CORNISH PREPARATORY DANCE PROGRAM 2015–2016
POLICIES & PROCEDURES

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 Room #117 (southwest corner of the 1st floor).

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 5 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 Cornish Preparatory Dance Company members is not acceptable.

Illness: Preparatory Dance follows the Cornish College of the Arts, Health Policy. Stay home and do not attend classes 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). As stated above, parents are asked to report class absences and illnesses by email, preparatorydance@cornish.edu or voice message at 206-726-5034 on or before the day missed.

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. You can contact the program director, Mr. Casteel, at preparatorydance@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 Ballet 5 level 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. If there is a concern regarding the structure of a student’s foot, it is recommended that a doctor, familiar with dance, assess 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’s are not always dependent on Seattle Public School District or Cornish Main Campus closures, we suggest you contact the Preparatory Dance office at preparatorydance@cornish.edu, 206-726-5034 or 206-726-5186. Closures will be announced through 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 206-726-5186.

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

Page 1 of 2
Payment: Students are accepted into the program for a 36 week school year. Preparatory Dance automatically enrolls each fall semester student for spring semester. At the time of registration, you will have the option to either be billed for spring tuition or to have your credit card automatically be charged. Please notify the office, prior to December 1st, if your child has a change to their class schedule. Tuition is due the Friday before the semester begins.

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, Monday to Friday, 3:00 PM to 7:00 PM and Saturday, 8:30 AM to 6:00 PM. You must request a Parking Permit Application through the Prep Dance office at preparatorydance@cornish.edu. Complete the permit application and submit to Kerry Hall Security office to receive a Parking Permit. Automobiles left in the garage for extended periods of time and vehicles without a parking permit will 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 Capitol Hill campus. Please do not use the driveways of our neighbors to park and run into the building or wait for your child. This prevents our neighbors from accessing their property and restricts emergency vehicle response capabilities.

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. Lingering 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. The Preparatory Dance Program maintains a zero tolerance policy with regard to substance abuse, any form of harassment, bullying or criminal behavior. Such activity will be met with dialogue and the possibility of expulsion from the school.

Water Fountain: All Preparatory Dance Students that are not 2 heads taller than the water fountain MUST use the foot stool. If you spill water while drinking from this fountain, please CLEAN IT UP.

3rd Floor Hallway Policy: There is no playing permitted in the hallway. Please go outside or downstairs if you must play. You will be asked to leave if you do not follow this policy.

Dressing Room Policy: Dancers are not to use the bathroom stalls for changing. The lockers are not for Preparatory Dance usage. Please take belongings into the studio with you and place neatly under a bench; do not leave your belongings unattended. Under no circumstances should the lockers be used for play. No hiding in the lockers.

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/photos/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 YouTube, 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 at: http://www.cornish.edu/preparatory_dance/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.

Steve Casteel, Program Director
(206) 726-5034 scasteel@cornish.edu

Theresa Guerrero, Administrative Assistant
(206) 726-5186 tguerrero@cornish.edu

General inquiries: preparatorydance@cornish.edu