



WELCOME TO CDP!

We are thrilled you have chosen Carolina Dance Productions for your child's dance education and growth. We strive to provide a solid technical foundation in a nurturing environment for a variety of dance styles and for all ages and levels. We are very excited about the expansion of CDP's staff and programs this year. As you watch your child's growth, we hope you will also see the overall positive impact dance brings to their life. It will be our pleasure to share with you all of our students' accomplishments in our Spring Recital in Late May, 2020.

We ask that you please read the Student Handbook in its entirety. It contains information that will be referred to numerous times throughout the year. By reading the Student Handbook, the CDP team members are able to ensure parents are well-informed, dancers are well-informed, and we can fulfill the expectations we have set for the season.

If you have a question that is not addressed in this material, please email info@cdpdance.com with your inquiry and you should receive a response within two business days.

STUDENT HANDBOOK

Policies, Procedures, and Code of Conduct for Carolina Dance Productions

STUDIO ETIQUETTE

1. In order to facilitate a safe environment and prevent accidents, running is strictly prohibited inside the studio. Please help us provide a safe learning environment by ensuring your dancer is not running in the halls, in class, or around the building.
2. **NO GUM OR CANDY is allowed in the studio.** A treat may be given by the teacher at the end of class as a reward, on occasion. The carpets in the lobby get sticky, which in turn gets stuck to dancers shoes and tracked across classrooms.
3. Food in the studio is prohibited except for designated areas. These areas include the locker room, lobby, and outside picnic tables. Water bottles only are allowed in classrooms.
4. Please help CDP remain a clean and welcoming environment. Do not leave trash or crumbs in the designated eating areas. If your dancer spills their water or their snack, please use the **cleaning kit** to clean it up and notify a team member.
5. The lobby is provided for our parents' comfort and convenience. It should never be used as a place for negative conversation or rambunctious playtime. Inappropriate behavior from parents or students can be grounds for probation and/or dismissal. Please set an example for your dancer and those around you.

CLASSROOM ETIQUETTE

1. Dance bags and additional belongings should be stored in the designated areas in the dressing room for all dancers ages 7 and up. Dancers 3-6 may keep their belongings in the classroom and/or with their parent in the lobby, to assist with quick changes for combo classes. Please be sure your name is on all belongings- CDP is not responsible for lost items.
2. Only water bottles are allowed in the classroom. Water must be stored in a secure, sweat-resistant container with a lid/seal.
3. **NO CELL PHONES IN CLASS. NO EXCEPTIONS.**
4. All students must be respectful of their fellow classmates and belongings.
5. No profanity or offensive language will be tolerated.
6. CDP instructors, guest instructors, guest choreographers, etc. are to be treated with respect at all times. This includes not talking in class, listening, and following directions.
7. Treats may be given to students with exemplary behavior in class. Treats will not be given to students who exhibit disrespectful or disruptive behavior.
8. Class starts promptly at the time listed on the schedule unless otherwise notified. Dancers are expected to be ready to learn and in the classroom at that time. If you are going to be late to class, please email info@cdpdance.com. If your dancer is more than 15 minutes late, they may be asked to sit and observe, as they will have missed their warm-up and we do not want them to incur any injuries.

PARENT OBSERVATION

Parents will be allowed to observe in the classroom for the last 15 minutes during "Parent Observation Week", which falls shortly before Recital. At that time, parents will be allowed to video their child's routine for practice outside of the studio.

DRESS CODE

We require appropriate dancewear for all classes. Baggy and loose clothing and/or jeans are not allowed under any circumstances. Students arriving to class not dressed appropriately may be asked to observe rather than participate. Students are unable to learn properly when not dressed appropriately and instructors are unable to see your child's alignment or positioning. We want your child to grow and improve- please help us do this by dressing them in appropriate clothes and shoes for class. *Alignment and positioning are fundamental elements of learning to dance properly.*

- All competitive teams are required to wear a black leotard, pink tights, and ballet shoes to ballet class- **no exceptions.**
- All recreational classes are encouraged to wear a black leotard, pink tights, and ballet shoes to ballet class.
- Students are **required** to wear any combination of items from the following list for other styles: tights, leotard, simple ballet skirt, jazz pants, fitted dance top/tank top, crop top, fitted dance shorts, or leggings.
- Proper shoes are required for each class and should be purchased through the CDP Pro Shop to ensure uniformity. Required shoes must be purchased no later than the week before Christmas Break, to ensure they arrive to the studio in time for spring pictures and Recital. If your dancer outgrows a pair between January and Recital, the absolute deadline for shoe orders is April 1.
- **All dancers are required to pull their hair away from their face.** This should be in a ponytail or bun. If your dancer has short hair, please pull back as much as possible and secure the rest with a headband and/or clips. Hair left down is a distraction to the dancer and their classmates. This is for your dancer's safety, to ensure they can see while they are learning and are not distracted.
- Jewelry may be worn but must be kept to a minimum- small earrings or rings are allowed but necklaces or earrings which dangle are not.
- Dance is a sport and they work hard in their classes. As a result, dancers sweat. Please ensure proper hygiene and cleanliness for your dancer's body, as well as dance shoes.

