


TEACHER/PARENT HANDBOOK
FOR
CHRISTINA'S DANCE WORLD

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Christina's Dance World

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1/ Introduction

It's our absolute pleasure to warmly welcome you into our family at Christina's Dance World. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of questions you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that Ms. Christina is always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise!

2 / Studio Manifesto

To start us off, it's important to us at Christina's Dance World that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the director, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

Christina's Dance World is a place where kids and adults of all ages, shapes and sizes learn to dance, sing, act and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We are a faith based studio that strives to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts putting God first. We are committed to providing a safe, loving and positive environment in which all students can feel empowered, comfortable, and free to express themselves.

We are committed to teaching discipline through dance instruction and social etiquette with tea parties, daily devotions and fellowship at the beginning of each class. We also have courses that encourage and inspire giving people hope and building confidence through beauty, nutrition and self care.

We are passionate about sharing God's love.

We care about the well-being of your children's relationships with others.

We love making dance fun and not stressful.

We embrace the individuality of each student and fuel their self-confidence so they shine.

We stand for harmony and peace within our four walls.

We listen to God, our hearts, and your requests when it comes to making important decisions.

We prioritize and promise to do the best we can to always make you happy.

We value your children and their dedication to Christina's Dance World.

We focus on being uplifting and encouraging as well as teaching dance.

We share our experience, our talent, our hearts and our love for Jesus Christ!

3/ Registration

Before lacing up those jazz shoes, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studio), public liability & injury waiver as well as a COVID form.

Our annual registration fee is \$30 per student and must be paid in full prior to the commencement of classes. Make sure you get your payment in via Auto Draft, Debit/Credit Card, Venmo, Cash or Check to reserve your place in line for our classes.

We encourage all of our students and families to try a variety of dance styles as well as our additional programs and we are more than happy to accommodate trial classes for existing students who want to try something a bit different. Please contact Ms. Christina if you would like to try a new class and we will happily schedule a drop-in class for a fee of \$20.

4 / Communication

By now you have probably noticed that we are BIG on communication here at Christina's Dance World. It is our promise to respond to all inquiries within 24-hours and we will never leave a question unanswered. Ms. Christina can be contacted at 912-399-1417 between 9am-9pm.

For convenience, our primary means of communication is via email. You will receive newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. Don't forget to add our email address christinagodwin@christinasdanceworld.com to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or

performance changes), we will send an email and/or telephone call to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to “LIKE” and join our Christina’s Dance World Facebook page. All content is appropriate and relevant.

Print-outs of our informative emails are available upon request. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don’t hesitate to call or text on 912-399-1417 to chat with Ms. Christina.

5/ Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get most of our calendar organized and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, costumes, requirements, etc.) to be communicated via email as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let Ms. Christina know at your earliest convenience.

We focus on and specialize in creating production shows two times a year. Performing in our production shows is totally optional, not required.

Date	Event	Description	Who it involves
All the Time	Happy Birthday	Book your Fall or Winter Birthday Party with us!	Let’s Celebrate You!
Anytime	Bring a friend	Bring a friend to class. Ideally, a friend who doesn't have a dance home but wants one!	Everyone
TBA	Production Team auditions	Try out to be on the CDW Production Team. This is a group that travels and has special “stand out” numbers in our production shows.	Students who dance three hours a week qualify for auditions. Ages 7+
Book Your Reservation Now	Formal Tea Party with Santa	Sit around the tea party table with Santa. Dress up from our	All ages, limited space

		costume closet and have an unforgettable experience.	
September	Labor Day	School is out - Book a private lesson	Anyone
October	Columbus Day	School is out - Book a private lesson	Anyone
November	Veterans Day	School is out - Book a private lesson	Anyone
November	Happy Thanksgiving	No classes	Studio closed We are thankful for you!
December	Special Person Day	Bring your special person to dance day and learn a routine together	So much fun for everyone!
December	Christmas Holiday	Merry Christmas Everyone!	Studio closed
Date	Event	Description	Who it involves
January	MLK	School is out - Book a private lesson	Anyone
February	Washington's Birthday	School is out - Book a private lesson	Anyone
April	Spring Holidays	No classes	Studio closed
May	Memorial Day	No classes	Studio closed

June	Summer Classes Begin	See Summer Schedule on Website	Anyone
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6/ Code of Conduct

To ensure the smooth, safe running of Christina's Dance World and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give Ms. Christina a call to discuss further.

Families who do not comply with their monthly fee or costume payment obligations may be charged a late fee. Costume expenses are the responsibility of the parent. You will receive your costume when the costume fee is paid in full.

Please let us know of any special instructions for food/drink allergies or medication needs for your child. Parents please wait in the waiting area or outside of the studio until classes have been dismissed. On occasion, you will be invited inside the studio to observe your children's progress!

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio to inform us of the situation so we will be aware to keep an eye on your child. Also, we kindly ask that your child wear modest cover up attire over their dance outfit coming and going from the studio. Midriff tops for dance class are only allowed on dancers 10 years and older.

Any questions or complaints must go directly to Ms. Christina. In the rare case of a parent or student showing disrespect to any parent, teacher or student, a meeting will be called. We thank God everyday that our dance world family does not exude this type of behavior.

Christina's Dance World is not responsible for any misplaced property on the studio premises. Any time something is left behind, we put it in our prop room for you to find the following week. If items are not claimed after one month, they are then donated.

Christina's Dance World reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Christina's Dance World and may not be reproduced or sold by any students, parents or staff without permission of Ms. Christina.

7/ Age groups

You can find our dance class calendar and class descriptions on our website:
www.christinasdanceworld.com

We will not hold a dancer back because of age if their skills and capabilities are advanced enough to move into an older, more advanced class.

