

Tanglin Arts Studio of Dance Class Schedule 2011-12

Day	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Studio	A	B	A	B	A	B	A	B	A	B	A	B
Time												
10:00												Mommies & Me 9:00-9:30
10:30					Mommies & Me 10:00-10:45							Mommies & Me 9:30-10:00
11:00												Twinkle Toes 9:30-10:15
11:30												Twinkle Toes 10:00-10:45
12:00												Starlites Ballet & Tap 10:15-11:15
12:30												BREAK
1:00												Opals Ballet, Tap & Jazz 11:00-12:15
1:30												Jades Ballet, Jazz & Tap 11:15-12:30
2:00												Acro 1 & 2 12:15-1:30
2:30	Twinkle Toes 2:00-2:45											Starlites Ballet & Jazz 12:30-1:30
3:00												Junior 2 Ballet 1:30-2:30
3:30												Rubies Ballet, Tap and Jazz 1:30-2:45
4:00	Gems Ballet, Jazz & Tap 3:15-4:30	Starlites Ballet & Jazz 3:00-3:45	Twinkle Toes 3:00-3:45	Opals Ballet, Tap & Jazz 3:15-4:30	Just Dance 3:15-4:30	Twinkle Toes 3:00-3:45	Starlites Ballet & Tap 3:00-4:00	Twinkle Toes 2:45-3:30				Junior Jazz 2:30-3:30
4:30		Twinkle Toes 4:00-4:45	Mommies & Me 3:45-4:15			Starlites Ballet & Tap 3:45-4:45	Jades Ballet & Jazz 4:00-5:00		Mommies & Me 3:30-4:00	Starlites Ballet & Jazz 3:15-4:15		BREAK
5:00	Opals Ballet, Jazz & Tap 4:30-5:45	Junior 1 Ballet 4:45-5:45	Rubies Ballet, Tap & Jazz 4:15-5:30	Starlites Ballet & Tap 4:30-5:30	Rubies Ballet, Jazz & Acro 4:30-6:00	Jades Ballet, Tap & Jazz 4:45-6:00	Rubies Ballet, Tap & Jazz 5:00-6:15	Opals Ballet, Tap & Jazz 4:30-5:45	Jades Ballet & Tap 4:00-5:00	Twinkle Toes 4:15-5:00		Senior 1&2 Ballet 3:45-5:15 Strength, Flexibility & pointe - teacher's choice
5:30			Tap 2 5:30-6:15	Tap 1 5:30-6:15								Hip Hop 1&2 4:45-5:30
6:00	BREAK	Junior Jazz 5:45-6:45			BREAK			Privates Available				
6:30	Senior 1 Ballet 6:00-7:30 (with pointe)		Tap 3 6:15-7:15	Teen Jazz & Hip-Hop 6:15-7:30	Junior 2 Ballet & Beginner Point 6:15-7:45	Hip Hop 3 6:00-7:15	Senior 1&2 Ballet 6:15-7:45 (with pointe)	Teen Jazz & Hip-Hop 6:15-7:30	Just Dance 6:00-7:00	Diamond Ballet, Tap & Jazz 5-6:30 (must take twice a week)		
7:00		Privates Available										
7:30			Senior 2 Ballet 7:15-8:45 en pointe	Senior Jazz 7:30-8:30								
8:00	Senior Jazz 7:30-8:30											
8:30												

LEGEND - AGES & ABILITY

CLASS LEVEL	AGE
Mommies & Me	2½-4
Twinkle Toes	3 - 4
Starlites	4 - 5
Jades	5 - 7
Gems	case by case
Opals	6 - 9
Rubies	7 - 10
Diamonds	case by case
Company	9+ audition
Jr Company	10-13
Sr Company	12-18

