



2024-2025
STUDENT/
PARENT
HANDBOOK



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PALM BEACH GARDENS, FL 33410
(561) 863-4188
CHARMARSCHOOLOFDANCE@GMAIL.COM

Welcome to Char-Mar School of Dance!

This handbook will serve as your guide to Char-Mar School of Dance and its philosophy of dance education.

As a condition of enrollment at Char-Mar School of Dance, students and their parents/guardians agree to abide by all the policies set forth by Char-Mar School of Dance, its creative director, faculty, and staff. Char-Mar School of Dance reserves the right to terminate any student's enrollment for misconduct, inappropriate actions, or unpaid balances by either the student or their guardian(s).



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Introduction



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www.Char-Mar-Dance.com

MISSION

We take our roles as mentors and teachers in your child's life very seriously. We aim to inspire a passion for the art of dance in every child who takes classes with us. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.



Important Dates

Costume Payment Due Date: October 31st, 2024
making this payment implies your attendance at the recital

Picture Days: May 27th and 28th, 2025

Costume Rehearsal: June 29th or 30th, 2025

Recital Day: May 31st or June 1st, 2025

Ticket Sales: April 1st, 2025
First Come, First Serve for all ticket sales.

STUDIO Closure Dates:
September 2nd, 2024
October 31st, 2024
November 25th - November 29th, 2024
December 23rd, 2023 - January 5th, 2025
February 24th, 2025
March 24th-28th, 2025
NO CLASSES MAY 26th TO 30th ,2025

Parents Night Out: October 26th, 2024
December 21st, 2024
February 8th, 2025

Billing and Payment Policies

Dance Studio-Pro

Char-Mar utilizes Dance Studio Pro - a software program exclusively for dance studios. By creating an account to access the Parent Portal, parents can register online, enroll in classes, drop classes, pay tuition payments electronically, view and print statements, update account information, enroll in autopay, change student enrollment status, and more. Parents must utilize Dance Studio-Pro to allow for a seamless dance season. Char-Mar will update parents on canceled classes, make-up classes, late payments, tuition reminders, and general information through this software. If you have any questions or concerns, please contact us. For more information on how to sign up, go to our website or email CharMarSchoolofDance@gmail.com.

Tuition

Tuition payments are DUE THE 1ST OF EACH MONTH.

- There is an annual registration fee of \$30.00 per dancer. We offer a family rate of \$50.00.
- Payment of the first month's class tuition is REQUIRED at registration.
- Cash, check, or credit card payments can be made in-studio or online. You may give payments to the dance teacher, mail them to our studio (address on page 1), or pay online through Dance Studio-Pro. All credit/debit card payments are subject to a 5% convenience fee. You may also use your bank to send a check.
- We HIGHLY ENCOURAGE you to ENROLL IN AUTO-PAY through Dance Studio-Pro. More information about this feature can be found on your Dance Studio-Pro Parent Portal.

# of classes/week	Studio Prices	Mobile Prices
Preschool Mobile Classes	n/a	\$70.00
Elementary Mobile Locations	n/a	\$75.00
1	\$75.00	
2	\$142.50 (5% off)	
3	\$213.75 (5%)	
4	\$270.00 (10%)	
5	\$337.50 (10%)	
6	\$382.50 (15%)	
7	\$420.00 (20%)	
8	\$450.00 (25%)	

Late Fees/Class Attendance:

- CA \$20.00 CHARGE WILL BE APPLIED TO ANY AMOUNT PAID MORE THAN TEN DAYS PAST THE DUE DATE.
- Full tuition must be paid even if a student misses class. There is no credit given for missed classes on your behalf. Should the class be canceled, a makeup class will be scheduled.
- A \$25.00 fee will be applied for any bounced checks.
- Students must attend classes regularly. It is pertinent to the progress of the student and the class as a whole. If your student wants to drop a class, this can be done in the studio or online through Dance Studio-Pro. Classes must be dropped before the 1st of the following month, or that month's tuition will be charged to the account.
- I understand that full tuition must be paid even if a student misses a class and that students must attend class regularly. I understand that should my student have more than five absences in the January - May period, I will be required to schedule a private session with my child's teacher for each additional absence at my own expense.
- Choreography for the recital will be taught and rehearsed from January thru May. During this period, missing class could result in the student falling behind and could cause complications for the rest of the group. We discourage missing classes during this period. If a student is absent five times in this period, it will be required that the parent schedules a private lesson with their child's teacher to make up for each additional absence at their own expense.

Student Guidelines & Recital Info

Class Placement:

Char-Mar faculty and staff meet regularly to discuss student progress and placement. Placement decisions are derived from many factors and many years of teaching experience. Placement is highly individual, and the factors that make placement decisions are complex.

