



69 Iber Rd. Unit 103, Stittsville, K2S 1E7

Tel: (613) 836-0557

[www.pointeofgrace.com](http://www.pointeofgrace.com)

## **INFORMATION PACKAGE 2011/2012**

### **IMPORTANT DATES**

<b>First Day of Classes</b>	Monday September 19 <sup>th</sup> 2011
<b>Thanksgiving</b>	Studio closed Monday, October 10 <sup>th</sup> , 2011
<b>Bring a Friend</b>	Bring a friend to class the week of Mon. Oct. 3rd – Sat. October 8th, 2011
<b>2<sup>nd</sup> Payment Fees</b>	2 <sup>nd</sup> half of tuition fees are due November 1 <sup>st</sup> 2011
<b>Costume Deposit</b>	Costume Deposits are due December 1 <sup>st</sup> , 2011
<b>Open House Week</b>	Monday December 12 through Saturday December 17th, 2011 Parents are invited to watch their child's class.
<b>Christmas Break</b>	Studio closed from Friday December 23rd, 2011 through Sun. January 8th, 2012
<b>Family Day</b>	Studio closed Monday February 20th, 2012

### **POG STUDIO POLICIES**

- ❖ Due to the inherent risk involved in the physical activity of dancing, parents agree to release *Pointe of Grace Stittsville Company* and its staff from any liability in case of accident or injury.

<b>March Break</b>	Studio closed Monday March 12 <sup>th</sup> to Saturday March 17 <sup>th</sup> , 2012
<b>Easter Weekend</b>	Studio closed April 6 <sup>th</sup> through April 9 <sup>th</sup> , 2012
<b>Recital 2012</b>	To be announced

- ❖ The studio has the right to cancel classes due to unforeseen circumstances such as poor weather. **If you are unsure if weather conditions will result in a cancelled class, please call the studio and check the message on our answering machine. If a class has to be missed, NO class will be held as a make-up class.**
- ❖ *Pointe of Grace Stittsville Company* is not responsible for loss of or damage to personal property. Any items left at the studio will be placed in the lost and found. Anything unclaimed after 1 month will be donated to charity.
- ❖ Enrollment in each class is at the discretion of the studio directors.
- ❖ The studio has the right to substitute teachers where necessary.

### **POG CODE OF CONDUCT**

- ❖ No parents are allowed in the classroom. We do offer an Open House week in December where you will have the chance to see your child dance.
- ❖ All students are expected to do their best to be on time. If you are aware ahead of time that you may be running late or will be missing the class entirely, please call the studio to let the teacher know.
- ❖ No food or drinks are allowed in the studio. Water breaks are given with the teacher's permission. It is expected that students will respect all studio spaces and keep them clean.
- ❖ Dancers are NOT to chew gum in class. We also ask that dancers leave jewelry at home! Every year we collect many lost items that were removed in the studio and then forgotten and left behind.
- ❖ If a dancer is being disruptive in the classroom their instructor will give them a warning. After such a warning, the teacher has the right to remove the child from their class if they feel it is necessary. Parents will be notified in this event.

### **POG DRESS CODE**

- ❖ All students are to be dressed appropriately for class; this includes hair pulled back off face. Students who are not dressed in the proper attire (i.e. are wearing jeans to class, may be asked to sit out the class at the discretion of the teacher)
- ❖ Dance attire and shoes can be purchased at: **Brio Bodywear** 380 Richmond Rd (613-721-1585), or **Malabar** 1610 Merivale Rd. (613-225-8374)

<b>Age Group</b>	<b>Ballet</b>	<b>Jazz</b>	<b>Tap</b>	<b>Step</b>	<b>Hip Hop</b>
Pre-Dance/ KinderDance	Pink bodysuit Ballet pink tights Pink ballet shoes(leather or canvas)	N/A	N/A	N/A	N/A

