



Cora School for Dance Parent Handbook 2015-2016

WELCOME TO CORA DANCE

Included is important information that will help your family have a successful experience at Cora Dance. Ongoing communication between families and the studio is crucial to that success.

PLEASE SAVE CORA'S NUMBER IN YOUR PHONE 718-858-2520.

If you have questions, thoughts, or concerns, please do not hesitate to direct them to info@coradance.org or call the Cora Office at 718-858-2520.

ENROLLMENT, TUITION, AND FEES

Enrollment: Enrollment is on a first come, first served basis. To register, families must pay the \$20 enrollment fee, fill out a registration form, name a tuition pledge (see "PAY WHAT YOU CAN TUITION" below) and make an initial payment toward tuition by the first day of classes. Even if a registration form has been completed, your child's spot is not secured until the enrollment fee and first tuition payment have been made. If registration and tuition payment has not been paid by/at the first week of classes, your child loses their spot in the class.

Our PAY-WHAT-YOU-CAN Policy: Cora believes that outstanding performing arts programs should be accessible to ALL interested families regardless of financial situation. We operate on the honor policy. If you can pay the suggested fees, we ask that you do. If your family is not able to pay the suggested tuition, we allow you to name a tuition rate that you can afford and are held accountable to that set rate. No proof of income is required and no one is turned away based on what she/he can afford.

Enrollment Fee: An annual \$20 enrollment fee per family is required when registering your child for class. A child is not guaranteed in the class (regardless of whether a form has been filled out) until the \$20 is received and tuition pledge has been signed. We can not guarantee your child's spot until the enrollment fee is received. The enrollment fee is not part of tuition and is required for all Cora programs.

Tuition Rates: Each family must either pay the suggested tuition rate or name a reduced tuition rate within their budget. Even if your pledge is \$0, no one will be turned away based on pledge amount. A quarter of your tuition pledge is due by/at the first class (following payments can be found on the school calendar). If a quarter of tuition pledge is not paid by week 3, the student's enrollment will be suspended.

GENERAL CLASS POLICIES

Enrollment for ALL students, whether full paying or PAY-WHAT- YOU-CAN, is conditional based on consistent attendance, prompt pick-up and clear communication with the school.

Attendance & Absences

Cora is a dance studio. While we provide additional services beyond classes to help families access our programs, we are NOT a daycare facility or babysitting service. Therefore, consistent attendance is required for classes in order for your child to remain enrolled in and get the best training out of our programs.

Attendance is crucial to safe training and success in dance.

- Students in Level I and older are allowed 6 absences per year.
- Students in Level II and older may not miss the last 3 classes before a performance for any reason, barring SERIOUS family emergency, illness, or injury.

If your child exceeds the maximum number of absences per year, her/ his registration in our program will continue only at the discretion of our staff. A child picked up 20 minutes or more before the end of class is considered absent for that class.

Cora Studio Pick Up Policies

General Pick-Up Procedure: When you pick up your child from Cora, come to the OFFICE, not the studio, to sign out your child in our log book. Students will be released into the waiting room by the teacher at the end of class, packed up and ready to go. Your child will be released only to you and your two designated adults, who are required to show a photo ID at time of pick-up. Should your child require pick up by someone other than the parent of designated adults, parents must call 718-858-2520 before pick-up time on that day and speak to or leave a message for Kelsey Kramer. Children under the age of 12 will not be released on their own without written adult consent, nor will children under 12 be released to anyone under the age of 12 without written adult consent.

Early Pick-Up: Interrupting class to remove a child early disrupts the teacher and other students. Should you have to pick up your child early, PLEASE COME TO THE OFFICE FIRST, not the studio, to sign out your child. A member of our staff will then retrieve your child from class. A child picked up 20 minutes or more before the end of class is considered absent for that class (see "Attendance and Absences" for attendance policies.)

Late pick-up: TIMELY PICK UP IS MANDATORY. While we do appreciate being notified of pending lateness, ADVANCE NOTICE DOES NOT NEGATE TARDINESS. Parents running reasonably late receive three "freebies" for the year. After three "freebies", if a parent is more than 10 minutes late, the following penalties apply:

- A \$5 fee will be charged for the first 20 minutes and must be paid before the next class or child's enrollment will be held.
- A \$10 late fee will be charged every 15 minutes after the first 20 minutes and must be paid before the next class or child's enrollment will be held.
- If a parent is more than 30 minutes late and we can not get in contact with any emergency contacts, the authorities will be called.

Excessive abuse of lateness policies may result in enrollment termination.

Observations and Performances

Parents Observing Class: Having parents observe is often challenging and intimidating for children. Hence, parents/caregivers are not permitted in the classroom, unless the presence of the parent is specifically requested by the teacher.

Open Classes/Informal Showings: To allow parents to observe what happens in class, Cora offers open classes/informal showings twice throughout the year. Parents and friends may observe the last 30 minutes of class on these days. (See attached calendar for dates).

