TRI-C CREATIVE ARTS DANCE ACADEMY

Parent & Student Handbook

2025-2026





HANDBOOK WELCOME

Welcome to Tri-C Creative Arts Dance Academy

Thank you for entrusting your child to us for their dance education. This handbook will serve as your guide to our procedures, policies, guidelines, and information, ensuring you have the best possible experience. We take our roles as teachers and mentors in your child's life very seriously. Our objective is to inspire a passion for the art of dance in every dancer who passes through our doors. In the process, we strive to set the right example and help dancers and parents create memories that will last a lifetime. Our goal is to educate our students' minds, bodies, and souls, teaching them the skills needed for a successful life, whether or not they stay involved in dance. Our success comes from providing high-quality training and our belief in our students.



The Dance Academy

The Tri-C Creative Arts Dance Academy is committed to providing high-quality dance education to enhance the overall development of the dancer. Dance education encompasses far more than technique and the steps dancers learn. The discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work in and out of the dance studio.



Dance Parents

As a parent, you play an essential role in supporting your dancer. Please encourage your child to be the best they can be, regardless of what others may achieve or their level. All dancers develop at a different pace. All students will progress differently, even if they experience the same training. Our dance academy will give each dancer a sense of selfdiscipline, self-confidence, and self-esteem. Your dancer's presence/attendance at all classes and rehearsals is essential. The spirit of teamwork and the lesson of dedication are a big part of our dance academy process. Mutual respect among our faculty and students' parents provides the children with the ultimate care and education. As a condition of enrollment at Tri-C Creative Arts Dance Academy, students and their parents or guardians agree to abide by all the policies set forth by the Creative Arts office and Dance Academy staff. The Dance Academy reserves the right to terminate enrollment for misconduct or inappropriate actions by the dancer, parents, or guardians.



Dancers

The first step to becoming a successful dancer is making a solid commitment to your classes in both attendance and attitude. Strong technique is a key ingredient; class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on your growth. Practice makes progress, and each class is an opportunity to grow.

- Dance full-out.
- Stretch a little further.
- Become more aware of your technique.
- Make the most of every class.
- Respect for the teachers is essential.

Listen to each note and correction, whether directed at you or another dancer. A correction from your instructor shows how they care about your progress.



Dance Level Placement

Our Dance Academy takes level placement seriously. Our policy is to offer appropriate opportunities to every child; their placement level is on the individual dancer and many years of teaching experience from our teaching staff. Our team has devised a very successful and fair formula to ensure the best training and education from Twinkle Toes to the Advanced Level. Dancers advance to the next level based on ballet and must meet specific criteria from their level ballet curriculum. Attendance and behavior will also be vital in progressing to the next level.



Drop-Off/Pick-Up

Please do not drop off dancers by themselves. A parent or guardian must walk them into the building and sign them in for class. Parents are required to pick up on time from class. We encourage all parents and guardians to arrive 10 minutes before the end of the class, and an adult must come in to pick them up. We cannot allow students to leave with anyone under 18. If your dancer is carpooling with another parent, it is the parent's responsibility to notify us.



Dancers Info, Class Guidelines and Etiquette

Please arrive 5-10 minutes before class time, dressed in the required dance attire, shoes, and hair in a bun with a hairnet.

Dance Attire

- **Girls**: All Levels: Black Camisole Leotard, skin-toned convertible tights (not footed or stirrups), skin-toned canvas ballet shoes.
- **Boys:** White short-sleeved shirt or beater, black convertible dance tights, thin white socks, white canvas ballet shoes.

If a dancer misses their dance attire more than three times, they will be removed from that class piece for the concert.

Female students must wear their hair pulled back or up in a secured bun with a hairnet. Bun placement should be at the crown and not forward close to the hairline. Braids are accepted but should be in a bun. The thickness of the braids should allow for a safe, secure, appropriately sized ballet bun that does not move. Females with short hair must keep it neat, secure, and away from the face— no loose bangs or hanging hair in the face, sides, or neck. Bows, decorative barrettes, or beads cannot be shown and must be covered entirely. A hairnet worn on their head isn't allowed for class.

Fingernails, Nail Polish, and Jewelry

Dancers cannot wear long nails or colored fingernail/toenail polish. Dancers cannot wear jewelry to class except small stud rhinestones or diamond earrings.

Dancers Belongings

Store all dance bags and belongings in an open locker or cubbies; do not leave them on benches or the floor. Please label all the dancers. This is very important, as many dancers have "back-to-back" classes and must change shoes quickly.

Please leave ALL valuables at home. Tri-C Creative Arts Dance Academy is not responsible for lost or stolen property! Any personal items found that were left will be in the "lost and found." Please ask the instructors for assistance. Parents and dancers are responsible for their belongings, which should be in a dance bag. e encourage all dancers to bring a dance bag to keep their belongings in. Please refrain from bringing anything valuable to the dance studio. We will not be liable for lost, stolen, or misplaced property.



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Studio Rules

No gum, food, or drinks are allowed in the dance studio. If dancers bring a water bottle, please label it with their name, and it is to stay in their dance bag.

Cell phones aren't allowed in the dance studio and must be set to silent or turned off and stored in dance bags.

