



2023-2024 MEMBER HANDBOOK

Confident, Valued, Loved

CHRISTY'S DANCEXPLOSION

919-779-1337
INFO@CDEGARNER.COM
CDEGARNER.COM

WELCOME!

HELLO FROM CHRISTY'S DANCEXPLOSION!

Thank you for choosing Christy's DancExplosion for your/your child's dance education. CDE has built a reputation for excellence in dance, theater, acrobatics and cheer instruction in the community. For over 23 years we have continued to provide high quality education to children and adults in Garner and the surrounding areas.

We are proud to be a community of dancers & parents who encourage and support one another, helping students to grow into strong dancers with exceptional skill & heart. At CDE, we work hard to create an environment where students feel safe to challenge themselves, try new things, and have high aspirations. Our goal is to help every student grow, learn, and be his/her best! Our staff is dedicated to teaching proper technique in all dance forms, along with using age appropriate terminology and dance moves. CDE is proud to have staff that is committed and enthusiastic about helping students become well-rounded and high quality dancers. We are implementing new opportunities for students to give back to the community that has supported us for many years.

In this handbook you will find helpful information regarding your membership. You can refer to this booklet for any questions you may have during the year. You can pick up a referral card at the front desk. By sharing it with friends or relatives, you have the opportunity to receive free tuition.

We are excited to have the opportunity to work with your child during our upcoming dance season. Thank you, once again, for choosing Christy's DancExplosion. If you have questions feel free to contact us at 919-779-1337 or via e-mail at info@cdegarner.com.

Christy Wood, Founder and Director

connect with us!

ACCESS YOUR ACCOUNT

1. Visit cdegarner.com
2. Click "Member Login"
3. Enter Login info
4. Click "Sign In"

WATCH "HOW TO VIDEO"



Snag your
Swag


SHOP ON
WEBSITE

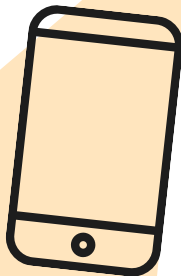
Follow our
social media

@cdedancestudio



STAY INFORMED

CDE Family FB Group



text "Dance"
to 919-779-1337

subscribe to texts

MARK YOUR CALENDAR

cdegarner.com



MEET THE TEAM



Christy Wood, [Founder and Director](#)

Andra Thomasson, Office and Accounts Manager & Instructor

Ivey Carroll, Company & Cheer Programs Director & Instructor

Jess Allen, Instructor

Taylor Wood, Social Media Coordinator & Instructor

Michelle Gerrald, Design/Branding & Instructor

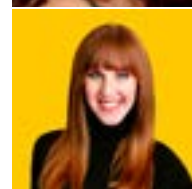
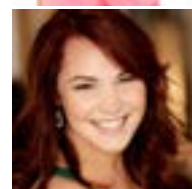
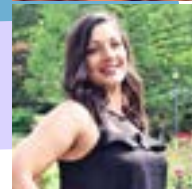
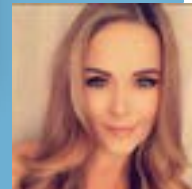
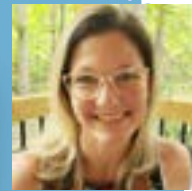
Danielle Lang, Instructor

Dayleigh Martin, Instructor

Katie Mickunas, Instructor

Arlie Honeycutt Kidd, Instructor

Karyn Abell, Instructor



GENERAL POLICIES AND INFORMATION

- Only water is allowed in the studios.
- Please label all dancewear, shoes, and personal items with your/your child's name.
- If your child has a medical condition that involves medication or medical treatment (such as a seizure disorder) we ask that a parent or guardian remain at the studio during his/her child's class.

