

Location: The Preparatory Dance studios are located on the 3rd floor of Kerry Hall at 710 E Roy St. Seattle, WA, 98102. Our office is located in the southwest corner of the 1st floor next to Room 119.

Attendance: Students must attend their classes regularly in order to progress with their level. Parents are asked to report class absences and illness by leaving the office a voice mail message on or before the day missed. If a child is late for class, a 10 minute tardy policy is in effect, after which the student will not be allowed to participate in class, but will be invited to observe. Students are encouraged to make up missed classes. Poor attendance of Junior Company dancers is not acceptable.

Illness: Preparatory Dance follows the Cornish College of the Arts health policy: **Stay home if you have flu or flu-like illness for at least 24 hours after you no longer have a fever** (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen). Do not attend classes. As stated above, parents are asked to report class absences and illnesses by leaving the Prep Dance office a voice mail message on or before the day missed. **Call 206-726-5034.**

Make-up Classes: Students are encouraged to make up missed classes in the class level below their own level. Students must first speak with the teacher or program director to approve the make-up classes. Make-ups are only possible within the semester the classes are missed.

Communication: *If you or your child has questions or difficulties with regard to class, registration or payment, please speak to the program director.* You may request a conference with your student's teacher or the program director at any time. As our faculty often teach classes consecutively and cannot use class time for discussions, please set up an appointment outside of class time. Ms. McCormick's email is: kmccormick@cornish.edu.

Medical: It is important that faculty be made aware of any pre-existing medical condition that might interfere with the students' ability to perform in class. Students returning to class after injury need to meet with the director so that the director and faculty can help provide a plan for optimal re-entry into training.

Safety: Students should always bring personal items with them into the dance studio. Avoid bringing expensive jewelry and excessive cash to class. The Preparatory Dance Program and Cornish College of the Arts cannot be responsible for theft or vandalism. A 'buddy' system is encouraged if students need to leave the building. College policy states that with the exception of service animals, pets cannot come into the building.

Attire: All dance students must adhere to the dress code established by the Preparatory Dance Program. The dress requirements can be found on our website at www.cornish.edu/preparatory_dance/dress_requirements. Jewelry and watches are not to be worn in class. Please put your child's name INSIDE all dancewear and shoes. Hair is to be neatly tied up in a bun and tied back from the face.

Pointe Shoes: Students who progress to the Intermediate Ballet I levels may be eligible for pointe work. The criterion for joining this class is dependent upon the teachers' recommendation. Waiting until the appropriate time related to skill level & physical development will help decrease the risk of injury. It is recommended that if there is a concern regarding the structure of a student's foot, that a doctor familiar with dance assesses the dancer's foot.

Weather/Emergency Closure: In the event of inclement weather or health concern, please listen to the usual list of television and radio stations. We will close when Seattle Public Schools and/or Cornish College of the Arts close. As Kerry Hall closure is not always dependent on Seattle Public School District and Cornish Main Campus closures we suggest that (in the event of any inclement weather or illness outbreaks) you call the Preparatory Dance office before your child's class. The Preparatory Dance office numbers are 206-726-5034 or 206-726-5186. Closures will be announced on our outgoing message. You may also check the website www.cornish.edu or call 206-726-5151 for campus closures.

TEXT MESSAGE EMERGENCY NOTIFICATION SYSTEM: In those rare cases of inclement weather, power outages, delayed openings or early closures, or any other event that represents a danger to the community, Cornish College of the Arts will be able to issue a text notification simultaneously to all persons who elect to participate in the program. Cornish College of the Arts understands that people do not wish to receive unwanted text messages. Please be assured that the College will use this system judiciously, and will only send messages in the above circumstances. Go to http://www.cornish.edu/campus/text_notification/ for more information on the text message emergency notification system. Sign up for this service at http://www.cornish.edu/campus/text_notification/signup/. Choose the Preparatory Dance Student/Parent option in the list of groups on the aforementioned web page. Those who do not have a mobile telephone or who choose not to participate will continue to find information on the Cornish website, www.cornish.edu, and/or voicemail system: 206-726-5151. Preparatory Dance parents are also advised to call the Preparatory Dance office for updates at 206-726-5034 or 206-725-5186.

