

# WELCOME TO Cumming Dance Academy!



**Everything you need to know is waiting inside your Parent Portal via our website!**

**Login at: [www.cummingdanceacademy.com](http://www.cummingdanceacademy.com)**

Visit our website & download your  
CDA Parent Success Kit which includes:

- CDA's Info To Know FAQ Sheet
- Autopay Sign Up Forms & Online Payment Information
- Dress Code
- Studio Calendar of Events

Your Parent Portal  
gives you access to:

- Holiday Show Information & Sign Up
- Join CDA's REMIND ME
- Review your class schedule
- Add Classes to your schedule & sign up for events
- Online payment of tuition & fees

\*Holiday sign up details  
on back of this card.

**Through the Parent Portal, you have 24 hour access to your account!**

We keep you informed throughout the season, here's how!

- We constantly update our website with news & events.
- We send out weekly emails detailing all important dates, events, and deadlines. *Be sure you have us saved as a contact so your emails don't go to your SPAM account!*
- We provide information monitors in each location lobby displaying all important dates, events, and deadlines.
- We update our social media sites daily with news & events.
- We have an office staff on hand in our main location office available for 6 days a week during our scheduled office hours.

Meet our Office Staff:

**Niki J. Watkins, Owner/Artistic Director**  
niki@cummingdanceacademy.com

**Donna Hyder, Office Manager**  
office@cummingdanceacademy.com

**Terry Fort-Bartlett, Fees & Billing Manager**  
terryatcda@yahoo.com

**Sara Shelton, Registrations**  
sara@cummingdanceacademy.com

Follow us on social media:



facebook.com/cummingdanceacademy  
@danceatcda #cudadance

# CDA's 17th Annual Holiday Celebration performance!

Here's how you register your dancer to perform!



CDA is planning to hold our 17th annual performances (with safety procedures in place) as we normally would. We will be changing procedures and seating in the theater that will accommodate social distancing and safety for our families.

**WHEN:** Dec. 1-6, 2020. Specific show dates & times for your dancer will be released on or before Nov. 1, 2020.

Please be available to perform at any of the dates listed. Your specific show date cannot be determined until after all the dancers have signed up. Should you not be able to perform on the given date, you may withdraw from the performance by Nov. 5th for a full refund on pre-paid fees.

**WHERE:** West Forsyth High School Performing Arts Center (4155 Drew Rd, Cumming, GA)

**COST:** \$70.00 Performance Fee This fee includes one FREE costume rental for one dance. Additional costume rental fees for additional dances: \$35.00 each.

**DEADLINE:** Oct. 10, 2020. Those who sign up after the deadline will be charged an additional \$40.00 late sign-up fee. Due to the time sensitive planning of the event and the need for numbers attending, we require a deadline.

## To sign up your dancer to perform, follow the steps below:

- Log into your parent portal account: [www.cummingdanceacademy.com](http://www.cummingdanceacademy.com)
- Choose the EVENT REGISTRATION tab in the Parent Portal and select EVENT CALENDAR to register.
- Scroll to December 1st on the calendar and select the link for the number of classes your dancer will perform with in this year's show.



**When signing up multiple dancers, you will need to do a separate registration for each one.**



## CDA Fee Schedule for 2020-2021 Dance Season

*Sign up for CDA's Auto Pay & never miss a payment or deadline!*

<u>Fee</u>	<u>Due Date</u>	<u>Notes/Description</u>
August Tuition	PAID	All August tuition is pre-paid at the time of registration.
September Tuition	9/1/20	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
Performance Group	9/1/20	If your dancer is signing up to participate in a Performance Group, fees are due.
October Tuition	10/1/20	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
Holiday Show Performer Fees	10/13/20	All fees for those performing in the Holiday Celebration performances are due.
November Tuition	11/1/20	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
December Tuition	12/1/20	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
June Costume Order Fees	12/10/20	Custom costumes are ordered for our May performance. These are costumes that are yours to keep and are custom made for your dancer.
January Tuition	1/1/21	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
February Tuition	2/1/21	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
March Tuition	3/1/21	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
April Tuition	4/1/21	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.
June Performance Fee	4/1/21	Performance Fee due for all those performing in the end of season shows. \$70.00 per family.
May Tuition	5/1/21	Tuition is due by the 10th. On the 11th, a Late Fee is assessed to all overdue accounts.

