

## **4 Things Every Parent Should Know Before Choosing A Dance Studio.**

If most dance studios seem to have qualified, friendly teachers, experience teaching children and a big show at the end of the year, aren't they all pretty much the same? Does it really matter which place you decide to enroll at? Yes. There are 4 main things that can make a huge difference in the quality of instruction your child receives, the amount of extra work and hassles the parents must deal with and the overall enjoyment and satisfaction of being involved with a dance program. Here are 4 things that every parent should consider before deciding on a dance studio for their child.

### **1. What type of dance floor is used?**

Dance is a very physical activity that requires a lot of jumping, which can put stress on bones and joints. Most dance footwear does not provide any cushioning or support, so the shock of dance movement can place a lot of pressure on the knees and back of a dancer. The best way to prevent against potential injury is by choosing a studio with a raised flooring system. A "floating floor" is a floor that rests on top of high-density foam, to absorb the shock of jumping. A high-density foam base is superior to a "sprung" floor, which usually consists of a wood structure built on the regular floor. Very few studios use professional floors because of the expense involved, and usually opt for regular floor tile for a studio dance floor.

All of our dance floors have "raised shock absorbent floors" that have high-density foam under the floor surface. Our floors help reduce the risk of injuries and allow students to dance longer without getting tired.

### **2. What is the size of the class?**

If the dance class has fewer students in it each child will receive more personalized attention, learn more and have more fun. With younger students it is easier for a teacher to maintain control over the class and make sure each student understands the concepts and instructions. Our smaller class sizes make sure that no fundamental concepts are being missed. A smaller class size also allows teachers to ensure that students are not developing bad habits or improper technique.

Our studio limits all of our classes. Our "Pre-Dance Classes" are limited to 8-10 students per class. All of our "Primary and Teen Classes" are limited to 12-14 students per class.

### **3. What are the "extras" required for the recital?**

Most studios put on a year-end show. Students that perform in the show must have a costume for their dance number. Some studios may require parents to sew their child's costumes, or pay extra and the parents must find their own seamstress to do the sewing. This can be inconvenient and frustrating for parents who are busy or can't sew. Most studios also require parents to purchase tickets for the recital performance night.

Our studio will use our own professional seamstress to sew or alter the costumes, so parents do not have to worry about any costume hassles. Our studio will also give each student 2 Free Parent Tickets to our recital. This way you as a parent will not be faced with any extra work or expenses. Each student will also receive a FREE DVD of the entire recital.

### **4. Can I get immediate assistance and customer service?**

In many studios the teacher or the studio owner conducts classes and does the administration. By trying to do two jobs at once, the class may suffer as the teacher has to use class time for customer service issues, or the studio may have no customer service available if the teacher is in a class. To have a good experience it is important to choose a studio that can assist you with details like costumes, schedules, payments, etc., even if a teacher is occupied in a class.

Our studio has office staff on hand during the day and all regular class times, so you can get immediate assistance. Call for our regular office hours.

## **HOLIDAYS AND SPECIAL EVENTS FOR THE 2010-2011 SEASON**

**LESSONS BEGIN** - September 13th, 2010.

**PARENT OBSERVATION WEEK** - November 15-20, 2010.

**THANKSGIVING** - The studio will be closed November 22-28, 2010.  
Classes will resume Monday, November 29, 2011.

**WINTER BREAK AND NEW YEARS** - The studio will be closed December 20<sup>th</sup> – January 2<sup>nd</sup>, 2011. Classes will resume on Mon, January 3, 2011.

**MARTIN LUTHER KING JR. DAY** - (Studio will be open)

**PRESIDENTS DAY** - (Studio will be open.)

**PARENT OBSERVATION WEEK** – March 14-19, 2011.

**SPRING BREAK** - The studio will be closed Friday, April 22<sup>nd</sup> – Sunday, May 1<sup>st</sup>. Classes will resume on Monday, May 2, 2011.

**STUDIO PICTURE DAY** – Dates to be determined sometime in April.

**LAST DAY OF FALL CLASSES** – Will be determined. (Sometime in May)

**DRESS REHEARSAL** – Late May or early June. A final date will be determined soon!!

**RECITAL** – Late May or early June. A final date will be determined soon!!

**Welcome to Center Stage Dance Academy.** We are glad you have chosen Center Stage Dance Academy and we hope your entire family will enjoy our studio. This handbook has been written to describe our program, goals, policies and the details that go into making each lesson as happy and successful as possible. Please study it and keep it for reference, as it will answer many of your questions.

