

Welcome to Northern Dance Academy!

We are very pleased to begin our eighth season of dance! Here at Northern Dance Academy we aim to offer the highest quality dance instruction we can, while keeping the atmosphere fun and inviting. We are dedicated to the art of dance, and strive for well trained, educated dancers, with strong mind, body, and character.

Enclosed you will find a copy of our Studio Policies and Classroom Rules. We ask that you read these over with your child/children. Also enclosed is our 2008-2009 class schedule and registration form. Please fill out the registration form and return it to the address listed above. Current student registrations are due by **May 10th, 2008**. New student registrations are due by **August 25th, 2008**. Please include a \$25 registration fee per student to reserve your place in class. This fee will be credited to your account, however, it is non-refundable should you choose not to attend class.

A quick overview of important dates is also included in this packet. Please mark these on your calendars ASAP.

Thank you for joining us for another exciting year. We look forward to meeting and working with each of you. Please feel free to contact us if there are any questions or concerns. Our office hours are Monday-Thursday 4:00pm-9:00pm, and Friday 4:00pm-7:00pm. We are always available by appointment as well.

2008-2009 CALENDAR

Tuesday, September 2nd – First Semester Begins

Monday, September 8th – All fees are due for first semester

Friday, November 14th – Costume sheets and fees due

Tuesday, November 25th – Sunday, November 30th – No Classes

Friday, December 19th – Last day of first semester

Monday, January 5th – First day of second semester

Friday, January 16th – All fees are due for second semester

Spring Break and Picture Week – TBA

Friday, May 1st – Last day of classes

Thursday-Friday, May 7th-8th – Dress Rehearsals– Times to be determined

Saturday, May 9th – Spring Performance; 12:00 & 6:00pm, Meyer Theater

Sunday, May 10th – Spring Performance; 2:00pm, Meyer Theater

****ALL DATES AND TIMES ARE SUBJECT TO CHANGE****

You will receive an updated calendar, which will include dates for Spring Break and Picture Week, during the first week of Fall classes.

Sincerely,

Rana C. Sterzinger

Jennifer E. Hibbard

Managing Members-Northern Dance Academy, LLC

Studio Policies

Fees: All fees are due by the first class meeting of each semester. If payment is not received by the first class you will automatically be placed on a monthly payment plan with a \$20.00 service fee. Fees must be paid in the form of cash or check, no credit cards accepted. There is a \$30 charge for returned checks, followed by payment in cash. If a check is returned you must make all subsequent payments in cash. If payments are not received by the due dates a \$2.00 per day late fee will be assessed until payment is received in full.

Family Discount: We offer a 10% discount to families with more than one child participating in classes, or for one child participating in multiple classes. This does not apply to summer session, clinics/workshops, private lessons, or Teams.

First Child – Full Price Second Child – 10% off full price class of equal or lesser value
First Class – Full Price Second Class – 10% off full price class of equal or lesser value

Refunds: There will be no pro-rating or refunding of tuition for missed classes. A refund will be granted only if the student is withdrawn from the Academy within the second week of class. The \$25 registration fee is non-refundable.

Class Placement: Mrs. Rana and Mrs. Jennifer will decide on class placement. Students will be placed in classes based on their ability.

Dress Code:

Ballet I and I int. – Any color leotard, pink tights, pink ballet shoes, skirt

Ballet II and II int. – Purple leotard, pink tights, pink ballet shoes, skirt

Ballet III – Hunter Green leotard, pink tights, pink ballet shoes, skirt

Ballet IV – Royal Blue leotard, pink tights, pink ballet shoes, skirt

Ballet V – Black leotard, pink tights, pink ballet shoes, skirt

Pointe I and II – Any color leotard, pink tights, pink pointe shoes, skirt

Tap/Ballet and Tap/Jazz combination classes – leotard, dance pants/shorts, skirt, tights, no baggy clothing or jeans, black jazz shoes (tap/jazz classes), pink ballet shoes (tap/ballet classes), black tap shoes

Hip-hop – Any comfortable clothing which allows for movement, no jeans, clean non-marking hard sole tennis shoes

***Hair must be pulled away from the face for all classes. Ballet classes must have hair in a bun.**

Attendance and Missed Classes: Attendance is crucial in the progress of the class and the dancer. If you must miss a class due to illness or family obligation you must contact the studio by phone as soon as possible. Missed classes can not be made up. If a student misses more than 50% of their classes they will not be allowed to participate in our annual Spring Performance. Please be on time and wear proper attire. If you are not in appropriate attire you will be asked to sit out. If you are late, you must ask the instructor for permission to enter the classroom.