\*These fees are based on the basic dance class season. Additional participation in optional events, performance groups, etc. may have additional costs not listed.

CDA offers 37 weeks of class during the season. Tuition covers 35 weeks of class building in two extra weeks of class for free. In the case of inclement weather or unexpected closings, no make-up classes are needed.

**Billing & Fee Manager: Terry Fort-Bartlett [terryatcda@yahoo.com](mailto:terryatcda@yahoo.com)**

## How do I stay connected with CDA and not miss anything?

- ◆ **Check your email!** Our #1 form of communication is via email. We send out weekly emails every Monday/Tuesday. If you are not receiving them, let us know asap so we can get you added to the list. We send everything you need to know in the weekly email.
- ◆ **Check our website!** Our website is constantly updated with studio information. There is a full page dedicated to parents of dancers to provide you with all needed information.
- ◆ **Sign up for our Remind Text program!** We'll send out important dates and information only. You will not receive spam or advertisements from us. Only reminders about event sign ups and due dates. [remind.com/join/dancecda](http://remind.com/join/dancecda)
- ◆ **Monthly Newsletters!** At the beginning of each month, your dancer will bring home a paper copy of our monthly newsletter with tons of great information. You can also always find it on our Current News page on our website!
- ◆ **Check our social media!** Anything going on at the studio is also posted on our social media. Follow us on FB, Instagram, and Twitter to stay up to date (and see familiar faces!)

## Studio Calendar 2020-2021 Season

August 10, 2020	First Day of Classes
August 15, 2020	Online Registration for Performance Groups
September 7, 2020	CDA Closed – Labor Day
September 14-19, 2020	Bring a Friend Week
Sept 24-28, 2020	Fall Break – No Classes – D <sup>3</sup> ville
September 21-26, 2020	Fall Break -No Classes - Cumming
September 28 – October 3, 2020	Costume Measurement Week
October 5, 2020	Begin Holiday Show Choreography
October 10, 2020	Holiday Celebration Sign Up Due
November 1, 2020	Last Deadline to Accept Late Holiday Celebration Sign-Ups
TBA	Online Ticket Pre-Sales for Holiday Show General Public Ticket Sales
November 16-21, 2020	Holiday Celebration Costume Week
November 23-28, 2020	CDA Closed for Thanksgiving Holiday
November 30 – December 6, 2020	Holiday Celebration Rehearsals and Performances
December 10, 2020	May Costume Fee Due
December 7-12, 2020	Bring A Friend Week
December 21, 2020 – January 2, 2021	CDA Closed for Winter Break
January 4, 2021	Classes Resume
January 11-16, 2021	Bring A Friend Week
February 8 - 13, 2021	Wacky Tacky Week
February 15-20, 2021	Pajama Week
February 22-27, 2021	CDA Spirit Week
March 1, 2021	May Performance Choreography Begins
March 22, 2021	CDA Fall Schedule Released May Performance Fee Due
April 1, 2021	CDA Closed for Spring Break
April 5-10, 2021	In House Registration Begins Online At 3:00pm
April 17, 2021	Open Registration Begins
May 1, 2021	Online Ticket Pre-Sales for June Show General Public Ticket Sales
TBA	May Costume Week
May 3-8, 2021	Costume Picture Week
May 10-15, 2021	Last Day of Classes
May 29, 2021	End of Year Rehearsals and Performances
June 1-6, 2021	

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## Meet Our Office Staff

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niki@cummingdanceacademy.com

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office@cummingdanceacademy.com

