


Passion for the Arts LLC

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# PARENT/ STUDENT HANDBOOK



Passion for the Arts Dance Center  
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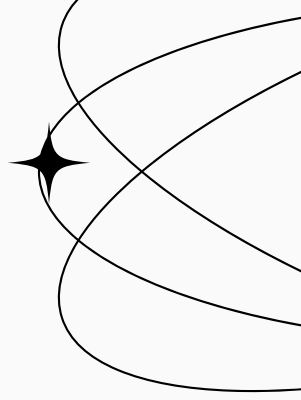
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# WELCOME TO PADC !



We are thrilled to welcome you to the 2025-2026 season at Passion for the Arts Dance Center! Whether you're returning or joining us for the first time, we're excited to embark on this artistic journey together. Our mission is to inspire and cultivate a love for dance, creativity, and self-expression in a nurturing and inclusive environment.

At Passion for the Arts, we believe that dance is more than just movement; it's a powerful form of expression that fosters confidence, discipline, and teamwork. Our dedicated instructors are committed to providing top-notch training while ensuring that each dancer feels valued and empowered.

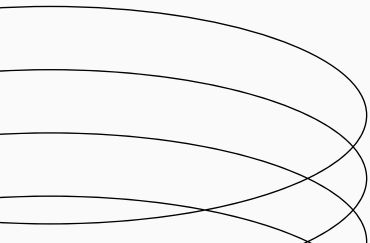
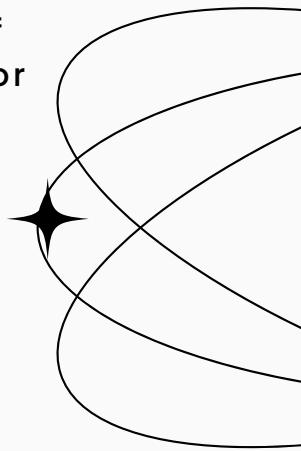
This handbook is designed to be a comprehensive resource for you and your family. Inside, you will find important information about our classes, policies, events, and opportunities for involvement. We encourage open communication, so please don't hesitate to reach out with any questions or feedback.

Thank you for being a part of our vibrant community. Together, let's make this season a memorable and transformative experience for all!



**Diamond Amore -  
Founder & Artistic Director**

Diamond Amore, the founder and Artistic Director of Passion for the Arts LLC, this handbook reflects her dedication to fostering creativity, artistic excellence, and a deep passion for the arts. With years of experience and a profound love for artistic expression, Diamond has curated this resource to provide valuable insights, practical tips, and inspirational content that encourages individuals to embrace their creative journeys. Through Passion for the Arts LLC, Diamond continues to make a significant impact in the art community, helping others discover, nurture, and celebrate their unique artistic voices.



# ABOUT US

## Our Mission

At Passion for the Arts, We are here to ignite the flames of passion by empowering our dancers to reach for the stars with grace, grit, and ardor. Providing boundless opportunities for character development, sportsmanship, self-confidence, self-respect, and discipline through intensive, high-quality dance training. We aspire to inspire and uplift all dancers within our community, regardless of their age, race, physical appearance, or cultural background, to embrace and celebrate their unique identities.

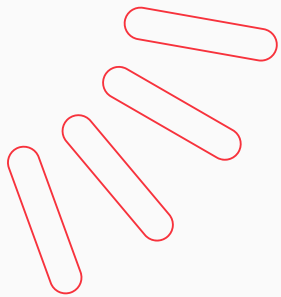
## About Us

Passion for the Arts Dance is a family-oriented center for dance that maintains a belief that dance is more than learning steps; it's a medium for self-expression, creativity, and personal growth. With each pirouette and pli  , our students embark on a journey of self-discovery, weaving tales of passion and grace with each step. We endeavor to create a safe welcoming space where our students can explore and nurture their passion for dance, cultivate their abilities, and establish enduring relationships and resources.

## Why join PADC?

Why consider joining Passion for the Arts Dance Center (PADC)? PADC offers a secure and enjoyable space for dancers of all ages, genders, races, and cultural backgrounds seeking a platform to authentically express themselves. Our commitment lies in delivering superior and expert training designed to cultivate self-assurance, personal growth, and a spirit of sportsmanship within and beyond the dance studio. Furthermore, we regularly host monthly events and fundraisers. Ultimately, PADC culminates its efforts with annual end-of-year recitals.





