

WELCOME TO

Cumming Dance Academy!



Everything you need to know is waiting inside your Parent Portal via our website!

Login at: www.cummingdanceacademy.com

Visit our website & download your CDA Parent Success Kit which includes:

- CDA's Info To Know FAQ Sheet
- Autopay Sign Up Forms & Online Payment Information
- Dress Code
- Studio Calendar of Events

Your Parent Portal gives you access to:

- Holiday Show Information & Sign Up
- Join CDA's REMIND ME
- Review your class schedule
- Add Classes to your schedule & sign up for events
- Online payment of tuition & fees

*Holiday sign up details on back of this card.

Through the Parent Portal, you have 24 hour access to your account!

We keep you informed throughout the season, here's how!

- We constantly update our website with news & events.
- We send out weekly emails detailing all important dates, events, and deadlines. *Be sure you have us saved as a contact so your emails don't go to your SPAM account!*
- We provide information monitors in each location lobby displaying all important dates, events, and deadlines.
- We update our social media sites daily with news & events.
- We have an office staff on hand in our main location office available for 6 days a week during our scheduled office hours.

Meet our Office Staff:

Studio Owner/Director: Niki J. Watkins
niki@cummingdanceacademy.com

Studio & Office Manager: Alice Shoemake
office@cummingdanceacademy.com

Performance Director & Assistant Studio Director:
Brennan Byrd brennan@cummingdanceacademy.com

Fee Account Manager: Terry Fort-Bartlett
terryatcda@yahoo.com

Follow us on social media:



facebook.com/cummingdanceacademy
@danceatcda #cddance

Don't miss CDA's annual Holiday Celebration performances!

Here's how you register your dancer to perform!



- * **When:** **Nov. 26—Dec. 2, 2018** *(Specific show dates & times for your dancer will be released on or before November 1st, 2018. You must be available to perform at any of the dates within our show date, as the day & time for your show cannot be determined until after all the performers have signed up. Should you not be able to perform in the given dates, you may withdraw from the performance by Nov. 5th for a full refund on pre-paid fees.)*
- * **Where:** **West Forsyth High School Performing Arts Center (4155 Drew Road, Cumming, GA)**
- * **Cost:** **\$70 Performance Fee** *(this includes one FREE costume rental for one dance. Each additional costume rental is an additional \$35.)*
- * **Deadline:** **October 13, 2018** *Those who sign up after the deadline from the dates of October 14-31st will be charged an additional \$50 late sign-up fee due to the time sensitive planning of the event. No performers are allowed to join after Nov. 1, 2018.*

To sign your dancer up to perform, simply do the following:

- Log on to your Parent Portal account via CDA's website: www.cummingdanceacademy.com
- Choose the "EVENT REGISTRATION" tab in the Parent Portal and select our Event Calendar to register.
- Scroll to December 1st on the calendar and select the link for the number of classes your dancer will perform with in this year's show.
- Add your student and submit your registration.

Please note: if signing up more than one dancer, you will need to do separate registration forms for each one.

Questions? Contact office@cummingdanceacademy.com for help!



Follow us on social media:



[facebook.com/cummingdanceacademy](https://www.facebook.com/cummingdanceacademy)
[@danceatcda](https://www.instagram.com/danceatcda) #cxdance

CDA Fee Schedule for 2018-2019 Dance Season

Sign up for CDA's AutoPay & never miss a payment or deadline!

<u>Fee</u>	<u>Due Date</u>	<u>Notes / Description</u>
September Tuition	PAID	All September tuition is pre-paid at the time of registration
Performance Group	8/11/2018	If your dancer is signing up to participate in a Performance Group, fees are due.
October Tuition	10/1/2018	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
Holiday Show Performer Fees	11/1/2018	All fees for those performing in the Holiday Celebration performances are due.
November Tuition	11/1/2018	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
December Tuition	12/1/2018	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
June Costume Order Fees	12/1/2018	Custom costumes are ordered for our June performance.
		These are costumes that are yours to keep and are custom made for your dancer.
January Tuition	1/1/2019	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts. Permanently deleted
February Tuition	2/1/2019	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
March Tuition	3/1/2019	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
April Tuition	4/1/2019	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
June Performance Fee	4/1/2019	Performance Fee due for all those performing in the end of season shows. \$70.00 per family
May Tuition	5/1/2019	Tuition is due by the 10th. On the 11th, a \$15.00 Late Fee is assessed to all overdue accounts.

