



Student Handbook

2023 – 2024

WELCOME TO CDP!

We are thrilled you have chosen Carolina Dance Productions for your child's dance education. At CDP, our mission is to inspire, empower, and transform lives through the art of dance. We are dedicated to providing a nurturing and inclusive environment where individuals of all ages and backgrounds can discover their passion for movement, express themselves creatively, and cultivate lifelong skills. Through exceptional dance education, we aim to foster confidence, discipline, and a profound appreciation for the beauty of dance.

Our CDP Team is committed to playing a vital role in inspiring and guiding our students, your dancers, on their journey through the world of dance. We take pride not only in the educational aspects that we will share with your dancers, but also in shaping their futures and fostering a love for the art form. It is our goal that they grow both inside and outside of the classroom.

We are very excited about the expansion of CDP's staff and programs this year. As you watch your child grow, 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 at the end of the season!

We ask that you please read the Handbook along with the attached Registration Information, Calendar of Events, Studio Policies and the Waiver & Liability Form's in their entirety. You will need to sign and return the Studio Policies and the Waiver/Liability forms before your child can attend their first class of the year. All of these items contain 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 for a prompt response. If you have not received a reply within two days, please call Ms. Deborah in the Pro Shop at 919-553-9907.

CDP CORE VALUES

Excellence: We strive for excellence in all aspects of our studio. From our dedicated instructors to our state-of-the-art facilities, we are committed to delivering top-quality dance education and experiences.

Creativity: We celebrate and encourage creative expression in every dancer. We believe that dance is not only a physical activity but also a medium for personal storytelling and artistic exploration.

Inclusivity: We embrace diversity and value the uniqueness of each individual. Our studio is a safe and welcoming space where everyone is respected, accepted, and celebrated for who they are.

Passion: Our love for dance is infectious. We are passionate about sharing the joy and beauty of dance with our students, igniting their enthusiasm for movement and self-discovery.

Community: We foster a strong sense of community within our studio. We believe that dance has the power to connect people, and we encourage supportive relationships among our students, parents, and staff.

Growth: We are dedicated to continuous growth and improvement, both individually and collectively. We challenge ourselves to learn, adapt, and evolve to provide the best possible dance education experience.

Respect: Respect is the foundation of our interactions. We treat each other with kindness, patience, and empathy, creating an environment where everyone feels valued and heard.

Commitment: We are committed to the journey of dance education. We encourage dedication, perseverance, and a strong work ethic as our students progress and achieve their goals.

Integrity: Our actions are guided by honesty, transparency, and ethical behavior. We maintain the highest standards of professionalism in all our interactions.

Joy: Dance is a source of pure joy, and we infuse that joy into every class, rehearsal, and performance. We believe that happiness and passion are essential components of a fulfilling dance experience.

With this mission and values as our guiding principles, CDP strives to create a vibrant and nurturing dance community that empowers individuals to reach their full potential and embrace the transformative power of dance.

OUR FACILITY

Classrooms

Classrooms are named by the color on the wall of the room - the Red Room and Yellow Room are located off of the Lobby and the Blue Room and Green Room are located down the long hallway from the Lobby.

Lobby and Pro Shop

Our Lobby features our CDP Dancewear Boutique for shopping and our Pro Shop for shoe sizing, our CDP Snack Shack, and to help parents with questions regarding registration, tuition, and upcoming events.

Waiting Area

CDP is located at the edge of Flowers Plantation, which offers a vast walking trail, local shopping, grocery stores, restaurants, and a host of other amenities just a few minutes away. Parents are not required to wait at the studio for their child's class to finish. We encourage parents to use class time to take part in all that the Clayton community offers close to the studio.

If you are choosing to wait for your dancer to finish class, you are welcome to do so outside - some parents opt to wait in their car and we offer picnic tables for your convenience behind the studio. If you choose to wait inside the studio, we offer several barstools in the hallway between the Red Room and the Yellow Room. **Please do not wait outside of classroom doors, outside of the windows looking into the classroom, or in the hallway between the Lobby and the Blue and Green Rooms - doing so creates a fire code violation for our studio.** Additionally, our classes rotate frequently and blocking these areas prevents our dancers from getting to class on time.

