

*Roxbury Center for the Performing Arts  
1029-1033 Blue Hill Avenue  
Dorchester, MA 02124  
617-282-4561*

*Andrea Herbert Major  
Artistic Director*

September 11, 2020

Dear Parents and Guardians,

I would like to welcome new and returning parents to The Roxbury Center for the Performing Arts. This year marks my 55th year teaching dance. We have an exciting and yet changing year ahead. COVID 19 has created unprecedented changes in how business is conducted. Classes will resume on Saturday, October 3, 2020. Included in this letter are copies of the school calendar, application, payment plans, rules and media release. Please complete the entire application including your child's full name, date of birth, your name, address, zip code, telephone number and email. This information is required for our records to be complete and accurate. Remember to sign and date all documents in the application package. **Please be sure to review all documents carefully. You are responsible for all information included. Please note, the registration fee is \$60.00 per student.**

Once again this year we will be planning fundraisers to help defray the costs of performances and end of year recitals. More information to follow. I am asking all parents to participate in or contribute to the fundraisers.

Registration for all students will not be held in person this year. You may register by mail during September through October 30. **The registration fees must be paid at the time of registration. Payments may be made by personal check, money order, cash or debit/credit card.**

Personal checks will be accepted under the following circumstances:

- Checks are only accepted until April 30
- Any returned check must be covered in cash or money order and you will be charged a \$35 returned check fee
- Personal checks will not be accepted from any parent who has a prior returned check.

**It is very important that all students register early.** In order to practice social distancing, we will schedule a limited number of students per class. If you register late, I may not be able to accept a student if the class is full.

**To my returning parents:** If you have not already registered your child for classes, it is really important for you to register early so they can be placed in classes to fit their level.

All checks and money orders should be made payable to ***The Roxbury Center for the Performing Arts*** and mailed to the following address.

The Roxbury Center for the Performing Arts  
c/o Andrea Major  
28 Mather St  
Dorchester, MA 02124

I am attaching an email I sent during the summer to returning parents regarding the procedures we will follow to be sure your children will be protected while at the dancing school. One requirement I will stress, is **masks will be required for all students 5 years and older**. If you have any questions, please don't hesitate to contact me. My cell is 617-721-0513.

I hope you are enjoying the summer. Thank you for your support and cooperation I look forward to seeing you in the fall.

Sincerely:

*Ms. Andrea*

Andrea Herbert Major

***Roxbury Center for the Performing Arts***

***1029-1033 Blue Hill Avenue***

***Dorchester, MA 02124***

***617-282-4561***

Dear Parents,

What a year this has been! No one could have ever told me that we would experience a worldwide pandemic. The virus forced me to close my doors and we all know how much I hate to cancel classes. I had to face the fact that my students would not have the opportunity to showcase their talents in the year end recitals. I have missed you and your children so much.

Although COVID 19 is not behind us, I am planning for classes to resume in the fall. Of course, that will mean operating with certain safety precautions. Recently, Governor Baker announced that the Department of Elementary and Secondary Education revised some rules for keeping children safe and healthy in a school setting. We will be enforcing those rules that apply to our operation:

Masks will be required for all staff and students 5 years and older. (parents must supply masks)

Limited Class sizes

Students spaced at 3 feet apart

Students will not be allowed to share drinks

Hand Sanitizer will be available in all classes

Students will not be allowed to hug, kiss or touch others

Parents will be discouraged from congregating inside the school

In addition, we will adopt procedures to ensure that all surfaces are wiped down and sanitized to prevent spread of harmful bacteria and viruses.

First, some information on charges for this year's lessons. Since we had to close in March, there will be no charges for classes from March through the end of this school year. Parents who paid in full at the beginning of this school year and parents who paid the full amount for second half of this year, will be given a credit, toward next year's lessons, equal to the cost of the lessons from March through the end of the year. Parents who owe for lessons prior to March, must pay for all outstanding charges before they can enroll their child for classes. I will send invoices under separate cover to those parents who still

owe me.

Another challenge is how to control class sizes. I have decided to do early registration for my returning students. I am attaching an application and asking you to return it by July 15. This will ensure your child a spot for next year before I enroll new students. If you have decided not to enroll your child for next year, please reply to this email to let me know. I am really looking forward to seeing you in October.

Please return the application and registration fee payable to Roxbury Center for the Performing Arts to:

Roxbury Center for the Performing Arts

c/o Andrea Major

28 Mather St

Dorchester, MA 02124

Oh, I almost forgot to mention our top Popcorn sales people. Congratulations to Ayana Reed who sold \$1598.00 in popcorn. She will receive free registration and 2 months free lessons. Second Place goes to Kamyia Parker who sold \$1396.00 in popcorn. She will receive free registration and 1 month free lessons.

