

PARENT/STUDENT HANDBOOK

Season 22 • Sept. 2018 to June 2019



179 Green St. Melrose, MA 02176
781-665-5059 / info@centerstagestudio.org

www.centerstagestudio.org

Why choose Center Stage Dance Studio?

We provide a safe learning environment where students feel at home, families are welcome, and friendships grow.

With Teacher, Director, and Administrative staff always present to serve your child's best needs and interests during their time at the studio, CSDS provides children with superior instruction in all traditional dance forms. *Our age-appropriate children's program offers a variety of classes to suit young minds, Age 2 and up.* As students progress, we offer technical instruction in the areas of Ballet, Pointe, Jazz, Modern, Lyrical/Contemporary, Tap, Hip Hop and Acro. *Center Stage fosters a culture of dance by incorporating the benefits of movement with the rich dance history and cultural awareness of dance as a fine art form.* CSDS is co-directed by a mother-daughter team; Donna Leonard and Christina Leonard-Kristan. The CSDS faculty includes dance professionals who are invested, embedded and working in the dance community of Greater Boston.

CSDS proudly stands up for inclusion and kindness. We celebrate the unique differences of our students and dance families and we thank you for doing the same.



CSDS' main entrance is down the stairs on the side of the building facing Farwell Ave.

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Follow us on Instagram @csds5678

Season 22 Course Offerings

Children's Program

CREATIVE DANCE I & II - Ages 2-4

KINDERCOMBO I & II - Ages 4-6

BALLET I & II - Ages 6-9

JAZZ/TAP COMBO I & II - Ages 6-9

Technique & Ensemble Team Program

BALLET TECHNIQUE - Age 9 through Senior

PRE-POINTE / POINTE - By recommendation

CONTEMPORARY, LYRICAL, MODERN - Age 9 through Senior

TAP, JAZZ - Age 9 through Senior

Special Skills

HIP HOP, ACRO/TUMBLING - Age 8 through Senior

For information on our Ensemble Team Program and full Course Descriptions, please visit our website or speak with the Directors.

Season 22 Calendar Year

Classes begin on Wednesday September 12, 2018. The season is divided into 3 Semesters; Fall, Winter, and Spring. The dance season culminates in June with an annual recital. See back page for full calendar year.

Registration Fees

Registration Fees: \$25 New Families / \$20 Returning Families
Early registration available during recital season: \$15 per family.

Class Tuition is divided into 3 equal semester payments:

Semester I: Due by September 30

Semester II Due by December 31

Semester III: Due by March 31

A \$5 late fee is applied to balances unpaid by the date above.

Multiple Class Discounts

- Families with 2 children enrolled take \$25 off semester tuition.
- Families with 3+ children enrolled take \$40 off sem. tuition.
- Families dancing 2+ hours/week are eligible to receive an additional 5% discount for paying for the year-in-full by September 30. *Please refer to the tuition chart for set pricing.*
- *Students with account balances from the past Semester will not be admitted to class.*

Refund Policy

- No refunds are issued for missed lessons. Students may attend a comparable makeup class.
- No refunds are issued for dropped classes. In the case of a serious injury, a prorated credit will be issued.
- Costume fees are non-refundable.
- If one has already paid-in-full for the year and a class must be dropped, CSDS will issue a 50% credit during Semester I only. Credits may be applied to costume payments. No refunds will be issued after Semester 1.

Annual Recital

All weekly classes will perform a routine in the annual recital in June 2019. Recital week includes in-studio rehearsals, a full dress rehearsal, and a performance day. Please check website and email announcements for details.

Recital Ticket Sales

Recital Tickets go on sale at the studio one month prior to the recital. All tickets are reserved seating, \$19 each.

Recital Costume Purchases

Each student participating in the recital purchases a costume for *each routine* they are in. Costume payments are due in full by October 30 to allow for early ordering and timely delivery.

Creative Dance & Kindercombo	\$60 per costume
Ballet I/II, Jazz/Tap I/II, Mixed Technique, Acro I	\$65 per costume
Technique III, Hip Hop, Acro II	\$70 per costume
Technique IV, Teen Classes	\$75 per costume
Pre-Ensemble, Ruby and Emerald Ensembles	\$75 per costume
Sapphire and Diamond Ensembles	\$85 per costume

Monthly Newsletter/Communication

Important school notifications, announcements, deadlines, and scheduling reminders are shared with families through digital communication. Please confirm email addresses; especially if you do not hear from us. Always check the Bulletin Board in lobby and our website for all updates.

Attendance

In case of absences, please call or email in advance. There are no refunds for missed classes, but students may take a makeup class. Further attendance policies apply for Ensemble Team participants.

Weather Cancellations

Any cancellation or schedule change announcements will be posted on the studio's voicemail, email and website/facebook. Students may makeup snow days in a comparable class in the same semester.

Dress Code

All students must adhere to the specific dress code for their classes available online or in the studio.

Monthly Newsletters

A monthly newsletter is distributed to all students upon the first class of each month and is also available online.

Season 22 Tuition

The year's tuition is divided into 3 equal payments. Tuition includes weekly lessons, in-studio rehearsals, and recital week rehearsals. Payment is due upon receipt of invoice for the months of:

September, December, March.

