



Radiance Dance Studio Handbook



About Us

Radiance Dance Studio is committed to providing the highest quality dance instruction in a safe, positive, and inspiring environment. The art of dance offers so many opportunities to promote individuality while creating a sense of community and achievement. Our dance studio's focus is on building confidence and self-esteem through accomplishments while heightening the appreciation of others through compassion and social awareness – all while making friends and having fun.

CLASS SCHEDULE

Monday

<p>3:30-4:30 pm – Preschool (ET) 4:30-5:30 pm - Elementary (ET) 5:30-6:30 pm – Level 3 Ballet (NR) *6:30-7:30 pm – Level 3 Jazz (AT)</p>	<p>4:45-5:30 pm – Level 2/3 Tap (NR) *5:30-6:30 pm – Level 2 Jazz (AT) 6:30-7:30 pm – Level 2 Ballet (NR)</p>
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Tuesday

<p>4:30-5:30 pm - Level 1 Combo (ET) 5:30-6:15 pm - Elementary 2 Hip Hop (A) 6:15-7:00 pm – Elementary Hip Hop (A) *7:00-7:45 pm – Level 5 Lyrical (NE) 7:45-8:30 pm – Level 5 Hip Hop (CW)</p>	<p>5:30-6:15 pm - Level 4/5 Musical Theater (NE) 6:15-7:00 pm - Level 1/2 Musical Theater (NE) *7:00-7:45 pm – Level 4 Hip Hop (CW) *7:45-8:30 pm – Level 4 Lyrical (NE)</p>
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Wednesday

<p>4:00-4:30 pm - Preschool Hip Hop (ET) 4:30-5:30 pm – Elementary 2 (ET) *5:30-6:15 pm - Level 1 Lyrical (ET) *6:15-7:00 pm – Level 2 Lyrical (ET) *7:00-7:45 pm – Level 3 Lyrical (ET)</p>	<p>5:30-6:15 pm – Level 3 Hip Hop (AT) 6:15-7:00 pm – Level 1 Hip Hop (AT) 7:00-7:45 pm – Level 2 Hip Hop (AT)</p>
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Thursday

<p>4:45-5:30 pm – Level 4/5 Tap (CW) 5:30-6:30 pm – Level 5 Ballet (NR) *6:30-7:30 pm – Level 5 Jazz (NE) 7:30-8:15 pm - Level 3 Musical Theater (NE)</p>	<p>*5:30-6:30 pm – Level 4 Jazz (NE) 6:30-7:30 pm – Level 4 Ballet (NR)</p>
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Saturday

<p>10:00-11:00 am – Preschool (NR) 11:00-12:00 pm – Elementary (NR) **12:00 - 12:45 pm - Level 4/5 Stretch & Tone (NR) *12:45-1:45 pm - Pre-Pointe/Pointe (NR)</p>	
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* - Ballet is required

** - Ballet required technique class (no recital dance)

CLASS INFORMATION

Teachers

ET - Emily Tessar
AT - Amanda Torres
NR - Natasha Rosenberg
NE - Nick Elder
CW - Caroline Wentker
A - Anya

Level Placement

Preschool – 3-4 Years Old
Elementary – 5-6 Years Old
Elementary 2 - Ages 6-7 Years Old
Level 1 – 8-9 Years Old
Level 2 - Level 5 – Will advance when ready

6 Week Classes

Dance With Me Toddler - With Caregiver (\$90)

Ages 18 Months to 3 Years Old
Saturday Mornings 9:30-10:00 am
(Do not participate in recital)

Dress Code

All dancers must wear a leotard and tights to class (only exception is for hip hop) with hair pulled back.

- Hip hop dancers - comfortable clothes and black and/or white sneakers
- Boys - black shorts or pants, white top and black ballet/tap shoes

Shoes

- Ballet - pink ballet slippers
- Jazz - tan jazz shoes
- Tap - tan tap shoes
- Musical Theater - tan jazz shoes (Level 1-3), tan character heels 1.5" (Level 4-5)
- Lyrical - tan half sole turners

Performance Group

Our Performance Group offers a wonderful opportunity for dancers interested in performing more throughout the year. If you would like to join our Performance Group, registration is now open through your portal. Dancers must be registered by September 15th, to participate.

Requirements:

- Must take ballet and one additional class (not applicable to Preschool/Elementary level dancers).
- Must attend all rehearsal dates unless the dancer is not participating in that specific performance.

Monetary Requirements:

- \$275 (includes costumes and all choreography/rehearsal times)
- Any additional ticket fees per performance.

FEE STRUCTURE

Class Tuition

- All families will need to have a credit card on file to be enrolled in classes.
- Tuition is due and will be posted to your account on the 1st of every month (except for September which is due in June). Any extra payments that may be due (costumes, etc.) will be posted as well and you will be informed of any such additional payments in advance.
- Your card on file will be charged on the 11th of the month. Should you not want your card to be automatically charged, you have until the 10th to bring other options of payment to the desk (cash or check). You are also welcome to log on to your Parent Portal to pay at any time. Cash and check payments will receive a 10% discount if received before the 10th of each month.

