

Spendwood School of Dance & Gymnastics 2011/12 Student Handbook

50 Johnston Avenue, Cohoes, NY 12047
www.spendwood.com – 518-235-1614

Welcome back to Spendwood as we begin our 47th year! We hope to make this our best year ever and are committed to providing you with the very best fun, educational and professional dance and gymnastics experience possible.

Here is your 2011/12 student handbook, with the information you need to get started and our policies and procedures.

Here you will find important dates, activities, tuition, dress codes and basic information for dance and gymnastics. We are happy to provide any information that you might need, just stop by the front desk, contact the owners, or go to our web site www.spendwood.com and click on Information.

Classes will begin Saturday September 10th. The registration fee secures your place in class and helps us set the class schedule. This fee is non-refundable.

ALL students must have a new signed registration form on file and pay the annual registration fee. The annual registration fee is \$25 per gymnast and \$15 per dance student. If you are taking both the fee is \$25.

Again, welcome and we wish you the very best year ever! Please carefully read all the following information.

50 Johnston Avenue
Cohoes, NY 12047
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HOLIDAY SHOW 2011

Our Holiday Show this year will be Sundays December 11th and 18th at 7:00 PM at the Cohoes Music Hall. This is our 8th production! This is a benefit show to raise money for a local charity but it also provides an invaluable experience for the students participating. Be a part of something very special and know that you are giving others the greatest gift of all—the gift of love through dance.

Try-outs will be at the studio on Saturday September 24th.

Times are as follows:

- 10:00-10:30 5 - 6 year olds
- 10:30-11:00 7-11 year olds
- 11:00-12:00 12 year olds and up

All practices will be on Saturdays.

Come and join the fun! The show is open to all ages and all dance levels. There will be tap, jazz, ballet, hip-hop and more. If you are in the show the class fee is \$75. This helps to pay for the planning, choreography, classes, music, rehearsals, printing, costumes and props. Profits after expenses go to charity.

2011/2012 DATES TO REMEMBER

Classes start Saturday, September 10^h

Holidays Observed/Dates the Studio is Closed:

- Thanksgiving—Closed Thursday, November 24th
 - Christmas—Closed Saturday December 24th—Saturday December 31st. Reopen Monday, January 2nd.
 - Spring Break--- Saturday April 7th— Friday 13th. Reopen the Saturday April 14th
 - Memorial Day Weekend—Closed Saturday May 26th—Monday May28th. Reopen Tuesday 29th.
- (We are open the other “Monday” Holidays)

Special Activities:

- Holiday Benefit Performance— Try-outs Saturday September 24th.
- Performances- Sundays, December 11th and December 18th at the Cohoes Music Hall
- Costumes **deposit** of \$25 is due December 1st and **Full Costume payment due by January 7th**.
- Gymnastics Individual Photo's in March, Dates TBA
- Waterford Canalfest—Saturday, May 12th
- In House Gymnastics Meet Tentatively May 29th – June 2nd.
- Tentative Recital Dates—Friday, Saturday & Sunday June 1st, 2nd and 3rd.

DANCER'S DRESS CODE

We have everything you need in our store. What is not in stock we can order, usually within one week. All dancers must be in dancewear. Students **MUST** wear a LEOTARD. Color and style is optional. You may wear dance shorts, dance pants or tights with the leotard, but a leotard must be worn to every class. **NO EXCEPTIONS!** No street clothes or street shoes will be allowed. Parents and other spectators are **NOT** allowed in the classroom, only students while they are taking a class. We do have viewing areas.

GYMNASTIC INFORMATION

All gymnasts **MUST** wear a leotard to class every week. You may wear gym shorts and/or footless tights with the leotard. No baggy clothing and no shorts with buckles or zippers (they catch on the equipment) will be allowed. For your convenience these items are for sale in our store. Hair should be pulled back neatly and no jewelry worn during classes. This is for the safety of the gymnast. Parents and other spectators are **NOT** allowed in the gym, only students while they are taking a class. We do have viewing areas.

RECITAL INFORMATION

The recital is optional. Most children do want to participate, especially when costume time comes around. This is a major learning opportunity and very exciting time for all students. For the recital Tap students will need BLACK tap shoes, Ballet students— pink leather ballet shoes, and for Jazz / Hip Hop- black jazz shoes or black jazz sneakers. Everyone will need black dance pants, which we can order in our store, and these are worn in the Canalfest and after the recital in class.