MEMBERSHIP TYPE AND ROLLOVER MEMBERSHIP

CDE offers two levels of Membership for the 2023-24 season. The Premium Membership offers early bird class registration, a priority ticketing window for shows, and priority preference on waitlists. Other advantages are 10% off CDE merchandise (excluding costumes) and mid-year check-ins regarding your child's progress. Premium Members lock in the 2023-24 membership prices. New members (anyone who did not take classes in the 2022-23 season) will be prompted to choose their membership level during the online registration process and will pay the membership fee at the time of registration. Refer to the Member Handbook for details of membership levels. For your convenience, active members will be charged their annual membership fee on May 1st each season. CDE charges membership fees to any currently active family (including short sessions). The fee charged will be based on your current membership level unless a membership change form is completed. Any family choosing to opt out of membership for the upcoming season MUST call the office prior to May 1st, 2024. Membership fees are non-refundable.

TUITION FEES, PAYMENTS AND DISCOUNTS

- Tuition at CDE is based on the program cost for the full season. (August 7th, 2023 to May 18th, 2024) Tuition can be paid in full at time of registration or broken into 10 installments, August - May.
- Fall/Spring 2023-2024 Season: Financial Obligations due at Registration are NON-REFUNDABLE. These obligations are: Membership Fee (Premium/Basic): \$65/\$40 per student, \$95/\$70 max per family, Last month's tuition (May 2024). Tuition at CDE is based on a 10-month calendar beginning on August 7th, 2023 and ending on May 18th, 2024. Tuition can be paid monthly or in full at time of registration. Tuition is not based on a four-classes-per-month rate but rather on the annual cost divided into 10 payments. Tuition remains the same for in-studio and virtual instruction. We accept VISA, MasterCard, AMEX or Discover and all monthly tuition will be charged via AUTO-PAY. Upon enrollment, the credit card on file will be charged the membership fee and May 2024 tuition. You will receive a confirmation email detailing the exact amounts. Monthly tuition will be processed on the 7th of each month. You are required to keep a current card on file in your portal. If you prefer a different form of payment (cash, check) your payment must be received prior to the automatic charge date of the 7th. If not received before the 7th, your required card on file will be charged the outstanding amount. ***Overdue fees will accrue a late fee of \$25 after the 10th. If fees remain unpaid at the end of the month, students will not be permitted to participate in their lessons. Tuition is not prorated for absences or studio closures. Students are encouraged to attend makeup classes for absences. Membership Fees and May 2024 tuition are NON-REFUNDABLE. Total tuition is determined by the total number of classes each student takes per week. The first class for each student is full price and each additional class is \$29 off. To determine family tuition, total each individual's tuition, and take a 10% discount on the lesser individual amount. Tuition for short session classes is due in full at the time of registration and is not eligible for sibling discounts.

POLICIES

- Late Fees: Late fees are not waived. With our AUTO-PAY system, your balances should be paid or processed by the 7th of the month. If in the event that your auto-draft does not process on the 7th, we will contact you regarding the denial. We allow 2 business days to update the card on file without incurring a late fee. After the 10th of the month, a \$25 late fee will be applied to the account. If you have more than one card on file and the primary card payment is declined, the secondary card on the account will be run.
- Accounts more than sixty (60) days past due will result in services being discontinued for the dancer and the account may be submitted for collection services.
- Costume Deposits are due on September 7th. Costume Balances are due on November 7th. Costume fees are non-refundable. There is a \$25 fee for costume payments received after November 7th.
- The Showcase Fee is priced per student. 1st student: \$80; siblings \$60 each. The showcase fee includes a downloadable video of all the showcase performances, a showcase t-shirt, and showcase program/yearbook.

NSF PAYMENTS (Non-Sufficient Funds)

- NSF paper checks, auto-debit, or auto-charge payments will incur a \$25 NSF fee being added to your account.
- Credit cards that are declined will incur a \$20 fee if not replaced and processed by the 10th of the month.

