

Creative Movement Dance Studio's  
2017-2018

Dancer Handbook



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## ABOUT THIS HANDBOOK

We have created this handbook to offer our students and their parents a resource for understanding the commitments and responsibilities to the studio.

This handbook will serve as your guide to Creative Movement Dance Studio and its philosophy of dance education. The contents within will explain our studio policies and procedures.

### Philosophy

Creative Movement Dance Studio is committed to providing high-quality dance classes to enhance the overall development of each child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, supportive teachers. Our goal is to teach and provide our students:

- Style
- Technique
- Showmanship
- Age-appropriate dance education, costumes, music and curriculums
- Community Service

We believe that dance training encourages young people to develop a positive self-image. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all Creative Movement Dance Studio faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime. Welcome to our family!

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***As a condition of enrollment at Creative Movement Dance Studio, students and their parents or guardians agree to abide by all the policies set forth by Creative Movement Dance Studio, its Director, faculty, and staff. Creative Movement Dance Studio reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).***

## Contact information for Creative Movement Dance Studio:

**ADDRESS:** Creative Movement  
4920 Southpoint Pkwy  
Fredericksburg, VA 22407

**PHONE:** 540-898-0100

**E-MAIL:** [creativemovement971@yahoo.com](mailto:creativemovement971@yahoo.com)

**WEBSITE:** [www.creativemovementva.com](http://www.creativemovementva.com)

**STAFF:** **Studio Owner/Artistic Director:** *Melissa Carpenter*  
**Ballet Mistress:** *Melissa (Missy) Morneault*  
**Instructors:** *Janelle Behm, Casey Bridgeman, Melissa Carpenter, Cherish Dobbins, Jesse French and Samantha Graves*  
**Admin Assistant:** *Joan DeGraff*

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## Event dates/closures for Creative Movement Dance Studio:

### SEPTEMBER

5<sup>th</sup>-Classes Begin

### OCTOBER

31<sup>st</sup>-Closed for Halloween

### NOVEMBER

22<sup>nd</sup>-25<sup>th</sup>-Closed for Thanksgiving

### DECEMBER

1<sup>st</sup>-Recital Costume Deposit Due (50%)

2<sup>nd</sup>-Spotsylvania Christmas Parade

TBA-Nutcracker Performance

21<sup>st</sup>-30<sup>th</sup>-Closed for Winter Break

### JANUARY

1<sup>st</sup>-Closed for Winter Break

31<sup>st</sup>-Recital Costume Balance Due

### FEBRUARY

19<sup>th</sup>-Closed for President's Day

### MARCH

31<sup>st</sup>-Closed for Spring Break

### APRIL

1<sup>st</sup>-6<sup>th</sup>-Closed for Spring Break

### MAY

26<sup>th</sup>-28<sup>th</sup>-Closed for Memorial Day

### JUNE

TBA-Picture Day

TBA-Dress Rehearsals during class

14<sup>th</sup>-Recital

### JULY/AUGUST

Jun 25<sup>th</sup>-Jul 21<sup>st</sup>-Summer Dance Session

4<sup>th</sup>-Closed

23<sup>rd</sup>-27<sup>th</sup>-Dance Camp

(ages 6-8 Morning/ages9+ Afternoon)

Jul 30<sup>th</sup>-Aug 3<sup>rd</sup>-Dance Camp (ages 3-5)

## STAYING INFORMED

The following studio communication tools are available to you;

### A. E-mails [creativemovement971@yahoo.com](mailto:creativemovement971@yahoo.com)

The majority of studio information is sent via e-mail using Studio Director. Each family must register/create an account via Studio Director to receive e-mails; multiple email addresses may be entered for each account. Information sent through e-mail will help you stay up-to-date on payment due dates, upcoming events, and activities. Please check your junk/spam mail and add us as a contact.

### B. Website [www.creativemovementva.com](http://www.creativemovementva.com)

We are constantly updating our website. News, contact information, class schedules, studio calendars, studio documents, photo galleries and more are available online 24 hours a day.

