



Francis Academy of Irish Dance

September 2015 – August 2016 Policies and Procedures

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Francisacademyofirshdance@gmail.com
Molly's Phone: 882-4220
Address Home: 244 Arlington Avenue, Syracuse, NY, 13207
Studio: 433 Tompkins Street, Syracuse, NY 13204

School Policies- September 2015- August 2016

To participate in class, all students must have:

- Paid tuition
- Paid registration fee
- Submitted contact information
- Signed all contracts for September 2015- August 2016 dance season
- Agreed to participate the annual Parent Association raffle.

Registration:

Payment is required to reserve a space in a desired class.

1 dancer: \$25.00 (One Time Fee)

2 or more dancers per family: \$10 additional fee per dancer

Returning Students: No Fee (covered by the Parent Association from the 2015 raffle)

- Registrations are accepted as of registration day and continue throughout the dance school year for new students. Registration fees covers entire dance career at Francis Academy.
- New student registration paperwork and payments go to the Francis Academy Parent Association. Make checks payable to Francis Academy Parent Association. Please do not include payment with tuition, any checks made out to Molly will be returned.
- To register, put signed Dancer Code of Conduct, completed contact forms and fee in the **O'Shea folder**.
- A separate sign up and registration for major events will need to be included if your dancer will be participating. Molly will provide these forms at the necessary times.

Class Fees:

Payment for classes is due on the **15th** of each month.

Any late payments must include a late fee of \$10/day late.

Unless dancer is withdrawn from the program, class fees are expected for each month of the dance year and will not be pro-rated regardless of attendance, with the exception of an injury with Doctor's note.

Tuition will be collected exclusively through PayPal. An invoice will be sent in the beginning of the month.

Private lessons are arranged directly through Molly and cost \$40/hr. Payment of \$40/hr cash should be given to Molly at the time of each private lesson.

Mini-private lessons will be scheduled by Molly and will cost \$40/hr. The number of dancers attending the mini-private will determine the cost each dancer pays. If there are 2 dancers, each dancer pays \$20/hr. If there are 4 dancers, each dancer pays \$10/hr. A PayPal invoice for mini-privates will be provided at the end of each month. Payment due dates will be the 15th of each month.

For families with multiple dancers, class fees are as follows:

- Highest Level Child – full fee
- 2nd/3rd (and subsequent) children – 50% of full fee, rounded up to the nearest whole dollar. Sibling discounts only apply to monthly tuition.

The following are the 2015-2016 monthly rates:

| | |
|-------------------|----------|
| Tiny Tots | \$30.00 |
| PreK/Kindergarten | \$42.00 |
| Beginner 1 | \$42.00 |
| Beginner 2 | \$65.00 |
| Level 1 | \$65.00 |
| Level 2 | \$90.00 |
| Level 3 | \$95.00 |
| Level 4 | \$115.00 |

If you are participating in the Oireachtas:

| | |
|-------------------------|---|
| Family Registration Fee | \$50.00 |
| 4 hand Ceili | \$50.00 (\$25 due 9/15/15 and \$25 due 10/15/15) |
| 8 hand Ceili | \$100.00 (\$50 due 9/15/15 and \$50 due 10/15/15) |

All tuition concerns or questions need to be directed to Katie Battaglia at francisacademytuition@gmail.com or 430-5912. Do not discuss tuition concerns with Molly.

Withdrawal:

- If you are leaving to attend another dance school, a legal transfer must be submitted by your new teacher under MAR.
- Any outstanding balances and obligations must be taken care of. Any rented costume must be returned immediately or a full replacement cost will be charged.
- Payment must be made in full even if student attends once in a given session.
- All incoming transfers must complete a signed registration form and pay the \$25 transfer fee.
- All transfers are allowed to observe one class.

Class Preparation:

All students must wear the following:

Class Prep:

- Shorts
- fitted T-shirts
- white poodle socks for girls
- black socks for boys and appropriate shoes.
- NO pants or distracting clothing.
- Hair must be pulled back in a ponytail (or headband for short hair).
- Beginners can wear black ballet shoes that have an elastic strap, ghillies, and hard shoes.
- Molly must approve the fit of shoes.
- Students must bring their own-labeled bottle of water to class

Dress code for Levels 2 – 4 will be strictly enforced. Dancers not adhering to the required dress may be required to sit out from class.

- Cami or Fitted Tank Top
- Shorts (the more fitted the better)
- Poodle Socks

Extra Supplies:

Beginner 2: Jump Rope

Levels 1 and 2: Jump Rope, Rubberband

Levels 3 and 4: Jump Rope, Rubberband and Ankle Weights

Studio Rules:

No toys, no gum, electrical devices, cell phones, food and clean up after yourself.

