



CREATIVE ARTS AND TALENT STUDIO

Studio Handbook

Section I: Tuition and fee general information

A. Tuition and fee prices	<p>Monthly tuition is due by the 5th of each month, August to May.</p> <p>Tuition is determined by the amount of time each dancer spends in the studio each week. Individual dancers are assessed a monthly tuition, but 2nd, 3rd, and 4th dancers from single families are awarded 10% discount. Military families are eligible for a 10% discount as well. See the following chart for tuition rates for 2020-2021. A late charge of \$20 will be assessed for any tuition paid after the 16th of each month. Dancers in upper level (II, III, IV, Pre-Pointe, Pointe) ballet will be assessed an additional \$5 per month. Monthly tuition must be paid in full unless other arrangements have been made and approved by studio owner. All payments must be made by check or through the website's PayPal account.</p> <table border="1" data-bbox="667 1255 1325 1881"><thead><tr><th>Number of class minutes per week</th><th>Monthly Tuition</th></tr></thead><tbody><tr><td>40 min</td><td>\$40</td></tr><tr><td>1 hr</td><td>\$45</td></tr><tr><td>1 hr 20 min</td><td>\$50</td></tr><tr><td>1 hr 40 min</td><td>\$55</td></tr><tr><td>2 hrs</td><td>\$60</td></tr><tr><td>2 hrs 20 min</td><td>\$65</td></tr><tr><td>2 hrs 40 min</td><td>\$70</td></tr><tr><td>3 hrs</td><td>\$75</td></tr><tr><td>3 hrs 20 min</td><td>\$80</td></tr><tr><td>3 hrs 40 min</td><td>\$85</td></tr><tr><td>4 hrs</td><td>\$90</td></tr><tr><td>4 hrs 20 min</td><td>\$94</td></tr><tr><td>4 hrs 40 min</td><td>\$98</td></tr><tr><td>5 hrs</td><td>\$102</td></tr><tr><td>5 hrs 20 min</td><td>\$106</td></tr></tbody></table>	Number of class minutes per week	Monthly Tuition	40 min	\$40	1 hr	\$45	1 hr 20 min	\$50	1 hr 40 min	\$55	2 hrs	\$60	2 hrs 20 min	\$65	2 hrs 40 min	\$70	3 hrs	\$75	3 hrs 20 min	\$80	3 hrs 40 min	\$85	4 hrs	\$90	4 hrs 20 min	\$94	4 hrs 40 min	\$98	5 hrs	\$102	5 hrs 20 min	\$106
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		5 hrs 40 min	\$110
		6 hrs	\$114
		6 hrs 20 min	\$118
		6 hrs 40 min	\$122
		7 hrs	\$126
		7 hrs 20 min	\$130
		7 hrs 40 min	\$133
		8 hrs	\$138
		8 hrs 20 min	\$141
		8 hrs 40 min	\$143
		9 hrs and up	\$145
B. Operating Dates	<p>The studio will be open for classes during the months of August – May. Monthly tuition will be consistent; some months may have three weeks of classes, but most have four or even five. December’s tuition, however, will be adjusted ($\frac{3}{4}$ of the tuition rate). The studio will be closed the following days: September 7: Labor Day November 25 – 27: Thanksgiving Holiday December 21 – January 3: Winter Break January 18: Martin Luther King, Jr. Day If the studio must be closed for inclement weather, an announcement will be posted on the studio website: www.catsrichmond.com. Tuition will not be reduced for inclement weather closures, but dancers may attend an additional class – within the next two weeks – as a make-up class.</p>		
C. Registration fee	<p>A registration fee of \$25 and submission of paperwork is required before dancers are permitted to join the Creative Arts and Talent Studio. Essential paperwork on file assures that we have critical information about each dancer. Each dancer will also receive a CATS mask for free! Additional dancers within a single family will only be assessed a \$10 registration fee.</p>		
D. Recital and Performance fees	<p>While an exact recital date has not been set, given uncertainties in the current climate of covid safety, we anticipate that recital will take place late May/early June. Participation in recital is recommended of all studio dancers. (If a dancer has decided NOT to participate in recital, s/he must notify the studio by December 1st, 2020). Dancers may also be invited to participate in other performances throughout the year. These performances will be optional and may incur an additional fee. If, for example, we utilize guest instructors for an arts performance, fees for supplies, T-shirts, or instruction may be necessary. Parents will be fully informed of costs and opportunities as performance events become available.</p>		
E. Additional costs, if applicable	<p>We want to ensure that parents are fully aware of costs and expectations from the very beginning. Recital costumes range from \$50 – 75, which will include costumes, tights, and any required accessories. Parents will be responsible for acquiring shoes for studio and recital use. Dancers will need the following shoes for the various</p>		

