

# SEASON 28 STUDIO HANDBOOK

EST. 1996

# CENTER STAGE



# DANCE STUDIO

**179 GREEN ST. MELROSE**

**781.665.5059**

**WWW.CENTERSTAGESTUDIO.ORG**

Christina Leonard, Director

- **About CSDS**
- **Studio Policies**
- **Class Dress Code**
- **Tuition & Payments**
- **Seasonal Calendar**



# WELCOME TO SEASON 28 of “CENTER STAGE DANCE STUDIO”

**MISSION & HISTORY:** *All styles of dance are held with the highest regard at CSDS and this is fully represented through our practice in the classroom, in the community, and on stage with a history of versatile choreography, age-appropriate and self-affirming material & costuming, and an authentic atmosphere of dance that supports self-worth and confidence in the youth.*

In 1996, Donna Leonard opened the doors to our family business with the core values of hard work, passion, respect and love for the art of dance. Carrying more than 30 years of experience with her, she established a cornerstone for dance education in the communities of Melrose and beyond. Donna's career as Artistic Director would remain for 25 years while she built a reputation for excellence in technique and authentic dance education for the generations of young dancers that have passed through the doors of CSDS. Donna's partnerships with local performance companies, fellow small business owners, and being a mother of 4 have all contributed to the CSDS legacy that we carry forward today. Following Donna's retirement in 2022, her first-born daughter, Christina Leonard, became CSDS' sole Director.

As a second-generation Director and seasoned dance professional, Miss Christina strives to consistently provide the most authentic experience to young dancers and their families. We proudly acknowledge the diversity and representation within our faculty, students, and guest artists. We provide an educated perspective on the rich history of dance, its team players, musical context, and tie that in to where dance is today. We promote inclusion, kindness, and understanding while holding the belief that high standards demand strong support both in the classroom and beyond. It is a priority to contribute to the young dancers journey of high self-esteem, positive body image, and finding a creative part of themselves that is expressed through defined movement.

**Plases visit our website to get to know the CSDS Staff and Faculty in our updated photos & bios. We are grateful to work with an extended family of creative individuals who contribute to our environment. Welcome to the CSDS family, where**

*“Dance Lessons are Life Lessons...”*

# CSDS SEASON 28 COURSE OFFERINGS

## **CHILDREN'S PROGRAMS: AGES 2.5 to 7:**

CREATIVE DANCE & CREATIVE DANCE THEATRICALS  
KINDER-COMBO DANCE (BALLET/TAP COMBO)  
BEGINNER BALLET / KID FUNK / JAZZ & TAP COMBO

## **YOUTH PROGRAMS: AGES 8-12, LEVEL 1- 4:**

BALLET, LEVEL 2-4 & PRE-POINTE (AGE 11+)  
MODERN DANCE  
TAP, YOUTH & INTERMEDIATE  
HIP HOP & KRUMP (EXTENSIONS OF STREET DANCE)  
ELITE TECHNIQUE (YOUTH & INTERMEDIATE COMBO)  
ACRO & THEATRICAL DANCE  
CSDS JUNIOR COMPANY (REQUIRES PLACEMENT EVALUATION)

## **TEEN & ADVANCED PROGRAMS: AGES 12 -19, LEVEL 5 - 7:**

BALLET, LEVEL 5-7 & POINTE (BEG, INT, ADV)  
TAP, INTERMEDIATE & ADVANCED PLACEMENT  
MODERN, TEEN & ADVANCED PLACEMENT  
TEEN STREET DANCE  
ELITE TECHNIQUE (JAZZ & LYRICAL CURRICULUM)  
CSDS SENIOR COMPANY (REQUIRES PLACEMENT EVALUATION)

## **ADULT PROGRAMS**

ADULT TAP - WEEKLY SESSIONS, WEDNESDAY EVENINGS  
MADDY'S MORNING WORKOUT, ADULTS & SENIOR CITIZENS

*\*Adult programs run on an independent schedule from weekly youth classes.*

**FULL COURSE DESCRIPTIONS ON OUR WEBSITE:  
[WWW.CENTERSTAGESTUDIO.ORG](http://WWW.CENTERSTAGESTUDIO.ORG)**

## **CLASS PLACEMENT: FINDING THE RIGHT FIT**

At CSDS it's important for our students to feel comfortable, confident, and safe in the classroom. *Children's class placement* is primarily determined by age. *Youth & Teen class placement* is guided by a combination of age, ability and experience while strongly considering each dancers' personal goals. If you have previous dance experience but are new to CSDS, we may recommend a placement class for evaluation. Studio Director, Miss Christina, has expertise in this field. Please seek her guidance to help you find the best class options!