No parents/caregivers/siblings in the studio while class is in session.

All students must always respect their teachers, the dance academy staff, and fellow dancers. Tri-C Creative Arts Dance Academy has a "zero tolerance" policy for misbehavior and bullying. Inappropriate behavior from a student or parent could result in dismissal from the dance academy.



Parent Info, Studio & Lobby Etiquette

If you are waiting for your dancer during class, seating is available in the hallway near the lockers. Parents aren't allowed to sit in the middle hallway where the bathrooms and studios are.

Anyone waiting while class is in session must keep the noise level low. It can be very distracting to both the instructor and students.

Children must always be supervised and cannot run around in the hallways.

Parents and students should never interrupt a class in session. Dance classes are closed to observers.

Please do not approach teachers in between class times. We run back-to-back classes, and there is no time for parent meetings during class time. Please get in touch with your child's instructor via email or the Creative Arts office with any questions or concerns. We are happy to schedule an appointment to discuss your child's progress.

Please do not speak negatively to or about Tri-C Creative Arts Dance Academy faculty, staff, other students, or parents– this includes social media. Doing so may result in dismissal from the dance academy.





Attendance

All dancers must attend all classes for their dance academy level. It is mandatory and a requirement. Attendance is essential to the progress of each dancer and the class as a whole. Dancers with three or more unexcused absences won't be eligible to be considered for placement to advance to the next level and will remain in their current level.

Absences

Please feel free to call or email any absences to the Creative Arts office to avoid an unexcused absence. Excused absences are school commitments, family emergencies, illness, and injury, but you must provide proof of the school activity, a doctor's note, etc. Dancers with three or more unexcused absences won't be considered for

Tri-C Creative Arts Office: 216-987-6145 Email: creativeartsacademy@tri-c.edu

Tardiness

Students are only allowed to participate in a class if they arrive 10 minutes past the start time, have prior permission from the instructor, and notify us in the Band app.

Dance is a physical activity that requires the body to be warmed up to execute movement safely. If students miss the proper warm-up and barre, they may sustain injury. Students who arrive more than 10 minutes late will be asked to observe the class. If dancers have more than two tardies, we discuss it with you.

Injury

Injured students under a doctor's care, including physical therapy, must have a doctor's release to return to class; there are no exceptions. Regarding injury outside of the studio, a parent or guardian must communicate with the instructors before class. If the injury is severe enough (physically inhibits participation), parents must retrieve written consent from a physician for clearance to dance.

Illness

The health and well-being of our dancers and teachers are of the utmost importance. For any dancer with a fever or a condition considered contagious, we would like to ask you to please keep them home. For more severe illnesses, once a dancer is diagnosed, we ask that they stay home and return to the studio once a medical professional has cleared them. This can include but is not limited to, strep throat, the flu, COVID-19, etc. We ask that you submit a doctor's note for re-entry into class.



Substitute Instructors

Tri-C Creative Arts Dance Academy can provide a substitute teacher if the regularly scheduled teacher cannot teach the class. Students should not miss a class because they know a teacher will be absent.

Dance Academy Closings/Inclement Weather

Please take a look at the Dance Academy year calendar and emails from the Creative Arts office for any days we're closed. In case of inclement weather and the college closes, we will send correspondence from the Creative Arts office and follow up with a posting on the Band app.

Concerts/Performances

The Dance Academy has two concerts yearly, one at the end of the fall and spring semesters. Our dance academy takes each performance seriously, as it is the exclamation point in a year of growth and learning. Our show offers our students a professionally directed performance that allows them to present the results of a year's hard work, dedication, and progress to their families and friends. A big part of dance training includes learning through performance. Each dancer will perform with their class level.

Tech Rehearsal

Tech rehearsal is held in the theater during the week of the show. Each level will work on stage during this time, going over spacing, choreography, and staging with their instructor. If dancers don't come to tech rehearsal, they will not perform. All rehearsals are mandatory and closed to the public. Please keep in mind that this is their first time on stage, and there is a possibility that time may run over. If this happens, we will let you know as soon as possible. We appreciate your patience.





Costumes

Our costume mistress, instructors, and parent volunteers spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. Costumes belong to the dance academy; students will not go home with them.

Each dancer must purchase skin-tone undergarments to wear underneath their costumes. Information and a checklist of concert-related items will be sent out near the show.

Show Tickets

Information for concert tickets is sent via email from the Creative Arts office. Tickets generally sell out fast and are on a first-come, first-served basis. All tickets will be the same price. Everyone attending the show must purchase a ticket; children sitting on laps are prohibited.

Stay Informed

The dance academy staff works hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all email communication thoroughly.





CREATIVE ARTS ACADEMY

India Pierce Lee, Executive Vice President

Division of Strategy & Community Impact

Emanuela Friscioni, Director

Carol Lee Iott, Program Manager

Kristina Reese, Coordinator

Nijah Holliday, Coordinator

DANCE ACADEMY INSTRUCTORS

Jessica Spurlock, Director Antonio Brown, Assistant Director Charlene Brown, Dance Etiquette and Costumer Mistress Kay Eichman, Ballet Mistress

> Jaita Basim Josslin Butts Eboni Lewis Teagan Reed Patrick Wright Adrianna Williams

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