



STUDENT HANDBOOK

Welcome to Chesterfield Dance Center's new dance season! If you are new to the studio... we are so excited for you to join our family! We want everyone to feel at home, so if you have questions at any time, feel free to ask our staff members or consult this handbook. We compiled this guide from years of working in the dance studio industry, and hope it helps create the best experience possible.

We encourage you to use your student handbook as a guide to you and your child's dance experience at CDC. If you have questions, comments, or concerns throughout the year, please feel free to call or e-mail the office.

**The entire faculty and staff wish you a wonderful year of dance here at
Chesterfield Dance Center!**



Office Hours (*subject to change)
Monday-Friday – 3 PM to 7 PM

**4930-8 East Millridge Pkwy, East
Midlothian, VA 23112
804.763.0710
chesterfielddancecenter.com**

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Website

Please take the time to enjoy and become familiar with our website, www.chesterfielddancecenter.com. It includes most, if not all, necessary information and functions as a way to keep all CDC students and parents informed and up-to-date on studio matters. The website is updated regularly; so please visit it often to receive current information. Additionally, we ask all students and families to consult the website before contacting the office.

CDC attempts to be as environmentally friendly as possible and thus posts all needed information on the website and/or sends it via e-mail. If you need other accommodations, you **MUST** make arrangements with an office staff member. Please make sure you join the mailing list on the website and the office has your up-to-date e-mail address.

Faculty & Staff Emails

General email - info@chesterfielddancecenter.com
(these emails go to the director, Carrie Hughes)

Carrie - carrie@chesterfielddancecenter.com
Katherine - katherine@chesterfielddancecenter.com
Lauren - lauren@chesterfielddancecenter.com

Jamie - jamie@chesterfielddancecenter.com
Luisa – luisa@chesterfielddancecenter.com
Corin – corin@chesterfielddancecenter.com
Tony - tony@chesterfielddancecenter.com

Social Media

Facebook - ***ChesterfieldDanceCenter***
Instagram – ***ChesterfieldDanceCenter***
Hashtag - ***#cdcfam #cdctbtwenty***

****Please make sure to keep the office updated on any changes in your personal information (i.e. address, e-mail, phone number, emergency contacts, etc).**

Important Dates

- **September 10, 2018** – Fall Session starts
- **October 15-19, 2018** – “Bring A Friend Week” (additional information located on page 9)
- **November 19-25, 2018** – Studio **CLOSED** for Thanksgiving/Fall Break
- **December 10-15, 2018** - Parent Visitation Week (additional information located on page 3)
- **December 23, 2018 - January 6, 2019** – Studio **CLOSED** for Winter Break
- **March 30 -April 7, 2019** – Studio **CLOSED** for Spring Break
- **May 27th** - Studio **CLOSED** for Memorial Day
- **May 31st (PM) & June 1st (AM)** – Dress rehearsal
- **June 1st & 2nd 2019** – Recital (shows at 4 & 7:30 PM Saturday and 3 PM Sunday)

NOTE: We **DO NOT** close for any school professional days or one day holidays observed by CCPS except Memorial Day. This year, we have changed our Winter break to better suit our needs instead of following CCPS’s schedule.

Inclement Weather

In the event that the studio will be closed due to inclement weather or any other reason, we will put it on the website ASAP and you may also tune to CBS 6. If school has been cancelled or there is an early release, please check the studio website before assuming the studio is closed (the weather may change).

** There are 2 weeks (May 2019) built into the schedule for snow or other unforeseen circumstances, for a total of 34 weeks (15 actual days built in for make-up). Your tuition covers 32 weeks of class, but you will not be additionally charged in the event that we use those dates for non-makeup classes. Classes may or may not be held the week of the recital. This will be determined by the need for make-up classes and/or if the instructor deems it necessary. We will send an email notifying you of all makeup classes and post them on the website.

Make-Up Days

Monday classes: May 13th & 20th

Tuesday classes: May 14th, 21st, 28th

Wednesday classes: May 15th, 22nd, 29th

Thursday classes: May 16th, 23rd, 30th

Friday classes: May 17th & 24th

Saturday classes: May 18th & 25th

Health Conditions and Concerns

Please make sure the office has any health conditions or concerns that are relevant to your child’s success and comfort at CDC on file. This may include **medications, allergies, learning disabilities, medical conditions, injuries**, etc... To ensure that your child is being offered the best chance to learn and grow at CDC, it is extremely beneficial that your child’s instructors are aware of this information so that they can effectively teach your child. If your child needs special accommodations in the class, we will do our best to make it available.

