



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 2022-2023 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 their guardian(s).*

**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](mailto:CharMarSchoolofDance@gmail.com)  
[www.Char-Mar-Dance.com](http://www.Char-Mar-Dance.com)  
Owner & Creative Director: Stephanie Ford

### **Important Dates:**

Costume Payment Due Date:	October 31 <sup>st</sup> , 2022
Picture Days:	May 19 <sup>th</sup> , 20 <sup>th</sup> , 21 <sup>st</sup> , 2023
Costume Rehearsal:	Show A - May 30 <sup>th</sup> , 2023 Show B - May 31 <sup>st</sup> , 2023
Recital Day:	Show A - June 1 <sup>st</sup> , 2023 Show B - June 2 <sup>nd</sup> , 2023
Ticket Sales:	TBA **First Come, First Serve for all ticket sales.**
STUDIO Closure Dates:	October 31 <sup>st</sup> , 2022 November 19 <sup>th</sup> , 2022 - November 27 <sup>th</sup> , 2022 December 22 <sup>nd</sup> , 2022 - January 1 <sup>st</sup> , 2023 February 20 <sup>th</sup> , 2023 March 17 <sup>th</sup> , 2023 - March 26 <sup>th</sup> , 2023

School closures will follow each location's regular class schedule.

## Dance Studio-Pro

Char-Mar utilizes Dance Studio Pro - a software program exclusively made 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](mailto: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 the time of registration.
- Payments can be made by cash, check, or credit card 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. 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
1	\$70.00
2	\$133.00
3	\$202.50
4	\$238.00
5	\$280.00
6	\$315.00
7	\$343.00
8	\$364.00
Unlimited	\$378.00

\*school tuition prices vary by location

## Late Fees/Class Attendance:

- A **\$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.
- Choreography for the recital will be taught and rehearsed from January thru May. During this period, the 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. **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:

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 go into 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 and Performance Team Members.

### 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.).
- 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.
- When required to wear a leotard and tights, appropriate cover-ups should be worn outside the studio.
- 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. **COSTUME REHEARSAL IS MANDATORY.** Family & friends are not allowed in the theatre 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 ~~\$30.00~~-~~\$40.00~~ per seat (based on position and availability). Wheelchair seating is available for the same cost. More information will be provided later in the season.

### Recital Photos:

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

### 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 (\$80.00-\$95.00). Costume payments are due **October 31<sup>st</sup>, 2022**. All costume fees are non-refundable after November 30th, 2022. Should your child discontinue classes before November 30, 2022, 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.**

**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. 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 of these photographs.

**Safety/Physical Health:**

Char-Mar School of Dance requests that each student enrolled consult with 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 serious 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 and 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 they will have. All information about our students is confidential.

**Student and Parent Use of Social Media:**

This policy intends 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 prohibited from sharing personal information about the owner, teachers, students, families, or anything that is 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 potentially compromise the self-esteem of students who attend Char-Mar School of Dance.
- Permission must be granted by the studio owner 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 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 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](mailto:ChaMarSchoolofDance@gmail.com).
- We are continually updating our website ([char-mar-dance.com](http://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 make sure 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](mailto:Charmarschoolofdance@gmail.com).
- Information will also be 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](mailto: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 and Performance Team Members will be required to take ballet.

### **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 will be required to abide by the policies outlined at [char-mar-dance.com](http://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 late fee** will be applied to any amount paid more than ten days past the appropriate due date. I understand that a **\$25.00 fee** will be applied for any **bounced checks**.
- 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 will be required to pay a \$200.00 re-choreography fee.

#### **Dress Code**

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

#### **Costume Rehearsal**

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

#### **Costumes**

- I understand that I will need to purchase one costume for my child per dance class and that costume payments are due **October 31<sup>st</sup>**. I understand that all costume fees are non-refundable after **November 30<sup>th</sup>**. 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 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 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.

#### **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 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](mailto:charmarschoolofdance@gmail.com) and not posted on social media.