Sincerely,

Miss Andrea

*Roxbury Center for the Performing Arts*

**Media Release Form**

**Dear Parent/Guardian:**

**The Roxbury Center for the Performing Arts is seeking media (pictures, slides, videos, etc.) to include in our brochures and website. These promotional tools are critically important to spread the word about our program. The media will be used for informational purposes and to seek funding from public and private sources.**

**We request your permission to use whatever media is generated that may contain images of your child(ren) or yourself. All media will be used for promotional purposes only.**

**I, \_\_\_\_\_ give my permission to the Roxbury Center for the Performing Arts to use any media (pictures, slides, videos, etc.) which may contain images of my child(ren), \_\_\_\_\_ (child's name) or myself.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

# The Roxbury Center for the Performing Arts

Located at 1029-1033 Blue Hill Avenue, Dorchester, Ma 02124 (617) 282-4561

## Fall Registration

### Student Information

**Student Status**    Returning Student                      New Student

Student Name

\_\_\_\_\_

First Last Middle initial

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ EMail: \_\_\_\_\_

Address

Street, City/State Zip Code

Age \_\_\_\_\_ DOB \_\_\_\_\_ Gender: Male      Female

Does your child have any disabilities? Yes      No

If yes, please explain:

Does your child take any medication? Yes      No

If yes, please list:

**Previous Dance Education** (*student studied what, when, and where*) \_\_\_\_\_

**Emergency Contact** (*other than yourself*)

Name

Relationship to Student \_\_\_\_\_ Phone Number \_\_\_\_\_

**Class Scheduling** (*please note that this only applies to students age six and above*)

Please choose the time that best suits the student's schedule

**Weekday Class Times** (*please check one*):

4:00 p.m. 4:30 p.m. 5:00 p.m. 5:30 p.m. 6:00 p.m.

**Payment Plans**

Plan A: **Full Tuition** Plan B: **Bi-Annually (Sept/Jan)** Plan C: **Monthly**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Registration Fee: \$60.00**

## *Roxbury Center for the Performing Arts*

### **Rules and Regulations**

#### **Read Initial and Sign Below**

\_\_\_\_\_ **Waiver of Injury:** I am enrolling my child(ren) in the Roxbury Center for the Performing Arts (RCPA) for the 2020-2021 season. I fully understand that participants in dance programs, recitals and dance competitions take certain risks including minimal, serious and catastrophic injuries. I acknowledge and accept such risks and release the artistic director, staff and faculty of the RCPA from any claims of injuries, claims or loss of property while participating in classes at RCPA, their recitals or other studio sponsored events. Also I have read and understand all rules and regulations and will fully comply with these rules and regulations. I also acknowledge that my child(ren) is/are in sound health and able to participate in rigorous physical activities.

\_\_\_\_\_ **Withdrawal:** I, the undersigned, understand that if at any point I terminate enrollment at the RCPA, I need to provide written or verbal notice before the next billing date. I also understand that I am responsible for tuition up to the last month of enrollment.

\_\_\_\_\_ **Refund Policy:** I, the undersigned, understand that any payments for registration, tuition, costumes, competition fees, convention, choreography, etc. are non-refundable under any circumstances. If my child decides to leave the program or is asked to leave, I will not be reimbursed for any deposits or payments made.

\_\_\_\_\_ **Tuition:** I understand that tuition is based on classes per month and not the number of weeks in a month. Therefore, tuition will be the same each month regardless of whether it's a 3, 4, or 5 week month. Any missed classes are my responsibility and are not refundable (this includes but is not limited to illness, vacation, other extra curricular activities, etc.) Classes missed due to inclement weather or building repair emergencies will be made up at the discretion of the Artistic Director. Tuition is due on the first Saturday of the month. There is a \$10.00 late fee for all tuition received after the first week of the month. There is a \$35.00 returned check fee. Dance privileges will automatically be suspended on all accounts in arrears 30 days. Privileges will be reinstated when the account is brought up-to-date.

\_\_\_\_\_ **Dress Code:** I understand that students not adhering to the dress code will be asked to sit out.

\_\_\_\_\_ **Tardiness:** I understand that any student arriving more than 15 minutes late will not be allowed to take class. They will be required to sit on the sidelines during the remainder of the class.

\_\_\_\_\_ **Costume Policy:** I understand that no costumes will be ordered until costume deposits are paid in full by the deadline. There is a \$10.00 per costume handling fee for all costumes ordered after December 31. We cannot guarantee costumes for the recital if they are ordered late. Your dancer may not participate in the recital without a costume.

\_\_\_\_\_ **Conduct Policy:** I understand that the Roxbury Center for the Performing Arts reserves the right to refuse business to anyone. I understand that the studio reserves the right to cancel the enrollment of a dancer for the following reasons: non payment of fees, not observing the rules and regulations of the studio, physical or verbal abuse of staff or students by a parent or child, theft, vulgar or disrespectful language or actions, and disruptive behavior during classes.