Arrive 5 minutes early wearing sneakers to warm up.

Higher levels must be warmed up prior to class.

Please use restroom prior to the beginning of class.

Dancers are responsible for picking up after themselves after class.

Please dispose of any garbage, used tape, water bottles, etc. prior to leaving.

Any dancer not dressed appropriately will have to observe classes and parents will be contacted.

Communication:

All dance-related communication (level advancement, feising, solo costumes, etc.) must be done between parent and teacher; please do not communicate with Molly through your children. Molly can be reached via email or phone. For payments, forms or anything that you are giving to Molly, please put in Molly's folder at class- do not rely on children to drop off things that are intended for Molly or pull Molly out of class for this reason.

For all other questions/comments/suggestions you may have, please email francisacademyofirishdance@gmail.com or any member of the appropriate committee.

Communication:

| | | |
|--------------------|--------------------|--|
| Costumes | Shannon Patrie | 546-4920 |
| Danceout | Sebrina Cronin | 468-1628 |
| Feis Lady | Becki Francis | 450-2227 |
| Fundraising | Parent Association | |
| Parent Association | Rebecca Francis | 450-2227 |
| Registration | Tracie O'Shea | 569-3369 |
| Tuition | Katie Battaglia | francisacademytuition@gmail.com or 430-5912 |

Each student/family has a folder that is open for parents to use for submission of forms as well as any communication between parents and/or Francis Academy Parents Association. Please check your folder regularly.

Cancellation of Class:

If class is cancelled for ANY reason, parents will be notified via email. Please check emails regularly when weather changes- you do not have to contact Molly to see if class is cancelled, she will contact you. Every effort will be made to send out an email by 4:00 pm during the weekday to notify you of a class cancellation.

Classes that are cancelled because of weather or other unforeseen reasons will not necessarily be re-scheduled. This will be Molly's discretion.

Costumes for Each Level:

* There are some exceptions to the below rules. If Molly believes a child should have a solo dress, no matter what level, the dancer can purchase and wear it with Molly's approval.

Beginner, Advanced Beginner and Novice levels:

Dancers have to wear Francis academy costume. All accessories (wigs, earrings, socks, shoes, makeup) have to be approved by Molly.

Placed in Open Prize- Champion:

A dancer cannot wear a solo dress unless they have placed in Prizewinner (Open Prize).

ALL DRESSES have to be approved by Molly. **ALL DRESSMAKERS and DESIGNS have to be approved by Molly.**

* Failure to follow costumes rules will make your dancer ineligible to participate in feisanna.

Rental of School Costume:

All Francis Academy costumes are rented directly from Molly.

All costume returns and exchanges will be done at scheduled times or by appointment only. Molly will no longer be checking costumes for fittings before or after classes. In order to streamline the process and make efficient use of time, Molly will be dividing the costume exchanges into two groups.

Returning the Costume

For anyone that believes they need to return a costume, Molly will have a scheduled time that if your dancer's costume does not fit (or if you want her to check the fit) you can come by the studio. If it is determined that your dancer needs a new costume (or any particular pieces of it), you will leave the items that no longer fit at the studio. If your child decides to stop dancing, it is your responsibility to return the costume within 10 business days to the studio or you will be charged the full replacement value.

Obtaining a New Costume

For anyone whose costume does not fit or if Molly determines your dancer needs to move up in costumes (Molly will let you know in advance), scheduled times will be announced where you can come to the studio (by specific appointment time) and try on costumes that may already be in the studio or be fitted for a new one if we don't have your dancer's size available. You will need to sign up for a specific appointment time which we will send out electronically in advance. In order to make this as efficient as possible, we are asking that everyone stick to their appointment time. It is very important that you schedule a time and arrive promptly.

Leotards for Junior Costumes: You will be required to purchase your own leotard. There may be some available for sale at the studio.

Leotards For Senior Costumes: There are two ways the leotards with cuffs will be handled. If we have a leotard with cuffs that fits your dancer, then that will be included in the rental. If we don't have a leotard with cuffs, then the two cuffs will be included in your rental and you will be required to purchase a black, long-sleeve, turtleneck leotard and have the cuffs attached.

Alterations

You will be responsible for alterations. Alterations are not included.

Pricing

Junior Costumes:

- Will be rented at a cost of \$25 (includes skirt/cape) plus leotard and alterations. Replacement costs for an unreturned or damaged costume is \$50.
- An optional black vest can be rented for \$10 with a replacement cost of \$30.

