



## SUMMARY OF 2016/2017 POLICIES

*This sheet contains important information regarding our 2016/2017 policies. It is a summary of the most relevant policies, but it is not comprehensive – once you are enrolled, you will receive a welcome packet that includes a more detailed student handbook covering dress code, classroom etiquette, and other important policies. These policies are in place for the benefit of the students as well as the studio. Enrollment is contingent upon your agreement to follow all rules, regulations, policies and procedures set forth by the Cincinnati Dance and Movement Center. Please don't hesitate to ask if you have any questions – feel free to call us at 521-8462.*

*When registering for class, please note that studio mailings and phone calls will go to the contact person you specify on your registration form, so please give thought to whom you would like that person to be – if you are the parent and you list the grandmother as the contact person, it will be your responsibility to get all mailings and messages from her. Please remember to check the bulletin board and your student mail folder in the vestibule each time you come to class for important postings and hand-outs. Also, please include your e-mail address on your registration form to receive e-mail messages so you don't miss out on some important announcements. "Like" us on Facebook for more recent news – [www.facebook.com/CincinnatiDance](http://www.facebook.com/CincinnatiDance).*

### **CALENDAR**

Important dates for the year are listed below – for class days and times, please refer to the class schedule sheet for 2016/2017. Please note that classes are filled on a first-come, first serve basis. Based on enrollment, some classes may be dropped and new classes may be added. During the first few weeks of the session, all students will be evaluated to determine if they are correctly placed in the appropriate level class. Please keep in mind that number of years of training is not always a clear prediction of level, as some students take multiple classes a week while others take only one class. In regard to level and class placement, the director has final say, based on teachers' evaluations, on any decision to move a student up or down.

Note - Each class meets 34 times during the dance year (33 classes and the dress rehearsal/recital, which count as one class). The schedule is set so that each class meets the same number of times for the year, regardless of the day of the week, and therefore we are open on most Monday holidays (see below.) Even though fall classes begin mid-September, this is balanced out by other months that have no "days off". Note – this schedule was set with the assumption that our recital will be June 10<sup>th</sup>. If the recital must be June 3<sup>rd</sup> or 17<sup>th</sup> due to facility availability, then the schedule will be adjusted slightly. Students are not required to perform in the recital. Those who choose to perform in the recital will have costume fees, as listed on the other side.

### **Important Dates for the 2016/2017 Dance Year (as of July 12<sup>th</sup> - subject to change):**

**JULY: Open House** (In-person registration) – Mon, July 25<sup>th</sup>, 7-8 pm & Sun, July 31<sup>st</sup>, 3-4 pm (Prize raffle at 4:00 for those who pre-paid tuition.)

**AUGUST: Open House** (In-person registration) – Wednesday, August 24<sup>th</sup>, 7:00-8:00pm

**SEPTEMBER: Open House** (In-person registration) – Saturday, September 10<sup>th</sup>, 10:00-11:00am

**First day of classes** – Monday, September 12<sup>th</sup> (Tuition due at first class for month of September only.)

**Observation Week** – Monday, September 12<sup>th</sup> through Thursday, September 15<sup>th</sup>

**Finneytown Homecoming Parade** – Thursday, September 22 – no classes – meet at studio at 4:45 pm in green CDMC T-shirts.

**Winton Woods Homecoming Parade** – Friday, September 30 – meet at studio at 4:45 pm in green CDMC T-shirts.

**OCTOBER: Second tuition payment due** – Saturday, October 1<sup>st</sup>

**Bring-A-Friend Week & Observation Week** – Monday, October 24<sup>th</sup> through Thursday, October 27<sup>th</sup>

**Annual Halloween Party** – Saturday, October 29<sup>th</sup>, 7:00 PM to 8:30 PM at the studio

**School closed** – Monday, October 31<sup>st</sup> (Halloween)

**NOVEMBER: Third tuition payment due** – Tuesday, November 1<sup>st</sup>

**Costume fees due for all performance teams** – Tuesday, November 1<sup>st</sup>

**Observation Week** – Monday, November 14<sup>th</sup> through Thursday, November 17<sup>th</sup>

**School closed** – Wednesday, November 23<sup>rd</sup> through Sunday, November 27<sup>th</sup> (Thanksgiving Break)

**DECEMBER: Recital costume fees due** (and fourth tuition payment) – Thursday, December 1<sup>st</sup>

**Dance-With-Me Week** (Parents may join their children in class) – Wednesday, December 14<sup>th</sup> through Tuesday, December 20<sup>th</sup>

**School closed** – Wednesday, December 21<sup>st</sup> through Sunday, January 1<sup>st</sup> (Winter Break)

Note to performance teams – we may have holiday performances up to December 24.

