

Additional Information

- A registration form must be completed, signed and dated by the parent or guardian for all children attending classes. Details you provide will be used to contact you in case of emergency, unforeseen cancellation of class, etc.
- Toilets are located across the courtyard from the studio in the same block as The Pantry coffee shop.
- Please label your child's belongings. There is a Lost and Found box by the front door. Feel free to have a look if your child has lost something.
- New ballet shoes and tights are (usually) available to buy at the studio.
- We hold a recital each year in which all dance students (with the exception of Mommies & Me) can choose to take part. Details of the recital are distributed to all parents. Students who are not taking part in the recital can still participate fully in their classes as it is normal practice to learn a dance routine in class, regardless of whether or not a recital is taking place.
- We would love to hear your suggestions, if you have any! Feel free to drop them into the Suggestion Box in reception.
- Class schedules and prices can be found on the website and the notice board at the studio.
- Trial classes are \$30. The cost of the first trial will go toward registration if the student enrolls.

Dance Wear & Shoes

OKH Ballet Centre
#03-19 Tanglin Shopping Centre, tel. 6732 0129

Stage Image
763 North Bridge Road, tel. 6299 2077

Costume Connection
390 Victoria Street
#03-23 Golden Landmark, tel. 6292 5529

Calendar for the Session 28 August 2009 - 26 May 2010

Semester 1

Start: Friday 28 August 2009
End: Thursday 3 December 2009

Parents Watch Week:

Monday 19 - Sunday 25 October 2009

Public Holidays in Semester 1

September 21	Hari Raya Puasa
October 17	Deepavali*
November 27	Hari Raya Haji*

Semester 2

Start: Friday 8 January 2010
End: Wednesday 26 May 2010

Parents Watch Week:

Monday 1 - Saturday 6 March 2010

Public Holidays in Semester 2

May 1	Labour Day
May 21	Vesak Day

The studio will be closed for Chinese New Year
and Easter as follows:

February 15-17	Chinese New Year
March 29-April 3	Easter Break

The studio will be closed on Public Holidays.

The provisional date for the recital is 29 May 2010
and will be confirmed when the venue has been
booked.

Schedules for the 2010 Summer Programme will be
published in April 2010.

 Tanglin Arts Studio
OF DANCE

Welcome Leaflet


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happy feet
dance

Terms & Conditions*

Registration & Tuition Fees

- Tuition for children's classes is by the semester and in order to guarantee a place, it is due regardless of attendance. We do offer a 'walk-up' fee but places are not guaranteed for walk-up students.
- There is a registration fee for the 2009-10 Session of \$30 per child and this, along with tuition for the semester is due when you enrol.
- If your child is absent for more than two weeks in a row without notice, we may allocate your place to another student. We shall make every effort to contact you before doing so and if you wish to continue the class you will be liable for tuition fees for the classes missed.

Making Your Payment

- We accept cash or cheques. Please make your cheques payable to TANGLIN ARTS STUDIO.
- Late payments and bounced cheques will incur a charge of \$15.

Make-up Classes

We try to accommodate people requesting make-up classes. Many of our classes are full so in order for make-up places to be available we ask that you do the following:

1. Call or e-mail **in advance** to let us know that your child is ill and cannot attend their usual class and give your preferred class day and time to do a make-up.
2. When arriving for the class let the teacher know that your child is doing a make-up.
3. If you book a make-up and are subsequently unable to attend, another class will not be offered unless you have told us in advance.

Dropping a Class

- If your child wants to drop a class please inform us in writing - by e-mail is fine.

* Please refer to the website for our full terms & conditions or ask for a copy at the studio.

Class Etiquette

- Many of our classes run without a break in between so it may not be possible for you to speak to your child's teacher immediately before or after a class as this would mean the next class would start late. You can let the teacher know that you need to speak to them by leaving a message with office staff or sending an e-mail to happyfeetsingapore@yahoo.com.
- Teachers are not involved with administrative tasks so please inform office staff if you are going to be absent, leaving or require a make-up class.
- Do not wear outdoor shoes inside the studios.
- Do not enter the studios if the doors are shut. The door will be opened when the teacher is ready to start the next class.
- Please ensure that your children have been to the toilet before their class. Young children will be accompanied if they have to go during class and we keep track of children who are old enough to go on their own. Tell your child to always ask their teacher's permission if they need to go to the toilet during class.
- Please be considerate when waiting in the corridor outside the studios for your class to start – children should not run around, climb on furniture, shout, open studio doors, play with the water dispenser or go into the changing area unless they are changing for class. The office area (behind the counter) and the storage cupboard adjacent to studio B are out of bounds to all except Tanglin Arts Studio staff. Children must be supervised by an adult at all times. Do not drop your child off too early for classes – you (or a helper/friend/grandparent) are responsible for your child until the class starts.
- Siblings may not attend classes unless they are enrolled in the class. If they are waiting on the premises, they must be supervised.
- Please collect your child promptly at the end of class from inside the studio. If you are running late call us so that we can reassure your child

and say that you are on your way. Someone will remain at the studio until the last child has been collected. We may occasionally ask a parent to remain behind if the teacher has to leave promptly.

- Racks are provided in the corridor where children can store their bags and shoes. Please encourage your child to use them, as bags in the studio are a distraction and a potential hazard.
- Students may not take drinks or food into the studio. Please make sure they have had a drink/snack before class. If they are thirsty during class they may be excused to have a drink.
- Parents are not usually allowed in the classes to watch. From our experience, the children learn better when their parents or caregivers are not in the classroom. However, we have two weeks a year – Parents Watch Weeks – when parents are allowed in to watch their children - see Session Calendar for dates.
- Disruptive behaviour will not be tolerated. Teachers will politely ask students to stop their disruptive behaviour. If they do not stop, they may be asked to sit out for a few minutes. Continued disruption will result in longer periods of sitting out and if this happens, the teacher will contact you to let you know.

What to Wear

Mommies & Me Dance

Most children wear pink but they can wear anything they want as long as they wear ballet shoes.

All other Ballet Classes

Must have a solid colour leotard and ballet shoes (pink shoes for girls, black or white for boys). Children aged 9 years or older must wear ballet tights.

Tap

Black tap shoes are required.

Jazz & Hip Hop

Must have comfortable attire to dance in (no jeans or bulky shirts). Jazz shoes or dance sneakers are optional.