8/ Safety

With the safety of our families a number one priority, Christina's Dance World is very serious about upholding child protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever, Ms. Christina will be happy to speak with you.

Ms. Christina and our teachers at Christina's Dance World are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming.

9/ Privacy

When you purchase or hire a product or service with Christina's Dance World, the information we may collect from you includes your name, address, telephone numbers, email addresses and perhaps credit card or bank details.

We will never sell or pass on any of your information to third parties. Information is stored securely in paper and electronic form and is accessible only by authorized personnel.

10/ Auditions

Production Team Auditions

The Production Team is for the dedicated dancer that agrees to put dance responsibilities first: To qualify for production team auditions, one must be signed up for three classes a week and ready to take on the production team class. Production team is our group of dancers that want to stretch and explore the arts in an over the top way. Dancers will be a mix of ages 7 through 18, with adult staff members willing to collaborate professionally and take on roles which may incorporate acting, singing, adagio lifts, stunts, gymnastics and partner dancing. This will be the group Christina's Dance World will utilize to represent the studio when community outside

opportunities arise (traveling, fundraisers, events, etc.). Extra costs may occur throughout the year. Outside talent such as vocalists, actors & specialty acts are welcome to audition and terms for being on the team will be discussed individually.

11/ Timetable

Ms. Christina will place each child in classes according to skill level and age. We do not hold children back because of age if their skill level is up to par to dance in a class with older students. In fact, we encourage mixing ages for performance quality.

12/ Uniform

At Christina's Dance World, we believe that wearing proper dance attire gives students a sense of belonging to our family as well as creating an identity for our studio in the greater community. We appreciate our logo being worn so please consider having our CDW embroidered on your dance wear. We can order leotards and cover-ups and have the logo applied. Ask Ms. Christina for details.

Proper dance attire also:

- Encourages discipline
- Helps students stay focused
- Incorporate studio logo
- Increase a sense of belonging and studio pride
- Improve attendance

Dance attire can be purchased year-round from Ms. Christina.

Please ensure all dance outfits and inside of shoes are clearly labeled with your name!

Ballet & Lyrical- Ballet students will have split sole, pink ballet shoes and/or a lyrical shoe, tan or pink ballet tights and a black leotard, hot shorts or ballet skirt. Hair pulled up in a bun.

Jazz and Tap- Students require tan/brown colored jazz and tap shoes. Any combination of leotard, tights with hot shorts or leggings. Hair in bun or ponytail.

Musical Theater - Students require tan/brown jazz shoes along with any combination of leotard, tights with hot shorts or leggings. Hair in bun or ponytail.

Production Team- Students require tan/brown jazz shoes along with any combination of leotard, tights with hot shorts or leggings. Hair in bun or ponytail.

Gymnastics - Students require leotards, hot shorts, and a loose fitting t-shirt. Bare legs and bare feet. Hair in bun or ponytail.

HAIR ALWAYS PULLED OUT OF FACE AND NO CHEWING GUM ALLOWED.

13/ Fee Structure

Please find the fee structure on the website: www.christinasdanceworld.com. Feel free to contact Ms. Christina if you have any fee-related questions.

We accept cash, check, Venmo @Christina-Godwin-1, and debit/credit. Auto draft payments available upon online registration.

We offer the following options for fee payment:

Upfront Payment –Registration fee and first month due at time of registration. You have the option to pay monthly, quarterly, or annually.

A \$10 late fee/service charge will be applied to your account if monthly payments are not in by the 15th of each month.

Direct Debit – At the time of registration, you can sign up for an automatic draft and you can pay your monthly tuition in your parent portal.

Refunds will not be issued for missed classes or holidays – we will endeavor to arrange make-up lessons for classes canceled by Christina’s Dance World or will offer an alternative class.

Drop-In Payment

Your \$20 drop-In fee can be paid in cash, check, Venmo @Christina-Godwin-1 or debit/credit to your teacher at the time of class.

Annual Member

When you are an annual member of Christina’s Dance World you only pay one registration fee only if you continue classes through the summer.

If you wish to withdraw from classes at Christina’s Dance World, it is a requirement that you notify the studio in writing via email or text. You will be responsible for payment until notification is received and for paying any outstanding dues or fees for costumes ordered.

14/ Attendance

Your child’s attendance in class is very important to their peers and our teachers. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the production show routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our teachers and we will do all that we can to help get your child caught up.

Unfortunately, we are unable to accommodate make-up sessions for students who miss classes, but private lessons are available if needed.

15/ Social Media

Christina's Dance World's Social Media Policy refers to all social networking sites and we encourage you to follow and join our social pages. Facebook, Instagram, LinkedIn, YouTube and TikTok.

- Remain mindful that your posts on social media remain in keeping with Christina's Dance World's conduct. We try our best to always be tasteful, never reveal too much about any individual. Negativity and profanity of any kind is never a consideration.
- Should you wish to engage on social media while identifying as a studio member, we kindly remind you to do so with integrity and respect!
- Teachers, student teachers and helpers must refrain from creating videos using music with profanity or you will be asked to remove the content from your social media posts.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via social media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to Ms. Christina directly.
- Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to come directly to Ms. Christina to avoid any confusion on facts and details.
- Be careful when identifying information of any featured minors - including names, ages or location - when posting on social media. Let's stay away from too many personal details.

16/ Our Teachers /Faculty

Visit the Faculty on our website to see our teachers. We are truly looking forward to growing together to mold this generation of skilled, confident, genuine and unique performers. Instilling God's love in our students, we thank you for your trust and confidence in us to pour our energy into you and your children! Best and blessings, Ms. Christina.