

Evolve Dance Center Student Handbook 2026-2027



Introduction

Welcome to Evolve Dance Center! We are so excited to have you as part of our dance family and can't wait to spend the season learning, growing, and dancing together.

This handbook is here to help answer any questions you may have about our studio policies, procedures, and expectations. Please take a few minutes to read through it and keep it handy throughout the year for future reference.

Our goal is to create a positive, supportive environment where every dancer can grow, build confidence, and reach their full potential. If you ever have any questions, concerns, or need clarification on anything, please don't hesitate to reach out. We're always happy to help.

Thank you for choosing Evolve Dance Center. We look forward to an incredible season of growth, friendships, and, of course, lots of dancing!

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 believe every dancer has potential. Our goal is to help each student discover their passion, set goals, and build the skills and confidence to achieve them.

We know that every dancer's journey looks different. Some dancers dream of perfecting a turn, mastering a new skill, or performing on stage, while others simply want to have fun, make friends, and be part of something they love. Whatever their goals may be, we are committed to supporting and encouraging them every step of the way.

We strive to create a positive, welcoming environment where dancers feel safe to take risks, learn from mistakes, and grow both as dancers and as individuals. Through quality instruction, hard work, and a supportive community, we help our students turn their passion into potential.

At Evolve Dance Center, dancers always come first. We are honored to be part of their journey and look forward to helping them grow, achieve their goals, and create memories that last a lifetime.

Evolve Dance Center — Where Passion Meets Potential.

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)

Communication is important to us, and we want to make sure you never miss important studio information. Our primary methods of communication are email and the Band app. Please ensure that your email address is up to date and checked regularly, as newsletters, reminders, and important studio updates will be sent through email. If multiple family members would like to receive studio communications, we are happy to add additional email addresses to your account.

The Band app is used throughout the season to share practice videos, reminders, announcements, and other class-specific information. We strongly encourage all families to join and keep notifications turned on.

We do our best to respond to emails and phone messages within 24 hours during regular business hours. If you have any questions or need clarification about studio information, please contact us at info@evolvedancecenter.org.

We also encourage families to check the bulletin board in the lobby regularly for important announcements, upcoming events, and studio reminders.

To stay up to date with everything happening at Evolve Dance Center, be sure to follow us on social media. While we love connecting with our dance families online, all questions and concerns should be directed to the studio by email rather than through social media comments or direct messages to ensure a timely response.

INSTAGRAM: @evolvedancecenterma

FACEBOOK: @evolvedancecenterma

FACEBOOK GROUP: @evolvedancecenterfamilies

In the event of a class cancellation due to weather or other unforeseen circumstances, families will be notified by email, the Band app, and our social media pages. Please be sure your contact information is up to date and that you are enrolled in all communication channels.

While we do our best to hold classes as scheduled, the safety of our dancers and families will always come first when making weather-related decisions.

We will make every effort to provide a makeup class for any classes canceled by the studio. However, makeup classes are not guaranteed and refunds will not be issued for classes canceled due to weather or other circumstances beyond our control.

Registration

All students must be registered through our online parent portal before participating in classes. Registration allows us to keep important contact information, emergency contacts, waivers, and studio agreements up to date.

During registration, families will be required to review and electronically sign all studio policies and agreements, including our media release and liability waiver. If any of your information changes throughout the season, please update it in the parent portal as soon as possible.

An annual registration fee of \$35 per student or \$50 per family is due at the time of registration. Registration is not considered complete until the registration fee has been paid. Failure to pay the registration fee may result in the loss of your class placement.

Interested in trying a class before registering? We offer trial classes based on availability. Trial classes are a great way for dancers to explore different styles and find the best fit. Please contact the studio to schedule a trial class.

Studio Policies

Attendance/Tardiness

Consistent attendance is one of the most important factors in a dancer's growth and success. At Evolve Dance Center, we encourage dancers to attend class regularly so they can continue building their skills, confidence, and progress throughout the season. Regular attendance also helps ensure that choreography, formations, and class activities run smoothly for everyone.

We understand that illnesses, family emergencies, and other unavoidable situations may arise. If your dancer will be absent, please notify the studio by email as soon as possible. Tuition is not refunded for missed classes.

Excessive absences may impact a dancer's ability to participate in the recital, particularly if they miss a significant amount of choreography or rehearsal time. Any decisions regarding recital participation will be made at the discretion of the studio director and teaching staff.

