

Welcome to Center Stage Dance Academy. We are glad you have chosen our studio and hope that your whole family will enjoy our studio. This handbook has been written to describe our objectives, classes, policies and procedures that go into making each lesson and dance season as happy and successful as possible. Please read it in its entirety and keep it for reference, as it will answer many of your questions.

OBJECTIVES

At Center Stage Dance Academy, our primary goal is developing dance technique in a safe, secure, and fun learning environment for all students. Teaching the art of dance aids in fostering self-discipline, confidence, and a positive self-image.

Center Stage Dance Academy believes that each student has different talents that, if developed correctly, can bring out the best in each child.

We welcome you to enjoy the art of dance by taking part in the many dance classes offered by Center Stage Dance Academy.

CLASSES

CREATIVE MOVEMENT

Designed to introduce the 2-year-old child to the world of dance and movement. Children will be introduced to elementary ballet vocabulary. They will be encouraged to express themselves creatively through movement. Classes will promote socialization and listening skills and will help children develop an awareness of how their bodies can move. Props are used in the classes to stimulate imagination.

COMBO CLASSES

Ballet, jazz, tap, and basic tumbling skills are combined in this 1-hour class geared toward 3, 4, and 5 year (through Kindergarten) old children.

BALLET

A classical dance which is the *foundation* for all dance. Classes will emphasize technique and proper body alignment, as well as flexibility, strength, grace, coordination, musicality, and performance quality. Students will also study ballet terminology and history.

CONTEMPORARY/LYRICAL

Ballet, modern, and jazz techniques are combined and will emphasize developing strength, control, and flexibility. Students will learn to express the mood, emotion, or theme of contemporary music through physical movement.

JAZZ

Classes will emphasize rhythm, coordination, strength, flexibility, and isolation of movement. The focus will be on learning proper dance technique, as well as improving performance quality.

HIP-HOP/STREET JAZZ

Hip-hop is a fast pace high-energy class that will keep you groovin'. It is a combination of street style moves, isolations, floor work and video grooves.

TAP

Rhythm, style and sound will be emphasized. Students will study basic tap steps; combinations and rhythms with a focus on developing proper tap technique and producing clear tap sounds.

TURNS/LEAPS/TRICKS

Proper technique and execution of countless leaps, jumps, and turns will be taught in a wide variety of floor exercises and combinations. Geared towards the serious dancer, each element in this class will be applicable to all content areas of dance (jazz, tap, ballet, lyrical, hip-hop, and acro). This class is for technique training only and will not participate in the annual recital.

POINTE

Classes are geared towards the more serious dancer and must meet requirements set forth by the studio owner. Please see office for additional information.

ACRO

Acrobatic, tumbling, and gymnastics (floor exercise) skills are taught. Focus is placed on flexibility, as well as strengthening the body.

SOLOS/DUETS/TRIOS

Solos, Duets, and Trios are available at an extra charge. These may be used (and/or required) for additional training and/or choreography for recitals and competitions. Solos, Duets, and Trios can also be used as extra practice if you have missed excessive lessons and/or need individual time to be caught up. It is the discretion of the studio owner as to whether a student is prepared to perform a solo routine in the recital and/or competitively. Solos/Duets/Trios not beginning their classes at the time of registration run the risk of not being permitted to perform in the recitals or compete with the CSDA Competitive Company. Enrollment is very limited. Solo/Duet/Trio time slots **WILL NOT BE HELD FOR ANY REASON**—students must be attending and participating in their Solo/Duet/Trio regularly, as well as all tuition payments received (on time) in order to solidify and retain the Solo/Duet/Trio time slot. Solo/Duets/Trio classes **REQUIRE** a 24-hour cancellation notice for a missed class to be rescheduled, otherwise **THERE WILL BE NO MAKE-UP CLASSES GIVEN FOR SOLO/DUET/TRIO ABSENCES**.

REGISTRATION

A registration fee of \$25.00 per student and \$10.00 for each additional student (not to exceed \$45.00 per family) is required with the registration form to reserve your class space. (This fee is non-transferable and non-refundable for any reason.) Class availability is on a first come basis. Registration is not complete until the registration fee is paid and a signed credit card authorization form along with all proper forms signed are on file.

