



CSDA PARENT PACKET 2022-2023

MISSION STATEMENT –

It has been the mission of Centre Stage Dance Academy to provide professional levels of dance to students of all ages. Students are given the chance to learn various styles and experience all areas of dance in a positive learning environment. In addition, students are encouraged to explore their creativity and enthusiasm for dance and performance. Owner and Creative Director Alison has carefully selected a well-rounded staff of professionals working in the industry. CSDA has been proud to offer their community a unique artistic experience. With emphasis being placed on proper technique and healthy lifestyle, an overall well-educated dancer emerges from CSDA. We strive to make art exciting and different by constantly challenging both the body and the mind of every student.

TUITION POLICIES

- Tuition is non-refundable and non-transferable.
- Annual Registration is \$25 for the first dancer; \$20 for each sibling.
- Tuition will be posted on the 1st of each month. CSDA uses Studio Director for all tuition payments. An online account must be set up and a credit card must be on file. Please set up your online account at the following link: <https://app.thestudiodirector.com/dancecentrestage/portal.sd>
- If Credit Card/autopay is declined a \$25 fee will be incurred.
- Any accounts past due 30 days will suspend all CSDA activities until account is resolved. We understand difficulties and hardships so please remember that communication is imperative
- Tuition is based on four classes per month. No additional charge applied when a 5th lesson occurs, nor is there a deduction when fewer than 4 classes are held due to a major holiday, absence, or recital.
- There will be NO refunds for credits given for missed classes. These classes can be made up in another age/level appropriate class within 30 days or it will be forfeited. Your tuition must be current to use any makeup classes. You must be currently enrolled to use your makeups.
- Students who wish to drop their classes or from the studio, must use the " DROP CLASS" form two-weeks prior to the date of their next tuition in order to avoid the next month's billing cycle. If a two-week notice is not given, the client will be charged the following month's tuition. NO email or verbal notice will be accepted. These forms are available online and in the studio for you to use.
- Sibling discounts are available.
- CSDA reserves the right to refuse service if outstanding balances are not reconciled.
- Private lessons are booked through the front desk staff and Miss Alison
- Email will be used to contact you with information regarding scheduling, information, class changes, billing questions and important information. (Please set your security settings to receive emails from dancecentrestage@gmail.com)

CREATING SUCCESSFUL DANCE ATTITUDES

127 E. Olive Avenue, Monrovia, CA 91016 • **626.357.8308** • dancecsda.com



PARKING

- Please DO NOT pull into the driveway at the front of the studio and park. If you are parking and coming inside, please park along the curbside in legal parking spaces. Beware of parking in the red or by a fire hydrant, Monrovia PD will ticket you.
- Please DO NOT double park while waiting for your child to come out from class.
- Please DO NOT drop your child off in the middle of the street and watch them run across. Cars zoom down Olive Ave and may not see your child running across the street.
- Please DO NOT park in the parking lot directly next to (east) of us. It is a private parking lot and they will tow you or lock your car behind the gate.
- There is FREE parking in the Paragon building 1 block south of Olive. Please use this lot if there is no available parking on Olive.

EMAIL

Our email address is dancecentrestage@gmail.com. Please update your email contact and set your security settings to receive emails from info@danceCSDA.com. Email will be used to contact you with information regarding important scheduling, billing questions and important information. If you do not have an email account, please be sure our Front Desk is aware so that you can receive notifications in another manner. Also, be sure to follow our Facebook page (Centre Stage Dance Academy – CSDA) to receive information and updates.

CLASS PLACEMENT/RECOMMENDATIONS

Students will be evaluated during the registration process and during the first few weeks of class to make sure they are in the right level. Placement is based solely on ability and age. This is done at the discretion of the director and instructors. CSDA reserves the right to shift students into other classes if their ability does not match the level of the class, as determined solely by CSDA staff. All decisions are made with the dancers' best interests at heart!

All class placements are based on experience, skill level and age; creating an optimal learning environment for every student. Proper class placements are extremely important which is why our staff puts so much energy into each and every one of our dancers, both new and returning, in choosing the correct classes. If current dancers wish to advance to more difficult level classes or older age range, you must request a student evaluation. Staff members will then watch the student in their current class and contact you with recommendations and/or a plan for placement. Each dancer and each situation is different, which is why we tailor our response to create truly personalized recommendations. Remember, dance only has 3 levels whereas in your regular academic career you have 13 grades. What this means is you basically spend 3-4 years as a beginner, 3-4 years as an intermediate dancer and 3-4 years as an advanced dancer. This system enables us to create an environment in every class where all dancers will develop their skills while being appropriately challenged and have fun. Trust in us, trust that we know what is best for your child.

