

Dear CDA Parents,

Hello and welcome to Contemporary Dance Academy's 2018-2019 Dance Season. We are so excited for this year to start and we hope you are too! There are going to be a lot of fun and exciting performing opportunities and I know all of the dancers are going to find their time to shine. Please take a moment to acquaint yourself with our website as well as the "Parent's Corner" on our website. Here, I will be posting important reminders as well as all of the handouts from class, rehearsal schedules, etc. Don't forget to "like" the Contemporary Dance Academy's Facebook, and follow us on Instagram for a great way to get updates like snow closures, etc.



A few reminders on the payment front: If you have not done so already, please enter your payment information into your account. Our system is totally secure and is our preferred payment method. Don't let the word "automatic" scare you :) I personally, am the one that processes your payments at the beginning of every month and will send out a reminder in our monthly newsletters, so if you have anything come up (credit card number change, etc.) feel free to email us or speak with Jen at the front desk. Paying through our online system is the only way you can pay monthly and avoid any late fees. If you have made arrangements to pay by another method, please remember that you must pay 2 months at a time and it is due by the 1st of the month, and if it is not, a \$10 late fee will be applied.

Other reminders to help make this a successful year: Please try to be on time to class and make each class a priority. As dancers, it is important to warm-up and condition our muscles properly in order to avoid injury. Missing even 10 minutes of class hinders a dancer's development. Proper dance attire is also important for class. The dress code is outlined on the website as well as in our studio policies which is attached, if you have any questions.

All dancers should have a dance bag to keep shoes in, and please label all dance items with your dancers name. A piece of masking tape placed on the inside of their shoe is a great way to do this. Please have dancers put their bags in the cubbies with the changing area or in the front lockers rather than in the hallways. Please read through our Studio Policies and the Season Calendar that are attached, and can also be found at www.contemporarydanceacademy.com. We are constantly updating the website so it is a great resource when you have a question.

Please keep in mind, the best way to get ahold of us is by email at info@contemporarydanceacademy.com. You can call the studio phone at 970-232-9539, however, it will only be answered during our business hours which are Mon-Thurs (4:00-6:00pm). Please be sure to leave a message and we will get back to you as soon as possible.

NEW THIS YEAR is our CDA Dance store! This store follows the above office hours and you are free to head over to 2519 S Shields St (next to Tokyo Joes) to try on sample sizes, fill out an order form, and then check out with Jen at the front desk at the main studio. We will place orders on the 1st and the 15th of each month from here on out. We are offering some fun CDA gear as well as everything the dancers should need for their required uniforms!

Upcoming Important Dates:

September 3- Closed for Labor Day

September 10-15- Bring Your Friend to Dance Week (Info and Waiver attached)

**Tiny Tot dancers do not participate in Clara and the Nutcracker until they are 5 years old and in a Level 1 ballet class, but we hope everyone will come and support our older CDA Dancers and see the shows on December 14th and 15th at the Lincoln Center!

Thanks,

Brielle Oakes (Owner/Director)

CDA Studio Calendar
2018-2019 Season Calendar

Friday, August 17th: CDA Open House

Monday, August 20th: Fall Classes Start

Monday, September 3rd: Studio closed for Labor Day

September 10-15: Bring Your Friend to Dance Week

Saturday, September 15th: Nutcracker Auditions

Friday, September 28th: Performance Team Auditions

October 24-30: Halloween Week (Dress up for classes)!

Wednesday, October 31st: CLOSED FOR HALLOWEEN

November 12-17: Parent Observation Week (Ballet Classes ONLY)

November 19-25: CLOSED FOR THANKSGIVING BREAK

Saturday, December 8: In Studio Nutcracker Dress Rehearsal

December 12-15: Nutcracker Dress Rehearsals and Performances

December 17-Jan 6: CLOSED FOR CHRISTMAS BREAK

Monday, January 7th: Spring Classes Start

March 17-24: CLOSED FOR SPRING BREAK

**Spring Recital Dates TBD

2018-2019 Studio Policies

Registration – The registration fee per student is a one-time payment of \$25. Registration fee is paid during initial sign-up.

Tuition – Tuition is based on the number of hours your dancer is in class each week. Monthly tuition is based on a four-week month. No additional charges will be incurred for those months with extra class days; therefore, there will be no pro-rating tuition for times the studio is closed for holidays or other reasons. Please refer to our calendar for a complete list of studio closures. A list of hours and prices are detailed on the [Tuition page](#).

Late Fee – A \$10 late fee will be added to your account if tuition is not received by the 5th day of each month.