**By signing below I agree to all of the Policies set forth by the Roxbury Center for the Performing Arts.**

**Parent/Guardian Signature:** \_\_\_\_\_

**PAYMENT GUIDELINES**

**PAYMENT PLANS**

**Note: You will notice a small increase in lessons.**

You may choose one of the following payment plans to pay your account. Please indicate at time of registration which payment plan you wish to use. Please note that you will be expected to make your payment in full based on the payment plan you chose. **Partial payments will not be accepted.** If your payment is not paid on time, your account will be assessed **a late fee of \$10.00 per month.** The **60.00** registration fee is due when your child is registered.

<b>AGE</b>	<b>PLAN A</b>	<b>PLAN B</b>	<b>PLAN C</b>
Babies 2-3	\$450.00	\$225.00	\$65.00
Girls 4-5	\$485.00	\$242.50	\$70.00
Boys 5	\$485.00	\$242.50	\$70.00
Girls 6 & over	\$835.00	\$417.50	\$105.00
Sisters (2) 6 & over	\$1590.00	\$795.00	\$200.00 (\$100 each)
Sisters (3) 6 & over	\$2270.00	\$1135.00	\$285.00 (\$95 each)
Boys 6 & over (Jazz & Tap)	\$755.00	\$377.50	\$95.00
Boys 13 & over with Ballet	\$835.00	\$417.50	\$105.00
Hip Hop			\$35.00 additional
Girls & Boys 6 & over with Hip Hop	\$1115.00	\$557.50	\$140.00
Hip Hop Only			60.00
1 Adult Class	NA	NA	\$60.00 plus Registration fee \$25.00
2 Adult Classes	NA	NA	\$120.00 plus Registration fee \$25.00
3 Adult Classes	NA	NA	\$180.00 plus Registration fee \$25.00

**Plan A**            One payment for the year due at time of registration, no later than October 3, 2020.  
fee

**Plan B**            Two payments for the year. First payment is due at registration, no later than October 3, and the second payment is due January 9, 2021.

**Plan C**            Monthly payment due the first Saturday of every month.

**LATE PAYMENTS**

Your account will be assessed **a late charge of \$10.00** per month for payments made after the first week of the month. Your account cannot be more than one month behind. Your child (ren) will not be allowed to take class until the previous and current months are paid in full. **This year, the payment policy will be strictly enforced.**

### **COSTUME DEPOSITS**

This fee is for the cost of the costume your child will wear at the end of year Recital. Your first installment for your costume deposit is due by **October 31 2020** with the second installment due by **November 30, 2020** Your account will be assessed a **late charge of \$10.00** if costume deposits are not paid by the due dates. Paying your deposit on time means that costumes can be ordered early and received early. **Please note that this is only a deposit. Your costumes may cost more or less than the deposit you pay. You will be notified of the final cost of your costumes prior to the recital.**

**The following chart provides the amount of your deposit by age group:**

#### **COSTUME DEPOSIT INFORMATION**

<b>AGE</b>	<b>AMOUNT DUE 10/31/2018</b>	<b>AMOUNT DUE 11/30/2018</b>	<b>TOTAL DEPOSIT</b>
Girls 2-3	\$45.00	\$45.00	\$90.00
Girls 4-5	\$50.00	\$50.00	\$100.00
Boys 5	\$50.00	\$50.00	\$100.00
Girls 6 & over	\$70.00	\$70.00	\$140.00
Boys 6 & over	\$70.00	\$70.00	\$140.00
Hip Hop or additional costumes	\$20.00	\$20.00	\$40.00

### **DRESS CODE**

#### **DANCE SUPPLIES**

The Center's school uniform for girls is black leotards with school logo and your child's name, beige or skin tone tights, pink ballet slippers, and black tap shoes. This is the official Saturday class uniform for girls. During the week female students are allowed to wear other color leotards and tights to class. Ballet skirts (for ballet class) and dance shorts (for tap, jazz and hip hop) are allowed, but not required.

For boys, black jazz pants or sweat pants, black T-shirts with school logo and child's name, black jazz and tap shoes. Boys must wear this attire for all classes.

We have an individual who embroiders the logo and child's name for \$5.00 per item.

**\*Masks must be worn for all classes**

Beside the dance school, dancewear can be purchased from some of the following places:

- Teddy's, Central Square, Cambridge
- GAFS (Girls Apparel For Sports), Quincy
- Justine's, Norwood
- Capezio's, Wellesley
- Sears
- Kmart
- Wal-Mart
- Target
- Online dance supply companies, i.e. discountdance.com, dancers warehouse.com, etc.

Listed below is an explanation of the type of instruction your child will receive per age group.

2 & 3 Year Olds: 1 hour per week- ½ hour each tap and jazz.

4 & 5 Year Olds: 1 and ½ hours per week- 45 minutes each tap and jazz.

Girls 6 years and older: 3 hours per week- 1 hour each of tap, jazz and ballet.

Boys 6 years and older: 2 hours per week: 1 hour each of tap and jazz

Boys 6 years and older with optional ballet: 3 hours each of tap, jazz and ballet

Optional Hip Hop available to all students 6 and older: 1 hour per week.