

CORA SCHOOL FOR DANCE PARENT HANDBOOK 2016-2017



WELCOME TO CORA DANCE

Included is important information that will help your family have a successful experience at Cora Dance. Please review this handbook with your child prior to the start of the school year. Ongoing communication between families and Cora Dance 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 may lose their spot in class.

OUR PAY-WHAT-YOU-CAN POLICY

Cora believes that outstanding performing arts programs should be accessible to ALL interested families regardless of their 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 may be suspended. Suggested tuition: \$860 per class (no walkover) - \$980 per class with walkover.

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 Cora management.

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 are allowed 5 absences per year. 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.
- Regardless of previous absences, students that miss the last 3 classes before a performance for any reason (barring SERIOUS family emergency, illness, or injury) may not be permitted to perform.

DROP-OFF & PICK-UP

DROP-OFF

Students should arrive at least 15 minutes prior to the start of class time in order to change and prepare for class. Students should come dressed, fed, and should use the restroom prior to entering the studio.

GENERAL PICK-UP

Students will be released into the entryway by their teacher at the end of class. Your child will be released only to you and your two designated adults, who are required to sign out. Should your child require pick up by someone other than the parent or designated adults, please call 718-858-2520 before pick-up time. Children under the age of 12 will not be released on their own or 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 to sign out and 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.

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.

DRESS CODE & PROVIDED ATTIRE

It is important that all Cora students wear appropriate dance attire for each dance class. Inappropriate clothing can hinder a child’s ability to properly execute specific dance forms and can obstruct a teacher’s view of body alignment. Students not wearing appropriate attire may be asked to sit out of class.

Ballet: Solid colored leotard, tights, ballet slippers

Modern/Improv: Solid color leotard or form fitting t-shirt, footless tights, form fitting athletic pants, bare feet

Hip Hop: Breathable athletic clothing, sneakers or bare feet

*For all classes, no gum, dangling jewelry, jeans, belts, or button down shirts are allowed. Students must have hair pulled back off of the face.

STORING ATTIRE 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. Students may also bring their own appropriate attire each week.

ATTIRE PROVIDED BY CORA

If the purchase of appropriate dance attire is outside a family's budget, Cora will provide 1 set of dancewear and ballet shoes (if appropriate) at no cost to the family. To receive free dancewear, please fill out the corresponding portion on the registration form. If dance clothes are not returned at the end of the year, you will be invoiced \$20, regardless of whether the clothes are eventually returned. Attire Cora provides must remain at the Cora Studio, going home only once 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 until attire is returned.

OBSERVATIONS & PERFORMANCES

PARENT OBSERVATIONS

Having parents observe is often challenging and intimidating for children. Hence, parents/caregivers are not permitted in the classroom, unless requested by the teacher.

OPEN CLASSES/INFORMAL SHOWINGS

To allow parents to observe what students are learning, Cora offers open classes twice throughout the year. Parents and friends (space permitting) may observe the last 30 minutes of class on these days. (See attached calendar for dates).

STUDENT DANCE CONCERT

The Cora School for Dance Student Concert will be held the week of June 12-15, 2017 at Atelier Roquette in Red Hook. Participation is encouraged but not required. Students must be available after school for one night of dress rehearsal and one night for the performance. Parents should notify the office no later than March 24th if your child does not plan to perform. (See attached calendar for dates).

PS15 WALKOVER SERVICE

Walkover from PS15 is available to the 3pm/first class of the day at Cora. If you have chosen the walkover option from PS15, communication is crucial. If a child is absent from school the day of his/her 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. Communicating absence to Cora helps alleviate confusion with PS15 during a busy pick-up time.

CHILD SAFETY & STUDIO RULES

- Cora is a tenant in the Red Hook Ministries building and 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.
- Please help us keep the noise level at a respectable volume in the hallways, bathroom, and waiting room/kitchen. Sound travels easily throughout our space and offices.
- The door to the studio is kept closed while classes are in session. Parents are asked to remain outside the studio for the duration of the class to avoid classroom distractions.
- Each student must properly dispose of her/his trash and recycling. Food and trash in the kitchen easily accumulates, please respect Cora's space and keep it clean for everyone to enjoy.

FOR PARENTS/GAURDIANS

School communication is sent via email, please check your email regularly and contact the Cora office if your contact information changes throughout the year. If you or your child are experiencing any difficulties or have concerns about classes, please contact Communications and Programs Manager, Kelsey Kramer.

SCHOOL CALENDAR SEPT 26, 2016-JUNE 15, 2017

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.

REGISTRATION DATES

Mon, Aug 29: Registration for previously enrolled students OPEN

Tues, Sept 6: Registration opens for ALL Cora students

Thurs, Feb 16: Rolling registration CLOSES

SCHOOL CLOSINGS

Mon, Oct 3-Tues, Oct 4: Rosh Hashanah (no classes)

Mon, Oct 10: Columbus Day (no class/office closed)

Wed, Oct 12: Yom Kippur (no class)

Tues, Nov 8: Election Day (no class)

Fri, Nov 11: Veterans Day (no class/office closed)

Wed, Nov 23-Sun, Nov 27: Thanksgiving Recess (no class/office closed)

Wed, Dec 21-Mon, Jan 2: Winter Recess (no class/office closed)

Mon, Jan 16: Dr. Martin Luther King, Jr. Day (no class/office closed)

Mon, Feb 20-Fri, Feb 24: Midwinter Recess (no class)

Mon, April 10-Tues, April 18: Spring Recess (no class)

Mon, May 29: Memorial Day (no class/office closed)

CORA SCHOOL FOR DANCE CONCERT WEEK

Mon, June 12-Thurs, June 15: details about concert times, days, and dress rehearsals will be released in January

PARENT OBSERVATIONS/INFORMAL SHOWINGS

WINTER: Wed, Dec 14 - Tues, Dec 20

SPRING: Mon, April 3 - Fri, April 7

TUITION PAYMENT DUE DATES

1st quarter payment: Mon, Sep 26

2nd quarter payment: Mon, Dec 5

3rd quarter payment: Mon, Feb 13

4th quarter payment: Mon, April 3

Cora Dance @ Red Hook Ministries

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

Regular Office Hours:
12pm-5pm Mon-Fri
718-858-2520
info@coradance.org



Cora
dance

Facebook: Shannon Hummel/Cora Dance
Instagram: shannonhummel_coradance
Twitter: @CoraDance