



STUDIO HANDBOOK



www.triplecdance.com



Dear Parents and Guardians,

Welcome to the official kickoff of another incredible dance season at Triple C Dance Academy! We are so thrilled to welcome back our returning families and extend a warm, enthusiastic greeting to those joining our studio community for the very first time. Our mission remains the same: to deliver an exceptional dance education where every dancer can thrive, grow, and truly ignite their passion for movement.

To help you and your dancer transition smoothly into the new year, we've put together this comprehensive information packet. Inside, you will find all the essential details regarding our current studio policies, schedules, and important upcoming dates.

If you have any questions, big or small, please feel free to reach out to us at any time. We are always here to support you and your child to ensure they have an amazing, rewarding experience.

Thank you so much for choosing to be a part of the Triple C Family. Let's make this season our best one yet!

Thank you for being part of the Triple C Tribe!

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

Intro to Dance	Any color leotard (with or without skirt) skin tone ballet tights (optional) , and pink ballet shoes.
Gymnastics Dance	Any color leotard and shorts or unitard. (NO TIGHTS). No shoes and no skirt attached to the leotard.
Ballet/Jazz	Any color leotard (with or without skirt) skin tone ballet tights (optional) , and pink ballet shoes.

Level 1

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

Levels 2 & 3

Ballet	Black leotard (with or without a skirt), skin tone ballet tights, and pink ballet shoes.
Jazz/ Contemporary	Form-fitting top (tank top or leotard) and bottoms (leggings or spandex shorts) in any color, pattern, or print. Black jazz 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>

TUITION & FEES

For One Class/week	
Registration Fee	\$50
Monthly Tuition	\$99
Fall Recital Fee	\$150
Spring Recital Fee	\$150

For Two Classes/week	
Registration Fee	\$50
Monthly Tuition	\$192
Fall Recital Fee	\$150
Spring Recital Fee	\$200

How is the **tuition paid?**

In the Studio (before 25th):	Cash (discount)
	Debit
	Credit
Auto Pay	Log in to your Parent Portal on the app
	Register for auto-pay
	Keep an updated card on file

TUITION & FEES 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 or updating the card on file.
- 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?

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

Is there a **discount**?

- There is a \$35 per class discount when tuition for the entire semester is paid in full. Due dates for paying in full is January 25th and August 25th
- We offer a small discount if tuition is paid in cash in the studio before the 25th 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

August 2026	
8/8	Mandatory Parent Meeting (Option 1)
8/9	Mandatory Parent Meeting (Option 2)
8/7-8/8	First Week of Classes
8/21-8/22	Monthly Assessments
8/28-8/29	Bring a Friend To Dance Class
September 2026	
9/25-9/26	Monthly Assessments
9/26	Triple C Outing at Skyzone
October 2026	
10/23-10/24	Monthly Assessments
10/23-10/24	Wear a Costume To Class
10/30	Holiday Showcase Photoshoot
10/30-10/31	NO CLASSES
November 2026	
11/20-11/21	Monthly Assessments
11/22	DanceGiving
11/27-11/28	NO CLASSES: Thanksgiving Break
December 2026	
12/4	Holiday Showcase Dress Rehearsal
12/5	Holiday Showcase
12/13-1/7	NO CLASSES: Holiday Break

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**



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.

****PLEASE NOTE:** IF YOUR DANCER IS IN **LEVEL 2 OR BELOW**, AN ADULT WILL NEED TO WALK YOUR CHILD INTO CLASS AS WELL AS PICK THEM UP FROM CLASS. **WE WILL NO LONGER ALLOW STUDENTS TO WALK OUT OF THE BUILDING TO MEET A PARENT AT THEIR CAR.**



239-910-0316



info@triplecdance.com



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ASSESSMENTS

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

Families will be able to sign their dancer up for assessments at the start of each semester. Only dancers registered at the start of the semester will be assessed each month. Sign-ups will close on August 20th. There will NOT be an opportunity to sign up for assessments mid-semester.

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.



HOLIDAY SHOWCASE PARTICIPATION

Who can perform in the **Holiday Showcase?**

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 weeks of classes during October & November. If more than 2 weeks of 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

CONTRACT AND FEE POLICY FOR RETURNING STUDENTS

To participate in the Holiday Showcase and Spring Recital, a parent or guardian must attend the mandatory Parent Meeting and sign the Holiday Showcase & Spring Recital Contract. The contract is available in your Parent Portal and must be signed by September 24 for your dancer to be included in this season's performances.

By signing the contract, you agree to pay the required Holiday Showcase & Spring Recital fee. Please note that all performance fees are non-refundable once the contract has been signed.

After the contract is submitted, the performance fee will be added to your account. Payment is due by September 25 (see the next page for payment options).

If the performance fee has not been paid by September 24, 50% of the balance will automatically be charged to your autopay payment method on file on September 25. If the remaining balance has not been paid by November 24, the final 50% will automatically be charged to your autopay payment method on November 25.



