



CREATIVE WORLD HANDBOOK



www.triplecdance.com



Dear Parents and Guardians,

Welcome to the start of a new dance year at Triple C Dance Academy! We are committed to providing you with an exceptional experience, where every student can thrive and develop their passion for dance.

We want to ensure that you have all the necessary information to make this year as smooth and enjoyable as possible. Enclosed in this packet, you will find essential details about our studio policies for Creative World, class schedules, and other relevant information.

Should you have any questions or need further assistance, please do not hesitate to contact us. We are here to help and support you and your child in any way we can.

Thank you for being part of the Triple C family!

Warm regards,

Mrs. Celecia



WELCOME

STUDIO POLICIES

If you're reading this, it means you signed up for a dance with Triple C Dance Academy. We're so excited to welcome you to the Triple C Tribe! Let's go over everything you need to know.



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OUR MISSION

To Create a Positive Pathway
in the Lives of Young Dancers
Through Mentorship and
Creative Arts.

OUR VISION

To Create Community Through
a Safe Space that Fosters
Growth.



DRESS CODE

What is the **Dress Code**?

- For each class, we kindly ask that you secure your hair out of your face.
- Leggings and t-shirt preferred for unrestricted movement.
- Leotard, skirt, tights and ballet shoes are always welcome but never required.
- Ideally no dresses, please.



This dress code helps minimize distractions and allows instructors to assess and correct body alignment more easily. Thank you for your attention to this important detail!

TUITION & FEES

For One Class	
Monthly Tuition	\$50
Includes 4 classes a month (any month with less than 4 classes offered will be pro-rated)	
The last month will be only 2 classes - the remainder of that month's tuition will be applied as a recital fee.	

How is the **tuition paid?**

Auto Pay	Payment drafted on the 25th of the month prior to classes
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In the App:	Log in to your Parent Portal on the app
	Click "Pay" on the bottom middle of the screen
	Pay the invoice populated on your screen

On Email:	Click the link near the bottom of the email
	Log in to your Parent Portal
	Pay the invoice populated on your screen

FAQ's

What if a class is **missed?**

- Missed classes are not prorated, they can be made up at the dance studio. Please contact us to schedule the make-up class (limit 2 per month)

When is the **payment due?**

- The tuition will post to your account on the 10th of every month and will be due by the 25th of every month prior to the class starting.

Is there a **late fee?**

- If the tuition is not paid on or before the 25th of each month (expired card or insufficient funds), there will be a one-time \$25 late fee posted to your account for that month.

What does the **recital fee** include?

- Recital Outfit (Fall)
- Recital Costume (Spring)

PARENT PORTAL

What is the **Parent Portal** used for?

Complete paperwork The Liability Form, Release Form and Privacy Policy
Enroll in classes
Pay your tuition
Studio announcements
Class cancellations
And more

Scan Here to Download
the **Parent Portal App**



FAQs



When does the season start and end?

Fall: September - December (Show in December)

Spring: January - May (Show in May)

Do all classes participate in the recital?

Participation in the recital is optional.

Must be enrolled by October 1st to participate in the Fall recital

Must be enrolled by March 1st to participate in the Spring recital

Do I pay by class or monthly?

Tuition is due monthly by the 25th of the month prior to class.

How long is each class?

Each Creative World class is 30 minutes.

Where are the recitals held?

Fall- Agape Christian Fellowship

Spring- Lehigh Senior High School

What is your refund/ withdrawal policy?

We require a written 30-day notice to stop enrollment and billing. Withdrawals made without a 30-day notice will still be charged the next month's tuition. If your 30 days end mid-month, we will prorate your tuition. No refunds will be given.

How does my child make up a class?

Your child may take a class at the Triple C Dance Academy main studio for their designated age range. Limit 2 make up classes a month.

Do I have to sign up for autopay?

Yes, we require a card be placed on file. For your convenience, we will charge the card on file on the 25 of the month although you are welcome to pay manually on the app using any card you'd like prior to the 25th of the month.

What is the best way to contact you?

Email is the best way to get ahold of us: Info@triplecdance.com

You may also chat with us in the parent portal app

DANCE STUDIO COMMUNICATIONS

The best way to contact us is through e-mail or the parent portal.

Inclement weather updates will be sent via text, and e-mailed to all students, and we will post on our social media channels. Please keep your e-mail address and phone number up-to-date in our system by alerting staff to any changes.



239-910-0316



celecia@triplecdance.com



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