CHILD DROP OFF AND PICK UP

THE PARKING LOT IS ONE-DIRECTIONAL. THERE IS ONLY ONE ENTRANCE AND THERE IS ONLY ONE EXIT.

Students under the age of 8 who are dropped off more than 5 minutes before the beginning of their class must be accompanied by a parent, as there is no supervision in the lobby while instructors are in class.

Students under the age of 8 **MUST BE PICKED UP INSIDE THE STUDIO.** We will not allow children 8 and under to wander the parking lot looking for their parent/guardian.

Feel free to drop your child off at the front or side door if arriving 5 minutes or less before the beginning of class. Parents are not required to stay during class time. **If you drop off your child, they are not allowed outside for any reason other than to be picked up once your car is in the parking lot.** Your dancer must be picked up within 10 minutes of class ending.

For the last class at the end of each day, all dancers must be picked up within 5 minutes of class ending. If your child is not picked up within that window, a late fee will apply of \$1.00 per minute after your first warning.



PARKING LOT PROCEDURE

Please follow the arrows for entering and exiting the CDP facility. We have had several close calls in the past due to people entering through the “exit”.

- Turn onto Plantation Drive
- Take the **2nd left** to enter CDP Parking
- If you are parking, there are spaces on the side, as well as in front of the building.
- If you are dropping off, please do so at the side door, if possible, and exit promptly to allow pick up and drop off for other students.

WITHDRAWAL

If, for any reason, you choose to discontinue classes with CDP, a 30 day written notice sent to info@cdpdance.com is required. Payment is required through the end of your 30 day written notice. If your costume deposit has been paid, this means your costume has been ordered and you will be responsible for the balance owed.

ADDITIONAL INFORMATION

1. CDP will follow the Johnston County School System calendar ***with the exception of*** Veteran’s Day, Martin Luther King Day, and President’s Day. CDP will hold regular classes these days. CDP will also hold class on all teacher workdays and early release days.
2. Full tuition is still due each month. Monthly tuition is calculated by the classes you take each year, not the number of classes each month. This takes into account months that may have 5 weeks instead of 4, and also allows for the extra time involved in dress rehearsals. If available, you may make up classes missed due to holiday, vacation, sickness, etc. by attending an age-appropriate class at another day/time. Make-up classes must be completed before Winter Break, as classes after that time are working on recital pieces and attending an alternate class may cause confusion for your dancer.
3. When Johnston County schools are closed for inclement weather, typically CDP will also be closed. If we do close, a message will be posted on Facebook and Instagram, and an email will be sent to all families.
4. If more than one week of class is missed for inclement weather, a make-up day will be scheduled.
5. The best, most efficient way to keep up with everything happening at CDP is to follow us on Facebook and Instagram, as well as checking out the website at www.CDPDance.com.
6. Questions regarding accounts may be directed to Jen Limper at accounting@cdpdance.com.
7. General inquiries may be directed to info@cdpdance.com. We will do our very best to reply to all emails within two (2) business days.
8. CDP team members will make every effort to communicate information regarding upcoming events to parents as soon as the information becomes available. **Please check your email and social media regularly to ensure you do not miss any announcements.**

9. In the event of an emergency, we will make every effort to provide a substitute teacher; however, a make-up class may need to be provided and would be set at a later date to ensure your child does not miss any instructional time.

PARENT PORTAL

We now offer a convenient online parent portal located on our website. You can manage your child's account, enroll in classes, make payments, view CDP events, and communicate with CDP team members. We highly recommend ALL parents log in and set up their parent portal. A tutorial is available to help guide you through the process.

PARENT TEACHER COMMUNICATION

Please be respectful of your instructor's time. CDP Team Members are *always* happy to speak with you about your dancer, their skills, their growth, tricks, tips, techniques, and other matters pertaining to them, individually. However, CDP instructors typically have classes back to back and unfortunately do not have the time between class to discuss matters specific to your dancer. Please email info@cdpdance.com to schedule a mutually convenient time to discuss any questions related to your dancer.

RECITAL INFORMATION

Everyone loves Recital! It is our favorite time of year, as instructors, to see your dancer light up the stage with all they have learned during the year! There is a LOT of information that goes out in the last 6 weeks before Recital. Please make sure you are actively checking your email and social media for any recital announcements!

CDP hosts two to three shows in the Spring. **Each class will perform in at least one show, unless otherwise invited to perform in additional shows. Please leave the day before Recital and the day of Recital open for rehearsals and performances.** We do not want anything to interfere with your child's chance to shine!

