



Cotillion in Town 2018-2019 Information Package

Cotillion in Town is a parent-run program for students in Grades 6, 7, 8, 9 (11 to 14 years old in September). With students from global backgrounds and across many International Schools in Hong Kong, our program teaches etiquette, cultural distinctions and select social dances (Jive, Waltz, Scottish Reels, Tango and others) in a fun social atmosphere. The program is entering its seventh year and continues to help teenagers build confidence in a formal atmosphere.

Venue:

Cotillion in Town's dance and etiquette classes take place at the American Club Town Club in Exchange Square, Central, with several special events including Etiquette Night, Parents' Night and our Year End Formal held at the American Club Vista Ballroom in Tai Tam and other easy to reach locations.

Format:

Twelve to fourteen evening sessions are held over the course of the year. Participants are grouped by age into three categories, with approximately 40 to 48 students per class.

- **Town Club Dance Classes** – The majority of our sessions follow this format. With staggered start times, each group attends a 2-hour session (excluding registration) at the American Club Town Club: 1 ½ hour dance class, and a short sit-down dinner where we review social etiquette and table manners from different cultures (American, European, Chinese, and other Asian countries)
- **Parent's Night** – This evening follows our regular Town Club format and offers parents the opportunity to watch a Cotillion in Town session. Parents will need to make some level of volunteer commitment to receive an invitation to this evening. Due to space considerations, this event will be held at the American Club Tai Tam.
- **Etiquette Evening** – All age groups jointly attend a dinner that reviews all key points of continental dining and modern social etiquette. The evening includes dinner and ends with 'free' dance. Due to space considerations and calendar restrictions, the location for this event will be announced at a later date.
- **Chinese Banquet** - All age groups jointly attend a formal Chinese dinner with dance instruction. In an effort to make this year's event more authentic, the evening may be held at a new location to be announced in due course.

Format (cont.):

- **Bollywood Night** – Introduced to our calendar last year, this highly popular evening will feature an extended Indian meal and an opportunity to learn traditional Indian dance along with our usual social dances in the larger Tai Tam ballroom. More details will follow in the Fall. This special event will be held at the American Club Tai Tam.
- **Spring Formal** – All age groups jointly attend a formal dinner and dance at the Tai Tam American Club Vista Ballroom.

Timing:

Timing	Early Birds	Night Owls	Midnight Swans
	Grade 6/Year 7	Grade 7/Year 8	Grade 8&9/Year 9&10
8-9 Regular Classes	5:15 pm – 7:30 pm	6:45 pm – 9:00 pm	7:30 pm – 10:00 pm
Etiquette Night	5:00 pm to 10:00 pm (Time TBC closer to the program date)		
Special Events & Year-End Formal	5:00 pm to 10:30 pm (Time TBC closer to the program date)		

Dates:

All sessions take place on Saturday evenings. Our tentative schedule, below, includes at least 12 Cotillion sessions. Dates will be confirmed prior to the summer holidays.

<u>Session:</u>	<u>Date:</u>	<u>Venue:</u>
(1)	September 22, 2018 – Etiquette Night	Location To Be Announced
(2)	November 10, 2018	American Club Town Club
(3)	November 17, 2018	American Club Town Club
(4)	December 8, 2018	American Club Town Club
(5)	January 12, 2019	American Club Town Club
(6)	January 19, 2019	American Club Town Club
(7)	January 26, 2019 - Bollywood Night	American Club Tai Tam
(8)	February 16, 2019 – CNY Banquet	Location To Be Announced
(9)	February 23, 2019 – Parents' Night	American Club Tai Tam
(10)	March 02, 2019	American Club Town Club
(11)	March 16, 2019	American Club Town Club
(12)	March 23, 2019	American Club Town Club
(13)	May 04, 2019	American Club Town Club
(14)	May 11, 2019 - SPRING FORMAL	American Club Tai Tam

Cotillion in Town hosts children from many of Hong Kong's schools. While we endeavor to accommodate all school holidays and calendars, inevitably conflicts arise. If you know of a conflict with your child's school calendar, please inform us as soon as possible. All 2018-19 school calendars are now available either online or by contacting your school's reception.

Attendance:

If your child elects to join Cotillion in Town, he or she is expected to attend EACH of the above sessions. Attendance at Etiquette Night and the Formal is mandatory. Commitment from each participant is essential to ensure the consistency of the program. Class participants are matched to ensure an even number of boys and girls in each class. Absences substantially impact each session as an imbalance in participants affects dancing and dining partners.

If your child cannot attend a session, early notification is requested so that we can balance the class. An email to the patron as far in advance as possible is appreciated, followed by a reminder one week prior to the absence. A handwritten note or email of apology sent by the student to the head patron for their class is expected following any absence and is an important part of our social etiquette.

Given the importance of attendance, the Committee will contact the parents of any participant with more than two absences to review the circumstances and consider further participation. Failure to attend Etiquette Night or the Formal may result in the child losing his/her priority for the following year.

Unfortunately, refunds will not be provided if your child needs to withdraw from the program once it begins.

Dance Classes:

Children are taught the steps to seven different dances and three Scottish Reels during our season culminating in the ability to show off their knowledge at our Spring Formal. Mr. Antony Miles, a professional dance instructor from the UK, has been teaching children to dance for many years with the Cotillion in Town. He is assisted by dance instructors who have graduated from our Cotillion in Town program.

