



THE CENTER FOR
CONTEMPORARY DANCE

CONTEMPORARY/MODERN
BALLET, HIP-HOP, JAZZ & TAP
DANCE FOR SPECIAL NEEDS
PRE-PROFESSIONAL STUDIES
VOICE & MUSIC STUDIES



www.thecenterfordance.org



Lisbet Photography

REGISTRATION & POLICY HANDBOOK

PROGRAMS FOR AGES 2 TO ADULT. NEW STUDENTS MAY ENROLL AT ANY TIME.

PROGRAM DATES: AUGUST 15, 2016 – JUNE 3, 2017

Winter Concert: 7:00 p.m. December 20, 2016 at Trinity Preparatory School in Winter Park, FL

Year-End Concert: 7:00 p.m. June 11, 2017 at Trinity Preparatory School in Winter Park, FL

School not in session: September 5, November 23-26, December 19–January 1, January 16, February 20, March 20 – 24 and May 29. **2017 Summer Programs:** June-August, TBA

WELCOME!

AN EXCEPTIONAL EDUCATION IN THE DANCE ARTS

More than a standard dance studio, The Center for Contemporary Dance (CCD) is a leading Florida cultural organization with awards from United Arts of Central Florida and the National Endowment for the Arts. Operating in accordance with the National Standards for Dance Education, CCD's programs are designed to provide students of all ages – from novice to professional – with vast experiences in classical, post-classical and world dance forms. Providing you and your family with a complete and impeccable education in the dance arts is our priority. We're delighted to welcome you to the School!

Highlights & Opportunities

For the past 15 years, CCD has operated as a dance education, production and incubation center for both emerging and classical perspectives in dance. Beyond the School's dance education programs, the organization's Residency Program is designed to expand a culture of professional dance in Central Florida. Through the Program, emerging dance companies are provided space and opportunity to develop and showcase new work, ultimately becoming successful, independent businesses. As a result, the organization is responsible for the evolution of contemporary dance in the area, supporting the launch and growth of 13 of the 15 regularly-performing modern and contemporary dance companies. Students who study at CCD can matriculate through a full arc in dance, from young student, to pre-professional, to company apprentice, to a contracted professional with one of the many dance companies associated with the organization. A world of possibilities is waiting!

Thank You

Thank you for trusting us to provide you with a quality experience in dance. Should you have any questions, please don't hesitate to call (407) 695-8366 or email info@thecenterfordance.org. We're happy to help, and we're delighted you're here!



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Company Mission

- ▶ **To Produce** a season of compelling dance works that celebrates the creative and cultural diversity of our community.
- ▶ **To Encourage** significant new work by providing an environment in which emerging artists are supported by the finest professionals producing dance today.
- ▶ **To Cultivate** the next generation of dance professionals by providing the highest caliber of dance education.
- ▶ **To Reach** out to young audiences & underrepresented populations with innovative programs in arts education.

Awards & Recognition

The organization is well-recognized for its exceptional programs and is the recipient of multiple awards from:

- ▶ **The National Endowment for the Arts** (www.arts.gov)
- ▶ **United Arts of Central Florida** (www.unitedarts.cc)
- ▶ **Florida Alliance for Arts Education** (www.faae.org)

POLICIES & PROCEDURES

How to Register: Registration Opens June 1, 2016

1. Read the Policies and Procedures thoroughly and consult the 2016-2017 Class Schedule to select classes. If you are a new student who has not yet attended class at the School, you may schedule one (1) free trial week (excluding voice and music lessons). Please call (407) 695-8366 should you need assistance.

2. Fully complete the enclosed School enrollment forms on pages 10-14 and return with the annual non-refundable registration fee to the lobby service desk (**Mon-Fri, 3-8pm; Sat 10am-1pm**) or mail to:

The Center for Contemporary Dance
3580 Aloma Avenue #7
Winter Park, FL 32792

3. Classes start on Monday, August 15, 2016 and run through Saturday, June 3, 2017. Summer programs run June to August. New students may enroll at any time.

Registration & Status Options

Students may choose between three primary registration options:

1. **Register as a Fully-Enrolled Student** by participating in the monthly payment program; monthly tuition fees are based upon the number of class hours attended each week and are due the 3rd of each month. Payment can be made in person or through the online client portal. Students must commit to a full dance season as noted on the Class Schedule. Students ages 5-16 are required to participate in one recital each year.
2. **Register as a Drop-In Student** with the purchase of a block of class hours, which are deducted as a student 'drops-in' on open classes, so long as space permits.
3. **Register only for Voice and/or Music Lessons** with the purchase of private or semi-private sessions. View the fee schedule on page 4 for details.

