Sparkle and Sass

DANCE COMPANY

2026-2027

Studio Handbook

www.sparkleandsassdance.com

Sparkle and Sass
DANCE COMPANY

STUDIO HANDBOOK

OUR MISSION:

Our mission is to inspire confidence, instill discipline, and promote growth by providing fun and creative dance instruction with a focus on community, customer service, and a love for dance.

FIND ANSWERS & INFORMATION HERE:

2 Overview
3 Welcome Letter
4 Contact Information
5 Registration
6 Communication
7 Important Dates
8-9 Code of Conduct
10-11 Class Descriptions & Age Groups
12 Safety & Privacy Information
13-15 Performances & Community Events
16 Tuition & Accounting
17 Dress Code Policies
18 Attendance Policies
19 Social Media Policies

ABOUT US:

Sparkle and Sass Dance Company is family-owned and operated and we love to dance on the FUN side! We offer a wide variety of dance styles that allows students to explore the world of dance and find the styles that bring them JOY. Classes are available for ages 18 months and up, so there is something for everyone in the family.

Welcome to Sparkle and Sass Dance Company!

It's our absolute pleasure to welcome you into our family at Sparkle and Sass Dance Company! Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to shed some light on how things will run throughout the year as well as answer a lot of questions you may have before the year begins. We would love for you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need it. Don't forget that our friendly staff is always here to help and will happily answer any questions you may have!

We can't wait to get this year started!

Sparkle and Sass
DANCE COMPANY

CONTACT US

Rosewick Crossing
Shopping Center
224 Rosewick Road
La Plata, MD 20646

240-523-3901
ssdancemd@gmail.com

OFFICE HOURS

5-8pm
Monday-Friday

FIND US ONLINE:

sparkleandsassdance.com

Sparkle and Sass Dance Company

@sparkleandsassdance

See desk for access code

Sparkle and Sass
DANCE COMPANY

REGISTRATION

online registration *check-list:*

- ☑ Online Portal Registration
- ☑ Classes selected
- ☑ Waivers: Studio Policy & Studio Etiquette
- ☑ Marketing Opt-In
- ☑ Pay $45 Registration Fee

★

We encourage all of our students and families to try a variety of dance styles. We are more than happy to accommodate a trial class for students who are wanting to try something a bit different. Please contact the front desk if you would like to schedule a trial class and we will happily take care of that for you (provided the class has not reached capacity).

REFER A FRIEND TO ENROLL AT OUR STUDIO

and receive a

$10 credit on your tuition!

Sparkle and Sass
DANCE COMPANY

COMMUNICATION

Communication is important to us here at Sparkle and Sass Dance Company! It is our promise to respond to all inquiries within 48-hours and we will never leave a question unanswered.

PHONE CALLS:

240-523-3901

Phone messages left after 7pm on Friday will be returned Monday evening.

EMAIL:

SSDANCEMD@GMAIL.COM

Email is our PRIMARY method of communication. Emails are answered multiple times a day. You will receive important communication via email so please make sure you add us to your contacts so messages don't end up in your spam box.

URGENT INFORMATION:

In the unlikely event of class cancellation or performance changes, we will send an email, Band App message/post, and likely a text message. We will also post on our social media pages. Please make sure your contact information is current with the studio.

If you need to have a discussion with a teacher or staff member, please make an appointment by emailing the studio or stopping at the desk.

Sparkle and Sass
DANCE COMPANY

IMPORTANT DATES

calendar items

9/14/2025	First day of dance
11/8/2025	Veteran's Day Parade
11/23 - 11/28	Studio Closed - Fall Break
12/5 & 12/6	Breakfast with Santa Show
12/21 - 12/26	Studio Closed - Winter Break
12/31 - 1/1	Studio Closed - Winter Break
3/22 - 3/27	Studio Closed - Spring Break
5/15 - 5/16	Dance Picture Days
6/11 - 6/12	Showcase Rehearsal Day
6/12 - 6/13	End of Year Showcase

We understand how busy the lives and schedules of our dance families get as the year rolls on. We have tried to get all of our important dates set so you can plan for the year. More details will be sent via email as these dates get closer. If you know ahead of time that your family will be unable to attend these events due to planned holidays or exisitng commitments, please let us know.
THANK YOU!

Sparkle and Sass
DANCE COMPANY

CODE OF CONDUCT

To ensure the smooth, safe running of SSDC and create an enjoyable experience for all, we want to share out sudio rules and expectations. If you ever have questions or concerns about our Code of Conduct, please let us know so we can talk about it more.

