



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

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

## INFORMATION PACKAGE 2016-2017

### IMPORTANT DATES

<b>First Day of Classes</b>	Monday September 19th, 2016
<b>Thanksgiving</b>	Studio CLOSED Sunday, October 9 <sup>th</sup> & Monday October 10 <sup>th</sup> , 2016.
<b>Halloween</b>	Studio CLOSED Monday, October 31st, 2016
<b>2<sup>nd</sup> Payment Fees</b>	2 <sup>nd</sup> half of tuition fees are due November 1 <sup>st</sup> 2016
<b>Costume Payment</b>	Costume Payments are due in full December 1 <sup>st</sup> 2016
<b>Open House Week</b>	Monday December 12 <sup>th</sup> through Sunday December 18 <sup>th</sup> 2016 Parents are invited to watch their child's class.
<b>Christmas Break</b>	Studio CLOSED from Wednesday December 21 <sup>st</sup> , 2016 through Saturday January 7th, 2017
<b>Family Day</b>	Studio OPEN Monday February 13 <sup>th</sup> , 2017
<b>March Break</b>	Studio CLOSED Monday March 12 <sup>th</sup> to Saturday March 18 <sup>th</sup> , 2017
<b>Easter Weekend</b>	Studio CLOSED April 14 <sup>th</sup> through April 17 <sup>th</sup> , 2017
<b>Dress Rehearsal/Picture Day</b>	Mid April (Date TBD) at Centrepointe Theatre
<b>Recital 2017 (Tentative Dates)</b>	May 16 <sup>th</sup> – May 19 <sup>th</sup> , 2017

### 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 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 (other than water bottles) 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. Cell phones are NOT permitted inside the studios. We recommend leaving these valuable items at home.
- ❖ 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)

Age Group	Ballet	Jazz	Acro	Tap	Step	Hip Hop	Musical Theatre
Pre-Dance Age 3-4	Pink bodysuit Ballet pink tights Pink ballet shoes(leather or canvas)	N/A	N/A	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 Black dance shorts optional Barefoot	Black Bodysuit, beige tights, dance pants or shorts optional. Black mary-jane style tap shoes	Black Bodysuit, beige tights, dance pants or shorts optional. Black mary-jane style tap shoes	Street clothes – NO JEANS White (indoor only) Running Shoes *may require different footwear as part of recital costume	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 Black dance shorts optional Barefoot	Black bodysuit Dance shorts/pants optional Beige tights Black Oxford Tap Capezio CG100	Black bodysuit Dance shorts/pants optional Beige tights Black Oxford Tap Capezio CG100 or Sansha CM91	Street clothes – NO JEANS White (indoor only) Running Shoes *may require different footwear as part of recital costume	Black bodysuit Dance shorts/pants optional Beige tights Beige slip on jazz shoe (no laces)
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 Black dance shorts optional Barefoot	Black bodysuit Dance shorts/pants optional Beige tights Black Capezio CG100 Tap Shoe	Black bodysuit Dance shorts/pants optional Beige tights Black step shoe	Street clothes – NO JEANS White (indoor only) Running Shoes *may require different footwear as part of recital costume	N/A

\*Lyrical students dress code: same as Jazz for clothing. Footwear is Capezio Footundies or Revolution Sole Shield

\*BOYS (for all classes other than hip hop)- Black pants/shorts, white or black t-shirt. Appropriate footwear.

## POG PAYMENT POLICIES

- ❖ **Class Fees** -Payment options are:
  - Full year- 1 payment dated day of registration OR,
  - 2 Payments- 1st installment **the day registration takes place OR August 1<sup>st</sup> for pre-registered returning students and 2<sup>nd</sup> installment on November 2<sup>nd</sup>, 2016.**
  - We accept the following methods of payment; VISA, MasterCard and Debit, cash or cheque
  - Cheques can be made payable to Pointe of Grace.
  
- ❖ **Costume Payments**- Your dancers recital costume payment will be due by December 1st 2016 in full. Participation in our annual recital is not mandatory but the studio must be informed in NOVEMBER 1<sup>st</sup>, 2016 if the child will not be taking part in the show.
  
- ❖ **No refunds will be issued after the fourth class.** Please understand that your child took the place of another potential dancer's. If a student withdraws from the program before the first four weeks, a refund less the number of classes taken @ \$15 per class will be issued. The Registration fee of \$25.00 plus hst 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.
  
- ❖ Each family is to provide a credit card at registration that is kept securely 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.
  
- ❖ Missed classes on the part of the student will not be refunded.
  
- ❖ 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
  - Recital tickets: Approx. \$25 for an adult ticket. Approx. \$10 for a Dancer ticket  
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: FREE!! It's is our thank you gift to you.

## 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.