

STUDENT HANDBOOK 2017-2018

IN SYNC CENTER OF THE ARTS

DANCE POSITIVE ROLE MODELS
INSPIRATIONAL

FIND YOUR ARTISTIC VOICE

CONFIDENCE WE SUPPORT
EACH OTHER

ENCOURAGE **MUSIC**
CREATIVITY

GIVE BACK TO THE COMMUNITY

FRIENDS HONOR YOUR TALENT
FOR LIFE

EXCELLENCE WHERE KIDS
CAN BE KIDS

SO MUCH MORE THAN CLASSES

JUST BE YOU REACH FOR
YOUR DREAMS

WWW.INSYNCARTS.COM

FREQUENTLY ASKED QUESTIONS

How young can my child start dance class? We offer Totally Two's for 2-3 yr olds and an adult. Independent dance classes begin at age 3!

How young can my child start music lessons? Every musical subject has a different beginning age. Piano or voice is a great place to start and we start those subjects at age 5. Students must be able to recognize letters and maintain focus for 30 minutes in order to have a productive lesson experience. Guitar, drums, strings and woodwinds begin at age 7. Please contact the front desk to schedule a trial class or more information on beginning music lessons.

What is the family membership fee? As well as covering insurance expenses and processing fees, members receive great discounts on In Sync activities, summer camp, birthday parties, workshops and special events! Look for family nights, master classes, vacation week activities and more! Family membership fees cover every member of your family from enrollment through August of the enrolled school year!

What other events can I participate in as a member of In Sync? We encourage our students to participate in all that In Sync has to offer! We hold workshops with guest teachers, one-day workshops with our own faculty, vacation programs, summer camps, performance teams, Halloween parties, movie nights, and family fun nights!

How do I pay tuition? Your first of our standard 10-payment tuition plan is paid when you register. The remaining 9 payments are automatically charged to your credit card on file on the 15th of the month; September through May. If you would prefer to pay by check or cash, you may pay in full your annual tuition in 1 payment when you register or choose our bi-annual plan (2 payments- one upon registration and one January 15th). Tuition has been adjusted for holiday closings. There are no tuition adjustments for absences. Yes, some months have 3 weeks, some have 5 weeks and most have 4 weeks. **Tuition is non-refundable.**

What is the online system? With our online system, accessible through our website, you can log in at any time to check class times, make changes to your contact information, register for additional classes or make a payment! You should have received an account log in with your initial class confirmation. Please ask us if you have any questions!

What is the dance class make up policy? If you miss class due to illness or vacation, you are welcome to make up in another age appropriate class within the month. In Sync will schedule make-ups for weather related cancellations.

What is the music lesson make up policy? Because music lessons are a private lesson scheduled with a specific teacher, the student is registering for that particular lesson spot. Please see the music lesson policies for detailed information about music lessons and the make- up policy.

What is the weather cancellation policy? In Sync generally follows the Quincy school system for weather cancellations. Please check the studio voicemail or Facebook page for last minute weather cancellations.

Where can I get my instrument? We suggest Matt's Music Center in Weymouth for your instrument needs. You can either purchase or rent your instrument. We have pianos, guitars and drums for lessons but students will need their own instruments at home for practice. The In Sync office can supply you with lesson and practice books, guitar strings, guitar picks and drum sticks.

Why is there a dance dress code? Dress code introduces a sense of discipline and unity to the classroom. Teachers can better correct alignment and choreography without clothing distractions. Without dress guidelines, dance class can turn into a dress up party! We are happy to offer a dance boutique where you can order your exact dancewear for your dancer! Ask the front desk for specific dress code requirements for each class.

What is an In Sync birthday party? 90 minutes of fun! We provide all set up and clean up, paper goods, 2 instructors, and invitations. Parties are scheduled on Saturdays & Sundays. Members receive discounted rates!

Can I watch class? Please enjoy the closed circuit TV class monitors in the waiting room – there is one for every studio! We do have "Peek Weeks" in the classroom for families to enjoy - check your handouts and emails for dates!

Can my child's friend watch class? We hold annual "bring a friend" days at In Sync. If you have a friend interested in registering for dance class, we offer a \$10.00 trial class if there is space available to join that class!

What is the policy for picking up my child? Students will not be allowed to wait outside or walk home without a note from a parent. For the safety of your child, please inform your instructor of any change in who is picking up and plan to come inside to pick up your child. CHILDREN MUST BE PICKED UP PROMPTLY WHEN THEIR CLASS ENDS.

How do I discontinue a program? A 'drop form' must be completed in person by the parent/guardian in order to discontinue a program. The date we speak to you in person and receive the completed 'drop form', your student will be removed from the class and we will discontinue (or adjust your tuition amount) for the NEXT auto tuition payment (the 15th of months September through May). There are no adjustments or credits given for payments already made when you un-enroll from a class. Thank you for understanding that once a tuition payment is processed – it is non-refundable.

