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# CENTER STAGE DANCE

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## **Studio Handbook**

for

**Parents and Students**

**2023-2024**

## **Table of Contents:**

- 1- Introduction**
- 2- Studio Mission Statement**
- 3- Registration**
- 4- Communication**
- 5- Important dates**
- 6- Code of conduct**
- 7- Dance programs, Classes**
- 8- Safety**
- 9- Privacy**
- 10- Recitals/Concert & Other Performances**
- 11- Fall Schedule**
- 12- Dress Codes**
- 13- Fee Structure**
- 14- Attendance**
- 15- Social medial**
- 16- Teachers/Faculty**

## 1. Introduction

Welcome to the 2023-2024 dance program at **Center Stage Dance**. We want to thank you for choosing to be a part of our family, and we hope you will be pleased with us and your dance experience! Our staff and team are so thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of questions you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise! Feel free to talk to us about any suggestions or concerns you may have. 😊

### **QUICK REFERENCE STUDIO INFORMATION**

Center Stage Dance Studio

1107 Rucker Blvd.

Enterprise, AL 36330

Ph: 334-347-2171

Email:

[center\\_stagedance@yahoo.com](mailto:center_stagedance@yahoo.com)

Website:

[www.centerstagedanceal.com](http://www.centerstagedanceal.com)

## 2. Studio Mission Statement and Philosophy

It is important to us at Center Stage Dance that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the director, teachers, and staff members at our studio. It is the driving force behind every interaction with our students and their families.

**Center Stage Dance** is a place where kids of all ages, shapes, and sizes learn to dance and perform. This is a studio where creativity, individuality, and self-expression are encouraged and supported by a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all our students.

*We strive to:* EDUCATE, MOTIVATE, AND INSPIRE! "Inspiring excellence one student at a time!", is not just a tag line but a commitment from all the staff at Center Stage Dance.

*We are committed to:* creating a safe and loving environment for all dancers to learn, grow, and develop. All our instructors are passionate about dance and **LOVE** what they do!

*We care about:* the well-being of each student. We want all our students to be not only the best dancer that they can be, but also the best people that they can be! We want our dancers to not only succeed in dance but also in life!

*We love:* sharing our passion, creating excitement, and having fun in our CSD community.

*We embrace:* diversity. We love and accept every student no matter race, religion, ethnicity, or economic status. We believe dance is for everyone! We promote acceptance, love, commitment, and character skills, as well as dance technique. We make it our 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!"

*We stand for:* teaching your children the value of hard work. With determination and perseverance, they can learn that achieving goals is a possibility.

*We listen to:* You! Communication is the key to our success!

*We prioritize:* the individual needs of our students. We understand all dancers are not the same and strive to teach in a manner so that we may connect with each dancer on their level.

*We promise to:* be a source of encouragement, love and support for each dancer. We believe that dance should be a fun experience that promotes self-expression, confidence, and a healthy lifestyle.

*We value:* Effort! In dance class, hard work determines the success of the dancer.

*We focus on:* providing a top-quality dance experience for every student in every part of our dance curriculum. CSD will always strive to provide an education that includes discipline, respect for adults and teachers, team sportsmanship, commitment, and most importantly FUN.

*We share:* our hearts, our knowledge and our wisdom of all things dance.

### **3. Registration**

Before slipping on those dance shoes, it's important that all parents/students – whether returning or new-**register and enroll in classes!** Parents can register in person or take advantage of our online registration at [www.centerstagedanceal.com](http://www.centerstagedanceal.com). Our annual registration fee is \$45 per student (\*includes a studio t-shirt). The registration fee and first month's tuition must be paid in full at the time of registration to reserve a student's place in class. Registration is considered for the full term.

We encourage all our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for new and existing students who are wanting to try a class before enrolling. Please contact our office if you would like to try a new class and we will happily schedule a trial (provided the class has not reached capacity).

#### **Parent Waivers and Release Forms for CSD, Photography and Videography**

*Please find our waivers and release forms online in your parent portal.*

#### **Health Information and Medical Release/Waiver Form**

*Please find our waivers and release forms online in your parent portal.*

### **4. Communication**

By now you have probably noticed that we are BIG on communication here at **Center Stage Dance Studio**. It is our promise to respond to all inquiries within 24 hours during the week and we will never leave a question unanswered. Our friendly office staff can be contacted at **334.347.2171** between **3:30 pm-7:00 pm CT M, T, Th**, or you can drop by the studio on Monday, Tuesday or Thursday **3:30pm-7:00pm CT**.

