



## STUDENT-PARENT-CAREGIVER HANDBOOK

### Programs-Policies-Procedures



#### - MISSION -

Sharron Miller's Academy for the Performing Arts (SMAPA) mission is to provide comprehensive, inclusive developmental training in dance and related theater arts for children, teens and adults regardless of their race, religion, cultural ethnicity or economic background.

14 South Park St, Montclair, NJ 07042 973-655-9819 [www.smapa.org](http://www.smapa.org)

SMAPA, Inc. is a not for profit 501(c)(3) tax-exempt organization open to all neighboring communities



## Sharron Miller

SMAPA Founder and Artistic Director

Ms. Miller has committed her life to enriching the lives of her students through the arts. Among the people who profoundly inspired her was her mentor-teacher, the late Fred Danieli, founder and director of the Garden State Ballet where she studied as a child.

He taught her the life-long value of self-discipline, self-respect and a commitment to excellence. Sharron, a Montclair native, began her college training as a student at the Juilliard School. She went on to become a principal dancer with the Alvin Ailey American Dance Theater, is a veteran of seven Broadway and Off-Broadway shows and has appeared on television, film, radio and television commercials. She is a member of the Actors Equity Association, Screen Actors' Guild and the American Federation of Television and Radio Artists.

Ms. Miller has served as part of the adjunct arts faculty of The Renaissance Middle school in Montclair, the Montclair Kimberley Academy and Far Brook School in Short Hills, New Jersey.

The Academy's education focus is to foster, nurture and encourage skill building, self-discipline, self-esteem and creativity in every student.

### SEMESTERS

We offer two 16 week semesters which are based on an academic, sequential development model. The first semester runs from September through January. The second semester resumes in February ending early June. Those enrolling in class mid-semester or at the second semester may experience temporary adjustments.

### DIVISIONS

Classes offered within each division (except adult) are based on a 16 week semester.

### SUMMER ARTS

Fun and Enrichment Programs are offered July and August.



### Preschool Division (ages 2-5)

- Includes Dance With Me (2-3)
- Creative Movement (3-4)
- Pre-Dance (4-5)
- Pre-Modern and Pre-Ballet (5)
- Girls and Boys Hip Hop (5-7) is for older preschoolers.

Age appropriate skills such as hopping, jumping, leaping and galloping are taught using various teaching tools: scarves, mats, hoops, and rhythm instruments. As children progress at each level they are introduced to body placement, coordination and dance terminology.

### Junior Division (ages 6-11)

At this level, opportunities begin for developmental training in Ballet, Modern, Traditional Modern Jazz (theater dance), Tap, Hip Hop and Musical Theater Workshop. Class designations are Beginner, Levels 1, 2, 3, 4 and 5. Ballet focuses on body placement, technique and grace. Modern stresses the freedom and versatility of movement. Lester Horton and Martha Graham based techniques are emphasized in the more advanced classes. Traditional Modern Jazz (theater dance) combines several elements of traditional and non-traditional dance forms. Tap explores the fundamentals of Rhythm Tap. Hip Hop incorporates comprehensive warm-ups with developmentally appropriate routines. Musical Theater Workshop develops presentational materials in 16 weeks. Informal presentations conclude each semester.

**Prep Division** (ages 12-18) provides the serious student an opportunity to develop and refine their skills. Students under 12 are permitted to enroll with instructor approval. Classes offered: Modern, Ballet, Pointe, Partnering, Tap, Jazz, Hip Hop, Zumba, Choreography/Composition and Contemporary Modern Jazz.

**Adult Division** includes Ballet, Pointe, Modern, Tap, Jazz, Hip Hop, West African, Zumba, Floor Barre, AM Exercise and Senior Exercise. All adult classes are basic level unless indicated in our schedule. If desired, single classes may be taken. Please refer to class cards options.\*

**Performance Workshop Ensemble (PWE)** (ages 12-20) is made up of talented young dancers, all merit based scholarship students at SMAPA. PWE members present arts in education concert programs in various sites in Northern New Jersey. This allows students to gain performance experience while giving back to the community.

## SUMMER ARTS PROGRAMS

**Prime Time Summer Arts** (ages 6-14) offers two- 3-week sessions held 9-4 daily. The off-site program includes classes in art, music, dance, drama and swimming (twice-weekly). Each session culminates in a fully staged, free, public performance for family and friends. This program is a joint collaboration with the Montclair Department of Recreation & Cultural Affairs.

