



The Rachel Park

Dance Center

Providing quality dance training since 1993!

POLICIES AND GENERAL INFORMATION 2011-2012

CLASSES BEGIN MONDAY, SEPTEMBER 12TH!

Welcome to all new and returning students and parents!! I hope you all had a wonderful summer and that you're looking forward as I am to an exciting year of dance. I'd also like to welcome Sarah Garceau to the RPDC faculty! Sarah is a former RPDC student and RPDC Dance Company member. She recently graduated from Dean College with a Bachelor of Arts degree. As a dance major, Sarah performed with the Dean Dance Company and choreographed several of her own works. She also performed in many of Dean's theatrical productions and served as dance captain during her senior year. She recently travelled to New York City to study at the Alvin Ailey School. Sarah will be teaching our Modern and Hip Hop classes. She will also be running a new Musical Theater workshop and helping with Dance Company choreography. I am excited to welcome Sarah back and know that you will all enjoy her classes! She is sure to bring a new and innovative style to the Dance Center! Please feel free to check out her full bio on our website.

Please read (and save) the following very carefully! Understanding all Dance Center policies is extremely important for each family. Please note: In order for your child to attend his/her first class, you must sign the release at the bottom of your enrollment form. If you have any questions or concerns throughout the year, please don't hesitate to contact me: rpdcdance@yahoo.com or 508-946-2380

DRESS CODE:

A dress code creates an aura that dance school is special and it is!! Just as your children can't play a sport without a uniform, they shouldn't dance without the proper attire. Dress codes eliminate singularity. Students are more focused and not worried about who has the coolest attire, and most importantly, the instructor can focus on the body and make necessary corrections. All students at the Rachel Park Dance Center must follow the dress code below. For your convenience, all required dance attire can be ordered at any time during the year at the Dance Center. We strongly recommend that you purchase your shoes at the Dance Center in order to ensure proper fit and style.



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POLICIES AND GENERAL INFORMATION 2011-2012

Pre-School 1 and 2: pink leotard, pink tights, pink split-sole ballet shoes and black patent buckle tap shoes

Primary 1 and 2: black leotard, pink tights, pink split-sole ballet shoes and tan buckle tap shoes

Ballet: black leotard, pink tights and pink split-sole ballet shoes (your instructor will let you know if and when you should purchase pointe shoes)

Jazz: black leotard, pink or black tights and black stretch jazz boots

Modern: black leotard, pink or black footless tights and bare feet or tan foot thongs

Hip-Hop: any solid color tank top, t-shirt or leotard, black dance shorts, pants or tights and black ultra-arch sneakers (street shoes will not be allowed)

Tap (Elem & Int Levels): black leotard, pink or black tights and tan u-shell tap shoes

Tap (Jr & Sr Levels): black leotard, pink or black tights and black premium jazz tap shoes

* Black dance shorts may be worn over tights & leotard in the following classes: Jazz, Modern, Tap & Hip Hop

* *For safety reasons, pants that fall beneath the ankle will NOT be allowed in ANY classes.*

Male students are allowed to wear white or black tee-shirts*black shorts or pants for all classes and must have the appropriate shoes: black canvas or leather ballet shoes, black stretch jazz boots, black patent oxford tap shoes & black dance sneakers.

Female students must have hair in a neat bun during all ballet classes and in a neat bun or ponytail during all other classes. The following items will not be allowed in any class: loose jewelry or street clothes/shoes. RPDC jackets,



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POLICIES AND GENERAL INFORMATION 2011-2012

sweatshirts and t-shirts may be worn over dance attire to and from class as a cover-up.

In order to participate in class, students are expected to follow the above dress code.

We will make exceptions for any dancers waiting for a leotard, tight or shoe order to arrive. In this case, students are welcome to borrow from our supply of "gently used" dancewear/shoes.

Registration:

Students may register on-line at www.rachelsdancers.com, in person or by mail. There is a yearly (non-refundable) registration fee of \$25/student or \$30/family due upon registering for classes. First tuition payment (see below) is also due at time of registration and is non-refundable. Please be sure to include registration fee and 1st month's tuition with signed enrollment form.