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Mailing—Attention: Preparatory Dance, 1000 Lenora Street, Seattle, WA 98121
Location—3rd Floor Dance Studios at Kerry Hall, 710 E Roy Street, Seattle, WA 98102
Thank you for being a part of Preparatory Dance!

Payment: Tuition is due the Friday before the semester begins. Preparatory Dance students are accepted into the program for a 34 week school year. Preparatory Dance automatically enrolls each fall semester student for spring semester. You must actively withdraw for the second semester or you will be billed. The registration form gives an option to either be billed or to have your credit card automatically charged for spring tuition. Please notify the office if your child has a change to their class schedule prior to December 1st of the Fall Semester.

Refund Schedule: Before 1st week of classes—100% refund credit, less \$25 withdrawal fee. Within 1st week of classes—75% refund credit, less \$25 withdrawal fee. Within 2nd week of classes—50% refund credit, less \$25 withdrawal fee. Tuition is non-refundable after the 2nd week of classes. **A \$25 per month late fee will be applied to tuition received after the due date.**

Parking: Due to limited parking around Kerry Hall, Prep Dance parents have the privilege of using the garage at 716 Boylston Ave E for ‘pick-up/drop-off’ purposes. This privilege is available **only** during Prep Dance hours. Automobiles left in the garage may be ticketed. Please do not use the 3 or 30 minute load zones on Harvard Street in front of Kerry Hall. The Cornish Campus Shuttle relies on this space being available. Our relationship to our neighbors is very important to us and our ability to maintain our Capital Hill campus. **Please do not use the driveways of our neighbors to park and run into the building or wait for your child. People are unable to leave, get into their parking garages and it is hindering the ability of aid vehicles to get to people in need.**

Etiquette: As an optimum learning environment is a priority, parents and siblings may not accompany students into the classroom. Parents are invited to observe classes on the specific dates listed on the [school calendar](#). Please remind students & siblings to walk in the building. Hallways are too congested to allow for running. Keep voices low, especially during classes. Linger in the hallways is discouraged. We encourage Prep Dance families and students to always be respectful and accommodating for the shared studio and hallway space with the College Dance Department.

Copyright: Please respect the artistic property of the Cornish College musicians and choreographers and the privacy of the students/faculty/parents/employees of both Cornish College of the Arts and the Preparatory Dance Program. Recordings (audio and visual) and photographs and images taken or made by family or friends of Preparatory Dance and Cornish College students/faculty/choreographers in class, demonstration, rehearsal or performance may only be used for private personal use as per United States Copyright and Intellectual Property Laws. These recordings/photographs/images may not be used for any public or commercial use and may not be placed on unsecured public and social networks or shared venue (such as You Tube, Facebook, MySpace, Twitter and any other **unsecure** social network) without the written consent of all constituents. For more information please visit <http://www.copyright.gov/laws>.

Cornish College of the Arts asks that any recordings/photos/images already placed on unsecured public and social networks or shared venues be removed immediately.

Information: It is our desire to keep you informed and reminded of important information via email notification. Please take time to check your emails and read flyers or notices posted on our Preparatory Dance Bulletin Board, located in the 3rd floor hallway.

Parent Observation: Parents are welcome to observe their children in class on specific viewing days listed on the [school calendar](#). We ask that parents of the dancers be aware of their influence and possible distraction and observe accordingly. Parents are asked to remain in the viewing area at all times and we ask that they not interrupt the class by speaking directly to their dancer during class.

No Treat Policy: Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. We do have children in our program with food allergies and also students and families who follow strict dietary guidelines. This coupled with the fact that we do not have an appropriate area for our students to celebrate birthdays and other events in a comfortable manner has led us to ask that you not bring birthday or holiday treats into the Preparatory Dance Program. The Preparatory Dance Program Faculty has also been asked not to give their students treats.

VOICE MAIL/EMAIL

Kathi McCormick, Program Director	(206) 726-5034 kmccormick@cornish.edu
Christine Weh, Administrative Assistant	(206) 726-5186 cweh@cornish.edu

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