Serious-minded students (ages 10-18) preparing for a career in the performing arts may audition for placement in the Pre-Professional Dance or Musical Theatre Program. Students ages 4-17 may audition for the Competitive Team. Please call (407) 695-8366 for details.

Fully-Enrolled Students receive the following benefits:

1. Priority placement in classes with a guaranteed space in class selections.
2. Discounts on concert registration fees that include costuming, 2 tickets and 1 DVD.
3. Exclusive offers and discounts on seasonal programs and specialty classes.
4. Priority notification and enrollment in new class offerings.

Drop-In Students:

1. May flexibly attend approved class choices, however space cannot be guaranteed; if a class maximum (12-18 students) is reached with Fully-Enrolled Students, a Drop-In Student – without advance notice – may not be permitted to attend the class.

October 3, 2016 & February 3, 2017 Deadlines: While new students may enroll at any time, those participating in the Winter Concert (December 20, 2016) must be registered into both the School and Concert by October 3, 2016. To participate in the year-end Summer Concert (June 11, 2017), students must be registered by February 3, 2017. Concert Registration options are outlined on the registration form located on Page 13.

Placement

Students are placed into classes on a first-come, first-served basis by age and skill level; attendance during a complimentary trial week (new students only, excluding voice and music lessons) allows for the necessary assessments to make appropriate and preliminary class recommendations. Fully-Enrolled Students participating in the monthly payment program receive priority placement in all classes; classes that reach capacity with Fully-Enrolled Students will be closed. As a student progresses through his/her studies, the faculty will make recommendations for advancement. During the month of May, ballet classes engage in technical and verbal exams to determine the preparedness of each student to advance to the next level; it is not unusual for students to remain in the same class/level for one or more years. Serious-minded students (ages 10-18) preparing for entry into a university dance/musical theatre program or a career in the performing arts may audition for entry into the Pre-Professional Program, which maintains a 96% success rate of facilitating the acceptance of its participants into an accredited college program or professional performance ensemble. Please call (407) 695-8366 to learn more or to schedule an audition.

An Important Note About Placement for Drop-In Students:

Drop-In Students are provided class guidelines and may flexibly attend open classes as they wish (see *Approach to Dance Education & Attendance* below); however, only Fully-Enrolled Students are guaranteed a place in any given class. If a class reaches its capacity (12-18 students) with Fully-Enrolled Students, Drop-In Students may be denied access without notice.

Non-Discrimination Policy & Core Philosophy

The organization's core philosophy is built upon an appreciation for diversity and the belief that dance is for everybody. To that end, The Center for Contemporary Dance, Inc. is committed to providing equal access for all persons without regard to sex, age, weight, race, color, religion, creed, national origin, marital status, disability or sexual orientation. It is the policy of the organization to comply with all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, The Center for Contemporary Dance is committed to maintaining a learning and work environment that is free of unlawful discrimination and harassment. Accordingly, the organization will not tolerate unlawful discrimination against or harassment of any of our employees, students, audience members, constituents or others present at our facilities or off-site events by anyone, including any supervisor, co-worker, vendor, client or customer of The Center for Contemporary Dance.

Approach to Dance Education & Attendance

All classes are conducted by mature, educated industry professionals in accordance with the National Standards for Dance Education. Classes are curriculum-driven with each lesson conducted as part of a bigger-picture achievement plan; class progressions are included in each course and are meticulously designed to push students further in their success each week. For this reason regular attendance in classes is critical to each student's progress in a particular course. Missed classes can be made-up by attending another age, discipline and level-appropriate class; however, there is never an adequate replacement for the student's regular class, which maintains its own unique progression plan. Students should make every effort to attend their regular classes with the utmost commitment.

FEES

Registration Fees (All Students)

Registration fees are due annually and upon registration:

\$35 per student (\$20 if registering after January 1, 2017)

\$60 per family if registering 3 or more students (\$45 if registering after January 1, 2017)

\$30 per student if in college, military, arts professional or age 55+ (\$15 after January 1, 2017)

Single Classes & Weekly Pass (One-time Payments, excluding Voice & Music)

One-Hour Class: \$20

90-Minute Class: \$25

Fully-Enrolled Students (Monthly Payments if enrolling before October 3)

Fully-enrolled students receive guaranteed placement in pre-defined class choices. Students must pay the balance of the school year in full if enrolling after October 3.

