



Studio Handbook 2022-2023

InspireDanceCentre.com

inspiredancecentre@gmail.com

503-674-8620

485 NE Burnside Drive
Gresham, OR 97030

Welcome to Inspire Dance Centre! We are very excited to get to know you and your family. We pride ourselves on being the best dance studio in the Gresham/East County area and the Gresham Business Hall of Fame.

Overview of Program and Mission

We are a pre-professional dance studio with a highly trained teaching staff and four professional dance rooms. We have a set curriculum that we adhere to at each level, designed for aspiring dancers. The curriculum is designed to enhance versatility and develop the total dancer with classes tailored to the dancer's placement level.

**Contact staff by emailing inspiredancecentre@gmail.com
Or by calling 503-674-8620**

TUITION AND FEES

- Tuition and fees are due on the first of the month.
- The yearly registration fee of \$25.00 is non-refundable.
- After the 10th, a late fee will be assessed; after the 20th, another late fee will be applied.
- All fees and tuition are non-refundable.
- Please log in to your parent portal account to pay with a debit/credit card; checks and cash will also be accepted in the office for payment.
- Pricing is subject to change at the beginning of the session; prior notice will be given.
- You can find our tuition scale on our website inspiredancecentre.com.
- There is a \$35.00 fee for all checks returned for NSF.

We base our tuition structure on a school year season with an annual base charge. We then conveniently divide that into equal monthly payments. Billing monthly offers a discount for you compared to the cost for each class billed individually. Some months of the year, there are 5 class weeks, while others have only 3 class weeks in the month.

When a month has five classes, we do not bill our customer the “extra” class; likewise, we do not discount the monthly tuition when a month has three classes.

Our season is based on a total of lessons/rehearsals, and tuition is made in monthly payments starting with your first class in September and continuing through June. Therefore, commitment is expected for this duration.

Please contact the office (Kim) for any questions regarding your account; communication is appreciated at all times.

REOCCURRING BILLING OPTION

Sign-up today! We are now offering a recurring payment option. Check the recurring payment box on the credit card page of your account when you sign-up to activate this option. Your account will be charged on the 28th of the month prior to your tuition being due. (If the 28th falls on a holiday or weekend, it will be charged the Friday before).

CALENDAR

You can find our calendar with holidays and other days the studio will be closed on our website inspiredancecentre.com under the DANCE CLASSES tab.

Code of Conduct

All dancers are to behave in a manner that creates a positive atmosphere and professionally represents Inspire Dance Centre.

Unacceptable behavior, whether occurring in class or outside the studio, includes, but is not limited to:

- Failure to observe proper studio protocol
- Violation of any law, Dance Centre rule, or policy
- Lying, cheating, and stealing
- Destruction of property

- Any behavior that places other students, staff, visitors, innocent bystanders, and self in danger.
- Verbal, written, online, or physical harassment based on race, color, religion, sex, age, disability, sexual orientation, national origin, or appearance.
- Swearing, cursing or yelling.
- Bullying and slander

Consequences for Unacceptable Behavior:

- The first warning will be given to students verbally to correct behavior.
- The second warning, an email relaying information to parents, will be sent out.
- The third warning may result in a parent meeting with the studio owner to discuss an action plan to correct the behavior.

Policies

Attendance

Dancers are expected to be ON TIME for every class. Students should be dressed and quietly lined up in the hallway, ready to go. Please email or call and let us know beforehand if your dancer will be absent.

Make-up Classes

We offer make-up classes for dancers who have missed a class due to illness or other excused absences. Make up classes must be made up in 4 weeks. Please email the studio, and we will be happy to coordinate with our teachers an appropriate make up class. We do not prorate for missed classes.

Inclement Weather

If inclement weather or other events beyond our control cause the studio to close, you will be notified via email and social media. No refunds are given for class cancellations due to weather or events beyond our control.

Covid-19

At this time, we have no COVID-19 restrictions. Dancers and staff do NOT have to wear a mask while dancing. We reserve the right to amend this policy as we follow City, State, and CDC guidelines.

Dress Code

Please view our [DRESS CODE](#) by clicking on the link. Students must follow the dress code and will not be permitted to enter class without the proper attire.

* We sell tights and leotards in the studio office for your convenience.

**The Leotard in Portland is a great place to fit your dancers' ballet slippers; mention that they dance for Inspire to receive a 10% off all regular-priced items.

*** You can find all these items online at discountdance.com studio code 102203.

Ball Class Equipment

You can find your dancers' Ball [Class Equipment](#) by clicking on this link. Proper equipment is required to enter the class.

Withdrawal from the Studio

We require a 30-day written notice if you choose to drop a class or enrollment for any reason. You must do so by emailing inspiredancecentre@gmail.com. If less than a 30-day notice is given, the total tuition amount or a \$50 drop fee will apply.

Media & Photography

All photographs taken by Inspire Dance Centre are the sole property of Inspire Dance Centre. Please note the Media Consent Form when registering your student. You can opt out of having your dancer appear on our social media pages. Please refrain from taking photography or video in-studio classes for this reason.

All active social media participants, directly or indirectly representing Inspire Dance Centre, should be aware that Inspire Dance Centre reserves the right to request the immediate removal of any content that is the sole property of Inspire Dance Centre.