Classes						
Age	Level	Day/Time	Class	Studio		
2½-4	Mommies & Me	Tuesday 3:45-4:15	Mommies & Me Ballet	A		
		Wednesday 10:10:45	Mommies & Me Ballet	A		
		Friday 3:30-4:00	Mommies & Me Ballet	A		
		Saturday 9:00-9:30	Mommies & Me Ballet	B		
		Saturday 9:30-10:00	Mommies & Me Ballet	A		
3-4	Twinkle Toes	Monday 2-2:45	Twinkle Toes	A		
		Monday 4-4:45	Twinkle Toes	B		
		Tuesday 3-3:45	Twinkle Toes	A		
		Wednesday 3-3:45	Twinkle Toes	B		
		Thursday 2:45-3:30	Twinkle Toes	B		
		Friday 4:15-5	Twinkle Toes	B		
		Saturday 10:00-10:45	Twinkle Toes	A		
		Saturday 9:30-10:15	Twinkle Toes	B		
		4-5	Starlites	Monday 3-4	Starlites Ballet & Jazz	B
Tuesday 4:30-5:30	Starlites Ballet & Tap	B				
Wednesday 1:30-2:30	Starlites Ballet & Jazz	A				
Wednesday 3:45-4:45	Starlites Ballet & Tap	B				
Thursday 3:00-4:00	Starlites Ballet & Tap	A				
Thursday 3:30-4:30	Starlites Ballet & Jazz	B				
Friday 3:15-4:15	Starlites Ballet & Jazz	B				
Saturday 10:15-11:15	Starlites Ballet & Tap	B				
Saturday 12:30-1:30	Starlites Ballet & Jazz	B				
5-7	Jades	Wednesday 4:45-6	Jades Ballet, Jazz & Tap	B		
		Thursday 4:00-5:00	Jades Ballet & Jazz	A		
		Friday 4:00-5:00	Jades Ballet & Tap	A		
approval	Gems	Saturday 11:15-12:30	Jades Ballet, Tap & Jazz	A		
6-9	Opals	Monday 3:15-4:30	Gems Ballet, Jazz & Tap	A		
		Monday 4:30-5:45	Opals Ballet, Jazz & Acro	A		
		Tuesday 3:15-4:30	Opals Ballet, Tap & Jazz	B		
		Thursday 4:30-5:45	Opals Ballet, Tap & Jazz	B		
8-10	Rubies	Saturday 11-12:15	Opals Ballet, Tap & Jazz	A		
		Tuesday 4:15-5:30	Rubies Ballet, Jazz & Tap	A		
		Wednesday 4:30-6:00	Rubies Ballet, Jazz & Acro	A		
		Thursday 5:00-6:15	Rubies Ballet, Jazz & Tap	A		
audition	Diamonds	Saturday 1:30-2:45	Rubies Ballet, Tap & Jazz	B		
		Friday 5:00-6:30	Diamonds Ballet, Tap & Jazz	B		
		10-13	Jr. Company	Monday 4:45-5:45	Junior Co. Ballet 1	B
		Monday 5:45-6:45		Junior Jazz	B	
Wednesday 6:15-7:45	Junior Co. Ballet 2 (Beginning Pte)	A				
12-18	Sr. Company	Saturday 1:30-2:30	Junior Co. Ballet 2	A		
		Saturday 2:30-3:30	Junior Co. Jazz	A		
		Monday 6:00-7:30	Senior Ballet 1 & Pointe	A		
		Monday 7:30-8:30	Senior Jazz	A		
		Tuesday 7:15-8:45	Senior Ballet 2 & Pointe	A		
		Tuesday 7:30-8:30	Senior Jazz	B		
		Thursday 6:15-7:45	Senior Ballet 1&2 Ballet & Pointe	A		
		Thursday 7:45-9:00	Senior Jazz	A		
Saturday 2:45-3:45	Senior Modern	B				
Saturday 3:45-5:15	Senior Ballet 1&2 Ballet & Pointe	A				
Saturday 3:45-4:45	Senior Jazz	B				

Senior Jazz is open to all Senior company dancers

Private Lessons - When a child is behind or has missed some classes, it is recommended that he/she take privates to catch up. When the studio is empty, there are private lessons available. Pricing for private lessons starts at \$95 per hour.

Birthdays - The studio is available for rent when classes are not running. We also offer dance birthday parties for girls and boys which can be held at the studio or a location of your choosing. Please enquire at reception for details or call 6479 0304.

