



1701 Eyelet Road, Dixon

815-284-6489

www.centerstagedixon.com

email-centerstagedixon@comcast.net

It's our pleasure
to welcome you into our family at

Centerstage Dance Company

We are thrilled to see many familiar faces return and excited to see new faces join our family. We have created this handbook to help you understand how things will run throughout the year as well as answer a lot of questions you may have. Please take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any questions you may have.

Centerstage Office Hours

Monday - Thursday 3:30 p.m. - 7:30 p.m.

Not open Friday - Sunday

It is important to us at Centerstage that all members share our vision, our purpose, and our philosophy that encompasses everything we do both in and outside of classes. This vision is shared and demonstrated by our director, teachers, and staff members at our studio and is the driving force behind every interaction we have with our students and their families.

Centerstage is a place where kids of all ages, shapes and sizes learn to dance and perform. Our studio is where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all students. We strive to nurture and develop talent, celebrate students' achievements and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which students can feel empowered, comfortable and free to express themselves.

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Registration & Waiver

Our annual registration fee is **\$25 per student** and must be paid in full prior to the commencement of classes. As failure to pay your registration fee in time may result in losing your place in the class.

You will find within your online account a public liability / insurance statement. Please read this carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

1. I will take the responsibility to carefully read, either on Centerstage website or handbook, and follow the rules and policies therein.
2. I understand that Centerstage Dance Company does not give credit and/or refunds for class(es) missed due to holiday, vacation, illness, weather, etc.
3. I further understand that there are specific risks of physical or property damages, losses, or injury that may result from my or my child's participation with Centerstage Dance Company, and I voluntarily assume the risks associated with such participation.
4. I give permission to Centerstage and its hired photographers to use any photos taken of my child for advertisement.
5. I will not post videos/photos of any dancers other than my own child/children to protect the choreography of Centerstage and privacy of other dancers, unless I have specific permission.
6. I will not contact teachers at home or through social media.
7. I know that if I have any questions, I will contact the studio office.

Please watch your children while at studio. Please talk to your children about going outside, to stay on patio and picnic area. Do not let your children run around outside and please stay away from train tracks!

Code of Conduct

Centerstage Dance Company is open to feedback, so if any of the requirements outlined below are unclear or concerning, please call us to discuss further. Following a formal meeting, we reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

1. Families who do not comply with fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.
2. No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication need to be passed on to a student, it must be done through our office personal. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.
3. In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the director. Physical, mental, emotional or cyberbullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Communication

Our primary means of communication is via email.

1. Weekly newsletters are sent containing current information regarding Centerstage activities and scheduled class information. Keep your email address updated through your on-line account. Multiple email addresses can be used per family. Add our email address centerstagedixon@comcast.net to your contacts so we don't end up in a Spam folder!
2. Dance Studio App - **Team App** (download from our website - www.Centerstagedixon.com.) Look for the green Team App Icon and follow the prompts to install on your mobile device and you'll receive alerts as they happen.
3. Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our [Centerstage Dance Company](#) Facebook group. Any questions or complaints must go through reception – **parents and students are not permitted to contact teachers via phone, in person, or via email / social networking with studio issues** unless it has been approved with the director (Cheryl) first. Personal meetings with the studio can happily be arranged via reception.
4. Bulletin Boards - We always display important information, dates and studio details on our notice board in reception and upstairs waiting room so please have a quick look when dropping off and picking up in case there is anything you may have missed.

5. In the infrequent case of urgent information (class cancellations or performance changes), we will send an email and a text. Make sure you are signed up for our instant text alerts through saukvalley.com (click on Sections - Contact Us - Txt Alerts)



Social Media

Centerstage Dance Company Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behavior on Social Media remains in keeping with Centerstage's code of conduct as outlined in this handbook. Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Centerstage's staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in a Centerstage costume) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the office or director directly.

To protect the choreography of Centerstage and privacy of other dancers, unless with specific permission - do not post videos/photos of any dancers other than your own children.

Attendance

Your child's attendance in class is very important to his/her peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child will attend his/her classes on time each week and attends all lessons planned for your child. Not only do absences impact routines we create, it also impacts the social and confidence-building principles we work hard to foster in each age group.

Please let us know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips. If your child is too unwell to attend class, we ask that you inform us as soon as you can.

We may be able to accommodate make-up classes for students who miss classes. We will also make every endeavour to schedule a catch-up class in the unlikely event that Centerstage needs to cancel a lesson.

