

Civic Dance Center Handbook

8/18/2015

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Director: Natalie J. Kolosci

Hello, my name is Natalie J. Kolosci, owner, instructor, rehearsal supervisor, and performing arts director of Civic Dance Center. My goal is to reach each student with the pleasure of dance instructions, as I recognize my responsibilities to his/her potential.

Our Purpose is to promote the Arts throughout the community in the fields of advertising and education.

Our Goals are to bring dance, theater quality productions and special performances to the community schools.

Our Desire is to serve others with pride and principles, leading by example.

Our Mission Statement/Belief - Being a dancer is not only a physical activity - it is a state of mind. The longer one studies, the more each of the attributes is developed. The gifts of ballet training forever enrich who we are and remain with us throughout our lives.

CLASSES OFFERED

- Tap
- Ballet
- Pointe
- Jazz
- Hip Hop
- Musical Theater
- Tumbling
- Lyrical/Contemporary Ballet
- Partnering
- Choreography

Class structure is specifically designed by each instructor to prepare the student with the appropriate level syllabus, to include warm ups, center combinations and choreography. It is imperative that the student arrives on time to participate in the warm-up section of class so no injury occurs.

WE RESERVE THE RIGHT TO SUSPEND OR DISMISS ANY STUDENT WHOSE ATTITUDE, ATTENDANCE OR CONDUCT IS UNSATISFACTORY.

Absences from class for reasons other than illness should be reported to the director at least 2 days in advance and scheduled to be made up in another class within said term. Any unused classes will become null and void. No classes will be credited for the following term.

Attendance is important for the advancement of the student. Even if the student is unable to participate in the class, he/she should sit and watch the class.

A newsletter will be posted on the bulletin and sent to your e-mail to keep you informed with dance center issues. Be sure the director has your updated address. It is YOUR responsibility to contact the director if you have not received appropriate information.

Picking Up Your Student: It is important for your student to be picked up on time as other classes are taking place and a baby-sitting service is not provided. It is not fair to the director or instructor to have to wait after classes are dismissed for the student to be picked up. They generally get out of class the same time every week!

Class Apparel: Dance etiquette is also taught at our center. It is imperative that the student's dress code be maintained. Your preparation for class reflects our business and I want our customers to be proud of our dance center. Discipline starts here in the classroom!

All students are required to wear the following apparel for class. I would suggest purchasing at least 2 pairs of tights and 2 leotards at the first of each season so you always have correct attire on hand. All attire and shoes must be paid for before the order is placed.

- Toddler, Pre I pink tights and pink leotard
- Pre II pink tights and yellow leotard
- Level I pink tights and lavender leotard
- Level II A pink tights and light blue leotard
- Level II B pink tights and navy blue leotard
- Level III pink tights and burgundy leotard
- Level IV pink tights and hunter green leotard
- Level V pink tights and royal blue leotard
- Level VI & above pink tights and black leotard

Check with the director or class instructor for any optional attire and appropriate footwear. If you purchase anything outside the dance center, it must match with CDC dress code.

CLASS PLACEMENT

The following list is only a guideline for class placement. Placement is based on age, but determined by ability. It is up to the discretion of each teacher to make proper appointment of each student into their proper class. Please do not compare your child with other students. Each student matures and advances at different levels - no more and no less will be expected from him/her.

1. **Toddler (age 3/4):** Includes basic dance moves, mat exercises and tricks, to a variety of diverse music.
2. **Pre I & II (age 4/5):** Introduces your child to the basic positions and steps, terminology, and classroom procedure, while learning to move to different pieces of music. We cover tap, ballet and tumbling.
3. **Level classes are not only determined by age or previous experience, but also if your student chooses to study as a recreational dancer or intends on pursuing a dance career until graduation.**

- Level I – ages 5, 6, 7 tap, ballet, tumbling
- Level II A – ages 7, 8 tap, ballet, tumbling
- Level II B – ages 8, 9 tap, ballet
- Level III – ages 9, 10 tap, ballet
- Level IV – ages 10, 11, 12 tap, ballet
- Level V, VI, Sr – ages 12+ tap, ballet, Pointe, contemporary, leaps and turns
- Boys – black jazz pants and white T-shirt; optional sweat pants, shorts

4. **Adult tap/ballet** classes are offered to students ages 18 - 80. Black stretch pants (Capri's preferred) and a plain white or black top (T-shirt or tank) are to be worn, along with appropriate shoes. **No t-shirt with logos other than CDC permitted, please!**

SMALL CLASS SIZE AND CANCELLATIONS

(Due to weather or holiday)

1. For 3 students, the class will be cut by 15 minutes.
2. For 2 students, the class will be cut by 20 minutes.
3. For 1 student, the class will be cancelled and made up at another time.

