

# THE DANCE COMPANY STUDIO POLICIES (2021/2022 Season)

## 2021 – 2022 CALENDAR

September 6 <sup>th</sup>	Labor Day Closure
Oct. 18 <sup>th</sup> – 24 <sup>th</sup>	Inter-Sessional Break #1
November 15 <sup>th</sup>	Costume Fees Due
Nov. 22 <sup>nd</sup> – 28 <sup>th</sup>	Thanksgiving Break
Dec. 6 <sup>th</sup> – 11 <sup>th</sup>	Parent Observation Week #1
December 18 <sup>th</sup>	Winter Wonderland Holiday Show
Dec. 20 <sup>th</sup> – Jan. 2 <sup>nd</sup>	Winter Break
Feb. 14 <sup>th</sup> – 20 <sup>th</sup>	Inter-Sessional Break #2
Mar. 21 <sup>st</sup> – 26 <sup>th</sup>	Parent Observation Week #2
Mar. 28 <sup>th</sup> – Apr. 3 <sup>rd</sup>	Spring Break (Moorpark ONLY)
Apr. 11 <sup>th</sup> – 17 <sup>th</sup>	Spring Break (Camarillo ONLY)
May 27 <sup>th</sup> – 30 <sup>th</sup>	Memorial Day Closure
June 18 <sup>th</sup>	Annual Recital (tentative date)

## REGISTRATION & TUITION

Registration requires paying 1<sup>st</sup> Month + annual membership fee (\$45 per dancer).

Mini Classes (Ages 2-4): \$58 / class per month  
Junior Classes (Ages 5-8): \$70 / class per month  
Tween/Teen Classes (Ages 9+): \$84 / class per month

## REFUNDS / CREDITS

- Tuition, membership fees, and costume fees are not refundable for any reason. Refunds are only issued when TDC cancels a class due to low enrollment.
- No refunds will be given if a similar online class is provided in place of an in-studio class.
- No refunds will be given if a class is cancelled due to natural disaster, pandemic, or state/local government mandated closure

## ROLLOVER REGISTRATION

For your convenience, and to reserve a space for the following season, annual membership fees will be automatically renewed and applied to your account on May 1, 2022 unless an "opt out" notice is submitted on or before April 25<sup>th</sup>, 2022.

## WITHDRAWAL FROM CLASS

There is a one month minimum for all lessons. A one-month notice from the first of the month is required to discontinue any payments for the following month. To withdraw a parent must complete and sign a withdrawal form. Automatic tuition processing will stop after the one-month notice period.

## PRIVATE LESSON RATES & CANCELLATION POLICY

All private lessons canceled with more than 24 hours notice will receive a full refund. No-show lessons or lessons canceled with less than 24 hours notice will be charged the full amount.

- Individual Private Instruction: \$90 Per Hour; \$60 Per ½ Hour
- Small Group Private Instruction (2 - 3 dancers): \$80 Per Hour (per dancer); \$50 per ½ Hour (per dancer)

## INTER-SESSIONAL BREAKS

TDC provides two inter-sessional breaks that provide flexibility during the dance season: one in the early fall and one in the early spring. Inter-sessional breaks allow for the potential makeup of classes in the event of breaks or a cessation of classes for any reason.

## DANCE INSTRUCTION ALTERNATIVES

TDC will continue to provide hybrid instruction with an on-line (Zoom) remote learning alternative to traditional in-studio instruction through January 2022. At that time, the need for on-going remote learning will be evaluated based on current state / local government guidelines.

At TDC we aim to help our students achieve excellence in **DANCE + LIFE**. That is our *More Than Just Great Dancing* philosophy and at this time in history, that's more important than ever before! We can't wait to welcome you and help you find the perfect program to suit your personal needs!