How do I receive studio information? All of our correspondence will go through e-mail - make sure we have a correct, frequently monitored address and that you read them! "Like" the In Sync Center of the Arts Facebook page. We update that page daily, post weather cancellations and run specials through Facebook only! Please check your child's dance bag weekly for any paper handouts. If all else fails, call the studio! We are always available to answer questions!

In Sync Center of the Arts Team

Program Directors

Teri Mangiaratti: *Owner & Artistic Director*
Lauren Pauly: *Customer Service Director and Office Manager*
Amy Enos: *Preschool Program & Me Too Director*
Lauren Murphy: *Birthday Party Director*
Mary Quigg: *Summer Programs & grades 1-4 Director*
Izzy Coulter: *Hip Hop Dance Program Director*
Emily Cordell: *Ballet Production Director*
Amy Stanton: *Internship Director & Special Events Coordinator*
Norwood Pearson: *Music Program Director*

Dance Educators

Jen Alberino: *Dance Instructor*
Emily Cordell: *Ballet & Acro Instructor*
Izzy Coulter: *Hip Hop Instructor, Hip Hop Company Instructor*
Maggie Crowley: *Dance Instructor, Ballet Company Instructor*
Amy Enos: *Dance Instructor, Me Too Instructor*
Kerri Grippi: *Dance Instructor, Mini Performance Team Instructor*
Mary Haddad: *Acro & Ballet Instructor, Musical Theater Company*
Lauren Hamaty: *Dance Instructor*
Frances Jancaterino: *Tap Instructor*
Rebecca Lang: *Dance Instructor, Contemporary Company Instructor*
Diana Madden: *Ballet & Pointe Instructor*
Lauren Murphy: *Acro & Dance Instructor*
Mary Quigg: *Dance Instructor, Sr. Performance Team Instructor*
Amy Stanton: *Dance Instructor, Jr. Performance Team Instructor*
Sheila Varela: *Tap Instructor*
Juliana Wiley: *Dance Instructor*

Music Educators

Rob Barton: *Drums, Piano, Guitar, Voice, Brass and Strings*
Norwood Pearson: *Piano, Strings, Brass, Woodwinds*
Dave Prendergast: *Guitar, Piano & Trumpet*
Zac Stein: *Drums & Piano*
Lauren Connors: *Voice, Piano, Strings*
Petrina Foley: *Voice, Piano, Guitar*
Michael Murphy: *Piano*
Kate Elmendorf: *Voice, Piano*
Brian Effinger: *Piano, Guitar*

Administrative Staff

Lauren Pauly
Amy Enos
Lauren Murphy
Mary Quigg

OUR PHILOSOPHY

Through the arts, we create children who are inspired. We strive to nurture students from the inside out. We are dedicated to giving students great role models and a positive experience. We are instilling confidence, self-awareness, kindness and motivation into our students. The In Sync atmosphere is friendly and inviting. We want parents and children to feel like In Sync is their home away from home. We strive to give families the respect they deserve in a fun, safe and inspirational environment!

Welcome to the In Sync family!

CONTACT US

550 Adams Street, Quincy, MA 02169

617-328-5678

insyncoffice@gmail.com

www.insyncarts.com

Welcome to In Sync Center of the Arts Dance Program

The primary goal of our faculty is to teach life lessons and dance skills that offer children the best chance for success. Dance education encompasses far more than technique. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching the skills needed for a successful life. Encourage your child to be the best that he or she can be regardless of what others may achieve. No two students will progress at the same rate, even if they experience the exact same training. As a parent, you play an important role in supporting your student. We pride ourselves on a high level of communication with our families. Please help us maintain an open line of communication by reading emails and consulting the website for important information. Holiday closings, snow days, special events, performance information, etc... will always be communicated via email, in a paper handout, on the website and posted in the waiting room! Please take advantage of these opportunities to stay in touch with the wonderful things happening at your studio!

Special Information for Parents of Preschool Students

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates. Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet, tap and tumbling basics, and games in an environment of creativity. Preschool dance is about helping children learn to tap into their imaginations and express themselves creatively. Give your dancer time, and you will be soon enjoying a personal dance recital every night at home! Minimoves, Kindermoves and Grades 1&2 classes will participate in a mini recital in June. Please do not be anxious about your child's performance - this is our specialty! We have hundreds of preschool dancers that participate in our recitals annually and it is always a fun and positive experience for everyone!

In Sync Dance Class Information

Dance Recital: Recital participation is not required, however, it is a big part of the learning experience. Complete information about our recitals is available on the website and will be given out via e-mail and in class.