We aim to place students in classes/levels where they will feel comfortable and excel. Ballet is mandatory for all Level 4 and 5 students, Performance Team Members and Ensemble members (excluding Hip Hop Ensemble.).

Costumes:

- You will need to purchase one costume for your child per dance class. (ex: If your child takes ballet class, hip hop class, and tap class, then you will need to purchase three costumes). Rates for costumes vary depending on your child's size (\$90.00-\$100.00). Costume payments are due October 31st, 2024. All costume fees are non-refundable after November 30th, 2024. The payment will be refunded if your child discontinues classes before November 30, 2024.
- To ensure that costumes are delivered and organized in time for picture days, costume orders are placed during Winter Break.

Recital Photos:

More detailed schedules for picture days will be provided closer to the picture dates.

Recital Info:

At the end of our dance season, we proudly present our annual recital at the Eissey Campus Theatre at Palm Beach State College. COSTUME REHEARSAL IS MANDATORY. Family & friends are not allowed in the theater during the costume rehearsal. Show assignments will be posted later in the year based on enrollment totals for each location.

- All audience members must have a paid ticket for the show (except for audience members under two years of age). The show's ticket prices are expected to be \$35.00-\$50.00 per seat (based on position and availability). Wheelchair seating is available for the exact cost. More information will be provided later in the season.

Dress Code:

- All students must come prepared to class in appropriate dance attire with their hair done. A supply list outlining the required shoes and attire for each class is available on our website.
- All students must keep their dance shoes in a dance bag. Please put your child's name on their bags, dance shoes, and other essential belongings (water bottles, sweaters, etc.).
Lost items are not the responsibility of CMSD or its staff.
- Appropriate footwear must be worn in class at all times. Dance shoes should never be worn outside. Street shoes should never be worn in the studio.
- Appropriate cover-ups should be worn outside the studio when a leotard and tights are required. Students are encouraged to observe good personal hygiene habits.

Students with outstanding debt will not receive their costume(s) or be permitted to participate in our recital.

Policies & Guidelines

Visitation

Permission must be granted by the studio owner before any family or friends can watch or participate in a class. The Char-Mar studio has televisions in the lobby with camera views of each dance studio so that parents can watch their children in dance class without distracting the students. This feature will be turned off once choreography begins in January.

Students taking classes at their school are not permitted to have family or friends watch or participate in class. Char-Mar School of Dance is a vendor at all schools it attends. There is a liability on Char-Mar School of Dance for any person attending a class. Students enrolled with Char-Mar are the only children who are permitted on the dance floor. We aim to create a comfortable and safe environment for all our students.

Safety/Physical Health

Char-Mar School of Dance requests that each student enrolled consult a physician concerning any illness or injury that may affect their participation and ability to endure exercise, dance, acrobats, etc. You agree to waive the right to legal action for any injury sustained on Char-Mar School of Dance property from any activity before, during, or after class time.

Medical Information:

Parents or guardians must notify the owner and teachers regarding children who use an inhaler, have severe allergies, or may require medication while with Char-Mar School of Dance. It is vital to inform the owner and teachers about your child's existing medical conditions or limitations during registration and throughout the dance season. Our teachers are trained professionals who are excited to work with your children. The more we know about your child, the better the dance experience they will have. All information about our students is confidential.

Photography and Video:

You give Char-Mar School of Dance and its photographers, their assigns, successors in interest, legal representatives, and heirs the irrevocable right to use any photographs taken for Char-Mar School of Dance of any of your children or family. These photographs may be used in any medium, media, or manner without restrictions on changes or alterations. You agree that the photographer will hold all copyrights of these photographs.

Student and Parent Use of Social Media:

- This policy intends to provide Char-Mar School of Dance students and parents with guidelines to eliminate confusion concerning social media use.
- You DO NOT have permission to reveal any information that compromises Char-Mar School of Dance. In addition, you are prohibited from sharing personal information about the owner, teachers, students, families, or anything proprietary or confidential to Char-Mar School of Dance.
- Students and parents can neither claim nor imply that they speak on behalf of Char-Mar School of Dance.
- Never post anything that could compromise students' self-esteem at Char-Mar School of Dance.
- The studio owner must grant permission to record Char-Mar property or students.
- If you post videos of class or rehearsals, don't post any choreography in its entirety; Char-Mar School of Dance owns the copyright to all choreography taught by our instructors.
- Respect the law, including those governing defamation, discrimination, harassment, copyright, and fair use.

