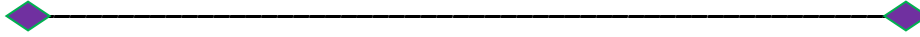


# Mountlake Terrace Dance Academy Policies



Mountlake Terrace Dance Academy provides a structured approach to dance with emphasis on technique, creativity, and building self-esteem. We prepare a curriculum that spans the whole school year for each dance discipline. We are happy to integrate students anytime throughout the year. When placing students in the program our staff and director take capability, motivation and social skills into consideration. We strive to bring dancers to their best movement and artistic potential while remaining open and inclusive.

## Dance Academy Classes

|   |                         |                             |
|---|-------------------------|-----------------------------|
| <b>September 11<sup>th</sup> 2023 - June 15<sup>th</sup> 2024</b> | <b>First Semester:</b>  | <b>9/11/2023 – 2/3/2024</b> |
|   | <b>Second Semester:</b> | <b>2/5/2023 – 6/15/2024</b> |

- Students may register by semester or for the full year.
- Each class registration pays a production fee of \$50. If you enroll in the full year you pay only once.
- For payment plans there's a \$35 registration fee. If payment is in full, the registration fee is waived.
- Frequency Discount: Depending on the number of hours your family is involved you could receive 5%, 10% or 15% off you total registration. Please see the registration form for details.
- Scholarships are available; inquire at the front desk. We want to support motivated dancers and their families!

**All of our policies and programs are subject to CDC guidelines. Capacity, schedule, performances and other program details could change.**

## Registration Requirements for Academy Classes:

**Age requirements for Academy Classes must be met by September 1<sup>st</sup> 2023.** For example, a student registering for Academy Creative Dance must be 3.5 years old by Sept. 1<sup>st</sup> 2023. There are quarterly creative dance classes for children who don't meet our youngest age requirements for the Academy classes.

**Pointe students** are required to attend at least two ballet technique classes per week in order to maintain a safe level of strength required for pointe work.

**Performances:** Performances are always a great learning experience and a fun reward for hard work. Participation is strongly encouraged but performances are not required. Students are included in all the activities of class and receive the benefits of practice even if dancers/families opt out of the performances.

Students dancing in the fall have the opportunity to perform in the semi-produced Winter Dance Concert. Students borrow costume pieces to accessorize their dress code. This show is traditionally the second or third Saturday in December. Look for a 'save the date' notice in October. Spring semester dancers are invited to perform in our formal year-end recital, with a mandatory dress/stage rehearsal. Those dates are TBA in late January. Dancers who choose to perform in the spring recital are required to purchase costumes, and may have the option of purchasing recital photos and videos. Each performer will receive two complimentary tickets for each spring performance they dance in. Remaining tickets will be on sale for family, friends and the public to purchase.

**Attendance Policy:** Attendance is the key to creating strong, confident dancers and successful performances. Students are required to attend 75% of their classes in order to participate in performance opportunities. If students are unable to dance due to any circumstances other than contagious illness, they should attend and watch class for 1/2 attendance credit. Dancers are given an observation task on such occasions to keep them engaged and learning. Watching can be an eye-opening opportunity! Parents agree to announce absences to the teacher and or director in advance whenever possible. Vacations and school obligations causing absences should be reported to teachers well in advance.

**Student Placement:** If you're a returning student and haven't received an evaluation or placement recommendation please talk with me, your teacher, or front desk staff to check on your placement for the next school year. If you're new to the program please enroll by age first. After the first class, the instructor and director may place the dancer in a different level if appropriate. The program is structured to encourage dancers to participate in multiple dance disciplines.

**Parent Observation:** Parents are asked not to be inside the dance room while class is in progress. This is to provide your dancer with the best learning environment by keeping distractions to a minimum. We want you to know what is happening in class without being a distraction, so discrete viewing through the window is great.

### **Dress Code**

Dress code facilitates the specific movements and style it belongs to and gives the class a 'costume' for the winter performances. Following the dress code builds camaraderie and discipline that will help students feel confident and comfortable during class, presentations and performances. If you have questions please feel free to call me.

