

Evolve Dance Center Student
Handbook 2025-2026



Introduction

Welcome to Evolve Dance Center! We're thrilled to have you as part of our dance family and can't wait to share an exciting year of growth, creativity, and movement with you.

This handbook is designed to be your go-to guide, helping you navigate everything you need to know about our studio, policies, and expectations. We encourage you to take some time to review it and keep it handy for future reference.

Of course, if you ever have any questions—big or small—our friendly staff is always here to help. We're looking forward to an amazing year together!

QUICK REFERENCE STUDIO INFORMATION

Address: 296 Bedford St Lakeville, MA 02347

Phone Number: 774-213-9617

Email: info@evolvedancecenter.org

Website: evolvedancecenter.org

Our Mission

At Evolve Dance Center, we are committed to helping dancers set, pursue, and achieve their goals—whatever they may be. We believe that with dedication, hard work, and the right support, any goal is within reach. Whether a dancer dreams of mastering a new skill, building confidence, performing on stage, or simply finding joy in movement, we are here to guide and encourage them every step of the way.

Our philosophy is rooted in providing a positive, judgment-free space where dancers can grow both in their technique and as individuals. Every dancer's journey is unique, and we embrace their personal aspirations, whether they are striving for excellence in dance or seeking connection and friendships.

At Evolve Dance Center, our dancers come first. We take pride in delivering high-quality dance education while fostering an environment that inspires progress, determination, and passion. We can't wait to help you reach your goals and welcome you into our dance family!

Staying in Contact

EMAIL: info@evolvedancecenter.org

WEBSITE: evolvedancecenter.org

APP: Band App (once registered, you will receive an email inviting you to join the Band App for your dancers class level)

For convenience, our primary means of communication are email and the Band App. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. We can also be reached by phone at the studio during regular business hours. We try to respond to all messages within 24 hours.

We always display important information, dates and studio details on our bulletin board in the lobby so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to email us at info@evolvedancecenter.org to chat with us.

For any updates or to follow along with all the excitement at Evolve Dance Center, follow us on social media! Any questions should be directly emailed to the studio instead of posted in comments or direct messages.

INSTAGRAM: @evolvedancecenterma

FACEBOOK: @evolvedancecenterma

FACEBOOK GROUP: @evolvedancecenterfamilies

Studio Calendar

Important Dates:

First Day of Class: September 6th

Last Day of Class: TBD June 2025

Picture Day: TBD May 2025

Dance Rehearsal: TBD June 2025

Dance Recital: TBD June 2025

*In the event of a class cancellation due to weather or other circumstances, you will be notified by email, as well as updates on all social media platforms. We will try our best to reschedule all classes canceled by the studio.

Registration

Before stepping into class, all students and/or parents—whether new or returning—must complete the registration process through our online portal. This ensures we have the most up-to-date contact details, signed agreements, and preferences on file. All necessary forms, including the media release (so we can celebrate and share photos and videos of our incredible dancers) and the public liability/insurance agreement, are available in the portal and must be reviewed and signed electronically. Any future updates to your information can also be managed directly through the portal.

Our annual registration fee is \$35 per student or \$50 per family (for multiple dancers) and must be paid in full at the time of registration. Payments can be made via Online Payment, Cash, Credit/Debit, or Check. Please note that failure to pay the registration fee on time may result in losing your spot in class.

We love seeing our dancers explore new styles, and we encourage all students to try different classes! If you're interested in a trial class, let us know—we'd be happy to schedule a quick meeting and fit you into a class (as long as space is available).

Studio Policies

Attendance/Tardiness

At Evolve Dance Center, we believe that achieving goals requires dedication, hard work, and consistency. Attending all scheduled classes is essential for a dancer's growth and development, as well as for the progress of the entire class. Missing class not only impacts individual improvement but can also affect group choreography and teamwork.

However, we understand that illnesses and emergencies happen. If your dancer needs to miss a class, please notify us via email or phone as soon as possible so we can plan accordingly. Please note that tuition will **not** be refunded for missed classes. If a dancer has frequent absences, they may not be allowed to participate in the recital at their teacher's discretion.

We also encourage dancers to arrive on time for every class, ensuring we can make the most of our valuable dance time. If your dancer will be late, please call or email ahead of time to let us know.

Withdrawal

If a dancer chooses to withdraw from class(es) mid-season, a written notice of withdrawal is required and can be submitted via email. Please note that if a dancer withdraws in the middle of a month, they are still responsible for that month's tuition, as their spot was reserved in the class. **There are no refunds for withdrawals.**

Personal Belongings

We ask that all dancers keep their personal belongings in a labeled dance bag. Everything inside the bag, especially shoes, should also be labeled with the dancer's name. While we do our best to return lost items, Evolve Dance Center is not responsible for any misplaced or stolen property. To prevent loss, we encourage families to avoid bringing valuables into the studio whenever possible.

