



2022-2023
Policy Book

WELCOME

Thank you for choosing Center Stage Dance Studio for your child's dance education. We purchased Center Stage in April 2020 and are more committed than ever to instilling a love for the performing arts in each student. We realize you have choices in West Texas for dance instruction and we are very pleased you have chosen us. We strive to provide the best customer service to all our students and their families and to provide an exceptional quality dance education in a positive, structured but nurturing environment. We want to make the time you spend at the studio as pleasant as possible; therefore, we have policies in place in order to accomplish this. Contained in the following pages are guidelines concerning attire, class placement, behavior expectations -- just to name a few. We have tried to give you as much information as possible so you will know what is required of both you and your student as we begin a new season together. Please feel free to ask us questions if there is something you do not understand. Please do not hesitate to contact me if there is a problem, as nothing can be fixed unless we know of the situation. You can contact me at the studio at 432-272-1883, by cell at (432)664-7377 or via e-mail at Misti@centerstageodessa.com. Because there are no breaks between classes, please contact me during non-class hours so that I may give you my full attention.

Ms. Misti Smith

PLACEMENT

Current age, years of previous training, technical skill, previous styles of dance studied, determination, work ethic, and maturity of student will be taken into consideration. Class placement is made by Ms. Misti in coordination with the other instructors. Placement in classes from other dance studios does not necessarily correspond with placement at Center Stage. Teaching varies widely from studio to studio. It is better for a student to be placed in a lower class and be moved up, than vice-versa. Ms. Misti has the final say in all class placement.

RATES

Your tuition rate is based upon class length and does not vary from month to month. You will be paying for the entire school year of 32 weeks of classes held over 9 months, September – May. This is an average of 3.5 weeks per month. You are not paying for scheduled school vacations and Holidays. Please see our published holiday calendar in this document. The registration fee for new students is due when registering. All other months are due on the first of each calendar month.

PAYMENT

Payments can be made in person with cash, check, or credit/debit card or online with debit/ credit card, or ACH draft. Center Stage has a very fair policy regarding payment for tuition and subsequent assessment of late fees. Payments are due by the first class of each calendar month. There is no late fee assessed until after 10th of the month. Any account unpaid after the 10th of the month will have late charges assessed for 10% of the total account balance, including past due late fees. All accounts will receive a statement by email when the upcoming month's tuition is posted to your account.

If you make a payment late, please include your late fee or you will be billed. If you make your payments by mail, be certain to allow adequate time for mail delivery. Thank you for your cooperation.

Recurring billing accounts will be run for the balance on the account. This will include recital fees and costume fees when they become due. We strongly encourage automatic billing! It makes things easier for everyone. If you want to make payments on costumes, arrangements MUST be made with Ms. Misti. A returned check incurs a fee of \$35.00. Any student with an overdue balance of more than 30 days will not be allowed into class until payment in full is received. Overdue balances must be paid by cash, money order, certified check, or by credit/debit card if paying online. If you wish to terminate enrollment, written or direct verbal notification to Ms. Misti is required before the 1st of the upcoming month. Monthly billing will continue until Center Stage Dance Studio receives written notice. You will be

expected to pay tuition for any month in which your dancer actually attends class. Refunds are not made once a session is underway unless the studio must cancel a class without the ability to reschedule a makeup class. No credit is given for student absences or missed snow cancellation makeup classes.

FEES

Registration Fee: A non-refundable registration fee for NEW students of \$50.00 (per student) or \$100.00 (per family). If your student withdraws for any reason during the session, the student will lose her place in class/level, and a reinstatement fee must be paid to re-enroll in that same session.

