

East County Performing Arts Center Parent Guide

Welcome to East County Performing Arts Center! If you ever have any questions about the studio this is a good place to look! You are also welcome to call or email us with your question!

Required Shoes And Clothing

All shoes and dancewear are available at the Dynamic Dancewear boutique located in the ECPAC office. When purchasing dancewear please do not take merchandise before it is paid for. You would not go into Macy's and say "I am taking these shoes now and I will bring by the payment tomorrow" Dynamic Dancewear is no different than any other retail establishment.

Dancers are not allowed to wear jeans or oversized clothing class. All dancers are required to have long hair pulled back.

Boogie Babies: Pink Ballet Shoes and Black Buckle Strap Tap Shoes. Please purchase your shoes at Dynamic Dancewear, they are better quality shoes and fit better than shoes purchased at Wal-Mart or Payless, young dancers need supportive shoes to help build strong feet and leg muscles. If you currently have Tap shoes that tie with ribbons please replace the ribbons with elastic tied in a knot so dancers can slip shoes on and off and shoes will not come untied in class. Dancers are free to wear whatever dance outfit they want as long as it is conducive to movement and not a distraction in class.

Combo Classes: Tap - Black Tap Oxford or Black Slip on Tap Bootie. Once dancers reach the age of 5 they should graduate to a tap shoe with more support, and stronger sounds. Please no "Mary-Jane" style ribbon tie tap shoes.

Jazz - Black Split-Sole Jazz Shoe or Black Split-Sole Jazz Bootie. Please no Ballet shoes for Jazz class. Dancers may wear jazz pants, shorts, tights, leotards, dance skirts form fitting tee shirts or tank tops.

Ballet Classes: Pink leather or canvas Ballet Shoes. Please make sure the

Contact Information

East County Performing Arts Center
Main Office
925-240-5556
700 Harvest park Drive Suite P
Brentwood, Ca 94513
Www.brentwooddance.com
studiomanager@sbcglobal.net

elastic straps are sewn on shoes. Strict attire for Ballet class is: Black leotard, pink tights, hair in bun. Leg warmers and Ballet sweaters are permitted during warm up and winter months. The instructor may ask for warm up clothing to be removed at her/his discretion.

Tap Classes: Black Tap Oxford or Black Slip on Tap Bootie. Once dancers reach the age of 5 they should graduate to a tap shoe with more support, and stronger sounds. Please no “Mary-Jane” style ribbon tie tap shoes. Dancers may wear jazz pants, shorts, tight, leotards, dance skirts form fitting tee shirts or tank tops. Sweats or warm up suits may be worn during warm up only. The instructor may ask for warm up clothing to be removed at her/his discretion.

Jazz Classes: Black Split-Sole Jazz Shoe or Black Split-Sole Jazz Bootie. Please no Ballet shoes for Jazz class. Dancers may wear jazz pants, shorts, tight, leotards, dance skirts form fitting tee shirts or tank tops. Sweats or warm up suits may be worn during warm up only. The instructor may ask for warm up clothing to be removed at her/his discretion.

Hip Hop Classes: Black Dance Sneaker or Black Split-Sole Jazz Shoe or Black Split-Sole Jazz Bootie. Dancers may wear jazz pants, shorts, form fitting tee shirts or tank tops. Sweats or warm up suits may be worn during warm up only. The instructor may ask for warm up clothing to be removed at her/his discretion.

Lyrical Classes: Dance Paws, Foot Thong, Lyrical Sandal or bare feet. Dancers may wear jazz pants, shorts, tight, leotards, dance skirts form fitting tee shirts or tank tops. Sweats or warm up suits may be worn during warm up only. The instructor may ask for warm up clothing to be removed at her/his discretion.

Your Account

Upon registration you must log onto your account online. You can access your account through our website www.brentwooddance.com. Click on register here and follow the directions for your account registration. If you have enrolled online, you have already completed this process. Once you have registered you will get an email confirming your registration.

the classrooms. Dancers are not allowed to chew gum in class.

Conduct

If a dancer or parent conducts themselves in a manner that is obscene, offensive, violent, aggressive, demeaning or disrespectful we reserve the right to refuse service.

WAIVER AND RELEASE OF LIABILITY

Please keep this for your records. A signed copy is kept in the studio, or online.

In consideration of participating in any way with ECPAC (Hereafter referred to as “The Studio”) and/or in any performance/athletic/recreational programs and related events, the undersigned does hereby:

Give consent that any photo media taken of participant in connection with “The Studio” may be used for publicity, promotion or television and waive competition in regard thereto.

Fully understand that any medical treatment given will be of a first aid nature only.

Understand that the participant/s will be engaging in activities that may cause injury and/or disability. Further, there may be other risks not known to us or not foreseeable at this time. Participant/Parent/Guardian assumes all the foregoing risk and accepts personal responsibility for the damages following such injury/disability.

Acknowledge that “The Studio” shall not be liable for any injuries and/or damages to any participant, client, member, member’s relative or visitor, or the property of the above aforementioned, or shall be subject to any claim, demand for injury or damages whatsoever, including, without limitation, those damages resulting from acts of active or passive negligence on the part of “The Studio”, their officers or agents.

Acknowledge “The Studio”, shall not be responsible for any lost or stolen articles including but not limited to automobiles and the contents thereof.

Release, waive, discharge, covenant not to sue and release from any and all liability all claims and demands for loss of property, damages and injury “The Studio”, their owners, employees, agents or executors.

I agree to the above stated terms:

I have, received, read, understand and agree to all the policies stated in the Parent Handbook and the Recital Handbook.

