
Espanol

GOINS
DANCING

Parent Handbook



2025-2026

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Goins Dancing Parent Handbook

About This Handbook

Thank you for being a part of the Goins Dancing family! Our goal is to provide quality dance classes to children of varying skills, abilities, and other personal differences. We want everyone to feel loved, valued, accomplished, and successful.

We believe that our influence on a dancer's future extends far beyond what goes on in dance class. Our teaching philosophy is centered on instilling a passion for dance while building self-esteem and confidence in **every** child. The students' well-being is our priority, in addition to the growth of their technical ability.

The objective of this handbook is to align the staff and families in a mutual understanding of Goins Dancing's policies and procedures. It can serve as a reference source throughout the dance season. Additional copies of this handbook are available via email upon request and on the [Goins Dancing Website](#).

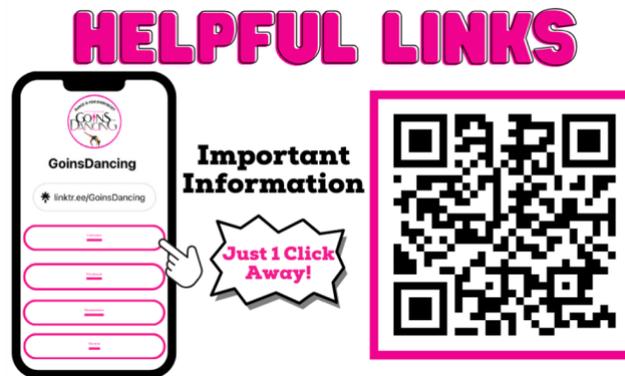
Thank you for choosing Goins Dancing as your dance family. We are excited to embark on a great dance season together!

Sincerely,
Kathryn, Sarah, and Erica

Throughout the handbook, you will find several active hyperlinks.

When reading the handbook digitally, you can click on the hyperlinks.

When reading a printed copy, this "[Helpful Links](#)" QR Code will bring you to the hyperlinks so you can access them through your phone.



Goins Dancing Parent Handbook

Our mission

The mission of Goins Dancing is to provide quality dance classes that are inclusive of all children. We intend to build up each dancer's self-esteem while teaching them new skills and to provide an environment where all dancers can feel like stars.

Considering The Needs of All Dancers

To best meet the individual needs of **all** dancers (not just dancers with developmental differences), we have a form for parents to complete. This form gathers pertinent information from parents so that teachers plan instruction for their dancers. Please be sure to share anything that we need to know to keep your child safe (ie: any movement restrictions).

Here is the link: [All About My Dancer](#)

The Leadership Committee

Kathryn Geddings (Owner) GoinsDancing@yahoo.com Text: 803-260-7183		Sarah Shaw (Office Manager) SarahShaw.goinsdancing@gmail.com Text: (803) 386-1569	
Erica Cooper (Artistic Director) EricaCooper.goinsdancing@gmail.com			

Voicemails, emails, and text messages will be returned in 24-48 hours

Sessions:

- **Dance Season:** August 1st through May/June and includes a dance recital
- **Summer:** During June and July, we offer Summer Classes and Summer Camps.

Liability and Photo Release:

The **Goins Dancing Liability and Photo Release** must be completed for each dancer. A Digital Form is available. Here's a direct link: [Liability and Photo Release](#)

AKADA Portal App

AKADA Portal is our parent portal and can be downloaded from [Google Play and the App Store](#). It also can be accessed through our website, www.goinsdancing.com, our [Helpful Links](#),

Each family has an account. Accounts are created 2 ways:

1. Account holder created it using their email address
2. Goins Dancing created in which case; the account holder is the person who contacted us for enrollment. The account holder received an account activation email from **AKADA**.

Need to activate your account??? Not a problem!

You can initiate another Account activation email on Goinsdancing.com or contact Ms. Kathryn or Ms. Sarah to request another one.