50 minutes of class per week: \$60 per month (\$116 if attending 2 classes per week)

1.0 hour of class per week: \$70 per month (dance); \$90 per month (semi-private voice instruction)

1.5 hours of class per week: \$102 per month

2.0 hours of class per week: \$132 per month (dance); \$152 per month (semi-private voice instruction)

2.5 hours of class per week: \$160 per month

3.0 hours of class per week: \$186 per month (dance); \$206 per month (semi-private voice instruction)

3.5 hours of class per week: \$210 per month

4.0 hours of class per week: \$232 per month

4.5 hours of class per week: \$252 per month

5.0 to 7.0 hours of class per week (including pre-professional students): \$295

>7.0 hours of class per week: \$295 plus \$20/month for every 30 minutes over 7.0 weekly hours

Pre-Professional Dance Program: \$495 per month, 22 hours of class per week; add \$50 for 7:30 a.m. drop off (day program)

Pre-Professional Musical Theatre Program: \$495 per month, 8 hours of class per week; 2 private voice or acting lessons per month

Competitive Team: \$295 per month; 7 hours of class per week, excluding team rehearsals.

Monthly tuition fees are due on the 3rd of each month until the end-date defined on the Class Schedule. Monthly fees remain the same even when the number of lessons is reduced due to shorter months, holiday closings or student absences.

Drop-In Students (Pay-As-You-Go Deductions, excluding Voice & Music)

Classes are deducted by the hour; 1.5 class hours are deducted for 90-minute classes. Students may flexibly attend; space is not guaranteed if classes fill with Fully-Enrolled Students.

5 Class Hours (60-day expiration): \$90

10 Class Hours (90-day expiration): \$175

15 Class Hours (120-day expiration): \$255

20 Class Hours (150-day expiration): \$330

25 Class Hours (180-day expiration): \$400

30 Class Hours (240-day expiration): \$465

Monthly Access Pass (Unlimited classes for 30-days): \$425

Voice & Music Studies

Semi-Private Voice Lessons (3 to 5 students per class)

1.0 hour of class per week: \$90 per month

2.0 hours of class per week: \$152 per month

3.0 hours of class per week: \$206 per month

Private Voice and Music Lessons

\$35 per half hour lesson and \$55 per hour. All music lessons are conducted as private sessions.

FEES (continued)

Concert/Recital Fees

All recital costume fees are non-refundable. A \$15 late fee per costume will be charged for late payments; students with unpaid costume balances may not participate in rehearsals or performances. See page 12 for details on upcoming concerts, including payment deadlines.

Fully-Enrolled Students (ages 5-18 **must** participate in one recital each year): \$95/show (ages 5 and under); \$175/show (ensemble); \$225/show (featured role as selected by Artistic Director) Includes rehearsals, first costume, 2 tickets and 1 DVD of the final performance

Drop-In Students: \$95/show (ages 5 and under); \$175/show (ensemble); \$225/show (featured role as selected by Artistic Director) Includes rehearsals and first costume

Fees for Additional Numbers (including Concerts, Ensemble and special events):

Groups of 11 or more: \$95 per number*

Groups of 5 -10: \$125 per number*

Groups of 4: \$195 per number*

Trios: \$245 per number*

Duets: \$375 per number*

Solos: \$750 per number*

*Participation in more than one number requires approval by the Artistic Director. Selection for trios, duets and solos is by invitation; fees for trios, duets and solos do not include costuming, which is an additional cost ranging from \$55-\$100 per dance.

Private, Semi-Private & Small Group Sessions

Rates for private dance instruction start at \$85 per hour, \$400 for 5 one-hour lessons, \$750 for 10 one-hour lessons and \$1400 for 20 one-hour lessons. Rates for private voice/music instruction are \$45 per 30-minute session and \$65 per hour. Music lessons are conducted as private sessions. Private sessions must be scheduled and coordinated in advance through the office; private lessons may not be scheduled through direct communication with faculty members.

Additional Fees

Additional fees apply to students participating in the Pre-Professional Program, Competitive Team, apprenticeships or special performances. Fees are non-tuition in nature and include but are not limited to costuming, travel, space rental, rehearsal costs, meals and housing.