Costume and Recital fees: Costumes are required for participation in the Spring Recital. Parents will be responsible for costume and recital fees. More information will be forthcoming in early October about recital and costumes during a Parent Observation Day. The recital fee is \$130 per dancer and covers costs associated with securing the performance venue and other production expenses. It also includes a t-shirt and DVD. The recital fee will be charged to your account in January and will be due by February 1st. If unpaid by February 1st, it will process with autopay with February 1st tuition. To ensure a costume is ordered for your child, all costume fees must be paid by the deadline. Participation in the May recital performance is NOT required (an Opt-Out form will need to be signed no later than October 31st). However, once your decision is made to participate, the studio and your student's classmates consider you committed. Payment of the recital fee and your commitment document will be considered your agreement to participate in the recital. Costumes and recital fees are non-refundable. No costumes will be released until all current and past due tuition and fees are paid. All accounts must be up-to-date as of May 10th for your child to participate in the recital.

DISCOUNTS

- 10% discount off the total tuition bill for enrollment of multiple members in a family.
- Payment of the full year tuition can be discussed with Ms. Misti for a discount or special incentive.

ATTENDANCE

Just like regular school, attendance is very important! We learn new things every class and repetition of the steps solidifies learning and muscle memory.

Center Stage takes all holidays set by ECISD. A note from the studio will proceed these holidays. In case of bad weather, the studio will make a decision regarding classes by noon depending on road conditions at that time.

To ensure that dances are performance ready any student who misses more than three classes from the start of classes until the Christmas Show or from Spring Break until the recital may forfeit their opportunity to participate in the shows.

DRESS CODE

The simple leotard and tights make it possible for the instructor to see the dancer's body so they can make the proper corrections. Young dancers are sometimes distracted by their own dance wear. Large skirts and/or tutus become the dancer's focus instead of the instructor. Learning to dance and work together as a team can be more easily achieved by removing the distraction of different dancewear. Instructors are able to choreograph dances more easily when the dancers are dressed the same. Therefore, please adhere to the following dress code:

Ballet Girls – Light pink footed or convertible tights (not footless), a leotard, and pink leather ballet shoes. Ballet skirts (no tutus) may be worn over leotards. Hair must be worn in a bun, without bangs. Hair that is too short for a bun should be pulled securely away from the face. Panties are NOT worn underneath the tights at any age (the tights take the place of panties). Jewelry should be minimal.

Ballet Boys - Boys/men's black milliskin footed or convertible tights (heavier than girls tights), dance belt, fitted white t-shirt, and black ballet shoes.

Tap-Ballet attire is preferred for all combination classes or classes that immediately follow ballet. However, jazz pants or tap shorts are allowed. Dancers will need tan tap shoes, ribbon ties are to be removed and additional elastic added so that your student can slip the shoe on and off while staying securely on the foot. Hair should be pulled securely away from the face.

Jazz-Any color leotard and tights or jazz pants and tan jazz shoes. Knees MUST be covered either with tights or leggings/pants. No shorts unless they are worn over tights and leotard. Hair should be pulled securely away from the face.

Contemporary- Any color leotard and tights or leggings. Dancers should have toe booties. Knees MUST be covered either with tights or leggings/pants. No shorts unless they are worn over tights and leotard. Hair should be pulled securely away from the face.

Hip Hop-Black leggings/sweats and t-shirt. Tennis shoes can be worn for hip hop. Hair should be pulled securely away from the face.

Cheer-black leggings or spunks (shorts), sports bra or fitted shirt and cheer shoes. Hair should be pulled securely away from the face.

CENTER STAGE DANCE STUDIO HOLIDAYS

Labor Day-September 5th

Columbus Day-October 10th

Thanksgiving-November 21st-25th

Christmas-December 19th-January 2nd

Spring Break-March 13th-17th

PARENT VISITATION & OBSERVATION

The studio will hold parent visitation days throughout the year. Specific dates for visitation are listed below and will be posted in the waiting area and on the studio website. If changes to these dates need to be made, you will be notified in advance. At each of these visitations, important information will be disseminated. Please have at least one parent attend each Visitation.