	<p>styles of dance:</p> <p>Ballet: split-sole ballet shoe (canvas or leather)</p> <p>Pre-Color Guard: tan jazz shoe</p> <p>Tumbling/Conditioning: clean tennis shoes (these should not be street shoes)/bare feet</p> <p>Lyrical/Modern/Contemporary: half soles or bare feet</p> <p>Tap: pre-K to level 1 – black tap shoe; level 2 and up: black lace up tap shoe</p> <p>Musical Theatre: tan jazz shoe</p> <p>Jazz: tan jazz shoe</p> <p>Hip Hop: clean tennis shoes (these should not be street shoes)</p> <p>Focus/Technique Training: tan jazz shoe or half soles</p> <p>The studio recommends Capezio or Bloch brands. Multiple options for CATS gear will be available for purchase, but they are not required for dancers.</p>
F. Competition Squad	A \$250 competition fee will be assessed for competitive dancers. Please see the COMPETITION SQUAD HANDBOOK for additional information about competition squad expectations. The competition fee includes payment for jacket, tank, and shorts.
G. Drop-in class fees/pricing	Studio dancers have the option of visiting up to three different styles of classes (one class each) for free between the months of August and September. This allows dancers to determine if they might be interested in additional dance styles. After those three free visits, and drop-in pricing will be set at \$10 per class/week. The studio may have free guest weeks or other initiatives to promote studio classes. More information about such initiatives will be shared with studio dancers prior to the events.
H. Unpaid balance policy	Tuition is due by the 5 th of each month. If it is not submitted on time, a late fee of \$20 will be assessed. After the 16 th of each month, dancers with unpaid tuition balances will not be permitted to attend class.
I. Returned check fee	A fee of \$30 will be assessed for returned checks.
J. Refunds and credits for tuition or costumes	Credits and refunds for tuition will not be available if a dancer must occasionally miss a class. If the studio is closed more than two weeks because of covid concerns, tuition will either be prorated or credited. If a dancer sustains a long-term injury (more than 2 weeks) and it is documented by a doctor, s/he can only return to dance classes with a doctor's note releasing him/her from that injury. That dancer's subsequent tuition payments will be frozen and that family will not continue to be assessed monthly tuition until the dancer is permitted to return. Costumes or other dancewear sales are final. Once ordered, costumes cannot be returned or money refunded, regardless of the reason.

Section II: Releases, consent forms and privacy policies

A. Required forms	<p>The following release forms are required for participation at the Creative Arts and Talent Studio:</p> <ul style="list-style-type: none"> • Registration Form, A (Demographic Information) • Registration Form, B (Class Choices) • General Liability Release Form • Consent for Medical Treatment of a Minor • Studio Handbook Policies Consent • Media Release Form
B. Additional forms	<p>The following release forms are recommended but not required:</p> <ul style="list-style-type: none"> • Dancer Survey, Parent • Dancer Survey, Student • Dancer drop-off/pick-up Contract (for dancers, aged 11-17)
C. Privacy Policy	<p>The Creative Arts and Talent Studio asks that parents provide information that personally identifies dancers and contact information when enrolling in dance classes, requesting information, or registering on our site for any other reason. We will use that personal information to make contact and to follow up on any requests. For example, when parents provide personal information to enroll a dancer in a class, we will use that information to register the student, but we may also use that information to contact parents about billing and service matters. We may also use your personal contact information to provide additional information to you about our dance offerings and other resources at a later date.</p> <p>The studio will access your personal information and/or share it with third parties only for the following purposes: (i) as needed to confirm compliance with the terms of your registration agreement or to enforce our rights under a registration agreement; (ii) if required to do so by law or to comply with legal process; or (iii) to protect the rights, property, or personal safety of the public. The Creative Arts and Talent Studio will not sell your personal information to anyone. The Studio is committed to ensuring the security of your personal information and therefore stores your personal information in secure operating environments that are not accessible by the general public.</p>

