



Dear Columbia Dance INCLUDE Families,

Welcome to the 2025-2026 School Year. We are counting the days until classes begin on September 2nd.

IMPORTANT CALENDAR DATES

September 6	Classes begin
First Class	Parent Orientation- your child's teacher will ask you to come into the studio for a few moments to meet them and go over a few odds and ends.
December 19-21	Nutcracker Performances (save the date to come watch)
May 23-24	Spring Performances (Memorial Day weekend)

FACILITY INFORMATION

- Our building is a locked facility. Wait for the receptionist to buzz you in or enter door code.
- Parents are responsible for escorting their children to and from our building.
- We are located in an urban area and request that dancers enter and exit our building with street clothes over their dance uniform.
- There is metered parking right outside of our door. 1 block away you will find free 2 hour parking.

VOLUNTEER OPPORTUNITIES

Columbia Dance is a non-profit organization governed by a volunteer Board of Trustees. In addition to asking parents to volunteer to help at our Nutcracker and Spring Performances, we have a number of committees that parents are welcome to serve on should they have the time and expertise. Please let us know if you have any interest in joining one of our committees by reaching out to becky.moore@columbiadance.org

- Finance Committee works with the board Treasurer and Director to strengthen the financial standing of Columbia Dance through long-range and strategic planning.
- Fund Development Committee is charged with oversight of Columbia Dance's fundraising efforts, managing relationships with donors, and leveraging opportunities to enhance awareness of Columbia Dance within the broader community.
- Facilities Committee is charged with overseeing the maintenance of the building.
- Diversity, Equity, and Inclusion Committee is tasked with the ongoing responsibility of ensuring that Columbia Dance lives up to its value of inclusiveness. They ensure that there is constant awareness, analysis, action, and accountability in regards to diversity, equity, and inclusion as it applies to the Columbia Dance student body and the community audiences that we serve.
- Sewing Assistance our costumes are altered to fit each dancer. All levels of sewing experience can be helpful to our wardrobe team.

Thank you so much for making the decision to enroll your child at Columbia Dance. We are looking forward to a fantastic year. Please read through this packet and reach out to us with any questions you might have.

Sincerely,

Becky Moore- Director, Columbia Dance becky.moore@columbiadance.org



Training Dancers | Shaping People

At Columbia Dance, we believe that ballet training not only helps you become a good dancer, it helps you be a good person. We feel passionately that art revives us and inspires us, giving children a leg up on loving who they are, and giving that gift back to the world.

Mission Statement

Columbia Dance's mission is to present dance as a life-enhancing experience for our students and our community by setting high artistic standards in classical ballet education and performance, while creating a positive, nurturing, and challenging environment where dance appreciation thrives.

At Columbia Dance We Value:

Inclusiveness – children of all ages, genders, and body types are embraced, instructed, and presented as valuable members of our community.

The Whole Dancer – the life skills that dance training cultivates are given as much value as the more specialized technicalities of the dance form. Self-discipline, self-confidence, respect, wellness and teamwork are emphasized in our studios.

Quality Instruction – professional dance instructors work as a cohesive faculty to provide a nurturing learning environment where high expectations are set, aspired to, and ultimately met through student dedication and faculty mentorship.

Performance Opportunities – our dancers are given the platform to share their art form with their community and to be a part of something bigger than themselves by participating in large productions with public audiences. They interact with choreographers and teachers, stage crew, volunteers, and their fellow dancers to contribute to the magic of our Nutcracker and Spring Performances.

Promotion of the Arts – via partnerships with area corporations, businesses, schools, private enterprise and other community arts organizations, we are invested in keeping art alive and well in our community.



