

# FCDA NEWSLETTER #1

SEPTEMBER 2013

## CONFIRMATION PACKAGE 2013/2014

**CLASS START DATE: SATURDAY SEPTEMBER 7<sup>TH</sup>**

### DIRECTOR'S NOTE

Welcome back to all Front & Centre dancers and families! We hope everyone has enjoyed their summer and is looking forward to this dance year. Regardless of age or level, I believe that each student has the ability to grow as a dancer and as a person at FCDA. This year we continue to offer quality dance training, where your daughter or son can improve and enjoy the art of dance. The year ahead will be filled with many exciting performances, an open house showcase and fabulous year-end recitals. Thank you for choosing Front and Centre for your daughter or son's dance education.

### STUDENT SCHEDULE: **VIEW YOUR CHILD'S SCHEDULE ONLINE!**

This year we have your child's personal schedule available conveniently online. This way you can check your account and your child's schedule anytime you please. Please follow first time login instructions below:

### **CUSTOMER PORTAL FIRST TIME LOGIN INSTRUCTIONS**

**In order to use the Customer Portal, you must have a valid email on file with us, and your email program must accept mail from [info@frontandcentredance.com](mailto:info@frontandcentredance.com)**

Instructions for accessing the Customer Portal for the **first** time:

- Navigate to [www.frontandcentredance.com](http://www.frontandcentredance.com) and click on the "Portal" link located on the top right side of the homepage.
- You will be directed to a new window with our studio logo to the left and a boxed login area to the right. In the boxed area, enter the email address that you have on file with us at the studio and click on "I don't have or know my password." A password will be randomly created and sent to you immediately by email.
- Retrieve your temporary password from your email, then return to the login screen and log in to your secure personal account page.
- Change your password to something you will remember under the My Account tab. Be sure to click on the SAVE button whenever you've made changes.
- Click on a tabbed area (News, My Account, Fees & Payments, My Contacts, My Students, My Classes, Registration, Policies) to view detailed information or choose from the drop down list next to "I want to:"
- Be sure to log off after you've completed your session by clicking on the Sign Out link in the upper left corner of the main page.

**IMPORTANT NOTES & TROUBLESHOOTING:** *If you click on the "I don't have or know my password" link and do not receive an automatically generated password in your email inbox, it is likely that the email address you've provided is not the one we have on file. Please contact us, so we can correct the email account associated with your account.*

You may access your secure account via the Customer Portal link in our website at any time. Check the **NEWS** tab regularly for important news and upcoming events.

## **IMPORTANT DATES:**

**UNIFORM NIGHT:** Wednesday September 4<sup>th</sup> 1pm-9pm (at the studio)

**FIRST DAY OF CLASSES:** Saturday September 7<sup>th</sup>

**DRESS REHEARSAL:** Saturday May 31st at the Chinese Cultural Centre (9AM start)

### **YEAR END RECITAL:**

SHOWS #1, #2, + #3 Sunday June 1st at 10:00am, 2:30pm, and 7:00pm,

SHOW #4 Monday June 2nd at 7:00pm at the Chinese Cultural Centre

**IN-STUDIO TICKLE TRUNK SHOWS** during the week of Saturday May 24th - Thursday May 29th

## **FCDA OFFICE HOURS**

Fall: Monday to Thursday from 1:00pm-9:00pm, Saturday 10:00am-4:00pm and Sunday from 10am-5pm.

\*\*REGISTRATION is done either in person (cash or cheque only), at the studio, during regular office hours or you may print off our registration form online and mail in.

## **WEBSITE & E-INFORMATION**

All forms and important information is posted on our website: [www.frontandcentredance.com](http://www.frontandcentredance.com) . We are hoping to cut back on paper and do our share to contribute to the environment. Please check our website, in studio bulletin and chalkboard regularly for important information. We will also continue to send out "E-Newsletters" instead of mailing them out this year. Please ensure we have your current email address so you don't miss out!

## **CALENDAR:**

We will be sending home the school calendar with your child during the first week of classes.

In the following months calendars will be available at the front desk. It is also posted on our website for your convenience.

## **REFUND & WITHDRAWAL POLICY**

A: All Deposits are non-refundable.

B: All costume fees are non-refundable after November 1<sup>st</sup>, 2013.

C: If a student withdraws, funds are not transferable.

D: FCDA will only issue a monetary refund if withdrawing BEFORE October 13<sup>th</sup>, 2013.

E: A credit for the remainder of the year will be applied towards next year's classes if withdrawing BETWEEN October 14<sup>th</sup> and December 1<sup>st</sup>, 2013.

F: If a student would like to withdraw from a class or the school, FCDA MUST receive an official written or e-mailed DATED letter, in order to receive a refund or a credit. Notice of withdrawals must be provided strictly to Sebastien Dusseault. Class charges will be applied up until a dated withdrawal letter is received.

G: Refunds or credits will not be issued after December 1<sup>st</sup>, 2013, unless accompanied by a Doctors hand-written note. NO EXCEPTIONS.

H: All crew fees are Non-Refundable

## **SWITCHES:**

Any parent wishing to change their students' class', needs to fill out a class switching form at the front desk. All class changes must have FCDA approval. No changes can be made after NOVEMBER 1<sup>st</sup> 2013.

