

Cydni's School of Dance

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Welcome to the 2018-2019 School Year

We have an exciting school year planned for you. This booklet is filled with information covering the entire school year. If you have any questions or concerns, please speak to someone in the office at your earliest convenience.

We request that you keep all communications for the school year as you receive them from our office. You will be receiving information about your participation in our annual recital in January '19. We welcome your comments and suggestions regarding any of our policies or procedures at any time.

Please note that the waiting rooms are made available for the convenience of our students and their families. The waiting rooms are for waiting, reading, snacking, conversation, video viewing, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session. **Please only water or tightly covered drinks and dry Non-Peanut snacks!** If you use our books and magazines, we would appreciate it if you would return them to the shelves. Your courtesy will be greatly appreciated.

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available in the waiting room to receive students when dismissed from class. Please call whenever delayed for class start time or pickup.

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your school year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!

Our main source of communication with parents is through EMAIL and NOTES passed out during class. PLEASE make sure you keep up with all notes & emails received so you know what is going on in the studio!

Mission Statement & Code of Ethics

We the dancers, faculty and staff of Cydni's School of Dance are a vibrant community of people who have a high regard for each other, the art of dance, and the respectability and value of the work we do. All who participate are requested to demonstrate the willingness to be held accountable to uphold the values and ethics we declare as the fundamental guidelines stated below. In all of our endeavors to study and perform as an expression of our love of dance, we show respect to the parents, our peers, the staff and faculty of Cydni's School of Dance and all of the wider dance community, including our competition. We consider it a privilege to participate in a worldwide community for the performing art of dance exemplifying the values of integrity, character, leadership, responsibility and professionalism.

- **INTEGRITY:** To conduct oneself with honesty, courtesy, and respect. To express consideration for one's fellow dancers, educators, parents, staff and competitors. To be a person who leads by example and honors commitments. To be a person other people can count on.
- **LEADERSHIP:** To guide, direct and influence people in achieving their highest goals and ideals. By setting an example through one's actions and speech. To inspire and serve the people of your class, team, or community through full participation in all dance related activities.
- **RESPONSIBILITY:** To respect and adhere to the policies and procedures of the studio or the organizers of any conference, workshop, or competition. To be a person who interacts with peers and authority figures in a mature manner. To question authority in a respectful manner. To speak of any issue or grievance to the person who is able to resolve any concern. To be willing to receive coaching and direction when deemed appropriate.
- **CHARACTER:** To be a person who represents high levels of personal integrity, leadership, and responsibility for oneself and others. A person who has the courage and willingness to face issues and concerns with maturity and dignity. To avoid gossip, criticism, or denigrating comments for any member of the dance community, parent, or peers.
- **PROFESSIONALISM:** To respect the dance profession and uphold our values and standards of conduct. To support and encourage one another. To voice opinions and initiate change that will elevate the dance community. To recognize oneself as a role model at all times. To love the study and performance of dance as a universal art form.

Cyndni's School of Dance

Studio Policies

Please note the following guidelines regarding all classes:

1. We request that students carefully observe our dress code outlined in this booklet.
2. Any student arriving more than 15 minutes late will not be admitted to class. For your safety and to receive full benefit from your class, please arrange for a make-up class if you expect to be very late.
3. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
5. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
6. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.
7. Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.
8. Out of town guests may request to visit at any time throughout the year. No one else is allowed to sit and watch during regular class time.

Dance class is education and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at Cydni's School of Dance will be a pleasure for all concerned.

WITHDRAWALS:

Any student wishing to withdraw from classes must give a 30 DAY NOTICE in writing, in person by parent or guardian, or by email. Phone calls will not be accepted as a notice. You ARE responsible for payments until the studio receives a notification.

Withdrawals are not accepted after January 1st with the exceptions of disability or relocation.

Once recital preparations are underway, we can no longer fill someone's place in the class. ALL remaining monthly tuition and costume balances will still accrue for any student that does not adhere to the withdrawal policy.

Dress Code

It's important for students to abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- Jewelry must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking and appearance.
- No loose fitting pants, blue jeans or t-shirts (they are not dance attire).
- No costumes are allowed in class unless a dress up day is announced by the individual teacher.

Ballet

Girls 2 ½ -12: Black or pink leotard, pink tights, and pink ballet shoes. Short dance skirts are permitted.