COMMUNICATION

- The studio goes to great lengths to keep you informed and up to date through monthly electronic newsletters, email, social media, text messaging, and our lobby communication center.
- Join our CDE Family Facebook group at <https://www.facebook.com/groups/CDEFamily1>
- We welcome email or phone communication via call or text and are happy to set up a meeting if necessary to answer any questions you may have regarding your dancer or our programs.
- Text "DANCE" to 919-779-1337 to begin receiving text messages.

WITHDRAWAL FROM CLASS

- There is a one (1) month minimum for all lessons.
- A thirty (30) day notice is required to withdraw from a class and discontinue payments.
- Tuition refunds are not given for a student that drops from a class mid-month.
- To withdraw, a parent must inform the studio via email and complete the withdrawal form.
- Automatic payments will not cease until the withdrawal form has been completed.
- Refunds are issued for future payments made only when the studio finds it necessary to cancel/discontinue a class for the season.

POLICIES

REFUNDS AND CANCELLATION

- Tuition refunds are not given for a student that drops from a class mid-month.
- Costume Fees are non-refundable.
- Membership Fees are non-refundable.
- Showcase Fees are non-refundable.

RESCHEDULING AND SUBSTITUTION

- The studio reserves the right to provide a substitute teacher if the regular teacher is ill or otherwise unable to teach.
- The studio reserves the right to reschedule or combine classes.
- The studio will deliver class content via an online system in the event that classes cannot be conducted live for any reason, including governmental advisory.

PRIVATE LESSON CANCELLATION POLICY

- Private lessons may be set up with an available instructor of your choice by filling out the private lesson request form at cdegarner.com
- Cancellations less than 24 hours in advance and no-shows will be charged the full fee for the private lesson. If the student becomes suddenly ill less than 24 hours in advance, requiring the lesson to be cancelled, dancer and/or guardian must notify the studio via phone call and email no less than 3 hours in advance.
- Private lesson fees will be charged to the card on file the Friday after the lesson unless cash or check is received in the office.

LOST AND FOUND AND SECURITY

- The studio is not responsible for lost or stolen items.
- If you have lost an item, please check the lost and found.

PHOTO/VIDEO RELEASE

- Child/children may be photographed or videoed during, but not limited to, performances, classes, rehearsals, on CDE property, etc and such pictures become property of Christy's DancExplosion, CDE Capital, LLC. Photographs/video may appear in advertisements, on the website, on social media and/or inside the studio.

POLICIES

ATTENDANCE

- Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class, notifying the studio if a dancer will be absent.
- Makeup classes may be scheduled through your parent portal
- Dance is a physical activity that requires the body to be properly warmed up. Students that are late to class miss the proper warm-up and, therefore, may sustain injury.
- Any dancer that displays signs of illness or has a fever should stay home.
- If a student should feel ill or develop a fever while in class, a parent will be notified.

DISCIPLINE

Our staff is trained to use constructive techniques of discipline, encouraging students to have respect for other students, teachers, staff, and studio property.

Should consistent disruptive behavior occur, a child will be removed from class and a parent or guardian will be notified.

In extreme circumstances, it may be necessary for the director to terminate a student's enrollment.

INCLEMENT WEATHER POLICY

In the event of inclement weather, we will post closings to our CDE Family Facebook group, send an automated text, and send an email.

We do not always follow school closings for inclement weather.

Canceled classes may be made up at your convenience from our regular schedule of classes.

SHOWCASE

All CDE members are invited to participate in the end-of-year showcase. If choosing NOT to participate in the showcase, please notify the office prior to September 5th. Certain classes do not participate in the showcase (Acro, Strength and Stretch, Leaps and Turns, Technique only classes, etc.). Please refer to the class listing for the non-showcase classes. Showcase fee is \$80 per student, \$60 for each additional student (includes a digital download of showcase video, showcase tshirt, and program/yearbook) and ticket price will be approximately \$18-\$20. Fees help with the cost of the showcase venue for rehearsal and show, props, lighting, audio, and stage crew. It is possible that your dancer will be in multiple shows. I understand that if I have multiple children in classes, it is possible that they will be in multiple shows.

