

School of Fine Arts Dance Classes

Scheduling: All lessons are scheduled through the School of Fine Arts Office (972-820-5247).

All lessons are taught at Prestonwood Baptist Church. Each student is assigned to a class in the Sports & Fitness Center during the enrollment process. The parent will receive a confirmation e-mail showing

- Starting date of lessons
- Lesson time
- Room location
- Instructor contact information

Absences are to be reported directly to the instructor; messages cannot always be relayed through the Office. Faculty cannot make permanent schedule changes.

Ten weekly lessons are scheduled for the fall and spring semester. Students between the ages of 7 and 18 are accepted into beginning and intermediate classes.

Classes offered for the Fall 2010 Semester:

Beginning Ballet	(ages 7 – 11)
Intermediate Ballet	(ages 12 – 18, with two years experience or more)
Tap/Broadway	(ages 7 – 18)

Payment

Beginning Ballet	\$20/class (10 classes = \$200 + \$50 registration fee)
Intermediate Ballet	\$30/class (10 classes = \$300 + \$50 registration fee)
Tap/Broadway	\$18/class (10 classes = \$180 + \$50 registration fee)

- Payment options:
- (1) Payment in full at registration with application (check or cash)
 - (2) Installment plan (two payments—total cost divided in half—plus \$20 installment fee by check or cash)

If paid by credit card for either option, an additional three percent merchant fee will be added. A late fee of \$10 will be added if payment is not received within two weeks of due dates: Sept. 15 and Oct. 15.

Please make checks payable to Prestonwood School of Fine Arts and mail to:

Prestonwood School of Fine Arts
6801 W. Park Blvd.
Plano, TX 75093

A non-refundable annual registration fee of \$50 is due at the time of enrollment. The registration fee must be received BEFORE the application is processed by the School of Fine Arts. Only ONE non-refundable registration fee is charged per family. This fee may not be due if you are currently enrolled in another program in the School of Fine Arts.

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The School of Fine Arts reserves the right to charge the balance due to the credit card provided on the registration/enrollment application if payment is not received within two weeks of the due date. The School of Fine Arts reserves the right to cancel and/or deny lessons for payments not received.

No CREDIT, REFUNDS or ADJUSTMENTS will be given if a student is absent, or if classes are missed on unexcused bad weather days. Missed classes cannot be used in place of payment.

Fall Schedule

Beginning Ballet	Teacher: Veronica Phillips Class begins Saturday, Sept. 18 Class meets Saturdays, 10:00–11:00 a.m. Location: Room 208, Sports & Fitness Center
Intermediate Ballet	Teacher: Sally Andriot Class begins Monday, Sept. 13 Class meets Mondays, 8:00–9:30 p.m. Location: Room 208, Sports & Fitness Center
Tap/Broadway	Teacher: Jennifer Jeffcoat Class begins Tuesday, Sept. 14 Class meets Tuesdays, 8:00–9:00 p.m. Location: Room 208, Sports & Fitness Center

What to Bring to Class:

Water bottles, with water only
Dance bag with proper dance attire and shoes for all classes
Cover-up must be worn when entering and leaving the Sports & Fitness Center.

What NOT to Bring to Class:

Gum or candy
Magazines/books
iPods/MP3 Players

Dress Attire for Class:

Girls:

Hair: Must be secured neatly in a bun for all ballet classes and all levels. Students with short hair must pull hair into a low ponytail, and loose hair must be clipped away from face. Students in tap/Broadway may wear ponytails. No jewelry except small earrings maybe worn.

Tights: Must be ballet pink or black

Leotard: Or unitard is required. Revealing leotards (such as those exposing bare midriff) are not allowed. Proper support garments are required.

Bottoms: Jazz pants or stretch pants are required for tap/Broadway and cannot be extremely baggy.

Top: Tap/Broadway requires a loose-fitting T-shirt or top.