Dance Recital Costumes- Plan Ahead

All dance costumes must be ordered in January in order to be here for the recital in June. A \$25 deposit is due December 1st and FULL payment by January 7th. Costume Prices are **per individual** student:

- A deposit is due by December 1st and full payment by January 7th. Costume payments are NON-REFUNDABLE. If full payment is not received by January 7th we cannot guarantee that we can get them.
- Deposits obligate you to the full payment. Costume deposits and payments are NON-refundable.
- First Costume \$78 (includes finale T-Shirt)
- Additional Costumes (for same student) \$65
- Additional T-Shirts may be ordered in advance for \$15
- This price includes your costumes and your souvenir T-shirt that will be worn in the recital finale and at the Canalfest.

2011-2012 TUITION

Our school year is September—May. We plan for students to participate the full school year. Tuition may be paid on a monthly basis.

- 1) **If you stop you must withdraw in writing or you will be charged until May 31st of the current year.**
- 2) **On the first of the month the full month is due, on the 7th of the month a \$15 late fee will be assessed.**
- 3) **Make up classes can not be used in lieu of monthly payments. If you miss a class in one month you CANNOT come in for a class the following month and not pay the monthly tuition.**
- 4) **There are NO refunds for missed classes or holidays.**
- 5) **Make up classes are only available if your account is current.**

Immediate family living in the same household receive a “family” rate, use the total hours.

Classes Each Week Monthly Tuition

- | | |
|---------------------------------|-------------------------------------|
| • One Half Hour each week | \$36 |
| • 45 Minutes each week | \$46 |
| • One Hour each week | \$50 |
| • One Hour 15 minutes each week | \$65 |
| • One and 1/2 Hours each week | \$76 |
| • Two Hours each week | \$94 |
| • Two and 1/2 Hours each week | \$116 |
| • Three Hours each week | \$140 |
| • Three and 1/2 Hours each week | \$160 |
| • Four Hours each week | \$176 |
| • Private Classes | \$35 per half hour
\$55 per hour |

2010/2011 Registration Form
Read carefully, this is your contract.

Student Name: _____ Date of Birth: _____

Parent Name: _____

Street Address _____ City: _____ Zip: _____

Phone #: Home: _____ Work: _____ Cell: _____

Email (ALL UPPER CASE PLEASE): _____

Repeat Email: _____

Class: _____ # _____ Day: _____ Time: _____

Class: _____ # _____ Day: _____ Time: _____

Class: _____ # _____ Day: _____ Time: _____

Class: _____ # _____ Day: _____ Time: _____

Class: _____ # _____ Day: _____ Time: _____

Class: _____ # _____ Day: _____ Time: _____

Makeup classes may be available for missed classes (not for studio holidays.) Make up classes need to be taken within one month of the missed class. Make-up's may not be credited to succeeding months or used in place of class payments. We do not allow skipping months. If you skip a month you must re-register and pay a registration fee.

Waiver of Liability:

It is important that students and families understand that there is risk of injury in dance, tumbling, gymnastics and exercise classes. By registering you agree to save and hold harmless Spendwood School of Dance & Gymnastics, its teachers, employees and agents. They will not be held responsible for injury to person or property while participating in Spendwood classes or activities. If there is any concern of health consult your physician. You also agree to maintain in force health insurance and agree to pay any medical expenses incurred from training, competing or participating in Spendwood activities. Spendwood staff is not physicians or medical practitioners of any kind, with that understood, if deemed necessary by Spendwood, Spendwood will obtain medical treatment and provide ambulance. You agree to pay any expenses. Only registered students are allowed in the classrooms or the gym.

Please read carefully: Class payments are due **before** the first of each month. There is a grace period extended to the 7th of the month. A late fee of \$15 will be applied to past due accounts. Students will be liable for all registered classes until May 31st of the current year unless they withdraw IN WRITING and IN ADVANCE. If you skip a month you will need to re-register and pay the registration fee. By the first of the month, accounts are posted, rosters are produced and the tuition FOR THE FULL MONTH is due. Make up classes CANNOT be used in lieu of payment or after students withdraw.

I have read and agree to the Spendwood of Dance & Gymnastics, LLC policies and procedures.

Name: Signature

Please Print Name

Date