Classes				
Age	Level	Day/Time	Class	Studio
4-7	JUST DANCE	Wednesday 3:15-4:30	JUST DANCE - Jazz/Hiphop ETC	A
8-10	JUST DANCE	Friday 6:00-7:00	JUST DANCE - Jazz/Hiphop ETC	A
9-18	Tap	Tuesday 5:30-6:15	Tap 1	B
		Tuesday 5:30-6:15	Tap 2	A
		Tuesday 6:15-7:15	Tap 3	A
9-18	Hip Hop	Tuesday 5:15-7:30	Teen Jazz & Hip-Hop	B
		Wednesday 6:00-7:15	Hip Hop 3	B
		Thursday 7:15-7:30	Teen Jazz & Hip-Hop	
		Saturday 4:45-5:30	Hip-Hop 1 & 2	B

Administration Fee - \$20

Late payments and bounced cheques will incur an administration fee.

Changing Classes

We try to accommodate requests to change classes during a semester. A \$25 change fee may be charged. We do not charge if the change is recommended by the teacher.

Holidays for Semesters 1 & 2 (studio closed on all these dates):

Hari Raya Puasa Aug 30, Deepavali Oct 26, Hari Raya Haji Nov 6-7, Nov 24 Teacher break/Thanksgiving, Jan 23-24 Chinese New Year, Apr 4-8 Easter Break, May 1 Labor Day, May 6-7 Vesak Day, Sun May 1 & Mon May 2, Vesak Day Tues May 17, May 30-Jun 1 Recital Rehearsal, Jun 2 Recital

Parents Watch' Week in Semester 1 & 2

Sunday 24th of October thru Saturday 30th of October

Sunday 6th of March thru Saturday 12th of March

PRICING

Class Prices Semester 1 (Fri Aug 19th - Thurs 15th Dec):	Class Prices Semester 2 (Mon 16th Jan - Wed 30th May):
30 & 45 mins \$432	30 & 45 mins \$486
60 mins \$512	60 mins \$576
75 mins \$608	75 mins \$684
90 mins \$640	90 mins \$720
120 mins \$800	120 mins \$900
240 mins \$960	240 mins \$1,080
300 mins \$1,120	300 mins \$1,260

Sibling Discount - 5% Sibling Discount applies to siblings with the cheaper tuition. It does not apply to company performance classes, basics for tap or registration fees.

Refunds - Two weeks written notice is required if you are dropping a class. Please note that refunds will not be given for withdrawal during the last month of the semester.

Recital - Recital fees will only be refunded if written notice of withdrawal is given before the cut-off date for signing up. Costume fees will only be refunded if the studio has not incurred charges and an administration fee will apply.

Make-up Classes - Make-up classes can be taken for illness/family emergency if prior notice of absence has been given. Make-up classes must be taken in the same semester as the classes that were missed and not more than two make-ups are allowed per semester. No make-up classes are allowed during the last 4 weeks of the term. NO EXCEPTIONS!

Our full terms and conditions can be viewed on the website or studio notice board and you are welcome to ask for a copy.

Tanglin Arts Studio of Dance, 100 Turf Club Road, #01-02, Horsecity Block K, Singapore 287992 Phone 6479 0304
www.tanglinartsdancestudio.com

Tanglin Arts Studio 2011-2012 Calendar



W Studio closed
W Special Day

August 11

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 11

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 11

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 11

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 12

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 12

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 12

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 12

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 12

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Important dates:

Term 1

August 15-18	Registration at Studio (10am till 2pm)
August 19	First Day of Class
August 21	Open House—meet the teachers
August 28	Company Auditions
August 30	*Studio Closed for Hari Raya Puasa*
September 23-29	Parent Watch Week
October 26	*Studio Closed for Deepavali*
November 6-7	*Studio Closed for Hari Raya Haji*
November 19	Nutcracker Rehearsal
November 20	Nutcracker Performance
November 24	*Studio Closed for Thanksgiving*
December 2-8	*Bring a friend week*
December 15	Last Day of Classes

Term 2

January 16	First Day of Classes
January 23-24	*Studio Closed for Chinese New Year *
March 4-10	Parent Watch Week
April 4-8	Easter Break
May 1	*Studio Closed for Labour Day*
May 6-7	*Studio Closed for Vesak Day*
May 29	Last Day of Classes
May 30-June 1	Recital Dress Rehearsal
June 2	Recital Performance
June	Summer Classes and Camps (TBA)

www.tanglinartsdancestudio.com

+65 6479 0304

happyfeetsingapore@yahoo.com

100 Turf Club Road

Horsecity 01-02 Blk K

Singapore 287992

Registration Form 2011/2012 - for CHILDREN

A registration form must be completed for all students and (signed and dated). Please ensure you provide emergency contact details. The registration fee (\$30/child) and tuition for the semester are due when you enroll your child. If you start part way through a semester, tuition will be pro-rated. Cheques are payable to TANGLIN ARTS STUDIO PTE. LTD. . We often contact parents via e-mail so please provide your e-mail address. Thank you.

