

Center Stage Dance Company (CSDC)

September 2011 Dance Newsletter

centerstagedanceco@yahoo.com

www.csdcbatavia.com

Studio Phone: 344-5550

Studio Address: 8 Batavia City Centre

Welcome students & families! Thank you for registering with us at
Center Stage Dance Company (CSDC).

*This is the **ONLY** month that we will provide a handout of the monthly newsletter. Each month after September please watch for the **EMAIL ALERT** from our webmaster indicating that the website has been updated with important info and/or a newsletter.*

Parents & friends, there are scheduled observation days throughout the year and we ask that you **please do not open the door to view classes as they are in progress**. We like to run our studio as any school would, by keeping classes structured and free from distraction. The TV monitors will be on **periodically** for parent/guardian viewing. The TV monitors are controlled inside the studio therefore they will not work if you try to turn them on from the waiting room.

Some reminders for you and your dancer:

- **Please put your name inside your dance shoes, dance bags, dance clothes!**
- Shoes ordered through Baileys Slipper Shop are available for pick up at your 1st class.
- Please sew the pink elastic strap on your ballet shoes (younger kids are sold with strap on... this is for our older friends). This strap is meant to be there to keep shoes from slipping at the heel while dancing.
- Black patent leather tap shoes should have **ELASTIC** placed in the shoe holes where a tie used to be. We do not use ties because we spend too much time fixing shoes that come untied! We have the elastics from Baileys for sale in the office (\$1).
- *If we notice* that your child has the wrong dance shoes we will ask them to remove them and dance barefoot so that you can return their shoes and get the correct type. (It is not CSDC's responsibility to check for correct shoes.)
- Dance attire was listed in our dance brochure; please make sure that your dancer is wearing the appropriate dance attire when coming to class. We have found in the past that dance attire starts out proper and slowly gets sloppy as the season goes on. We are not strict as to colors and styles of dance outfits, as long as they are dance clothes.
- **ALL students must wear their hair up and away from their face!** Students who come to class with their hair down will be asked to put their hair up appropriately. Teachers, assistants, and/or Miss Linda will not be putting kids' hair up due to health concerns.
- There will be a **Monthly Dance Newsletter POSTED ONLINE** the first week of every month regarding upcoming events and important dates. We will post reminders when the website is updated and we will have a few hard copies on hand for those without access to the internet.
- The bulletin board will contain a copy of each handout that goes out for the month, so you can check to see if you are aware of all notes.

- Center Stage welcomes back **Miss Linda** our office manager & “mom”. Please read the following about our payment collection process.
 - We have **PAYMENT ENVELOPES** for you to put **all payments** in. Miss Linda does not record payments upon receiving them, nor will she be writing receipts. All payments will be paid with these envelopes and then recorded at a later time. Envelopes will be saved for one month to serve as a receipt incase there is a discrepancy so please be sure to write exactly what you are paying for on the envelope. One envelope **can** be used for more than one payment, just make sure you write it on the front. Envelopes are available in the waiting room, next to the office door. *Please take a few so you have them at home for upcoming payments.*
- **OFFICE HOURS:** The CSDC office will be open on Thursday evenings and Saturday mornings; all other times are by appointment only. Please use the studio mail slot for any business related transactions. **Please remember that tuition is due the first week of each month, whether the office is open or not.**
- **NEW POLICY...** There is a **\$10.00 Late Fee automatically placed** on any account that is past due as of the 7th of the month. In the event that a Holiday falls during the first week of the month, the 7-day pay period begins the first day back to dance. (Last year it was a \$5 Late Fee)
- There will be a **LATE FEE** applied to all delinquent costume payments this year. That fee will automatically be applied for every month that the costume deposit(s) are unpaid. This policy is listed online.
- Instructors may be changing the class your dancer is in if they feel that the level is not appropriate. If their class is changed, they will receive a **“Class Change Form”** within the first 4 weeks of dance.
- **AGAIN THIS YEAR:** If students decide to change, add and/or drop classes, this change must be made on the proper **DROP/ADD/CHANGE FORM** and submitted to Miss Linda/office no later than 10/31. Your change will be processed in 7 business days (tuition changes, costume changes, etc.) Any and all changes must be done by the end of October. *You can get a **Drop/Add/Change Form** from **Patti or Lisa** who will sign off on the change before you turn it into the office.*
- **CSDC Dancewear orders will be ready for pick up next week...** Ask your teacher for your order at your next class.
- Please note that the Batavia City Centre (Mall) closes at **6 PM Mon/Tue/Wed** during the months of Sept/Oct/Nov. They will keep the main doors unlocked for our use and we will have someone (Jerry) monitoring the doors until our classes are done.
- **WE DO NOT LIKE TO ALLOW** kids to walk to the mall doors and wait for a ride. We ask that you come in and pick them up inside the studio for safety reasons. However, please remember that once their class is over and we release them from class to the waiting room – it is your responsibility to be there (or have arrangements made) for pick up. If you are running late feel free to call us and tell us so we can make sure they wait inside the studio.
- **Studio Policy: Teachers, Assistants, and Miss Linda will not be purchasing any fundraising items from any students at the studio. Although we would love to help support every kid in raising money – it gets costly for us to keep it fair while trying to buy from all! We love that you think of us but please do not ask us to buy fundraisers.**
- As always, please feel free to contact the studio to speak with Patti or Lisa. Although teachers do not take phone calls during class instruction, leave a message with a daytime phone # and we will be happy to return a call to you within the next 1-2 business days – or send us an email at centerstagedanceco@yahoo.com - email is the fastest way to get a response from us!

Again, we thank you for registering with us at **Center Stage** where dance is our passion and we promise to treat your kids like our own ☺

Miss Patti, Miss Lisa & CSDC Staff