Terry Fort-Bartlett, Fees & Billing  
terryatcda@yahoo.com

Sara Shelton, Registrations  
sara@cummingdanceacademy.com

Office Admin & Instructor Email  
info@cummingdanceacademy.com

# 770-781-4922

# Studio Safety Procedures



## YOUR DANCER'S SAFETY IS OUR TOP PRIORITY!

### CDA now has air purifying iWave units installed at every location!

*(See next page for details on our iWave unit system! They have now been proven to reduce Corona Virus!)*

- ◆ Dancer's temperature will be taken upon entrance into the dance studio room by their instructor. They will also be sanitized at this time. See below information on waivers that must be turned in from each dancer before participation.
- ◆ Restrooms and studio rooms will be wiped down after each use. For those students coming in for just one class, please encourage them to use the restroom at home before coming to CDA.
- ◆ All lobbies are closed.
- ◆ Water fountains are closed. Please send a labeled water bottle with your dancer.
- ◆ Masks are optional. (Please remember they are children. If you require your child to wear a mask, note that it will be the child's responsibility to keep the mask on throughout the class. Doctors have recommended you not wear masks while exercising.)
- ◆ When possible, all external doors will remain open at all times to allow fresh air inside.
- ◆ Your dancer must have a signed and completed waiver turned in for them prior to attending class. Dancers can bring the waiver on the first day of dance class. (Waiver can be found online or can be printed at the end of this document.)
- ◆ Studio rooms will have squares taped off 6 feet for dancers to stand in. Each dancer will have their own box to dance in for social distancing.



### WHO SHOULD NOT COME TO IN-STUDIO DANCE CLASS:

- ◆ Any dancer feeling ill should stay home. (Fever, coughing, sneezing, shortness of breath, runny nose, or has been sick within the last 72 hours).
- ◆ Any dancer living with a family member who is ill should stay home.
- ◆ Anyone who has been ill, has been around anyone who is ill, or thinks they may be at high risk for being ill. Please stay home.
- ◆ If someone in your household works in healthcare, they must NOT have been caring for COVID-19 patients for a period of four weeks before you are allowed to attend class in studio.
- ◆ Anyone who feels they cannot comply with all procedures should also stay home.

### DANCER DROP OFF & PICK UP:

- ◆ CDA lobbies will be closed. Please do not arrive early. You will not be allowed to wait inside the studio lobby.
- ◆ Your dancer needs to walk into the studio at the time their class is to begin. We can not allow congregating in the studio lobby between classes.
- ◆ Parents may walk younger dancers into the studio room and then must return to their car. We ask you to physically pull out of the parking lot so that others may pull in to drop off. We don't have enough parking spaces for everyone to sit in their cars. We typically have 3 studio rooms of dancers going on at one time. Please do not wait in the parking lot in your car. Thank you for your consideration of others dropping off.
- ◆ Your dancer must turn in a signed waiver before attending class. Dancers can hand waivers to the instructor during drop off.

### ADVANCED DANCERS!

- ◆ Dancers will enter through the front entrance and go directly to their studio room. No congregating in the lobby.
- ◆ Dancers must arrive on time and not early as they will not be allowed to gather in the lobby.
- ◆ Dancers will spread their dance bags and belongings out along the studio walls—separating their items by a minimum of 3 feet.
- ◆ Dancers who do not drive themselves will be dismissed in a separated line at the front door to wait for their ride.
- ◆ Parents, please be on time and note which exit your dancer will be leaving. Class times may be adjusted for transitions.
- ◆ Dancers who drive themselves: please maintain social distancing in the parking lot.
- ◆ "Pick Up": Dancers will be released one by one from the teacher out of the classroom. Please be standing (socially distanced) from others to retrieve your dancer.

### WHAT ARE MY OPTIONS IF I AM NOT READY TO SEND MY DANCER IN THE STUDIO?

- ◆ Dancers have the option of taking virtual classes online.
- ◆ We have a schedule of virtual-only classes that are tailored directly for the at home student. You can find the schedule for the virtual-only classes on our Schedules page via our website.
- ◆ For dancers 6th grade and up, we offer the opportunity to participate in the live, in-studio class virtually from home. Those classes that are held in the studio will also have the access of joining in from home as the class is live. Please specify on your registration or contact our office directly if you would like to participate virtually.