Year-End Performance: There will be a year-end performance, location TBD. Participation is encouraged but not required. Parents should notify the teacher no later than April 4 if your child does not plan to perform.

Dress Code

Ballet: Leotard, tights or fitted leggings, ballet slippers

Modern: Leotard or form fitting t-shirt, footless tights, dance pants or form fitting athletic pants, bare feet

Hip Hop: Breathable athletic clothing, sneakers or bare feet

*For all classes, no gum or dangling jewelry is allowed. Students with longer hair must have it pulled back off of the face.

Leaving Attire and Shoes at Cora: Students may leave 2 sets of dancewear plus shoes at Cora. Clothes will be sent home quarterly to be laundered and returned by the next class. All other students must bring their own appropriate attire. It is important that all Cora students wear appropriate dance attire for each dance class, as inappropriate clothing can hinder the child's ability to properly execute specific dance forms and can obstruct a teacher's view of body alignment.

Those Needing Attire and Shoes provided by Cora: If the purchase of appropriate dance attire is outside a family's budget, Cora will provide dancewear and shoes at no cost to the family. To receive free dancewear, please fill out the corresponding portion on the registration form. If dance clothes are taken from Cora and not returned at the end of the year, you will be invoiced \$20, regardless of whether the clothes are eventually returned. Cora will provide a single pair of ballet shoes and a set of dance clothing, which must remain at the Cora Studio. All dance attire will go home with parents at the end of each quarter to be laundered and must be returned by the next class or the child will be unable to participate and you will be invoiced \$10. If a student outgrows provided items, Cora will provide a new set in the appropriate size.

CHILD SAFETY

Cora has relocated to the second floor of Red Hook Ministries. Since Cora is a tenant in the building, it is imperative that all students and families of Cora respect the church and the spaces that are not inhabited by Cora. Anything aside from the restrooms, studio space, office, and kitchen is OFF LIMITS. Please stay with your

child when she/he is not in class. Children under the age of 8 should not be in the Cora facilities alone at any time.

PS15 WALKOVER SERVICE

If you have chosen the walkover option from PS15, communication is crucial. If a child is absent from school the day of her/his Cora class or IF YOUR CHILD WILL NOT BE PICKED UP BY CORA FOR ANY REASON, YOU MUST CALL AND LEAVE A MESSAGE WITH CORA AT 718-858-2520 AND EMAIL

KKRAMER@CORADANCE.ORG. IF WE HAVE NOT RECEIVED ANY INFORMATION BY 2PM THE DAY OF WALKOVER, YOUR CHILD WILL BE PICKED UP BY CORA'S CAREGIVERS. Children must be signed out at the Cora Studio before pick up.

SCHOOL CALENDAR 2015-2016

While our calendar is similar to the public school calendar, it is not identical. For inclement weather, we follow the NYC public school calendar closings. If NYC public schools are closed, have early dismissal, or cancel after school programs due to inclement weather, Cora will also be closed for classes on those dates. Please pay close attention to our closings.

OCTOBER 2015:

Mon, Oct. 5: Cora School General Class Registration Begins

Mon, Oct. 26: First day of classes! Required parent info sessions last twenty minutes of class - 1st tuition payment

Mon, Oct. 26, 6-7pm: CYC Parent Meeting and Workshop: "***Parenting A Performing Artist: A Workshop for Parents Whose Children Are Serious About Dance and Performance***". Geared toward parents with children ages 10 and up. Mandatory for CYC parents.

NOVEMBER 2015:

Tues, Nov. 3: No Cora classes

Thurs, Nov. 5: No walkover for Cora classes

Wed, Nov. 11: No Cora classes

Wed, Nov. 25-Sun, Nov. 29: No Cora classes

DECEMBER 2015:

Mon, Dec. 7: 2nd tuition payment due

Mon, Dec. 14-Thurs, Dec. 17: In-class Showings

Mon, Dec. 21-Sun, Jan. 3: No Cora classes

JANUARY 2016:

Mon, Jan. 18: No Cora classes

FEBRUARY 2016:

Mon, Feb. 1: 3rd tuition payment due

Mon, Feb. 8: No Cora classes

Mon, Feb. 15-Sun, Feb. 21: No Cora classes

MARCH 2016:

Thurs, March 3: No walkover

Mon, March 7-Thurs, March 10: In-class showings

Mon, March 21: 4th and final tuition payment due

APRIL 2016:

Mon, April 25-Sun, May 1: No Cora classes

MAY 2016:

Mon, May 30: No Cora Classes

JUNE 2016:

Mon, June 6-Wed, June 8: Last week of Cora classes

Thurs, June 9: Cora Student Concert Tech/Dress

Fri, June 10 & Sat, June 11: Cora Student Concert

Cora Dance @ Red Hook Ministries

72 Van Dyke Street
(at the corner of Richards Street)
Entrance on Richards Street

Regular Office Hours:
10am-5pm Mon-Thurs
718-858-2520
info@coradance.org



Facebook: Shannon Hummel/Cora Dance
Instagram: shannonhummel_coradance
Twitter: #CoraDance
www.coradance.org