



# Dance Creations Dance Studio STUDIO HANDBOOK

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[www.dancecreationsdancestudio.com](http://www.dancecreationsdancestudio.com)



*We are thrilled to welcome each family into our 35th season of dance!  
We thank you for your trust and allowing the staff at DCDS to do  
what we love best: to share our passion for the art of dance! As  
always, we hope you have a positive experience at  
Dance Creations Dance Studio.*

### **Mission**

Dance Creations Dance Studio is committed to providing high quality dance education fostering creativity, confidence, and personal growth in an inclusive and supportive environment nourishing hearts and minds for life!

### **Vision**

Our staff strives to make each and every student feel important! By instilling a sense of accomplishment to not only grow as dancers, but all grow into kind, confident, life-ready adults through the journey of dance. At DCDS we focus on 5 core values to guide us into every part of the studio: Kindness, Positivity, Authenticity, Passion and Creativity.

### **Community**

DCDS In Motion is a children's performance company established in 2008 for the dancers at Dance Creations Dance Studio and the surrounding areas. It's mission is to create an environment for dancers to expand their talents, enjoy performance type activities, and learn priceless lessons by participating in projects to help others in our community. To date, DCDS In Motion has raised over \$20,000 for The Illinois Capital Area Chapter of The Red Cross, The Make A Wish Foundation, The United Breast Cancer Foundation, The Ronald McDonald House, and also for a local boy undergoing a kidney transplant.

WELCOME

# IN OUR COMMUNITY

## YELADIM-YESHAYNIM

Students from Dance Creations Dance Studio performed a tribute to Holocaust victims at the opening of “Stories of Survival” at The Abraham Lincoln Presidential Library and Museum



## RIDE TO REMEMBER

Ride to Remember 9-11 performance to remember those who lost their lives and to honor the first responders and heroes of 9-11.



# "MAKING STRIDES AGAINST BREAST CANCER" PERFORMANCE





# OUR DANCE SEASON

Students have many opportunities to join in on the fun all year round:

- **Full Dance Season:** September 8<sup>th</sup> - June 14<sup>th</sup>
- **Summer Session:** June - July
- **Pop-Up Mini Sessions and Intensives:** TBA

**Holidays: Studio is closed on the following dates:**

- **Halloween:** October 31
- **Thanksgiving Break:** November 23<sup>rd</sup> - 30<sup>th</sup>
- **Winter Break:** December 21<sup>st</sup> - January 4<sup>th</sup>
- **Spring Break:** April 5<sup>th</sup> - 12<sup>th</sup>

**Festive Weeks: Students may dress up for class:**

- **October Costume Dress Up:** October 27<sup>th</sup> - 30<sup>th</sup>
- **December Holiday Dress Up:** December 15<sup>th</sup> - 20<sup>th</sup>
- **February Valentine's Dress Up:** February 9<sup>th</sup> - 14<sup>th</sup>



# STUDIO POLICIES

*It's more than about dance!*

**Dancing at DCDS is so much more than a collection of steps and skills during class time. It's about building experiences with friends for a lifetime. Experiences that are evolving and meaningful, impactful to the dancer's life and the lives of others.**

- **Class Placement:** Current age, the age of previous training, previous styles of dance studies, and maturity of student will be taken into consideration. Students will not be placed in classes in order to be with friends or siblings. Placement in any class is not guaranteed. Dancers enrolled in any class other than Move & Groove must be potty trained. *Missed Classes:* If a dancer is going to be absent from class, it is necessary to call the studio and leave a message. Make up classes are available by request. A dancer who is absent from school due to an illness should NOT attend class on that same day! Please do not bring a dancer to class if he/she has a fever or symptoms of any illness. Always, always have your dancer use the restroom before class and remember to do a health assessment before arriving!
- **Studio Software & Parent Portal:** DCDS is excited to now be utilizing Dance Studio Pro software as a secure portal for communication and billing. This amazing software upgrade will now allow our dance families to submit payments, view their invoices, and access their dance account 24 hours a day, 7 days a week! It will also allow for communication with our studio staff. Once a dance account is created, the free parent portal app can be downloaded for easy access for class registrations, viewing class schedules, making payments, and more!
- **Parent Communication:** Email is the BEST way to communicate with the studio and is the main form of communication used for our studio families, however we also utilize SMS texting, so please opt in! If you call the studio and we are unable to answer, please do leave a message and we will return your call. Text will be responded to from 9am-4pm Monday-Friday. Please do not text us outside that timeframe. Email is monitored all the time!
- **Medical Information:** Parents must notify the Director/Instructor of any medical conditions, physical limitations or learning disabilities at the time of registration. This would include the need of an inhaler, or any medication needed during his/her time at DCDS. The more we know about our students' wellbeing the better experience it will be for everyone.

