

Monona Academy of Dance

August 28, 2017 – June 3, 2018
ACADEMIC YEAR
PROGRAM & POLICY BOOKLET

Dream, Believe & Achieve



**Introduce your children to the Art of Dance, either for pleasure
or to pave a solid foundation for a professional career.**

Give your child the enjoyment of dance...

www.mononaacademyofdance.com

2605 S. Stoughton Rd.
Madison, WI 53716
(608) 221-4535

838 Grove St.
Sun Prairie, WI 53590
(608) 221-4535

Monona Academy of Dance
2605 S. Stoughton Rd.
Madison, WI 53716

ADDRESS SERVICE REQUESTED

WELCOME

Thank you for inquiring about **Monona Academy of Dance**. We look forward to instilling the Love of dance in your child and providing the best dance experience available. Our program is based on our commitment to offering the highest quality of instruction from an exceptional, professionally trained faculty.

Our goal is to develop well-rounded dancers of all ages by stressing the study of Ballet – the foundation of all dance forms – while also offering more contemporary styles of Jazz, Tap and Modern Dance. The program is designed to give each student a secure foundation from which to progress based on a graded syllabus to assure a high standard of training.

While some students choose to dance as a form of recreation or self-expression, others wish to pursue dance as part of their higher education or as a career. We strive to provide each student the opportunities they desire.

Monona Academy of Dance is dedicated to creating an atmosphere which fosters self-esteem, discipline, and positive influences, all of which can be carried into many other aspects of the student's life.

JoJean Retrum, Director



... to grow through a pre-professional program
(MAD City Dancers)

DATES TO REMEMBER

Term 1 BEGINS – Tuition Due	Aug 28 – Nov 18
Labor Day – No Classes	September 4
<i>Dance Wisconsin - Nutcracker auditions</i>	September 10
<i>Dance Wisconsin - “New Works”</i>	October 7
Term 2 BEGINS – Tuition Due	Nov 20 – Feb 24
Recital Costume Deposits DUE	November 20
Thanksgiving – No Classes	November 23
<i>Dance Wisconsin - “Nutcracker”</i>	December 16 - 17
Winter Break	Dec. 21 - Jan. 3
<i>Dance Wisconsin – Spring Performance auditions</i>	TBD
Term 3 BEGINS – Tuition Due	Feb 26 – May 26
Spring Break	March 26 - 31
<i>Dance Wisconsin - “Spring Performance”</i>	TBD
Memorial Day – No Classes	May 28
*Recital Dress Rehearsals	May 31 - June 1
*Recital Performances: <i>Monona</i>	June 2
<i>Sun Prairie</i>	June 3

A NOTE TO PARENTS

It is very important for you as parents to take an active role in your child's dance education by making sure that you stay up-to-date on school happenings and receive any hand-outs. There are a number of opportunities to participate at events held throughout the year.

In an effort to maintain reasonable prices for our students, we try to limit the amount of studio-wide mailings we send, instead opting for e-mails, hand-outs and postings instead.

Please make an effort, at least once a week, to physically walk in to the studio to check for any hand-outs or postings and to ask the instructor any questions you might have.

Students should be picked up within 15 minutes of the end of classes. Monona Academy of Dance is not responsible for providing day care for students or siblings before or after designated hours of dance classes or programs. Thank you for the opportunity to be of service to you.

PERFORMANCE GROUPS

MAD CITY DANCERS

Mad City Dancers is the dance team for the studio. They perform in the opening and closing of the recital, in addition to competing in several competitions throughout the year.

DANCE WISCONSIN

Dance Wisconsin is a non profit 501(c)3 dance company which proudly belongs to Regional Dance America (RDA). It is a separate identity from Monona Academy of Dance, but JoJean Retrum is the Artistic Director. Members of DW's core company participate in three major productions each year and students of Monona Academy of Dance are encouraged to audition for roles in Dance Wisconsin's productions. DW also attends and performs at RDA's National/Regional Festivals each spring.



...while experiencing the joy of performing
(Dance Wisconsin).



REGISTRATION INFO

Monona Academy of Dance's 2017-18 Academic Year begins August 28 and culminates in our recitals on the weekend of June 2 - June 3. The 36 weeks of classes are divided into three terms beginning August 28, November 20, and February 26. Dress rehearsals take place the Thursday and Friday before recitals.

New students can register for Creative Movement, Pre-Ballet I, any Beginning Level classes, Adult & Hip-Hop classes. Registration for levels I, II, III, IV, V and advanced (Company) classes will only be accepted with permission by the Director after an in-person consultation at our studios. Registration by mail for these classes will not be accepted unless previously notified by the Director.