### **In General:**

- Never wear your dance shoes outside – always change your shoes at the studio door
- Everyone's hair must be secured off their face so they can focus on learning to move
- Jeans and other non-flexible fabrics aren't appropriate for dance

### **Creative Dance ages 3.5 -5**

Boys – sweats or shorts and a plain t-shirt, bare feet

Girls – any color leotard and footless tights or leggings, bare feet

### **Creative Pre-Ballet ages 5-7, Ballet levels I-V**

Boys – plain t-shirt, black tights or leggings and black leather ballet shoes

Girls – black leotard, pink tights and pink leather ballet shoes

Level II-V must have their hair in a bun

Pre-Ballet & level I are practicing buns every week

### **Jazz / Lyrical / Tap**

Boys & Girls – black jazz or yoga pants, plain t-shirt or leotard, jazz shoes or half-sole shoes or tap shoes

### **Irish Step Dance**

Dance sportswear and black Irish Step shoes or black ballet slippers

### **Registration Process:**

Bring your registration to the pavilion front desk. Registration with payments in full may be mailed to the pavilion office. The following must accompany your registration:

- Signed Dance Policy Acknowledgement Form**
- Completed Registration Form**
- Payment/ Automatic Payment form (optional)**

**Mailing Address:** Mountlake Terrace Recreation  
5303 228<sup>th</sup> St. SW  
Mountlake Terrace, WA 98043

Thanks you for your participation and support. I look forward to a great year of dance with you!  
Sincerely,

Chloe E D Simanek  
Dance and Fitness Programmer  
csimanek@mltwa.gov  
(425) 640-3107





# **MLT DANCE ACADEMY POLICIES ACKNOWLEDGEMENT FORM 2023-24**

**I have read the Mountlake Terrace Dance Academy Policies about Registration, Performances, Attendance, Absences, Placement, Parent Observation and Dance Code requirements.**

**As a student I agree to try my best to adhere to these policies, and understand that doing so will help to enhance my dance education and experience.**

---

Student signature and date (for students age 7 and up)

**As a parent I agree to support my child in following the policies of the dance program, and understand that doing so will enhance my child's dance education and experience.**

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Parent/guardian signature and date (for all parent/guardians)



# MLT Dance Academy 2023-2024

## Dates to Remember & Holidays Observed

### 2023

- **Classes begin** Mon. Sept. 11<sup>th</sup>
- **Halloween** Mon. Oct. 31<sup>st</sup> No Academy Classes
- **Veterans Day** Fri Nov 10<sup>th</sup> No Dance or Fitness Classes
- **Thanksgiving Break** Weds. Nov. 22<sup>nd</sup> - 25<sup>th</sup> No Dance or Fitness Classes
- **Winter Concert** December TBD MLT HS Theater
- **Winter Break** Mon. Dec. 18<sup>th</sup> - Jan 1<sup>st</sup> No Dance or Fitness Classes

### 2024

- **Martin Luther King Jr. Day** Mon. Jan. 15<sup>rd</sup> No Academy Classes
- **Second Semester begins** Mon. Feb. 5<sup>th</sup>
- **Presidents' Day** Mon. Feb. 19<sup>th</sup> No Academy Classes
- **Spring Break** Mon. April 1<sup>st</sup> - 6<sup>th</sup> No Dance or Fitness Classes
- **Memorial Day Weekend Break** Sat. May 25<sup>th</sup> - 27<sup>th</sup> No Dance or Fitness Classes
- **Recital Mandatory Rehearsal** June TBD MLT HS Theater
- **Spring Recital 2 shows** June TBD MLT HS Theater
- **Last week for Yearly Dance** June 10<sup>th</sup> - 15<sup>th</sup>
- **Year End Potluck Party** June TBD Pavilion Patio and Playground

Summer Classes and Camps run July and August.







Mountlake Terrace Recreation & Parks  
 5303 228<sup>th</sup> St SW  
 Mountlake Terrace, WA 98043  
 (425) 776-9173

# DANCE ACADEMY REGISTRATION FORM

## 2023-24

Parent/Guardian printed Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Participant 1 Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Participant 2 Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Participant 3 Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

\_\_\_\_\_ This participant/family is eligible for a frequency Discount.

