



**2018-2019
Center Stage Dance Studio
Dancer & Parent Handbook**

Center Stage Dance director and staff will always strive to provide an education that includes discipline, respect for adults and teachers, team sportsmanship, commitment, and most importantly FUN. We believe that dance should be a fun experience that promotes self-expression, confidence, and a healthy lifestyle. We make it our personal goal to try to reach as many people as possible to spread the word that, "everyone deserves the chance to experience the art of dance!"

Center Stage Dance Philosophy

At Center Stage, we understand that not everyone wants to be a professional dancer. With this in mind, we will always strive to offer the best dance education possible so that your child can go as far as they desire with their **dance. Although we understand that dance may not be your child's only activity, we do encourage class and company participation.**

At Center Stage, we strive to EDUCATE, MOTIVATE, AND INSPIRE! "Inspiring excellence one student at a time for over ten years!", is not just a tag line but a commitment from all of the staff at Center Stage Dance. We want all of our students to be, not only the best dancer that they can be, but also the best people that they can be! We promote acceptance, love, commitment, and character skills, as well as dance technique. We want to leave the world a better place by committing to inspire our students to be the BEST that they can be throughout all aspects of their lives!

Mission Statement: "To instill passion, character, respect for others, discipline, self-esteem, self-confidence, and commitment, while providing a fun, safe environment for dancers to set and achieve personal and professional goals"

Center Stage Dance Staff, Dancer, & Parent

Role of Staff

The Center Stage Dance Studio staff is highly trained, motivated and committed to the success of your dancer. You can expect the following of the Center Stage Dance studio teaching staff:

- Continuing education to keep working on skills and knowledge
- Always be approachable and friendly
- Remain safe and realistic with dancer progression while also challenging the dancer to reach his or her potential
- Maintain open and professional relationships with each dancer and parent/ guardian
- Consistently enforce all disciplinary actions as stated in the "disciplinary procedures" section below
- Strive to provide a fun, safe and overall positive experience for your dancer

Communication with Staff

- At competitions, coaches are there to coach. Any issues that may arise during a competition will be addressed promptly during the week following the competition. Parents should never approach a coach with an issue at competitions.
- Instructors will make themselves available for appointments to discuss any issues in person.
- If a parent needs to speak with an instructor, please try to either make an appointment with that instructor or do so when the instructor is free, never disrupt a class.
- Remember that all communications between staff and parents are to be respectful. Respect the knowledge of the instructors and their judgements.

Role of Dancer

We expect the following from ALL dancers as students and members of Center Stage Dance Company. These expectations will be strictly enforced at Center Stage Dance, during classes, workshops, competitions, and performances.

Dancers are expected to:

- Treat fellow company members, students, instructors, staff, and parents with respect at all times.
- Not participate in gossip. This includes internal gossip about other Center Stage Dance dancers and external gossip about other dancers or dance studios. Problems shall be addressed and resolved directly, and parents should not listen, participate, or instigate any idle, worthless gossip.
- Show good sportsmanship and class at ALL times. Congratulate others on a job well-done, offer encouragement, and support for other dancers.
- Not Bully. This includes all forms such as electronic, verbal, physical, mental, social media based, monetary, etc.
- Not use profanity and/or abusive language.
- Not consume alcoholic beverages and/or illegal behavior
- Use social networking and electronic media as a means of publicizing and spreading the word of Center Stage Dance Studio in a positive and appropriate manner.
- Refrain from using any social networking, messaging services or electronic media to distribute negative or inappropriate information that could be detrimental to yourself, your family, and the Center Stage brand or reputation in any way. This is ground for immediate dismissal from the program.
- Remain mindful that your decisions, whether you are actually wearing anything displaying the Center Stage brand or logo at the time or not, affect and can be a negative reflection of yourself, your parents, fellow company member, fellow students, instructors, staff, and the entire Center Stage brand program.
- Accept both constructive criticisms along with praise for a job well done.
- Students are to arrive to class at least 10 minutes before class begins. Students that are more than 10 minutes late to class will not be admitted. (Unless called prior to time)
 - It is extremely important that all students warm-up their muscles before dancing to avoid injury. Warm-up occurs at the beginning of every class.
- Students will respect their instructors and never disrupt a class.
- Food, gum, candy, or drinks are not allowed in the classrooms.

