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SEATTLE CIVIC DANCE THEATRE **SCHOOL ENROLLMENT POLICIES**

CURRICULUM AND TECHNIQUE

Seattle Civic Dance Theatre is dedicated to the professional instruction and presentation of ballet, jazz and other dance forms; each class is taught with a syllabus. Students are evaluated twice each year for advancement to the next level. Age, attendance, ability & maturity are taken into consideration during the evaluation.

TUITION/CLASS CHANGES

Tuition is due the 1st class of each month. A late fee will be charged after the 10th of the month. Tuition is **not** refundable, nor transferable to other students. For missed absences, makeup classes need to be arranged through office, hours are 4:00 – 6:30 pm, Monday through Thursday and 9:30 – 11:00 am Saturdays. For planned absences, i.e. vacation, classes may be made up prior to the absence or with in the next month. Any class changes including changing days or discontinuation needs to be confirmed with office/scheduling. Please inform the office if student will not be attending classes any longer for tuition will be continue to be charged. No exceptions without prior approval from Owner/Director.

REGULATION ATTIRE REQUIRED

Girls Ballet: pink tights (Bill on up convertible tights) and pink ballet slippers with elastics.

Leotard requirements:

- Pre-Ballet- White short sleeve
- Ballet I- Pink short sleeve
- Ballet II- Powder Blue short sleeve
- Ballet III- Forest Green long sleeve*
- Ballet IV- Burgundy long sleeve*
- Concert- Black long sleeve*

*Note- For levels III-Concert: long sleeve is required for stage. You may have any sleeve length in class color during class.

Boys Ballet: black tights and black ballet slippers with elastics with a white short sleeved tee shirt (tucked into tights).

Girls Jazz: black capri length pants and black jazz shoes.

Leotard requirements:

- Jazz I- royal blue scoop neck short sleeve
- Jazz II- mulberry scoop neck short sleeve
- Jazz III- Lilac scoop neck short sleeve
- Jazz IV- black long sleeve**

**Note- For level IV: other shoe styles may be required.

Boys Jazz: Black jazz pants, white short sleeved tee shirt and black jazz shoes.

ALL CLASSES: NO TEE SHIRTS, BAGGY PANTS, SHORTS, BOXERS, PAJAMA BOTTOMS ETC. MAY BE WORN DURING CLASS. NO JEWELRY MAY BE WORN DURING CLASS. HAIR MUST BE PULLED INTO BUN FOR BALLET AND PONY TAIL FOR JAZZ.

ATTENDANCE

The number of required classes for Pre Ballet and Ballet I is one day per week. Level II requires two classes per week and levels III, IV and Concert require taking three classes per week, all with an option to take more if desired. Consistency in attendance improves progress. Other activities arising to conflict with the dancers' scheduled classes, affect the dancers progress and ability to move to the next level.

SCHOOL ETIQUETTE

You may address all teachers by Mr. or Ms. (Name Preferred). You must arrive with sufficient time to be prepared before class (use bathroom, get a drink, attire, hair, etc.) and be in the classroom on time.

IF CLASS HAS BEGUN AND DOORS ARE CLOSED, DO NOT ENTER AND DISTURB THE CLASS IN SESSION. Student may observe the class if late, but may not be able to participate.

- Call if student will be absent or late.
- Should parents need to relay a message to their child, go to the dance office and the receptionist will issue a note to the instructor.
- No gum is allowed in the building.
- Food and drink are only allowed in the hallway; please deposit all garbage in bathroom garbage cans (not the office or classrooms).
- NO Illegal Drugs, Tobacco or Alcohol.
- Keep the restroom/dressing room clean, double check that none of your belongings are left behind. There is a lost/found box in the ladies restroom. Do not leave any valuables in the bathroom/dressing room; take them into the classroom with you.
- Do not play in the classrooms or with any SCDT equipment.
- No talking in class, please raise your hand if you have questions
- The phone is available in the office for students to call for a ride home, no long distance or personal calls.
- Do not wander into the other hallways, the playground or upstairs.
- While waiting in the hallway, please have respect for classes in session. Do not allow children to run or play loudly in the hall.
- Please have your student wait inside the building to be picked up, not on the street. Pick your student(s) up on time, do not block surrounding driveways, there is additional parking available down below the playfield (lower parking lot locked after 6:00pm).
- We reserve the right to excuse any student from class to the office for inappropriate behavior.

SCHOOL CONSULTATION AND PARENT OBSERVATION

Conferences with your instructor(s), owner/director, or receptionist may be scheduled upon request. Due to our class schedules, faculty members are not free for consultation following class. We have limited space for parent observation. You may observe through the windows or arrange with the instructor to come into the class, only one parent at a time. No tape recorders, video cameras/cameras in the classroom.

ANNOUNCEMENT BOARDS/NEWSLETTERS

Keep informed by checking the bulletins boards in hallways and our website www.seattlecivildance.com for announcements, upcoming events, notifications etc. School newsletters, informational flyers have a great deal of information regarding rehearsals, pictures, performances etc, please make sure to check on line for updates and information weekly. Be sure we have your e-mail address so you may receive newsletters!

WE RESERVE THE RIGHT TO USE YOUR CHILDS IMAGE CAPTURED DURING REGULAR AND SPECIAL DANCE EVENTS THROUGH VIDEO, PHOTO AND DIGITAL IMAGING DEVICES TO BE USED SOLELY FOR THE PURPOSES OF SEATTLE CIVIC DANCE THEATRE PROMOTIONS AND PUBLICATIONS AND WAIVE ANY RIGHTS OF COMPENSATION OR OWNERSHIP HERETO.

WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE.

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