For convenience, our primary means of communication is via email and social media. You will receive regular newsletters and important information via email/social media so please ensure you have provided CSD with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address [center\\_stagedance@yahoo.com](mailto:center_stagedance@yahoo.com) to your contacts so we don't end up in the Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send a text message to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up to date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to like and follow our CSD business page and to also join our closed Center Stage Dance Studio Current Students and Parents Facebook group. This closed group is monitored to ensure all content is appropriate and relevant. We also have an Instagram account where we post reminders to [@centerstagedanceal](https://www.instagram.com/centerstagedanceal). Please follow us!

We display important information, dates, and studio details on our bulletin board in the lobby! Please have a quick look when dropping off/picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from CSD, so if you need clarification, please don't hesitate to call us.

We also work extremely hard to keep our website, [www.centerstagedanceal.com](http://www.centerstagedanceal.com), up to date for everyone. All of our newsletters, recital information, class schedules, and studio calendar are located on our website. Save it to your favorites!

### **5. Important Dates/ Yearly Calendar**

At CSD, we understand wholeheartedly how busy lives and schedules of our dance families can get, so we have tried to include several important dates here for you. Below we have listed some of our most important dates. These dates will also be communicated via email and Facebook groups as we get closer to the events. If you know ahead of time that your family will be unable to attend these events, please contact the office to let us know.

Please note important dates so that you are aware of ALL studio activities (extra performances, rehearsals, concert dates, etc.). The studio will also post notices on the bulletin board, in our newsletters, social media, on our website, and through email to ensure that you are informed. You may also link to our calendar on our website at <https://www.centerstagedanceal.com/studio-calendar.html> and subscribe to our Google Calendar. Also save our website information for future reference for the calendar, newsletters, performances, etc.

Date	Event	Description
8/7/2023	First Day of Classes	Regular Session Starts
8/31/2023	Competition Team Costume Balances are due	Stars teams costume balances are due
9/4/2023	Studio Closed	Labor Day Holiday
10/1/2023	Costume fees due	All costume fees for all other classes will be charged and are due.
10/23-10/27/2023	Student Dress Up Days	Fall Festival/ Costume Dress Up
11/20-11/24/2023	Studio Closed	Thanksgiving Holidays
12/5/2023*	Enterprise Christmas Parade	Dancers dance/ walk in this parade. Must sign up for this event! (Actual date-TBA)
12/11-12/15/2023	CSD Holiday Showcases	Dancers will perform for family and have parent observation day on dance class day
12/21/2023	Last Class before Holidays	CSD will close for the holidays
12/23-01/01/07/2024	Studio Closed	Christmas/ New Year's Holidays
1/8/2024	Welcome Back!	Return to classes after Holidays
2/1/2024	Spring Production Fee Charged	Spring Production fee will be automatically drafted or is due for payment
03/25-03/29/2024	Studio Closed	Spring Break Holiday
4/1/2024	Welcome Back!	Return to classes after Spring Break
4/?/2024	CSD Pictures for our Show	Picture week will be scheduled for April
5/17/2024	Dress Rehearsal	End of Season Dress Rehearsal at EPAC
5/18/2024	Showtime!	Time of the Show at the Enterprise High School Performing Arts Center
5/24/2024	Get signed up for summer!	Last Day of classes for regular session

*\*Please note: It is the responsibility of the parent/ dancer to be aware of all dates, events, and payment throughout the year. \**

**Dates Closed:** Labor Day, Thanksgiving, Christmas, Spring Break, Memorial Day, and 4<sup>th</sup> of July.

## 6. Code of conduct

To ensure the smooth, safe running of Center Stage Dance and an enjoyable experience by all, below you will find our Policies and Procedures. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss any students or parents who breach our studio's policies and procedures.

### Policies and Procedures

**Fees:** Families who do not comply with their studio fees or costume payment obligations may be charged a late fee, and/or excluded from performances. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

Payment responsibilities: Parent/Guardian agrees to assume all financial responsibilities (monthly tuition, late fees, returned check fees, dance wear, shoes, concert fees and costume fees) unless Written Notice of Cancellation of said agreement by parent/guardian and "Center Stage Dance" is received. PLEASE NOTE: All Students are considered enrolled and monthly charges/late fees are charged until Written Notification of Withdrawal is received, all fees and deposits paid are nonrefundable. If an account is 60 days past due, dancers will not be allowed in class until the account is current.