Section III: Attendance and participation

A. Attendance	<p>So that your dancer receives consistent instruction and an opportunity to practice new skills, s/he should attend classes every week as scheduled. Consistency among classes is important. Fundamentals and technique built over the course of the year are reflected in the choreography, and dancers' confidence grows as they master skill sets.</p> <p>If your child will be absent from class, please contact the office prior</p>
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	<p>to the class time. This is especially mandatory with regard to rehearsals and performances. If your child does not plan to attend the spring recital, please notify the studio in writing by December 1st, 2020. As of January 2021, if your dancer is performing in recital and misses two (2) weeks of consecutive classes (except for doctor-documented illness), s/he will need to schedule a private lesson with Ms. Ashley to learn choreography. It simply isn't fair for students who are attending regularly to have to wait for "catch up" time for a classmate who hasn't attended.</p> <p>Please let the studio AND the instructor know if your student will be going on vacation or has conflicting performances or sports events at the beginning of the semester.</p>
<p>B. Tardiness</p>	<p>Students are expected to arrive TEN MINUTES prior to class time in order to complete the warm-up. Students who are late will miss part of class instruction time, as they will be expected to warm up to reduce the risk of injury.</p>
<p>C. Pick up Expectations</p>	<p>The Creative Arts and Talent Studio assumes no responsibility for children on the premises before, after, or between their specified class times. Plan to pick your children up immediately after class. Please call the studio to notify the office if you will be late due to an emergency. Parents and guardians are responsible for arranging proper supervision of their children if it is necessary for them to stay in the studio for periods of time before, after, or in between classes. Parents may want to consider making arrangements with older students or babysitters to ensure supervision of younger students. IMPORTANT: If your student is 10 years of age or younger, s/he must be picked up inside the studio by a parent/guardian. Older students must have a Dancer Drop-Off/Pick Up Contract on file to leave the studio without an accompanying parent. Also, when dancers leave the studio, they are expected to be dressed conservatively. They should have removed their dance shoes and covered their midriff.</p>
<p>D. Recital</p>	<p>All dancers are encouraged to attend the annual recital. Costumes are generally purchased during the winter months and choreography is designed with all class members in mind. Once a dancer registers for the season, it is a commitment for the entire dance year. If a dancer does decide not to participate in recital, the studio must be notified IN WRITING by December 1st, 2020.</p>
<p>E. Make-up classes</p>	<p>If a dancer must miss his/her class or a class is cancelled due to inclement weather or other unavoidable circumstances, the class can be made up within two weeks of the absence. The dancer/instructor may consult about the appropriate class to attend as a make-up session. In some cases, a make-up class may be scheduled for another day.</p>

<p>F. Inclement weather/snow cancellations</p>	<p>School snow cancellations will not automatically result in a closed studio. Often, road conditions improve throughout the day, and our goal is to hold class on schedule, whenever we can safely do so. The Creative Arts and Talent Studio will not cancel classes automatically if Madison County Schools are closed. Instead, studio staff will assess conditions and make an announcement by 1:00 PM. An announcement will be posted on the studio website (www.catsrichmond.com) and FB page (Creative Arts and Talent Studio) about closures related to inclement weather.</p>
<p>G. Sickness</p>	<p>Dancers may not attend class while running a fever, vomiting, suffering from diarrhea or any other contagious illness. Dancers must be without the above symptoms for 24 hours prior to returning to class. We ask that you contact the studio to notify the instructor that your child will not attend class due to illness. If a dancer becomes ill during class, we will notify you to pick up your child immediately. We will be prepared to take dancers' temperatures and no dancer will be permitted to attend class with a temperature above 100 degrees.</p>
<p>H. Injury</p>	<p>Our goal is to provide a safe, secure environment for dance education. However, the risk of injury exists in any physical activity. In order to minimize the impact of injury and illness on the dancers in our studio space, and to protect dancers for the long-term, the following guidelines have been developed.</p> <p>A warm-up session will be conducted TEN MINUTES prior to the beginning of class. If your dancer is late, s/he will still be required to warm up and therefore may miss some instructional time once the class officially begins.</p> <p>If a dancer has suffered an injury outside of class, please notify the teacher as soon as possible so that modifications can be arranged.</p> <p>If an injury should occur in class, the dancer should tell the teacher immediately and will be advised to sit out and observe the remainder of class. If the injury is determined to require immediate care, a parent/guardian will be called and/or emergency transport to a medical facility arranged. Students who have suffered an injury in class will be sent home with an incident report detailing the injury and reminding families of this policy.</p> <p>If an injury is significant enough to require missing more than one class, the Creative Arts and Talent Studio will require a doctor's note detailing prognosis and any recommendations for necessary modifications, or clearing the student to dance without exceptions.</p> <p>If a dancer sustains a long-term injury (more than 2 weeks) and it is documented by a doctor, s/he can only return to dance classes with a</p>