HOLIDAY SHOWCASE AND SPRING RECITAL FEE BREAKDOWN FOR RETURNING STUDENTS

Choose the payment option that works best for your family.

Option 1: Pay in Full

Pay your Holiday Showcase & Spring Recital fee
in one payment by September 25.

Enrolled in one class: **\$300**

Enrolled in two classes: **\$350**

Option 2: Split Your Payment

Divide your performance fee into two equal payments.

Enrolled in one class (\$300 total):

\$150 due September 25

\$150 due November 25

Enrolled in two classes (\$350 total):

\$175 due September 25

\$175 due November 25



The recital fees listed above cover participation in both the Holiday Showcase in December as well as the Spring Recital in May.

HOLIDAY SHOWCASE AND SPRING RECITAL FEE BREAKDOWN FOR NEW STUDENTS

Choose the payment option that works best for your family.

Option 1: Pay in Full

Pay your Holiday Showcase & Spring Recital fee
in one payment by October 25.

Enrolled in one class: **\$300**

Enrolled in two classes: **\$350**

Option 2: Split Your Payment

Divide your performance fee into two equal payments.

Enrolled in one class (\$300 total):

\$150 due October 25

\$150 due November 25

Enrolled in two classes (\$350 total):

\$175 due October 25

\$175 due November 25



The recital fees listed above cover participation in both the Holiday Showcase in December as well as the Spring Recital in May.

IMPORTANT HOLIDAY SHOWCASE INFORMATION

- November 1st, 2026: Tickets, program ads, physical programs, flowers, and other show 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.
- November 15th, 2026: Final day to purchase program ads, physical programs, and preorder flowers.
- Day-of purchases: Tickets and select items will be available for purchase on the day of the show; **cash only** will be accepted. No card payments, Venmo, Cash App, or other electronic payments will be accepted on the show day.
- Assigned seating: 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 fee for the Holiday Showcase:
 1. Outfit
 2. Recital t-shirt
 3. Photoshoot (Must purchase photos directly through photographer at an additional cost)
 4. Holiday Showcase video
- What **is not** included in the fee & parent is responsible to provide (all items can be purchased on the studios nimbly site)
 1. Skin colored tights (convertible)
 2. Pink ballet shoes if the dancer is in Ballet or Ballet/Jazz
 3. Jazz shoes if the dancer is in Level 2 or 3 Jazz/Contemporary

PLEASE NOTE:

Parents of children 6 and under will need to come backstage to change their child if they're in multiple dances with different outfits/costumes.

HOLIDAY SHOWCASE PHOTOSHOOT

The annual Holiday Showcase photoshoot will take place on Friday, October 30th, 2026. This photoshoot is free to attend, and families will have the option to purchase photos directly from the photographer. Parents will need to RSVP and confirm 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. 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:

- Tiny Twirls Intro to Dance: 5:00 PM – 5:30 PM
- Tiny Twirls Gymnastics Dance: 5:30 PM - 6:00 PM
- Level 1: 6:00 PM – 6:30 PM
- Level 2: 6:30 PM – 7:00 PM
- Level 3: 7:00 PM – 7:30 PM

Footwear for the photo shoot:

- * Intro to Dance classes should wear pink ballet shoes
- * Level 1 Ballet/Jazz-should wear pink ballet shoes
- * Level 2 and 3 Ballet classes should wear pink ballet shoes
- * Gymnastics Dance classes should be barefoot (convertible tights)
- * Level 2 & 3 Jazz/Contemporary should wear black jazz shoes

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

DRESS REHEARSAL

Date: Friday, December 4th

Time: 6:00–8:00 PM

Location: Agape Christian Fellowship

(8270 Buckingham Rd, Fort Myers, FL 33905)

The Holiday Showcase 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 show. 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 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 Holiday Showcase order, giving dancers the opportunity to practice routines with stage lighting and spacing.
- Children will sit backstage during the dress rehearsal to practice entering and exiting the stage. They will be released from the stage to their parents at the end of the rehearsal.

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 showcase experience for every dancer.

HOLIDAY SHOWCASE DAY

The Holiday Showcase will take place on Saturday, December 5 at Agape Christian Fellowship. All dancers are required to arrive at the theater by **1 PM** for check-in and final preparations.

- The performance will run from **2:00 PM to 3:00 PM**. All dancers must arrive fully dressed in their costume, including proper tights, hair, and accessories.
- 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.
- We will enjoy a potluck together in the Fellowship Hall from **3:00 PM - 4:00 PM** following the performance.



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

Instagram: [@triplecdance23](https://instagram.com/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 (Holiday Showcase in December)

Spring: January - May (Spring Recital in May)

Do all classes participate in the recital?

Adult classes and pop up classes are purely recreational and do **not** participate in the shows.

Do I pay by class or monthly?

Tuition is due monthly by the 25th of the month before class.

How long is each class?

Tiny Twirls classes are 40 minutes

All other classes are 55 minutes

Where are the shows held?

Fall (Holiday Showcase) - Agape Christian Fellowship

Spring (Spring Recital) - 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

