



*Registration Information and
Student Handbook*

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 Recital shows at the end of the season!

We ask that you please read the Registration Information and 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.

CDP COVID INFORMATION

Keeping our students and staff safe is of the utmost importance to us. We have put in countless hours to prepare classrooms, train our team, prepare disinfecting plans, complete statewide training through the Count On Me NC program, and conduct many other aspects of "behind the scenes" work to offer camps this season. Please help us by abiding by our new safety measures and discussing them with your children in detail.

By enrolling at CDP, you are affirming each time you bring your dancer to class the following information:

- No one in your household has a fever*, cough, shortness of breath or difficulty breathing, chills, new loss of taste or smell (vomiting or diarrhea, children only)
- No one in your household has had any of these symptoms since the last time you were here.
- No one in your household has been in contact with anyone with any of these symptoms.
- No one in your household has potentially been exposed to someone with COVID-19 or someone you have reason to believe has COVID-19.

**Fever is defined as a temperature over 100.4.*

CDP COVID SAFETY MEASURES

- The lobby will be closed to parents and guardians until further notice.
- Students will enter and exit through specific doors based on the classroom they are entering or leaving.
- Upon arriving at CDP, temperatures will be checked by a CDP Team Member. If a student's temperature reads over 100.4, he/she may not attend class.
- If someone in your household has been exposed to COVID, we ask that you please keep your dancer at home until the 14 day period noted by the CDC has passed to ensure your dancer does not become positive.
- If someone in your household actively has COVID, your dancer may return to the studio once negative tests have been achieved by the positive person(s).
- Please err on the side of caution when it comes to the symptoms of COVID. We would much rather a dancer stay home to be on the safe side than be sent and potentially expose their classmates, their families, our team, and their families to COVID.
- Studios will be cleaned between each class as dancers transition to their next classroom or home to their families.

- Masks are required by all students when entering the studio, exiting the studio, breaks, and transitioning between classes **and must be labeled with the dancer's name.**
- The locker rooms and water fountains will be closed until further notice. Your dancer may bring a non-spillable water bottle that **must be labeled with the dancer's name.**
- Each studio will have a designated bathroom to use that will be cleaned between uses.
- We encourage the use of a dance bag for your dancer's belongings. Dance shoes may not be worn in and out of the studio.
- Students ages 10 and under are encouraged to wear masks in class but are not required. Students ages 11 and up should be wearing a mask during class. We recommend the lightweight, disposable ones- as we have found they are the most breathable. You can order youth sizes on Amazon.
- **Please label all of your dancer's belongings- shoes, water bottles, bags, etc.**
- Enrollment in CDP's Camps requires the agreement to the terms set forth in the CDP COVID Waiver and Release.
- All payments should be made via the Parent Portal.
- Questions? Send an email to info@cdpdance.com. Please do not leave voicemail messages, as the office is not currently staffed during the day- we are doing our part to work remotely as much as possible.

2020-2021 CDP CAMP INFORMATION

- You may register for just the Fall Camp or you may register for the entire season!
- Fall Camp Registration:
 - \$25 per dancer or \$40 per family
 - September 8, 2020 through December 18, 2020
 - No commitment to purchase shoes or recital costume
- Spring Camp Registration:
 - \$25 per dancer or \$40 per family
 - January 4 through May 22, 2021
 - Costume payment due in January to participate in Recital
 - Required shoes ordered through CDP no later than January 31
- Full Camp Registration:
 - \$40 per dancer or \$60 per family
 - September 8, 2020 through mid-May 2021
 - Costume payments due in November/December to participate in Recital in May 2021
 - Required shoes ordered through CDP no later than January 31
- Sibling discount of \$10 still applies to Fall, Spring or Full Camp!
- Camp will not run unless there are at least 4 students in the Camp.
- Camp costumes vary between \$75-150, depending on the class. Combo classes may have two-in-one or three-in-one costumes, which cost slightly more.
- Recital Tights are included with the costume fee: Each dancer will receive one set of tights specific to their costumes. Some classes may not require rights. Example: if your dancer is in 3 styles all requiring tan tights, they will receive one pair of tan tights to use for all 3 numbers.
- Recital Fee is \$50 per student or \$80 per family which covers one program per family and one Recital t-shirt per student.