Multiple Class Discounts:

For students or families whose students are enrolled in more than one class, we offer the following discount: \$10 off your second class and \$5 off of each successive class (highest price class at regular tuition on down.) For example, a student taking the following classes: 60 minute ballet, 45 minute jazz and 45 minute tap would be charged \$125.00 per month.

60 minute ballet - regular tuition of \$50/month
45 minute jazz - regular tuition of \$45/month minus \$10 = \$35/month
45 minute tap - regular tuition of \$45/month minus \$5 = \$40/month
Total monthly tuition: \$125.00

Full year's tuition that is paid in September will be given a 10% discount.

Tuition:

Tuition is based on the total class hours per week and is divided into nine equal payments. The first payment is due at registration. The remaining payments are due at the first class of each month. There is no tuition due for



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POLICIES AND GENERAL INFORMATION 2011-2012

any classes held during the month of June. Tuition is the same each month regardless of absences, holidays, school vacations, snow days, illnesses, etc.
***See below regarding make-up classes.**

The Dance Center accepts cash, checks or money orders. If you are writing a check, please be sure to note student's name at the bottom. This is especially important if the person signing the check has a different last name than the student. Please make checks payable to The Rachel Park Dance Center (RPDC.) If there is no one at the reception desk to accept payment, please drop it in the locked mailbox beside the office (envelopes are provided by the box for your convenience). Please note student's name and exactly what you are paying for on the envelope. *There will be a \$25 service charge for all returned checks and a \$6 service charge for any check that the bank has to redeposit.

If you are unsure of your monthly tuition, please speak with a member of our office staff. If no one is available, please drop a detailed message (including your phone number and/or email address) in the locked mailbox and someone will contact you by the end of the week.

- **A \$10 late fee will be added to payments not received in our office by the 15th of each month. This will be strictly enforced and exceptions cannot be made. Payments may be placed in the locked mailbox at front desk or handed to a member of the office staff (during regular office hours.) You may also mail payments to The Rachel Park Dance Center at P.O. Box 694 in Middleboro.**
- **The Dance Center expects and appreciates your prompt payment. We cannot hold your child's place in class if tuition becomes more than a month overdue. Please contact the office with any questions you may have regarding your account.**
- **Make-Up Classes: Classes that are missed due to holidays, illness and/or snow days may be made up by taking a similar class scheduled at another time during the week. Please refer to class schedule on the bulletin board and on our website www.rachelsdancers.com. If you are planning to attend an alternate class, please notify the Dance Center in advance.**



The Rachel Park

Dance Center

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POLICIES AND GENERAL INFORMATION 2011-2012

- If you wish to change or add classes during the year, it must be approved by Rachel Park. Please be sure to inform the front desk of any changes immediately so that they can make tuition adjustments.
- If you decide to withdraw from classes, you must inform our office staff and fill out a withdrawal form. If the dance center does not receive a completed (signed) withdrawal form you will continue to be billed and considered responsible for your monthly tuition.
- ALL TUITION PAYMENTS ARE NON-REFUNDABLE, unless a class is cancelled due to insufficient enrollment. If your child withdraws after the 1st week of any given month, you are still responsible for that month's tuition.

RECITAL COSTUMES:

All students will be measured for their recital costumes in November and costumes will be ordered during Christmas break. Absolutely no costumes will be ordered unless paid in full. If we are able to place a late order once the deposit has been paid, there will be a \$10 processing fee. Costumes are \$55 for Pre-School & Primary classes, \$65 for Elementary & Intermediate classes and \$75 for Junior & Senior Classes. Prices include all accessories. Tights must be purchased separately at the Dance Center. Any alterations are the sole responsibility of the student's parent/guardian. ***Recital costumes will not be sent home unless accounts are up to date.* All costumes must be paid in full before Christmas break. Costume payments may be made in installments during the months of September, October, November & December.**

We cannot cancel a costume order once it has been processed. Therefore, if for any reason your child decides to discontinue dance after we have placed the order, you will still be responsible for the entire costume payment and we will contact you when your costume arrives. There will be no refunds on costume once they have been ordered - no exceptions made. IF YOUR CHILD WILL NOT BE PARTICIPATING IN THE RECITAL, PLEASE BE SURE TO INFORM THE FRONT OFFICE AND YOUR CHILD'S INSTRUCTOR!

