

Mission Viejo Christian Church

Conservatory of Dance



2009-2010

Handbook

Mission Viejo Christian Church
27192 Jeronimo Road
Mission Viejo, CA 92692
(949) 465-1940

Administrator

Marcia Cuneco, 465-1940 ext. 210
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Administrative Assistant

Melissa Stryker, 465-1940 ext. 210

Conservatory Faculty

Melissa Cuneco

Ballet, Swing Dance

Cell (949) 233-9283

Welcome

The Mission Viejo Conservatory of Dance staff welcomes you!! We are thrilled you have chosen to study in our school, and are looking forward to an exciting year together!! Please join us in our prayer for a great school year dedicated to God's glory.

Our Philosophy

The purpose of this Conservatory is to provide a wholesome, Christian environment where dancers can develop their skills, increase their knowledge, and apply it through ministry.

The goal of this Conservatory is to produce skilled Christian dancers who desire to use their talents to glorify the Lord.

Instruction

Group instruction will be offered weekly to any person age 3 and older. The instruction, adapted to student's age and experience, will be offered in 60-minute blocks.

Private instruction will be offered weekly to any person age 9 and older. The instruction, adapted to the student's age and experience, will be offered in 30 or 60-minute blocks.

All students will be encouraged to participate in at least one recital per year. We are thankful for the opportunity to build and develop the God-given talents of those who want to serve Him.

Instruction Available

Ballet and Swing Dancing for beginning and intermediate students. Appropriate age for lessons is listed on registration form.

Sessions

Fall - September through January
Spring - February through May
Summer - June through August

Registration

There is a \$50.00 registration fee per year, per student, \$75.00 per year per family (2 or more in one family taking lessons).

Group Monthly Tuition Rates

One 60-minute group lesson per week; \$55.00 per month

Private Monthly Tuition Rates

One 30-minute lesson per week; \$88.00 per month

One 60-minute lesson per week; \$176.00 per month

Payments

Payment is to be made the 1st of each month. **Payment not received by the 5th of each month will have a \$25.00 late fee added to it.** Payment for the month will be \$55.00 for 60-minute group lessons or \$88.00 for 30-minute private lessons. We cannot deduct payment from days not attended in our regular schedule.

If payment has not been made by the 5th, as of the following month, no lesson will be given until payment, including late fee, is made. The Administrator will notify you. The teacher will be notified not to continue lessons until notified again by the Administrator. Payment must be paid to the office at least **one day** prior to lesson time, which allows for the Administrator to notify the teacher to resume lessons.

Checks are to be made out to **MVCC Conservatory** and put in an envelope and left in the church office between 8:00 AM & 5:00 PM. **NO CHECKS ARE TO BE GIVEN TO THE TEACHER.** All money matters will be handled and discussed by the administrator only (not the teacher). You are welcome to mail your payment into the church. Please specify "Conservatory payment", include child's name, and parents' names. They must be received by the **15th** of the month. **The date received will be noted.**

Mail payment to the following address:

MVCC Conservatory of Music
27192 Jeronimo Road
Mission Viejo, CA 92692

Discontinued Lessons

One month's written notice to Administrator is required before discontinuing lessons. The full month's tuition is to be paid whether lessons are continued or not unless notice and arrangement has been made with the Administrator.

Missed Lessons

If you miss a lesson due to illness or a death in the family, you can arrange with the teacher to attend a different class of the same age group. This make-up lesson will be offered to you within four weeks of the missed lesson. If you cannot make it up in the allotted time, the lesson will not be made up and no reimbursements will be given. Another teacher may teach the make-up lesson, if needed.

School trips or planned vacations must be applied for 1 month in advance in order to receive a make-up lesson. Teachers have forms and they are to be turned into the **Administrator**. No make-up or refund will be given if not submitted in time. **IF YOUR SCHOOL DOES NOT GIVE 1 MONTH NOTICE FOR TRIPS, ETC., YOU MAY SUBMIT A NOTE FROM THE SCHOOL ADMINISTRATOR OR ACTIVITY DIRECTOR TO THAT AFFECT AND THE LESSON WILL BE CONSIDERED FOR MAKE-UP.**

Other excuses for missed lessons will not be acceptable – no make-up or refund will be given.

If you miss due to illness, call your teacher as soon as possible. If you do not call, there will be no make-up lesson or refund. If you cannot reach the teacher, call the church office and give your name, teacher's name, time of lesson, and reason for missing. Be courteous to your teacher, their time is valuable.

All other excuses for missing e.g., other events, sports games, etc., will **not** be made-up, nor refunded, but please inform your teacher that you will not be there and that you know it will not be made up.