MONTHLY TUITION POLICY

This agreement is for designated classes over a 10-month period. Tuition is paid via credit card (auto-pay) and will be charged to your credit card on file the 3rd day of each month, regardless if the 3rd is a Saturday or Sunday (**NOT THE FIRST CLASS OF EACH MONTH!**). Exception: September will be charged to the authorized card within a week of registering for classes. We accept Visa, Mastercard, and Discover. **Tuition is the same amount each month regardless if it a 3 or 5-week month** as tuition is based on a specific number of classes per year and then divided into 10 monthly payments. **Money is not refunded for missed lessons for any reason.** Account statements will not be sent out. **IF FOR SOME REASON WE ARE NOT ABLE TO CHARGE THE CREDIT CARD THAT WE HAVE ON FILE, STUDENTS WITH OUTSTANDING ACCOUNT BALANCES WILL NOT BE PERMITTED TO PARTICIPATE IN CLASS UNTIL THE CREDIT CARD/ACCOUNT HAS BEEN BROUGHT UP TO DATE!!** If your account falls behind up to 1 month, you will be asked to pay your balance in CASH or your child's enrollment may be cancelled. Accounts falling behind over one month will be subject to legal action for remittance. By registering your child for classes at CSDA you are committed to paying 10 months of monthly tuition. If you choose to terminate or change the status of your enrollment at CSDA, a DROP/ADD form **MUST BE COMPLETED** or **you will continue to be billed**. All classes dropped (that have a recital routine/competitive routine associated with them) after March 1st of each year will be charged a \$50.00/routine charge. Tuition and lessons are non-transferable from one student to another. Tuition **WILL NOT BE ALTERED** for students that observe classes due to injury or illness. **TUITION WILL NOT BE PRO-RATED OR REFUNDED FOR ANY REASON.**

In the event that an account become past due, all monies paid to the studio will be applied in the following order:

- 1) Outstanding Tuition Balance
- 2) Costume Balance
- 3) Recital Fees Balance
- 4) Competition Fees Balance

*****TUITION MUST BE PAID WITH ONE CREDIT CARD...CSDA WILL NOT SPLIT TUITION BETWEEN TWO OR MORE PARTIES.***

EXCEPTION TO AUTO-PAY: If clients do not wish to participate in the monthly auto-pay program, they must pay in cash IN FULL prior to the start of the dance year. In order for the payment to be accepted, the cash must be broken down into 10 equal monthly payments (September's tuition must include the registration fee) placed in a respective envelope for each.

Additional Note #1: Cash and checks will be accepted for costume payments, recital fee payments, and recital tickets (you may also use a credit card if you wish). Cash must be exact as we do not keep change at the studio. All checks must be made payable to: CSDA Pgh, LLC and must contain your Family I.D. on the memo line. If payments are late for either costumes or the recital fees, the balance will automatically be billed to your credit card on file.

Additional Note #2: Cash and checks will be accepted for competition fees (you may also use a credit card if you wish). Cash must be exact as we do not keep change at the studio. All checks must be made payable to: CSDA Pgh, LLC and must contain your Family I.D. on the memo line.

If competition fees are late, the balance will automatically be billed to your credit card on file the day after the fees were due.

There is a \$35.00 charge on all returned checks. If a credit card comes back as "insufficient funds" for any reason, a CASH ONLY policy will be in effect for ALL PAYMENTS thereafter. Please make sure that if your credit card expires throughout the course of the year, that you give the CSDA Manager your new credit card information.

COSTUME PAYMENT POLICY

Initial costume deposits are due via cash, check, or credit card by November 1, 2017. Creative Movement Classes = \$50.00 deposit. Level I/Combo Classes = \$100.00 deposit (each Combo class does 2 routines in the recital and a costume will be needed for each). Levels II, III, & IV Classes, and Acro = \$50.00 deposit/class. Solos, Duets, and Trios = \$50.00 deposit/class. This deposit is per costume, per class, per student. You will receive your final balance at the end of November to be paid via cash, check, or credit card no later than December 1st, 2017.

Unfortunately, costumes must be ordered during the holidays to ensure that everything can be received and accounted for before the recital. All accessories, headpieces, gloves, props, etc. will be included in the cost of the costume(s). All accessories and/or props chosen to be used after the final costume payment will be paid for by the studio and will be the permanent property of the studio. **Costumes will not be ordered if they are not paid in full by December 1st, 2017 (and only 1 order will be placed per studio).** Absolutely no refunds will be given as costumes are made to order. CSDA will make EVERY EFFORT to keep costumes as ECONOMICAL as possible!! In addition to the recital costume(s), students will be required to wear a uniform CSDA t-shirt for the finale in the annual recital. Payment for the finale t-shirt will be included in the final balance for the costume. Tights are an additional charge and must be ordered through the studio (order forms are distributed in April). Any student that ceases enrollment from CSDA during the course of the school year that have ordered and paid for a costume will be called by the Studio Manager for pick-up times. Any costumes that have not been picked up by the start of classes the following year will become property of CSDA.

PAYMENT PROCEDURE POLICY FOR COSTUMES & RECITAL FEES

If you are paying with cash, YOU MUST PAY WITH EXACT CASH--CSDA DOES NOT KEEP CHANGE ON THE PREMISES. As mentioned previously, if you wish to pay with a check, it must contain your Family I. D. on the memo line. If you wish, you may also mail your payment to the studio (if mailed, please keep in mind that the money must be **RECEIVED** by the date that the payment is due). If you are paying by credit card, you will need to come into the studio (Monday, Tuesday, Wednesday, Thursday, or Saturday) to pay through the Studio Manager. Receipts will be provided to those that have paid using a credit card upon request. Please place all related CSDA payments, **along with a piece of paper notifying the CSDA Manager of what you are paying for** in an envelope and deposit it into the "TUITION BOX" on the wall in the lobby.