Recital Package: The recital package includes one leotard to keep, rental of all recital pieces for the recitals and picture day, gold medal presented at recital, extra rehearsals, and recital t-shirt. There is one \$60 recital package per student no matter how many classes that dancer participates in. This \$60 is automatically charged to your credit card on file on January 15th. *Please note: Even if your child cannot participate in the June recital, this package is required for Picture Day and includes keepsakes for their class participation and wonderful efforts throughout the dance season.*

Dress Code: All dancers are expected to be in proper dancewear for class. Dress codes introduce a sense of discipline into the classroom. As students get older, they will be comfortable in their dance clothing and teachers can better correct alignment. The dress code for each class is available at the studio and must be ordered through our dancewear boutique at In Sync.

Class Sizes: Minimoves/10, Kindermoves/12, Acro/15, Grades 1+2/15, Grades 3 and up/20.

All of our Minimoves, Kindermoves and Grades 1&2 classes have a teacher as well as a studio assistant leading the class.

Attendance: Consistent and on-time attendance is important for confidence and skill mastery. The study of dance and music is a cumulative process and one lesson builds from the next. When consecutive classes are missed, it often places stress on the child to catch up and assimilate back into the class. As we near performance date, consistent attendance is expected in order to be included in the performance. If your child is unable to attend a regularly scheduled class due to illness or an appointment, he or she may attend a comparable class during that month. While we are happy to offer this makeup class policy, In Sync does not guarantee a make-up class for every student absence. If your current class time has become inconvenient or you foresee numerous upcoming absences, please call the office to explore a permanent class move that works with your schedule.

Every Dance Bag Should Have: All dance shoes, extra hair elastics, preschoolers should have an extra pair of underwear...just in case. Dancers 3rd grade and up should have deodorant and body spray, teenage dancers should always have extra feminine products, a few Band-Aids, any medication your child may need - we are not allowed to distribute any medication!

Internship Program: We have a wonderful internship program that allows students the opportunity to assist dance classes and help with office tasks. This is an extensive program that teaches our older dancers about dedication, work ethics and becoming a great role model for our young dancers.

In Sync Ballet Program Information (dancers grades 3-12)

Classical ballet instruction provides the technical foundation for all other dance forms. Our goal is to provide safe, high-quality training in a supportive environment to all students. We begin a dedicated ballet class at 3rd grade. All of the 3rd graders begin in Ballet Level 1 and progress each year based on skill, strength, and dedication based on a spring evaluation. All of our students in Ballet 1-6 and our Ballet Company perform in our annual Ballet performance in addition to the end-of-year recital in June.

Girl's Dress Code

In Sync leotard in your leveled class color, tights in theatrical pink, pink split soled ballet shoes

Ballet Shoes: should fit snugly, like a sock, without room to grow. Discount store shoes are too stiff and will not allow students' feet to point properly. Students are often frustrated by ill-fitting shoes because teachers cannot see their feet.

Underwear: if worn, should not be visible under leotards. No shorts, skirts or shirts. Ballet sweaters that wrap and tie and leg warmers will be permitted during barre only. Socks should never be worn with ballet shoes- if you can fit a sock inside your ballet shoe, it is too big.

Hair: must be in a neat, secure bun. Shorter hair should be secured off the face with clips or a headband. Hair must be secure so that students are not distracted by needing to fix it during class.

Jewelry: For students' safety, only stud earrings are permitted. No other jewelry may be worn.

Boys' Dress Code

Fitted white t-shirt, black shorts, thin white socks, black ballet shoes.

Ballet Evaluations and Placement

Students are placed in our ballet classes based on ability, effort, strength, commitment, attendance and maturity. In Sync's ballet syllabus is designed to progress students from Combo Grades 1&2 class into the study of traditional classical ballet starting in 3rd grade. One of the strengths of our program is that it allows students to advance at their own rate so they can master syllabus material, avoid injury, and achieve their fullest potential.

Student placement into ballet levels is determined by individual evaluation each spring during their regular class time. There is also an age-appropriate written vocabulary test in each level with matching or multiple choice questions for younger students. We design the evaluation material so all dancers can succeed. Evaluations and class placement will be mailed home to each student before registration opens for the following school year.

Corrections

Individual corrections are positive attention from your teacher. Listen and try to apply to every specific and general correction during class time. You can always learn from someone else's corrections. Maintaining a dance journal helps many dancers organize their long term goals and remember corrections from class to class for better progress.

Class Etiquette

Arriving late is disruptive to the overall flow of the class, other students and the teacher. Students who arrive late should enter without disturbing the other dancers and quietly speak with the instructor before joining class. Students may be asked to independently warm up or may be required to sit and watch in order to prevent injury.

Students are encouraged to bring a water bottle into the room with them and teachers will allow water breaks as needed. Students will not be allowed to leave class to get a drink.