Role of Parent

Parents are expected to:

- Encourage their athlete to always treat fellow teammates, coaches, and C.G. Studio, d.b.a. Center Stage Dance Studio staff with respect.
- Ensure that their child understands what we expect of them as an athlete, as explained in the “Role of Dancer” section above.
- Not express their opinions during classes/ practices or coach their dancer “from the sideline,” i.e., from the parent-viewing area or the lobby
- Defer to the teachers’ discretion regarding decisions; especially with company members and company groups. Any dismissal or addition of a team member is solely at the discretion of the director or assistant director.
- Withholding a child from practices or competition should never be used as a form of punishment. This punishes not only your child but every other team member and parent.
- Refrain from threatening to quit or pull their child from a team. This is unacceptable parent behavior that will not be tolerated.
 - Parents should not listen, participate or instigate idle, worthless gossip.
 - Parents should not “manipulate” other parents and Center Stage Dance members while present at Center Stage practices and competitions. Any perceived issues and concerns must be resolved directly, with Center Stage Staff members.
- If a parent needs to speak with an instructor, please try to either make an appointment with that instructor or do so when the instructor is free, **never disrupt a class.**
- Have a valid email address and check it regularly. Email is our preferred form of communication. We also post newsletters on the bulletin boards, have copies in our office, and regularly update our website and Facebook accounts.
 - Our website is www.centerstagedanceal.com
 - Our Facebook page is Center Stage Dance Studio

Tuition and Attendance

- All monthly tuition payments are to be paid in full on the first class day of each month and no later than the 10th of the month. The studio accepts cash, check, money order, and credit cards.
 - Place student's name in the memo portion of the check.
 - Payments made after the 10th of each month are subject to a \$15 late charge.
 - Students may be asked to sit out of class if tuition is not received by the 20th of the month, unless prior arrangements have been made with management.
 - **TUITION IS NOT REFUNDABLE NOR TRANSFERABLE**
 - We do not send bills unless your account is overdue.
 - There will be a \$35 fee for all returned checks
- Please notify the studio if you will be absent from classes
 - Missed classes may be made up in another class of similar age and level from **September to December.**
 - Beginning in January, choreography for each class for recital will begin making it impossible to enter a class you are not familiar with.
 - If a student is absent more than 3 times for every class he/she takes between January and May, they will be unable to participate in the recital. It is very hard to learn choreography and to perform at your best level, if you are not in class. **Payments Toward recital already made will not be refunded.**
- We do not prorate any fees for missed classes or holidays.
 - There will be no refund given for classes missed.
 - Tuition is based on a ten month dance year basis that Center Stage has divided into monthly payments to suit your needs. It is not based on number of classes during the month. Therefore the monthly payment amount does not change if there are 3 weeks in a month or if there are 5.
 - If your child attends one class in the month you are then expected to pay for a full month's tuition.
 - **Once registered, student class placement is considered reserved for the season and it is expected to be a financial commitment for the season. Unless you formally withdraw your child from class, you will continue to be charged for class sessions until withdrawn.**
- In case of withdrawal from Center Stage, the director should be notified immediately of the withdrawal from classes and a withdrawal form placed on file at the studio. The withdrawal notice **MUST** be given 1-month in advance.
 - Until such time, the space will be held for the student and the charges will be invoiced to the parents or guardians of the child.
- A payment schedule may be arranged for families with financial hardship, provided all fees are paid in full before the recital.
- If a child quits during the season and returns, the registration fee will need to be repaid.
- At Center Stage, our philosophy is conducive to participation. Therefore, we encourage and ask that all students finish out the season before withdrawing to pursue other interests.
- Please note: The studio only observes major holidays such as Labor Day, Thanksgiving, and Christmas.
- We also observe time off for Spring Break. If you are unsure about whether or not we will have classes, please check with your instructor, our website, or consult the bulletin board. All studio closings will be posted in advance. We **DO NOT** prorate fees for time off. **See above.**

Card on File:

- All accounts must keep a valid credit or debit card on file with Center Stage Dance Studio.
- We will automatically charge your card on file for the \$30.00 registration fee per student and 1st month's tuition.
- Account holders may choose to have regular tuition payments automatically charged on the first of each month. This setting can be changed at any time in the Parent Portal.
- If an account becomes 90 days overdue the account holder authorizes Center Stage Dance Studio to charge the card on file for the past due amount. CSD will notify the account holder before processing the payment.

Dress Code

- All students will abide by the studio dress code.
 1. For Ladies:
 - For Ballet, all girls must wear tights (preferably pink), pink ballet shoes, a solid colored leotard (black or pink is preferred and hair should be neatly secured in a bun (no ponytails). **ONLY** tights and ballet skirts should be worn for ballet.
 - All other dance classes **REQUIRE** leotards and tights or Jazz pants/ booty shorts or sports bra and shorts. Clothes need to not be too loose.
 - Acrobatics should wear a leotard or something to cover stomach when turning flips.

- Hair must be pulled back away from the face for all classes.
 - No dangling jewelry should be worn.
 - Jeans or street wear is not acceptable
 - Tan Tap shoes for tap, black clogging shoes, tan jazz shoes, twyllas for contemporary. (unless requested by teacher)
2. For Gentlemen:
 - All dance classes require jazz or sweat pants and a shirt that is form fitting.
 - Loose, baggy clothing is not acceptable
 - Jeans or street wear is not acceptable.
 3. Dance Attire:
 - The leotards, tights, shoes, and buns associated with ballet and dance all serve multiple practical and aesthetic purposes and insures that the dancer's hair will not be in her line of vision and impede her while spotting turns. It also creates a line by making the neck look longer. Leotards give the teacher a better view of the dancer's muscles and body; while offering coverage while raising legs high in the air. In other words, there is a reason that we require certain types of dancewear so be sure that your child attends class in appropriate dance attire, shoes, and hair.
 4. Students should arrive dressed according to the dress code and with all necessary hair accessories and shoes in the dance bag.
 - All shoes should have the child's name written in them.
 - The staff assumes no responsibility for lost, stolen, or misplaced items.
 - We do try to keep a lost and found box in case we do find items, so we recommend that you check the box for lost items. Lost and found items will be emptied the 1st of each month

