

Dear WCPA Families,

We want to take this time to Thank You for choosing our school for your dance, music and gymnastics need. We are thrilled to have you and your children as a part of our programs. It is our goal to provide you with an exceptional education in the arts. We pride ourselves in offering the highest quality programs, with exceptional instructors and staff. Should you ever have any questions or concerns, please do not hesitate to give us a call.

WCPA classes begin the on August 22, 2011 for the 2011-2012 season. One-half of your normal monthly tuition will be billed on August 15, 2011 to the account we have on file for August's tuition. September's tuition will be charged on August 25, 2011. We will be closed on Monday, September 5th in observance of the Labor Day holiday.

Included with this letter is our school calendar with important dates for Recitals, Mock Meet, Studio Closures, etc. Please keep this in a handy spot to refer to throughout the year. This calendar is also posted on our website at www.centerofperformingarts.org

We have a few things we would like to remind you of, that will help to ensure you have a wonderful experience at WCPA. We are hoping that they provide convenience and ease to your busy schedules.

1. As a registered family at WCPA will have the access to our **PARENT PORTAL**. This will give you the ability to access your account at any time from the convenience of your own home. You can log on from our website (click on the "Register Online" link and then on the "Existing Customer" link) and check your account at any time, register for classes, change billing information, update your address and phone number and keep posted on the things happening at our school. We must have your e-mail address on file in order for you to access the Parent Portal. If you have problems logging in, please call the studio and we will assist you.
2. Available on our website again this year is an **Event Calendar**. All extra events (ie., Kids Night Out, Open Gym, Birthday Parties, Make-up Days) will be listed on this calendar. You will be able to register and pre-pay for Open Gym Sessions, Kids Night Out and all other events we host. All you have to do is click on the "Events" tab on the WCPA homepage, and then on the "2011 Calendar," and click on the event of your choice. A registration form will come up and you can enter all of your information. If you have problems accessing the calendar or registering for an event, please call the studio so we can assist you.
3. **Travel For Free With Ms. Shannon**...As we enter into our 14th season, those students who have been with us now for many years are growing up and getting ready to move forward with their lives. Each and every student at WCPA is important to us and we are glad to be a part of their lives. We will be continuing our tradition for our graduating seniors (and for all students who someday will be a graduating senior!) For those students (dance, gymnastics or music) who study with us through their Senior year of

high school (and have attended WCPA for a minimum of 4 years) and maintain a Grade Point Average of 3.0 or above, will get to choose a destination of their choice (ie, New York City, Jamaica, Hawaii, etc) to travel to with Ms. Jenn and Ms. Shannon (all expenses paid) after graduation. This is our way of rewarding our students for studying hard in both the academics and the arts, and our way to say Thank You for their dedication to WCPA. Even if you are only in elementary or middle school, it's not too soon to start thinking about this exciting opportunity.

4. KIDS NIGHT OUT...Kid's Night Out (KNO) will be held the last Saturday every month from 6:00-10:00 p.m. at WCPA (west and north). Kid's Night Out is open to all students 4 years and older. KNO will entertain your children with dance, gymnastics and music activities, games, movies and more. Snacks will be provided (dinner will not). The cost of KNO is \$12 per child. Advanced registration is required via our Event Calendar.

WCPA West KNO Dates

Saturday, August 27, 2011
Saturday, September 24, 2011
Saturday, October 29, 2011
Saturday, November 19, 2011
Saturday, December 17, 2011
Saturday, January 28, 2012
Saturday, February 25, 2012
Saturday, March 24, 2012
Saturday, April 28, 2012
Saturday, May 19, 2012

Should you have any questions regarding information in this packet, please call our office at 303-467-0334.

WCPA's MAKE-UP POLICY

Make-up classes are offered for all missed group classes. We know that children get sick, families go out of town, there is a school function or something else comes up that permits your child from coming to class. We ask that you please call in all missed lessons to the studio. Students will then have one month from the time of their absence to make-up their missed class(es). Students may choose from any of our group classes (dance, gymnastics or music) to make-up their class. This is a great opportunity for the student to try something different than what they are enrolled in. Our office staff can help you schedule an appropriate make-up class for your student's age and ability.

