

Center Stage Academy of Dance

STUDIO POLICIES 2018/2019



Welcome to Center Stage Academy of Dance. We are glad you have chosen us and hope you and your whole family will enjoy our studio.

This handbook has been written to describe our program, goals, policies, and the details that go into making each lesson as happy and successful as possible. Please study it and keep it for your reference, as it will answer many of your questions.

PROGRAM OBJECTIVE

Our lessons are planned so that dancers will:

1. Be safe.
2. Feel secure.
3. Receive individual attention and encouragement.
4. Develop self-discipline.
5. Experience success in order to develop a positive self-image.
6. Develop dance skills.

STATEMENT OF PHILOSOPHY

We believe in the value of fair treatment of all people.

We believe teaching the art of dance is an honor.

We believe each student is an individual and should be treated with respect and encouragement.

We believe bringing out the best in each dancer is important.

We believe that each child has unique talents and it's our job to identify and develop those talents to the fullest.

We believe that dance is a tool which can help children develop a positive self-image.

We believe that children deserve to have teachers who are capable and caring and whose values enable them to be excellent role models.

RULES SHEET

COMMON COURTESY – At Center Stage we spend countless hours in bringing you the nicest and cleanest studio possible. Please respect the property and its belongings.

MONTHLY TUITION POLICY – Tuition is due the 1st of each month. We accept cash, checks, credit card, debit card, and automatic withdrawal. All checks should be made payable to Center Stage. Please let us know if you would like to set your account up for automatic withdrawal. Tuition is the same amount each month regardless if it's a 3 or 5 week month. Money is nonrefundable for missed lessons (for any reason). Account statements will not be sent out unless your account is overdue. After the 10th of the month a \$5.00 late fee will be added to your account and a past due invoice will be mailed to you. There is a \$25.00 charge on all returned checks. If your account falls behind more than 2 months, you will be asked to pay your balance or your child's enrollment may be suspended/canceled.

INCLEMENT WEATHER POLICY – If at any time it is necessary to cancel lessons due to bad weather (such as snow or ice), there will be a recorded message on the answering machine (after 2:30 P.M.). Because of limited human resources, it is not practical to call each and every parent.

PARENT OBSERVATION – Classes will be conducted with the doors closed; it is very disturbing to the students and the teacher when there is a lot of noise. Parents will be allowed to observe the first class, after that “watch weeks” will be posted on the bulletin board.

ATTENDANCE – Attendance is taken at the beginning of each class. It is important that your child attends dance class every week. Good attendance is imperative, as absences and tardiness affects the entire class and the studio cannot jeopardize its responsibilities to the rest of the class (for one student). If a student misses too many classes, he/she may fall behind the rest of the class and may be asked not to perform in the recital. A “Perfect Attendance” award will be given to those students who do not miss a single lesson all year.

STUDIO BULLETIN BOARD – A bulletin board is available with announcements for you to view and read. You will also be emailed with important information. Please take the time to read this information as to keep informed of studio happenings and announcements.

WAITING ROOM RULES – (1) Students must wait inside the building to be picked up. (2) Please try to keep the waiting area as quiet and clean as possible. (3) Students are not permitted to enter the dance room until the teacher opens the door and lets them in. (4) Please do not interrupt the teacher while class is in session. (5) Running and loud talking is not permitted in the halls or waiting rooms. (6) We are not responsible for unsupervised children.

CLASSROOM RULES – (1) Students are not permitted to chew gum in class. (2) All students must be in proper dress code while attending class. (3) Appropriate shoes must also be worn to all classes. (4) Children should not hang on the ballet barres or bang on the dance room mirrors. (5) There is absolutely no running in the classroom. (6) All students must use the restroom before they enter class.

HEALTH – You are the best judge of your child’s health and we trust you will not bring a sick child to the studio. However, if in the opinion of the teaching staff your child is sick, we will call you to come and pick-up your child.

DISCARD POLICY – The studio reserves the right to cancel the enrollment of a child for the following reasons: (1) Non-payment or excessive late payments of fees. (2) Not observing the rules of the studio. (3) Child has special needs which we cannot adequately meet with our current staffing patterns. (4) Physical and/or verbal abuse of staff or children (by a parent or child).

If you have questions at any time, please feel
free to call Amy at 266-1144
or send an email to:
amyscenterstage@yahoo.com

CENTER STAGE ACADEMY OF DANCE DRESS CODE POLICY

Dancers work harder and stay more focused when properly dressed for class.

*All female ballet students are required to wear a leotard and tights, with proper ballet shoes. Ballet skirts may be worn over your leotard. **Ballet shoes must be leather or canvas.** Students will be required to wear pink ballet shoes in the show.

*All female Jazz and Tap students are required to wear a leotard and tights, shorts or jazz pants may be worn over your leotard. Baggy pants or pants that hang on the floor will not be permitted. Students will be required to wear black or tan jazz shoes in the show. Color will be decided when costumes are picked.

All Pre-Tap students (age 3-1st) must wear black tie or buckle tap shoes; all other tap students 2nd grade and up must wear tan, buckle, tap shoes in the show.

*All male students should wear black shorts or sweatpants with a white T-shirt. No shirts with prints are permitted.

*All hip hop students should wear baggy clothes. Students must wear tennis shoes for hip hop, no jazz shoes. Hip Hop pants are encouraged!
Tennis shoes with black rubber soles are prohibited.

*Tumbling students must wear a leotard without tights. Shorts may be worn. Students will be barefoot.

*Contemporary students are asked to either dance barefoot or wear footundeez.

All short hair must be secured back (off the face). All long hair must be secured in a pony-tail, bun or braid. **Absolutely no T-shirts, oversized sweatshirts, oversized pants (except for hip hop) are permitted.**

Students will be permitted to wear any dance skirt, soffe shorts, jazz pants, form fitting Capri pants, dance sweaters or leg warmers.

Students that come to class not dressed properly or not prepared with the right shoes, will be asked to sit out of class that day.

**CENTER STAGE
2018/2019
STUDIO CALENDAR**

Please note we do not take off the same holidays as the schools

Pumpkin Festival

NO CLASS

Wednesday, September 12, 2018 –
Sunday, September 16, 2018

Halloween

NO CLASS

Wednesday, October 31, 2018

Thanksgiving Break

NO CLASS

Wednesday, November 21, 2018 -
Sunday, November 25, 2018

Christmas Break

NO CLASS

Friday, December 21, 2018 –
Friday, January 4, 2019

Spring Break

NO CLASS

Friday, April 19, 2019 -
Friday, April 26, 2019

Memorial Day

NO CLASS

Monday, May 27, 2019

Last Full Week of Class

June 10th-15th 2019

Dress Rehearsal

Thursday, June 20, 2019

Recital!

Friday, June 21, 2019 &
Saturday, June 22, 2019