Payment – Contemporary Dance Academy accepts payment only through Studio Director. There will be an automatic withdrawal from your account on the first of the month. A reminder email will be sent out before tuition is processed.

Performance Fee –For our optional production of Clara and the Nutcracker, there is a \$125 performance fee, which includes costume rental, rehearsal time, required tights, and a long sleeve memorabilia shirt for your dancer. For our Spring Recital, there will be a \$30 participation fee and families will be required to pay for their dancers costumes which range from \$60-\$80 per costume.

Make-Up Classes – Make-up classes are offered as a courtesy in the class level equivalent to, or below your dancers level. Make-ups must be approved by the instructor at least one week in advance by emailing info@contemporarydanceacademy.com. Make-ups classes must be taken within two weeks from the missed class. CDA does not pro-rate fees or give credit for missed classes.

Time Off/Withdrawal Policy – Enrollment carries over automatically from month to month. If you need to take time off or withdraw your child from class, please notify CDA staff **at least two weeks before your payment is due**. If we do not receive this notice, **you will be responsible** for a full month's tuition, even if your child does not attend class. If your child attends class anytime during a month, you will be charged a full month's tuition.

Class Cancellation—Please check the website and CDA's Facebook Page for any closures due to inclement weather. We typically follow Poudre School District's judgment on cancellations.

Early Drop-Off/Late Pick-Up Policy – Please do not drop your students off any earlier than 15 minutes prior to the start of their class time, as the studio door will be locked until then. Please be prompt when picking up your child. The studio closes promptly at the end of classes each night. The late pick up charge is \$1/minute after 10 minutes.

Sibling Discount – There is a 5% discount for any additional family members enrolled in classes.

Parent Observation— You are always welcome to observe class through the windows; however, we have set aside 1-2 times a year where you are invited in to the class to see your students' progress. This is a great time to take pictures and video.

Dress Code – Tiny Tots: Hair securely pulled back, pink leotard, pink tights, pink ballet shoes, and black tap shoes. Dancers can wear a skirt if it is attached to their leotard. Boys in a white t-shirt, black shorts, black ballet shoes, and black tap shoes

Ballet (Levels 1-8 and Fast Track): Hair in a bun, black leotard, pink tights, pink ballet shoes (leather for Levels 1-3, canvas for Levels 4-8 and Fast Track). Boys in a white t-shirt, black shorts or tights, and black ballet shoes

Jazz (Levels 1-3): Hair in a ponytail, black leotard, black shorts or jazz pants and tan jazz shoes

Jazz/Lyrical (Levels 4-9): Hair in a ponytail, black leotard, black shorts or jazz pants, tan jazz shoes, and tan "Pirouette" shoes

Hip Hop: Hair in ponytail, comfortable clothing that dancers can move freely in, black combat boots (sold in our dance store)

Tardy Policy – Students arriving more than 10 minutes late to a class will be asked to observe class and possibly take notes for the day. In addition to disrupting class, tardiness can be a safety hazard for dancers who miss the warm-up and stretching.

Illness Policy – As a courtesy to others, please do not bring your sick child to class. We appreciate an email or phone call when a dancer is going to be absent due to illness or other important reasons. If they are not contagious and feel up to it, they will not be counted absent if they come observe and take notes for a class.

Friends Policy- We love to have friends attend class and a friend may receive 1 free trial class when attending with a registered student if there is space in the class. However, we do require a parent to accompany any new student.

Private Lessons—We offer private and semi-private lessons at a rate starting at \$50 per hour and up depending on instructor. Lessons may be scheduled through CDA based on studio and instructor availability by emailing info@contemporarydanceacademy.

Bring a Friend to Dance Week!

Monday, September 10- Saturday, September 15



Contemporary Dance Academy invites you to bring a friend to dance class during the week of **Monday, September 10th through Saturday, September 15th!** Come join us for a fun-filled week of dancing and show your friends why you love coming to dance class so much! Your friend will get to try out *ONE to TWO* (ex: Ballet and Jazz) dance class for **FREE** during the week! Please have your friend arrive a few minutes early with a parent or guardian to fill out a waiver release form.

Bring A Friend To Dance Week: Waiver/Release Form

I, _____ (Print Parent Name), give my permission for
_____ (Print Child's Name) to participate in "Bring
A Friend to Dance Week" at Contemporary Dance Academy.



_____(Parent's Initials) ***I understand that there are specific risks of physical or property damages, losses, or injury that may result from my or my child's participation with Contemporary Dance Academy, and I voluntarily assume the risks associated with such participation.

CDA Dancer's Name/Friend _____

Signature _____ Date _____

Email Address _____