



# Policies & Procedures Reference Handbook

*This is a condensed version of all CSDC policies and procedures. Our "Official Handbook" is located on our website, [www.csdcbatavia.com](http://www.csdcbatavia.com). This "Official Handbook" includes all web pages contained on our website. It also includes monthly newsletters, updates and all other electronic postings. All questions related to any policy or procedure will be referred to the information contained on our website, our "Official Handbook." It is very important that all parents and all age appropriate students become familiar with our website and check for updates as often as possible. Periodic update notices will be sent via email, please provide an accurate email as part of your registration process.*



**"Center Stage...  
where every child is a star."**



**Center Stage Dance Company  
8 Batavia City Centre  
Batavia, NY 14020  
(585) 344-5550  
[www.csdcbatavia.com](http://www.csdcbatavia.com)**



Revision Date: July 2011



## MISSION STATEMENT

Center Stage Dance Company is aware of the fact that not every child has the goal of becoming a professional performer. We acknowledge that each child is diverse and unique and we will do our best to accommodate to their different levels and expectations. Grace, poise, appreciation for the arts and physical and mental discipline are a few guides we will supply your children with, for dance, and hopefully for life.

## WELCOME



Center Stage Dance Company, established in 2001, is looking forward to many wonderful years of dancing with your children. As sisters and partners in business, we share the same values, morals and goals for our studio and our students. We will strive to provide the finest quality of dance instruction with the spirit of energy and the element of "fun".

Center Stage is fully equipped with two studios, both with professional dance floors, high quality sound systems, gymnastics equipment, large waiting areas, student and faculty lounge, a studio office and television monitors for parent viewing.

Our goal at Center Stage is to provide quality dance training, while respecting each student's desired level of achievement. We respect the diversity of our student body. We believe all students can benefit from dance. Dance provides a wonderful outlet for self-expression, while it encourages discipline, self-control and confidence. The lessons learned in dance class remain forever in a student's life.

## PLACEMENT OF STUDENTS



Please refer to our updated extended version on our website.

Students are placed in classes according to their level of proficiency from elementary through advanced. Classes are carefully graded by age and ability from the fundamentals for beginners up to the technical combinations of the advanced students.



## COSTUME DEPOSITS

Costume deposits are non-refundable or transferable. Costumes are paid with two deposits and one final payment, as follows:

**\$35.00 per class, per child by October 1st**

**\$35.00 per class, per child by November 1st**

**COSTUME DEPOSIT LATE FEE POLICY: \$10 Per Month Late fee will be applied to any costume deposits not received by due date**

If the costume deposits do not cover the cost of the costume(s) the final balance will be billed and is due to the studio in mid January. **Costumes will not be ordered for any student who has not paid for their costume in full. There will be NO REFUNDS on costume deposits or payments. All costume money is due, even if a student drops a class after the costumes have been ordered. In the event that a student drops a class during the process of learning recital routines, it is understood that the student "dropping" will allow a fellow student to borrow the costume to fill in for the routine.**





# TUITION

**Tuition is a course fee, not a class fee.** For your convenience, dance tuition is divided into payments which are due from September through May, on the 1st of the month. If a payment is not received by the 7th of the month, you will automatically be charged a \$10.00 late fee. **If your tuition is 60 days past due**, your child will not be allowed to dance until your balance is paid in full.

**September tuition is due at registration.** Your monthly payment remains the same each month.

**Tuition and/or fundraising credits will not be deducted or refunded** due to missed classes, vacations, illness, injury, outside activities, withdrawing in the middle of a session, etc.

**Tuition is payable by cash or check.** There is a \$40.00 returned check fee for insufficient funds. After two returned checks, only cash will be accepted.

**Drop/Add/Change Form...**A student is considered to be an active participant in all classes originally enrolled/registered for unless a proper **Drop/Add/Change Form** has been submitted to the office. All money due for a class is considered to be due to the studio unless a proper form has been submitted and approved by Miss Patti or Miss Lisa. See only Miss Patti or Miss Lisa to request a form.

**Pay-In-Advance Option...**CSDC offers a tuition option called Pay-In-Advance. If you choose this payment option you will be extended a 10% discount on tuition PAID IN FULL DURING AUGUST REGISTRATION for the months of September through May only. Registration fees are NOT discounted. After August Registration is closed Pay-In-Advance is not applicable.

**There will be NO refunds for registration fee or tuition.**

**Tuition for all classes covers instruction of classes, make-up lessons, rent, utilities, insurance, music costs and other expenses.**

Please note: (2) half hour classes DO NOT equal (1) one hour class



## REGISTRATION FEE

\$15.00 Per Dance Year



## TUITION RATES

<u>Length of Class</u>	<u>Tuition per Month</u>
30 minute class	\$20.00
45 minute class	\$25.00
1 hour class	\$30.00



## FAMILY DISCOUNT

The following is a breakdown of all family discounts. Family discounts do not apply to solos, duets, trios, quads, opening or finale.

