

# PDC September Newsletter

## A note from Annette

Welcome dancers and parents to our 23<sup>rd</sup> year! Our goal is to provide your child with a good dance education and have fun at the same time. Our teachers specialize in their field and are eager for the new year to begin!

Please join me in sending good wishes and prayers to Hannah. On September 6<sup>th</sup> & 7<sup>th</sup>, Hannah will be going to Boston for a Heart procedure that has never been performed on someone with her condition in the world! Good luck, Hannah! Wishing you a speedy recovery.

### **\*\* NEW \*\***

A **\$20 LATE ASSESSMENT FEE** will be applied to your account if payment has not been paid by the 15th of that month.



## Tuition

There is a 20% discount for each additional dancer from the same family. Tuition payments can be made by check, cash, money order, or credit card. We accept Visa, Mastercard, Discover, and American Express. A \$25.00 service fee will be added to your account for each returned check. Tuition adjustments will be made if your dancer has a change in scheduled class hours. Tuition can be paid in three ways; Yearly, Quarterly and Monthly.

**Registration Fees:** \$15 for 1 student; \$25 for 2 students, \$35 for 3+ students. Discount applies to siblings/dancers in the same immediate family.

**Yearly:** You can choose to pay the year in full. If paid by September 1st, 2018, you may deduct 10%. After September 1st, 2018 there is no discount for paying the year in full.

**Quarterly:** You may choose to pay your tuition in 4 equal installments. If paid by September 10th, November 10th, January 10th, and March 10th, you may deduct 5% from the total. First payment is due at time of registration. A **\$20 LATE ASSESSMENT FEE** will be applied to your account if payment has not been paid by the 15th of that month.

## Registration Form

If you have not registered there is still time! Registration forms are available online as well as in the studio. One could also be sent to you via mail or email. Please send us your email address at [annettehebard@att.net](mailto:annettehebard@att.net). If you have any questions about classes, please call the studio at 860-963-7073.

Please fill out the Registration form completely and legibly. Please include your e-mail address, as this is the best and quickest way to send information to you. Please include a valid credit card number. In the event your account is 30 days past due, that amount will be charged to your credit card, including costume deposits not paid by November 15<sup>th</sup>. This information is kept completely confidential and will only be used after a phone call is made to you personally. Please notice the photo release and liability waiver on the front of the registration form, please read carefully and sign. Also, please include the amount of years, including this coming year, that your dancer will have been with us. Five, Ten, and Fifteen year awards are presented to dancers at our annual recital. Please also list on the back of the form, the class or classes your dancer wishes to take. Starting with the Beg 1 level through and including Advanced levels, it will be required for all dancers to take a Ballet class if they choose to take a Jazz or Modern class. Please speak to Annette if you have any concerns regarding this policy.

The class schedule is **subject to change**; however, we will notify you if that happens.

**CLASS LEVELS AND PLACEMENT:** Our studio uses a system of levels to match students as closely as possible within each class and subject. Students are placed based on age and years of experience as well as on skill level, coordination, musicality, concentration, and maturity in accepting corrections. Each class can therefore be paced to meet the need of the majority.

## Fall Classes Begin ~ Tuesday, September 4<sup>th</sup>

**Monthly:** You may choose to pay monthly, however no discount applies. Payment is due at your child's first class each month. A **\$20 LATE ASSESSMENT FEE** will be applied to your account if payment has not been paid by the 15th of the month.

**No refunds or credits will be granted due to missed classes. A makeup class will be offered. Billing statements will only be provided to those whose accounts are past due or whose accounts reflect new charges.**

**Costumes:** Costume deposits of \$55 per costume per class will be due by November 15th. If your child's costume(s) cost more than the \$55 initial deposit, you will be notified as to that amount, and it will be applied to your account by February 28th, 2019. This will be due by March 10th.

**\*\*Costumes will NOT be sent home until accounts are paid in FULL.\*\***

**Please be sure to check out the Dance Bulletin Board next to the main door where important notices and information will be posted and updated monthly.**

## PDC Logo wear:

Putnam Dance Center logo wear is available. Order forms are available at the front desk. Orders must be placed and paid for by **October 30<sup>th</sup>**.