RECREATIONAL DRESS CODE

When we look the part, we act the part! We want our dancers to feel confident in class in their role as dancers. We have implemented a loose dress code to support that mindset for our students.

- Hair: pulled back away from face in bun, braid, ponytail, etc.

- Ballet, Prepointe and Pointe: leotard, tights and ballet shoes **convertible tights are preferred for Pointe.*
- All Other Dance Styles: leotard, leggings, booty shorts, tights, crop top, etc. and required shoes for class.
- Tumbling/Acro: leotard, leggings, booty shorts, tights, crop top, etc. and barefoot
- No loose clothing (t-shirts, oversized shirts, baggy tank tops, sweatshirts, jackets, etc.) is not permitted in any class.

**Company: Please see Code of Conduct for separate dress code for Company Classes.*

DRAFT PROGRAM AND ONLINE PAYMENTS

In an effort to cut down on face-to-face contact and handling, we ask that all payments be made via auto draft or via the Parent Portal on our website, www.cdpdance.com. If you are unable to make payments online, payment must be made via check using the side entrance drop box in advance of the payment due date. If a check is returned, a \$35 fee will be assessed. Please select your preferred payment method during registration.

Tuition	
Time per week	Monthly
30 minutes	\$62
45 minutes	\$68
1 hour	\$75
1.25 hours	\$82
1.5 hours	\$89
1.75 hours	\$95
2 hours	\$102
2.25 hours	\$105
2.5 hours	\$110
2.75 hours	\$118
3 hours	\$125
3.25 hours	\$132
3.5 hours	\$140
3.75 hours	\$145
4 hours	\$150
4.25 hours	\$155
4.5 hours	\$160
4.75 hours	\$168
5 hours	\$173
5.25 hours	\$178
5.5 hours	\$183
5.75 hours	\$188
6 hours	\$193
6.25 hours	\$198
6.5 hours	\$205
6.75 hours	\$210
7+ hours	\$215

TUITION AND PAYMENT INFORMATION

For your convenience, we accept several methods of payment: Check, Visa, Mastercard, Discovery, AmEx, and Auto Draft. Please note that all returned checks are subject to a \$35 return check fee. If we receive more than two returned checks within a year, you will be asked to pay via an alternate method of payment for the balance of the season.

If you pay the full year's tuition upon registration, you will receive a 10% discount on your total tuition payment!

Tuition is due on the 1st of each month and is considered late after the 7th of each month. Late payments will be subject to a \$10 late fee.

Sibling discount is \$10 per student, per month. *Example: Child 1 takes a 30 minute class at \$62 per month and child 2 takes a 30 minute class at \$62 per month = \$62 + \$62 = \$124 = \$10 = \$114*

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 on the exterior of the building for payments that cannot be made via auto draft or Parent Portal. 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 must be communicated via email to info@cdpdance.com or accounting@cdpdance.com.

WITHDRAWAL

If, for any reason, you choose to discontinue classes with CDP, a 30 day written notice sent to info@cdpdance.com is required and 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. Costume costs are not refundable.

PARENT TEACHER COMMUNICATION

If you have a question for our child's instructor, please email info@cdpdance.com so we can connect you with your child's instructor or provide a mutually convenient time to discuss any questions or concerns.

CDP MEDIA WAIVER

We LOVE to show off our students' hard work in the classroom! We frequently utilize social media to showcase our students. If you are not comfortable with your student's photo being shared on social media, please send us an email to info@cdpdance.com.

RECITAL INFORMATION

We hope that this season allows us to put on our annual Recital shows, however we do not have a crystal ball, so we will continue to update you all as the situation evolves. We do currently have a few tentative Recital dates on our calendar for May. Once we settle on a date, we will update our families with this 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!

ADDITIONAL INFORMATION

- 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.
- Full tuition is 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 space allows, 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.
- 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.
- 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.
- Questions regarding account standing, billing, making payments and other financial matters may be directed to Jen Limper at accounting@cdpdance.com.

- 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.
- 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.**
- 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.
- If the studio is closed due to inclement weather, we may offer make-up lessons on a weekend or via remote learning in an effort to accommodate more students.
- From time to time, CDP may feature photos and videos of our students on our social media, newsletters, and/or emails. If you are NOT comfortable with your dancer being photographed and shown on social media, please email us directly to let us know.

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**.