## ATTIRE

**Ballet (3-4 years / 5-7 years):** Any style/color leotard, PINK tights (preferred, but not required) and PINK ballet shoes. Hair should be out of the face (ponytail or bun).  
**Ballet (8-11 years):** Black leotard, PINK tights and PINK ballet shoes. Hair should be in a bun.  
**Ballet (12+):** Black leotard, PINK tights and PINK ballet shoes. OPTIONAL: Short Ballet Skirt or Short Black Dance shorts worn over leotard. Tight fitting black jacket (like Company jacket) can be worn over leotard. Hair should be in a bun.  
**Advanced Ballet Dancers (by invitation of instructor/director):** Any color leotard, PINK tights and PINK ballet shoes. OPTIONAL: Short Ballet Skirt or Short Black Dance shorts worn over leotard. Tight fitting black jacket (like Company jacket) can be worn over leotard. Hair should be in a bun.  
**Tap / Jazz (All Classes):** Dance pants, leotard or other form fitting t-shirt/tank-top. TAP: BLACK tap shoes / JAZZ: TAN jazz shoes. Hair must be pulled back out of face.  
**Hip-Hop / Mini-Sessions (All Classes):** Loose fitting athletic style clothing that dancers can easily move in. Skirts must have leggings or shorts underneath. Athletic style shoes must tie or have velcro closures. No slip on shoes. Hair must be pulled back out of face.

## CLASSES

- Teacher assignments will be announced before classes begin and are subject to change without notice.
- TDC reserves the right to reschedule or combine classes or to provide a substitute/replacement teacher as deemed necessary.
- TDC reserves the right to deliver class content via an on-line system in the event that classes are not able to be conducted live for any reason including, but not limited to: weather (including Fire Season), teacher absence, or governmental advisory.

## STUDIO ETIQUETTE

- For security and safety reasons, videotaping and photos are not allowed while classes are in progress. Photos are allowed before and after classes, with the instructor's and other parents' permission.
- No dangling jewelry may be worn in class. Instructors will ask students to remove any jewelry that is deemed a safety concern. Dancers enrolled in Progressing Ballet Technique are not allowed to wear any ankle jewelry.
- Absolutely no gum, food or drink (except water) is allowed in class.
- Food/snacks are allowed in the common areas (not in classrooms). Please be courteous and clean up any mess.
- Parents should sit quietly in the observation areas (if available). Do not block entrances/exits. Siblings must be supervised. Children must be supervised when entering and leaving the building. The Studio is not responsible for children who leave the premises.
- Do not bring valuables to the studio. TDC is not responsible for lost or stolen items.
- Students, parents, and teachers are expected to conduct themselves with respect for each other at all times. A cooperative environment is essential for learning.
- TDC reserves the right to refuse service.

## ATTENDANCE

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Missed classes may be made up within 30 days of the original absence. Makeup classes should be pre-arranged through the front desk. Please call the studio when unable to attend class.

## INCLEMENT WEATHER

In the event of inclement weather (including fire related incidents) an email will be sent and a social media post made by 2pm if classes are canceled (by 8am for morning classes). Any canceled classes may be made up on your own time from our regular schedule, based upon availability.

## PERFORMANCES

**Winter Wonderland Holiday Show:** We will finish our first semester of classes with a fun and informal show.

- Accessory/Prop Fee: \$25
- Ticketing information: TBA

**Annual Studio Recital:** We will end the 2021/2022 dance season with our annual recital.

- Recital Dates are considered tentative until scheduling is finalized with the venue in early 2022.

**Annual Studio Recital Costume Orders:** All classes have a recital costume unless noted on the schedule.

- Spring Recital costumes will be automatically processed to the Card on File on November 15 and are not refundable after November 30.
- Costumes are ordered over Thanksgiving break. Costumes will not be ordered unless payment is received in full.

## COMMUNICATION

TDC utilizes multiple forms of communication to keep our families informed of important studio information:

- EMAIL / TEXT:** Important Studio Updates / Communications are sent out throughout the year via email / text. Please ensure that the studio has the correct email address and cell phone # on file. If you are not receiving e-mail / text communications, please check with the front desk, so that any necessary system updates can be made.
- PAPER NOTICES/FLYERS:** Important Studio Updates / Communications will also be sent home with dancers throughout the year. Please make sure to check dance bags and to follow up with your dancer about any notices that they have received.
- SOCIAL MEDIA:** TDC posts regular updates about studio events on-line. Please follow us on both Facebook (The Dance Company Moorpark; The Dance Company Camarillo) AND Instagram (thedancecompany\_mpk\_cam) to stay connected with the latest studio information.
- STAFF/DIRECTOR MEETINGS:** The Program Manager is happy to arrange a conference at the parent's request. Please contact [chantal@dancetdc.com](mailto:chantal@dancetdc.com) to arrange a conference. Please do not conference with faculty members before/after class.

