



2026/2027 HANDBOOK

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QUICK LINKS:



STUDIO PRO
PORTAL LOGIN LINK



26/27 SEASON
CALENDAR



26/27 DANCE
SCHEDULE



WEBSITE

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1) NEWSLETTERS



Every month, a Newsletter will be sent out via mass email to all those subscribed to our emails. You need to make 100% sure you have marked our sender as Primary instead of Promotional/Spam.

Parents are expected to read each Newsletter fully to ensure that we are all on the same page. There will be reminders about dates, fees, as well as opportunities that your dancer may want to be a part of. Failure to follow clear instructions in the Newsletters may result in your dancer not being fully prepared for an event or class.

You are responsible for SUBSCRIBING to our email chain in order to receive the emails. You can do this by simply visiting our site, where a Pop-Up Ad will ask you to JOIN THE Z OR [CLICK HERE](#) (QR code above)

I conveniently post all Newsletters on our Website after I send them out. There is no excuse to not have access to the information! Please utilize these resources.

2) TUITION



Studio Pro Portal
Studio Pro, LLC

Open



A. STUDIO PRO PORTAL APP

All dancers have a Studio Pro account attached to their parent's login. Parents are expected to have the STUDIO PRO PORTAL app on their cellular device for convenience. This is where you will pay your monthly tuition, fees, and receive recital information (music/tickets/etc.).

B. MONTHLY TUITION

Each dancer has a set monthly tuition which must be paid monthly. Think of tuition as a subscription: Even if you do not USE the service, you are still expected to pay your bill until you cancel the subscription or complete the course.

Tuition is based on the length of the class taken weekly. Please note that these are the prices BEFORE tax. The breakdown is below:

- 30 minute class --> \$30 monthly
- 45 minute class --> \$45 monthly
- 60 minute class --> \$60 monthly

C. LATE FEES

Tuition will be posted on the **first** of every month. Tuition is deemed **late** if not paid by the **15th** of the month. **A late fee of \$25 will be added to your balance if not paid by the 15th of the month.**

2) TUITION CONT.

D. PAYMENT METHODS

In your Studio Pro Portal, there is an **Auto-Pay option** for tuition, which we highly prefer, but you may also manually pay in this system when it is the best time for you.

We do accept cash and check as a method of payment, but please ensure it gets to the front desk in an organized manner. If a payment is lost prior to getting to a STUDIO Z STAFF MEMBER, you will be expected to still replace that original payment.

I personally do not recommend Venmoing or Cashapping the studio as it is very easy to get lost and not marked in the system. **For organization purposes, stick to the Studio Pro System!**

E. REFUNDS

Once tuition is posted, there will be no deletions of tuition. **All payments are final.** If you enrolled in a course, you are actively taking up a spot someone else could have. Therefore, you will pay for that spot whether you show up to class or not. Do not enroll in a course if you are not fully committed to attending. You will not be allowed to register for any future courses if you have a balance with Studio Z.

Late fees will not be removed.

In the event that a refund is necessary due to overcharges or something of that nature, we will begin with crediting your account instead of immediately refunding you. If the scenario plays out to where that credit won't be being used, then we can initiate the refund.

F. DISCOUNTS

We do offer a tuition discount for multiple siblings enrolled in our dance classes. See the breakdown below:

- 2 siblings --> 20%
- 3 siblings --> 30%
- 4+ siblings --> 40%

In an effort to motivate dancers to be in as many classes as possible, we also offer a multiclass discount:

- 4 classes --> 10%
- 5 classes --> 20%
- 6+ classes --> 30%

3) DRESS CODE



A. ALL CLASSES

We do require a certain dress code in order to ensure safety of others and full commitment and progression in dancers' respective styles. If your child is not in adherence to our dress code, we may ask them to leave or sit during class. Please see the proper dress for your respective classes. All classes require the following:

- Hair must be up at all times.
- No jewelry is permitted in class.
- All shoes and water need to be contained in a bag for your dancer.
- Dancers are asked to keep deodorant in their bags to maintain hygiene.