A signed Registration Form is required to be on file for each student attending Monona Academy of Dance. Your signature means that you understand and will abide by all policies in this booklet!

REGISTRATION DATES

****GRAND OPENING: SUNDAY AUG. 13th 1:00 – 4:00p**

MONONA (Main Office)

2605 S. Stoughton Rd.	August 7 - 10	Noon - 6 pm
Phone: 608-221-4535	August 14 - 17	Noon - 6 pm

SUN PRAIRIE

838 Grove St.	August 8 (Tues.)	3 pm - 6 pm
Phone: 608-221-4535	August 14 (Mon.)	3 pm - 6 pm

Stop in at **La Boutique** -- the unique boutique for dancewear, shoes, etc. for your 10% student discount.
2605 S. Stoughton Rd.

POLICY OF NON-DISCRIMINATION

Monona Academy of Dance, Mad City Dancers, and Dance Wisconsin do not discriminate on the basis of race, color, sex, national origin, sexual orientation, or religion.

TUITION

Registration fees are \$40 per family unless you prepaid at recital. You may participate in our Tuition Payment Plan if desired (see Payment Policy).

Please stop in during a Registration Date or call the Main Office at 221-4535 for more information.

**Family and Multi-class discounts (on tuition only) are available.

<u>Class Length/\$ per wk</u>	<u>Term 1</u> 12 weeks	<u>Term 2</u> 12 weeks	<u>Term 3</u> 12 weeks	<u>Total</u> 36 weeks
½ hr. Class @ \$14.00	\$168	\$168	\$168	\$504
45 min Class @ \$16.00	\$192	\$192	\$192	\$576
1 hr. Class @ \$18.00	\$216	\$216	\$216	\$648
1¼ hr Class @ \$20.00	\$240	\$240	\$240	\$720
1½ hr Class @ \$22.00	\$264	\$264	\$264	\$792
1¾ hr Class @ \$24.00	\$288	\$288	\$288	\$864

Private Lessons: \$35 per ½ hour / Walk-in (single class): \$23

ATTENDANCE POLICY

Progress in dance depends on regular and consistent participation in class. Absences will ultimately hinder your child's progress. Please report all absences to the school in advance. If the student must miss class, make arrangements to participate in a make-up class.

Tuition is non-refundable after the start of the academic year except in the case of written medical excuse for injury or extreme illness. Poor attendance is not grounds for a refund.

****SNOW DAYS:** In case of inclement weather, please check the Monona Academy of Dance website or Facebook page for class cancellations. Although Snow days will not be made up, students do have the option of making up a missed class by attending another class at their level.

WITHDRAWAL POLICY: A Withdrawal form must be submitted to the main office for each class dropped 10 DAYS IN ADVANCE of the new term. You are liable for full tuition to the end of the term if we are not notified. Balance may be sent to Small Claims if unpaid.

SUN PRAIRIE CLASSES

TENTATIVE 2017-18 SCHEDULE

CLASS TIMES ARE SUBJECT TO CHANGE ACCORDING TO CLASS ENROLLMENT, AS A MINIMUM NUMBER OF STUDENTS IS REQUIRED.

Class age guidelines noted in ()

MONDAY

4:00 - 5:00	Ballet II	(twice per week)
5:00 - 5:30	Tap II	
5:30 - 7:00	Ballet III/IV	(twice per week)
7:00 - 7:30	Tap III/IV	

TUESDAY

4:00 - 4:30	Pre- Ballet	(4 yrs. old)
4:30 - 5:15	Pre-Ballet II	(5-6 yr. olds)
5:15 - 5:45	Beg Tap	(5-6 yr. olds)
5:45 - 6:45	Beg Ballet	(6-7 yrs olds)
6:45 - 7:15	Tap I	(8 yrs old)

WEDNESDAY

10:00 - 10:45	Mommy and Me	
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THURSDAY

4:00 - 5:00	Ballet II	(twice per week)
5:00 - 5:45	Jazz II	
5:45 - 7:15	Ballet III/IV	(twice per week)
7:15 - 8:00	Jazz III/IV	

SATURDAY

9:00 - 9:30	Creative Movement	(3 yr. olds)
9:30 - 10:00	Pre-Ballet	(4 yr. olds)
10:00 - 10:45	Pre-Ballet II	(5-6 yrs olds)
10:45 - 11:15	Beg. Tap	(6-7 yrs old)
11:15 - 12:00	Beg. Ballet	(6-7 yrs old)
12:00 - 1:00	Ballet I	(8 yrs old)
1:00 - 1:30	Tap I	