SCHOOL CALENDAR 2025-2026

Classes Begin	September 2
Observation Week	November 3-8
Veterans' Day Holiday	November 11
Thanksgiving Holiday	November 26-29
Nutcracker (Level 1 and up at Skyview High School)	December 19-21
Winter Holiday	December 22 - January 3
Classes Resume	January 5
Martin Luther King Jr. Holiday	January 19
President's Day Holiday	February 16
Observation Week	March 9-14
Spring Break	April 4 - 11
Spring Showcase Performances (All dancers at Skyview High School)	May 23-24
Memorial Day Holiday	May 25
Last Day of Classes	June 13

General School Information

Inclement Weather Policy:

In the event of inclement weather, Columbia Dance will announce any closures by 1pm for weekday classes and by 8pm the evening prior for weekend classes. Announcements will be sent via email and posted to our Facebook page. As our hours are very different from public schools hours, our decision to remain open or closed may differ from those of the academic schools. On occasions when Columbia Dance is able to be open during inclement weather, we will respect any family's decision to keep their child home and will happily excuse them from classes.

Parent Observation Weeks: We have found from experience that students make better progress without parents in the studio. Parents and friends are invited to observe classes twice a year during Parents Observation Week. These weeks are listed on the annual calendar.

Performances All students have the opportunity to perform at the end of the year in our *Spring Showcase*. Students in Level 1A and up, are invited to participate in our annual holiday classic, *The Nutcracker*, performed in December. Our Creative Dance and Pre-Ballet students have the opportunity to take part in an informal studio performance in late November.

Notices & Messages: Email is our primary form of communication. Important school notices and schedules will also be posted on the school bulletin board in the lobby. Students and parents are responsible for checking their email regularly.

Lobby Area: Parents are welcome to watch classes from the lobby. The level of noise in the lobby must be maintained at a low volume. Excess noise can be heard through the classrooms and disrupts the dancers' ability to concentrate. Parents are expected to keep a close eye on their children and not allow them to run around the studios. Please help us keep our lobby clean: pick up after yourselves and dispose of trash and recycling in the respective receptacles.

'No Dogs' policy: All dogs must be on leash or in a carrier and must not pass the slate entryway of Columbia Dance.

Lost and Found: The Lost and Found basket is located in the lobby. Clearly labeled clothing and shoes help to prevent their loss. Please do not leave valuables unattended.

Dressing Rooms: Men's and Women's changing rooms are available. Company members have access to unlocked lockers for dance-related personal items. Please do not leave valuables unattended. That said, all dancers will use only what belongs to them and respect the possessions of others. Behavioral expectations extend across all physical spaces in Columbia Dance—from the studio to dressing rooms; we are an inclusive community of respect and collaboration.

Conferences: Students and parents are welcome to call the school at any time they have questions or concerns. Conferences with faculty can be arranged. Teachers are often scheduled to teach consecutive classes. Instead of talking with faculty members after class, please schedule a separate meeting or phone conference time.

Absences: If your student needs to miss class, we ask that you call (360-737-1922) or email us (info@columbiadance.org) to let us know. If you would like your student to make up the missed class, our front desk staff can advise you as to which classes would be appropriate to make up in.

Tuition: Our tuition price for the 10 month school year is divided into 10 monthly payments. Tuition is withdrawn between the 1st and 5th of each month through our automatic payment system.

Outstanding Balances: Students who carry an unpaid balance on their account for more than 60 days will not be allowed to participate in classes unless payment of the outstanding balance is made in full, or unless suitable arrangements have been made with the School Manager and a good faith effort is being made to pay the balance. Families are welcome to apply for financial aid at any time during the school year if tuition payments become a hardship.