Age 5-6	Black/ bodysuit Ballet pink tights Pink ballet shoes(leather or canvas)	Black bodysuit Beige jazz tights Beige slip on Jazz shoes (No laces)	Black bodysuit Beige tights Black Leather “Mary Jane” Capezio 3800	N/A	N/A
Age 7-12	Black bodysuit Ballet pink tights Pink ballet shoes(leather or canvas)	Black bodysuit Dance shorts/pants optional Beige tights Beige slip on jazz shoe(no laces)	Black bodysuit Dance shorts/pants optional Beige tights Black Leather “Mary Jane” Capezio 3800	Black bodysuit Dance shorts/pants optional Beige tights Black Oxford Tap Capezio CG100 or Sansha CM91 with Staccato taps	Street clothes –NO JEANS White(indoor only) Running Shoes *may require different footwear as part of recital costume
Age 13 & over	Black bodysuit Ballet pink tights Pink ballet shoes (leather or canvas)	Black bodysuit Dance shorts/pants optional Beige tights Beige slip on jazz shoe (no laces)	Black bodysuit Dance shorts/pants optional Beige tights Black leather Oxford shoe Capezio CG100	Black bodysuit Dance shorts/pants optional Beige tights Black step shoe with Staccato Taps	Street clothes –NO JEANS White(indoor only) Running Shoes *may require different footwear as part of recital costume

\*Lyrical students dress code: same as Jazz for clothing. Footwear is Capezio Footundies (sandal)

\*BOYS- Black pants/shorts, white or black t-shirt. Appropriate footwear.

### POG PAYMENT POLICIES

- ❖ Starting this year we will require each family to provide a credit card at registration that we will keep on file. In the event that we do not receive payment for 2<sup>nd</sup> installment tuition, costume fees etc. the card on file will be charged after the 10-day grace period.
- ❖ **Class Fees** -At the time of registration, fees must be paid in full. Payment options are:
  - Full year- 1 payment dated day of registration OR,
  - 2 Payments- 1 dated for **August 1<sup>st</sup>, 2011** and 2<sup>nd</sup> half post-dated for **November 1<sup>st</sup>, 2011**.
  - Cheques can be made payable to Pointe of Grace.
  - We also have safe and secure methods of payment, which include VISA, MasterCard and Debit.
- ❖ **Costume Deposits-** \$56.50 per class as a recital costume deposit will be due by December 1st 2011. Participation in our annual recital is not mandatory but the studio must be informed by **NOVEMBER 1<sup>ST</sup>** if the child will not be taking part in the show.
- ❖ **No refunds will be issued after October 10<sup>th</sup> 2011.** Please understand that your child took the place of another potential dancer’s. If a student withdraws from the program before October 10<sup>th</sup> a refund, less the number of classes taken @ \$15 per class will be issued. The Registration fee of \$25.00 is non-refundable. Any applicable post-dated cheques will be returned to the issuer. This refund policy applies to all students regardless of the number of classes they are registered for.
- ❖ Missed classes on the part of the student will not be refunded, as class fees are term based.
- ❖ A service fee of \$25.00 will be charged on all NSF cheques.
- ❖ **Recital Fees-** recital fees are additional. What you can expect:

- Costumes: Average total cost. \$65-\$100 (you will have made at \$50 deposit in December and the remaining bill will be sent home in the spring). Once your deposit is made and a costume is ordered you are responsible for the remaining amounts owing on the costume in the spring.
- Recital tickets: Approx. \$19 for an adult ticket (+ applicable taxes). Approx. \$13 for a Dancer ticket (+ applicable taxes). Please note that a dancer **MUST** purchase a ticket if they intend to watch the show.
- Class Pictures: Approx \$10 per picture- OPTIONAL

### **GENERAL INFORMATION**

Staying well informed of what's happening at the studio is the best way for the year to run smoothly. We send out FALL, WINTER and SPRING NEWSLETTERS. Please check your child's dance bag regularly to be sure you don't miss anything important. These newsletters will also be sent out by email, posted on our website and posted on the studio bulletin boards.

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