### **PROGRAM OBJECTIVE**

Our lessons are planned so that dancers will:

1. be safe.
2. feel secure.
3. receive individual attention and encouragement.
4. develop self-discipline.
5. experience success in order to develop a positive self-image.
6. develop dance skills.

### **STATEMENT OF PHILOSOPHY**

1. We believe in the value of fair treatment of all people.
2. We believe teaching the art of dance is an honor.
3. We believe each student is an individual and should be treated with respect and encouragement.
4. We believe that bringing out the best in each dancer is important.
5. We believe that each child has different talents and it's our job to develop them to their fullest.
6. We believe that dance is a tool which can help children develop a positive self-image.
7. We believe that children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models.
8. Children are always accepted to our studio regardless of race, creed, nationality origin or sex.

### **COMMON CURTISY**

The staff and management of Center Stage spends countless hours in bringing you the nicest and cleanest studio in the area. Please respect the property and its belongings.

## **REGISTRATION**

There is a registration fee of \$20.00 per new student (\$30 per new family) or \$15.00 per returning student (\$25 per returning family) required with the registration form to reserve your class space. (This fee is nontransferable and nonrefundable.) Class availability is on a first come basis. Registration is not complete until the registration fee is paid along with all properly signed forms.

## **MONTHLY TUITION POLICY**

This Agreement is for 31 classes over a one-year period. In no case will classes begin more than 180 days from the date of this Agreement. Tuition is due by the 1<sup>st</sup> class of each month or by the 7<sup>th</sup> of each month. We accept "Auto-Debit", cash, checks, Visa, Master Card and Discover. All checks should be made payable to Center Stage Dance Academy. Tuition is the same amount each month regardless if it a 3 or 5 week month. (Tuition is based on the total of 31 classes per year and then divided into 9 monthly payments.) Money is not refunded for missed lessons. Account statements will not be sent out unless your account is overdue. There is a \$10.00 processing fee for all past due accounts. After the 10<sup>th</sup> of the month a \$10.00 late fee will be added to your account and a past due invoice will be mailed out to you. We will assess any account that is more than 60 days past due a 5% monthly late fee until the balance is paid off. There is a \$35.00 charge on all returned checks. If your account falls behind more than 2 months, you will be asked to pay your balance or your child's enrollment may be canceled.

## **PAYMENT PROCEDURE POLICY**

You will have several options on how you can pay your tuition. You may pay Monthly, Quarterly, or Yearly.

**1. Monthly** – If you decide to pay your tuition monthly, you have 2 options.

**a. Pay monthly by using Auto-Debit**

Auto-Debit is where the studio automatically withdraws your monthly tuition from your checking account or a credit card.

**b. Pay monthly by using Check, Cash, Visa, Master Card or Discover**

If you choose to pay monthly buy using check, cash, Visa, Master Card, or Discover a \$5.00 per month administration fee will automatically be added to your monthly tuition if not paid by the 1<sup>st</sup> class of each month.

**2. Quarterly** – If you decide to pay your tuition quarterly you have 2 options.

**a. Pay quarterly by using Auto-Debit**

Auto-Debit is where the studio automatically withdraws your tuition from your checking account or a credit card once every 3 months.

(September, December, & March) Plus you will receive a 2.5% discount on your quarterly tuition.

**b. Pay quarterly by using Check, Cash, Visa, Master Card or Discover**

By paying quarterly you will receive a 2.5% discount on your quarterly payments. If you choose to pay monthly buy using check, cash, Visa, Master Card, or Discover a \$5.00 per quarter administration fee will automatically be added to your quarterly tuition if it is not paid by the 1<sup>st</sup> class of each month.

**3. Yearly** – If you decide to pay your tuition yearly you will have 1 option.

**a.** By paying yearly you will receive a 5% discount. To receive your discount your yearly payment must be made at the time of registration. You may pay by cash, check, Visa, Master Card, or Discover or Auto-Debit.

Each family will receive a "Payment Coupon Sheet". This sheet will include payment slips for registration, lessons, and costume payments. All payments for the entire year are listed on the payment sheet along with due dates.