Dress Code:

Boys: suit or slacks and a blazer, shirt, tie, dark socks and leather soled dress shoes are required for 11 dance classes. *For the Formal, the boys must wear a dark suit and tie.*

Girls: party dress or skirt and blouse (length MUST TOUCH THE KNEE, no strapless or spaghetti strap dress, and nothing revealing/no cutouts); ballroom dance shoes are recommended but any dress shoe with a leather sole, back strap and small heel is accepted. All girls must wear gloves. White and black gloves are available for purchase at each class. *For the Formal, all the girls wear white tea length (at least below the knee) dresses and white gloves.*

The types of dances the children learn determine the skirt length. Many of the more rigorous dances with arms above the head and skipping cause the dresses to rise well above the knee. We know how challenging it is to find dresses that meet our requirements in Hong Kong. Please let us know if we can help – we have found many tips and tricks for modifying dresses over the years. Thank you for adhering to the spirit of Cotillion by following these requirements.

Our twice-annual dress sales are also a terrific opportunity to find suitable dresses and suits or to have items tailored. Further information on suggested Cotillion clothing suppliers can be found on our website.

Participants:

Boys and girls in Grade 6, 7, 8, and 9 may participate in Cotillion. The North American grade system is used for the purposes of dividing the class. Children applying from other educational systems are matched with the appropriate school year. Places are limited due to the size of the venue and the need to balance ages and gender. Each class is made up of an equal number of boys and girls.

Patrons/Chaperones/Parent Involvement:

Cotillion in Town is a non-profit comprised of volunteers. We rely on a core group of parent volunteers, the Patrons, to manage the program. As the program has grown, so has our need for parent volunteers. There are many ways in which you can volunteer or donate your time or resources to the program. We ask that each family contribute. Some options include minor legal advice on corporate issues, accounting, graphic design, IT, vendor sourcing, bus logistics, decorations, chaperones, and event set-up/take down. If you are unable to volunteer your time or resources, you may instead wish to donate the Cotillion fee for a child who cannot afford to attend the program – each year we assist 1-2 children with the fee to ensure that our program is accessible to as many children as possible. We will review our volunteers at the end of each year. As the success and continuity of our program depends on our volunteers, we will only be able to renew the applications for those families who participate.

Attendance at our events is strictly limited to the participants for each session and our volunteers. If you are able to assist with the program in any way, please let us know, you will get an inside peek at our program during Parents Night.

Meals:

Generally, each Cotillion session will follow a theme for both the etiquette and the meal. We endeavor to introduce the students to a variety of different international rules of dining etiquette from Asian to European to American, with a general focus on the Continental Dining etiquette and general social etiquette.

The American Club goes to great efforts to provide delicious meals that match our themes each week. As a result, we make every effort to inform them of the children's meal preferences in advance. Meals are chosen via an online link available on our website. We ask parents (and students) to be diligent about submitting meal selections on time, so that our volunteer Class Patrons do not waste time chasing for replies.

All our venues are diligent about catering for allergies and intolerances. Therefore, if you indicate a food allergy or intolerance on the application, your child will be served a meal that does not include this item and will not be allowed to eat anything that is served that may contain that item (to the best of our knowledge) for their own health and safety.

Bus Service:

In previous years, parent volunteers have organized a shuttle bus service from the South Side and Pok Fu Lam for some classes. Shuttle service costs are dependent on the number of participants and charged separately. Parents of children on the bus must volunteer to chaperone at least one round trip. If you are interested in the bus service please indicate this on the application.

Program Cost:

The fee for a full season of Cotillion in Town is **HK\$8800**. This amount covers the rental of the venue, dance instruction, dinner and beverage for all Cotillion sessions including the Spring Formal and the minimal administration fees for our volunteer operation.

Cotillion in Town is a registered society and is run as a non-profit organization.

Registration Period – Please read carefully:

Class sizes are limited to ensure the quality of the program. Due to the popularity of Cotillion in Town Program, please read the following instructions carefully to ensure that your application is received in a timely manner and you aren't disappointed.

Applications for the 2018/19 Season will be submitted ONLINE. **Current participants, siblings of current participants and past participants** may apply during a priority registration period beginning at **9AM Hong Kong Time Friday, April 13th, 2018**. **New applicants** may apply beginning **9AM Hong Kong Time Friday, April 20th, 2018**. Applications received prior to the registration date and time will not be considered and no notification will be sent.

Applications must be submitted only via the online Application Form. Only applications that have been completed in full will be considered. Applications will be processed in order of their time/date stamp on the online form.

All applicants will be notified of the status of their application in a timely manner. Once offered a place in Cotillion in Town, applicants must complete the process by mailing a note handwritten by the student indicating their interest in and commitment to the Cotillion program. In addition, parents must complete the Parents Agreement and submit payment in full. The handwritten letter, Parent Agreement and full payment must be received within a week of acceptance into the program for the process to be considered complete, otherwise, the application will be forfeited and the spot will be given to the next person on the waiting list.

For any questions please contact Laura Leese at chair@cotillionintown.com. Applications and more information can be found at www.cotillionintown.com.