



Student Handbook
Policies & Procedures
2016-2017

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GENERAL

CenterStage Performing Arts Academy offers high quality education and practical experience in many facets of the arts, including dance, music, and theatre. It has been an integral part of the community of Gallatin, Tennessee for over fifteen years.

Our Mission Statement:

CenterStage Performing Arts Academy's mission is to educate, encourage, and inspire students by providing the highest quality performing arts education and opportunities.

Website/Social Media: Please visit our website at performcenterstage.com. There you will be able to find our current schedule, register for classes, and submit a contact request form if further assistance is needed. Important announcements and other information can also be found on our Facebook page (facebook.com/centerstagetn) and Instagram account (@centerstagetn).

Email: Email is our main method of communication at CenterStage. Please confirm with us that we have an accurate email address for you at the time of registration. Check your email often for important announcements and information.

Online family account: Your secure family account will allow you to see your account balance, pay tuition, and view and enroll in current classes. To create your account, or to receive assistance logging in, please email info@performcenterstage.com.

Parking: When bringing your student to class, feel free to use the driving circle at the front door to drop them off. Please do not park in this area for any length of time, and do not use it as a waiting area when picking your child up. Use the regular parking spaces while waiting for your child to finish class. Occasionally, classes can run a few minutes late or students could need a few extra minutes to collect their things. We have many little ones coming in and out and would like to avoid parking, congestion, or use of multiple lanes in front of the doors. Please remember that you are responsible for your child in the parking lot. We have a nicely lit parking area, but please take precaution at night.

Waiver forms: No student will be admitted to class without a signed waiver form on file.

Registration Fees: Registration fees are \$30 per family, per year, regardless of your enrollment date. Registration fees are not required to participate in Springboard.

Withdrawal from Classes and/or Lessons: To withdraw from any and all classes (including private lessons), you must submit a withdrawal form at the studio with no less than a two-week notice. *Emails or texts will not be accepted.* You will still be required to pay for any classes that occur before the final withdrawal date, regardless of attendance.

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Inclement Weather: We do NOT follow Sumner County school closings. During inclement weather, a closing decision will be made *no earlier than 1 p.m.* There will always be an email sent, a Facebook post created, and a voicemail greeting update if the studio is indeed closed. If none of these addresses the weather or studio closing, you can safely assume the studio is open. If inclement weather arrives to the area after 2p.m., assume the studio is open unless you are directly contacted by one of the directors or an instructor. Always do what you think is best for you and your family during any inclement weather. Make-up classes are always available.

Class Time: Please observe the class times by arriving a few minutes before your class. Use this time to use the restroom or get a drink of water, and make sure you are dressed and ready to participate at class time.

Questions and Concerns: Please feel free to speak with a director or your student's instructor at any time to discuss your child's progress and/or any concern you may have. Keep in mind that instructors typically have only 5 minutes to prepare for their next class. They are happy to speak with you about student progress and will gladly schedule a time to meet with you.

CLASSROOM RULES

1. DRESS APPROPRIATELY for each class (see Dress Code).
2. BE ON TIME. Tardiness is extremely disruptive.
3. CELL PHONES, I-pods and other disruptive items should be left at home, in your car, or turned off during class.
4. Do NOT touch mirrors.
5. NO RUNNING in the building.
6. ONLY WATER will be permitted inside all studios and classrooms. Healthy snacks are permitted in common areas only during break times.
7. CHILDREN NOT ATTENDING CLASS MUST BE ACCOMPANIED BY AN ADULT at all times.
8. BE RESPECTFUL OF YOUR TEACHERS. You are here to learn. If you interrupt, or are talking over your teacher, you are not learning. Please save suggestions, ideas, or stories for before or after class.

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9. BE RESPECTFUL OF YOUR PEERS. They are here to learn. If you are talking to them during class, you are distracting them. Whispering is not permitted in class.

10. BE RESPECTFUL OF OUR SPACE. Keep CenterStage clean by cleaning up after yourself in studios, common areas, and restrooms. Always throw away trash.