There will be no refunds for missed classes, however; whenever possible, a make-up class may be available. Full tuition is due every month whether the student has attended all classes or not. We will prorate tuition for vacations only when we receive written notice at least two (2) weeks prior to absence. If students do not attend one (1) month without putting their account on hold and paying tuition for said month; the student's spot in class may be filled by a student on a waiting list. Tuition will NOT be prorated for holidays and studio closures. Tuition and registration fees are non-refundable. If you pay for classes that you do not attend or drop a class your tuition and registration fees will not be refunded for any reason. We do accept full year payments, without a discount. If you should choose to withdraw tuition is not refunded.

If an instructor is unable to teach and a substitute is not available you will be notified and given a date for a make-up class or a credit to your account for that class.

Withdrawal

We require a 30 written withdrawal notice. There is paperwork that must be filled out if you are on autopay. Tuition and registration fees are not refundable. If you withdraw after registration but before the dance season begins in August you will be refunded your prepaid tuition for August but your registration fee is non-refundable.

Payment Policy

As a convenience to our families we offer an auto pay system or post-dated check program. You have the option of having your monthly payments deducted from your credit card monthly or writing out a year's worth of checks, post-dated for each month. On the specified date we automatically deduct from your account or deposit your check. You never have to worry about forgetting your checkbook or giving a check to your child only to have it lost in a dance bag. Best of all you will never be charged another late fee!

Food And Drink

Dancers and family members are not allowed to eat or drink inside the dance rooms. Food must be eaten in the student lounge area and it is the responsibility of the student to keep this area clean. Water is permitted in

Now you may log into your account, enroll additional students, check your balance, enroll for additional classes and pay any outstanding bills.

Parent Viewing

We welcome parents to view all classes. All viewing must be done from the windows outside the classroom. Parents will not be allowed in the studio during classes. The reason for parents not viewing in the dance room is because it can be a distraction to the dancers and it is important for the instructor to be viewed as the main authority figure. If a parent is present the main authority figure is still the parent. A few times a year we will have parent viewing days where you can view the class from inside the classroom. On these days we ask that only 2 viewers attend and no siblings in the dance room, please.

Pick Up And Drop Off

Please do not drop your child off more than 10 minutes early or pick up more than 5 minutes late unless arrangements have been made in advance with the teacher or office manager. If your child is enrolled in the last class of the day and is consistently picked up late ECPAC may charge you for time spent after hours. Dancers must stay at the dance studio under adult supervision while waiting for parents. For safety reasons dancers are not allowed to wait for pick up anywhere but inside the studio. To keep shoes and our dance floor in good condition, dancers should not wear dance shoes outside the studio and for their safety dancers should always cover-up when leaving or arriving at the studio.

Recital

The studio will hold a summer recital. All details for performances will be available at a later date. Performances are NOT mandatory for those who do not wish to be on stage. Dance is not only a great form of exercise but it is also a performance art and an excellent self-esteem builder. We will do all we can to support, encourage and inspire all students to reach their goals no matter what they are. There will be required costumes for performances. Costume prices are \$60-\$75. There may be additional costs for extended sizes.

Make Up Policy

We do not offer make up classes. Most of our classes are full, allowing a child into class for a make up would exceed our class maximum. Also, it is very distracting to have a new student in class one week and gone the next. Lastly, the choreography in each class is different, if your dancer misses one week of her Jazz class coming to another jazz class will not “catch her up” on what she missed.

Bathroom Policy

Parents of little ones, we ask that either you or a designated adult of your choice be responsible for all your child’s restroom needs. Instructors will not be able to leave the classroom and we believe this will maintain parents, instructors, and children’s comfort levels. The best choice is to have your child use the restroom before class.

Office

Please remember that ECPAC is not only a fun and exiting place for your child to come to but it is also a business. The office is off limits to dancers and parents unless business matters are being discussed. It is not a “hang-out” room for dancers or a waiting room for parents. There is sensitive and confidential information in the office as well as money and teacher’s belongings, please be respectful and only use the office for business matters.

Leaving The Premise

It is not the responsibility of the teachers or staff of ECPAC to monitor dancers between classes. If your dancer leaves the studio to get food, drink or any reason, that dancer’s safety is not the responsibility of the studio, its employees or contractors. We do not want dancers leaving to studio without adult supervision, we ask that you please tell your children not to leave the studio under any circumstances. If you choose to allow your child to leave the studio you are accepting all responsibility for any occurrences.

Tuition

We operate on an advanced tuition payment plan. First month tuition is due at the time of registration. Future tuition payments are due by the 15th of the month. For example April tuition is due March 15th and May tuition is due April 15th. ECPAC offers two payment options. Monthly Auto-Pay, signing for Auto-Pay means your monthly tuition payments are automatically deducted from your credit card. The other option is the Post-dated check program. You will write out a postdated check for each month of the dance season. We keep the checks in a file and automatically deposit them on the 15th of each month. There is a \$15.00 fee for returned checks and \$5.00 fee for returned auto-payments. Monthly tuition payments are required to keep your account in good standing and to reserve your student’s spot in class. ECPAC cannot extend any credits or allow any account to go 30 days past due. We reserve the right to send past due accounts to collections.

A \$15.00 registration fee for returning families and a \$ 20.00 registration fee for new families is due at the time of registration. Registration fees are not refundable.

Tuition breakdown is as follows:

1 class/week	\$55
2 classes	\$100
3 classes	\$142
4 classes	\$182
5 classes	\$220
unlimited* classes	\$256

Tuition amounts do not apply to competition teams

*unlimited amount is for one dancer. Additional dancers may attend unlimited classes for \$150.00. A custom tuition package may be available, please contact the studio director.