

# SEASON 27 STUDIO HANDBOOK

EST. 1996

# CENTER STAGE



# DANCE STUDIO

179 GREEN ST. MELROSE - 781.665.5059

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

**CSDS ONLINE**



**SCAN ME**

## SEASON 27 STAFF & FACULTY

Christina Leonard, Director  
Mikayla Martin, Company Manager  
& Teaching Artist  
Fadayz, Street Dance Coach  
Tina Cassidy, Ballet Instructor  
Jason Creamer, Teaching Artist & Office Staff  
Kaylah Leandre, Ana Bueso, Supporting Staff  
Jeannie Leonard, Office Staff

# - WELCOME TO SEASON 27 - CENTER STAGE DANCE STUDIO

MISSION & PURPOSE: 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. 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 highlight respect for all dance styles and honor them by providing an educated perspective on the pioneers of dance and the rich history that paved the way for what 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. At CSDS, we contribute to the young dancers journey of high self-esteem, positive body image, and finding a creative part of themselves that can be expressed through movement. All styles of dance are held with the highest regard at CSDS and this is fully represented through our work in the classroom, in the community, and on stage with versatile choreography, age-appropriate material & costuming, and an authentic atmosphere that promotes self-worth and confidence.

***We warmly welcome you to CSDS for another exciting season where we hope to show you that***

***"Dance Lessons are Life Lessons..."***

# CSDS SEASON 27 COURSE OFFERINGS

## SEPTEMBER 2023 to JUNE 2024

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

CREATIVE DANCE / SING, DANCE, PLAY  
KINDERCOMBO (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+)  
YOUTH MODERN  
TAP, YOUTH & INTERMEDIATE  
STREET DANCE, LEVEL 1 & 2  
ELITE TECHNIQUE (JAZZ/LYRICAL COMBO)  
BROADWAY JAZZ

### **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 COMBO)  
JUNIOR & SENIOR COMPANY (BY PLACEMENT AUDITION ONLY)

### **ADULT PROGRAMS**

WEDNESDAY NIGHTS, 6 WEEK SESSIONS WITH CHRISTINA  
MADDY'S MORNING WORKOUT, ADULTS & SENIOR CITIZENS

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

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

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

At CSDS, we know how meaningful it is for a student 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 27: GETTING STARTED

## Thank you for enrolling at Center Stage Dance Studio.

CSDS operates seasonally on a 33-week dance class & performance schedule. We offer quality, curriculum guided instruction through the Fall & Winter semesters where dancers will see progress & growth from week to week. We shift our focus to choreography & preparing for the annual recital performance during the final Spring semester.

## Classes begin on Tuesday September 18, 2023

The full 33-week dance season is divided into 3 equal semester payments. Tuition is due at the start of each semester. See Page 7 for pricing details. CSDS can occasionally accommodate families who want to sign up for a single semester, however, we encourage you to register for the full season to see your hard work through to the end & experience the magic of performing on stage in the annual June recital.

- **Fall Semester:** September 18 to December 9 (11 weeks)
- **Winter Semester:** December 11 to March 16 (11 weeks)
- **Spring Semester:** March 18 to June 8 (11 weeks)
  - **No more "Recital Semester":** Starting now, all classroom-learning weeks are included in the 11-week semester price.
- **RECITAL WEEK:** June 8-15. Performance & Rehearsals announced by Dec. 1st.

### 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 \$25 per family.

### What does it cost to take dance lessons at CSDS?

Dance instruction that comes with performance opportunities also bring costs to families. Enrollment in a full season of dance will incur the following payments on a schedule that is set by CSDS. Details on Page 5.

- Semester Tuition, 3 payments (Fall, Winter, Spring)
- Advance Costume Payment, (1 costume per class enrolled. Due in January)
- Recital Performance Fee (One-time annual fee per family, due in May)
- Dancers in the CSDS Company will incur additional competition entry & costume fees. Detailed in the CSDS Company handout.
- Recital Show Ticket purchases, \$20 General admission. Kids under 3, free.

