

Student Handbook 2026-2027

The Center for Dance Arts II

Welcome to the Center for Dance Arts II. Our goal is to provide your dancer with a fun, stress-free and unique environment where he/she will learn the art of dance in addition to so many other things! Participating in a dance class has been proven to provide discipline, team-building skills, leadership, confidence, self-esteem, and a great physical and mental release of stress and emotions. Friends made at dance class become friends for life. There is so much that dance can offer your child; we thank you for choosing our studio. We promise and hope to provide all of that and more to you and your dancer.

The following pages will give you an idea of what to expect at The Center for Dance Arts II (CFDA II). Please take the time to read and keep this document handy to refer to as the year progresses. If you have a question or concern at any time, please reach out to Miss Lisa; she will be happy to speak with you.

CFDA II CLASSES

Classes: Our classes are divided into age groups to start. We have carefully considered the ages we keep together for developmental reasons, both physical and social. This is just a guideline, and your child may be placed in a higher or lower age group if the instructor feels it may be a better fit. As always, we are happy to discuss with you and make sure everyone is happy with the class placement. Classes of the same age/level are placed on the same day to help families be able to take more than one class without spending multiple days at the studio. All class placements should have their permanent schedule by November 1st.

Missed Classes: Your tuition is based on a certain number of classes throughout the year and divided into monthly payments. This payment remains the same regardless of the number of classes attended. Should your dancer miss a class for any reason, you are entitled to a make-up class. A make-up schedule will be handed out in November, and you will have the remainder of the dance season to make up any missed classes. Missed classes that should be made up include illness, vacation, school functions, weather cancellations, etc. We do not keep track of absences so be sure to know what you miss and make up. If you are unsure, make up an extra class! There is no need to call before attending a make-up class.

Class Cancellations: We do our very best not to cancel classes unless necessary. Should something happen and we need to cancel, you will be notified via email as early as possible, and you will be able to attend a make-up class at your convenience under the guidance of our provided make-up schedule.

If the weather is questionable during the winter, we have the following policies:

- a. If there is no school in our area, CFDA II will make the decision about evening classes by 2:00.
- b. If school closes for early dismissal, there will automatically be no classes that evening.
- c. Saturday morning classes will be decided on by 8:30 am.

All cancellations will be sent via email. Please be sure to check before heading out. Many of our families and teachers live in the hill towns surrounding Winsted, where the weather varies greatly. The safety of our dance families is a priority. Should you feel the least bit unsafe during your travels, please use your best discretion. Make-up classes are always an option for all missed classes due to the weather.

****Please note that our studio is in a synagogue and that we do our best to respect their religious holidays. Should they have a service on a day we have classes, our classes may be rescheduled or canceled. You will be notified in advance via email and/or notices sent home. We thank you for helping us respect their religion. They do have services occasionally on Friday evenings. On those days, we will close the waiting room to parents and ask for silence when entering and exiting the building. Your cooperation is greatly appreciated.**

TUITION

Tuition: Our tuition is based on a 9-month session. We begin in September and end, typically in May. There may be an additional tuition charge should our season run past May. Your tuition can be paid in full at the beginning of the year for a 5% discount (by September 1). You may also choose to pay by the month. Monthly tuition is due by the 10th of every month. A grace period is given, but a late fee of \$25 will be added if paid after the 15th of each month. We are happy to work with other payment schedules if ours does not work for you. Simply communicate with Miss Lisa, and we will make it work.

Tuition is based on the number of classes each family takes. Discounts are given for multiple classes. The more you take, the more you save.

CFDA II accepts credit cards, PayPal through our website and Venmo. Cash and checks are also accepted at a discounted rate. Please refer to our tuition chart for more details.