# RULES & REGULATIONS



## RULES FOR PARENTS AND STUDENTS

- Students/Parents should abide by all rules set forth by Passion for the Arts Dance Center and should maintain a professional attitude.
- Passion for the Arts Dance Center has zero tolerance for bullying & stealing
- Passion for the Arts Dance Center bans the use of alcoholic beverages, smoking, illegal drugs, vandalism, theft and firearms.
- Possession or use of any weapon on Passion for the Arts Dance Center property is not permitted, regardless of a concealed weapon permit. Weapons include, but are not limited to guns, knives, swords, blades, explosives, and chemicals that are used to cause harm to another person, student or parent will be dismissed from the dance program without refund.

## ATTENDANCE/LATENESS/ABSENCES/PICK UP & DROP OFF

- All students are expected to arrive to class a few minutes early dressed and prepared to take class
- with proper dance attire. No exceptions!
- If student(s) will not be able to attend class; it is the parent and student responsibility to contact the Artistic Director and/or teacher at least 2 hours before class time.
- Students are allowed 3 excused absences and 2 unexcused absences. {Excused absences are considered prior arrangements or unforeseen circumstances} If a student exhausted all of the unexcused absences, they will be placed on probation.
- PROBATION: Students will be placed on probation for 2 weeks and must be present in class to sit and take notes.
- To be early is on time, to be on time is late, and to be late is UNACCEPTABLE.
- Classes are expected to start on time with class warm ups that ensure dancers' safety and prevent injuries. If students are more than 20 minutes late, they will not be able to physically join and sit down to take notes.

## PARENT PROFESSIONAL ETIQUETTE

Passion for the Arts upholds the expectation that all staff, students, and parents conduct themselves with consideration and courtesy towards one another consistently. In the event that students or parents seek to address an issue or policy with a teacher or director, it is paramount to engage in a calm and respectful manner. Any instances where parents or students exhibit aggressive or disrespectful behavior will result in a request for their withdrawal from classes without refund.

**THE FOLLOWING RULES ARE SET IN PLACE TO ENSURE SAFETY WITHIN THE CENTER FOR ALL DANCERS, STAFF, AND PARENTS!**

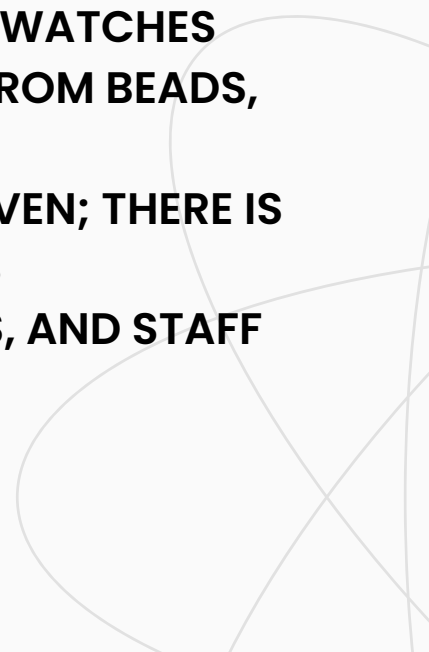


# STUDENT & CLASS ETIQUETTE



Dance classes adhere to a distinct set of rules and etiquette to uphold the rich tradition of discipline in dance and demonstrate reverence for the dance professionals guiding the classes. Our objective is to establish an environment that fosters both growth and challenge for students. Simultaneously, our instructors enforce order, safety, and discipline to maintain a secure, constructive, and educational setting. PADC retains the right to deny entry to individuals who pose a threat to such an environment.

Any form of disrespectful or disruptive behavior or language within the class setting is inappropriate and will not be tolerated.

- **ACTS OF BULLYING, HARASSMENT, OR INTIMIDATION  
TOWARDS FELLOW DANCERS ARE STRICTLY PROHIBITED**
  - **NO PLAYING, HORSE PLAYING OR ROUGH HOUSING**
  - **NO PHOTOGRAPHY OR VIDEOTAPING ALLOWED IN CLASS**
  - **NO THIEVERY**
  - **NO FOOD/CANDY IN CLASS**
  - **NO CHEWING GUM**
  - **DISPOSE OF YOUR TRASH PROPERLY**
  - **NO DEFAACEMENT OF PREMISES**
  - **NO CELLPHONES DURING CLASS**
  - **NO JEWELRY, APPLE WATCHES, ELECTRIC WATCHES**
  - **HAIR PULLED UP NEATLY; PLEASE REFRAIN FROM BEADS,  
BURRETS, ETC**
  - **WATER AND BATHROOM BREAKS WILL BE GIVEN; THERE IS  
NO BATHROOM DURING CLASS**
  - **RESPECT YOURSELF, FELLOW DANCE MATES, AND STAFF**
  - **NO PROFANITY**
- 