1 Lesson per week	Regular Rate	<b><i>Because of the many family structures, it has been increasingly more difficult to track payments and appropriate discounts. Due to this we must ask that we receive one payment per student/family for all tuition payments, costume payments, and other fees regardless of the number of responsible parent(s). This will insure that your child or children receive the correct family discount</i></b>
2 Lessons per week	Regular Rate	
3 Lessons per week	10% off total	
4 Lessons per week	15% off total	
5 Lessons per week	20% off total	
6 Lessons per week	25% off total	
7+ Lessons per week	30% off total	



## PRIVATE LESSONS & PRODUCTION NUMBERS (ie: finale, opening, etc.)

Solo, Duet, Trio and Quad lessons are at the discretion of the dance facility. A separate detailed handout will be sent home with requirements for each season regarding SDTQ's. Prices will be available with this handout. Please note that there are specific eligibility requirements for SDTQ or small groups.

Please note...Involvement in a CSDC Production Numbers (opening, finale, etc.) does require you to participate in all scheduled rehearsals and recital performances for that particular number. Failure to do so results in removal from production number with zero dollars refunded for tuition, lessons and/or costume.



# CURRICULUM and SHOES

Dance courses offered by the studio may be taken by female and male students, ages 2 to adult. All levels from beginner to advanced are offered. All students must attend classes in proper attire.



## **Tots (2 Year Olds)**

A fun and playful introduction to our Pre-Dance Program for two year olds.

*Shoes: pink leather ballet slippers*

## **Pre-Dance (3 - 4 Year Olds)**

An introduction to dance through basic movement which includes music, song and creative dance.

*Shoes: pink leather ballet slippers*



## **Pre-Ballet & Jazz (5 and/or 6 Year Olds)**

A 45 minute class designed to introduce the fundamentals of ballet and jazz while helping to develop rhythm, coordination and confidence.

*Attire: Pink leather ballet slippers*



## **Ballet (Kindergarten and Higher)**

Ballet is the technical foundation on which all other dance forms are based. Proper body placement and alignment, as well as fundamental motions such as turns, jumps, leaps and extensions are emphasized. It develops good body structure, placement and technique; therefore it is highly recommended.

*Shoes: pink leather split sole ballet slippers*

## **Technique Intensive Ballet**

This class will not involve a recital performance. It will consist of intense training in leaps, turns, jumps, flexibility and conditioning. This class will offer several benefits that will help dancers excel in their regular dance forms. Open to Ballet students by invitation.

*Shoes: Dance Paws/Undeez*



## **Pre-Pointe/Pointe**

Dancing on the tips of the toes with a special ballet demi-pointe/pointe shoe. Prior extensive ballet training and discipline is required. Pointe work should not begin until the bones have ossified (hardened), a Doctors visit may be necessary to determine this. Entry to this class is by permission only and students must be dancing at the A/B/C level.

*Shoes: Will be determined each dance season*



## **Jazz (Kindergarten and Higher)**

Born in the United States, this vigorous, free-style form of dance encompasses a wide range of movements including leaps, turns and body isolations. Dancers learn rhythm, strength, speed and versatility.

*Shoes: Black slip on Jazz shoes.*

# ★ CURRICULUM and SHOES ...continued



## **Tap (3 Years & +)**

An audible dance form involving internal rhythm and a heightened awareness of musical beat.

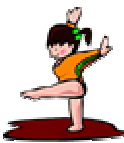
*Shoe: Black patent leather tap shoes, please remove shoe tie and add elastic closure for easy shoe changing*



## **Hip-Hop (Kindergarten and Higher)**

A high beat, rhythmic form of jazz dance which focuses on the style of funk. Prior jazz dance experience required. All Hip-Hop students must currently be enrolled in either a Ballet or a Jazz class, in conjunction with their Hip-Hop enrollment.

*Shoes: Black slip on jazz shoes*



## **Kidnastics (3 Years - 5 Years)**

A basic level of introduction to the athletic sport of tumbling. Students will be introduced to a variety of beginner level tumbling skills, including the development of flexibility, strength, and balance. Skills will be introduced through fun activities and games. Special mats and equipment is used to help develop skills.

*Shoes: Barefoot (NO FULL FOOTED TIGHTS ALLOWED, footless only)*



## **Tumbling (Kindergarten and Higher)**

An athletic sport which helps dancers develop flexibility, strength, balance and coordination. Classes involve stretching, floor exercises, tumbling and dance. Classes offered for the beginner and intermediate tumbler.