- **Registration Fees: \$45 Per Dancer**

\*Includes T-shirt\* Registration fees will automatically be charged to the card on file at the time of registration. Registration fee and first month's tuition must be received to reserve a student's place in class. Registration is considered for the full term and nonrefundable. If a child quits during the season and returns, the registration fee will need to be repaid.

- **Late Fees: \$15.00** will be added to accounts with a remaining balance on the 11<sup>th</sup> of each month.

- **Recital Costumes: Fees Due October 10<sup>th</sup>**

Costume fees for the year end concert will be charged to your auto bank draft in the month of October.

No costume fees will be refunded after payment has been made, even if student withdraws from the studio. The costume fee that was paid will be used for shipping and restocking fees.

**Costume Costs:**

**\$85.00 (plus tax) for individual costumes**

**\$115 (plus tax) for combo costumes**

\*tights are included in the price; shoes are an additional cost. No refunds after payment is made.

- **Recital Administrative Fee: \$35/dancer: Due February 10<sup>th</sup>**

- **Drop Fee: \$15.00** drop fee will be added to your account if you drop a class after September 30<sup>th</sup>.

- **Returned Check or NSF Fee: \$38.00** will be added to your account if a check or a bank draft is returned by a financial institution, or a fraudulent credit card charge back has occurred.

**Tuition Policies:** All registrants, CSD requires automatic bill pay via credit card, tuition is non-refundable and non-transferable, and refunds will not be given for any reason. Tuition will be charged automatically on or around the 1st of the month for those signed up for monthly withdrawal.

- All monthly tuition payments are to be paid in full on the first day of each month and no later than the 10<sup>th</sup> of the month. If you choose to not participate in automatic withdrawal, payments can be made online in your parent portal or at the studio. We accept cash, check, money orders, and credit cards.
  - We do not send bills unless your account is overdue.
- Parents who wish to pay with cash or check must do so by the 10th of the month, or tuition will be deducted from the account on file automatically on the 11th with a \$15 late fee. There will be a \$38 fee for all returned checks.
- Parents are responsible for tuition payments for the entire school year starting August 07, 2023, unless the child is withdrawn from the class.
- Tuition for additional immediate family members living in the same household will be discounted 10%.
- The tuition rate is for the entire season. It is not based on the number of classes during a month, but on the entire duration of our season. Some months will have more/fewer classes, but tuition charges remain the same.
- We do not prorate any fees for missed classes or holidays.
  - There will be no refund given for classes missed.
  - 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.**
- A payment schedule may be arranged for families with financial hardship, provided all fees are paid in full before the recital.
- 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.**

**Overdue Accounts:** All payments received are applied to outstanding charges in the order in which they were billed. No exceptions. If the card on file is declined, parents have 5 days to update this card, or a \$15 late fee will be posted to the account. If your check is returned by the bank, we require you to make all future payments in the form of credit card through the Parent Portal, cash, or money order/cashier's check. Accounts must be paid in full to participate in the Recital. If an account becomes 60 days overdue, the account holder will be notified that the student cannot participate until the account has been paid in full, or a payment plan has been agreed upon with our office.

- 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. I, the undersigned, accept the fees charged as a legal and lawful debt and agree to pay said fees, including any/all costs of collection, (33.33%), attorney fees and/or court costs, if such be necessary. I wave now and forever my rights of exemption under the laws of the constitution of the State of Alabama and any other states. I, the undersigned, give Center Stage, its employees and/or agents "express prior consent" to contact me at any/all phone numbers, including cell phone numbers (by phone call or text message), for the purpose of payment.

**Withdrawals:** There is a two month minimum for all lessons. One month's notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the studio office and not with a teacher. Withdrawal must occur within the first seven days of the month. No withdrawals will be accepted after March 1st. To withdraw from classes a parent or student must:

- Inform studio administration in person-Complete and sign a withdrawal form provided by the studio
- All Automatic bank draft charges will stop after the one month notice period. Center Stage Dance reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

**Classes:** No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

- Center Stage Dance management reserves the right to change teachers or scheduling when necessary at any time throughout the year.

