

**Welcome to the 2021-22 season at CNYAOD!**

We are so excited to welcome you to our studio for a brand-new year of dance! Whether your dancer is a new or returning student, we are thrilled to have your family as a part of our extended CNYAOD studio family! In this packet you’ll find information regarding our class levels and schedule, studio policies, annual calendar, events and performances, dress code and tuition. Please read through each section carefully and reach out to us anytime with questions or concerns.

**Studio Mission**  
  
The Central New York Academy Of Dance is committed to providing passionate, high quality dance education to each and every student who walks through our doors. We strive to create an environment where all students feel welcome, safe, and encouraged to explore the world of dance and the performing arts with love and support from both their instructors and their peers. At CNYAOD, we understand that dance education is about so much more than just dance – it’s about instilling in our students a resilient sense of drive and determination, building their self-confidence and encouraging them every day to explore and express their creative intelligence.

It is also important to us to provide our dancers with opportunities to make positive contributions to their local community through dance, allowing them to find new and exciting ways to use their art to positively influence the lives of those around them. We strive to nurture and build talent while shaping intelligent, dedicated dancers, providing a pre-professional dance education to local CNY students. Our mission is to create a thriving passion and appreciation for the performing arts in all of our students, but more importantly, to build better human beings through building better dancers.

**Communication**

For convenience, our primary means of communication is via email. With so many messaging systems out there, we strive to keep all studio communication closed within our email at [info@cnyacademyofdance.com](mailto:info@cnyacademyofdance.com). This season you will receive monthly email newsletters on the first Friday of each month and weekly studio updates emailed every Monday morning, so please ensure you have provided the studio with an up-to-date email address that is regularly checked.

\*If you are a returning family and have changed your email and/or address please update your account through our Parent Portal. Don’t forget to add our email address info@cnyacademyofdance.com to your contacts so we don’t end up in the dreaded Spam folder!  
  
In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an auto-text and/or phone call to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is also correct and up-to-date.  
  
Social media is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our closed “CNYAOD Studio Families” Facebook group and to follow us on Facebook and Instagram for up to the minute news!

**Studio Code of Conduct**

To ensure the smooth, safe running of our studio and an enjoyable experience by all, below you will find our code of conduct. We are always open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. We do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio’s code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through our front desk staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay in pick up, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be picked up.

Any questions or complaints must go through our director Eileen Witt – parents and students are not permitted to contact CNYAOD teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with our Artistic Director first. Personal meetings with the studio faculty and staff can happily be arranged.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Artistic Director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio. We strive to create an open-minded, supportive environment in which our students feel safe and encouraged to learn, and take any offenses against this approach seriously.

The Central New York Academy Of Dance takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

The Central New York Academy Of Dance management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of the Central New York Academy Of Dance and may not be reproduced or sold by any students, parents or staff without permission of the Artistic Director.

**COVID-19 Policies**

Our studio will follow updated information from the CDC, NYS government and guidance from the local school systems and dance industry in regards to COVID-19, meaning that policies will change frequently. As a studio we will enforce hand-sanitizing upon entering the building and emphasize the importance of staying home if you feel ill. We thoroughly disinfect all surfaces before and after each day’s classes begin as well. Mask guidance will follow current local requirements.

**Payment Policies**

CNYAOD processes tuition payment monthly from September – May, with our 2-3 weeks of instruction in June before recital included at no cost. Tuition payment is accepted from the 1st – 7th of each month, with $10 weekly late fees beginning to accrue all overdue accounts as of the 8th of each month onward. You can also enroll into the Parent Portal’s online auto-pay system. Classes can be dropped at any time before December 31st at no penalty, then as of January 1st we do have a $15 drop fee.

Costume fees range from $40 - $70 per style of class taken (ballet, jazz, etc.), and will be due February 11th, 2022 before late fees will apply. Detailed costume cost information will go out early November 2021.

An annual recital performance fee of $30 is required for all dancers participating, and is due 2/11/2022. Dancers involved in the Nutcracker will be charged an all-inclusive fee of $75 encompassing performance and costuming fees in one. This is due 10/16/21 for participating dancers.

**Studio Calendar**We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information on other events and deadlines TBD, that will be communicated via email as the year goes on. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let us know!

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| **Date** | **Event** | **Description** | **Who it involves** |
| **9/8/21** | Classes Begin | Fall 2021 Semester begins! | All Students |
| **9/17/21** | Nutcracker Auditions | Open auditions for 2021 Nutcracker – Times TBD | Intermediate & Advanced dancers (CNYAOD & outside dancers) |
| **10/16/21** | Nutcracker Fee Due | Nutcracker performance and costume fee payment due | All participating Nutcracker dancers |
| **10/30/21** | CNYAOD Halloween Party | Our Halloween Bash for all students and families! | Students and Families |
| **11/24/21 – 11/28/21** | Thanksgiving Break | CNYAOD closed Wednesday, November 24-Sunday November 28. Nutcracker rehearsals will still go on! | All Students |
| **December 2021** | CNYAOD Nutcracker | Please look out for more info on this year’s performance dates coming soon! | All participating Nutcracker dancers |
| **12/20/21 – 1/2/21** | Holiday Break | CNYAOD closed Monday, December 20 -Sunday, January 2. Classes resume Monday, January 3 | All Students |
| **2/11/22** | 2022 Costume Fees Due | Annual costume fees for our 2022 recital due | All students |
| **3/14/22 – 3/19/22** | Evaluation Week 2022 | Student progress evaluations week and parent class observations | Primary – Level 4 Students |
| **April 2022** | Spring Break | Spring break 2022 will follow school dates | All students |
| **5/6/22** | 2022 Performance Fees Due | Annual $30 student performance fee due for 2022 recital | All students |
| **5/30/22** | Memorial Day | Studio closed for Memorial Day | All students |
| **June**  **2022** | CNYAOD Recital | Annual end of year recital – date TBD | All students |