Medical/Special Accommodations

If your dancer requires any medical accommodations or has specific needs, such as the use of inhalers, medications, allergies, or learning differences relevant to their dance education, please inform us at the time of registration. We are committed to creating an inclusive and supportive environment for all our dancers and want to ensure they feel as comfortable as possible in our studio.

Code of Conduct

To ensure the smooth, safe running of Evolve Dance Center and an enjoyable experience by all, below you will find our code of conduct. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

1. At Evolve Dance Center, we strive to provide dancers with a respectful, judgment free environment. In order to achieve this, we urge all staff members, dancers, and their families, to behave in a professional and respectful manner. We encourage positive attitudes between dancers in the classroom, and hope they will carry that outside of dance as well. We are a dance family at Evolve Dance Center! That means we encourage each other, work together as a team, and instill confidence in each other. Bullying of any sort will NOT be tolerated.
2. Along with respecting each other, we ask that dancers and families respect our studio as well. Please refrain from damaging any of our property and clean up after yourself. We take pride in the fact that we can provide a welcoming, clean studio to dancers and intend to keep it that way. If something does get broken/damaged, please let a staff member know ASAP so it can be fixed/replaced.
3. No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through an Evolve Dance Center staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.
4. We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.
5. In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and

dismissal may be considered at the discretion of the director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

6. Choreography, costuming and studio policies remain the intellectual property of Evolve Dance Center and may not be reproduced or sold by any students, parents or staff without permission of the director.

Safety

With the safety of our families a number one priority, Evolve Dance Center is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

The director and staff at Evolve Dance Center are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

Our staff members have all been trained in first aid. We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products and encourage gluten and dairy free foods when involved in fundraisers or studio events.

Evolve Dance Center takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

You will find within our enrollment paperwork a public liability / insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

Privacy

When you purchase or hire a product or service from Evolve Dance Center, we may collect personal information including your name, address, phone numbers, email addresses, medical details, and possibly credit card or bank information. We may also collect details about the products and services we provide, as well as the status of your enrollment.

We collect this information directly from our students or their parents/guardians primarily to provide services and products, manage invoicing, and handle debt collection.

Occasionally, we may use your information to promote products or services we believe may interest you, unless you inform us that you do not wish to receive such communications.

We will never sell or share your information with third parties, except as required by government authorities or in the case of debt recovery. Any shared information will be protected with appropriate privacy and confidentiality measures.

Your information is securely stored in either paper or electronic form and can only be accessed by authorized personnel.

If you would like to know what information we hold about you, update your details, or opt-out of future marketing communications, please contact us at 774-213-9617.

Social Media

Evolve Dance Center's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behavior on Social Media remains in keeping with Evolve Dance Center's code of conduct as outlined in Code of Conduct of this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Evolve Dance Center staff, students or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in Evolve Dance Center uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the director directly.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- You may not post photographs / videos that feature Evolve Dance Center dancers other than your own online without the proven consent of their parent/guardian. - Identifying information of any featured minors - including names, ages or location must be removed when posting on Social Media.

Progress Reports

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer progress reports to students as a way to track growth and review the areas that need to be worked on. These reports will be given to all students Mini Level and older twice during the season. (*Creative movers will receive one at the end of the season.*) This will provide the dancers and their parents with a list of things they are doing well, as well as a list of things to work on over Winter Break and Summer Break. It will also include suggested class placement for the following season. If you would like a progress report at another time throughout the season as well, please let us know and we will arrange one to be filled out.

Tuition Policy

Monthly Tuition

Monthly tuition is based on payment for the whole season, divided into 9 equal payments. The season payment does account for vacation weeks, classes missed due to holiday, months with 5 weeks, etc. Tuition for dance classes will be due on the 1st of every month. Payments may be made in person in the form of cash, check, credit/debit card, or online. If payment is not received by the 15th of the month, a \$15 late fee will be assessed. If the balance is not paid by the end of the month, the dancer may not be able to continue taking classes until payment is made. All payments are non-refundable and non-transferable.

Evolve Dance Center reserves the right to cancel a class due to low enrollment. In this event, an alternate class will be suggested. If you are unable to participate in the alternate class and withdraw, any unused tuition will be refunded.

Class Descriptions

Creative Movers- Creative Movers is geared towards those who want to try out dance and see if it's the right fit! In this class, dancers will be introduced to what it means to be a dancer, including teamwork, listening skills, and repetition for learning.