IMPORTANT: It takes a LOT of volunteers to put on a successful show for our families. Each class under the age of 11 requires 1-2 backstage helpers. These helpers assist with getting dancers changed in and out of costume, keep dancers quiet backstage, and help supervise where needed. If you are able to assist us with this role, please email info@cdpdance.com and let us know your name, your dancer's name, and what class(es) you would be interested in helping with!

TUITION AND FEES

2019-2020 Price List

Time Per Week	Monthly Cost
30 minutes	\$52
45 minutes	\$58
1 Hour	\$62
1 ¼ Hours	\$70
1 ½ Hours	\$78
1 ¾ Hours	\$86
2 Hours	\$94
2 ¼ Hours	\$100
2 ½ Hours	\$105
2 ¾ Hours	\$112
3 Hours	\$120
3 ¼ Hours	\$127
3 ½ Hours	\$133
3 ¾ Hours	\$140
4 Hours	\$144
4 ¼ Hours	\$149
4 ½ Hours	\$156
4 ¾ Hours	\$163
5 Hours	\$168
5 ¼ Hours	\$173
5 ½ Hours	\$178
5 ¾ Hours	\$185
6 Hours	\$188
6 ¼ Hours	\$192
6 ½ Hours	\$194
6 ¾ Hours	\$196
7+ Unlimited	\$198

PAYMENT OPTIONS

For your convenience, we accept several methods of payment.

1. Cash or check
2. Pay year in full for 10% discount
3. Visa, Mastercard, Discover, AmEx, & debit cards

Please note all returned checks are subject to a \$30 return check fee. If we receive more than two returned checks within a year, you will be asked to pay via cash for the balance of the year.

LATE FEES

In order to maintain our team & facility, it is imperative that all tuition payments be received on time. Please include \$10 late fee with your tuition payment if you pay after the 7th of the month. Monthly tuition payments are due on the 1st of each month and are considered late after the 7th of each month.

Please add the total time in the studio PER WEEK, PER STUDENT. Sibling discount is \$10 per student, per month. Example: Child 1 takes 2 hours a week at \$94 per month, and child two takes 1 hour at \$62 per month. You would pay \$94 plus \$62, minus \$10 for a total of \$146.

Credit cards saved on the portal will be charged tuition and fees on the 1st business day of each month. If you need to make alternate payment arrangements, please email accounting@cdpdance.com prior to the 1st of the month or your card will be charged.

For your convenience, we have a payment box located in the lobby with envelopes for payment. Please place your payment in the envelope provided. The information on the front of the envelope must be complete in order for us to know who and what the payment is for. If you do not put your check in an envelope, please include your child's name and what you are paying for. Tuition will not be prorated due to illness or absence. Any changes made to your child's schedule should be noted on an Add/Drop Form in the lobby.

REQUIRED COST SUMMARY

1. **Monthly Tuition:** Our tuition is based on the number of hours your child is enrolled to take dance at CPD.
2. **Dance Shoes:** These are purchased through CDP Pro Shop to ensure uniformity. A price list will be made available as soon as shoe selections are finalized.
3. **Recital Costumes:** \$35 deposit/per costume unless informed otherwise. The average costume cost ranges between \$75 and \$95, but will vary based upon the age of your child. Dance Play will only be required to purchase one. Three-Five year old B/T classes will purchase one and a half costumes. B/T/J combo class may have two-three costumes. All other classes will have one costume per style. CDP makes every effort to keep the costume prices at a minimum. Your required tights are included in the cost of the costume to ensure uniformity. Additional tights may be purchased through the Pro Shop throughout the year.
4. **Recital Fee:** \$50 per dancer, \$80 per family (includes one CDP full color gloss program and CDP Recital T-shirt per dancer)
5. **Annual Registration fee:** \$40 per dancer/ \$60 per family

OPTIONAL COST SUMMARY

1. **Clayton Christmas Parade attire:** \$25-\$40, varies, may be shirt, sweatshirt, hoodie, etc. (optional participation)
2. **Recital DVD:** \$45
3. **Group and Individual Photos in Recital Costume:** Varies based on package
4. **Parent Ad in Recital Program:** Varies based on ad size
5. **Recital Tickets:** approximately \$15 per ticket (does not include venue processing fees)
6. **Studio Merchandise:** Varies based on selection. Leotards, top and short sets, graphic tees for dancers and parents, etc. Check out the CDP Pro Shop for more!
7. **Late fees:** These can be avoided by paying tuition on time and picking up your dancer within 10 minutes from class, and within 5 minutes from the last class of the day.

Please keep in mind these costs are estimates only and may be subject to change at any time, if necessary.

General questions, suggestions, and concerns may be emailed to info@cdpdance.com to ensure privacy and security.

Account questions, add/drop requests, or payment questions may be emailed to Jennifer Limper at accounting@cdpdance.com.

Please go over these policies with your dancer to ensure CDP is the right home for your family. In an effort to offer all students and their families and organized, friendly, exciting, and most importantly, a FUN experience, we ask that you adhere to our policies.