



PLANET DANCE

Studio Handbook

2025-2026 Season



Welcome to the Planet Dance Family! This season marks our 22nd year of dance in the Lowcountry, and we are so excited to share our experience and passion for dance with you and your dancer! This handbook will guide you through our policies, fees, and calendar for the upcoming season.

Our mission at Planet Dance is to continue to build a community where dancers are empowered through the art of dance, inspiring self-confidence, discipline, and creativity. We believe in developing the skill level of each dancer by meeting them where they are and challenging them to reach beyond their current limits. At Planet Dance, your dancer will not only build a strong technical foundation and a love for dance, but memories and friendships that will last a lifetime.

To make the most of your experience, we highly encourage dancers to attend classes regularly, come with a positive attitude, and be ready to work hard. Please take the time to read the enclosed information as a family to prepare for the season ahead.

For more information on our dress code and required shoes, please visit our [website](#) or view pages 6-7 of this handbook.

Organization and communication are very important to us. Our primary form of communication is via email. Our website and [parent portal](#) should be your go-to spot for all things Planet Dance. If at any time you have questions or concerns, please call or email us.

Once again, we are truly excited to welcome you to the family, and look forward to dancing with you.

Thank you for choosing Planet Dance!

Staying Connected

Location: 1156 Drop Off Drive, Unit C, Summerville, SC 29486

Office Hours: Monday - Thursday 4:30-8:30 pm

planetdancesummerville@gmail.com

(843) 873-2505

www.planetdancesummerville.com

Studio Policies & Procedures

Studio Atmosphere

Planet Dance strives to provide a positive environment for all faculty, students, and parents. Negative, disrespectful, and rude behavior is NOT tolerated. Please help us create an encouraging environment for our students to grow and prosper. Furthermore, we aim to provide a focused and structured class regime and therefore limit observation within the studios. Planet Dance reserves the right to refuse service to a parent or dancer if inappropriate behavior occurs. If a parent or dancer is asked to leave the studio, all fees and outstanding payments must be paid, and no refunds will be provided.

Attendance

Attendance in all classes is crucial in providing consistency and continuous improvement throughout the season. Arriving 5 minutes before class is strongly encouraged, as well as, prompt pick-up after classes. Planet Dance cares for the safety of its students, but is not responsible for students outside of class times, or for students leaving the studio.

Absences + Make-Up Classes

Regular attendance is essential to ensure your dancer's personal growth and the class' progression. If a student is going to be absent from a class, the parent should call the studio and leave a message or send us an email so that we can notify the teacher. There are no refunds for missed classes. If a dancer misses too many classes, they may be asked to schedule a private lesson so they do not fall behind in the class.

If a dancer would like to make up a missed class, they can schedule a make-up class with the front desk or by emailing us. All dancers have one week to make up for the missed class. Make-up classes should be of a similar level to their regularly scheduled class. Ex. If your dancer is enrolled in Primary 1, they may attend any other Primary 1 class as a makeup. If your dancer is enrolled in Hip Hop 2, they may attend any other level 2 class as a makeup.

Withdrawals

Withdrawals can happen anytime during the year, but they must occur by the 25th of each month. If a dancer chooses to withdraw after the 25th of the month, they will still be responsible for the following month's tuition. If a student withdraws, they remain responsible for all costs associated with their account, including, but not limited to, tuition, costumes, private lessons, entry fees, late fees, etc.

IMPORTANT NOTE: We only accept withdrawal notices via email. Phone calls and verbal withdrawals will not be honored. We do not issue refunds for any unused tuition, classes, entry fees, or costumes.

Lost & Found

The lost and found is in the lobby. Any unclaimed items are donated at the end of each month.

Miscellaneous

- Dancers are not allowed in the studio until an instructor invites them.
- Students must be supervised by a parent or guardian when not in the dance room.
- No running, yelling, or horseplay in the lobby or common areas.
- No cell phones, gum, or food are allowed in class.
- Planet Dance is not responsible for any lost or stolen items.