PROGRAMS

CenterStage Performing Arts Academy operates three different programs: The School of Dance, Springboard, and the Private Lessons. Although students may take classes from more than programs and programs will occasionally combine and collaborate for performances, **discounts between the three programs are not applicable.**

- **School of Dance** – Dance classes are offered weekly. Students have the opportunity to participate in two dance concerts each year: a Christmas show and the year-end recital. Discounts are given for a student taking multiple classes. Discounts are also available for families with multiple children taking dance classes.
- **Springboard** – Springboard performance workshops rehearse weekly and perform several times a year. Students are not required to participate in all productions to be a part of the program. Discounts are offered for multiple family members who choose to participate.
- **Private Lessons** – Private lessons are offered weekly. Students who enroll in these lessons are encouraged to complete the full 2016 – 2017 term. Because private lessons students receive one-on-one instruction from an instructor, these classes are not subject to discounts.

DANCE PROGRAM

Curriculum: CenterStage uses nationally accredited Cecchetti and Al Gilbert methods in our ballet and tap classes to provide clear progress goals for our students. Students have the opportunity to pass national exams to advance at their own pace to the next level in Cecchetti. CenterStage will determine when a student can move up to the next level in Al Gilbert. Jazz, Hip-Hop, Tumble and any specialty classes follow guidelines created by Dance Masters of America. Please go to your instructor with any specific questions regarding our chosen methodologies.

Student placement: We place students in our classes based on skill first and then age at the beginning of each year. We allow a 4 week period to determine if all students have

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been placed in the proper class for their optimal learning experience. After 4 weeks we will reassess our class assignments and reorganize as necessary. Although our students are placed in classes based on skill first, age gives parents and students a guide for approximate placement at our school. Instructors decide the placement of each student so that they are in the best learning environment to improve their skills.

Level Ages:

Level 1 = 3 – 4

Level 2 = 4 – 6

Level 3 = 6 – 7

Level 4 = 7 – 9

Level 5 = 8 – 10

Level 6 = 9 – 14

Level 7 = 13+

Dress Code: Please observe the CenterStage dress code for each class. Students who violate the dress code will be given a verbal warning on the first offense. A second offense will grant a written take-home warning, with the third offense requiring the student to sit and observe for that class. If there are any questions about a particular item, please ask your instructor.

Levels 1 & 2

- Any color leotard (any type sleeve)
- Pink, white, or tan tights. **NO BLACK TIGHTS.**
- Pink ballet shoes. No black ballet shoes please.
- Black tap shoes (For younger students, try to avoid shoes that tie)
- Dance skirts or tutus are optional
- Hair must be pinned or pulled back in a short pony tail or bun

Levels 3 – 7

Ballet or Pointe

- **BLACK** leotard (any type sleeve)
- Pink tights. **NO BLACK TIGHTS.**
- Pink leather ballet slippers (pink satin Pointe shoes for Pointe)
- Absolutely no pants or shorts of any kind!
- Hair must be pinned or pulled back in a short pony tail or bun
- Black or pink dance skirt (optional)
- **NO SWEATSHIRTS** or baggy cover-ups. Ballet shrugs are allowed.

Tap

- Solid color leotard (any type sleeve)
- Any color tights
- Any color dance shorts or capris (optional). **NO long flared pants.**
- Black jazz tap oxfords. *Levels 6 & 7 must be split-soled shoes.*

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Jazz/Lyrical

- Solid color leotard (any type sleeve)
- Any color jazz pants/capris or any color tights with shorts
- Tan jazz shoes (split sole, slip-on preferred)
- Tan foot undies (any style) or barefoot recommended for Lyrical
- No mid-drifts, please

Hip-Hop

- Any appropriate t-shirt, dance top or leotard
- Solid color jazz pants/capris or any color tights with dance shorts
- Black jazz shoes (lace up or slip-on)
- No mid-drifts, please

Worship

- Any appropriate t-shirt, dance top or leotard
- Any color legging/capris or any color tights with dance shorts
- Tan foot undies (any style) or barefoot

NO JEWELRY in any classes. Small stud earrings are the only exception. Hair must be pulled out of the face for all classes.

Tuition: Registration fees are \$30 per family, regardless of your enrollment date.

