



Student/Parent
Handbook

2013-14

www.cabarrusdance.com

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Welcome to Cabarrus Dance Academy!

This handbook will serve as your guide to Cabarrus Dance Academy and its philosophy of dance education.

We take our roles as a mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Philosophy

Cabarrus Dance Academy exists to serve God and the community. The school is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all Cabarrus Dance Academy faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

History

The school began as Peggé Lee School of Dance in the fall of 1946, under the direction of Peggé Lee Haywood. It was located downtown Concord, and moved to the basement of her home on Glendale Avenue. In 1970, the school moved to the basement of Haywood Richmond Hardware on Davidson Drive. "Miss Peggé" directed the school for three generations and sold the school when she retired in 1986 to Tammy Jordan. "Miss Tammy" was a former student and faculty member of the school. She took a giant leap of faith in 2007, moving into a new facility, and changing the name of the school – a marketing strategy that has taken the school to new heights! The fourth generation of dancers enrolled in the school in the fall of 2010!

ABOUT THIS HANDBOOK

FOR MORE THAN 68 years our school has been a leader in dance education. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

Class Placement

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day. This handbook contains a wealth of information about the school. A RECITAL HANDBOOK will be available to parents for the performance season.

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A FINAL NOTE

Welcome again to Cabarrus Dance Academy. We look forward to an exciting, rewarding season! Included in this handbook are pages including:

- Dance Calendar
- Policies & Procedures
- Tuition Fees
- Dress Requirements

Cabarrus Dance Academy

2013-2014 School Calendar Revised 8/26

September 2013						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				







January 2014						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

-  Studio Closed/ Holidays
 -  Staff Planning / Continuing Ed/ No classes
 -  Rehearsal for Recital
 -  Christmas Ballet Auditions(Fall) or Lee-ette audition (Spring)
 -  Spring Recital
 -  Bring A Friend
- *Picture Days to Be Announced

The dance season starts September 3, 2013 and concludes with the spring recital, May 17, 2014. There are no deductions for missed lessons. Monthly tuition is the same regardless of the number of classes in any given month. There are nine monthly installments due this season.

Inclement Weather Policy: A decision will be made by 1:00PM during the week if inclement weather occurs. A decision will be made by 8:30am on Saturday if classes will be cancelled due to weather. If classes are cancelled, a make up class time will be offered.

Dance Tuition Fees 2013-14 Season

Registration Fee: \$25 per student Reserves your child's place in a dance class which is limited in size, depending upon age, classroom, and dance discipline.

Dance tuition for the 2013-14 school term will be based on the entire season, not the individual month or class. **The Dance Season will run from September 3, 2013 and will conclude with the spring recital, May 17, 2014 .** Tuition for the season may be paid in nine monthly installments or in two semester payments at a 10% discount. Tuition includes scheduled holidays, so the tuition rate is the same regardless of the number of classes in any given month. Tuition is not prorated for missed classes for any reason. *(See the school calendar for holiday closings)* **A 30 day notice of withdrawal is required to discontinue monthly fees.**

Tuition is due at the first of each month and is late after ten days. **The first monthly payment is due in September, and the final monthly payment is due in May. For those paying in two semester installments- the first payment is due by September 10, and the second payment is due January 10.**

Number/Types of Classes/ Week	9 Installment Rate Due 1 st of Month	2 Installment Rate (semester) <i>Prices reflect 10% discount Due September 10 and January 10</i>
1 – 45 Minute Class	\$60	\$243
2nd Class (or 2 nd child)	\$36	\$389
3 rd Class (or 3 rd child)	\$30	\$510
4 th Class (or 4 th child)	\$24	\$608
Additional 30 or 45 min. classes	\$24	
1 Hour Combo Class	\$68	\$275
2 nd Combo Class	\$44	\$454
Combo + (1) 45 min. class	\$68+36=104	\$421
Scheduled Private Lessons*	\$120	\$486
Scheduled Semi-Private Lessons*	\$88/person	\$356
Unscheduled Privates	\$37.50 for ½ Hour	NA
Late Charges <i>(incur after 10 days)</i>	\$10	

Pointe Classes are 30 minutes and will be charged as a 2nd Class. The Lee-ette class is one hour and will be charged at the hour (combo) rate.

*Private and Semi-Private Lessons are scheduled for graduating Seniors first, and for underclassmen according to availability. Unscheduled Private Lessons that do not meet regularly each month will be charged on a per lesson basis. A Semi-Private lesson is defined as a lesson for two or three dancers. Private and Semi-Private classes are 30 minutes. Make-up lessons for missed privates will be given only when the school is given 24 hours notice that the student will be absent.

Rates for Adult Classes (when offered)

Rates for Adult Classes will be determined by the number of classes in the session and will be paid in one flat rate for the session. Zumba Fitness Classes are payable by the class or class card option.

Policies, Procedures, and Performances

Registration Fee: \$25

This fee is non-refundable and is due annually prior to enrollment. The registration fee holds your child's place in a class that is limited in size (10-25 students, depending on age and classroom.)