B. BALLET CLASSES

- Hair must be up in a bun.
- Leotard, tights, ballet shoes required.
 - Itty Bitty, Petite, and Mini dancers will need CLASSIC PINK LEATHER BALLET SHOES
 - Junior, Intermediate, and Teen dancers will need SKIN-TONED CANVAS BALLET SHOES
- A skirt is optional and allowed on top.
- Links to all our products: [Click Here](#)

C. TAP CLASSES

- Hair must be up in a bun.
- Form-fitting athletic clothing. For example:
 - Leotard, tights, skirt
 - Sports bra, tank top (fitted), leggings, shorts (fitted)
- Tap shoes are required
 - Itty Bitty, Mini, and Petite dancers will need BLACK NO-TIE TAP SHOES
 - Junior, Intermediate, and Teen dancers will need BLACK SLIP-ON TAP SHOES

D. HIP HOP CLASSES

- Hair must be up.
- Dancers are permitted to wear more loosely fitting clothing for hip hop. For example:
 - Adding sweatpants on top of shorts
 - More loose-fitting t-shirt
- Tennis shoes are required.
 - For the recital, ALL DANCERS will wear WHITE HIP HOP SHOES (I suggest ordering a size too big to allow room for growth to reuse in next seasons!)

E. ACRO CLASSES

- Hair must be up.
- Tight-fitted clothing. Dancers will be upside down, so I suggest planning for that instead of wearing loose shirts that may expose them. For example:
 - Leotard
 - Fitted Tank Top with Shorts/Leggings
- No shoes are to be worn in this class, which means please ensure your dancer's feet are taken care of.

3) DRESS CODE CONT.

F. JAZZ CLASSES

- Hair must be up.
- Form-fitting athletic clothing. For example:
 - Leotard, tights, skirt
 - Sports bra, tank top (fitted), leggings, shorts (fitted)
- SKIN-TONED HALF SOLES are required.

G. LYRICAL CLASSES

- Hair must be up.
- Form-fitting athletic clothing. For example:
 - Leotard, tight, skirt
 - Sports bra, tank top (fitted), leggings, shorts (fitted)
- SKIN-TONED HALF SOLES are required.

H. SHOP

We have a limited supply of shoes and attire in our studio. Our online store is updated regularly. If you need something, place an order on our online SHOP and we will do our best to have it ready for pickup at the studio within two weeks. **QR CODE BELOW IS TO OUR ONLINE STORE!**



4) ATTENDANCE

A. ABSENTEEISM

- Excused absences are illness, injury, family/school/religious events.
- You still pay full tuition if you miss class(es).
- After an excessive amount of absenteeism, your dancer will be considered “dropped” from the routine. We will not put a dancer who is not here in a routine’s staging. This will not mean you’re refunded any payments made towards Costuming, Recital, Tuition, Etc.
- It’s totally acceptable to email the studio for any upcoming absences so teachers are informed of the status of their dancers. Do not come to the studio if you are contagious with anything.

B. TARDINESS

- Dancers need to arrive dressed and ready for class a maximum of five minutes before their scheduled class start time. Do not arrive more than five minutes early, as our lobby space is limited.
- Dancers who are more than 5 minutes late to class will not be permitted entry. If the door is shut, they’re too late. Do not try to come in. They can wait in the lobby for their next class, or you can bring them home.
 - The reason we do this is to ensure proper stretching and limit interruptions.

4) ATTENDANCE CONT.

C. REQUIRED CLASSES

- For classes with requirements (Hip Hop → Acro) (Lyrical & Jazz → COMBO), having too many absences in that technical class will result in potentially being pulled from routine.

5) CLASS PLACEMENTS

A. CLASS LEVELING

- Dancers are initially separated based on age groups.
 - Itty Bitty --> 2-3 and 3-4 years
 - Petite --> 5-6 years
 - Mini --> 7-8 years
 - Junior --> 9-10 years
 - Intermediate --> 11-12 years
 - Teen --> 13+ years

B. PROMOTIONS/DEMOTIONS

- If a dancer shows potential for moving up, their teacher will make that distinction clear to Studio Z Admin, and a message will be sent out informing parents of that opportunity. Some dancers may also be held back if certain foundational abilities are missing. It is important that dancers are in the paired technical class for the style they take to ensure basic education is being applied.

6) DROPPING A CLASS

- It is your responsibility to drop a class if you are not planning on attending any longer. You may drop a class at any time in the Studio Pro Portal App.
- If you drop the course AFTER tuition is posted, you are still expected to pay that tuition.
- Simply calling the studio and/or leaving a voicemail is not a valid method of dropping a class. You must either send an email clearly stating you wish to drop the class or drop it yourself in the portal.
- No refunds of payments towards recital, costuming, or tuition will be given.

