



CityDance
Studios

2025-2026 STUDENT HANDBOOK FOR STUDIOS

CityDance Friendship Heights

Monday-Sunday

5207 Wisconsin Avenue NW, Washington DC 20015

DOOR CODE: 2863#

CityDance Rockville

Tuesday-Sunday

11711-B Parklawn Drive, Rockville, MD 20852

Email

General Friendship Heights Questions: studiosdc@citydance.net

General Rockville Questions: studiosmd@citydance.net

Executive Director, Ivy Chow: ivy@citydance.net

Director of Administration, Colleen Queen: colleen@citydance.net

Director of Education, Kaitlin Madzellan: kaitlin@citydance.net

Program Manager, Sabrina Clarke: sabrina@citydance.net

Program Manager, Jessica Denson: jessica@citydance.net

Program Administrator, Social Media Coordinator: Katie Creed: katie@citydance.net

Adult Program Administrator, Marie McNair: marie@citydance.net

Program Assistant, Jocelyn Hartman: jocelyn@citydance.net

Phone

Friendship Heights 202-545-7207

Rockville 202-964-2330

Friendship Heights Office Hours

Monday-Thursday: 4:00pm to 8:00pm

Friday: 4:00pm-6:00pm

Saturday: 9:00am-3:00pm

Sunday: 9:00am-3:30pm

Rockville Office Hours

Tuesday-Friday: 4:00pm to 7:00pm

Saturday: 9:00am-11:30am

Sunday: 1:00pm-4:00pm

Website

www.citydance.net/studios

Social Media

Follow CityDance on Instagram @citydancestudios, Twitter @citydance, Tumblr dancinginonelanguage.tumblr.com, Facebook @citydance, Pinterest @CityDance and YouTube: CityDance channel

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CityDance Studios Important Dates: Friendship Heights & Rockville

First Day of School Year: Monday, September 15, 2025

Indigenous Peoples' Day: Monday, October 13, 2025 - *No Classes*

Halloween: Friday, October 31, 2025 - *No Classes*

Fall Break: Monday, November 24, 2025 - Sunday, November 30, 2025 - *No Classes*

Winter Break: Monday, December 22, 2025 - Sunday, January 4, 2026 - *No Classes*

Martin Luther King Jr Day: Monday, January 19, 2026 - *No Classes*

Parent Observation for Fall Semester: Monday, January 12, 2026 - Sunday, January 18, 2026

Last Day of Fall Semester: Sunday, January 25, 2026

Start of Spring Semester: Monday, January 26, 2026

Spring Break: Monday, April 13, 2026 - Sunday, April 19, 2026 - *No Classes*

Parent Observation for Spring Semester: Sunday, May 3, 2026 - Saturday, May 9, 2026

Last Day of Sunday Classes: Sunday, May 17, 2026

Last Day of Monday Classes: Monday, May 18, 2026

Memorial Day Break: Saturday, May 23, 2026 - Monday, May 25, 2026 - *No Classes*

Last Day of Tuesday Classes: Tuesday, May 26, 2026

Last Day of Wednesday Classes: Wednesday, May 27, 2026

Last Day of Thursday Classes: Thursday, May 28, 2026

Last Day of Friday Classes: Friday, May 29, 2026

Last Day of Saturday Classes: Saturday, May 30, 2026

Technical Rehearsals: Sunday, May 31, 2026 - Thursday, June 4, 2026

Spring Recital: Friday, June 5, 2026, Saturday, June 6, 2026 & Sunday, June 7, 2026

CityDance Studios

CityDance Studios is committed to sharing the *joy, knowledge and connection of dance with everyone*. CityDance Studios delivers quality dance education through enriching dance classes, programs and workshops for kids, teens and adults at Friendship Heights and Rockville locations.

CityDance Studios' Dance Team is for students ages 10-18 who wish to commit additional time and energy towards weekend rehearsals and performance opportunities. Dance Team is only located at the Friendship Heights location.