October 4th-7th

Christmas Program – tentatively scheduled for December 10th

March 6th-9th

April 24th-27th (costume distribution week)

Spring Recital-tentatively scheduled for May 14th

For parent visitations, in classes that meet twice per week, only the first class of the week will hold visitation. Otherwise, parents are invited to all other classes during the visitation week. Parent Visitation is not really a “performance”; it is for you, as parents, to observe the progress being made within the context of a regular dance class. Only 1 parent may attend, please no siblings.

By signing your dancers up for classes at Center Stage you understand that they are subject to social media posts. No dancer’s names will ever be used without the permission of the parent, but pictures from classes and performances could be used.

SAFETY

- The wellbeing of students is of the utmost concern to all of us at Center Stage. Please escort young dancers from the car to and from the studio.
- Students must wear cover-ups over their tights/leotards as they enter and exit the studio.
- Dancers waiting for a ride are asked to remain inside the studio.
- Please have rides arrive on time.
- Younger children are not allowed into the office area and should never be left unattended in the waiting areas.
- Purses, jewelry and other valuables should not be left unattended in the dressing room or waiting area. Dancers should bring their dance bag into the dance room so that they can quickly change shoes and avoid distractions that can occur in the dressing rooms.
- Center Stage Dance Studio will not be responsible for loss or theft of personal items.

DANCER'S CODE OF CONDUCT

- Have fun!
- Respect all classmates and instructors.
- No excessive talking in rehearsals or classes.
- Dress code is strictly enforced. (see last page)
- No hanging on the ballet barres.
- No gossiping.
- No negative comments to or about anyone. This applies to comments about other studios or dancers from another studio.
- Come to classes and rehearsals prepared. This includes shoes, proper dancewear, and hair appropriately secured for the particular class. This is called "work ethic".
- Always give 100% effort. This is called "heart". This will pay off in the end, I promise.
- No sitting down in class or rehearsal, unless authorized by your instructor. Even if you are not dancing during a particular sequence, you should be practicing in the back of the class without being distracting or disruptive.
- Tell your teacher before rehearsal if you are ill or have an injury.
- Work together as a team. Support each other with positive feedback. Remember that everyone will have his or her time to shine.
- Have consistent attendance and be on time. These qualities complement and enhance the overall learning experience.
- PLEASE be as punctual as possible. When late, please wait at the door for the teacher's permission to enter the studio; DO NOT walk in during the middle of an exercise. Tardiness disrupts the work and progress of others.
- At the teacher's discretion, a tardy student may be asked to sit and observe the remainder of class. This is not a punishment for the student but a precaution against injury.
- Teachers reserve the right to dismiss any student who repeatedly disrupts the class.

- No food, gum, candy, or sodas allowed in the studio. Water bottles are allowed.
- Please also be advised that the waiting areas and hallways are just that --a waiting room. It is not a snack room or a playground. This is a shared space for all dancers, so please be respectful of your property and others'.
- Silence cell phone.
- Students will be verbally corrected when necessary and will only be asked to leave class if they refuse to cooperate with the teacher, use vulgar language, or become physically or verbally abusive to the teacher or other students.

