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| 307logo***307 Dance Academy*****2017-2018 season****Mailing Address: PO Box 75, Casper WY 82602****Physical Address: 225 N. Wolcott Casper, WY 82601****(307)315-6297****307danceacademy.com****307dance@gmail.com*****Classes start September 11th***  |

***-Information & Academy Policies-***

***Please keep this information for future reference.***

By reading, signing this registration packet and enrolling you or your child as a 307 Dance Academy student you are agreeing to honor these studio policies.

307 Dance Academy is a non-profit, 501(c)3 mutual-benefit dance academy run by a parent volunteer board with the leadership of the Executive Director, Office Manager, Studio Assistant, volunteer standing committees, and teaching staff. 307 Dance Academy promotes the physical and mental wellbeing of our students and the cultural enrichment of our community. By providing an atmosphere of self-discipline, cooperation and fun, we strive to develop a lifetime appreciation of the performing arts.

**~We believe that students improve their skills by attending class as often as possible. ~**

* Registration is for the full season. A non-refundable registration fee of $40.00 per family must be paid prior to attending class. Students who have not paid this fee are not guaranteed space in any class.
* Non-attendance of a student for 30 days or more, without notification to the Executive Director, will result loss of class placement and will require re-registration including the registration fee of $40.00 to resume attending class.
* Nonpayment for 30 days will result in loss of class placement and will require re-registration including the registration fee of $40.00 to resume attending class.
* Students may only make changes to a class schedule through the teacher’s discretions and must be approved by the Executive Director.
* Students and/or their parents are financially obligated to **pay monthly tuition by the 1st of each month prior to attending classes**. Paying for your full season of tuition in advance is gratefully accepted.
* Students wishing to drop classes are required to fill out a drop slip. ***Tuition will be charged until the drop slip is received by Executive Director.*** Payment will be expected for partial-month attendance.

**Medical Insurance:** 307 Dance Academy does not carry medical insurance for its students. Your student(s) must be covered by your own family insurance policy and if injury occurs it is understood that your own policy is your only source of reimbursement.

**Waiver of Liability**: Every student must have a Waiver of Liability form signed by a parent, legal guardian or themselves by the first day of classes in order to be allowed to participate in class.

 **Code of Conduct:** Every member of 307 Dance Academy must have a code of conduct signed and filed at 307 Dance Academy. It is imperative that every Parent, Legal Guardian, Student, Teacher, Volunteer, Committee Member, and Board Member abide by and sign in order to have a safe, comfortable and enlightening environment at 307 Dance Academy.

**Cancellations/Communication:** We use bulletin boards, emails, our website and hand-outs to inform students and parents of schedule changes and other events. Every effort will be made to notify students by phone of unexpected cancellations.

**Email Communication:** As a member of 307 Dance Academy, email communications is our important way of communications and will be made by the Executive Director as well as teachers, board members or any committee members.

**IN ORDER TO STAY INFORMED ABOUT 307 DANCE ACADEMY, YOU NEED TO COME INTO THE STUDIO, CHECK YOUR EMAIL, CHECK OUR WEBSITE,** **307danceacademy.com****, AND ASK YOUR STUDENT ABOUT NOTES DISTRIBUTED IN CLASS!!!**

***307 Dance Academy 2018 Spring Showcase Recital***

307 Dance Academy presents a showcase each spring that includes all students. Regular participation in class is necessary to be adequately prepared to perform. As a result, students who register late in the season may not be included in the recital. Furthermore, **any student who misses a class more than 2 times in the month of April and May; may not be eligible for the spring showcase.** Participation in the showcase is optional and costuming expenses are additional.

* **Costumes will not be ordered for any student unless final payment has been received by the deadline.** Costume deposits are accepted and appreciated with initial enrollment. Any costume deposit or payment received after the deadline(s) will be assessed a $25.00 late fee and additional shipping costs as applicable.

\*For your convenience, you may make early payments toward costumes at any time prior to the deadlines. For book keeping purposes, costume payments must be paid separately from monthly tuition.

**The 2018 Spring Showcase Recital dates:**

**Dress Rehearsal-May 31st & June 1st 2018 at NCHS**

**Recital-June 2nd, 2018 at NCHS**

**Recital Pictures:** Picture day is at the studio and date and time to be determined.

**Extracurricular Events:** Workshops and convention opportunities as well as performances, parties and fundraisers will be announced through handouts, emails, posted at the studio and posted on our website. Extracurricular activity involvement is optional but **all students are welcomed and encouraged to participate!**

**Additional Help: *307 Dance Academy is a VOLUNTEER ORGANIZATION***. We depend on all members of the organization to volunteer time when necessary and to participate in fundraisers.