# CLASSES OFFERED & PLACEMENT

## Level Placement

Students are initially assigned to classes based on their age. Given the variability in physical development among children, it is not uncommon to observe students of different ages at varying proficiency levels. Instructors undertake a thorough assessment to accurately place students in the appropriate level. Occasionally, students may be allocated to two levels (Level I and Level II); while officially registered in one level, they receive training under a different level. The registered level determines the tuition fee. Ballet mastery is a gradual process that often entails students repeating levels over several years before progressing to the subsequent level.

## Classes Offered

Ballet is a prerequisite for all classes, with the exception of Hip Hop. We strongly encourage our artists to participate in Ballet classes.

**BALLET | MODERN | JAZZ | TAP | HIPHOP |  
ACROBATICS | PRAISE | MOMMY & ME  
CLASSES | ADULT FITNESS & DANCE CLASSES**

### Program Combo Classes

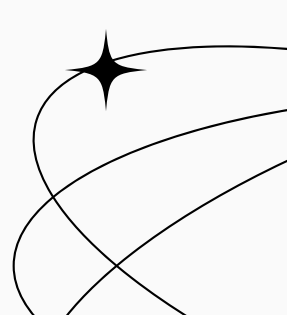
Mommy & Me Combo Class (ages 2-4) Ballet, Acrobatics & HipHop  
Training Artist (ages 5-8) Ballet Tap Acrobatics & HipHop  
Emerging Artist (ages 9+) Ballet Modern Jazz

Additional Classes for Emerging Artist ONLY

HipHop, Tap, Acrobatics & Praise

### Adult Classes:

Zumba, Fitness, HipHop, Heels, Ballet, Jazz , Praise & MORE!





# DRESS CODE

It is mandatory for all dancers to adhere to the appropriate dance uniform during classes. In the event that a dancer has not received their uniform promptly, they may wear a black shirt and tights as an alternative. The dress code plays a vital role in ensuring student safety, modesty, portraying respect, and enhancing practicality.

- ✓ Black PADC leotard dress (included in registration)
- ✓ Purple PADC leotard (included in registration)
- ✓ Suntan convertible tights (included in registration)
- ✓ Black bottoms (if needed)
- ✓ Gentlemen: PADC Tee and Black sweatpants (included in registration)

## Dress Shoes Needed?

Ballet Split Sole Canvas Shoes

- Tap Black Lace Up
- Jazz Suntan Split Sole Slip On Shoe
- Modern Barefoot
- HipHop Sneakers

Please make sure to label ALL dancers' shoes by permanent marker placing name on the inside of the shoe.



**We are committed to assisting parents in identifying and acquiring the appropriate shoes required for classes. In the event of wear and tear on leotards or tights, we recommend parents purchase replacement items.**

**Replacement Leotards: \$28.00 each,  
Tights : \$12 for one pair or \$18 for two pairs.**





# REGISTRATION, FEES, & PAYMENTS

Annual registration is required to secure dancer spot for the upcoming season; while classes are limited

## **FIRST MONTH TUITION IS DUE UPON TIME OF REGISTRATION**

Online Registration is 24/7

Registration Fee: \$65.00 (includes leotard and tights)

Early Bird Special: Registration Fee \$40.00 (includes leotard and tights)

Students registering during the program will be allowed to begin class on the next scheduled class day.

Male and Female Dancers are WELCOMED

Ages 2 to Adult

No Prior Experience Needed!

## **TUITION FEES AND PAYMENTS**

PADC is a 9 month commitment program ran from September to June

If your child/children is not present for class, you are still required to pay tuition.

We offer affordable tuition to pay in full or payment plans of quarterly and monthly plans. For enrolled dancers, there are additional fees such as recital and costume fees.

**Tuition is due every 5th of the month**

## **LATE FEES**

**After the 15th, Parents will be charged a late fee of \$20.00.**

It is imperative for parents to maintain good standing with tuition payments, as this directly impacts a student's ability to participate in classes and may lead to incurring late fees. In the event of overdue student tuition before the end of the month, the student is expected to attend classes but will be unable to actively participate, instead taking a passive role by sitting down and taking notes.