*Continue to the next page for more information.*

## CDA TAKES THE SAFETY OF OUR DANCERS TO THE NEXT LEVEL!

We have installed top of the line hospital grade, germ fighting, air purifiers in each of our 3 locations. These germ fighting units have now been proven to reduce the Corona Virus. See Below! Every AC unit we have, has a iWave purifier. Our commitment to providing a safe and clean atmosphere so that our dancers can continue to do what they love is steadfast.

# iWave AIR PURIFIERS

## PATHOGEN TEST RESULTS



**All tests were run using proprietary NPBI™ technology.**

**SARS-CoV-2 (Covid-19)**

TIME IN CHAMBER	<b>30 MINUTES</b>
RATE OF REDUCTION	<b>99.4%</b>

INNOVATIVE BIOANALYSIS

This test was run using the iWave-C (GPS-DM48-AC) in a test designed to mimic ionization conditions like that of a commercial aircraft's fuselage.

Based on viral titrations, it was determined that at 10 minutes, 84.2% of the virus was inactivated. At 15 minutes, 92.6% of the virus was inactivated, and at 30 minutes, 99.4% of the virus was inactivated.

**Human Coronavirus 229E**

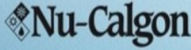
TIME IN CHAMBER	<b>60 MINUTES</b>
RATE OF REDUCTION	<b>90%</b>

ALG  
ANALYTICAL LAB GROUP

This test was run in a test chamber in a lab setting with the Nu-Calgon iWave-R Air Purifier P/N 4900-20.

A petri dish containing a pathogen is placed underneath a laboratory hood, then monitored to assess the pathogen's reactivity to Needle Point Bi-polar Ionization (NPBI) over time. This controlled environment allows for comparison across different types of pathogens.

iWave's Needle Point Bi-polar Ionization (NPBI) technology is used in a wide range of applications across diverse environmental conditions. Since locations will vary, clients should evaluate their individual application and environmental conditions when making an assessment regarding the technology's potential benefits.



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# Liability Release 2020



Cumming Dance Academy, Inc. parent, student, guest, employee, and or anyone that willingly sets foot in the facility at 419 Tribble Gap Road, 230 Elm Street, and/or 192 Dawson Village Way is doing so on their own volition, own power, and under no duress. If the student, parent, sibling, family member or guest shows signs of fever, or any respiratory illness, they will be kindly asked to leave immediately. Any business done with Cumming Dance Academy, Inc. is done so willingly and knowing that there are risk. Risks could include, but not limited to, injury, sickness, respiratory illness, and even death. If you are afraid of public places, please stay home. If you think you are sick, please stay home. If you are afraid or "at risk" for becoming sick or contracting a respiratory illness, please stay home.

I willingly understand the risks in participating in the events held at Cumming Dance Academy, Inc. I understand that my temperature or the temperature of my child may be taken prior to entering a Cumming Dance Academy facility. Temperatures of 99 degrees and above will be asked to wait outside the building.

Assumption of Risk - I agree to assume all risks associated with my child's participation in dance instruction, rehearsal, performances, and related activities. I release Cumming Dance Academy, Inc. officers, staff, owners, Nicole Jernigan-Watkins, and faculty of all injury, medical bills, damage to property, and loss of personal items occurring in or around the studio premises or at any functions held at other locations in connection with the dance classes in which the student is enrolled.

Risk of Injury / Stunts - I acknowledge that my child is physically able to safely participate in dance and physical related activities both on Cumming Dance Academy, Inc. premises and on any other locations where Cumming Dance Academy, Inc may be holding performances or demonstrations. I understand and acknowledge that there is risk of injury inherent in dance activities and that personal injury and/or damage of property may result during participation in dance and related activities.

Temp Release: I hereby give Cumming Dance Academy, Inc. permission to take the temperature of myself, my children, and any guest that arrive with me prior to entering the dance studio facility.