CSDA reserves the right to cancel a class if fewer than 5 kids are enrolled. CSDA reserves the right to change the schedule and/or cancel classes at any time. Classes are subject to change. Especially with newly scheduled classes, check the website for the most up-to-date information.

*****All students are eligible to sign up for age-appropriate beginner level classes.**

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ATTENDANCE/MAKEUPS

Attendance is imperative for consistent progress for the entire class. It is important that your child attend dance class every week. If injured, your student should come and observe class. Many students find they can learn as much from observing a class as they do by participating!

Students who wish to drop their classes or from the studio, must use the " DROP CLASS" form two-weeks prior to the date of their next tuition in order to avoid the next month's billing cycle. If a two-week notice is not given, the client will be charged the following month's tuition. NO email or verbal notice will be accepted. These forms are available online and in the studio for you to use.

CLASS TIME SCHEDULE

Each class will begin at the scheduled time and run for 55/57 minutes for an hour scheduled class, 40-42 minutes for a 45-minute class. The remaining 3-5 minutes will be used as a transition period. This will allow dancers to switch classroom, change shoes, have a drink of water, and prepare for the next class. This will also ensure that every class will start on time.

PARENTS IN THE CLASSROOM

Parents are not permitted into the dance studio unless invited by an instructor or studio owner. It becomes very distracting to teachers and students having parents walk across the room during class activities. Please allow your dancer to enter the studio unaccompanied, sending the clear message that they are to follow the direction of their instructor during their class time. Thank you for understanding the subtle yet important message this sends to your dancer.

*Teeny & Tots classes will allow parents to observe the last 10 minutes of classes on the last class of the month. The dates of Observation Weeks are listed in our yearly calendar. If you are unable to come that week, you will not be able to come on another week. This policy will be strictly enforced as consistency is the key to success with our young dancers.

PARENT-TEACHER CONFERENCE/REPORTS

If you have any questions regarding your child, please refrain from asking teachers in between classes. Just like your child will need the transition period between classes, so do the teachers. If you have any questions or concerns about your child or the class, please set up a meeting with Miss Alison or request a progress report be sent home with your child. If a teacher is having any concerns about a student's in-class participation or behavior, he/she may request a parent teacher conference or send home a progress report with the student.

DANCE ETIQUETTE/SOCIAL MEDIA

It is very important that you maintain a positive attitude and to be respectful toward teachers, choreographers, and other dancers by your body language/demeanor, communication both verbally, and outside of dance in Facebook, Instagram, Snapchat and/or Twitter postings. Inappropriate conduct will not be tolerated and may cause removal from CSDA completely with NO REFUND. Dancers are expected to maintain a positive and respectful attitude towards all individuals they are dancing with. At no time is any dancer to demonstrate or reciprocate any form of negative behavior: *"Set the standard. Don't follow it."*



CSDA STUDIO RULES

LOBBY RULES

1. Centre Stage Dance Academy expects all dancers and observers to conduct themselves in a manner respectful to others and to themselves at all times.
2. No rough housing or loud voices are tolerated.
3. Parent's, please pick up and drop off your children on time.
4. Students must wait inside the building to be picked up.
5. Please respect the classes in progress by keeping the lobby as quiet and clean as possible.
6. Please do not interrupt the teacher while a class is in session. The Front Desk receptionist is available to assist you or make arrangements for you to speak with an instructor.
7. Running, tumbling and tapping are not allowed in the studio lobby.
8. Please supervise siblings at all times and teach them the dance studio lobby etiquette. All observers, regardless of age, are expected to meet these expectations or will be asked to leave, in the interest and respect of the dancers in class.
9. A dancer's focus should be on the instructor and their class. Parents who cannot refrain from communicating with or correcting their child through the studio door will be asked to leave.
10. Please do not sit in front of the front door or bathroom door.
11. It is imperative you pick up and throw away your trash, most importantly food, into one of the trash bins in the lobby. These are emptied daily in order to maintain a hygienic waiting area.
12. Do not go behind the Front Desk at any time.
13. Do not loiter around the front desk.
14. Treat the studio with respect.
15. If your child needs to utilize the homework room, please inform our office staff. The room is for homework only, not to hang out or get dressed in. Please tell your child to clean up after themselves. If the homework room is messy and students do not use it for its intended purpose, they will not be allowed to use the room.

CLASSROOM RULES

***Please share with your dancers**

- No food/gum
- No cell phones
- No disruptive talking
- No homework during class
- Use bathroom before or after class
- Bring water



Basic Dress Code

- All black
- Hair must be up and out of your face
- No excessive jewelry
- Appropriate shoes matching the style of the class

Ballet Dress Code

- Hair pulled back into a bun
- Black leotard
- Pink or toast tights
- Ballet Shoes

Minis/Tots/Teen's Dress Code

- Hair must be up and out of your face
- No excessive jewelry
- Appropriate shoes matching the style of the class
- Tutus and Ballet dresses allowed
- Tights not required

*If you are changing attire/shoes for the next class, it must be done in the 3-5 minutes that the teacher allows. If the change cannot be done in five minutes, you must have appropriate attire and hair for all your classes.

