

Greendale Dance Academy

15 ARARAT STREET
WORCESTER, MA 01606
508-854-1434

WWW.GREENDALEDANCEACADEMY.COM

MISS MELISSA SINGLEY, OWNER/DIRECTOR - MISS JAMIE CANTILLON, ASSISTANT DIRECTOR

QUALITY DANCE INSTRUCTION SINCE 1994

Handbook 2011-2012

We are glad that you are considering Greendale Dance Academy for dance lessons. We are proud to be family owned and operated since 1994 and we strive to make everyone feel like they are a part of our family. Please read through this handbook as it will answer most of your questions. On the back of the registration form you will have to acknowledge and sign that you have read the handbook and agree to follow our rules and policies. This MUST be filled out and turned in on or before the first day of classes in order for your child to dance. Thank you for considering Greendale Dance Academy and we do hope you will Come Join Us this year!!

Registration

Returning non-competition students should register by mail. Returning non-competition students have first preference on classes if they register by August 22nd. Our popular classes fill quickly so please register early.

New students are invited to register by mail or attend the annual Open House on Wednesday, August 24th from 4pm-7pm and Thursday, September 1st from 4pm-7pm. Come meet the teachers, view the studio, and register.

There is a yearly \$25 per family registration fee due upon registering for classes. Be sure to include this with registration form.

Competition dancers are asked to register by mail as soon as possible, but then to come in on Wednesday, August 24th from 2:00-3:30 or Thursday, September 1st from 3:00-4:30 to sign competition paperwork. Competition dancers registering for non-comp or have siblings registering for non-comp classes should know **that their dances may be in different recitals. We try to avoid this, but be prepared to see your children in different recitals.**

Payment

We accept Cash, Checks, Debit Cards, MasterCard & Visa. Credit/Debit card payments can only be made during office hours. Credit/Debit card payments over the phone will not be accepted.

Tuition is due the first class of every month through May. There is no June payment. Payments can be made with the office the 1st – 7th of each month or can be left in the Tuition mailbox, located in the waiting area. After May 7th, ALL payments must be in CASH. Please note: when you register, you will pay September tuition at that time.

Tuition is figured for the entire year and then divided out over 9 payments, due by the 7th of each month, September through May. Vacations and Holidays are already figured into that price. There are no discounts or refunds for vacations, holidays or days missed due to weather (*see Snow Days and Cancellations*).

A late fee of \$15 will be assessed on the 8th of the month if tuition is not paid in full. All mail must be postmarked by the 7th to avoid the late fee.

If a late charge is assessed to any student's account 3 times, the remainder of the year's tuition will be due in full and the dancer will not be allowed to dance until payment is made.

Checks that are returned will be assessed a \$25.00 return fee. If the tuition and returned check fee are not paid in full by the 7th of the month, the payment is considered late and will follow the fees for late payments as well.

A discount will be given to all families that pay for the year of dance in full by October 7th, 2011. See the office for details.

Students in the same household may combine hours for greatest savings. Does not apply to solos, duos, trios or private classes.

Solos, Duos, & Trios or private classes **MUST** be paid in **CASH**.

Office Hours

The office will be open the 1st to 7th each month from October - May. Monday through Friday 4pm-7pm and Saturday 9am-12pm. If you need to contact us after office hours please call the studio and leave a message or email us. We will get back to you as soon as possible. (INFO@GREENDALEDANCEACADEMY.COM)

Year Long Expenses

Here is a list of payments you can expect to make during a typical dance year:

1. Tuition- due the first lesson of every month.
2. Recital Costumes- \$50 per costume for Creative Movement Classes \$65.00 per costume for all other dancers.
Due in **full BY October 7th, 2011**. You may pay this any time before October 7th. (*also – see Annual Recital*)
3. Recital Tickets \$18 each (subject to change)
4. Recital DVD \$40 (optional)

Dress Code

Creative Movement

Any Colored Leotard □ Any Colored Tights □ Pink ballet slippers (boys – black shoes) □ White Tap Shoes with sewn elastic ties (Boys- Black Tap Shoes)

Combo Classes

Black Leotard □ Pink or Tan Tights □ Pink Ballet Slippers & Bloch S 0302 or S 200 Tan Tap Shoes (Ballet/Tap Combo) or Black Acro Shoes (Jazz/Acro Combo)

Competition Combo Class

Black Leotard □ Convertible Pink or Tan Tights □ Bloch S 0203 Pink Ballet Slippers □ Bloch S 0302 Tan Tap Shoes □ Capezio CG15 or EJ2 in Caramel for Jazz □ Bare Feet for Acro

Ballet and Pointe

Black Leotard □ Pink Ballet Tights □ Ballet skirt that lies above the knees (optional) □ Bloch S 0203 or 200 Ballet Slippers □ Pointe Shoes (boys – black shoes) □ **Hair must be in a slicked “ballerina” bun**

Tap

Black Leotard □ Black, Pink or Tan Tights □ Bloch S 0302 Tan tap shoes (Boys – Leo 5068)
Competition Level III, IV & V need the Black Capezio CG55