It is the tradition at the end of class to thank the teacher and fellow students by applauding.

Progressing to Pointe

Pointe work is an evolution and extension of dedicated and effective ballet training. It requires solid ballet technique with good alignment, turnout, and foot and ankle articulation. Students interested in going on pointe should take Pre-Pointe and 2 ballet classes per week, 1 leveled ballet class and 1 Ballet Tech class, starting at 5th grade or as soon as their schedule allows. Dancers progressing to pointe are required to take a Ballet Tech class and their leveled ballet class during the entire school year the year they first start pointe class. Pre-pointe students will be given specific exercises to do outside of class. These exercises should be performed 3-5 times a week for best results. When students are ready to progress to pointe, they will receive specific instructions for buying and sewing shoes.

Pointe is not for everyone. It is not culmination of a particular number of years in ballet class, seniority among peers, or even of intense desire. Students can be excellent ballet dancers without ever going on pointe.

Current Pointe Students

Teachers will instruct students in sewing their shoes and students, not parents, MUST do the the sewing. If you are old enough for pointe, you are old enough to learn to sew! The average lifespan of a pointe shoe is 4-12 hours of dancing. A dancer who is spending a half hour a week on pointe can expect her shoes to last 2-3 months, depending on her shoes and the shape of her feet. Students performing on pointe should order multiple pairs at once so they always have a pair of shoes ready to dance in.

To help shoes last longer, carry them in a mesh bag or pocket outside of the dance bag and set them out to dry at home between classes. Remove your padding after every class and wash your toe pads every few weeks. Students will begin with 15 minutes of pointe work at the barre and will gradually progress to center work. Students will be invited to perform on pointe on an individual basis.

Ballet Production Information

In addition to the spring recital, ballet students participate in a story ballet each year in the winter. The production gives dancers an opportunity to develop artistry and acting skills while working alongside their classmates and other dancers as a team.

Ballet tuition for the year includes weekly scheduled ballet classes, a performance costume to keep and additional rehearsals. Tuition for ballet classes is slightly higher than our other classes of the same length. By incorporating the ballet performance as part of the monthly tuition, we eliminate the large show fee that would be due around the holidays. ****please note that withdrawing from a ballet class during the season will result in the balance of the costume being due upon un-enrollment.***

Most students will wear their costume from the Ballet Production in the June recitals, sometimes with slight changes to suit the theme. Be sure to treat your costume with respect so it will last all year!

Each class has a special role in the production and learns a dance together in class. Dancers who are frequently absent from class may be removed from the production.

In order to incorporate all the elements of the ballet, there will be several mandatory rehearsals in addition to weekly classes. These include dress rehearsal at the studio the Friday before the show, and dress rehearsal in the theatre the weekend of the show.

Ballet Production: Featured Roles

“Featured Roles” refers to the dancers who make our ballet production a real story ballet. They include all main characters as well as ensemble roles that are needed to tell the story.

Auditions are open to all dancers enrolled in a ballet class grades 5 and older who are interested in an additional part in the production. There is no extra cost for these featured roles - **just a serious time commitment for dancers and their families.**

All ballet students already have a role in the show with their class. Therefore, there is not enough time and space to offer every student who auditions an additional part. Parts are assigned based on dancing, acting, stage presence, ability to learn choreography quickly, attitude, commitment, maturity, and class attendance.

Dancers who are cast in featured roles must be available for rehearsals every Sunday in January and February until show day, and may also be asked to attend additional rehearsals at other times so they can work with a certain class.

Dancers are expected to remember choreography, work on their own when not needed in rehearsal, and arrive at each rehearsal with plenty of time to warm up and be ready to dance.

Dancers will keep one costume - usually the costume for their class dance. Featured role costumes must be returned to In Sync the week after the show.

DANCE RECITALS

BALLET PERFORMANCE: February 10th & 11th Dress rehearsal: February 9th (ballet students grades 3+)

ANNUAL DANCE RECITALS: June 16th & 17th (all dance students)

PERFORMANCE LOCATIONS: Milton High School

Annual Ballet Performance

Each year all of our ballet students in Ballet Level 1-6 and the Ballet Company participate in a main stage original ballet production. Ballet tuition includes a costume to keep and all additional performance costs. This is a wonderful additional performance opportunity for our dancers and a terrific opportunity to support the ballet program by attending with your family. Dancers enrolled in Combo Grades 1&2, Hip Hop Grades 1&2 and Contemporary are also given an opportunity to participate in the ballet production - watch for sign up information. Please mark the date on your calendar and plan on attending!

June Dance Recitals – This year's theme: Heroes & Villains

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. A big part of dance training includes learning through performance. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best result.