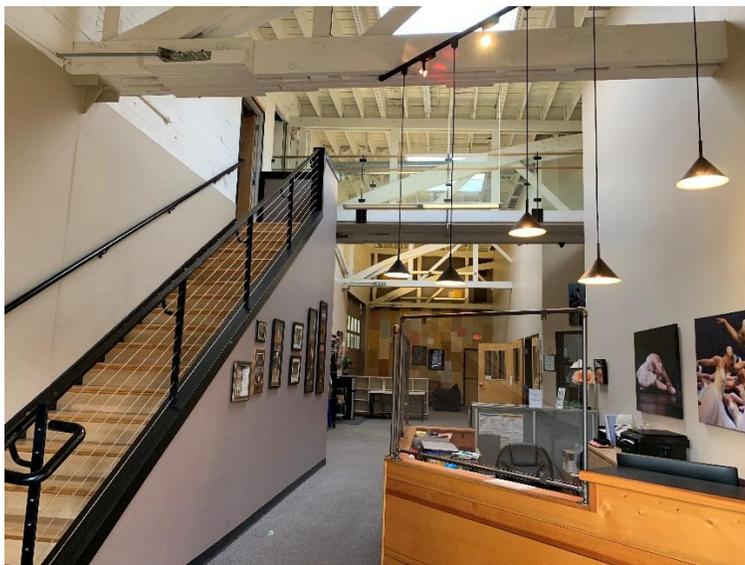
Building Access: Students and parents are only permitted to be in the building when a Columbia Dance staff member is present or if they have made prior arrangements with a staff member (for studio rental or volunteer services). We ask that you do not drop your student off before the building is officially open. Monday-Friday we open at 3:30pm. Saturday we open at 8:30am.

My INCLUDE Dance Story

I am going to an INCLUDE dance class with Columbia Dance.



My class is located at Columbia Dance.



I will wear something that is comfortable for moving and dancing. I will have bare feet in the classroom or can wear dance shoes if I have them.



My classroom is on the left side of the lobby past the drinking fountain.
There is a window so that people can watch from outside the room.



Halfway down the hall are the bathrooms. There is a drinking fountain and water bottle filler.



A dance classroom is a room with lots of space, mirrors, ballet barres, and a special dance floor.



In our class

- I will HEAR the sounds of our dance music, other students moving and my teacher explaining our dance steps.
- I will SEE ballet barres and other equipment being moved. I will see the movement of classmates across the dance floor.
- I can ask for help how to position my body and move across the dance floor, but I can also say that I would like no touch help.

When we are ready to start dancing, I will see my Teachers and Dance Partners. The Teachers and Dance Partners will say hello to me. I can say hello to my Teachers and Dance Partners. Here is my teacher.



Miss Molly

The Dance Partners dance with me and help me learn new things. The Dance Partners are dancers in Columbia Dance's Company.



When the Teacher says it is time to go inside the classroom, I go into the classroom. I will sit down in a chair and get ready to dance.

I will be SAFE and RESPECTFUL.

I will follow directions from my Teachers and Dance Partners and show kindness to everyone in the room.

I will listen to my Teacher and Dance Partner

I will have a safe body. I will not hurt my classmates, Teachers, or Dance Partners with my body or my words.

I will not touch the mirrors in the room or hurt the building in any way.

I can leave the dance room with my family member or Dance Partner if I need a break. I will not leave the room alone.

We start class with a warm-up. We will learn new steps. We will dance across the floor. I will stand in line and wait for my turn. We will learn a dance together. Sometimes I might dance by myself. Sometimes I might dance with a partner. I will dance with my classmates and Dance Partners. The music we dance to is sometimes fast and sometimes slow. The music is never very loud.



The logo for Columbia Dance INCLUDE features a stylized blue figure with arms raised, resembling a dancer. To its right, the word "columbia" is in a small, lowercase font, "dance" is in a larger, lowercase font, and "INCLUDE" is in a bold, uppercase font.

- 1 WARM UP**  A group of students sitting in a circle of chairs, some with their arms raised, participating in a warm-up activity.
- 2 BALLET STEP**  A student in a blue dress and pink tutu is being instructed by a teacher in a white shirt in a dance studio.
- 3 CORNER**  Two students are dancing in a corner of a room, one in a black shirt and the other in a blue shirt.
- 4 DANCE PHRASE**  A student in a pink outfit is practicing a dance phrase, with a teacher in a purple shirt observing.
- 5 IMPROVISE**  A student in a black shirt is improvising a dance move, with other students and a teacher watching.



A decorative border at the bottom of the page features a row of colorful, stylized human figures in various dance poses, including jumping and stretching, in shades of blue, green, red, and purple.

When it is time to leave, I will walk out of the classroom and back into the hallway. I will exit the building with my family. I am so excited to dance!