



## **STUDENT HANDBOOK 2023-2024**

Welcome to Chesterfield Dance Center's 26th season! If you are new to the studio... we are so excited for you to join our family! We want everyone to feel at home, so if you have questions at any time, feel free to ask our staff members, email or call the office or consult this handbook. We compiled this guide from years of working in the dance studio industry, and hope it helps create the best experience possible.

**The entire faculty and staff wish you a wonderful year of dance here at  
Chesterfield Dance Center!**

### **Office Hours**

**Monday, Wednesday, Friday**

4 PM to 7 PM

**Tuesday & Thursday**

4 to 8 PM

### **Mailing Address**

4930 Millridge Pkwy E.

Midlothian, VA 23112

804.763.0710

### **Physical Address**

4930-4940 Millridge Pkwy. E

Midlothian, VA 23112

**[chesterfielddancecenter.com](http://chesterfielddancecenter.com)**

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### Website

Please take the time to enjoy and become familiar with our website, [www.chesterfielddancecenter.com](http://www.chesterfielddancecenter.com). It includes most, if not all, necessary information and functions as a way to keep all CDC students and parents informed and up-to-date on studio matters. The website is updated regularly; so please visit it often to receive current information. Additionally, we ask all students and families to consult the website or their parent portal before contacting the office.

CDC attempts to be as environmentally friendly as possible and thus posts all needed information on the website, your parent portal and/or sends it via e-mail. If you need other accommodations, you **MUST** make arrangements with an office staff member. Please make sure the office has your up-to-date e-mail address.

### Social Media

Facebook - *ChesterfieldDanceCenter*  
Instagram – *ChesterfieldDanceCenter*  
Hashtag - *#cdcfam*

## Important Dates

- **September 11, 2023** – Fall Session starts
- **November 6 & 7, 2023** – **CLOSED** for Election Day
- **November 22<sup>nd</sup> -November 26<sup>th</sup>, 2023** – Studio **CLOSED** for Thanksgiving/Fall Break
- **December 23<sup>rd</sup>, 2023 - January 7<sup>th</sup>, 2024** – Studio **CLOSED** for Winter Break
- **March 30<sup>th</sup> – April 7<sup>th</sup>, 2024** – Studio **CLOSED** for Spring Break
- **May 27<sup>th</sup>, 2024** - Studio **CLOSED** for Memorial Day
- **May 30<sup>th</sup> & 31<sup>st</sup>** – Dress Rehearsal for Recital 2024
- **June 1<sup>st</sup> & 2<sup>nd</sup>** – RECITAL 2024 (times TBD)

**NOTE: We DO NOT** close for any school professional days or one day holidays observed by CCPS except Election Day & Memorial Day.

## Communication with Instructors

If you have questions or concerns about your child's dance education, don't panic— please do not talk with other parents when questions arise as we believe in going straight to the source. All instructors have CDC email addresses so that you may contact them with questions. **The instructors do not have time between classes to properly address concerns. Please respect their time in between classes.** Instructors' phone numbers will not be given out to parents unless the instructor chooses to do so. Instructors should NEVER give their phone numbers to students.

## Faculty & Staff Emails

**General email** - [info@chesterfielddancecenter.com](mailto:info@chesterfielddancecenter.com)

**Office** – [frontdesk@chesterfielddancecenter.com](mailto:frontdesk@chesterfielddancecenter.com)

**Carrie** - [carrie@chesterfielddancecenter.com](mailto:carrie@chesterfielddancecenter.com)

**Lauren** - [laurenM@chesterfielddancecenter.com](mailto:laurenM@chesterfielddancecenter.com)

**Jamie** - [jamieS@chesterfielddancecenter.com](mailto:jamieS@chesterfielddancecenter.com)

**WORKING OUT SOME KINKS IN THE SYSTEM – REST OF EMAIL ADDRESSES COMING SOON!**

In the event that an instructor gives you their cell phone number, please know that the phone numbers of our faculty are their personal ones and are not to be used unless absolutely necessary.