Classes offered: Ballet, Barre Fit, Contemporary, Contemporary African, Creative Movement, Dance Fit, Hip Hop, Jazz, K-POP, Modern, Tap and more. **There is no audition requirement and all classes will be open for enrollment online. Classes are open for full year or semester enrollment, with ongoing enrollment available, space permitting. However, classes are designed to be taken over the course of the full school year and students are highly encouraged to do so.**

Starting at level 3, students should expect to spend a minimum of 2 years in each level before moving on to the next. This does not mean your child is repeating a level, but rather continuing their progression through the level from the previous year. It can take 2-3 years for students to absorb the full course work.

Parking

Friendship Heights

There is no dedicated parking at our Friendship Heights location. However, there is plenty of metered street parking. Please note that the surrounding neighborhood has zoned parking which requires a permit. The studio is located down the street from the Friendship Heights Metro Station (Red Line). Please use the code 2863# to enter the building.

Rockville

There is ample free parking available in the shopping center parking lot right in front of the studio main entrance.

In-Studio Protocols

- Students should arrive no more than 15 minutes prior to the start of class.
- All students must check-in at the front desk.
- A parent or guardian must accompany students under the age of 7 into the building to complete the check-in.

- **Only students participating in class will be allowed to enter the studios.** Parents or guardians will not be allowed in the studios (with exception of observation days).
- All students under the age of 7 must be picked up by a parent or guardian.
- Due to limited lobby space, we do not encourage parents/guardians to wait during class times.
- Students are encouraged to only bring necessary items from home.
- Students are recommended to dress in class attire under regular garments prior to arriving.
- Students are asked to bring their own water.
- It is recommended to write a student's name inside their dance shoes.

What to Wear

CityDance Studios does not have a strict dress code, but we **recommend** the following for each style of class. No street shoes may be worn on marley floors. Jeans and crop-tops are not acceptable dancewear and platform sneakers, boots, and/or Crocs are not acceptable footwear for dance. Loose jewelry is prohibited. Hair must be pulled back and out of the face.

Ballet: For girls: Any color and style leotard, ballet pink or skin tone ballet tights, ballet pink or skin tone ballet shoes. For boys: Solid color t-shirt, male black tights or shorts, white, black or skin tone ballet shoes with elastic straps.

Creative Movement: Comfortable clothing to move in i.e. t-shirt and leggings (no jeans) or any style leotard, skirt above the knees (to prevent tripping), bare legs, bare feet - at this age, we just want the kiddos to be happy and dancing.

Flamenco: For girls: Any color and style leotard, character or long skirt, and flamenco or character shoes. For boys: Solid color t-shirt, athletic/dance pants, and flamenco or character shoes.

Hip Hop/KPop: Comfortable athletic clothing, i.e. t-shirt and leggings (no jeans or crop-tops). Young dancers (ages 4-7) may be barefoot or wear sneakers. Older dancers (ages 7 & up) are **REQUIRED to wear non-scuff sneakers dedicated for studio wear! Platform sneakers and/or Crocs are not acceptable forms of footwear** and pose a safety hazard. Please bring your shoes to change into. Do NOT wear your hip hop shoes outside. If you do not have an extra pair of shoes to change into, you will be asked to dance in your socks.

Jazz: For girls: Any color and style leotard, leggings or fitted shorts and black jazz shoes. For boys: Any solid color t-shirt, athletic pants or shorts and black jazz shoes. Dancing may also be in bare feet. For sensitive feet, "Foot-Undiez" or something of that style are allowed too.

Modern: For girls: Any color and style leotard, leggings/fitted shorts/black footless tights, bare feet. For boys: Solid color t-shirt, athletic pants or shorts and bare feet.

Tap: Comfortable athletic clothing, i.e. t-shirt and leggings (no jeans). For girls: Tap shoes: Ages 4-6 Black Mary Janes, Ages 7-up Black Oxford Lace-Ups. For boys: Black Oxford Lace-Ups

We recommend dance clothing be purchased from *Footlights Dance & Theatre Boutique*.

[Footlights Dance & Theatre Boutique:](#)

- 306 E. Church Street, Frederick, MD 21701 • 301-696-1558 •

Online Purchasing:

- Discount Dance: www.discountdance.com
 - Use our Studio Teacher Order ID Code: 75879 to receive a percentage off your first order.