## ***Payment Method***

*PayPal @PassionfortheArtsLLC (please add 4% transaction service fee)*

*Venmo @PassionfortheArtsLLC (please add 4% transaction service fee)*

*Cash or Check*

# TUITION & COSTUME FEES

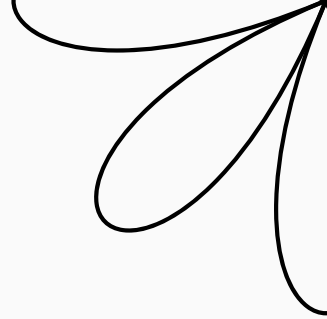
**Sibling Discounts:** Families with multiple children under the same household enrolled in our programs may be eligible for sibling discounts. The discount amount of 20% will be applied to 1 child. This excludes registration fee, recital fees, and costumes fees.

**Costumes** for the recital may vary in cost, typically ranging from \$75 to \$100 per costume, with accessories included if deemed necessary.

Dance Shoes and Tights are included in costume fee and must be paid in installments

Tuition Fee	Costume Fee
Mini Artist Combo Class (ages 2-4) Ballet, Tap, & Acrobatics \$95.00/month	Mini Artist Combo Class (ages 2-4) Ballet, Tap, & Acrobatics (3 in 1 costumes) = \$100.00
Training Artist Combo Class (ages 5-8) Ballet, Tap, Acrobatics, & HipHop \$145.00/month	Training Artist Combo Class (ages 5-8) Ballet, Tap, Acrobatics, & HipHop (4 costumes) = \$375.00
Emerging Artist Combo Class (ages 9+) Ballet Modern & Jazz \$135.00/month  Additional Classes for ONLY Emerging Artist Add HipHop Tap Acrobatics & Praise + 1 class = \$150.00 + 2 classes = \$165.00 + 3 classes = \$175.00 + 4 classes = \$195.00  If dancer would like to take HipHop ONLY for only ages 9+ 1 Class : 55.00	Emerging Artist Combo Class (ages 9+) Ballet Modern & Jazz (3 costumes) = \$300.00  Additional Classes for ONLY Emerging Artist Add HipHop Tap Acrobatics & Praise + 1 class = \$400.00 + 2 classes = \$500.00 + 3 classes = \$525.00 + 4 classes = \$550.00  HipHop (1 costume) = \$100.00

# SCHEDULE & RECITAL INFO



WEDNESDAY	*FRIDAY	SATURDAY
<b>Emerging Artist Combo Classes</b> (ages 9+)	<b>Emerging Artist Electives</b> (ages 9+)	<b>Mommy &amp; Me Combo</b> (ages 2-4) & <b>Training Artist Combo</b> (ages 5-8)
<b>Ballet 1</b> Ms.Diamond 5:30pm-6:30pm	<b>HipHop 1</b> Ms. Samaya 6:00pm-7:00pm	<b>Mommy/Special Person &amp; Me</b> Ballet x Acrobatics x HipHop Ms Diamond 9:00am-10:00am
<b>Modern 1</b> Ms Diamond 6:30pm-7:30pm	<b>Acrobatics 1</b> Ms. Diamond 7:00pm-8:00pm	<b>Training Artist Combo</b> Ballet x Tap x HipHop x Acrobatics Ms Diamond 10:00am-12:00pm
<b>Jazz 1</b> Ms Diamond 7:30p,-8:30pm	<b>Tap 1</b> Ms Diamond 8:00pm-9:00pm	<b>*Schedule is subject to change due to enrollment*</b>

## **Recital Performance Fee**

While participation in the recital is not mandatory for PADC dancers, we strongly encourage all dancers to partake in this opportunity to showcase their talents and immerse themselves in the complete recital performance experience. Passion for the Arts recitals are considered a prime platform for our students to display the results of their diligent efforts over the past nine months. In the event of unforeseen circumstances, please do not hesitate to reach out to the director.

## **Recital Fee: \$125.00 | Due April 2025**

Includes: Participation Trophy, Recital T-shirt, 1 Complimentary Ticket, Recorded Recital Link, & 1 Recital Book

Recital Tentative Date: June 2025 TBA

Students are required to sell 8 tickets

**ALL TUITION MUST BE PAID IN FULL PRIOR TO PURCHASING RECITAL TICKETS**





# FUNDRAISERS & STUDIO EVENTS



## FUNDRAISERS & STUDIO EVENTS

At Passion for the Arts Dance Center, our dedication to nurturing creativity and self-expression through dance is fundamental to our mission. Fundraising is vital for several key reasons: it supports our programs, provides scholarships and accessibility, funds our end-of-season recital showcase, and covers various essential needs to ensure a successful dance season.