Dancers should arrive on time and ready for class. Arriving late can disrupt the class and cause dancers to miss important warm-ups and instruction. If your dancer will be arriving late, please notify the studio whenever possible.

Withdrawal

If a dancer chooses to withdraw from class(es) mid-season, written notice must be submitted via email to the studio.

Please note that tuition is based on enrollment and class placement. If a dancer withdraws partway through a month, they are still responsible for that month's tuition, as their spot has been reserved in class.

All tuition paid is non-refundable upon withdrawal.

Personal Belongings

We ask that all dancers keep their personal belongings in a labeled dance bag. All items inside the bag, especially shoes and accessories, should also be clearly labeled with the dancer's name.

While we always do our best to return misplaced items, Evolve Dance Center is not responsible for lost, stolen, or damaged personal property. To help prevent loss, we recommend that dancers do not bring valuable items into the studio.

Medical/Special Accommodations

If your dancer has any medical conditions or requires accommodations—including, but not limited to, the use of inhalers, medications, allergies, or learning differences that may impact their dance experience—please notify us at the time of registration.

This information allows us to better support each dancer and ensure a safe, positive, and inclusive environment for all students.

At Evolve Dance Center, we are committed to meeting dancers where they are and making sure they feel comfortable, supported, and set up for success 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 are committed to providing a respectful, judgment-free environment where all dancers feel safe, supported, and valued. We expect all staff members, dancers, and families to treat one another with kindness, professionalism, and respect at all times.
2. We encourage positive attitudes in the classroom and believe in building a strong sense of community—our dancers are part of a dance family where we support, uplift, and encourage one another both inside and outside the studio. Bullying of any kind will not be tolerated.
3. We also ask that families and dancers respect our facility and property. Please help us maintain a clean and welcoming space by cleaning up after yourselves and treating studio equipment and spaces with care. Any damage should be reported to a staff member immediately so it can be addressed.
4. To ensure classes run smoothly and safely, we ask that parents do not enter or interrupt classrooms during instruction unless there is an emergency. Any messages, items, food, drink, or medication that need to be passed to a dancer

must go through a staff member. Parents should remain in designated waiting areas or outside of the studio during class times.

5. For safety and accountability, Evolve Dance Center is not responsible for students before or after their scheduled class times. It is the responsibility of parents/guardians to ensure dancers are picked up and dropped off on time. In the event of an emergency or unavoidable delay, please contact the studio immediately so we can ensure your dancer is supervised and safe until pickup.
6. In situations involving repeated disrespectful behavior from a parent, student, or staff member, a meeting will be scheduled. Continued concerns may result in dismissal from the studio at the discretion of the director.
7. Bullying—whether physical, verbal, emotional, or cyber—is strictly prohibited and may result in immediate dismissal.
8. All choreography, costuming, and studio materials remain the intellectual property of Evolve Dance Center and may not be reproduced, shared, or sold without prior permission from the director.

Safety, Child Protection & Studio Policies

At Evolve Dance Center, the safety and well-being of our dancers and families is our highest priority. We are committed to upholding all relevant child protection laws and maintaining a safe environment both within the studio, at public performances, and across all online platforms, including our website and social media.

Media & Photography

As part of registration, families are required to complete and sign a media release form. This allows Evolve Dance Center to use photos and video footage of dancers for promotional and advertising purposes. If you have any concerns regarding this, please contact the studio so we can discuss options with you.

Music, Costuming & Performance Standards

Our staff are trained to make thoughtful, age-appropriate choices when selecting music and costuming for all classes and performances. We are committed to ensuring

that choreography and performance materials are suitable for the age and maturity of our dancers.

We avoid music and content that includes explicit, sexual, violent, racist, homophobic, sexist, or otherwise inappropriate themes, and we ensure that costumes are age-appropriate and do not contain explicit or overly suggestive elements.

Health & Safety

All staff members are trained in basic first aid. For the safety of our dancers, Evolve Dance Center enforces a nut-free studio environment. We also encourage families to consider allergies when providing food for studio events and fundraisers.

Personal Property

While we take care to maintain a safe environment, Evolve Dance Center is not responsible for lost, stolen, or damaged personal property. We encourage families to avoid bringing valuable items into the studio whenever possible.

Liability & Agreements

All families are required to review and sign a public liability/insurance agreement as part of the enrollment process. Please ensure this document is read carefully so you fully understand the policies, responsibilities, and expectations between your family and Evolve Dance Center.