DRESS CODE

Dress Code: All dancers are expected to have the proper footwear and clothing by the end of September. Each genre has its own requirements. Ballet students should wear solid-colored black leotards and tights with ballet slippers (1/2 soles are okay for older dancers). Jazz students should be in leotards and tights with jazz shoes. Tap students can wear comfortable clothing but not too baggy with tap shoes. Hip Hop students should wear comfortable clothing, stretchy and not too baggy, with hip-hop sneakers, jazz shoes, or bare feet. Acro students should have a leotard, tights with open bottoms, and bare feet. Exceptions can be made as long as it is discussed with your instructor and remain close to the requirements. Twinkle Preschool dancers can wear any type of leotard and tights. They will also need tap shoes and ballet slippers ordered through CFDA II.

All shoes must be purchased through CFDA II. We have a bin of old, donated shoes in good condition that dancers are free to use for as long as they fit. Please be sure to check before ordering! If shoes need to be ordered, we will notify you, size your dancer, and place the order for you.

No baggy sweatshirts or clothing is allowed. This is for the safety of your dancer. Our instructors need to be able to see their bodies and make sure they are moving correctly and in proper alignment.

Team dancers will be given a color requirement for their team classes. This will be discussed with the individual teams at the beginning of the dance season.

CFDA II is happy to size, order, and send home any of your dancewear needs! Please be sure to check the waiting room for available catalogs and merchandise available! Orders go out frequently at the beginning and the end of the year. During the year, we will order as needed.

All dancers should have their hair up and away from their faces when in class. Please, no jewelry during class.

DROP OFF – PICK UP - PARKING

Drop Off & Pick Up: Our studio is in the basement of a synagogue and the entrance is in the rear of the building. Parents are welcome to drop off their child and leave or remain in the waiting area while their dancers are in class. Parents are typically not permitted in the studio during class. Any dancer still in the potty-training process should have a parent/someone in the waiting room in case they are needed.

Dancers should arrive no earlier than 10 minutes before their class and be picked up no later than 10 minutes after class. If you need to make other arrangements, please speak to your instructor. We are happy to make busy schedules work! Should being early/late become habitual with no communication, you may be charged a fee. This will be a last resort, and we only ask that you respect our time to prepare for class and communicate if your child needs anything in addition to their regular class.

All dancers should enter and leave the studio with clothes covering their leotards. Covering up is better for the muscles when it is cold and safer for your dancer in general.

Parking is available in the lower college parking lot located before our building on Park Place. You may enter our property through the backyard and up to the upper door at the rear of the building. You may also park on the street where available. Use of the adjacent parking lot located behind John's Package Store is prohibited and may risk towing. This property is not ours, and we do not have permission to use it. Unfortunately, after over 17 years in this location, the owner of the building next store is no longer willing to work with us. He does have cameras and watches the property (you may hear a recording notifying you that you are on camera as they pick up the edge of our property), so please do not use his property.

COMMUNICATIONS

Communications: CFDA II will provide a monthly newsletter for all dance families. It will be sent via email the first week of every month. This newsletter will include everything that is happening at the studio. Please be sure to keep it handy as the month progresses.

We may also send out emails as reminders and special happenings throughout the year. Please be sure to check your emails regularly. If you think you may not be getting our emails, check your spam folder and reach out to us!

RECITAL COSTUME INFORMATION

Costume Payments: Each dancer will need a recital costume for every class that they are in. These payments will be due by the beginning of November. An exact date will be sent to you in your October newsletter or sooner. The average cost of costumes is as follows: Twinkle Dancers \$68 each. Shimmer Dancers are \$89 each (combination costumes), Glitter Dancers are \$75, and Sparkle and Dazzle Dancers are \$85 each. Additional costs may be charged for larger XXL Adults depending on the company's policy. As the new catalogs arrive, these prices may be altered to meet the charges of the companies providing the costumes. Any special orders, including extra-large sizes and late orders, may require an additional payment (determined by the costume company). Additional charges are the responsibility of the parent or guardian. Some headpieces are included; others may be handed out and re-collected after the show. Tights and shoes are not included in the price and are the parent's responsibility to order through the studio.

We spend many hours determining the correct costumes for each class. We try to make them age-appropriate and of the highest quality possible. Costumes are ordered during the month of November to ensure on-time delivery.

Costume Sizing: Costume measuring is done during the month of October. Each child will be measured to determine the proper size. The students' measurements are then matched to each costume company's measurement chart, where the size is determined. Extra room is allowed for growth. All costumes are tried on when they arrive (between January and April). Any issues with sizing are addressed at this time.