If you have other children who are not in class, we require that children be supervised at all times and with an adult for safety reason.

CDP SNACK SHACK AND DANCEWEAR BOUTIQUE

CDP Snack Shack

For you and your dancer's convenience, the Pro Shop hosts the CDP Snack Shack! The CDP Snack Shack is a cash-only snack and beverage store that offers a variety of menu options: chips, candy, crackers, cookies, bottled water, Gatorade, Body Armour, etc. that change throughout the year. Reminder: The CDP Snack Shack is **cash only**. Snacks may not be charged to the card on file. If your dancer does have cash for the Snack Shack, please be sure they are able to clean up after themselves to help keep our Lobby neat and tidy.

CDP Dancewear Boutique

Along with shopping for required shoes and tights for Recital, you can also shop the CDP Dancewear Boutique in our Lobby. Check out a variety of classwear and accessories for dancers of all ages. We offer "sizing leotards" to try on in the bathroom to determine what size your dancer needs. We can order additional sizes

and colors - just let Ms. Deborah in the Pro Shop know if you are looking for something specific and she will be happy to help you with ordering and check out. We also offer some clearance attire and supplies available in the Lobby - once an item has been marked down, supplies are limited.

We are very excited to offer so many options for our families and we know they all look very fun and exciting to children of all ages! However we please ask that only adults handle the merchandise. If we have to provide warnings about handling the merchandise or the racks in the lobby, we will have to ask you to wait in the parking lot.

PLEASE DO NOT ALLOW YOUR CHILDREN TO PLAY WITH THE CLOTHES, BAGS, TOYS, OR ANY ITEMS FEATURED AS MERCHANDISE.

COVID/CONTAGIOUS VIRUS INFORMATION

Keeping our students and staff safe is of the utmost importance to us; however, currently we are not under any state mandated COVID restrictions. If there are changes during the year, we will immediately take the appropriate measures. In the meantime, please follow the guidelines below.

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.*

IMPORTANT DATES TO REMEMBER

Please see the attached Calendar of Events which contains information such as tuition due dates, special events, holidays and more. We encourage you to mark your calendars now and save the dates!

CDP MEDIA WAIVER

We LOVE to show off our students' hard work in the classroom! We frequently utilize social media to showcase our students. In these instances, we do NOT include any names without your permission. CDP reserves the right to use a photograph, videotape, voice or other likeness of the dancer, and to exhibit the same through any medium whatsoever during the terms of this agreement or at any time in the future for advertising, promotional, or commercial purposes. All such reproductions shall be the exclusive property of CDP. If you are not comfortable with your student's photo being shared, please send an email to info@cdpdance.com before the first day of classes.

REGISTRATION INFORMATION

- Cost Information:
 - Annual registration fees are \$45 per dancer or \$60 per family (form attached)
 - Costume payments are due in October/November to participate in the Spring Recital 2024
 - Required shoes must be ordered through CDP no later than March 31, 2024.
- A sibling discount of \$10 applies when a second student from the same family is registered.

- We require a minimum of four students to run a class and reserve the right to discontinue a class at any time.
- Costumes vary in price from \$75 to \$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 tights. 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 \$60 per student or \$90 per family which covers one program per family and one Recital t-shirt per student. The Recital fee also helps to offset the cost of the facility rental and other expenses related to the providing the program.
- We encourage the use of the Parent Portal for all payments. Other acceptable methods are by auto-draft, delivered to the Pro Shop during the evening operating hours or placed in the outside drop box prior to the due date.
- Questions? Send general questions to info@cdpdance.com and account related questions to accounting@cdpdance.com. Please do not leave voicemail messages as the office is only staffed Monday – Thursday evenings so replies may be delayed.
- Enrollment in CDP programs means you agree and consent to the Waiver & Release of All Claims Policy (attached) and the CDP Studio Policies Form (attached).

STUDIO ETIQUETTE

In order to have safety and prevent accidents, running is prohibited in the studio.