Please note that all students must participate in the dress rehearsal in order to perform in the recital. There are no exceptions to this policy. Additional rehearsals may be scheduled for students at the discretion of the teacher/choreographer. Parents and students will be notified of additional rehearsals well in advance.

Each year we distribute a recital packet of information with everything parents and students need to know to make the recital experience enjoyable for all. Please keep your eyes peeled for this once we enter the new calendar year.

In Sync has a very unique costume policy. One \$60 recital fee from each child (regardless of the number of classes they are dancing with) covers the dancers for one recital leotard, rental of all In Sync costume pieces and accessories, one recital t-shirt, one dance medal and all rehearsals. No big costume fees here - just one great performance with the focus on the dancers! All recital fees will be charged to the credit card on file January 15th. If you would like to make different payment arrangements, that must be done before December break. In order to be included in the performance and have a leotard ordered for your child, recital fees must be submitted by January 15th.

In Sync also has a unique recital schedule: All of our Totally Twos, Minimoves, Kindermoves, Mini Acro, Hippity Hop and grades 1&2 dancers participate in our MINI RECITALS. These are special 75-minute shows focused on our younger students with NO intermission. All dancers in Minimoves, Kindermoves and Combo classes perform two routines, Totally Twos and Hip Hop dancers perform in one routine and everyone returns to the stage for curtain call. All of our dancers grades 3 and up perform in our FULL RECITALS. These are longer, quicker paced, with an intermission and roughly a 2-hour run time.

June Dance Recital Tickets

Tickets for the dance recitals will go on sale at In Sync a few weeks prior to performance dates.

Ticket prices will be finalized when the facility cost is confirmed. No one is admitted to the recital without a ticket. Infants and children who may have a hard time remaining seated during the entire performance should not attend. Children over the age of 4 should not be seated in laps - this obstructs the view for the people around you. Recitals do have the expectation of selling out so please prepare to purchase your tickets early! Complete recital information will be given out in early spring.

MINI RECITALS (ages 3 – grade 2) are general seating.

FULL RECITALS (grades 3 and up) are assigned seating and will be determined by lottery closer to recital time!

Welcome to In Sync Center of the Arts Music Program

The primary goal of our faculty is to teach life lessons and skills that offer children the best chance for success. Music education encompasses far more than technique. We believe the discipline of musical training gives young people a better understanding of commitment through learning, working together with a private musical coach, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life. As a parent, you play an important role in supporting your student. Encourage your child to be the best that he or she can be regardless of what others may achieve. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Special Information for Parents of Young Musicians

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall music lesson experience, their instrument and their teacher. Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. Beginning music is about helping children learn to tap into their imaginations and express themselves creatively.

Importance of At Home Practice

Private lessons are 30 minutes once a week and are not effective without at-home practice. We give our students the skills they need during our lessons and then send them home to master those techniques. If there is no at-home practice, they will be re-taught again at the next lesson. You are paying good money for each lesson, so making sure your student practices at home will get you more bang for your buck during lesson time. We suggest adding it to the evening routine - even 15 minutes a day can make a big difference.

In Sync Music Lesson Information

Lessons: Students meet with an instructor weekly for a 30 minute private lesson.

Music Recitals: There will be two OPTIONAL music recitals - one held in the winter and one in late spring.

Schedule changes: must be made through the In Sync office at 617-328-5678 (not your child's teacher)

Music Lesson Cancellation Policy: All lesson cancellations must be made DIRECTLY WITH THE IN SYNC OFFICE at 617-328-5678 or insyncoffice@gmail.com. *Please make sure you receive a confirmation call or email that we received your notification. For permanent class withdraw, please see Discontinuing a Program in the General Policies page.*

*"No Show" (not showing up for the lesson with no notification) = FORFIETURE - No make-up / no refund or credit

*"Late Cancellation" (less than 24 hour notice with notification) = FORFIETURE - No make-up / no refund or credit

*"On Time Cancellation" (more than 24 hour notice) = ELIGIBLE FOR A MAKE UP - maximum of 2 per each half of school year

*"Studio Cancellation" = ELIGIBLE FOR A MAKE UP – doesn't count against per school maximum

***Please make your cancellations carefully, we are very strict with our music lesson make up policy.**

Unscheduled make-up lessons are forfeited at the time of un-enrolling. Tuition will not be refunded for inability to complete make-up lessons. Please make all efforts to make up missed lessons.

MUSIC RECITALS

JINGLE JAM (Winter Music Recital): Sunday, December 17, 2017

MUSICPALOOZA (Spring Music Recital): Sunday, June 10, 2018

PERFORMANCE LOCATIONS: In Sync Center of the Arts

Music recitals offer our students a professionally directed performance that allows them to present their families and friends the results of ten months of hard work, dedication and progress. A large part of musical training includes learning through performance. The experience helps build self-esteem and confidence that can result in better in-school presentations, improved social skills and strong college and job interview skills.

