



## STUDENT HANDBOOK 2021-2022

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, email or call the office 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.

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

### Office Hours

**Monday, Wednesday, Friday**

4 PM to 7 PM

**Tuesday & Thursday**

4 to 8 PM

### Mailing Address

4934 Millridge Pkwy EAST

Midlothian, VA 23112

804.763.0710

**[chesterfielddancecenter.com](http://chesterfielddancecenter.com)**

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### Website

Please take the time to enjoy and become familiar with our website, [www.chesterfielddancecenter.com](http://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, your parent portal and/or sends it via e-mail. If you need other accommodations, you **MUST** make arrangements with an office staff member. Please make sure the office has your up-to-date e-mail address.

### Social Media

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

## Important Dates

- **September 13, 2021** – Fall Session starts
- **\*\*October 18<sup>th</sup>-23<sup>rd</sup>, 2021** – “Bring A Friend Week” (additional information located on page 9)
- **November 1<sup>st</sup> & 2<sup>nd</sup>, 2021** – **CLOSED for Election Day**
- **November 24<sup>th</sup> -November 28<sup>th</sup>, 2021** – Studio **CLOSED** for Thanksgiving/Fall Break
- **\*\*December 13<sup>th</sup> -17<sup>th</sup>, 2021** - Parent Visitation Week
- **December 20<sup>th</sup>, 2021- January 2, 2022** – Studio **CLOSED** for Winter Break
- **April 4<sup>th</sup> – 9<sup>th</sup>, 2022** – Studio **CLOSED** for Spring Break
- **May 30<sup>th</sup>, 2022** - Studio **CLOSED** for Memorial Day
- **June 2<sup>nd</sup> - 3<sup>rd</sup>** – Dress Rehearsal for Recital 2022
- **June 4<sup>th</sup>-5<sup>th</sup>** – RECITAL 2022

**NOTE: We DO NOT close for any school professional days or one day holidays observed by CCPS except Memorial Day.**

**\*\*PENDING COVID-19 has run its course. If not, this will be postponed until Spring or cancelled.**

## 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, social media 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 2022) built into the schedule for snow or other unforeseen circumstances (i.e. COVID-19), for a total of 34 weeks. 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. In the event that we go over our make-up day allotment, no refunds will be given, and classes will not be made up past recital. 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.

## 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. You may also post it to your parent portal to ensure that all faculty members are aware of any issues. This may include, but is not limited to: **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 Dance Studio Pro Parent Portal) in order for their child or children to participate in any class or studio related activities. In addition to our liability waiver, there is also a COVID-19 waiver which also has to be signed before coming into our building. 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 post the absence in your parent portal 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. 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 and do not do it on a regular basis).

## **Separation from the Parent**

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning how

- to develop an interest in the activities of the dance class
- to feel comfortable with other children in the class
- to understand that his/her parent will come back and pick him/her up
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.
- Avoid prolonged good-byes.
- Expect the crying (we do too!) and know that usually the tears are for the parent's benefit.

### **It May Not Be the Right Time**

If your child cries or does not want to take a class, don't panic. If parents push children and create more stress than he/she is already experiencing, the child may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom. If your child stops attending class within the first month, we understand. We encourage you to have your child try again next year, and we will refund any payment for classes unattended.

## 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 CDC email addresses so that you may contact them with questions. **The instructors do not have time between classes to properly address concerns. Please respect their time in between classes.** Instructors' phone numbers will not be given out to students or parents unless the instructor chooses to do so.

## Faculty & Staff Emails

**General email** - [info@chesterfielddancecenter.com](mailto:info@chesterfielddancecenter.com)

**Office** - [frontdesk@chesterfielddancecenter.com](mailto:frontdesk@chesterfielddancecenter.com)

**Carrie** - [carrie@chesterfielddancecenter.com](mailto:carrie@chesterfielddancecenter.com)

**Kat M.** - [katherine@chesterfielddancecenter.com](mailto:katherine@chesterfielddancecenter.com)

**Lauren** - [lauren@chesterfielddancecenter.com](mailto:lauren@chesterfielddancecenter.com)

**Jamie** - [jamie@chesterfielddancecenter.com](mailto:jamie@chesterfielddancecenter.com)

**Sheila** - [sheila@chesterfielddancecenter.com](mailto:sheila@chesterfielddancecenter.com)

**Cat F.** - [cat@chesterfielddancecenter.com](mailto:cat@chesterfielddancecenter.com)

**Rave** - [Rave@chesterfielddancecenter.com](mailto:Rave@chesterfielddancecenter.com)

In the event that an instructor gives you their cell phone number, 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 in the back, behind studio III. Anything left in the studio will be put in the lost and found box. Four times 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.