Senior Costumes:

- Will be rented at a cost of \$25 for the skirt and/or \$50 for the vest plus leotard and alterations. Replacement cost for an unreturned or damaged costume is \$240. The full replacement cost will be charged for any missing piece.

These amounts are paid (in cash) each time you need a new costume or a new piece to the costume. Prices are subject to change throughout the year.

Assistance

Shannon Patrie will handle the administrative functions of the costumes. She and Molly will work together to provide you timely and clear information. If at any time you have any questions, please feel free to contact either one of Shannon or Molly. Shannon's phone number is 546-4920. You can call or text her. If you need a fitting appointment outside of the scheduled times, Shannon will work to coordinate this with you.

Competition:

ALL dancers must do the steps that are given to them from Molly. Any dancer that does not compete in the appropriate dance level, or does not do the appropriate steps without prior permission from Molly will not be able to compete for the rest of the feis season.

- All dancers in Pre-K, Beginner 1, Beginner 2 and Level 1 are required to attend the mini-feis.
- Dancers are required to dance in all their main dances at a feis according to class level (ex. reel, slip jig, treble jig, hornpipe and jig).
- All dancers should be at feis one hour before it begins to warm up and practice.
- All Ceili dancers are required to be dressed and ready at a feis one hour before it begins to warm up and practice.

Moving up in levels:

Beginner

- A beginner is a competitor who has not taken Irish dancing lessons from a registered teacher prior to September 1st of previous year.

Beginner 2

- An advanced beginner is a dancer who has taken lessons from a registered teacher for more than 1 year.

Novice

- An advanced beginner who wins a 1st, 2nd, or 3rd place will advance to the Novice category in that particular dance the next year.

Prizewinner**

- A prizewinner is a dancer who has previously won a 1st in Novice in a particular dance.

Preliminary Championships

- Preliminary championship are open to those who have placed 1st in a light and heavy dance in the prizewinner grade and who have never won a 1st in Open Championship.

Open Championship

- A dancer who wins three 1st place awards in one calendar year will move on to open championship the following year or as soon as the third win is achieved in any age category the following year.

** Molly requires a 1st in all four dances (reel, slip jig, treble jig and hornpipe)

Adapted from the Regional Guide to Grade Advancements from NAFC Approved Feiseanna

<http://idtana.org/NAFC%20REGIONAL%20GRADE%20RULE.pdf>

Mid-Atlantic Rules

Qualifications for Oireachtas and rules to compete in ANY Major Competitions:

Dancer must have placed in 3 Prelim feisanna in the Mid- Atlantic Region in the same feis season/year that the dancer plans on attending the Oireachtas.

Dancers must qualify for and/or be asked (by Molly) to compete in any other major competition. (Example: World Championships, North American Nationals, Great Britain's, All Irelands)

ANY dancer competing in a major dance competition must attend 4 classes a week consistently (private lessons do not replace regular class time). If there are extra practices given for Major competitions, a dancer is allowed to have one, unexcused absence from an extra practice for any Major. Dancer is allowed to miss practice due to injury, feis attendance, or special circumstances pre-approved by Molly. Under 8 and Under 9 dancers can compete in major competitions under teacher's discretion. ALL other age groups have to qualify to compete.

All dancers participated in major competitions will be required to attend extra classes, pay additional fees and sign a participation contract.

Feis requirements to compete in Major Competitions:

Major competition. (Example: Oireachtas, World Championships, North American Nationals, Great Britain's, All Irelands)

To compete in any Major competition, dancer must be wearing appropriate attire that is approved by Molly and must follow the dress code for a championship level dancer that attends the Francis Academy of Irish Dance.

Any dancer that has attended an Oireachtas/ NAIDC or any other Major competition, DOES NOT automatically qualify to compete at these competitions the following year. For any reason, Molly can take away the privilege of dancing at these Majors due to practice habits, poor sportsmanship, limited class attendance, or lack of participation in Francis Academy School functions.

****Any parent/dancer caught lying, cheating or stealing will be asked to leave the school. Francis Academy holds respect of parents and their children with high regard and any parent/dancer demonstrating disrespectful behavior will have harsh penalties.

Dance Shows

- Parent Association is paying for all show practice fees this year.
- All show money goes to the Parent Association.
- Participation in shows is determined by:
 - Class Level
 - Regular class attendance
 - Summer camp attendance
 - Availability to attend mandatory practice
 - Paid tuition
- Final decision and participation at Molly's discretion.