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About Parent Portal

Each account has **1 username and password** to log in. In the portal you can:

1. See your child(ren)'s currently enrolled classes
2. Pay fees and tuition
3. Update your contact information (Phone number, email, and address).
 - a. **Be sure to subscribe to texting!**
4. Update your debit/credit card information
5. See all charges and payments
6. Request enrollment in additional classes

[Download the Parent Portal App!](#)

Subscribe to Texting

- Federal law requires that customers give permission (opt in) before receiving text messages... even transactional ones like reminders or schedule updates.
- This includes important messages like **inclement weather closures or class cancellations**.
- To make sure you receive ALL studio text messages, log into your Parent Portal, go to “**Account Settings**,” and check the box beside “**Subscribe to updates via text**.”

The screenshot shows a mobile interface for 'Account Settings'. It has six numbered steps: 1. Login to your account (with a 'Log in' button), 2. Click Menu (with a 'Menu' button), 3. Click Account Settings (with an 'Account Settings' button), 4. Click edit (with an 'Edit' button), 5. Check the box (with a checked checkbox and text: 'Subscribe to updates via text. By subscribing to texting, you agree to our terms of use and privacy policy.'), and 6. Save (with a 'Save' button).

Saving Credit Cards into Parent Portal

We ask that a credit card is added to your account in the parent portal for the dance season.

The safest way to do this is by: logging into parent portal, enter your credit card information, and save it.

★ Recurring Billing

Click the checkbox beside “**Use for Recurring Billing**” for hassle-free and worry-free payments!

Prices

- **Annual Registration Fee: \$25**
- **Recital Costumes: \$85**
- **Recital Tickets: Vary depending on venue**
- **Tuition:**
 - Our annual tuition is divided into 10 easy monthly payments
 - **\$5** off for each additional group class!
 - **\$5** off each additional sibling!
 - Tuition includes **ALL** the classes for the whole month!
 - Classes meet weekly!
 - **Bonus** → if there's a 5th week in a month... the 5th class is provided at **no additional cost!**

The screenshot shows a mobile form titled 'Add Payment Method'. It includes fields for Card Number (with a card icon and 0/16), Expiry Date (MM/YY, 0/5), First Name, Last Name, and Zip Code (0/10). Below these fields is a checked checkbox labeled 'Use for recurring billing'. At the bottom are 'Save' and 'Cancel' buttons.

Flat Rate Classes:

The monthly tuition for performance company, competition sub-groups, solos, duets, and trios are a set amount for all students. They are excluded from the multi-class discount. **See next page for details.**

Goins Dancing Parent Handbook

Monthly Tuition Payments

Class Type	Monthly Tuition	Notes
First Class	\$50	Base rate
Second Class	\$45	\$5 off second class
Third Class	\$40	\$5 off third class
Fourth Class	\$35	\$5 off fourth class
Company Class	\$15	Flat rate
Competition Subgroup	\$55	Flat rate
Solo	\$85	Flat rate
Duet	\$75	Flat rate
Trio	\$65	Flat rate

Have more than one dancer?

▼ Learn about our family pricing here!

Tuition is lower for each additional dancer in the family!

- The tuition of the 1st class for **1 dancer** is \$50/month
- The tuition of the 1st class for a **2nd dancer** is only \$45/month (**\$5 less!**)
- The tuition of the 1st class for a **3rd dancer** is only \$40/month (**another \$5 less!**)

1 st Sibling		2 nd Sibling		3 rd Sibling	
1 st class	\$50	1 st class	\$45	1 st class	\$40
2 nd class	\$45	2 nd class	\$40	2 nd class	\$35
3 rd class	\$40	3 rd class	\$35	3 rd class	\$30
4 th class	\$35	4 th class	\$30	4 th class	\$25



Payment Policy

31 Due Dates:

- Tuition is due on **the 1st day of each month.**
- The **Annual Registration Fee** is due on **August 1st**, or at the time of enrollment if joining after August 1st.
- Recital Costume Fees are due on **November 1, 2025.**

☺ We want to make managing tuition and fees simple and stress-free for you.

- All accounts must have a saved payment method on file.
- Accounts enrolled in recurring billing will have tuition and scheduled fees drafted automatically on their due dates. Any past-due balances may also be drafted at that time.
- Families enrolling after the 1st day of a month will see prorated tuition and registration fees added to their account, with payment drafted shortly after enrollment.
- Families not enrolled in recurring billing (no saved payment method or an unchecked “recurring billing” box) are responsible for submitting payments by their due dates.