FAMILY I.D. #

To simplify and organize each family's account, all CSDA families will be assigned a Family I.D. #. Please include your Family I.D. in the memo line of any check that you may pay with during the course of the year as well as on the outside of the envelope if paying with cash.

RECITAL AND RECITAL TICKET POLICY

It is strongly encouraged that all students participate in the recital as dance is a performing art. It is rewarding to the dancers to display their talents and share their enthusiasm with the audience. Participating in the recital is a privilege and is to be taken seriously regardless of the level or age of the student. All studio fees must be paid in full or your child will not be permitted to participate in the recital. Each family must pay a flat recital fee of \$87.00. This fee will be divided into 3 monthly payments. (\$29.00 each in Feb, Mar, Apr) This fee includes: Dress Rehearsal fees, Auditorium Rental, Stage Hands, DJ Equipment, Lighting Equipment, Janitors, Scenery and several extra expenses. Each recital fee includes a Mother's Badge for each night that your child(ren) performs (which allows Moms to enter for free) and two tickets. Additional tickets will be available for purchase at the studio on designated days communicated via a blast e-mail in the spring through the finale rehearsal (which takes place at CSDA) -- any remaining tickets will be available at the door (no exceptions to this timeline...tickets will NOT be sold at the Dress Rehearsal). Adult tickets will be \$15.00 each and children tickets will be \$12.00 (regardless of age). All people—whether babes in arms or those in wheelchairs—need a ticket as mandated by the Fire Marshall. **CSDA reserves the right to increase this fee if rental prices have increased.** Reserved seating may be available—a final decision regarding seating will be made prior to the Parent Meetings #2 in April and will be discussed during those meetings.

RECITALS

The exact dates of all rehearsals and recitals, as well as locations for both will be announced at the Recital Parent Meetings #1. **PLEASE LEAVE THE WEEK OF JUNE 3rd-10th, 2018 FREE (that said, this week COULD CHANGE)!!** **PLEASE NOTE:** Not all numbers will perform in both recitals...however, some classes WILL BE REQUIRED TO PERFORM IN BOTH RECITALS. You will be told what recital your child will perform in the spring.

FINALE REHEARSAL & DRESS REHEARSAL POLICY

The dates for Finale Rehearsal (held at CSDA) and Dress Rehearsal (held at the recital venue) will be announced early fall. **Finale Rehearsal and Dress Rehearsal are both mandatory** (no exceptions!!). All students must learn the finale at the finale rehearsal as well as rehearse all of their numbers at the dress rehearsal or they will not be permitted to perform in the recital. Students must bring their entire costume including all costume accessories, tights, make-up, and shoes. Dress rehearsal is considered a lesson and is treated as a class. **PLEASE NOTE:** Not all numbers will perform in both recitals...however, some numbers WILL BE REQUIRED to perform in BOTH RECITALS. You will be told what day(s) your child will perform in the spring.

RECITAL MEETINGS AND PARENT OBSERVATION DAYS

Classes will be conducted with the doors closed. It is very disturbing to the students and the teachers when there is a lot of noise in the waiting room.

As a result, during the following three weeks parents will be invited into the classroom to observe and take care of dealings involving recital costumes and recital procedures. **CSDA requests that parents only attend these observation classes as siblings OF ANY AGE can be a**

distraction to the class and may prevent the parent from hearing important information disseminated by the teacher.

- **November 13, 14, 15, 16, & 18, 2017—RECITAL MEETING #1**--Parents will be invited into the classroom to discuss recital costume information.
- **February 12, 13, 14, 15, & 17, 2018—PARENT OBSERVATION WEEK**--Parents will be invited into the classroom to observe the entire class.
- **April 23, 24, 25, 26, & 28, 2018—RECITAL MEETING #2**--Parents will be invited into the classroom to discuss recital procedures and distribute costumes (provided that they have been received by CSDA at that point) which will consume most of if not all of the class time. THIS WEEK IS MANDATORY FOR ALL STUDENTS AND PARENTS PARTICIPATING IN THE RECITAL...NO EXCEPTIONS!!!! Costumes will not be distributed without the student, parent, and Mrs. Schilpp of CSDA staff member present.

All observation weeks are subject to change with notice. Parents should not interrupt teachers during a class unless there is an *extreme* family or medical emergency. If there is a question or concern, please see the teacher between classes or ask the Office Manager.

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 can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. Students will not be permitted to enter a class if she/he is more than 10 minutes late. If a student misses 2 classes a month they will be required to take a 30-minute private lesson(s) at an additional cost. Students missing 3 consecutive classes will be automatically sent a "Drop Form" for each class missed. Students not following the attendance policy may jeopardize their participation in the annual recital. Solo/Duet/Trio classes **REQUIRE** a 24-hour cancellation notice for a missed class to be rescheduled. If any upcoming event is known to the students (i.e. school music concert, band trip, etc.), please let the Studio Manager know ASAP via a note in the mailbox so that we can make the teacher aware. Please note that classes can be made up AHEAD of the scheduled absence.

