

## Parent Watch Weeks and Observation

Regular Parent Watch Weeks are scheduled each semester, usually in November and April. You will receive notice of scheduled Parent Watch Nights **via email**. Seating space is limited and not available for extended family members. Upon request, teachers may allow end of class observations.

## Dance Supplies

Dance supplies are available in the office including tights, student tap shoes and ballet shoes. Cathy's Creative Dance School t-shirts, dance bags, team leotards, baseball hats, visors, shorts and sweatshirts are also available.

## Lost and Found

The lost and found basket is located in the lobby. Please check often for missing items.

## Show Troupe

Cathy's Show Troupe, our Elite Competition Dance Team performs and competes at competitions, conventions and community events. Show Troupe family members form lasting friendships and have many opportunities to support the team in educational, social and fund-raising events. Auditions for Show Troupe are held annually. Show Troupe participates in national dance competition every two years. There are additional class fees and competition expenses for Show Troupe members. **Ages 5 & up.**

## Star Classes: Per Teacher Recommendation

Star Students will learn the techniques & skills needed to become members of Show Troupe. Stars will be allowed to compete in local dance competitions and will perform at community events. Stars are encouraged to take Summer Dance Intensives. Additional fees will apply for these activities. **Ages 5 & up.**

## MATS Team

M.A.T.S (Mid-America Tumbling Society) our competitive acrobatic program, provides an opportunity for students to compete in a fall and winter meets. Students qualifying can participate in the Championship Meet held in February or March. Practices are scheduled before each competition. Additional fees for extra practice and a MATS team leotard is required. **Ages 3 & up.**

## Private Lessons

Private lessons are available for students preparing for solo, duo, trio performances or auditions. Please make arrangements for private lessons well in advance of any audition. Contact Miss Cathy for more information.

# Cathy's Creative Dance School Student / Parent Handbook

Welcome to the wonderful world of dance. Thank you for choosing Cathy's Creative Dance School to begin or further your dance education. We have many exciting events planned for you this season.

This dance program is being offered to you by Cathy Zeysing and her staff of professionally trained teachers and dancers.

## Teaching staff:

<b>Cathy Zeysing</b> , Owner and Artistic Director	
<b>Katie Metzger</b>	<b>Tommi Raines</b>
<b>Rachel Metzler</b>	<b>May Schmidlein</b>
<b>Nicki Mika</b>	<b>Jessica Williams</b>
<b>Casey Nagel</b>	<b>Melissa Zeysing</b>
<b>Dawn Pardee</b>	

In order to become familiar with our school policies and procedures, we ask that you please take the time to read our student handbook. If you have any questions, please ask our friendly office staff. Office hours are Monday through Thursday 5:30 - 8:30 p.m. You may leave a message at **816-478-4404** or email us at [info@cathyscreativdance.com](mailto:info@cathyscreativdance.com).

## Office staff:

<b>Shelly McGrath</b> , Office Manager
<b>Ann Bueltel</b>
<b>Peggy Elefson</b>
<b>Brooke Richards</b>

Our school follows the Dance Masters of America curriculum for Classical Ballet, Pointe, Jazz, Tap, Acrobatics, Modern and Preschool Dance. Ballet instruction also includes the Cecchetti Ballet Method syllabus for grade levels and exams.

Please visit us on our website at [www.cathyscreativdance.com](http://www.cathyscreativdance.com) and on Facebook at **Cathy's Creative Dance School**.

Tuition is based on the entire school year September 2014 through June 2015, allowing for holidays listed on the following page.

## Fees and Class Information:

### TUITION RATES:

Hours/week:	Monthly:	Semester:	Yearly:
.5	\$34	\$161	\$306
.75	\$42	\$199	\$378
1.0	\$50	\$237	\$450
1.25	\$58	\$275	\$522
1.5	\$66	\$325	\$594
1.75	\$74	\$351	\$665
2.0	\$81	\$384	\$729
2.25	\$88	\$418	\$792
2.5	\$95	\$451	\$855
2.75	\$102	\$484	\$918
3.0	\$108	\$513	\$972

Inquire in the office or on our website for more than 3 hours of class per week.