!! Past-Due Balances

If a **past-due** balance remains unpaid after the 5th day of the month, Goins Dancing **may reattempt payment later in the month** to help prevent tuition from accumulating.

🌟 Helpful Tips

- Staying current with monthly payments keeps account balances low and manageable. Missed payments result in larger balances that require higher payments to bring accounts up to date.
- Families can log in anytime to view their balance, make a payment, or check their recurring billing status.

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Alternative Payment Arrangements

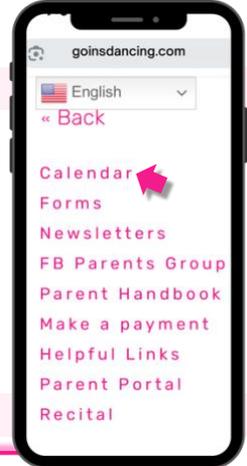
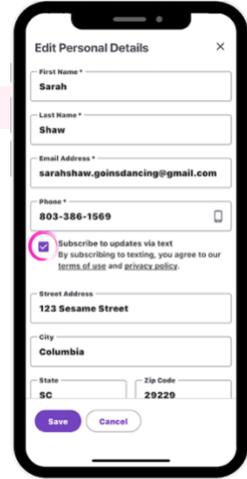
If you anticipate a payment will be late, please contact us before the due date to request an alternative payment arrangement. Requests are considered on a case-by-case basis.

- **Kathryn (text):** 803-260-7183
- **Sarah (email):** sarahshaw.goinsdancing@gmail.com

Communication

Goins Dancing teachers and administration use a variety of means to communicate with families:

1. **Mass Text Messages** via AKADA (Comes from: **803-599-2176**)
 - **Must be subscribed to texting:** [Learn How!](#)
 - You can save **803-599-2176** in your contacts as Goins Dancing.
2. **Monthly newsletters:** distributed via email on the **1st of each month.**
3. **Facebook Parents Group:** [Join here!](#)
4. **Facebook Page:** [Click here to follow!](#)
5. **Printed material:** Info cards and handouts are available in our lobby. Families are encouraged to come inside and take anything that they find helpful!
6. Our website, www.goinsdancing.com, contains important parent information.



Studio Closures & Holiday Schedule

Goins Dancing follows the **Lexington School District 2** holiday and break schedule.

- Scheduled studio closures are listed on our [annual calendar](#).
- Unexpected closures (such as inclement weather) will be announced through:
 1. Our public [Facebook Page](#)
 2. Our private [Parent Facebook Group](#)
 3. Mass Text message ([if subscribed to texting](#))

What to Wear to Class

What to Wear

Dancers can wear anything in classes that allows them to move freely.

>>> EX: leggings, gym shorts, T-shirts, and/or tank tops.

Leotards

Many younger girls wear leotards, however, this is not a requirement.

Shoes		No Shoes
Ballet Light Pink Ballet Shoes	Tap Black Tap Shoes	
Jazz Skin toned Jazz Shoes	Lyrical Half sole Pirouette Shoes	
		<ul style="list-style-type: none">• Tiny Dancer• Dance PossAbilities• Eagles• Hip-hop• Tumble classes

- Dance shoes are not required for trial classes or when dancers first enroll.
- We also have some second-hand shoes available for free.
- Shoes can be purchased from anywhere!

[View Examples](#)

Goins Dancing Parent Handbook

Local Dancewear Store

Well-Heeled Dancewear

169 A HWY-378 W
Lexington, SC 29072
(803) 399-1229

[Click here to email](#)

[Facebook Page](#)



The Turning Point

1030 Harden St
Columbia, SC 29205
(803) 782-8188

[Website](#)

Withdrawal Policy

While we hope your dancer will continue growing with us, we understand that sometimes schedules or circumstances change. If you need to withdraw your dancer from a class, notify Goins Dancing **by the last day of the previous month** to avoid tuition being drafted on the 1st.