	doctor's note releasing him/her from that injury. That dancer's subsequent tuition payments will be frozen and that family will not continue to be assessed monthly tuition until the dancer is permitted to return.
I. Teacher Substitutes	The studio reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. In the unlikely event that a substitute cannot be arranged, any cancelled classes will be made up. The studio also reserves the right to change teachers at any time during the season. Refunds or credits will not be given due to a change in class instructor.

Section IV: Behavior, Dress Code, and other conduct regulations

A. Dress code and class attire	Dancers are to arrive with appropriate dance attire and their hair pulled back. It is imperative that dancers be able to move freely without inhibition and that teachers are able to clearly see the line of the body in order to properly assess alignment and posture. Because of this, dancers must wear black leotards or tight-fitting tanks/sports bra with dance shorts combinations. In ballet class, dancers must wear black leotards, pink tights, put hair in a tight bun, and wear the appropriate ballet shoes. This dress code is non-negotiable. Dancers should not wear jewelry – including watches! - to class (newly pierced ears or earring studs are an exception). If a student consistently arrives without proper attire, s/he may be asked to sit out of class. Dancers (age 8 and up) may also be asked to bring a notebook to class for sketching, reflecting, or listing new skills. Learning new skills is best accomplished through a combination of understanding, application, practice, and creativity. A dance journal assists the dancer with that goal.
B. Studio Culture	Parents, guardians, and dancers can expect that all faculty and staff will respect the well-being of all students, nurturing their growth and self-esteem as unique individuals. Because of this expectation, dancers and parents should be assured that conversation, correction, and feedback will be given in such a way that dancers feel both encouraged and challenged. Likewise, studio instructors should be given the benefit of the doubt. Should any concern or issue arise, please do not hesitate to speak directly with studio instructors or the Studio Owner. We do ask that you schedule a conference for this kind of conversation, so that private information about your dancer remains private.
C. Studio etiquette	Just as studio staff are expected to respect dance families, dance family members are expected to respect each other, the instructors,

	<p>the studio itself, and the Richmond mall community.</p> <p>When using any areas within the studio (e.g., waiting room, lobby/lounge, bathroom areas), students and families are expected to clean up after themselves, including throwing away trash and packing up belongings.</p> <p>As our studio is a shared space for learners of all ages, we ask that parents, siblings, instructors, and students be mindful of their language, their dress, their behavior, and their interactions with one another. Foul language and disrespectful talk will not be tolerated.</p> <p>Dancers’ interactions with others (including their siblings or parents) in the studio are also expected to be respectful. While parents are clearly capable of and responsible for disciplining their own children, a studio dancer will be expected to model respectful behavior as a representative of the studio. If disrespectful comments or behavior to siblings or parents are habitual, the Studio Owner may contact the dancer/other party for a private conversation. Disrespectful interactions within the studio are uncomfortable for everyone, and they do impact the culture of the studio.</p>
<p>D. Food and Drink</p>	<p>Only water is permitted in the studio itself. Tables outside the studio (in the mall area) will be available if dancers need to eat something between classes. This keeps messes and accidents from occurring within the studio itself. The only exception to this rule is indicated below, as guidelines for use of the Student Suite are outlined.</p>
<p>E. Student Suite</p>	<p>The back room of the studio will be used as a Student Suite. Because instructors cannot monitor this area continuously, this space can only be used by dancers who are middle school aged and above. Parents need to be aware that this area is generally unsupervised during dance classes, so students are expected to use the space wisely and responsibly. To that end, students who use that space will sign up for a “chore” for maintaining the space on the evenings when they use it. For example, one student may be responsible for cleaning up trash while another is responsible for ensuring that there are no leftover dance shoes/attire on the floor. Once students indicate to the studio owner that they would like to use the space on specific evenings, we will set up a rotating “chore chart” to ensure that the dancers maintain responsibility and ownership of the space that is specifically set aside for them. As long as the students keep the space clean and neat, they will be permitted to eat and study in that Student Suite.</p>
<p>F. Class etiquette</p>	<p>A safe, comfortable class climate is essential for new learning. At no time will disrespectful, hateful, or belittling behavior/talk be tolerated.</p>

