



## Handbook

Welcome to CMS Dance Company! We are really excited about the upcoming year. We realize you have a choice between dance studios, and we appreciate your decision to enroll in classes here. CMSDC seeks to provide not only elite dance training and teamwork, but to also encourage a love of dance as forms of exercise, stress relief and therapy to non-dancers as well. All programs offered at CMSDC offer a positive outlet for expression and foster acceptance and creativity no matter the goal. CMSDC believes in cultivating a fun atmosphere for learning, and we hope students take away a fun and positive outlook on life outside of classes. With over 27 years of experience working with children and 25 years experience in dance instruction, we understand the importance of creating a healthy self esteem and confidence. Our classes are centered on proper technique, injury prevention, performance, fitness, theatrical backstage procedures, auditions preparations and teamwork. Students under Mrs. Shurley's direction have gone on to dance with Dallas Cowboys Cheerleaders, Alvin Ailey Dance Theater, Houston Texans Cheerleaders, back up dancers for music artists and tv commercials, Joffrey Ballet New York, Houston Ballet, Texas Ballet Theater, Radio City Rockettes, Disney Parks, Cruiselines and several have received scholarships to university dance programs. Her choreography has won many national dance competition titles. Mrs. Shurley has also mentored and choreographed for performers with the Miss Texas Pageant and Miss Teen Texas pageant, Six Flags Over Texas, and Macy's Thanksgiving Day Parade. Mrs. Shurley has trained professional athletes utilizing dance techniques and works with USFSA figure skaters off the ice. Her skating students have gone on to perform with Disney on Ice and also to win national showcase competitions. Below you will find our Policies and Procedures along with some helpful tips and information for classes. Again, thank you for enrolling with CMS Dance Company.

### Class Tips

If you are the parent of a student age 3-9 please have your child use the restroom before class begins. Please do not leave the waiting area in case of emergencies or restroom needs during class. Parents please do not drop off your child during class. Please do not leave your child unattended in the foyer. \*No snacks, toys, jewelry or gum allowed in class. Teachers are not responsible to see children to the restroom.

Bring dance shoes in a small bag for us to change into ourselves. Please label all shoes and bags with your child's name. Please do not interrupt class or open studio doors while class is in session. Please say your goodbyes quickly and know that pre-schoolers usually take 2-3 weeks to warm up to class. Please arrive a few minutes early to get your child acclimated to the room. Parents are not allowed to enter the dance room during class time. Per facility policy – *Please no black soled shoes on the dance floor.*

### Annual Showcase Production

At the end of our dance season (Aug. - May) we will have a performance for family and friends to showcase all that has been taught throughout the year. A child's life is filled with important events and rites of passage. This performance is a special and rewarding time for both child and parent. It gives the student a sense of accomplishment for the hard work they have shown all year. Showcase packets will go out in December or January with details on dates, fees, rehearsals and location. Measurements for costumes will take place during class time in January.



## **Policies and Procedures**

**CMSDC reserves the right to make changes to any policies or procedures listed in this packet throughout the year. Please read over these policies throughout the year for updates.**

### ***Tuition and Fees:***

There is a \$40 Annual Registration Fee billed in August per student. New students will pay the registration fees as they enroll throughout the year. The Registration and first month's tuition are due at the time of Registration. Checks and forms may be given to instructors or paid by debit/credit online on our website at [www.CMSDance.com](http://www.CMSDance.com). Please NO CASH unless given directly to Mrs. Shurley.

***\*\*\*Tuition is due by the first day of the month.*** Late reminders will go out after the 5th. There is a \$15 late fee assessed after the 5th. CMSDC reserves the right to use a credit card authorization form. Fees and tuition may be charged after the 7th including any late fees. \*\*\*There is a \$40 NSF fee for any returned payments or chargebacks. All NSF fees accrued from chargebacks or declines will be billed to the client. CMSDC reserves the right to have a student sit out of class if fees are not current by the 10th. After 30 days, CMSDC reserves the right to drop a student from enrollment.

\*\*\*Tuition is an annual rate for a minimum of 34 weeks with the option to pay monthly over our 10 month season from August - May. Summer session consists of June and July and is considered a part time schedule. Therefore, summer tuition is discounted. Siblings receive \$10 off the first enrolled class tuition monthly and \$5 off each additional enrolled class monthly. (The student taking the most classes is considered the "first" dancer.) To qualify for discounts- All dancers must be immediate legal family members living under the same household. (mother, father, brother, sister) Show Company, competitions, costumes, solo/duet choreography, private lessons and the annual showcase are additional fees. More information will go out with showcase packets and Competitive Team packets.

*(i.e. CMSDC is considered an academy or school of dance; monthly rates are the same throughout the year, as tuition is based on a school year program with several holidays and breaks accounted for and pro-rated into the monthly cost; therefore, December's rate is the same as April's regardless of the amount of scheduled weekly classes and activities). \*\*\*Tuition must be paid in full and/or current before costumes are handed out, and before any student performs or competes for the studio. All monies collected is applied towards tuition first, and other misc items second.*

### ***Cancellations:***

If you wish to discontinue classes at CMS Dance Company we must receive a WRITTEN 30 day notice or next FULL monthly tuition will be due. In order to drop one class, but keep others you must give a 30 day WRITTEN notice. Cancellation forms and Class Change forms are available to download online for these requests. Even though you are not obligated for a full year's contract, monthly tuition is based on a yearly school program from August to May. There are no prorates or refunds.