TUITION POLICY

For Fully-Enrolled Students participating in the monthly payment program, tuition fees are due on the 3rd of each month. To guarantee placement, students fully-enrolling after October 3 must pay the balance of the school year in full. Drop-In Students are required to maintain a positive balance of class hours on their account. Class hour packages have an expiration date, which may be extended for 30 days, one time only, for a fee of \$20. Students with negative balances or delinquent accounts may not attend class. Students with delinquent accounts of 30 days or more will be dismissed; a re-enrollment fee of \$20 is assessed to re-instate the student's account. Accounts must be paid in full to register for a new dance season, program, specialty class or to participate in a student concert/recital. Missed classes that occur as a result of account delinquency will not be refunded and cannot be made-up. Private and semi-private lessons must be paid in advance in order to guarantee the scheduled appointment. All purchases are final; tuition is non-refundable and non-transferable.

Accepted Forms of Payment

Payments may be made using VISA, MasterCard, Discover, cash, check, EFT or money order. All students are required to have a valid credit card or bank account (voided check) on file.

Late Fees, NSF Fees and Declined Credit Card Fees

A per day late fee equal to 5% of the outstanding balance will be assessed to accounts not paid by the 3rd of the month (Fully-Enrolled Students); late fees will accumulate until the account is paid in full. A \$20 late fee will be applied to accounts that sit 10-days or more with negative class hours (Drop-In Students). There is a \$25 returned check fee and a \$5 fee for declined credit card transactions; these fees will be automatically added to the student's account. Students are not permitted to attend class until outstanding tuition and late charges are paid in full.

Monthly Payments (for students enrolling before October 3)

Fully-Enrolled Students must make monthly tuition payments in person or through the online client portal by the 3rd of each month. On the 3rd of each month, tuition and any accumulated/approved fees are due in full. Upon registration, a student's initial tuition payment will be made as a standard point-of-sale transaction; monthly billing begins the month following registration. If registration occurs after the 7th of the month, the first point-of-sale tuition payment will include the pro-rated current month and the following full month. The final monthly payment for the current season is June 3, 2017. Student fully-enrolling after October 3 must pay the balance of the school year in full.

Referrals

Spread the word and get rewarded! Fully-Enrolled Students receive a \$25 credit each time a new student mentions you as their referral source and registers at the School (Drop-In Students must purchase 10 or more class hours). Drop-In Students receive a free class hour for referrals meeting the same criteria. Credits appear after the referral makes the first tuition payment.

CLASS PROCEDURES

Program Policy

Students must abide by the posted Policies and Procedures of The Center for Contemporary Dance that articulate appropriate behavior and expectations of all constituents of the organization. Violation of the Policies and Procedures may result in dismissal from the School.

Timeliness

Please arrive at least 5 minutes prior to class start time dressed in the proper attire with appropriate hairstyle (see Attire & Appearance below). Warm-ups are done at the beginning of each class and are vital to injury prevention. At the discretion of the faculty and for the safety of each dancer, latecomers may be asked to observe the class in part or in its entirety. Classes missed for lateness or early-departure cannot be made-up or refunded. Drop-In Students who enter a class late or leave a class early are charged the full hourly value of the class; partial class deductions from hourly class packages are not permitted.

Absences & Cancellations

There are no refunds or credits for missed classes, including classes missed due to illness, vacation or injury. Unless a Student Withdrawal Form is completed, tuition for Fully-Enrolled Students is still due in order to hold a place for absent students. Students may make-up classes within 30 days in another equivalent class; missed classes that occur during the final week of a season cannot be made-up. There are no refunds for classes dropped by Fully-Enrolled Students after the 1st of any month. It is requested that parents or students call or email the School (info@thecenterfordance.org) to inform the faculty of any absences. Students with a contagious illness or injury should not attend class until fully recovered. In cases of serious injury or illness requiring a Fully-Enrolled Student to miss a month or more of class, tuition payments may be temporarily halted; this determination is made on a case-by-case basis.

The School reserves the right to combine classes, alter class times, modify class content/curriculum, provide qualified substitute or replacement teachers, and cancel or combine any class with 6 or less students. In cases where a substitute teacher cannot be scheduled, either the class will rescheduled as a whole by the regular instructor or Fully-Enrolled Students will receive a per lesson credit towards the following month's tuition. These decisions will be made by a director or senior faculty member.

The School requires 24-hour notification from students wishing to cancel scheduled private, semi-private or private group sessions; accounts will be charged the full-session rate for cancellations made less than 24-hours prior to the scheduled appointment.