End of the Year Recital

CityDance Studios will have an end of the year recital in June. Costumes will be ordered early 2026 for the Spring Recital. We will be sizing with room for growth. **Commitment to performing will be needed by Friday, December 19th. If your child is unable to participate, please let a staff member know.**

To participate in the end of the year performance, you will need to pay a performance fee of \$125 PER class your child is enrolled in. **Recital tickets are not covered in the performance fee.** The performance fee covers the costs associated with costumes, rentals of the theater, and staffing for rehearsals and has increased this year due to increased costume costs. The total amount is based on the number of classes taken. Your child will get to keep the costume after the last performance. **The performance fee is non-refundable after the costume has been ordered.**

If your child cannot participate, they will still learn the dance with the rest of the class but classes will be focused on technique once the dance is learned. More information and details will come throughout the year. (Parent & Me classes do not participate in the recital).

Click [HERE](#) to pay your performance fee now and reserve your spot in the show.

Costume fittings for Spring Recital will take place in the months of February & March. During these months, please be sure your dancer is dressed in appropriate dance attire for class (i.e. tighter fitting clothing, such as a leotard, tights, leggings, athletic top, etc.) so we can quickly and efficiently try on costumes over the dancer's clothes during class time. If you would like to be present for your child's fitting, please email us at studios@citydance.net.

Parent Observation

Once per semester parents and family are given the opportunity to observe their dancers in class during Parent Observation Week. While we do allow parents to take photos and videos at this time, we ask that these photos and videos are used for personal use only, and are not shared on social media out of respect for other students in the classes.

At all other times we ask that parents and visitors remain outside of the studio.

Spring Registration

Spring semester enrollment will open in December 2025. However, students enrolled in the Fall semester will have the opportunity for early registration before classes are made available to the general public.

If a class reaches capacity and all current students re-enroll, it will remain closed to new students. In the event of a waitlist, any available spots will be offered to waitlisted students before opening registration online. We highly encourage joining a waitlist if you're interested in a specific class for the spring semester.

Classes are designed to be taken over the course of the full school year, culminating in an end of year recital in June. During semester 2, classes will work on their choreography. Students registering mid-year will be coming into a class that is already in session and may have already started recital choreography.

Enrollment will close on February 8, 2026 for the remainder of the school year due to class progression and recital preparations.

Fall 2026-27 classes will be posted on the website in May 2026. Enrollment will be first come, first served. Current students will receive a notification when the classes are posted as well as class recommendations for the next school year.

Keeping in Touch & Lines of Communication

It is the responsibility of the student and parent to be aware of all school activities listed on the front page of this handbook and on our website (www.citydance.net).

Please bring all General Inquiries, Attendance, Registration, Enrollment, Payment/Billing, Programming Questions, Medical & Sensitive Issues to studiosdc@citydance.net for Friendship Heights and studiosmd@citydance.net for Rockville.

In the event of inclement weather, please check your email and our website (www.citydance.net) to find out about class cancellations. Email will serve as the primary source of communication. Makeup classes are offered for any weather related cancellations.

Please notify CityDance via email of any address, phone or email changes. CityDance is not responsible for lost or undeliverable mail or email.

CityDance Financial Policy

Payment Policies and Terms

Click [HERE](#) to view - payment plans are available.

Insufficient Funds

A \$35 insufficient funds fee will be assessed for any returned checks, and the total amount due must be paid in cash or by credit card over the phone or in person.

Withdrawal/Refund Policy

CityDance does not issue full refunds. If you wish to withdraw you have the choice of receiving a full credit for the immediate session OR a 50% refund for remaining classes.

In the case of a serious student injury, illness or relocation for which withdrawal from class is warranted, CityDance must be informed within 7 days of the event with appropriate documentation. A refund will be issued based on the date that CityDance received the information.

Cancellation Policy

If a class is canceled due to low enrollment, CityDance will make every effort to place the student in another suitable class. In the event an alternate class is unavailable, CityDance will provide a prorated refund.