Non-Discriminatory

Inspire Dance Centre is dedicated to treating all persons with respect and dignity and providing an environment free from any form of discrimination or harassment.

Accordingly, the Dance Centre prohibits and will not tolerate harassment of any kind to or by any persons, including teachers, staff, students, parents, or any other person affiliated with or doing business with Inspire Dance Centre.

This prohibition includes harassment for any unlawful discriminatory reason, such as race, gender, national origin, disability, age, or religion. This policy also prohibits actions that, while they may not be as severe as to constitute harassment in a legal sense, are nevertheless commonly understood as abusive and disrespectful to others.

Accordingly, slurs, jokes, or remarks derogatory of a person or group's race, ethnic background, religion, gender, disability, sexual orientation, economic status, or age are considered inappropriate for the Studio's environment.

This policy extends not only to verbal harassment but also includes online harassment or bullying. Each person is responsible for exercising their good judgment to avoid engaging in conduct that may violate this policy. A person who believes themselves to be a victim of discrimination or harassment should report the incident to the Studio Manager. The matter will be dealt with on a confidential basis with disclosure only to the extent necessary for fair problem resolution and only to those who have an immediate need to know.

Bullying, Intimidation, and Harassment:

Inspire Dance Centre strives to create a collaborative atmosphere, not competitive. Therefore, bullying, physical or verbal intimidation, and harassment of any kind, including cyber-bullying and sexual harassment, will not be tolerated. Students engaging in such conduct will face disciplinary action up to and including expulsion from Inspire Dance Centre.

Observation

We allow parents to observe through our one-way glass windows for our Tiny Dancers, Creative, Primary, and Intro classes on an every-other-week basis. This schedule will be sent to parents of those students prior to the start of classes. At this time, only parents are allowed for viewing. No siblings of any age or extended family.

Class Curriculum

Our teachers have worked very hard creating Inspire Dance Centre's unique curriculum for each level in Ballet, Lyrical, Jazz, Pointe, and Contemporary. Once the dancer has shown proficiency in that level's curriculum they will advance to the next level.

Class Level Outline

We have several class levels at Inspire Dance Centre to provide the best skill/age-appropriate classes for your dancer. Once your dancer is placed in a level, they can take classes offered at that particular level. Please inquire by email for more information on classes available for your dancers' specific level.

Class Advancement

Dancers will advance through their dance training, if and only when they have mastered that level's curriculum, sometimes repeating a level. This is a regular occurrence and should not discourage the kids from dancing. Our teachers take the time to test and

make recommendations throughout the session to ensure correct level placement for optimal growth. If they start the session at one level, they may advance to another level during that same session. We strive to challenge the dancer but not so much that it is discouraging or overwhelming.

Drop-Off and Pick-Up Procedures

These are put in place to keep dancers safe as they walk to and from the studio. All students aged ten and younger need to be escorted to and from the studio. They may not be dropped off in the parking lot or picked up without a guardian coming up to the door. In addition, our staff will not be dismissing students from the studio without having a visual of a guardian at the entrance.

- Handicap parking is for a motorist who has a state-issued handicapped parking permit. Please do not park in these spots to pick up your dancer unless you can legally use handicap parking.
- Red Fire Lane - please do not park at the curb in the fire lane to wait for your dancer. We have had dancers cross into the parking lot and not be seen because of cars parked on the curb.

Please inform other siblings or family members that pick up your dancer of the procedures mentioned above.

Pre-Pointe

With a teacher's recommendation, dancers 8-years and older and enrolled in ballet 1 or higher will be invited to register in the Pre-Pointe class. This is the first step to earning Pointe shoes. The dancer's dress code will be class leotard, pink tights, ballet shoes, and a light pink skirt; information on the skirt can be found in the dress code link above.

Pointe Class

With teacher recommendation and passing the pointe shoe test, dancers may earn their Pointe Shoes; more information and guidance will be given at that time.

Spring Performance

We hold an end-of-year performance in June; please see the calendar for dates. We will be sending out more information in early January.

The Nutcracker

Inspire Dance Centre puts on a professional production of The Nutcracker with great success and community accolades. Auditions are in the summer, and dancers practice every weekend to get ready for the December performances. Please be on the lookout for audition dates and times.

The Company Team

We have elite competition teams at Inspire Dance Centre. Our solo/duo/trio dancers are award-winning and compete anywhere from 4-8 times a year. This is for the dancer who likes to perform on stage, learn new challenging routines, and be a part of a team. This is a commitment of both time and money beyond their regular classes. So come and be a part of this fantastic group of young dancers; auditions are in the summer. Please inquire for more information.

Logowear

Inspire Dance Centre logo wear is offered two times a year or upon special request.

Fundraising

We offer many fundraising opportunities for you to raise money for tuition, costumes, Nutcracker, and so on. So be on the lookout for fundraising possibilities, and of course, it is not a requirement to fundraise but just an offer to help with the tuition.

Follow us on FB and Instagram.

We have Facebook and Instagram pages highlighting and giving info on the latest happenings at the studio; please follow us and watch our studio grow and our dancers shine! We also have a Facebook page for Inspire Dance Centre parents to buy/sell/trade dancewear; let us know if you are interested, and we will add you to this private Facebook group.

AS ALWAYS, PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS: WE ARE HERE TO HELP!



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***If you have a moment, share your love with a rating on [Facebook](#) or [Google](#)*