



CREATIVE WORLD 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



W
E
L
C
O
M
E
T
O
U
R
C
O
M
M
U
N
I
T
Y



If you are reading this, it means you signed up for a dance class with Triple C Dance Academy at Creative World! We're so excited to welcome you to the family!

Let's go over everything you need to know.

TABLE OF CONTENTS

Welcome	2
Table of Contents	3
Mission & Vision	4
Dress Code	5
Tuition & Fees	6
Important Dates	7
Parent Portal	8
Recital Participation	9
Recital Information	10
Recital Photoshoot	11
Parent & Me	12
Recital Dress Rehearsal	13
Recital Day	14
FAQ'S	15
Studio Communications	16



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

<u>Registration Fee</u>	\$25
<u>Monthly Tuition</u> Includes 4 classes a month (Any month with less than 4 classes offered will be pro-rated.)	\$52.50
<u>Spring Recital Fee</u>	\$75

FAQ's

How is the **tuition paid?**

AutoPay:	Payment drafted on the 25th of the month prior to classes
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

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** cover?

- Recital Costume and tights for recital
- Theatre expenses, props, staffing, and other production costs

Do you offer **refunds**?

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

IMPORTANT DATES

January 2026	
1/7	First Day of Classes
February 2026	
2/1	Last day to sign Recital Contract
2/25	Recital Fee Due
March 2026	
3/8	Recital Photoshoot
3/18	Spring Break: No Classes
April 2026	
4/1	Recital Tickets and Add On's Go on sale
4/15	Last Day to purchase Recital Add Ons
4/29	Last Day of Classes
May 2026	
5/8	Recital Dress Rehearsal
5/9	Recital

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**?

We want every dancer to feel prepared and proud on stage. Consistent attendance is key – especially in the final weeks. We encourage you to make every effort to have your child attend March, April, and May classes as consistently as possible to learn their routine.

This helps your dancer perform safely and confidently with the group, and it also shows respect for the instructor and other dancers by keeping choreography and learning on track at each practice.

RECITAL CONTRACT AND FEE POLICY

To participate in the annual recital, a parent or guardian must sign the Recital Contract. This contract will be emailed directly to each family. A signed copy must be returned to the studio either by emailing the completed contract back to us or by leaving a printed, signed copy with Creative World. The contract must be signed by Sunday, February 1st for your dancer to be included in the recital. By signing the Recital Contract, you agree to pay the required recital fee. Please note that recital fees are non-refundable once the contract is signed.

The recital fee will be added to your account after the contract is submitted. Payment is due by February 25th. You may pay the fee manually at any time before the due date. If the recital fee has not been paid by February 25th, it will be processed automatically through the autopay method on file.



IMPORTANT RECITAL INFORMATION

- April 1st, 2026: Tickets, program ads, flowers, and other recital items will go on sale through the parent portal. Tickets may be purchased through the parent portal, on our website, and via the link sent by email.
- April 15th, 2026: Final day to purchase program ads and preorder flowers.
- Day-of purchases: Tickets and select items will be available for purchase on the day of the recital; cash only will be accepted. No card payments, Venmo, Cash App, or other electronic payments will be accepted on recital day.
- Assigned seating: The recital will use a seating chart. The seats you purchase are the seats you will be sitting in. We strongly recommend screenshotting your tickets to your phone in advance in case cell service is limited. If you purchase tickets for family members or friends who will arrive separately, please send them their tickets ahead of time. Guests will not be permitted entry without a valid ticket.
- What is included in the recital fee for the Spring Recital:
 1. Costume and hairpieces
 2. Skin-colored tights
 3. Photoshoot (Must purchase photos directly through the photographer at an additional cost)

RECITAL PHOTOSHOOT

The annual recital photoshoot will take place on Sunday, March 8th, 2026. This photoshoot is free to attend, and families will have the option to purchase photos directly from the photographer. A SignUpGenius link will be emailed to all families to RSVP their dancer's attendance.

- Location: Triple C Dance Studio (13101 Paul J Doherty Pkwy #220, Fort Myers)
- Dancers must arrive with hair styled, light makeup applied, and wearing their own skin-colored tights. Please note that the tights being provided by the studio for the recital will not be available until the recital. Costumes will be available at the studio for dancers to change into prior to their photos.
- Photoshoot times are scheduled by class.

Photoshoot Schedule

- Creative World: 11:00 AM – 12:00 PM

Please plan to arrive on time for your assigned class window to help the photoshoot run smoothly and stay on schedule.



PARENT & ME DANCE

We are excited to offer a Parent & Me Dance as part of our Spring Recital! This special opportunity allows parents to share the stage with their dancer, creating a fun and memorable experience for both. Participating together helps build confidence, connection, and unforgettable recital memories.

Participation Fee:

The cost for a parent to participate is \$25, which includes four weeks of rehearsal for both parent and child.

Rehearsal Schedule:

Rehearsals will take place on Saturdays from 3:30–4:30 PM on the following dates:

- April 4
- April 11
- April 18
- April 25

Parents who wish to participate must register through the Parent Portal by Sunday, February 1st. Payment of the \$25 participation fee is due by February 25th.

To register, go to the Class Registration tab, select Events, and choose the Spring Recital Parent & Me Class.

Costume Information:

Parents may choose their own 90's-themed costume. Dancers may wear one of their assigned recital costumes, or families may choose to purchase a separate 90's-themed outfit for their child if preferred.

DRESS REHEARSAL

Date: Friday, May 8th

Time: 6:00–9:00 PM

Location: Lehigh Senior High School

(901 Gunnery Road N, Lehigh Acres, Florida 33971)

The Recital Dress Rehearsal is a **mandatory** event for all dancers participating in the recital. As this is the only opportunity for dancers to rehearse on stage, adjust spacing, practice transitions, and prepare in full costume, any dancer who does not attend **will not** be permitted to perform in the recital. Please make all necessary arrangements to ensure your dancer is present for the entire rehearsal.

Arrival & Attire:

- All dancers must arrive fully dressed in their recital costume, including proper tights, hair, and accessories. Dancers should arrive on time so rehearsals can run smoothly and stay on schedule.

What to Expect:

- Rehearsal will follow the recital order, giving dancers the opportunity to practice routines with stage lighting and spacing.
- Food will be provided for all dancers. If your dancer has allergies or dietary restrictions, please notify the studio in advance.

Important Reminders:

- Hair must be styled according to class requirements prior to check-in.
- Please bring a labeled water bottle for your dancer.

Your cooperation helps us create a smooth and successful recital experience for every dancer.

RECITAL DAY

The recital will take place on Saturday, May 9th at Lehigh Senior High School. All dancers are required to arrive at the theater by 10:00 AM for check-in and final preparations.

- The recital performance will run from 11:00 AM to 1:00 PM. Dancers must arrive fully dressed in their recital costume.
- Hair must be styled in a high bun and secured with the assigned costume hairpiece. Please ensure dancers are performance-ready upon arrival, as this helps the day run smoothly and on schedule.



FAQs

When does the season start and end?

Fall Semester is August-April (Recital in May)

Do all classes participate in the recital?

Participation in the recital is optional.

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?

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

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

Throughout the season, important information will be shared with families, including announcements, event invitations, schedules, and helpful links. All official communication will be sent via email.

It is the responsibility of each family to ensure that all contact information in the parent portal is accurate and kept up to date. Maintaining current contact information is essential to ensure you receive all studio communications in a timely manner.



239-910-0316



info@triplecdance.com



TRIPLECDANCE.COM