TUITION AND FEES

It is suggested and encouraged that any new students register for at least eight (8) weeks of class to obtain some sense of accomplishment and achievement in their dance education.

A **registration fee** will be charged to everyone once a year:

- Returning student: *\$20.00*
- Returning family: *\$30.00*
- New student: *\$25.00*
- New family: *\$35.00*

1. Individual class rate is \$15.00 per class.

2. All audition or 'trial' classes are free, unless the student registers for a term, then said class will be applied toward your tuition.
3. Class tuition will be due **PRIOR** to the next months tuition (i.e February tuition is due Jan. 30th). Payment is considered LATE if paid after the 5th of each month.
4. 10% discount for 2nd family member; 20% discount to 3rd family member.
5. Private classes are available upon request.
6. It is YOUR responsibility to be sure payment is made on time.
7. There is a \$10.00 late fee if tuition is late.
8. There is a \$30.00 fee for returned checks. Cash will be required after the first returned check.
9. **All tuition is non-refundable** unless serious or long term illness, in which case a physician's certificate is required.
10. Any refund will be charged a \$25.00 administration fee.

PERFORMANCES

We have a Winter Showcase and Nutcracker Ballet performance in December and a Summer Showcase in June.

1. The Winter Showcase requires a sponsorship fee, due October 1st, which will be determined yearly.
2. This covers costumes, props, scenery, and rehearsal time.
3. These costumes become property of CDC to be used annually.
4. Fund Raisers are available if a parent chooses to 'chair' one.
5. The Summer Showcase requires a recital fee, due by May 15th, if you don't sell at least 10 tickets for the performance.
6. Summer Showcase costumes belong to you. A \$50.00 deposit is required by February 1st with the remainder due by March 10th.
7. Generally there is a separate costume for each routine/class you study.

PROPER CLASSROOM STANDARDS AND ETIQUETTE

1. CDC prides itself with intense dance studies, with optional "recreational" classes for those who prefer to attend just one class per week. All classes are taught with organization, discipline, authority and respect. As each teacher produces these qualities to her student, the same is expected from each student.
2. No one is to enter the classroom until it is class time for said student. Each instructor will open the door to dismiss the class and bring in the next class.
3. If a customer has any questions or concerns, they must either leave a note for the director at the front desk or contact her via e-mail or phone call during non-class hours; not in-between classes.
4. Absolutely NO loose fitting clothes for any class! No excessively baggy clothes such as T-shirts, sweatshirts, pants, or pajama bottoms. No NON-CDC logo shirts; no excessive jewelry, hoodies,

loose or unkempt hair.

5. All students are expected to use deodorant, foot spray and/or powder as needed for personal hygiene.
6. **Hair MUST be in a bun** (high/low optional). If you have short hair, be sure it is pulled back, off the face with a black stretch head band. Use gel or spray to keep your hair in place. You will be asked to fix your hair if not appropriate BEFORE entering the classroom.
7. Absolutely no gum, candy or drinks allowed in the classroom area. Only plastic water bottles permitted.
8. **CDC does not provide free bottled water.** If your student needs water during her class time, she needs to bring it with her or buy it for \$1.00 at the dance center.
9. **No inappropriate chatting** permitted in the classroom. When the teacher is giving advice to other students, this would be a good time for you to also listen in case it should pertain to you.
10. **Proper class attire and shoes** are expected from each student. The dance center provides you the opportunity to purchase these items. All students must be in proper apparel and shoes by the 2nd week of class. These items will be ordered twice a month.
11. We are NOT responsible for lost or stolen items, so be sure you write your name in all shoes and dance apparel and keep them in your satchel.
12. If a student takes more than one class per day, she will have enough time to change shoes and go to the bathroom in between classes. Students should NOT be leaving the classroom in the middle of a class to use the bathroom.
13. Students and Helpers must bring their dance bag into the classroom. Change of shoes, water or anything else needed during the class should be kept in the dance bag.

CDC has established these policies since the dance center opened. Please refresh yourself with them so there will be no misunderstandings. We try to implement these policies as to operate our dance business in a professional manner.

Please discuss this handbook with your student and encourage him/her to properly follow the rules.

Any amendments made to this handbook will be posted on the website, on the bulletin board, and e-mailed to each student.

DANCE CENTER CLOSURES

(Check website for closures due to weather)

September

Labor Day

November

Thanksgiving holiday weekend

December	Nutcracker Ballet (3 rd Saturday of the month) The two weeks following the winter showcase
March/April	One week spring holiday (to be determined with Portage school system)
May	Memorial Day
June	The two weeks following the summer showcase
August	One to two weeks following the summer course

I hope you enjoy your time with the Civic Dance Center family!

Thank you,

Director, Staff and Helpers