

FCDA NEWSLETTER #1

SEPTEMBER 2014

CONFIRMATION PACKAGE 2014/2015

CLASS START DATE: SATURDAY SEPTEMBER 6TH

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 admin@frontandcentredance.com

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

- Navigate to 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: Thursday September 4th 10:30am-6:30pm (at the studio)

FIRST DAY OF CLASSES: Saturday September 6th, 2014

DRESS REHEARSAL: Monday May 4th, 2014

YEAR END RECITAL: Recital 1 & 2 **May 5th**, Recital 3 & 4 **May 6th** at the Queen Elizabeth Theatre.

IN-STUDIO PRE BALLET AND TINY TUMBLERS SHOWS: during the second week of May(9th to 14th).

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 and Visa/Mastercard for full payments only) at the studio, during regular office hours or you may also register directly online through your portal.

WEBSITE & E-INFORMATION

All forms and important information is posted on our website: 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

Please check our website for class schedules and information.

INCLUDED IN YOUR TUITION

1. Deposit fee (Holding a spot and Administration fee)
2. 30 weeks of classes
3. Taxes
4. Costume for recital

REFUND & WITHDRAWAL POLICY

A: All Deposits are non-refundable.

B: All costume fees are non-refundable after November 1st, 2014.

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

D: FCDA will only issue a monetary refund if withdrawing BEFORE October 13th, 2014.

E: A credit for the remainder of the year will be applied towards next year's classes if withdrawing BETWEEN October 14th and December 1st, 2014.

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 1st, 2014, 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' classes, 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 1st 2014.

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: Thursday September 4th from 10:30am – 6:30pm

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:

Pre Ballet, 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/Junior Jazz Hip-Hop

- 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 shoe-ballet
- FCDA uniform top or FCDA black bodysuit with black leggings or black shorts-jazz/acro/tap
- Beige lace up tap shoes
- FCDA PM bike shorts with purple stripe-jazz/acro
- 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.

Uniform tops, pink ballet tights, PM shorts and some body suit requirements are carried in stock at Front and Centre. However we do not carry any boys uniforms or any dance shoes.

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 meter to purchase a parking ticket. FCDA is not affiliated in any way with Impark. Please be aware of students and parents while dropping off or picking up, as the parking lot can get busy.

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 first 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. We now accept Visa and Mastercard for full payments only.
- Non-refundable deposit amount dated for the day you register. September 1st, October 1st, November 1st and December 1st 2014. 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 31st to register for Pre Ballet
- Crew payment must be paid in full by September 1st 2014.

- 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.

WHAT'S NEW WITH FCDA

1. WELCOMING NEW STAFF

- We would like to announce that Lexy Cox has been appointed as our new Co-Director. We welcome Lexy to her new position. Please feel free to speak with Lexy if you have any scheduling and class placement questions.
- We would like to welcome Katelyn Ettinger to our teaching faculty. She will be teaching Hip-Hop 1,2 and 3 on Wednesday evenings.
- Lastly we would like to welcome Miss Jonelle Larouche and Keshia Lall to our administrative team.

2. NEW THEARTE FOR 2014/2015 RECITAL

- FCDA is very excited to announce that we have a new theatre this year. We will be performing all recitals and rehearsals at the Queen Elizabeth Theatre (Beside the BMO field- Lakeshore and Bathurst) This excludes in-house Pre Ballet and Tiny Tumblers recitals.

CONCLUSION

It is truly heart warming to have the opportunity to inspire, instill confidence and be role models for our students. At Front and Centre we always aim to be the best that we can be for our students. Looking forward to another amazing year!!

Jodie Dusseault (Artistic Director) & Sebastien Dusseault (General Manager) & Lexy Cox(Co-Artistic Director)