## SAFER STUDIO POLICY

**TDC requires all staff and students to stay home when they are ill. Staff and students must be fever free for 24 hours (without the aid of fever reducing medication) before returning to the studio.**

**In order to reduce community spread of Coronavirus, we follow best practices and recommendations from our local health department and from our industry associations, More Than Just Great Dancing!® and Youth Protection Advocates in Dance.**

**Therefore TDC focuses on a hierarchy of measures beginning with keeping ill people home, followed by frequent hand cleaning and good hygiene practices, amplified cleaning, and curricular and facility adaptations to minimize contact and mingling where possible. All studio classes are backed up on an online learning platform. In the event a class is unable to be held at the studio classes, will convert to an online learning platform until in-studio classes can resume.**

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## TUITION & OTHER FEES

- Monthly tuition is based on a 39-weeks of dance instruction, that is pro-rated to a monthly tuition rate.
- Tuition rate is the same each month, regardless of the length of the month, absences or studio closures. There are no refunds, transfers, or credits on missed classes.
- **Monthly tuition payments will be automatically processed on the 1<sup>st</sup> of each month to the credit card provided upon registration.**
- Any monthly payments not able to be processed (for any reason) will be considered delinquent and a \$20 late fee will be charged if the outstanding balance is not cleared by the 10<sup>th</sup> of the month.
- Credit Card updates:
  - **Self-Service:** Credit Card information can be updated directly by the family via TDC's on-line Parent Portal. If a new Credit Card is required for processing tuition, the new information **MUST** be entered before the 1<sup>st</sup> of the month.
  - **Manual request:** A Credit Card Update form can be filled out in Studio. A manual change in Credit Card information **MUST** be submitted a minimum of 5 business days before the end of the month to ensure processing before tuition is charged on the 1<sup>st</sup> of the next month.
- Students will not be allowed to attend class if payments are delinquent.
- **DROPPING CLASSES:** A **30 day written notice** of cancellation via email, or in person (fill out a 'drop' form) is required or you will remain responsible for all tuition charges and applicable fees.
- **OTHER FEES:** Incidental Fees such as costumes fees, membership fees, company fees, merchandise, etc. will be charged to the credit card on file. Scheduled charges will be communicated via email and/or paper notice prior to processing.
- **Private Lessons:** Private lessons are available at an extra charge. Private lessons are helpful to learn a routine for a competition, for extra technique, or for extra help for classes that have been missed. Please inquire at the front desk for additional information, if interested in scheduling a private lesson.

## AUTHORIZATION OF AUTOMATIC PAYMENT

Card Type (circle one):      Visa                      Mastercard                      Discover

Dancer's Name: \_\_\_\_\_ Name as it appears on card: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date (MM/YY): \_\_\_\_\_ 3 Digit Security Code: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

## AGREEMENTS / RELEASE OF LIABILITY

Parents/Guardians give permission for their child/teen to be photographed/videotaped during regular studio activities, and that these photos/videos may be used in print material and/or on the studio's website. It is understood that photos/videos of under aged persons will not include their names: \_\_\_\_\_  
**(parents initials).**

Parents/Guardians release Davis-Garcia, INC / The Dance Company and all its representatives/agents, of any liability for accident, injury, or illness that may occur while attending dance class/performances. Parents/Guardians are responsible for the drop off and pick up of their child at the appropriate times. Parents/Guardians have read and understood the studio policies and rules, tuition rates, and release and agree to abide by The Dance Company policies and rules.

\_\_\_\_\_  
(Parent or Guardian Signature)

\_\_\_\_\_  
(Date)