30 Minutes/ Week	\$45/Month	4.5 Hours/Week	\$228/Month
45 Minutes/Week	\$55/Month	4.75 Hours/Week	\$240/Month
1 Hour/Week	\$60/Month	5 Hours/Week	\$252/Month
1.25 Hours/Week	\$72/Month	5.25 Hours/Week	\$264/Month
1.5 Hours/Week	\$84/Month	5.5 Hours/Week	\$276/Month
1.75 Hours/Week	\$96/Month	5.75 Hours/Week	\$288/Month
2 Hours/Week	\$108/Month	6 Hours/Week	\$300/Month
2.25 Hours/Week	\$120/Month	6.25 Hours/Week	\$312/Month
2.5 Hours/Week	\$132/Month	6.5 Hours/Week	\$324/Month
2.75 Hours/Week	\$144/Month	6.75 Hours/Week	\$336/Month
3 Hours/Week	\$156/Month	7 Hours/Week	\$348/Month
3.25 Hours/Week	\$168/Month	7.25 Hours/Week	\$360/Month
3.5 Hours/Week	\$180/Month	7.5 Hour/Week	\$372/Month
3.75 Hours/Week	\$192/Month	7.75 Hours/Week	\$384/Month
4 Hours/Week	\$204/Month	8+ Hours/Week	\$396/Month
4.25 Hours/Week	\$216/Month	Family Unlimited	\$450/Month

Discounts

- Sibling Discount - 20% off tuition for all additional siblings
- Check/cash discount - 10% off tuition when check or cash payment is received before the 10th of each month

CLASS REGISTRATION

1

NEW STUDENTS: Fill out the form provided on <https://app.jackrabbitclass.com/registry2.asp?id=533895>

CURRENT STUDENTS: Log into your Parent Portal by visiting <https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgID=533895>

2

NEW STUDENTS: Select what class(es) you'd like to register in on the above form.

CURRENT STUDENTS: Visit the "Classes" tab and select "Find Classes." Then, select the class(es) you'd like to register in and select "Enroll In This Class."

3

NEW STUDENTS: Finish the form by hitting "Submit Registration."

If registering for our dance season, September tuition will be charged to your card on file at the time of registration.

If you are registering for an event or summer camp, your card will be charged on the date the event starts.



REGISTRATION PORTAL

Scan the QR code to
register for classes!

PARENT --- RESOURCES

Parent Portal

Our parent and student portal provides access to important information and resources. To access the portal, visit our website and log in with your credentials. Through the portal, you can:

- View class schedules
- Access billing and payment information
- Receive important updates and announcements

Forms of Communication

Email: info@danceradiantly.com

Phone: 302-239-8290

Website: www.danceradiantly.com

Messages can also be sent through your Parent Portal.



STUDIO ——— POLICIES

Attendance and Tardiness: Regular attendance is crucial for progress in dance. Students are expected to attend all scheduled classes. If a student will be absent, parents must notify the studio in advance.

Code of Conduct: Students are expected to show respect to instructors and peers at all times. This includes listening attentively, following instructions, and maintaining a positive attitude. Disruptive behavior will not be tolerated and may result in disciplinary action. Parents should support a positive environment by encouraging their children and respecting the studio policies. Any concerns or issues should be addressed privately with the studio director.

Dress Code Enforcement: Students must adhere to the dress code at all times. Non-compliance may result in being asked to sit out of class until proper attire is worn.

Inclement Weather Policy: Closures due to inclement weather will be announced via email by 1:00 PM on the day of the closure. Dancers are welcome to make up any missed classes due to weather closures.

Makeup Class Policy: Students may attend makeup classes for any missed classes due to illness, family emergencies, or weather-related closures. To schedule a makeup class, please contact the front desk to find a class that would be the right fit.

Liability Release: Participation in dance classes involves some risk. By enrolling, you agree to release Radiance Dance Studio from any liability for injuries or accidents that may occur during classes or events.

Credit Card on File: A credit card must be on file for automatic billing. Payment information is securely stored and protected. If you need to update your payment information, please log on to your Parent Portal.

Payments: Tuition is due and will be posted to your account on the 1st of every month (except for September which is due in June). Any extra payments that may be due (costumes, etc.) will be posted as well and you will be informed of any such additional payments in advance. Your card on file will be charged on the 11th of the month. Should you not want your card to be automatically charged, you have until the 10th to bring other options of payment to the desk (cash or check). You are also welcome to log on to your Parent Portal to pay at any time. Cash and check payments will receive a 10% discount if received before the 10th of each month.

Withdrawal Policy: To withdraw from a class, please notify the office in writing. Any dancer that withdraws after January 1st will be charged a \$150 withdraw fee to their card on file.

Refund Policy: Tuition is non-refundable except in cases of medical emergencies with a doctor's note. Costume fees are non-refundable after costumes have been ordered.

Studio Etiquette: Students should show respect to instructors and peers at all times. This includes listening attentively, following instructions, and maintaining a positive attitude. Students are expected to clean up after themselves and maintain a tidy environment. No food or drinks are allowed in the studio, except for water bottles.

Arrival & Pick-Up: Arrive no sooner than 10 minutes before your scheduled class and ensure timely pick-up. Parents can observe on the TV screens in the waiting room during class.

Photo/Video Release: Photos and videos of students may be used for marketing and promotional purposes. By enrolling your child, you consent to the use of their images. If you wish to opt-out, please contact info@danceradiantly.com.

MASTER CALENDAR



- **June 1:** September Tuition Due
- **September 3:** Classes Begin
- **September 15:** Performance Group Registration Deadline
- **October 6 - 6 Week Fall Session Begins**
- **October 31:** Closed for Halloween
- **November 3 - Costume Fee Installment #1**
- **November 17 to 22 - Parent Observation Week**
- **November 24 to 29:** Closed for Thanksgiving Break
- **December 22 to January 3:** Closed for Holiday Break
- **January 5 - 6 Week Winter Session Begins**
- **February 2 - Costume Fee Installment #2**
- **April 4 to 10:** Closed for Spring Break
- **May 15 - Dress Rehearsal**
- **May 16 - Recital**
- **May 17 - Recital**