Dropping/Adding Classes (Fully-Enrolled Students Only)

Dropping and adding classes requires completion of a Drop/Add Form, available at the lobby desk. Fully-Enrolled Students may add classes to their schedule through February 1, 2017; classes may be dropped within 30 days after registration or by approval. Fully-Enrolled Students may attend one (1) complimentary trial class in any class they are interested in adding to their schedule; attendance in trial classes requires approval. Drop-In Students are not entitled to additional trial classes. When adding classes, tuition fees will be pro-rated and added to student's account balance; future monthly payments will then include the tuition adjustment for the new class. Classes dropped after the 1st of the current month will not be refunded or credited; students should complete the full month of class. Students who discontinue attending a class and who have not formally dropped the class by completing a Drop/Add Form will continue to be billed for the class. Lack of attendance does not constitute the dropping of a class. Students who drop all classes and re-enroll within the same season will be charged a re-enrollment fee of \$20.

School Closings Policy

The School will be closed during major holidays, winter break and spring break as listed on the current Class Schedule. The School will be closed due to inclement weather in accordance with the Orange County Public School System.

Attire & Appearance

At the discretion of the faculty, students who fail to meet the required dress code may be asked to observe the class in part or in its entirety. Classes missed for inappropriate attire cannot be made-up or refunded. For the safety and comfort of all students, jewelry, accessories and heavy perfumes/colognes are not permitted while taking class. Hair must be pulled back and away from the face at all times; women with longer hair must place it in a bun for all ballet classes. Black dance attire is required for all classes as detailed below:

Ballet: Ladies – Black leotard and wrap skirt with pink tights and pink ballet slippers; hair in bun. Gentlemen – White leotard or tank top with black tights and black ballet slippers; men must wear a dance belt. **Ballet uniforms must be purchased through the School; orders should be placed at the Lobby Service Desk upon registration.**

Modern, Contemporary, Improvisation Acrobatics, Cultural, Stretch: All – Any appropriate combination of black leotard, unitard, tank top/t-shirt, leggings, yoga pants, dance pants or modest dance shorts; footwear is not required but foot thongs (dance 'paws') may be worn. **Uniforms for Modern and Contemporary Studies must be purchased through the School; orders should be placed at the Lobby Service Desk upon registration.**

Ballet Workout and Dance Fitness: Ladies – Any appropriate combination of black leotard, unitard, tank top/t-shirt, leggings, yoga pants, dance pants or modest dance shorts; pink ballet shoes. Gentlemen – Any appropriate combination of black leotard, unitard, tank top/t-shirt, leggings, yoga pants, dance pants or modest dance shorts; black ballet slippers. Men must wear a dance belt.

Hip Hop and Street Dance: All – Any appropriate combination of black leotard, unitard, tank top/t-shirt, sweatshirt, leggings, yoga pants, dance pants or modest dance shorts; street sneakers, jazz shoes/sneakers/boots.

Jazz, Musical Theatre: All – Any appropriate combination of black leotard, unitard, tank top/t-shirt, leggings, yoga pants, dance pants or modest dance shorts; jazz shoes, sneakers or boots.

Tap: All – Any appropriate combination of black leotard, unitard, tank top/t-shirt, leggings, yoga pants, dance pants or modest dance shorts; tap shoes are required.

Creative Ballet, Move It, Baby!, Kinderdance®: Girls – Black leotard and pink tights; pink ballet slippers are required for ballet-based classes; tap shoes are required for classes that include studies in tap. Boys – White leotard/t-shirt with black dance pants/shorts; black ballet slippers for ballet-based classes; jazz and tap shoes are required for Kinderdance® classes. **Uniforms must be purchased through the School; orders should be placed at the Lobby Service Desk.**

Observation

Observation of classes is recommended and encouraged. Unless otherwise invited, parents and guests must view classes via the monitor located in the lobby area. Occasionally and at the discretion of the faculty, parents may be invited to observe classes from inside the classroom. During scheduled Observation Weeks, classes will be open to parents and guests.

Before/After Class

The School does not provide daycare or babysitting services. Students are not to arrive any earlier than 15 minutes prior to class and must be supervised by a parent or guardian until class begins. While faculty members and administrators take great care in keeping young students safe before and after class, we cannot assume full responsibility for watching students once class has been dismissed. Minor students are not permitted to leave the premises without a parent or authorized guardian. Students are not permitted to wait outside for rides. Please reinforce this policy with minor children, reminding them to wait inside the lobby until a parent or authorized guardian arrives. Parents who will be late picking up minor children should contact the office at (407) 695-8366.