Showcase Costumes will be ordered in November for the end-of-year showcase. Measurements will be taken in October. Costumes will be \$85 for Sparklers and Little classes and \$100 for Petite, Junior, and Senior classes. A \$50 non-refundable per costume deposit is due in September along with your September tuition. The costume balance is due in November with tuition. Costume payments are non-refundable.

POLICIES

Dress code

available in the CDE Shop



Tot (age 2)

TwoTu Ballet: Pink leotard (skirt attached if present), pink transition tights, ballet shoe W400
Tot, Drop & Roll: same as ballet attire (no skirts in tumble class) or Biketard, barefoot
Boys: Black bike shorts and plain white t-shirt

Tiny (ages 3-4) Tumble - see acro below

Ballet + Tap: Pink leotard (skirt attached if present), pink transition tights, ballet shoe W400, Tap shoe W2600. *Dance bag recommended*
Boys: Black bike shorts and plain white t-shirt

Mini (ages 4-5) Tumble - see acro below

Ballet + Tap: Pink leotard (skirt attached if present), pink transition tights, ballet shoe W400, Tap shoe W2600. *Dance bag recommended*
Boys attire: Black bike shorts and plain white t-shirt
Hip Hop + Cheer: Fitted athletic attire such as spandex shorts and slim tank or tee, (no baggy shorts/shirts); white sneaker (W390 available in CDE Shop)
Boys: Black athletic shorts and t-shirt



Little (ages 5-6) & Petite (ages 7-9)

Ballet: Girls: Black Cherry Leotard (skirt attached if present), tights and ballet shoes - Little - W400; Petite - W550; see **See Ballet note below*; Boys: Black bike shorts or fitted cotton leggings, white socks and white ballet shoes

Broadway Kids Dance: DFEJ2 Jazz shoe in Caramel or Maple color (depending on skin tone); fitted dance attire such as leotard and tights, leotard with spandex shorts, or leggings with tight tank

Hip Hop: Attire that allows ease of movement; Solid white athletic sneaker W390

Hip Hop+Cheer: Fitted athletic attire such as spandex shorts and slim tank or tee, no baggy shorts/shirts; white sneaker (W390 available in CDE Shop)

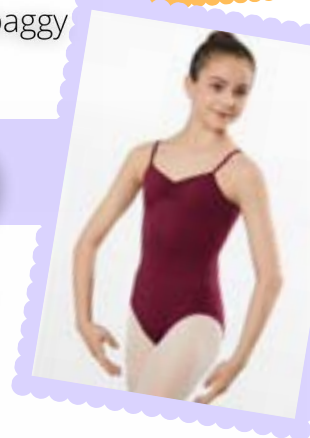
Jazz, TLC: Fitted dance attire such as leotard and tights, leotard with spandex shorts, or leggings with tight tank; Jazz--DFEJ2 Jazz Shoe in Caramel or Maple color (depending on skin tone); TLC--DFEJ2 jazz shoe or pirouette W2350

Little/Petite Sparklers Cheer Team: *TBD - will be communicated in an email

Little/Petite Broadway Kids Theater: Attire that allows ease of movement; DFEJ2 Jazz shoe in Caramel or Maple color (depending on skin tone)

Lyrical: Black Cherry Leotard (skirt attached if present), tights recommended, pirouettes W2350

Tap: Attire that allows ease of movement; if tap class follows another class with a fitted dance attire requirement,



Dress code

available in the CDE Shop



Junior and Senior

Ballet: Black Leotard (no skirt), tights and ballet shoes *See Ballet note below

Boys: Black bike shorts or fitted cotton leggings, white socks and white ballet shoes

PrePointe/Pointe: Black Leotard (no skirt), dancers must be approved by instructor for Pointe shoes; Ballet shoes Hanami or W550