## Dress Code

All CDC students must abide by the dress code. In addition to your specific class dress code, **do not wear earrings larger than stud size or any necklaces or bracelets.** The dress code is enforced for your safety and to allow the faculty to monitor the proper alignment of your body. You may be required to buy additional items for a recital dance, but will be given proper notification. Hair should always be secured off of your face, and should be in a bun for all ballet classes. **If dress code is not adhered to, the faculty reserves the right to ask any student who arrives without the appropriate attire on to sit out and observe class and a dress code violation letter will be put on file or sent home.**

### **Ballet**

A black leotard, pink footed or convertible tights, and pink ballet shoes (elastic must be sewn into shoes).

**No skirts may be worn (except in tutu, level one and pointe classes). Hair should be secured back in a bun.**

### **Jazz**

Black leggings (long or capri) or booty shorts with fitted tank, leotard, or sports bra.

Black slip-on jazz shoes (jazz 2 and below). Hair secured off face.

### **Tap**

Any color T-shirt, tank, sports bra or leotard with Capri pants or shorts (no long pants are permitted).

Black oxford tap shoes. We recommend Jason Samuel Smith brand tap shoes for anyone in III ADV or higher

### **Modern**

Any color fitted tank, t-shirt, sports bra or leotard with black booty shorts or leggings. Bare feet (no shoes or socks), and hair secured off face.

### **Contemporary**

Leggings or shorts, fitted tank, leotard or sports bra, bare feet, and hair secured off face

### **Hip Hop**

Anything that makes you feel **FUNKY** or that you can move in comfortably. Hair should be secured back, out of face. The required shoes are adidas SUPERSTARS in black with white stripes. Adidas.com or anywhere Adidas is sold.

### **Musical Theater**

See jazz dress code above

### **Rehearsals**

All black attire required for dELIRIUM rehearsals.

## **Class Placement**

At CDC, we take class placement seriously; students will be placed in classes by our experienced instructors according to their abilities and not necessarily age. We do our best to place them in the appropriate class as quickly as possible; however, your child may need to try more than one level to ensure the appropriate fit. We ask that you have patience with the process and know that our goal is to put them in a class that allows them the greatest chance for success.

## **Attendance**

Regular attendance is necessary to maximize the full benefit of dance instruction for every student in the class. We encourage parents and/or guardians to stress the importance of attending class and rehearsals. All students should be on time for their classes and maintain good attendance. If late, or absent, please post the absence in your parent portal as soon as possible (preferably before the class). Simply sign-in to your portal and click on the Attendance icon. From there, you will be prompted to report the absence. If your child misses more than 2 classes in a row, without a report, you will receive a phone call from our front desk.

All classes missed by students are optional for make-up in an equal, or lower-level, class. Students who continually miss class may not be permitted to perform in the end-of-the-year dance recital without the approval of the director and instructor.

## Inclement Weather

In the event that the studio will be closed due to inclement weather or any other reason, we will put it on the website, social media and you may also tune to CBS 6. If school has been cancelled or there is an early release, please check the studio website before assuming the studio is closed (the weather may change).

\*\* There are 2 weeks (May 2024) built into the schedule for snow or other unforeseen circumstances (i.e., COVID-19 or snow), for a total of 34 weeks. Your tuition covers 32 weeks of class, but you will not be additionally charged in the event that we use those dates for non-makeup classes. In the event that we go over our make-up day allotment, no refunds will be given, and classes will not be made up past recital. Classes may or may not be held the week of the recital. This will be determined by the need for make-up classes and/or if the instructor deems it necessary. We will send an email notifying you of all makeup classes and post them on the website.

## Health Conditions and Concerns

Please make sure the office has any health conditions or concerns that are relevant to your child's success and comfort at CDC on file. You may also post it to your parent portal to ensure that all faculty members are aware of any issues. This may include, but is not limited to: **medications, allergies, learning disabilities, medical conditions, injuries**, etc... To ensure that your child is being offered the best chance to learn and grow at CDC, it is extremely beneficial that your child's instructors are aware of this information so that they can effectively teach your child. If your child needs special accommodations in the class, we will do our best to make it available.