If you are paying by cash you must hand your payment with the appropriate payment slip, to the office manager on duty and a cash receipt will be given to you. Do not drop cash in the "Payment Slot". Please, do not give payments to your child's teacher.

If you are not using the Auto-Pay System, and writing a check, please place your payment, along with the appropriate payment slip, in an envelope and hand it in at the desk. Please do not give payments to your child's teacher. You may also deposit your payment, by check, into the "Payment Slot" on the wall in the lobby, or you may also mail your payment to the studio.

If you are not using the Auto-Debit System and paying by credit card you need to present your card to the office manager so that it can be processed. We cannot process credit cards over the telephone.

### **COSTUME PAYMENT POLICY FOR THE SPRING RECITAL**

All costume deposits are due by October 1st. Pre-Dance Classes = \$60.00 deposit. Primary Classes = \$65.00 deposit. Teen & Pre-Teen Classes = \$75.00 deposit. This deposit is per costume, per class, per student. The costume deposit will be divided into 3 monthly payments. (August, September & October) You will receive your final balance, in November. All final balances must be paid in November in order for us to order the costumes in December. The studio reserves the right to increase this deposit if costumes prices increase from the previous year. All accessories, including tights, headpieces, gloves, etc. will be an additional charge. Costumes will not be ordered if they are not paid in full by November 30th. No refunds can be given after December 1<sup>st</sup>.

### **DRESS CODE POLICY**

All short hair must be secured back off the face. All long hair must be secured in a ponytail, bun, or braid. Absolutely no T-shirts, or jeans permitted. All cami tops & Shorts must be form fitting. Shorts must be Center Stage Shorts or Dance Shorts. No Soccer Shorts or Jean Shorts. Proper shoes must be worn to all classes. Loose jewelry should not be worn to class. All tap shoes must have buckles or elastic bands. No Strings Please.

**PRE-DANCE CLASSES** – Students may wear any color leotard and tights. They may wear a skirt if they wish.

*Tap* – white tap shoes. (Must have buckles or elastic bands. No Strings!!)

*Ballet* – pink ballet slippers. (No house slippers. Must have elastic over arch of foot.)

*Jazz / Hip Hop* – tan jazz shoes

*Tumbling* - bare feet, ballet slippers or socks

*Cheer Prep* – white tennis shoes that are not worn outside

*Pom Pom* – white tennis shoes that are not worn outside

**PRIMARY-PRE/TEEN-TEEN CLASSES** – Students must wear black “Center Stage Wear” or solid black dance attire to all classes. Pink, Tan or Black tights are to be worn.

*Tap* – tan tap shoes.

*Ballet* - pink ballet slippers. (Must have elastic over arch of foot.) Black leo and pink tights.

*Lyrical* - tan lyrical shoe with a buckle.

*Jazz* – tan, all leather jazz shoe. (No strings please!)

*Hip-Hop* – black hip hop sneaker. (May wear black dance pants)

*Cheer Prep* – white tennis shoes that are not worn outside.(may wear form fitted cami)

*Tumbling* – bare feet, ballet slippers or socks

### **DRESS REHEARSAL POLICY**

*Dress Rehearsal Is Mandatory* if you are performing in the spring recital. A mandatory dress rehearsal will be held at a local auditorium. All students must rehearse all of their numbers at the dress rehearsal or they will not be permitted to perform in the recital. Students must bring their entire costume including tights, make-up, and shoes.

*The recital will be held at the end of May or early June. Dates will be determined.* If you are only in 1 number you will only need to be at 1 rehearsal date. We try to schedule the students who are in more than 1 number on the same night, but we cannot make any guarantees.

### **SPRING RECITAL**

The spring recital will be held at a local auditorium. Students are not required to participate in the spring recital. If students choose to participate in the spring recital they will need to purchase a costume for each of the dances they are to perform in. All studio fees must be paid in full by May 1<sup>st</sup> or the student will not be permitted to participate in the recital. (See additional information on page )

*The recital will be held at the end of May or early June.*

### **YEARBOOK / RECITAL PROGRAM FOR THE SPRING RECITAL**

Each class picture will be put into the Yearbook / Recital Program. (Anyone who is in a private or semi private lesson may submit his or her picture at an additional fee.) We will be charging a flat fee per yearbook. Only a small number of extra books will be sold at the recital.