*\*Some other dates as the year goes on may be: parties and events, workshops, technique intensives, rehearsals, etc.*

**Evaluation/Progress Reports**

Progress evaluations and open feedback are two integral elements of our educational philosophy at the Central New York Academy Of Dance. It is important to us to frequently provide information to our students and their parents on technical and artistic progress in class in order to consistently guide our dancers to reach their full potential.

Our studio holds evaluation week in March at the end of our year’s technical progression, before recital rehearsals begin. Students will begin practicing their set evaluation class 1-2 weeks prior to progress evaluations. During evaluation week parents are invited to attend and observe their child’s classes and will be provided with a detailed progress report for each class their child is enrolled in.

We encourage parents and students to read through progress evaluations carefully as they are designed to provide in depth feedback on a student’s individual dance education. Personal meetings with our faculty and Artistic Director can be arranged at any time to follow up in even greater detail.

Our progress evaluations do NOT determine a student’s placement in performance choreography, but rather are simply designed to keep dancers and their families informed on the progression of various elements of a child’s dance education. We know our families are busier than ever, but we feel it’s important to take the time to provide detailed feedback and keep our families engaged with their child’s dance studies.

We strive to create a stress-free evaluation week in which our dancers and their parents can take in the amazing achievements they’ve made with pride!

**Performances**

Annual performance opportunities at CNYAOD include The Nutcracker Ballet in December for Level 1 – 4 dancers and our end of year recital at Rome’s Capitol Theatre in June! Dates for each of these performances are currently TBD. Costume/performance fees are detailed above in our payment policies.

The Nutcracker is open to all ballet students in Level 1-4, as well as outside dancers at the intermediate and advanced levels. If you know a dancer from another studio who would like to participate this year please have them send us an email at [info@cnyacademyofdance.com](mailto:info@cnyacademyofdance.com) for more information!

Rehearsals will be held for this ballet on Fridays 4:00 – 7:00 pm and Saturday afternoons. Sunday afternoon rehearsals will also be conducted in the final weeks leading up to our show. Weekly rehearsal schedules are emailed Monday morning for that week of rehearsals and dancers called.

Open auditions will be held this year on Friday, September 17th as follows, with finalized cast list going up by the end of September:

**Nutcracker Auditions 9/17/22:**

4:15 – 5:30 Level 3 (6th – 8th grade)

5:30 – 6:45 Level 4 (9th – 12th grade)

**Class Levels for 2020-2021 Season:**

Your dancer’s level for the fall season will be determined according to the grade level they are entering into in September 2021. Please note that these are rough guidelines, and depending on experience level dancer’s may be placed outside their Level.

**Preschool Division**

Creative Movement - ages 2.5 - 3.5

Pre-Ballet – ages 3 - 4

Preschool Dance Foundations - ages 4 - 5

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**Primary**

Kindergarten – 1st grade, ages 5-7​

**Level 1**

Second-Third Grade, ages 7-9

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**Level 2**

Fourth-Fifth Grade, ages 9-11

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**Level 3**

Sixth - Eighth Grade, ages 10-13

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**Level 4**

Ninth - Twelfth Grade. ages 13 and up

**2021-22 Class Schedule**

**\***Classes require enrollment of 5 or more dancers to run, class times may be changed

**Mondays**

4:00 – 4:45 Level 1 Jazz

4:45 – 5:15 Level 1 Hip-Hop

5:15 – 6:00 Level 2 Jazz

6:00 – 6:30 Level 2 Hip-Hop

6:30 – 7:45 Level 3/4 Ballet Technique & Conditioning

7:45 – 8:45 Level 3/4 Modern (8th – 12th grade)

**Tuesdays**

4:00 – 4:30 Primary Tap

4:30 – 5:00 Primary/Level 1 Musical Theatre

5:00 – 5:30 Level 1 Tap

5:30 – 6:00 Level 2 Musical Theatre

6:00 – 6:30 Level 2/3 Tap (4th – 6th grade)

6:30 – 7:30 Level 3 Jazz

7:30 – 8:45 Level 4 Jazz

**Wednesdays**

4:00 – 4:45 Primary Ballet (time slot #1)

4:45 – 5:15 Primary Jazz

5:15 – 6:00 Level 1 Ballet (2nd grade)