**\*\*Please note:** We ask for you to inform the office of any allergies your child may have, especially those that are food-related. On special occasions, instructors may bring treats (candy, cookies, etc...) to their students. It is our strict policy that students must first ask their parents or guardians before they eat their treats; however, we know that some allergies can be quite severe and if we are properly notified, we will do our best to bring in treats that all the students can enjoy.

## Liability

All parents and/or guardians are required to sign the Limited Liability Waiver (on Dance Studio Pro Parent Portal) in order for their child or children to participate in any class or studio related activities. In addition to our liability waiver, there is also a COVID-19 waiver, which also has to be signed before coming into our building. If an injury would occur during class, or any studio related activity, the student and their family are solely responsible for all medical costs and/or damages. All student participation is at your own risk.

## Separation from the Parent

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children. As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning how

- to develop an interest in the activities of the dance class
- to feel comfortable with other children in the class
- to understand that his/her parent will come back and pick him/her up
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.
- Avoid prolonged good-byes.
- Expect the crying (we do too!) and know that usually the tears are for the parent's benefit.

### **It May Not Be the Right Time**

If your child cries or does not want to take a class, don't panic. If parents push children and create more stress than he/she is already experiencing, the child may come to perceive dance class as a bad experience. That kind of negativity could make them

apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom. If your child stops attending class within the first month, we understand. We encourage you to have your child try again next year, and we will refund any payment for classes unattended.

## **Lost and Found**

There is a lost and found box located in the back, behind studio III. Anything left in the studio will be put in the lost and found box. Four times a year, the box will be emptied and all contents will be given to Goodwill, so please claim your belongings as quickly as possible. CDC is not responsible for lost or stolen items.

## **Add/Drop Policy**

If you wish to add or drop a class, you **must** fill out an add/drop form and give it to a CDC office staff member during office hours (or send an email to [info@chesterfielddancecenter.com](mailto:info@chesterfielddancecenter.com)). Once an add/drop form is submitted, an e-mail will be sent to you confirming that the office received and processed the information. Responsibility for payment will end on the 1<sup>st</sup> of the month following the date of add/drop form submission (i.e., if you submit an add/drop form on November 9th, you are responsible for tuition through the end of November and responsibility for further payments will end on December 1<sup>st</sup>). This means you will not receive a refund for paid classes that you did not attend if you dropped in the middle of the month. **If you stop coming to class without proper notification, you will continue to be charged for that class until the office is properly notified. If you drop a class after January 1<sup>st</sup>, you will be responsible for paying the tuition in-full (no refunds will be permitted after January 1<sup>st</sup>).**

## **Class Decorum and General Rules**

Dance requires discipline and respect for the art form; in order to demonstrate this discipline and respect, we ask that you follow the rules stated below.

- ♥ **BE ON TIME!** Any student entering class 15 minutes after the start of the class will not be allowed to participate in class that day. If you are late, please wait quietly until the teacher asks you to join class. You are already late; there is no need to be a distraction.
- ♥ All students must follow the CDC dress code; this includes proper attire and hairstyle. The instructors at CDC reserve the right to ask any student who arrives to class without the appropriate attire on to sit out and observe class.
- ♥ Inappropriate or disruptive behavior of any kind will not be tolerated. We encourage students to develop a friendly and positive classroom atmosphere and behavior that does not contribute to this can result in removal from the class.
- ♥ All CDC faculty and staff are to be treated with respect.
- ♥ If you are going to arrive late to a class, please call the studio and give advance notice to the instructor.
- ♥ Cell phones are **NOT** allowed in class, period.
- ♥ Parents must not talk or correct their child if observing class.
- ♥ Chewing gum is not allowed in the studios.
- ♥ If your instructor gives you treats (candy, cookies, etc...) at the end of class, you must first ask your parent or guardian before consuming them.
- ♥ No eating or drinking (with the exception of water bottles) is permitted in the studios.
- ♥ Restrooms should be used before or after classes.
- ♥ No running in the studios.
- ♥ Please treat the studio with respect and clean up after yourselves. This includes disposing of all garbage and picking up all belongings.
- ♥ Class is **NOT** social hour; there should be no talking in class.
- ♥ Attitudes are everything. Please come to class with a positive attitude and ready to learn. Instructors will give constructive feedback that is meant to benefit you; learn to take constructive feedback and use it to make you better. Listen to each correction given, whether it is directed to you or another dancer. A correction is a compliment; it shows you how much a teacher cares about your progress as a dancer. Students are encouraged to ask questions of their instructor(s) as long as the question is relevant to the class work.
- ♥ No hanging on bars at any time.
- ♥ All students must receive permission from their instructor before leaving class.
- ♥ Do **NOT** touch the mirrors.
- ♥ Instructors should be properly thanked at the end of each class by clapping or a curtsy/bow.