This class does not participate in the recital

Minis- This class is for our youngest dancers, once they are ready for a more structured environment. The dancers will learn basic technique in ballet and tap, as well as coordination, rhythm, team work, and much more! This class will have two dances in recital.

Petites- This combo class is a step up from mini combo. The dancers will grow their basic technique in ballet, tap, and jazz. The dancers will start to develop musicality and learn about the relationship between music and movement in the body. This class will have 3 dances in recital.

Tap- Using tap shoes, the dancers will combine different rhythms and sounds to both mimic and complement the music. Tap is unique in that it teaches musicality and allows the dancers to make the music themselves. It is a great way to increase coordination and work on the mind-body connection.

Jazz- Jazz is an all encompassing style of dance; combining the technique of ballet with high energy, fun dance trends of today. Jazz dance utilized isolations of the body, as well as explosive movements to match the rhythm of the music. Jazz dance is an exciting, upbeat style, dedicated to expression.

***Ballet-** Ballet is a technical form of art, focusing on precision and grace. Ballet brings the beauty of dance to life, incorporating posture, poise, and emotion. It combines work at the ballet barre as well as the center of the floor.

Modern- Modern dance is an extension of ballet, where the strict structure is removed. Although technique is still utilized, the steps are created to express the

dancer's mood and emotions. It highlights the dynamic qualities of the body, taking natural patterns and making them artistic.

Contemporary- Contemporary dance is about the connection between body and mind. The dancer combines their knowledge of ballet, jazz, and other modern dance styles to express themselves through movement. Contemporary is a movement through all levels of space, utilizing contrasting movements to contract and release. This style is a release of mindfulness and expression that has no bounds.

Hip Hop- Hip hop dance is a style of street dancing that incorporates hip hop music and culture. It is a variety of freestyle movements including breaking, popping, and locking to make a form of art.

Musical Theater- Broadway is a dance style rooted in jazz with connections to Broadway music and dance. The main focus in Broadway is musical interpretation. The dances are brought to life with the use of facials and acting.

Acro- Acro teaches flexibility, balance, strength, muscle control, discipline & concentration. This class will focus on fundamental acrobatic technique.

This class does not participate in the recital

***Ballet Recommendation**

We strive to give our dancers the best education we can provide. Therefore, we recommend each dancer to take ballet along with each additional style of dance they register for (with the exception of hip hop). We believe ballet gives dancers a solid technical foundation that allows them to succeed in every other style of dance.

Dress Code

At Evolve Dance Center, we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community. Please ensure ALL dancers have their hair up/pulled back from their face for class. Jewelry is not allowed in class, other than stud earrings. This is for the safety of dancers.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Class	Dancewear (female)	Dancewear (male)	Shoes
Ballet	<p><u>Mini and Petite Combo:</u> black leotard, pink tights, any color dance skirt (optional)</p> <p><u>Level 1-4:</u> black leotard, pink/tan tights, any color dance skirt or black shorts (optional)</p>	White, black, or grey t-shirt, black dance pants or shorts	<p><u>Female:</u> pink ballet shoes</p> <p><u>Male:</u> Black ballet shoes</p>
Tap	<p><u>Mini and Petite Combo:</u> black leotard, pink tights, any color dance shorts (optional)</p> <p><u>Level 1-4:</u> black leotard, pink/tan tights, black leggings or dance shorts (optional)</p>	White, black, or grey t-shirt, black dance pants or shorts	<p><u>Female:</u></p> <p>-<i>Mini and Petite Combo:</i> black Mary Jane tap shoes</p> <p>-<i>Level 1-4:</i> black lace up tap shoes</p> <p><u>Male:</u> Black lace up tap shoes</p>

Class	Dancewear (female)	Dancewear (male)	Shoes
Jazz	<p><u>Petite Jazz</u>: black leotard, pink tights, any color dance skirt (optional)</p> <p><u>Level 1-4</u>: black leotard, pink/tan tights, black leggings or dance shorts (optional)</p>	White, black, or grey t-shirt, black dance pants or shorts	<p><u>Female</u>:</p> <ul style="list-style-type: none"> - <i>Petite and Level 1-2</i>: skin tone jazz shoes - <i>Level 3-4</i>: black jazz shoes <p><u>Male</u>: Black jazz shoes</p>
Musical Theater	black leotard, pink/tan tights, black leggings or dance shorts (optional)	White, black, or grey t-shirt, black dance pants or shorts	<p><u>Female</u>:</p> <ul style="list-style-type: none"> - <i>Level 1-2</i>: skin tone jazz shoes - <i>Level 3-4</i>: black jazz shoes <p><u>Male</u>: Black jazz shoes</p>
Contemporary	black leotard, pink/tan tights, black leggings or shorts	White, black, or grey t-shirt, black dance pants or shorts	<p><u>Female</u>: barefoot or ½ soles</p> <p><u>Male</u>: barefoot</p>
Hip Hop	Black leotard or fitted tank top or t-shirt, black shorts/leggings	White, black, or grey t-shirt, black dance pants or shorts	<p><u>Female</u>: black sneakers</p> <p><u>Male</u>: black sneakers</p> <p>*no street shoes allowed</p>
Modern	black leotard, pink/tan tights, black leggings or dance shorts (optional)	White, black, or grey t-shirt, black dance pants or shorts	<p><u>Female</u>: barefoot</p> <p><u>Male</u>: barefoot</p>

