

Christine's
DANCE
COMPANY
— RICE LAKE, WI —

2024-2025

PARENT + STUDENT HANDBOOK



www.christinesdancecompany.com

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Hello there!

Wow, what an exciting time to welcome you all to our dance family at Christine's Dance Co! I'm so glad you found your way to our studio and I just wanted to take a moment to express how thrilled and grateful I am that you've chosen us, or considering us, for your child's dance education. Seriously, it means the world to us!

As a parent myself, I know how important it is to find the right place for your little ones to spread their wings, find their passion, and have the best time along the way. I'm so proud of the studio we have built and are continuing to build. So, from the bottom of my heart, thank you for choosing us. We're looking forward to a great season ahead with you! 🎉

Christine Fink

Owner, Christine's Dance Co.



Studio Policies & Procedures



01 REGISTRATION

- Parents must register their student [online](#) before the start of the session.
- Registration Deadline: **October 15th**
- Late registrations may be subject to class availability.

02 CLASS SCHEDULES & LEVELS

Our studio offers a variety of classes for different age groups and skill levels. To view our full list of classes, along with class descriptions, [click here!](#)

The listed age next to each class is the suggested age. Dancers can be placed out of the listed age group depending on experience. If you are unsure of the appropriate class for your child, please [email](#) the studio! We are more than happy to help determine the best class for your child.

03 ATTENDANCE REQUIREMENTS

Regular attendance is crucial for student progress and class cohesion. Students are expected to attend all scheduled classes punctually. In the event of an absence, please [email](#) the studio ahead of time.

04 DRESS CODE + ATTIRE

To view our class dress code, [click here!](#) All students are required to follow our studio's dress code and arrive dressed and prepared for class.

05 STUDIO ETIQUETTE & BEHAVIOR

Respect for all instructors, fellow students, and studio property is expected from dancers and parents at all times.

Students are encouraged to listen attentively, follow instructions, and participate in class. Disruptive behavior will not be tolerated. If any behavior concerns arise, we will communicate that with the parent to work on a plan to resolve the issue.

06 SAFETY PROTOCOLS

The safety of our students and staff is our top priority. In the event of an emergency, instructors will follow established protocols for evacuation and safety procedures. Parents will be notified promptly in the event of an emergency situation.

07 DROP OFF + PICK UP

Please do not drop off or leave your child more than 10 minutes before or after their class.

08 LOBBY ETIQUETE

Parents are welcome to watch class through our viewing windows. Please do not disrupt the class by coming into the studio room or allow siblings to knock on the viewing windows.

Tuition Policy

All invoices will be emailed and due on the first of the month, depending on billing frequency chosen.

LATE PAYMENTS: A \$10 late fee will be charged to your account every 15 days the payment is delinquent. If a balance is beyond 90 days past due, the account will be sent to collections. Once the account goes to collections, a collection fee will be added to the total balance. The collection fee will equal 40% of the outstanding balance.

TUITION CANNOT BE ADJUSTED OR REFUNDED DUE TO UNATTENDED LESSONS.

WHAT TO EXPECT ON YOUR INVOICE

MONTH	BILLING FREQUENCY		
	MONTHLY	QUARTERLY	FULL SEASON
September (INVOICED AUGUST 15) DUE SEPTEMBER 1	<ul style="list-style-type: none"> Registration Fee (\$15) Costume Deposit (\$50) Tuition 	<ul style="list-style-type: none"> Registration Fee (\$15) Costume Deposit (\$50) Tuition x 3 	<ul style="list-style-type: none"> Registration Fee (\$15) Costume Deposit (\$50) Tuition x 9
October (INVOICED SEPTEMBER 20) DUE OCTOBER 1	<ul style="list-style-type: none"> Tuition 	N/A	N/A
November (INVOICED OCTOBER 20) DUE NOVEMBER 1	<ul style="list-style-type: none"> Tuition 	N/A	N/A
December (INVOICED NOVEMBER 15) DUE DECEMBER 1	<ul style="list-style-type: none"> Q2 Costume Charge Tuition 	<ul style="list-style-type: none"> Q2 Costume Charge Tuition x 3 	<ul style="list-style-type: none"> Q2 Costume Charge
January (INVOICED DECEMBER 20) DUE JANUARY 1	<ul style="list-style-type: none"> Tuition 	N/A	N/A
February (INVOICED JANUARY 20) DUE FEBRUARY 1	<ul style="list-style-type: none"> Tuition 	N/A	N/A
March (INVOICED FEBRUARY 15) DUE MARCH 1	<ul style="list-style-type: none"> Q3 Costume Charge Tuition 	<ul style="list-style-type: none"> Q3 Costume Charge Tuition x 3 	<ul style="list-style-type: none"> Q3 Costume Charge
April (INVOICED MARCH 20) DUE APRIL 1	<ul style="list-style-type: none"> Tuition 	N/A	N/A
May (INVOICED APRIL 20) DUE MAY 1	<ul style="list-style-type: none"> Tuition 	N/A	N/A