We encourage all dance families to participate in fundraisers and studio events. If a family chooses not to engage in any PADC events, a buy-out fee will be required.

## **ESTIMATED FUNDRAISER & MONTHLY EVENTS!**

**MARCH: POPCORN FUNDRAISER / ST PATRICK BAKE SALE**

**APRIL : ADVERTISEMENT RECITAL BOOK FUNDRAISER**

**MAY: MOTHERS DAY BRUNCH FUNDRAISER / MOVIE NIGHT**

**JUNE: FATHERS DAY DINNER FUNDRAISER / AWARDS BANQUET**

# MONTHLY NEWSLETTER



Monthly newsletters will be distributed via email and/or the Band app to keep parents informed about activities occurring both within and outside the dance center. These newsletters will include updates on weekly and monthly events, tuition reminders, payment information, and more.

# COMMUNICATION & MORE INFO

Passion for the Arts Dance Center will communicate with parents, emergency contacts, guardians, or caregivers through email, phone calls, or the BAND app. We strive to respond within 24 hours of receiving a notice, with the exception of major holidays and breaks. Please ensure that the center has up-to-date contact information, and notify the Director immediately if any changes occur.

**Phone: 215-821-9401**

**Email: [PassionfortheArtsDance@gmail.com](mailto:PassionfortheArtsDance@gmail.com)**

**Direct message us on the BAND app!**

**SCAN QR CODE TO DOWNLOAD AND JOIN**

## HOURS OF OPERATION

**Monday: By Appointment Only**

**Tuesday: 5:00pm-7:00pm**

**Wednesday: 4:00pm-9:00pm**

**Thursday: By Appointment Only**

**Friday: 6:00pm-9:00pm**

**Saturday: 8:00am - 5:00pm**

**Sunday: CLOSED**

## *Dance Bag Mandatory Supplies*

- *Extra Dance Leotard*
- *Extra Pair of Tights*
- *Hair Net, Scrunchy, Bobby Pins*
- *Hair Brush and/or Combs*
- *Dance Notebook and Pen*
- *First Aid Kit*
- *All Dance Shoes*
- *Healthy Lunch/Snacks*
- *Feminine Hygiene Products (please use sensitive/fragrance free)*



# WAIVERS & POLICIES

**\*\*Liability Disclaimer Policy for Passion for the Arts Dance Center\*\*** Passion for the Arts LLC is committed to providing a safe and enjoyable environment for all participants. We prioritize the well-being of our students, staff, and visitors. However, it is important to understand and acknowledge the following liability disclaimer: **Assumption of Risk** Participation in dance classes, workshops, rehearsals, performances, and other activities offered by Passion for the Arts LLC is voluntary. Participants voluntarily assume all risks associated with their involvement in these activities. Dance and related activities involve inherent risks, including but not limited to physical exertion, potential for injury, and the risk of accidents. Participants acknowledge and accept these risks when engaging in dance-related activities. Participants are responsible for assessing their own physical condition and determining whether they are fit to participate in dance classes and activities. It is recommended that individuals consult with a healthcare professional before starting any new physical activity. By enrolling in our programs or participating in our activities, participants affirm that they have read and understood the risks associated with dance participation and have provided informed consent to participate. Participants, including students, parents/guardians, and visitors, hereby release Passion for the Arts LLC, its instructors, staff, volunteers, and affiliates from any and all liability for injuries, damages, or losses sustained during or as a result of participation in dance classes or related activities. Participants agree to indemnify and hold harmless Passion for the Arts LLC, its agents, and employees from any claims, demands, or actions arising out of or related to their participation in dance activities. Passion for the Arts LLC implements safety protocols and guidelines to minimize the risk of injury or accidents during classes, rehearsals, and performances. Participants are expected to adhere to these guidelines and follow instructions provided by instructors and staff. Participants should promptly report any accidents, injuries, or concerns to the appropriate staff member or instructor to ensure prompt assistance and appropriate follow-up. By enrolling in our programs or participating in our activities, participants acknowledge that they have read, understood, and agreed to the terms of this Liability Disclaimer Policy. By participating in our programs or activities, you acknowledge and accept the terms of this Liability Disclaimer Policy.