CLASSROOM ATTITUDE

- Be respectful to all classmates, teacher and CSDA staff.
- No correcting other students. This is the teacher's job.
- No talking/whispering about, no rolling of the eyes, no moaning/groaning under your breath of other students.
- No judging other classmates talent or ability. The teacher decides who is able to take class, not you.
- Do not hang or lean on the barres.
- Be a role model in all aspects.
- Be kind.

***If the teacher feels any of these rules are broken, they have the right to ask a student to sit out and discontinue their participation for the remainder of the class.**



CSDA RECITAL

Each June CSDA puts on a recital that showcases what all of the students have been working on over the past year. This year's recital will be held on Friday June 16, 2023 at 7pm. Here is some brief information about what goes on during the weeks prior to the recital.

PARTICIPATION

- It is expected that your child will be participating in the 2023 CSDA recital. If your child is enrolled and participating in a class, teachers will be placing them in routines unless notified otherwise. We must receive your participation contract by February 1st.

CONTRACTS

- We ask that every CSDA dancer turn in a contract confirming their participation in our recital. Contracts will be emailed out to you as the recital season approaches. We ask that you print out, sign and return your contract to Miss Debbie by February 1st.

TICKETS

- Tickets for the recital go on sale early! The Haugh Performing Arts Center is a 1400 seat venue, and we find that having reserved seating ends up being the most successful. Tickets will go on sale **June 3rd at 10AM**. They will be on a first come first serve basis. There will be different seating prices depending on how close you are to the stage. Your June tuition and costumes must be paid in full before you can purchase tickets! There is no ticket requirement to participate in our recital, however we ask every family (not child) to purchase 10 tickets to help offset the cost of the theatre.

STUDIO PHOTO SHOOT (June 12, 2023)

- Every year we schedule a professional photographer to take group pictures of each class in their costumes. The photo shoot will be held at CSDA. It is expected on the day of the shoot that students will arrive in full hair and makeup with all of their costumes ready to go. All photos are used for our social media accounts and placed on our Facebook page for you to save and share as you like.

COSTUMES

- Teachers pick a costume for their class routine. Please note, we try to keep the costs of costumes to a minimum (average of \$50-\$70). The more classes your child is in, the more costumes they will end up needing. The first costume deposit is due by February 15th and will be \$20 per costume. Costumes must be paid in full by June 1st before you are able to receive them. Parents will be choosing the size of their child's recital costumes based on a sizing chart that is available in the lobby. Please have the sizes into the front desk by February 1st.



REHEARSALS

- In the few weeks leading up to the recital we begin to add in more rehearsal time for your kiddos. This gives them ample time to run thru all of their numbers to ensure that they are performance ready!!! These added classes/rehearsals are encouraged and as follows:

RED AND BLACK SPIRIT WEEK/COMBINED CLASS/IN STUDIO DRESS REHEARSAL REHEARSAL (June 5-8)

- Red and black spirit week is a week of extra rehearsals where there is no additional cost for these added classes/rehearsals (it is included in your June tuition). There will be a new schedule for the week to give all dancers more opportunity to practice all of their dances to make for a successful show. A more detailed schedule will be emailed out at a later date.
- On Thursday of this week, we will have a dress rehearsal at the studio for the kids to practice recital routines in their costumes. They are not required to be in full hair/makeup for this rehearsal, but they can practice their hairstyle if they'd like! A more detailed schedule will be emailed out at a later date.

DRESS REHEARSAL AT THE HAUGH PERFORMING ARTS CENTER (June 13th and 14th)

- There will be a full-dress rehearsal at the HAUGH Performing Arts Center. Students will be expected to come prepared with hair, makeup, and all costumes on that day. We will run the show in its entirety to ensure a smooth performance on the night of the show. More details will be emailed out at a later date. Dress is mandatory. Please see Ms Alison with extenuating circumstances or concerns.

DAY OF RECITAL (June 16th)

- Students are required to arrive at the venue at 6:00 pm. The show begins at 7:00 pm. Students are required to arrive with hair and makeup ready to go. They must bring all of their costumes, shoes, and tights with them.

CANDY / FLOWER GRAMS

- It is asked that parents bring in boxes of candy, or snacks that will be sold before the show and at intermission. There will be candy grams available to purchase before the show and at intermission. Candy grams are a fun way of letting your child know who is at the show to support them. They cost \$2 and include a piece of candy/snack. Flower grams are \$5. You may add a personalized note that will be stapled onto their candy/rose.