**JANUARY: Fifth tuition payment due** – Sunday, January 1<sup>st</sup>

**School Closed** – Monday January 16<sup>th</sup> (Martin Luther King Jr. Day)

**Observation Week** – Monday, January 23<sup>rd</sup> through Thursday, January 26<sup>th</sup>

**FEBRUARY: Sixth tuition payment due** – Wednesday, February 1<sup>st</sup>

**Observation Week** – Monday, February 20<sup>th</sup> through Thursday, February 23<sup>rd</sup>

**MARCH: Seventh tuition payment due** – Wednesday, March 1<sup>st</sup>

**Dance-With-Me Week** (Parents may join their children in class) – Monday, March 27<sup>th</sup> through Thursday, March 30<sup>th</sup>

**APRIL: Eighth tuition payment due** – Saturday, April 1<sup>st</sup>

**School closed** – Monday, April 3<sup>rd</sup> through Friday, April 14<sup>th</sup> (Spring Break)

**Annual Egg Hunt** – Saturday, April 15<sup>th</sup> at 3:00 PM

**Observation Week** – Monday, April 17<sup>th</sup> through Thursday, April 20<sup>th</sup>

**MAY: Ninth tuition payment due** – Monday, May 1<sup>st</sup>

**Picture Days** – Tuesday, May 9<sup>th</sup> and Wednesday, May 10<sup>th</sup> (Group and individual pictures will be taken in costume – no classes)

**Observation Week** – Monday, May 15<sup>th</sup> through Thursday May 18<sup>th</sup>

**Mandatory class days** (you must be at your weekly class(es) in order to perform in the June recital) –

Monday, May 22<sup>nd</sup>, and Tuesday, May 30<sup>th</sup> through Thursday, June 8<sup>th</sup>

**School closed** – Monday, May 29<sup>th</sup> (Memorial Day)

**JUNE: Tenth and final tuition payment due** – Thursday, June 1<sup>st</sup>

**Student Choreography Showcase** with performances by our teams - Weekend of June 2<sup>nd</sup> (TBD)

**Observation & In-Class Dress Rehearsals** – Monday, June 5<sup>th</sup> through Thursday, June 8<sup>th</sup>

**Dress Rehearsal** – Friday, June 9<sup>th</sup> (Students arrive by 4:45 PM – Attendance is mandatory in order to perform in the recital;

Backstage crew arrive by 4:15 PM.) Back-up dates are Friday, June 2<sup>nd</sup> or 16<sup>th</sup>. Final date will be set in September 2016.

**Recital** (Dance Extravaganza 2017) – Sat, June 10<sup>th</sup> (Students arrive by 6:30 PM; Backstage crew by 5:45 PM.)

Back-up dates are Saturday, June 3<sup>rd</sup> or 17<sup>th</sup>. Final date will be set in September 2016.

## TUITION AND FEES

**Registration Fee:** A \$25 per-student annual registration fee is due with registration; non-refundable except if class is full or canceled.

**Tuition:** Tuition for the 2016/2017 season is an annual fee which is paid in ten installment payments, due the first of the month September 2016 through June 2017. (September is the only due date that is extended to the date of your first class rather than the first of the month.) Please see tuition costs on class schedule sheet. Please note there is a sliding discount for multiple classes, which lowers tuition costs for students taking additional weekly classes.

**Late Fees:** On the 5<sup>th</sup> of each month, a \$10 late fee will post to accounts with a past-due balance. If you prefer to make payments in person rather than by mail, make sure to do so on or before the first day of the month (not your first class of the month, unless your class happens to be on the first day of the month.) CDMC is not responsible for payments lost or delayed in the mail.

**Returned Check Fees:** There is a \$25 fee for returned checks.

**Withdrawal and Refunds:** Students may withdraw at any time during the year by completing a withdrawal form, available at the counter. Tuition refund is prorated based on the date that the withdrawal form is submitted, not based on the date class was last attended. For example, if a student paid one payment for the year, and then stopped attending class after 40% of the classes had met, but did not notify us of withdrawal by turning in the withdrawal form until 50% of the classes had met, he/she would receive a 50% refund rather than a 60% refund on tuition. Likewise, until a withdrawal form is submitted, tuition and late fees may continue to accrue and the student would be responsible for payment. Tuition is the only refundable fee; other fees, such as registration fees, costume fees, and late fees, are non-refundable.