### C. Studio Bulletin Board

Important information is always posted on our studio bulletin board located in the lobby area. Please stop by and read any flyers, letters, and our calendar to help you stay informed.

### D. Office Staff 540-898-0100

If you have any questions regarding information distributed, we encourage you to contact the office between the hours of;

**10:00AM-4:00PM (Monday-Thursday)**

**10:00AM-12:00PM (Saturday)**

### E. Social Media

“Like/Follow” Creative Movement Dance Studio on Facebook for events, pictures as well as, fun and educational tips, regarding dance and/or the studio. **Please do not post questions on the studio’s Facebook page. Instead, please email them directly to [creativemovement971@yahoo.com](mailto:creativemovement971@yahoo.com).**

### F. Weather Cancellations

Studio closures due to severe weather conditions will be announced as soon as possible. Notifications of weather cancellations will be emailed, posted on the website/Facebook Page, and/or text to you if you opt in. Canceled classes may be rescheduled if there is an opportunity within the following two weeks. No makeup classes will be available April, May or June due to recital planning.

## ON-LINE ACCOUNT ACCESS

All CM families are encouraged to access their on-line account through our Studio Director portal for up-to-date account information. **Our on-line portal can be accessed via our website.**

Registration is OPEN  
A \$20.00 dancer registration fee is due annually and is added during checkout. Registration fee for each additional dancer, in the same family, is \$10.00.

Age is based on your dancer's age on December 1, 2017.

HAVE YOU HEARD?? We are growing and will be moving into a new studio. Lucky for us it's still in the same shopping center! More details to follow, as dates and plans are finalized.

Schedule is subject to change due to enrollment.

Please contact creativemovement971@yahoo.com or call 540-898-0100 if you have any questions.  
Find us online at [www.creative-movement.net](http://www.creative-movement.net) and LIKE us on Facebook at <https://www.facebook.com/creativemovement1/>

**Already Registered with Creative Movement?** **New to Creative Movement?**

E-mail:

Password:

Login

Forgot your password?

Register

Parents can use our SECURE Portal to:

- View your family account information, and make updates to your information
- Register for classes
- View fees and payments made on your account
- Change your credit card payment information
- Make a payment for overdue fees
- Update student information
- View classes you are currently enrolled in
- View studio policies

## HOW TO LOG INTO OUR PORTAL

1. Access the Creative Movement portal via our website or by typing <https://app.thestudiodirector.com/creativemovement/portal.sd?page=Login> in your browser.
2. Enter your e-mail address and enter your password.
  - If you have forgotten your password
    - Click the “I don’t know my password” link
    - A temporary password will automatically be created and emailed to you (check your Inbox and SPAM folder)
    - Change the temporary password under the “My Account” settings.

**\*\*\*We reconcile our in-studio payments with your online account by the last day of the month, please allow time for this reconciliation to happen when checking your balance.\*\*\***

## FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. **Strong technique is a key ingredient and class is where you develop that technique.**

- *Come to each class prepared to learn and without personal distractions.* Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do.
- Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

**Respect for your teachers is essential.**

- Listen to each correction given, whether it's directed at you or another dancer.
- Acknowledge when a teacher or choreographer offers you constructive criticism.
- Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

## FOR THE PARENTS: ***“WE'RE IN THIS TOGETHER”***

We believe each dancer's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. *Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children.* **You are a role model for your child about how to interact with others in a professional setting.**



## FOR ALL PARENTS AND STUDENTS

### Understanding Dance Education

**Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable.**

- *Encourage your child to be the best that he or she can be regardless of what others may achieve. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.*
- Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work.
- Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

### Class Placement

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer **appropriate** opportunities to every child.

Placement decisions are derived from many years of teaching experience. ***Age may be used as a guideline, but does not determine the child's final placement.*** The following criteria are evaluated;

- **Technique**
- **Body Alignment**
- **Flexibility**
- **Style**
- **Previous years works in the classroom**
- **Attitude, motivation, attendance**
- **Recommendation by the faculty or by the Director.**

Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder.