**Preschool Prime Time Summer Arts** (ages 3-5) is a weekly, half-day, theme-based program held on site at SMAPA studios. Each one-week session includes 2 art classes, 2 drama classes and 1 music class. Dance classes are held daily.



**THE DANCE STORE** at SMAPA is a not for profit entity. Proceeds from every sale support our scholarship programs. We carry major brands.

**RENTALS:** SMAPA studios are available for individual or group rentals. For fee schedule or more information call (973) 655-9819.

**Birthday Parties:** SMAPA's facility is available for children's birthday parties. A deposit of \$150 is required to hold your chosen date. A party leader/instructor is provided by SMAPA. The fee to the party leader is determined by the number of guests and is paid directly to him/her on the date of the party.

## RESIDENT PROGRAMS

- *Jazz House Kids* offers classes in instrumental and vocal music education in schools and on site.
- *Music Together* conducts their classes several times a week for young children.

# Policies and Procedures

Please read before registering for classes:

Registration is open throughout the year, including adult drop in classes. Registration is complete when SMAPA is in receipt of full payment unless on an installment plan. Class size, in the preschool and junior divisions, is limited and enrollment is on a first-come, first-served basis. We recommend early registration for the first and second semesters and that children participate in both. Class placement is based on the age, ability and developmental skill level of each student. To guarantee placement in the 2nd semester all currently enrolled students are encouraged to enroll prior to the December holiday break. For the preschooler we encourage parents to register for a single semester in order to determine their child's level of interest.

**PAYMENT:** A \$25 non-refundable registration fee is required for all new students. Returning students are required to pay a processing fee of \$10. Payment is expected in full for each semester. We accept checks, cash, Visa, Master-Card and Discover. A 3 payment plan is an available option and will include an installment fee of \$5 per installment. If paying by credit card, these installments may be automatically charged to your account with cardholder permission. Otherwise, an invoice will be sent on the first of each month with the remaining balance due by the 15th.

**DISCOUNTS:** Students taking more than one class per week in the Preschool or Junior Divisions receive a \$25 discount for one additional class. Siblings registering in the Preschool, Junior and Prep Divisions receive a \$25 discount. Students taking more than one additional class, please refer to the fee schedule for multiple classes listed on our website or at our reception desk.

**REFUNDS:** Full tuition will be refunded if notice of withdrawal is provided within the first (7 days) prior to the first class. In the preschool division exceptions are made in the first week of the session. A letter of credit is issued to students who withdraw from a class after the first week of the semester. Credit is based on the number of classes remaining in the semester and is applied to the following semester.

**\*CLASS CARDS:** Available for purchase in the adult division only and are packaged as a 10 or 20 class card. They must be used within a 12 week period from date of first use. Single class purchases are unlimited after the \$25 registration fee is paid. Cards are non-transferable and cannot be shared.

**PUNCTUALITY AND SIGN IN:** Students are expected to sign in at the desk prior to class. Classes begin and end on time; please be sure children arrive with ample time to prepare for class. Entrance may be denied if students arrive more than 10 minutes late.

**ATTIRE:** Appropriate attire is required for all classes; girls- leotards and tights, boys- sweat pants and t-shirts. Students are expected to have proper footwear for ballet, pointe, tap, hip hop and jazz classes and bare feet for all creative movement, pre-dance and modern classes.

**ADVANCEMENT:** Advancement is determined on an individual basis by our instructors if they believe it is in the best interest of the student. Children may repeat any level several times to insure a solid grasp of the skills and concepts prior to advancing. Some students may be advanced mid-session.

**TRANSFERS:** Students may transfer to any class (not already filled) within the first two weeks of class.

**MAKE-UP CLASSES:** A total of 4 missed classes may be made up during a 16 week semester. Missed classes do not carry over into new semesters. Missed classes may be made up in any age appropriate dance discipline.

**LOST PROPERTY:** SMAPA Inc. is not responsible for any lost property left on the premises and has no liability if such property is stolen.

**DRESSING ROOMS:** Provided for both boys & girls. For younger girls age 5 and under accompanied by their father, the boys dressing room may be used for changing. Please do not disrobe children in reception area, waiting room or hallways.

**FOOD:** Food and beverages are not allowed in dressing rooms. The Carter Family room and kitchen/party room can be used for eating. Please clean after use.