***Absences, Tardies and Substitutes:***

**Tuition ensures that your spot in class is held whether you are in attendance or not.**

It is your responsibility to see to it that your student attends class and arrives on time.

This is to ensure that you are getting your money's worth, and to ensure that the students are advancing in class and that the showcase is performance ready by May. If your child misses a class he/she may schedule 1 make-up class per DAYS (not per class) missed. A maximum of 3 makeup classes are allowed per season. There will be no makeup classes offered from March – May since this is each class's time to rehearse for our annual showcase. If a dancer misses more than 2 times in one class during our showcase rehearsal season (March – May) , then that dancer may not be allowed to participate in the showcase. Exceptions will be made only with a doctor's note, advanced notice for family emergencies (24 hours), or direct permission from Mrs. Shurley. Please be aware that your make-up class may or may not be in the same genre as the enrolled class and it ***will not be an “extra class” added to the schedule.*** It is not financially reasonable for CMSDC to pay instructors twice for the same class every time one student is absent.

***There will not be private lessons offered, prorates or refunds for multiple classes missed.*** After 4 missed classes in a row, CMSDC reserves the right to drop the student from enrollment. If the **studio** must cancel class due to emergencies (bad weather, power outages, etc...), then the student will be offered a make-up class option. This make-up class may/may not be in the same age/level/genre as the original class. The studio reserves the right to provide a substitute to teach class if the scheduled instructor can not teach. If a substitute can not be provided, any missed classes will be made up. CMSDC does not cancel a class because only one enrolled student shows up. We do reserve the right to teach a 30 minute class instead of the full time due to the fact that it is now considered a private for that day. For this reason, parents should stay close in case of early dismissal. CMSDC is not responsible for students after dismissal. CMSDC reserves the right to place a hold on a class if enrollment drops below 3 students. The studio reserves the right to have any student that comes more than 5 minutes late to class do kicks, sit ups or push-ups. Students 10 minutes late to class may be required to sit out and watch or “mark” only since warm-up was missed. This is to prevent injury. Students 15 minutes late or more to class are not allowed to attend for that day. This is to prevent class disruptions once curriculum has started. ***There are no prorates or refunds.***



### ***Classroom Rules:***

No outside shoes in the studio (this includes parents). Wood and vinyl dance floors are easily scuffed, torn and punctured. Proper dance attire must be worn to class or the student will be asked to sit out. Attire for each class is posted on our website. No jewelry, food, drink or gum chewing in class is allowed. Toys are not allowed to be brought in preschool classes. Hair should be pulled back and secured tightly. **BUNS ARE REQUIRED FOR ALL BALLET CLASSES** and for Competition Company rehearsals. Panties are not to be worn with leotards. Tights are to be worn instead. Students are to respect instructors, other students and property at all times. CMSDC reserves the right to cancel enrollment of any student that disrupts class or damages property. There is a zero tolerance policy for bullying. Absolutely **NO TALKING** is allowed during instruction time. If a student continues to talk during class time they will be asked to either sit out or leave class. Makeup classes will not be offered to students that are asked to leave class. There are no prorates or refunds. Participation is required for classes. The studio is to be left clean after each class. Mirrors and equipment are not to be touched. Studio doors are to remain closed until class is dismissed. Dancers are not to leave until class is dismissed.

### ***Injuries:***

Parents, legal guardians of minor students, and adults waive the right to any legal action for any injury or negligence on studio property or studio functions off property resulting from any dance activity or any other activity conducted by the students before, during or after class. It is the adult/parent responsibility to keep all emergency information up to date in the student's files. All medical emergencies are the financial responsibility of the parents or legal guardians.

### ***Advertising:***

CMS Dance Company is hereby granted permission to take photographs or videos of the students to use in brochures, websites, posters, advertising or any other promotional materials the studio creates. Permission is also granted for the studio to copyright such photographs and videos in it's name.

### ***Calendar:***

CMSDC follows Pasco County ISD calendar during the school year for holidays and breaks with the exception of a few differences. (We will be closed for Halloween as well.) This includes early closings due to weather or emergencies. The class schedules and calendar are subject to change. Makeup classes for scheduled holidays and breaks are not offered due to this being figured into your tuition. CMSDC is considered an academy or school of dance; therefore, monthly rates are the same throughout the year, as tuition is based on a school year program with several holidays and breaks. There are no pro-rates or refunds (i.e. December's rate is the same as April's regardless of weekly activity). After the annual showcase there will be a small break before summer camps and classes are offered. There will again be a break at the end of summer before Fall classes resume. Registrations for the following year will open in April of the previous season for current students. Please be sure to register early as classes fill up quickly.



### **Competition and Performing Show Company “Flairs”**

Auditions will be held in the spring or summer for the competitive and performing company, “Flairs”. Ballet and Modern are required classes for company members in addition to rehearsals, and being in the company requires a full year commitment. Additional rehearsal fees will apply for company members. This fee *does not* cover uniforms, props, warm-ups, bags, costumes, camp fees or entry fees. Company member packets with all requirements will go out at auditions. After auditions there will be a MANDATORY company member camp in the summer where members will learn the upcoming season's choreography.

### **Adult Classes**

CMS Dance Company offers recreational dance, Meditative Movement classes, Silver Stars senior citizen classes, Auditions prep classes for aspiring professional Dancers/Pro Cheerleaders, and Dance Athletics training for amateur and professional athletes using dance techniques. Classes are offered either as monthly tuition or as a 6 week interval program. Classes are consecutive and there are no prorates or refunds for missed classes. These classes may be offered off-site as well. Contact Christal Shurley to schedule a class at your facility.