### Recital Week & Recital Day

It is annual tradition to present CSDS' recital performance each June. Each weekly class that appears on the schedule will perform a routine in the show with the exception of Pre-Pointe/Beginner Pointe. Faculty & students will prepare choreography during regular class time in February/March. After 10 weeks of Spring semester, we enter Recital week. This includes 3 days of commitment:

1. Staging Rehearsal, In-Theater - *New this year!*
  2. Dress Rehearsal, In-Theater - *Includes full costume & makeup*
  3. Recital Day Performance & Grand Finale Bow - *Cast party to follow in June.*
- Select Ballet classes may have a 4th day on their schedule for additional performance rehearsal. Each participating student in the recital will either purchase or rent one costume for each routine they appear in. **See next page.**

# CSDS SEASON 27: TUITION & FEE POLICY

## Paying Your Tuition

- Each Semester's tuition is due at the start of each new semester (September, December, March)
- CSDS Families will receive an email invoice when tuition is due.
- **Please see Page 6 for all Tuition pricing & refund policies.**

## Tuition Discounts:

- Tuition is calculated by the total number of hours per week a combined CSDS family attends class. 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.
- CSDS offers the option to pay for the full dance season up front and receive an additional 5% "full-year" discount off your total semester tuition. Please inform the front desk to take advantage of this traditional offer.

## Recital Performance Fees

- Recital Performance Fees are a one-time fee that is designed to offset the high production costs of "Recital Week" practices and professionally staffed theater rehearsals. The CSDS Team along with professional production assistants work full-time to keep your dancer well-cared for during this exciting week. Annual Recital Fees are separate from tuition payments and no longer include a "Recital Semester" tuition charge. Recital Fees are determined by the number of routines per family performing in the recital, due on May 1, 2024.

*\*Single class students: \$60 per dancer / \*2-3 routines: \$120 per family*

*\*4-6 routines: \$150 per family / \*7 or more routines: \$175 per family*

## Recital Costume Purchase:

Each participating student performing in the recital will purchase or rent one costume for each routine in which they are appearing. Costumes will be custom-sized and ordered from professional costuming agencies in the Winter. All CSDS dancers will have a costume fitting during class time in May 2024. Purchased costumes belong to you unless there is a rental agreement noted. **To ensure on-time order & delivery, all costume payments will be billed in November and are due in January 2024.**

*\$75 (Ages 3-6, Children's Program) PER COSTUME \$85 (Age 7-10, Levels 1 - 4)*

*\$90 (Level 5, 6 & Teen Classes) PER COSTUME \$100 (Company & Advanced classes)*

# CSDS SEASON 27: TUITION - SEM 1: FALL / SEM 2: WINTER / SEM 3: SPRING

CLASS VOLUME DISCOUNT TABLE	TOTAL WEEKLY HOURS	11-WEEK SEMESTER COST	FULL YEAR PAYMENT SAVINGS
Single Class	0.75	\$198	n/a
Single Class	1	\$220	n/a
Single Class	1.25	\$275	n/a
Single Class	1.5	\$330	n/a
	1.75	\$385	n/a
	2	\$440	\$1320 (\$1254)
	2.25	\$495	\$1485 (\$1410)
	2.5	\$550	\$1650 (\$1567)
	2.75	\$605	\$1815 (\$1724)
3% class volume discount applied to semester price	3	\$640	\$1920 (\$1824)
	3.25	\$693	\$2079 (\$1975)
	3.5	\$747	\$2241 (\$2128)
	3.75	\$800	\$2400 (\$2280)
5% class volume discount applied to semester price	4	\$836	\$2508 (\$2382)
	4.25	\$888	\$2664 (\$2530)
	4.5	\$940	\$2820 (\$2679)
	4.75	\$992	\$2976 (\$2827)
	5	\$1,045	<i>To request full year payment quotes above 5 hours, please speak to directly to Christina.</i>
5.25	\$1,097		
5.5	\$1,149		
5.75	\$1,201		
6	\$1,227		
7% class volume discount applied to semester price.	6.25	\$1,279	
	6.5	\$1,329	
	6.75	\$1,381	
	7	\$1,432	
	7.25	\$1,483	
	7.5	\$1,534	
	7.75	\$1,585	
10% class volume discount applied to semester price.	8	\$1,584	
	8.25	\$1,633	
	8.5	\$1,683	
	8.75	\$1,732	
	9	\$1,782	
	9.25	\$1,831	Courtesy Discount of \$250 for families with 3 or more siblings enrolled, dancing 10+ hours per week.
	9.5	\$1,881	
	9.75	\$1,930	
*Courtesy Discount	10 to unlimited	\$1,950	
Private Lesson Rates	\$75 / hour - Single	\$125 / hour - 2 students	\$150 / hour - 3 students

## **CSDS PAYMENT METHODS:**

CSDS does not accept Paypal or Venmo for semester tuition payments.