Tuition	by class time	
1/2	hour	\$30
3/4		\$45
1	hour	\$60
1 1/4		\$75
1 1/2		\$90
1 3/4		\$105
2	hour	\$120
2 1/4		\$128.25
2 1/2		\$142.50
2 3/4		\$156.75
3	hour	\$171
3 1/4		\$181.35
3 1/2		\$195.30
3 3/4		\$209.25
4	hour	\$223.20
4 1/4		\$229.50
4 1/2		\$243
5 & over		\$250

If CS office is not open when making payment, you may drop envelope in PAYMENT BOX located next to office door.

•If payment is mailed it must be postmarked before payweek to avoid late charges.

•10% finance charge for all late payments (compounded weekly).

•5% finance charge for all payments made with credit card.

- \$30 charge on returned checks in addition to the interest charge
- \$10 finance charge for tuition paid by 2 different people.
- 2 weeks behind in payment may result in student sitting out during class.

- Tuition is nonrefundable; make up classes may be available for missed lessons. A student is responsible for the entire tuition amount regardless of attendance. Do not deduct for missed lessons. If you quit before a session ends there are no refunds and credit in your account is non-transferable
- No refunds issued for tuition, shoes, costumes or registration fees.

Centerstage offers discounts :

1. 10% off early yearly pay will only apply if your tuition is \$200 or more per session. (must be paid before or during first week classes begin)
2. 7% off early yearly pay if tuition is less than \$200 per session.
3. 5% off early each session when pay before the start of tuition week.
4. Pay anytime/anywhere-now taking payments by VENMO @Centerstage-DanceCompany.

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Referrals - if you refer a friend you will receive \$25 Tuition credit applied to the referring family's account after completion of two sessions paid enrollment by the new dancer. Registration and other normal fees still apply. Terms are subject to change.

Class Descriptions - (ages & levels)

Placement Is Based On Age & Ability. (average ages)

Please keep in mind these are guidelines and placement is up to Centerstage director.

Mommy & Me -toddlers & lap sit children (ages 9 mos. - 2 1/2). Songs with movement, rhythm, and singing. A parent must join their youngster for this fun filled class!

Tiny Tots (Little Tykes) -ages 2 1/2-3 1/2 singing songs & creative movement dance. Learn very basics while in a class setting learning how to listen, follow instruction and wait your turn. Basic mat tumbling & stretching. - white ballet shoes

Jumpstart (Prince & Princess)-ages 3 1/2-5. Tap & ballet, singing, songs, & basic dance. Start to learn more dance steps & a little basic mat tumbling. - black student tap shoes & white ballet shoes

KinderCombo (Dudes & Divas)-ages 5-6. Tap & jazz dance steps to songs, fun filled stretching, progressions, and basic turns. - caramel buckle tap shoes & caramel slip-on jazz shoe
Combo - Tap & Jazz

Mini Combo - 45 minutes (2nd, 3rd & 4th grades) - caramel slip-on tap shoes & caramel slip-on jazz shoes

Jr Combo - 1 hour (5th - 8th grades) - caramel slip-on tap shoes & caramel slip-on jazz shoes

Sr Combo - 1 hour (grades 9 and up) - black & white tap shoes & black slip-on jazz shoes

Tumbling -all classes start with stretching and warm ups then do progressive mat tumbling. All students may not be working on the same skills. We challenge the tumblers and everyone works at their own ability level. - bare feet please

Hip Hop -Fast & flashy combinations along with hot, new hip hop moves. - no shoes required. Hip Hop shoes will be ordered with costume.

Hippity Hop - Intro to Hip Hop For Young Dancers

Mini Hip Hop - (2nd, 3rd & 4th grade)

Jr Hip Hop - (5th - 8th grade)

HS Hip Hop - (9th & up)

Lyrical -Slow, Flowing & Contemporary Styles - Foot Undeez or Paws

Mini Lyrical - (2nd, 3rd & 4th grade)

Jr Lyrical - (5th - 8th grade)

HS Lyrical - (9th & up)

Class Descriptions - continued

Jazz Technique/LTP - 30 to 45 Minutes (Not in Recital) - Stretching, Leaps, Turns & Floorwork

Ballet - 30-60 Minutes 1 or 2x Per Week

Adult Tap - 30 Minutes intermediate tap for adults of all ages

Family Dance -Movin' and Groovin' With Your Youngsters. (In Recital)
any combination of your definition of family members welcome!

Centerstage management reserves the right to change teachers or timetable when necessary at any time throughout the year.

We do not have a dress code, however we like our dancers to be able to move freely, no jeans or restricting clothing.

