



## INTRODUCTION

Welcome to our 2019-2020 REGULAR SEASON!

We are so excited to begin our **24TH** year at California Dance Company! We cater to all ages and levels...from our first time tiny tots all the way to our international and national award-winning competitive dancers.

Our goal is to provide your child the very finest in dance, gymnastics, and aerial silks education by promoting excellent technique and encouraging creativity. At California Dance Company, our faculty strives to make each dance class fun and educational. We want our students to pursue their passion and love of dance, gymnastics and aerial silks so they have the opportunity to express themselves artistically; we also want our students to learn that, like anything else in life, it requires hard work and discipline to succeed. These are characteristics that can be utilized in and out of the studio throughout their lives.

We provide the following information to keep you informed on how our studio works and what to expect throughout the season. Thank you for joining us – it's definitely going to be another amazing season!!

## COMMUNICATION

Our main form of communication with you will be via **email**. If you need to change the email you have on file with us so that you can be more informed, please update it at any time via your online account. If you have not received an email from us, it is likely that either we do not have your correct email or they are going to your spam folder! We have learned that

information given to students in class does not always make it home. Though we will continue to give updates to the students, your best resource for up-to-date information is to do the following:

- Visit our website: <http://www.cadanceco.com/>
- Check the online calendar on the studio website for all important dates and upcoming events: <http://www.cadanceco.com/calendar>
- Read the monthly e-newsletters in their entirety! These information packed newsletters are emailed to every family, posted on the bulletin board in the lobby and posted on the home page of the website under the Newsletter Archive: <http://www.cadanceco.com/newsletters>
- Check out the bulletin boards in the lobby where we have posted important news updates.
- Sign up for Remind – to receive periodic text reminders regarding important studio events. **Simply text the number 81010 and type in @allstudio** into the message field.
- Email us at [office@cadanceco.com](mailto:office@cadanceco.com). We answer emails on weekdays.
- Call us at **530-365-7749** during business hours, Monday through Thursday 3:30-7:30pm or leave us a message anytime and we will return your call by the next business day. It is the policy of the office to help the customers who are standing at our desk prior to answering phone calls. If you call us during business hours and we do not answer, we are busy helping someone in front of us. Please be patient and call again after 5 minutes or so.
- LIKE us on Facebook and FOLLOW us on Instagram.

## REGISTRATION & PAYMENT POLICIES

Classes are filled on a first come, first served basis. A complete registration will include acceptance of the online waiver form and payment of the enrollment fee and first month's tuition. A non-refundable enrollment fee of \$25 for each student is due upon registration.

Customer Portal: Each family has a portal to process payments, register for classes, etc. It is your responsibility to keep all info (contact info, payment info, etc.) up to date. You can sign up or log in on the homepage of our [website](#). Please contact [office@cadanceco.com](mailto:office@cadanceco.com) with any questions about your portal and/or account info.

Tuition: Dance tuition is separate from Gymnastics & Aerial Silks tuition. Price breaks for multiple classes only apply to same disciplines (example: there is a price break for taking 2 dance classes, but taking 1 dance class and 1 gymnastics class do not qualify for a price break)

Payment Policies: California Dance Company tuition is based on the entire regular season and is averaged over 10 months of instruction. Our regular season runs from September 9, 2019 - June 30, 2020. Tuition is not based on the number of classes in a month nor on attendance. Monthly tuition will not be pro-rated or adjusted for holiday closures, severe weather closures, student absences, etc. There is NO refund for missed classes. You may pay for the entire season in full or pay it monthly. Monthly tuition payments are due on the 1st of each month, September - June, and will be automatically billed to the card on file on the 1st of each month. Tuition is due upon enrollment if joining mid-month.

Every family must have a credit or debit card on file and accept the auto-payment terms. We accept Visa, MasterCard and Discover. Families cannot opt out of auto-pay.