### ***PAY BY CASH, CHECK, MASTERCARD/VISA DURING OFFICE HOURS***

The CSDS Office is open weekday afternoons, evenings, and Saturdays.

Season 27 weekly office Hours will be posted in-studio this Fall.

## **CSDS: GENERAL POLICIES**

### **Communication & Announcements**

[info@centerstagestudio.org](mailto:info@centerstagestudio.org) or call 781-665-5059

- CSDS communicates regular with its families via email.
- Most announcements are posted regularly on our social media.
- Each Semester, a Newsletter will be handed out to all dancers and posted on our website.
- Remember to check dance bags for paper invoices, forgotten papers, and please refer to the lobby bulletin board in studio.

### **Class Attendance**

In case of absences, please call or email in advance whenever possible. Please refrain from texting your dance teachers about absences unless there is a reason you cannot reach the studio. When absent, students may take a comparable makeup class. Please call the office to arrange all makeup classes.

### **Weather Cancellations**

Any cancellation or schedule change for a class due to inclement weather will be shared in the following ways by 1pm on the day of:

- Email from CSDS, Studio Voicemail, Website, and Social Media.
- If a class has allotted snow days built in to the schedule, a makeup class will not be scheduled. However, if a class must be made up, it will be scheduled after inclement weather has passed.

### **Classroom Etiquette, High Expectations**

The CSDS Faculty is invested in managing the classroom in positive and effective ways. This includes a kind, empathetic approach, clear instructions, expectations, and offering students feedback & corrections during class. Students & teachers should always greet each other at the start of class and take the opportunity to say thank you before leaving. Ballet students often take an individual curtsy to their instructors before exiting the classroom. 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. We will always provide cups for water at the bathroom sink. Please do not eat or open snacks in the classroom. Snacks are permitted in the waiting room or student lounge during breaks or between classes.

# CSDS SEASON 27: STUDIO PROTOCOL

## Arriving to Class

- All dancers should enter through the waiting room (Farwell Ave, downstairs entrance). Please *wait in the waiting room* until called to class.
- Do your best to arrive 10 minutes before your class time. This ensures that students are ready to dance at the start of class, and gives students the chance to socialize *before* class begins.

## Downtime at the Studio

- CSDS is equipped with a small student library and comfortable seating for students to read, draw, or do homework during any downtime they have at the studio.
- It is perfectly acceptable for a student to be dropped off early or wait after class for pickup. They will be supervised and safe waiting in the waiting room until their class begins.
- Students with multiple classes in a day or with a break between their classes may use the CSDS student lounge when available.

## Dismissal & Pickup

- **All students will be dismissed from CSDS' personal entryway on FARWELL AVE (the hillside of CSDS).**
- Please expect your child to be outside of the studio & ready for pickup about 5 minutes after their official class end time.
- Dance class ends at the time listed on the class schedule. Students are then permitted pack their belongings & head out.
- CSDS understands the challenges of parking around the Green St. area. If a parent is not visibly present for pickup, we will escort young children up & down the hill to help find their person. If you do not see your dancer outside, please park and come in the studio to pick them up.

## Refund & Account Credit Policies

- Tuition payments are non-refundable in the case of missed or dropped classes. It is CSDS policy to encourage dancers to attend a comparable makeup class when they have been absent, or switch to a new class.
- In the case of a prolonged injury, illness, or relocation, CSDS will issue a partial credit to your account, or a pro-rated refund in some cases.
- If you have paid for the year-in-full, but any of the above situations arise during Semester 1, CSDS will issue 50% of the initial tuition payment. After Semester I, no tuition refunds/credits will be issued.



