



# CREATIVE WORLD HANDBOOK

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[www.triplecdance.com](http://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 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. 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 are 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
FAQs	.....	8
Communications	.....	9



## OUR MISSION

Create A Positive Pathway In The Lives Of Young Dancers Through Mentorship And Creative Arts.

## OUR VISION

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 **allows** instructors to assess and **correct** body alignment more easily. Thank you for your attention to this **important** detail!*

# TUITION & FEES

For One Class	
<p style="text-align: center;"><b><u>Monthly Tuition</u></b></p> <p>Includes 4 classes a month (Any month with less than 4 classes offered will be pro-rated.)</p>	\$50
<p style="text-align: center;"><b><u>Fall Recital Fee</u></b></p>	\$25
<p style="text-align: center;"><b><u>Spring Recital Fee</u></b></p>	\$50

How is the **tuition paid?**

<b>AutoPay:</b>	Payment drafted on the 25th of the month prior to classes
<b>In the App:</b>	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
<b>On Email:</b>	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)

# PARENT PORTAL

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

<b>Complete paperwork</b> Liability Form, Release Form, and Privacy Policy
<b>Enroll in Classes</b>
<b>Pay Your Tuition</b>
<b>Studio Announcements</b>
<b>Class Cancellations</b>
<b>And More...</b>



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 before class.

## **How long is each class?**

Each class is 30 minutes

## **Where are the recitals held?**

The Fall location will be announced via email

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-day period ends 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 to be placed on file. For your convenience, we will charge the card on file on the 25th of the month or can manually pay on the app using any card you'd like before the 25th of the month.

## **What is the best way to contact you?**

Email is the best way to get hold of us: [Info@triplecdance.com](mailto:Info@triplecdance.com)

You may also chat with us in the parent portal app

## **Are teachers background checked?**

Yes! All of our staff have undergone a background check before interacting with our students.





# DANCE STUDIO COMMUNICATIONS

**The best way to contact us is through email or the parent portal.**

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



**239-910-0316**



**[info@triplecdance.com](mailto:info@triplecdance.com)**



**[TRIPLECDANCE.COM](http://TRIPLECDANCE.COM)**