You will not receive a billing statement or invoice, however you will receive a receipt of payment each month after the auto payment. All monthly tuition payments, recital costume payments, and year-end production costs will be auto-billed to the card on file. Christmas show costume payments will be auto billed on October 15, 2019 and Year End production costume payments will be auto billed in two separate payments on March 15, 2020 and April 15, 2020. If full payment is not received in a given month, I understand my child(ren) will not be allowed to attend class until the account is brought up-to-date.

Late fee: If your card on file is declined, an alternate payment must be made within 48 hours. A \$15 late fee will be charged for any payments not made in full by the 10th of the month. This includes declined charges for cards on file for any reason.

#### PAYMENT AUTHORIZATION

I hereby authorize California Dance Company to charge my credit or debit card for all services and products related to my family's enrollment in classes and activities at California Dance Company including but not limited to tuition, supplemental materials, special events, costumes, concert or year-end show fees, accessories, etc. \*Fees are subject to change. If I elect to pay annual tuition via monthly installments, I understand that my credit or debit card will continue to be charged on the monthly, session or periodic basis unless I notify the studio in writing 30 days before my intent to discontinue via email to [office@cadanceco.com](mailto:office@cadanceco.com) and receive an acknowledged returned response from California Dance Company staff. I understand that it will not be sufficient notice to merely tell an instructor or other employee of our intent to discontinue. I have read this entire agreement and understand that I will be held fully responsible for its terms and conditions of service, including a thirty day written notice by email to California Dance Company of any intent to discontinue. I understand that once the monthly installments for my annual tuition have occurred there will be no refund given if I decide to discontinue. I agree to notify California Dance Company immediately of any change in the status of my charge account including but not limited to card expiration, name change, limitation of use, loss or theft of the card, etc. In the event that the amount charged is refused for whatever reason, I accept responsibility for full payment for the amount charged as well as a NSF fee of \$15.00. We accept MC, VISA, and DISCOVER.

MAKE-UP CLASSES: If your dancer misses class due to illness or other personal reasons, they will be able to make up the missed class in a similar class. There will be no discount or refund given for missed classes. There are no make-ups for classes missed when the studio is officially closed for holidays, etc. All classes missed due to inclement weather can be made up at your convenience using our existing class schedule.

## WITHDRAWAL POLICY

California Dance Company requires a 30 day written notice via email if you need to withdraw. Emailing [office@cadanceco.com](mailto:office@cadanceco.com) and receiving an acknowledgment is the only accepted manner to withdraw from the 2019-2020 season. It is not sufficient notice to merely tell an instructor or other employee of your intent to discontinue. After the 30 day written notice, we will stop your monthly auto bill. Costume deposits, registration, and previous tuition are non-refundable and non-transferable.

## SAFETY

All children under the age of 6 must be accompanied by a parent/guardian at all times unless they are in class. If you leave during class time to run errands, we need to be sure to have your cell phone number on file and we ask that you return at least 5 minutes prior to the end of your child's classes so that when they come out of class, they are walking directly to you. We ask you to instruct your child that at **no time** are they to leave the building unless you come in to get them. If you leave the facility, all siblings not involved in classes must go with you. CDC is a large place, so please keep an eye on your children, no running or climbing on furniture please!

## CLASSES

### CLASS PLACEMENT/PROGRESS:

Tiny Tots (ages 2-3)	Minis (ages 4-5)	Basic (ages 6-8)
Junior (ages 9-11)	Teen (ages 12-18)	Adult (ages 18+)
Level 1 (beginner)	Level 2 (intermediate)	Level 3 (advanced)

Students will be placed in classes according to their age and ability (as defined by the class curriculum). New students who are not sure what classes to try should speak with our office staff who can provide suggestions. New students can try as many of the suggested classes as they'd like – in fact, we encourage them to try them all in order to find the perfect class

schedule! This opportunity is available during the first week of fall and spring sessions or during the first week a new student joins the studio. Students will only be charged for classes in which they enroll.

### **DRESS CODE:**

Proper attire is both honor to the specific discipline they are enrolled in and attire that is safe for the class. Read further for descriptions and examples of the proper attire for each class.