# CSDS SEASON 28: GETTING STARTED

Thank you for enrolling at Center Stage Dance Studio.

From its start, CSDS has operated on a full academic 30-33 week season that runs from September to June.

**At this time, we are offering a Fall Semester session of 12-weeks.**

Past January 2025, Winter & Spring Session details remain tentative due to the closing of Green Street Baptist Church. Announcements regarding CSDS future plans will be shared with all enrolled families throughout the Fall 2024 semester.

**- FALL SESSION: 12 WEEKS - 9/16/24 to 12/14/24 -**

**- WINTER PERFORMANCE SESSION: JANUARY 2025 -**

## Classes begin on Monday September 16, 2024:

- Students enrolled in our Fall Semester will attend weekly classes for 12 weeks.
- In January 2025, enrolled dancers will participate in our extended performance session, location & details TBA.
- Fall Semester Tuition is due upon the start of the season. All invoices will be sent via email.
- For Semester & Class Pricing, please see Page 6.

## Enrollment Fee:

All students registering for a new season of dance please complete the *online enrollment form* and submit a non-refundable registration fee of \$30 per family. Please visit [www.centerstagedstudio.org](http://www.centerstagedstudio.org) to access the enrollment form.

## Paying Class Tuition:

- The full semester's tuition is due at the start of the semester.
- CSDS Families will receive an email invoice when tuition is due.
- To request a monthly payment option, please see our staff at the desk and we will recalculate your tuition to accommodate monthly payments.
- **Please see Page 10 for specific Class Tuition Pricing for Season 28.**

## Payment Methods & Office Hours:

- The CSDS Office is open weekday afternoons between 3pm and 7pm, and Saturday mornings.
- Our office is open to receive tuition payments, assist with paperwork, enrollment and signups. Our staff is always available to offer guidance and reassurance on all inquiries throughout the dance season.
- Payment methods include Cash, Check, and Mastercard/Visa.
  - We do not accept Paypal or Venmo for tuition payments or performance related fees.
  - All checks made payable to: CSDS or Center Stage Dance Studio.
- If mailing payment, please send to:  
CSDS / Christina Leonard at:  
179 Green St. Melrose, MA 02176

# CSDS: PAYMENTS & POLICIES

## How Tuition is Calculated & Additional Dance Costs:

- Tuition is calculated by the total number of hours per week a combined CSDS family attends class. Tuition covers classroom instruction time and the service of our staff during designated office hours.
- Class volume discounts apply to families dancing 4 or more hours per week.
- To request an alternative payment schedule, please speak with Jeannie or Christina. We work to make payment plans to any family seeking this kind of support to maintain their child's dance education.
- At this time there are no sibling discounts available.
- In addition to your semester tuition costs, dance families incur the cost of dance attire & shoe purchase, performance fees collected by CSDS to fund our annual dance performances, and costume fees. Pricing details will be made available this Fall, payments due in November.
- **Winter Performance & Rehearsal Fee:** \$150 per dancer, flat rate.
- **Costume Fees:** \$60-\$100 per costume for new costumes purchases.  
\$30-\$50 per costume for in-house rentals.
- Costume Fees are determined by the number of classes a dancer attends weekly in addition to total routines per family.
- In planning for our January Performance Session, these performance and costume fees will be due in November 2024.
- **The CSDS Company** is a manageable performance program that includes an additional weekly class, repertory choreography opportunities, dance competition events, and access to dance auditions, workshops, battles, and performance throughout Massachusetts and the city of Boston.
  - Dancers must be enrolled in a minimum of 4 hours of weekly classroom time at CSDS and sign up for the weekly Company Class.
  - This program is by invitation or by an audition request. A full layout of the Company commitment is available to interested eligible dancers.
  - *Due to the additional time and administration of the CSDS Company, all members are asked to pay a one-time annual company fee of \$200.*
  - Please inquire directly with Miss Christina for placement opportunities.

## Payment Refund Policy:

- Tuition payments are non-refundable in most cases. In the case of a high number of missed or dropped classes, we will often redirect dancers to a comparable makeup or new class options.
- In the case of a prolonged injury, illness, or relocation, CSDS will issue a partial credit to your account, or a pro-rated refund. These partial refunds are determined on a case by case basis.
- No refunds are available for Performance Fees or Costume purchases.