MISSED CLASS MAKE-UP POLICY FOR NON-COMPETITIVE STUDENTS

If a student misses a class, it can be made up **within 4 weeks of the missed class**. Make-up classes must be scheduled with your teacher or the teacher of the class that you wish to attend for your make-up and are based on the most comparable class offered. No refund will be given for missed classes. (Competitive student make-up policy is detailed in the Competitive Company Handbook)

SNOW OR BAD WEATHER POLICY

If at any time it is necessary to cancel lessons due to bad weather such as snow and/or ice, there will be a message on the HOMEPAGE of the website after 2:30 p.m. for the evening classes that will say "classes have been cancelled" and the studio voicemail will be changed to reflect the

cancellation. Unfortunately, time will not permit for individual notification. Please do not assume that classes have been cancelled based upon the cancellations of area school districts. There will be NO reduction of tuition. All classes cancelled by CSDA will be either rescheduled or comparable classes will be recommended for students to take to make up for the lost class time. If the studio is open, regardless of weather, CSDA is not obligated to make up classes if clients are unable to get to the studio due to poor road conditions.

DRESS CODE POLICY

All jewelry must be removed (apart from small, stud earrings) **PRIOR TO THE START OF CLASS**. Absolutely no T-shirts, camis, tank tops, sweatshirts, shorts of any kind (including the "soffe" style shorts), pants of ANY KIND, or jeans are permitted. Proper attire and shoes must be worn to all classes. **Students whose ballet slippers and pointe shoes that do not have their laces/ribbons sewn will not be able to participate in class, causing that class to be counted as an absence.**

CREATIVE MOVEMENT, LEVEL I/COMBO CLASSES, & LEVEL I ACRO:

Must wear any style, **PASTEL COLORED** leotard (no prints please) and white, ballet pink, or nude color tights. Pink CANVAS ballet slippers are needed for Creative Movement. Pink CANVAS ballet slippers as well as black patent leather BUCKLE tap shoes are needed for Level I/Combo A & B classes. Nude, slip-on jazz boots as well as black patent leather BUCKLE tap shoes are needed for Level I/Combo C classes. **Please DO NOT buy leotards with attached skirts as they pose a hazard when doing mat activities.** Bare feet for Level I Acro.

LEVEL II, III, & IV CLASSES as well as, Turns/Leaps/Tricks, Acro, & Pointe:

Must wear any style, **PLAIN BLACK** leotard and sports bra (if desired/needed). Ballet pink, tan or black *convertible* tights are to be worn. BLACK, split-sole, tie tap shoes for Level II, III, IV, and V tap classes. Pink, split-sole, CANVAS, ballet slippers for Ballet. Nude, split-sole, slip on jazz shoes for all Jazz classes and Lyrical classes. Black Jazz Sneakers for all Hip-Hop classes. Pointe shoes for Pointe (to be discussed with the teacher PRIOR to starting the class). Bare feet for Acro classes. Jazz, Lyrical, Hip Hop, Tap, and Acro students may wear TIGHTLY fitting, BLACK "booty" style shorts. (Please make sure that all dance tights are in good condition!)

*All ballet and pointe classes require a ONE-PIECE leotard.

CSDA COMPANY STUDENTS:

Company students may wear two-piece, colored dance outfits to company technique classes and company choreography classes (this EXCLUDES all LEVEL classes...even if they are required to be in company). **ALL COMPANY STUDENTS MUST WEAR BLACK LEOTARDS TO CLASS ON THURSDAY NIGHTS.** If this privilege is abused, we will immediately revert back to wearing all-black leotards for ALL company members.

BOYS ATTIRE:

Ballet--White, fitted t-shirt, black tights, and black, canvas ballet shoes (if wearing white pants/tights in the recital, white canvas ballet shoes will need to be purchased)
Jazz, Tap, & Hip-Hop--**white t-shirt/long sleeve t-shirt, black basketball shorts/track pants,** and appropriate shoes as listed above

*Proper shoes will be REQUIRED to participate in the recital.

*No BIKETARD-style leotards are permitted in any class!

HAIR

All LEVEL III, & IV classes as well as all BALLET TECHNIQUE CLASSES ARE REQUIRED TO HAVE THEIR hair in a **SECURED BUN**. All LEVEL I/COMBO CLASSES and LEVEL II CLASSES require hair of all lengths to be pulled back from the face and secured TIGHTLY (even if the child's hair is a shorter length). Teachers will not stop class so that students can continually pull hair back. Please utilize hair accessories that allow you to take entire class without "fixing" your hair. Students having to constantly "fix" their hair will be reprimanded. Please refrain from wearing headbands that easily come off as they pose a distraction and danger in class.