**Board Meetings:** General Membership Board Meetings are scheduled to occur as often as once a month. Reminders and agenda sheets are posted on the bulletin boards in the studio. **All parents, students and teachers are ENCOURAGED to attend and give their ideas and viewpoints.**

**Further Questions/Concerns:** Please feel free to contact a member of the board or the Executive Director if you have concerns, questions or comments about anything.

**Food/Beverage:**  Only bottled water is allowed into the 307 studio hallways and class rooms. No Food, No Chewing Gum, and No Beverages (other than water in a closed container) are allowed outside of the kitchen area. Please keep these items in the designated areas and **place all trash in the trash receptacles** located in the kitchen and lobby areas.

**Personal Belongings:** It is the responsibility of the student to collect all personal belongings from the building before departing. Under no circumstance will 307 Dance Academy be held liable for misplaced or stolen personal property. You are encouraged to check the classrooms, dressing rooms, hallways, and restrooms and lobby each time before you leave the studio.

**Drug & Tobacco Free School and Workplace:** Each individual of the 307 Dance Academy community has the right to attend dance class in a safe, effective and drug-free environment. Smoking or the possession or consumptions of alcohol is forbidden on the 307 property and its surrounding parking area.

**Board of Directors/Committees/Teacher Bios**

**Please refer to our website**

***Tuition & Payment Policies***

**Monthly Tuition:** 307 Dance Academy operates as a non-profit, Mutual Benefit Corporation. Rates are based on the costs to run the studio and pay our teaching staff. The current tuition rates are attached. Each family’s tuition must be paid in full by the 1st of each month & is the responsibility of the family, **monthly statements are not sent, unless set up with office manager in advance.** Payments are made before services are rendered, therefore you must pay for classes in advance for that month. If you have questions regarding your tuition account, please speak with the Office Manager. Students pay a flat monthly rate even though the calendar may sometimes give them extra classes. This offsets classes missed due to holidays.

**FEES and PAYMENTS: Tuition must be paid in advance and is due by the 1st of each month regardless of missed classes. A $15 late fee will be added to all accounts not paid by the 15th of the month. After the 30th of the month, if tuition is not paid in full, students cannot participate in class until all accounts are brought up to date or payment arrangements have been made. Direct Deposit, Cash, Check, Visa, MasterCard & Discover Cards will be accepted. There is a credit card convenience fee of 3% of the total amount charged for EACH credit card transaction. For the automatic debit of checking accounts, any ACH transfers returned will be re-submitted on the 15th of the month and charged a $10.00 reprocessing fee. A service charge of $30 will be assessed on all NSF checks. A $15 per month late fee will also be added to all accounts not current. *Any accounts not brought current before recital, 307 Dance Academy will hold onto their recital pictures until account is current.* Any accounts not brought current by July 15th 2018 will be turned over to a collection agency and you will not be allowed to register at 307 for any summer classes, workshops or for the following dance season. For book keeping purposes please write in the memo line of your check how payment is to be applied.**

**There may be opportunities throughout the year for you and your student to earn credit towards your account. All credit received through fundraising, cleaning, teaching assistant, etc. will not be issued a refund check. All monies/credit earned WILL BE APPLIED AS STUDIO CREDIT.**

***Please remit payments at the studio or mail to PO Box 75, Casper WY 82602.***

**Class Descriptions & Basic Placement Guidelines**

**FIRE CRACKERS (ADAPTIVE DANCE):** This class is for student’s age’s 7-12 with special needs focusing on a therapeutic approach to dance that addresses the unique needs of its students, with the goal being to assist all dancers in maximizing their own individual growth, potential and passion for dance.

**BALLET**: Ballet is the fundamental style of all dance forms. Acquiring a solid foundation in ballet technique allows for easier transitions into the other styles and is essential for any dancer who would like to achieve an advanced level of dance performance and study. Ballet classes are strict in structure and demand a fair amount of discipline with regard to behavior and appearance expectations.