Privacy

When you register for or purchase services at Evolve Dance Center, we collect personal information such as your name, address, phone number, email address, and relevant enrollment details. In some cases, we may also collect billing information to process payments securely.

We use this information to provide our services, manage enrollment, send important studio communications, and handle billing and account management.

Occasionally, we may contact you with information about classes, events, or services we believe may be of interest to you. You may opt out of these communications at any time by contacting the studio.

We do not sell or share personal information with third parties, except when required by law or when necessary for payment processing or debt recovery. In these cases, appropriate safeguards are in place to protect your information.

All personal information is stored securely in either electronic or physical form and is only accessible to authorized staff members.

If you would like to access, update, or correct your personal information, or opt out of communications, please contact us at 774-213-9617.

Social Media Policy

Evolve Dance Center's Social Media Policy applies to all forms of online communication, including but not limited to social networking sites, video and photo sharing platforms, blogs, forums, messaging apps, and location-based check-ins.

We encourage positive and respectful use of social media and ask all families, students, staff, and affiliates to represent Evolve Dance Center in a professional and appropriate manner at all times.

General Expectations

All members of our studio community are expected to follow Evolve Dance Center's Code of Conduct when engaging online. Any content that is obscene, defamatory, threatening, harassing, discriminatory, or otherwise harmful toward staff, students, or families may result in disciplinary or legal action.

While affiliated with the studio, posts that include Evolve Dance Center dancers, costumes, or branding must always reflect respectful and appropriate behavior. Content that is racially, sexually, physically, or religiously offensive will not be tolerated.

Privacy & Student Safety

The privacy and safety of our dancers is extremely important. Families should be aware that anonymity online cannot be guaranteed and should exercise caution when posting photos or videos of children.

No identifying information about any minor (including names, ages, or locations) should be shared publicly alongside studio-related content. Additionally, photos or videos featuring dancers other than your own may only be shared with prior consent from that child's parent or guardian.

Studio Communication

All studio-related matters—including tuition, scheduling, placements, concerns, or performance opportunities—must be communicated directly with Evolve Dance Center and not through social media platforms. We maintain an open-door policy and encourage families to contact the director or office staff directly for any questions or feedback.

Staff & Boundaries

Staff and students are discouraged from connecting on social media unless a pre-existing personal relationship exists outside of the studio. We view our studio community as a family and prioritize maintaining appropriate professional boundaries.

Confidentiality & Intellectual Property

Any sensitive studio information must not be shared online. This includes internal communications, policies, and student placement information.

All choreography, costume designs, and other studio materials remain the intellectual property of Evolve Dance Center and may not be copied, shared, or used without permission.

Progress Reports

At Evolve Dance Center, we value the growth, dedication, and development of every dancer. Progress reports are provided as a way to track each student's progress throughout the season and highlight both strengths and areas for continued improvement.

All students will receive progress reports twice during the dance season. These reports will include feedback on what dancers are excelling in, as well as areas to focus on during breaks such as Winter Break and Summer Break. They will also include suggested class placement for the following season when applicable.

If at any time during the season you would like an additional progress update, please let us know and we will be happy to provide one upon request.

Tuition Policy

Monthly Tuition

Monthly tuition is based on the full dance season and is divided into nine equal payments. This payment structure accounts for scheduled studio closures, holiday breaks, and months that may include more or fewer class weeks.

Tuition is due on the 1st of each month. Payments may be made online or in person via cash, check, or credit/debit card. If payment is not received by the 15th of the month, a \$15 late fee will be applied. Accounts with balances remaining after the end of the month may result in the dancer being unable to continue classes until the account is brought up to date.

All payments are non-refundable and non-transferable.

Evolve Dance Center reserves the right to cancel a class due to low enrollment. In the event a class is canceled, an alternative class option will be offered when available. If a family chooses not to accept the alternate placement and withdraws instead, any unused tuition will be refunded.

Class Descriptions

Minis- This class is designed for our youngest dancers who are ready to transition into a more structured class environment. Dancers will begin learning the basics of ballet and tap technique while also developing important foundational skills such as coordination, rhythm, listening skills, and teamwork.

Through a fun and supportive atmosphere, dancers are encouraged to explore movement, build confidence, and develop a love for dance from the very beginning.