- Notification can be sent by texting Ms. Kathryn, emailing Ms. Sarah, or using the **Contact Us** form at goinsdancing.com.
- Account holders are responsible for any **past due charges** on the account at the time of withdrawal.
- If a dancer withdraws **between the 1st and the end of the month**, tuition for that month remains due.
- All fees paid prior to withdrawal are **non-refundable**, including costume payments. Costumes may be picked up from the studio lobby once they arrive if the account is paid in full.

Important: Charges will continue to accrue if notification of withdrawal has not been received by Ms. Kathryn or Ms. Sarah.

Feedback

Your Feedback is extremely important to us.

- For **non-emergency needs**, please refrain from sending text messages past 8 pm.
- Voicemails, emails, and text messages will be returned in 24-48 hours.
- We invite parents to write reviews on Facebook, Google, and Yelp.

Social Media

Please **like**, **follow**, and **subscribe** to us on Facebook, Instagram, and YouTube.

- **Facebook:**
 - [Goins Dancing Page](#)
 - [Goins Dancing Parents Group](#)
- **Instagram:** [@goinsdancing](#)
- **YouTube:** [Goins Dancing](#)
- [LinkTr.ee](#)



Recitals and Dress Rehearsal Week

- Dress rehearsals and recitals are in the Spring.
- Details are provided through:
 - Monthly Newsletters (1st day of each month sent via email and then housed on goinsdancing.com)
 - The [Facebook Parents Group](#)
- Details are provided throughout the year. We **aim** to have all recital details provided by March 1st and try really hard to meet that deadline.

Recitals

- We typically have 4-6 recitals on the same day.
- Dancers who are in several classes might perform in more than one recital.
- Details about hair, make-up, and tights are already on the recital webpage!
- Dancers will remain backstage with our wonderful team of staff and volunteers for the entire recital.
 - If a child needs to leave before the end of the recital, parents can notify Ms. Kathryn or Ms. Sarah in advance.
- We ask that guests stay for the entire recital.
- All dance classes participate in the recital **(including tumble classes)**.
- All dancers receive an award after their last recital.

[Recital Webpage](#)

Recital Participation

All Goins Dancing classes, including tumbling 🤸, participate in our end-of-season Dance Recital.

- If you would like your dancer to opt-out of the recital, please email: complete a [Recital Opt-Out Form](#) or email sarahshaw.goinsdancing@gmail.com

Recital Costumes

General dance classes are separated by specific age ranges.

- Each age group buys/wears the same dance costume for the recital.
- The “girl” costumes are “3-in-1” costumes. They include 1 leotard, shorts, and 2 skirts.
- Dancers enrolled in multiple classes of the same age group will purchase **one** costume that will be worn for each recital dance.
- Teachers will specify which bottoms to wear by March 1st.
- Dancers who are enrolled in classes **of different age groups** need to purchase **1 costume for each age group**.
- Dancers in specialty classes or competition (company, solos, duets, and trios) purchase additional costumes and a uniform.
- **Costume Price: \$85**
- **Costume money is due November 1st.**
- **Costume money is non-refundable or exchangeable.** If you withdraw from our program prior to the recital **and** your account balance is at \$0, you can pick up the costume at the end of the season. It is yours to keep!

Dress Rehearsal Week

- The week before recital day is “**Dress Rehearsal Week**”
- Dancers wear their recital costumes to class. (Competition costumes are not worn this week)
- Each class will run through their dance once or twice and take pictures. Visit the recital webpage for more details.

Goins Dancing Parent Handbook

Health & Safety Guidelines

Keeping our dancers, families, and staff safe is a top priority at Goins Dancing. We appreciate your partnership in creating a healthy environment for all!

When to Stay Home

Please keep dancers at home if they show any of the following symptoms:

- A fever
- Vomiting
- Diarrhea
- Sore throat
- Shortness of Breath
(Not due to Asthma)
- Loss of Taste or Smell
- Muscle aches
- Chills
- New or worsening cough
- Head lice

• **Temporary Health Measures**

- Goins Dancing may introduce additional health and safety procedures as needed. These may include increased sanitation, modified class routines, or the use of face masks.
- Families will be notified of any temporary health measures through:
 - text
 - email
 - posts in the Goins Dancing Parents Group on Facebook

• **Hygiene Practices**

- Teachers and dancers are encouraged to sanitize their hands at the beginning and end of each class.
- Families may send personal hand sanitizer with their dancer, if desired.

