



Char-Mar School of Dance
4115 Burns Rd
Palm Beach Gardens, FL 33410
Char-Mar-Dance.com
(561) 863-4188
charmarschoolofdance@gmail.com

Char-Mar School of Dance

STUDENT HANDBOOK 2021-2022 Season

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 his/her guardians.

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.

Mission Statement: We take our roles as mentors and teachers in your child's life very seriously. Our objective is 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.

Contact Information:

4115 Burns Rd
Palm Beach Gardens, FL 33410
(561) 863-4188
Charmarschoolofdance@gmail.com
www.Char-Mar-Dance.com
Owner/Creative Director: Stephanie Ford

Key Events:

Costume Payment Due Date:	October 31 st , 2021
Picture Days:	May 13 th , 14 th , 15 th , 2022
Dress Rehearsal:	Show A - May 31 st , 2022 Show B - June 1 st , 2022
Recital Day:	Show A - June 2 nd , 2022 Show B - June 3 rd , 2022
Ticket Sales:	TBA Tickets will be available for purchase through Eissey Theatre. **First Come, First Serve for all ticket sales.**
STUDIO Closure Dates:	Labor Day: September 6 th , 2021 Thanksgiving: November 22 nd - 26 th , 2021 Winter Break: December 23 rd , 2021 - January 2 nd , 2022 Spring Break: March 14 th - 18 th , 2022 Memorial Day: May 30 th , 2022

Studio closures can be found on our website and through the Parent Portal on Dance Studio-Pro.

****ALL STUDENTS TAKING CLASSES AT THEIR SCHOOL OR PRESCHOOL WILL FOLLOW THE SCHOOL SCHEDULE****

Dance Studio-Pro

Char-Mar dance utilizes a software program exclusively made for dance studios. By creating an account to access the Parent Portal, parents will be able to 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, feel free to reach out to us. For more information on how to sign up, go to our website or ask for a how-to flyer at the studio.

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 the time of registration.
- Payments can be made by cash, check, or credit card in-studio or online. You may bring payments into class to give to your 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. Char-Mar will be utilizing PayPal as its primary method of accepting payments and recommends that parents create a PayPal account to track payments, receive receipts, and for overall ease of payment.
- 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.

Tuition based on the number of classes enrolled per week

number of classes	studio price	school price
1	\$70.00	\$65.00
2	\$133.00	\$123.50
3	\$202.50	\$175.50
4	\$238.00	\$221.00
5	\$280.00	\$260.00
6	\$315.00	\$292.50
7	\$343.00	\$318.50
8	\$364.00	\$338.00
Unlimited	\$378.00	\$351.00

Late Fees/Class Attendance:

- A **\$20.00** CHARGE WILL BE APPLIED TO ANY AMOUNT PAID MORE THAN 10 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 child's behalf. Should the teacher cancel the class, a makeup class will be scheduled.
- A **\$25.00** returned check fee will be applied for any checks returned/unaccepted by the bank.
- 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.
- January through May choreography for the recital will be taught and rehearsed. 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 more than 5 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 over this count, at their own expense. **Any dancer needing to drop a class between March and May due to absences or other reasons will be required to pay a \$200.00 re-choreography fee.**

Class Placement:

CharMar 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 go into placement decisions are complex. Our goal is to place students in classes/levels where they will feel comfortable and excel. Ballet will be **mandatory** for all Level 4 and 5 students and Performance Team Members.

Dress Code:

- All students must come prepared to class in appropriate dance attire with their hair done. You will receive a supply list outlining what shoes and attire you must purchase for each class.
- 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.).
- 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.
- Regarding classes that require a leotard and tights, appropriate cover-ups should be worn when entering or exiting the studio or walking through the parking lot.
- Students are encouraged to observe good personal hygiene habits.

Recital Info:

At the end of our dance season, we proudly present our annual recital at the Eissey Campus Theatre located at Palm Beach State College. **DRESS REHEARSAL IS MANDATORY.** Parents/Guardians/Siblings are not allowed in the theatre during the dress 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 2 years of age). The show's ticket prices are expected to be **\$30.00-\$40.00** per seat (based on position and availability). Wheelchair seating is available for the same cost. More information will be included in March in the Recital Handbook.

Recital Photos:

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

Costumes:

- You will need to purchase one (1) 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 (3) costumes). Rates for costumes vary depending on your child's size (\$80.00-\$95.00). Costume payments are due **Sunday, October 31st, 2021**. All costume fees are non-refundable after November 30th, 2021. Should your child discontinue classes before November 30, 2021, the payment will be refunded.
- To ensure that costumes are delivered and organized in time for picture days, costume orders are placed during Winter Break.