Parent's First Name: _____ Parent's Family Name: _____

Address: _____

Zip/Postal: _____ Home Phone #: _____ Hand Phone #: _____

E-mail Address: _____

Emergency Contact Name: _____ Emergency Phone #: _____

(e.g. father, friend, helper)

Student(s)

1—Name: _____

1—Date of Birth (DD/MM/YY): ____ / ____ / ____

1—School Name: _____

1—Dance Class(es) Day & Time:

Class Name	Day	Time

2—Name: _____

2—Date of Birth (DD/MM/YY): ____ / ____ / ____

2—School Name: _____

2—Dance Class(es) Day & Time:

Class Name	Day	Time

Please list any medical conditions, medication, allergies, etc: _____

How did you hear about us? Friend ___ Website ___ Magazine ___ Other ___

- Tuition is due regardless of attendance. Make-up classes may be possible if advance notice of absence is given for illness or a death in the family. There is a maximum of two make-ups per term for each student.
- Tuition is due when you enroll your child and no later than the first lesson of each semester to avoid a late fee of \$15. Places cannot be held for students unless the tuition fees have been paid in full. Two weeks written notice is required if you are dropping a class (by e-mail is preferred).
- This form enrolls your child(ren) for the August 2011 and January 2012 semesters and fees will be due for the second semester unless you inform us in writing before the start of the semester that you do not wish to continue.
- There is a \$30 recital fee per student and an additional fee for costumes that will be yours to keep (fees assessed in February). All accounts must be paid in full in order for your child to participate in the annual recital.
- Please ask for a copy of our full terms & conditions or refer to the website as they apply to all students attending classes.

I agree to the terms and conditions and I am aware of the tuition policy. I understand the monetary obligations associated with my child(ren)s class(es) and accept my responsibility to pay.

I understand that my child(ren) will be participating in an active program and there is always a risk of accident and if necessary, I authorize Tanglin Arts Studio Pte. Ltd. to obtain emergency treatment on my child's behalf. I further release Tanglin Arts Studio Pte. Ltd. from all liabilities for injuries, property loss or damage.

Signature: _____ Date: _____

Please turn in this form with your payment

For office use only: N ___ CK ___ Cash ___ Date ___

Tanglin Arts Studio Terms & Conditions for the 2011-12 Session

Some of our terms and conditions apply to children only and some apply to adults only – this is indicated in brackets after the section heading. All other sections apply to both adults and children.

Tuition Fees (Children)

- Tuition for children's classes is charged per term and is due before the first class of the term. If you join part way through a term the price will be pro-rated but the fees must be settled before the first class. We do offer a 'walk-up' fee of \$40 per hour but places cannot be guaranteed for walk-up students.
- There is an annual, non-refundable registration fee of \$ 30 per child and is due at time of registration. This registers a student for an entire season, Aug-May.
- 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 attempt 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.

Discounts (Children)

- A sibling discount is offered for those families who have more than one child attending classes. The student with the most expensive tuition charge pays full price. Siblings will be entitled to 5% off their tuition charges.

Trial Classes (Children)

- Children are allowed to try class at a charge of \$30 per class provided space is available in that particular class. This fee is payable at the start of the class.
- When booking a trial class, we require your name, your child's name and a contact telephone number.

Registration (Children)

- A registration form must be completed, signed and dated by the parent or guardian for all children attending classes. We need the parent's name, address and contact telephone numbers in case of emergency. Your details will not be disclosed to any parties outside of Tanglin Arts Studio.
- Your child's place in the class will be confirmed when we receive your completed and signed registration form, registration fee and tuition payment for the term. Please be aware that some classes are very popular and may already be closed for registration when we receive your check.
- If your child has any allergies or medical conditions, please answer 'Yes' to the question 'Does your child have allergies or medical conditions that we should be aware of?' and then write the details on the back of the form. When registering more than one child on the same form, please ensure it is clear which child the medical information applies to.

