

# center stage performing arts studio



Welcome to Center Stage Performing Arts Studio, recognized as The Dance Awards' National Studio of the Year! We're a performing arts studio that trains versatile, well-rounded performers in the core styles of dance and vocal arts including ballet, jazz, ballroom, hip hop, break dancing, tumbling, vocal and musical theater. We are so grateful to have you as a member of our elite studio. Welcome!

Whether your goal for enrolling at a performing arts studio is to get out and stay active while learning something new or you dream of something bigger such as participating on a competition team or pursuing a dance education or professional career in the performing arts, we look forward to helping you reach for the stars!

The enclosed information, organized alphabetically, is intended to help you navigate the studio with information, policies and procedures as you embark on your exciting journey!

## Center Stage Performing Arts Studio

575 N 1100 West

Orem, UT 84058

801-224-9012

Email- [infocs@centerstageutah.com](mailto:infocs@centerstageutah.com)



- Arrive early. Be dressed and ready to dance right when class begins.
- Make efficient use of your time. Begin to stretch and warm up as soon as you enter your studio.
- Observe during the last 5 minutes of class only. Guests in the classroom can be a distraction to the teacher and other students.
- Wait to address questions or concerns once class concludes.
- Use e-mail as the preferred method of communication with teachers and directors at Center Stage as most teachers have back-to-back classes and families at home.
- Pick children up from Center Stage promptly after class ends.
- Pay your tuition and fees on time so it doesn't impact your child.
- Use the Add/Drop forms at the front desk to make class changes. (Telling a teacher isn't enough because it can easily be forgotten!)
- Stay home if you're too sick to participate in classes so bugs don't take over the studio.
- Pick up a "make-up pass" at the front desk if a class is missed or cancelled and take a replacement class within the same month. (Technique classes only)
- Keep us informed of any updates to your email address or cell phone number so we can keep you in the loop.
- Check with Dance Gear for the appropriate attire for ballet classes including the required leotard, tights, shoes, and tanks. They can make suggestions for other classes like jazz, ballroom, and tap, too!
- Let the front desk know if you or your dancer has any special needs or concerns. We can get you in touch with your teacher or if necessary, refer you to a director, manager, or owner.
- Try something new like tap, vocal, tumbling, acro, or hip hop!
- Most importantly, HAVE FUN!

## general studio policies

### DANCE GEAR

Monday 10:00am-8:00pm  
Tuesday 10:00am-8:00pm  
Wednesday 10:00am-8:00pm  
Thursday 10:00am-8:00pm  
Friday 10:00am-7:00pm  
Saturday 10:00am-5:00pm

### CENTER STAGE

Monday 10:00am-9:30pm  
Tuesday 10:00am-9:30pm  
Wednesday 10:00am-9:00pm  
Thursday 10:00am-9:30pm  
Friday 10:00am-7:00pm  
Saturday 8:30am-5:00pm

## ADD AND DROP CLASSES

In the event that you need to make a change to your monthly class schedule, please come to the Front Desk to complete an official Add/Drop Form. Complete the form and pay the \$5 add/drop fee by the 20th of the month and changes will take effect the following month. In September, the add/drop fee will be waived for minor classes changes while dancers are finalizing their class schedules and levels for the new year.

## ARRIVAL AND PICK-UP TIME

Please arrive no earlier than 20 minutes before a scheduled class or rehearsal begins. In addition, children must be picked up no later than 20 minutes after a class ends. For classes that end at 9 pm or at studio closing, please arrive on time to pick up your children so members of our staff aren't kept waiting. Outside of this policy, Center Stage will charge \$20 per hour for students who are left unattended at the studio.

## BALLET

Ballet is an important part of a dancer's overall training. Dancers are encouraged to take their ballet classes seriously with these policies:

- Arrive to class on time for a proper warm-up. If you are more than 20 minutes late to class, you will be asked to sit out the remainder of class to avoid the risk of injury. This means that if you are on company, you will need to make up the class. In addition, you may also need to schedule a private lesson to catch up on missed choreography.
- If you are injured during a previous class and need to sit out, bring a note from the teacher of that class explaining that you need to sit out from ballet.
- Wear the proper attire. Refer to the list of ballet attire and purchase the required leotard, tights and ballet skirt from Dance Gear based on your ballet class and level.
- Always carry a "back-up" ballet kit including an extra leotard and tights. Boys should always have the required tights and tank. To keep parents informed if ballet attire is missing or needs to be replaced, if you do not have the proper attire, you will be sent to the front desk to call home and will need to make-up the class.

