



STUDIO HANDBOOK



www.triplecdance.com



Dear Parents and Guardians,

Welcome to the start of a new dance year at Triple C Dance Academy! Whether you are returning or are new to our studio, 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 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 class at Triple C Dance Academy. We're so excited to welcome you to the family! Let's go over everything you need to know.



TABLE OF CONTENTS

Welcome	2
Mission Statement	4
Dress Code	5
Tuition & Fees	6
Parent Portal	7
Referral Credit	8
FAQs	9
Communications	10



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.

Ages 3-6

Ballet/Jazz	Leotard (with or without a skirt), pink ballet tights, and pink ballet shoes.
Acro	Leotard, and shorts or unitard. (NO TIGHTS)

Ages 7 and Up

Ballet	Black leotard (with or without a skirt), pink ballet tights, and pink ballet shoes.
Contemporary	Form fitting top (tank top or leotard) and bottoms (leggings or spandex shorts), no shoes required.
Jazz	Form fitting top (tank top or leotard) and bottoms (leggings or spandex shorts), black jazz shoes.

This dress code helps promote a sense of unity and equality among students, minimizes 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	\$100
Fall Recital Fee	\$50
Spring Recital Fee	\$150

For Two Classes	
Monthly Tuition	\$195
Fall Recital Fee	\$50
Spring Recital Fee	\$200

How is the **tuition paid?**

In the Studio:	Cash
	Debit
	Credit

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. Please contact us to schedule the make-up class.

When is the **payment due?**

- The payment 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, there will be a one-time \$25 late fee posted to your account that month. You may waive the late fee by signing up for auto-pay.

What does the **recital fee** include?

- Recital Outfit (Fall)
- Recital Costume (Spring)
- Recital Video
- Recital T-Shirt

Is there a **discount?**

- There is a 10% discount when tuition for the entire semester is paid in full. Final dates to take advantage of this offer will be communicated via email each semester.

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**



VIP MEMBERSHIP ROLLOVER

What is **Membership Rollover**?

As a valued member, your registration will be automatically rolled over for next season's classes. This means you get the first priority in enrollment—ensuring you secure your preferred spots!

With rollover priority, you don't have to worry about your dancer missing out. Your spot is held, so you can rest easy knowing their place is secured, giving you peace of mind and one less thing to think about.

REFER A FRIEND

What is the **Referral Credit**?

When you refer a family who registers for classes in the Fall, Spring or Summer semester, you will receive a \$50 credit on your account as a thank you!

This does not apply to a family who only books a trial. The family must register and pay for at least one month of classes.

We appreciate your help in sharing our mission of mentorship through the arts!



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?

Family Dance Time and Adult classes are purely recreational and do **not** participate in the 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 class is 55 minutes, except for family dance time, which 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 another class in their same age range (any style) the same week of their absence or the week following their absence.

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 in cash at the studio or 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.



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