7) STUDIO CLOSURES

A. HOLIDAYS

- Studio Z Dance Company will follow the same holiday closures as the Zachary Community School District. For convenience, we have a SEASON CALENDAR listed on our website year-round.
- We also post our holiday closures in Newsletters and Social Media posts to serve as reminders for parents.
- **Scan the QR Code below to see our SEASON CALENDAR!**



B. EMERGENCY/WEATHER CLOSURES

- Typically, we will close for weather if the schools are also closed for weather issues. If it seems that the weather will clear up in the evening, we may keep classes scheduled. You can be expected to be notified via Email and Social Media regarding classes during weather concerns.
- Sometimes, things go wrong that are out of our control. Some things that may cause last-minute closures may include but is not limited to:
 - Staff Availability
 - Power Outages
 - Emergent Construction Needed
- We will do our best to ensure as few as possible closures occur. If more than two weeks of classes are cancelled (not due to holidays), then you will receive a notification via Email regarding a makeup class on an alternate date.

C. TUITION CHARGES WITH CLOSURES

- Your tuition will remain the same every single month., even if there is a holiday or emergency closure. It balances out over the course of the year because some months have 4 weeks, and others have 5 weeks.

8) ANNUAL RECITAL SHOW

A. WHAT IS IT?

- Our annual recital is held in May every year, and this is where dancers perform their newly-learned skills and routines to an audience full of friends and families.
- We typically choose the recital date within the first few months of our season, and with that date announcement, we also announce the location of the recital as well.
- Typically, we have to have multiple shows. Be prepared for your dancer to be on one, two, or more shows.

8) ANNUAL RECITAL SHOW CONT.

B. REQUIREMENTS

- No excessive absences.
- Clear understanding of staging & the routine/skills in the dance.
- A hard worker and good/respectful student in class.
- Additional fees.
- Mandatory dress rehearsals.
- Photography commitments.
- Required costumes, shoes, hairstyles, etc.

C. FEES

- **Recital Fee of \$150** which covers recital program book photography, a quarter-page ad in the program book, 2 physical program books, a certain allotment of tickets to the recital (chosen and communicated by Studio Z Admin), recital t-shirt, venue booking and staffing. This fee is typically due March 1st. There is a \$25 late fee if not paid on time.
- **Costume Fee of \$100 per costume needed.** Each costume comes with a personalized checklist displaying makeup, hair, and attire requirements for the show date. It also comes with a pair of tights if needed for your routine. If you have four or more costumes, you'll receive a discounted price in costume fees: \$75 per costume. These are typically due December 1st. There is a \$25 late fee if not paid on time.
- **Media Fee of \$25 per dancer.** This covers videography of our show, so we may all have a keepsake of our recital for forever! This will be due May 1st. There is a \$25 late fee if not paid on time.

D. OPTING OUT OF RECITAL

- You are allowed to be enrolled and choose to not partake in the recital. I don't suggest this as most of the spring semester of classes will revolve around creating these routines and mastering skills for the routines. I highly urge everyone to participate in the recital as this is where you get to see what your money is going towards! This is proof of hard work and a testament to dancers, teachers, and parents' commitment.
- I need to know if you are OPTING OUT of recital by DECEMBER 1st via email. Failure to let me know by this date may result in costume fees being posted and not refunded.

9) GENERAL POLICIES

A. PHOTO RELEASE

Studio Z reserves the right to photograph, video, and document the services provided. This will likely be showcased on our social media platforms as well as our advertisements and website. Enrolling and attending Studio Z classes means you agree to be photographed and videos for advertising purposes.

9) GENERAL POLICIES

CONT.

B. ADDITIONAL FEES

Studio Z reserves the right to adjust previously mentioned fees based on the cost of supplies/venues/etc. Enrolling with Studio Z means you agree to the fees as they communicate them.

C. REMOVAL POLICY

- Studio Z reserves the right to remove any dancer from a class or the building based on any guidelines not followed. This includes but is not limited to dress code, poor class behavior, attendance issues, unpaid balances, etc.
- Bullying will not be tolerated. Dancers will be warned and then removed completely from the class if the issue persists.

D. PAST DUE BALANCES

- Studio Z reserves the right to refuse service to dancers with unpaid balances.
- Past due balances are susceptible to late fees, denial of entry, removal from routines, removal from recital shows, etc.

E. RISK OF INJURY

- Enrolling in dance classes opens the door to common injuries. Studio Z will not be held liable for injuries obtained during dance and acrobatic activities.
- Any injuries caused by poor classroom behavior will also not be responsible for Studio Z.

F. DAMAGES

- Any damages made on or to the property will be communicated and invoiced to the parent of the dancer who caused it. This can be but is not limited to: floor damaged, mirror damage, window damage, toilet/sink damage, etc.
- You are expected to pay for whatever your dancer breaks/damages.

G. FINAL SAY

- Studio Z gets the final say in all routine, class, music, student, teacher scenarios. This can mean pulling dancers, routines, etc. if seen necessary by Admin.