

**Welcome to the 2023-24 season at CNYAOD!**

We are so excited to welcome you to our studio for a brand-new year of dance! Whether your dancer is a new or returning student, it is an honor to include you in our CNYAOD family! In this packet you’ll find information regarding our class levels and schedule, studio policies, annual calendar, events and performances, dress code and tuition. Please read through each section carefully and keep this info for your records. You can reach out to us anytime with questions or concerns.

**Studio Mission**

The Central New York Academy Of Dance is committed to providing passionate, high quality dance education to each and every student who walks through our doors. We strive to create an environment where all students feel welcome, safe, and encouraged to explore the world of dance and the performing arts with love and support. At CNYAOD, we understand that dance education is about so much more than just dance – it’s about instilling in our students a resilient sense of drive and determination, building their self-confidence and encouraging them every day to explore and express their creative intelligence.

It is also important to us to provide our dancers with opportunities to make positive contributions to their local community through dance, allowing them to find new and exciting ways to use their art to positively influence the lives of those around them. Our mission is to create a thriving passion and appreciation for the performing arts in all of our students, but more importantly, to build better human beings through building better dancers.

**Studio-Parent Communication**

For convenience, **our primary means of communication is via email.** With so many messaging systems out there, we strive to keep all studio communication closed within our email at info@cnyacademyofdance.com. The studio sends **weekly updates emails every Monday**, so please ensure you have provided the studio with an up-to-date email address that is regularly checked. These will come from our Parent Portal dancestudiopro.com account.

*\*If you are a returning family and have changed your email and/or address please update your account through our Parent Portal.*

In the infrequent case of urgent information (for example, unexpected class cancellations), we will send an auto-text, call, email and social media notification. For this reason, please make sure the mobile phone number you have provided to the studio is also correct and up-to-date!

Social media is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed “CNYAOD Studio Families” Facebook group and to follow us on Facebook and Instagram for up to the minute news!

**Studio Code of Conduct**

To ensure the smooth, safe running of our studio and an enjoyable experience by all, below you will find our code of conduct. We are always open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. **We do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio’s code of conduct.**

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it should be done through our front desk staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay in pick up, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be picked up.

Any questions or complaints must go through our director Eileen Witt – parents and students are not permitted to contact CNYAOD teachers via phone, in person, or via email / social media. Personal meetings with the studio faculty and staff can happily be arranged.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Artistic Director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio. We strive to create an open-minded, supportive environment in which our students feel safe and encouraged to learn, and take any offenses against this approach seriously.

The Central New York Academy Of Dance takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

The Central New York Academy Of Dance management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of the Central New York Academy Of Dance and may not be reproduced or sold by any students, parents or staff without permission of the Artistic Director.

**Payment Policies**

CNYAOD has moved to an automatic payment system requiring a card on file, with **tuition being taken on the 1st of every month September – May**. There is no tuition during our 1-2 weeks of instruction in June before recital. An annual registration fee is required at enrollment to secure your dancer’s spot in class.

Classes can be dropped at any time before February 1st at no penalty – **as of February 1st, 2024 we will apply a $15 drop fee.**

**\*NEW All-Inclusive Performance Fee\*:**

We have made changes this year to our costuming system to better serve our families in the long run and avoid high costume fees year after year. As of September 2023, all performance costumes will be purchased and owned by the studio and leased to students at each show as part of the performance fee. **An all-inclusive fee of $95 per dancer, per show will cover all costumes and accessories, weekend studio rehearsals, venue rentals, administrative costs, professional lighting/staging, etc.**

NOTE: This completely replaces our previous model of a $35 performance fee per show and separately purchased costumes for each class a student was involved in. We hope this new model not only streamlines the performance/costume fee process but also saves parents tons of costume money in the long run!