# CSDS: STUDIO PROCEDURES

## Communication & Announcements

Email: [info@centerstagestudio.org](mailto:info@centerstagestudio.org) / Phone: 781-665-5059

- CSDS communicates primarily through email with enrolled families.
- Announcements & achievements are posted regularly on social media.
- Each month a Studio Newsletter will be released & sent to all dancers.
- Please check your dance bags for paper notices. Refer to lobby bulletin board.

## Class Attendance/Weather Cancellations

- In case of absences, please call or email in advance whenever possible. In some cases, texting the Director about an absence is appropriate.
- Cancellations due to inclement weather will be communicated by 1pm on the day in question. If a class is canceled and a makeup class is needed to fulfill all 12-weeks in the semester, CSDS will offer makeup class assignment.
- If absent, students are always welcome and encouraged to attend comparable extra classes. These classes are free of charge and often a nice change of pace for dancers to try out a new class within a wide level range.

## Classroom Etiquette, Studio Expectations

The CSDS Faculty is invested in managing the classroom in positive and effective ways. This includes a kind, empathetic approach, clear instructions, expectations. We communicate during class with feedback & technical corrections. Classroom manners include students & teacher greetings and expressing thanks at the end of class. All CSDS members are asked to adhere to dress code and demonstrate the utmost respect to their peers & instructors.

## Food & Drink Policy

- All students should bring plenty of water to class each day. CSDS will *occasionally* have bottled spring water available to purchase at the desk for \$1, or complimentary bottles in the studio. Please do not eat or open snacks in the dance classroom. Snacks are permitted in the waiting room or student lounge during breaks or between classes when necessary.

## Check In, Arriving to Class

- All dancers should enter through the waiting room (Farwell Ave, lower entrance).
- Please arrive 5-10 minutes before your class time. This ensures students are ready to to start class on time and allows friends to socialize *before* class.

## Studio Accommodations:

- CSDS is equipped with a small lobby, a dance library, a restroom, additional student lounge area for older dancers with time between classes.
- It is perfectly acceptable for a student to be dropped off a few minutes early or wait after class for pickup. During open hours, all students are accounted for and supervised by our staff and teachers.

## Dismissal & Pickup

- All students are picked up along the Green St./ Farwell Ave block. Dancers are ready for pickup about 5-7 minutes after their official class end time.

# CSDS: HEALTH PROTOCOL & DRESS CODE

## When to Stay Home, Illness & Mask Policy:

- If a student displays consistent cold-like symptoms/cough, we ask they stay home and attend a makeup class when feeling better.
- If a student is feeling under the weather for reasons other than contagious illness, they may come for in-person observation. This is a helpful learning tool if your dancer is feeling up to it.
- If your child was recently in class and then is home due to a Covid exposure or has tested positive for Covid, *please let our office know* so that we may consider the timeline & risk factors to our peers and families.
- Faculty & Students alike may choose to wear a mask when it is by protocol or in the best interest of everyone present. Rarely but sometimes we may request dancers to wear a mask if a contagious illness is in question.
- CSDS honors parent discretion & family privacy. Please reach out to us if you wish to discuss any of these policies in more detail or have a health issue that you would like us to be aware of.

## Photos & Media Publicity:

Speaking from a modern day parent's point of view, we understand the complexities around our children being photographed in school or during activities and where those photos may appear later. Please note the following policies & considerations regarding photo & video we practice:

- Most photo & video moments at CSDS are captured directly by Miss Christina. Occasionally we will host a professional photographer whose photos will be directly transferred to Miss Christina.
- Sometimes, but not always, photos of students will be shared on our social media pages or in CSDS publicity materials. In the case of birthdays. Your consent is noted or denied on the official enrollment form each season.
- CSDS respects the privacy of every member of the studio and want you to know that we do not overshare photos on the internet. If you do not want your child to appear in any photographs, please note your preferences on the enrollment form and confirm your request in person whenever necessary.

## Studio Environment & Dress Code:

Center Stage Dance Studio is a place where students are supported in many ways, including their physical comfort and body confidence. Boundaries are respected at all times and we work with students to express themselves in a variety of ways while participating in the tradition of representing dance styles with a reasonable and assigned dress code. We ask that you follow all recommendations noted here. Please remember to get to know your fellow dance peers & families to take part second-hand dance wear and shoes whenever possible. This helps reduce cost to families and support our dance footprint in a sustainable way.

