

Studio Parent and Student Handbook

THE MOVEMENT COLLECTIVE

2026-2027

3762 Tamiami Trail, Unit H, Port Charlotte FL 33952

Welcome to The Movement Collective.

This handbook introduces our approach to dance education and explains the responsibilities we share as dancers, families, and faculty.

Welcome and Our Mission

Our mission

At The Movement Collective, we help dancers develop strong technique, creative expression, and confidence in a supportive environment. We encourage commitment, kindness, and steady progress while celebrating each dancer as an individual.

What dance education gives your child

Dance offers more than steps and routines. Students learn to arrive prepared, work toward goals, receive feedback, and contribute to a group. They build friendships and learn that progress comes from consistent practice, patience, and the willingness to try again.

We value the dancer who keeps working through a challenge, encourages a teammate, asks for help, or approaches a new skill with care. Those habits matter in the classroom, on stage, and beyond the studio.

A partnership with families

Our instructors guide training and placement. Dancers bring effort and curiosity. Families support attendance, communication, and practice appropriate to their child's age and ability. Together, we create an environment where students can learn without fear of comparison or embarrassment.

How to use this handbook

Read the handbook with your dancer before classes begin. Keep it available throughout the season and review official studio notices for confirmed schedules, payment terms, and performance instructions.

Competition participants must also review their separate company commitment agreement.

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Leadership and Faculty

The Movement Collective brings artistic direction, administrative support, and instruction together to serve dancers and their families.

Creative Director and Co-Owner

The Creative Director oversees the artistic program, curriculum, dancer placement, choreography, and performance standards. Questions about training goals or placement should be submitted through the office so a meeting can be arranged.

Administrative Director and Co-Owner

The Administrative Director supports registration, family communication, accounts, scheduling, and day-to-day studio operations. This role helps families understand expectations and connects them with the appropriate instructor or director.

Instructors and assistants

Faculty teach within their assigned disciplines and guide students through appropriate progressions. Assistants support the lead instructor and classroom routines; they do not independently authorize advanced skills, placement changes, or policy exceptions. Should you need to discuss your training with a member of the faculty, please arrange this with the office as the Creative Director will facilitate these meetings.

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Communication and Staying Connected

Clear communication helps us support your dancer and keep the season organized. Keep your email address, telephone number, emergency contacts, and notification settings current. These pieces of information should stay current in your Studio Pro acct, and will be verified yearly.

BAND and Studio Pro

BAND will be strictly used for "The Collective Competition Team" all other forms of communication will be sent via Studio Pro.

Please create relevant profiles and recognizable accounts for accurate communications.

Email and urgent changes

Add the official studio email to your contacts and check your spam folder. All emails should be directed to info@themovementcollectivedance.com

You may also contact the office via the website www.themovementcollectivedance.com or via phone at 941-979-9126.

Please do not message the Creative Director, Administrative Director or Faculty via social media platforms.

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Registration and Parent Portal

Before your first class

Free trial classes are offered.

Review the current class descriptions and schedule. If you are unsure about placement, request an evaluation or ask the office which class is appropriate.

Complete the registration form, emergency contacts, authorized pickup information, participation documents, media choices, and handbook acknowledgment. Share relevant support needs privately so the studio can discuss a practical plan with your family.

Review and accept the confirmed tuition schedule, registration fee, payment authorization, and any performance or company obligations before enrolling. Pay applicable fees and establish the approved payment method.

Using the parent portal

Use only the portal link supplied by The Movement Collective. Sign in with the email address used for registration and create a secure password. The portal may provide access to enrollment, statements, payments, schedules, and personal information, depending on the selected system.

Check your dancer's enrollment and contact details after signing in. Notify the office if anything appears incorrect. Do not assume that deleting an app, missing class, or removing a payment method withdraws your dancer.

<https://app.gostudiopro.com/online/themovementcollective>

Class changes and withdrawal

Request class changes or withdrawal in writing through the office. Ask for confirmation of the effective date and any remaining charges. Class changes depend on availability, level, and performance preparation. Final notice requirements must be published with the approved enrollment terms.

