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New email putnamdanceinfo@gmail.com

www.putnamdance.com

Facebook & Instagram:

@PutnamDanceCenter

Registration Letter

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We are looking forward to another amazing year of dance! Please read through all 6 forms to ensure a smooth registration process for 2019-2020 as we have made some adjustments! Thank you!

****New email address!** ALL emails should be directed to putnamdanceinfo@gmail.com. Thank you!**

***First Day of Fall Classes ***

Tuesday, September 3rd, 2019

You can obtain a **Registration Form** at the studio, or from our website at:

<http://www.putnamdance.com/classes/registration/>

If you have any questions regarding your child's placement for classes for the 2019-2020 dance year, please speak with Annette or Kelsey directly via phone or email.

The 2019-2020 class schedule is subject to change

Please fill out the Registration Form completely and legibly and mail, or email back to the studio.

REGISTRATION FEES:

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

Registration Dates for 2019 – 2020 Dance Year!

Early Fall Registration:

Saturday, July 13th, 2019

9am – 2pm & 4pm – 7pm

We will be offering a free pair of tights to anyone who makes their first payment on or before July 13th, 2019!

Fall Registration:

Tuesday, August 27th, 2019

9am – 12pm & 4pm – 7pm

Wednesday, August 28th, 2019

9am – 12pm & 4pm – 7pm

Thursday, August 29th, 2019

9am – 12pm & 4pm – 7pm

You may also register during any of our Summer Programs!

NEW ENROLLMENT PROCESS FOR PAST STUDENTS

1. Visit our website at: <http://www.putnamdance.com/about1/student-portal-link/>
 - a. Open www.putnamdance.com → Menu → About → Click on "Student Portal Link"
2. Click "forgot password" to create your own personal password with your email associated with the studio.
3. View your pre-approved classes for 2019-2020.
 - a. NOTE: You do NOT have to enroll in all of the suggested classes. Options were given to you based on your child's previous experience. If you have questions please contact Annette and Kelsey at our new email.
4. Check the boxes of the classes you would like. Click "enroll." Follow through with the check-out procedure.
5. We will be in touch with you if you are wait-listed. **YOU MUST PAY YOUR REGISTRATION FEE AND FIRST PAYMENT TO THE STUDIO WITHIN 4 WEEKS OF ENROLLING ONLINE.**
6. Your spot will be saved for 4 WEEKS ONLY. After this time period, you will be removed from the classes and you will have to be re-approved for these classes by Kelsey before you can enroll again.
7. **You must still fill out a Registration Form.** Please turn in via mail, email, or in person.

CLASS LEVELS AND PLACEMENT:

At The Putnam Dance Center, students are placed in classes based on a variety of factors such as coordination, concentration, maturity in accepting/applying corrections, and technique. This is to create cohesiveness within the classroom, and to make sure students are in a level that both challenges, and supports them in their growth as a dancer. The class levels may differ from year to year in order to maintain a certain sequence, and/or match other class levels that those dancers are in *for that specific year*. It is important to understand that our program differs from that of school grade levels, and students may find themselves “moving up or down” levels. This does not necessarily mean a student is being held back, that they have not improved, or that they are skipping levels. Our dancers should always focus on being the best they can be, without worrying about the level they are placed in.

TUITION: Please refer to our tuition fees located on the back of the dress code sheet.

- On your Registration Form, please include a valid credit card number.
 - In the event your account is 30 days past due, that amount (with the late assessment fee) will be charged to your credit card. This includes costume deposits not paid by November 15th. This information is kept completely confidential and will only be used after a phone call is made to you personally.
- 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. Tuition adjustments will be made if your dancer has a change in scheduled class hours.
- A \$25.00 service fee will be added to your account for each returned check.
- ***A \$20.00 late assessment fee will be added to all accounts that are not paid by the 15th of the month.***

3 PAYMENT OPTIONS

Yearly	➤ If paid by September 1 st , 2019, there is a 10% discount. After September 1 st , 2019 there is no discount for paying the year in full.
Quarterly	➤ If paid by September 10 th , November 10 th , January 10 th , and March 10 th , there is a 5% discount. ➤ First payment is due at time of registration.
Monthly	➤ You may choose to pay monthly, however no discount applies. Payment is due at your child’s first class each month. ➤ <i>May’s monthly payment is due at the time of registration on or before September 1st.</i> ➤ <i>September’s monthly payment is due September 10th. The Last monthly payment of the year will be April 10th.</i>

No refunds or credits will be granted due to missed classes. A make-up 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 29th, 2020. This will be due by March 10th.

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

Important Dates to Remember

September 3rd	Classes Start	March 8th – 14th	March Break (Make-up Classes)
October 14th	Closed (Columbus Day)	April 12th – 18th	Closed (April Vacation)
October 31st	Closed (Halloween)	May 3rd	Tentative Picture Day at The PDC
November 27th – 30th	Closed (Thanksgiving Break)	May 29th & 30th	Tentative Dress Rehearsal Dates at the Putnam Middle School (PMS)
December 16th – 21st	Bring A Friend Week!		*All students must be available both Dress Rehearsal dates*
December 22nd – January 1st	Closed (Winter Break)	Sunday, May 31st	Tentative Recital at the PMS

The Putnam Dance Center

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