	<p>Research tells us that all participants in a classroom are responsible for a positive climate: teachers must establish clear expectations and routines, and students must use their interactions to encourage and appropriately challenge one another. Peer dancers are expected to use their influence in positive, helpful ways. Excessive criticism or boasting from studio dancers will be gently corrected by the instructor to ensure that the classroom space is comfortable for all.</p> <p>Dancers should come to class ready to work. Learning new skills is rarely easy, and dancing is hard work! Dancers are expected to invest in their growth and skill development; similarly, dancers are expected to celebrate and invest in their entire class's growth and skill development. The classroom is more than just a space for instruction: it is a space for learning and for community.</p> <p>Older dancers must be aware that they are setting the example for younger students, and they should reflect wise choices in both their language and behavior.</p>
<p>G. Class Rules</p>	<ul style="list-style-type: none"> • As a matter of respect for dance peers and the teacher, dancers are to keep talking to a minimum during class and participate fully in the lesson. • Cell phones must not be utilized during class. They should be silenced as soon as the dancers come to class. If the instructor must confiscate a phone (after 2 warnings), the parent must pick up the phone from the Studio Owner. • Dancers are to leave bags, coats, and other personal belongings outside of the studios. Cubby space may be available to older dancers in the Student Suite. The studio is not responsible for dancers' items left anywhere in the studio. • Dancers are NEVER permitted to rummage through another dancer's cubby space or belongings. • All dancers should bring a labeled water bottle to the studio. No other food or drink is permitted inside the classroom. • No street shoes are permitted on dance floor as dirt, rainwater, grime, and other debris can cause damage to the dance floors. • Gum is prohibited at all times during class or in the studio. • Dancers who consistently refuse to follow directions or respect their classmates will be given up to three verbal warnings. After three warnings, a parent conference may be scheduled and the dancer may be asked to sit out of class. Tuition will not be prorated in this kind of situation.

<p>H. Social Media</p>	<p>While we understand that cell phones and social media are primary ways through which people communicate, we believe that guidelines for social media interaction are critical.</p> <p>Some instructors may provide cell phone numbers to dancers/parents. This is up to the discretion of the instructor.</p> <p>Photos may be taken in class to be used for social media or marketing publications. Any student who has opted out of having his/her image used for such purposes will not be included in this kind of promotional media. Names of dancers will not be published without explicit parental permission.</p> <p>Parents should discuss with their children the appropriate use of social media posts. If dancers wish to post pictures of themselves and their dance friends, please discuss the need to be respectful of one another’s privacy. If a dancer is with friends who are taking photos and s/he does not wish to be in the picture, s/he should feel comfortable saying so. The studio is not responsible for monitoring social media pictures that dancers and friends may take and publish outside of class time.</p> <p>Dancers as well as instructors must be responsible for personal pictures/videos that they take or post while wearing studio gear. If they are wearing anything with the CATS logo on it, they need to be conducting themselves in a manner appropriate of the studio. Any social media posts with inappropriate behavior while in CATS attire will be addressed with a conference with the dancer and his/her parent.</p>
<p>I. Parent Expectations</p>	<p>This handbooks is intended to clearly outline studio expectations and policies around behavior, fees, etiquette, etc. However, unexpected or unanticipated situations may arise. The studio is committed to handling such situations fairly, thoughtfully, and quickly. Please contact the Studio Owner for a conference about a situation that is of concern for you or your dancer.</p> <p>If parents need to speak with a class instructor regarding his/her dancer, please make an appointment. Our instructors have very full schedules, so unanticipated conversations can be difficult to accommodate. We will be happy to give you our undivided attention via email or a personal meeting at a time that is specifically scheduled for you.</p> <p>Especially in the case of younger students, parents are asked to refrain from observing or “peeking” in on classes; this can frighten or distract younger dancers. Parents are often invited into the classroom at the end of a class to observe the class. In some classes, parents may be invited into the class to videotape choreography for</p>