Petites- This combo class is the next step up from Mini Combo and is designed to build on foundational dance skills in a more structured class setting. Dancers will continue developing basic technique in ballet, tap, and jazz while strengthening coordination, rhythm, and overall body awareness.

As dancers progress, they will also begin to develop musicality and gain a deeper understanding of the relationship between music and movement, learning how to connect expression and timing within their dancing.

Tap- In tap class, dancers use tap shoes to create a variety of rhythms and sounds that both complement and enhance the music. Tap is a unique style of dance that develops strong musicality, as dancers learn to create percussion with their feet and become part of the music itself.

This class is a great way to build coordination, improve timing, and strengthen the mind-body connection while having fun and exploring rhythm and sound.

Jazz- Jazz is an energetic and versatile style of dance that blends the technique of ballet with the high-energy movement and current trends of today's dance world. Dancers will explore isolations, sharp movements, and dynamic combinations that match the rhythm and style of the music. Jazz encourages expression, confidence, and performance quality, making it an exciting and upbeat class that allows dancers to bring personality and energy to their movement.

Lyrical – Lyrical dance blends the strong technical foundation of ballet with the fluidity and emotional expression of contemporary movement. Dancers learn to connect movement to music and lyrics through graceful transitions, extensions, turns, and leaps, using choreography to tell a story.

This style emphasizes artistry, musicality, and personal expression, allowing dancers to communicate emotion through movement while continuing to build strength, flexibility, and overall technique.

***Ballet-** Ballet is a foundational and highly technical style of dance that focuses on precision, strength, and grace. It brings the beauty of movement to life through proper alignment, posture, poise, and expressive artistry.

Classes include both barre work and center floor exercises, helping dancers build technique, control, and overall body awareness while developing elegance and discipline in their movement.

Contemporary- Contemporary dance focuses on the connection between the body and mind, encouraging dancers to move with intention, awareness, and expression. Dancers draw from their training in ballet, jazz, and other modern styles to create movement that is both technical and deeply personal.

This style explores all levels of space and uses contrasting qualities such as contraction and release to build dynamic choreography. Contemporary dance encourages freedom of expression, artistry, and mindfulness, allowing dancers to move beyond traditional boundaries and connect deeply to their movement.

Hip Hop- Hip hop is a high-energy style of street dance rooted in hip hop music and culture. It incorporates a variety of freestyle and choreographed movements, including elements of breaking, popping, and locking, to create an expressive and dynamic form of dance. This class focuses on rhythm, musicality, confidence, and performance quality while encouraging dancers to develop their own style and personality through movement.

Musical Theater- Musical Theater is a dance style rooted in jazz technique and inspired by Broadway music and storytelling. The main focus of this class is musical interpretation and bringing choreography to life through performance.

Dancers will learn how to use facial expression, acting skills, and character work to enhance their movement and tell a story on stage. This style emphasizes performance quality, confidence, and stage presence while building strong jazz-based technique.

***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
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride

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> <p>Minis and Petites- Leather Level 1-Adult- Canvas</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> -<i>Mini and Petite Combo:</i> black Mary Jane tap shoes -<i>Level 1-4:</i> black lace up tap shoes (Bloch or Capezio Recommended)</p> <p><u>Male:</u> Black lace up tap shoes</p>
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> - <i>Petite and Level 1-2:</i> skin tone jazz shoes -<i>Level 3-4:</i> black jazz shoes</p> <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> -<i>Level 1-2:</i> skin tone jazz shoes -<i>Level 3-4:</i> black jazz shoes</p> <p><u>Male:</u> Black jazz shoes</p>

Class	Dancewear (female)	Dancewear (male)	Shoes
Contemporary	black leotard, pink/tan tights, black leggings or shorts	White, black, or grey t-shirt, black dance pants or shorts	<u>Female:</u> Half soles <u>Male:</u> barefoot or half soles
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	<u>Female:</u> black sneakers <u>Male:</u> black sneakers *no street shoes allowed
Lyrical	black leotard, pink/tan tights, black leggings or dance shorts	White, black, or grey t-shirt, black dance pants or shorts	<u>Female:</u> half soles <u>Male:</u> barefoot or half soles

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.

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

***Costume prices are subject to change based on inflation**

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 **\$40 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 the dancer, you will be responsible for the full price of the costume). These rental fees will be applied to December's invoice.**

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: \$80-85

Petite: \$80-85

Level 1: \$80-90

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.