****Please note:** We ask for you to inform the office of any allergies your child may have, especially those that are food-related. On special occasions instructors may bring treats (candy, cookies, etc...) to their students, it is our strict policy that students must first ask their parents or guardians before they eat their treats. However, we know that some allergies can be quite severe and if we are properly notified we will do our best to bring in treats that all the students can enjoy.

Liability

All parents and/or guardians are required to sign the Limited Liability Waiver (on registration form) in order for their child or children to participate in any class or studio related activities. If an injury would occur during class, or any studio related activity, the student and their family are solely responsible for all medical costs and/or damages. All student participation is at your own risk.

Class Placement

At CDC, we take class placement seriously; students will be placed in classes by our experienced instructors according to their abilities and not necessarily age. We do our best to place them in the appropriate class as quickly as possible; however, your child may need to try more than one level to ensure the appropriate fit. We ask that you have patience with the process and know that our goal is to put them in a class that allows them the greatest chance for success.

Attendance

Regular attendance is necessary to maximize the full benefit of dance instruction for every student in the class. We encourage parents and/or guardians to stress the importance of attending class and rehearsals. All students should be on time for their classes and maintain good attendance. If late, or absent, please call or e-mail the studio office (#763-0710, info@chesterfielddancecenter.com) as soon as possible (preferably before the class). All classes missed by students are optional for make-up in an equal, or lower-level, class. Students who continually miss class may not be permitted to perform in the end-of-the-year dance recital without the approval of the director and instructor.

Parent Observation

We are proud to have an open-door policy at CDC. If you choose to watch class, please be quiet and respectful of the dancers and teacher (this includes, but is not limited to, leaving the teaching up to the instructors and not coaching your child while he or she is in class). With our younger students, we often close the studio doors during class to minimize distractions as much as possible; however, parents are allowed to watch class if they so desire (please clear it with the appropriate instructor before watching any class). In addition, we also have Parent Visitation Week (**December 10-15, 2018**).

Communication with Instructors

If you have questions or concerns about your child's dance education, don't panic— please do not talk with other parents when questions arise. All instructors have individual mailboxes located in the front of the studio and these are to be used to communicate with the faculty. **The instructors do not have time between classes to properly address concerns. Please respect their time in between classes.** Write your name and phone number on a piece of paper and put it in the appropriate instructor's mailbox. Instructors' phone numbers will not be given out to students or parents unless the instructor chooses to do so.

In the event that an instructor gives you this information, please know that the phone numbers of our faculty are their personal ones and are not to be used unless absolutely necessary.

Lost and Found

There is a lost and found box located under the homework bar in the back to the left of the "Birthday Board". Anything left in the studio will be put in the lost and found box. Twice a year, the box will be emptied and all contents will be given to Goodwill, so please claim your belongings as quickly as possible. CDC is not responsible for lost or stolen items.

Student Handbook Form

By signing your registration form or electronically signing your waiver, you agree to CDC's policies and promise to have read this Handbook in its entirety.

Add/Drop Policy

If you wish to add or drop a class, you **must** fill out an add/drop form (the add/drop form is located on **page # 8** and is also on the website) and place it in the payment box or give it to a CDC office staff member during office hours. Once an add/drop form is submitted, an e-mail will be sent to you confirming that the office received and processed the information. Responsibility for payment will end on the 1st of the month following the date of add/drop form submission (i.e., if you submit an add/drop form on November 9th, you are responsible for tuition through the end of November and responsibility for further payments will end on December 1st). This means you will not receive a refund for paid classes that you did not attend if you dropped in the middle of the month. **If you stop coming to class without proper notification, you will continue to be charged for that class until the office is properly notified. If you drop a class after January 1st, you will be responsible for paying the tuition in-full (no refunds will be permitted after January 1st).**

Dress Code

All CDC students must abide by the dress code. In addition to your specific class dress code, do not wear earrings larger than stud size or any necklaces or bracelets. The dress code is enforced for your safety and to allow the faculty to monitor the proper alignment of your body. Additionally, you may be required to buy additional items for a recital dance (i.e. black converse for hip hop), but will be given proper notification. Hair should always be secured off of your face and should be in a bun for all ballet classes.