### **RECITAL TICKET POLICY**

Tickets will go on sale May 1<sup>st</sup>. All students participating in the recital will receive 2 free parent tickets. All students participating in the recital will receive a free ticket. Additional tickets can be pre-purchased at the studio or purchased at the door. Seating is first come, first served.

### **END OF THE YEAR AWARDS**

All students who have not missed a single class all year will receive a "Perfect Attendance Award". An "Attendance Merit" Award will be given to those students who only miss one lesson all year. (Classes cannot be made up for these awards). Every student registered September through May will receive a participation award; if you have been registered with the studio 1 - 4 years, you will receive a medal. If you have been with the studio 5 or more years you will receive a trophy. We will also be giving out Special Achievement awards, and Scholarship Awards. All awards will be handed out during dress rehearsal.

## **ATTENDANCE**

Attendance is taken at the beginning of each class. It is important that your child attends dance class every week. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. If a student misses more than 4 lessons after January 1<sup>st</sup>, they may fall behind the rest of the class and may be asked not to perform in the recital. A "Perfect Attendance" award will be given to those students who do not miss a single lesson all year. An "Attendance Merit" Award will be given to those students who only miss one lesson all year. (Classes cannot be made up for these awards).

## **MISSED CLASS MAKE UP POLICY**

If a student must miss class, we ask that a parent call the studio to report the student off from class. If a student misses a class they will have 3 months to make up the class in which they were absent. Missed classes cannot be made up for the end of the year "Perfect Attendance Award" or "Attendance Merit Award". Refunds will not be given for missed classes. In the event your teacher is sick and we do not have a substitute to teach the class, you will be contacted by the studio about the canceled class. Classes that are canceled by the studio will be rescheduled.

## **SNOW OR BAD WEATHER POLICY**

If at any time it is necessary to cancel lessons due to bad weather such as snow and ice, there will be a recorded message on the answering machine after 2:30 P.M. for the evening classes that will say "Classes have been canceled". If Canfield Schools are closed, only the morning classes will be canceled, however, call after 2:30 pm to check the status of the evening classes. Please do not ask for us to call you back and let you know if classes are canceled. We just don't have enough time to call everyone back. There will be NO reduction of tuition. All classes cancelled will be rescheduled.

## **PARENT OBSERVATION DAYS**

Classes will be conducted with the doors closed. It is very disturbing to the students and the teachers when there is a lot of noise in the lobby. During the month of September, parents may view their child's entire class, through the viewing window. Starting in October, classes will be conducted with the viewing window curtains closed. The teacher will open the curtain during the last 5 – 10 minutes of each class. During the days of **November 15-20, 2010; and the days of March 14-19, 2011**; parents may observe for the entire class. To avoid distraction to the class, parents will view through the viewing window. Parents will not be permitted into the dance room.

### **PRIVATE LESSONS**

Private lessons are available at an extra charge. These may be used for extra practice if you have missed several lessons and need to catch up. Enrollment is very limited and is on a first come basis.

### **STUDIO BULLETIN BOARD & MONTHLY NEWS LETTERS**

A bulletin board is available with announcements for you to view and read. Please take the time to scan the Parent Board regularly to keep informed of studio happenings and/or announcements.

Monthly newsletters will be e-mailed to all students as well as handed out the 1<sup>st</sup> lesson of each month. You can also view the monthly newsletter on our web site [www.centerstagedanceacademy.net](http://www.centerstagedanceacademy.net). Please read over the newsletters carefully, as they will contain important information.

### **PARKING**

Center Stage reserves the right to have any vehicle towed (at the owner's expense) that is not parked properly in the parking lot. The parking spaces for our staff are located on the side of the building; please park in the lot in front of the building.

### **RELOCATION**

Subsequent to the date of this Agreement and upon receipt of written confirmation that a parent and student have relocated more than 25 miles from Center Stage's Canfield location at 5387 W. Western Reserve Road, Canfield, OH 44406, Center Stage, within its discretion, will either (1) transfer this Agreement to a Center Stage facility within 25 miles of parent's new residence or (2) make a pro rata refund to parent for services not used.

### **RELOCATION/CLOSURE**

In the event of relocation or closure of Center Stage Dance Academy, Center Stage will, at its option either (1) transfer this Agreement to a substantially similar facility which will assume this Agreement or (2) provide a pro rata refund for the services not received.