- Substitutions: CSD reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and CSD can not arrange a substitute any missed classes will be made up.
- Choreography, costuming and studio policies remain the intellectual property of Center Stage Dance and may not be reproduced or sold by any students, parents or staff without permission of the directors.

**Injuries:** Parents, Legal guardians, minor students and adult students waive the right to any legal action for any injury sustained on Center Stage property resulting from normal class activity or any other activity conducted by the students before, during or after class times. *Please read release of liability and waiver form for full release information.*

**Dress Code:** Required Dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out of class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn on the street or outdoors to any dance class. For Safety reasons dancers are not permitted to wear jewelry. All hair must be neatly secured in a ponytail or bun and out of the face and eyes. Please understand we value our training process and our educational atmosphere. If a student is not properly dressed out, it can hinder their learning process. Please read the dress code section for more information.

**Attendance and Tardiness:** Attendance is taken at the beginning of each class, the teacher/studio reserves the right to ask a student who is late to sit out of class. Repeated tardiness may result in termination of lessons due to the potential harm to the student who misses the warm up segment. A minimum attendance level is required. If a student misses more than 4 classes without written notices the school reserves the right to terminate lessons or deny the student an opportunity to compete or perform in the year end concert. Students missing more than 4 classes after January will not be allowed to participate in the year-end concert, festivals or competitions.

**Extreme Weather or Unexpected Interruption of Classes:** If the studio must cancel class due to extreme weather conditions or events beyond our control such as power outages, the missed classes will be added at the end of the teaching year if available. No refund for lessons missed due to these reasons will be given.

**Behavior:** In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

**Photo Release:** Center Stage Dance is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements, and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

**Student Drop Off/Pick Up:** We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be picked up. Siblings of dancers should not be left unsupervised in the building.

- 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 come into the studio to pick up your child or have them watch 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 to cover the charge of one of our staff members watching them.
- Students will only be dismissed by 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.
- If you are unable to pick up your dancer and plan to send someone else to pick him/her up, you must notify a staff member so that we know the person is authorized to pick up your dancer.

**Building Policies:** Center Stage director and staff try to maintain a clean and organized environment. Please help us with these initiatives. Please don't allow your children to make a mess in the studio or damage studio property. Any intentional damage done by a student, will be the responsibility of the parent to pay for the cost of repairs. Center Stage Dance accepts no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.



- The parent waiting room and dressing area are 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 or dressing room.

**TV Monitors:** Our TV monitors are placed in the waiting areas for you to enjoy and view your dancer during class. They are not there to critique the staff or talk about other students. We ask if you have any concerns you will set up a meeting with your child's instructor through the front desk. Please do not gossip in the waiting area, this sets the stage for a NEGATIVE atmosphere and we always want to have a POSITIVE atmosphere at Center Stage Dance. GOSSIP is disrespectful. Words have POWER. Please use your words for lifting up others.

**Questions/Complaints:** Any questions or complaints must go through the front desk – parents and students are not permitted to contact CSD faculty/teachers via phone, in person, or via email / social networking with studio issues. Personal meetings with the studio owner, faculty or teachers can happily be arranged via the office. Communication is key! :)

## **7. Dance programs/ Classes**

**Dance Classes** —Studies have found that dance training helps the student prepare to meet the challenges of their everyday lives such as: creative problem solving, discipline, concentration, respect, and relationship with peers and classmates. We believe that dance should be a fun experience that promotes self-expression, confidence, and a healthy lifestyle. Your children can gain these powerful tools as they learn proper dance technique in a fun-filled dance environment at Center Stage Dance Studio.

### **Classes Offered**

**Pointe** - the part of classical ballet technique, in which a ballet dancer supports all body weight on the tips of fully extended feet. Pointe work is performed while wearing pointe shoes. Must be enrolled in ballet classes and approved for pointe shoes.

**Ballet** - The base of all forms of dance, Ballet technique consists of stylized and controlled movements and positions, which develops ultimate strength and flexibility. Ballet is beneficial at any age and is a safe form of exercise and building strength. We strongly encourage all our students enrolled in more than one form of dance to study ballet, as the technique is found in every dance class.