- **Parking:** Please keep a watchful eye on dancers entering and exiting the building. DCDS is not responsible for any damage to vehicles or parking lot altercations.
- **Drop Off and Pick Up Procedure:** Dancers should arrive no more than 10 minutes prior to the start of class. **A health assessment should be taken before the student leaves home. Please do not bring your dancer to the studio if sick.** Please enter through the rear Northwest entrance.
- **Parent Viewing:** Parents are invited into class **the last 15 minutes** of class during the times indicated on the season calendar. **Each dancer should have no more than 2 people attend the class viewing including siblings due to space.**
- **Please Respect Our Dance Home:** If sibling(s) must accompany parent/guardian into building the child(ren) must not be left unattended nor be allowed to wander in and out of the building. No outside food is permitted in the building other than long rehearsal days.
- **Social Media:** Be sure to like Dance Creations Dance Studio on Facebook and Instagram! We often times share fun photos and videos there and would love for you to see.



# ATTIRE

Structure is important in the art of dance. It teaches so many necessary life skills that students will use in the future. Self-discipline, self-respect, responsibility, and determination are all beautifully learned in dance. Dancers must reflect this in the way they dress for class. **Cell phones or smart watches are not allowed in class.**

**Ballet/Pointe:** Leotard, ballet skirt and tights. No athletic shorts will be allowed. Hair should be up away from face. Ballet slippers and pointe shoes are required for classwork. A shoe fitting will be arranged at the start of the season followed by a spring fitting.

**Acro/Jazz/Lyrical/Contemporary/Technique:** Form fitting dance attire, dance shorts or pants. Bare feet, Jazz shoes, Half sole modern shoes.

**Hip Hop:** Loose comfortable clothing should be worn. Please bring a pair of clean, dry sneakers for hip hop. **NO OUTSIDE STREET SHOES MAY BE WORN IN THE STUDIOS.** Please designate a pair of sneakers and change prior to the start of class.

**Kinder Combo:** Leotard, ballet skirt or dance shorts, tights optional. Pink ballet slipper, Patent leather tie tap shoes.

**Pre-Dance:** Leotard, ballet skirt or dance shorts, tights optional. Pink Ballet slipper



# TUITION

An online student registration form is required at the start of a new season.

As a condition to the enrollment at Dance Creations Dance Studio, students, parents/guardians agree to uphold the policies and procedures of DCDS.

**Enrollment Fee: \$25.00** per individual student and **\$40.00** per family, in addition to the first and last months' tuition. June tuition is 1/2 price due to a mid-month and is billed at the time of registration.

When you enroll a dancer at this studio, you are enrolling for the entire full dance season of September - Mid June for 9 1/2 months. Fees are based on the number of hours per class, per week and are paid monthly. Our tuition is calculated based on the full season, regardless of the number of classes each month - your tuition will be the same. Due to holidays, some months will have 3 classes, most months will have 4 classes, and some months will have 5 classes.