As of: 7/19/17

MONONA CLASSES

TENTATIVE 2017-18 SCHEDULE

CLASS TIMES ARE SUBJECT TO CHANGE ACCORDING TO CLASS ENROLLMENT, AS A MINIMUM NUMBER OF STUDENTS IS REQUIRED

Class age guidelines noted in ()

MONDAY

STUDIO D	STUDIO A	STUDIO B
4:30 - 6:15 Ballet V	4:15 - 5:00 Pre-Ballet II	4:00 - 4:30 Private
6:15 - 8:00 Ballet VI	5:00 - 5:30 Beg. Tap	4:30 - 5:00 Private
8:00 - 9:00 Jazz VI	5:30 - 6:00 Pre-Ballet	5:00 - 5:30 Private
	6:00 - 6:30 Private	5:30 - 6:00 Private
		6:15 - 7:15 Jazz V

TUESDAY

STUDIO D	STUDIO A	STUDIO B
10:00-10:30 Mommy and Me	4:30 - 5:00 Private	4:30 - 5:30 Ballet II
4:00 - 5:00 Beg. Ballet (Older)	5:00 - 6:00 PBT	5:30 - 6:15 Beg. Jazz
5:00 - 6:30 Ballet III/IV	6:00 - 6:30 Private	6:15 - 7:00 Adult Class
6:30 - 7:00 Open	6:30 - 7:00 Tap III/IV	

WEDNESDAY

STUDIO D	STUDIO A	STUDIO B
4:00 - 4:30 Private	4:30 - 5:00 Private	4:45 - 5:30 Beg. Ballet
4:30 - 6:15 Ballet V	5:30 - 6:00 Tap	5:30 - 6:00 Tap VI
6:15 - 8:00 Ballet VI	6:00 - 7:00 Adult Tap	6:15 - 7:00 Tap V
8:00 - 9:00 Modern VI		7:00 - 8:00 Modern V

THURSDAY

STUDIO D	STUDIO A	STUDIO B
5:00 - 6:00 PBT	4:30 - 5:30 Contemporary	4:30 - 5:30 Ballet II
6:00 - 9:00 Dance Wisconsin	5:30 - 6:00 Tap II	5:30 - 7:00 Ballet III/IV
	7:00 - 7:45 Jazz III	7:00 - 8:00 Yoga

FRIDAY

STUDIO D	STUDIO A	STUDIO B
5:15 - 6:00 Beg. Hip Hop	Boys Class	Ballroom 6:30 - 7:30
6:00 - 7:00 Hip Hop	Private	

SATURDAY

STUDIO D	STUDIO A	STUDIO B
9:00 - 1:00 Jr. & Sr. Co.	9:00 - 9:30 Pre-Ballet(4yrs)	9:00 - 9:45 Ballet I
Warm up	9:30 - 10:00 Beg Tap	9:45 - 10:45 Ballet II
1:00 - ?? DW Rehearsal	10:00 - 10:45 Pre Ballet II	11:15-12:15 Mini Mad City
	10:45 - 11:15 Tap II	
		9:45 - 10:15 Tap I (Studio C)

PAYMENT POLICY

The Registration Fee is due at the time of registration (unless pre-registration was paid at recital). **Tuition for each term is due and payable IN FULL at the first CLASS ... OR via our Tuition Payment Plan** (see below).

TUITION PAYMENT PLAN:

(via Credit or Debit Card authorization ONLY)

Signed Agreement must be on file in studio office

-) 50% due by first CLASS of each term (Aug/Nov/Feb)
-) 25% due on the first day of each subsequent month in the term (October/November, January/February, April/May)

Finance charges may be added to outstanding balances 30 days past due at an Annual Percentage Rate of 18%.

A \$25 late fee will be added to accounts with payments made past the 7th day of a Term or past the Payment Plan date. Students cannot begin the next term unless all prior tuition and interest is paid.

There is a \$30 fee for all returned payments. If your account is sent to collections or small claims, you are liable for all expenses.

RECITAL COSTUMES

Costume orders are non-refundable.

Our end-of-year recital is a fun-filled, exciting production for all of our students. It allows your child to use their new dance skills and gives them a chance to acquire another essential skill – performance.

