

RULES AND POLICIES – THE DANCE COMPANY

The Dance Company is a not-for-profit corporation operated by and for its members. All who pay tuition or annual fees to *The Dance Company* are members. *The Dance Company's* policy is to combine quality instruction in varied dance disciplines with an enjoyable and professional atmosphere. Individual, personal attention and analysis of student's abilities by experienced, expert teachers is important for proper dance training. Our dedicated staff encourages each dancer to achieve the highest possible level of competence.

Placement and Contact with Teachers

Placement in the appropriate class is important to each student's skill development and personal growth. For students younger than seven, placement is based on the student's age as of the first day of class. For students age seven and older, skill level and experience are also considered.

The instructor will monitor each student's progress and communicate results to students and parents regularly. Premature advancement to the next level can have a profound and negative impact both on a student's self-confidence, and on skill acquisition and development in proper technique. The instructor's placement decisions are final and always meant to be in the best interest of the student.

Dress Code (strictly enforced)

FEMALE – All Ballet classes – black leotard, pink tights, appropriate style pink ballet shoes, hair in a bun.

MODERN, TAP, JAZZ – black leotard or unitard with black, pink, or tan tights. Black bike shorts or leggings are permitted. Sweat pants and additional layers are permitted only during warm-ups or at teachers' discretion. Black tap and tan jazz shoes; bare feet for Modern Dance classes. Hair must be confined, off the face and not be a distraction during class.

Jewelry other than small earrings is not allowed in class and should be left at home.

MALE – Black bike shorts or leggings/pants and white t-shirt. Tan jazz or black ballet shoes; bare feet for Modern classes.

MUSICAL THEATRE/HIP HOP- Dancewear or loose fitting streetwear

Attendance

In order to attain growth within any dance discipline students must attend class on a regular basis. If an emergency arises and you need to miss class, please call *The Dance Company*. Students will not be included in performance choreography if repeatedly absent from class. The week of rehearsals prior to the end of year show are mandatory for all dancers performing in the show. Students must **arrive promptly** for class and **be prepared** to take class in proper attire with hair up and shoes on.

Tardiness disrupts the entire class and is a hazard to the dancer's safety. Habitual tardiness or any other disruptive behavior will result in parents being contacted regarding removing child from class. Students may not arrive at school more than 15 minutes before class and must be picked up promptly after their class is finished. The circular drive in front of the studio is not a parking lot, please keep this in mind when picking your child up from class. A respectful and kind attitude is expected of all students. Please call *The Dance Company* if you are unable to attend class.

Behavior

Dancers are expected to be well-behaved, courteous, honest and to abide by the rules of The Dance Company.

All dancers and parents/guardians must conduct themselves in a manner that is respectful to others and themselves. They may not make comparisons to each other or speak negatively about one another or the instructors.

Talking or any disruption in the classroom will not be tolerated. Students with consistent behavior problems will be sent to the Director's office and the parents will be contacted.

There will be no rough-housing or loud voices in the building.

Students are expected to keep the bathrooms, dressing room, waiting areas, and classrooms neat and clean. Dancers and visitors are expected to pick up after themselves.

Recital and Costume Fees

Recital Fees help to offset the cost of the Spring Performance. There are generally three shows on our Performance Weekend. Pre-school students perform one number. Combination classes perform one number in tap and one number in ballet. All other students are in one number per class. Costume fees are \$70 per costume. The first costume installment is due in October and the second due in November. **All costume fees must be paid by December 1st. Costumes will not be given to your dancer until all fees are paid and your account is current.** Costume fees may not be refunded after costumes are ordered and the office must be informed of any changes in classes that affect costume orders before January 1.

Dismissal Policy

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment fees despite attempted contact and invoice reminders.
2. Not observing the rules and policies of the studio.
3. Physical and/or verbal abuse of staff or children, by a parent or child.

Parent/Guardian Responsibilities

Parents are welcome to remain in the lobby during classes. Although we understand the need to bring younger siblings to the studio, please supervise them so that classes are not interrupted. In addition, children should not be left unattended in the waiting room area or outside the studio. Children that are being unusually loud will be asked to sit quietly.

It is not the responsibility of the instructor or the studio for loss of materials or items left in the studio, waiting room, dressing room, any other areas of the building or our recital facility.

Pick-Up/Drop Off

Please be prompt in picking up your children. Tell your child to remain in the lobby and not outside. We are not responsible for children once they leave the building.

Payment Policy

Monthly tuition fees are based on the number of hours taken by each family. Payment is due the first week of each month, August-May. There is a \$20 late charge for all payments received after the 10th business day of the month. Returned checks are subject to a \$30 charge. Dancers may not be allowed to perform in the Spring Recital if their account is not paid in full.

Registration fees, recital fees, costume fees and 1st month of tuition fees are non-refundable. Monthly fees remain the same despite fewer classes (holidays) or more classes (5-week months). Refunds are issued in the form of TDC Credit. No cash refunds are provided.

Families who are enrolled and paying full tuition for dance instruction at other dance studios will not be considered for scholarships for tuition assistance.

Dropping classes

You **MUST** submit any changes in classes or dropping of classes in writing, **at least 30 days in advance or you will be responsible for that month's tuition.** We are holding a spot for your child and need to release it if he/she will no longer be attending that class.

Communication Policy

It is extremely important to have good, positive communication between TDC and our students and their families. Important class information and announcements will be posted on our whiteboard, website, Instagram, Facebook page, and Twitter each week. It is each student or parent's responsibility to check these each week to make sure you stay up to date. If you miss a class or for whatever reason do not come with your student to class, it is your responsibility to ask for weekly announcement information. Please make sure your address, email and phone number are current at all times through www.mydanceworks.net or the Office Manager. **You may also pay your account online at this web site.**

Performance Ensemble Members

Participating in Ensemble is a privilege that requires effort, commitment, and desire. Ensemble rehearsals and performance preparation will take place at times that are in addition to scheduled classes.

Performance Ensemble auditions will be held at the discretion of the Director, date to be decided.

All dancers wishing to be a part of the Ensemble team must audition and pay the audition fee.

A separate letter discussing the Ensemble policy as well as audition schedule will be sent to eligible dancers.

The Ensemble Coordinators and Studio Director have the right to dismiss any Ensemble member due to tardiness, absences, behavior and/or lack of payment as well as dancers and/or parents that do not follow Company policy.

There is a one-time fee of \$150 if a company dancer quits Ensemble after being choreographed into at least one dance. This will cover rehearsal and re-choreography costs and adjustments needed for the team.