CityDance Tardiness/Absences Policy

Classes are structured to begin by warming up the body properly; arriving late to class increases risk of injury and disrupts the concentration and flow of the class. Students arriving up to 10 minutes late will be asked to warm-up appropriately before joining the class. Students arriving more than 10 minutes late may be asked to sit and watch the class. This decision is based on the teacher's discretion and on the level of the class. Being late or missing class can be disruptive to the overall class and can impact the student's ability to learn and sometimes progress. Attendance will be monitored and addressed as needed.

Absence Provisions

A student may make up missed classes within the session of the date of absence. Students can make up in any class offered in their current level. Make-ups are not offered during parent observation weeks.

We use student portals to support communications with all of our students and families. **This link is unique to your child - please bookmark it for future use!** Here you will find your child's class enrollment information and the ability to submit an absence/request a makeup class. If you need your child's link re-sent please reach out to a staff member. You will receive this individual link in your welcome email.

For any extended absences please email studiosdc@citydance.net for Friendship Heights and studiosmd@citydance.net for Rockville.

CityDance Student Feedback

At the end of each session we send feedback from your child's teacher. These notes will be sent via email to clarify what has been taught and to share your child's progress. This feedback is a collaborative process by each student's teacher and Studios staff to ensure your child is in the right class for their growth and to reach their full potential.

Your child will be evaluated in the following areas (in order by importance): attendance, participation, musicality, memorization and technical skill. This may affect their suggested level placements sent out in late spring. Creative movement will only be evaluated in attendance and participation. Pre classes will only be evaluated in attendance, participation and musicality.

If you prefer not to have your child formally evaluated please email studiosdc@citydance.net for Friendship Heights and studiosmd@citydance.net for Rockville.

CityDance Code of Conduct

CityDance believes that all students, in each of its centers, have a right to a safe, pleasant and healthy educational atmosphere. It is our obligation to promote mutual respect, tolerance and acceptance among our students, faculty and staff. Students are expected to refrain from any behavior or action that negatively impacts:

- the learning experience of themselves as well as other students
- the effectiveness of faculty members
- the public image of CityDance

CityDance reserves the right to withdraw a student from class for inappropriate, destructive, rude or unsafe behavior, without refund.

CityDance Food/Drink Policy

Lidded containers of water and sports drinks are permitted in studios. Eating is prohibited in the studios. For the safety of all students, no gum will be allowed in any classroom.

CityDance Liability Policy

CityDance is committed to conducting all programs in a safe manner and holds the safety of participants in the highest regard. The centers continually strive to reduce risk and insist that all participants follow safety rules and instructions that are designed to protect their safety. However,

students and parents/guardians of minors must recognize that there is an inherent risk of injury when choosing to participate in physical activities.

You are solely responsible for determining if you or your minor child/ward is physically fit and/or skilled for any classes or activities. It is always advisable, especially if the participant is pregnant, disabled in any way, or has recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity. Teachers should be made aware of any physical problems that would affect a student's ability to take class.

Programs are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any physical activity/program.

In this regard, it must be recognized that CityDance is NOT responsible for any injury incurred on or off premises of the facility. CityDance is not responsible for any lost or stolen items left in the facility.

CityDance Policy Regarding Animals on Premises

CityDance does not permit domestic animals kept for companionship in business operating areas such as studios and waiting areas, with the exception of Service Animals accompanying persons with disabilities.

In compliance with the District of Columbia's disability rights law and the federal Americans with Disabilities Act (ADA), people with disabilities have the right to be accompanied by their service animals. A service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability.

Requirements of service animals and their owners:

- All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.
- All dogs must be licensed per state law.
- Animals must be in good health.
- The owner/handler must be in control of the animal at all times. Animals must be on a leash, harness or other type of restraint at all times, unless the handler is unable to restrain the animal due to disability.
- The care and supervision of the animal is solely the responsibility of the owner/handler.
- Reasonable behavior is expected from service animals while in business operating areas.
- Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner/partner is expected to clean and dispose of all animal waste.

- Any person with a grievance regarding an animal in CityDance controlled areas should bring the matter to the attention of the Studio Director.