

The Dance Company, LLC

Handbook

2018-2019

Please sign the attached form to acknowledge that you have read and understand the following terms. Signed forms are due September 14. Failure to return handbook form will inhibit child from dancing until form is completed.

Thank you!

Tuition and Registration

Dancers who wish to order a Recital T-Shirt must do so at registration. T-Shirt packages are \$10.00 per student. This is the only time we will be taking t-shirt orders. **For new dancers**, there is an additional, one-time only \$5.00 registration fee. The latest we allow a dancer to register is December 31st, as it allows the choreographer to plan accordingly and help the process of costume orders run smoothly. **Monthly tuition is due the FIRST week of each month. There will be a strict \$10.00 late payment fee for tuition that is late.** Please see the payment plan to see when all payments are due. We accept CASH, CHECKS, and CREDIT/DEBIT payments. Returned checks are subject to a \$25.00 fee. If a dancer's account is not in good standing before recital, they will not be able to purchase tickets in advance.

Costumes & Recital

Costume deposits are \$45.00 per costume and will be due in November. These deposits are non-refundable. Balances for costumes will be sent home once costumes have been ordered and will be due at the end of January. If tuition and balances are not paid, the costume will not be able to go home with your dancer until all outstanding payments are made.

Since 1990, The Dance Company has put on an end of the year Recital. All of our dancers are expected to perform with their classes and showcase all of their hard work. Recitals are generally at the end of May or beginning of June, so please plan accordingly. Please see all newsletters about recital as we get closer.

Studio Rules

All dancers should arrive and enter the studio room on time READY to listen, learn, and dance. Please leave belongings in the cubbies, and turn cellphone ringers off. We will not tolerate the use of cellphones in class unless given permission.

It is important that dancers keep their hands to themselves during class and respect one another. Please do NOT hang on any furniture in the dance studio, including the curtains, stunt mats, and barres. If a student becomes a distraction to the class, the instructor has the right to remove the dancer until they are able to behave.

There is NO food allowed in the studio room, unless given permission. We ask that dancers and parents please clean up after themselves in the studio and in the lobby to keep our space as tidy as possible.

No preschool or elementary school dancer will be allowed to leave the studio without an adult. We ask that students who are dropped off at dance arrive 5 minutes before class, and remain in the building until their parent/guardian has arrived to pick them up. We encourage that you come into the studio to pick up your child. If you should be running late, please contact us at (413) 372-5990.

Lastly, we will NOT tolerate any form of bullying within the studio and outside the studio from parents or dancers. We ask that you respect this policy as we wish to keep The Dance Company an enjoyable and safe space for our families. If we become aware of an incident, a Parent-Teacher-Dancer meeting will be scheduled.

Attendance, Makeups & Withdrawal

While perfect attendance can be hard to achieve, we would like to remind parents and dancers that new things are taught every day and reoccurring absences can hinder one's ability and the class's ability to learn. Dancers are encouraged to sit in on a class even if they cannot dance so they do not fall behind. ***Please call us if you are unable to make it to class, we understand that things happen! Please make your instructor aware if you know prior to class that you will be absent.***

While we wish dance was for everyone, we understand that it can be hard to balance everything at once or commit to dance. In the case that a dancer decides to withdraw from classes, we ask that it be done through a written document stating your wish to withdraw 2 weeks ahead of time. If a student is not seen or heard from for three consecutive weeks, the instructor has the right to remove the student from the dance

Parental Involvement

As parents and guardians, you know your son/daughter better than we do. If there is anything that can be done to make class more enjoyable for them, please let us know! We ask that you are supportive of your child and motive them to attend dance class and participate whenever possible.

We are also here for you! Parent and studio connection is very important to us. Please like our Facebook Page and follow us on Instagram for weekly updates, as well as sign up for our emailing list! The bulletin board in the lobby will also have important information for all the parents. ***It is your responsibility to know what is happening at the dance studio, so please make an effort to read these notices.*** If you have any questions, we are happy to answer them! The best way to contact us is in person, but we are also available by phone on weekdays after 4:00 PM or on Facebook Messenger.

Lost Items

To prevent the loss of items, please write your name in all of your dancer's belongings, especially their shoes. Any lost items should be brought to the lost and found located in the studio. Please do not wait to look through the lost and found, as the items will be donated at the end of season. The studio is not responsible for any lost or stolen items, so please leave valuables at home or in a safe area.

Social Media

We respect that some parents do not want their child being photographed. All photographs and videos will also be taken with the dancer's permission as well. **Parents may also post photos and videos, but must have the permission from the parents of children present in the photo.** We will not post any media that can be offensive, negative, or violate a dancer's image. It is in our best interest to represent our dancers and studio in a positive manner to create a safe environment to dance in. **Please note that all choreography produced within the studio is property of the choreographer. Please do not post any videos of choreography without the permission of the choreographer.**

We thank you for joining us this year to dance at The Dance Company, LLC. We look forward to another amazing year of growth and enjoyment. If you have any question, please feel free to reach out to us!

Best,

Arianna, Courtney, & Staff



Please cut and sign the attached form to acknowledge that you have read and understand the 2018 – 2019 terms. **Signed forms are due September 14.** Failure to return handbook form will inhibit child from dancing until form is completed. Thank you!

I have read and understand the terms at The Dance Company, LLC and will comply to the best of my ability.

Dancer's Signature (If Applicable)

Date

Parent's Signature

Date

The Dance Company, LLC

413.372.5990

1492 Allen Street, Springfield, MA