



# Pine Tree

Performing Arts Center

**WELCOME!**

## **FALL NEWSLETTER**

### **2011-2012 CALENDAR**

Classes Begin	Wednesday, September 7, 2011
Fall Fundraiser begins	Monday, October 10
Costume measuring	Week of October 10 (make ups week of Oct 17)
Fundraiser/Costume Deposits due	Tuesday, November 1
Thanksgiving Break	No Class: Wed - Mon, November 23-28
Costume payments due in full	Thursday, December 1
Christmas Break	No Class: Tues - Mon, Dec 20 - Jan 2
Easter Break	No Class: Tues - Sun, Apr 3 - 8
Memorial Day	No Class: Monday May 28
Stage Rehearsal	Tuesday, May 29 (Butler Intermed H.S.)
Make Up Classes, if needed	Wed - Thurs, May 30 - 31
Dress Rehearsal	Saturday, June 2 (Butler Intermed H.S.)
Recital	Sunday, June 3 (2:00 p.m.)

**Snow policy:** Our classes will follow the lead of the Mars Area School District. If the Mars schools are closed, we will cancel all classes up to 4:00 p.m. For classes scheduled on or after 4:00, call 724-898-1122, check the website or watch WPXI for details.

### **GENERAL INFORMATION**

**Attendance:** Regular attendance must be a priority in order for your child to progress throughout the year. Please be prompt. Classes will be starting on time.

**Class placement:** Class placement is determined by the amount of dance experience each student has had and not necessarily by his or her age or grade level. If a teacher feels your child should be moved into a different class, he/she will call you to discuss any necessary changes.

**Adding/Dropping classes:** Classes may be **added/dropped** until **December 1, 2011** prior to costume ordering. Remember no refunds are given for those who have opted to pay on a quarterly basis.

**Tuition:** Tuition is due the 1<sup>st</sup> class of the month with a grace period extending until the 10<sup>th</sup> of the month. Tuition paid after the 10<sup>th</sup> of the month is subject to a \$10 late fee. Outstanding tuition and late fees must be paid prior to buying recital tickets. Tuition may be paid monthly or quarterly.

Full monthly (or quarterly) tuition is due regardless of how many classes are missed by the student each month. **Tuition will only be pro-rated for students with a validated physician's excuse.**

Quarterly payers pay 3 months' tuition in advance and **it is non-refundable under any circumstance.** Quarterly payments are due the first day of class during the months of September, December and March. Those choosing this option receive a 5% discount in addition to the multiple hours discount as calculated at the time of registration.

**Shoe exchange:** Please check in the front closet for shoes that have been donated. Feel free to donate your outgrown shoes and take another pair that fits your needs.

**Shoe/apparel orders:** Stop and visit the dance boutique located in the office to the right of the lobby. We stock multiple sizes of shoes, t-shirts, tank tops, sweat pants, shorts, tights, dance bags and various other items.

**Desk Moms:** There will be a Desk Mom stationed at the front desk to take care of any financial transactions/questions you may have. These moms will be distributing memos, taking shoe and apparel orders and generally fielding questions. If they cannot answer a specific question they will contact the appropriate teacher or Jill who will respond in a timely manner.

**Communications:** The “White Board” on the lobby wall is changed weekly for things parents/dancers need to know. We also update the website constantly! Check [www.pinetreecenter.com](http://www.pinetreecenter.com) for all upcoming events. We prefer to communicate via email when possible. Please stop at the desk to give us your email address if you ROUTINELY check your email.

**Make-up classes:** The student may make up any missed classes in a comparable class. If a duplicate class does not exist, plan to attend the class one level lower/higher than the one missed. **Classes cancelled due to weather conditions will not be rescheduled, but any student can make up a class in a comparable class.** Classes cancelled due to teacher illnesses, etc. will be made up. The teacher/front desk will notify you of the make up date and time.

**Birthday parties:** Plan to have your birthday party at PineTree! We do “dance and special theme” parties for all ages. A minimal deposit will reserve your date. Call or stop at the desk for more information.

**Recital Information:** A comprehensive recital newsletter will be published in April which includes rehearsal times, volunteer opportunities, information regarding ticket sales, photography week, etc. Participation in the recital is not mandatory; however, we ask that you notify us if YOU ARE NOT going to participate by Tuesday, November 1 (on or before the day fundraiser amounts and /or costume deposits are due). Please feel free to stop at the desk at any time if you have any recital questions.

**Dress Code:** Dance in all its forms is a discipline so adherence to specific class attire is very important. There are reasons behind these choices, among them the teacher’s need to see body placement. If you elect NOT to adhere to the following guidelines, your students may be asked not to participate in class on a particular day.

**Hair needs to be pulled back from face securely for every class.**

**Creative Movement:** Girls: leotards, tights and ballet slippers. Boys: athletic shorts and socks.

**Ballet/Tap Samplers:** Black leotards, pink tights, pink ballet slippers, tan tap shoes.

**Ballet:** Black leotards, pink tights, pink ballet slippers. Upper Div: Skirts/form fitting shorts are permitted. No visible undergarments of any kind.

**Lyrical / Jazz/ Modern / Tap / Irish:** Black leotards, tights, and form fitting dance shorts. Tank tops or cami tops are allowed. Foot Undeez, Jazz shoes, and tap shoes are worn for the respective classes. Modern: barefoot.

**Hip Hop:** Black leotard, capri pants or form fitting dance shorts, tank tops or camis for girls. Knee-length gym shorts and t-shirts are appropriate for boys. Jazz sneakers are required and are only to be worn as dance shoes.