Cancellations: Classes will be cancelled, or combined, if less than five students are registered for that particular class. Classes cancelled due to teacher illness will be made up at the end of the second semester if time allows.

Snow Days: All classes will be cancelled if the **Howard-Suamico School District** is closed due to inclement weather. Please watch your local news station for cancellations. If weather becomes severe during the daytime hours, and after school activities are cancelled, there will be no dance classes.

Private lessons: Any student has the option of registering for a private lesson. This is on a first come first serve basis. If your goal is to compete, you must also be registered for either a tap/jazz or ballet class, and you must begin your lesson in the summer.

Class Observation: Parents may observe at any time through our one-way windows. If you would like to video tape your child's routine, please ask the teacher for permission.

Costumes: Costumes will be purchased during the first semester. Payment is due in full at the time of ordering. If you do not pay in full by the due date, you will be assessed a \$10 late fee per costume. Prices range from \$55-\$85. Costumes can not be returned or exchanged. It is your responsibility to get any costume altered that does not fit properly. Northern Dance Academy is not responsible for costumes that do not fit.

Spring Performance: All students have the opportunity to perform in the annual spring performance. Dates and ticket information will be distributed as soon as it is available. There is no videotaping or flash photography at the show, however; you may videotape the dress rehearsal. Professional DVD's will be available to purchase at the show.

Pictures: Professional pictures will be taken during second semester, and will be available to purchase.

Personal Conduct: No food, gum, or drink is allowed in the studio at any time. Students may bring a water bottle with a lid into the classroom. No street shoes are allowed on the dance floors. Students and parents are expected to pick up after themselves. No smoking on the premises, this includes the parking lot and lawn. All students and parents are expected to act in a respectful manner in and outside of the studio.

Suspension/Expulsion: Northern Dance Academy reserves the right to ask a student/family to leave the Academy for failure to follow the Studio policies, or for any reason they see fit.

Concerns: Please direct any concerns you may have to Mrs. Rana, Mrs. Jennifer, or any of our friendly staff members. We are always here to make your experience at Northern the very best we can.

Fall/Spring 2008-2009
September 2-December 19 (Break: November 25-30)
January 5-May 1 (Break: TBA)

Registration for current students is due May 10, 2008.

Final registration for current AND new students is due August 25, 2008.

Tuition is due on the first day of class of each semester. Payment plan is available.

Class length	First Semester	Second Semester	Payment in Full
1 ½ Hours	\$218.00	\$218.00	\$436.00
1 Hour	\$150.00	\$150.00	\$300.00
½ Hour	\$75.00	\$75.00	\$150.00
Private lessons: \$20 per ½ hour	Duet: \$16 per ½ hour	Trio/Small group: \$14 per ½ hour	
***All private and semi-private fees are per dancer.			
Multiple class/Family Discount: *Do not apply to private lessons or Performance Team fees First Class – Full Price Second Class – 10% off full price class of equal or lesser value First Child – Full Price Second Child – 10% off full price class of equal or lesser value			
Team Fees: Please refer to your Team Policies Sheet			

Fall/Spring Class Schedule

**Classes in italics are by audition or teacher recommendation only.*

	Studio 1	Studio 2	Studio 3
Monday	5:00-8:00 <i>Junior Company</i> 9:00-9:30 Open studio*	4:30-5:30 Ballet I inter. 5:30-6:30 Tap/Jazz I inter. 6:30-8:00 Ballet II 8:00-9:00 Dance Team Prep Ages 12+	5:00-6:30 Ballet IV 6:30-7:00 Pirouette IV/V 7:00-8:30 Ballet V 8:30-9:00 <i>Pointe I/II</i>
Tuesday	4:00-5:00 Tap/Ballet 3-4 yr. 5:00-6:00 Tap/Ballet 4-5 yr. 6:15-7:15 Hip-hop I 7:15-8:15 Hip-hop II 8:15-9:15 <i>Senior Hip-hop</i>	5:00-6:00 Tap/Jazz I 6:00-7:00 Ballet I 7:00-8:00 Tap/Jazz II 8:00-9:00 Tap/Jazz III	5:00-6:00 Tap/Jazz I int. 6:00-7:00 Ballet I int. 7:00-8:00 Tap/Jazz II int. 8:00-9:00 Tap/Jazz IV
Wednesday	5:00-6:00 Tap/Ballet 4-5 yr. 6:00-9:00 <i>Intermediate Company</i>	4:00-5:00 Ballet I 5:00-6:00 Tap/Jazz I 6:00-9:00 <i>Senior Company</i>	5:00-6:00 Ballet technique intermediate/advanced 6:00-9:00 <i>Elite Company</i> 9:00-9:30 Open Studio*
Thursday	5:00-6:30 Ballet II inter. 6:30-7:00 Pirouette II/III 7:00-8:30 Ballet III	5:00-6:00 Tap/Jazz II 6:00-8:00 <i>Petite Company</i>	4:00-5:00 Open studio* 5:00-6:00 Tap/Ballet 3-4 yr. 6:15-7:15 Hip-hop I 7:15-8:15 Hip-hop II 8:15-9:15 Hip-hop III
Friday	4:30-5:30 Tap/Ballet 3-4 yr. 5:30-6:30 Tap/Ballet 4-5 yr.	4:30-5:30 Ballet I 5:30-6:30 Tap/Jazz II 6:30-8:00 Ballet II	4:30-8:00 Open studio*