Studio Events + Holidays

Studio Closures + Holidays

If the studio needs to close due to weather, we will inform all families via email and a post to social media by 2pm for all afternoon and evening classes. All pre-planned closures are notated in the studio calendar on page 5 of this handbook.

Coastal Carolina Fair Performance

Each fall, Planet Dance will select a variety of classes to perform at the Coastal Carolina Fair. The fair performance is scheduled for November 1, 2025 (Time TBD). Classes performing are to be determined once the season starts. All performers should wear black leggings with a Planet Dance shirt of their choice.

Opening Number

The Opening Number opens our Spring Recital each season. Dancers ages 7+ are welcome to participate in our Opening Number. Registration is \$40 per dancer, and rehearsals are every Friday from 5-7pm starting May 1, 2026. Registration for Opening Number will open on April 17, 2026, and close on April 30, 2026. We will send a reminder email once registration opens.

Dress Rehearsal and Recital

Our 22nd Annual Recital will be held on Saturday, June 13, 2026, at Summers Corner Performing Arts Center. There will be a mandatory Dress Rehearsal on Friday, June 12, at Summers Corner Performing Arts Center, to allow dancers the opportunity to perform all their routines on stage before performing them live in front of an audience. Dress Rehearsal and Recital are mandatory for all dancers. All classes are included in the year-end recital, except for our Acro, Tumble Tots, and Pointe classes.

Tuition + Fees

Annual Registration Fee

- \$50 per dancer is due at the time of registration and is paid annually
- All registration fees are non-refundable and not transferable to future seasons

Tuition

- Tuition is broken down into 11 equal payments over the course of the season. Planet Dance does not prorate tuition at any time during the year. Holidays and closures are accounted for when tuition is calculated.
- Tuition is posted on the 1st of each month and due by the 5th of each month
- Tuition is calculated by class hours per dancer, not per family
- All Classes start August 11, 2025, and go through June 11, 2026
 - Last Day to Register + Costume Fees Due: February 26, 2026
 - Recital Date: June 13, 2026 (Times TBD)
- Auto-pay credit cards are processed on the 1st of each month
 - August is the only month that auto-pay will be processed on a different day due to the start date of classes. August tuition will be processed on August 11
- There is a \$50 fee for all returned checks.
- If tuition is not paid by the 10th of each month, the dancer will be unable to return to class until tuition is paid.
- Planet Dance does not offer refunds for missed classes. Dancers are able to schedule a makeup class within one week of their absence.
- Private lessons are also available upon request. Please see the front desk for more information.

Recital Costume Fees

- All recital costume fees are nonrefundable and nontransferable.
- Costume Fee: \$100 per dancer per class
 - All Costume Fees are due February 26, 2026

Late Fees

A late fee of \$30 will automatically be applied to fees not paid on time. This includes but is not limited to, tuition, costume fees, and competition entry fees (competitive team only).

Tuition

Hours per week, per dancer	Monthly Tuition
1 hr/wk	\$85/month
1.5 hrs/wk	\$100/month
2 hrs/wk	\$120/month
2.5 hrs/wk	\$135/month
3 hrs/wk	\$150/month
3.5 hrs/wk	\$165/month
4 hrs/wk	\$180/month
4.5 hrs/wk	\$195/month
5 hrs/wk	\$210/month
5.5 hrs/wk	\$225/month
6 hrs/wk	\$235/month
6.5 hrs/wk	\$242/month
7 hrs/wk	\$250/month
7.5 hrs/wk	\$257/month
8 hrs/wk	\$265/month
8.5 hrs/wk	\$272/month
9 hrs/wk	\$280/month
9.5 hrs/wk	\$287/month
10+ hrs/wk	\$295/month