## **UNIFORMS**

Front and Centre Dance Academy has a uniform policy that is for all students in Ballet, Jazz, Lyrical, Paula Morgan, Contemporary, Tap, and Acro classes. There are two styles of black FCDA Tops and several Ballet bodysuits to choose from. Dance uniforms may be purchased from the FCDA studio during regular office hours or during uniform night.

## **UNIFORM NIGHT: Wednesday September 4th from 1-9pm**

All Front and Centre Dancers receive 10% off any dancewear purchased from Toronto Dancewear Centre.  
Toronto Dancewear Centre 530 Wilson Ave (between Bathurst Street and the Allen Road) 416-630-2292

Below are the specific uniforms for each class:

Tickle Trunk, Stars & Starlettes, and Primary Ballet

- Pink Ballet bodysuit, pink tights, and pink skirt
- Pink full sole, leather ballet shoes
- All hair should be tied back.

Ballet Level 1-3

- Black ballet bodysuit, pink tights, and black ballet skirt
- Pink ballet split sole leather or canvas shoe
- All hair must be tied back in a bun.

Ballet Level 4-6

- Black ballet body suit, and pink tights. NO SKIRTS.
- Pink ballet split sole leather or canvas shoe
- All hair must be tied back in a bun

Ballet Level 7-8

- Royal blue ballet body suit, and pink tights. NO SKIRTS.
- Pink ballet split sole leather or canvas shoe
- All hair must be tied back in a buns

Jazz

- FCDA Uniform top or FCDA Black Bodysuit
- Black capris, black or beige tights and/or black bike shorts
- Beige slip on leather jazz shoes
- All hair must be tied back

Mini Crew

- Black ballet bodysuit, pink tights, and black ballet skirt -Ballet
- Pink ballet split sole leather-Ballet
- FCDA Uniform top or FCDA Black Bodysuit-Jazz/Acro
- FCDA PM bike shorts with purple stripe-Jazz/Acro
- Hip Hop running shoe TBA at crew meeting
- All hair must be tied back in a bun for all classes

Acro, Lyrical and Contemporary

- FCDA Uniform top or FCDA Black Bodysuit
- Black capris, black or beige tights or bike shorts
- No dance pants
- Bare feet for Acro and Contemporary
- Beige foot undies for Lyrical
- All hair must be tied back.

Tap and Combo Fun

- FCDA Uniform top or FCDA Black Bodysuit
- Black capris, black or beige tights and/or bike shorts
- Black beginner tap shoes
- All hair must be tied back

### Senior Tap

- FCDA Uniform top or FCDA Black Bodysuit
- Black capris, black or beige tights and/or bike shorts
- Black lace up tap shoes
- All hair must be tied back

### Hip Hop

- Clean indoor running shoes
- Comfortable, breathable clothing-No jeans

### Fitness

- Uniform included with tuition - FCDA Uniform top and shorts provided
- Clean indoor running shoes
- All hair must be tied back

### Boys Attire

All boys must wear black shorts, or black dance pant with a tight fitted white t-shirt. All Hip Hop boys must have clean indoor running shoes, and no jeans.

### Pointe

Please wait until classes start before purchasing pointe shoes. Teachers will send home information about where to go get fitted during the first week of classes.

Front and Centre keeps all items of the dress code requirement in stock except boys white t-shirts and dance shoes. Please remember that there is no jewelry allowed in class. Not only does a uniform unite a class but it also helps the teacher and assistant see the dancer's body and movements more clearly. Baggy t-shirts and sweaters restrict their ability to give feedback.

Please see website for specific class details: <http://www.frontandcentredance.com/dress>

## PARKING

There is plenty of parking at FCDA right in front of our doors. There is a parking metre to purchase a parking ticket. FCDA is not affiliated in any way with Impark.

## LOCKERS

Lockers are now for rent on first come first serve basis. The locks and lockers at FCDA belong to the studio and are rented out for the duration of the dance season. Lockers are \$100.00 + HST and can be booked at the front desk. NO SHARING between students unless they are siblings.

## VALUABLES

Please leave them at home! Ex: Expensive clothing, jewelry and electronics

## POLICY

- Students will not be able to participate in classes if there is an outstanding balance on their account.
- This year ALL class sizes are limited and will be enrolled on a first come fist serve basis.
- Take advantage of these dates as classes will fill up quickly!
- You will only be secured a spot in class once you have given us your deposit & four post-dated cheques, accompanied by your waiver and completed registration forms. If something is missing, the spot will NOT be held.
- No name will be put on a class list until the registration is complete.
- Deposit and cheques must be given per student individually and not per family.
- FCDA accepts cash and cheque only.
- Non-refundable deposit amount dated for the day you register. September 1<sup>st</sup>, October 1<sup>st</sup>, November 1<sup>st</sup> and December 1<sup>st</sup> 2013. You may also write 1 cheque for the total amount, dated for the day you register.
- Students must be 3 years of age by Dec 31<sup>st</sup> to register for Tickle Trunk
- Crew payment must be paid in full by September 1<sup>st</sup> 2013.

- FCDA reserves the right to cancel a class if there is insufficient registration.
- FCDA reserves the right to replace the teacher of the class if needed.
- Each student will be placed in the appropriate classes according to age and ability. If you are a returning student please bring your recommendation report with you.

## CONCLUSION

We are excited for this upcoming year and the opportunity to share our love of dance with our students. Front and Centre Dance Academy wants all dancers to learn, grow and most of all have fun!

Looking forward to an amazing year!!

Jodie Dusseault (Artistic Director) & Sebastien Dusseault (General Manager)