- Ballet** A black leotard, pink footed or convertible tights, and pink ballet shoes (elastic must be sewn into shoes) **No** skirts may be worn (except in tutu and level one). Hair should be secured back in a bun.
- Jazz** Black leggings (long or capri) or booty shorts with fitted tank, leotard, or sports bra.
Black slip-on jazz shoes (jazz III and below).
- Tap** Any color T-shirt, tank, sports bra or leotard with Capri pants or shorts (no long pants are permitted)
Black oxford tap shoes. Tap III and above are required to buy Zoot Rhythm Tap shoes through the studio. Please see Miss Lauren or Miss Carrie for purchasing information.
- Modern** Any color fitted tank, t-shirt, sports bra or leotard with black booty shorts or leggings
Bare feet (no shoes or socks) Hair secured off face
- Contemporary** Leggings or shorts, fitted tank, leotard, or sports bra bare feet and hair off face
- Hip-Hop** Anything you can comfortably move in that makes you feel FUNKY! Please visit curtain call for class to purchase your required hip hop shoes ([details](#))
- Musical Theater** See jazz dress code above

Curtain Call for Class

****recommended for all of your dancewear needs**

Curtain Call provides quality dancewear and shoes for affordable prices! Simply go to their website, www.curtaincallforclass.com, and login as parents/students (studio name: CHESTERFIELD DANCE CENTER MIDLOTHIAN VA, passphrase: omgitscdc2). Once logged in, select your appropriate class, click "view" and all appropriate options for that specific class will be provided.

Class Decorum and General Rules

Dance requires discipline and respect for the art form; in order to demonstrate this discipline and respect, we ask that you follow the rules stated below.

- ♥ **BE ON TIME!** Any student entering class 15 minutes after the start of the class will not be allowed to participate in class that day. If you are late, please wait quietly until the teacher asks you to join class. You are already late; there is no need to be a distraction.
- ♥ All students must follow the CDC dress code; this includes proper attire and hairstyle. The instructors at CDC reserve the right to ask any student who arrives to class without the appropriate attire on to sit out and observe class.
- ♥ Inappropriate or disruptive behavior of any kind will not be tolerated. We encourage students to develop a friendly and positive classroom atmosphere and behavior that does not contribute to this can result in removal from the class.
- ♥ All CDC faculty and staff are to be treated with respect.
- ♥ If you are going to miss or arrive late to a class, please call or e-mail the studio and give advance notice to the instructor.
- ♥ Cell phones are **NOT** allowed in class, period.
- ♥ Parents must not talk or correct their child if observing class.
- ♥ Chewing gum is not allowed in the studios.
- ♥ If your instructor gives you treats (candy, cookies, etc...) at the end of class, you must first ask your parent or guardian before consuming them.
- ♥ No eating or drinking (with the exception of water bottles) is permitted in the studios.
- ♥ Restrooms should be used before or after classes.
- ♥ No running in the studios.

- ♥ Please treat the studio with respect and clean up after yourselves. This includes disposing of all garbage and picking up all belongings.
- ♥ Class is NOT social hour; there should be no talking in class.
- ♥ Attitudes are everything. Please come to class with a positive attitude and ready to learn. Instructors will give constructive feedback that is meant to benefit you; learn to take constructive feedback and use it to make you better. Listen to each correction given, whether it is directed to you or another dancer. A correction is a compliment; it shows you how much a teacher cares about your progress as a dancer. Students are encouraged to ask questions of their instructor(s) as long as the question is relevant to the class work.
- ♥ No hanging on barres at any time.
- ♥ All students must receive permission from their instructor before leaving class.
- ♥ Do **NOT** touch the mirrors.
- ♥ Instructors should be properly thanked at the end of each class by clapping or a curtsy/bow.