PARENT'S CODE OF CONDUCT

- **MOST IMPORTANT!!** You **MUST** take your dancer to the restroom before class begins. **DO NOT** ask your little one if they "need" to go...just take them! Again, this is **THE MOST IMPORTANT RULE IN THIS LIST!**
- Please do not interrupt classes to ask questions. The instructor will promptly reply to written notes, phone calls, or emails should you have questions, concerns, or comments.
- Arrive at the studio no more than 10-15 minutes prior to class but allow enough time to remove cover up, change shoes and be ready to dance at class starting time.
- No food, gum, candy, or sodas allowed in the studio. This includes siblings' sippy cups and toddler baby bottles. Water bottles are allowed. Parents, you are **NOT** an exception to this rule!
- Promptly pick up your dancer after class. Unfortunately, the teacher will not be available to baby-sit due to back-to-back classes. Please be considerate of studio hours and class times.
- **PLEASE DO NOT ALLOW YOUR STUDENT TO WEAR HIS/HER DANCE SHOES OUTSIDE!** This ruins your dancer's shoes and brings dirt and grime onto the dance floor. Please put on and take off dance shoes in our waiting areas.
- Support all dancers, even those not related to you.
- No negative comments to or about any dancer or parent. You will be amazed how fast gossip travels in a dance studio. Comments taken out of context can snowball into ridiculous, petty, damaging and hurtful arguments between parents, dancers and faculty.
- Negative comments about other dance organizations or studios will not be tolerated.
- Please refrain from giving comments to dancers from the "sidelines".
- Positive encouragement before entering the classroom is the way to go!
- Always give honest, positive feed back to dancers after they perform. Let them be proud of their performance.
- If you are pleased with your experiences at Center Stage Dance Studio, we would be extremely grateful for positive comments posted to any social media, i.e. Facebook, Google reviews, etc.
- Please do not try to peek into class from the hallway, as it is distracting to students **AND** the instructors.
- Only students enrolled and paying for a class can participate in a class. Please do not let siblings, friends, etc. go in the dance room unless it is their scheduled class.
- Extra people in the dance classroom is distracting and takes class time and teacher attention away from those students who are paying for the class. Therefore, parents will only be allowed to watch class during the scheduled Parent Visitation days.
- Dress code for each class will be strictly enforced.
- Panties are **NOT** worn under tights.

- If a student's dance wear becomes a distraction (such as skirts, sweaters, etc.), Your dancer's teacher reserves the right to have the student change or remove the item.
- We discourage excessive ornamentation in the hair, as it often becomes a distraction. A bun cover or simple ribbon is best.
- Students must bring all dance shoes for each class in a proper dance bag.
- Dance shoes are only be worn IN class – not to and from the dance studio.
- Cover-ups must always be worn to and from the studio. Please do not wear dancewear without cover-ups to regular public places.
- No cover-ups, T-shirts, or shorts allowed over leotards during class time, unless teacher specifies otherwise.
- Label all dance shoes (after the first class to ensure proper fit) and dance bags.
- All dancers not properly dressed for class will be asked to sit out and observe.

How to Achieve the Proper Ballet Bun

- The correct "tools" are essential for a ballet bun to stay in place.
 - A dancer's bun is NOT the same as a fashion bun!
 - Do NOT use a donut to make your bun for dance class! It will not stay secure!
1. Smooth all hair into a ponytail that is fairly high on the back of the head.
 2. Use a thick, strong ponytail holder to make the ponytail.
 3. Twist the ponytail until it begins to fold up on itself.
 4. Using HAIRPINS, begin inserting your pin directly into the head, grabbing only a small portion of the hair in the side of the bun, and then turn it 45 degrees and slide it into the folds of the ponytail.
 5. Continue inserting HAIRPINS around the bun as the twisted hair wraps around the center until hair is secured.
 6. You DO NOT need to secure this further with another ponytail holder!
 7. Smooth flyaway hair or "wispies" with bobby pins, hairspray or hair gel.
 8. It is acceptable to adorn the bun with a bun cover or ribbon.
 9. It is also acceptable to put hair up in double buns (2 buns from pigtailed).

If you are having difficulty with a secure bun, please ask Ms. Misti for a demonstration or watch the video on the website.

Center Stage Dance Studio
 2736 N. Grandview, Odessa TX 79762
 432-272-1883



**Center Stage Dance Studio
2736 N. Grandview
Odessa, Texas**

I have read and agree to the terms and conditions of Center Stage Dance Studio's policy for the 2020-2021 year.

Parent Name: _____

Parent Signature: _____

Date: _____

Dancer Information

Name: _____

Birthday: _____

How many years of dance have you completed (DO NOT INCLUDE THIS YEAR)? _____

How many years have you danced at Center Stage? _____

Parent Information

Parent Name: _____ Phone Number: _____

Emergency Contact: _____ Phone Number: _____

Language Preference for Communication: _____

Can your dancer participate in a Christmas Show? _____