

Clarkesville School of Dance Handbook 2024-2025

Welcome to Clarkesville School of Dance it is our mission to enrich the lives of children and adults through dance. to provide quality instruction, inspiring excellence, while enhancing self-confidence, physical fitness, and setting goals. Helping our dancers to achieve those goals and a life-long passion for the arts.

We are pleased that you have chosen the Clarkesville School of Dance (CSOD) for your dance education.

All students are enrolled in classes that are suitable for their individual ability. Each dancer is evaluated and placed by the teachers and director where we feel they will most benefit for their dance abilities. Students are evaluated throughout the season and may be asked to move within the season to better suit their needs. Please take a moment to look through this handbook to familiarize yourself with the studio policies and procedures.

Class Etiquette:

Proper dance requires discipline. It is the discipline that is gained through dance training that makes dance such a positive and valuable activity. Please be on time for class and wear the proper attire. See Dress Code Information for more details.

ABSOLUTELY no chewing gum or eating will be permitted in class. Gum is not allowed anywhere in the dance studio.

Disruptive behavior is not tolerated. Any disruptive behavior, use of profanity, or ridiculing of other students will result in immediate removal from class.

The monthly tuition rate will remain the same throughout the year regardless of the number of weeks in any given month. (For example: SOME MONTHS HAVE 3 WEEKS OF CLASSES DUE TO HOLIDAY CLOSINGS, WHEREAS OTHER MONTHS HAVE 5 DUE TO THE YEARLY CALENDAR.)

*Please note that CSOD will run with Habersham County School system as far as closings for inclement weather. But we will not always close for teacher work days.

Please sign up for Studio Text service and friend us on FB for up-to-date information.

Class Withdrawal:

A written notice is required before a student may withdraw from a class. A 30-day Withdrawal. (For example: if you are planning to withdraw on January 1st, then notice must be provided to the office in writing no later than on December 1st) The Clarkesville School of Dance retains the right to keep the students' enrollment status "active" and charge accordingly if a class withdrawal occurs prior to the notice being given. No discounts are given for classes missed. Classes may be made up in the lower level classes if the same level classes are not available at a convenient time for the student, we urge all students to make up classes missed whenever possible.

Yearly Dance Performance Opportunity: Recital

Our recital will be in May or first week of June more details on that to come. Please be aware of clearly posted information in the studio lobby and front door as the date approaches. We do not rely on emails due to computer problems. All performers will be given written information regarding makeup, performance attire, and expectations for our wonderful show extravaganza.

MANDATORY: Due to the many aspects of putting on a show of this size, we are asking that you leave the day of your show open so that you won't miss this important onstage rehearsal. We do try to minimize all rehearsal time for dancers by not doing this rehearsal in show order. Your patience is appreciated for this day! This rehearsal is crucial to the success of our show. Remember, your dancer is part of the success.

All costumes must be paid in full before November 30th, 2024 costume are \$98.00 per costume and new tights will be provided for your dancer with their costumes. We order costumes the first 2 weeks of December and if you have not paid for your costumes they will not be ordered.

For our students who have multiple costumes, you may divide your costume payments throughout the year. Please check with the office to set up this payment plan.

NOTE: The office must be notified no later than November 30th, 2024 if the dancer is not participating in the Show. After this date all costume & recital fees are non-refundable.

Registration and recital fees due at registration is used to cover the expenses for theater rental, lighting, music, backstage technical crew, as well as props & sets (when applicable).

Tickets are sold to help off-set the recital costs.

Additional tickets may be purchased for family & friends and will be on sale TBA

Clarkesville School of Dance Dress Code for Classes:

Baby Ballet: (Pre-Ballet) required leotard (light Blue, Pink or Lavender- We choose the color each year), pink tights, pink ballet shoes

Ballet: (ALL) 5 years and up - black leotard, pink tights, pink ballet shoes

Tap: black leotard, tan tights, and tan tap shoes

Jazz: black leotard, tan or black tights -Dancers ages 5-12 wear tan jazz shoes. Company dancers may dance barefoot or wear tan jazz shoes

Boys wear black jazz shoes.

Musical Theatre Dance Classes-girls should wear leggings and a leotard or fitted T-shirt and tennis shoes or bare feet. Boys clothes that he can move in- gym shorts, sweat pants and a T-shirt. NO SLIDES or CROCS for girls or boys.

Company or advanced Students may wear any solid-colored dance leotard with proper tight colors and shoes for appropriate classes.

Other dance attire notes:

*****Hair must be pulled away from the face in all classes. If hair is too short to put in a bun a headband or barrettes may be worn.**

Ballet: Please use hair nets and hairpins when putting hair in bun, younger dancers may wear bun covers.

Tap/Jazz: no shorts, jeans, loose pants, sloppy t-shirts allowed.

Boys attire: solid colored T-shirt (no writing) with black jazz pants, older boys should wear a dance belt (Ballet) Black or white ballet shoes (Tap) Black slip-on tap shoes

Special note to parents: All students participating in the end of season recital will be required to wear specific dance shoes as listed above. Usually, the shoes worn are the same as those listed in the dress code: however, there are situations where the costume requires a shoe that is different from the dress code.

Parent's Responsibility:

It is the responsibility of the parent or adult student to be aware of all studio activities. such as Watch Days, recitals, extra classes and dates the school is open or closed. There is a

MARK Your Calendar 2024-25 Important Dates file in your parent portal It is the responsibility of the parents or adult students to inform the school of any address, telephone or email address changes.

Care of Students:

The studio is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before or after class time.

Photo Release: The studio is hereby granted permission to take photographs of the students to use in brochures, website, posters, advertisements, and other promotional materials the school creates. Permission is also granted for the school to copyright such photographs in its name.

First Aid/Safety: Students and teachers have access to first aid supplies when necessary for no minor injuries. Pointe students should supply their own band-aids and tape. We often have extra hair supplies if you need on a 1 time situation, however not on a continuing basis. We ask that parents help fill our hair supply equipment. The office is not responsible for providing these materials necessary for all students.

Pricing Information:

Please note: **We DO NOT PRO-RATE classes.** Payments can be made by cash, checks (payable to CSOD or Clarkesville School of Dance) or credit/debit card. You may set up on autopay through your parent portal and those charges will be done on the 5th of each month.

Recital Costume Fees: \$98.00 per costume- per class. Costumes must be paid in full prior to November 30th, 2024.

There is a \$35.00 annual registration fee due each year.

Thank you for choosing Clarkesville School of Dance we look forward to serving you.

If you have any questions, please do not hesitate to inquire.

Thank you,

Francie Keene

Artistic Director/ Owner