



## Studio Handbook and Policies

Effective August 1st 2025

The information in this packet is a guide for everything you will need to know about the studio, our classes, our expectations, and our studio policies. We strive to have a safe and friendly atmosphere that fosters creativity, artistry, and growth.

Everything in this packet is followed closely,  
no exceptions, no excuses.

### **Mission Statement**

Catskill Dance Moves believes in the art of dance as a way to reach a child's full potential, and our program aims to fit the needs of a diverse population of students. Dance instruction includes social benefits such as creative expression, discipline, and collaboration through the development of the physicality and artistry required for strong dancers. Our studio strives to teach both students who desire future careers involving dance and those who wish to participate in dance recreationally.

Our courses emphasize the importance of ballet as the foundation for other styles of dance. This traditional technique allows students to cultivate the alignment, flexibility, and coordination necessary to excel in other realms of dance.

Additionally, we encourage the value of the performing arts in achieving educational goals like fostering literacy, problem-solving, abstract thought, and originality, as well as nurturing a positive self-image and confidence.

## Dress Code

|                   |                                                                                                                                                                                                                                  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ballet            | <ul style="list-style-type: none"><li>• Solid color leotard (black leotard for level 4), pink footed tights</li><li>• Pink ballet slippers/pointe shoes (depending on class level)</li><li>• NO tutus or big skirts</li></ul>    |
| Jazz              | <ul style="list-style-type: none"><li>• Solid color leotard, black footed tights (unless the student is coming directly from ballet class)</li><li>• Black jazz shoes, no jazz sneakers</li></ul>                                |
| Tap               | <ul style="list-style-type: none"><li>• Loose-fitting clothing, (unless student is coming from another class)</li><li>• Black tap shoes</li></ul>                                                                                |
| Hip-Hop           | <ul style="list-style-type: none"><li>• Loose-fitting clothing (unless student is coming from another class)</li><li>• Clean sneakers *no outdoor sneakers*</li></ul>                                                            |
| Musical Theater   | <ul style="list-style-type: none"><li>• Loose-fitting clothing (unless student is coming from another class)</li><li>• Black jazz shoes</li></ul>                                                                                |
| Tumbling          | <ul style="list-style-type: none"><li>• Leotard and shorts or unitard</li><li>• Bare feet</li><li>• May wear the same outfit if coming from another class, but must have convertible tights to be able to go bare foot</li></ul> |
| Creative Movement | <ul style="list-style-type: none"><li>• Any color leotards, pink footed tights</li><li>• Pink ballet shoes, small skirts are optional</li><li>• NO big tutus</li></ul>                                                           |

- Students must adhere to the dress code of their classes.
- Hair must be secured and off the face. Ballet classes require buns.
- Dress code is **strictly enforced**. An email will be sent home if the dress code is not being followed properly.

## Class Registration

Registration will occur a few weeks before the start of each semester, fall, spring, and summer. Full semesters will run between 13 and 17 weeks and summer varies between 3 and 6 weeks, with scheduled vacation weeks, and tuition adjusted according to length. Teachers will place students in classes at the best level for their ability. Students must enroll in all classes required for their level. Payment is required in full before the semester begins, unless a monthly payment plan has been set up.

## Tuition Payments

We accept full semester payments and monthly payment plans by check or cash. Please note that all the prices listed include a 3% cash/check discount. If paying other than cash or check, an additional 3% will be added to the balance due amount.

Semesterly: Full payment at registration, no extra fees.

Monthly: Payment divided into 4 equal parts; 1 part plus \$30 due at registration; all other payments due by the 1st class of the month. February, March, April, and May for our Spring semester and September, October, November and December for our Fall semester. If you do not pay your monthly payment by the first class of each month, a \$10 charge will be added each week until it is paid. If you are paying monthly, you are committed to the entire semester. You may not register your dancer for a new semester/session if there are any outstanding charges on your account.

There will be a \$15 charge for all returned checks.

## Costumes and Fees

Costumes are ordered by the studio. Measurements will be taken during class. You will receive a costume sheet that will outline what the costume is, the costume fee, and any accompanying pieces that you will need to purchase to complete the costume. Costume fees must be paid by the due date in order to ensure the costume is ordered and delivered on time for the performances. If your costume fee is not paid, your dancer will not be able to take their costume home.