Costume Deposits: In November, a Costume Deposit of \$50 is due for each recital costume to be ordered. A SEPARATE check from tuition should be made at the beginning of Term 2. Costume Deposits are due before orders are placed.

Costume Balances: Total price for costumes vary, depending on the age of the child. The final cost *for each class* is determined by the costume cost plus accessories, an administrative charge, and sales tax. The Costume Deposit paid is subtracted from the total cost as determined above and the Balance is billed at Term 3. Costumes will not be delivered to the student until the final balance of the student's tuition and costume are paid IN FULL.

CLASS DESCRIPTIONS

****A minimum enrollment is required for classes to occur. Classes are subject to cancellation if the minimum enrollment number is not met.**

CREATIVE MOVEMENT: Movement exploration, pattern recognition, and body awareness for the older toddler. AGES: 3-4

PRE-BALLET: Introduction to dance and movement for the small child, focusing on motor skills, coordination, balance, and preparatory ballet movements and positions. AGES: 4-5

PRE-BALLET II: Continuation for the child who has completed Pre-Ballet. AGES: 5-6

BEGINNING BALLET: Class consists of barre, center, and combinations in both adagio and allegro, which stress proper body alignment, strength, flexibility and muscular control. For those who have no experience. AGES: 6 & UP

BEGINNING TAP/TAP I, II, III & IV: Class develops the student's awareness of musical rhythm, and builds speed by combining sounds and steps. AGES: 5 & UP

BALLET I, II, III, & IV CLASSES: The next levels following the Beginning classes. Placement is by instructor approval only

BEGINNING JAZZ/JAZZ I, II, III & IV: Learn different styles including lyrical, musical theater, and funk. AGES: 8 & UP

MODERN I & II: Movement is explored through use of such concepts of time, space and effort. The use of momentum and gravity, the articulation of the upper body, the use of parallel leg positioning, flexed feet, and weight distribution that is low to the ground, are skills typically found in Modern Dance classes. AGES: 11 & UP

HIP-HOP: The cutting-edge form of street dance, most often characterized by the dancing seen in music videos. Heavily influenced by jazz and break-dancing, emphasis is placed on isolation, rhythm, and individuality. AGES: 7 & UP

JR. (V) & SR. (VI) COMPANY: Next level following the Intermediate classes. Placement into these classes is determined by an annual audition at the end of summer.

BOYS CLASSES: A ballet class for boys and teens, taught by a male instructor, and designed to teach the male-specific skills of ballet. Only intended to be taken in addition to regular ballet class. AGES: 8 & UP

PARTNERING: Pas De Deux class for intermediate to advanced students. Placement into this class is by audition only.

ADULT CLASSES: Beginning to intermediate level classes for adults and older teens. Class is structured to fit participant's ability and level. AGES: 14 – ADULT

PILATES CLASS: Increases flexibility and core (abdominal) strength. AGE 11 – ADULT.

BALLROOM: Learn the waltz, foxtrot, swing, polka, cha cha ... for weddings or just for fun and fitness! Ballroom is offered by private lesson pricing at a time deemed convenient for the couple and/or the teacher.

PBT (Progressing Ballet Technique by Marie Walton): Mahon is an innovative program for students to understand the depth of training muscle memory in achieving their personal best in classical ballet.

DRESS CODE

All of our Ballet classes are color coded by level. Please wear the appropriate leotard color for the dancer's class.

GIRLS: LIGHT PINK for Creative Movement and Pre-Ballet students; LAVENDER for Pre-Ballet II students; CANDY PINK leotards for Beginning Ballet; LIGHT BLUE for Level I; MINT for Level II students; ROYAL BLUE for Level III; MAROON for Level IV; PURPLE leotards for Junior Company, BLACK leotards for Senior Company, and RED leotards for Dance Wisconsin. Pink tights and pink ballet shoes are to be worn in Ballet class. Jazz shoes are to be worn for Jazz class. Wrap skirts may be worn if they match the leotard color. No bulky warm-ups or sweats in class.

BOYS: Well-fitting white t-shirt or tank top, dance belt, black tights or leggings, and black ballet shoes. Jazz shoes are to be worn for Jazz class. No bulky warm-ups or sweats in class.

ADULTS: Ballet: Leotard, pink tights and ballet shoes for women; well-fitting tee or tank top with black leggings/shorts and black ballet shoes for men. Jazz shoes are to be worn for Jazz class.

ALL: Hair must be up and secured in a bun if long enough. If hair is not long enough for a bun, hair must be tightly secured up away from the face, eyes, and neck. **No ponytails, please. Barrettes are not enough by themselves!**

Absolutely no jewelry in class!

