



## **Welcome to CDP!**

We are thrilled you have chosen Carolina Dance Productions for your child's dance education. We strive to provide a solid technical foundation in a nurturing environment for a variety of dance styles for all ages and levels. We are very excited about the expansion of CDP's staff and programs. As you watch your child's growth this year, 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.

To ensure a positive experience for you and your dancer, we would like to provide you with as many details as possible. Please see our policies and procedures listed in our Student Handbook and let a CDP staff member know if you have any additional questions or concerns.

# **Student Handbook**

## **Policies and Procedures for Carolina Dance Productions**

### **STUDIO ETIQUETTE**

1. In order to have safety and prevent accidents, running is prohibited in the studio.
2. 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. We prefer treats are not eaten in the studio.
3. Food in the studio is prohibited except for in the designated eating areas. These areas include the locker room, lobby, and outside picnic tables.
4. We must all work hard to keep our state of the art facility nice and clean. Again, please be aware of your belongings. Please throw all food/trash away in the outside trashcan located at the end of the hallway or provided in the break room. Please keep the studio as you found it.
5. The spacious lobby is provided for our parents' comfort and convenience. It should never be used for any negative conversation or rambunctious playtime. Inappropriate behavior of any kind can be 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 dressing room. Any additional belongings such as clothing, book bags, instruments, etc. should also be left in the cubbies. Dancers age 2 to 6 years old may keep their belongings in the classroom, as well as B/T/J combo classes, to allow for quick changes. 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 container with a lid.
3. Students are not allowed to use or have cell phones during class. NO EXCEPTIONS!!
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.
7. All students are expected to respect the art of dance by coming to class prepared and on time. If you arrive more than 15 minutes late, you could be asked to observe due to your missing warm-up, which could lead to injury.

### **PARENT OBSERVATION**

Parents will be allowed in the classroom to observe their child during "Parent Observation Week." Parents will be allowed in the last 15 minutes of class to video tape their child's recital routine and ask questions about CDP's recital procedures.

Parents of students in the yellow and red rooms will also have the opportunity to view their child's class on the monitors placed in the lobby. This will be available during most weeks; however, there will be times when the monitors will not be available for viewing. Parents of students in the green and blue rooms will be asked to observe the last few minutes of class on occasion.

### **DRESS CODE**

**We require appropriate dancewear for all classes.** There will be no loose fit clothing and no jeans allowed. Students arriving to class without appropriate dance wear and shoes may be asked to observe rather than participate. Students do not learn properly when they are not prepared for class. Teachers are unable to see your child's alignment or positioning when they are wearing loose fitting clothes. Alignment and positioning are fundamental elements of learning to dance properly.

- Students are required to wear any combination of items from the following list: tights, leotard, ballet skirt, jazz pants, fitted dance top/tank top, crop top, fitted dance ("booty") shorts, or leggings. All Company/RCC dancers are required to wear black leotards with pink tights to ballet. All CDP ballet students are encouraged to wear a leotard and tights to ballet class as well.
- Proper shoes are also required and should be purchased through the CDP Pro Shop. Required shoes must be purchased no later than March 1st to have in time for Spring Recital pictures. See a CDP faculty member for a list of required shoes.
- We ask that all dancers secure their hair away from their face in either a ponytail or bun.
- Please keep jewelry to a minimum. Rings and small earrings would be appropriate.
- Good hygiene is important. Please be considerate of your fellow classmates and teachers by maintaining proper hygiene.

## CHILD DROP OFF AND PICKUP

Students under the age of 10 who are dropped off more than 5 minutes before the beginning of their class must be accompanied by a parent, as there is no other supervision in the studio while teachers are teaching other classes.

Feel free to drop your child off at the door if arriving 5 minutes or less before the beginning of class. Parents are not required to stay during class time. **If you do 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.

**\*When entering the parking lot, please abide by the directional arrows by entering in the second driveway and exiting in the first.**

***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.***

## WITHDRAWAL

If, for any reason, you must discontinue classes with Carolina Dance Productions, a 30 day written notice is required. Payment is expected through the end of the 30 day notice. If your costume deposit had already been paid, that indicates your request for a costume to be ordered and you will be responsible, for the remaining balance.

