



# STUDIO 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

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

For each class, we kindly ask that you secure your hair out of your face.

## Tiny Twirls

<b>Intro to Dance</b>	Any color leotard (with or without skirt) or shorts or any color unitard.
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## Level 1

<b>Ballet/Jazz</b>	Black leotard (with or without a skirt), pink ballet tights, and pink ballet shoes.
<b>Gymnastics Dance</b>	Any color leotard and shorts or unitard. (NO TIGHTS). No shoes and no skirt attached to the leotard.

## Levels 2 & 3

<b>Ballet</b>	Black leotard (with or without a skirt), pink ballet tights, and pink ballet shoes.
<b>Contemporary</b>	Form-fitting top (tank top or leotard) and bottoms (leggings or spandex shorts) in any color, pattern, or print. No shoes required.

*Visit our studio store for all of your dancer's class essentials, including required dancewear and accessories.*

*We've made it easy to find everything your dancer needs in one place.*

*<https://www.shopnimbly.com/TCDA>*

*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		For Two Classes	
Registration Fee	\$50	Registration Fee	\$50
Monthly Tuition	\$89	Monthly Tuition	\$173
Fall Recital Fee	\$75	Fall Recital Fee	\$75
Spring Recital Fee	\$150	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

# TUITION & FEES FAQ'S

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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.
- If payment is not received or the studio is not contacted after a late fee is applied, your dancer may be withdrawn from their class.

What does the **recital fee** include?

- Recital Outfit (Fall)
- Recital Costume (Spring)
- Recital Video
- Recital T-Shirt
- Recital Photoshoot Attendance (Photos purchased separately)

Is there a **discount**?

- There is a 10% discount when tuition for the entire semester is paid in full. Due dates for paying in full is January 25<sup>th</sup> and August 25<sup>th</sup>
- We offer a 5% discount if tuition is paid in cash in the studio before the 25<sup>th</sup> of each month

Do you offer **refunds**?

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

How is my tuition affected if we drop and later **re-enroll**?

- Stay enrolled to keep your current rate. If you drop and re-register later, the latest tuition prices will apply



# IMPORTANT DATES

January 2026	
1/2-1/3	Mandatory Zoom Parent Meeting
1/9-1/10	First Week of Classes
1/25	Last day to pay in full for the semester
1/30-1/31	January Assessments by Request
February 2026	
2/1	Last day to sign Recital Contract & Sign up for Parent & Me Dance
2/13-2/14	Share the Love of Dance
2/15	Edison Festival of Light Junior Parade
2/25	Recital Fee Due
2/27-2/28	February Assessments by Request
March 2026	
3/8	Recital Photoshoot
3/20-3/21	Spring Break: No Classes
3/27-3/28	March Assessments by Request
April 2026	
4/1	Recital Tickets and Add On's Go on sale
4/15	Last Day to purchase Recital Add Ons
4/18	Spinz Skating Party
4/24-4/25	April Assessments (Final Assessment for Season)-by Request
May 2026	
5/1-5/2	Last weekend classes for the season
5/8	Recital Dress Rehearsal
5/9	Recital
5/16	End of Season Pool Party and Potluck



# 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 &amp; Registration Fee</b>
<b>Studio Announcements</b>
<b>Class Cancellations</b>
<b>And More...</b>

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



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



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



# ASSESSMENTS

Monthly dancer assessments are available upon request and provide individualized feedback on each dancer's progress. Assessments take place during regularly scheduled classes on the last weekend of each month.

Families will receive an email one week prior to the assessment weekend containing a SignUpGenius link to request an assessment. Only dancers registered through the SignUpGenius link will be assessed. Sign-ups will close on the Thursday prior to the assessment weekend.

Assessment feedback and results will be emailed to families during the week following the assessment weekend. These assessments are intended to support dancer growth and help families better understand both strengths and areas for continued improvement.



# 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. Dancers may miss no more than 2 total classes during March, April, and May 2026.

If more than 2 classes are missed, a private make-up lesson will be required (at an additional cost).

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 attend the mandatory parent meeting and sign the Recital Contract. This contract is available on your Parent Portal. 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 prior to February 25th, it will be processed automatically through your 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. Recital t-shirt
  4. Photoshoot (Must purchase photos directly through photographer at an additional cost)
  5. Recital video
- What is not included in recital fee & parent is responsible to provide  
(all items can be purchased on the studios nimbly site)
  1. Black leggings to wear for the opening and closing number
  2. Pink ballet shoes if the dancer is in Ballet or Ballet/Jazz
  3. Jazz shoes if the dancer is in Level 3 Jazz/Contemporary
  4. If the dancer is 6 or under and parents are requesting the studio to help with changing costumes, the dancer must wear a skin colored leotard

# 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.

*Siblings enrolled in different classes may attend during the same time slot for convenience.*

## Photoshoot Schedule

- Creative World: 11:00 AM – 12:00 PM
- STARS: 12:00 PM – 12:30 PM
- Tiny Twirls: 12:30 PM – 1:30 PM
- Level 1: 1:30 PM – 2:30 PM
- Level 2: 2:30 PM – 3:30 PM
- Level 3: 3:30 PM – 4:00 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 1<sup>st</sup>. Payment of the \$25 participation fee is due by February 25<sup>th</sup>.

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 opening number attire (recital t-shirt & black leggings), including proper tights, hair, and accessories. Dancers should arrive on time so rehearsals can run smoothly and stay on schedule.
- Families with dancers age 6 and under who are participating in multiple dances and require a costume change will be asked to confirm whether they will assist their dancer with the costume change or request studio assistance. Families requesting studio assistance agree that their dancer will wear a skin-colored leotard underneath their costume to allow for quick and appropriate costume changes. Skin-colored leotards can be purchased on the studio's site under the “recital gear” section

## 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 opening number outfit (recital t-shirt, black leggings & tights), with all costume pieces neatly packed in a labeled garment bag.
- 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.

## Costume Changes for Young Dancers:

Families with dancers age 6 and under who are participating in multiple dances and require a costume change will be asked to confirm whether they will assist their dancer with the costume change or request studio assistance. Families requesting studio assistance agree that their dancer will wear a skin-colored leotard underneath their costume to allow for quick and appropriate costume changes.



# SOCIAL MEDIA

We are active on social media and encourage families to follow us on Facebook and Instagram. We frequently share studio updates, highlights, and fun moments from classes and events.

Facebook: [facebook.com/triplecdance23](https://facebook.com/triplecdance23)

Instagram: @triplecdance23

## REFER A FRIEND

### What is the **Referral Credit**?

When you refer a family who registers for classes, 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: August- 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 1 hour

## **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](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.