Placement is highly individual and the factors that go into the decision are complex. Creative Movement Dance Studio has your child's best interest in mind. Please trust we are placing your child where they will best succeed.

## Classroom Placement Dos and Don'ts

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

- Looking to other students for inspiration is good; however, **making negative comparisons distracts children from focusing on becoming stronger dancers.** In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.
- Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.
- If you have questions or concerns about your child's dance education (such as progress or class placement), please request a conference. Talking only to other parents can lead to misinformation and confusion. Please email the studio to set up an appointment; do not approach your child's teacher or the Director between or during classes as these conversations take away from instructional class time.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

## Adding or Dropping a Class

In the interest of keeping family accounts up-to-date and accurate, students who wish to add/drop a class from which they are registered must sign the "*Class Addition*,"/"*Class Withdrawal*" form, or the parents will be responsible for FULL tuition payments. Coming into the studio and signing the withdrawal form is the only way to add or withdrawal a class. These forms are available at the front desk or on our website under the "DOCUMENT" tab. **It is especially important to correct changes in a student's class schedule before costume orders are placed in early January or parents will be billed for the class costume(s).**

## Class Enrollment

There must be at least three students in a class for that class to be held. If a class falls below four students during the 2017-2018 season, it may be canceled at any time. If this happens, students will be moved to a class that is most appropriate for their age group and ability.

## Classroom Observation

Parents may observe their child's class through our curtain on an occasional basis, please don't sit in front of the curtain and watch, as this can become a distraction to the dancers.

- Please refrain from shouting instructions or distracting your child in any way.
- We ask that you observe quietly. Please place all cell phones and electronic devices on silent or use headphones, and ensure siblings are monitored and quiet during classes.

## Class Visitors

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as "Bring a Friend Week".

## Dress Code Requirements

Creative Movement Dance Studio maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- *Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents.*
- *Dancewear is to be kept in good repair and laundered on a regular basis.*
- *Watches, jewelry, and safety pins should not be worn to class.*
- *Dance shoes should never be worn outside.*
- *Female students should wear their hair tightly secured and styled away from the face in a ponytail or braid; a **neat bun is required for ALL Ballet classes.***
- *Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.*
- *Dress-up slippers are prohibited from ballet class as they are a safety hazard.*

**Shoes requirements for classes at Creative Movement  
can be found at [www.DiscountDance.com](http://www.DiscountDance.com)**

## Tuition Policy

**A. Due Date:** Full monthly tuition is due on the 1<sup>st</sup> of each month unless the due date falls on a Sunday, tuition will be due on Monday the 2<sup>nd</sup>. September's tuition is due before the first day of class.

- *If you know you will be gone the week tuition is due, please pay in advance.*
- *If your child is sick the week tuition is due, pay on-line, or call to make other arrangements.*

MONTH	Tuition Due Date	Day of Week
September	September 5 <sup>th</sup>	Tuesday
October	October 2 <sup>nd</sup>	Monday
November	November 1 <sup>st</sup>	Wednesday
December	December 1 <sup>st</sup>	Friday
January	January 1 <sup>st</sup>	Monday
February	February 1 <sup>st</sup>	Thursday
March	March 1 <sup>st</sup>	Thursday
April	April 2 <sup>nd</sup>	Monday
May	May 1 <sup>st</sup>	Tuesday
June	June 1 <sup>st</sup>	Friday

**B. Registration Fee:** There is an annual \$20.00 registration fee for the first student and a \$10.00 registration for each additional dancer per family. This fee is due upon enrollment and is non-refundable. This fee covers the cost of insurance, taxes, handbooks, music license fees, supplies, website maintenance fees, on-line portal fees, and similar items.

**C. Late Fees:** A \$15.00 late fee will be added to any account that has not paid monthly tuition by the 10<sup>th</sup> of each month.