STUDENTS NOT PROPERLY DRESSED FOR CLASS WILL NOT BE PERMITTED TO PARTICIPATE. The dress code is set forth so that the teachers may correctly view body placement as well as create uniformity among the class to make choreography corrections easier to detect. THIS INCLUDES HAIRSTYLES!!!!

COMPETITIVE COMPANY STUDENTS: Please see the CSDA Competitive Company Handbook for details regarding shoes for each class.

****IMPORTANT:** Please be sure that students have a box of band aids, hair ties, pens/pencils (company students and those students doing homework at the studio), a small screw driver for loose tap screws, etc. as we cannot provide these for the students' week after week.

Please LABEL all dance attire, shoes, and clothing. All lost clothing, shoes, etc. will be placed in the lost and found box. After 2 months, any item not retrieved will be donated to charity.

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. If your student has an injury that would prevent them from fully participating in class, we still encourage the student to come to class as the staff can give them exercises to keep them stretched and strengthened; in addition, the child will be present to see any choreography that may be taught. The following criteria will be considered in determining if your child must go home:

1. fever of 100 degrees or more
2. inflammation of the eyes
3. vomiting
4. an incidence of diarrhea
5. communicable disease
6. repeated coughing

INSURANCE

Center Stage Dance Academy does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies and if injury occurs it is understood that the student's own policy is your only source of reimbursement.

DEATH

Upon written notice and proper documentation to Center Stage Dance Academy of a student's or parent's death, this agreement may be terminated. If this agreement is terminated because of death of a student or parent, Center Stage Dance Academy will provide a pro rated refund for services not received.

WAITING ROOM PROCEDURES

1. Students must wait *inside* of the building to be picked up.
2. Please try to keep the waiting room as quiet and clean as possible.
3. Students must use the "cubby" shelves for their belongings, please do not set them on the waiting room chairs or on the floor.
4. Please do not interrupt the teacher while the class is in session. If necessary, you may make an appointment or speak with the teacher and/or the office manager.
5. Running, dancing, and/or tapping on the carpet or laminate flooring are not permitted in the waiting room.
6. Please do not let children bang on the vending machine!
7. Parents are responsible for supervising their children in the waiting room...the CSDA Staff is NOT responsible for unsupervised children!!! If parents are not supervising their children in the waiting room, the parent will be asked to wait in another location.
8. Please be sure that all furniture in the studios and waiting room is treated with care and kept clean.
9. No shoes with wheels or any other type of sports equipment is permitted in the waiting room or studios.
10. The CSDA Staff expects that all students, parents, siblings, etc. be cautious of the language and content of the conversations that take place in the waiting room as it is imperative that we provide a positive atmosphere for everybody that enters the doors.
11. Nobody is permitted in the studio without a teacher.
12. The waiting room is the waiting room...nobody is permitted in the "cubby areas" of the studio while their child is in class.
13. Nobody is permitted to enter the office area or back office area of the waiting room...please make sure that all small children are being attended to!
14. If a student urinates or vomits, it is the parent's responsibility for the clean-up. CSDA does have the appropriate sanitizing materials at the studio.

CSDA PROPERTY

The staff and management of CSDA spend countless hours in bringing you the nicest and cleanest studio in the area. Please respect the property and its belongings. If you feel that something in the studio needs tended to, please alert the office manager.

Students that bring a snack or meal to the studio to eat in between classes are required to bring a BEACH TOWEL or BLANKET on which to eat. If there is a spill or mess made, the student will be expected to clean up his or her mess as it is not the responsibility of the studio to do so. **If students are found to be abusing CSDA's policies regarding eating within the studio, new policies will be implemented that will no longer permit students to eat anywhere within the studio premises.**

Students are NOT PERMITTED TO KEEP THEIR BELONGINGS AND/OR DANCE BAGS ON THE FLOOR OR WAITING ROOM CHAIRS. The property of all dancers must be kept in the “cubbies” of the studio that they are in during each respective class.

CLASSROOM PROCEDURES

1. No food or drinks (other than water) of any kind are permitted in the dance rooms. You must keep all food and drinks in the waiting room. Students are not permitted to chew gum in the dance room!!
2. Absolutely no street shoes on the dance floor!!!! That means everyone! ('street shoes' are what you wear into the building)
3. Dance shoes are not to be worn outside for any reason!! They are to be worn inside only!!
4. All students must be in proper dress code while attending class. Appropriate shoes must also be worn to all classes.
5. Appropriate hair should be worn to all classes. Short hair must be secured from the face.
6. Please be sure that all tap shoe screws have been tightened. Loose tap shoe screws will damage the dance floor. All competitive students as well as Level III, IV, V, and VI students should have a small screwdriver in their bag.
7. It is not the responsibility of CSDA to provide students with hair ties, band aids, medical tape, pens/pencils, a notebook, etc...STUDENTS SHOULD HAVE THIS IN THEIR DANCE BAG!!!!
8. Parents are not permitted to walk their children into the dance room. The teacher will greet them at the door and bring them into the classroom. Please do not go into the classroom to pick them up. After the class is over the teacher will bring them out to the lobby.
9. Class will be conducted with the doors closed. This will avoid any distraction from the waiting room.
10. Please make sure you arrive 5 to 8 minutes early to class.

