

Potsdam Dance Company
71 Market Street, Potsdam
(315)274-9346
potsdamdanceco@gmail.com
Owner/Artistic Director:Kristen Schmid
RECREATIONAL CLASSES REGISTRATION FORM
****Classes begin...Monday September 10th****

TOTAL MONTHLY COST: _____

There is a non-refundable \$20 registration fee per student (additional \$5 per family member) due at the time of registration.

Tuition (price per month) is as follows:

- First Class- any 45 minute class for (age groups.....) in Jazz, Tap, Lyrical, Hip Hop and Musical Theater: **\$44.00/ month**
- Second Class- any 45 minute class listed above: **\$38.00/month**
- Third Class and beyond- any 45 minute class listed above: **\$28.00/month**
- Combination class for Hot Shots (25 minute Beginner Ballet AND Beginner Tap OR Hip Hop):**\$48.00/month**
- Creative Movement for Kinder-Dance(30 minutes): **\$140.00/12 week session**
- Intro to Creative Movement for Pre-Kinder-Dance(2 year olds, 30 ms):**\$65.00/6 week session**
- 20 minute Solo Class: **\$20.00/class**
- 20 minute Duet/Trio Class: **\$15.00/class**

There MUST be four or more registrants per class in order to sustain the class for the year. After October 31st the following will apply to:

- Classes with two/three registrants will be offered a 30 minute duet/trio class at the same price as a 45 minute class
- Classes with one/zero registrants will be dissolved for the year

*Tuition is calculated and remains the same for the ten-month period of September-June, regardless of the number of classes per month. Tuition is due at the first of each month. After the ten- day grace period there will be a \$5.00 late fee assessed on all monies owed.

****Class availability and scheduling are subject for change****

****There will be a 10% discount per month on a second child, third child etc. tuition from a family with multiple students participating in classes. For example, if a family has 3 students in classes, the 2nd and 3rd child's tuition will be deducted 10% each per month.**

- Deductions are NOT applicable on any solo, duet or trio payments

COSTUMES:

Costumes for the Year-End Recital will be paid in one lump sum

\$70.00/class due November 15th

Costume deposits are **NON-REFUNDABLE** after November 15th. When requesting a refund on costume deposits there will be a 25% convenience fee deducted from total amount. You may only request a refund if the costume(s) have not been ordered.

Divisional Breakdown of Classes:

Pre Kinder-Dance- 2 year olds

Starlets: 6-8 year olds

Kinder-Dance- 3 year olds

Petites: 9-11 year olds

Hot Shots- 4 and 5 year olds

Junior/Seniors: 12 and up

**Based on age as of November 1st*

There will be a Potsdam Dance Company monthly newsletter available at the studio the first of every month notifying students and parents of important upcoming events or news for that month.

IMPORTANT CALENDAR NOTICES

The studio will be CLOSED on the following dates:

- Halloween: Wednesday October 31st
- Thanksgiving: Wednesday November 21st- Saturday November 24th
- Christmas: Monday December 24th-Saturday January 5th
- Winter Break: Follow Potsdam Central School District calendar break
- Spring Break: Follow Potsdam Central School District calendar break
- Memorial Day: Friday May 24th- Monday May 27th

The studio will be OPEN and classes will be held on the following dates:

- Columbus Day
- Veterans Day
- Martin Luther King Day
- Superintendent's Day
- Any one-day holiday or school staff days

Closings/Cancellations:

If the studio needs to close due to inclement weather, or any other emergency, the closing will be posted to our website and Facebook page as well as sent out in an email. Just because school is cancelled DOES NOT necessarily mean the studio will be closed.

Demonstrations/Recital/Visitors Day:

***PLEASE NOTE THAT THESE DATES ARE ANTICIPATED AND ARE NOT YET CONFIRMED. AS SOON AS WE CONFIRM THE DATES WE WILL PUT THEM IN THE MONTHLY NEWSLETTER**

- Christmas Demonstration: Sunday December 16th
- Year-End Recital: Saturday June 8th
- Visitors Day One: Monday December 3rd-Saturday December 8th
- Visitors Day Two: Monday May 13th-Saturday May 18th

***Students will perform at the instructor and director's discretion.**

Potsdam Dance Company Code of Conduct

-Students are asked to arrive at class on time and prepared to dance in appropriate attire and shoes, as not to detract from the students or instructors time. If students arrive late to class or do not have the correct attire and/or shoes they may be asked to sit.

- *Creative Movement and Hot Shots Dress Code:*
Any Color Leotard
Any Color Tights
Pink Ballet Shoes
Skirt or Shorts optional
Hair Pulled Back Off Face
Hot Shots Tap: Tan Mary Jane Tap Shoes
Hot Shots Hip Hop: Black Hip Hop Sneakers
- *Jazz, Tap, Lyrical and Musical Theatre Dress Code:*
Leotard or Fitted Shirt
Tights
Shorts/Capris/Jazz Pants
Hair Pulled Back Off Face
Jazz and Lyrical (Starlets, Petites): Caramel Gore Boots
Tap (Starlets, Petites): Tan Mary Jane Tap Shoes
Tap (Juniors and Seniors): Black Lace Up Tap Shoes
Musical Theatre: Caramel Gore Boots
- *Hip Hop Dress Code*
Street wear (NO JEANS!)
Black Hip Hop Sneakers

-Students are expected to follow the instruction of the office manager, director, teacher or assistant, behave appropriately in class, and treat the teachers, assistants and other students with respect at all times. Any student who disrupts class or is disrespectful may be asked to leave the classroom.