## Registration Fee

1 <sup>st</sup> Student	2 <sup>nd</sup> Student	Add'l Students
\$25.00	\$15.00	\$0

## Monthly Tuition Structure

45 Min Class	60 Min Class	75 Min Class	90 Min Class
\$60/mo	\$65 / mo	\$70/mo	\$75/mo

*Tuition Example: Daisy Dancer's schedule*  
 1-hour Combo Class - Regular Tuition \$65.00  
 45-min Acro class - Regular Tuition \$60-25% = \$45.00  
 45-min Hip Hop Class - Regular Tuition \$60-35% = \$39.00  
 Total Monthly Tuition \$149 per month

**See Page 10 for Payment Policies**

**Spring Production costume and participation fees are not included in the monthly tuition. See Page 11 for more info.**

### Take More Save More!

Save 25% off your 2<sup>nd</sup> class  
 Save 35% off your 3<sup>rd</sup> class  
 Save 50% off your 4<sup>th</sup> class  
 (and all additional classes)

**Additional Discounts Available:**  
 ~Siblings? Save 10% on monthly tuition  
 ~ Season pay in full discount (see Pg 10)

# PAYMENT POLICIES

**Tuition is billed on the 3rd of the month and is due by the 7<sup>th</sup> of the month.** Please Note: We do not send out tuition invoices each month. To view your balance at any time, log into your [Parent Portal](#) account and select Balance.

## SELECT A PAYMENT OPTION BELOW AT TIME OF REGISTRATION:

**OPT 1 - Pay In Full:** Register by July 10<sup>th</sup> and ask to pay in full to receive a 10% tuition discount. 50% of your Pay in Full balance will be due July 10<sup>th</sup>. Balance will be due by September 1<sup>st</sup>. Register between July 10<sup>th</sup> and September 1<sup>st</sup> and receive a 5% tuition discount if you pay in full. 50% of your Pay in Full balance will be due upon registration. Balance will be due by September 1<sup>st</sup>. *Note: You will be billed for full annual tuition, costume fees and spring recital participation fees. There will be no additional required amounts due.*

Payments can be made by check or cash using this option. Credit card payments will incur a 4% convenience fee.

**OPT 2 - Monthly Autopay:** Monthly payments will require enrollment in our Monthly withdrawal from a registered checking account or credit card account. This is the ONLY option for monthly payments. Your 1<sup>st</sup> month and last month tuition is billed at the time of registration. Monthly ACH/Credit Card payments will draft on the 7th of each month beginning October 7, 2025 and ending May 7, 2026. If you wish to have monthly payments, you MUST have autopay set up through your account. There is a 4% convenience fee for payments made by credit card. There is NO FEE for payments made by ACH.

## OTHER PAYMENT TERMS & POLICIES:

- Families with multiple enrolled students are eligible for a 10% discount on tuition. This discount can be used in combination with the Pay in Full discount above - **save up to 20%!**
- There is a \$30.00 Failed Payment Fee applied to any payments that fail. This will be added to your outstanding balance and any future payments are applied first to past due amounts and fees.
- There is a \$20.00 monthly late fee to any payments received after the 7th of the month.
- Once your payment is made, there are NO REFUNDS, NO EXCEPTIONS.
- Class schedule is subject to change based on enrollment. All classes with less than 5 students will be cancelled and families will be notified by DCDS.
- To **WITHDRAW** from classes at DCDS, it is required that a withdrawal form be received in writing **30 days prior to withdrawal**. In addition, all balances must be paid in full. Without a completed form, tuition will continue to be billed to the payment method on file and refunds will not be issued.
- All paid tuition, costumes and performance fees are non-refundable. A \$100 restaging fee will be added for any withdrawal form received within 6-weeks of our Spring Production.
- *In the event of government ordered shut down, state of emergency, pandemic, or natural disaster that results in DCDS being unable to continue in-person instruction, there will be no reduction of tuition or refund and DCDS will implement virtual learning.*



# SPRING PRODUCTION

An annual Spring Production is produced so that the dancers may have a night to shine. Participation in the production is preferred and encouraged, however, not mandatory. The production marks the official end to the dance season. This Spring Production is an extension of the benefits derived from the dedication of dance training. As a part of their participation in the show, students learn showmanship, teamwork, memorization of patterns, choreography, and more, but most of all,  
“IT’S SO FUN!!!”

**SATURDAY, JUNE 13<sup>TH</sup> | 4PM & 7PM | GLENWOOD HIGH SCHOOL AUDITORIUM**

*The dress rehearsal is **mandatory** for all dancers.*

*This takes place the morning of the show at **9 AM**.*

**PARTICIPATION: All students in group classes are assumed to participate in the recital unless they have given advanced written notice prior to November 15, 2025.**

In order to participate in the Spring Production, students must attend all class(es) consistently and consecutively. The account of the student(s) must also be up to date.