## Make-Up Classes/Attendance

In the event of inclement weather, please check the studio's Facebook page, check your email/text message for these alerts. If a class is cancelled, a make-up class will be scheduled. All attempts will be made to schedule the make up within the regular semester.

If a student misses a class, s[he] or a family member that is also enrolled in classes, may make up class in another suitable class, according to age and ability. Please schedule this make up in advance. Missed classes will not be refunded. If a dancer misses 5 or more classes in one class, they might not be able to perform in the semester's end performances.

## Observing Class

We offer a live-stream view of each studio on two monitors in the waiting areas. For this reason, we ask that parents wait in the waiting area for students, as having an unscheduled "audience" can be distracting or nerve-wracking, especially for our younger students.

## Personal Items

Students are asked to leave their belongings in the dressing room or waiting area during class to avoid injury and avoid clutter in the studio. Students are allowed/encouraged to bring their water bottles into class. It is also a good idea to label all dance items (shoes, bags, etc.) in the event that they are left at the studio. No student cell phones are permitted in the studios unless asked otherwise by the teacher.

## Health and Safety/Studio Etiquette

To ensure that our staff and other students stay healthy, we ask that if your child is sick, you keep them home. We like to follow the school's rules. If your child did not go to school because of illness, please keep them home from dance as well.

It is our priority to provide a safe environment for all dancers. If you see or hear something concerning, please alert CDM staff as soon as possible. Everyone at the studio needs to be treated with respect and kindness and in turn all of our parents, families, and dancers of the studio will be treated the same.

## Drop off and Pick up

### Drop off:

- Please have your child drop off their bags, jackets, and shoes in the dressing room.
- When it is time for their class to start, their teacher will come out and call their class. Older students may go into their class when it is time without a teacher getting them.
- Parents may stay to watch from the livestream in the waiting areas (and encouraged to for younger students) or may leave and come back in time for the end of your students' class. Studio staff are not responsible for a student after their class ends.

### Pick up:

- Please arrive on time to pick your child up from their class.
- Collect all of your child's belongings before leaving. The studio is not responsible for any items left in the studios, dressing room, or waiting areas.

## Contacting Teachers

If parents or students need to speak with a teacher about a personal concern or lengthy matter, it is necessary to schedule a time when the teacher is not engaged in teaching or preparing to teach. Please call, email, or facebook message the studio to do so. If you have a question about tuition or financial matters, please contact the studio director.

## Choreography Rights

The faculty at Catskill Dance Moves studio hold all rights to its choreography. Use of class combinations and performance dances is prohibited without permission from the studio and appropriate crediting.

## Performances

All classes perform at our Annual Christmas Performance in December and Annual Year End Performance in May. Performance information is handed out a few weeks before each performance.

## Catskill Dance Moves, LLC Waiver and Release Form

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_

Student(s) Name(s): \_\_\_\_\_

I release/hold harmless Catskill Dance Moves, LLC, its owners and instructors, from any and all liability for any injury to the student caused by, or resulting from, the student's participation in any classes or programs conducted by Catskill Dance Moves, LLC, or on its premises (including the parking lot and hallways), whether or not such injury or damage was caused by the negligence of Catskill Dance Moves, LLC or any other cause. I agree that if the student(s) engage in any physical exercise, class, or activity on this premise or any venue where we participate as representatives with Catskill Dance Moves, LLC, we do so voluntarily and at our own risk. I understand the possible risk for injury involved with these activities, despite precautions, and I assume all risk or injury, illness, damage, or loss of property. I acknowledge that I have carefully read this Waiver and Release and fully understand that it is a release of liability. I am waiving my right that I may have to bring legal action to assert a claim against Catskill Dance Moves, LLC.

Parent(s)/Guardian(s) Signature(s): \_\_\_\_\_

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**Photo/Video Release:** I give consent for images (photographs and video) of the above student(s) to be taken at the studio, performances, and special events and used in documentation of the activities of Catskill Dance Moves, LLC, including, but not limited to, record keeping, social media, and online and print marketing.

Parent(s)/Guardian(s) Signature(s): \_\_\_\_\_

**Studio Policies and Studio Handbook Agreement/Acknowledgement:** I have read the Catskill Dance Moves, LLC Studio Policies and Handbook and understand and agree to abide by them. \*Updated Policies and Handbook 08/01/2025.

Parent(s)/Guardian(s) Initial: \_\_\_\_\_