



July 4, 2008

Subject: Kris McCleery Partnering Billing System

The East York Skating Club will be continuing the billing system for **Weekly Partnering Lessons** with Kris McCleery. All lessons with Kris will be paid through the Club and will be managed by the Club Administrator, Diane Fukushima. It is a pre-paid system where the parents will be responsible for paying for lessons to the club prior to the start of any lessons with Kris. Below outlines in detail what is expected and the procedure for payment.

1. **Start Date of Lessons:** Weekly Partnering Lessons will begin: *Sunday, September 7th*
2. **Scheduling, Booking & Number of Lessons:** Skaters' **Weekly Partnering Lessons** will be booked through your coach. Please DO NOT contact the Partner or the Club Administrator to book your lessons. Please consult your coach regarding starting lessons and the number of lessons. Your coach will then submit a list to the Administrator, who will develop a schedule that will be posted within the first week of skating (in the Coaches Room & Club Office). Your coach will inform you of your lesson time. The number of lessons given to the skater will be based on the coach/skater request and the availability of the Partner.
3. **Fee: \$14.25** per lesson
4. **Minimum Payment Required:** Block of 5 lessons (i.e. **\$71.25**).
5. **Method of Payment:** Payment can be made by **CASH or CHEQUE**. Cheques are made payable to **EAST YORK SKATING CLUB**. (DO NOT make cheques payable to Kris.) Starting this season you may pay for weekly partnering lessons by **VISA or DEBIT**.
6. **Payments** must be received prior to the start of any lessons. Starting the season you will have until **Sunday, September 16th** to make the first payment. You may send your first payment with your Winter Application. You may pay by **VISA** or cheque. If you are paying by **VISA** please be sure to indicate this on the **VISA PAYMENT FORM**. If payment is not received by September 16th lessons will stop. Payments can be made in the Club Office or in the Club Mail Box. (*Located at the top of the stairs leading to the dressing room level.*)
7. **Continuation of Lessons:** For lessons to continue, the next block of lessons must be purchased before the previous payment has run out. It will be your responsibility to keep track of when your current block of lessons have run out. The Partner will also notify the skater when the lessons remaining have reached less than 2. If payment is not received the **LESSONS WILL BE STOPPED** until fees have been paid.
8. **Test Day Partnering & Fees Test Fees:** Payment for **Test Day Partnering** is separate from your payments for Weekly Partnering Lessons and will be paid when you pay for your test fees. There is a separate fee schedule for Test Day Partnering (listed below). Add on the appropriate Test Day Partnering Fee to each dance test being tried.

Dance Level:	Test Day Partnering Fee		*Dance Test Fee		TOTAL FEES DUE ON TEST DAY
i) Preliminary Dances	\$11	+	\$15	=	\$26
ii) Junior Bronze Dances	\$12	+	\$15	=	\$27
iii) Senior Bronze Dances	\$13	+	\$15	=	\$28
iv) Junior Silver Dances	\$14	+	\$15	=	\$29
v) Senior Silver Dances	\$15	+	\$15	=	\$30
vi) Gold Dances	\$16	+	\$15	=	\$31

9. **Cancellation policy:** If you are going to miss your lesson you must call the Coaches Room Line @ 416-396-2879 before 4 pm the day of your lesson. You will be charged for your lesson if you have not phoned ahead of time to cancel your lesson. You will not be charged if Kris can fill the lesson with another skater.
10. **Any fees left over from the previous season (winter &/or spring) will be carried over to the next season.** Any refunds for fees remaining must be requested before the end of the skating season. Otherwise fees left over will automatically be carried over to the next season. A detailed invoice will be sent out with the summer mailing package for any fees due that have not been paid by the end of skating session.

There will be a **"Partnering Record"** Binder in the office that will have a record of weekly partnering lessons given and payments made for each skater. If you have any questions regarding your partnering account you may go to the office and consult the binder. If you have any questions regarding this system please contact the Club Administrator: Diane Fukushima at the Club (416-396-2872) and leave a message.