

FALL 2011/SPRING 2012 STUDENT HANDBOOK



CityDance Center at DC Dance Collective 4908 Wisconsin Avenue, Washington, DC 20016 – phone 202.293.1165

Scheduled CityDance Closures/School Holidays/Important Dates

Fall Session Begins: Saturday, September 17, 2011

Fall Break: Monday, November 21, 2011 – Sunday, November 27, 2011

Winter Break: Sunday, December 18, 2011– Friday, January 6, 2012

Fall Session Ends: Saturday, February 4, 2012

Spring Session Begins: Saturday, February 11, 2012

Tap Fest: March 31, 2012 – no regular classes

Spring Break: Saturday, April 7, 2012

May 5, 2012: Sri Lankan Traditional and Folk dance class will not be held. A make-up class will be scheduled during the year.

Memorial Day W'end Break: Saturday, May 26, 2012 – Sunday, May 28, 2012

Spring Session Ends: Saturday, June 9, 2012

Program Descriptions

Little Movers (3-7 yrs.)

Little Movers is a developmentally appropriate early childhood dance and movement program. Development of perceptual motor goals, locomotor and axial movements and basic technique with an emphasis on imagination and creativity are central to the curriculum.

Children (7-13 yrs.) The Formative Years of Training

The Children's program is designed to provide students with a solid foundation of technique in various genres and an introduction to the art of dance, some history and its leaders. Developing artistic sensitivity, musicality, and creative thinking skills are also emphasized.

Youth (13-19 yrs.)

The Youth program offers a broad spectrum of dance experience and training in various genres for the intermediate to advanced dancer. Goals include developing technique, gaining anatomical knowledge, and exploring choreography through personal and group expression.

Registration

Students may register on-line at www.citydance.net, over the phone by calling the center main line **202.293.1165**, or at the CityDance Center reception desk. **A placement period is required for all new and returning students.**

Registration fees may be paid in Cash, Credit Card (Visa, MasterCard) or Check (made payable to CityDance Ensemble, Inc). Checks are preferred, but CityDance Center does not accept starter checks.

Once your Registration and payment are received, this holds your place in class for the session. Returning students are required to re-register each session. **CityDance Center cannot hold a spot or make any guarantees as to space availability in any class without payment in full.**

Children and Youth Dress Code

For the safety of all students, the following rules will be enforced. Students who do not follow these guidelines will not be allowed to participate in class.

- *Free dress dates will be announced periodically and assigned attire must be worn at all other times.*
- *No jeans may be worn in ANY class!*
- *Hair must be pulled back away from face. Hair must be in a bun for all Ballet classes.*
- *No gum or loose jewelry.*
- *Every student needs to bring a water bottle to class.*
- *PLEASE DO NOT PURCHASE YOUR UNIFORM UNTIL YOUR CHILD IS PLACED IN THE CORRECT CLASSES.*

Uniform Guidelines

Creative Movers – comfortable clothing, bare feet

Hip Hop Flip Flop - Comfortable clothing, jazz sneakers or non-scuff, clean-soled sneakers

(NO open toe shoes or crocs!)

Razmatazz Jazz – Baby blue leotard, black jazz pants, black jazz shoes

Sri Lankan Traditional/Folk Dance- Any colored leotard (black color preferred), Black footless tights, Skirt (Instructions will be given by the teacher on the first day of class), bare feet

NO Baggy Shirts, Graphic Tees, T-shirts, Sweat pants, Basketball shorts

Boys Attire:

Top: Fitted solid color shirt (tee or tank)

Bottoms: Bike shorts, jazz pants, black men's tights

Shoes: Creative Movers: Bare feet (Socks worn during warm-up only); Hip Hop: Jazz sneakers or non-scuff, clean-soled sneakers; Jazz: Black jazz shoes; Sri Lankan Traditional and Folk Dance: Bare feet

Etiquette

The CityDance Center seeks to maintain a pleasant and healthy educational atmosphere. We ask that all guests help us achieve this goal by conducting themselves in a safe and considerate manner at all times. Children are not allowed to wait in the education center unattended while parents are in class. CityDance Center reserves the right to withdraw a student from class for inappropriate, destructive, or unsafe behavior, without refund.

Lidded containers of water and sports drinks are permitted. For the safety of all students, no gum or loose jewelry will be allowed in any classroom. No street shoes may be worn. As a health and safety precaution, shoes must be worn at all times outside of the studios.

Late Arrival

Late arrival to class is discouraged as classes are structured to begin by warming up the body properly. Arriving late to class increases risk of injury and disrupts the concentration of the class. Therefore students arriving up to 10 minutes late will be asked to warm-up appropriately before joining the class. Students arriving more than 10 minutes late will be asked to sit and watch the class. However, this decision is based on the teacher's discretion and on the level of the class.

Level Placement

The first two weeks of each session will be placement weeks. During this time, students will be evaluated to confirm proper class placement. Students will be evaluated by teachers and directing staff based upon skill proficiency for each level. The Education Director and faculty define the expectations of each student upon completion of each level. Parents and students with concerns regarding level placement should make an appointment with the Director of Education, Lorraine Spiegler, by calling the Front Desk.

Year-end Performance

Parents/Students have until the end of the Fall Semester to indicate if your/your child will not be in the year - end performance. After that, your/your child's space is reserved and there will be no credits or refunds given on accounts for this fee.