Payment Information

Acceptable Methods of Payment and How to Make a Payment

- ♥ Payments can be paid by cash, check, or credit card in the office, or through your invoice with Intuit. (Checks payable to Chesterfield Dance Center or CDC).
- ♥ You can make a payment by mail, in-person, or through your CDC invoice.
- ♥ If you make a payment in-person, do not leave cash or checks on the desk. Either, hand it to the office staff or put it in the payment box in the front lobby**
- ♥ **Statements and invoices will be sent via e-mail.** Please make sure the office has your up-to-date e-mail address and notify the office ASAP if there is a change in your e-mail information. If you are unable to receive statements and invoices via e-mail and need other accommodations, you must notify the office and make other arrangements; otherwise, CDC will not be held responsible.

** **CDC is not responsible for checks that are left on the desk.**

*** **No refunds or discounts will be given for missed classes or holidays.**

Payment Plans

At CDC, we offer various payment plans to accommodate your needs. You may select one of four payment plans: in-full, by semester (2), quarterly (4), or monthly (10). CDC runs on a thirty-two (32) week schedule from September-May, but thirty-four (34) weeks are built into the schedule to allot for days missed due to inclement weather. (see "Inclement Weather" for info on make-up classes)

- ♥ **Please note that payment plans do not include costume fees.**
- ♥ A \$25.00 NSF fee will be assessed on any cancelled or returned checks.

In-Full - The total tuition is paid up-front at the time of registration.

Semester - This payment plan allows you to break your tuition into 2 payments (i.e., your total tuition is divided by 2 to determine your semester payment rate). The **first** payment is due at the **time of registration** and the second payment is due by **January 5nd**.

Quarterly - This payment plan allows you to break your tuition into 4 payments (i.e., your total tuition is divided by 4 to determine your quarterly payment rate). The **first** payment is due at the **time of registration**. The following **three** payments are due by the **1st of November, February, and April. Card on file required.**

Monthly - This **payment plan** allows you to break your tuition into 10 payments (i.e., your total tuition is divided by 10 to determine your monthly payment rate). **Please note: This is a payment plan and does not reflect a full month of tuition.**

The **first two** payments are due at the **time of registration**. The following eight payments are due by the **5th of October, November, December, January, February, March, April, and May.**

** If you choose the monthly or quarterly plan option, you will be required to put a credit or debit card on file. In the event that you do not pay your bill by the 5th, we will automatically use the card on file on the 6th (unless it is not a business day, then your card will be run on the next business day). **Payments not made by the 6th will result in a \$15 late fee.**

- ♥ **If the credit card number we have on file is declined in any way, and cannot be processed, you will be assessed a \$25 declined card fee. Please notify us of any credit card changes as soon as possible to avoid penalties.**

Payment Plan Contracts

In order to ensure that CDC can continue to run as smoothly as possible, if you opt for a monthly or quarterly payment plan, you will be required to sign a contract. For more information, ask to see the contract unique to your plan.

Registration Fee

Registration fees are due at the time of Fall/Spring registration. The fees will go to the printing and production of the Student Handbook and for the staff required to work registration hours. Any extra fees collected will go to studio improvements.

- ♥ **Single student** \$25
- ♥ **Family** \$30

Recital Costume Information and Invoices

- ♥ A non-refundable costume deposit of \$25.00 per class is due at the time of registration. It will be credited to your costume invoice at the time of order.
- ♥ Costume invoices will be sent out late October/early November and must be paid IN FULL by December 1st. **Note:** Once costumes have been ordered you are responsible for paying for your costume bill in-full even if your enrollment status changes.
- ♥ A 15% late fee will automatically be applied to your account if the costume invoice is not paid in full by December 1st. Each additional 30 days overdue, an additional 15% late fee will be assessed.
- ♥ If you would like an estimate of your child's costume bill before they are sent out, please contact the office.
- ♥ Recital costume measurements will be taken in all classes during the month of November. **We must have all CDC student measurements before we close for fall break.**
- ♥ Costumes cannot be returned or exchanged unless there is a manufacturer's error; this is not CDC's policy but that of the costume companies. We do our best to get your child in the appropriate size costume; however, if alterations are needed it is your responsibility to handle.
- ♥ Recital costumes will be given to students upon delivery to the studio. **Students will not be able to take their costumes home until the costume bill has been paid in-full.** If tights are to be worn with a costume, the tights will be ordered and passed out with the costumes.