Girls Teens: Any primarily solid color leotard, any pink tights and pink ballet shoes. Short dance skirts are permitted.

Men/Boys: Black tights or dance pants, black or white solid color T-shirt, and black ballet shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP

Hip Hop

Girls: Any color leotard or tight fitting top, shorts or jazz pants, black jazz shoes or sneakers.

Men/Boys: Any solid color T-shirt and black dance pants or sweatpants, black jazz shoes or sneakers.

LONG HAIR MUST BE SECURELY TIED UP
No Bare Midriffs. Blue jeans are not allowed.

Jazz

Girls 5-12: Any color leotard or tight fitting top, tights, dance shorts or jazz pants, tan jazz shoes.

Girls Teens: Any color leotard or tight fitting top, tights, dance shorts or jazz pants, tan jazz shoes.

Men/Boys: Any solid color T-shirt and black dance pants or sweatpants, black leather ballet shoes or black jazz shoes.

LONG HAIR MUST BE SECURELY TIED UP

Tap

Girls: Any color leotard or tight fitting top, tights, dance shorts or jazz pants, black tap shoes, dance skirts are allowed. Please purchase tap ties if your dancer cannot tie their own shoes.

No Bare Midriffs. Blue jeans are not allowed.

Payment Instructions

You will be receiving a monthly bill/statement from our office for your monthly tuition. All payments are due on the first of each calendar month. You may request a printed statement of your account at any time. We have included a payment receipt record for your convenience. Please note your payments as you make them for the school year. **Monthly statements will be mailed for overdue balances only.**

Our students are in our database alphabetically by their last name. Many of our students have different last names from parents and/or grandparents who are paying for dance expenses. In order for us to properly credit your account, the following details will be important for us to know each time you make a payment.

When making a payment by check, please include the following information in the memo of your check. A receipt is available upon request.

1. Student(s) First & Last Name. (Very important!!)
2. State what you are paying for:
 - Monthly Tuition (State the month)
 - Style/Day/Time of class
 - T-Shirt (Shoes, Leotard etc.)
 - Costume
 - Production Fee

For example:

Julie Smith – Sept Ballet Tue 4:00
Julie Smith - Costume
Julie/Amanda Smith - March/Costume Balance

Thank you for your anticipated cooperation!

Record of Tuition Payments -- School year 2018-2019

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Date										
Amount										
Check or Receipt #										

Tuition and Payment Information

You will be paying for the entire school year of 40 weeks of classes held over 10 months August - May. This is an average of 3.6 classes per month. You are not paying for scheduled school vacations and Holidays. Please see our published calendar in this booklet. The Registration Fee is due with the August tuition. All other months are due on the first of each calendar month. New students joining after August will have their class charges pro-rated from the time they join. We accept cash, checks or debit/credit cards.

The calendar in each month will vary depending upon which day you have your class. Some months you may have 2 or 3 classes, others 4 or 5. Everyone will have had 40 classes over the ten months. If for any reason you decide to discontinue your classes, you are **not** obligated to pay for the balance of the school year.

We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees. **Payments are due on the first of each calendar month.** There is no late fee assessed until after the 10th of the month. Any account unpaid after the 10th of the month will have late charges of \$10.00. Payments may be made at the office or by mail. No credit is given for student absences, missed snow cancellation makeup classes. If you make a payment late, please include your late fee or you will be billed. If you make your payments by mail, be certain to allow adequate time for mail delivery. Thank you for your co-operation.

Returned check fee is \$30.00

Any student with an overdue balance of more than 45 days will not be allowed into class until payment in full is received. Overdue balances must be paid by cash, money order, or bank check.

If you change your class style, add or delete a class or have any questions concerning the monthly charge, please inform someone in the office.

Please make up any missed class within **one month** of your absence if possible; no credit will be given for missed classes.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and when applicable, graciously include your late fee in your next payment. Thank you.

Important Dates to Remember:

- Tuition is Due by the 10th of each month!
- Classes Start – August 13th, 2018
- Labor Day (No Classes) – Monday, September 3rd, 2018
- Costume Deposits Due – October 15th, 2018
- Thanksgiving Break – November 19th-23rd, 2018
- Christmas Break – December 23rd, 2018 – January 4th, 2019
- Costume Balances Due – February 15th, 2019
- Spring Break – March 18th-22nd, 2019
- Production Fees Due – March 15th, 2019