*NOTE: There must be no outstanding balance on your account to receive your costume(s) and participate in recital.*

**RECITAL FEE: A non-refundable \$80.00 Recital Fee per dancer will be due March 1st.**

**COSTUME DEPOSIT: A non-refundable \$75.00 costume deposit for each class subject a dancer attends, except for technique & gymnastics, is due **November 7th**. For older students, it is likely that there will be a small balance (an invoice will be sent). To help defray performance costs, a fundraiser will be offered in the Fall as well as in the Spring.**

**All combo classes have a costume non-refundable deposit PER SUBJECT. A \$10.00 late fee per costume will be added to all dance accounts starting on November 8th, 2024. The credit card on file will be charged on November 10th, 2024 if payment has not yet been made.**



# REFERRAL PROGRAM

DCDS wants to thank you for the trust you have in us and for enrolling for the upcoming season! We wanted to find a fitting way to show our appreciation for joining our dance family in hopes that you to make it grow even more!

We implemented a referral program for current families attending our studio! This referral program offers a \$25 credit for each family you refer! It will be credited to your account once 2 payments of paid tuition have been completed.

**AN EASY WAY TO EARN  
DISCOUNTS AND SHARE THE  
GOOD TIMES AND MEMORIES  
WITH YOUR FRIENDS! WHAT  
COULD BE MORE INSPIRING  
AND FUN FOR ALL?!**

## **Referral Guidelines:**

- Referred family must be new to DCDS and not previously registered at the studio.
- Referred families must attend at least one month of purchased classes to receive your \$25 credit per family referred, at which point the credit will be given to your account.
- The referral program is per family and is not applicable to siblings of past, current, or referred students.
- Credit is applied to a dance family's account, not to each individual student within the family.
- When the referred family registers, please make sure the referred family enters your name in the "How Did You Hear About Us" box on the online registration form.



# NOTES ON DANCE STUDIO PRO

We are excited to share that we are beginning to use our online portal Dance Studio Pro (also known as DSP) studio software!

The DSP Parent Portal will make it convenient for you to:

- Read announcements and stay up to date on important information
- Register for classes
- View your child(ren)'s class schedule(s)
- Make payments
- View balances

To get started:

Scan the QR code to access our DSP Registration Page.



Under "FIRST TIME HERE" click "CREATE ACCOUNT"



Fill out information - Parent Information



Add your student(s)



CLICK "SAVE ACCOUNT AND LOGIN"



Register and pay for your classes to secure your spot. You will receive an email confirmation when your account is created.



SCAN  
TO  
ENROLL

# DANCE CREATIONS DANCE STUDIO

## SEASON CALENDAR 2025 - 2026

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Classes Begin

No Classes

Costume Deposit Due

Thanksgiving Break

Classes Resume

Parent Viewing Dream, Develop & Acro

Parent Viewing Create, Succeed & Gymnastics

Winter Break

Classes Resume

Spring Break

Classes Resume

Parent Viewing Dream, Develop & Acro

Parent Viewing Create, Succeed & Gymnastics

35th Annual Spring Production at 4:00PM & 7:00PM  
(Mandatory Tech Rehearsal morning at 9:00AM)

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September 8

October 31

November 7

November 23-30

December 1

December 8 - 13

December 15-20

December 21 - Jan 4

January 5

April 5-12

April 13

April 20 - April 25

April 27- May 2

June 13

# DANCE STUDIO COMMUNICATIONS

**Email is the BEST way to communicate with the studio and is the main form of communication used for studio families.**

*If you call the studio and we are unable to answer, please leave a message and we will return your call. Text will be responded to from 9 am-4 pm Monday-Friday.  
Email is monitored all the time!*

**Address:** 1401 E. Cottonwood St. , Springfield, IL 62703

**E-mail:** [dcds91@comcast.net](mailto:dcds91@comcast.net)

**Phone:** [217-529-8888](tel:217-529-8888)

**Newsletter:** All current students will receive our monthly e-newsletter.



*Let's Get Social!*  
DANCE CREATIONS DANCE STUDIO



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