



PLANET DANCE

Studio Handbook

2024-2025 Season



CELEBRATING
21
YEARS

Welcome to Planet Dance Family! This season marks our 21st 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.

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

For more information on our dress code and required shoes, please visit our [website](#).

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 4:30-7:30 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's 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 would like to make up a missed class, they can schedule a make-up class with the front desk. All dancers have one week to make up for the missed class. Make-up classes should be of a similar level as their regularly scheduled class.

Withdrawals

Planet Dance withdrawals anytime during the year and 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 are still responsible for all costume fees associated with their account.

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

Lost & Found

Students and parents are responsible for picking up after themselves (food, beverages, trash, etc.) and all personal belongings. Food and beverages are permitted in the common areas only! Only water is allowed within the studios. 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 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

Planet Dance abides by the Berkeley County School District (BCSD) for severe weather closures. If BCSD announces school closure due to weather, Planet Dance will also be closed for all classes that day. We will inform all families via email and a post to social media by 2pm for all afternoon and evening classes.

We also follow the BCSD Instructional Calendar for holidays and breaks (not including MLK Day and President's Day). All closures are notated in the studio calendar below.

Dress Rehearsal and Recital

Planet Dance has two recitals each year. Semester 2 class recital will be June 18, 2025 and our 2024-2025 Annual Recital will be June 19, 2025. There will be a mandatory dress rehearsal on Monday and Tuesday before the recital to allow dancers the opportunity to perform all their routines on stage before performing them live in front of an audience. Dress Rehearsal is mandatory for all dancers performing in the recital.

All students are strongly encouraged to participate in the recital. If your dancer does not wish to participate in the recital, please let us know upon enrollment. If we are not notified, you are still responsible for all costumes associated with their account regardless of participation.

Opening Number

Dancers ages 7+ are welcome to participate in our Opening Number each spring. The opening number opens our Spring recital. Registration is \$40 per dancer and rehearsals are every Friday from 5-7pm starting May 9. Registration for opening number will open on April 25, 2025 and close on May 8, 2025.

Tuition + Fees

Annual Registration Fee

- \$60 is due at the time of registration and is paid annually
- Family Registration (more than 1 dancer) is \$120 maximum
- All registration fees are non-refundable and non-transferable

Tuition

- Tuition is paid monthly and due on the 1st of each month.
- Tuition is calculated per dancer, not per family
 - A 10% discount is offered for immediate family only
- 2024-2025 Classes start August 12, 2024, and go through June 19, 2025
 - Last Day to Register + Costume Fees Due: March 6, 2025
 - Recital Date: June 19, 2025 (Times TBD)
- Semester 2 Classes start on January 6, 2025 and go through June 19, 2025
 - Last Day to Register + Costume Fees Due: March 6, 2025
 - Recital Date: June 18, 2025 (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 August 12, the first day of classes.
- Tuition is broken down into 11 payments over the course of the season. Planet Dance does not prorate tuition at any time during the year.
- A late fee of \$30 will automatically be applied to tuition not paid by the 5th of each month
- 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.
- Private lessons are also available upon request. Please see the director for more information and/or to schedule a private lesson.

Costume Fees

- All costume fees are nonrefundable and nontransferable.
- Costume Fee: \$100 per dancer per class
 - 2024-2025 Costume Fees are due March 6, 2025
 - Semester 2 Costume Fees are due March 6, 2025

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).

Classes per week, per dancer	Monthly Tuition
1 class	\$85
2 classes	\$120
3 classes	\$150
4 classes	\$180
5 classes	\$210
6 classes	\$220
7 classes	\$230

2025 Calendar of Events

- December 23-January 5** Studio Closed - Winter Break
- March 3** 2025 Summer Camps + Classes Registration Opens
- March 6** 2024-2025 Annual Classe + Semester 2 Costume Fees Due
- April 14-18** Studio Closed - Spring Break
- April 25** Registration for Opening Number Opens (Ages 7+, All Dancers Invited)
- May 1** Recital Pre-Orders Open for Semester 2 and 2024-2025 Classes
- May 1** Last Day to Register for Opening Number
- May 8** 2025-2026 Season Registration Opens
- May 9** Opening Number Rehearsals Begin (every Friday until Recital)
- May 15** Last Day for Recital Pre-Orders
- May 19** Recital Tickets go on Sale
- May 26** Studio Closed - Memorial Day
- May 27-29** Costume Pick Up Week (Semester 2 + 2024-2025 Classes)
- May 31** Picture Day - Semester 2 + 2024-2025 Classes
- June 9-13** Parent Preview Week + Class Awards for Semester 2 and 2024-2025 Classes
- June 16** Dress Rehearsal for Semester 2 classes (at the studio)
- June 17** Dress Rehearsal for 2024-2025 Classes (at the studio)
- June 18** Recital for Semester 2 Classes at Summer's Corner PAC (Times TBD)
- June 19** 21st Annual Recital (2024-2025 Season Classes) at Summer's Corner PAC (Times TBD)