- Local Retail: On Your Toes - Rt. 1 South in Peabody. (978) 536-7077
- Local Retail: Dancer's Image, Newton MA. (617) 964-4070
- Apple of My Eye (second hand, Melrose) (781) 662-2149
- CSDS Swap: \$5 second hand shoes when available or even trade
- Online Retail: *Discount Dance Supply, Boys Dance Too and Bloch, Inc*

# CSDS: CLASS DRESS CODE

CLASS/STYLE	BOTTOMS/TIGHTS	TOPS/LEOTARD	SHOES/ETC.
<b>CREATIVE DANCE</b>	Ballet Pink' tights, Bloch or Capezio	Black leotard attached skirt ok.	Leather ballet slippers, Bloch preferred.
<b>KINDERCOMBO</b>	Ballet Pink' tights, Bloch or Capezio	Black leotard attached skirt ok.	Leather ballet slippers, Bloch preferred. Black Tap Shoes, So Danca Patent Lthr
<b>ELEMENTARY BALLET (BEG - LVL 2)</b>	Ballet Pink' tights, Bloch or Capezio	Black leotard attached skirt ok.	Leather Split-Sole ballet slippers, Bloch preferred.
<b>BALLET,POINTE ALL LEVELS</b>	Ballet Pink' tights, Bloch or Capezio	Black leotards - camisole, tank, short-sleeve preferred. No attached skirts or excessive accents.	Leather Split-Sole ballet slippers, Bloch preferred.
<b>JAZZ &amp; TAP COMBO CLASS</b>	Skintone tights, Bloch or Capezio sitrup or convertible.	Black leotards - camisole, tank, short-sleeve preferred. No attached skirts or excessive accents.	Black Jazz shoe, Bloch Neoflex Black Tap shoe, Bloch Respect
<b>ELEMENTARY, INT, ADV BOYS TECHNIQUE</b>	Black dance pants, leggings or fitted athletic short.	Well fitted plain white crew or v-neck tee or tank.	Black or White socks, Black Leather Ballet shoe, any brand
<b>KID FUNK, HIP HOP, KRUMP</b>	Solid color, loose fitting dance pants or athletic short.	Solid color top - leotard optional. Well fitting plain tee or tank or CSDS gear.	Black or White socks, Clean black or white themed sneakers, for studio use only
<b>TAP ALL LEVELS</b>	Black dance pants, leggings or fitted athletic short.	Solid color top - leotard optional. Well fitting plain tee or tank or CSDS gear.	Black or White socks, Black Tap shoe, Bloch Respect
<b>MODERN, LYRICAL, CONTEMPORARY</b>	Tights optional: Bloch or Capezio sitrup or convertible.	Black leotards - Plain black dance shorts or leggings.	bare feet, no shoes. Black socks optional for contemporary.
<b>ELITE TECHNIQUE &amp; E.T. COMBO</b>	Skintone tights, Bloch or Capezio sitrup or convertible.	Black leotards - Plain black dance shorts or leggings.	Black Jazz shoe, Bloch Neoflex Black socks for lyrical work.
<b>ACRO, COMPANY, AND SPECIALTY CLASSES</b>	Tights optional: Bloch or Capezio sitrup or convertible.	Solid color leotard required. Arms must be exposed.	bare feet, no shoes.



## CSDS: DRESS CODE & APPEARANCE GUIDELINES

- **Thank you for respecting and adhering to the CSDS dress code** to the best of your ability. Our combined efforts contribute to a respectable and authentic dance environment!
- **Dancers with back to back classes may vary in dress code needs** by nature. Please bring a change of clothes for different dance styles when possible. Keep some dance attire/coverups in your dance bag for weekly ease.
- **Hair styles may vary but always be neatly tied back away from the face.** Please secure hair with hair elastics and minimal necessary pins & accessories.
- **Leaving a few minutes to 'do your hair'** is part of many dancer's ritual getting ready process. The more you practice, the better your skills grow!
- **All Ballet Students are required to wear a bun for class.** Please do your best and your dedicated instructors will help you improve your bun-making skills whenever necessary.
- **Please remove large wristbands and hanging jewelry** before the start of class. No Apple Watches or Fit Bits are allowed on a dancer during class to support full engagement in the art form.
- **Intermediate and Teen dancers** are permitted to quickly check their phones for pertinent parent communication during water breaks.
- **Getting ready for dance should be a positive experience** that supports self-sufficiency for dancers attending weekly dance classes. Here are some reasonable solutions for dance days where you may not have what needed.
  - If necessary, a dancer may wear an alternative color tights than usually required.
  - If you need help with your ballet bun, please arrive early and speak to a CSDS staff.
  - Take advantage of CSDS' limited, gently-used dance wear collection for occasion where a dancer forgot or misplaced an essential piece of their dance wear. Helpful hair supplies are always stocked & available in the CSDS bathroom.
  - The CSDS staff is here to help any dancer through a dance wear challenge whether it be for a comfortable fit, occasional dress code exception. We operate to support the positive body image needs of our dance community members.