Please do not be anxious about your child's performance – this is our specialty! We have hundreds of students that participate in our recitals annually and it is always a fun and positive experience for everyone!

Jingle Jam

All music recitals are optional. The Jingle Jam in December has a nominal fee associated with participation. Musicians must sign up with the In Sync office in order to perform in this show. It will not be assumed that your child is participating unless they are signed up by the front desk by the required date. This is a wonderful show full of holiday music and a great way to kick off the holiday season. Entrance is free so invite the entire family!

Musicpalooza

Or spring recital that is optional as well. Because June is a shorter month than others, your tuition payment taken in May includes the end-of-year recital. It is not assumed that your child will be participating, however, so you will need to sign up with the front office. Please note that if you choose not to participate, your last tuition payment is not adjusted. This is a great way to celebrate your child's dedication to learning an instrument and a wonderful way to encourage growth and increase self-esteem! Again there is no cost for anyone to attend the Musicpalooza!

A Note About Lesson Attendance and Our Make-up Policies

When registering for private music lessons, you are committing yourself and a music teacher to that weekly block of time. We ask that you are very mindful and respectful of the instructor's time and dedication to your child. Every student is allotted a private make up lesson for lessons missed due to a conflict or an absence with over 24 hours notice with a maximum of 4 make up lessons for the September - June season. 2 between September to February and 2 between March to June. Giving 24-hour notice allows your teacher to free up that 30 minute spot for another make up lesson, trial lesson or personal time. So, as soon as you know there is going to be a conflict, please call the In Sync office so we can record it and let your teacher know. If you leave a voice message **(617) 328-5678** or an email **insyncoffice@gmail.com**, that counts as notice...so please let the office know, even if it is at a time the office is closed. You are allotted 2 make-up lessons per each half of the 10-month school year, that you will then schedule directly with the teacher at your next lesson, so choose carefully.

Make ups earned in September through January, must be made up before March 1st and make ups earned February through June, must be made up before July 1st or will be forfeited with no refund or credit.

Absences categorized as "No shows" are simply when your teacher is at the studio waiting for you to arrive...and you don't. The teacher's block of time is still being held for you and therefore no make-up is allotted for that absence. We understand that things happen, even we moms forget once in a while and kids do get sick last minute. No hard feelings, just no make-up lesson and no refund or credit. This policy applies to scheduled make up lessons as well.

If the teacher has to cancel, or In Sync is closed due to weather, a make-up lesson will be scheduled with the teacher at your next lesson and not count toward your allotted two make up lessons for the school year. Only a make-up can be scheduled for these instances – no refunds or credits will be given.

Lessons are not made up for holiday closings or school vacations. Each month varies between 3 - 5 lessons per month. The 10 tuition payments do not fluctuate according to how many lessons there are in each month, the tuition payment plan has been calculated for the entire season of mid-September to mid-June with 10 equal payments.

Important: Once un-enrolled for music lessons, all make up lessons will be forfeited.

If there are any questions at all about make up lessons, please don't hesitate to ask the front desk staff.

GENERAL IN SYNC CENTER OF THE ARTS POLICIES

COMPLETING A REGISTRATION WITH IN SYNC SIGNIFIES UNDERSTANDING & ACCEPTANCE OF ALL THE FOLLOWING:

Email: Email is our primary mode of communication with our families. Newsletters, general information, class reminders and account statements are sent by email. Please make certain we have an updated and accurate e-mail address that is regularly monitored at all times. Please check our website periodically.

Registration Fees, Tuition, Show Fees, and Ticket Purchases are Non-Refundable

Tuition: Our main season runs mid-September to mid-June. The total seasonal tuition is divided into 10 equal payments for our standard 10-payment tuition plan (1st of 10 is due at registration, 2nd-10th of 10 is withdrawn on the 15th of each month September through May automatically from your credit card on file). Late fees will apply as follows: unpaid monthly balance on the 20th of the month = \$5.00 late fee. Unpaid monthly balance on the 25th of the month = \$10.00 late fee and unpaid monthly balance on the 30th of the month (28th in Feb.) = \$15.00 late fee. If an account becomes two (2) months delinquent, the student(s) will be automatically dropped from the class(es) with all past fees due. If you would prefer to pay by check or cash, you may arrange with the main office to pay in full your annual tuition in 1 payment when you register or choose our bi-annual tuition payment plan (2 payments- one upon registration and one January 15th). Tuition has been adjusted for holiday closings. There are no tuition adjustments for absences.