### **DEATH/DISABILITY**

Upon written notice and proper documentation to Center Stage of a parent or student's death or disability, this Agreement may be terminated. If this Agreement is terminated because of death or disability of a parent or student, Center Stage will provide a pro rata refund for services not received.

## **LOBBY RULES**

1. Students must wait inside the building to be picked up.
2. No student is permitted to leave the building without an adult.
3. All students must use the restroom before they enter class.
4. Please try to keep the lobby as quiet and clean as possible.
5. Students must use the shelves and the hangers for their belongings, please do not set them on the lobby chairs.
6. Please do not interrupt the teacher while the class is in session. If you must speak to the teacher, please do so before or after the class. If necessary, you may make an appointment.
7. Running and Taping on the tile floors are not permitted in the lobby.
8. Please do not let children bang on the vending machines!
9. No taping or knocking on the viewing windows!
10. We are not responsible for unsupervised children!!! You are!!

## **CLASSROOM RULES**

1. **No food or drinks of any kind are permitted in the dance rooms.** You must keep all food and drinks in the lobby, including water! Students are not permitted to chew gum in the dance room!!
2. **Absolutely no street shoes on the dance floor!!!!** That means everyone! (street shoes are what you wear into the building)
3. Dance shoes are **not** to be worn outside for any reason!! They are to be worn inside **only**!!
4. All students must be in proper dress code while attending class. Appropriate shoes must also be worn to all classes.
5. Short hair must be secured off of the face. Long hair must be in a Ponytail, a bun, or a braid.
6. All tap shoes must have elastic or buckles. No strings!!
7. **Parents are not permitted to walk their children into the dance room.** The teacher will greet them at the door and bring them into the Classroom. Please do not go into the classroom to pick them up. After the class is over the teacher will bring them out to the lobby. We want to keep our dance floor as clean as possible.
8. Class will be conducted with the doors closed. This will avoid any distraction from the lobby.
9. Please make sure you arrive 5 to 10 minutes early to class.
10. Children are not to touch the mirrors or the viewing windows.
11. Absolutely no running in the classroom.

## **CHRONIC DISRUPTIVE BEHAVIOR POLICY**

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children, although; children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being to themselves, or any other child, or teacher, may require the following actions:

### ***Initial Consultation***

The director may require the parent(s) of any child who attends the studio to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating an approach towards solving the problem.

### ***Second Consultation***

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem outlining new approaches to the problem, and discuss the consequences if progress is not apparent.

### ***Suspension***

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio indefinitely. The studio may immediately suspend a child at anytime he/she exhibits a behavior, which is harmful to him/her self or others. A parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by the instructor. That parent may be asked to take the child home immediately.

### ***Discard Policy***

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Not observing the rules of the studio.
3. Child has special needs which we cannot adequately meet with our current staffing patterns.
4. Physical and/or verbal abuse of staff or children, by a parent or child.

## **HEALTH**

You are the best judge of your child's health and we trust you will not bring a sick child to the studio. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick-up your child. The following criteria will be considered in determining if your child must go home:

1. fever of 100 degrees or more
2. inflammation of the eyes
3. vomiting
4. an incidence of diarrhea
5. communicable disease

## **INSURANCE**

The Center Stage Dance Academy does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies. Parents, legal guardians of minor, students and adult students waive the right to legal action for injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

## **STUDIO FUNDRAISING**

All studio fundraisers are voluntary. If you decide to participate, you will receive a list of what to sell and how much money will go into your own account. Each student who participates will have their own account for their own earnings. All earnings can be used for lessons, dancewear, costumes, shoes, etc... You decide where you want your money to go. We will be offering a variety of fundraisers for you to choose from, if you wish to participate. We will be holding a "Recital Fundraiser" toward the end of the dance season. This fundraiser is not mandatory but all are encouraged to participate since the funds will be going directly toward the high cost of putting on the recital.

## **CLASS PICTURE DAY**

Class photos are optional, but most students choose to participate. Class photos will be taken at the dance studio. *Tentative Dates: Sometime in April. Dates to be determined soon!!* All class photos will be put into the end of the year Program / Year Book. Memory Lane Photography will come to the dance studio to take the class pictures. You may purchase packages from Memory Lane Photography. If you are not going to purchase pictures, please make sure that your child is present so they will appear in the recital group picture for the program. A conflict list will be posted in the lobby in March. All conflicts will be taken into consideration but no guarantees can be made. In April, each student and class will be given a time slot to get his or her pictures taken. Photos are generally available for pick up at the dress rehearsal.