Unique to a studio that isn't ballet exclusive, Center Stage produces a full-length Ballet Production every other year featuring all of our ballet students of all ages. The production will require extra rehearsals and costuming and provides dancers the thrilling opportunity to participate on stage with full set, backgrounds, music and props. In the past, ballet productions have included Sleeping Beauty, Peter Pan, and The Wizard of Oz.

## BOOT CAMP

In preparation for Nationals each year, a week-long Boot Camp is generally held in June and required for all older Company members. This week-long day camp (held at Center Stage) is for all Mini, Junior, Teen and Senior Company members as well as Boom Krew and Rip Squad depending on the location of Nationals. Boot Camp is a fun-filled week of extra rehearsals, strength and team-building activities, and other fun surprises. A Boot Camp fee is charged to cover the costs of these activities and lunch is provided each day. The Boot Camp fee also helps cover the cost to pay our directors for the extra rehearsal hours that are above and beyond the regular weekly rehearsal schedule.

## CLASS EVALUATIONS

In May at the end of each class season, Class Evaluations are completed and presented to each student to acknowledge accomplishments, give advice on areas where improvement is needed, and assess class advancement for the upcoming year.

## COMMUNICATION

All communication from Center Stage Performing Arts Studio for class-only students and Company members will be delivered via the form of e-mail and text reminders. We will use the e-mail address and phone number provided on your registration form and contract unless otherwise noted. Please notify the front desk immediately should your contact information change, you feel that you are not receiving communication, or you want to add your dancer or an additional guardian or parent as a contact.

General questions can be directed to the front desk; however, billing concerns are often best addressed by contacting a business manager directly to schedule an appointment. In the event that you need to discuss an item of business with a teacher or director, a message may be left at the front desk or sent via e-mail.

Directors may choose to give out their personal information to Company members. Please do not interrupt class or company time to engage in discussions with your director. Keep in mind that at the conclusion of class, directors are often hurrying to another rehearsal or class commitment. Most directors prefer to be addressed via email first. If the issue requires immediate attention or a more in depth discussion, an appointment time can be coordinated following the email.

Remember that most issues and concerns can be resolved in a non-confrontational manner. Please treat our teachers, directors, staff and fellow dancers and families kindly. Give the benefit-of-the-doubt and that same kindness will be returned.

You can stay up-to-date with all the exciting things happening at Center Stage as follows:

*Website- [www.centerstageutah.com](http://www.centerstageutah.com)*

*Facebook page- "Center Stage Performing Arts Studio" and "Dance Gear"*

*Instagram- [CenterStageUtah](https://www.instagram.com/CenterStageUtah)*

Please share your student's accomplishments and photos with us for our social media page and newsletter by emailing newsworthy announcements to us at [csdancenews@gmail.com](mailto:csdancenews@gmail.com)

## COMPETITIONS AND CONVENTIONS

Members of our ballroom, jazz and hip hop companies will participate in a number of local, regional and national competitions throughout the year. Conventions, workshops and master classes are also offered to provide dancers with the opportunity to fine-tune their skills, learn from well-known instructors and work with professional dancers and choreographers.

The exact number of competitions and conventions required of your company will be determined and announced by your company director. Please keep in mind that by committing to join a company, you are contracted for the entire year (September 1-August 31) and required to participate in all of the competitions, conventions and performances as outlined by your director.

## CHOREOGRAPHY FOR COMPANY MEMBERS

It is typical for competition teams to welcome guest choreographers to set pieces on company members resulting in a choreography fee that is paid by all dancers placed in the piece as well as understudies.

Dancers placed in pieces set by guest choreographers are generally determined by audition at the beginning of the first choreography session. To participate in the audition, all dancer fees and past due accounts must be brought current. In addition, the choreography deposit must be paid at the front desk prior to entering the audition. Participation in a guest piece is optional unless otherwise noted. If you choose not to audition for the piece, no choreography deposit is due.