Classroom Etiquette

With the exception of instructors who utilize mobile devices to access music, cellphones are not permitted in the studios. Food, gum and beverages (other than water) are prohibited in the studios. Street shoes may not be worn in any studio spaces. Studios may not be used as playrooms and no minor student may enter the studios without an adult.

Termination of Lessons

The School requires a two-week notification to discontinue enrollment. Withdrawal must be done in person and will not be accepted over the phone or by email. To withdraw from the School, a parent or adult student must:

1. Inform the front desk. Termination of lessons cannot be done through a faculty member.
2. Complete and sign a Withdrawal Form provided by the School. You will be considered a student and billed accordingly unless a Withdrawal Form is completed and signed.
3. Fully-Enrolled Students will be charged the current and one month's additional tuition; students may opt to continue classes for the additional paid month. Drop-In Students with positive account balances will not be reimbursed; pre-paid tuition is non-refundable.

Suspension & Dismissal

Students who violate School policies and procedures will receive a verbal warning and up to two (2) written warnings before being placed on suspension and disallowed to attend class for a period of time no less than 1 week and up to 30 days; suspended students are still required to pay tuition. Parents of minor students will be contacted after the first written warning and every reasonable attempt will be made to avoid a second written warning and suspension. The School reserves the right to remove any student from a class or dismiss any student from the School without notice. In such a case, a refund for unused lessons will be issued. The School reserves the right to change policies and procedures as needed. Students will be notified of all changes that impact them in any way, including those related to tuition, programs, evaluations and new opportunities.

ADDITIONAL POLICIES & OPPORTUNITIES

Audition-Based Programs

Serious-minded students ages 10-18 may audition for entry into the Pre-Professional Dance or Musical Theatre Program. Students ages 4-17 may audition for the School's Competitive Dance Team. These programs maintain additional policies and costs, which are outlined by separate contract. Please visit the Lobby Service desk for details and to schedule an audition.

Performance Ensemble and Competitive Team Exclusivity

If accepted by audition or invitation, students must choose to participate in only one of the following for an entire season: Classical Ballet Ensemble, Modern Dance Ensemble, Musical Theatre Ensemble or Competitive Team. Ensemble and Team members may not participate in any other outside performance ensemble, with the exception of approved short-term projects. Students who choose to compete outside of the Team, must seek approval from the Director of Education and follow guidelines established for the Team and Pre-Professional Students, or risk expulsion from the School and revocation of scholarship/work-study benefits, if applicable.

Participation in Recitals and Required Classes

All students ages 5-18 are required to participate in one recital each year. Rehearsals for recitals take place outside of regular classes and require attendance in specific classes. Students 5 and up must attend at least one (1) weekly class in the discipline related to the recital work (i.e., modern dance numbers require that a student attend at least 1 weekly modern dance class); students under 5 must attend at least one (1) weekly pre-ballet or Kinderdance® class. Additionally, students 7 and up must attend at least two weekly ballet classes to participate in recitals. Works presented in student recitals and showcases are limited to one (1) solo per student (by approval) and no more than four (4) works total, also by approval; unless otherwise approved, students under 7 are limited to performing no more than one (1) number per recital.

Backstage Areas

Unless otherwise approved by the Director of Education, guardians may not enter backstage areas during Student performances of any kind.

Creative Matters

Creative matters and processes are restricted to CCD's Directors and faculty. Creative matters include but are not limited to decisions about program development, curriculum, guest choreographers, choreography, costuming, music selections and show orders. When appropriate, student artists will be invited to participate in the creative process.

Social Media

Postings on social media sites, such as Facebook, Instagram and YouTube, that are related to the student's studies/performances/milestones must include a credit/tag to both the affiliated choreographer/faculty member as well as The Center for Contemporary Dance.

Independent Studio Use

Payment for independent use of studio space is required of all students. Studios may be rented by registered students for \$20 per hour. Pre-Professional Students shall receive a courtesy rate for studio rental of \$15 per hour. Rental fees are due in advance at the time of reservation. No more than 5 cumulative hours may be booked during any given week. Unused studio hours cannot be accumulated and used for future weeks. Studio space is contingent upon availability, subject to change, and weekly hours are not guaranteed; scholarship rentals, if applicable, are not offered when the studio is dark. Rental requests during dark days are dependent upon administrative availability and are not guaranteed.