Tuition Rates

The rates below are for one class and based on a total of 30 lessons, split over 9 months: Sept - May. Depending on the calendar, the amount of class meetings per month will vary between 2-5 classes, regardless tuition is charged a flat monthly rate. **Choosing the quarterly or full season billing frequency is preferred and therefore discounted \$5/mo!**

Note: We build a total of 31 lessons into the schedule each season. This extra lesson is reserved for a snow day without a makeup class. If it goes unused, you will just get an extra lesson at no cost!

CLASS	MONTHLY RATE	QUARTERLY RATE	FULL SEASON
	Billed monthly from September thru May.	Billed once every 3 months; due in Sept, Dec, and March.	Billed once and due in September.
3-4 year 30 min / week	\$52 per month	\$47 per month \$141 per quarter	\$47 per month \$423 for the season
5-6 year 40 min / week	\$54 per month	\$49 per month \$147 per quarter	\$49 per month \$441 for the season
Level 1 & up 50 min / week	\$57 per month	\$52 per month \$156 per quarter	\$52 per month \$468 for the season
Ballet X + Pointe 90 min / week	\$91 per month	\$86 per month \$258 per quarter	\$86 per month \$774 for the season

Costume Cost

<p>COSTUME DEPOSIT</p>	<p>One costume deposit per class, per dancer will be charged in September.</p>	<p>\$50</p>
<p>Q2 COSTUME CHARGE</p>	<p>After the costume deposit, the balance will be split in half. The first half will be charged in Q2 / December.</p>	<p>HALF OF BALANCE</p>
<p>Q3 COSTUME CHARGE</p>	<p>The final costume payment will be charged in Q3 / March. The Q3 costume amount will match the Q2 costume amount on your invoice.</p>	<p>FINAL PAYMENT</p>



Since each costume has a different cost, the exact total is not known until the costume is selected in October. Recreational costumes typically end up totaling between \$100-\$160 each.

Our studio offers full-service costuming. Basically, you do nothing! Each costume cost includes all measuring, ordering, accessories, hair pieces, tights, steaming and sewing or alterations.

- Any student who withdrawals from a class **before** November 1 the costume deposit will be refunded.
- Any student who withdrawals from a class **after** November 1 will be responsible for the full costume cost.

This policy is put in place because most costumes are made-to-order and cannot be returned to our costume vendors. Thank you for understanding!

Withdrawal Policy

If you wish to withdraw from any class, a written notice via [email](#) must be sent to the studio. Simply not coming back to class does not count as a withdrawal notice and tuition charges will still apply.

If a class is dropped **before** November 1st, you will receive a full refund of your \$50 costume deposit plus a refund of any unused tuition.

If a class is dropped **after** November 1st, you will be responsible for the full costume cost. But any unused tuition will still be refunded.

Please understand you will still be responsible for any tuition cost up to the day the withdrawal notice via email is received by the studio.



How we communicate

01 MONTHLY NEWSLETTERS

Expect a monthly newsletter delivered between the 1st and the 5th of each month via email. We also post these on the homepage of our [website](#).

02 EMAILS

We use email as our main source of communication. Please make sure to add us to your contact list so our emails don't go into your spam folder.

