

COASTSIDE DANCE SCHOOL STUDIO HANDBOOK



Introduction

It's my absolute pleasure to warmly welcome your dancer and family to Coastside Dance School! My team is thrilled to see many familiar faces continue to dance with me and even more excited to see some new faces join our dance community. I 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 that you may have before the year begins.

While I 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 I/we are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise! 😊

Mission and Vision. It is important to us at Coastside Dance School that all members of our staff and families 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 owner, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families. Coastside Dance School is an entertainment, performance, and arts education based school.

We are a place where kids find their passion, build solid technique, and perform their joy of movement. This is a studio where creativity, strong work ethic, self-discipline, and self-expression is encouraged. We support the recreational and technical/professionally inspired dancer with 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, create lifelong active movers, and future patrons of the arts. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a fun, safe and positive environment in which all students can feel empowered, comfortable and free to express themselves to grow their self confidence. We love and focus on seeing smiling happy faces. This will be a life changing experience for your child!

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REGULATIONS AND POLICIES

Class Tuition

Description	Monthly Fee
One class per week	\$115
2 classes per week	\$200
3 classes per week	\$300
4 classes per week	\$400
Free After Five: Unlimited classes after 5 paid weekly classes (\$500/month)	\$500

Enrollment

Once enrolled, students are considered "contracted" and committed to completing classes until June 30, 2027. The payment schedule is monthly, with tuition payments charged on the 1st of each month with automatic payments being the only payment method accepted.

Billing

Monthly tuition payment is based on a 12 monthly payment installments for the dance season for July 1, 2026-June 30, 2027 based on the number of classes in the season divided by the months. It is not based on the number of classes per month. Even though 4 classes a month is the average, some months have a varied number of weeks. The system allows for a balance for all classes throughout the year.

Declined cards/Late Payments

A \$25 declined fee penalty will be applied to the family account ledger for any declined/late payments that continue in the season. No exceptions. No warnings. Make sure your credit card on file is current and funds are in your bank account on the 1st of every month.

Withdrawal

If you decide to withdraw from classes before the end of the dance season (June 30), please notify Coastside Dance School by email as soon as possible. We also encourage families to discuss the withdrawal with their teacher so we can best support your dancer's transition.

To stop future tuition charges, email notice must be emailed to CoastsideDanceSchool@gmail.com by the 15th of the month prior to the next tuition payment. This allows sufficient time to cancel automatic payments and adjust class planning.

Important:

- Withdrawal requests received after the 15th of the prior month will result in the next month's tuition being charged.
- No refunds or credits will be issued for tuition already charged.
- No refunds or credits will be issued for partial months attended.
- Withdrawal requests must be submitted by email; verbal notice is not sufficient.

Example: If you wish to withdraw effective November 1, your written notice must be received no later than October 15.

Important Note:

2 months before any show (Holiday and Recital) we do not accept withdrawal.

NO TUITION CREDIT OR REFUND if withdrawing after the recital or any time during the month.

STUDIO POLICIES

Absence: Coastside Dance School understands that absences may occur due to sickness. If a student is absent-a make up can be made for any class in the same age level and any style of dance available. We will endeavor to arrange make-up lessons for classes canceled by Coastside Dance School or will offer an alternative class we contact you about. Please email CoastsideDanceSchool@gmail.com to notify of an absence.

Scheduling your Makeup: Classes can be made up anytime during the Dance season, but not going into the new dance season. ***You can schedule any class in their age range available for your child. You do not have to pick the same style of class that they are enrolled in currently.**** This offers more time flexibility for you and for them to try a new style of dance as well. Go into your parent portal on your student page. Next to the blue button "enroll in a class" you will see a pull down option reading "other actions." Click on that and follow the computer lead to schedule a class. You can also see the current class schedule on the website www.CoastsideDanceSchool.com

Credits are applied for teacher cancelation of class when no class make up option is available. Credits will NOT be applied for dancer Illness or Vacations.