Dancer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian/Guest Printed Name: \_\_\_\_\_

Parent/Legal Guardian/Guest Signature: \_\_\_\_\_

# CDA Info To Know!

- **CDA has three locations available for dancers to take classes.**

Main (419 Tribble Gap Road), CDA II (230 Elm Street), CDA North (Dawsonville)

**TIP:** Use the Parent Portal to review your child's schedule and confirm at which location their classes will be held.

- **Monthly Tuition is due on the 1st and late after the 10th of each month.**

CDA offers check payments, the option to enroll in our AUTOPAY program, onsite payments when offices are open, and the option to pay at all times by logging into your Parent Portal. There is a \$15 Late Fee applied to all overdue accounts on the 11th.

**TIP:** Want to enroll in AutoPay for all your tuition and fees? Print the AutoPay form found on the [IMPORTANT FORMS](#) page via our website and drop it off at the desk. It's easy and stress free!

- **CDA follows Forsyth & Dawson County Schools schedule for all major holiday closings.**

(Thanksgiving, Christmas, Spring Break & Inclement Weather Days)

**TIP:** Follow us on Social Media (Twitter, Instagram, & Facebook) to make sure not to miss an announcement about closings or studio schedule changes.

- **CDA does two performances each year: a holiday show & end of year show.**

Information regarding these events are always posted on our website and sent out in our Parent emails.

**TIP:** Print our studio calendar (available online via our Important Forms page) to stay up to date on all show related deadlines and additional important dates to CDA! You can find the dates of our shows on our Important Forms page via our website.

- **Costumes: Holiday show costumes are rented from CDA. End of Season costumes are paid for and custom made for each student.**

Parents must measure their dancer for the custom ordered End of Season costumes in the fall in order for the costumes to be ordered.

**TIP:** Costume fees can be paid in full at the time they are due or can be broken up into multiple payments prior to the due date.

- **Check your email!**

We send out multiple emails alerting you to any news, deadlines, or upcoming events at CDA. You will have all the information you need in your email inbox—just be sure to read it!

**TIP:** Be sure CDA is added to your contact list so your informational emails do not go to your spam folder!

- **Class transfers, adds, drops, and withdrawals can be made throughout the year. A two-week notice (10 business days) prior to the beginning of the next month is required for all withdrawals in order to not be charged for the next month's tuition.**

All changes must be sent directly to the business office. Teachers are not allowed to make any changes.

*TIP: Is your dancer burned out or interested in a different class? Before dropping a class completely, have her take a trial class in another style! Trials can be set up through our office.*

- **Lobbies & Viewing windows.**

CDA offers convenient lobbies with viewing windows on the occasions that you may stay to observe your class. Every week is Parent Observation at CDA! For the dancers best interest, we encourage occasional visits as opposed to weekly visits.

*TIP: Running behind to pick up your dancer? Your dancer will be waiting inside the studio room as the next class begins until you arrive for pickup. No dancer will be released into the lobby or parking lot without supervision.*

- **CDA offers a very fair make up policy.**

Students can attend any of the other class times during the week at any location for a makeup class. Makeups can be scheduled through our office.

*TIP: CDA builds in two free classes a year to your schedule so that inclement weather days do not need to be made up by attending additional class. Should your dancer miss more than two days for inclement weather, a makeup session will be scheduled and released through our office.*

- **All dancers must comply with CDA's Dress Code.**

Hair must be pulled neatly back off the face in all classes and the correct shoes and attire must be worn. Questions about the Dress Code? You can download it from our Important Forms page via our website.

*TIP: Need new shoes, tights, or dancewear? Check out CDA's in-house boutique for all of your dancewear needs.*

- **CDA offers great incentives for dancers to work hard!**

CDA offers the "Superstar Award" and the "CDA Bucks" programs. "Superstar Awards" are handed out in weekly classes to students ages 3yr—5th grade. "CDA Bucks" are given to dancers ages 2nd grade and up and can be redeemed at the front desk, in the boutique or with the teacher for a special surprise.

*TIP: Both "Superstar Awards" and "CDA Bucks" will be handed out weekly throughout the season so each dancer has the opportunity to receive at least one over the course of the season.*