**PRE-POINTE/POINTE:** Same class style as Ballet, but dancers wear “Pointe” shoes. Pointe technique is extremely demanding on the body- especially the feet. Due to the possibility of foot injury or foot malformation, dancers will not be allowed to take Pointe until they are approximately 12-13 years of age and have had 4-5 years of formal Ballet training.

**TERRIFIC 2’S, KINDERHOP & KINDERDANCE**: are pre-primary classes that encompass elements of ballet, jazz and tap (hip hop in KinderHop). These classes focus on loco-motor movements, flexibility, coordination and rhythm utilizing creative improvisation and dance games. KinderDance II & III follow the same structure, but the ballet, jazz and tap vocabularies and techniques become more specific and the class lengths increase.

 **TAP:** Tap requires the most coordination of all the styles. The vocabulary is very specific and builds upon itself. Tap teaches and requires a definite understanding of rhythms, but is much less strict with regard to physical expectations and overall class structure.

 **JAZZ:** Jazz is a free-form style encompassing current dance trends as well as drawing from past styles generally based upon the work of jazz dance pioneers. The vocabulary is primarily centered in ballet but also includes its own steps and additionally borrows from tap and modern movements. Classes are very up-tempo and pretty physically demanding.

 **HIP HOP:** Hip Hop is a “street” style of dance that incorporates break-dancing, locking and popping, R&B, house, jazz dance and acrobatic-style movements. The class structure is very easy going as is the class dress code. As in jazz class, the pace of class is very quick and the technique is fairly physically demanding.

 **CONTEMPORARY**: is a style of dance with elements pulled from ballet, jazz and modern technique and vocabulary. Contemporary classes focus upon incorporating an emotional quality into dance performance and becoming more expressive on stage. Contemporary teaches and requires control, core strength, finesse and flexibility. Prior jazz and ballet training is required for enrollment.

 **MODERN:** This class centers on a dancers own interpretations instead of structured steps & learn to express their innermost emotions through dance. This class will concentrates on body awareness, exploring different levels, traveling movements and positions, increasing the body’s strength & flexibility. The concepts of fall & recovery, jumps, turn, improvisation and exploration of different musical rhythms and dynamics are introduced.

 **MUSICAL THEATRE:** This class will explore the fundamental techniques & composition of dance in musical theatre including focusing on body conditioning, development of coordination and integration of acting & dancing. Students will learn how to recognize musical pattern, rhythms, tempos & their reflections in movement. Styles will include but not limited to, character dance, Fosse & contemporary.

 **TUMBLING:** These classes incorporate acrobatic and basic tumbling skills to enhance and assist student’s strength, flexibility, balance, coordination, and overall body awareness. Students will be taught multiple core tumbling skills ranging from bridges and back rolls to handsprings and running tricks. The philosophy behind these classes are “learn the basics, learn them right and have fun while doing it”

**General Level Guidelines**

Fire Crackers-7-12 year olds with special needs

Terrific twos= 2 year olds & young 3 year olds

KinderDance= 3-5 year olds

Petite= 6-8 year olds

Junior= 9-11 year olds

Teen= 12-14 year olds

Seniors & Adults= 15 and up

Level 1 is generally for Beginner-Intermediate Dancers

Level 2 is generally for Intermediate-Advanced Dancers

**Class Placement:** Students are placed in classes with students of similar age as well as with students with similar focus, attendance, dedication, experience, and ability levels. We believe this promotes learning and is more enjoyable for the student. Occasionally, a teacher will recommend placement of a student at a higher or lower level if this is beneficial to the student and the class. 307 classes will focus on explaining technical steps expected to be learned as well as the understanding of proper alignment, articulation of the body, clarity, coordination, dynamic quality, extension, and movement quality, recall of settings, timing, weight placement and use of space. Regardless, the TEACHERS and Executive Director make all placement decisions. All student schedule changes will need to be verified in writing by both the teacher of the current class, the teacher of the proposed class and the Executive Director.

**Attendance/Make-up Classes:** *Attendance is a must* and students are expected to attend class regularly. Besides the skill acquisition that develops from class to class, attendance impacts the entire groups’ preparedness for performances and recital. The instructor of each class records attendance and keeps a record of any attire or behavior violations. Students are welcome to make up missed classes by attending one of the other scheduled classes of **equal or lower** level, if a similar class exists. **Tuition will not be adjusted for missed classes** and no refunds will be issued (except in the case of doctor’s orders and a doctor’s release to participate must be furnished to return to class).