1. NO GUM OR CANDY is allowed in the studio during class. A treat may be given by the teacher at the end of class to reward good behavior, but should not be eaten in the studio. Once again, this is to ensure your child's safety and to keep our studio clean and a nice place to dance.
2. Please eat in DESIGNATED AREAS ONLY! Food is not allowed in the lobby or classrooms.
3. Trash cans are placed throughout the studio. Please put all food trash in the locker room trash can, larger hall trash cans or large trash can outside, behind the building. Please do not put food trash in the bathroom trash cans.
4. Whenever you are visiting the studio, we ask that you be respectful. There should be no negative conversation or rambunctious playtime. Inappropriate behavior of any kind can be a reason for probation and/or dismissal from the studio. Disrespectful behavior of any kind will not be tolerated.

CLASSROOM ETIQUETTE

1. Dance bags should be stored in the designated areas in the locker room(s). Any additional belongings such as clothing, backpacks, work out equipment, etc. should also be left in the locker room. Dancer's age 2 – 6 years old may keep their belongings in the classroom, as well as B/T/J combo classes, to allow for quick changes. If you do store your belongings in the classroom, please make sure everything fits in one bag so dancers are not tripping over items while trying to dance. Please make sure to have your child's name on ALL of your child's belongings!
2. Only water bottles are allowed in the classroom. Water must be stored in a spill proof container.
3. Students are not allowed to use or have cell phones during class.
4. All students must be respectful of their fellow classmates' space and belongings.
5. No profanity or offensive language will be tolerated.
6. Students are expected to treat teachers with respect. This includes listening and following directions. Treats may be given weekly/monthly to students who meet this expectation. Treats will not be given to students who exhibit disrespectful behavior.

RECREATIONAL DRESS CODE

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

- Hair: pulled back away from face and secured in a ponytail, braid, bun, etc.
- All the following are acceptable: leotard, leggings, booty shorts, tights, crop top, etc. and required shoes for class. However, convertible tights or leggings are helpful for most dancers taking multiple classes.

- Tumbling/Acro: leotard, leggings, booty shorts, tights, crop top, etc. and barefoot
- Loose clothing such as t-shirts, oversized shirts, baggy tank tops, sweatshirts, jackets, etc. make it difficult for the teacher to see your child's movement, posture and lines. We encourage appropriate dancewear for all our classes.

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

Tuition	
Time per week	Monthly
30 minutes	\$60
45 minutes	\$66
1 hour	\$72
1.25 hours	\$80
1.5 hours	\$87
1.75 hours	\$93
2 hours	\$100
2.25 hours	\$107
2.50 hours	\$115
2.75 hours	\$121
3 hours	\$127
3.25 hours	\$133
3.50 hours	\$140
3.75 hours	\$145
4 hours	\$151
4.25 hours	\$156
4.50 hours	\$162
4.75 hours	\$170
5 hours	\$175
5.25 hours	\$180
5.50 hours	\$186
5.75 hours	\$192
6 hours	\$200
6.25 hours	\$205
6.50 hours	\$210
6.75 hours	\$215
7+ hours	\$220
unlimited	\$225

TUITION AND PAYMENT INFORMATION

We accept several methods of payment: Check, Visa, MasterCard, Discovery, American Express, and Auto Draft. **Our preferred method of payment is via the Parent Portal on our website at www.cdpedance.com or by auto draft.** Other payments may be delivered to Ms. Deborah in the Pro Shop during evening dance hours or by using the side entrance drop box prior to the due date. If you use the drop box, please make sure to include what you are paying for along with your child's name. **ALL** payments must be made in advance of the payment due date. Tuition will not be prorated due to illness or absence. Tuition is only prorated for new students who start late in the month. All other months require full tuition as we determine our monthly fees based on the number of classes offered throughout the year. All classes receive 33 classes throughout the season plus a week of Recital Rehearsals.

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. Accounts not kept current or in constant arrears may result in your child having to watch class rather than participate.

If you pay the full year's tuition upon registration, you will receive a 10% discount on your total tuition payment! Anyone wishing to receive this discount must pay the tuition during their first month of classes in order to receive the discount.

Tuition is due in FULL on the 1st of each month and is considered late after the 6th of each month. Late payments made on the 7th or later will incur a \$10 late fee.