Make-up Classes (Children)

- 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. Please send us an e-mail **in advance** to let us know that your child cannot attend their usual class and give your preferred class day and time, with a second choice as well, to do a make-up. Make-up classes are only made available to students who give notice of their absence.
 2. When arriving for the class let both the office staff and the teacher know that your child is doing a make-up.
 3. If you book a make-up and are subsequently unable to attend, this class will be counted as your makeup unless you inform us **in advance** of your absence.
- Make-up classes must be taken in the same term as the class that was missed.
- Students are restricted to only two make-up classes per term.

Dropping a Class (Children)

- If your child wants to drop a class please inform us in writing (by e-mail is fine). We require two weeks notice and will refund your fees on a pro-rated basis from the date two weeks after your notice is given.

Class Etiquette (Children)

- Please ensure you are punctual to class. Being late to class is disruptive both for your child, the teacher and other students.
- 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 either by leaving a message with the office staff.
- Do not wear outdoor shoes inside the studios.
- Please 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 let their teacher know if they are going to the toilet.
- 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 or play with the water. The office area is 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 or grand -parent) 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. If you are running late, call the studio so that we can reassure your child 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.
- Shelves 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 generally allowed in the classes to watch. From our experience, children learn better when their parents or caregivers are not in the classroom. However, we have two weeks a year allocated for Parents' Watch Weeks, when parents are allowed in to watch their children. Check the 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.

Making Your Payment

- We accept cash, cheque or NETS payments. Cheques should be made payable to **TANGLIN ARTS STUDIO**. Bounced cheques will incur an administration charge of \$30 and you will be asked to settle the bill by cash or NETS.
- Cheque payments can be mailed to Tanglin Arts Studio, 100 Turf Club Road, #01-02 Horse City, Block K, Singapore 287992 or handed to someone in the office of the studio.
- Cash and NETS payments should be made in person during office hours.
- Please ensure you get a receipt for all transactions and keep this for your records.
- Tanglin Arts Studio reserves the right to refuse service.

What to Wear

Mommies & Me Ballet

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

All other Ballet Classes

Solid colour leotard and ballet shoes (pink shoes for girls, black or white shoes for boys).

Tap

Black tap shoes are required.

Jazz/ Acrodance

Comfortable attire (no jeans or bulky shirts). Jazz shoes or dance sneakers are optional.

Dance Recital

- Tanglin Arts Studio holds a dance recital every year in which students can choose to take part. Mommies & Me students do not participate in the recital.
- There will be a recital fee which covers the cost of putting on the show, e.g. venue hire, stage technicians, etc. In addition, there will be a charge for costumes. Costumes will only be ordered once payment has been received for recital fee and costumes. The costumes will be yours to keep.
- Students who wish to take part in the recital must be able to attend classes regularly and attend the dress rehearsal. Students who are unable to attend the dress rehearsal will not be allowed to take part.
- Students who are not taking part in the recital will still be able to participate fully in their classes. It is normal practice to learn a dance routine in class, regardless of whether or not a recital is taking place.

Timetable Changes

Classes may be removed from the schedule if there are not enough students enrolled. We shall make every effort to offer a suitable alternative should this be necessary.

Cancellation Policy

- It may occasionally be necessary for Tanglin Arts Studio to cancel a class if a teacher is unexpectedly called away and a suitable replacement cannot be found. If this happens we shall make every effort to contact you using the information you have supplied on your registration form. Please ensure you keep your details up to date – inform our office if you have any email, postal address or phone number changes.
- In the event of cancellation of children's classes by Tanglin Arts Studio, your account will be credited for the cancelled classes or a make-up will be offered.
- Tanglin Arts Studio reserves the right to substitute a teacher at any time.
- In the event of an unforeseen absence of a teacher (due to an emergency, illness, etc.) we may choose to combine classes or start subsequent classes slightly later to accommodate all students as fairly as possible.