Jazz – Hip Hop – Musical Theater – Lyrical

Black Leotard □ Black, Pink or Tan Tights □ Black Capezio DS03 dance sneakers for Hip Hop □ **CARMEL** Capezio CG15 or EJ2 split sole jazz boots for Jazz and Musical Theater □ Capezio Foot Undeez for Lyrical & Contemporary

Acrobatics

Black Leotard □ Black, Pink or Tan Tights □ Black Acrobatic Shoes by Theatricals (Competition Acro Classes are Bare Feet)

Cheerleading

Black Leotard □ Black, Pink or Tan Tights □ Black jazz pants or black bike shorts □ **CARMEL** Capezio Jazz Boot CG15
Boys/ Men (for all classes)

Black sweatpants or shorts □ Black or White T-Shirt

**A dance sweater and/or dance pants are admissible, at the discretion of the teacher, for all subjects other than Ballet **

Street clothes will not be accepted, this includes warm up suits, sweats, etc.

Shoes MUST be worn to all classes which they are required.

Dancers must be in complete dress code by October 7th.

Attendance

Dancers progress best through consistent attendance. These are our policies regarding attendance.

1. If a student is unable to attend class, please call the studio ASAP **prior** to the start of class.
2. Missing a class 3 consecutive times with no call means the student will be dropped from class.
3. A missed dance class may be made up in a like class within four weeks until April 1st.
4. There are NO REFUNDS for missed classes for ANY REASON.
5. Classes cancelled due to the weather are not counted against a student's attendance and can be made up. However, there are NO REFUNDS for these classes.
6. Students are welcome to watch a class if they have an injury. However, students should NOT come to dance if they are too sick to dance or have missed school due to illness. Student must be free from a fever and/or vomiting for 24 hours before returning to dance. **Students who opt to watch a class due to injury must have a doctor's note to return to dance.**
7. Please be on time. Dancers will not be allowed into class if more than 10 minutes late. Arriving late is not only a disruption to class, it also prevents the dancer from properly warming up and can increase their chance of injury.
8. Students who miss 10 minutes or more of class (being late or leaving early) will be marked absent and **NO MAKE UP WILL BE ALLOWED.**

9. Students missing 6 or more classes in one subject (3 for competition) will not be allowed to dance in the recital. We suggest saving absences for illness and not social outings.
10. Students that complete the entire year of dance will receive a trophy and a recital t-shirt.

Snow Days and Cancellations

Classes maybe held even if school was cancelled for the day. Please call 508-854-1434 and listen to the message or go to our website www.greendaledanceacademy.com. You can also follow us on Twitter @GreendaleDance or "Like" us on Facebook www.facebook.com/GreendaleDanceAcademy. We will update all of these. Classes will be cancelled at least 1 hour before the start of class. Classes can be made up in a suitable class, however there are **NO REFUNDS** for snow days or cancellations. If there is a morning delay for Worcester Public Schools, **ALL OUR MORNING CLASSES WILL BE CANCELLED.**

Studio Etiquette

To help preserve our family friendly environment, we expect that you will:

1. Treat staff, dancers, and your *own family members* respectfully. That includes no swearing, yelling, or roughhousing (pushing, shoving, and especially hitting) while on studio property.
2. No Smoking on the studio property.
3. Dancers may bring bottled water to class IF they participate in more than 1 class per night. We ask that water be the only drink brought into the dance studio and that they label their bottle.
4. Clean up after yourself. If a spill happens and you can't pick it up, please notify us immediately.
5. No gum in the studio, PLEASE.
6. Dancers need to use the bathroom before class. Leaving in the middle of class will be discouraged.
7. Dancers will wait in the waiting area until the teacher admits them to class.
8. Students with cell phones MUST turn them off inside the studio (including the waiting area)
9. Please pick your child up on time. After 15 minutes, you will be charged \$10 per quarter hour.
10. While waiting for their ride home all dancers must wait **INSIDE** the building.
11. Please follow the One Way Traffic Pattern and be courteous to others in the parking lot.

Observation

Students progress much better if they can focus all of their attention on the teacher. That is why we have installed closed circuit monitoring for each dance room. The monitors do shut off from time to time to conserve energy. If you would like a monitor turned on, please notify a staff member.

Annual Recital and Recital Tickets

We will hold 3 recitals. All 3 shows will be held on Saturday, June 16th 2012. Most Non-Competition students will only perform in 1 or 2 recitals. Competition students will most likely perform in at least two shows. Participation is not mandatory, however once a costume is purchased, you have committed to performing in the recital. **NOTE-** Dancers not participating in the recital will end their dance year at the end of December.

Recital tickets are \$18* and are General Admission. We use a pre-order system to give every family an equal opportunity to purchase tickets for their family members. The Pre-Order Form will be mailed out in April. After the orders are filled, all remaining tickets will be sold first come first serve on Saturday, May 12th. Tickets are non-refundable and GDA will not be responsible for lost or stolen tickets. Due to state and local fire laws, all persons, regardless of age, need to have a ticket to enter the auditorium. **THIS INCLUDES INFANTS, CHILDREN, AND PERSONS IN WHEELCHAIRS.** Dancers who are dancing in the recital do not need a ticket unless they watch the show.