**Pre-Ballet (Creative Movement)** - Focused on furthering the development of loco motor skills, (skipping, leaping, galloping, jumping, etc.), and introducing ballet-based dance fundamentals, this class is perfect for the young mover. Students are introduced to dance elements, such as level, direction, and shape. They practice self-control as they follow directions, take turns, and practice following and being the leader. This is a 30-minute class.

**Tap** - Tap dancing combines dance traditions from Europe and Africa. It is a dance of strong rhythms and relies almost totally on footwork. The feet become musical instruments marking out complex rhythms with the heel and the toe. In This class the student will develop a strong sense of music, timing and discipline.

**Clogging** - a type of folk dance in which the dancer's footwear is used musically by striking the heel, the toe, or both against a floor or each other to create audible percussive rhythms, usually to the downbeat with the heel keeping the rhythm.

**Jazz** - is a combination of a variety of styles of dance: ballet, African dance, Musical Theater, Modern, and social dances. Jazz dance has a firm technique and strength base, allowing for individualized movement. Jazz is a great form of dance for any age, developing strength and flexibility. Students of jazz are strongly encouraged to study ballet simultaneously for the best possible jazz dance experience.

**Contemporary** - Contemporary is a style that focuses on unconventional movement. It does not have fixed movement, instead it is a search of new forms and dynamics. Oppositional movement, alignment, raw emotion, and systematic breathing is its main focus. Students are strongly encouraged to take ballet and jazz simultaneously with this class in order to get the best experience.

**Lyrical** - Lyrical is an adaptation of ballet, modern and jazz expressing feeling with a focus on body lines, balance, and sustained extensions. Higher-level class will include more contemporary skills and floorwork. Students of lyrical are strongly encouraged

to study ballet and Jazz simultaneously for the best possible lyrical dance experience.

**Hip-Hop** - Hip-Hop is a fast-paced and exciting class that introduces students to intricate popular movements to hip-hop beats and lyrics. The class may include breaking, popping, and locking. Hip-Hop is a great aerobic workout that develops strength and flexibility. Hip-Hop is constantly changing, and new styles are regularly incorporated into classes.

**Acrobatics** - Acrobatic movements are combined with dance steps as students learn the fundamentals of movement and timing with tumbling. This class focuses on floor gymnastic tricks, flexibility, and upper-body strength. The classes will include forward rolls, cartwheels, and advances to aerials and back tucks. These skills transfer easily to such activities as cheerleading, dance, and gymnastics. Acro Dance is an art form that incorporates the fluid movements of dance with the exciting tricks from acrobatics. It is “gymnastics for dancers”, where students develop specific strength, flexibility, and technique, to learn how to execute acrobatic tricks, to then be used in dance choreography. The training students receive in their acro dance classes helps to reinforce the technique in all other dance genres. Adding acro dance is next-level training that will develop a specific skill set and creates well-rounded and versatile dancers.

**Stretch, Turns, Leaps and Jumps Class** - Technique class that focuses on flexibility and technique of Turns, Leaps, and Jumps used in all forms of dance. The student must take Ballet and Jazz for the best experience.

**Musical Theater** - Musical theater: a fun-filled class for your dancer to learn performance, characterization, and the basics of musical theater technique. Our dancers will also focus on incorporating elements of ballet, jazz and modern. Dancers will learn Broadway jazz basics and gain an appreciation for musical theater history.

**Competitive Teams:** Center Stage is the home of a performance/ competitive group named Center Stage Dance Stars. It is the belief of Center Stage that strong commitment to self and others leads to the advancement of dance techniques and self-esteem in dancers. Through traveling, competing, and experiencing different genres of dance, we believe that all company members and their families will be presented with opportunities to grow as dancers, friends, and families. Company members are chosen by auditions. Breakdown of expectations, costs, and requirements are in our CSDC Handbook. Please refer to this handbook for detailed information.

**Aspiring Stars** - Competition group for beginners or those that want the experience of competing without as much of a monetary or time commitment. Ages 4 & up can audition.

**Stars Elite Teams** – Stars Elite represent CSD’s premier, most advanced levels and more serious performing/competing teams consisting of leveled dancers who train an average of 4 or more hours per week – demonstrating skilled technique, advanced movement styles and unparalleled performance quality. These dancers attend competitions and conventions on the regional and national level and are expected to be well-rounded, poised and extremely focused dancers while adhering to the intense demands (monetary & time) expected of ELITES. It is important to understand before pursuing a spot that there is an investment required. Ages 6 & up

## **8. Safety**

With the safety of our families a number one priority, Center Stage Dance is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed our policies and procedures allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

We have a number of cameras and viewing windows within the studio rehearsal space which can be checked by parents and family members from the comfort of our waiting area.