	<p>a dancer to practice. Parents should not assume that this practice is appropriate for every class or every student. We must protect privacy of students, so if you'd like to videotape a dance, it must be prearranged with the instructor.</p> <p>Please assist your young dancers with using the restroom before coming to class to prevent unnecessary interruptions during class time. During this next year specifically, due to COVID concerns, we ask that our studio bathrooms only be used in the case of emergency. While we will clean it frequently, we do not have the resources to clean it after every use.</p> <p>It is essential that you check your email and the website/studio FB page regularly. It is the responsibility of the parent to be aware of any closures, special events, or make up classes. Parents should inform the studio if contact information changes.</p> <p>We are well aware that not everyone will agree with every decision that the studio makes. Our customer service is a priority, but integrity to our mission and to our dancers is paramount. We will always make decisions that we believe are in the best interest of our dancers and our mission. Any concern that you have, however, is of concern to us as well. Please feel free to schedule a meeting with the Studio Owner if you have concerns about your dancer. We do ask that you handle concerns respectfully, not using other parents or social media as platforms through which to publicize your frustrations. If you are upset with a practice or situation at the studio, we do ask for the courtesy of a conversation. We want your family's experience at our studio to be a positive one!</p>
<p>J. Lost and found</p>	<p>A lost and found basket will be kept in the back room. Any remaining items in that basket will be donated at the end of each month.</p>
<p>K. Choreography and Costumes</p>	<p>All dances (including solos, duets, and trios) choreographed by Creative Arts and Talent Studio and its instructors are the property of this studio and are not to be performed, copied, or shared without consent from the instructor and the Director of Programming and Instruction. Students may perform routines for talent shows and extra events with prior written permission.</p> <p>Class instructors choose costuming for their dances. In cases of solos, duets, and trios, the instructor does consult with dancers to determine their preferences, but ultimate choice of costuming is at the discretion of the instructor. We do our best to order costumes so that they fit when they arrive; however, some modifications may be necessary and are the responsibility of the parent. Dancers may not publicly perform in studio costumes except during studio recitals or performances during the dance season... unless written permission is secured from the instructor.</p>

A. Please sign here, in section A, if you agree to the terms of this handbook.

As the parent or legal guardian of _____, I have read and accept the policies and procedures (indicated above) of the Creative Arts and Talent Studio.

Parent/Guardian Signature

Date

Student signature (8 years and older)

Date

B. Please complete section B here, if you would like to have a discussion with the Studio Owner prior to signing.

If you are uncomfortable signing this document initially, please fill out the information below in order to schedule a follow up conversation about any of the components within the Studio Handbook. The Studio Owner will schedule a conference with you to discuss remaining questions and to clarify any policies. (Please check all that apply.) I would like to discuss the following elements:

Section I: Tuition and fee general information,
Subcomponent(s): _____

Section II: Releases, consent forms and privacy policies
Subcomponent(s): _____

Section III: Attendance and participation
Subcomponent(s): _____

Section IV: Behavior, Dress Code, and other conduct regulations
Subcomponent(s): _____

Conference scheduled: _____

The Studio Director and I have met to discuss my questions about the above sections of the Handbook. As the parent or legal guardian of _____, I have read and accept the policies and procedures (indicated above) of the Creative Arts and Talent Studio.

Parent/Guardian Signature

Date

Student signature (8 years and older)

Date