Studio Withdrawal: Coastside Dance school runs a dance season from July-June 30 school year with Registration. We hope that students stay for the full dance season. All students are invoiced based on monthly classes so your invoice will be the same each month unless you change classes. If you decide to withdraw from the school with dance classes in the middle of the month for any reason, you will still be charged for the entire invoiced period month . If you wish to withdraw from classes at Coastside Dance School, it is a requirement that you notify the school by email in writing 15 days prior the 1st of the month that you will not be attending.

Refund Policy: Tuition is non-refundable except in cases of medical emergencies with a doctor's note. Requests for refunds must be submitted in writing to info@artistrydanceloft.com. Costume fees are non-refundable after costumes have been ordered. Recital fees are refundable up to 30 days before the event. No refunds will be issued after this period. Private lesson fees are refundable with 24-hour notice of cancellation. No refunds will be issued for no-shows or last-minute cancellations.

Arrival, Pick-Up and Parking: Please plan to arrive at the class lobby 5 minutes early to get settled and find street parking. The lot behind the building is for building tenants. Tardiness is discouraged as it creates a class distraction. Dancers should be in the classroom at the start of class ready to dance and not walking in the lobby door.

For students Elementary age or older, you may drop off/pick up in your car. You may use the driveway quickly to pick up and drop off parking when the door is full.

For students under 5, please park and walk to pick up/drop off at the door. If your child can be independent of the bathroom, parents do not have to stay in the lobby during class time.

Be on Time: Please have your child ready for classes 5 minutes prior to class. Students are expected to stay the entire length of the class time either in a studio classroom. This helps with other students being distracted and feeling a sense of togetherness.

Observation/Lobby: It is the school's policy that classes are designed for success as a teacher/child class experience similar to Pre-school and Elementary school classroom's safety measures. During the class session, please be respectful to not interrupt student focus and teachings. The studio classroom is closed to observers unless invited into the room by the instructor to assist with bathroom needs quietly. While good intentions are understandable, voicing out from the lobby into the classroom to your dancer, or entering the classroom while teaching without instructor permission; can pull the students' focus from learning and be distracting to the classroom learning experience for all students. If you feel you need to connect with your child during class time please motion to the teacher 1st for acknowledgement and permission. (Students should be independent/learning to be, with changing dance shoes and getting props from their prop bag during class. Instructors will help the students when necessary with dance items. Helpful tips for smooth transitions are having shoes labeled R/L and having props in the bag that are easily accessible as originally given to them.)

Pictures/Video: It is SO fun to watch our dancers! We love you taking photos and videos to post on social media and tagging "Coastside Dance School" on Facebook and Instagram pages. Just note that in doing so please don't distract the class or dancers. You may always take pictures in the lobby as well before and after class with our logo wall!

Food: The only food or drink allowed in the dance studios is water. This includes coffee, gum, candy & mints. Please enjoy your coffee, snacks, gum, candy outside of the building. Please throw all waste in the garbage. All personal items and water bottles must be labeled.

Gear: Dancers' water bottles, coats, shoes, books, cell phones & other gear can be placed in the cubbies. The only items allowed in the dance studios are dancers with prop bags and R/L Labeled shoes inside of the prop bag. All belongings must be clearly labeled.

Lost and Found Policy: Our Lost & Found is in cloth boxes of the cubbies in the lobby. Please check there and you may contact staff if any of your belongings go missing or are left behind

Class Cancellations: If a class needs to be canceled on the fault of Coastside Dance School then a make-up class will be scheduled. Class cancellations would be due to natural disasters, power outages, technical difficulties, or teacher sickness. Parents will receive a time notice of cancellation by Text/phone call, Email, Facebook notice, and Website notice. Credits are applied for teacher cancelation of class when no class make up option is available. Credits will NOT be applied for dancer Illness or Vacations.

Account Ledger: Please check the students' birthdate and your account ledger for any credits and accuracy before scheduling make ups.

Billing: Monthly tuition payment is based on a 12 month equal payment dance season for July-June. It is not based on the number of classes per month. Even though 4 classes a month is the average, some months have a varied number of weeks. This system allows for a balance for all classes throughout the year.