GET INVOLVED AT THE RACHEL PARK DANCE CENTER!



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POLICIES AND GENERAL INFORMATION 2011-2012

DAD'S DANCE! OPEN TO ALL RPDC DADS (NO DANCE EXPERIENCE NECESSARY!)

MOM'S DANCE! OPEN TO ALL RPDC MOMS (NO DANCE EXPERIENCE NECESSARY!)

Look for further info during the months of March & April!

Dance Essay Contest: This contest is open to all RPDC students ages 8 & up. The essay explaining what dance training has done for you and why you love to dance must be typewritten and *at least one page in length*. The winner will be awarded a scholarship toward classes at the Rachel Park Dance Center. The winner will be invited to read their essay at our 2012 recital and will have their photo featured on our website and in the local newspaper!

Bring-a-Friend Week: Students may bring one friend to class during the last week of September. Friends may observe class or dance along with us. Any student whose friend enrolls at the Dance Center for the entire year will receive \$25 off their next month's tuition...*we truly appreciate your referrals!*

RPDCKids: The RPDCKids Company is the preliminary training ground for the Rachel Park Dance Company. It is comprised of selected students at the Dance Center and provides a vehicle for serious young dancers to explore their talents and share their love of dance with the community. Members of RPDCKids perform along with the Dance Company at local nursing homes, charity events and at our annual Spring Festival. RPDCKids also attends one or two dance competitions each year. They have brought home many platinum and high gold awards as well as earning high scores and special judges' awards.

Rachel Park Dance Company: The Dance Company is a performing troupe comprised of selected students at the Dance Center. The Dance Company performs at local nursing homes, the annual Spring Festival & charity events such as "Dance for a Cure", a dance benefit for pediatric cancer research. They have attended various workshops and master classes and competed at competitions such as On Stage America, Starquest, Ticket to Broadway, American Dance Awards, Dance Ovations, Starbound, Spirit of Dance Awards and Ultimate Dance. They have placed with platinum, high gold, overall high score and several special awards.



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POLICIES AND GENERAL INFORMATION 2011-2012

These dancers spend many hours taking their required classes, attending weekly rehearsals and working at the Dance Center as teacher apprentices.

Middleborough Youth Ballet: The Middleborough Youth Ballet is dedicated to promoting dance for young people. The goal of the Youth Ballet is to provide training and public performing opportunities to young dancers in the greater Middleborough and Taunton area and to increase the community's enjoyment of the art of dance. The Youth Ballet has been performing a full-length Nutcracker for the past six years. Auditions are typically held in September and are open to all Rachel Park Dance Center students. MYB students have performed Alice in Wonderland, Cinderella and The Wizard of Oz at the Dance Center's end of year recitals.

I would be happy to speak with any student or parent who may be interested in the above groups. Please contact me at rpdcdance@yahoo.com or 508-946-2380.

Middleborough Christmas Parade: All students at the Dance Center are invited to ride on the Dance Center float at the Christmas parade in November. Watch for more information in the months ahead. **RPDC jackets and/or sweatshirts are required** and may be ordered at the Dance Center. Order forms will be available in the office and on our website starting in October.

