

# **CENTRE STAGE DANCE ACADEMY**

## **Studio Guidelines Packet**

**Owner: Alison Hooper**

**Artistic Directors: Alison Hooper & Juliette Miller**

**Office Manager: Debbie Hooper**

Before enrolling your child with us, please feel free to ask us any questions you might have. We want you to be satisfied that we are committed to providing your child with the highest quality of training.

### **Student Information**

Students must make arrangements to be picked up immediately after class is over.

Students and their parents should continually be aware of all notices posted in the lobby, all newsletters and notices sent home in both written and digital format throughout the year and all information and policies in this enrollment packet. Please make sure that the attached "Sign & Read" form is filled out and returned to CSDA during the first week of classes.

Class placement is at the sole discretion of our CSDA teaching staff. Please take note that a lot of thought & consideration by our professional staff goes into placing your child. We are looking out for their best interest in their individual dance development. New students please note: it may take a few weeks to determine the best placement for you. Please give us time to observe your child in classroom situations.

Centre Stage Dance Academy teachers are very much in demand for their choreographic and teaching skills and talents; therefore, you may experience a substitute teacher from time to time. These teachers are selected very carefully and are trained to carry on with the class as if the regular teacher were there. We believe our staff's participation in performing, teaching and choreography makes them better teachers for you.

### **Tuition**

Single class:	\$15.00	4
classes/week:	\$150.00	
45-minute class/week:	\$42.00	5
classes/week:	\$170.00	

1 class/week:	\$50.00	6
classes/week:	\$195.00	
2 classes/week:	\$95.00	7
classes/week:	\$210.00	
3 classes/week:	\$125.00	unlimited/week:
	\$225.00	

**There is a one-time registration fee of \$15.00**

Tuition class fees are based on a four-week month. No additional charge is applied when a fifth lesson occurs in the month, nor is there a reduction when fewer than four classes are held due to a major holiday, absence or recital.

**Make checks payable to Centre Stage Dance Academy.**

All classes must be paid in advance or will be charged at the single class rate of \$15.

**Full payment is due by the 10<sup>th</sup> of each month. Any payment received after the 10<sup>th</sup> will be charged a \$20 late fee.**

Cash, check, debit and Visa/MasterCard/Discover accepted. No American Express.

A \$2.50 service fee will be added to all debit and credit card charges.

**Returned checks/insufficient funds fee - \$25.**

**\*\*\*ALL FEES ARE NON-REFUNDABLE!\*\*\***

Once a student is enrolled in a class, there will be no refunds for any reason. There are no deductions for missed classes and no credits transferred to the next month.

Centre Stage Dance Academy reserves the right to cancel a class if there are fewer than 4 students enrolled in the class. If this happens, the student will be placed in another class.

**Voice classes are a separate program and will be charged at the discretion of the vocal teacher.**

**Attendance & Make-up Policies**

Dance classes will follow the Monrovia School District's schedule as closely as possible.

Make-up classes should be taken within 30 days in which they are missed. **Missed classes cannot be made up in a month that tuition has not been paid.** Make-up classes should be for the same type of dance in the level deemed appropriate by the students' regular teacher. Please let the teacher know before class if you are taking a make-up in their class.

### Studio Policies

No gum allowed in the studio.

All food and drinks (except water) must be consumed outside.

All bags & personal items are to be kept in the cubbies or alongside the walls in each studio.

No entry into class after the first 15-minutes.

Cell phones must be turned off.

WALK, DO NOT RUN, thru the studio if you need to pass thru while another class/rehearsal is in session.

### Dress Code

CSDA students should arrive to class dressed properly - hair pulled back, proper shoes & clothes, etc. It is important for dancers to be dressed properly for dance. Just as you would not arrive at a swim practice in school clothes, dancers should not arrive to dance class in street clothes. Classroom attire should not conflict with proper body alignment or constrict movement. Any questions regarding attire should be addressed to the teachers before class.

### Ballet

GIRLS:               Black leotard  
                        Pink or toast tights  
                        Hip alignment belt (color determined by class level)  
                        Pink ballet shoes  
                        Hair must be pulled back securely in a bun.

BOYS:                Black sweat pants or shorts  
                        White t-shirt or tank top  
                        Black ballet shoes

**Jazz, Tap, Lyrical, Hip Hop & Musical Theatre Jazz**

Jazz pant or biker short  
Dance top or leotard  
Proper shoes required for all classes.  
Hair must be pulled back securely off the face & neck.  
No tennis shoes  
No baggy shirts or pants allowed.  
No jeans allowed, stretch, baggy or jeggings.  
No jewelry.

**If you do not abide by the dress code and studio policies, you will not be allowed to take class and no make-up will be provided. If you have any questions regarding this, please see Alison Hooper.**

**Liability Disclaimer:** Centre Stage Dance Academy and its instructors are not liable for personal injuries or loss of or damage to personal property. Since dance is a physical activity, injuries may occur. Each student may decline to participate in any activity that student deems harmful and must inform the instructor of any physical limitations that may prevent full participation in class. Centre Stage Dance Academy and its instructors cannot dispense aspirin and/or other medications.

**Please sign and return this form to the office manager.**

**CSDA STUDENT/PARENT AGREEMENT FORM**

I, \_\_\_\_\_ have read and understand the information that was distributed to me regarding the requirements for my child to participate in class(es) provided by Centre Stage Dance Academy.

Parent Signature:

\_\_\_\_\_  
Date: \_\_\_\_\_

I, \_\_\_\_\_ have read and understand the information that was distributed to me regarding the requirements for me to participate as a student/performer with the Centre Stage Dance Academy.

Student Signature:

\_\_\_\_\_  
Date: \_\_\_\_\_