*Families receive half off regular monthly tuition for additional family members*

- Payments may be made monthly, by the semester or annually.
- Monthly tuition is due the **first** of every month. There will be a **late fee of \$5.00** added to your account **automatically** if your payment is not received by the **10th** of the month. **NO EXCEPTIONS.**
- Semester payments must be received by September 15 and February 1, in order to receive the semester discount of 5%.
- Yearly payments must be received by September 30, in order to receive the yearly discount of 10%.
- **June tuition will be due on May 14, 2015.** Late fee will be assessed on June 1st if payment has not been received. This will enable the office to complete the final studio check-out prior to recital. All fees and supplies must be paid **IN CASH after June 1.**
- Statements are sent after the 10th of the month notifying you of balances due. Statements of your account balance can be obtained in the office upon request.
- **NO REFUNDS OR CREDITS** will be given for absences or dropped classes. An **absence** may be made up at any time within 30 days following the missed class either in the same level or a lower level.
- **Students will not be allowed to participate in dance classes if accounts are delinquent.**
- You may pay by check, cash, or through Internet Banking.
- There will be a **\$15.00** fee for returned checks. After the second returned check you will be placed on a “**cash only**” basis.

## Costume Fees

- All costume fees must be paid in full before costumes will be ordered.
- Costume payments are due October 15 and November 15.
- Students with more than two costumes will make final payments by December 15
- Costume measurements are taken in October. We allow for student growth, but recommend that parents inform the office if you are expecting rapid growth.
- All alterations will be the responsibility of the parent. These fees are parent responsibilities.
- Additional fees per costume will be added for X-Large adult size. Fees vary from \$10.00—\$15.00 per company.
- **THERE ARE NO COSTUME REFUNDS, RETURNS OR EXCHANGES!** In the event your child decides not to participate in the recital, upon request your costumes will be mailed to you **four weeks** after the recital performance.

### Fees per Class:

Music and Movement	<b>\$65.00</b>
Preschool	<b>\$65.00</b>
Combo Classes	<b>\$65.00</b>
Ballet, Modern, Hip Hop, Specialty Classes	<b>\$65.00</b>
***Show Troupe Advanced Level 3, 4, 5	<b>\$70.00</b>
Acro Classes	<b>\$50.00</b>

- Upon special written request from a parent and approval from the costume company a late costume order may be allowed. Written request must be submitted to the office with full payment no later than January 10.
- Late order fees prior to January 10  
**\$15.00 per costume**
- Late costume orders **will not be received** in time for Parent Watch Nights.
- Students enrolling second semester will be given options for ordering costumes.

## Annual Recital:

Cathy's Creative Dance School will have an annual recital in June to showcase students progress in all classes. The recital this year will be held at Fort Osage Performing Arts Center.

**Dress Rehearsal: Thursday, June 18** (students arrive @ 5:00 pm)

**Recital Performances: Friday, June 19 and Saturday, June 20** (students arrive @ 6:00 pm, performance @ 7:00pm)

**Recital is a three night commitment** for Cathy's students.

If parents allow students to participate in the annual recital, students are expected to participate all **three** evenings. It is **mandatory** that students attend Dress Rehearsal in order for them to be prepared to perform in the recital. Valuable instructions are given to students during Dress Rehearsal.

Students are encouraged, but not required to participate in this exciting and educational event. Please inform the office and teachers if you do not plan to participate in the recital showcase.

We make every effort to keep you, the parent, informed of all activities regarding recital and costumes through weekly and monthly emails and newsletters. Notes are posted on the front door and lobby bulletin board.

**Students must attend June lessons in order to be allowed to participate in the recital performances.**

- To pay by check you will need to complete the check identification information. Internet Banking will allow checks to be sent automatically from your personal bank. Send checks to:  
Cathy's Creative Dance,  
2866 So. 291 Hwy.  
Independence, MO 64057.
- In the event you wish to **terminate your child's dance education**, you will need to submit a **30 day written Termination Notice** to our office. You are responsible for the monthly tuition that is due prior to your termination.

## OTHER FEES:

<b>Enrollment Fee:</b> New students	<b>\$15.00</b>
<b>Trial Classes:</b> Two lessons	<b>\$25.00</b>
<b>Private Lessons:</b> 4 half hour lessons	<b>\$60.00</b>
<b>Recital Dance Costumes:</b> Each	<b>\$65.00</b>
<b>Recital Acro Costumes:</b> Each	<b>\$50.00</b>

- Costume payments are due October 15th and November 15th
- \*\*\*Level 3, 4, 5 may have additional Costume Fees.
- **Additional costumes fees are due by December 15th**
- A \$10.00 late fee will be added per costume on all costume payments made after December 15.