Any lesson cancelled by the teacher will be made up.

Students of Preschool, Crusader Club or Kids Club

It is the responsibility of the parent to make arrangements for the student to be dropped off and picked up for Conservatory lessons. If a student is not dropped off on time for their lesson this time cannot be made up. For safety reasons, the Conservatory teacher cannot release a student to return alone.

Dance Attire

Ballet

Girls: Leotards, tights and dance skirts or shorts. Ballet shoes needed.

Boys: Dance pants, shirts and ballet shoes.

All attire and materials needed will be provided by the **student**. Teachers will keep you informed as to any materials needed. Please have dance attire prior to the first lesson.

Lesson Time (General Information)

1. Be on time for your lesson. **IF YOU ARE LATE, THAT VALUABLE TIME MISSED CANNOT BE MADE UP.**
2. **If a student is 15 minutes late for a lesson, teachers will consider the lesson cancelled.**
3. Parents are welcome, on occasion, to visit a lesson. We recommend however, not visiting on a weekly basis. The student and teacher need time together to develop a rapport with each other. This can be hindered if parents are there each week.
4. Parents that have other small children with them during your child's lesson, please remain in the lobby. It can be very distracting to your child and the teacher.
5. **For safety reasons, we ask that all parents walk their children into their lessons and return to their room at the end.**
6. **PARENTS NEED TO PICK CHILDREN UP PROMPTLY.** The teacher will have another student or may be finished for the day.
7. **Always wear dance attire and bring dance shoes.**

Parents: If you remain at MVCC during lesson time, please keep other siblings off the playground and out of classrooms. It is not open for childcare because school is in session!

**Events for the Year
Mark Your Calendars**

September 14, 2009	Opening Week for Conservatory
November 24-27, 2009	Happy Thanksgiving! No Conservatory Lessons
December 21, 2009 - through January 1, 2010	Merry Christmas and Happy New Year! No Conservatory lessons
January 4, 2010	Conservatory Lessons Resume
January 23, 2010	Fun & Funky Recital, Saturday, 11:00 AM & 1:30 PM
February 15, 2010	Presidents Day! No Conservatory Lessons.
April 5, 2010 through April 9, 2010	Spring Break! No Conservatory Lessons.
April 26, 2010	Summer Registration Begins
May 21, 2010	Last Day of Conservatory Lessons
May 22, 2010	Spring Recital, Saturday, 11:00 AM & 1:30 PM
June 1, 2010	Summer Session Begins

Recitals Dates, Theme and Description

“Fun & Funky”

January 23, 2010

This recital is for you! Teachers and students will have fun choosing a *fun* and *funky* piece of music to dance to. Teachers will work with parents to choose costumes so students can dress their part.

Spring Recital

May 22, 2010

A very special recital to end the year! Teachers will select a classical piece of music for students to dance to, that will challenge and share their abilities. You have been given a great talent – use it to the fullest extent. Dress code to be announced.

Recital Information

General Information

1. No recital is mandatory, but we do encourage all of our students to participate in at least one.
2. Recitals begin at 11:00 AM & 1:30 PM
3. Cameras/Videos:
We ask that no flash attachments be used during recital performances. Time is allotted following the recital for pictures. If you video, make sure you do not block anyone or distract from the performance. We want our students to be able to do their very best.
4. During Recital:
Please remain in your seats and quiet at all times. If you absolutely must leave, **go between performers and close door quietly. We ask every student to remain for the entire recital. It is a great learning experience!**
5. Child Care:
The Conservatory will provide childcare for **all** small children. A movie will be shown at no cost to parents. We recommend use of this to help with a quiet and professional recital.

MVCC Conservatory
Vacation/School Trip Application

Student Name: _____

Teacher: _____

Day of Lesson, Time to be Missed: _____

Request and Explanation for possible missed lesson:

Form Must Be Turned Into Administrator (1) Month Prior to Date

Date of Request: _____

Parent Signature: _____

OFFICE USE ONLY:

Date received: _____

_____ A make up will be given for the above date.

_____ No make up or refund will be given for above date.

Administrator's Signature: _____

Dance Stores

1. Dancers Choice
27101 Aliso Creek Rd, Ste 112,
Aliso Viejo, CA 92656
(949) 305-7230
2. Discount Dance
24451 Alicia Parkway Suite 9A
Laguna Hills, CA. 92653
(949) 770-7107
<http://www.discountdance.com/index.php>
3. Payless Shoes Source
(Dance shoes in store and online)
4. Target
(Dance clothing and shoes in stores and online)