# CSDS SEASON 27: STUDIO PROTOCOL

## When to Stay Home / When to Observe Class

- 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 cold/illness (such as fatigue or menstruation) please come to the studio to relax & observe class in-person.
- 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 & take next steps when necessary.
- Faculty & Students alike may choose to wear a mask when they deem necessary or if we agree it is in the best interest of everyone present.
- 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 @ CSDS:

- Most photo moments at CSDS are captured directly by Miss Christina. Sometimes this is during class to highlight an achievement or birthday.
- Sometimes, but not always, these photos will be shared on our social media pages or in CSDS publicity materials. In the case of birthdays, we will try our best to send a copy of the photo to your family via email.
- **CSDS respects the privacy of every member of the studio and we do not overshare. We thank you for trusting us, however if you do not want your child to appear in any photographs, please note your preferences on the Fall enrollment form and confirm your request in person at the front desk in September.**

## Dress Code & Appearance

- Full Dress Code for Season 27 is available on Page 10 of the Studio Handbook. A copy will be posted online in September.
- To respect the traditions of all dance styles in an authentic way, all students must adhere to the specific dress code outlined for their class.
- CSDS recommends & supports local dance retailer:  
*On Your Toes - Located on Rt. 1 South in Peabody. (978) 536-7077*
- *Additional dance wear resources:* Dancer's Image (Newton), Discount Dance Supply (online), or Boys Dance Too (online)

# CSDS SEASON 27: CLASS DRESS CODE

<b>CLASS</b>	<b>BOTTOMS</b>	<b>TOPS</b>	<b>SHOES</b>
<b>CREATIVE DANCE</b>	Ballet Pink tights, Bloch or Capezio	Black leotard - skirt attached ok.	Leather ballet slippers, BLOCH
<b>KINDERCOMBO</b>	Ballet Pink tights, Bloch or Capezio	Black leotard - skirt attached ok.	Ballet shoes, BLOCH Pink single sole & Black Tap Shoes, So Danca
<b>BALLET 1 &amp; 2</b>	Ballet Pink tights, Bloch or Capezio	Black leotard - no skirts attached.	Ballet shoes, BLOCH leather split-sole
<b>JAZZ &amp; TAP COMBO 1 &amp; 2</b>	Skintone tights, Bloch or Capezio sitrup.	Black leotard	Black Jazz shoe, BLOCH Black Tap shoe, BLOCH
<b>BOYS AGE 3-7</b>	Black dance pants / fitted athletic short.	White crew or v-neck tee shirt.	Black socks, Black Ballet shoe, any brand
<b>KID FUNK</b>	Black dance pants / fitted athletic short.	Solid tank or T, CSDS gear ok.	Black or White socks, Clean sneakers, for dance only
<b>STREET DANCE</b>	Black pants / joggers, fitted athletic pant.	Solid tank or T. CSDS and Fadayz Designz gear ok.	Black or White socks, Clean sneakers, for dance only
<b>TAP ALL LEVELS</b>	Black pants / joggers, fitted athletic pant / short.	Leotard or solid tank or tee. CSDS gear ok. Adults: style & simplicity.	Black socks, Black Tap Shoe, BLOCH Respect
<b>MODERN ALL LEVELS</b>	Skintone tights, Bloch or Capezio sitrup.	Black leotard. OR SOLID BLACK dancewear/shorts	bare feet, no shoes.
<b>ELITE TECHNIQUE &amp; E.T. COMBO</b>	Skintone tights, Bloch or Capezio sitrup.	Black leotard. OR SOLID BLACK dancewear/shorts	Black Jazz shoe, BLOCH
<b>BALLET &amp; POINTE LEVEL 3-7</b>	Ballet Pink tights, Capezio or Bloch	Black leotards - camisole, tank, short-sleeve preferred. Minimal accents please.	Ballet shoes, BLOCH leather split-sole styles for classwork. So Danca SD16 should be reserved for performance.