**D. Tuition Rates:** Tuition rates are for the full season (September-June, including studio holidays), not by the number of classes in the month. Tuition payments are based on a 10 month season. Tuition does not include the registration fee, dancewear, shoes, costumes, recital tickets, private lessons, or special events. Please find the current tuition rates on the next page.

**E. Discounts:** A 10% discount will be applied when tuition is paid in full for the year prior to the 10<sup>th</sup> of the first month of the season. There is a 10% sibling discount applied to the smaller account. Discounts cannot be combined.

**F. Returned Check Fee:** To off-set bank charges, Creative Movement Dance Studio will charge **\$35.00 for each returned check.**

## 2017-2018 Dance Class Tuition

<b>Hours / Week</b>	<b>\$ / Session</b>
45 minutes	\$ 55.00
1 hour	\$ 60.00
1 hour 15 minutes	\$ 75.00
1 hour 30 minutes	\$ 80.00
1 hour 45 minutes	\$ 85.00
2 hours	\$ 95.00
2 hour 15 minutes	\$ 100.00
2 hour 30 minutes	\$ 105.00
2 hour 45 minutes	\$ 115.00
3 hours	\$ 130.00
3 hour 15 minutes	\$ 135.00
3 hour 30 minutes	\$ 140.00
3 hours 45 minutes	\$ 145.00
4 hours	\$ 155.00
4 hours 15 minutes	\$ 160.00
4 hours 30 minutes	\$ 165.00
4 hours 45 minutes	\$ 175.00
5 hours	\$ 185.00
5 hours 15 minutes	\$ 190.00
5 hours 30 minutes	\$ 195.00
5 hours 45 minutes	\$ 205.00
6 hours	\$ 215.00
6 hours 15 minutes	\$ 220.00
6 hours 30 minutes	\$ 225.00
6 hours 45 minutes	\$ 235.00

## Arrival and Departure

We cannot provide supervision for students outside of class.

- We encourage students to arrive 10 minutes before class starts.
- For their safety, children under age 10 should be **picked up immediately** after class. Students ages 10 and older must be picked up no more than **10 minutes** after their class is completed.

Please do not let your child go into the dance studio until the teacher calls them for class. Teachers are only responsible for students during class time.

## Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. If you know your child will be absent from class please call the studio and we will relay the message to your child's instructor.

During the months of **February through June**, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates.

- If students are excessively absent and miss more than **(3)** rehearsals in the same class between **April and June**, they **may be pulled from their recital piece**. Families will not be reimbursed for any fees associated with the recital or monthly tuition.
- If a student is injured and unable to participate in class they are still required to attend and observe their class(es).

## Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. **Students who arrive more than 10 minutes late must sit out and observe class for reasons of personal safety.**

## Makeup Classes

Students who miss a class for illness/inclement weather closing will have the opportunity to make it up with another similar class within **2** weeks of the absence. Monthly tuition payments will not change in the event of any missed lesson. Please check with the office to determine the best makeup class for your child.

## Medical Information

- Parents must notify the Director/and or teachers regarding children who use an inhaler or who may require medications during their time at Creative Movement Dance Studio.
- It is also important to inform the Director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. All information about our students is confidential.

## Illness

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately. When your child has a fever, they must be fever free for **24 hours** before returning to dance. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

## General Policies

- **Students and parents should not go behind the office desk for any reason. Should you need help with something, please ask our office manager.**
- Parents and students should never interrupt a class in session.
- Children must be supervised at all times and are not free to run around the lobby, hallways or classroom areas.
- Never speak negatively about teachers, students, or parents from other schools. Never recruit students from other schools.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.

## Studio Etiquette

- Students are to **dispose of GUM** before entering the studio. Gum is a choking hazard.
- **Food and soda are not permitted in the studio.** Students must eat snacks/dinner in the reception area. Water bottles are permitted.
- Dance Bags must be placed in the dressing room, cubbies or waiting area, they are not permitted in the classroom.
- No cell phones in class.