# CSDS TUITION PRICING: SEASON 28 - 2024/2025

CLASS VOLUME/ DISCOUNT TABLE	TOTAL WEEKLY HOURS	12-WEEK SEMESTER TUITION
Single Class Rate	0.75	\$193
Single Class Rate	1	\$252
Single Class Rate	1.25	\$315
Single Class Rate	1.5	\$378
	1.75	\$441
	2	\$504
	2.25	\$567
	2.5	\$630
	2.75	\$693
3% class volume discount. Price listed here reflects discount. Save up to \$30 per semester.	3	\$733
	3.25	\$794
	3.5	\$855
	3.75	\$916
5% class volume discount. Price listed here reflects discount. Save up to \$73 per semester.	4	\$958
	4.25	\$1,017
	4.5	\$1,077
	4.75	\$1137
	5	\$1197
	5.25	\$1256
	5.5	\$1316
	5.75	\$1376
7% class volume discount. Price listed here reflects discount. Save up to \$137 per semester.	6	\$1406
	6.25	\$1464
	6.5	\$1523
	6.75	\$1581
	7	\$1640
	7.25	\$1699
	7.5	\$1757
	7.75	\$1816
10% class volume discount. Price listed here reflects discount. Save up to \$220 per semester. Great for busy siblings!	8	\$1814
	8.25	\$1871
	8.5	\$1927
	8.75	\$1984
<b>Private Lesson Rates</b>	\$75 / hour - Single	\$120 / hour (2 students)
<b>Semi-Private Class Rates</b>	\$120 / hour (3 students)	See Christina for scheduling.

## **CSDS SEMESTER CALENDAR: SEASON 28**

Please look ahead with us to plan your dance season with CSDS. In the case of snow days or a rare & occasional cancellation, we will offer a dedicated makeup class to ensure that all classes are meeting for the allotted 12-week semester.

- **Fall Semester I begins Monday September 16, 2024**
- **Fall Semester Tuition Due** when classes begin.
- **Audition Notice: Urban Nutcracker Saturday 9/15 - See Miss Christina**
- CSDS will remain open on local early release days in Melrose.
- **Company Notice: Repertory Choreography Signups open 10/14.**
- *Monday October 14: CSDS Closed, No Monday classes will meet.*
- *Thursday October 31: CSDS Closed, No Thursday class on Halloween.*
  - Makeup class for Thursday students: Saturday 11/2 - Schedule TBA
- *Tuesday November 5: CSDS Closed - Please Vote!!*
- *Monday November 11: CSDS Open - Veterans Day.*
- **Performance Session Fees due** in November. See Page 5 for details.
- *CSDS closed Wednesday 11/27 - Saturday 11/30: Thanksgiving Break*
- **Final Week of Fall Semester Classes: December 9 - 14th**
- December Newsletter released to all dance families.
- *Winter Break: Monday December 16 to Saturday January 4*
- **Return for Winter Performance Session: Location TBD**
- **Company Performance Notice:** Starquest Regional - January 17-19
- **Company Performance Notice:** Move 4 The Movement: Sunday 1/19
- **CSDS Winter Performance 2025:** Tentative Weekend of January 25th
- We will continue to keep you updated on all future plans for Center Stage Dance Studio past January 2025. Thank you for your patience and for maintaining good faith in our practices during this transition!

**Thank you for choosing Center Stage Dance Studio**

**[WWW.CENTERSTAGESTUDIO.ORG](http://WWW.CENTERSTAGESTUDIO.ORG)**

**[info@centerstagestudio.org](mailto:info@centerstagestudio.org) / 781.665.5059 / Instagram: @CSDS5678**