Sibling discount is \$10 per month - see the following example for an explanation of the process.
Example: Child 1 takes a 30- minute class at \$60 per month and child 2 takes a 30-minute class at \$60 per month = \$60 + \$60 = \$120 - \$10 = \$110

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 other arrangements, please email accounting@cdpedance.com prior to the 1st of the month or your card will be charged.

Any changes made to your child's schedule must be communicated via email to info@cdpedance.com or accounting@cdpedance.com.

WITHDRAWAL

If, for any reason, you choose to discontinue classes with CDP, a 30 day written notice sent to info@cdpedance.com is required and payment is required through the end of your 30 day written notice. Note: Your child can continue to attend classes through the 30 days. 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 your 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. Teachers are always happy to speak with you, but please do not stop them between classes as this makes the start time for the next class delayed. Please understand that prior to teaching class our teachers are focused on the class ahead, and after class they are often on their way to their next class.

PARENT OBSERVATION

Parents will be allowed in the classroom to observe their child during "Parent Observation Week," which will be announced the week prior to it happening. Parents will be allowed in the last 15 minutes of class to video their child's recital routine and ask questions about CDP's recital procedures. This typically takes place in the Spring, closer to Recital time.

Parents of students in the Yellow Room will also have the opportunity to view their child's class on the monitor placed in the lobby. This will be available during most weeks; however, there will be times when the monitor will not be available for viewing. Watching from the window is prohibited and against fire code violations.

CHILD DROP OFF AND PICKUP

IMPORTANT: When entering the parking lot, please abide by the directional arrows by entering in the second driveway and exiting in the first. This is critical to avoid accidents!

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. Teachers are teaching other classes and cannot be responsible for children left in the lobby area.

The ideal timeframe would be to drop your child off at the side entrance door when 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 to go outside the building for any reason other than to be picked up once your car is in the parking lot. Parents must pick up their child(ren) promptly at the end of their class(es). Students must be picked up within 10 minutes of class ending. Parents of children ages 8 and younger **MUST COME IN TO PICK UP THEIR CHILDREN.** These rules are not meant to be inconvenient. Their purpose is to protect your child as we are unable to provide supervision except during class times. *For the last class of each day, a late fee will incur for late pickup. After your first written warning a \$1.00 per minute late fee will be charged to your account.*

RECITAL INFORMATION

Dress Rehearsal Week: May 28-May 31, 2024

Recital Weekend: June 1-June 2, 2024

Location: The Clayton Center, Clayton, NC

CDP will be celebrating their 21st year this dance season and we are super excited for another great year! As always, we plan to have classes through the week prior to our Dress Rehearsal and Recital.

CDP hosts multiple shows in the spring. **Each class will perform in at least one show, unless otherwise invited to perform in additional shows. Please leave the week 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!

Please note: while participation in the recital is mandatory some exceptions can be made if absolutely necessary. However, once a costume deposit has been paid it is non-refundable. Also, once the costume deposit has been paid, you must agree to pay the remainder of the costume balance even if your child withdraws from class. This is based on the fact that the costumes are ordered months in advance and cannot be canceled, returned or refunded once ordered. You also agree to pay any necessary recital fees.

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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.
- When Johnston County Schools are closed for inclement weather, CDP will also be closed. When we close, a message will be posted on CDP's Facebook and Instagram, and an email will be sent to all families. 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. CDP may choose to resume classes prior to Johnston County Schools.
- If a class is missed for any reason, you are welcome to do a makeup class, however it is up to you to schedule a make-up class (appropriate age and skill level) as classes are not required. Please note, missed classes cannot be prorated.
- Dance shoes may not be worn outside of the studio in order to protect our floor and to protect your investment in their shoes.
- The best, most efficient way to keep up with everything happening at CDP is to follow us on Facebook and Instagram, (#cdptheplacetobe) as well as checking out our website at www.cdpdance.com.
- 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.

General questions, helpful suggestions, and concerns may be emailed to info@cdpdance.com to ensure privacy and security. We will make every effort to respond within 2 days.

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

Thank you for joining us for our 21st season!

We can't wait to see you!

Date Updated 9/3/23