We love to have our little ones feel like a dancer, they can wear tutus, leotards or even princess dresses if it makes them want to dance!

Hair - please have hair pulled away from face

Costumes

Your dancer will have a costume for each dance class he/she is in.

This costume is for recital and is ordered by Centerstage.

Recitals are NOT optional / each dancer will have at least one costume.

Total costume cost will be determined upon ordering.

Costume Deposits - please remember this is only a deposit, meaning this will go towards the total cost of your costume. Some costumes will cost more, some will cost less, and you will be credited or billed upon arrival of costumes.

Cost per class for costume deposit

- 1. Tiny Tots, Jumpstart, All Combos, Ballet, Lyrical - \$75**
- 2. All Hip Hops - \$100**

Costumes may be picked up by parent or guardian when all accounts are up to date.

Choreography, costuming and studio policies remain the property of Centerstage and may not be reproduced or sold by any students, parents or staff without permission of the director.

7 Recitals are mandatory if that class is doing a recital routine.

Recitals are held at the end of our Fall/Winter dance year.

AT REHEARSALS:

Rehearsals are mandatory, full dress, hair/makeup, costume and accessories

Rehearsals will be CLOSED.

This means that only ONE adult (with parent pass) will be allowed to attend your dancer's recital rehearsal. No Siblings - No Friends - No Others.

1. Know date & time you need to be there (not the same as class time).
2. Check costume, shoes & accessories.
3. Practice make-up & hair.
4. Pack "Dancer's Survival Kit" –hairspray, bobby pins, extra tights, scissors, tweezers, tape, safety pins, etc.
5. Inform Centerstage of any student special needs (asthma, inhalers, diabetes, etc.)
6. Come dressed in 1st costume & make-up.
7. Arrive 30 minutes before your scheduled rehearsal time!
8. Wear cover-up & carry dance shoes.
9. Check-in your dancer with dressing room pass.
10. ONLY 1 adult in auditorium at dress rehearsals. They must have parent pass from Centerstage (NO Siblings Please).
11. Dancers sit with class. Parent sits behind.
12. Please remind us of quick recital changes (1 song or less)

You may videotape and take pictures while your dancer is onstage at DRESS REHEARSAL only! **NOT AT RECITALS**

Wear Your Parent Pass Lanyard In Hall & Dressing Rooms. Please Turn Them In After Their Show & You Have Checked Out Your Dancer!

Recital Makeup

Tiny Tot & Jumpstart - gray eye shadow, black mascara, pink blush, pink lipstick

Combo & older - foundation & powder, brow liner, gray eye shadow, black mascara & eyeliner, pink blush, red lipstick & lip liner



AT RECITALS: *No Flash Photos or Videos - Centerstage employees will politely ask you not to take pictures, after your first warning your device may be held in office till after recital.*

1. Dancers-use bathroom at home.
2. Come (30 minutes early) dressed in 1st costume & make-up. No underwear, jewelry or nail polish.
3. Wear cover-up over costume & carry dance shoes.
4. Check-in your dancer with Parent Pass.
5. Only 1 parent allowed in dressing room, must have dressing room pass from Centerstage (must be female).
6. Bring bag with your dancer's name & class labeled on front. Tape show order on bag with routines highlighted (ALSO, write down any special needs....ie, inhaler, asthma, diabetes, etc).
7. NO food or drinks. WATER ONLY! (juice stains costumes & tights!)
No Markers either!
8. No one is allowed to wait backstage in wings during show.
9. Turn OFF cell phones
10. Your dancer is allowed to sit with you after his or her last performance, either on your lap or in a seat that is unoccupied. Please do not obstruct anyone's view.
11. Let our dressing room staff know if your dancer will need help with costume, shoe or hair changes. Otherwise we will assume you are coming back to help.



Safety

Safety for our families is our number one priority. [Centerstage](#) is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

[Centerstage](#) provides viewing windows for each classroom so parents may watch their dancer(s). Please note parents are not permitted in dance rooms.

The director and staff at [Centerstage](#) are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. [Centerstage](#) does not allow or purchase inappropriate costumes, no sexuality or explicit graphic or text content.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parents to ensure their child is picked up and dropped off on time.

Please watch your child(ren) while at studio. Talk to your child(ren) about going outside, to stay on our patio and picnic area. Do not let your children run outside. Keep your child(ren) away from train tracks.

In case of an emergency or unavoidable delay, contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Privacy

When you purchase or hire a product or service with [Centerstage Dance Company](#), the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office.



CENTERSSTAGE DANCE COMPANY