## **SPRING RECITAL HAND BOOK**

There are a lot of components involved in staging a dance recital. We ask that you carefully go over this information and if you have any questions please ask at the front desk.

The annual staple of the Center Stage Dance Academy is the Spring Recital. It is a rite of passage for thousands of youngsters. It is a chance to shine in front of family and friends that they anticipate with nervous excitement. The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress.

A big part of the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a sense of confidence. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The on stage experience can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibility to the annual recital, the school, and other students and parents.

### **RECITAL UPDATES**

As the season progresses, additional recital information or updates will be posted on the CSDA website, Studio Bulletin Board and in monthly newsletters. Make it your responsibility to keep abreast of the important information. It is our goal to make the recital experience organized and exciting for all involved. It's a team effort; students, their parents, the teachers, and the director are key players in the success of the show.

### **HOME STUDY**

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. A copy of your child's dance music will be available at the start of the choreography season. A charge of \$4.00 per CD is required to cover expenses.

## **COSTUMES**

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. All students who participate in the recital will need a costume for each number they participate in.

## **COSTUME DEPOSITS**

In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed in December. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume deposits after December 1<sup>st</sup>.

## **COSTUME DEPOSIT SCHEDULE**

This deposit is per costume, per class, per student. The costume deposit will be divided into 3 monthly payments. (August, September & October) Full costume deposits are due by November 30. You will receive your final balance, in November. All final balances must be paid in November in order for us to order the costumes in December.

Pre-Dance Classes = \$60.00 deposit.

Primary Classes = \$65.00 deposit.

Teen & Pre-Teen Classes = \$75.00 deposit.

The studio reserves the right to increase this deposit if costumes prices increase from the previous year. Any special orders, including extra-large sizes, may require an additional charge that is determined by the costume company. Additional charges are the sole responsibility of the parent or guardian. All accessories, including tights, headpieces, gloves, etc. will be an additional charge. Costumes will not be ordered if they are not paid in full by November 30. No refunds can be given after December 1<sup>st</sup>.

Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Center Stage is not responsible if costumes are not received in time for pictures or the recital due to late payments.

## **SIZING**

Costume measuring will be done during your child's class during the month September. Your child's teacher will measure them and indicate the appropriate size that your child will need. If a child's size is close to the next larger size we will order the larger size. Parents need to keep in mind that most costume companies only offer costumes in sizes small, medium and large.

### **ALTERATIONS**

If your child's costume needs alterations the costume will be altered by our studio seamstress for free. Even though many parents know how to sew, some of the materials that costumes are made of are difficult to work with. We want to ensure that nothing will happen to your costume by being altered by someone other than our seamstress.

### **DISTRIBUTION**

Your final costume balance must be paid in full in order for your child to receive his or her costume. Your child will receive his or her costume during the months of March & April. The student will try on the costume and if it needs altered we will mark the alterations and give it to our seamstress. If you take your costume home and it needs altered it must be returned within 1 week for us to alter it for free. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal and recital.

### **WITHDRAWAL FROM RECITAL**

No refunds can be given after December 1st. If a parent or guardian withdraws their child from lessons after December 1st no refunds can be given. Parents or guardians may pick up purchased costumes at the school during regular office hours and up to 15 days after the recital. Costumes not picked up 15 days after the recital, will be donated to charity.

### **DANCE SHOES FOR RECITAL**

All students are required to have the proper shoes for each routine. Desired colors and styles will be designated on your costume checklist. If you need shoes that are other than what you have been wearing to class we have a "used shoe box" you can look through so you will not have to buy an additional pair of shoes. We ask if you borrow shoes from the "used shoe box that they are returned after the recital performance.

### **PRE-PLANNING**

The recital isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. You will receive a costume checklist when you receive your costume. The check-list will state the proper tights, shoes, and any accessories that you are to have. Make sure to refer to it and make sure you have all your supplies before going to the auditorium.

Make sure to bring the following extras with you to the auditorium: hair gel, hair spray, bobby pins, safety pins, extra hair bands, invisible band-aids etc...