The directors and staff at Center Stage Dance are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

Center Stage Dance takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

You will find within our enrollment paperwork a public liability / insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

#### 9. **Privacy**

When you purchase or hire a product or service with Center Stage Dance, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection. Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office via email.

**10. Recitals/ Concerts/ Performances:** At the end of the season, Center Stage Dance holds an annual concert (recital) to celebrate and showcase all of our dancers. Our dancers work throughout the year to learn new skills and grow as artists. We use this time to allow them to 'show off' what they have learned and to be a STAR for a day! Performance opportunities, such as the recital, also help dancers grow in their confidence and performing abilities. We strongly recommend that each student participate in these opportunities as much as possible.

- Recital is generally held at the end of May. (2024 Date – May 18<sup>th</sup>)
- 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 ordered 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 \$85 plus tax (\$92.65) each. Combo classes (4/5 ballet/ tap) will have a combo costume. The cost will be \$120 plus taxes (\$130.80).  
\*Tights are included\*
  - (Company costumes may be slightly higher due to having more elaborate costumes.)
- In order to participate we must order costumes early. All costume payments will be due by October 1st (August 31st for company members) and will automatically be billed to the card on file.
- All students will be charged a \$35 recital fee that assists in the financial undertaking that Center Stage receives when producing a production of this magnitude.
  - The recital fee will be withdrawn from your account or is due in February.
- Recital tickets go on sale at the beginning of April.
- 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 February.

Center Stage Dance takes great pride in trying to make the show as successful and as stress free as possible. We update our website with all of the important show information, and you should refer to our website frequently for up to date information. <https://www.centerstagedanceal.com/recital-homepage.html>

- **Community Performances** - Periodically, our dancers are asked to perform out in the community at festivals, pageants, and events. When these invitations are presented, we will make sure to spread the word to see who would

like to participate. We try to participate in a few a year. We also will participate in the City of Enterprise Christmas Parade. We encourage our dancers to participate in as many of these as they can to gain confidence and also showcase their skills.

### 11. Fall Schedule

Scheduling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home /school life. Please see our fall schedule and contact us if you have any questions.

### 12. Dress Codes

At CSD, we believe that by wearing appropriate class wear it gives students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Dress Codes also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

All students should 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, leotard and ballet shoes should be worn for ballet.
- All other dance classes **REQUIRE** leotards and tights or jazz pants/ booty shorts or sports bra and shorts. Clothes should not be too loose.
- Acrobatics students should wear a leotard or clothing to cover their 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 are not acceptable.
- Tan Tap shoes for tap (certain classes are black, please ask before purchasing), black clogging shoes, tan jazz shoes, foot paws for contemporary. (Unless otherwise requested by teacher)

#### 2. For Gentlemen:

- All dance classes require jazz or sweatpants and a shirt that is form fitting.
- Loose, baggy clothing is not acceptable.
- Jeans or street wear are not acceptable.

#### 3. Dance Attire:

- The leotards, tights, shoes, and buns associated with ballet and dance all serve multiple practical and aesthetic purposes and ensure 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. Please ensure all parts of your child's dance apparel and shoes are clearly labeled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

- 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 on the 1<sup>st</sup> of each month.

### 13. Fee Structure

Monthly Tuition: Tuition is billed monthly. It is posted on the 1st of each month and due on the 10th.

- Monthly tuition is calculated on an average number of classes per month. Tuition is the same if the studio is closed for a holiday or if your child misses a lesson; therefore, we do not charge extra when there are five lessons in a month. The tuition rate is for the entire season (August - May).
- No refunds or prorations are given if a student misses a class for any reason.
- If you sign up for Auto Pay or “Monthly Withdrawal” of any kind: tuition, costumes, and administrative fees, will be automatically drafted from your card on file.
- Regardless of your status as a “self-paid” or monthly withdrawal account, a credit card **MUST** be saved to your account.
- Monthly Withdrawal: Monthly tuition and fees will be charged to the credit card on file on or around the 1st of each month.
- If your account is not set up as a monthly withdrawal and tuition has not been paid by the 10th, your card on file will be charged for the full amount owed, as well as a late fee on the 11th of the month.
- Self-paid accounts: you may log into your parent portal to pay or pay with cash or check in the office.
- If not already prepaid, all recital costume balances will be withdrawn from the card on file on 10/10.

