



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 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.

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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.

Ages 3-6

Ballet/Jazz	Leotard (with or without a skirt), pink ballet tights, and pink ballet shoes.
Gymnastics	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	
Registration Fee	\$50
Monthly Tuition	\$85
Fall Recital Fee	\$75
Spring Recital Fee	\$150

For Two Classes	
Registration Fee	\$50
Monthly Tuition	\$165
Fall Recital Fee	\$75
Spring Recital Fee	\$200

For Three Classes	
Registration Fee	\$50
Monthly Tuition	\$225
Fall Recital Fee	\$75
Spring Recital Fee	\$250

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

Please note the following transaction fees:

Credit cards: 3.05% + 0.35 per transaction

ACH: 1% + 0.20 per transaction

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
- Photos

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.

Do you offer **refunds?**

- All tuition and registration fee are non-refundable but account credit can be used for tuition, fees, or other purchases

PARENT PORTAL

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

Complete paperwork Liability Form, Release Form, and Privacy Policy
Enroll in Classes
Pay Your Tuition & Registration Fee
Studio Announcements
Class Cancellations
And More...

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



RECITAL PARTICIPATION

Who can perform in the **Recital**?

For your dancers to perform at the recital in May, he/she must be enrolled for all of March and April and miss no more than two classes.

This requirement is to ensure that each student has learned the proper dance technique and choreography to perform. Each week builds on the previous one, so missing several weeks is a disservice to the dancer. It is also unfair to the other dancers in the class to spend time reviewing choreography for one student when all other students are ready to learn more.

If your dancer will miss more than two classes but would still like to be in the show, you may book a private lesson (minimum 1-hour lesson) for your child to learn the choreography they missed and work on the needed skills for their dance.

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 that **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?

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 before class.

How long is each class?

Each class is 40 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-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 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 to be placed on file. For your convenience, we will charge the card on file on the 25th 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 before the 25th of the month.

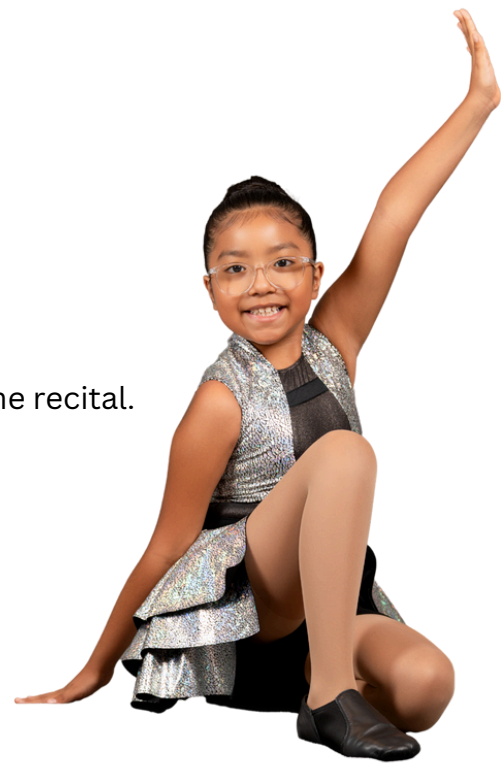
What is the best way to contact you?

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

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



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