Francis Academy Parent Association Information

Francis Academy Parent Association

The Parent Association is responsible for school related activities including (but not limited to): fundraising, public relations, marketing, parades, and dance outs. ALL parents are members of the Association. The Francis Academy Parent Association Board is comprised of 5 members.

2015-2016 Parent Association Board

| | |
|--------------|----------------------------------|
| Director | Rebecca Francis |
| Secretary | Shannon Patrie |
| Treasurers | Katie Battaglia Tracie O'Shea |
| At-Large | Allyson Santoro |
| Registration | Tracie O'Shea |

Fundraising and Volunteering:

Francis Academy has one Mandatory fundraiser which takes place through the month of March. All parents and dancers are expected to participate in our Francis Academy fundraising efforts as well as assisting with events, shows, etc. Monies raised and fund allocation is under the discretion of the Parent Association and Molly. The main goals are to raise enough money to: fund dancers at competitions; provide special classes or guest dancers; provide social events; purchase needed equipment for the school; and hold a future school feis. Because Francis Academy is a young school, the main goal of the Parent Association is to be fiscally sound with all money raised and to be able to sustain the funding for these and other initiatives in the future.

It is anticipated that the following number of \$10 raffle tickets will be distributed to the following groups. If you have multiple dancers in the school, you will be required to sell the number of tickets for your highest level dancer plus 10 additional tickets per each additional dancer in your family.

- Tiny Tots 5 tickets
- PreK/Kindergarten 5 tickets
- Beginner 1 10 tickets
- Beginner 2 10 tickets
- Level 1 20 tickets (10 extra for Oireachtas, 20 extra if going to Nationals)
- Level 2* 30 tickets
- Level 3* 30 tickets
- Level 4* 30 tickets

*For Levels 2, 3 and 4: 10 additional tickets if going to Oireachtas, for a total of 40 tickets, 20 additional tickets if going to Oireachtas and Nationals for a total of 50 tickets, and 30 additional tickets if going to Oireachtas, Nationals, and Worlds for a total of 60 tickets.

Committees

Dance-out – solicit for shows throughout the year, liaison between Molly and families for show expectations, lineup and attendance, and running all aspects of shows (music, announcing, back stage assistance). All money made from shows goes to the Parent Association.

Parade – organize dancers and logistics of those participating in St. Patrick's Day, Memorial Day parade, etc.

2015-2016 Fundraising

Basket and Money raffle- The only Mandatory Fundraiser runs February- March (will be discussed further Winter Parent Meeting)

2015 - 2016 Francis Academy Parent Association Reimbursements

Due to our successful 2015 raffle, the Parent Association will be funding the following activities. Please note that funding for items have changed since last year. As always, funding from year to year is dependent on a successful raffle.

The funding begins on April 1, 2015 and is available until March 31, 2016 unless otherwise noted.

Returning Student Registration

- All returning student registration fees of \$30 will be waived for the 2015-2016 year (due in September).

Show Practice Fees

- All practice show fees will be paid for. This includes all practices fees for 2015 – 2016 (until March 31, 2016) dance show season and all dance show classes beforehand; including but not limited to those invited to dance at the St. Pat's festival and the Irish Fest downtown.

Portable Floor

- Invest in a portable floor to be used by all dancers participating in shows that only have carpet or don't allow us to dance on their floor.

Workshops

- Money has been allocated to help offset additional workshops for Francis Academy. This includes but is not limited to Fran and Simona returning to Francis Academy.

Pin Code Entry System

- A pin code entry system will be purchased and added to the studio door. Parents and dancers will be given the pin code to be able to enter the studio.

Parade Fee and Supplies

- The fee and supplies to participate in the 2016 St. Patrick's Day parade and the 2015 Camillus Memorial Day Parade for dancers. This includes but is not limited to gas, balloons, etc.

End of Year Party

- A 2015 End of Year Party will take place that all dancers and their families are invited to.

Holiday Activities

- Holiday activities will occur in all classes sometime in December 2015.

CNY Sponsorship

- Francis Academy will continue its longstanding partnership with the CNY Feis.

2016 Raffle

- Money has been allocated to continue our successful raffle. Costs include but are not limited to printing of tickets, raffle prizes and cash raffle payouts.

Nationals 2015

- Hotel Stipend and Registrations will be covered.
- Funding available until July 6, 2015.

Oireachtas 2015

- Registrations and the Raffle Basket will be covered.
- Funding available through November 2015.

World's 2016

- A stipend will be paid to any dancer who qualifies for the World's in Scotland.