 Performance Fee Charge Dates by Show:

* **CNYAOD Holiday Showcase Dec. 14th –** all students involved (excluding Preschool Pre-Ballet)
	+ $95 all-inclusive fee drawn on Monday, October 16
* **Beauty and the Beast Ballet March 2024** – optional performance for performance track dancers
	+ $95 all-inclusive fee drawn on Monday, January 29
* **CNYAOD Annual Recital June 2024** – all students involved
	+ $95 all-inclusive fee drawn on Monday, March 11

**2023-24 Tuition Rates**

\*Tuition rates now including all online processing fees

**Monthly Tuition Calculated by Hours in Class/Week**

* 30 min. weekly - $55/month
* 45 min. weekly - $65/month
* 1 hr. weekly - $75/month
* 1 hr. 15 min. weekly - $85/month
* 1 hr. 30 min. weekly - $95/month
* 1 hr. 45 min. weekly - $105/month
* 2 hrs. weekly - $115/month
* 2 hrs. 15 min. weekly - $125/month
* 2 hrs. 30 min. weekly - $135/month
* 2 hrs. 45 min. weekly - $145/month
* 3 hrs. weekly - $155/month
* 3 hrs. 15 min. weekly - $165/month
* 3 hrs. 30 min. weekly - $175/month
* 3 hrs. 45 min. weekly - $185/month
* 4 hrs. weekly or more unlimited class rate - $195/month
* \*Family unlimited class monthly tuition - $335 per month

\**Sibling discount of 10% per child monthly is applied to studio families with two or more children enrolled*

**Performances**

We’re so excited for a three-performance year at CNYAOD!

* **Holiday Showcase** – all students (excluding Preschool Pre-Ballet)
	+ Dress rehearsal Wednesday, December 13th at Rome Capitol Theatre
	+ Performance Thursday, December 14th at 6:30 pm at Rome Capitol Theatre
* **Beauty and the Beast Ballet** – optional performance for Primary dancers and performance track dancers in the Level 1-4 age groups
	+ March 2024 – date TBA, at Rome Capitol Theatre
* **Annual Recital Production** – all students
	+ June 2024 – date TBA, at Rome Capitol Theatre

***Beauty and the Beast Auditions:*** Sunday, January 7th for Level 1-4 dancers – exact times TBA

**NEW CNYAOD Leadership Club**

We are so excited to announce our brand new opportunity for students to serve their community and grow as leaders – the CNYAOD Leadership Club! Club membership is optional and totally free, and is open to all Level 2-4 students. Community service activities organized by the club will be open for all students of all ages to participate in! At our meetings we’ll have pizza and snacks, guide students through team building and leadership exercises, chat about ways to serve our local community and plan service events throughout the year.

A huge aspect of why our studio was started was to encourage young women to gain confidence through the arts, explore the world around them and become leaders within it, and we know this new club will be an amazing avenue for that! Check the lobby for signups soon, our first meeting will be in October!

**Studio Calendar**Below we have listed some of our most important “Save the Dates” with more information on other events and deadlines TBD, that will be communicated via email as the year goes on. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let us know!

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| **Date** | **Event** | **Description** | **Who it involves** |
| **9/11/23** | Classes Begin | Fall 2022 Semester begins! | All Students |
| **10/9/23** | **Studio Closed** | Closed for Columbus/Indigenous Peoples Day | All Students |
| **10/16/22** | Holiday Showcase Fee | Holiday Showcase Performance Fee Drawn | All Students |
| **10/27/23** | Halloween Bash! | Annual CNYAOD Halloween Party! (free) | All Students |
| **10/31/23** | **Studio Closed** | Closed for Halloween | All Students |
| **11/4-5/23** | Holiday Showcase Rehearsals | Mandatory choreography rehearsals for holiday showcase – times TBA | All Students |
| **11/22 – 11/25/23** | **Studio Closed** | Closed for Thanksgiving break – rehearsals will run on Sunday, 11/26/23 | All Students |
| **12/13 & 14** | Holiday Showcase | Holiday Showcase – dress rehearsal 12/13, performance 12/14 @ 6:30  | All students |
| **12/18/23** | Holiday Party!No reg. classes | Holiday Party for all Preschool – Primary dancers, 4-6 pm (free) | Preschool – Primary level dancers |
| **12/19/23** | Holiday Party!No reg. classes | Holiday Party for all Level 1 – 4 dancers, 5-7 pm (free) | Level 1-4 dancers |
| **12/20 – 12/31/23** | Studio Closed | Closed for Holiday break – classes resume Mon. 1/1/24 | All students |
| **1/7/23** | Beauty and the Beast Auditions | Auditions for Beauty and the Beast Ballet for Level 1-4 dancers | All participating dancers |
| **1/29/24** | Beauty and the Beast Fee | Beauty and the Beast performance fee drawn | All participating dancers |
| **2/18 – 2/25/24** | Studio Closed | Closed for Winter break | All students |
| **3/11/24** | Recital Fee | Annual recital production fee drawn | All students |
| **March 2024**  | Beauty and the Beast | Beauty and the Beast performance date TBA | All participating students |
| **4/21 – 4/28/24** | Studio Closed | Closed for Spring Break | All students |
| **5/27/24** | Studio Closed | Closed for Memorial Day | All students |
| **June 2024** | Annual Recital | CNYAOD Annual Recital production, date TBA | All students |