## ADDITIONAL INFORMATION

1. CDP will follow the Johnston County School System calendar with the exception of Veterans Day, Martin Luther King Day and President's Day. CDP will hold regular classes these days. CDP will also be open for all Teacher Work Days 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. Please note that tuition paid to the school is nonrefundable. Tuition is based on a yearly basis that CDP has divided into monthly payments to suit your needs. We will be holding extra practices prior to recital, as well as several months consist of 5 weeks versus 4. That being said, you may make up classes due to holidays, vacation, sickness etc. Your child is always encouraged to make up classes by attending another age appropriate class time; however, it is your responsibility to make the classes up prior to Winter Break.
3. When Johnston County Schools are closed for inclement weather, we typically will also be closed. If we do close for inclement weather, 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 set.
5. Recital Information: CDP will host 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 entire day and evening open** to prevent anything from interfering with your child's chance to share their accomplishments and shine on stage!
6. The best, most effective way to keep up with all that is going on at the studio is to follow CDP on Facebook and Instagram, and visit our website **www.cdpdance.com**
7. Questions regarding your account may be directed to Accounts Manager, Jennifer Limper via email: **accounting@cdpdance.com**
8. Remember to check ALL bulletin/memo boards and your email for important information and updates.
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.
10. When entering the parking lot, please abide by the directional arrows by entering in the second driveway and exiting in the first.

## TUITION AND FEES 2017-2018 Price List

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

**Credit cards saved on the portal will be charged tuition the first business day of each month. If you need to make alternate payment arrangements, please email [accounting@cdpdance.com](mailto:accounting@cdpdance.com) prior to the first of each month or your card will be charged.**

**Please add your total time in the studio per week, PER STUDENT to determine your monthly cost. You may take a \$10 sibling discount per month from your total monthly cost.**

*Example: Child one takes 2 hours a week at \$88/month and child two takes 1 hour at \$58/month. You would pay \$88 + \$58 = \$146 - \$10 sibling discount is \$136 for the month.*

### PAYMENT OPTIONS

For your convenience, we accept several methods of payment.

1. Cash or check
2. Entire year of tuition paid up front, can deduct 10%
3. Visa, Mastercard, Discover, American Express and debit cards

Please note that all returned checks will be subject to a \$25 returned check fee. If we receive more than two returned checks within the year, you will be asked to pay cash for the next 90 days.

### PARENT PORTAL

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

### LATE FEES

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

### PAYMENT DROP BOX

For your convenience, we have a payment box located in the lobby. Please place payments in the envelopes provided. Make sure to complete the information on the front of the envelope 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 in the memo section of your check. Tuition will not be prorated due to absence or sickness. It is your responsibility to make up the missed class by attending another age appropriate class time. Any changes made to your child's schedule should be noted on an Add/Drop Form located in the lobby so your tuition may be adjusted.

### **DANCE YEAR REQUIRED COST SUMMARY**

1. Monthly Tuition: Our tuition is based upon how many hours a week your dancer attends class.
2. Dance Shoes: Purchased through the CDP Pro Shop to ensure uniformity.
3. Recital Costumes: The average costume ranges between \$75 and \$95 but will vary based upon the age of your child. Two year olds will only be asked to purchase one. Three and four year olds will purchase one and a half costumes. Five year olds and above will purchase multiple costumes. CDP makes every effort to keep costume prices at a minimum. Required tights are included with the costume fee to ensure uniformity. Additional tights may be purchased through the Pro Shop throughout the year.
4. Recital Stage Fee: \$50 per child or \$80 per family (includes CDP Recital T-Shirt per dancer)
5. Annual Registration Fee: \$35.00 per child or a maximum of \$60 per family

### **DANCE YEAR OPTIONAL COST SUMMARY**

1. Sweatshirt for the Christmas Parade: \$25-35 (Participation is optional)
2. Video of the Recital: \$45 (optional)
3. Group and Individual Pictures in Recital Costume (optional)
4. Ad in recital program (optional)
5. Recital Tickets: approximately \$15 per ticket.
6. Studio Merchandise for your convenience (optional)
7. Late fees from monthly tuition or from late pickup

**Questions and concerns may be written down and placed in the Suggestion Box, given to the front desk staff member, or you may contact us via email:**

**Studio Owner, Lori Dew:** [lori@cdpdance.com](mailto:lori@cdpdance.com)  
**Accounts Manager, Jennifer Limper:** [accounting@cdpdance.com](mailto:accounting@cdpdance.com)

*Please go over these policies with your child to be sure that CDP is the right dance school for you. In an effort to offer all students and their families an organized, friendly, exciting, and most importantly, a FUN experience, we ask that you adhere to our policies.*

# Carolina Dance Productions

## Studio Policies

Please read and initial each item as proof of your understanding and agreement:

\_\_\_\_\_ 1) **STUDENT HANDBOOK** – I have received a copy of the Carolina Dance Productions (CDP) Handbook, and I acknowledge after reading it that students must abide by the studio rules as set forth in the Student Handbook. Failure to do so may result in dismissal for cause. Dismissal for cause may occur as a result of actions other than, and in addition to, those specifically stated in the student handbook.