PLEASE NOTE: CSDA does NOT provide free babysitting services.

11. Students will not be permitted to enter a class if she/he is more than 10 minutes late.
12. Children should not touch the studio mirrors.
13. Absolutely no running in the classroom.
14. All students must use the restroom before they enter class. Teachers will allow time between multiple classes for students to change shoes, get a drink, and use the restroom. During class, students will not be permitted to leave the dance studio unless it is an emergency.
15. CSDA does NOT PROVIDE students with BANDAIDS, HAIR TIES, TYLENOL, IBUPROFEN, and/or MEDICAL TAPE...please make sure that your bag is stocked with these items!
16. **IF A STUDENT REQUIRES ASSISTANCE TO USE THE BATHROOM, THE PARENT MUST REMAIN AT THE STUDIO WITH THE CHILD DURING THE DURATION OF THE CHILD'S CLASS.**
17. If a student has a break between classes, the expectation is that the student will eat a snack, read a book, work on homework, etc. If a student is “running around”, “playing games”, or being disruptive in ANY MANNER, the parent will be expected to sit with their child during their break(s) from that point forward.

STUDIO OPENING

Studio will open 10 minutes before the first scheduled class of the day. Students should arrive within this 10-minute window...NO EARLIER!

STUDIO CLOSING

The studio will close 10 minutes after the last class of the day. Students are expected to be picked up within this 10-minute window. **There will be an immediate credit card charge of \$5.00 upon the 11th minute after closing and an additional \$1.00/minute thereafter for late pickups.**

TIME AT THE STUDIO

Once a student arrives at the studio they are expected to remain within the studio building until the end of their last registered class of the day. The studio WILL NOT BE HELD RESPONSIBLE NOR LIABLE for students who have been dropped off and leave the studio building before or in between their scheduled classes (i.e. walking to local coffee shops and gas stations).

CELL PHONES

Cell phones have become a chronic disruption in many dance classes. As a result, all cell phones are to remain IN THE DANCERS DANCE BAGS on SILENT (not vibrate). Students are NOT to use the change of class time to call people or text message. When a student has completed classes for that day, he/she is permitted to use their cell phone at will. If students are not able to follow this procedure, the cell phone will be taken by the teacher and given to the studio manager until the student is done with the day's classes. Every student and teacher deserves an UNINTERRUPTED dance class.

CHRONIC DISRUPTIVE BEHAVIOR POLICY

We will make every effort to work with the children and the parents of children having difficulties adapting to the registered classes. We are here to serve and protect all of our children; however, children displaying chronic disruptive behavior which has been determined to be upsetting to the physical, emotional, or social well-being of any other child, or teacher, may require the following actions:

- 1) Teachers will give students 1 verbal warning per class when a student is acting inappropriately.
- 2) If a student needs to be redirected a third time, three things will occur:
 - a. Students will be required to sit out for the remainder of the class...with that class being considered an ABSENCE.
 - b. The teacher will escort the student out to the waiting room and the STUDENT will place a phone call to his/her parents communicating to them why they will not be permitted to take the rest of the class
 - c. Students will be expected to take written notes for the remainder of the class for which they will be sitting out and the teacher will approve the notes' accuracy at the end of the class.
- 3) If a student sits out of a class due to behavioral/disruption issues or if the nature of the behavior outside of the dance class is affecting other students, the student and his/her parent will

be required to meet with the teacher(s) of the classes that are an issue as well as the studio manager and the studio owner.

4) Students breaking the behavioral policies of the studio after a parent/student/teacher meeting will be placed on a behavioral contract that all 3 parties will be required to sign in order for the child to continue their dance training at CSDA.

5) If the behavior infraction is deemed severe by the CSDA Staff, the student risks the above procedures being negated with immediate removal from CSDA being a possibility.

6) *NEW FOR THE 2017-2018 SEASON:* Incidents occurring between CSDA students are to be handled between the parents of those students involved. In order to maximize the time we spend teaching, as well as the time devoted to enhancing the development of each dancer, the CSDA staff will be strictly limiting discussions not related to dance training to those situations dealing with circumstances that are observed by or are directly involving CSDA staff members.

Discard Policy

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Not observing the rules of the studio or rules that would be deemed as "general good behavior practices". We will not permit students to remain at CSDA who are perpetual bullies (either in person or "cyber" bullies) nor will we permit students to remain at CSDA who have or are engaging in any type of substance abuse or behaviors that are not deemed as morally or ethically sound.
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 (which includes persistent negative comments regarding the CSDA staff, students, parents, and/or policies, by a parent or child of any kind...including those on ANY TYPE of social media.)**

PARKING

CSDA reserves the right to have any vehicle towed (at the owner's expense) that is not parked properly in the parking lot. The parking spaces for our patrons are located on the side and back of the building. Parking spots in front of the building are reserved for pick-up and drop-off only. Cars parked in the parking lots of businesses other than CSDA will be towed by those respective businesses. Inclement weather can cause the parking lot to be slick, snowy, and/or icy. In inclement weather, park and/or walk on the parking lot at your own risk.