Weather Cancellations: In Sync generally follows the Quincy school system for weather cancellations. NO SCHOOL=NO IN SYNC CLASSES / EARLY DISMISSAL= NO AFTERNOON IN SYNC CLASSES / DELAY START = NO MORNING CLASSES. Please check our facebook page and/or call the studio for a voice message confirmation.

Schedule: The entire center will run on the same vacation and holiday schedule. Current schedule is on the In Sync website and on the back page of this Student Handbook. Classes are NOT held during public school vacation weeks. The ONLY Monday holiday In Sync is closed is Memorial Day and any Monday holiday that falls during school vacation. These weeks are worked into the entire school year schedule and tuition payment plans accordingly – no make-ups necessary.

Picking Up Your Child: Children will not be allowed to wait outside or walk home without a written note from a parent. For the safety of your child, please inform your instructor of any change in who is picking up and plan to come inside to pick up your child. CHILDREN MUST BE PICKED UP PROMPTLY WHEN THEIR CLASSES END. Please call us if you experience an unanticipated delay. Excessive delay in pickup without parental contact will result in alerting the authorities. We follow the guideline of 10 min. late -we call the primary contact, 20 min. late – we call the secondary or emergency contact, 30 min late – we must call the authorities.

Class Observation: Peek Weeks will be scheduled during the year. Children not participating in class should not enter the classrooms at any time. The In Sync staff is not responsible for supervising siblings and friends of students and cannot ensure their safety. Please enjoy the closed circuit TV class monitors in the waiting room - one for every studio!

Family Membership Fee: As well as covering insurance expenses and processing fees, members receive great discounts on In Sync activities, summer camp, birthday parties, workshops and special events! Look for Family Fun Nights, Master Classes, Vacation activities and more! Most of our events have "member" fees and "non-member" fees. Family membership fees cover every member of your family and lasts from September 1st - August 31st of the following year.

Respect: We want every student to feel safe and respected at In Sync. We are proud to have wonderful teachers and assistants. If we feel that any student is being disrespectful in any way to another student, teacher, or parent we will consult with parents of that student and if the situation cannot be resolved, we will remove the student from class with no refund. Communication lines are always open and we ask that teachers are always approached with respect from students and parents. If you have questions about our policies, please contact the director on duty.

Safety: We have emergency first aid available and all of our staff is CPR / Red Cross Certified and CORI checked. We rely on you to notify us of any allergies, medical, and developmental issues in your child to help us teach to our best ability and keep your child safe when he/she is here with us. Please provide the front desk with any updates and action plans throughout the dance season.

Discontinuing a Program: A parent/guardian must complete a 'drop form' in person at the front desk. According to the date we receive the completed form, we will remove your child from the class(es) and be able to stop or adjust your tuition payments for the next billing cycle. Please be aware that there are no adjustments for tuition already paid to date.

Waiting Room Etiquette: We are happy to provide you with a comfortable place to wait for your child during class, however, this is an educational facility and a certain degree of order must be maintained. Please keep siblings as quiet as possible. There is a play corner for siblings to watch a movie or read quietly. Running, horseplay, yelling or climbing on waiting room furniture will not be tolerated. There is an additional "Study Zone" for quiet workspace. For your convenience, WiFi is provided - please ask the front desk for the pass codes.

Other: In Sync reserves the right to cancel or combine classes with 4 or less students registered in them.

Check Out Our Week-By-Week Themes For This Season!