• **Injuries and other limitation**

If your dancer has an injury or another circumstance that limits their participation, please let us know. We'll adjust as needed to keep them safe and included during class.

• **Pick-Up Safety**

- If someone new will be picking up your dancer, please inform us in advance. Our staff may verify unfamiliar individuals to ensure your child's safety.

• **Virtual Class Option**

- When a dancer is unable to attend class in person due to illness or other circumstances they may request to participate via Zoom when available. To allow time for planning, please notify Ms. Kathryn as early as possible (by 2 pm for the best chance of accommodation).

Notifications and Requests

- Please let us know the reasons for absences. This will help us to meet your dancer's and family's needs.
 - **Text:** 803-260-7183
 - **Email:** SarahShaw.GoinsDancing@gmail.com

Extended Studio Closure Plan

In the unlikely event of a long-term studio closure, classes will be moved to Zoom temporarily. Families will be notified by text, email, and Facebook.

Glossary

Term	Definition
• Account	The parents and children/siblings within the family unit. This includes blended and foster families.
• Account Balance	The total of all charges on your account, including both past-due amounts and posted charges not yet due.
• Company	Specialty dance classes that cost \$15 per month. Dancers perform at venues in various locations throughout the dance season and Summer.
• Competition	Dance classes that compete at regional and/or national dance competitions.
• Dance Season	The dance session that begins in August and continues until May or June, concluding with a dance recital in the Spring.
• Dress Rehearsal	A dance rehearsal prior to the recital in which the dancers wear their dance costumes.
• General Dance Classes	Group dance classes open to all dancers that do not have any prerequisites. (Ballet, tap, hip-hop, lyrical, tumble, jazz, and tiny dancer).
• Goins Dancing Liability and Photo Release	A form completed by a parent at the dancer’s first class and then annually each August.
• Inclusive	The practice or policy of providing equal access to opportunities for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups.
• Parent Portal	The web-based platform run by AKADA that Goins Dancing uses for enrollment and billing of dance classes.
• Past Due Balance	Unpaid charges that have passed their due date and remain outstanding on your account.
• Recital	The end of the dance season performance in which each dance class performs a dance routine.
• Recurring Billing	A process in which Goins Dancing withdraws charges and fees from your credit or debit card on file on their designated due dates.
• Registration Fee	A \$25 fee applied one time per dance season to each account that has a dancer enrolled for the season. It’s applied during the 1st month of dance season enrollment. (Summer Session is exempt from this fee)
• Specialty Classes	Dance classes that are a flat rate (excluded from our multi-class discount) These classes include: company, competition sub-groups, solos, duets, and trios.
• Summer Session	A short dance session that spans the months of June and July .
• Withdrawal	The act of notifying Goins Dancing administration that your dancer is disenrolling from 1 or more dance class(es).



Important Dates

2025 -2026

Date	Event
8/1/25	\$25 Registration Fees Due
8/1/25	Tuition Due
8/4/25	1st Day of Fall Classes
9/1/25	Tuition Due
9/1/25	Closed for Labor Day
10/1/25	Tuition Due
Oct 27-30, 2025	Dress-up Week
10/31/25	Closed - Halloween
11/1/25	Recital Costume Fee Due (\$85)
11/1/25	Tuition Due
Nov 24-28, 2025	Closed for Thanksgiving Break
12/1/25	Tuition Due
Dec 15-19, 2025	Pajama Week
Dec 22, 2025 - Jan 2, 2026	Closed - Winter Break
1/1/26	Tuition Due
1/19/26	Closed for MLK Jr. Day
2/1/26	Tuition Due
Feb 9-13, 2026	Valentine's Week
2/16/26	Closed for President's Day
3/1/26	Tuition Due
4/1/26	Tuition Due
Apr 3-10, 2026	Spring Break - No Classes
5/1/26	Recital Tickets Go on Sale
5/1/26	Tuition Due
TBD	Recital Week
TBD	Dance Recitals
5/25/26	Closed for Memorial Day