

# Centre Academy

## Terms and Policies

Ph (606)-759-5056

Email [centreacademy@maysvilleky.net](mailto:centreacademy@maysvilleky.net)  
[www.centredanceandgymnastics.com](http://www.centredanceandgymnastics.com)

Bettsy Kalb  
Owner

Linda Frey Thomas  
Director

Dance Instructors:  
Cynthia M. Thomas  
Sonya J. Frey

Gymnastic Instructors:  
Jena Hendrickson Pate  
Kristin Regenstein



**Term 1** Aug. 22 – Oct. 15

**Term 2** Oct. 17 – Dec. 17

Thanksgiving break this term Nov. 21-26

**Term 3** Jan. 2 – Feb. 25, 2012

**Term 4** Feb. 27 – April 28

Includes Spring Break Week

**Term 5** April 30 - June 23

**Summer Session** --- Begins June 25

### ABSENCES AND MISSED CLASSES

Instructors take attendance daily. Good attendance is encouraged. Students who miss class may fall behind and miss important instruction or choreography. We realize, however, that occasional absences are inevitable. **STUDENT MAKE-UPS ARE LIMITED TO ONE MISSED CLASS PER TERM** due to student illness or conflict. Missed classes **must be made up within the term**. See your instructor for an appropriate time. **Make-up times MUST be arranged through the instructor ONLY**. It is important that make up times are **arranged IN ADVANCE** to maintain proper class size and assure that the student attends a make-up class that is appropriate to his or her abilities. If you start after the first class has already begun, the make-up process begins at that time.

Tuition will not be refunded due to student absences.

### AWARDS

Participation certificates may be awarded to all students at the end of Term 5. Special awards may be given to all students who have completed nine or more years at the Centre. Amazing Grace Dance Scholarship may be awarded to a senior who has been on the Competitive Dance Team for at least 4 years total. Centre Academy can offer a Volunteer Scholarship to a high school student who is serious about their classes and helping others learn.

### CLASSROOM ATTIRE

Specific attire is required for each class. The instructors will notify you of required dancewear and gymnastics attire. Proper attire is important for safety reasons, and to maximize instruction. It allows the instructors to check for correct body alignment and technique, and in gymnastics, facilitates safe spotting.

**SAFETY IS NUMBER ONE!**

### CLASSROOM RULES AND ETIQUETTE

**For safety reasons, parents MAY NOT enter or remain in the classroom while class is in progress.** If you have questions or concerns, please speak with the instructor before or after class, or schedule an appointment. Instructors will tie shoes, etc, for younger children if necessary. Our time with students is precious.

Parents are always welcome to observe classes from the lobby.

Please place your name on all items (shoes, clothing, bags, etc.).

Please use the restroom BEFORE coming to class.

Make sure long hair is tidy and pulled away from the face.

Hair pulled into a bun for dance or French braid for gymnastics is preferred.

Please make sure your child wears appropriate attire to class.

Be dressed and ready before class begins.

For safety reasons, no jewelry of any kind is allowed to be worn in class. Earrings can easily be ripped out while a teacher is spotting and necklaces can choke a student. Many items are dropped on the mats each year and students step on them.

**PLEASE NO JEWELRY!!!**

We do not allow inappropriate language at any time in this facility.

### PRIVATE INSTRUCTION

Students enrolled pay \$45 for 60 minutes or \$25 for 30 minutes of instruction. Students not enrolled pay \$70 for 60 minutes or \$40 for 30 minutes of instruction.

### DANCE RECITALS

Our Centre holds an annual recital or production each year near the end of term 5. **Our recital will be held in June.** All dance students that pay for and attend Terms 3 through 5 have an opportunity to participate. Participation is encouraged, but not mandatory. Costumes are required for the recitals and may be ordered in early February. A Costume fee of \$45 must be paid before a costume is ordered. The costume is yours to keep, not a rental. Start age for dance combo class is 3.

### GYMNASTICS SHOWCASE

The gymnast may have an opportunity to perform at the Centre near the end of Term 5 at our annual gymnastics showcase. Participation is encouraged, but not mandatory. The **Gymnastics Showcase will take place in June.** Students must attend Terms 3 through 5 to participate. Start age for gym class is 5. Mommy and me for 2 year olds MAY be offered.

### INCLEMENT WEATHER

The Centre occasionally must close due to inclement weather. You may call the Centre for information during bad weather. A message on the Centre answering machine will alert callers of any closings. Closings are usually announced on Maysville's radio station, WFTM (95.9 FM), WCPO-TV (Channel 9) and WKYT-TV (Channel 27). You will also be able to check the homepage at [www.centredanceandgymnastics.com](http://www.centredanceandgymnastics.com) and FACEBOOK for weather notices. Missed classes due to cancellation may be made up within the term. Call the Centre to arrange a make-up time.

### PRODUCTIONS

The Centre periodically presents stage shows. Past productions have included, "Cinderella," "Peter Pan," "Snow White", "The Wiz." This year 2012, we are doing "**Songs of Tinkerbell**". If your child would like to participate, costume fees as well as additional practice fees may be involved. These productions, usually held at the Opera Theater or Maysville Community College, are a great opportunity for students to participate in live stage performances. In the even years the students have an opportunity to participate in our "Nutcracker," students must be at least 5 years old. It may be mandatory to take summer sessions and must have taken at least 4 terms of dance classes.

### RELEASE OF LIABILITY FORM

All students must have a **Release of Liability form** completed and signed at time of enrollment by their parent(s) or legal guardian(s).  
If a form is not completed properly & signed,  
the student cannot participate!!!

### SKILL ASSESSMENTS

All non-competitive students wishing to enroll in a non-beginner class must be assessed by an instructor based on skill level. There will be **NO EXCEPTIONS!** If a student progresses during a term, then he or she may be allowed to advance to a class of higher skill level, according to teacher recommendation and class availability.

### SMOKING, DRUGS, AND ALCOHOL

Smoking is **NOT** allowed on the premises.  
**NO** drugs or alcohol are allowed on the premises.

### STUDENT PICK-UPS

If your child is being picked up after class,  
please do not instruct them to wait in the parking lot. This is unsafe.  
All students must wait in a lobby area to be picked up by parents. If you are going to be late **PLEASE** call the instructor.

### TEAM CLASSES

Our Centre offers competitive classes. **These classes are based on a strong commitment from the student and parents.** Competition is on a Regional, State and National level. Additional fees, rules, and policies apply for Dance Gymnastics or Cheer team membership. This is a teacher recommended class. See the Director for details.

### TUITION

**Tuition is based on Terms.** Terms are 8-9 weeks in length. Rates are based on hours of instruction per week. Family and multiple class discounts are available.  
**A registration fee of \$15 is due once per year and is payable at time of registration. Tuition is due at the time of registration, no exceptions.**  
The Centre closes for certain holidays and spring break. These breaks are built into the term schedule, so there are no make-up classes for holidays and spring break.  
**All tuition payments are due the first week of class and are non-refundable.**  
**Tuition for missed classes due to student absence will not be refunded.**  
**Unpaid accounts are subject to a \$10/month late fee.**  
**Excessive past due accounts will be sent for collection.**  
**The responsible party may also be charged any and/or all court fees and legal fees charged to Centre Academy.**  
For more details, contact 606-759-5056.