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Calendar and Class Schedule

Class Schedules will be sent out via Studio Pro after enrollment and placement by the office in approved classes.

Season calendar

Studio Closures

10/31 Halloween

11/23-11/28 Thanksgiving Break

12/21-1/3 Winter Break

2/15 President's Day

3/15-3/20 Spring Break

3/26 Good Friday

Important Dates

We will be following the Charlotte County Schools Calendar

Studio Picture Dates: To be announced

Studio Showcase: May 22 at 2pm – Dress Rehearsal and Staging 9am

Charlotte High School- Performing Arts Center

May 24-28 Celebrate the Season Week

Weekly classes

The approved schedule should list the day, start time, duration, room, instructor, age guidance, and level for each class. Confirm the timetable before registration; the class descriptions in this handbook describe program options and do not guarantee that every class runs each season.

Closures and schedule changes Planned closures are part of the published season. Tuition treatment or make-up options for unexpected cancellations will follow the confirmed enrollment terms. Families should check official announcements before traveling during severe weather.

Attendance and Make Up Classes

Consistent attendance helps dancers build skills safely and keeps group choreography moving forward. Each class builds on earlier lessons, so repeated absences affect both the individual dancer and the group.

Reporting an absence

Notify the office as early as possible if your dancer will miss class. Advance notice of vacations, school events, and other commitments helps instructors plan. Please note absences, family vacations, illness etc. do not warrant tuition credit.

Illness and injury

Keep an unwell dancer home and inform the office. Report injuries or restrictions before class so the instructor can discuss appropriate participation. A dancer should not be pressured to work through pain or complete a skill they cannot safely perform. If a dancer is removed from activity from a physician, written notice must be supplied at the beginning and end of the duration

Make up arrangements

Request a make up class through the office. Approval depends on level, class capacity, the reason for the absence, and the stage of recital preparation. Do not attend another class without approval.

Repeated absences or late arrival

The office may arrange a discussion about attendance, placement, or a better class time. Additional coaching may be recommended when material has been missed; any private lesson fee must be disclosed and agreed to before booking.

Warm up is part of instruction. When a dancer arrives late, the teacher will determine how the dancer can enter and participate safely. Competition attendance requirements are addressed in the separate company agreement.

Dancer and Parent Expectations

Dancers

Arrive a few minutes early with appropriate dancewear, the correct shoes, secured hair, and a filled water bottle. Bring all class materials into the room at the start. Use the restroom before class. No beverages other than WATER are permitted in the dance rooms.

Listen when others speak, follow directions, and give classmates space to move. Ask questions respectfully. Celebrate effort and improvement without comparing bodies, abilities, or the speed at which others learn.

Use encouraging language. Comments that a skill is easy or that everyone should already be able to do it can discourage a classmate. Your responsibility is to work on your own progress and support the people around you.

Parents and guardians

Choose a class time your family can attend consistently. Bring your dancer on time and be ready for prompt pickup. Remain responsible for siblings and other children accompanying you; the studio does not provide unscheduled childcare.

Help your dancer become independent. Wait in designated areas and enter the classroom only when invited.

Support practice assigned by the instructor. Home practice should match the dancer's training and environment. Do not ask children to attempt new acro or advanced skills without appropriate instruction and supervision.

Discuss questions privately through the office, keep conversations respectful, and model the conduct expected of students.

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Arrival and Class Procedures

Before class

Use the designated entrance and wait in the approved area until the instructor invites students in. Keep doors, walkways, and exits clear. Change out of outdoor shoes before entering the dance space and bring only the items needed for class into the dance space.

Dancers should have water, shoes, and any required equipment ready. Label belongings with the dancer's name. Food and beverages other than water remain in designated common areas.

During class

Parents and visitors remain outside the classroom unless invited by staff. Students should not cross through another class or use an empty room without permission. Follow teacher instructions when moving between classes.

Dismissal and pickup

The instructor will dismiss students using the studio's approved pickup procedure. Parents must meet young dancers at the designated location.

