



## 2011-2012 Student/Parent Contract

**PLEASE INITIAL TO THE LEFT OF THE STUDIO "RULES" TO ENSURE YOU HAVE READ AND AGREE TO THE STUDIO'S TERMS FOR ENROLLMENT. WELCOME to Charleston Dance Center. Classes begin Mon, August 22.**

\_\_\_\_\_ As a student at CDC, I have the option to participate in the Year End Performance. I understand that participation includes the need to purchase performance costumes, tights and shoes.

\_\_\_\_\_ I choose to participate in the 2012 Year End Performance

\_\_\_\_\_ I am unable to participate in the 2012 Year End Performance

### **REGISTRATION/ENROLLMENT**

The annual registration fee is \$20 for returning students, \$25 for new students and \$30 per family. Registration received before October 1, 2011 includes a Charleston Dance Center t-shirt. The Registration Fee is non-refundable and is due with the first month's tuition. Register your child for the class appropriate to his/her age. CDC staff will be glad to help you determine the correct class for your child.

*NOTE: IF WE FIND THAT YOUR CHILD IS NOT REGISTERED IN THE CORRECT LEVEL CLASS, WE WILL MOVE HIM/HER TO THE PROPER CLASS LEVEL.*

### **TUITION**

Tuition is averaged across all months (4-5 weeks per mo, including time off for Spring Break and the Christmas Holiday. Five week months serve to cover classes missed due to holidays.) Therefore, you are charged equally each month, regardless of the actual number of lessons given in a month.

**THERE WILL BE NO TUITION REDUCTION FOR CLASSES MISSED OR MAKE UP CLASSES OFFERED.**

Tuition is due on the first class of every month and is late if received after the 10<sup>th</sup> of each month. **PAYMENTS RECEIVED AFTER THE 10<sup>th</sup> WILL AUTOMATICALLY INCUR A \$10 LATE FEE.** If your account is not paid by the 15<sup>th</sup> your child will not be allowed to participate in class until the account is cleared. There is a \$25 fee for all returned checks. After the second returned check, you will be required to pay in cash or money order.

Payment is accepted in US currency, personal checks and Visa/Master Card. Please make checks payable to Charleston Dance Center. At the bottom of the check put your child's name and the nature of the payment. (for example: Jane Doe is writing a check to the Charleston Dance Center to pay for her child, Janet Brown's, September tuition. At the bottom of her check Jane Doe will write: Janet Brown, September tuition). This will ensure that proper credit is applied to your account. For your convenience, we offer a drop-payment service or you may call and pay by credit card.

### **PLEASE ARRIVE ON TIME!**

Please do not drop your child off at the studio more than 15 minutes prior to class. We strive to begin/end class on time and ask our parents to be timely as well. Dancers arriving late to class may not have time for proper stretching, which could result in serious injury. Students arriving 15 minutes late to class may not be permitted to participate in class, but must observe from the front of the studio seated next to the instructor. CDC requires a min. number of students in attendance in order to hold class. (typical number = 4). Failure to attend class or arriving late could cause your class to be cancelled.

**A CLASS CANCELLED DUE TO POOR ATTENDANCE WILL NOT BE RESCHEDULED BY CDC**

Be sure to pick your child up promptly after class. Although our front desk is staffed, CDC cannot supervise children left after class. Please don't assume it's ok for your child to sit in the lobby after their class because there is another scheduled class. There have been instances when the last class is cancelled and there would be no reason to notify dancers that are not registered in that class.

### **CLASS OBSERVATION**

CDC has class observation available via television monitors in the lobby. The monitors have been placed in the lobby as a courtesy to our families - please do not adjust the settings. Observers are not allowed in the studios - parents/visitors distract our students and inhibit our ability to teach a productive class. Only dancers are allowed in studio rooms. Please have parents, siblings and guests remain in lobby.

### **PROPER DANCE ATTIRE**

Proper dance attire is vital to dance instruction. If the instructor cannot see the dancer's body, he/she cannot correct the dancer. Students will NOT be allowed to dance without proper dance shoes and attire. The following are examples of proper dance attire:

#### **Preschool Classes**

Pink ballet shoes, tan tie tap shoes, any style or color leotard/tights.

#### **Jazz**

Leotard or dance top (any color), dance pants (any color), tan slip on jazz shoes for girls, black for boys. Dance sneakers are not permitted in jazz class, nor are soffee shorts.

#### **Tap**

Leotard or dance top (any color), tights or dance pants (any color), tan buckle taps or flat black lace ups- (this depends upon the age of the dancer.)