The studio does close for certain holidays, Thanksgiving Break, Winter Break and Spring Break (please refer to the enclosed calendar). To make up missed classes during studio closures, WCPA will offer four 2-hour Master Classes on Saturdays throughout the year. Each class will be 2 hours long, with multiple teachers to instruct all ages and abilities. Please refer to the back of the school calendar for these dates and themes. Make-up lessons will not be given for the following studio closures, because the student will still be getting 4 lessons in that month:

- ❖ Halloween (October 31, 2011) – morning classes will be held
- ❖ Memorial Day (May 28, 2012)

Private Music Lesson Make-ups – Any student missing one of their scheduled Private Lessons will have the opportunity to make up their missed class during a Group Make-Up Session. The Group Make-up session will be specific to the student's instrument, and will be held the last Saturday of each month from 11:00-11:45 a.m. If you have missed one or more lessons during the month, this group lesson is offered as your make up. It is available for the current calendar month only, as make ups will not be carried over to the next month.

There will be no make-ups offered for any studio closures for Private Music Students, as we have based your monthly tuition on a 39-week year (37-week year for Monday Students and a 38-week year for Tuesday students), and this takes into account all planned studio closures.

If the studio should close for weather related purposes, all missed classes can be made up. The studio will notify all families as to how to make-up their missed lessons.

CLASS ATTIRE

FOLLOWING ARE THE REQUIREMENTS FOR CLASS ATTIRE AT WESTWOODS CENTER OF PERFORMING ARTS:

- First Steps, Tiny Tots, Pre-Ballet, Tiny Tots II Dance Classes – Leotard/Skirt and tights purchased from WCPA
- Tap/Jazz I and II, Tap/Ballet I, All other Tap, Jazz, Turns and Lyrical Classes– Solid Colored Leotard and Black Jazz Pants or Bootie Shorts (leotard and ballet skirt for Tap/Ballet I)
- All Hip-Hop Classes – Black Sweat Pants or Hip-Hop Pants and a WCPA T-Shirt
- All Ballet Classes – Solid Color Leotard, Pink Tights and a Ballet Skirt

FOLLOWING ARE THE REQUIRMENTS FOR CLASS ATTIRE, HAIR AND SHOES AT WCPA:

- First Steps, Tiny Tots, Tiny Tots II and Tap/Ballet I: Proper dance attire as stated above, Black Tap Shoes, Pink Ballet Shoes and a Dance Bag to keep their shoes in. Hair should be pulled away from the face as best as possible (pony tail, braid, etc.)
- Pre-Ballet: Proper dance attire as stated above, and Pink Ballet Shoes. Hair should be pulled away from the face as best as possible (pony tail, braid, etc.)
- Tap/Jazz I and Tap/Jazz II: Proper dance attire as stated above, Black Tap Shoes, Black Jazz or Ballet Shoes and a Dance Bag to keep their shoes in. Hair should be pulled away from the face (pony tail, braid, etc.).

- All other Tap, Jazz, Turns, and Hip-Hop classes: Proper dance attire as stated above, Black Tap Shoes, Black Jazz Shoes (for appropriate classes). Please no baggy T-shirts or sweatshirts, no jeans, jean shorts, basketball shorts or other clothing that is difficult to move in or where the teacher cannot see the dancer's body properly. Hair must be pulled away from the face in either a pony-tail, braid, etc. No hair should be hanging down.
- All Ballet Classes: Dancers must wear a solid color leotard, pink or tan tights (biker shorts may be worn in very warm weather), a ballet skirt (optional, but suggested). Dancers must have pink ballet shoes and their hair MUST be in a bun.
- All Gymnastic Classes: Leotard (short or long sleeve), shorts (optional), Bare Feet. Absolutely no bra tops, pants, tights, socks, etc. No leotards with attached skirts

We suggest that all dancers have a dance bag to keep their belongings in, and be sure to put the dancer's name in all of their shoes and belongings. **ABSOLUTELY NO JEWELRY MAY BE WORN IN CLASS!**

Students should bring a water bottle with them to class. WCPA water bottles are available for sale, or bottled water may be purchased for \$1 (prior to the start of class).

Failure to comply by the dress code could result in the student sitting out of class.

FYI

Class Placement: Class Placement is based upon student ability level. Placement is selected at the instructor's sole discretion.

Advanced Level Classes: Admittance into Adv. Level classes is by director and instructor approval **only**. If you have not previously taken any or all of these classes, and wish to participate in them, please call Shannon at the studio to set up an appointment.

Parent Watch Week: Parent watch week is held twice a year. Please consult the school calendar for exact dates. We recommend that siblings do not attend the watch weeks for reasons of safety and interruption. If you must bring a younger sibling with you to Watch Week, please make sure they remain seated on your lap. If they begin to disrupt the class, we kindly ask that you remove them from the classroom.

Television monitors are placed in the lobby of the studio where you may view your child's class each week. If you will remain at the studio for your child's lesson, we ask that you please do not block the walkway in the entry of the studio.

Parents of Private Lesson students may observe their class at any time.