6:00 – 6:30 Level 1 Lyrical

6:30 – 7:15 Level 1 Ballet (3rd grade)

7:15 – 8:00 Level 3/4 Tap (7th -12th grade)

8:00 – 8:45 Level 3/4 Musical Theatre (7th – 12th grade)

**Thursdays**

4:15 – 5:15 Level 2 Ballet

5:15 – 5:30 Level 2 Pointe/Pre-Pointe

5:30 – 6:15 Level 2/3 Modern (5th – 7th grade)

6:30 – 7:45 Level 4 Ballet

7:45 – 8:30 Level 4 Pointe

**Fridays**

No Classes – open for private lessons and rehearsals

**Saturdays**

9:00 – 9:30 Pre-Ballet (10-week session September 18th – November 20th)

9:45 – 10:30 Preschool Dance Foundations

10:45 – 11:30 Primary Ballet (time slot #2)

11:30 – 12:45 Level 3 Ballet

12:45 – 1:15 Level 3 Pointe

**Dress Code**

Our dress code at CNYAOD is designed to provide the perfect blend of discipline for our students and flexibility/simplicity for their families. Each level other than our Preschool Creative Movement & Pre-Ballet is color coordinated.

We understand that not every leotard, skirt, pair of shorts, etc. is made for everyone, and it’s very important to us that our dancers feel comfortable and confident each time they step into the studio to work. The brand, sleeve style, and detailed elements of our student’s leotard choices are entirely up to them, all we ask is that each student follows the appropriate color and dress code for their specific level and class.

**Toddlers**

* Creative Movement & Pre-Ballet
  + Wear what you like! This class level is all about fun and exploring the music and movement! We do encourage leotards, skirts, ballet tights and ballet pink shoes for girls and solid-colored shirts and pants for boys with black ballet shoes. Long hair should be pulled back away from the face to allow for full freedom of movement.

**Preschool**

* Preschool Dance Foundations
  + Boys – black, grey or white tee shirts with black or grey flexible shorts or sweatpants, black ballet shoes, black tap shoes
  + Girls – light blue leotard and skirt, pink tights, pink ballet shoes
  + Hair must be pulled back in a ponytail or bun at this level

**Primary**

* Ballet
  + Boys – black, grey or white tee shirts with black shorts, tights or jazz pants, black ballet shoes
  + Girls – light pink leotard and skirt, pink tights, pink ballet shoes
  + Hair must be pulled back in a bun
* Jazz, Musical Theatre & Hip-Hop
  + Boys – any color tee shirt or tank top with black shorts, tights or jazz pants, black jazz shoes
  + Girls – any color leotard with pink or black tights, shorts or jazz pants (patterns allowed), black jazz shoes
  + \*Hip-Hop – clean sneakers allowed
  + Hair must be pulled back in a ponytail or bun
* Tap
  + as in ballet, with black tap shoes (tie up or buckle)

**Level 1**

* Ballet
  + Boys - black, grey or white tee shirts with black shorts, tights or jazz pants, black ballet shoes
  + Girls – light purple leotards and separate skirt, any style, pink tights, pink ballet shoes
  + Hair must be pulled back in a bun
* Jazz, Musical Theatre, Lyrical
  + Boys - any color tee shirt or tank top with black shorts, tights or jazz pants, black jazz shoes, and ballet shoes for lyrical
  + Girls – any color leotard with pink or black tights, shorts or jazz pants (patterns allowed), black jazz shoes, ballet shoes for lyrical
  + Hair must be pulled back in a ponytail or bun
* Tap
  + as in ballet, with black tap shoes
* Hip-Hop
  + comfortable clothing with clean sneakers, hair pulled back in a ponytail

**Level 2**

* Ballet
  + Boys - black, grey or white tee shirts with black shorts, tights or jazz pants, white socks, white ballet shoes
  + Girls – black and burgundy leotards, any style, with black or burgundy skirts if desired, pink tights, pink ballet shoes,
  + Hair must be pulled back in a bun
* Jazz, Musical Theatre, Lyrical & Modern
  + as in Level 1
* Tap
  + as in ballet, with black tap shoes
* Hip-Hop
  + as in Level 1

**Level 3 & 4**

* Ballet/Pointe
  + Boys - black, grey or white tee shirts with black shorts, tights or jazz pants, white socks, white ballet shoes
  + Girls – any solid-colored dark leotards (black, burgundy, evergreen, navy) any style, with skirts for pointe and rehearsals, pink tights, pink ballet shoes, pointe shoes
  + Hair must be pulled back in a bun
* Jazz/Musical Theatre
  + Boys - any color tee shirt or tank top with black shorts, tights or jazz pants, black jazz shoes
  + Girls – any color leotard with pink or black tights, shorts or jazz pants (patterns allowed), black jazz shoes
  + Hair must be pulled back in a ponytail or bun
* Modern /Contemporary
  + Boys - any color tee shirt or tank top with black shorts, tights or jazz pants, no shoes required
  + Girls - any color leotard with pink or black tights, shorts or jazz pants (patterns allowed), no shoes required
  + Hair must be pulled back in a ponytail or bun
* Tap
  + as in ballet or jazz, with black tap shoes