No dancer will be allowed to dance in the recital unless their account is paid in full.

REHEARSAL IS MANDATORY. You must be present at rehearsal will to perform in the recital (with the exception of the combo and cr. movement classes who will not be at the rehearsal). Rehearsal is Thursday, June 14th, 2012. Parents may not watch the rehearsal.

Costumes are \$50 for Creative Movement classes and \$65 for all others. Any costume not paid for in full by October 7th, 2011 will not be purchased. There are no refunds for paid costumes. **Please note:** Costumes are ordered to the dancer's measurements with room to grow. **Costumes are NOT custom made to fit every student exactly.** We compare the dancer's measurements to the company's sizing chart to determine the size to order. Costumes come in sizes much like a store: Small, Medium, Large, etc. Alterations are sometimes necessary and are your responsibility.

Dancers who planned to be in the recital but drop out beforehand may need to allow another student to borrow their costume to fill their spot in the dance. However, a refund for the costume **WILL NOT BE GIVEN.**

VIDEO CAMERAS ARE NOT ALLOWED IN THE AUDITORIUM. Flash photography is only permitted during the finales. A recital DVD will be made available for purchase. Purchased DVDs must be picked up by October 1st.

Scholarships

Scholarships are awarded based on report cards and an essay on "How Dance Effects My Life." Applicants are asked to submit their most recent report card and the essay by **May 1st, 2012**. Dancers must be at least 9 years of age to apply for a scholarship. Scholarship amounts and number of scholarships will vary from year to year.

Competition

Competition requires a high level of commitment by the dancer, teacher and parent. While this is a rewarding experience, please understand that in order to get a dance team to the competitive level, dance must be the primary extra curricular activity of the dancer and summer classes are mandatory. Here are some other things to consider:

1. ATTENDANCE IS MANDATORY – only 3 absences per dance will be allowed. Dancers may not be absent from the last rehearsal before the competition.
2. At the discretion of the director, the competition experience may be offered by audition only.
3. Competition fees and costs are the responsibility of the dancer. That includes costumes, entrance fees, make-up, travel, instruction, etc. Competition fees must be paid by October 7th, 2011.
4. In order to be considered for competition team dancers must have accumulated a minimum of 15 hours of dance at our studio over the summer. Dancers must also register for all mandatory classes.

While we take competition seriously, we want the dancers to have fun, learn, and be proud of their accomplishments.

The only other competition experience for the dancers will be through solos, duos or trios. These are at the discretion of the teachers. These private classes are in addition to the regular classes and won't perform in the recital.

Lost And Found

The lost and found box is in the waiting area and is emptied each month. All items will be given to charity.

GDA Attire and Gifts

Warm up suits, jackets, t-shirts, bags, and other GDA attire will be available for order a times throughout the year. Please pay close attention to the deadlines. Orders are placed in the fall and in the spring.

Gift Certificates

Gift Certificates are available for purchase. See the office for details.

Recital Prizes and Awards

Awards are presented to dancers for: Dancer of the Month, Most Improved Dancers, Competition Dancers, 5th, 10th & 15th Year Dancers, and Overall Dancer of the Year. All award decisions are final. *All students will receive a participation trophy and recital T-Shirt if they commit to the entire year of dance (Sept. – June).*

Schedule

- Sept: 12th Classes Begin (Mon.)
Oct: 7th Recital Costume Money is Due.
8th-10th Closed for Columbus Day
Nov: 23rd-27th Closed for Thanksgiving (Resume classes on 11/28)
Dec: 23rd -Jan. 1st Closed for Christmas and New Year's. (Resume classes on 1/2/2012)
Jan: 2nd Studio Reopens
16th Closed for MLK Day
Feb: 20th-24th Closed for Vacation (There IS dance on Sat. 2/18 & Sat. 2/25)
March:
April: TBA Closed (Staff will be out of town with competition team)
16th -20th Closed for Vacation (There IS dance on Sat. 4/15 & 4/22)
30th Recital Ticket Pre-Order forms due back to the office with payment.
May: 12th Recital Tickets Are On Sale (Times TBA)
26th-28th Closed for Memorial Day
June: 6th Tentative Last Day of Dance
14th Mandatory Rehearsal
16th Our 17th Annual Recital - There will be three shows – Times TBA

Questions

Answers to most of your questions will be found here in the handbook or online at www.GreendaleDanceAcademy.com. You can feel free to write Miss Melissa, Miss Jamie Cantillon or the teacher a note, call the studio or email us at info@greendaledanceacademy.com. We do our best to return messages in a timely manner.

We want our studio to run as smoothly as possible, but it is up to you to help us make that happen. It is very important that you do your part by reading the literature we send home, especially the notices during the year.

© THANK YOU FOR CHOOSING GREENDALE DANCE ACADEMY! ☺

www.GreendaleDanceAcademy.com