Questions/Concerns: Please direct any administrative questions to our office manager. Feel free to call the studio at any time. If you have a question regarding the progress of your child, please speak to their teacher. We ask that you hold any questions or comments until after the class is finished. It is important that we teach the students without interference.

Private Lessons/Solos: If you would like to schedule a private lesson with any dance or gymnastics instructor, please do so through the front office. The charge is \$40/half-hour. Private lessons are good

for working on strength and flexibility, choreography for solos (please see the office for the price structure and requirements), to improve skills, etc.

To The Parents Of Younger Students: We ask that you please take your child to the bathroom prior to the start of their class. This is helpful, both to the teacher and to limit the distractions in class. If a child needs to use the restroom during class, they will be sent out by the teacher. If the parent is not there to assist them, our office staff or student assistant will help them. If a child is just potty training and you need leave the studio during their class, please leave a change a clothes with the front desk in case of an accident.

Newsletters: WCPA distributes a monthly newsletter the first week of each month. Newsletters are handed out to the students in class. Please be sure to read this newsletter, as it is our main way to communicate with the parents. All important dates and happenings will be included with the newsletter. If you child does not bring a newsletter home or is absent the first week of class, extra newsletters are always available near the front door in our lobby. You can also find all of our newsletters on our website.

STUDIO CLOSURES MAKE-UP SCHEDULE (west)

Saturday, November 5, 2011 (west)	Hip-Hop & Ballet Day	12:00-2:00 p.m.
Saturday, January 21, 2012 (west)	Gymnastics Day	12:00-2:00 p.m.
Saturday, March 10, 2012 (west)	Tap & Jazz Day	12:00-2:00 p.m.
Saturday, May 19, 2012 (west)	Musical Theater Day	12:00-2:00 p.m.

King Soopers Gift Card Fundraiser

At WCPA, we do a King Soopers Gift Card Fundraiser for all of our families. WCPA families can used money earned through this fundraiser towards tuition, merchandise, recital/mock meet fees, etc. The first Tuesday of each month families can order King Soopers gift cards in \$50 denominations. For every \$100 you purchase, you will receive \$5 in an account for your student(s). The balance in your account will be applied toward your next month's tuition or left as a credit on your account.

This is a great way to earn free money. Many of our families ask their family and friends to purchase the gift cards and earn money even faster. The below dates are when money needs to be turned into WCPA. Only checks or cash are accepted for payment. Please make checks out to WCPA. If you have questions regarding this fundraiser, please call the studio

Money Due
Sept. 6, 2011
Oct. 4, 2011
Nov. 1, 2011

Certificates can be picked up
Sept. 9, 2011
Oct. 7, 2011
Nov. 4, 2011

Dec. 6, 2011
Jan. 10, 2012
Feb. 7, 2012
Mar. 6, 2012
Apr. 3, 2012
May 1, 2012
June 5, 2012

Dec. 9, 2011
Jan. 13, 2012
Feb. 10, 2012
Mar. 9, 2012
Apr. 6, 2012
May 4, 2012
June 8, 2012

2011-2012 School Calendar

Important Dates (West Location)

August 22nd – First Day of Classes
September 5th – Labor Day, No Classes, Studio Closed
Oct. 10th-15th – Bring A Friend Week
Oct. 17th-22nd – Parent Watch Week
Nov. 15th – Recital and Mock Meet Fees Due
Nov. 21st – 27th – Studio Closed for Thanksgiving Holiday
Dec. 19th-22nd – Holiday Parent Watch Week
Dec. 23rd – Jan. 3rd – Studio Closed For Winter Break
Jan. 10th – All Dance Recital Costumes Must Be Ordered
Feb. 13th-18th – Val-Pal, Bring A Friend Week
Feb. 20th-25th – Parent Watch Week
Mar. 1st – Music Recital Fees Due
Mar. 26th-Apr. 1st – Studio Closed For Spring Break
May 28th – Memorial Day, No Classes, Studio Closed
June 11th & 12th – Recital and Mock Meet Pictures
June 16th – Dance Recital (4 shows, specific schedule TBA in April)
June 22nd & 23rd – Gymnastics Mock Meet
June 30th – Music Recital

*Classes for these studio closures can be made up. Make-up days are:

Nov. 5 th	12:00-2:00 p.m.	Hip-Hop & Ballet
Jan. 21 st	12:00-2:00 p.m.	Gymnastics
Mar. 10 th	12:00-2:00 p.m.	Tap& Jazz
May 19 th	12:00-2:00 p.m.	Musical Theater

Students (excluding private lesson students) may choose any or all of the above Master Classes to make up the Thanksgiving Closure, Winter Break, Spring Break, and 1 week of June classes (for dance and gymnastics students)