*These fees are based on the basic dance class season.

Additional participation in optional events, performance groups, etc. - may have additional costs not listed.

CDA offers 36 weeks of class during the season. Tuition covers 34 weeks of class building in an extra two weeks of class for free.

In the case of inclement weather or unexpected closings, no make-up classes are needed.

Fee manager: Terry Fort-Bartlett terryatcda@yahoo.com



CDA Info To Know!

- **CDA has three locations available for dancers to take classes.**

Main (419 Tribble Gap Road), CDA II (230 Elm Street), CDA North (Dawsonville)

TIP: Use the Parent Portal to review your child's schedule and confirm at which location their classes will be held.

- **Monthly Tuition is due on the 1st and late after the 10th of each month.**

CDA offers check payments, the option to enroll in our AUTOPAY program, onsite payments when offices are open, and the option to pay at all times by logging into your Parent Portal.

TIP: Want to enroll in AutoPay for all your tuition and fees? Print the AutoPay form found on the IMPORTANT FORMS page via our website and drop it off at the desk. It's easy and stress free!

- **CDA follows Forsyth & Dawson County Schools schedule for all major holiday closings.**

(Thanksgiving, Christmas, Spring Break & Inclement Weather Days)

TIP: Follow us on Social Media (Twitter, Instagram, & Facebook) to make sure not to miss an announcement about closings or studio schedule changes.

- **CDA does two performances each year: a holiday show & end of year show.**

Information regarding these events are always posted on our website and sent out in our Parent emails.

TIP: Print our studio calendar (available online via our Important Forms page) to stay up to date on all show related deadlines and additional important dates to CDA! You can find the dates of our shows on our Important Forms page via our website.

- **Costumes: Holiday show costumes are rented from CDA. End of Season costumes are paid for and custom made for each student.**

Parents must measure their dancer for the custom ordered End of Season costumes in the fall in order for the costumes to be ordered.

TIP: Costume fees can be paid in full at the time they are due or can be broken up into multiple payments prior to the due date.

- **Check your email!**

We send out multiple emails alerting you to any news, deadlines, or upcoming events at CDA. You will have all the information you need in your email inbox—just be sure to read it!

TIP: Be sure CDA is added to your contact list so your informational emails do not go to your spam folder!

- **Class transfers, adds, drops, and withdrawals can be made throughout the year. A two-week notice (10 business days) prior to the beginning of the next month is required for all withdrawals in order to not be charged for the next month's tuition.**

All changes must be sent directly to the business office. Teachers are not allowed to make any changes.

TIP: Is your dancer burned out or interested in a different class? Before dropping a class completely, have her take a trial class in another style! Trials can be set up through our office.

- **Lobbies & Viewing windows.**

CDA offers convenient lobbies with viewing windows on the occasions that you may stay to observe your class. Every week is Parent Observation at CDA! For the dancers best interest, we encourage occasional visits as opposed to weekly visits.

TIP: Running behind to pick up your dancer? Your dancer will be waiting inside the studio room as the next class begins until you arrive for pickup. No dancer will be released into the lobby or parking lot without supervision.

- **CDA offers a very fair make up policy.**

Students can attend any of the other class times during the week at any location for a makeup class. Makeups can be scheduled through our office.

TIP: CDA builds in two free classes a year to your schedule so that inclement weather days do not need to be made up by attending additional class. Should your dancer miss more than two days for inclement weather, a makeup session will be scheduled and released through our office.

- **All dancers must comply with CDA's Dress Code.**

Hair must be pulled neatly back off the face in all classes and the correct shoes and attire must be worn. Questions about the Dress Code? You can download it from our Important Forms page via our website.

TIP: Need new shoes, tights, or dancewear? Check out CDA's in-house boutique for all of your dancewear needs.

- **CDA offers great incentives for dancers to work hard!**

CDA offers the "Superstar Award" and the "CDA Bucks" programs. "Superstar Awards" are handed out in weekly classes to students ages 3yr—5th grade. "CDA Bucks" are given to dancers ages 2nd grade and up and can be redeemed at the front desk, in the boutique or with the teacher for a special surprise.

TIP: Both "Superstar Awards" and "CDA Bucks" will be handed out weekly throughout the season so each dancer has the opportunity to receive at least one over the course of the season.