Dress Code

Primary Classes

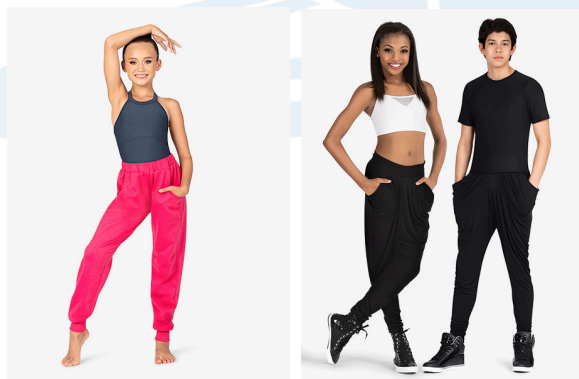
Girls: A leotard with pink or tan tights. A tutu or dance skirt may be worn.

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



Bit Bop + Hip-Hop

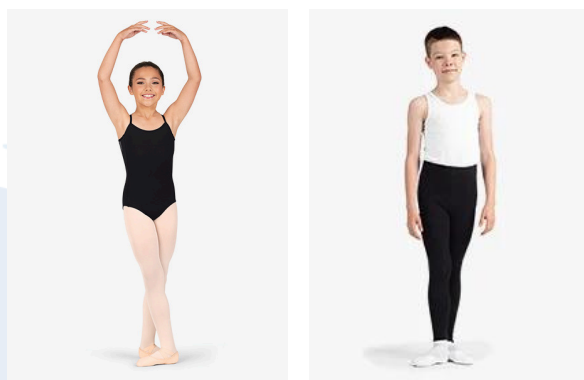
Any T-Shirt or tank top with leggings, joggers, or shorts, and tights. Jeans or overly baggy pieces of clothing are not acceptable.



Ballet

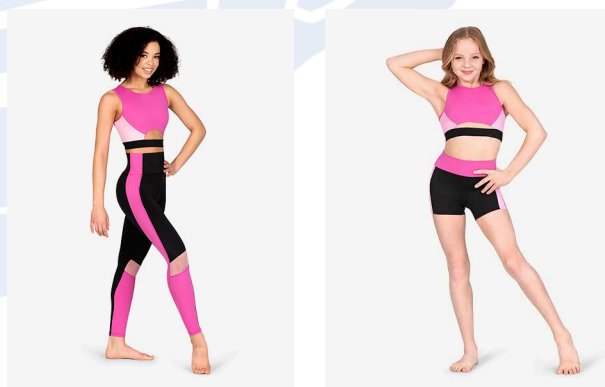
Girls: A solid color leotard with pink tights. A dance skirt may be worn.

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



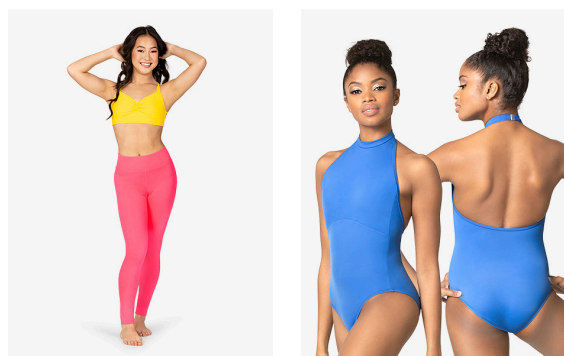
Acro + Tumble Tots

Any leotard, athletic short, or tight-fitting tops (ex. crop top) that will not fall over the face when a dancer is tumbling.



Jazz, Tap, Contemporary + Technique

Fitted dancewear or athletic clothing including a leotard, unitard, crop top, shorts, fitted tops.



Shoes

Primary Classes

Girls: Pink Ballet and Black Tap Shoes

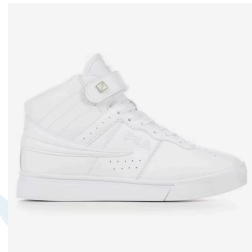
Boys: Black Ballet and Black Tap Shoes



Bit Bop + Hip Hop

White High Top Sneakers

Recommended Brand: Fila



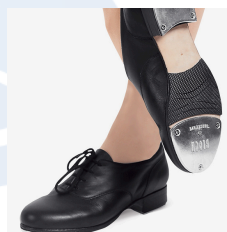
Ballet

Pink Ballet Shoes



Tap

Black Split Sole Lace Up Tap Shoes



Jazz + Technique*

Tan Jazz Shoe

Recommended Brand: Capezio (Style EJ2)



Contemporary

Toe Paws/Foot Undeez

Recommended Brand: Capezio



Acro + Tumble Tots

Barefoot

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