The choreography deposit is calculated in advance, to the best of our ability, to cover the majority of the choreography expense. The exact choreography fee, per dancer, will be determined once the number is set taking into consideration the number of dancers placed in the number and the exact expenses incurred by the guest choreographer to cover items such travel, lodging and meals. If the actual choreography fee exceeds the choreography deposit, a balance due will be communicated and prompt payment expected. In the unlikely event that the choreography fee is less than the choreography deposit, the difference between the deposit and the actual fee will be applied as a credit towards future company fees.

## DANCE GEAR

Many of your dance needs can be found at Dance Gear, our onsite store for all styles of dance attire, shoes, rhinestones and accessories. Students at Center Stage Performing Arts Studio receive a 10% student discount and will be notified via e-mail of special sales and promotions.

## ENROLLMENT

Registration for classes and companies at Center Stage Performing Arts Studio can be completed at the Front Desk during studio hours. To register, you will be asked to fill out a registration form, indicating the classes your dancer would like to take and sign a contract for both class and company students. A registration deposit will also be due at the time of enrollment as well as arrangements for autopay or payment of monthly tuition.

## HOLIDAYS

We follow the Alpine School District calendar. When Alpine school is off, we are closed for classes and company rehearsals. Center Stage is open on select holidays for studio rentals only. We try to avoid holding rehearsals on schools days off, however, in the event that a rehearsal must be held, it will be approved by Robin Murillo first and communicated to all students in advance.

## INTENSIVES

Though regularly scheduled classes end for the summer in July each year, a week long summer intensive is held in August for all students. The Summer Intensive focuses on ballroom, hip hop, and dance/vocal/musical theater. For company students, your August tuition is applied towards the Summer Intensive. Non company students are encouraged to attend the intensive by submitting a sign-up form and paying the intensive fee.

## MASTER CLASSES AND WORKSHOPS

Master teachers and well-known instructors are periodically invited to Center Stage to hold master

classes and workshops. These are offered outside of the regular class schedule and are available for a per-class charge that is in addition to your regular tuition. Master classes and workshops will be announced in advance. Students should sign up early at the front desk. Master classes and workshops are often mandatory for company members, depending upon the genre of the class being offered. Dancers not on company are invited and encouraged to attend.

## MISSED CLASSES AND MAKE-UPS

If your child misses a technique class, it can be made up during the same month as the absence with a make-up pass. Pick up a pass at the front desk before your make-up class and present it to the teacher of the class you are attending. NOTE: If the pass is not presented, you will be marked on the roll and automatically charged the pro-rated tuition amount for that class. Your make-up pass waives that charge; we won't know that a class is a make-up if you don't give the teacher a pass.

Dancers on company are required to make up EVERY missed Jazz and Ballet class, per their director. Also, dancers who miss class or company during the two weeks prior to a performance or competition will be pulled and spaced out of numbers as it is difficult to get numbers performance ready without all of our dancers at rehearsal. Make-up passes are not available for missed company time.

## PAYMENTS / REFUNDS / OVERPAYMENTS

Tuition is due by the 10th of each month with a late fee of \$15 if paid after that date. For easy payment, we recommend setting up a credit card for autopay which is processed on the 20th of each month.

Company fees will be announced with as much advanced notice as possible and must be paid by cash or check. Fees quickly accumulate for late company payments as Center Stage is often paying for costumes, choreography and conventions upfront.

Overpaid accounts are applied forward towards future upcoming fees. Tuition can only be applied towards tuition, company fees can only be applied towards company fees, etc. At the end of the year in August, accounts are reconciled and overpayments will be refunded or applied forward.



## PERFORMING ARTS

As a “performing arts” studio, Center Stage helps students develop the skills they need to fully train as young performers. Beyond the traditional ballet and jazz dance classes offered at other studios, our weekly schedule includes over 100 classes ranging in age, skill level and style both weekdays and evenings all 12 months of the year.

We provide young performers the opportunity to train (or cross-train) in a variety of styles including ballet, jazz, contemporary, tap, tumbling, acrobatics, turns, Latin ballroom, standard ballroom, country and west coast swing, hip hop, break dancing, yoga, vocal, musical theater, and acting... just to name a few! In addition to classes for children ages 2-18, we offer adult classes for individuals looking to continue their skills beyond the age of 18.

Stop by the front desk or visit our website for a complete class listing. Or schedule an appointment to meet with a program director to learn more about the classes we offer.

