

# RADIATE DANCE COMPANY

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## Studio Handbook

*2026 - 2027 Season*

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## Section 1: Studio Foundation

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### **Mission**

Radiate Dance Company is committed to providing high-quality dance education in a positive, encouraging, and structured environment. Our mission is to cultivate a love of dance while supporting the development of confidence, discipline, resilience, teamwork, and personal growth in every student.

We believe dance education extends far beyond technique. Through structured training, performance opportunities, and mentorship, we strive to help dancers develop strong character, a positive mindset, and a lifelong appreciation for the arts.

### **Vision**

Radiate Dance Company seeks to radiate positivity, creativity, and excellence throughout our community. We aim to be a studio known for high-quality training, a supportive culture, and a commitment to developing well-rounded dancers and individuals.

### **Core Values**

#### **Positivity**

We foster an encouraging and uplifting environment where dancers feel supported and motivated to grow.

#### **Respect**

All members of the Radiate community — students, parents, teachers, assistants, and staff — are expected to treat one another with kindness and respect.

#### **Growth**

We emphasize progress over perfection. Dancers are encouraged to embrace challenges and celebrate improvement at every level.

#### **Responsibility**

Students learn the importance of commitment, preparation, and accountability for their training.

#### **Professionalism**

Radiate Dance Company maintains professional standards in instruction, communication, and studio operations at all times.

#### **Community**

Our studio values connection and support among dancers, families, and staff. We grow together.

## Section 2: Studio Culture & Authority Structure

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Clear leadership and defined roles are essential to maintaining a safe, organized, and productive studio environment.

### Studio Ownership & Administration

Radiate Dance Company ownership and administration maintain final authority over all aspects of studio operations, including:

- Student placement and class assignments
- Curriculum and instruction standards
- Studio policies and procedures
- Competition team decisions
- Staff management and compensation
- Safety protocols and emergency procedures
- Disciplinary actions
- Financial matters and tuition

### Designated Lead Teacher

When studio ownership or administrative leadership are not physically present, a Designated Lead Teacher serves as the highest authority on-site. The Designated Lead Teacher is responsible for maintaining studio safety, supporting teachers and assistants, addressing immediate concerns, and communicating all important matters to studio administration.

### Teacher Authority

Teachers maintain authority within their classrooms and are responsible for student safety, instruction and curriculum delivery, classroom management, assistant supervision, and maintaining a productive learning environment. Teachers are expected to maintain professionalism and clear communication with students and families at all times.

### Assistant Authority

Assistants play an important supportive role but operate under the direct supervision of the teacher at all times. Assistants may demonstrate skills, provide individual student support, help maintain classroom organization, and assist with classroom management. Assistants may not independently make policy, placement, or disciplinary decisions. All parent concerns must be directed to the teacher or administration.

## Section 3: Dress Code Policy

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Proper dance attire allows teachers to observe alignment, technique, and movement clearly while maintaining a professional classroom environment. Students must arrive dressed appropriately for their class style.

### General Requirements

- Form-fitting dancewear appropriate for movement
- Proper dance shoes for each specific style
- Hair secured away from the face for all classes
- No dangling jewelry during class
- Label shoes and belongings, especially for younger dancers

### Ballet Classes

- Class leotard and tights
- Pink ballet slippers (leather or canvas)
- Hair in a neat bun secured with hairpins
- Skirts or warm-up attire worn before/after class only

### Other Class Styles

Specific dress code requirements are provided separately per class style and are communicated at enrollment. Teachers may redirect students who arrive out of dress code.

### Assistant Dress Code

- Fitted dancewear appropriate for movement and demonstration
- Proper dance shoes for the class style
- Ballet attire required when assisting ballet classes
- Oversized or restrictive clothing is not permitted

## Section 4: Enrollment, Tuition & Payment Policies

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### Enrollment & Class Placement

Enrollment at Radiate Dance Company reserves a dancer's place in class and confirms commitment to participate for the season. Class sizes are intentionally limited to ensure quality instruction and individual attention. Because space is reserved for each enrolled student, families are responsible for tuition payments regardless of attendance.

Enrollment is accepted through the Parent Portal. Placement decisions consider skill level, maturity, safety, and classroom balance. Radiate Dance Company reserves the right to adjust class placement mid-season if a different level would better support a student's development and safety.

## **Trial Class Policy**

Prospective students are welcome to attend one trial class at the standard class rate. If the family enrolls within two weeks of the trial, the trial class fee is applied as a credit toward the first month's tuition. Trial classes are subject to availability and must be scheduled in advance with the studio.

## **Tuition Structure**

Tuition at Radiate Dance Company is calculated based on the full dance season and divided into equal monthly payments for family convenience. Monthly payments do not reflect the exact number of classes in a given month but represent a portion of the total seasonal tuition. Tuition remains consistent each month regardless of holidays, studio closures, or calendar variations.

