

STUDIO HANDBOOK

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DETAILS ON THE UPCOMING SEASON OF DANCE

fees/policies/holiday performances/spring recitals

TWO STUDIOS. ONE FAMILY

Carolina
Dance Company

CLINTON



ROSEBORO



Congratulations on choosing to join Carolina Dance Company for our SWEET 16th season of dance! At Carolina Dance Company, I take instruction very seriously, but also want to make sure that your dancer has an enjoyable experience. Dance is my passion and I hope that it becomes yours as well. In an effort to provide as much information about the dance program at Carolina Dance Company as possible, this packet contains information about fees, approximate timing of extra fees and events, class policy, and information about the holiday show and the end of the year recital. PLEASE READ THE INFORMATION CAREFULLY AND KEEP THIS PACKET FOR FUTURE REFERENCE. If you ever have any questions, please don't hesitate to ask. You may give me a call (910-385-7106), send an email (carolinadancecompany@gmail.com), visit either studio lobby during seasonal business hours (September-April: Monday-Thursday from 4pm-7pm) or send a message through your Parent Portal on Jackrabbitt. Studio updates and announcements are posted in each studio lobby, on our studio Facebook Page, and on our studio Instagram account for your convenience. I look forward to you joining my family through dance.

Courtney English
Owner, Carolina Dance Company

AVERAGE SEASON FEES

STARTING AT
\$40 1.
ANNUAL
ENROLLMENT
FEE

STARTING AT
\$55 2.
MONTHLY
TUITION
FEES

STARTING AT
\$55 3.
OCTOBER
COSTUME
DEPOSIT

STARTING AT
\$45 4.
NOVEMBER
HOLIDAY
APPAREL

STARTING AT
\$45 5.
DECEMBER
COSTUME
BALANCE

STARTING AT
\$85 6.
MARCH
RECITAL
FEE

PAYMENT POLICIES

All registration fees, monthly tuition payments, costume & apparel payments, and recital payments must be set up on our automatic draft system (Jackrabbit). All drafts will be made on the 1st of each month. Unsuccessful drafts will result in a \$15 late fee, per dancer, applied on the 10th of the month. If an account is not paid in full by the end of the month, the dancer will be prohibited from continuing classes until the account is made current. All account **MUST** be set on automatic bank draft prior to beginning classes. If you ever have a question about your account, please first log-in to Jackrabbit and access your online parent portal (created during enrollment) and then contact Mrs. Courtney at carolinadancecompany@gmail.com or 910-385-7106. During studio hours, questions regarding dance accounts may also be directed to the Office Assistant on duty at either studio location.

Enrollment at Carolina Dance Company is based on an 8-month schedule (September 9, 2024-April 19, 2025) regardless of the number of classes each month. Our studio calendar will observe the following holidays, and will be closed for students and staff on these days:

Halloween	October 31, 2024
Thanksgiving Break	November 25-29, 2024
Christmas Break	December 17, 2024 - January 5, 2025
President's Day	February 17, 2025



MISSED CLASSES

Students will not have the opportunity to make-up missed classes; additionally, there is no discount or refund given for missed instruction time.

WITHDRAWAL POLICY

We require a 30-day written notice via email if you need to withdraw from Carolina Dance Company. Please email carolinadancecompany@gmail.com to withdraw from our 2024-2025 season. After the 30-day notice, we will terminate your monthly installment. This withdrawal policy remains in effect even if we have a shelter in place mandate from federal, state or local government.

EXTENUATING CIRCUMSTANCES (SHELTER IN PLACE)

In the event of a shelter in place, classes will convert to virtual classes and instruction will continue. There may be an approximate one-week transition period from the date of the shelter in place order until virtual classes begin in order to allow us to implement our action plan. This brief time period, if needed, will be treated as inclement weather days. No refunds will be given for this week. Remember that a 30-day written notice will still be required for withdrawal.

VIRTUAL CLASSES

If we are mandated to close our physical location due to any government order, classes will convert to virtual classes and instruction will continue. We have had great success with all ages in our virtual classes and are confident we can continue to engage our dancers should the need arise. There may be an approximate one-week transition period from the date of the shelter in place order until virtual classes begin in order to allow us to implement our action plan. This brief time period, if needed, will be treated as inclement weather days.



INCLEMENT WEATHER POLICY

CDC will also follow Sampson County Schools with respect to weather related closings for each studio. Each class is allowed one inclement weather day with no make-up class offered. For example, if Monday classes are cancelled due to hurricane/snow/power outage no make-up will be offered; if Monday classes are cancelled a 2nd time during the season a make-up class will be offered. The same policy will be in place for Tuesday-Thursday classes as well. Additionally, make-up classes may be offered virtually at each instructor's discretion.

PHOTO RELEASE

I hereby grant Carolina Dance Company permission to use my child's photograph/video for promotional purposes and/or social media and Carolina Dance Company's website.

RELEASE OF LIABILITY

I understand dance can be a strenuous activity and accept responsibility for any injuries my child may incur while participating in any activity at Carolina Dance Company. Carolina Dance Company and its employees are not liable for personal injury, or loss of or damage to personal property.



ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19:

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies have put in place recommended social distancing, occupancy restrictions and guidelines for businesses to follow. Carolina Dance Company has put in place preventative measures to reduce the spread of COVID-19; Carolina Dance Company will be implementing all recommendations from North Carolina state officials as per CDC's Enhanced Sanitation Practices & Social Distancing Guidelines document available on our website.

