



**Twin Cities School
of Dance**

Registration Packet

2008-2009

Dear Twin Cities School of Dance Parents,

Twin Cities Board of Directors would like to welcome everyone back for another year! If you are new to our studio, we look forward to getting to know you and your dancer!

We pride ourselves in providing the utmost quality in dance instruction and are confident that our teachers will support this vision while striving to uphold our positive image and reputation.

For those of you interested in becoming an active member of our Board of Directors or Parent's Guild, we welcome you to seek out a current member of either of these organizations and set up a time to attend one of our meetings.

Your cooperation and continued support are greatly appreciated!

Thank you,

Twin Cities School of Dance
Board of Directors

1301 Morrissey Drive #1
Bloomington, IL 61701
(309) 663-9333
www.tcbdance.com

Office hours:

Monday-Thursday	5:00-8:00
Saturday	9:00-12:00



Important Dates



Ballet Company Open Auditions (10:00 a.m.)	August 16, 2008
First Day of Fall classes Last day to change/drop fall classes - September 6, 2008	August 25, 2008
Labor Day Holiday no classes – make-up classes on November 24, 2008	September 1, 2008
Performance Class Auditions (12:00-1:00 p.m.)	September 13, 2008
“The Nutcracker” open auditions Children and adult roles, 1:00-3:00 p.m.; Participation fee - \$50 per person	September 20, 2008
Recital costume deposits due (\$55) Late fee of \$5; balance due when costumes arrive in the spring	November 1, 2008
Thanksgiving/Nutcracker tech week No classes – classes resume December 8, 2008	Nov 25-Dec 7, 2008
“The Nutcracker Ballet”	Dec 5-Dec 7, 2008
Holiday Break No classes – classes resume January 5, 2009	Dec 22-Jan 3, 2009
First Day of Spring classes Last day to change/drop Spring classes - January 19, 2009	January 5, 2009
Spring Break	March 23-March 29, 2009
Spring semester ends	April 25, 2009
Recital pictures	May 4-5, 2009
Spring Ballet and Recital Rehearsal	May 4-7, 2009
Spring ballet	May 8, 2009
Recital	May 9, 2009

**Please note: there will be no make-up classes for Thanksgiving, “Nutcracker” tech week, Holiday Break, or Spring Break, as those days are not included as part of the 15-week semesters

Payment Information

Registration Fees

Registration fees are \$30 per student. This is a nonrefundable annual fee and is due at the time of registration.

Tuition Payments

We offer three different payment options – annual, per semester, and installments. Tuition is due on time, even if your child is sick or on vacation and does not attend class during the payment week. **We do not mail out payment notices.** Please see the following pages for tuition payment schedules.

Late Fees

Late fees of \$5 per week will be assessed without exception. Please refer to the applicable payment schedule for tuition due dates and make every effort to remit payment in a timely manner. If you anticipate that timely payment might be an issue, please speak with a Board Member in advance.

NSF Fees

All checks returned NSF will be charged a \$30 processing fee. If this situation does occur, you will be asked to remit future payments in the form of cash or official check.

Credit Card Payments

Due to increased credit card processing fees, we no longer accept credit card payments.

Costume orders

A Nonrefundable Costume Deposit of \$55 per costume is due no later than November 1st. Absolutely no costumes will be ordered without a deposit. A \$5 late fee will be assessed on any late deposits. Any balance due on the costume must be paid at time of pick up. No costumes will be distributed unless tuition payments are current and costume balance is paid in full. Once costumes have been ordered, you are responsible to pay any balance due. No exceptions will be made for dropped classes, and no costume refunds will be given for any reason.

Policies

General Studio Rules

For the safety of our students and teachers, we ask that you please abide by these rules:

- Only paying students are allowed in classrooms during class time. This includes parents.
- No street shoes allowed in classrooms.
- No photography or videotaping anywhere in the studio.
- No food, drink, gum, or candy in classrooms.

Exceptions may be allowed with advance authorization by the Board of Directors. Please feel free to contact a board member if you have any questions.

Attendance

All students are expected to attend class regularly and on time. **If an absence cannot be avoided, please notify the studio in advance.** Missed lessons may be made up in another class at the request of the student/parent, but only at the discretion of the office staff and teacher.

Parents are expected to pick up their children immediately following class. If a child must remain late, please notify the office in advance. Students taking the final class of the evening must never be left for any reason.

Students must attend all rehearsals and classes the week prior to any performance.

TCSD reserves the right to cancel or reschedule any class.

Dress Code

Please refer to the bottom of the "Class Schedule" page of our website for details regarding class attire.

Additional Information

Private Lessons

While we encourage students to participate in one of our several class options, we do offer private lessons for those interested. All private lessons must be arranged in advance with the front desk, not the teacher. Private lesson payments are payable to the School with prices as follows:

Giorgi and Eka	\$45/hour, \$30/half hour
All other teachers	\$35/hour

Weather Cancellations

In the case of bad weather, TCSD will post class cancellations on the web site (www.tcbdance.com), as well as notify WJBC radio station by 3:00 p.m. Make up classes will be rescheduled if possible. No refunds will be granted.

Charitable Grants

As a non-profit organization, we rely heavily on grants to continue our operations. As such, we ask that parents inquire with their employers about the availability of corporate grants. Such grants can be earned based on time volunteered by employees. For example, State Farm offers a "Good Neighbor" grant. Employees who volunteer their time at the dance studio can submit their hours to state farm and in return, state farm submits grant funds directly to the school.

Water Breaks

The studio does not have a water fountain. We do, however, have cold bottles of water for sale at the front desk for \$1 each. You are also welcome to bring your own water bottles for use during water breaks outside of the classrooms.

Volunteers Wanted!

With the exception of our teachers, our staff is comprised of unpaid volunteers. We are most appreciative of the support and assistance of our parents to enable Twin Cities School of Dance to continue to fulfill its mission of providing quality dance instruction and performance opportunities to the children of this community. We invite you to donate in whatever capacity you can, whether it is your time or supplies – every bit helps! The following is a list of some of the many tasks and items we are in need of. Please identify what you are willing to contribute and submit this form to the front desk. Thank you in advance for your help!

Parent's Name _____

Student's Name _____

Student's Class day and time _____

Volunteer Tasks

- _____ Clean bathrooms
- _____ Clean windows
- _____ Vacuum
- _____ Empty garbage
- _____ Mop studio floors
- _____ Launder costumes
- _____ Wardrobe assistance (Nutcracker/Spring Ballet)

Donate Items

- _____ Stamps
- _____ Post it notes
- _____ Window envelopes/regular business envelopes
- _____ White printer paper/colored paper
- _____ Scotch tape
- _____ Masking tape
- _____ Stapler/staples
- _____ Kleenex
- _____ Paper towels
- _____ Toilet paper
- _____ Garbage bags (small, large, and tall kitchen)
- _____ Vacuum cleaner bags (size F & G)