STUDIO INFO BOARDS & CALENDARS

Several wipe-off boards and calendars are available with announcements for you to view and read. Please take the time to scan the Info Boards and Calendar Boards regularly to keep informed of studio happenings, student recognitions, and/or announcements.

END OF THE YEAR AWARDS

Every student registered September through June will receive a participation award. Special Achievement Awards may be given out at the end of the dance year.

ARTISTIC DECISIONS

All artistic decisions including, but not limited to, student class prices, student class attire, music for classes and recitals, level class organization, dance routine and style, costume style, competition group organization, and recital group organization are the decision of Chelsea Schilpp as well as the CSDA Management/Staff.

USE OF PHOTOS & VIDEO

By signing the handbook contract you give CSDA Pgh, LLC and their assigns, licensees and legal representatives the irrevocable right to use both the participant and their picture, name, and likeness free of charge in any manner for any purpose without compensation to participant or parent/guardian in all manners, for advertising, trade, or any other lawful purposes, and waive any right to inspect or approve the finished product, including written copy, that may be created in connection therewith. By signing the handbook contract, you acknowledge that you are a parent/legal guardian to the participant and agree that the grant and release contained therein binds each parent/guardian and minor to all of the terms.

INTERNET

No choreography may be videotaped and uploaded onto any website and/or social networking site!

Be aware that the image of CSDA within the community can be easily influenced not only by what we say to others over the phone or in-person, but also on PUBLICALLY (and privately) viewed social networking sites (i.e. Facebook, Instagram, Snap Chat, Vine, VSCO, etc.). As said several times throughout this handbook, please make an appointment to speak with the appropriate CSDA staff member if you have any concerns regarding your child's involvement with CSDA. Gut-reaction, initial comments placed on the Internet are there FOREVER and can permanently tarnish the reputation of our studio...please think before you act...this applies to both parents and students!!!

PARENT BEHAVIOR

Parents, the behavior **YOU MODEL** is what your child will learn from most directly. As a result, CSDA asks that you refrain from speaking ill about any other student, a CSDA staff member, or, at times, your own student's progress. Speaking negatively about another human being, in ANY SETTING (i.e. the CSDA waiting room, a competition venue, the dress rehearsal, the recital, Facebook, etc.) fosters poor self-esteem in our children and an unhealthy learning environment. Parents will be approached either in person or by phone if any member of the CSDA staff hears of any negative words about CSDA staff/students being dispersed throughout the studio or in the community. Negative parent behaviors that continue beyond an initial discussion between the parent and a CSDA staff member can be grounds for YOUR STUDENTS' removal from CSDA. If you ever have ANY CONCERNS or QUESTIONS please first talk to the Studio Manager and if need be, schedule an appointment to speak with Tanner, Jack or, if necessary, Mrs. Schilpp.

PERSONAL TIME

Any and all professions have a start to the work day and an ending to the work day. We at CSDA are here to answer your questions via the Studio Manager and teachers (when/if they are available) during normal operating/teaching hours. If you have a concern that has not been met or a satisfactory response has not been gained, please SET UP AN APPOINTMENT TIME with the appropriate CSDA staff member(s). Voicemails will be returned within 24-72 hours of being received (depending upon whether the message has been left during the weekend or during the week). There are times that you may see a car in the driveway at CSDA or the lights on when you pass, it is likely we are there to take care of business that cannot otherwise be tended to while the children are in the studio...much like the grocers do when they stock their shelves at 3 a.m.! Again, e-mails and text messages/voicemails to the staff's personal cell phones or Facebook/Instagram accounts **will not be returned**. Thank you for understanding and respecting our personal time and space as a staff!

**CSDA reserves the right to modify any and all policies as deemed necessary at any point throughout the year.

**** VERY IMPORTANT!! ****

MOST CSDA COMMUNICATION between studio and parents is done through mass-emails and our **WEBSITE—www.csdapgh.com**. It will be the responsibility of the CSDA parents and/or students to log onto the website several times throughout the week to read any updates and/or print out any handouts/forms. “Blast” e-mails will be sent in situations that require a large amount of information to be disseminated and will be sent in a “DO NOT RESPOND” format. Any and all responses to CSDA e-mails will not be responded to.

UNDER NO CIRCUMSTANCES ARE PARENTS/STUDENTS PERMITTED TO COPY AND PASTE CSDA PARENT and/or STUDENT E-MAIL ADDRESSES FOR THEIR PERSONAL USE...this is grounds for AUTOMATIC REMOVAL from CSDA. In addition, please be sure to check the waiting room bulletin boards and/or calendars for important information.