Although rare, sometimes costumes need to be altered. If this is the case and it is too late to guarantee recital delivery, it will be the sole responsibility of the parent or guardian to have the alterations completed unless CFDA II made an error. Please see Miss Lisa for recommendations of seamstresses.

Costume Distribution: Costumes will be distributed from class sometime during the month of April. You may take home your costume on this day only if your account has a zero balance, including tuition through April and any other expenses that may have been applied to your account. You will receive your costumes in time to prepare for the scheduled picture day. To ensure nothing happens to your costumes, please do not allow your child to wear them at any time except picture day, dress rehearsal, and the recitals. After the recitals, they are yours to enjoy!

Withdrawals: No refund will be made for costumes if your child withdraws after the costumes have been ordered. If your child has withdrawn from class, you may pick up your costume at the studio once they have arrived. Any costume remaining at the studio come the time of the show will be forfeited to the studio.

RECITAL INFORMATION

CFDA II will conclude every season with a professionally produced performance. Every student usually partakes in the show that is performed in a local theater. Our studio takes pride in making sure the show reflects the dancers and all their hard work throughout the year. Our teachers and volunteers work hours to make it a positive experience for all! Our show will be held between Mother's Day and

Father's Day, depending on the availability of local theaters. As soon as we have a confirmation from the theater office, we will alert our dance family. Please mark your calendars for those weekends as our potential show day!

Recital Updates: Additional recital information or updates will be emailed in our monthly newsletters or sent independently as the season progresses. You can also check the bulletin board located in the waiting room. Please make it your responsibility to keep yourself informed by reading all information. It is our goal to make this recital an organized and exciting experience for all involved. Our recital is the result of a team effort, including students, their parents, and our teachers as key players in the success of the show.

Performance Fee: Putting on a professional show has many expenses. We charge a \$150 recital fee per dancer to cover all these expenses. This fee is due April 1st. With the payment of your recital fee, your dancer will get 4 tickets to the show, a commemorative tee shirt, a digital download of the show, and a take-home CFDA II goody bag at the end of the performance.

The performance fee covers the rental of the theater, scenery expenses, awards, the videographer, the above-mentioned items for the dancers, and all other expenses that it takes to do what we do.

We know that additional expenses can be difficult for some families, especially with multiple children. We do offer a fundraiser that has been extremely successful and easy to participate in. It can cover the cost of your performance fees! More information is sent home about this around January 1st. While the fundraiser is not mandatory, it is easy to sell and raises money for your child to have an amazing experience!

MISCELLANEOUS TIPS

PHOTOGRAPHS: Your registration form grants CFDA II permission to use pictures/videos of your children for advertising, studio décor, and social media. If you disagree with this policy, please submit a written request, and we will 100% honor your wishes. We will always post and use such data with respect and in a positive manner.

CFDA II asks individuals not to post pictures or videos on any social media platforms that are not solely of their child. I do not have everyone's permission, and I respect their choices. When showing off your dancer, please make sure that he/she is the only one you are sharing. I appreciate your cooperation with this in advance. Thank you!

In conclusion, CFDA II strives to make your experience with us fun, positive, and stress-free. We are happy and willing to work with every family to ensure their dancer can participate to the fullest of their ability. We believe in the confidentiality of all topics and will always put our dancers' safety and best interests first. We strive to help shape our dancers into leaders of tomorrow by instilling confidence, teamwork, hard work, responsibility, compromise, and much more.

If you have a question or concern at any time, please do not hesitate to reach out. I am available to help make your experience with CFDA II the best it can be! I can be contacted via email, phone, or by stopping at the studio. I do my best not to overlook even the smallest detail, but it does happen. Your concerns, ideas, and suggestions will help us build a better place for the children in our community!

Thank you for your time in reading all this information. Keep it on hand and refer to it if needed as the season progresses.

Thank you for trusting us with your child and choosing CFDA II. I promise to do all I can to make it all your child dreamt it would be!