03 TEXT MESSAGING

We don't use text messaging as often as emails, but we do use this method for last minute reminders or if we have to cancel class for inclement weather. **Make sure to check the "subscribe to texting" box when registering so you don't miss important messages.**

04 PHONE

During front desk hours we will answer our [phone](#). However, please [email](#) the studio to notify us of a student absence or with any general questions. You will be sure to get a prompt response.



PREFERRED COMMUNICATION

For prompt and efficient responses, we encourage you to communicate with us via [EMAIL!](#) The ADMIN email address is monitored by both Maren and Christine and is the best way to communicate with us.

While we value your engagement on platforms like Facebook and Instagram, [email](#) ensures the quickest replies for matters needing attention versus DM's or text messages to our personal cell phones.

Thank you for helping us streamline our communication to provide the best customer service.

FRONT DESK HOURS

M - Th 3:30pm - 8:00pm

PICTURE WEEK

Pictures will be held at Christine’s Dance Company during a week in April. For specific picture week dates, see our [Studio Schedule](#). Purchasing a picture package is completely optional, but we do ask that your dancer at least participates in the group photo for our Memory Book.

We will not have regular dance class during this week since the photographer will be set up in our studios all week. Most pictures will be held on the same day of the week you normally come to class, but at a different time. An email was sent on February 13th with specific picture times for each class.

We will be using Seasons Photography out of Rice Lake for our professional photos. They have been photographing our dancers for several years and do a fantastic job! For more details about Picture Week, [click here](#).



A

8x10 Memory Mate
2 5x7 Individual
2 Buttons
8 Wallets
(add digital - \$68) **\$58**



B

8x10 Memory Mate
8 Wallets
(add digital - \$42) **\$32**



C

5x7 Team
5x7 Individual
4 Wallets
(add digital - \$38) **\$28**



vicky@seasonsphotography.net
715-234-3187
1845 19th Ave Rice Lake, WI 54868

A LA CARTE

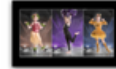
PRINTS

- MM** 8x10 Memory Mate24
- AA** 8x10 Individual.....15
- BB** 8x10 Team.....15
- CC** 2 - 5x7 Indiv or Buddy.....22
- D** 5x7 Individual.....14
- E** 5x7 Team.....14
- F** 4 - 4x5 Individual.....22
- G** 8 Wallets.....15

PRODUCTS & GIFTS

- H** 2 - Buttons.....14
- J** 2 - Buttons Buddy14
- K** 3x 5 Magnet12
- L** 2 - 3x 5 Magnet.....20
- M** 2 - 3x 5 Magnet Buddy.....20
- N** Key Chain15
- NN** 2 - Key Chains.....25
- P** Bag Tag.....17
- Q** Ornament.....20
- RR** 11oz Mug28
- S** 4X6 Metal Print w/ easel.....25
- R** 5x7 Statuette.....30
- DD** Digital Image (Indiv).....32
- Digital Image (Buddy).....40
(will be emailed with release)

- SS** 5x10 Framed Print w/easel (3-4 Poses).....65



- SS** 10x13 Framed Print (6 or 8 Costumes).....115



- SS** 10x20 Framed Print (10-14 Costumes).....150

ADD SILHOUETTE (Add on to traditional order only)

- ST** 5X7 Matted & Framed Print.....34
- SR** 5x7 Statuette.....30
- SS1** 8X10 Metal Print w/ easel.....36
- SAA** 10x13 Framed Print.....40
- SSS** 5x10 Framed 3 Series Print w/ easel.....50




BUDDY PACKAGE **\$52**
(add digital - \$62)
for siblings or friends, etc

8x10 buddy 2-5x7 buddy 4-4x5 buddy



Dress Rehearsal & Recital

Participation in recital is highly recommended, but not required. If your dancer does not wish to participate in the recital, please [email](#) the studio before November 1st.

[LEARN MORE](#)

DRESS REHEARSAL

Dress rehearsal attendance is mandatory for all participating recital performers. The main purpose is to solidify spacing as a group on the stage, make sure costumes/hair hold properly, and to get accustomed to all the recital procedures. For rehearsal dates, please refer the [season calendar](#).