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

Recital Handbook:

In March of each year, we distribute a recital handbook with all the information parents and students need to make the recital an enjoyable and seamless experience for all involved. Please note all the important dates and information in your calendar not to miss an important event, rehearsal, etc.

Visitation:

Permission must be granted by the studio owner or teacher before any parents/guardians/siblings/friends can sit-in on a class. Char-Mar 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. ****Parents will not be permitted in the studio until it is deemed safe.**** Students taking classes at their school are not permitted to have parents, friends, or siblings sit-in on 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 in Char-Mar are the only children who are permitted on the dance floor. Our goal is to create a comfortable and safe environment for all of our students.

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 in these photographs.

Safety/Physical Health:

Char-Mar School of Dance requests that each student enrolled consult with a physician concerning any past or present illness or injury that may affect his/her participation and ability to endure any exercise, dance, acrobats, or any other program or class. You agree to waive the right to any 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/creative director and/or teachers regarding children who use an inhaler, have serious allergies, or may require medication during their time at Char-Mar School of Dance. It is vital to inform the owner/creative director and/or teachers about your child's existing medical conditions and/or disabilities at the time of 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 he/she will have. All information about our students is confidential.

Student and Parent Use of Social Media:

This policy is intended to provide Char-Mar School of Dance students and parents with guidelines to eliminate any 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 forbidden from sharing personal information about the director, teachers, other students or their families, or anything that is proprietary and/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 potentially compromise the self-esteem of students who attend Char-Mar School of Dance.
- Permission must be granted by the studio director to record on Char-Mar property or with 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 laws governing defamation, discrimination, harassment, copyright, and fair use.

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 medias.
- 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. Feel free to email questions to Chamarschoolofdance@gmail.com.
- We are continually updating our website. News, critical parent and student information, contact information, and more are available at char-mar-dance.com.
- "Like" the Char-Mar School of Dance Facebook page to make sure you are up to date on studio happenings and exciting events. Please invite your friends and family to "like" our page as well.
- Follow our Instagram [@charmarschoolofdance](https://www.instagram.com/charmarschoolofdance) for updates.
- PLEASE DO NOT post questions on the Facebook page. Instead, email them directly to Chamarschoolofdance@gmail.com. Otherwise, they might not be responded to promptly.
- Information will also be sent/available through Dance Studio-Pro.

Communication:

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. Should you call any time 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 returned promptly.
- You may also write a note to your child's teacher directly. The teacher and/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 his/her parents.
- I understand that all Level 4 and 5 studio dancers and Performance Team Members will be **required** to take ballet at Char-Mar.

Important Dates

- I acknowledge my understanding of the **Key Event** dates as listed on page 1 of this Handbook.

Costume Payment (10/31/2021), **Picture Days** (5/13/2022-5/15/2022), **Dress Rehearsal** (5/31/2022, 6/1/2022), **Recital** (6/2/2022, 6/3/2022)

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 Safety

- I understand that any visitors to the Char-Mar Dance studio will be required to abide by the safety policies outlined on our website, 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) as well as the **first month's class tuition** at the time of registration.
- I understand that all **credit/debit card payments** are subject to a 5% convenience fee.

- I understand that a **\$20.00** charge will be applied to any amount paid more than 10 days past the appropriate due date. I understand that a **\$25.00 returned check fee** will be applied for any checks returned/unaccepted by the bank.

- 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 5 absences in the January - May period, I will be required to schedule a private session with my child's teacher for each additional absence over 5, at my own expense.

- I understand that any dancer needing to drop a class between March and May due to absences or other reasons will be required to pay a \$200.00 re-choreography fee.

Dress Code

- I understand that my student must comply with the **Dress Code** as outlined on page 3.

Dress Rehearsal

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

Picture Day

- I understand that a **photo package** must be purchased before my student's scheduled group picture time to take his/her individual pictures.

Costumes

- I understand that I will need to purchase one (1) costume for my child per dance class and those costume payments are due **Sunday, 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.

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 or teacher before any parents/guardians/siblings/friends can sit-in on 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 in these photographs.

Safety

- I agree to waive the right to any 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/creative director and/or teachers about my child's relevant existing medical conditions or learning disabilities at the time of 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 of the Handbook.

Staying Informed

- I understand that most relevant information can be found on Char-Mar's website and that this website should be used as the first source of information before attempting to reach out to Char-Mar's staff. I understand that additional newsletters and flyers will be sent home with my student and that it is my responsibility to check my child's bag to receive this information. I understand that emails with up-to-date information will be sent to parents and it is my responsibility to check my inbox and read these emails.

- I understand that questions should be emailed to charmarschoolofdance@gmail.com and not posted to social media.