3 hours/week = 5% Academy 5  
 4 hours/week = 10% Academy 10  
 5+ hours/week = 15% Academy 15

| <u>Students Name</u> | <u>Class Name</u>    | <u>Day/s</u> | <u>hrs/wk</u> | <u>Class Fee</u> | <u>frequency discount</u> |
|----------------------|----------------------|--------------|---------------|------------------|---------------------------|
| ex. Bella            | ex. Ballet III sem 1 | ex. M, W     | ex. 2.5       | ex. \$473        | ex. 5%                    |
| _____                | _____                | _____        | _____         | \$ _____         |                           |
| _____                | _____                | _____        | _____         | \$ _____         |                           |
| _____                | _____                | _____        | _____         | \$ _____         | \$ _____                  |
| _____                | _____                | _____        | _____         | \$ _____         | \$ _____                  |
| _____                | _____                | _____        | _____         | \$ _____         | \$ _____                  |
| _____                | _____                | _____        | _____         | \$ _____         | \$ _____                  |
| _____                | _____                | _____        | _____         | \$ _____         | \$ _____                  |

Total Class Fees: \$ \_\_\_\_\_

Choose a payment Option on the back of this page

**Choose a payment Option:**

1. \_\_\_\_\_ **PAYMENT IN FULL:** At time of enrollment, registration fee is waived.

2. \_\_\_\_\_ **PAYMENT PLAN FULL SCHOOL YEAR:** For two or more classes per week only. Class fees will be broken into FOUR payments plus a \$35 registration fee. **First payment plus registration fee and production fee due at time of registration.** Remaining payments will be due on the first of every month, October through December. **Automatic credit/debit card required.**

3. \_\_\_\_\_ **PAYMENT PLAN SEMESTER:** For two or more classes per week only. Class fees will be broken into TWO payments plus a \$35 registration fee. **First payment plus reg. fee due at time of registration.** Remaining payments will be due on the first of November. **Automatic credit/debit card required.**

**Dance payment Plan terms:**

- There is a one-time annual non-refundable registration fee of \$35.
- ¼ of total school year fees or ½ of total semester fees PLUS registration fee is due at the time of registration.
- Remaining payments will be debited on the dates listed below.
- Automatic payment is required to participate in the payment plan option.
- No credit will be given for occasional days missed due to illness, vacation or suspension.
- It is the parent’s responsibility to notify the Pavilion office if a credit card is reported lost or stolen, or is expired. There will be a \$10 service fee for declined cards.
- For questions regarding payment please contact **Renee Norton** at (425) 640-3108.

**Refund Policy:**

It is the parent’s responsibility to request withdrawal from classes via the Dance Programmer, Chloe Simanek at 425-640-3107. Refund amounts will be prorated from the date of the request. **Refunds for Full Year classes will be charged a \$40 fee per class, refunds for Semester classes will be charged a \$25 fee per class.** Refund checks can take 3-4 weeks from the date of the request to arrive at your home.

**I agree with and will adhere to the policies listed above**

\_\_\_\_\_ Signature \_\_\_\_\_ Date

**AUTOMATIC DEBIT/CREDIT CARD FORM**

Dance Participants Name: \_\_\_\_\_

**Visa**    **MC**    Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Exp. \_\_\_\_\_

Name as appears on card: \_\_\_\_\_

I authorize the City of Mountlake Terrace to automatically charge my credit/debt card as a form of payment for series for the amounts agreed upon on the dates listed below.

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

| <b><u>Full School Year</u></b> |          | <b><u>Semester</u></b>             |          |
|--------------------------------|----------|------------------------------------|----------|
| 1/4 + \$35 +\$50               | \$ _____ | 1/2 + \$35+ \$50                   | \$ _____ |
| 1/4    Oct. 1                  | \$ _____ | 1/2 Nov. 1 (1 <sup>st</sup> sem.)  | \$ _____ |
| 1/4    Nov. 1                  | \$ _____ |                                    |          |
| 1/4    Dec. 1                  | \$ _____ | 1/2 April 1 (2 <sup>nd</sup> sem.) | \$ _____ |