Class	Dancewear (female)	Dancewear (male)	Shoes
Acro	black leotard, pink/tan tights, black leggings or dance shorts (optional)	White, black, or grey t-shirt, black dance pants or shorts	<u>Female:</u> barefoot <u>Male:</u> barefoot

Recital Information

Performing in both the winter and spring recitals provides dancers with the opportunity to showcase their hard work, dedication, and progress. These performances allow dancers to present their dances to family and friends, building newfound confidence.

Winter Show: Mini and Petite dancers will have one dance in the winter show. All other dancers will have one dance per class for the following classes: tap, ballet, jazz, and hip hop.

Spring Recital: Mini dancers will perform 2 dances, while Petite dancers will have 3 dances. All other dancers will perform one number for each style of dance they are registered for.

All students are required to participate in dress rehearsal in order to perform in the recital. There are no exceptions to this policy. Taking part in dress rehearsal will provide dancers with a practice run for recital in order to ensure they are comfortable and prepared to shine on stage. All dancers will be required to be in full costume, hair, and makeup for rehearsal.

Recital Fee

A recital fee will be added to each dancer's account in December for the Winter Show and April for the Spring Show. This recital fee will account for cost of the recital shirt, a digital download of the recital, and a venue fee. The recital fee is \$65 for individual dancers. Families with more than one dancer will be responsible for the initial \$65, plus \$35 for each additional dancer to cover cost of recital shirt and venue fee.

Costumes

Costumes are hand chosen by the instructor to compliment the dancers and their vision for the number. Selected costumes are always age appropriate and chosen to make each dancer feel confident and comfortable.

Winter Show: We understand that the cost of costumes can be a huge financial commitment. That being said, there will be a NEW system in place for the winter show. All costumes will be rented out by the studio and returned after the show. There will be a **\$30 rental fee per costume**. This will include tights. I think it will provide a more cost effective solution to costuming for the winter show. **(If costumes are damaged by dancer, you will be responsible for the full price of the costume)**

Spring Recital: Mini dancers will have one 2 in 1 costume for their two numbers in recital. Petite dancers will have 2 costumes (2 in 1 costume for ballet and jazz/tap, and an additional costume for either jazz/tap). All other dancers will have one costume per style of dance they are enrolled in. All costumes include tights, hair pieces, and accessories that are required for recital. Dance shoes are NOT included in costume fees unless sold as part of the costume. Any costumes that are not picked up by the end of our season will become the property of the studio.

Due to the fact that costume companies do not refund for canceled costumes orders, Evolve Dance Center will not refund any costume deposits.

Spring Recital Costume Deposits

The costume prices below are broken down per costume.

Mini: \$75-80

Petite: \$75-80

Level 1: \$75-85

Level 2-4: \$80-95

Costume payments will be broken down into three payments for convenience. Costume deposits will be added on to the dancers account for the months of October, November, and January. Costume deposits will be due by the 15th of each month. All costume deposits are non refundable and non transferable. Please review the chart below for costume deposit breakdowns.

Number of Costumes	October Deposit (Due by 10/15)	November Deposit (Due by 11/15)	January Deposit (Due by 1/15)
1	30	30	balance
2	60	60	balance
3	90	90	balance
4	120	120	balance
5 or more	150+	150+	balance

Evolve Dance Center is not responsible for alteration to costumes if needed. Once costumes are distributed to the dancers, Evolve Dance Center no longer assumes responsibility for lost or damaged costumes and accessories. Evolve Dance Center is not responsible if costumes are not received in time for recital due to late payments.

I, _____, have read through the Evolve Dancer Center Handbook provided to me entirely. I acknowledge that I have read and understand all the terms and conditions discussed in said handbook. With full understanding of the code of conduct, as well as what is expected of me and my dancer, I hereby allow my child to take part in dance classes at Evolve Dance Center.

Signature: _____

Name: _____ Date: _____