All questions and concerns should be directed to the **STUDIO PHONE NUMBER, (412) 366-6460**, as the studio does not participate in e-mail correspondence. The Studio Manager is on duty Monday through Thursday from 4:00 p.m. to 9:30 p.m. and on most Saturdays from 9:00 a.m. to 1:00 p.m. Please leave 24-72 hours for a response after leaving a message. **Additionally, no parents and/or students are permitted to contact any staff member via their personal e-mail, personal cell phone or personal Facebook and/or Instagram account.**

●**HOLIDAYS AND SPECIAL EVENTS FOR THE 2017-2018 SEASON**●

LESSONS BEGIN – Monday, September 11th, 2017

COLUMBUS DAY—Studio will be OPEN

HALLOWEEN—Tuesday, October 31st, 2017--Studio will be CLOSED

RECITAL PARENT MEETING #1 -- November 13, 14, 15, 16, & 18, 2017. One parent of each child participating in the recital **MUST BE PRESENT** (regardless of the student's age) during a designated meeting time within this week.

THANKSGIVING -- The studio will be closed Monday, November 20th, 2017, through Saturday, November 25th, 2017. Classes will resume **Monday, November 27th, 2017.**

CSDA CHRISTMAS OLYMPICS -- Friday, December 1st, 2017 from 7:00-9:30 p.m. (students must be in Level 1/Combo C or higher to attend)

HOLIDAY BREAK -- The studio will be closed Wednesday, December 20th, 2017 through Tuesday, January 2nd, 2018. Classes will resume on Wednesday, January 3rd, 2018.

MARTIN LUTHER KING JR. DAY -- Studio will be OPEN

PARENT OBSERVATION WEEK – February 12, 13, 14, 15, & 17, 2018

PRESIDENTS DAY -- Studio will be OPEN

EASTER BREAK – CSDA does NOT observe a traditional Easter break. Therefore, there **WILL** be class on Saturday, March 31st, 2018

RECITAL PARENT MEETING #2 – April 23, 24, 25, 26, & 28, 2018. One parent of each child participating in the recital **MUST BE PRESENT** (regardless of the student's age) during a designated meeting time within this week.

SPRING BREAK – Monday, April 30th through Friday, May 4th. There **WILL BE CLASS** on Saturday, May 5th!

COSTUME INSPECTION WEEK—Monday, May 7th, 2018 through Saturday, May 12th, 2018

CSDA COMPANY PICTURE DAY – May 1, 2, & 3, 2018

RECITAL PICTURE DAY—Friday, May 18th & Saturday, May 19th, 2018 (with **NO CLASSES** on Saturday, May 19th)

42nd STREET REHEARSAL (Invitation Only)—Sunday, May 20th, 2018 from 9:30 a.m. to 11:00 a.m. at CENTER STAGE DANCE ACADEMY

MANDATORY Rehearsal for Levels I, II, III, & IV BALLET CLASSES:
Sunday, May 20th, 2018 from -- 11:00 a.m. to 12:15 p.m. at CENTER STAGE DANCE ACADEMY

MANDATORY Rehearsal for Levels I, II, & III POINTE CLASSES:
Sunday, May 20th, 2018 from – 12:15 p.m. to 1:15 p.m. at CENTER STAGE DANCE ACADEMY

MANDATORY Rehearsal for Levels I, II, III, & IV ACRO CLASSES:
Sunday, May 20th, 2018 from – 1:15 p.m. to 2:30 p.m. at CENTER STAGE DANCE ACADEMY

MEMORIAL DAY – Monday, May 28th, 2018. The studio will be CLOSED!

LAST DAY OF CLASSES – Date TBA in Early Fall

MANDATORY FINALE REHEARSALS – Dates & Times TBA in Early Fall
This rehearsal takes place at CENTER STAGE DANCE ACADEMY

MANDATORY DRESS REHEARSALS – Dates & Times TBA in Early Fall.
This rehearsal takes place at CARSON MIDDLE SCHOOL

RECITALS - Dates & Times TBA in Early Fall
The recitals take place at CARSON MIDDLE SCHOOL

Please Note: There are several holidays that the studio is open when most schools have off (especially Monday holidays).

CENTER STAGE DANCE ACADEMY

Parent & Student Handbook 2017-2018

I, _____, Parent/Guardian of

_____ have read and I,

(Child's Name(s))

_____ understand the Policies and

(Student's Name(s)...Comp. Company, Level III & IV)

Procedures detailed in the Center Stage Dance Academy

Handbook. We realize that each policy and procedure must be

adhered to in order to remain a customer and student(s) in good

standing.

(Parent--Print Name)

(Student's Name(s)...Comp. Company, Level III & IV)

(Sign Name)

(Sign Name)

(Date)

(Date)

(Additional Students may sign and date this form on the back side
in the same format as the front.)

**No student(s) will be permitted to begin taking classes until each parent and student(s)
(Competitive Company, Level III & IV) has signed and returned this form to
Center Stage Dance Academy.**