FOOD/DRINK:

Food and drinks are allowed in the lobby and dressing room areas. Please throw away your trash and clean up any mess you make. Water Bottles are allowed inside the dance areas. No other drinks or open containers of water are allowed inside the dance areas.

TIME:

Please make sure your dancers arrive to class on time and are ready to dance. Dancers who arrive late to class may be asked to sit and watch. If you are running late to class, please contact us to let us know. Please pick your dancers up on time! Teachers and staff are not available to watch dancers after their classes have ended. In the case of an emergency or unavoidable delay, please get in touch with the studio by phone or email to inform us of the situation so we can keep your child calm and safe until you arrive.

HYGIENE:

Just a reminder as dancers are working hard in groups, we ask that you make sure they wear deodorant (if needed) and wash dance clothes often.

PARENT PEEK WEEK:

Parents will be invited into the last 5-10 minutes of class during the last week of each month. Dates will be posted on social media and inside the studio. During classes, all parents must wait in the waiting areas or outside of the studio until classes have been dismissed.

Sparkle and Sass
DANCE COMPANY

CODE OF CONDUCT

PERSONAL ITEMS:

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

LOST AND FOUND:

Any items left in the studio will be placed in the Lost and Found box in the lobby/dressing room. Any items not claimed within 30 days will be donated. If you believe you have left something at the studio, please contact us so we can check for you.

DISRESPECT:

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 studio owners. Physical, mental, emotional, or cyberbullying by parents, staff, or students will not be tolerated and may result in dismissial from the studio.

Sparkle and Sass
DANCE COMPANY

CLASS DESCRIPTIONS

ACRO: Acro is a style of dance that combines dance technique with acrobatics. Acro skills are practiced in isolation so they can be integrated into choreography. Acro skills will include strength, balance, flexibility, and tumbling.

BALLET: Ballet is the foundation for every other form of dance! Ballet instruction teaches posture, flexibility, strength, grace, and discipline. SSDC has classed for all ages and abilities, including those interested in progressing to pointe.

CONDITIONING: Conditioning is a whole body workout that can improve overall fitness. This class involves a thorough warm up followed by a combination of cardio and strength exercises (with a strong focus on the core) and finishes with a brief stretching session. The workouts are designed to build core strength and endurance.

CONTEMPORARY: Dancers looking for a way to express emotion and personality through dance love contemporary class. A combination of ballet and jazz moves, contemporary dance takes movement inspiration from music and its lyrics. Dancers can easily relate to the emotional content of this dance style and there is plenty of room for self-expression.

HIP-HOP: Hip-Hop is a style of street dancing that includes gliding, popping, locking, and breaking. This popular style of dance allows dancers to let loose and express themselves through movement and music. SSDC is committed to keeping music, choreography, and costumes age-appropriate.

Sparkle and Sass
DANCE COMPANY

CLASS DESCRIPTIONS

JAZZ: Jazz dance combines techniques of classical ballet and modern dance with an emphasis on energy, rhythym, and style.

MUSICAL THEATER: Musical Theater combines ballet, jazz, contemporary, and hip-hop styles into choreography set to Broadway-style music to tell a story.

MY LIL' STAR AND ME: My Lil' Star and Me is our Introduction to Dance class for ages 18 months to 3 years old. This class is an adult/child class that explores movement forms, uses balance, exploration, rhythm, partner dance and creative dance. Using props, we will engage budding dancers in movement activities.

POMS: Poms is a high-energy style of a combination of jazz and hip hop with a focus on clean, sharp, strong, precise motions incorporating synchronization and visual effects. Dancers will use hand-held pom poms throughout the routine.

TAP: Tap is one of the best forms of dance to instill musicality, rhythm, and coordination. In tap, dancers wear shoes with metal toe and heel taps that sound when hitting on the floor. Tap is a great class for beginners and advanced dancers as there is a wide range of tricks and techniques to learn.

TINY DANCING TUMBLERS: Tiny Tumblers is class specifically for 3-4 year olds that teaches beginning flexibility, balance, strength, muscle control, discipline, and concentration through the use of acrobatics and dance styles.

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DANCE COMPANY

SAFETY

IMAGES & VIDEO

As part of your registration, you will have read the Marketing Opt-In waiver. Checking that box allows us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with Opting-In, please see us at the desk and we will happily assist you.

LOST ITEMS

SSDC take no responsibility for any stolen or misplaced property on the studio premises. If you have left something behind, please check the Lost and Found box in the lobby/dressing room. All items not claimed within 30 days will be donated.