Theatre/Musical Theatre Dance: Athletic attire, Showcase shoe TBD

Hip Hop: Attire that allows ease of movement; Solid white athletic sneaker W390

Jazz, Lyrical, Contemporary, S&S/L&T: Fitted dance attire such as leotard and tights, leotard with spandex shorts, or leggings with tight tank; Jazz--DFEJ2 Jazz Shoe in Caramel or Maple color (depending on skin tone); Lyrical & Contemporary--pirouette W2350;

S&S/L&T--DFEJ2 jazz shoe or pirouette W2350

Musical Theater Dance: DFEJ2 Jazz shoe in Caramel or Maple color (depending on skin tone); fitted dance attire such as leotard and tights, leotard with spandex shorts, or leggings with tight tank

Tap: Attire that allows ease of movement; if tap class follows another class with a fitted dance attire requirement, dancer may layer shirts/shorts over fitted dance attire; tap shoe W1650

Theater: Attire that allows ease of movement; Girls--DFEJ2 Jazz shoe in Caramel or Maple color (depending on skin tone), Boys--Black Jazz Shoe

Adult

Tap: Black Full Sole Tap Shoe, Athletic attire

All Tumble/Acro Classes

Biketard, Leotard and spandex shorts, or leggings and tight fitting top. All attire must be tight! No loose clothing, no rings/bracelets/earrings. Barefoot

All Clogging Classes

Athletic Attire, no jeans. White Clogging Shoes with Buck Taps

All Ballet Classes

Girls: Hair off face and neck in a neat secure bun; For the safety of the dancers, no jewelry with the exception of post earrings are allowed in all classes; pink or flesh colored tights and pink or flesh colored ballet shoes.

STUDIO CALENDAR

Tuition is charged on the 7th of each month (or following business day).

AUGUST

7th- Classes Begin

SEPTEMBER

4th- Studio Closed (Labor Day)

7th- Costume Deposits Charged
(\$50 per costume/per class)

11-16- Bring a Friend Week

OCTOBER

SOCKTOBER BEGINS

23-28th- Dress-Up Week

31st-Studio CLOSED

NOVEMBER

3rd- Last Day for Showcase Class Changes

7th- Costume Balances Charged

10th - Studio Closed

20th-25th - Studio Closed



DECEMBER



9th or 16th - Winter Showcase
- more info coming Soon!

18th- Jan 2nd - Studio Closed

JANUARY

3rd- Classes Resume

6th- Annual Winter Workshops

15th- Studio Closed



FEBRUARY

7th- Showcase Fee (\$80 per student, \$60 per sibling)

MARCH

2&3- AACC Clogging Competition & Convention

18-23 Picture Week @ studio

25-30 Studio Closed (Spring Break)

APRIL

3rd- Showcase Ticket Sales Open to Premium Members

5th- Showcase Ticket Sales Open to Basic Members

22-28 Tentative Rehearsals and Showcases

MAY

April 29-May 4- "Mix it up" Week

6-11 - "Bring a Friend" Week

13-18- Spirit Week

May 18 - Last Day of Season 24 classes

May 27 - June 2- Studio Closed

JUNE & JULY

June 3- July 19 - Summer Classes & Camps

July 22-27 & July 29-Aug. 3 - Company & FOF Intensives and Choreography Days (required for team members)



2023-24 MEMBERSHIP



What is CDE Membership?

CDE's annual membership fee enables you/your child to participate in weekly dance, acro/tumble, cheer, theater classes and more at DancExplosion. Membership provides access to professional instruction, consistency in training, performance opportunities, as well as community and social benefits. We offer 2 levels of membership, Basic and Premium.



What are the advantages of Premium Membership?



PERK!

If you upgrade to premium membership, you will have access to a priority ticketing window for purchasing tickets for CDE's 2023-2024 events including Winter Showcase, Competitive, Recreational Showcases and more!