Communications & Updates

Staying Informed

- We work hard to make dancing at Char-Mar fun while maintaining efficiency. To do this, we like to keep parents as informed as possible. PLEASE READ ALL NEWSLETTERS, FLYERS, AND EMAILS. We ask that you regularly check our website and your dancer's bag/school folder for any information.
- Essential updates are printed, emailed, and posted on our website and social media.
- If you have any questions regarding the distributed information, we encourage you to contact the studio office at (561) 863-4188 during studio hours (4:00 pm-8:00 pm; Monday-Friday).
- We answer emails Monday-Friday during the dance season via ChaMarSchoolofDance@gmail.com.
- We are continually updating our website (char-mar-dance.com) with important information.
- "Like" the Char-Mar School of Dance Facebook page and follow our Instagram [@charmarschoolofdance](https://www.instagram.com/charmarschoolofdance) to ensure you are up to date on studio announcements and exciting events. Please invite your friends and family to "like" and follow us.
- DO NOT post questions on social media. You may email them directly to Charmarschoolofdance@gmail.com.
- Information will also be available through Dance Studio-Pro.

Communications:

To communicate with your child's teacher or the studio owner:

- By telephone: (561) 863-4188. The studio hours are 4:00 pm to 8:00 pm, Monday-Friday. If you call before or after hours, please leave a message, and your call will be returned. Phone calls may not be answered if a class is in session.
- By email: charmarschoolofdance@gmail.com. Emails will be answered promptly.
- You may also write a note to your child's teacher directly. The teacher or the studio owner will return a response at their earliest convenience.

Acknowledgment of Information

By registering for classes at Char-Mar School of Dance, you agree to the following.

- I understand that Char-Mar School of Dance reserves the right to terminate any student's enrollment for misconduct, inappropriate actions, or unpaid balances by either the student or their parents.
- I understand that all Level 4 and 5 studio dancers, Ensemble Members, and Performance Team Members must take ballet and other required technique classes.

Important Dates

- I acknowledge the Important Dates dates listed on page 1.

Dance Studio-Pro

- I understand that I will be required to set up an account on Dance Studio-Pro and that Char-Mar School of Dance utilizes this software to update parents on canceled classes, make-up classes, late payments, tuition reminders, and other general information.

Studio Policies

- I understand that any visitors to the Char-Mar Dance studio must abide by the policies outlined at char-mar-dance.com.

Tuition/Fees

- I understand that tuition payments are **DUE THE 1ST OF EACH MONTH.**
- I understand that I will be required to pay an **annual registration fee** of \$30 per dancer (family rate - \$50) and the **first month's class tuition** at the time of registration.
- I understand all credit/debit card payments are subject to a **5% convenience fee.**
- I understand that a **\$20.00 late fee** will be applied to any amount paid more than ten days past the appropriate due date. I understand a \$25.00 fee for any bounced checks will be applied.
- I understand that full tuition must be paid even if a student misses a class and that students must attend class regularly. I understand that should my student have more than five absences in the January - May period, I will be required to schedule a private session with my child's teacher for each additional absence at my own expense.
- I understand that any dancer needing to drop a class between March and May due to absences or other reasons must pay a **\$200.00 re-choreography fee.**

Dress Code

- I understand that my student must comply with the Dress Code.

Acknowledgment of Information

Costume Rehearsal

- I understand that Costume Rehearsal is **MANDATORY**.

Costumes

- I understand that I must purchase one costume for my child per dance class and that costume payment are due **October 31st**. I understand that all costume fees are non-refundable after **November 30th**. I understand that any student with outstanding debt will not receive their costume(s) or be permitted to participate in our recital. I also understand that by paying for the recital costume, I agree for my child to participate in the annual dance recital in June of 2024.

Recital Tickets

- I understand that recital tickets are sold on a first-come, first-serve basis.

Visitation

- I understand that permission must be granted by the studio owner before any family or friends can watch or participate in a class.

Photography

- I give Char-Mar School of Dance and its photographers, their assigns, successors in interest, legal representatives, and heirs the irrevocable right to use any photographs taken for Char-Mar School of Dance of any of my children or family. These photographs may be used in any medium, media, or manner without restrictions on changes or alterations. I agree that the photographer will hold all copyrights of these photographs.

Safety

- I agree to waive the right to legal action for any injury sustained on Char-Mar School of Dance property from any activity before, during, or after class time.
- I agree to inform the owner and teachers about my child's relevant medical conditions or disabilities at registration and throughout the dance season. I understand that this information is confidential.

Social Media

- I understand and will comply with Char-Mar's Social Media Guidelines, as outlined on page 4.

Staying Informed

- I understand that the most relevant information can be found on Char-Mar's website and social media. These should be checked before reaching out to Char-Mar's staff. I understand that additional newsletters and flyers will be sent home with my student and that I must check my child's bag to receive this information. I understand that emails with up-to-date information will be sent to parents, and I am responsible for checking my inbox and reading these emails.
- I understand that questions should be emailed to charmarschoolofdance@gmail.com and not posted on social media.