*Open studio time is for students who wish to work on their solos/duets/trios on their own. There will not be an instructor available during these times. You must bring your own music, and students under 13 years old must have an adult with them. Please sign up at the front desk if you are interested. Please contact the front desk for a schedule of fees and available times.

Northern Dance Academy Registration Form

Please fill out and return with \$25 registration fee.

Dancer's Name: _____ Age: _____ Birth date: _____

Address: _____ City: _____ Zip code: _____

Home Phone: _____ Email Address: _____

Parent(s) Name: MOM: _____ Work Phone: _____ Cell Phone: _____

DAD: _____ Work Phone: _____ Cell Phone: _____

Special needs, Allergies, Illnesses we should know about: _____

Dance Experience: _____ Referred by: _____

I am registering for the following classes: (Please write down class name, day, and time)

Please check session you are registering for: Summer ____ Fall ____

1. _____

2. _____

3. _____

4. _____

I have read and understand the studio policies and classroom rules.

Parent/Guardian Signature: _____ Date: _____

Registration fee: _____ Date received: _____ Cash/Check #: _____

Northern Dance Academy Registration Form

Please fill out and return with \$25 registration fee.

Dancer's Name: _____ Age: _____ Birth date: _____

Address: _____ City: _____ Zip code: _____

Home Phone: _____ Email Address: _____

Parent(s) Name: MOM: _____ Work Phone: _____ Cell Phone: _____

DAD: _____ Work Phone: _____ Cell Phone: _____

Special needs, Allergies, Illnesses we should know about: _____

Dance Experience: _____ Referred by: _____

I am registering for the following classes: (Please write down class name, day, and time)

Please check session you are registering for: Summer ____ Fall ____

1. _____

2. _____

3. _____

4. _____

I have read and understand the studio policies and classroom rules.

Parent/Guardian Signature: _____ Date: _____

Registration fee: _____ Date received: _____ Cash/Check #: _____

MEDICAL AUTHORIZATION RISK NOTIFICATION, LIABILITY WAIVER

Emergency Contact: _____ Relation to student: _____
Home Phone: _____ Work/Cell Phone: _____
Family Physician: _____ Phone: _____
Address: _____

In case of injury or illness and a parent cannot be reached, the staff of Northern Dance Academy, LLC may authorize medical treatment for the above named student. I understand that because dance involves motion, there is a risk of injury. I, and my heirs, hereby release Northern Dance Academy, LLC; it's employees, instructors, managing members and owners, from any liability for damages, injury or medical expenses, which may occur as a result of my child's participation.

Parent/Guardian Signature _____ Date _____

I give Northern Dance Academy, LLC permission to use dance photographs/video clips of my child on www.northerndanceacademy.com

___ YES ___ NO

MEDICAL AUTHORIZATION RISK NOTIFICATION, LIABILITY WAIVER

Emergency Contact: _____ Relation to student: _____
Home Phone: _____ Work/Cell Phone: _____
Family Physician: _____ Phone: _____
Address: _____

In case of injury or illness and a parent cannot be reached, the staff of Northern Dance Academy, LLC may authorize medical treatment for the above named student. I understand that because dance involves motion, there is a risk of injury. I, and my heirs, hereby release Northern Dance Academy, LLC; it's employees, instructors, managing members and owners, from any liability for damages, injury or medical expenses, which may occur as a result of my child's participation.

Parent/Guardian Signature _____ Date _____

I give Northern Dance Academy, LLC permission to use dance photographs/video clips of my child on www.northerndanceacademy.com

___ YES ___ NO