#### **Hip Hop**

ANYTHING! The funkier, the better – as long as you can move in what you're wearing – go for it!

## CDC 2011-2012 Studio Rules and Regulations (cont.)

### Ballet/Lyrical

Girls: Black leotards and pink tights (pink shoes) for ballet class. Hair secured away from the face in a bun.

\*DANCERS NOT IN BLACK LEOTARD, PINK TIGHTS, PINK BALLET SHOES AND HAIR IN A BUN WILL NOT BE PERMITTED IN BALLET CLASS\*

Boys: White leotard or shirt and black tights. (black ballet shoes)

Lyrical: Gore boots or lyric sandals.

Dance shoes should be put on at time of arrival, do not wear them into or out of the studio. (*this ruins dance shoes!*) T-shirts/sweatshirts are not allowed in class – they inhibit the check of proper body alignment and muscle tension.

### YEAR END PERFORMANCE

Unless you specify early in the dance year, Charleston Dance Center assumes all students will participate in the Year End Performance and costumes will be ordered for every student enrolled. In lieu of a recital fee, tickets will be purchased for admission into the Year End Performance. Video cameras and flash photography are not permitted at the Year End Performance, however video cameras are permitted during Dress Rehearsal.

### YEAR END PERFORMANCE COSTUMES

Costumes will be ordered in December and costume payments (non-refundable) will be paid in full prior to the order – NO EXCEPTIONS! Costume payments may be made in one of three ways:

- 1) Payment for all costume fees may be made in one payment no later than November 15.
- 2) One half of the total costume charge will be paid in a costume deposit in October and the balance will be paid in November.
- 3) One third of the total costume charge will be paid in addition to September's tuition, October's tuition and November's tuition.

Youth costumes cost \$70 each, adult costumes cost \$85 each. Dancers **MUST** have a costume for each number they are performing in. For example, if your child takes a Jazz/Tap class throughout the year, he/she will perform in two numbers in the performance. (one jazz, one tap). This class requires two costumes, costing \$70 (if your child wears a youth size) each. Your costume cost total will be \$140. In October, you will pay a \$70 deposit. In November, you pay the \$70 balance and your costume account is paid in full.

### YEAR END PERFORMANCE DRESS REHEARSAL

Dress Rehearsal is MANDATORY for all students. Students are required to stay at rehearsal until all their numbers are rehearsed. Students under the age of 14 must be accompanied by a parent. **A STUDENT LEAVING EARLY (REGARDLESS OF REASON) WILL NOT PARTICIPATE IN THE YEAR END PERFORMANCE.** In addition, certain classes (especially hip hop) may have additional rehearsals prior to the year end performance. You will be given advanced notice of rehearsal times and participation will **not** be mandatory.

### MISCELLANEOUS RULES

Pets are not allowed at CDC. Students must turn off all ring tones on cellular phones while in the studio. NO FOOD, GUM OR LIQUID CONTAINERS (OTHER THAN A WATER BOTTLE) are allowed inside the studios. Profanity is unacceptable. Dangling jewelry is NOT permitted! Personal items left behind such as clothing, dance bags and shoes are placed in the LOST and FOUND bins, which are emptied every two weeks. We strongly encourage that you put your name inside of all dance attire, including shoes, otherwise there will be no way for us to know if any items found in the studio belong to you and will be donated to Goodwill.

### INCLEMENT WEATHER

We follow the Charleston County School closings for inclement weather. In the event that school is cancelled for an extended amount of time (i.e. hurricane) we will attempt to reschedule cancelled classes. Please check the studio answering machine for closings. The studio phone number is 406-7593.

**I have read and understand Charleston Dance Center's 2011-2012 Studio Rules and Regulations. In signing this statement, I agree to uphold the studio rules. I understand Charleston Dance Center has the right to refuse dance instruction to any student at any time throughout the dance year.**

**I give the Charleston Dance Center permission to use for publicity and advertising purposes photographs taken of my child during dance class or performance.**

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's name

**Parent/Guardian: Please make a selection for recital costume payment below by placing your initial beside one option.**

**I would like to make arrangements to pay my total costume fees in the following manner:**

- |       |    |  |
|-------|----|--|
| _____ | 1) | <b>In one payment to be made no later than November 15</b>   |
| _____ | 2) | <b>In two payments, the first to be made no later than October 15 and the second to be made no later than November 15</b>  |
| _____ | 3) | <b>In three payments, the first to be made no later than September 15, the second to be made no later than October 15 and the third to be made no later than November 15</b> |