## 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 #11**) 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 1<sup>st</sup> of the month following the date of add/drop form submission (i.e., if you submit an add/drop form on November 9<sup>th</sup>, you are responsible for tuition through the end of November and responsibility for further payments will end on December 1<sup>st</sup>). 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 1<sup>st</sup>, you will be responsible for paying the tuition in-full (no refunds will be permitted after January 1<sup>st</sup>).**

## 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, 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. **If dress code is not adhered to, the faculty reserves the right to ask any student who arrives without the appropriate attire on to sit out and observe class.**

### **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). Hair secured off face.

### **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 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), and hair secured off face.

### **Contemporary**

Leggings or shorts, fitted tank, leotard, or sports bra bare feet and hair secured off face

### **Hip-Hop**

Anything you can comfortably move in that makes you feel **FUNKY!** Vans SK8 Hi-Top sneakers are required (in black/black) and can be purchased by following this link:  
<https://www.vans.com/shop/skate-sk8-hi-black-black> (men/women)  
<https://www.vans.com/shop/kids-pop-check-sk8-hi-zip-black-black> (kids)

### **Musical Theater**

**See jazz dress code above**

## **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 arrive late to a class, please call 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 5<sup>nd</sup>**.

**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 **1<sup>st</sup> 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 **5<sup>th</sup> 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

6<sup>th</sup> (unless it is not a business day, then your card will be run on the next business day). **Payments not made by the 6<sup>th</sup> 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** \$50

### **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 1<sup>st</sup>. **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 1<sup>st</sup>. 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 winter 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 2022**

We are currently working on booking our 2022 recital venue, and have the dates of June 2<sup>nd</sup>-5<sup>th</sup> reserved at the Perkinson Center of the Arts and Education. As soon as it is set in stone, we will notify the studio.

- ♥ **If a student is not planning on participating in the recital, written notification must be turned into the office no later than December 1<sup>st</sup>. 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 June 1<sup>st</sup>, your child will not be able to participate in the recital.**



## **COVID-19 POLICIES and PROCEDURES** **(subject to change at any point in time)**

Since March 2020, the United States has been dealing with a pandemic that we were neither ready nor prepared for, and our world, as we knew it, has changed enormously. In order to reopen the studio safely, we have implemented some policies and procedures to ensure we are able to stay open, and our families are safe and healthy.

Since we are now a year and a half into the pandemic, and things seem to be looking up, some of our policies have been amended. Please read the information below carefully, and share with your dancers.

**CDC does not base its policies or procedures on politics, but rather, we rely on science, and what has worked for us for the past 19 months. We are a private business, and you are not obligated to dance here if you do not agree with our policies. Please do not email and ask for an exception to our rules, as it will not be granted.**

--**New mask directive** ALL persons in the building must wear a mask at all times. If you are vaccinated, you will not have to wear a mask in class (please wear it as you enter the building), but proof of vaccination must be verified with the office, and you will be added to a master list. We are working on a way to make this process easier, but for now, we will rely on the master list. **The faculty is fully vaccinated, but will continue to wear masks while in the building.** Remember that most of our clientele are not of vaccination age, and we want to ensure that the space is safe for everyone.

--**NO temperature checks** We will no longer be taking temperatures at the door. Since COVID now displays different symptoms, we do not see the value in checking our students daily. If your child has a fever, or is displaying any signs of COVID, please keep them at home to ensure the safety of our students and staff.

--**Entrances and Exits** will now be the front office and lobby doors, just like before COVID. Students may now use the dressing rooms and outlying areas to store their belongings.

--**Hand Washing** Once your child enters the building, they will be taken to wash their hands. Hand sanitizer will be available in all studios, but we prefer hand washing.

--**NO parents** will be allowed to hang out in the lobby or other areas. If you have to use the bathroom or talk to office staff, you may come into the studio, but we would like to keep the occupancy at a minimum for now. Depending how things go, parents will more than likely be able to come inside (to sit) in the fall.

--**Students will now be allowed to "hang out" in the studio on their breaks.** This may change if we see the kids not maintaining social distance, or defying mask directives. Please remember that we are not a babysitting service, and we cannot watch children who are on break from class to class. Students will be asked to wear a mask at all times on breaks, even if they are vaccinated.

--**Social distancing** is expected **AT ALL TIMES**. There will be no exceptions to this rule, and if it cannot be followed, we may send students, who are breaking the rule, home.

--**NO ONE** should enter the building if they are sick, and ANY COVID-19 cases that arise should be brought to our attention immediately. In the event that a student tests positive, we will notify the entire studio immediately, and make sure the building is well-sanitized before letting anyone else reenter (we may also close again if we feel the case may have infected others).

We will take EVERY precaution to help keep your children safe, but please understand that this does not mean we can guarantee their safety when it comes to COVID-19.



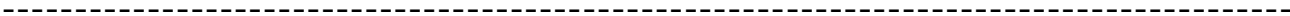
**ADD/DROP FORM**

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.

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Your Name: \_\_\_\_\_

Your Friend's Name: \_\_\_\_\_

Your Friend's 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 and signing, you release and discharge all employees of Chesterfield Dance Center for any injuries related to participation in classes. \*\***

\*\*Signature of Friend's Parent \_\_\_\_\_