## Payment Information

### Acceptable Methods of Payment and How to Make a Payment

- ♥ Payments can be paid by cash, check, or credit card in the office, or through your invoice with Intuit. (Checks payable to Chesterfield Dance Center or CDC). If you are monthly or quarterly, a credit card on file is REQUIRED and will be run on the 6<sup>th</sup> of the month.
- ♥ You can make a payment by mail, in-person, or through your CDC invoice.
- ♥ If you make a payment in-person, do not leave cash or checks on the desk. Either hand it to the office staff or put it in the payment box in the front lobby\*\*
- ♥ **Statements and invoices will be sent via e-mail.** Please make sure the office has your up-to-date e-mail address and notify the office ASAP if there is a change in your e-mail information. If you are unable to receive statements and invoices via e-mail and need other accommodations, you must notify the office and make other arrangements; otherwise, CDC will not be held responsible.

\*\* CDC is not responsible for checks that are left on the desk.

\*\*\* No refunds or discounts will be given for missed classes. Missed classes may be made up at the discretion of the teacher and pending the make-up class is not at capacity.

## Payment Plans

At CDC, we offer various payment plans to accommodate your needs. You may select one of four payment plans: in-full, by semester (2), quarterly (4), or monthly (10). CDC runs on a thirty-two (32) week schedule from September-May, but thirty-four (34) weeks are built into the schedule to allot for days missed due to inclement weather. (see "Inclement Weather" for info on make-up classes)

- ♥ **Please note that payment plans do not include costume or recital fees.**
- ♥ A \$25.00 NSF fee will be assessed on any cancelled or returned checks.

**In-Full** - The total tuition is paid up-front at the time of registration.

**Semester** - This payment plan allows you to break your tuition into 2 payments (i.e., your total tuition is divided by 2 to determine your semester payment rate). The **first** payment is due at the **time of registration** and the second payment is due by **January 5<sup>th</sup>**.

**Quarterly** - This payment plan allows you to break your tuition into 4 payments (i.e., your total tuition is divided by 4 to determine your quarterly payment rate). The **first** payment is due at the **time of registration**. The following **three** payments are due by the **1<sup>st</sup> of November, February, and April**. **Card on file and contract required.**

**Monthly** - This **payment plan** allows you to break your tuition into 10 payments (i.e., your total tuition is divided by 10 to determine your monthly payment rate). **Please note: This is a payment plan and does not reflect a full month of tuition.**

The **first two** payments are due at the **time of registration**. The following eight payments are due by the **5<sup>th</sup> of October, November, December, January, February, March, April, and May**.

\*\* If you choose the monthly or quarterly plan option, you will be required to put a credit or debit card on file. In the event that you do not pay your bill by the 5<sup>th</sup>, we will automatically use the card on file on the 6<sup>th</sup> (unless it is not a business day, then your card will be run on the next business day). **Payments not made by the 6<sup>th</sup> will result in a \$15 late fee.**

- ♥ **If the credit card number we have on file is declined in any way, and cannot be processed, you will be assessed a \$25 declined card fee. Please notify us of any credit card changes as soon as possible to avoid penalties.**

**Registration fees** are due at the time of Fall/Spring registration if registration was paid in the summer, it will not be charged to your invoice in the fall). The fees will go to the production of the Student Handbook, and other registration tools, and for the staff required to work registration hours. Any extra fees collected will go to studio improvements.