\_\_\_\_\_ 2) **PARENT TEACHER COMMUNICATION** - Teachers are always happy to speak with you, but please do not stop teachers between classes as this makes the start time for the next class delayed. Parents are welcome to call the studio at 919-553-9907 or email us at [lori@cdpdance.com](mailto:lori@cdpdance.com) to schedule a mutually convenient time for a conference. 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. Feel free to place written questions and concerns in the tuition box.

\_\_\_\_\_ 3) **MONTHLY TUITION PAYMENTS** - Tuition is due on the first of every month and is considered late after the seventh. A \$10 late fee will be charged after the 7th of each month for each late payment. A \$25 fee will be charged for all returned checks. Payments can be made by personal check, cash, or credit and debit cards. Payments may be delivered to CDP's studio during office hours, placed in the outside drop box, set up on auto draft or sent through the mail. No monthly invoices will be mailed. Please note that tuition paid to the school is nonrefundable. Tuition is based on a yearly basis that CDP has divided into monthly payments to suit your needs. Therefore, monthly payment amount does not change if there are 3 weeks in a month or if there are 5. In addition, written notice must be submitted to CDP thirty days in advance of withdrawal from a class. Tuition fees will be charged on the first of the month prior to the date of withdrawal. Accounts must be paid in full before the date of the recital, and time is of the essence for performance. Otherwise, students will not be permitted to perform in the recital. Should collections become necessary for any past due amounts, I hereby expressly agree to pay all costs of collection. I further agree to pay all court costs and attorney fees should legal action become necessary, including but not limited to, reasonable attorney fees, court costs, costs of preparing documents for court, and collection agency fees. Waiver by CDP of any default or breach in compliance with the terms of this contract shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of CDP, and attached to the contract.

\_\_\_\_\_ 4) **MAKE-UP CLASSES** - Missed classes may be made up before Winter Break. After this date, most classes will be working on their individual recital dances. You do not need to call and schedule a make-up class with our office by phone or email. Please just inform the teacher in the make-up class as to why you are there. You are welcome to do a make-up class in any other age or skill level that is appropriate. We do encourage students to miss classes as infrequently as possible.

\_\_\_\_\_ 5) **PROMPT PICK-UP** - Students must be picked up promptly after class. It is understood that CDP and/or its agents will not be responsible for any supervision other than the dance class or rehearsal time. After your first written warning a late fee will incur of \$1.00 per minute for the last class of each day.

\_\_\_\_\_ 6) **USE OF NAME OR LIKENESS** – CDP shall have the right to use the name, 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.

\_\_\_\_\_ 7) **RELEASE** – As additional consideration for the student’s instruction, the undersigned hereby releases CDP from liability for injuries to the person or property of the student which may occur while participating in the activities of CDP. The undersigned further agrees to indemnify CDP in the event any claims are asserted against it arising from the student’s participation in the activities of CDP.

\_\_\_\_\_ 8) **RECITAL AND COSTUME FEES** - Participation in the recital is mandatory while exceptions can be made if necessary. A \$35 costume deposit/per costume is due by September 30<sup>th</sup> and is nonrefundable. Once the costume deposit has been paid, I agree to pay the remainder of the costume balance even if my child withdraws from class. This is based on the fact that the costumes are ordered months in advance and cannot be cancelled, returned or refunded once ordered. I also agree to pay any necessary recital fees.

\_\_\_\_\_ 9) **CHOICE OF LAW** – The validity of the contract and any of its terms or provisions, as well as the rights and duties of the parties to the contract, are governed by the law of North Carolina. By signing this contract, the parties agree and submit, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agree, solely for such purpose, that the exclusive venue for any legal proceeding shall be North Carolina. The place of the contract and all transactions and agreements relating to it, and their situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

\_\_\_\_\_ 10) **SEVERABILITY** – In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

I have read and agree with all these policies as indicated by my initials above.

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dance Student’s NAME (Please PRINT): \_\_\_\_\_