## **Payment Methods**

Radiate Dance Company requires all families to maintain a valid payment method on file through the Parent Portal. ACH/bank account payments are strongly preferred. Credit and debit cards are also accepted. **Families who prefer to pay by cash or check may do so prior to the due date.**

If tuition/payment has not been received by the due date, the payment method on file will be processed automatically.

This system helps maintain consistent operations while minimizing administrative delays.

## **Sibling & Family Discount**

Families enrolling multiple dancers may be eligible for a sibling discount. Please contact the studio administration for current discount information and eligibility requirements.

## **Due Dates & Fees**

- Tuition is due by the 10th of each month.
- All other posted fees will include the payment due date. These will also be communicated via newsletter and email.
- Accounts not paid by check or cash by the due date will be processed using the payment method on file (Auto-pay)

## **Refund & Credit Policy**

- Tuition is non-refundable
- Costume fees are non-refundable once ordered
- Special event fees are non-refundable

- Make-up classes are not guaranteed
- Credits are issued at the sole discretion of studio administration

## Section 5: Withdrawal & Account Policies

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### Withdrawal Notice

If a family chooses to withdraw from a class, written notice must be submitted via email to studio administration prior to the next billing cycle. Stopping attendance alone does not constitute withdrawal and does not release a family from tuition responsibility.

*To initiate withdrawal, email [admin@radiatedance.com](mailto:admin@radiatedance.com) before the next billing cycle begins.*

### Outstanding Balances

Accounts must remain in good standing in order for dancers to participate in performances, receive costumes, or participate in competition events. Families experiencing financial difficulty are encouraged to contact studio administration to discuss possible payment arrangements. Radiate Dance Company values open communication and will work with families whenever possible.

## Section 6: Attendance & Make-Up Class Policy

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### Attendance Expectations

Regular attendance is essential for student progress and class continuity. Dancers are expected to attend class consistently and arrive on time. Students who arrive more than 10 minutes late may be asked to observe class for safety reasons. Frequent absences may impact a dancer's development and participation in choreography or performances.

### Absence Notification

If a dancer must miss class due to illness or a required school obligation, families are encouraged to notify the studio as soon as possible through the Band App or by emailing [admin@radiatedance.com](mailto:admin@radiatedance.com).

### Make-Up Class Policy

If a dancer misses a class, they may attend a make-up class within two weeks of the missed class. Make-up classes must be in a similar style and level when possible. Families should contact the studio to schedule make-up classes to confirm availability. Make-up classes are offered as a courtesy and may be limited based on class capacity.

## Section 7: Severe Weather & Emergency Closures

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Radiate Dance Company prioritizes the safety of students, families, and staff above all else. The studio may close due to circumstances including, but not limited to:

- Severe weather conditions or tornado warnings
- Public safety emergencies
- Epidemics or public health concerns
- Utility outages at the studio
- Acts of God or circumstances beyond the studio's reasonable control

When possible, the studio may implement virtual instruction to maintain class continuity. Because tuition is based on seasonal enrollment rather than individual class attendance, tuition remains due during temporary closures.

### Inclement Weather Notification

Closure decisions will be communicated as early as possible — typically by 3:00 PM for evening classes — through email, social media, the Band App, and the Parent Portal. Families are encouraged to monitor these channels during periods of severe weather. The studio follows the local school district as a general guideline but makes independent closure decisions based on studio-specific conditions.

## Section 8: Student Safety, Injury & Incident Procedures

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Radiate Dance Company prioritizes student safety at all times. All staff members are trained to respond appropriately to injuries and safety concerns.

### Injury Response Protocol

- Stop the activity immediately and assess the situation.
- Provide basic first aid, including ice, as appropriate.
- Have the dancer sit out for the remainder of class if needed.
- Notify a parent or guardian as soon as appropriate.
- Complete an incident report for any injury that occurs.
- Report serious injuries to studio administration immediately.

## Medical Clearance & Return to Dance

Radiate Dance Company reserves the right to require medical clearance before a dancer returns to full participation after certain injuries. This policy exists to protect the health and safety of the student. Teachers should never require a dancer to continue participating if an injury is suspected.

## Incident Documentation

Incident reports are completed and maintained on file for any injury or safety concern. A copy may be provided to the parent or guardian upon request. Studio administration is notified of all incidents.

## Section 9: Anti-Bullying & Safe Environment Policy

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Radiate Dance Company is committed to maintaining a safe, inclusive, and respectful environment for every dancer, family member, and staff member. Bullying, harassment, and discrimination of any kind are not tolerated.