-Teachers/choreographers/office staff will NOT engage with any student or parent who is acting in a disrespectful, aggressive, or derogatory manner. Please know that any one who approaches our teachers, staff, or director in a threatening, degrading, confrontational manner will be asked to leave and/or will not receive a response.

****CONTINUED ON BACK****

- Students who are present at the studio at times other than during their scheduled class times are also expected to behave in an appropriate, considerate manner.
- Horseplay, or any other behavior that disrupts classes in session, places others in danger, or does damage to the building or property will not be tolerated.
- Child Care is not available at the studio, and should not be expected - please do not leave your young children unattended. For safety's sake, children under 12 should either be in a class, or under the direct supervision of their parents at all times while at the studio.
- To minimize distractions in class, parents are required to remain in the lobby area of the building and are asked not to enter the classroom while class is in progress.
- Parents are responsible for the behavior and actions of their children at all times, and liable for any damages done to the building or property by their child.
- Please respect our dance floor, no street shoes are allowed on the dance floor at any time.
- STUDENTS MUST WEAR A COVERUP TO AND FROM CLASS. This means that students may not leave the building in their dancewear or shoes; they wear some sort of street clothes over their dance clothes to and from class.

POTSDAM DANCE COMPANY POLICY and CONTRACT AGREEMENT

STUDENTS

NAME: _____

EMAIL: _____

**PHONE
NUMBER:** _____

**STUDENTS SHIRT AND PANT SIZE (please indicate Child or
Adult):** _____

- I hereby agree not to hold Potsdam Dance Company, its directors or instructors responsible for any damages or liabilities due to theft, accident, or injury, during or resulting from my child's participation in any capacity of or relating to any function or activity of the said Potsdam Dance Company.
- I agree to accompany my child to and from dance class safely.
- I understand that class availability and scheduling are subject to change. Classes are subject to cancellation or rescheduling at the studio's discretion.
- I understand and agree to abide by Potsdam Dance Company Code of Conduct.
- Potsdam Dance Company is not responsible for student property.
- Any student/parent destroying or damaging studio property will be promptly dismissed.
- A student may be expelled on the basis of their behavior and/or the actions of their parents at the studio's discretion.
- Non-compliance with the policies of the studio may result in the dismissal of a student and/or family.
- Monthly tuition is due by the first of the month. Bills will NOT be mailed.
- There will be a ten day grace period, thereafter a \$5.00 late fee will be applied to all outstanding accounts, including but not limited to, monthly tuition, costume installments, costume balances, solo statements, duet/trio statements.
- If an account is more than 60 days overdue the student will no longer be able to participate in class. Overdue tuition, costume installments, costumes balances, solo statements, duet/trio statements plus all accrued late fees still must be paid to the studio.
- Account balances must be paid in full before any student is permitted to participate in the Christmas Demonstration and/or Year-End Recital. Accounts balances include, but are not limited to, monthly tuition, registration fees, solo/duet/trio statements, costume payments, etc.
- Tuition payments and registration fees are non-refundable.
- All costume balances must be paid in full before they can be ordered.
- Costume Deposits are NON-REFUNDABLE after November 15th. When requesting a refund on costume deposits there will be a 25% convenience fee deducted from total amount. You may only request a refund if the costume(s) has not been ordered.
- The last day to drop a class will be April 28th, if a student drops after the April 28th deadline they WILL be charged for May and June tuition.
- Any student with 4 or more concurrent absences will be removed from choreography until their absences have been adequately made up at the choreographer's discretion. Students will be required to take private (solo) lessons to bring them up-to-date on the choreography missed during their absences. These private (solo) lessons will be charged at the solo lesson rate of \$20.00/class for a 20-minute lesson. Once the absences have been made up and the tuition, as well as the solo lessons have been paid in full, the student will be allowed to rejoin the class as regularly scheduled.

****CONTINUED ON BACK****

- Tuition is calculated and remains the same for a ten month period, September thru June, regardless of the number of classes a student receives per month. There is a commitment to our teachers based on enrollment. Your commitment of enrollment at the time of registration is for this ten month period from September thru June.
- There will be a \$30.00 fee on all checks returned to the studio.
- If any moneys are paid by cash, be sure to receive a signed receipt from the studio as a proof of payment.
- I hereby assume all financial responsibility for the above student(s) enrolled at Potsdam Dance Company.
- I agree to allow Potsdam Dance Company, LLC use any photographs taken at but not limited to...dance events, dance classes, Recitals, Competitions...to be used on PDC's social media sites such as Facebook, Twitter, Instagram, and SnapChat

Total Monthly Tuition: _____

Amount Paid at Registration: _____

I have read all pages of the registration form and I understand Potsdam Dance Company's rules and regulation for enrollment in dance classes.

Guardian Signature: _____

Date: _____

Classes Registered For (including age level and genre):