**Medical Waiver** I hereby authorize the provision of any necessary medical care for my child/children in the event of an accidental injury, illness, emergency, or non-emergency situation until I can be reached. Furthermore, I accept responsibility for covering the costs associated with any required medical treatment. I acknowledge that Passion For The Arts Center and its staff are not liable for any medical expenses incurred.

**Photography Release** I hereby grant full authorization to Passion For The Arts Center and its personnel to utilize photographs and video footage of myself or my child exclusively for promotional endeavors related to Passion For The Arts Center. These visual materials may be incorporated in brochures, websites, advertisements, and any promotional content produced by the studio. Furthermore, these images may be featured in press releases and various print advertisements with or without accompanying names.

**Policy Updates: Changes to Fees:** Passion for the Arts Dance Center reserves the right to adjust tuition fees, registration fees, or other charges as deemed necessary. Notice of any fee changes will be provided to parents/guardians in advance. By enrolling in our programs, you acknowledge and agree to abide by the terms and conditions outlined in this Tuition and Fees Policy.



# WAIVERS & POLICIES

## Private Policy

At Passion for the Arts Dance Center, we are committed to protecting the privacy and security of our clients' personal information. This Privacy Policy outlines how we collect, use, and safeguard your data when you visit our website, interact with us online or offline, or use our services.

**Personal Information:** We may collect personal information such as names, addresses, phone numbers, email addresses, and payment details when you register for classes, make purchases, or engage with us through our website or in person.

**Usage Information:** We gather information about how you interact with our website, including IP addresses, browser type, device information, and pages visited. This helps us improve our website and services.

**Cookies:** We use cookies and similar tracking technologies to enhance your browsing experience and personalize content. You can manage your cookie preferences through your browser settings.

**How We Use Your Information:**

**Provide Services:** We use your personal information to enroll you in classes, process payments, and communicate important updates and announcements related to our services.

**Improve Services:** Your usage information helps us analyze trends, track website performance, and tailor our offerings to better meet your needs.

**Marketing:** With your consent, we may send you promotional materials about our classes, events, and special offers. You can opt out of receiving these communications at any time.

**Data Security:** We take the security of your personal information seriously and employ industry-standard measures to protect it from unauthorized access, disclosure, alteration, or destruction.

**Third-Party Disclosure:** We do not sell, trade, or otherwise transfer your personal information to third parties without your consent, except as required by law or to fulfill our services (e.g., payment processing).

**Your Rights:** You have the right to access, correct, or delete your personal information held by us. You can also request to unsubscribe from marketing communications or opt out of certain data processing activities.

**Changes to This Policy:** We may update this Privacy Policy periodically to reflect changes in our practices or legal requirements. We encourage you to review this policy regularly for any updates.

By using our website or services, you consent to the collection and use of your information as outlined in this Privacy Policy.

## Tuition and Fees Policy for Passion for the Arts Dance Center

At Passion for the Arts Dance Center, we are dedicated to providing high-quality dance education while maintaining transparent and fair tuition and fee policies. Please review the following guidelines regarding tuition payments, fees, and related matters:

### Tuition Payments:

**Payment Schedule:** Tuition fees are due on 5th of each month basis, depending on the selected payment plan. Payment schedules will be communicated to parents/guardians upon enrollment.

**Accepted Payment Methods:** We accept payments via cash, check, credit/debit card, and online payment platforms. Please ensure that payments are made promptly to avoid late fees or class discontinuation.

**Late Payments:** A late fee may be applied to tuition payments received after the due date. \$25.00 Late Fee will be applied after the 15th of the month.

### Refunds: ALL FEES PAID TO PASSION FOR THE ARTS ARE NONREFUNDABLE

**Registration and Administrative Fees:**

**Registration Fee:** A one-time annual registration fee is required for each student upon initial enrollment. This fee includes dancers' leotard and one pair of tights and secures the student's place in the program.

### Discounts and Scholarships:

**Sibling Discounts:** Families with multiple children enrolled in our programs may be eligible for sibling discounts. The discount amount of *20% will be applied to up to 3 family members enrolled in the program*. This excludes registration fee, recital fees, and costumes fees.

**Scholarships:** Passion for the Arts Dance Center may offer scholarships or financial aid to students based on demonstrated financial need, merit, or other criteria determined by the Director. Scholarship opportunities will be announced and awarded through a formal application process.



# Thank you



[WWW.PASSIONFORTHEARTSDANCE.COM](http://WWW.PASSIONFORTHEARTSDANCE.COM)

FOLLOW US @PASSIONFORTHEARTSDC

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