Carolina Dance Company will make every effort to keep our studio sanitized and to prevent symptomatic employees and dancers from entering the building. However, COVID-19 has been proven to be asymptomatic in some persons. Therefore, Carolina Dance Company cannot guarantee that you or your child(ren) will not become infected with COVID-19 or any other unknown virus. Further, attending Carolina Dance Company could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Carolina Dance Company and that such exposure or infection may result in personal injury, illness, permanent disability, and death. By signing this agreement, I agree that my child and any accompanying persons will not enter Carolina Dance Company if we exhibit any of the following new or worsening signs or symptoms of possible COVID-19: A temperature greater than 100.4 degrees Fahrenheit, cough, shortness of breath or difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, sore throat or new loss of taste or smell. I also agree that, neither my child(ren) nor any accompanying adult will enter Carolina Dance Company if we have had known close contact with a person who is lab-confirmed to have COVID-19.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at Carolina Dance Company. On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Carolina Dance Company, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Carolina Dance Company, its employees, agents, and representatives, whether a COVID-19 or other currently unknown virus infection occurs before, during, or after participation in any Carolina Dance Company program or class.



RECREATIONAL CLASS REQUIREMENTS & GENERAL RULES

- Each dancer is required to attend class regularly, as new technique is taught weekly. Choreography for our holiday show begins in October, and a focus on recital choreography begins in January. Absences totaling more than 4 each semester (September-December and January-April) may not be allowed to perform in the holiday show or spring recital.
- Dancers are required to arrive on time; arriving more than 15 minutes late will cause a dancer to miss the class warm-up and require the dancer to sit and watch the remainder of the class (warm-up is key to preventing injury).
- Dancers should NOT arrive more than 10 minutes early for their class, unless under the supervision of the parent/guardian
- Parents/guardians are responsible for taking dancers to the restroom BEFORE class begins to avoid accidents & disruptions
- Dancers should be supervised by a parent/guardian unless they are in class
- Please no running, climbing on furniture, misuse of dressing rooms, or misuse of the studio store
- Gum is not permitted in any area of the studio.



RECREATIONAL CLASS REQUIREMENTS & GENERAL RULES (CONT.)

-Dancers are required to wear the appropriate attire for class; additionally, all dance attire should be purchased through Carolina Dance Company to ensure consistency in class, outside performances & recital performances.

Dancers who fail to wear the appropriate attire will not be allowed to participate in class. Please see the 2024-2025 Shoe & Apparel Guide for required dance attire (found on our studio website).

-All dancers and dance parents are asked to treat instructors, fellow dancers and fellow dance parents, and the CDC staff with respect and common courtesy. Failure to do so will result in removal from Carolina Dance Company.

-Dancers are not permitted to use cell phones during class (even during water breaks); additionally, smart watches should be removed before class begins.

-Food nor drinks are permitted in the studio rooms; Bottled water only.

-Only dance shoes are permitted on the studio floor; NO STREET SHOES. Please arrive at the studio in time to change into dance shoes before class begins.



SPRING 2025 RECITAL DATES

Please mark your calendars now for these important, mandatory rehearsal dates.

Additional 2025 Recital Information Will Be Available After Fall 2024 Enrollment Is Complete.

All 2024-2025 CDC dancers are encouraged to participate in our spring recitals, which will consist of 4-6 shows. Each dance class will be assigned to a specific show during which they will perform. Dancers that attend class more than one night per week may be assigned to more than one recital. All tech rehearsals will be held at the studio respective to where you are enrolled; all dress rehearsals and recitals will be held at the Sampson Expo Center (Clinton, NC).

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| April 7-10, 2025 | <u>MANDATORY Studio Tech Rehearsal Week</u>
<i>Modified Dance Schedule For All Recital Performers;
Performers Will Be Assigned A Day & Time To Attend Tech
Rehearsals At The Studio</i> |
| April 14-15, 2025 | <u>MANDATORY Opening Number Rehearsals</u>
<i>Performers Will Be Assigned An Opening Number Rehearsal To
Attend; Location & Rehearsal Times TBA In January 2025</i> |
| April 16-18, 2025 | <u>MANDATORY Dress Rehearsals</u>
<i>Performers Will Be Assigned A Specific Dress Rehearsal To Attend At
The Expo Center; Rehearsal Times TBA In January 2025</i> |
| April 19, 2025 | <u>2025 Recitals</u>
<i>Performers Will Be Assigned To A Recital In January 2025</i> |



2024-2025 CALENDAR

During Inclement Weather Both Studios Follow the Sampson County Schools Weather Policy.

September 9	CDC's 16th Season of Dance Begins
October 12	Clinton's Square Fair (<i>Select Classes Perform</i>)
October 14-17	Parent Participation Week
October 31	Studios CLOSED for Halloween
November 25-29	Studios CLOSED for Thanksgiving Break
December 3	Roseboro Christsmas Tree Lighting (<i>Select Classes Perform</i>)
December 13	Roseboro Christmas Parade Performance (<i>All studio dancers from both locations encouraged to perform</i>)
December 14	Clinton Christmas Parade Performances (<i>All studio dancers from both locations encouraged to perform</i>)
December 16	CDC's Christmas Concert "Jingle Bell Boogie" (<i>All studio dancers will be featured during this performance</i>)
December 17-January 5	Studios CLOSED for Christmas Break
January 6	Classes Resume
February 17	Studios CLOSED for President's Day
March 8	Recital Pictures (<i>Recreational Classes & Premier Dance Teams</i>)
April 7-10	Mandatory Studio Tech Rehearsals (<i>In Studio</i>)
April 14-15	Mandatory Opening Number Rehearsals (<i>Sampson Expo Center</i>)
April 16-18	Mandatory Dress Rehearsals (<i>Sampson Expo Center</i>)
April 19, 2025	2023 Recitals (<i>Sampson Expo Center</i>)