



67 Iber rd. Unit 102, Stittsville, K2S 1E7

Tel: (613) 836-0557

www.pointeofgrace.com

INFORMATION PACKAGE 2009/2010

IMPORTANT DATES

First Day of Classes	Monday September 14 th 2009
Thanksgiving	Studio closed Monday, October 12 th , 2009
Bring a Friend	Bring a friend to class the week of Mon. Sept. 28 th – Sat. October 3 rd , 2009
Halloween:	Studio will be open for regular classes (Sat Oct 31)
2nd Payment Fees	Post-dated cheques submitted at registration will be cashed November 1 st 2009
Costume Deposit	Cheques for costume deposits will be cashed December 1 st , 2009
Christmas Break	Studio closed from Mon. December 21 st , 2009 through Sun. January 3 rd , 2010
Open House Week	Monday January 11 th through Saturday January 16 th , 2010. Parents are invited to watch their child's class.
Family Day	Studio closed Monday February 15 th , 2010
March Break	Studio closed Monday March 15 th to Saturday March 20 th , 2010
Easter Weekend	Studio closed April 2 nd through April 5 th , 2010
Recital 2010	May 19 th , 20 th & 21 st 2010

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.
- ❖ 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 January 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), 877 Bank St (613-567-9291) or Malabar 1610 Merivale Rd. (613-225-8374)**

Age Group	Ballet	Jazz	Tap	Step	Hip Hop
Pre-Dance/ KinderDance	Pink bodysuit Ballet pink tights Pink ballet shoes	N/A	N/A	N/A	N/A
Age 5-6	Pink bodysuit Ballet pink tights Pink ballet shoes	Pink bodysuit Ballet pink tights Pink ballet shoes	Black bodysuit Beige tights Black Patten tap shoe	N/A	N/A
Age 7-12	Black bodysuit Ballet pink tights Pink ballet shoes	Black bodysuit Dance shorts/pants optional Beige tights Beige slip on jazz shoe	Black bodysuit Dance shorts/pants optional Beige tights Beige Tap shoe with heel & buckle strap	Black bodysuit Dance shorts/pants optional Beige tights Black Patten tap shoe	Street clothes – NO JEANS White(indoor only) Running Shoes
Age 13 & over	Black bodysuit Ballet pink tights Pink ballet shoes	Black bodysuit Dance shorts/pants optional Beige tights Beige slip on jazz shoe	Black bodysuit Dance shorts/pants optional Beige tights Black oxford tap shoe	Black bodysuit Dance shorts/pants optional Beige tights Black step shoe with Staccato Taps	Street clothes – NO JEANS White(indoor only) Running Shoes

*Lyrical students dress code: same as Jazz, Capezio Footundies (sandal)

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

POG PAYMENT POLICIES

- ❖ **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 registration and 2nd half post-dated for **November 1st, 2009**.
 - Cheques can be made payable to Pointe of Grace. We accept cheque or cash only.

- ❖ **Costume Deposits**- At registration we will take a post-dated cheque (Dated December 1st 2009) in the amount of \$52.50 per class as a recital costume deposit. Participation in our annual recital is not mandatory but the studio must be informed by NOVEMBER 1ST if the child will not be taking part in the show (at which time your post-dated cheque would be returned to you).

- ❖ **No refunds will be issued after October 10th 2009**. Please understand that your child took the place of another potential dancer's. If a student withdraws from the program before October 10th a refund, less the number of classes taken @ \$15 per class will be issued. The administration fee of \$15.00 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. \$60-\$95 (you will have made at \$50 deposit in December and the remaining bill will be sent home 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
 - Recital DVD: Approx. \$40- 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.