Notify the office if pickup arrangements change or if you are delayed. Students must remain in the designated supervised area until released according to their pickup authorization. Children should not wait alone in the parking lot or behind the building. Children will not be permitted to dismiss themselves to the parking lot. A parent or guardian must be present in the lobby or in the breezeway

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Teaching and Student Support

Classroom management

Instructors explain routines and expectations in language students can understand. They model respectful communication, use consistent cues for attention, and recognize effort and positive behavior.

If a student struggles, the instructor will redirect the behavior and explain the next step. A brief supervised pause may help a dancer regain focus. When behavior repeatedly disrupts class, staff and the parent will meet to identify concerns and agree on support.

If conduct presents an immediate safety concern, staff may stop the activity and contact the parent. A child asked to leave class must be released through the approved supervision and pickup procedure.

Code of Conduct and Concern

A respectful studio

Treat dancers, families, staff, and visitors with courtesy. Bullying, harassment, threats, discrimination, intimidation, and physical aggression are unacceptable in the studio, at events, or online. Report safety concerns promptly to a director.

Care for shared spaces

Use equipment only as instructed. Do not climb on barres, damage walls, touch mirrors unnecessarily, or bring outdoor shoes onto dance floors. Clean up food and personal items in common areas. Maintain personal hygiene and wash hands regularly.

Questions and complaints

Bring concerns to the office or a director privately. Include the facts, relevant dates, and the assistance you are requesting. The office will arrange a teacher conference when appropriate. Families may raise concerns without being targeted for asking questions respectfully. Directors will consider the circumstances and hear relevant information. Responses may include redirection, a parent meeting, a written plan, temporary participation limits, or dismissal when conduct is serious or continues. Immediate protective action may be needed when safety is at risk.

If enrollment ends, the office should provide written confirmation of the effective date and an itemized account reconciliation. Charges for completed services and non-recoverable commitments must be addressed under the signed enrollment terms.

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Tuition - Registration - Account Policies

New student registration fee: \$25.

Tuition is due on the 1st of every month. Payments not made by the 10th of the month will incur at \$15 late fee. This will automatically apply to your account if arrangements are not discussed before the 10th.

Weekly hours per dancer rate:

1 hour \$60

2 hours \$120

3 hours \$160

4 hours \$190

5 hours \$220

6 hours \$240

7 hours \$260

Unlimited \$285

10% off sibling discount

Costume Deposits are \$50 due 12/1 (not including tights and shoes)

Costume Balances are due 2/1 (Costume Costs are roughly between \$75-\$125)

Recital Tickets \$30 per person

Private Lessons

\$40 per half hour

\$60 per hour

Collective Choreography Solo Fee \$400 (except tap)

Outside Dancer Choreography Fee \$575

Duo/Trio Rates are available by contacting the office.

Master Classes will be first come, first serve and a registered event. Master Classes offered at TMC will be subject to an additional cost outside of your regular tuition.

Master Classes are also open to dancers outside of The Movement Collective team.

Payment arrangements

Upon enrollment, families must set up a Studio Pro Account for payment options. Card or bank details should be entered through your Studio Pro account. Auto Pay options are available. Cash or Check is payable with a director in the office.

Tuition is due on the 1st of every month. Payments not made by the 10th of the month will incur at \$15 late fee. This will automatically apply to your account if arrangements are not discussed before the 10th.

Withdrawals credits and refunds

Dancers who are withdrawing from The Movement Collective for any reason should provide written notice from their parent or guardian. Refunds will only occur if the dancer is in the middle of a billing cycle. Costume Deposits are Non Refundable, and Deposited Competition/ Conventions Fees are also Non Refundable if within 45 days of the arranged Competition or Convention.

Class Descriptions by Genre

Mini Movers Combo Class – A fun introduction to ballet, jazz, tap and tumbling. Little dancers will explore movement, rhythm and foundational techniques while building coordination, strength, confidence, and a love for dance in a fun, nurturing environment.

Tap- A rhythmic and energetic class focused on developing strong tap technique, musicality, coordination and timing.

Technique- Dancers will work through a variety of technical exercises and movement combinations designed to challenge their foundations while introducing skills that translate across styles and performance settings.

Musical Theatre-Dancers will explore jazz-based movement, Musical Theatre choreography, stage presence and character development while learning to communicate a story through performance.