## Student and Parent Use of Social Media

Use of Facebook, Twitter, LinkedIn, Instagram, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Creative Movement students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Creative Movement Dance Studio. By that we mean you are forbidden to share personal information about the Director, other students or their families, or anything that is proprietary and/or confidential to them or Creative Movement Dance Studio.
- Students and parents should neither claim nor imply that they are speaking on behalf of Creative Movement Dance Studio.
- Never post anything that could compromise the self-esteem of students who attend Creative Movement Dance Studio.
- If you post videos of class or rehearsals, don't post any choreography in its entirety; Creative Movement Dance Studio owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the Directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.



## **Cell Phones**

Student's cell phones are not allowed in class. Under no circumstances will a student be allowed to place or receive a call during class time. Texting is also prohibited. Student cell phones can be used in the reception area, dressing rooms, or outside after the class has ended.

If students repeatedly abuse this rule they will be asked to keep their cell phone at the front desk until their classes have ended for the evening.

## **Lost and Found**

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

Please do not bring expensive items such as I-Pods/I-Pads/DS Systems to the studio. All misplaced unlabeled items will be placed in our lost and found bin. Please check the lost and found bin frequently. Items not claimed by end of each month will be donated.

## **Photos**

Individual, group, and class photos taken by us or an outside company may be used in any or all forms of media advertising. If you do not want your child photographed for media advertising, please ensure you have notified us.

## **Substitute Teachers**

We reserve the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach class. Furthermore, we encourage our instructors to continue their training by attending workshops, classes, and seminars. Hence, an instructor may request a substitute in order to attend such functions.

Students should not "Skip" class because they know a substitute teacher will be covering their class. Tenured dancers know that the more teachers they are exposed to, the better they will be able to perform at auditions as they are adept at picking up multiple styles quickly.

## **Emergency Evacuation**

Although we have never experienced an emergency evacuation at the studio, we are prepared for such a circumstance. Emergency evacuation routes are posted in all classrooms. Students are to evacuate quietly and walk in single file as quickly as possible to the designated area, where teachers will check roll. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

## **Shopping Center Safety**

Please wear a cover-up walking from the parking lot to the studio as well as within the shopping center. Do not leave the studio without a friend, parent or guardian in your presence.

## **Parking Lot Safety**

Please enter and exit our parking lot with extreme caution. Please cross the street after looking both ways. Always attend your child walking to and from the studio. Students ages 9 and under will not be permitted to leave the studio without a parent. Students will be instructed to stay in the lobby until a parent comes to get them. Creative Movement will not be held liable for injuries incurred inside/outside of the building.

- Never park your vehicle in any area that is not a designated parking space. Please park your car in the parking lot.
- **The front curb is not a drop off zone and parking/stopping there could earn you a ticket.**
- Please do not allow siblings to play in the parking lot.

## **Bathroom Policy**

**Our employees will not take students ages 3-6 to the restroom for safety reasons.** Instructors cannot leave their students unattended in class to escort a student to the restroom.

- We ask parents of this age group to stay in the lobby area if their child is not potty trained or if their child needs help in the restroom. In addition, it is best to visit the restroom before class begins to reduce the frequency of potty breaks.

## Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Creative Movement students are expected to respect and willingly abide by all rules and regulations of the studio. Students are to conduct themselves in a courteous manner in the studio and at studio sponsored activities. Misconduct or poor attitude will result in the student's dismissal so that those who are interested in learning may do so without interruption.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.
- If problems continue to persist a meeting will be scheduled with the parent and Director.

## Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment.

Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of Creative Movement Dance Studio to meet the child's needs
- Participation in drug and Alcohol Abuse
- Family Accounts are **30 days delinquent** in tuition
- Parents/Students negatively impact the studio atmosphere

## **Annual Recital**

All students participate in our annual recital to be held in the local area in June. Dress rehearsal(s) are held **the week prior**. **Please note that all students must participate in the dress rehearsal in order to perform in the recital. There are no exceptions to this policy.**

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. All students perform one time in each of the styles of dance they are registered for.