**Hooded and Zip-up Sweatshirts,  
Sweatpants, Studio Jackets,  
Competition Team Jackets  
and more...**

**Other items hanging are also  
available for purchase or order.  
Please see Front Desk for more  
information.**

## Absent Policy

Please CALL the studio directly when you or your child will be absent from class.

**Do NOT Facebook the message  
Do NOT Text the Teacher  
Do NOT Text Annette**

The Desk Person needs to get the message and that person will inform the teacher.

Phone: (860) 963-7073 - Thank you!

## Emails

Email is the best way to update you with information and keep you up to date. Please be sure we have your preferred email address as well as a secondary parent's email address if necessary. Also, please check regularly for any update from the studio.

## Competition Team:

If you are interested in joining our hard working, dedicated dance team, please call the studio for information.  
Ages eligible: 6+, no audition necessary.

**Also, the Competition Team will be  
putting together a lot of awesome  
fundraisers this year that you may want  
to take advantage of!**

## Water & Snacks

Waters and snacks are available at the studio for a dollar. All proceeds benefit The PDC Competition Team. Prepaid snack/water punch cards are available for \$10 at the front desk.

## Dates to Remember:

**2018-2019**

September 4<sup>th</sup> – Classes Start  
October 8<sup>th</sup> – Closed (Columbus Day)  
October 31<sup>st</sup> – Closed (Halloween)  
November 21<sup>st</sup> - 24<sup>th</sup> – Closed  
(Thanksgiving Break)  
Nov 26<sup>th</sup> – Dec 1<sup>st</sup> – Bring A Friend Week!  
December 24<sup>th</sup> - January 1<sup>st</sup> – Closed  
(Winter Break)  
April 15<sup>th</sup> – 20<sup>th</sup> – Closed (April Vacation)  
April 28<sup>th</sup> – Picture Day at The PDC  
May 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> – Tentative Rehearsal Dates  
May 11<sup>th</sup> – Tentative Recital

## Dance Workshops

**Intermediate and Advance dancers:**

Dance Masters of America hosts a dance workshop once a month. Please take advantage of these classes if you are able to.

**A brochure is posted on the bulletin  
board at the studio.**

## Studio Policies:

In order to get the most out of each class and not disrupt the harmony of the Putnam Dance Center, we need your cooperation. Everyone that comes to The Putnam Dance Center should be respectful of other families in the waiting room and to keep voices low and not to use words we do not want our children to hear. We have outlined, updated and made some changes to the Studio Policies. **Please remember to grab and review a copy located at the Front Desk.**

Good listeners make good dancers and also make class enjoyable for all!

**Arriving On Time:** It is very important that dancer arrive to class on time as the warm-up is the most important part of each class. Being late is also disruptive to the flow of the class.

**Dress Code:** You will find the proper way to dress for each class on the back of the tuition sheet. Hair needs to be pulled up into a bun or pony tail for all classes. For INT & ADV Ballet students – tight bun.

**Dancewear & Shoes:** We sell Revolution shoes and dance wear at the studio and they will be available for purchase throughout the year. Please ask at the desk for more information about ordering and pricing.

## If a student withdraws from the Putnam Dance Center

You must notify us by phone: (860) 963-7073 or e-mail: [annettehebard@att.net](mailto:annettehebard@att.net).

At that time, you are financially responsible for the remaining balance on your account minus any potential refund based on the date of receipt of withdrawal notification, not when the student started missing classes.

**If at any time during the course of  
the year you have any questions,  
please do not hesitate to ask!  
(860) 963-7073.**

## Happy Birthday to...

Samantha  
Alena  
Emma  
Hayden  
Madison  
Katelyn  
Keagan  
Michaela  
Joelle  
Caralyn  
Miss Lisa  
Zoey



**\*\*Please write names or  
initials inside all shoes,  
outerwear and dancewear.  
So much gets left behind that  
after 90 days we donate to  
charity. We don't want you  
to lose your belongings!\*\***

**Please "LIKE" us on  
Facebook!**

**The Putnam Dance Center**

Up to the minute updates like studio closures,  
studio events, fundraisers and more...