Ballet- A focused one and half hour ballet class, designed to build strong technique from the ground up. This class emphasizes the foundations and fundamentals of ballet with intentional barre work that develops proper alignment, strength, placement, turnout, coordination and musicality.

Lyrical/Contemporary-A blend of ballet and contemporary movement, lyrical dance allows dancers to express emotion and tell stories through movement. Focusing on musicality, fluidity technique, and artistry, dancers will learn to connect movement with meaning while developing grace, strength, and emotional expression. Dancers must be enrolled in a ballet class to take any lyrical offering.

Jazz- An energetic and dynamic class, focused on sharp technique, musicality, and performance quality. Dancers will develop strength, flexibility, coordination, and confidence while exploring a variety of jazz styles and learning to bring personality and power to every movement.

Stretch, Strength, Stamina- A well rounded conditioning class designed to develop the three essentials every dancer needs, FLEXIBILITY, STRENGTH & ENDURANCE.

Acro/ Tricks & Tumbling- A fusion of tumbling and acrobatic movement, focusing on strength, flexibility, balance and control. Dancers will develop foundational acro skills and progressions while building confidence, body awareness, and safe technique.

Competitive company “ The Collective”

Company participation is by the studio's approved audition or invitation process.

Audition dates, company level names, and dedicated training days will be separately addressed within another agreement.

Dress Code

Ballet- Black leotard, Ballet Pink Tight and Capezio Hanami Ballet shoes (Girls)

Boys- Ballet men's leggings (dance belt and a tight fitting WHITE top with black Capezio Hanami Ballet shoes.

All other genres require tight fitting clothing that the dancer can comfortably move in.

Acro gymnastics or tight fitting dancewear. Bare feet unless the instructor directs otherwise. No loose garments, jewelry, or accessories that interfere with movement or spotting.

Secure hair away from the face for all classes. Remove dangling jewelry and label shoes and bags. Keep dance shoes for indoor use. Ask the office about practical alternatives or accommodation before the first class.

Safety and Student Wellbeing

Supervision and child protection

Student safety guides instruction, dismissal, public performances, and online activity. Keep emergency contacts and pickup permissions current. Children must stay in designated areas and remain with an authorized adult outside. Follow staff directions during an evacuation or emergency.

Raise a safeguarding concern promptly with a director. Concerns involving a staff member should be taken to a director.

Personal information and belongings

Health, emergency, and account information should be shared through approved private channels. Bring only necessary belongings and label them. Report missing items to the office.

Media Social Conduct and Studio Materials

Photos and video

Media and Liability to be signed upon registration via Studio Pro.

Online conduct

Communicate respectfully in group chats, posts, comments, and private messages. Do not threaten, harass, bully, or share confidential information. Bring account, placement, scheduling, and performance questions to the office for a direct response.

Staff and volunteers using studio-related accounts should protect student privacy and distinguish personal views from official announcements. Only authorized representatives may issue studio statements.

Choreography and performances

Ask the Creative Director for approval before using studio-created choreography in an outside performance, competition, teaching session, or commercial recording. Agree on permissions and any applicable credit in advance. Do not sell or distribute studio materials without authorization.

Showcase Planning Guide

Showcase is an opportunity to celebrate progress and share the dancers' work. This years Showcase is planned for May 22 at 2:00pm at Charlotte High School Performing Arts Center.

All families will be invited to place an advertisement supporting your dancer or business in our Showcase Program Book. Information to be released in March.

Dancer and Parent Acknowledgment

We acknowledge that we have received and reviewed The Movement Collective Studio Handbook identified below. We understand the expectations for attendance, classroom preparation, respectful conduct, communication, safety, and pickup.

We understand that tuition, fees, payment authorization, withdrawal terms, and any competition commitments are governed by the final written documents supplied at enrollment. We will ask the office to clarify any terms we do not understand before accepting them.

We agree to keep contact and emergency information current, communicate concerns through the appropriate channels, and support a respectful learning environment. This acknowledgment does not replace a separate participation agreement, emergency authorization, or media permission form.

Dancer name

Parent or guardian name

Date