A big part of dance training includes learning through performance. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills.

## **Recital Handbook**

In November we will post a recital handbook on our website and through e-mail with all the information parents and students need to know to make the recital experience enjoyable for all.

## **Recital Costumes**

We spend many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. All students will need one costume for each dance form they train in. We do our best to keep costume costs at a reasonable cost.

- Costumes are delivered in April/May.
- Once costumes arrive we will try them on during class time to ensure a proper fit. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, if it is returned in its original packaging.
- Some classes may require additional costume accessories. These accessories include, but are not limited to tights, gloves, socks, props, etc. Parents are responsible for purchasing these items.

In an effort to ensure that costumes are delivered in time for recital photographs and an organized distribution to our students, costume orders are placed in the first quarter of the new calendar year. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume balances.

## Costume Measurements

Students will be measured for costumes during regular class time during the month of January. Please make sure your dancer is present.

## Costume Payment Schedule

Costume Price	Due Date
3-5 Year Old (\$55/per costume)	December 1 <sup>st</sup> 50% Due January 31 <sup>st</sup> Balance for each costume
6-7 Year Old (\$60/per costume)	December 1 <sup>st</sup> 50% Due January 31 <sup>st</sup> Balance for each costume
8+ (\$65/per costume)	December 1 <sup>st</sup> 50% Due January 31 <sup>st</sup> Balance for each costume

Costumes will not be ordered for those accounts that have not paid the costume balance for each class they are enrolled in.

Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Creative Movement Dance Studio is not responsible if costumes are not received in time for picture week or the recital due to late payments. We cannot guarantee costumes will arrive on- time for students who enroll after January of the current season. Costume payments are the sole responsibility of the parent or guardian.

## Recital Tickets

Tickets for the annual recital will go on sale in June. Tickets prices are **\$8** prior to the date of the recital and will be available at the door for **\$10**. No one is admitted to the recital without a ticket, however children under the age of three are free. Infants and children who may have a hard time remaining seated during the entire performance should not attend.

## Recital Photos

Class photos are usually scheduled to take place the first or second weekend of June at Creative Movement Dance Studio. The exact date and time are subject to change. This information is sent via email and will be posted in the studio. Our photographer this year will be provided by Lamp Photography.

- All students are required to be present for their class picture and the studio group photo
- Students will have solo portraits taken in all of their costumes. There is no obligation to purchase photos. Please arrive about 15 minutes before your child's scheduled time.
- Please make sure your child has had a meal or snack prior to arriving so they are not "starving" should they have to wait.

## Parent Volunteers

The success of our recital relies on parent volunteers. Please consider joining our newly formed volunteer group, Creative Movement Dance Parents Organization. Volunteer applications are available in the studio. There is no cost to join!!

## Important Recital Dates

When registering your child at Creative Movement Dance Studio, you commit yourself and/or your child to the following dates and events.

<b>Date</b>	<b>Activity</b>	<b>Location</b>
December 1 <sup>st</sup>	Costume Deposit Due (50%)	Creative Movement Dance
January 31 <sup>st</sup>	Costume Balances Due	Creative Movement Dance
June TBD	Recital Photo Shoot	Creative Movement Dance
June TBD	Dress Rehearsal	TBD
June TBD	Ballet Program Dress Rehearsal	TBD
June 14 <sup>th</sup>	Recitals	TBD

## ADDITIONAL INFORMATION AND ACTIVITIES

### Summer Program and Camps

Each summer Creative Movement Dance Studio offers summer programs and camps for both current and new students. Summer activities are for children ages 3 to 18. A complete brochure of all summer programs will be distributed in April. We suggest early registration as these programs do sell out, especially the camps.

### Darby Dancers

Creative Movement is proud to be a member of the Darby's Dancers program. If you are interested in helping/volunteering this program, please contact the studio for more information. Information on the Darby's Dancers program can be found at [www.darbysdancers.com](http://www.darbysdancers.com)

**Welcome to the Creative Movement Family!!!**