PERK!

If you upgrade to premium membership, you will receive early bird access to class enrollment. You get first choice in classes before they fill up!

Returning members who choose the Premium level membership for the 2023-2024 season may begin enrolling in Fall classes on Wednesday, May 10th at 1:00pm. Basic level enrollment for returning members begins on Friday, May 12th at 1:00pm. Registration will open to the public on Tuesday, May 16th at 1:00pm.



PERK!

Premium Members can schedule a one-on-one meeting with the CDE leadership team to help navigate registration and class selection. Meetings for returning members are offered May 10th & May 11th in person at the studio or online



Tell me More!

Read on to learn more about how to upgrade your membership for more perks, register for classes and review pricing.

MEMBERSHIP LEVELS

PREMIUM

OR

BASIC MEMBERSHIP LEVEL

NEW MEMBERS---YOU WILL CHOOSE YOUR LEVEL OF MEMBERSHIP WHEN REGISTERING



what's Included...

FREE WIFI/FRONT DESK SUPPORT	✓	✓
PRIORITY ENROLLMENT ACCESS	✓	✓
ACCESS TO CLASS DISCOUNTS	✓	✓
PRIORITY ACCESS TO COE EVENTS	✓	✓
FREE CLASS TRANSFERS	✓	✓
PRIORITY REGISTRATIONS FOR SPECIAL EVENTS	✓	✓
ACCESS TO MAKEUP CLASSES	✓	✓
CLASS WAITLIST PRIORITY	✗	✓
10% OFF RETAIL MERCHANDISE, INCLUDING DANCEWEAR AND LOGOWEAR**	✗	✓
MID YEAR CHECK-IN REGARDING YOUR CHILD'S PROGRESS	✗	✓
ACCESS TO "EARLY BIRD" TICKET SALES FOR THE 2023-2024 SEASON	✗	✓
ACCESS TO "EARLY BIRD" CLASS ENROLLMENT FOR THE 2023-2024 SEASON	✗	✓

Basic

Premium

**retail merchandise does not include costumes

ROLLOVER PRICING



\$35 Per Student
\$65 Family Cap

\$60 Per Student
\$90 Family Cap

2023-2024 PRICING



\$40 Per Student
\$70 Family Cap

\$65 Per Student
\$95 Family Cap

★ new members ★ HOW TO REGISTER!

1. Check out our Fall class options at cdegarner.com
2. Choose which classes work best for you
3. Click "Register" to complete the registration form

New Members – Your membership fee and May 2024 tuition will be processed upon receipt of your registration. If, in the event that your card on file is not approved, you will have 24 hours to finalize payment. If payment is not received in full within the 24 hour deadline, the selected classes will be removed from your account. The membership fee and May 2024 tuition installment is non-refundable.

Returning Members

PREMIUM REGISTRATION: MAY 10TH @ 1:00 PM

BASIC REGISTRATION: MAY 12TH @ 1:00 PM

1. Log into your Parent Portal at cdegarner.com
2. Choose your Classes:
Click "Classes & Events"
Click "Find A Class"
Choose the class in which you would like to enroll
Click "Add To Cart" and choose the student you are enrolling.
Click "Add" and "Continue Shopping" if you want to add more classes.
3. When you have completed your enrollment, click "Checkout".
Review your cart and click "Accept Enrollment Fees and Continue".

Your enrollment will be reviewed by the office and your card will be charged for May 2024 tuition.

2023-24 TUITION

PRICES PER STUDENT

First Class = Full Price

30 min - \$57

45 min - \$69

60 min - \$79



\$29 OFF EACH ADDITIONAL CLASS

SIBLING DISCOUNT = 10%

Tuition Drafted on the 7th of each month
\$25 late fee applied after the 10th

May 2024 tuition is due at the time of registration along with the membership fee. Tuition is based on the total tuition for the year divided into 10 payments, August through May.