



CSDA STUDIO RULES

To ensure a safe, respectful, and productive environment for all dancers, the following rules must be followed:

1. **No food or gum** is allowed in the studio or lobby. Only **bottled water** is permitted.
2. **No cell phones** are allowed in the classroom.
3. **CSDA is not responsible** for lost, stolen, or left-behind items. Please label all shoes, leotards, tights, etc. with the student's full name. Using a dance bag for all items is strongly encouraged.
4. **Class placement** is determined by the CSDA Director and Staff.
5. **Disorderly conduct** or **disrespectful behavior** will not be tolerated.
6. **All classes are closed to observers** for the safety of our students. No parents/guardians allowed in rooms (exception being mommy and me).
7. **Rules are subject to change** throughout the year and will be posted in the studio.

Thank you for helping us maintain a positive and professional atmosphere for all our dancers!

STUDENT DROP-OFF AND PICK-UP POLICY

For the **safety and security** of all students:

- Drop-off and pick-up must occur in the main lobby area only. You cannot walk your child to the room.
- Students should arrive no earlier than 10 minutes before their scheduled class time.
- Dancers may not be left unattended—CSDA staff must be present for supervision.

CSDA is not liable for students who are left unsupervised outside of scheduled class times or without direct staff supervision.

For safety reasons, dancers are not permitted to leave the studio premises without adult supervision.

Parents or guardians must enter the building to pick up their child(ren) following class.

Name Tag Safety Procedure:

During the first few weeks of class, all dancers and parents will be provided with name tags. These will be provided in the lobby on the first day. This is to ensure a safe and smooth transition as our teachers get to know each student and family.

ATTENDANCE POLICY

Consistent class attendance is vital to a dancer's progress, confidence, technical growth, and overall sense of achievement. Regular participation not only benefits the individual student but also supports the continuity and success of the entire class.

As we approach recital season, attendance becomes increasingly important. Absences during this time can significantly impact both the individual dancer and the group's overall performance.

At CSDA, we ask that families honor their commitment to the full ten-month dance season.

ATTENDANCE POLICY (CONTINUED)

If your child will be absent for any reason, please notify the studio in advance via phone, Facebook, or email.

Please note: One mandatory recital rehearsal will be held at the Coughlin-Saunders Performing Arts Center in Alexandria during the week preceding the recital. Attendance at this rehearsal is **REQUIRED** in order for a student to participate in the recital performance.

CSDA DRESS CODE

To help maintain a focused, professional, and safe environment, all students are required to attend class in proper dance attire as outlined below:

Required Attire:

- Black leotard with CSDA logo
- Pink tights
- Appropriate dance shoes (ballet, jazz, tap, etc.)

Optional Add-Ons (allowed but not mandatory) (by class):

- Ballet: Skirt or CSDA logo shorts
- Jazz/Tap: Black CSDA logo jazz pants or logo shorts

Hair & Accessories:

- Hair must be pulled up and out of the face. No jewelry is allowed, except for small stud earrings

Thank you for helping us keep our studio polished and professional!

QUESTIONS & CONCERNS

We're always here to help! If you have any questions or concerns, feel free to reach out to us through any of the following:

- Phone
- Email
- Facebook Messenger
- Parent Portal

Please note: Classes are typically in session during the afternoons and evenings, so we may not be able to respond immediately — but we'll get back to you as soon as possible!

We kindly ask that you do not interrupt class time with questions or concerns, so we can give our full attention to our dancers.

Thank you for your understanding and support!

INCLEMENT WEATHER POLICY

CSDA follows the Parish School District's inclement weather policy. In the event of severe weather, it may be necessary to cancel classes to ensure the safety of our students and staff. For the most up-to-date information, please check:

- Our Website
- The Parent Portal
- Email
- Facebook Page

Thank you for your understanding and cooperation!



REGISTRATION INFORMATION

A yearly non-refundable registration fee is required at the time of enrollment, along with a completed registration form:

- \$45 per individual
- \$55 per family

Early registration discounts are available — don't miss out! For more details or to register, please visit our website or contact us directly.

TUITION POLICY

- Tuition is due by the 1st of each month.
- We offer both monthly and annual payment plans.

Please note the following:

- No refunds will be given for missed or dropped classes.
- Tuition is based on enrollment, not attendance.
- Tuition is calculated based on the total number of weeks in the dance year, not the number of weeks in each month.
- WRITTEN NOTICE must be submitted by the 1st of the month to drop a class, or tuition will still be charged.
- A \$25 NSF fee will apply to any returned checks.
- All accounts must be paid in full and up to date prior to both the Christmas Recital and the May Recital. Students with outstanding balances may not be permitted to participate in performances.

PAYMENT OPTIONS:

- Through the Parent Portal
- At the studio front desk during business hours
- Setup Auto Pay (runs on the 1st of the month)
- By mail: 227 Forest Heights Pineville, LA 71360

Thank you for your cooperation and timely payments!

LATE PAYMENT POLICY

A **\$15 late fee** will be applied to all accounts with unpaid tuition after the 10th of each month.

To avoid late fees, please ensure your payment is received by the 1st of each month.

Thank you for staying current with your tuition payments!

COSTUMES FEES

Costume fees are split into three payments, billed from September through November. These costumes are for the annual May Recital. Costumes are ordered in December.

Average Costume Pricing:

- 1 costume: \$140
- 2 costumes: \$195–\$235 (total)
- 3 costumes: \$255–\$390 (total)

All costume fees include tights and accessories.

Please Note: All costume fees must be paid in full before costumes are ordered in December. Failure to do so may result in additional charges or delays in delivery, which could prevent your child's costume from arriving in time for the recital. No refunds will be issued once costumes have been ordered.

RECITAL FEE - (ANNUAL MAY RECITAL)

The recital fee is billed in February and is \$85.

This fee includes:

- Recital t-shirt
- Recital tights.

This does NOT include recital tickets.

TICKET POLICY - (ANNUAL MAY RECITAL)

Tickets for the Annual May Recital will be available for twenty dollars (\$20) each and can be purchased through your Parent Portal or the ticket link provided.

- You will receive a digital ticket, which must be presented at the door.
- Tickets may be printed or shown on your mobile device for entry.
- Everyone ages 3 and up must have a ticket.
- Children age 2 and under do not need a ticket, as long as they do not occupy a seat and sit in someone's lap during the performance.

CHRISTMAS RECITAL

CSDA hosts a simple, informal Christmas Recital, typically held during the week school lets out for Christmas break. This festive event is a fun and relaxed opportunity for families to see their dancers perform and celebrate the holiday season together.

- Christmas Recital Fee: \$60
 - Billed in December
 - Includes your dancer's Christmas recital shirt
- Tickets: \$10 each
 - Available for purchase through your Parent Portal or via the ticket link we provide

We look forward to celebrating the season with you and showcasing the joy and progress your dancer has made!

REFUNDS

Please note the following refund policies at CSDA:

- No refunds will be issued for missed or dropped classes.
- Tuition is based on enrollment, not attendance.
- Special orders are non-refundable if they are not accepted for return by the manufacturer or vendor.
- Costume fees are non-refundable once costumes have been ordered.
- There is no refunds of merchandise; all sales are final. This includes, but not limited to, all event merch shops.

Thank you for your understanding and support in helping us provide a consistent and fair experience for all CSDA families.

PHOTO RELEASE

By initialing and signing the registration form, I (or my legal guardian) grant Cindy Seaton Dance Academy (CSDA) and its staff the right to photograph and/or video myself or my dependent. I understand that these images may be used for promotional or publication purposes, including but not limited to electronic, print, digital media, or online platforms such as the internet and social media.