## **CSDS SEASON 27: EXPECTATIONS OF DRESS CODE & APPEARANCE**

### **DANCERS WITH BACK 2 BACK CLASSES MAY VARY IN DRESS CODE BY NATURE.**

*PLEASE BRING A CHANGE OF CLOTHES FOR STYLES  
THAT MAY REQUIRE A COMPLETE CHANGE IN ATTIRE.*

### **HAIR STYLES SHOULD ALWAYS BE NEATLY TIED BACK AWAY FROM THE FACE & SECURED W/ HAIR ELASTICS & PINS.**

*PLEASE MAKE A HABIT OF "DOING YOUR HAIR" BEFORE CLASS  
AS ONE OF YOUR DANCE RITUALS.*

### **BALLET STUDENTS: BUNS ARE REQUIRED FOR ALL LEVELS.**

*WE WILL HELP YOU LEARN THROUGHOUT THE YEAR.  
IF YOU ARE STRUGGLING WITH BUN-MAKING,  
PLEASE ASK US FOR HELP!*

### **WE ASK THAT YOU REMOVE LARGE WRISTBANDS & JEWELRY BEFORE THE START OF YOUR CLASS.**

*IN ORDER TO FULLY ENGAGE WITH YOUNG DANCERS, NO APPLE  
WATCHES OR FIT BITS MAY BE WORN DURING CLASS TIME.*

**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!**

### **What to do if you are unable to meet Dress Code:**

We understand that 'life happens' and you may not always be able to find the correct tights or leotard on a given dance day! Here are some solutions to help ease your concerns & stress at home when getting ready for class:

- You may wear an alternative color tights than usually required. Please inform your instructor that you couldn't find your regular tights today.
- CSDS has a limited, gently-used dance wear collection for these occasions. We are happy to lend you something to borrow but can't guarantee a perfect fit. If this is the case, please instruct your child to speak to the Front Desk upon arrival. Students are asked to take their borrowed items home to wash & *return at their next class*.
- Helpful hair supplies are always stocked & available in the CSDS bathroom. If you are planning to do your hair at the studio, please take the time to use the mirror and supplies provided for a strong appearance.
- If you need help with your ballet bun, please speak to a CSDS staff and we will do our best to assist you as long as it is not during class time.

# CSDS SEASON 27: YEAR-AT-A-GLANCE

## SEPTEMBER 2023 to JUNE 2024

- **Fall Semester I begins Monday September 18, 2023: Fall Tuition Due**
- CSDS REMAINS OPEN ON MELROSE P.S. EARLY RELEASE DAYS.
- *Monday October 9 - CSDS Closed, No Monday classes*
- *Tuesday October 31 - CSDS Closed, No Classes on Halloween*
- *Tuesday November 7 - CSDS Open: Election Day, Regular schedule*
- *Advance Costume Payments - Billed in November, due in January.*
- *Friday November 10 - CSDS Open: Veterans Day, Regular schedule*
- *Thanksgiving Break: CSDS closed Wednesday Nov. 22 - Saturday Nov. 26*
- **Winter Semester II begins Monday December 11, 2023: Tuition Due**
- *Winter Break: CSDS Closed: Tuesday Dec. 22 - Saturday Jan. 6*
- **Happy New Year 2024! Classes Resume Monday January 8, 2024**
- *Move 4 The Movement: January 2023, CSDS Company fundraiser performance. Dates announced on 10/7/23.*
- *Monday January 15 - CSDS Closed: Remembering Martin Luther King Jr.*
- CSDS WILL REMAIN OPEN DURING MA. FEBRUARY SCHOOL VACATION  
*NEW!!! Regular class schedule: February 19 to 24th.*
- **Spring Semester III begins March 11, 2023: Tuition Due**
- *Spring excitement!! Students & Faculty begin recital prep & choreography.*
- *Friday & Saturday March 29/30 - CSDS Open, Regular schedule*
- *Spring Break: CSDS closed: Monday April 15 - Saturday April 20*
- Recital Costume Week - Class Fittings, parents please attend: 5/18-5/24
- *Friday May 24 to Monday May 27 - CSDS Closed, Memorial Day*
- *Recital Week: Monday June 10 to Tentative Recital Date: Saturday June 15*  
*When the school year starts, auditoriums & theaters open for booking. The CSDS recital dates will be announced formally no later than December 1st.*

**THANK YOU FOR CHOOSING CENTER STAGE DANCE STUDIO**  
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