All dance fees are charged on a monthly basis. Each month of the season (August – May) will be billed at full tuition price regardless of any closings planned or unplanned. August and December are the only exceptions, and are only charged a half month rate. If you enroll in any class past the first week of the month, your tuition will be pro-rated for that month.

Tuition is due the first week of class in that month, and considered late after the 2nd class of the month. There is a **\$10 fee for late tuition payments**. There is a \$25 fee for all insufficient fund checks. If your student misses the first and/or second week of class, you are still responsible for paying your tuition on time. Please refer to our season calendar for specific due dates.

We currently accept cash, check, or credit/debit card (excludes American Express). Tuition can be paid in person at the front desk, dropped off in the tuition box in the lobby, or paid online using your secure family account.

Automatic Withdrawals: An automatic funds transfer can be set-up with a credit card or bank account. Please contact us to set-up your automatic withdrawal. Payments will be processed on the first Friday of every month.

No refunds: Your class time is reserved for you. There are no refunds or deductions for absences. In the event of an unplanned studio closing, a make-up class will be scheduled.

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No refund will be given if you are unable to attend a make-up class. In the event that you withdraw from any/all classes, you will still be responsible to pay for any attended or unattended classes before an official withdrawal form is submitted.

Attendance: Perfect attendance is expected to ensure readiness for performances, and to demonstrate respect for your instructors and fellow classmates. Tuition credit is not given for missed classes. Students have the option to attend a make-up class within four weeks of the missed class, and can only make up in classes at their current level or higher.

Missed Classes: It is imperative that our students attend each class. When a student misses a class, they miss out on building blocks that allow our students and their peers to perform at their optimum ability. A CenterStage student will be allowed 2 absences per class from January to the recital date. After the 3rd absence, students will be required to participate in private lessons to get caught up and to participate in the year-end recital. Private lessons will be charged at the normal rate (\$40 per hour), and will continue until the instructor feels the student is ready. Reviewing missed choreography during regular class time will not be an option, as this hinders other students who have good attendance and have already learned the routine. Students who miss 3 or more classes may also be subject to staging changes to move them to the side or offstage during sections of the recital routine they have not mastered due to absence. Extreme illness with a doctor's note will be the ONLY exception.

Price List (monthly fees):

- 1 HOUR DANCE CLASS
 - First class = \$46.00
 - Second class = \$38.00
 - Third class = \$32.00
 - Fourth class = \$26.00
 - Each Additional = \$22.00
- 1 ½ HOUR DANCE CLASSES
 - First class = \$50.00
 - Second class = \$42.00
 - Third class = \$36.00
 - Fourth class = \$30.00
 - Each Additional = \$26.00
- 45 MINUTE DANCE CLASSES
 - First class = \$42.00
 - Second class = \$34.00
 - Third class = \$28.00

Family discount (two or more students enrolled living in the same household): 10% off total tuition. Scholarships may also be available.

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CHRISTMAS SHOW: *Deck the Halls*

Each year, the school of dance students perform the second act of CenterStage's Christmas show: *Deck the Halls*. Each class will learn a routine during regular class time from August – December. Depending on the class, minimal expenses may be incurred regarding this performance for costumes. Please confirm any additional costs with your instructor.

GALLATIN'S CHRISTMAS PARADE

All CenterStage students will have the opportunity to walk and/or perform in Gallatin's Christmas Parade. Students wishing to dance down the street are welcome to meet us at the start of the parade route an hour or so prior to the start time to learn a short routine. Students and/or parents wishing to walk the route are invited to throw candy and hand out flyers. There will be no additional cost to participate.

YEAR-END RECITAL

Participation in the year-end recital is optional, but is highly encouraged. The recital gives each student an opportunity to demonstrate skills they have learned throughout the year, as well as valuable stage experience.

Recital Costumes: Each individual class will require a recital costume (some classes will have several costumes). Costumes must be paid in full by the first of December so that they can be ordered. Costumes are ordered during the Christmas break and must be paid in full at the time of the order. **There are no refunds for costume orders.** In the event that you decide not to participate in the year-end recital, you must notify us before December 1st. Costumes will be ordered after that date and are not able to be returned. Any costumes ordered after the December deadline is subject to a separate shipping and handling charge of \$15 to \$20 per costume.