MUSIC & COSTUMES

The directors and staff at SSDC are wholeheartedly committed to ensuring children in all our of our dance routines are not subjected to any inappropriate songs o costuming. We avoid songs with sexist, explicit, violent, racist, homophobic, or criminal content. We are committed to age-appropriate costumes and choreography that do not project sexuality.

PRIVACY

When you purchase or hire a product or service with SSDC, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information, and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parents/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection. We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection. Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

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DANCE COMPANY

PERFORMANCES & COMMUNITY EVENTS

END OF YEAR SHOWCASE

Rehearsal: June 11-12, 2027
Showcase: June 12-13, 2027
Location: TBD

All details will be provided in future communications.

All of our classes will participate in the End of Year Showcase. We invite all of our dancers to participate in the Group Finale for each performance as well!

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DANCE COMPANY

PERFORMANCES & COMMUNITY EVENTS

Veteran's Day Parade

Date: Sunday, November 8th

Parade Time: 1pm

Line Up Time: 12:15pm

Breakfast with Santa

Date: December 5th & 6th, 2026

Time: 9am-1pm

Location: Newburg Volunteer Fire Department

12245 Rock Point Rd, Newburg, MD 20664

Sparkle and Sass
DANCE COMPANY

PERFORMANCES & COMMUNITY EVENTS

iDance4aCURE Fundraiser

Date: January 2027
Time: 2-8pm
Location: SSDC La Plata Location

Sparkle and Sass
DANCE COMPANY

TUITION/ACCOUNTING

MONTHLY TUITION

30 minute class	$65
45 minute class	$90
60 minute class	$100
Trial Class Fee	$15

ACCOUNT NOTES:

Tuition is due on the 1st of each month. All accounts enrolled in Auto-Pay will run on the 1st of each month. Payment may be made by cash, check, Zelle, or credit card. Credit cards fee will apply.

A $25 NSF fee will be charged for payments that decline. A $25 late fee will be added to accounts with outstanding balances on the 15th of every month.

Tuition payments are based on a 10-month dance season so your invoice will be the same each month unless you change classes.

If you need to drop a class, you may do so through email BEFORE the 1st of the month. Failure to notify SSDC staff before the 1st will result in monthly tuition being billed to your account.

Refunds will not be issued for missed classes due to cancellations, studio closures, or public holidays. Where possible, we will arrange make-up days for classes cancelled due to weather.

Sparkle and Sass
DANCE COMPANY

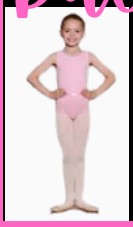
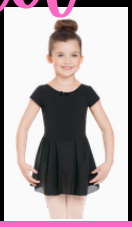
DRESS CODE

Dancewear and dance shoes may be purchased through the studio. We also have fun merchandise and dance clothing available too! Please see us at the front desk for more info! Please ensure all of your child's shoes are clearly labeled.

Hair MUST always be pulled back tightly in a ponytail or off of your dancer's face.

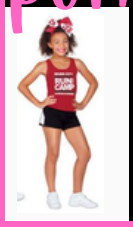
Ballet dancers must wear tights, a leotard and pink ballet shoes.

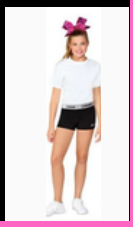
ballet

Poms dancers must wear tennis shoes, and either shorts/t-shirt or other dance clothes.

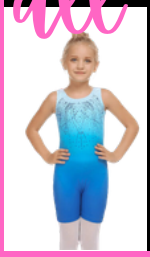
poms





Many dance classes require tight-fitting clothing. This could be any combination of shirts, crop-tops, shorts, leotards, or pants.

all other styles



Sparkle and Sass
DANCE COMPANY

ATTENDANCE

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert rouitnes we create, it also impacts the social and confidence-building principles we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments, or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our staff as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

You can contact us through email, phone, or the Band App.

If you are going on a vacation or are sick during the season, please let us know in advance to aid us in scheduling. Refunds will not be issued for missed classes due to absences.

Sparkle and Sass Dance Company follows the Charles County School Schedule for extended breaks

Sparkle and Sass
DANCE COMPANY

SOCIAL MEDIA

SSDC's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, 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 staff in 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 SSDC's code of conduct as outlined in this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory, or hateful towards SSDC 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, and respect, and adhere to the 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 adn chreography) must be observed by l studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in a SSDC uniform) we will not tolerate any posts that are racially, sexually, physically, or religiously offensive.
- All matters pertaining directly to the studio - whether ir 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 Studio Director directly.
- Identifying information of any featured minors - including names, ages, or location - must be removed when posting on Social Media.

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