## POWER OF POSITIVITY

We encourage all of our Center Stage family to foster a positive environment for our students. Please share in this responsibility whether you are a parent, student, teacher or director. Avoid gossip and drama. Be supportive. Address concerns directly. Get involved!

## PRIVATE LESSONS, SOLOS, DUOS, TRIOS

Many of our teachers and directors offer private lessons as well as choreography for solos, duets and trios. If you are interested in expanding your student's skills in any of these areas, talk to your teacher or check with the front desk for a list of instructors who offer private lessons.

Solos, duets and trios should be approved by your director in advance. Your director and/or Kim DelGrosso can help you schedule a choreographer, if help is needed. Any group numbers over the size of three dancers should be coordinated at the company level, approved by both your director and Robin Murillo, and may need to be open to all members of the company by audition.

## RECITALS, SHOWCASES AND PERFORMANCES

Students will have several opportunities each year to showcase their skills and accomplishments. Center Stage is unique in that we produce several performances each year for our classes and performing companies. A recital for all of our technique classes is held in the spring each. In addition, a separate spring recital or ballet production will be held for ballet students.

For each recital, there is a recital fee of \$35 in addition to costumes. For company showcases, there is no showcase fee as it is included with your monthly company fees. Tickets are required for those who attend both the recitals and showcases.

Additional performances are also available to our students, including Dancing Under The Stars at the SCERA Shell, performances at local sporting events and city fairs, holiday shows for members of our Vocal Companies, and other opportunities. These performance dates and times will be communicated by your company director.

## SICK

We love your kids, but we don't love their germs. If your child is feeling under the weather and could be contagious, please take the day off and stay home. Contact your teachers and/or director to keep them informed. Use a make-up pass within the same month of the absence if you'd like to attend a class to replace the one that was missed.

Let your company director know if you will be missing company time, ballet or jazz classes, keeping in mind that all missed ballet and jazz classes must be made up for company dancers. In addition, students who miss class or company rehearsal for any reason two weeks prior to a performance or competition may be spaced out of numbers.

## STUDIO RENTALS

Private studio rentals are available for small groups, solos, duos, trios and extra rehearsal time. Schedule a studio rental in advance at the front desk, then sign in at the front desk and pay your studio rental fee BEFORE entering your scheduled studio. Studio rental rates are \$10 per hour for a single/duo and \$5 per hour for each dancer for three or more (limit 8). More than 8 requires prior arrangements with Robin Murillo.

## TUITION & FEES

There are several fees you may incur in addition to your monthly tuition.

**Monthly tuition (ALL)** - Covers weekly scheduled classes and instruction. Determined by the number of hours your dancer is enrolled per week and/or by the Company they are a member of.

**Costuming (ALL)** - Costuming for class-only students includes the spring recital and spring ballet recital or production. Company members will have a costume for each piece they participate in. Costume fees are charged in advance. Because Center Stage is required to pay for costumes when they are ordered, dancers are expected to pay for their costumes upfront. Late fees will apply for costumes not paid on time. Costumes will not be distributed unless all costume fees are paid in full.

**Choreography (COMPANY)** - Choreography for class-only numbers for the spring recital is generally developed by the class teacher. No additional choreography fee will apply. For Company members, many numbers are set by hired choreographers. Choreography fees for outside choreographers are split among the members who are placed in each piece and cover the choreographer's travel expenses in addition to their time. Choreography fees are paid upfront. In the event that a dancer pays a choreography fee for an audition-only piece and is not placed in the dance as a result of the audition, the choreography fee will be applied toward future company fees.

**Recital Fees (ALL)** - Both class-only and Company members will participate in our annual Spring Recital and ballet students will also participate in a Spring Ballet Recital or Production. A recital fee of \$35 will be due in advance to contribute to the cost of facility rent; sound, music and lighting; insurance; and outside wages.

**Administrative/Director Fees (COMPANY)** - Company members will be charged an annual administrative fee to cover the cost of music, photocopies and other administrative costs. In addition, an administrative/director fee will be charged for each Convention or Competition company members attend to cover the cost of registering numbers, travel, meals and other Directors costs.