*Shoes: Barefeet (NO FULL FOOTED TIGHTS ALLOWED, footless only)*

## **Advanced Acro**

An advanced sport offered to tumblers who have extensive training and experience in gymnastics. Classes involve conditioning, floor routines, tumbling passes and dance. Entry to this class is by permission by the CSDC Directors and Acro Staff

*Shoes: Barefeet ((NO FULL FOOTED TIGHTS ALLOWED, footless only)*



## **Cheer Dance Teams (3 Years & +)**

A popular and upcoming form of dance that incorporates cheerleading techniques. Classes involve a combination of dancing, cheering, stunting and mounting, jumping and tumbling.

*Shoes: Plain white sneakers*

## **Dance Attire for all...**

All CSDC Students are required to wear the following: Tights, Bodysuit, and the proper dance shoes listed under each class. Their hair should be neatly pulled up and away from their face at all times. The following items are not permitted and are not considered appropriate dance wear: Baggy Clothing, T-Shirts, Sweatpants, Jeans and Street Shoes. Also any personal accessories that hinder the ability to dance or are a safety issue for yourself or others is not allowed, i.e., jewelry, sunglasses, hats and other items a CSDC staff member feels inappropriate or a safety hazard. Cheer Dance students are permitted to wear shorts/leggings, tank/T's to class. When possible, we ask that Cheer Dance students do not wear tights for safety during mounts/stunts.

## **\*New for 2011 2012\* Cell Phone Policy**

It is our policy to have all student and staff cell phones silenced or turned off while instructional classes are being conducted. There is a studio phone (585) 344-5550, that can be used in case of an emergency. Please encourage your child to not use their phone for texting or calls during their class time. Cell phone use is allowed in the waiting room.



### **STUDIO MEETINGS**

Center Stage holds studio meetings (for parents/adults only) to discuss questions, comments and concerns throughout the dance season. Please check website postings for dates. All meetings are optional.

### **FUNDRAISING EVENTS**



A fundraising committee, of CSDC parents, will be coordinating a number of fundraising events throughout the dance season. These fundraisers are offered to students, as an effort to earn monies to help offset recital, costume and tuition costs. More information for fundraising opportunities will be posted on our website throughout the dance season. If you are interested in running a fundraiser, please contact the studio.



### **RECITAL**

Each dance season culminates with a recital performance. This gives the students an opportunity to take pride in their hard work and accomplishments. Detailed recital information, including dates, times, location, recital ticket, recital fee, performance schedules, rehearsal outlines, hair and makeup requirements, convenience orders (videos, flowers, etc.) will be posted on our website at a later date. Additional, nominal, recital costs may include specific tights, accessories and/or costume alterations.



### **INSURANCE REQUIREMENTS**



The parent or legal guardian is responsible to maintain health insurance coverage for the student and it is understood that Center Stage Dance Company is not responsible to cover the medical expense of any student who is injured by participating in the activities offered except if said injury is caused by the gross negligence or wanton misconduct of any officials, employees, officers or agents of Center Stage Dance Company.

The students, parent and/or legal guardian voluntarily assumes the risk of injury in allowing the student to participate in the activities offered and participated.

In no event shall Center Stage Dance Company, its owners, employees or other representatives be liable for any damages, including, without limitation, any direct, indirect, incidental, special, exemplary, punitive or consequential damages arising out of attendance at this dance studio, recital and/or rehearsals

### **OFFICE HOURS**



The CSDC office will be open by appointment only. Please use the studio mail slot for any business related transactions. Please remember that tuition is due the first week of each month, whether the office is open or not.

## OBSERVATION WEEK

There are two pre-scheduled observation weeks during the dance season. These scheduled observation weeks enable parents to observe their child's progress. CSDC also operates two television monitors, in the waiting area, for periodic viewing of classes. Dates and times will be posted on our website.

Please be courteous to all our dancers and staff and **DO NOT** interrupt a class that is in session

## HOLIDAYS

The studio is closed for the following holidays ONLY...  
Thanksgiving, Christmas (Winter Recess) and Spring Recess.  
Specific Calendar Dates will be posted on our website

## STUDIO CLOSINGS

*Studio closings, cancellations and delays will be posted on our website. Please refer to our website rather than calling the studio. If possible the outgoing phone message will be changed to update about closing situations.*

***Center Stage Dance Company (CSDC) reserves the right to change or amend any policy indicated either on their website, [www.csdcbatavia.com](http://www.csdcbatavia.com), or via hard copy any policy, procedure, class structure, class requirements or any other policy related to CSDC business without notice.***

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