Discount Table	Weekly Hour(s)	Semester Cost	Full-Year (policy applies)
Single class	45 minutes	\$134	\$402
Single class	1 hour	\$179	\$537
Single class	1.25 hours	\$224	\$672
	1.5	\$268	\$804
	1.75	\$313	\$939
5% discount applies to	2	\$358	\$1020
to full-year rates.	2.25	\$403	\$1148
	2.5	\$448	\$1276
	2.75	\$492	\$1402
5% disc on class rate	3 hours	\$510	\$1453
	3.25	\$553	\$1576
	3.5	\$595	\$1695
	3.75	\$638	\$1818
	4 hours	\$680	\$1938
	4.25	\$723	\$2060
	4.5	\$766	\$2183
	4.75	\$808	\$2302
10% disc on class rate	5 hours	\$806	\$2297
	5.25	\$846	\$2411
	5.5	\$887	\$2527
	5.75	\$927	\$2641
	6 hours	\$967	\$2755
	6.25	\$1008	\$2872
	6.5	\$1048	\$2986
	6.75	\$1088	\$3100
15% disc on class rate	7 hours	\$1066	\$3038
	7.25	\$1104	\$3146
	7.5	\$1142	\$3254
	7.75	\$1180	\$3363
	8 hours	\$1218	\$3471
	8.25	\$1256	\$3579
	8.5	\$1294	\$3687
	8.75	\$1332	\$3796
20% disc on class rate	9-10 hours	\$1290	\$3676
	10.25-11 hours	\$1469	\$4186
	11 to unlimited	\$1612	\$4594

Payment accepted in the forms of CHECK, CASH, VISA/MASTERCARD

Procedures and Standards

- ◆ **Arriving to the Studio:** Please arrive 10 minutes before your class. Arriving a few minutes early ensures that students are ready to dance at the start of class and helps avoid class disruptions and over-socializing during class amongst students.
- ◆ **Multiple Class Students:** Students with multiple classes in a day or breaks between classes are welcome to use the lobby or student lounge for studying, resting, etc.
- ◆ **Student Learning & Instruction:** Our faculty strives to attend to the needs of all students through patient, thoughtful instruction. Constructive corrections made by the teacher are a pillar of dance education and are essential to a dancer's growth. If a child has a unique learning ability it may be helpful for the staff to be made aware.
- ◆ **Class Placement:** Proper class placement is essential to a dancer's safety and progress. Years of previous training at another institution does not determine class placement. In many cases we may recommend a placement class for new dancers. Level placement is determined by a combination of age, ability, and experience.
- ◆ **Dress Code:** All students, regardless of level and genre, must adhere to the specific dress code for their classes, as described in the dress code supplement, available in-studio and online. On Your Toes (Peabody) and Patterson's (Burlington) keep the CSDS Dress Code on file.
- ◆ **Attendance:** We appreciate the effort of both the student and the parent to try and attend every class. Please call or email absences in advance when possible. For students age 10+ we recommend coming to observe class if well enough.
- ◆ **Recital Participation:** It is not required for all dancer to participate in the annual recital, but the expectation is that dancers participate unless we are notified. We encourage everyone to experience the joy of live performance and participate in the show.
- ◆ **Parents Dance** (Formerly known as "Dad's Dance"): Each season the Director's take sign-ups for an annual dance that was originally created for willing Fathers of CSDS dancers to perform in the recital. As requests and interests continue to expand, we are happy to announce the inclusion of ALL parents to participate in this annual tradition. Sign-up is in March – Come break the glass ceiling with us!
- ◆ **Disciplinary Policy:** The Faculty at CSDS is trained and experienced in managing the classroom in positive and effective ways. Repeatedly disruptive students will be asked to observe class at the discretion of the teacher or school directors. If concerns arise, we may request a meeting with student & parent present.
- ◆ **Respect & Kindness:** Our purpose is to provide a safe and positive atmosphere for all dancers, families, and participants. We ask that parents help reinforce the standards of kindness towards our entire dance community that we hope to have for ourselves and our own children. Please report any concerns regarding student behavior directly to the Directors.

CSDS Celebrates Season 22

September 2018 - June 2019

CSDS Remains open on MPS Early Release Days

Sunday September 9 - Melrose Victorian Fair, CSDS performance 1:30pm

Wednesday September 12 - Classes begin for Season 22

Semester 1 Tuition due - September

Monday October 8 - CSDS Closed, Indigenous People's Day 2018

Wednesday October 31 - Halloween class schedule TBA

Costume Payments due

Saturday November 3 - Sunday Nov. 4 - Middlesex Ballet Project, Master Series. *Details TBA. This event does not affect the CSDS schedule. www.middlesexballetproject.com*

Tuesday November 6 - CSDS Open, Election Day 2018, *Happy Voting!*

Monday November 12 - CSDS Open, Veterans Day 2018, *Thank you for your service!*

Tuesday November 20 - Saturday Nov. 25, CSDS Closed, Thanksgiving break

Wednesday November 21 - Saturday Nov. 25, CSDS Closed, Thanksgiving break

Semester 2 Tuition due - December

Friday December 21 - Saturday Jan. 5, CSDS Closed, Winter break 2018, *Happy Holidays!*

Monday January 7 - Classes resume, *Happy New Year!*

Monday January 21 - CSDS Open, Martin Luther King Jr. Day 2018, *Peace and Equality!*

Monday February 18 - Saturday Feb. 23 - CSDS Closed, February Vacation 2018
Some Ensemble classes may be asked to attend makeup classes if necessary.

Semester 3 Tuition due - March

Monday April 15 - Saturday April 20 - CSDS Closed, April Vacation 2018

Recital Tickets on sale - May

Monday April 29 - Saturday May 4 - Recital Costume Fittings during class time

Saturday May 25 - CSDS Closed, Memorial Day weekend holiday

Monday May 27 - CSDS Open, Memorial Day observed holiday

Recital Week - June

All recital dates will be announced in November. Please take note of announcements.

THANK YOU FOR CHOOSING CENTER STAGE DANCE STUDIO

WWW.CENTERSTAGESTUDIO.ORG