**Students or their parents are expected to call the studio when they are going to be absent.**

**\*\*Parents are welcome to watch their children’s classes, but are asked not to speak to the student or distract them during instruction and must remain in the designated viewing areas. The instructors reserve the right to ask parents not to observe if it is in the best interest of the students. Please be considerate of other students and the instructors by visiting in the lobbing area.**

***Attire for Class***

Appropriate dance attire and shoes are **required** for all classes. Dancewear and footwear necessities for each class will also be addressed at the beginning of the season by your teacher. If the student is not dressed properly for class the teacher has the option to ask the student to sit out and watch class for the day. Wearing proper attire to class allows a student to fully explore their own kinesthetic space and physical limits. It also allows the teacher to give more accurate corrections and praises in class. Wearing warm-ups to and from class is very important and the student can wear sweats or warm-ups for the first 5-10 minutes of class so that you properly warm your muscles. Putting warm-ups on after class helps your muscles to cool down properly as well. **JEANS ARE ABSOLUTELY UNEXCEPTABLE IN CLASS.** For all classes, please avoid any clothing with zippers, snaps or buttons as these pose an injury risk. Please refrain from wearing a lot of jewelry.

Attire Guidelines are as follows:

**Ballet & Pointe** (girls): Black Leotard; pink or nude tights; warm up sweats and top; ballet skirt is optional. Hair needs to be up and in bun, French twist or French braids secured to head. Pink leather or canvas ballet shoes.

**Ballet** (boys): solid color form-fitting tank top or t-shirt; dance spandex shorts or dance belt; black dance pants, shorts or tights; warm up pants and top. Black leather or canvas ballet shoes.

**Jazz, Tap, Contemporary, Modern, and Specialty Classes** (girls): leotard and tights or sports bra and spandex as a basic; Sweat pants, Capri pants, jazz pants, dance shorts/skirts/skorts; Always be prepared to adjust clothing so that the instructor can see ankles in particular. Hair needs to be up out of the face and off of the neck.

**Jazz, Tap, Musical Theatre, Modern** (boys): basically the same as ballet.

**T-2’s & KinderDance** (girls): leotard and tights; ballet skirt is optional. Soft shorts, t-shirts or Capri pants are also acceptable. Pink Leather or canvas ballet shoes.

**T-2’s & Kinderdance** (boys): t-shirt or form-fitting tank top, black dance pants, shorts, or sweatpants. Black leather or canvas ballet shoes.

**Kinderdance II & III (girls & boys)**: same as Kinderdance but these dancers will also need a pair of black tap shoes (and potentially black jazz shoes or jazz sneaker at teacher’s request).

**Hip Hop and KinderHop:** nonrestrictive clothing; sweats, tank tops, tee shirts and sneakers.

**Tumbling Classes:** leotards or unitards, shorts if desired, hair up and out of face, barefoot

**Footwear** (boys & girls): Ballet=soft leather or canvas pink ballet shoes, Jazz=leather or canvas soft jazz shoes/black is preferable; Tap=black tap shoes; Contemporary & Modern=dance paws, ballet or barefoot (at teachers discretion); Hip Hop=jazz shoes, jazz sneakers, hip-hop shoes, inside only sneakers.

**Current Class Schedule:** A current schedule of the classes being offered at our studio will be posted online and at the studio. The class schedule is subject to change due to minimum and maximum enrollment numbers, studio space and teacher availability.

***Non-Refundable Registration fee:***

**$40.00 per family**

***Tuition Per Family:***

**30 minute class is $35.00**

**45 minute class is $40.00**

**1 hour classes are $45.00**

**1.25 hour classes are $50.00**

**1.5 hour classes are $55.00**

**------Price Break-------**

**After the first 45 min or 60 min class the Second Class is $35.00**

**3rd class & up is discounted to $33.00 per class**

**\*\*Please indicate on the memo line for whom and for what you are paying**

**\*\*Payment can be made in the tuition payment box or you may mail payments to
307 Dance Academy’s PO Box 75, Casper, WY 82602**

**Tuition Table For Your Records**

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| **Classes** | **Length of class in Decimals** | **Tuition charged per class** |
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|  | **Total Hours of Class Per Family****\_\_\_\_\_\_\_\_\_\_** | **Total Monthly Tuition****$\_\_\_\_\_\_\_\_\_** |