THE CENTER FOR
CONTEMPORARY DANCE

3580 Aloma Ave. #7, Winter Park, FL 32792 ■ thecenterfordance.org ■ (407) 695-8366

POLICY ACKNOWLEDGEMENT FORM

Print Student Name: _____

Print Name of Guardian Completing Form: _____

I acknowledge and accept the Policies and Procedures outlined in the Registration and Enrollment handbook dated and released on October 8, 2016:

_____ Date: _____

Signature of Student Parent Guardian

Drop-In Students (please initial next to each statement)

_____ Drop-In Students may flexibly attend age and level-appropriate classes. Space in classes is not guaranteed.

_____ Drop-In Students are required to maintain a positive balance of class hours on their account; a \$20 late fee will be applied to accounts that sit 10-days or more with negative class hours. Students with overdrawn accounts or unpaid fees may not attend class, register for a new season of dance or participate in specialty programs, including student recitals/concerts.

_____ Class hour packages have an expiration date, which may be extended for 30 days, one time only, for a fee of \$20. Tuition is non-refundable and non-transferable.

Fully-Enrolled Students (please initial next to each statement)

_____ Tuition is due on the 3rd of each month and can be paid through the client portal or in person. Students fully-enrolling after October 3 must pay the balance of the school year in full.

_____ Tuition is late after the 3rd of the month. A per day late fee equal to 5% of the outstanding balance will be assessed to accounts not paid by the 3rd of the month; late fees will accumulate until the account is paid in full. Students with delinquent accounts may not attend class, register for a new season of dance or participate in programs/performances.

_____ Monthly tuition remains the same even when the number of lessons is reduced due to shorter months, holiday closings or student absences. Tuition is not pro-rated, refunded or credited for missed classes or holidays. Tuition is non-refundable and non-transferable.

_____ A Drop/Add Form or Withdrawal Form must be completed in order to remove classes from a student's account. Failure to submit these forms will result in continued tuition charges.

_____ Students ages 5-18 are required to participate in at least one recital each year.

All Students (please initial next to each statement)

_____ Semi-private and private lessons canceled by the student less than 24 hours before a scheduled session are charged in full and cannot be made up.



CLASS REGISTRATION FORM

**THE CENTER FOR
CONTEMPORARY DANCE**

3580 Aloma Ave. #7, Winter Park, FL 32792 ■ thecenterfordance.org ■ (407) 695-8366

STUDENT INFORMATION:

Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Cell Phone: _____
 Email: _____
 Date of Birth: _____ Gender: _____
 How did you hear about us? _____

For Office Use Only:

EML
 DIS _____
 SCH _____
 Notes:

Check if applicable: College Student Over Age 55 Arts Professional
 Military Personnel Registering 3 or more family members

If registering as a Drop-In or Music/Voice Student, please select your package:

5 Class Hrs 10 Class Hrs 15 Class Hrs 20 Class Hrs 25 Class Hrs 30 Class Hrs
 Other: _____ Single Class \$ _____ Visitor's Pass: \$ _____
 Monthly Access Pass: \$ _____ Registration Fee: \$ _____ **TOTAL DUE: \$ _____**

Hourly packages and access passes have expiration dates. Space in classes not guaranteed.

If registering as a Fully-Enrolled Student, please select your weekly classes:

1. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____
2. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____
3. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____
4. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____
5. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____
6. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____
7. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____
8. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____
9. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____
10. Title: _____ Day: _____ Start Time: _____ Length in Hours: _____

Total Weekly Hours: _____

Monthly payments continue through June 3, 2017.

Monthly Tuition (due on the 3rd of month): \$ _____
 Pro-rated Tuition if Entering After the 7th of the Month: \$ _____
 Registration Fee: \$ _____
 Concert Fees: \$ _____
 First Payment Due Upon Registration: \$ _____

I acknowledge and accept the above Selections, Terms and Conditions.

Signature of Student Parent Guardian

Date: _____



THE CENTER FOR
CONTEMPORARY DANCE

3580 Aloma Ave. #7, Winter Park, FL 32792 ■ thecenterfordance.org ■ (407) 695-8366

CONCERT REGISTRATION FORM

Fully-Enrolled students ages 5-18 are required to participate in one recital each year.

Student Name: _____ Age: _____

Guardian for Concert Performance Day: _____

Email: _____ Home Phone: _____ Cell: _____

Concerts are open to all students & include educational rewards that cannot be achieved in a regular class setting. Fully-Enrolled Students ages 5-18 must participate in one concert. **Check one or both:**

2016 WINTER CONCERT: # of Dances: _____

7:00pm Tuesday, December 20, 2016 at Trinity Preparatory School (Winter Park, FL)
Open to all levels and disciplines, including dance, voice, music and musical theatre.