**Additional Expenses for Recital Participation (Performing in the recital is optional.)**

*Please note – Students must participate in the dress rehearsal the day before the recital in order to perform in the recital itself. More detailed recital information will be distributed as the date approaches – please check the bulletin board and your mail folder regularly.*

- **COSTUME FEE** – Show Team, Competition Team, Show Choir, and Ballet Ensemble costume fees are due November 1<sup>st</sup>, 2016. All other students performing in the recital must turn in costume fees by December 1<sup>st</sup>, 2016. Per-student costume fees for recreational classes are as follows: \$50 per student – 30-minute class; \$65 per student – 45-minute or longer class. Extra-large (XL) sizes are \$10 additional per item. Extra-extra-large (XXL) sizes are \$20 additional per item. Not available in all costume styles. Students are responsible for purchasing their own dancewear for class and their own dance shoes for class and performances, and the type and color must conform to the studio's requirements.
- **RECITAL TICKETS** – Tickets for Dance Extravaganza 2017 (\$12 each) will be available for sale at the studio in May.

**Family/Sibling Discount** – 10% off tuition for 2<sup>nd</sup> (or more) member of the same immediate family registering on the same registration form. There is no limit to the number of family members who may benefit from this discount (mother, father, sister, brother, daughter, son, etc.) However, an individual may not apply two different discounts to the same class – for example, if a student is receiving a 50% discount for their 5<sup>th</sup> class, they cannot also apply the 10% family/sibling discount. In most cases, the family/sibling discount will apply to the first class only for the second/third/etc. family member, since the larger multiple-class discount will apply after that. To reiterate, the family/sibling discount is only for members of the same immediate family, on the same registration form, with the same person responsible for payment. It does not apply if two separate registration forms are filled out – must register together.

## ADDITIONAL INFORMATION REGARDING CLASS SCHEDULING

Please refer to the green sheet for a listing of available classes. Students may join after the session has begun if there are openings, and tuition is prorated for late starters. A few months into the session, new students are no longer accepted into these classes as they have missed too much material – the cut-off is usually December. Students in our full-year classes are invited to participate in the June recital, but may choose to opt out.

**LEVELED CLASSES:** The leveled classes (III, IV, V, etc.) increase in level of difficulty as the numbers increase, and these classes build upon material taught in the lower levels, so it is intended that students take these classes in sequential order. Please keep in mind that the age ranges listed are simply guidelines, as students are placed with more consideration given to their level than their age. (For example, there are usually teenagers in Levels III, IV, V, and VI – they are not automatically placed in the highest level simply because of age.) If you are not sure of your level or the type of class you'd like, you are welcome to participate in a few different classes to find the appropriate match.

**MOVING UP A LEVEL:** Please keep in mind that it usually takes two years or more to move up a level. It is not expected for a student to move up an entire level each year. In their first year at a level, students are getting familiar with the technique and steps at that level. It usually takes another year or two to gain full mastery of those skills. If there is any doubt about level, we always recommend starting at the lower level with the understanding that the teacher will observe and evaluate if the student is ready to move up. (Most students prefer to start at a lower level knowing they may be asked to move up, versus starting at a higher level and risk being asked to move down.) Level placement is at the discretion of the teacher(s) and studio director.

**RECITAL PERFORMANCE:** Most classes perform in our recital in June (although students may individually opt out of the performance) except in cases in which the class description specifically states that the class does not perform.

**OUR PERFORMANCE TEAMS:** (For more details, please call 521-8462 or e-mail [info@CincinnatiDance.com](mailto:info@CincinnatiDance.com).)

- **THE CINCINNATI SHOW CHOIR:** The Cincinnati Show Choir is our newest performance team, combining singing AND dancing. At this early stage, students have the opportunity to join without an audition, as long as they are dedicated and hard-working, have a passion for singing and dancing, and love to perform. They perform in December and June, as well as other possible dates.
- **THE CINCINNATI BALLET ENSEMBLE:** The Cincinnati Ballet Ensemble is a pre-professional ballet company that performs locally throughout the year, usually in December and June. Ballet Ensemble members must take ballet technique classes.
- **THE CINCINNATI DANCE CREW:** The Cincinnati Dance Crew (also called our Show Team) is our youth performance dance team, ranging from first-graders to high school students, who perform locally throughout the year. To join the Cincinnati Dance Crew, students must have prior training (no beginners) and be recommended by one of our teachers OR pass an informal audition. Team members are placed in groups according to age/level.
- **THE CINCINNATI DANCE ALL-STARS:** In addition to our performance team, we also have an award-winning Competition Team (the Cincinnati Dance All-Stars) who compete in regional dance competitions in the winter and spring, and in the national finals in the summer. Our All-Stars regularly place in the overall high scores at regional and national dance competitions.

**DON'T SEE A CLASS?** Please let us know if you are interested in a class you don't see listed – we may add it to meet demand. We will form a class for groups of five or more, so gather your friends if you would like a class designed for you.

**QUESTIONS?** *If you have any questions, please don't hesitate to call us at 521-8462 or e-mail [info@CincinnatiDance.com](mailto:info@CincinnatiDance.com).*