RECITAL

We hold one recital per season in May. It is always scheduled the weekend after Mother's Day. Dancers will get their show performance itinerary, along with all the other details for recital, via email in March.

Other Optional Costs:

Recital Souvenirs



T-SHIRT

\$32.50 - \$35.00

These shirts are the perfect recital keepsake for the whole family! They will feature this years recital theme on the front and all the dancers names on the back.

VIDEO PACKAGE

\$48.00 - \$92.00

We provide professional video coverage of all recital shows. Our videographers capture every last detail of the performance, leaving you with a video full of priceless memories!



MEMORY BOOK

\$16.00

Similar to a yearbook, this full color, full size book will feature a photo of each class, along with their names, making it another perfect recital keepsake!

FRESH FLOWERS

\$49.00

Get your favorite dancer a bouquet of fresh flowers to congratulate them after their recital performance! Each of these large bouquets feature 20 stems of the freshest selection of grower choice, seasonally available flowers.



General Studio Rules

01 NO GUM

02 NO JEWELRY

03 NO TAKING VIDEOS OF CLASS,
EXCEPT FOR PERSONAL USE

04 NO STREET SHOES IN
STUDIO ROOMS

05 NO DANCE SHOES
OUTSIDE

06 NO JEANS OR BAGGY
CLOTHES

07 NO WATER BOTTLES
INSIDE STUDIO ROOM



It's more than just dance.

WE ALSO TEACH...

1 **Commitment**

We encourage our students to still show up and put in the work, even after a long day. Showing up is half the battle and your teammates depend on you!

2 **Dedication**

Our students discover success does not happen overnight. We teach there's no short cut to training the body and mastering their goals.

3 **Friendships**

When you accomplish hard, but fun, things together, the creation of life-long friendships come naturally.

4 **Goal Setting**

Our students learn the importance of setting attainable goals for themselves and how to create a plan to achieve them. What a valuable life skill to learn at a young age!





5

Coordination

When children go through growth spurts, their body awareness and coordination can become compromised. Our classes are designed to help lessen those effects. Which in turn, makes them less susceptible to injury and more confident!



6

Good Health

Our students learn healthy habits and ways to take care of their bodies physically and mentally. Dance class is a great way to keep both the mind and body in shape.



7

Teamwork

We strive to help our students understand the importance of learning how to become supportive, respectful, and kind team members.

8

Creativity

Dance is a form of art. Our classes at Christine's Dance Co encourage free expression through movement, which most dancers find healing & therapeutic .



Privacy & Consent

Please know, our studio will always respect the privacy and rights of all students and parents.

The studio occasionally utilizes images and videos of students for promotional and marketing purposes, including but not limited to our website, social media platforms, brochures, and advertisements.

ACCEPTING CONSENT

Upon registration, without a completed declining consent form, you are granting the studio permission to use your child's images or videos for promotional purposes.

DECLINING CONSENT

If you wish to decline consent or specify any limitations on the use of your child's images or videos for promotional purposes, please fill out this form below.

[DECLINING CONSENT FORM](#)

“

Dancing is the loftiest, the most moving, the most beautiful of the arts. For it is no mere translation or abstraction of life. It is life itself.

- HENRY HAVELOCK ELLIS



Our Mission & Vision

At Christine's Dance Company, our mission is to inspire and empower every student with the joy of dance. We do this by providing exceptional training in proper dance techniques within a safe, enjoyable, and positive learning environment.

Beyond dance, we teach essential life-skills, such as time management, a strong work ethic, reliability, and perseverance. For us, it is not just about perfecting your dance skills, it is about fostering values that will guide our students towards a lifetime of success.

We look forward to working with you and sharing the amazing world of dance!

[REGISTER](#)

[LEARN MORE](#)

We sincerely appreciate you taking the time to review our Handbook. Our primary goal is to provide a safe, nurturing, and enriching environment where students can thrive and explore their passion for dance. We encourage open communication and value your feedback to continuously improve our studio.

If you have any questions, concerns, or feedback, please don't hesitate to reach out to us. For more information about our studio, upcoming events, or registration details, please visit our website or follow us on social media. Thank you for choosing our studio as your dance home!

Christine & Maren



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www.christinesdancecompany.com