2017 SUMMER CONCERT (YEAR-END SHOW) # of Dances: _____

7:00pm Sunday, June 11, 2017 at Trinity Preparatory School (Winter Park, FL)
Open to all levels and disciplines, including dance, voice, music and musical theatre.

PARTICIPATION/COSTUME FEES AND PAYMENT SCHEDULE

Fee for First Performance Number

\$95/show (ages 5 and under); \$175/show (ensemble); \$225/show (featured role as selected by Artistic Director)

Additional Costume/Rehearsal Fees if Approved in More than One Number:

Fully-Enrolled and Drop-In Students: \$95 per large group dance; see page 4 for a complete listing of additional dance fees, including those for small groups, trios, duets and solos.

A \$50 deposit per concert is required at registration. Balances are due as follows:

Winter Concert – All balances due October 3, 2016

Summer Concert – All balances due February 3, 2017

A CCD Advisor will assist with performance selections and rehearsal schedules. In addition to regular rehearsals, production participants are required to attend 4 to 6 all-cast rehearsals at CCD; a detailed rehearsal schedule will be provided. Solos and additional numbers require approval. Students who miss more than three (3) rehearsals may be excused from the concert without refund. Student performers must consistently attend at least one (1) class from the current class schedule. Concerts are open to the public with a general admission ticket price of \$12 if purchased in advance and \$15 if purchased at the door. No guarantee is made with respect to the role a student will play or the length of time a student will appear on stage. Due to the evolving nature of art, all roles are subject to change without notice up to the date of the performance. Concert deposits and associated fees (including costume fees) are non-refundable. A late fee of \$25 will be assessed to unpaid concert fees; an additional late fee of \$15 per costume will be assessed to costume payments made after the above deadlines.

Total Due Now: \$ _____ Balance Due Oct 3, 2016: \$ _____ Balance Due Feb 3, 2017: \$ _____

I ACKNOWLEDGE AND ACCEPT THE TERMS OUTLINED ABOVE

Signature of Student Parent Guardian

Date: _____



WAIVER AND CONSENT FORM

**THE CENTER FOR
CONTEMPORARY DANCE**

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GUEST/STUDENT INFORMATION:

NAME: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

DATE OF BIRTH: _____ GENDER: _____

Years of training: _____ Where did/do you study: _____

I was referred by a current student. Name of student: _____

For Office Use Only:	
<input type="checkbox"/> TRIAL	<input type="checkbox"/> EML
<input type="checkbox"/> CBC	
Class:	_____
Date	_____
F/U:	_____
Notes:	_____

INSURANCE DISCLOSURE: The Center for Contemporary Dance, Inc. hereby represents that it maintains general liability insurance limited to \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limited for bodily injury and property damage.

WAIVER, RELEASE AND CONSENT: I hereby state that the guest/student is physically and mentally capable of safe participation in The Center for Contemporary Dance, Inc. ("CCD") activities. I understand that dance can be dangerous and may lead to injury, death and/or property damage. CCD assumes no responsibility for injuries, illnesses or fatalities which the guest/student may sustain as a result of his/her physical condition or resulting from his/her involvement in CCD activities, programs, the use of any equipment, exercise or other activities. I expressly acknowledge that I assume the risk for any and all injuries, illnesses and fatalities which may result from the guest/student's involvement in these activities, whether on or off CCD's premises. I hereby release and discharge CCD, its agents, servants and employees from any and all claims for injury, illness, paralysis, death and loss or damage which the guest/student may suffer as a result of his/her participation in these activities. I understand that CCD is not responsible for personal property lost or stolen on CCD's premises or any other premises where CCD may conduct its events. I give my permission to CCD to use, without limitation or obligation, photographs, film footage or tape recordings of the guest/student for the purpose of promoting CCD's programs or providing instruction in dance education. I explicitly give my consent to CCD's instructors to gently lay their hands on the guest/student for purposes of dance instruction.

I acknowledge and accept the Waiver, Release and Consent set forth above.

SIGNATURE OF GUEST/STUDENT PARENT GUARDIAN

DATE: _____

If applicable, please list any medical conditions, limitations, allergies or medications:

GUARDIAN CONTACT INFORMATION: *In the event of an emergency, 911 will be contacted first.*

NAME: _____ HOME PHONE: _____ CELL PHONE: _____

ADDRESS (IF DIFFERENT FROM STUDENT): _____

EMAIL: _____ RELATIONSHIP TO STUDENT: _____