#### Tiny Tots (ages 2-3)

- ❖ Dancers will need any color or style of dance wear of their choice (leotard, tights, skirt, dress, leggings), black tap shoes, pink ballet shoes and a dance bag for class. Hair should be pulled back from the face.

#### Minis (ages 4-5)

- ❖ Ballet/Tap combo class: Dancers will need any style **light pink** leotard, black tap shoes, pink ballet shoes and a dance bag for class. Hair should be pulled into a bun.
- ❖ Ballet only class: Dancers will need any style **light pink** leotard, pink ballet shoes and a dance bag for class. Hair should be pulled into a bun.
- ❖ Jazz/Jazz Hip Hop combo/Jazz Funk class: Dancers will need any color or style of dance wear of their choice (leotard, tights, skirt, dress, leggings), black jazz shoes and a dance bag for class. Hair should be pulled back from the face.

#### Ballet (Basic ages 6-8, Junior ages 9-11, Teen ages 12+)

*\*All classes require dancers to wear pink tights, pink canvas split sole ballet shoes, with hair pulled into a secure bun.*

- ❖ Basic: solid **lavender/lilac** leotard
- ❖ Junior Level 1: Motionwear brand solid **fuchsia** leotard
- ❖ Junior Level 2: Motionwear brand solid **ultraviolet** leotard
- ❖ Junior Level 3: Motionwear brand solid **turquoise** leotard
- ❖ Teen Level 2 & 3: solid **black** leotard
- ❖ Pre-Pointe: any solid colored leotard
- ❖ Pointe: solid **black** leotard

#### Tap (Basic ages 6-8, Junior ages 9-11, Teen ages 12+)

- ❖ Any color or style dancewear and black tap shoes. Shorts or sweats are permitted, provided feet are not covered.

#### Hip Hop/Jazz Funk (Basic ages 6-8, Junior ages 9-11, Teen ages 12+)

- ❖ We encourage stylish, trendy attire and sneakers. Examples would be joggers, track pants, sweatpants, tees, tank tops, hoodies, basketball shorts, leggings, etc.

#### Jazz/Leaps & Turns (Basic ages 6-8, Junior ages 9-11, Teen ages 12+)

- ❖ Lycra fitted jazz shorts, leggings, or leotard. Fitted top, tank or half top. Tan or black jazz shoes. Hair pulled back from the face and neck.

#### Lyrical/Contemporary (Basic ages 6-8, Junior ages 9-11, Teen ages 12+)

- ❖ Lycra fitted jazz shorts, leggings, leotard, and fitted top, tank or half top. Half sole shoes or no shoes. Hair pulled back from the face and neck.

#### Aerial Silks (Levels 1-3)

- ❖ Leotard and tights or fitted top with leggings that cover the knees. It is important the stomach and knees are always covered. Hair pulled back from the face and neck. No shoes.

#### Boys

- ❖ Tiny Tots: Comfortable clothing they can move in. Shorts, sweats, etc and black tap shoes.
- ❖ Minis: Comfortable clothing they can move in. Shoes depending on class type.
- ❖ Basic - Teen Hip Hop: We encourage cool, trendy attire and sneakers. Examples would be sweatpants, tees, hoodies, basketball shorts, hat, etc.
- ❖ Basic-Teen Jazz/Contemporary/Lyrical/Tap: Comfortable clothing they can move in. Nothing overly baggy. Style and color of shoe are specific to style of class.
- ❖ Basic-Teen Ballet: Black shorts, white tank or fitted t-shirt and black ballet shoes

#### Gymnastics (Tiny Tots, Beginner 1-2)

- ❖ Leotard is recommended or any fitted top and shorts, no shoes. Hair must be pulled off the face and neck.

We recommend dancewear and shoes be purchased at:

- ❖ Discount Dance Supply (online) - [www.discountdance.com](http://www.discountdance.com) or call 800-328-7107. Use the following CDC exclusive code when ordering to receive a discount: **TP107269**
- ❖ Soleus Dancewear - dancewear store in Redding; if you state you are a dancer at CDC, they will give you a discount.