2025-2026 Calendar of Events

August 11	1 st Day of Classes
September 1	Studio Closed - Labor Day
November 1	Coastal Carolina Fair Performance (Time TBD)
November 24-28	Studio Closed - Thanksgiving Break
December 22-January 2	Studio Closed - Winter Break
January 5	Back to Classes
January 19	Studio Open - MLK Day
February 16	Studio Open - President's Day
February 26	Costume Fees Due
February 26	Last Day to Register for All Classes
March 16	2026 Summer Camps + Classes Registration Opens
April 6-10	Studio Closed - Spring Break
April 17	Registration for Opening Number Opens (All dancers ages 7+ invited)
April 20	Recital Pre-Orders Open for All Classes
April 30	Last Day to Register for Opening Number
May 1	Opening Number Rehearsals Begin (every Friday until Recital)
May 1	Last Day for Recital Pre-Orders
May 18	2026-2027 Season Registration Opens
May 25	Studio Closed - Memorial Day
May 26-29	Costume Pick Up Week - All Classes
May 29-30	Picture Day - All Classes (Times TBD)
June 2	Recital Tickets go on sale
June 1-4	Parent Preview Week + Class Awards for All Classes
June 12	Dress Rehearsal for All Classes at Summers Corner PAC (Times TBD)
June 13	Recital for All Classes at Summer's Corner PAC (Times TBD)

Dress Code

Primary Classes

Girls: A leotard, with pink or tan tights. A tutu or dance skirt may be worn.

Boys: Solid color t-shirt, with gym or dance shorts.



Ballet

Girls: A solid color leotard, with pink tights. A dance skirt may be worn.

Boys: A solid color t-shirt, with dance tights or leggings.



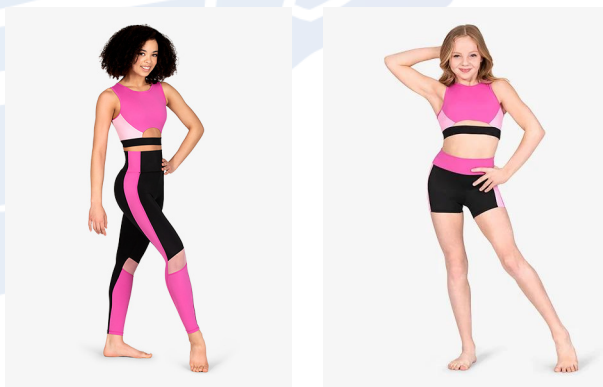
Bit Bop + Hip-Hop

Any T-Shirt or tank top with leggings, joggers, or shorts and tights. Jeans or overly baggy pieces of clothing are not acceptable.



Acro + Tumble Tots

Any leotard, bike short, or tight-fitting tops (ie: crop top) that will not fall over the face when a dancer is tumbling. Bare feet are required.



Jazz, Tap, Contemporary + Technique

Fitted dancewear, or athletic clothing. Think leotard, unitard, crop top, shorts, or fitted tops and leggings.



Shoes

Primary Classes

Girls: Pink, Split-Sole, Canvas Ballet Shoes, and Black Tap Shoes
Boys: Black, Split-Sole, Canvas Ballet Shoes, and Black Tap Shoes



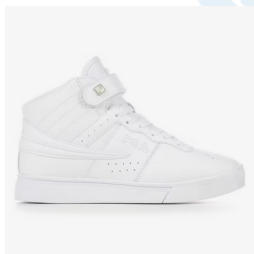
Ballet

Girls: Pink, Split-Sole, Canvas Ballet Shoes
Boys: Black, Split-Sole, Ballet Shoes



Bit Bop + Hip Hop

White High Top Sneakers
Recommended Brand: Nike



Tap

Black, Lace-Up, Tap Shoes
Recommended Brand: Bloch



Jazz + Technique*

Tan, Slip-On, Jazz Shoes
Recommended Brand: Capezio EJ2



Contemporary

Toe Paws/Foot Undeez
Recommended Brand: Capezio



*** For recital, instructors may ask for a different color shoe. If this affects your dancer, you will be notified.**

Acro + Tumble Tots

Barefoot