



CENTRAL QUEENS YM & YWHA

DANCE PROGRAM

POLICIES AND PROCEDURES



Our mission at the Central Queens YM & YWHA is to give all of our student's quality dance training and education in a variety of dance disciplines. We believe that dance is a form of human expression with endless possibilities and is essential in keeping our society healthy. It is a form of communication within and across many different cultures. It is our goal to create a safe, warm, and loving environment where every student can explore all aspects of dance; confidence, creativity, musicality, rhythm, grace, coordination and appreciation for the art, but most of all to have fun, regardless of the level or time commitment.

Tuition

- This is a ten month program which is broken down into three semesters with a dress rehearsal and a showcase in June. (Dates will be announced at a later time)
- Tuition is due at the beginning of each semester. You're child will not be permitted to participate if tuition has not been paid.
- There is a \$15 mandatory insurance fee required upon registration. It is effective September 2016 the year - June 2017.
- A \$45 costume fee is required for each class that you child is registered for. All costume fees are due in full at time of registration.
- Costumes are required for all dancers participating in the showcase.
- Costume fee is refundable only until February 15, 2017.
- Class refund policy: Before the first class is held, 90% refund minus \$20 administrative fee. After first class is held, 50% refund minus \$20 administrative fee. No refund once second class is held.
- Insurance fee is not refundable.
- **Due to the nature of the program there are NO MAKEUP classes!**

Attendance

- Students should arrive promptly for their scheduled class.
- Good attendance is imperative for proper training.

Class Observation

- Parents are not allowed in the dance studio while class is in session.

Student Drop off/Pick Up

- All students must be brought to the studio by a parent or guardian. Students must remain supervised at all times by a parent or guardian in the 4th floor studio lobby before class begins.
- Students are not permitted to leave the studio until a parent or guardian is present to get them.
- Students must be picked up promptly from class.

Communication

- Students will receive information and updates in the form of paper as well as emails to the parents. Please make sure to provide your emails in a legible manor when registering your child. Also please check it frequently as communication is imperative (please check spam as well).
- Information will be posted on the studio bulletin board. If you have any questions you may contact us at (718)268-5011 ext. 503 and speak with Danielle Berman. You can email her as well at DBerman@cqy.org.

General Attire

- Please label **all** dancewear and shoes with dancer's name.
- Hair must be pulled off the face and shoulders. Ponytails and/or buns are appropriate hairstyles for class (refer to class attire). Students should not have to re-do hair during class time.
- Jewelry of any kind is not allowed to be worn in class. All jewelry should be left at home. Staff is not responsible for any of the student's belongings.

Class Attire Guidelines

- **Pre Ballet/Ballet:** Pink ballet tights, black leotard, pink ballet slippers, hair pulled back in a bun.
- **Hip Hop/Zumba Kids®:** Sneakers, funky comfortable clothing, hair pulled back in a ponytail.
- **Little Stars/Creative Movement:** Ballet shoes, loose comfortable clothing, hair pulled back in a ponytail
- **Dance Dynamics:** Ballet shoes, leotard and tights. Or, ballet shoes, leggings and a loose t-shirt.
- **Flamenco:** Character shoes or shoes with a small block heel (mary jane shoes) and a long flowing skirt.
- **Tap:** Tap shoes, leotard and tights.

Studio Etiquette

- Food is not permitted in our studio or on the 4th floor. This includes crackers, gum, candy, juice boxes etc. Water bottles without closed caps are not permitted in the studio. **NO EXCEPTIONS!**
- The use of cellular phones or other electronic devices is prohibited in the dance studio at all times. Student's that carry them should have them turned off during class. Disruptive behaviors is not tolerated in our dance studio lobby or any part of the dance studio at any time.
- Siblings and other children waiting in the studio lobby must be supervised at all times.
- The 4th floor waiting area must remain quiet while students are learning.
- Dancers should place their belongs in their designated area. The studio floor must be clear of all personal items.
- When studio doors are closed, please knock and wait for someone to answer before entering.

Showcase

- You will be notified in February when the showcase and rehearsal will be held. The showcase is typically held on a Sunday in June.
- The showcase is held at a venue outside of the Y.
- Tickets will be sold online as well as at the door.
- More information for the showcase will follow.

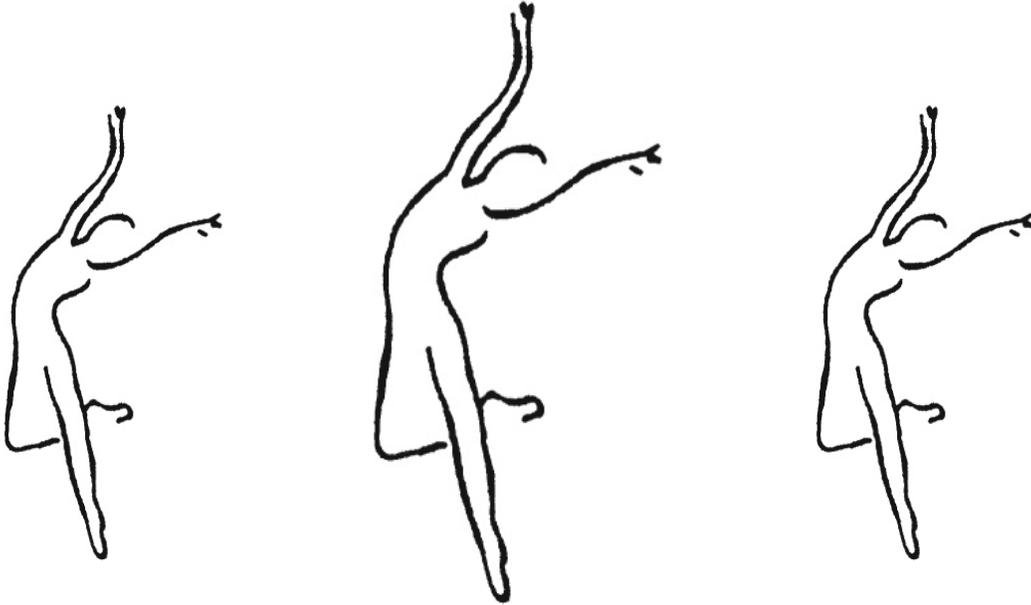
Costumes (also stated in Tuition Policies & Procedures)

- A \$45 costume fee is required for each class that you child is registered for. All costume fees are due in full at time of registration.
- Costumes are required for all dancers participating in the showcase.
- Costume fee is refundable until February 15, 2017.
- During our showcase some classes will require accessories such as hair bows or headbands. Parents will be responsible to buy them on their own.
- Costume sizes will be bought according to the information given from the parent later on in the year. Once costumes are distributed, parents are responsible to keep the costume in a safe place. Please do not have your child wear it until the showcase other than to try it on for proper sizing.
- The Central Queens Y Dance Program teachers are not responsible for alterations that may need to be made to costumes.

Photography and Video Policy

- The Central Queens YM & YWHA may photograph or video classes participants throughout the course of each session. These photographs may be used for public or promotional purposes as well as in printed material for the Y's computer media including its website and Facebook page.

CENTRAL QUEENS YM & YWHA 2016-2017 DANCE PROGRAM



Child's name: _____

Class enrolled in: _____

Day of class: _____

Time of class: _____

Phone #: _____

Email (required) _____
(please print)

I have read and agree to the Central Queens YM & YWHA Dance Program's 2016-2017 policies and procedures.

Parent's Name (please print) _____