



*“Whether you are the parent of a three-year old just looking for your child to develop a love for the arts, or a teen with professional aspirations, you can feel at home at the King Centre.”*



*527 Ringwood Avenue  
Wanaque, NJ 07465  
973-839-4031  
Fax 973-831-9439*

*“Parent Handbook”*

**2009 — 2010**

**[www.KingCentreDance.com](http://www.KingCentreDance.com)**

Wanaque Studio Calendar						
2009						
SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
Sept. 16 - First Day of Classes						
Sept. 28 - Yom Kippur - No Classes						

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Oct. 12 - Columbus Day - No Classes						
Oct. 31 - Halloween - No Classes						

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Nov. 25-28 - Thanksgiving Recess - No Classes						

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
Dec. 23-Jan 2 - Winter Recess - No Classes						

Wanaque Studio Calendar						
2010						
JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30
Jan. 1-2 - Winter Recess - No Classes						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
Feb. 12-16 - President's Day Recess-No Classes						

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Apr. 2-10 - Spring Recess - No Classes						

MAY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30
May - Tentative Dress Rehearsal and Recital						

### *~ Recital ~*

Our recital is tentatively set for May 2010. Participation in the recital is highly recommended, but not mandatory. Our Philosophy is to educate and develop our students first. The Recital complements that education by expanding the creative and performing characteristics of each student.

### *~ Costumes ~*

All costumes are ordered specific to your child's measurements. You will be given a costume contract in October. You will be asked to choose which class/classes you would like your child to participate in. The contract needs to be filled out, signed and returned with a deposit. There are no refunds on deposits or costumes once they are ordered. Costumes cannot be returned.

### *~ Pictures ~*

For your convenience, before the recital we have a photographer come to the Studio to take pictures of your child in their recital costumes. This usually takes place a month prior to the recital. You will be given the picture date and schedule.

### *~ Dress Rehearsal ~*

We allow each child the opportunity to rehearse on stage, in costume, before the day of the recital. The dates are tentatively set for May 2010. You will be given a Dress Rehearsal Schedule with a specific time and day for your child's class/classes.

## **Wanaque Studio Schedule**

Sept. 16 - First Day of Classes  
Sept. 28 - Yom Kippur - No Classes  
Oct. 12 - Columbus Day - No Classes  
Oct. 31 - Halloween - No Classes  
Nov. 25-28 - Thanksgiving Recess - No Classes  
Dec. 23-Jan. 2 - Winter Recess - No Classes  
Feb. 12-16 -President's Day Recess-No Classes  
Apr. 2-10 - Spring Recess - No Classes

## **Recital Information — Tentative**

May - Tentative Dress Rehearsal  
May - Tentative Recital

### **3-payment plan Tuition Due Dates:**

Upon Registration; Nov. 15, 2009 and Jan. 15, 2010

### **9-payment plan Tuition Due Dates:**

Upon Registration

October 1, 2009	February 1, 2010
November 1, 2009	March 1, 2010
December 1, 2009	April 1, 2010
January 1, 2009	May 1, 2010

## ~ **Studio Policies** ~

### **Absentee Policy**

If a class is missed, it can be made up in another class of the same or lower level. If you are going to be absent please call the studio and let us know.

### **Drop/Change Class Policy**

A written notice must be submitted when dropping or changing a class. In order to receive a refund please submit the note via email (KingCentreDance@optonline.net) or to the office (527 Ringwood Ave., Wanaque, NJ 07465) before the first of the month or you will be charged that month's tuition. You will be responsible for tuition until notice is submitted. There will be a \$25 drop/change class fee charged to your account after November 15, unless the change is requested by a teacher. No tuition is refundable after November 15.

### **Placement Policy**

Classes are arranged for students based on age and ability. If the teaching staff feels your child needs to be transferred to another class, we will notify you and make the necessary scheduling adjustments.

### **Tuition Policy**

There are three tuition payment options: Annually, 3-installments or 9-installments. The scheduled due dates for the 3-payment plan are 1<sup>st</sup> payment at registration; 2<sup>nd</sup> installment November 15, 2009; and 3<sup>rd</sup> installment January 15, 2010. The 9-payment plan is computed on an annualized basis and broken down into 9 convenient payments. The first payment is due upon registration, the other 8 are due the 1<sup>st</sup> of each month through May. A 5% discount is given for all annual payments. If we have not received your payment within 5 days of your due date, a \$20 late fee will be applied to your account. All tuition must be paid prior to purchasing recital tickets and before receiving costumes. Any tuition balances that become two months past due may result in suspension of classes and private lessons until balances are paid in full. No refunds are given after November 15.

### **Returned Checks**

There is a \$30 fee for all returned checks.

## ~ **Dress Code Policy** ~

### **Boys**

T-shirt and sweat pants or shorts

### **Terrific 2's through KFII**

**BALLET** – Solid color leotard, pink tights and pink ballet shoes (*skirts optional*) (#205C Capezio or #205 Bloch – Full sole ballet)

**TAP** – Solid color leotard, pink or tan tights and black tap shoes (#625C Capezio or S0352-G Bloch -- Merry Jane Buckle Tap)

### **FII through Advanced**

**BALLET** – Solid color leotard, pink tights (*skirts are permitted at teacher's discretion*), hair in a bun and pink ballet shoes (Bloch #208 Leather Split Sole or #278 Pump Leather Split Sole)

**TAP** – Solid color leotard, pink, black or tan tights, and tan taps (#302 Bloch Buckle Tap)

### **Jazz**

Solid color leotard, black or tan tights (*Jazz pant optional*) and Tan Jazz Shoes (Bloch #499 or Foot Paws)

### **Acro**

Solid color leotard, no loose articles of clothing, and stirrup tights, no jewelry and no shoes

### **Hip Hop**

Casual clothing that you can dance in and black dance or black street sneakers

### **Hair**

Must be pulled back off of the face in either a bun or pony tail unless otherwise noted above