**CNYAOD Dress Code 2023-24**

Our dress code at CNYAOD is designed to provide the perfect blend of discipline for our students and flexibility/simplicity for their families. All ballet classes are color-coded by level, with our elective classes (jazz, musical theatre, tap, hip-hop, lyrical, modern/contemporary) more flexible. Dress code will be enforced!

**Dance attire (other than shoes) must be purchased through our online shop according to your dancer’s style of dance and level – QR code available below!** Online: <https://www.shopnimbly.com/cnyacademyofdance>



**Preschool Division**

* Creative Movement & Pre-Ballet
	+ Boys – any color tee shirt with sweatpants or shorts, white socks and black ballet shoes
	+ Girls – any color leotard and with detached skirt or dance dress (attached skirt), any style, with pink tights and pink ballet shoes.
* Preschool Dance Foundations – as in other preschool classes but with light blue leotard and skirt required, any sleeve style, skirt attached or detached

***\*Hair must be pulled back away from the face***

**Ballet & Pointe – color coded by level**

* Leotard with any sleeve style, pink tights and pink ballet shoes for girls
	+ \*Skirt required for Primary & Level 1 students, optional for Level 2-4 students
* Any solid-colored tee shirt or tank with black shorts or black tights, black ballet shoes for boys
* **Leotard Color by Level:**
	+ Primary – Light Pink
	+ Level 1 – Lavender
	+ Level 2 – Black or Burgundy
	+ Level 3 & 4 – Any Solid Dark Color (black, navy, teal, burgundy, purple, etc.)

***\*Hair must be pulled back in a bun for girls***

**Elective Classes – Jazz, Musical Theatre, Tap, Modern/Contemporary, Lyrical, Hip-Hop**

* Leotard with any sleeve style in any solid color, or black tank top
* Pink, skin-toned or black tights (skin-toned nude tights required for performances, but if your dancer is in ballet and an elective class on the same day they can definitely wear pink tights for elective classes!)
	+ \*Tights are not required for Hip-Hop if your dancer does not also take another style of dance
* Black shorts, leggings or dance pants acceptable for jazz, musical theatre, tap, modern/contemporary, lyrical and/or hip-hop
	+ \*Tap dancers may elect to wear a skirt
	+ \*Hip-Hop dancers may elect to wear athletic shorts or pants with their leotard or black tank
* **SHOES:**
	+ **Jazz & Musical Theatre** – black jazz shoes, lace up or slip-on
	+ **Hip-Hop – \***DANCE ONLY\* sneakers not to be worn outside
		- \*Black sneakers will be required for performances
	+ **Tap –** black tap shoes, lace up
		- \*Velcro straps accepted for Primary and Level 1 students
	+ **Modern/Contemporary & Lyrical –** bare feet preferred; sole covers/dance paws also acceptable

***\*Hair must be pulled back in a bun or ponytail***