Recitals

- Recital is generally held at the end of May
- Costume orders will be placed for only those costumes that have been paid for at the time of ordering, **NO EXCEPTIONS**. There will be no costume order without a payment, any payments received after that time are considered late orders and will have single order fees of \$30 applied.
 - Dancers will be measured before ordering costumes. Costumes are ordered based on size charts given by the costume companies. Some costumes may be slightly larger than your child's actual size; therefore some alterations may be needed.
 - **Shoes are not included in the costume price.**
 - All costume deposits are non-refundable, **NO EXCEPTIONS**.
- Students will purchase one costume for each subject they are enrolled in at the cost of \$65 plus tax (\$70.85) each. Combo classes (4/5 ballet/ tap) will have a combo costume. The cost will be \$85 plus taxes (\$92.65).
 - (Company costumes may be slightly higher due to having more elaborate costumes.)
- In order to participate we must order costumes by December 1st. All costume payments will be due by November 30th or October 1st for company members.
- All students will be charged a \$30 recital fee that assists in the financial undertaking that Center Stage receives when producing a production of this magnitude.
- New tights will need to be purchased for the recital at the cost of \$14.00 plus tax (15.26) for children and \$16.00 plus tax (17.44) for adult sizes.
 - The tights and recital fee are charged to your account in January.
- Recital tickets go on sale at the beginning of May.
- All accounts must be paid in full in order to participate in the recital.
- Optional recital related items are – T-shirts, DVD, pictures, ads and programs. All of these items go on sale around March.

Building Policies

- The reception and dressing area is available to parents while students are attending class and to students that are waiting for classes to begin.
- No gum, candy, food, and/or drink other than water is allowed in the dance rooms.
- Students must be picked up from the studio within 15 minutes of the conclusion of their classes, unless other arrangements have been made in advance.
 - However, all young children must be under the supervision of a responsible adult parent or guardian; Center Stage staff is NOT responsible for your child unless during scheduled class time.

- Children are **NOT** allowed to wait outside for their rides. We request that you make arrangements to either come in to the studio to pick up your child or have them watching for you to arrive.
- **We are not responsible for any children that are left unattended.** We are NOT a babysitting service!
- We will assess charges to your account if your child is left more than 15 minutes before or after their class in order to cover the charge of one of our staff members watching them.
- Students will only be dismissed by the instructor.
- If a student needs to be excused for any reason during class, they must ask permission from the instructor.
- No child will be released from class on their own accord.
- For early dismissal, parents must make arrangements with the instructor prior to class starting. This policy is simply a matter of safety.

Center Stage Dance Company Policies – Please also refer to CSDC Handbook

Company members for the company are chosen by auditions. Company is a big responsibility and cost. We do try to hold fundraisers for all that are willing to participate. We hold auditions for all ages 4 & up. Competitions are fun and provide extra opportunities to perform and expand your child's dance knowledge.

- **Breakdown of expectations, costs, and requirements are in our CSDC Handbook. Please refer to this handbook for detailed information.**

Parent/Guardian's Travel Responsibilities

I understand that:

- Center Stage Dance Studio assumes no responsibility to supervise or monitor athlete's activities or behavior during out of town events, except during the time I am required to be at the competition venue. I am responsible for my dancer's activities and behavior during out of town events, including travel to and from.
- Center Stage Dance Studio Staff is solely responsible for, and retains full creative control of, the placement of the dancer on a particular team and all competitive routines, including, but not limited to, the placement of individual dancers in formations, the positions of individual athletes in stunts dance sequences.
- Proper respect for the director, staff, studio, curriculum, fellow students from Center Stage and other dance studios, and the facility is **EXPECTED** of all parents, students, and siblings.
 - We ask that this respect be given on or off-site at all times when participating in a studio event, performance, or out of town excursions such as competitions. **Respect for others is just as important as your ability to dance.**

Commitment to Excellence

As the parent/guardian and athlete, we have read and completely understand the rules, requirements and regulations as outlined in this handbook. We promise to uphold and abide by the rules set forth herein. We realize that Center Stage Dance reserves the right to change, amend or assess the stated policies and procedures as deemed necessary on a case-by-case basis.

I have read and understand the Financial Policies and Procedures. I understand that it is my responsibility as a parent to follow through with my child's financial obligations associated with tuition and other fees during the 2016-2017- season. Should I fall behind or fail to make payments I recognize that my child's involvement will be jeopardized.

I HAVE READ, understand and agree to abide by the policies of Center Stage Dance. I am agreeing to be responsible for all payments due.

Athlete Name

Parent Signature _____

Date _____