### Definition

Bullying includes repeated verbal, physical, social, or digital behavior that causes distress to another person. This includes teasing, exclusion, name-calling, intimidation, and cyberbullying related to studio activities or members.

### Reporting

Any dancer, parent, or staff member who witnesses or experiences bullying behavior is encouraged to report it to a teacher or studio administration immediately. Reports can be made verbally or by emailing [admin@radiatedance.com](mailto:admin@radiatedance.com). All reports are taken seriously and handled with discretion.

### Response

Studio administration will review reported concerns within 48 hours. Responses may include a verbal or written warning, a required parent-administration meeting, a behavioral improvement plan, or, in serious cases, dismissal from the studio. Radiate Dance Company reserves the right to determine appropriate action based on the severity and pattern of behavior.

*Radiate Dance Company has zero tolerance for bullying. Every dancer deserves to feel safe, respected, and included.*



## Section 10: Photography, Video & Media Policy

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### Media Release

Enrollment at Radiate Dance Company includes permission for the studio to photograph and/or video record dancers for use in studio promotional materials, social media, and communications. Families who wish to opt out of media use may submit a written opt-out request to [admin@radiatedance.com](mailto:admin@radiatedance.com) at any time.

### In-Studio Photography & Video

Photography and video recording by parents or guests inside classrooms is not permitted without prior approval from studio administration. During designated observation periods and recitals, limited photography may be permitted. The studio will communicate specific guidelines for each event.

### Social Media Guidelines for Families

- Do not post images of other students without the consent of their families
- Do not publicly post competition choreography or routines before the season concludes
- Tag Radiate Dance Company only in positive, studio-appropriate content
- Respect other families' privacy and opt-out decisions

## Section 11: Data Privacy & Records Policy

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Radiate Dance Company is committed to protecting the privacy of all students, families, and staff. Personal and financial information collected through enrollment, the Parent Portal, and studio operations is handled with the highest level of care.

### Data Collection

The studio collects names, contact information, emergency contacts, medical notes, and financial data as needed to operate the studio safely and effectively.

### Data Use & Confidentiality

- Student and family information is used solely for studio operations
- Information is not shared with third parties except as required by law
- Staff may not share private student, family, or financial information externally
- Financial information is stored securely through the Parent Portal system

## Section 12: Grievance & Conflict Resolution Policy

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Radiate Dance Company is committed to addressing concerns promptly, fairly, and professionally. We value open communication and encourage families and staff to bring concerns forward before they escalate.

### Grievance Process

Step 1 — Communicate with the teacher: Many concerns can be resolved with a direct, respectful conversation in person or through the Band App or email.

Step 2 — Contact Administration: If the concern is not resolved, email [admin@radiatedance.com](mailto:admin@radiatedance.com) or [missabby@radiatedance.com](mailto:missabby@radiatedance.com) with a description of the concern.

Step 3 — Schedule a Meeting: Administration will arrange a meeting within 5 business days to discuss the concern and determine next steps.

### Response Standards

- All grievances are acknowledged within 24-48 hours
- All parties are treated with respect during the process
- Concerns are documented and handled confidentially
- Studio administration makes final decisions on all policy and operational matters

*Radiate Dance Company is committed to resolving concerns professionally. We ask that all communication remain respectful throughout the process.*

## Section 13: Health & Illness Policy

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### When to Keep a Dancer Home

To protect the health of all dancers and staff, students should not attend class if they have:

- A fever within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- A contagious illness such as strep, lice, pink eye, or COVID-19

### Injured Dancers

Dancers with injuries are welcome to attend class and observe when they cannot participate. Observing helps students maintain connection with choreography and classmates. Medical clearance may be required before returning to full participation after certain injuries. When observing, students are expected to be fully present in class, not doing homework or using phones/tablets.

## Section 14: Recital Policy

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The annual Radiate Dance Company recital is a highlight of the season and a celebration of every dancer's growth and hard work. Participation in the recital is a privilege that requires commitment throughout the year.

### Recital Fees & Costumes

- Costume fees are non-refundable once costumes are ordered
- All recital-related fees are non-refundable
- A Recital Fee is required and covers admission for all guests, a digital download of the recital, and staffing for the event

### Recital Eligibility

Excessive absences or ongoing behavioral concerns may affect a dancer's eligibility to perform in the recital. The studio will communicate eligibility concerns to families as early as possible. Final eligibility decisions are made by studio administration.

### Rehearsal Requirements

- Attendance at all required rehearsals is mandatory
- The dress rehearsal is mandatory for all performing dancers
- Families will receive the rehearsal and performance schedule in advance
- Specific arrival times, hair, and costume requirements will be provided closer to the event

## Section 15: Observation Policy

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To support a focused learning environment, Radiate Dance Company maintains structured observation policies for all classes.

