pm -Lutz July 4th Parade and Studio Picnic

Aug 5 -10am-4pm – BellyDance Flea Market

Sept 1-5 – BellyDance Cruise

October 20 – 2pm/7pm – Spooktacular BellyDance Show

December 15 - 7pm – Jinglehips Holiday Show

Dec 30 – 2pm – Studio Holiday Party