## IMPORTANT DATES

### **STUDIO CLOSURES:**

We will be CLOSED only for these major holidays:

- ★ Halloween, October 31, 2019
- ★ Thanksgiving Week, November 25-29, 2019
- ★ Winter Break, December 23, 2019 - January 5, 2020
- ★ Spring Break, April 6-10, 2020
- ★ Memorial Day, May 25, 2020

***\*The studio will be open, and classes will be in session, on all other holidays and teacher in-service days.***

## 2019-2020 CALENDAR:

Dates are also posted on our website: <http://www.cadanceco.com/calendar>

- ★ First Day of the 2019-2020 regular season: Monday, September 9, 2019
- ★ Open House/Redding Studio Grand Opening: Saturday, September 14, 2019
- ★ Christmas Show costume measuring: Monday, October 7- Friday, October 18, 2019
- ★ Spirit Week at CDC!: Monday, October 21- Friday, October 25, 2019
- ★ CLOSED for Halloween: Thursday, October 31, 2019
- ★ OPEN for Veteran's Day: Monday, November 11, 2019
- ★ CLOSED for Thanksgiving week: Monday, November 25- Friday, November 29, 2019
- ★ Christmas Show Tech Week: Monday, December 16 - Thursday, December 19, 2019
- ★ Christmas Shows: Friday, December 20 & Sunday, December 22, 2019
- ★ CLOSED for Winter Break: Monday, December 23, 2019 - Sunday, January 5, 2020
- ★ OPEN for MLK, Jr Day: Monday, January 20, 2020
- ★ OPEN during all of February, 2020
- ★ June Production costume measuring: Monday, February 24 - Friday, March 6, 2020
- ★ CLOSED for Spring Break: Monday, April 6 - Friday, April 10, 2020
- ★ Bring Your Parent to Dance Week: Monday, May 18 - Friday, May 22, 2020
- ★ CLOSED for Memorial Day: Monday, May 25, 2020
- ★ Last Day of Regular Classes (Dance & Aerial Silks): Friday, June 12, 2020
- ★ June Production Tech Week: Monday, June 15 - Thursday, June 18, 2020
- ★ June Production Dress Rehearsals: Friday, June 19-Saturday, June 20, 2020
- ★ June Production (all shows): Saturday, June 20, 2020
- ★ Last Day of Regular Classes (Gymnastics): Tuesday, June 30, 2020

## SHOWS

Dance and aerial silks are performing and visual art forms and we believe strongly that participation in productions is a crucial and necessary component of a well-rounded dance education. California Dance Company puts on two major productions per season: the Christmas Showcase in December and the Year End Production in June. Participation is not mandatory; **however it is your responsibility to notify the studio via email at [office@cadanceco.com](mailto:office@cadanceco.com) by October 1 if not participating in the Christmas Showcase and by March 1 if not participating in the Year-End Production.** We will NOT accept verbal notifications of non-participation so please do not have your dancer inform us that she or he will not be dancing in the show nor tell teachers or office staff in person! If we don't receive the written notice (via email to [office@cadanceco.com](mailto:office@cadanceco.com)) we will consider it that your child is participating and they will be measured and ordered their costumes. **Once costumes, accessories and other recital-related items are ordered, they cannot be cancelled so we cannot refund these fees.**

### **Christmas Showcase:**

We will have three shows this year at the Cascade Theater in Redding. The show week (including tech and dress rehearsals) will be December 16-22, 2019. **The evening show will be held on Friday, December 20, 2019 and there will be two matinee shows on Sunday, December 22, 2019.**

Please note the following classes will not participate in the Christmas Show: Tech 1-3, Conditioning, all Ballet classes at level Basic and above, and all Gymnastics & Tumbling. We will provide more details in the upcoming newsletters.