2026-27 MASTER CALENDAR



- **July 1** - 2026-27 Dance Season
- **July 4** - 4th of July - STUDIO CLOSED
- **September 7** - Labor day - STUDIO OPEN
- **September 12** - Ocean Dance Party
- **September 26th** - Fog Fest Parade
- **September 26th** - The DCPLA's Art & Lit Fest at Serramonte Center
- **September 27th** - Fog Fest Parade
- **October 3rd** - Halloween Show @IBL
- **October 12th** - Columbus Day - STUDIO OPEN
- **October 17th** - Halloween Dance Party
- **October 19th** - Holiday Show Fee Charge Opt-out deadline
- **October 31st** - Halloween- STUDIO CLOSED
- **November 8th** - Titans Dance Convention-Santa Clara
- **November 11th** - 11 Veterans Day - STUDIO OPEN
- **November 14th** - Fall Dance Party
- **November 23rd - December 1st** - Thanksgiving Day - STUDIO CLOSED
- **December 2nd** - Classes Resume
- **December 5th** - Serramonte Mall Performance
- **December 5th** - Nutcracker Dance Party
- **December 6th** - Hillsdale Mall Performance
- **December 13th** - Holiday Show
- **December 19th** - Nutcracker Sweet Performance
- **December 21st - January 3rd** - Winter Break
- **January 4th** - Classes Resume
- **January 18th** - M.L. King Day-OPEN
- **January 20st** - Parent Recital Meeting
- **January 23rd** - Winter Dance Party
- **February 1st** - Costume Ordering Deadline
- **February 13th** - Valentine's Dance Party
- **February 15th** - President's Day - OPEN
- **February 22** - Recital Fee Charge Opt-Out
- **March 13th** - St. Patrick's Dance Party
- **March 28th** - Easter Sunday -CLOSED
- **April 17th** - Studio Pool Party
- **May 8th** - Spring Dance Party
- **May 16th** - Photo Day - All Students
- **May 31th** - Memorial Day - OPEN
- **June 5th** - Recital Dress Rehearsal
- **June 6th** - Recital Performance
- **June 30th** - Last Day of classes for 2026-27 Dance Season

OUR DRESS CODE

At Coastside Dance School, we believe that wearing proper dance attire or studio brand uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community. If your child isn't wearing their uniform they will have to sit out from class and watch. They will not be allowed to participate in class.

Please only use our studio brand tights as well. so that all dancer look the same.

Our uniforms also:

***Allow instructors to correct alignment of the body for technique and prevent bodily injuries

- 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

Ballet	Ballet students must have pink ballet shoes, tights, and leotards which can be purchased from our on-line shop.
Jazz	Students require tan jazz shoes, skin colored tights and leotards
Twinkle Stars	We encourage our youngest dancers to wear clothes that allow them to move and feel confident
Tap	Students require tan tap shoes, skin colored tights and leotards.
Contemporary	Students can wear bare feet or jazz shoes for this class. Tights and leotard
Hip Hop	Students require tan jazz shoes or tennis shoes used only at the studio for dance class and not on the street along with any combination of studio shirt and black jazz/yoga pants or black pants for boys.
Acro	Students are required to purchase AcroTard from the studio or wear their current studio leotard with black shorts.

Need Dancewear?

Uniforms can be purchased year-round from the studio or from our website

www.ShopNimbly.com/CoastsideDanceSchool



Roxanne Seliger - Studio Owner/ Director

Ms. Roxanne Seliger has been dancing for 42 years and teaching dance for almost 30 years! She began dancing at the age of 4 with Ballet and Tap in Southern Illinois. She completed her first Tap Solo at age 9 and quickly moved forward with her dance training and knew she wanted to be a dance teacher. She moved to Bakersfield, CA where she studied under Georgia Peck and danced along side Tiler Peck (principal ballerina for the New York City Ballet and Georgia's daughter). She has competed in many national dance competitions and conventions winning awards in Tap, Jazz, Hip-Hop, Lyrical, and Modern dance styles.



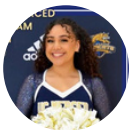
Lisa Stremel - Dance Instructor

Ms. Lisa, a passionate dance instructor, discovered her love for dance during her childhood and teenage years. With years of experience performing and honing her craft, she now dedicates herself to inspiring students of all ages.