**Studio Rental Fees (ALL)** - Studios are available for rental for private lessons, practices and rehearsals. Sign in and pay at the time of use BEFORE entering your scheduled studio. Rates are \$10 per hour for a single/duo and \$5 per hour for each dancer for three or more (limit 8). More than 8 requires prior arrangements with Robin Murillo.

**Master Classes and Workshops (ALL)** - Master Classes with popular teachers and outside choreographers are often available to dancers at Center Stage. Depending on the genre, these classes are mandatory for Company members. Class-only dancers are invited and encouraged to attend. Information including the cost of an upcoming Master Class will



be communicated in advance via e-mail. If a Master Class is mandatory, you will be billed whether or not you choose to or are able to attend. All fees for Master Classes must be paid in advance.

**Boot Camp (COMPANY)** - In preparation for Nationals each year, a week-long Boot Camp is held for all older Company members including Mini, Junior, Teen and Senior Company members as well as Boom Krew and Rip Squad depending on the location of Nationals. Boot Camp is a fun-filled week of extra rehearsals, strength and team-building activities, and other fun surprises. A Boot Camp fee is charged to cover the costs of these activities. Lunch is provided each day. Beginning in 2014, the Boot Camp fee will increase to also cover the cost to pay our directors for the extra rehearsal hours that are above and beyond the regular weekly rehearsal schedule. Boot Camp is generally held each year in late June.

**Competition and Convention Fees (COMPANY)** - Company members will have competition fees for each number registered for Competition. In addition, for Competitions that include Convention (workshops), a convention fee is also charged per dancer. Amounts and deadlines for competition and convention fees will be announced in advance and must be paid on time. Studios are charged significant late fees for enrollments made past deadline and risk losing the opportunity to compete numbers if the competition sells out. Our ability to register numbers on time is greatly impacted by the late payment of fees. As a result, late fees will be charged and enforced for Company members who miss a deadline.

**Photo Fees (ALL)** - Professional team photos are scheduled during dress rehearsals for our Spring Recital and Ballet Recital (or Ballet Production) for all class levels. In addition, Company photos are also scheduled each year. Participating in team photos is required. Dates, rates and information about class and team photos will be communicated via email each spring. Photos are available for pick-up at the studio a few weeks after the photo session and will be announced via e-mail.

**Video Fees (Optional)** - A high-quality, professional video recording of each recital and showcase is available to our Center Stage families. DVDs can be ordered at the ticket counter and must be pre-paid. DVDs can be picked up at the studio a few weeks after the performance.

**Recital and Showcase tickets (ALL)** - Tickets are required for all friends and family members attending Company Showcases and recitals. The price of the ticket helps to offset

the cost of facility rent; sound, music and lighting; insurance; and outside wages.

## WHAT TO WEAR AND BRING TO CLASS

For all classes, hair should be worn up and secured. Your instructor and/or director will address attire and shoes that are specific to your class. As a general rule, plan for the following:

**Ballet:** Ballet students should wear the appropriate leotard assigned to their class level with clean tights and ballet shoes. Hair should be worn up in a tight bun with plenty of bobby pins. Boys should wear the required tank, tights and dance belt. Check with Dance Gear for more details.

**Ballroom:** Dancers should wear fitted tops with a ballroom skirt for girls and ballroom pants for boys. Ballroom shoes are encouraged for all classes and can be fitted in Dance Gear.

**Jazz, Tumbling and Other Technique Classes:** Student should wear fitted dance clothing with appropriate shoes for the class. Check with the Front Desk or the teacher of your class for more details. Depending on the class type and level you may be required to dance barefoot, in Foot Undies or have a required jazz shoe. Tap shoes are required for tap classes.

**Hip Hop:** Students should wear a supportive tennis shoe or sneaker with dance appropriate clothing such as t-shirt, tank top, athletic shorts, leggings or sweats.

**Vocal/Musical Theater:** Students should wear dance appropriate clothing that allows for movement such as t-shirt, athletic shorts, leggings or sweats. In addition, Vocal Companies include jazz class where appropriate clothing for jazz is needed (see jazz section).

**Warm Ups:** Center Stage warm-ups are available for purchase at Dance Gear and may need to be pre-ordered. Warm-ups are required for members of ballroom, jazz, hip hop and vocal companies and should be worn over costumes and dance attire at all competitions and conventions. Company members are required to be dressed in a Center Stage warm-up in order to be on stage when receiving awards at competition.