## **DRESS REHEARSAL**

A conflict list for the dress rehearsal will be posted in the lobby at the beginning of March. All conflicts will be taken into consideration, but no guarantees can be made. Each student's class will receive a time slot. The time slots are passed out with the May newsletter. We know that not all times are convenient, but the auditorium only gives us a limited number of hours to rehearse, and we must make every second count. Rehearsals are in 10-minute time slots, and will start on time regardless if all the dancers are present or not. Please arrive 30 minutes early, as sometimes we run early. We ask that you plan around this, carpool if necessary, and be there on time.

The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance costumes, and being on stage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible. Participation in the dress rehearsal is mandatory.

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 30 minutes prior to your scheduled time. Students may arrive in their performance costume or may change in the dressing room.

## **FINALE**

Participation in the final is not mandatory but we encourage all students to be a part of the finale. Students will learn a short routine that will be rehearsed during the last 2 months of class. The students that would like to participate in the finale will rehearse the finale during dress rehearsal. On recital day all non-competition students will perform their finale first followed by the competition team finale. After both finales are finished, all students will be brought back out on stage for a final bow.

## **DRESSING ROOM ETIQUETTE**

Students must respect other student's space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean.

## **VIDEO AND PHOTOGRAPHY**

Parents or guardians may videotape or shoot photographs of their children during the dress rehearsal and recital. Please Note: All families will receive a FREE DVD of the entire recital.

### **AUDITORIUM RULES**

Food is not to be brought into the auditorium. Please keep all talking to a minimum. Please be respectful to those around you. Only exit between numbers. Seats are on a first come basis.

### **BACKSTAGE**

Family members and friends are not permitted backstage or in the dressing areas. There is a lot of backstage activity in a limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer should do so in the lobby area.

### **CLASS RECITAL PHOTOS**

Class photos will be taken at the dance studio. All class photos will be put into the end of the year Program / Year Book. Memory Lane Photography will come to the dance studio to take the class pictures. You may purchase packages from Memory Lane Photography. If you are not planning on purchasing pictures, please make sure that your child is present so they will appear in the recital group picture for the program.

### **RECITAL TICKET POLICY**

Tickets will go on sale May 1st. All students participating in the recital will receive 2 free parent tickets. All students participating in the recital will receive a free ticket. Additional tickets can be pre-purchased at the studio or purchased at the door. Seating is first come, first served.

### **RECITAL FEE**

In order for us to be able to hold such an event we will be charging a \$40.00 recital fee per family. This fee can be divided into two monthly payments or you may participate in studio fundraising to help pay for this expense. (This fee will help cover the rental of the auditorium, lighting, sound, custodians, security etc...)

# **DO YOU KNOW THAT DANCE EDUCATION .....**

*Fosters self-discipline*

*Builds self-confidence*

*Increases self-esteem*

*Develops communication and social skills*

*Utilizes problem solving and creative thinking skills*

*Energizes the school Environment*

*Engages children*

*Can be used as a vehicle to develop  
team building activities*

*Promotes perseverance and focus  
through continued practice*

*Explores activities that promote respect  
and understanding of their own and other cultures*

*Shall enable a child to explore, discover,  
create; learn in a variety of ways*

*Encourages and supports a variety of  
learning styles and types of intelligence*

*Encourages and supports a healthy lifestyle through the enjoyment  
of physical activity and respect for the body*

## **WITHDRAWALS AND REFUNDS FORM**

One-month 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 school office and not with the teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after May 1<sup>st</sup>. To withdraw from classes a parent or guardian must:

1. Inform the office manager in person and,
2. Complete and sign a withdrawal form provided by the school office.

No refunds will be given for costumes after December 1<sup>st</sup>.

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Account # \_\_\_\_\_

Class Name \_\_\_\_\_

Day, Time & Teacher \_\_\_\_\_

Reason for withdrawing: \_\_\_\_\_

\_\_\_\_\_

Parents' Name \_\_\_\_\_

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*  
**(Office Use Only)**

Today's Date \_\_\_\_\_ Last Day Of Classes \_\_\_\_\_

Cancel Auto-Debit as of: \_\_\_\_\_

Amount of refund for costume If before December 1<sup>st</sup>. \$ \_\_\_\_\_ Check # \_\_\_\_\_