So you think you can dance? Our annual Spring Festival is open to all Dance Center students and is a wonderful opportunity for the students to showcase their original choreography. Choreography is a unique talent, and I encourage all of our dancers to explore their potential. There will be a panel of judges who will critique each routine and choose a "grand prize winner." Some things that the judges will be looking for are energy/enthusiasm, originality, technique, personality/emotion, musicality & use of space. The winner will be given the chance to perfect and perform the routine at our annual recital! Dancers may enter solos, duets, trios, small and/or large groups. **Every participant will receive an award!**

Teacher's Apprentice Program: If you are interested in learning more about becoming a teaching assistant, please speak with Rachel Park. *This program is offered to students ages 13 and above.*



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Recital: Our end-of-the-year performance will be held in early June at Durfee High School in Fall River. Our dress rehearsal will be held on a Saturday at 11:00am and recital on Sunday at 3:00pm. We will announce the exact dates as soon as we hear from the school. Tickets will go on sale at the dance center during the month of May and seating is reserved and unlimited! Tickets must be paid for in cash and *will not be sold unless accounts are paid in full.*
Please inform the office & your instructor if you will not be participating in the recital

Attendance: Regular attendance is imperative in order to improve technique and perfect the skills necessary to progress and advance to the next level. **Please call the office in case of illness!** Any student with excessive **unexcused (see below)** absences runs the risk of being moved to a lower level and/or being placed toward the back of the group for recital routines. If there is a scheduling (or other) conflict, please let us know!

Unexcused absences include (but are not limited to): Birthday parties, sleepovers, play dates, school plays, cheerleading, sports or other extra-curricular activities. Excused absences are: Extended illness or injury (accompanied by a doctor's note) and family emergency (accompanied by a phone call from child's parent.)

Students enrolling late (after September) or missing several classes are encouraged to enroll in private lessons in order to get caught up with class material. If private lessons are not an option, students may be required to enroll in an alternate class to make up for missed class time.

Parent Observation: Parents may observe classes through our viewing windows the first week of the following months: October, November, February and March.

Private Lessons: Private lessons are available for those students who would like to perfect their skills. Students needing individual instruction due to excessive absences or a late start are also encouraged to enroll. *Please speak with Rachel Park about availability and cost.*

Gift Certificates: Gift certificates are available for purchase in any amount. Please speak with our office staff for more information. These make great Christmas gifts!



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New! Student Choreography Session: We would like to offer a 4- week choreography course for students ages 11 and up. This would be a great opportunity for those of you planning to enter choreography at our Spring Festival! Anyone interested should speak with Rachel Park.

Some Final Notes:

- There is absolutely no food or drink (except water) allowed in the carpeted waiting area. **Students** may use the tiled snack area behind the office.
- Gum, candy, snacks or drinks (except water) are not allowed in classrooms. All phones/ipods must be turned off during class.
- **All parents and siblings must wait in the reception area during classes, except during observation weeks.** The hallways between the studios need to be kept quiet when classes are in session. **Small children must be supervised at all times!!!**
- Students must remain in the reception area until their instructor calls them in to class. Please: No loitering in the hallway behind the office while classes are in session! Excessive noise is a distraction to the students and instructors! We have an extremely large waiting room and there is enough space for everyone!
- Students should visit the bathroom before class! If students need to change before or after class, they may use the bathrooms near the classrooms. Students should bring their dance bags into class with them. It is not safe to leave any belongings in the hallway! We are not responsible for any lost or stolen items.
- For safety reasons, students must remain in the reception area when waiting for parents to pick them up and parents should be PROMPT! *If there is an emergency and you are running late, PLEASE let us know...your child will worry!*
- **IMPORTANT! PLEASE: For the safety of our students the back doors of the Dance Center are not to be used except as emergency exits. We must have all students entering and leaving through the front door in the reception area only.**
- There is parking in back of the Dance Center as well as limited curb-side parking. If you are parking at the curb outside the Dance Center please remember that it is illegal to park directly in front of the Studio even if you are in your car.



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Dance Center

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Police do take notice. Please do not park directly behind Lindo's Pizza. Those spaces are specifically reserved for them.

- Please check our bulletin boards, calendar and website (www.rachelsdancers.com) often for updated Dance Center news.

Again welcome to the Rachel Park Dance Center and please remember that my staff and I are always available if you have questions or concerns throughout the year.

Sincerely,

Rachel

Rachel A. Park
Owner/Artistic Director

Dance Quote of the Month: "The arts - and dance in particular - transmit culture, teach skills and fulfill the human spirit. There is perhaps no better description of education than this"Carolyn Adams