	DATES	THEME MONTH	STUDIO THEME WEEK
WEEK 1	SEPT 11 - SEPT 16	GET TO KNOW ME MONTH	WELCOME WEEK
WEEK 2	SEPT 18 - SEPT 23		MAKE A FRIEND WEEK
WEEK 3	SEPT 25 - SEPT 30		SMILES FOR MILES
WEEK 4	OCT 2 - OCT 7	FABULOUS FALL! HALLOWEEN & MORE	IN SYNC SPIRIT WEEK
WEEK 5	OCT 9 - OCT 14		PUMPKIN ROLLS
WEEK 6	OCT 16 - OCT 21		OPPOSITE WEEK
WEEK 7	OCT 23 - OCT 28		BRING A FRIEND/DRESS UP WEEK
WEEK 8	OCT 30 - NOV 4	FRIENDSHIP AND KINDNESS MONTH	CELEBRATING DIFFERENCES
WEEK 9	NOV 6 - NOV 11		KINDNESS CHAIN
WEEK 10	NOV 13 - NOV 18		PATRIOTS PRIDE WEEK
WEEK 11	NOV 20 - NOV 25		I AM THANKFUL
WEEK 12	NOV 27 - DEC 2		THE GIVING TREE
WEEK 13	DEC 4 - DEC 9	WINTER WONDERLAND MONTH	WINTER WONDERLAND
WEEK 14	DEC 11 - DEC 16		PEPPERMINT TWIST
WEEK 15	DEC 18 - DEC 23		HOLIDAY BUN CONTEST
WEEK 16	DEC 25 - DEC 30		VACATION WEEK
WEEK 17	JAN 1 - JAN 6	UNDER THE SEA MONTH	NEW YEAR CELEBRATION
WEEK 18	JAN 8 - JAN 13		MERMAID MAGIC
WEEK 19	JAN 15 - JAN 20		PIRATE PARADE
WEEK 20	JAN 22 - JAN 27		TREASURE HUNT
WEEK 21	JAN 29 - FEB 3	PETER PAN MONTH	TINKERBELL WISHES
WEEK 22	FEB 5 - FEB 10		PETER PAN FAN WEEK!
WEEK 23	FEB 12 - FEB 17		SPREAD THE LOVE
WEEK 24	FEB 19 - FEB 24		VACATION WEEK
WEEK 25	FEB 26 - MAR 3	TEDDY BEAR MONTH	GOING GREEN
WEEK 26	MAR 5 - MAR 10		BRING YOUR TEDDY
WEEK 27	MAR 12 - MAR 17		LUCKY LEPRECHAUN WEEK
WEEK 28	MAR 19 - MAR 24		FAMILY APPRECIATION WEEK
WEEK 29	MAR 26 - MAR 31		HIPPITY HOPS
WEEK 30	APR 2 - APR 7	SUPER SILLY MONTH	I JUMP FOR JOKES
WEEK 31	APR 9 - APR 14		BACKWARDS WEEK
WEEK 32	APR 16 - APR 21		VACATION WEEK
WEEK 33	APR 23 - APR 28		CRAZY HAIR
WEEK 34	APR 30 - MAY 5		PICTURE WEEK
WEEK 35	MAY 7 - MAY 12		STEP UP WEEK
WEEK 36	MAY 14 - MAY 19		ALL BY MYSELF WEEK
WEEK 37	MAY 21 - MAY 26		SEE WHAT I CAN DO!
WEEK 39	MAY 28 - JUNE 2		RECITAL SHARE
WEEK 40	JUNE 4 - JUNE 9		RECITAL READY

2017-2018 ANNUAL CALENDAR

September 10 th	Classes Begin!
September 9 th	Performance Teams/Comp. Dancer Meeting
September 11 th	Classes Begin
September 21 st -22 nd (<i>Rosh Hashana</i>)	In Sync is OPEN
September 30 th (<i>Yom Kippur</i>)	In Sync is OPEN
October 1 st	Performance at Celebrate Milton
October 10 th (<i>Columbus Day</i>)	In Sync is OPEN
October 9 th (<i>Yom Kippur</i>)	In Sync is OPEN
October 23 rd - December 16 th	Fall 8-week session dates
October 13 th	Peter Pan Ballet Production Auditions
October 23 rd -28 th	Bring A Friend Week
October 28 th	Halloween Parties
October 31 st (<i>Halloween</i>)	In Sync is OPEN in the morning – NO PM classes
November 10 th (<i>Veterans Day</i>)	In Sync is OPEN
November 17 th	GRANDfriend Fun Night
November 22 nd	In Sync is OPEN
November 23 rd (<i>Thanksgiving</i>)	In Sync is CLOSED
November 24 th	In Sync is CLOSED
November 25 th	In Sync is OPEN
December 15 th	Fenno House Performance
December 15 th	Performance & Company Team Silly Sock Swap
December 15 th	PJ Party for ages 4-10
December 17 th	In Sync Holiday JINGLE JAM Recitals
December 24 th -January 1 st	In Sync CLOSED for holiday break
January 2 nd	Classes resume
January 8 th - March 10 th	Winter 8 week session dates
January 14 th	GBDTA Workshop - TENTATIVE
January 15 th (<i>MLK Day</i>)	In Sync is OPEN
January 28 th	Tinkerbell Tea
Feb 10 th -11 th	Peter Pan Ballet Production
February 19 th -24 th (<i>February Vacation</i>)	No Regular Classes - check for Vacation programs
March 9 th	Meet the Company Dancers Night
March 9 th -11 th	Spirit of Dance Competition
March 19 th -24 th	Family Appreciation Week
March 23 rd	Family Appreciation Night
March 26 th - May 26 th	Spring 8-week session dates
April 8 th	GBDTA Competition TENTATIVE
March 30 th (<i>Good Friday</i>)	In Sync is OPEN
April 16 th -21 st (<i>Spring Break</i>)	No Regular Classes - check for Vacation programs
April 30 th -May 5 th	Picture Week
May 20 th -21 st	Canobie Lake Park Performance TENTATIVE
May 28 th (<i>Memorial Day</i>)	In Sync is CLOSED
June 10 th	In Sync Musicpalooza
June 16 th & 17 th	DANCE RECITALS