### Video Observation

Parents and guardians may observe classes at any time through the studio's video observation system located in the downstairs lobby. This system allows families to watch classes without disrupting the learning environment.

### In-Person Observation

In-person observation inside classrooms is permitted during designated Observation Weeks, announced throughout the season. During these periods, one parent or guardian per dancer may observe class inside the studio. Outside of designated observation periods, parents are not permitted inside classrooms unless approved by studio administration.

## Section 16: Communication Policy

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Radiate Dance Company uses multiple platforms to ensure timely and clear communication with all families and staff.

### Communication Channels

- Email: Primary method for official studio communications
- Band App: Required for class-specific updates and announcements — all families and staff must participate
- Parent Portal: Used for enrollment, payments, and account management
- Response time: 24-48 business hours

### Parent Communication Guidelines

Teachers may respond to general classroom questions, scheduling reminders, and positive progress updates. The following matters must be directed to studio administration:

- Tuition or financial questions
- Class placement decisions
- Policy concerns or disputes
- Parent complaints or conflicts

*For administrative matters, contact us at [admin@radiatedance.com](mailto:admin@radiatedance.com) or [missabby@radiatedance.com](mailto:missabby@radiatedance.com).*

## Section 17: Lobby & Facility Guidelines

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Our lobby and facility are shared spaces for all families and must be maintained in a positive, respectful manner.

- Supervise young children in the lobby at all times
- Keep noise at a considerate level to avoid disturbing classes
- Avoid coaching or directing dancers from the lobby — allow teachers to lead instruction
- Food and beverages are permitted in designated areas only
- Lost and Found items are held for 30 days before being donated
- Pick up dancers promptly after class concludes
- Treat all studio property and shared spaces with care and respect
- For your convenience, there is a baby changing station in the lower level restroom, we ask that you please wipe off the station after use.

- Our parking lot is gravel and extends all the way to the small shed on the South End of the property. Please utilize the full width of the parking lot and do not park parallel to the fence line. Classes taking place on the lower level may utilize the parking spaces on the lower level. Please do not take up more space than needed and only park in the gravel, do not park on grass. .

## **Section 18: Competition Team Overview**

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Radiate Dance Company's Competition Team provides dancers with exceptional opportunities for performance, growth, teamwork, and advanced training. Participation requires a higher level of commitment, responsibility, and dedication than recreational classes.

The Competition Team has a full separate handbook in addition to this overview.

## **Section 19: Classroom Management & Behavior Protocol**

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Radiate Dance Company is committed to maintaining a positive, respectful, and structured learning environment. Behavior concerns should be addressed promptly and constructively so all dancers can learn in a safe and focused environment.

### **Behavior Expectations for Students**

- Listen to teachers and assistants and follow class instructions
- Treat fellow dancers with respect and kindness
- Participate in class activities appropriately
- Maintain a positive attitude and support classmates
- Refrain from bullying, harassment, or disrespectful behavior
- Keep hands to yourself. We do not touch other people's bodies or pick them up unless it is choreographed.
- Refrain from tumbling unless you are in an acro class and have been directed to do so by the teacher

### **Classroom Behavior Intervention Steps**

1. Verbal reminder — calmly redirect the student's focus
2. Re-explain instructions and offer encouragement
3. Ask the student to briefly sit out and observe
4. Issue a Behavior Report Form and notify parents
5. Refer to administration if behavior continues or becomes serious

## Behavior Report Form

Behavior Report Forms document concerns when necessary and include a description of the behavior, actions taken during class, and recommendations for improvement. A copy is sent to the student's parent or guardian.

## Behavior Log

Students with ongoing behavior concerns may be placed on a Behavior Log, which allows the studio to monitor patterns, track improvements, and maintain consistent documentation over time. Parents will be notified when a Behavior Log is implemented.

## Serious or Unsafe Behavior

Behavior that is unsafe, significantly disruptive, or bullying in nature may result in immediate removal from class, parent notification, administrative review, and in serious cases, suspension or dismissal from the studio.

At Radiate Dance Company, we want every dancer and family to feel **welcomed, valued, supported, and at home** in our studio. We are committed to creating a positive environment where dancers can learn, grow, build confidence, and—most importantly—love being here.

Your experience matters to us. If you ever have a question, concern, or something that just doesn't feel quite right, please reach out. Open communication helps us continue to grow and provide the best possible experience for our Radiate families.

You can always contact our studio office at [admin@radiatedance.com](mailto:admin@radiatedance.com) or reach Miss Abby directly at [missabby@radiatedance.com](mailto:missabby@radiatedance.com).

**Thank you for choosing Radiate Dance Company. We are so happy you're part of our studio family, and we can't wait to dance, grow, and make memories together!**