Ellen Pitt - Dance Instructor

Miss Ellen is a Pacifica native. She spent many years of her childhood growing a passion for dance by taking tap and jazz classes at Sue's performing Stars. After high school, Miss Ellen took Early childhood Education classes at Skyline College, and knew instantly she wanted to be a teacher. She holds a degree in the field and has over 20 years of being a preschool teacher. After having her daughter, Ellen took a few years off teaching and that's when she came in contact with Roxanne. She loves teaching young children in the dance studio and see how much fun the children have while building their confidence. In her spare time, Miss Ellen loves spending time with her family and friends hiking, spending time on the beach, and playing golf at the local golf course.



Shaniece Calderon - Dance Instructor

With over nine years of dance experience, I specialize in jazz, hip-hop, salsa, lyrical, and more. I spent four years on the UC Merced Dance Team, serving as captain for three, and have been teaching since I was 15. Dance has been my safe place for so long, and my passion drives me to create that same supportive and inspiring space for my students



Michelle Ciccarello - Dance Instructor

Ms. Michelle brings over 30 years of dedicated dance experience. She began her training as a competitive dancer in the Midwest, where she developed a strong technical foundation and a deep appreciation for discipline, musicality, and performance. Her passion for dance naturally evolved into a commitment to teaching and choreography, where she finds great fulfillment in mentoring the next generation of dancers. Ms. Michelle remains an active member of the dance community, continuing to train and explore a wide range of styles throughout the San Francisco Bay Area. Her love for dance is at the center of everything she does, and she's passionate about helping her students grow in both confidence and creativity.

2026-27 Kids' Night Out Dance Parties, Winter & Summer Camps

DATE	DANCE PARTY
July 18	Super Mario 2 Pop up dance and Movie Night
September 13	Ocean Dance Party
October 18	Halloween Dance Party
November 15	Fall Dance Party
December 6	Nutcracker Dance Party
January 31	Winter Dance Party
February 13	Valentine's Dance Party
March 14	St. Patrick's Dance Party
May 9	Spring Dance Party

DATE	WINTER DANCE CAMP
December 21-23	Winter Dance Camp
December 28-30	Winter Dance Camp

DATE	SUMMER DANCE CAMP
June 7-30	Summer Dance Camp
July 5-30	Summer Dance Camp
August 2-6	Summer Dance Camp

PARENT --- RESOURCES

Parent Portal

Our parent and student portal provides access to important information and resources. To access the portal, visit our website and log in with your credentials. Through the portal, you can:

- View class schedules and attendance records.
 - Access billing and payment information.
 - Schedule Make up Classes
-

Volunteer Opportunities

We welcome parent involvement and offer various volunteer opportunities throughout the year. To volunteer, please sign up at the office or contact info@artistrydanceloft.com. Opportunities include:

- Assisting with recitals and events
 - Helping with costume fittings
-

Frequently Asked Questions (FAQ)

Q: What should my child wear to class?

A: Please refer to our dress code section for specific attire requirements for each dance style.

Q: How do I register for classes?

A: Registration can be completed online through our website or in person at the studio office.

Q: What happens if my child misses a class?

A: Makeup classes are available for missed classes due to illness or emergencies. Please contact the office to schedule a makeup class.

Q: Can parents observe classes?

A: Parents are welcome to observe classes during designated observation weeks, which occur twice a year. Outside of these times, we encourage parents to wait in the reception area to minimize distractions for the students.

Get in Touch

View our emailed Monday updates by email. The best way to contact us is via email. You can also reach us by call, text or social media messages.

Our office team is always available during studio hours. For reminders and announcements, we sent out a weekly update and monthly newsletter via email.

We're excited to provide you with a clear, organized, and positive experience!

- **Address:** 104 Paloma Ave, Pacifica, CA
950 King Drive, Suite 103, Daly City, CA
- **Phone:** (650)-977-1912 (*Admin hours M-F 10:00AM-5:00PM*)
- **Email:** coastsidedanceschool@gmail.com
- **Instagram:** @coastsidedanceschool
- **Facebook:** Coastside Dance School