**WEATHER AND CANCELED CLASSES:** Canceled classes, due to weather or instructor illness, may be made up during the make-up week following each session. SMAPA will close for snow and inclement weather. Call our main number at 973-655-9819 after 7am for closing announcements.

**OBSERVATION WEEK:** Toward the end of each semester we welcome parents/caregivers into the classroom to observe the progress of their children. This is not considered a performance or recital.

**STUDIOS:** Studios are used for classes, students and instructors only. They are not to be used as play spaces for young children not taking classes.

**STROLLERS:** Strollers are not permitted in hallway area (this is a fire safety rule). They may be parked in the Carter Family Waiting room or the elevator "red room".

**CARTER FAMILY WAITING ROOM:** There is a space provided for young children where puzzles, books and videos can be used; please put back after use.

**MONITORING CHILDREN:** We request young children be monitored at all times. Running is not permitted in corridor for the safety of all.

**TRASH:** Please clean up after yourself and/or your children and discard diapers in an outside receptacle. Thank you for your cooperation in helping us keep SMAPA clean and safe!

**GRANTS AND FOUNDATIONS:** SMAPA is grateful for the generous support of the following foundations: The Geraldine R. Dodge Foundation, Hyde & Watson Foundation, JP Morgan Chase, The Victoria Foundation, Mertz-Gilmore Foundation, Pfizer Corporation, PNC Bank, Turrell Fund, The Helen and William Mazer Foundation, New Jersey Cultural Trust, Rose & John Cali Family Foundation, Angelo & Mary Cali Foundation, The Stone Foundation.

## COMMUNITY BASED PROGRAMS

- Dance & Theater Workshop classes provided for special needs children from the Children's Institute of Verona
- Dance Residencies for 1st and 2nd graders in ten elementary schools in East Orange
- A year-long dance residency for K-5 at Newark's Quitman Street Community School

## SMAPA PROVIDES

**After School Programs** - Our teaching artists provide arts enrichment classes in Musical Theater, Creative Movement, Hip Hop, Modern, Ballet, Jazz, West African and Tap. These programs have been offered in schools in this and neighboring communities.

**In-School Programs** - During school time SMAPA teaching artist provide dance residencies which meet the State's curriculum standards for the Performing Arts. These programs have been highly successful and serve as an affordable model for other communities who wish to provide arts education programs without adequate district funds.

**Outreach Programs** - SMAPA teaching artists are available for community outreach programs and workshops. These programs may take place at our studios or off-site in appropriate facilities. Examples of some of SMAPA's on-site and off-site programs Hip Hop Master Classes for the YMCA Explorer's Day Camp; Teacher Development Workshop for classroom teachers; Senior Exercise Workshops.

**The Performance Workshop Ensemble** is a troupe of talented young dancers between the ages of 12 and 20, who in exchange for full tuition merit-based scholarships perform within this and neighboring communities for special events and arts in education assemblies for both public and private schools.

**Seniors' Exercise Program** - Twice weekly SMAPA provides a year-round fitness program specifically designed for seniors.

## PLEASE SUPPORT OUR SCHOLARSHIP PROGRAMS

Our Scholarship Assistance Programs are based on need, merit and ability. All funds that support our scholarships are raised through donations.

- General scholarship fund is available to students in the preschool, junior and prep divisions.
- The Joyce Copeland Scholarship is awarded annually to a deserving 10-11 year old who demonstrates an interest and ability in dance. For qualification and/or application, please inquire at our reception desk or visit [smapa.org](http://smapa.org) for information.
- Performance Workshop Ensemble Scholarships are awarded to students from 12 to 20 years old who commit to the discipline of the art form. In return for their training they are required to participate and perform in the Arts in Education Concerts held throughout New Jersey. This enables them to give back to the community.
- Consider supporting a full or partial scholarship for deserving students in need of tuition assistance, your support is sorely needed. As a donor your name will be listed on our web site and on a plaque.

*Detach portion below and return with payment*

- Supporter (up to \$500)
- Friend (\$500 - \$999)
- Patron (\$1,000 - \$4,999)
- Benefactor (\$5,000 - \$9,999)
- Angel (\$10,000 - \$50,000)

Checks may be made payable to:  
SMAPA, Inc. Scholarship Fund  
or charge your contribution to

- Visa
- Discover
- Mastercard

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Account # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Thank you!

14 South Park St, Montclair, NJ 07042