Tuition Fees: (See Tuition and Fees for Complete List of Tuition Prices)

All tuition is based on an entire season, not by the individual month or class. There are no deductions for missed lessons. Tuition may be paid in nine monthly installments (Sept – May) or in two semester payments. Tuition is the same regardless of the number of lessons in the month. Tuition is due within the first ten days of each month. An additional \$10 is applied to any account not paid by 10th of the month. Classes end with the May 17 Dance Recital. **The school sends out monthly E-statements as a reminder to those who pay monthly.**

Semester rates reflect a 10% discount on the regular monthly fee. Semester payments must be paid by September 10 and January 10. The semester fee is not refundable for any reason, even if the student quits before the end of a semester.

Making Payments

We accept cash, checks, Visa, Mastercard, and Discover for payment of fees. Tuition should be paid separately from purchases made in the Dance Shoppe. Students and parents may use the “drop box” outside the office door or mail checks directly to the studio. *Receipts will be written for cash payments only, unless requested.* **Attention Check Writers: Should your check be returned for insufficient funds, you expressly authorize your account to be electronically debited or bank drafted by CheckXchange™ for the amount of the check plus any applicable fees. The use of a check is your acknowledgement and acceptance of this policy.**

Withdrawal

All students must give 30 days notice of withdrawal and a withdrawal form must be submitted to our office. Tuition paid on a monthly installment plan will be due until proper notification of withdrawal is given. E-MAIL /PHONE MESSAGES ARE NOT CONSIDERED A VALID FORM OF WITHDRAWAL.

Attendance

In order to take full advantage of the instruction offered, regular attendance is necessary. **Make up lessons are not available when a student misses a class.** Attendance records will be considered when placing students each season. Lee-ettes who have more than 6 absences during the season must audition again to keep their place in the class and may lose the privilege of walking down the aisles at recital. Dancers whose attendance falls below 50% may not be allowed to perform in the end of season recital, regardless whether a costume has been ordered, and recital fee paid.

Classroom Behavior

No food, gum, or drinks will be allowed in the teaching studios. Students should use the restroom before class time. Disruptive students will be given a verbal warning. Repetitive disruptive students will be given “time out.”

Private Instruction

A few private and semi-private lessons are available each dance season, for the serious intermediate/advanced student. A semi-private may consist of two or three dancers of the same age and ability level. High School Seniors are given first priority in private times. Underclassmen may be scheduled if time allows. Students taking private lessons are not guaranteed a solo performance in the end of season recital. Unscheduled private lessons that do not meet regularly week to week will be charged on a per lesson basis. All other private lessons may be paid monthly or by the semester. Make-up times for missed privates will only be given when the dancer gives 24 hours notice that the student will be absent.

Performances

Christmas Ballet (audition fee \$25, 2nd child \$15) *Date to be Announced*

Participation in the Christmas Ballet is voluntary. Dancers must be at least 8 years old, presently enrolled in Ballet with a minimum two years training. Dancers are chosen by audition in October. All dancers are given a part. The audition fee helps defray the cost of rehearsals and stage rental for performance. Rehearsals are conducted on weekends. Parents may be asked to make accessories for the ballet, but students are not required to purchase a costume. Admission to the ballet is by donation to a charity. Please check the school calendar for audition dates

Spring Recital - May 17, 2014 at the Kannapolis Performing Arts Center (*see calendar for rehearsal dates*)

All students are invited but not required to perform in the spring recital. Each participating student will be responsible for paying a recital fee to defray the cost of auditorium rental, and purchase a costume for each class he/she takes. (Pointe students do not purchase an extra costume). Costume deposits and recital fees are not refundable after December 19, 2013. E-Mail notices will be sent for the balance due on costumes. Full payment is expected once costumes are ordered, as they cannot be returned to the manufacturer for credit. Costumes remain at the school until paid in full. Awards are given to students who complete 5, 10, and 15 years at our school. *Costume Pricing: Angelina Ballerina Costumes - \$58, Ballet 4 and Elementary Class Costumes - \$68, Combo Costumes - \$72, Intermediate Class Costumes - \$72, Lee-ette Costume \$75*

Due November 26 Recital fee \$25, Additional Child - \$10 Costume Deposits - \$50 per class

Please notify our office by November 26, 2013 if your child will NOT be participating in the spring recital.

Recital FAQ - A complete recital handbook will be available later in the dance season

Are dancers required to participate in the recital? No

Will my child's attendance effect her/his ability to participate? Yes! Dancers whose attendance falls below 50% may not be allowed to perform in the dance recital, regardless whether a recital costume has been ordered..

Who picks out the costumes? The faculty is given the choice of picking out a costume for the class. The costume must not exceed the price quoted above and must be approved by the director. The staff will measure each performer and order a costume in the size that "best" matches the measurements of the child. The costumes are not custom made to fit. Parents are responsible for alterations.

Who are the Lee-ettes? The Lee-ettes are high school tap line who are chosen by audition. The Lee-ettes have specific attendance requirements outlined in the audition agreement. The Lee-ettes open and close the recital each year, as well as perform at the Christmas Ballet. They are named after the school's founder, Pegge Lee Haywood, who directed the school until 1986.