Student Drop-off and Pick-up

There is an alley driveway behind DC Dance Collective parallel to Wisconsin Avenue in-between Ellicott and Fessenden streets. Drivers must remain in vehicles while idling off the driveway. This back entrance leads students to our classrooms located on the first floor as well as to the staircase that leads up to the third floor classrooms.

Short-term Parking

Both Street and short-term metered parking are available. Short-term metered parking spots are available along Wisconsin Avenue. The cost is 30 cents for 30 minutes and free on weekends.

Liability

CityDance Center at Tenley is committed to conducting all programs in a safe manner and holds the safety of participants in the highest regard. The center continually strives to reduce risk and insists that all participants follow safety rules and instructions that are designed to protect their safety. However, students and parents/guardians of minors must recognize that there is an inherent risk of injury when choosing to participate in physical activities.

You are solely responsible for determining if you or your minor child/ward is physically fit and/or skilled for the activities contemplated by this agreement. It is always advisable, especially if the participant is pregnant, disabled in any way, or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity. Teachers should be made aware of any physical problem that would affect a student's ability to take class.

Programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any physical activity/program.

In this regard, it must be recognized that the CityDance Center is NOT responsible for any injury incurred on or off premises of the facility. The CityDance Center is not responsible for any lost or stolen items left in the facility.

Change of Address, Telephone and Email

Please notify City Dance in writing of any address, phone or email changes. **City Dance is not responsible for lost or undeliverable mail or email.**

Class Cancellation

The CityDance Center reserves the right to cancel any class due to low attendance or enrollment.

Inclement Weather Policy: Please check the voicemail and website www.citydance.net if you have any doubts whether a class is being held.

Financial Policy

As a policy, CityDance Center does not issue refund. Tuition fee is based upon how many classes you/your child register and agree to pay for (attended or not). Missed classes will not be deducted or credited to your account. Your class registration reserves a spot in the class for you/your child. There is no refund or credit for classes that have already occurred.

For enrollment classes we recommend attending three to four classes before making a decision to withdraw. In case of a student injury, illness or relocation for which withdrawal from class is warranted, CityDance must be informed within 7 days of the event. A prorated refund will be issued based on the date that we received the information.

If a class is cancelled due to low enrollment, the CityDance Center will make every effort to place the student in another suitable class; in the event an alternate class is unavailable, the CDC will give prorated refunds.

A \$35 insufficient funds fee will be assessed for any returned checks. The total amount due must be paid in cash at the CityDance Center facility or by credit card over the phone or in person.

Scholarship Policy

Limited scholarship assistance is available (primarily for Select students) based upon proven financial need and/or exceptional merit or talent.

Internship/Work-study Policy

A limited number of internship and work-study positions are available. Please contact Ivy Chow, School Manager for CityDance Center.

Absence Provisions

A student may make up missed classes within a month of the date of absence. **Make-up classes do not apply or transfer to future session enrollments.** Front desk staff will advise students on the most appropriate classes for make-ups. When coming for a make-up class, students must sign in at the CityDance Center front desk. If planning an extensive leave, please consult with the **Registrar, Jill Gross.**

Class Make-up Times

Any class cancelled due to inclement weather or due unforeseen facility closures may be made up during the same session. Make up classes will be held during the year or please take this opportunity to try out other technique classes appropriate for your child's skill level and development. Parents and students are asked to talk to the front desk staff to discuss appropriate make-up classes.

Facility Closures

In the event of inclement weather, please check our website (www.citydance.net) or call our main line at (202) 293-1165 to find out about class cancellations. Our voice message will provide you with any schedule changes.

Ticket Information for CityDance Youth Concerts and Events

All Music Center at Strathmore performance tickets are sold through the Strathmore Ticket Office: 301.581.5100 or online at www.strathmore.org.

Ticket information for performances by CityDance Ensemble, our resident professional modern dance company, can be obtained by going to www.citydance.net.

Gift Certificates

Gift certificates in any dollar amount are available at the CityDance Center front desk of the Education Center.

Parent Association

CityDance Center is establishing a volunteer parent organization to support and promote center/CityDance Select activities. Please fill out an information form at the reception desk if you would like to become a member.

Hours of Operation

CityDance Center at DC Dance Collective hours are from 9:00am-1:00pm on Saturdays. The main office for CityDance Center at DC Dance Collective is located at CityDance Center at Strathmore. CityDance Center at Strathmore office hours are from 10:00am – 5:00pm Monday through Friday (except for holidays); Saturday 9:00am – 4:00pm; and Sunday 9:00am – 1:00pm.

Professional and Master Classes

Look for special discounts on performances and package purchases.

About The Faculty

CityDance directors, choreographers, and teachers who work in the CityDance Centers are committed to sharing the passion, precision, athleticism and elegance that is the hallmark of CityDance Ensemble. All faculty is hired based on his/her outstanding talent, knowledge and experience in the dance field and reflect the highest commitment to superlative dance instruction.

Special Adult Information

If the weather is questionable, please call the center to see if your class has been cancelled.

CityDance reserves the right to cancel any class due to low attendance or enrollment. We will be happy to accommodate changes in class enrollment, or alternatively, offer a class card for the equivalent dollar amount of prorated fees. Class cards are non-refundable and non-transferrable.