- ♥ **Single student \$25**
- ♥ **Family \$50**

## Payment Plan Contracts

In order to ensure that CDC can continue to run as smoothly as possible, if you opt for a monthly or quarterly payment plan, you will be required to sign a contract and have a credit card on file. For more information, ask to see the contract unique to your plan.



## Recital 2024

Our 2024 recital venue will be the Perkinson Center for the Arts and Education, and have the dates of **June 1<sup>st</sup>-2<sup>nd</sup>, 2024** reserved (dress rehearsal is May 30<sup>th</sup> & 31<sup>st</sup>). Should something change with our plans (unlikely), we will notify you as soon as possible.

- ♥ **If a student is not planning on participating in the recital, written notification must be turned into the office no later than December 1<sup>st</sup>. Please note:** Instructors choreograph dances based around the number of dancers they have in that particular class. Once a class begins working on their recital dance, students learn specific spacing, groups, etc... In the event that a student drops out of the class after already being choreographed into the recital dance, it leaves the rest of the students and the instructor in a difficult situation. Please, consider this carefully and try your hardest to not have this occur.
- ♥ Additional recital information will be posted on the website, in our **Recital Handbook**, as it becomes available.
- ♥ **If your tuition is not paid in full by May 30<sup>th</sup>, your child will not be able to participate in the recital.**

## Recital Fee

This year, we will be implementing a recital fee that will include tickets and a digital download of all the recital shows (will be 5-6 shows depending). The amount of the fee will depend on the number of classes taken as follows:

1-2 classes \$60 (single dancer) \$70 (family) – includes (2) tickets to one show and a digital download of all shows

3-4 classes \$90 (single dancer) \$100 (family) – includes (4) tickets to 1-2 recital shows and a digital download of all shows

5+ classes \$120 (single dancer) \$130 (family) – includes (6) tickets to multiple shows and a digital download of all shows

**All recital fees will be due at registration and are NON-REFUNDABLE. Additional tickets will be available for purchase through the theater in May 2024, one week after sales have opened for pre-paid tickets.**

## Recital Costume Information and Invoices\*

- ♥ A non-refundable costume deposit of **\$25.00** per class is due at the time of registration. It will be credited to your costume invoice at the time of order. **PLEASE NOTE:** This is NOT your total costume bill, just a *deposit* towards your final total.
- ♥ Costume invoices will be sent out late October/early November and must be paid IN FULL by December 1<sup>st</sup>. **Note:** Once costumes have been ordered you are responsible for paying for your costume bill in-full even if your enrollment status changes.
- ♥ A 10% late fee will automatically be applied to your account if the costume invoice is not paid in full by December 1<sup>st</sup>. Each additional 30 days overdue, an additional 10% late fee will be assessed.
- ♥ If you would like an estimate of your child's costume bill before they are sent out, please contact the office.
- ♥ Recital costume measurements will be taken in all classes during the month of November. **We must have all CDC student measurements before we close for winter break.**
- ♥ Costumes cannot be returned or exchanged unless there is a manufacturer's error; this is not CDC's policy but that of the costume companies. We do our best to get your child in the appropriate size costume; however, if alterations are needed it is your responsibility to handle.
- ♥ Recital costumes will be given to students upon delivery to the studio. **Students will not be able to take their costumes home until the costume bill has been paid in-full.** If tights are to be worn with a costume, the tights will be ordered and passed out with the costumes.





## ADD/DROP FORM

Name of Dancer: \_\_\_\_\_

Date of Change: \_\_\_\_\_

Class Name: \_\_\_\_\_ Add / Drop (circle one)

Signature of Parent/Guardian: \_\_\_\_\_



## ADD/DROP FORM

Name of Dancer: \_\_\_\_\_

Date of Change: \_\_\_\_\_

Class Name: \_\_\_\_\_ Add / Drop (circle one)

Signature of Parent/Guardian: \_\_\_\_\_