When is the Dress Rehearsal? Rehearsals will be on Sunday May 27, and Friday, May 16, 2014. A rehearsal schedule will be announced in April as to which groups rehearse on what days. Most dancers will be required to come to only one rehearsal day.

What other costs are involved with the recital? Admission to the recital is free! Programs are sold at the door.

Dance Pictures are arranged with a professional photographer and taken at the dance studio in the spring. Participation is voluntary.

Notice to High School Students- Traditionally, the high school students dance at the evening performance of the recital. High school classes may be asked to dance in the morning or afternoon shows, in addition to the evening show. Being asked to dance in multiple shows is a privilege. All dancers who commit to dancing with their class for recital, must be able to commit to performing each time her/his class performs. The faculty reserves the right to exclude from performance any dancer who cannot commit to participating at each recital performance; whether the performance be in the morning, afternoon, or evening.

Solo Performances in the Recital - Only Senior students who take private lessons may be asked to perform a solo in the dance recital. Students who take private lessons, especially underclassmen, are not guaranteed a solo performance in the dance recital.

Dress Requirements for Female Students 2013-14

Traditional dance attire is required at the academy. We encourage students to purchase dancewear from The Dance Shoppe. Midriff leotards, tee shirts, tutus, and costumes are not allowed in the classroom. All long hair must be secured back from the face. Ballet students should wear hair up off the neck in bun or braid. Please do not wear jewelry that interfere with learning (big earrings, heavy necklaces, bracelets, etc.) Legwarmers and dance sweaters are allowed in any class. Teachers reserve the right to ask any student to remove any optional item after warm-up, including ballet skirts.

Class	Bodywear	Legwear	Footwear	Optional Items
Wiggle & Whirl , Angelina Ballerina 3, 4	Solid Black or Ballet Pink leotard With short or long sleeves	Ballet Pink Tights	Pink Ballet Shoes	Legwarmers Regulation Ballet Skirt-Black* Black Dance Sweater
Ballet/Tap Combo	Solid Black Leotard w/short or long sleeves	Ballet Pink Tights <i>Tan/ Caramel Tights may be Needed for performance</i>	Pink Ballet Shoes Caramel Tap Shoes	Legwarmers Regulation Ballet Skirt- Black* Black or Pink Dance Sweater
Ballet Angelina Ballerina 5,6	Solid Black Leotard <i>Elementary dancers must have sleeves</i>	Ballet Pink Tights	Pink Ballet Shoes	Legwarmers Regulation Ballet Skirt – Black* Black or Pink Dance Sweater
Pointe & Pre-Pointe	Same as ballet Pre-Pointe students need pink hip alignment belt	Ballet Pink Tights	Pink Satin Pointe Narrow Ribbons Ouch Pouch	Legwarmers, Regulation Skirt* Black or Pink Dance Sweater Alignment belt
Elementary Tap	Solid Black Leotard with sleeves	Caramel/ Tan Tights	Capezio Tap Tie or Mary Jane Tap Shoe in Caramel*	Legwarmers Black Dance Boy Shorts/Skort Black or Pink Dance Sweater
Intermediate Tap 6th Grade + or as Directed by instructor	Solid Black Leotard (any style)	Caramel/ Tan Tights	Caramel Tap Shoe With 1 ½ inch heel	Legwarmers Black Dance Boy Short/Skort Black or Pink Dance Sweater
Lee-ettes	Solid Black Leotard (any style)	Caramel Opera Hose Without Seams	Caramel Tap Shoe With 1 ½ inch heel	Legwarmers Black Dance Boy Short/Skort Black Or Pink Dance Sweater
Jazz	Solid Black Leotard (any style) <i>Elementary dancers must have sleeves</i>	Caramel /Tan Tights	Caramel Jazz Oxford	Legwarmers Black Dance Boy Short/Skort Black or Pink Dance Sweater
Modern	Fitted Black shirt or black leotard	Black Dance Capri or Boy Short <i>Tights may be Needed for performance</i>	Bare feet or footundeez™	Black or Pink Dance Sweater Legwarmers
Hip Hop & Hippity Hop	Fitted Black shirt or black leotard	Black Dance Capri, Skort, or Boy Short Black Knee Pads <i>Tights may be Needed for performance</i>	Black Dance Sneakers by Capezio (sold in our shoppe)	Black or Pink Dance Sweater Legwarmers
Sacred	Solid Black Leotard <i>Elementary dancers must have sleeves</i>	Black Footless Tights will be required for performance	Bare feet or Nude footundeez™	Short Black Wrap Skirt Black or Pink Dance Sweater Legwarmers

Male Dance Students should wear a solid white tee shirt with black shorts or pants with the appropriate shoes. Male students will wear black shoes for all classes. The Dance Shoppe does not stock all male dance attire, but can order items for male students.

* Ballet Students may opt to wear the solid black regulation Capezio® Ballet Skirts sold in our Dance Shoppe.