Recital

- ♥ PLEASE SEE PAGE 2 FOR RECITAL DATES.
- ♥ The **dress rehearsal and recital** will be held at **Collegiate School**.
- ♥ **If a student is not planning on participating in the recital, written notification must be turned into the office no later than December 1st.** **Please note:** Instructors choreograph dances based around the number of dancers they have in that particular class. Once a class begins working on their recital dance, students learn specific spacing, groups, etc... In the event that a student drops out of the class after already being choreographed into the recital dance, it leaves the rest of the students and the instructor in a difficult situation. Please, consider this carefully and try your hardest to not have this occur.
- ♥ Parent volunteers will be needed and greatly appreciated! More information will be sent out closer to the time of recital.
- ♥ Additional recital information will be posted on the website, in our Recital Handbook, as it becomes available.
- ♥ **If your tuition is not paid in full by May 24th, your child will not be able to participate in the recital.**

Dress Rehearsal

- ♥ Dress rehearsal is **mandatory** for all students participating in the recital. If you have extenuating circumstances that prevent you from attending the dress rehearsal, contact the office and we will do our best to accommodate you; however, this is only in situations that you absolutely cannot avoid.
- ♥ PLEASE SEE PAGE 2 FOR RECITAL DRESS REHEARSAL DATES. **Dress Rehearsal is the Friday night and Saturday morning prior to recital at Collegiate School (time TBA).** Please keep both these dates open, the dress rehearsal schedule will be made available in April.

Recital Tickets

- ♥ Recital tickets will go on sale in May and ticket sale dates will be posted ahead of time. You may NOT purchase tickets in the office outside of the specified times.
- ♥ During the first two weeks of ticket sales, there will be a 10 ticket limit per family, per show. After the first two weeks, ticket sales will open up and families can buy as many additional tickets as desired.
- ♥ Tickets are general admission.
- ♥ There is a charge for tickets, which is put towards the costs of the shows (i.e., rental of venue, lighting, programs, necessary materials, props, etc.).
- ♥ Ticket prices:
 - Adult \$18
 - Child (4 – 12 years of age) \$10
 - Children 3 years of age & under – Free (must sit on lap)
 - CDC students \$5
 - **Parents with children in 2 or more shows may purchase tickets at a discounted rate. 2 shows for \$20 or 3 shows for \$30 (per parent).**

Recital Pictures and DVDs

- ♥ Recital pictures will be taken at the studio during the last few weeks of class (scheduled make-up dates). Class and individual photo pricing information and order forms will be available TBA.
- ♥ Recital DVDs will be available for pre-order in the office during recital ticket sales times. Order forms (available in the office) with payment may be turned into the office before the recital.



ADD/DROP FORM

Name of Dancer: _____

Date of Change: _____

Class Name: _____ Add / Drop (circle one)

Signature of Parent/Guardian: _____



ADD/DROP FORM

Name of Dancer: _____

Date of Change: _____

Class Name: _____ Add / Drop (circle one)

Signature of Parent/Guardian: _____



BRING A FRIEND WEEK!!

Each student at CDC is encouraged to bring a friend to class with them. Our guests are invited to warm up with us, try the class combos, or just watch. If your friend should decide to enroll in **any** class at CDC before the end of November, you will have \$25 deducted from your yearly tuition rate!!

Here's how it works:

1. Invite a friend(s) for a specific class time during the week mentioned above.
2. If they say yes, all you have to do is fill out the form below and return it to the CDC office.
3. If your friend enrolls in a class, you get \$25 off of your yearly tuition rate (you can either take it off of your next payment, or spread it out over your monthly, quarterly or semester payments).

A separate form must be filled out for each friend for each CLASS that your friend(s) will attend.

Your Name: _____

Your Friend's Name: _____

Your Friend's Mailing Address and Phone Number: _____

Email: _____

Class that your friend will attend: _____

****CDC is not responsible for any injuries sustained within the confines of the studio or any related function. Dancing is a physical activity and there is risk of injury. By filling out this form you release and discharge all employees of Chesterfield Dance Center for any injuries related to participation in classes.****