STUDENTS NOT ADHERING TO DRESS CODE WILL NOT BE ALLOWED TO ENTER OR PARTICIPATE IN CLASS. NO EXCEPTIONS!

ACADEMY RULES

-) Chewing gum, eating, and/or drinking are not allowed in dance studios. Water bottles filled with water only are permitted.
-) Students are expected to arrive to class on time and will not be allowed to participate in class if they are more than 10 minutes late (due to risk of injury from missing warm-ups).
-) Quiet must be maintained in the halls and dressing rooms while classes are in session.
-) Monona Academy of Dance reserves the right to eject, suspend or dismiss any student whose attitude, attendance, or behavior is disruptive, distracting, or otherwise unsatisfactory.
-) Students may not leave class or the studio facility *early* without permission or instructor notification.

Monona Academy of Dance

MONONA: 2605 S. Stoughton Rd. - (608) 221-4535 (Main Office) ♦ SUN PRAIRIE: 838 Grove St.

2017 – 18 REGISTRATION FORM

Registration Fee: \$40 per family

Studio Location: (check one) MONONA _____ SUN PRAIRIE _____

Student Name _____ Age _____

Birth date ____/____/____ Medical Conditions: _____

Parent/Guardian Names _____

Address _____

City _____ Zip Code _____

Home Phone () _____ Emergency Phone () _____

E-mail Address _____

Person to be billed (if different) _____

Address (if Different) _____

How did you hear about us? _____

Does your employer have a charitable gifting program? _____

STATEMENT OF UNDERSTANDING (signature of parent/guardian or adult student required):

I hereby acknowledge that I am responsible for payment of all tuition, with the first term tuition to be paid in full prior to the first class unless a signed Payment Plan Agreement is on file. If payment is not received in a timely manner, we understand we are liable for all expenses incurred in collection. I authorize M.A.D to use my child's photo to promote or publicize M.A.D online or in print. _____ (please initial)

I understand the physical demands and inherent risks involved in dance and guarantee the registered student to be in sound physical condition. I agree to hold Monona Academy of Dance LLC, its officers, agents and employees in both individual and official capacities, harmless from liability for injury, damage or loss to person or property as a result of participation in any Monona Academy of Dance LLC activities.

I have read, understand and will abide by the policies set forth in the Program & Policy Booklet by Monona Academy of Dance LLC.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Registration Fee: \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL: \$ _____

Date Registered: ____/____/____ Paid with _____ Amount Paid \$ _____

PAYMENT POLICY & AGREEMENT

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TUITION PAYMENT PLAN:

(via Credit or Debit Card authorization ONLY)

A Signed Agreement must be on file in studio office

-) 50% due by first CLASS of each term (Aug/Nov/Feb)
-) 25% due on the first day of each subsequent month in the term (October/November, January/February, April/May)

Finance charges will be added to outstanding balances 30 days past due at an Annual Percentage Rate of 18%.

A \$25 late fee will be added to accounts with payments made past the 7th day of a Term or past the Payment Plan date. Students cannot begin the next term unless all prior tuition and interest is paid.

There is a \$30 fee for all returned payments. If your account is sent to collections or small claims, you are liable for all expenses.

Please Initial next to the Payment Option you will choose for the 2017-18 year. You can choose to: Pay IN FULL by the 1st class of the Term, or pay by making payments throughout the year accordingly to the Tuition Payment Plan mentioned above.

- _____ I will pay IN FULL by the 1st class of each Term. I understand that Term 1 begins on August 28th, Term 2 begins on November 20th and Term 3 begins on February 26th, 2018. I understand these payments will be made using the Credit Card that will be left on file for the entire 2017-18 Dance Season.
- _____ I will make payments throughout the year according to the *Payment Plan* Policy. I understand these payments will be made using the Credit Card that will be left on file for the entire 2017-18 Dance Season.
- _____ I will pay the entire Tuition for the School Year IN FULL.

WITHDRAWAL POLICY: A Withdrawal form must be submitted to the main office for each class dropped 10 DAYS IN ADVANCE of the new term. You are liable for full tuition to the end of the term if we are not notified. Balance may be sent to Small Claims if unpaid.

I have read and understand the Payment and Withdrawal Policies for Monona Academy of Dance and will abide to all Terms in the Policy.

Parent Signature _____ Date ____/____/____

PAYMENT PLAN INFO:

Card No. _____ Exp Date ____/____ Security Code _____

Name on Card _____ Signature _____