Hour (s) per week	Plan 1	Plan 2 (5%)	Plan 3 (10 %)
30 Minutes/ 45 min	\$55	\$52.25	\$49.50
1 Hour	58	\$55.10	\$52.20
1.25 Hours	65	\$61.75	\$58.50
1.5 Hours	72	\$68.40	\$64.80
1.75 Hours	77	\$73.15	\$69.30
2 Hours	82	\$77.90	\$73.80
2.25 Hours	87	\$82.65	\$78.30
2.5 Hours	92	\$87.40	\$82.80
2.75 Hours	98	\$93.10	\$88.20
3 Hours	104	\$98.80	\$93.60
3.25 Hours	109	\$103.55	\$98.10
3.5 Hours	114	\$108.30	\$102.60
3.75 Hours	119	\$113.05	\$107.10
4 Hours	124	\$117.80	\$111.60
4.25 Hours	129	\$122.55	\$116.10
4.5 Hours	134	\$127.30	\$120.60
4.75 Hours	139	\$132.05	\$125.10
5 Hours	144	\$136.80	\$129.60
5.25 Hours	149	\$141.55	\$134.10
5.5 Hours	154	\$146.30	\$138.60
5.75 Hours	159	\$151.05	\$143.10
6 Hours	164	\$155.80	\$147.60
6.25 Hours	169	\$160.55	\$152.10
6.5 Hours	174	\$165.30	\$156.60
6.75 Hours	179	\$170.05	\$161.10
7 Hours	184	\$174.80	\$165.60
7.25 Hours	189	\$179.55	\$170.10
7.5 Hours	194	\$184.30	\$174.60
7.75 Hours	199	\$189.05	\$179.10
8 Hours	204	\$193.80	\$183.60
8.25 Hours	209	\$198.55	\$188.10
8.5 Hours	214	\$203.30	\$192.60
8.75 Hours	219	\$208.05	\$197.10
9 Hours	224	\$212.80	\$201.60
9.25 Hours	229	\$217.55	\$206.10
9.5 Hours	234	\$222.30	\$210.60
9.75 Hours	239	\$227.05	\$215.10
10 and up	244	\$231.80	\$219.60

#### Tuition Plans:

Plan 1 Pricing: CSD Full tuition

Plan 2 Pricing: Dancers qualify for this plan if they receive ‘reduced lunches’ in school or are a member of the CSD Performance Team. Also applies for Military discounts.

Plan 3 Pricing: Dancers qualify for this plan if they receive ‘free lunches’ in school. Also applies for additional sibling discounts.

#### **14. Attendance**

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is sick, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed lessons.

- Please notify the studio if you will be absent from classes.
  - If a student is absent more than 3 times for any class he/she takes between January and May, that student may be unable to participate in that dance 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 will not be refunded.**

Unfortunately we are unable to accommodate make-up sessions for students who miss class, but will make every endeavour to schedule a catch-up class in the unlikely event that CSD needs to cancel a lesson.

#### **15. Social media**

The Center Stage Dance Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). See below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behavior on Social Media remains in keeping with Center Stage Dance code of conduct as outlined in chapter 6 of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Center Stage Dance faculty/staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in Center Stage Dance uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing Studio matters in their private online groups.
- Photos or Videos taken from performances or rehearsals may NOT be posted online.
- You may not post photographs / videos that feature Center Stage Dance dancers other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

#### **16. Teachers/Faculty**

Finally, it's our pleasure to introduce our amazing faculty for 2023-2024! Our enthusiastic, passionate, and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together to mold this generation of skilled, confident, genuine, and unique performers.

Crystal Sizemore- Owner/ CSD Studio Director

Blake Curran

Claudette Whitmore- Studio Administrative Assistant

Macie Holsonback-Deal

April Carpenter

Jordan McGovern

Taryn Hamilton

Vicki Rasmussen

Callie Aker

Please visit our website for complete bios of each faculty member! [www.centerstagedanceal.com](http://www.centerstagedanceal.com)