## Studio Calendar 2014-15

**The dance school will be closed on the following Holidays:**

September 2	Labor Day
October 31	Halloween
November 24- 30	Thanksgiving Break
December 20 - January 4	Christmas Break
March 30 - April 5	Easter/Spring Break
May 25	Memorial Day

## Tentative Dates

October 25	Halloween Parade
December 18	Christmas Program
June 18, 19, 20 (2015)	Dress Rehearsal/Recital
August 22 & 27 (2015)	Fall Enrollment

### **Weather Cancellations:**

In case of inclement weather, please check your email, Cathy's FB or call the office at 816-478-4404 after 4:00 pm for cancellation.

### **Attendance and Expectations:**

Students are expected to attend all of their classes and make up all absences. Students unable to participate due to injury or illness are encouraged to observe classes. Please call the office if your child is going to be absent. Show Troupe Members and Star Students must attend 80% of all classes. Student **tardiness** is distracting to students and teachers. **Tardy students** may be asked to observe class.

### **Level Advancement:**

Teacher placement of students in classes is evaluated annually. Level placement is **NOT** determined by age or years of training. Mastery of skills, correct technique, strength and conditioning, showmanship, work ethic and attendance have an impact on students progression and placement in classes.

### **Student Termination:**

Cathy's Creative Dance School reserves the right to terminate any student (after a parent conference) whose attitude or behavior is inappropriate or disrespectful. Poor attendance can also be a factor for dismissal.

### **General Studio Rules:**

1. Students are expected to arrive on time and sit quietly in the lobby.
2. Guests are expected to sit quietly in the lobby. Small children are not to be left without parent supervision.
3. No gum, food or drink is allowed in the dance studios. **Food is to be eaten on the tiled floor in the lobby.**
4. No running in halls, stairway or studios.
5. Students are not allowed to be in the studios without teacher supervision
6. Students must wear proper dance attire and shoes. Students will be asked to leave the classroom if not properly dressed and parents will be notified.
7. Collect your child promptly after his/her class.
8. Students are not to leave the building until parents arrive. Students are not allowed to ride with teens without written permission from parents.
9. Students will not be allowed to leave class to use the office phone or cell phones. Parents may leave messages in the office. **No student cell phones are allowed in classrooms.**
10. Parents are expected to leave their child with their teacher. Parents of Music & Movement & Pre-School classes are asked to wait in the lobby.

### **Teacher Conferences:**

**Impromptu conferences between classes are distracting and interfere with the teacher's ability to instruct the class.** Please call the office to schedule an appointment for a teacher conference.

### **Email Communication:**

All communications to you will be sent via email. Please check your email on a weekly basis. Let the office know if you are not receiving email notifications. Visit our website at [www.cathyscreativedance.com](http://www.cathyscreativedance.com) for monthly newsletters and studio updates. Like us on Facebook for additional dance school news updates.

### **Class Attire:**

#### **Girls:**

- Leotard and tights for all classes.
- Hair secured away from face.
- Appropriate shoes for each dance discipline.
- \* Show Troupe Advanced classes **must** wear a black leotard.
- \* Cecchetti Classes **must** wear a black leotard, pink tights and hair in a bun.

#### **Shoes:**

- **Music and Movement:** Ballet Shoes
- **Preschool Dance and Tumbling:** Ballet Shoes, Tap Shoes with elastic ties
- **Combo Classes:** Ballet Shoes, Tap Shoes, Jazz Shoes (per teacher request)
- **Star Classes:** Ballet Shoes, Tap Shoes, Jazz Shoes
- **Hip Hop:** Tennis Shoes
- **Show Troupe/Advanced Classes:** Ballet Shoes, Tap Shoes, Jazz Shoes
- **Cecchetti Classes:** Ballet Shoes, Pointe Shoes (Level 4 and 5)

#### **Boys:**

- Tight fitting t-shirt
- Jazz pants or shorts (per teacher request)
- Appropriate shoes

#### **Notes:**

- Check often for proper fit of shoes.
- **Write child's first and last name on all dance supplies.**
- Check bag for shoes before leaving studio.
- Shoes required for recital performance will be posted in January.