Costume Payment Schedule:

First \$25 costume deposit (per costume suggested) due with September tuition
Second \$25 costume deposit (per costume suggested) due with October tuition
Costume balance due in full by December 1st

Dress/Tech Rehearsal: If a student decides to perform in the recital, the in-class dress rehearsals and on-stage tech rehearsals are mandatory. All fees (tuition, late fees, and fines) must be paid in full in order to participate in the recital.

SPRINGBOARD

Springboard will mount three variety shows each year (singing, dancing, and acting), and one two-week summer performance camp. Students are not required to participate in all shows to be a part of the program. No previous performance experience or auditioning is needed. Before each rehearsal period begins, a welcome letter with dates, times, and costume information will be emailed.

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Dress Code: Students need to come prepared to move, no jeans please. Students may wear dance shoes or tennis shoes. Do not wear flip flops or sandals of any kind.

Rehearsals: Each Springboard show will be mounted fairly quickly, with rehearsals meeting only on Fridays. Rehearsal and practice time outside of group rehearsals is expected. Please bring water and a healthy snack(s) to eat during breaks.

Absences: Students are allowed to miss **one rehearsal** per show, with the expectation they will make up their work at home. A student who misses multiple rehearsals or comes to rehearsal unprepared may be asked to sit out of some portions of the show and/or have any solos removed if the circumstance warrants.

Tuition: Tuition is due in its entirety before the first rehearsal of each show. Scholarships may be available. There are no registration fees, and sibling discounts are available:

- 1st student = \$150
- 2nd student = \$120
- 3rd student = \$75

MUSIC PROGRAM

Students in our music program have the opportunity to participate in our Choir and/or take private lessons in dance (multiple styles), voice, musical instruments, and acting. Our music program hosts two recitals per year: a Christmas show, and year-end recital.

Private Lessons: It is our expectation that students will commit to a 2016-2017 term. Allowances can be made for shorter terms in certain situations, such as preparing for an audition. Private lessons can continue through the summer if the student and/or instructor chooses.

Tuition: Registration fees are \$30 per year, regardless of your enrollment date.

Multiple or family discounts are not applicable to private lessons.

- One 30-minute lesson per week - \$20 per lesson (roughly \$80 per month)
- One 45-minute lesson per week - \$30 per lesson (roughly \$120 per month)
- One 60-minute lesson per week - \$40 per lesson (roughly \$160 per month)

Additional charges for curriculum materials may be required, and normally ranges between \$10 - \$30.

All lesson fees are charged on a monthly basis. If you enroll in lessons past the first week of the month, your tuition will be pro-rated for that month. Tuition is due the first lesson in that month, and considered late after the second lesson of the month. There is a

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\$10 fee for late tuition payments. There is a \$25 fee for all insufficient fund checks. If your student misses the first and/or second week of lessons, you are still responsible for paying your tuition on time. Please refer to our season calendar for specific due dates. We currently accept cash, check, or credit/debit card (excludes American Express). Tuition can be paid in person at the front desk, dropped off in the tuition box in the lobby, or paid online using your secure family account.

Automatic Withdrawals: An automatic funds transfer can be set-up with a credit card or bank account. Please contact us to set-up your automatic withdrawal. Payments will be processed on the first Friday of every month.

Absences: Please coordinate any vacations or absences with your instructor before tuition is posted at the start of the next month. In case of absence, a 24-hour notice must be given to be eligible for a make-up lesson. Any lessons cancelled same-day will not be eligible for a make-up lesson or refund. Your instructor has set time aside to be available at the studio for you.

If your instructor is not able to meet at your regularly scheduled time, you may schedule a make-up lesson at a convenient time within the same month. Any lessons canceled by an instructor on the same-day will be refunded.

Choir: Our CenterStage Choir meets for one hour per week, with tuition being charged monthly. Choir is eligible for multiple class discounts in conjunction with the Dance Program, as well as family discounts.