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Shoes: Appropriate footwear for each discipline is a MUST.
Classic jazz shoes are required for tap/Broadway; no jazz sneakers, please.
(Jazz sneakers are more prone to ankle injuries and do not allow the student to use feet properly.)
Tap shoes are required for tap classes.
Ballet slippers are required for ballet classes.

Guys:

Bottoms: Workout pants or shorts, nothing too baggy; proper supporting garments
Shirt: Please wear a T-shirt in the studio that isn't too baggy.
Shoes: Tennis shoes with socks

Dress Code

Students are required to observe the following dress code:

Students must wear cover-ups when entering and exiting the studio, and are not allowed to wear dance shoes outside the studio. Students are also required to wear appropriate attire and footwear according to the technique class in which they are enrolled. Please note that students will not be allowed to participate in class if dressed inappropriately, without dance attire, or if hair is not pulled back from the face; they will be asked to observe only. It is the student's responsibility to remember correct shoes and attire for dance class. The student should have a dance bag, which contains all shoes needed for class/classes.

Please write student's name on all of shoes and belongings in the event of misplacement.

Class Attendance

Classes are expected to begin and finish on time. Students are encouraged to arrive 10-15 minutes before class to prepare: change attire, use the restroom, get a drink of water, etc. When a student is tardy, it not only disrupts the class, but the student cannot "warm up" properly, which can lead to injuries. Therefore, **if a student is more than 10 minutes late to class, he or she will be required to observe only in order to prevent injury.**

Classroom etiquette is of extreme importance. If a student is being disruptive, he or she will be asked to leave class for that day without reimbursement or the option of making up the class. When a student is disruptive, it takes time away from the other students in class who are also paying to take the class, so disruptive behavior will not be tolerated.

- Parents may enter studios to observe classes by invitation only.
- Parents are asked to maintain an atmosphere of discipline by not interrupting classes.
- Parents are asked to request a viewing or observance invitation through the Prestonwood School of Fine Arts Office. Access will be given only at the teacher's discretion.

Withdrawal policy

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If a student wishes to discontinue his/her dance intensive, written notice will be required. No refund will be given for the monies already paid. The application fee is non-refundable.

Liability

- I understand and recognize the risks of physical injury inherent in dance and dance performances and I am willing to assume those risks.
- I agree that I will not hold Prestonwood Baptist Church, Inc. and other related entities, its directors, its officers, employees, and volunteers liable for injuries sustained while in attendance and/or participating in any class activity at Prestonwood School of Fine Arts.
- I authorize the agents of Prestonwood School of Fine Arts to use their discretion in any decisions necessary for the proper treatment if any such circumstances should occur.
- I understand that all efforts will be made to contact the parents or guardian of the student involved in an accident prior to taking any action.

Classes/Leveling

The Prestonwood School of Fine Arts reserves the right to place students in a different level after the first day of class, if the director feels another level is more appropriate.

School Closings

Observed School of Fine Arts Holidays:

Labor Day	(Sept. 6)
Thanksgiving	(Nov. 24–25)
Christmas	(Dec. 20 – Jan. 2)
Spring Break	(March 14–18)
Easter, Good Friday	(April 22)
Memorial Day	(May 30)
Independence Day	(July 4)

Inclement Weather:

Prestonwood School of Fine Arts follows the inclement weather policy of Prestonwood Christian Academy. Please listen to local radio and TV broadcasts for information concerning closings. When inclement weather develops in the afternoon, the School of Fine Arts reserves the right to cancel classes for the remainder of the day. Please call the School of Fine Arts Office for cancellation notices or to determine whether a decision to close the church building was made during the day.

Grievance Procedures

Please feel free to discuss with your instructor any difficulties that you/your student might be experiencing with the class. If a problem cannot be resolved with the instructor, or if you feel that an instructor is not meeting the needs of the students, please contact the School of Fine Arts Office immediately. If possible, put your concerns in writing.

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Parent Meetings

Parents are expected to attend all parent meetings to obtain the necessary information for their student. In the absence of a parent, *another adult must attend* in order to obtain the information.