Costumes: All classes at the same age level (Tiny Tots, Minis, Basic, Junior, Teen/Adult) will have the same costume. Dancers will be ordered just one costume. Measuring will take place October 7-18, 2019. Costumes will be distributed in the two weeks prior to the show. Accounts must be current in order for costumes to be released. **Christmas show costume payments will be auto run on October 15, 2019.** After this fee is processed, it is non-refundable.

- Tiny Tots - \$65
- Minis - \$75
- Basic, Juniors & Teens - \$85

Tickets: Show tickets will be purchased directly through the Cascade Theater's box office.

### **June Production:**

We produce a fabulous production at the end of the year with all CDC dancers. This is an exciting end to our dance season! The show week (including dress rehearsals) will be June 15-20, 2020. **The shows will be held at the Redding Civic Auditorium on Saturday, June 20, 2020.** This is an exciting and rewarding part of the season that everyone looks forward to! We encourage all dancers to participate! Stay tuned for more 2020 June Production details to be released throughout the year in the monthly newsletters. Please note that Tech 1-3, Conditioning and gymnastics & tumbling classes do not participate in the June Show.

Costumes: All performing classes will be ordered a costume. Measuring will take place February 24-March 6, 2020. Costumes will be distributed in the two weeks prior to the show. Accounts must be current in order for costumes to be released. **Costume fees will be auto run on March 15, 2020 and April 15, 2020;** please reference the below pricing tier and deposits for costumes:

<u>Age Group</u>	<u>Price</u>	<u>Due Dates</u>
Tiny Tots	\$70.00	March 15, \$50; April 15, \$20
Minis	\$80.00	March 15, \$50; April 15, \$30
Basic, Juniors & Teens	\$90.00	March 15, \$50; April 15, \$40
*Adv. Ballet Premiere	\$110.00	March 15, \$50; April 15, \$60

\*Costumes for upper level ballet classes such as Jr. Ballet 3 & Teen Ballet 2 & 3.



Tights are a separate cost and one pair will be ordered for each style needed. The payment for tights will be auto-run on April 15, 2020.

- Child footed, footless, stirrup tights = \$11.00
- Adult footed, footless, stirrup tights = \$14.00
- Child and Adult sized fishnets = \$20.00

**Note: Once costumes or any production-related items are ordered for you, there are NO cancellations. All associated fees are Non-Refundable and Non-Transferable.**

#### Production Package:

Each family will be responsible for purchasing the Production Package (there is no opting out). The package includes a souvenir show program, a commemorative season t-shirt and the digital video download of the show. The package costs \$60.00 per dancer and will be auto-run in one installment on April 15, 2020.

Tickets: Show tickets are separate and will be purchased directly through the Redding Civic Auditorium box office. Tickets will go on sale in May 2020.

## GENERAL INFORMATION

- ★ No food or drinks other than water inside the studios.
- ★ No cell phones are allowed in the dance rooms at any time.
- ★ Children 8 & under must be accompanied by a parent/guardian while at the studio.
- ★ Your child should bring a water bottle to class and have a dance bag to place all personal belongings inside. All shoes and other items should be marked with their name. Their bags may be kept in the studio with them. California Dance Company is not responsible for items left behind at the studio. Please make sure you check for all your belongings before leaving the studio.
- ★ Tiny Tots & Minis Parents: Please take your dancer to the restroom BEFORE class begins to avoid accidents and disruptions to class.
- ★ Please make an effort to be prompt to class!
- ★ No parents, friends, or siblings are allowed in the classroom at any time. This is for the benefit of your dancer. They will learn more if we have their complete attention. Viewing windows are provided for each classroom.
- ★ If your dancer wishes to drop a class, we must receive an email to [office@cadanceco.com](mailto:office@cadanceco.com) at least 30-days in advance. Auto payment will continue until the written notice is received.
- ★ Our staff is available during office hours to answer any questions you might have! If you need to speak with your child's teacher, please call or email to set up an appointment as they do not have time in-between classes. You can reach us at [office@cadanceco.com](mailto:office@cadanceco.com) or 530-365-7749.