



# Welcome Packet

## Welcome to our Studio!

Thank you for joining us at The Dance Company for our 36th year of dance! We're looking forward to another amazing, inspiration, and exciting year of dance and performances here at The Dance company. We hope that your dancer finds our studio to be positive, enriching, and a safe space to let themselves explore the art of dance, as well as their own creativity and abilities! We're so excited that you have taken the chance to explore this journey with us!

As we enter our 36<sup>th</sup> dance season, we want to make sure that you are updated on important dates, events, and information on policies and procedures for our studio! **When registering for classes, you are acknowledging receipt and adherence to the information in this packet.** If you have any questions, please contact us via email at [thedancecompany413@gmail.com](mailto:thedancecompany413@gmail.com).

*Courtney Normand & TDC Staff*

# POLICIES

We take pride in offering professional dance education in a positive, welcoming environment. We expect that all of our dancers and their families review the following policies and procedures and sign the final form of this packet. Your signatures acknowledge that you have read through our policies and procedures thoroughly.

## CONNECT WITH US!

During the year, we give our dancers & their family's lots of information! **The best way to stay updated is to view our Parent Portal at the beginning and the end of each month and read our monthly newsletters.** Quick emails will also be sent out as reminders, so please make sure to check your email regularly.

**PARENTS – You are expected to stay up to date and ask questions as they arise.**

**Important note: Please do not interrupt your dancer's class to speak with the instructor!** If time permits, instructors may be available for quick conversations before or after class. You may also leave a note at the office desk, and they will contact you as soon as possible via telephone or email.

**We kindly ask all parents to refrain from sending messages regarding The Dance Company to our personal Facebook pages or by text message through our personal cell phones!** Instead, please send an email (listed below) or message through The Dance Company's Facebook page. It is much easier for us to keep track of business through our business social media pages and email. Thank you so much for your understanding & cooperation!

FACEBOOK: The Dance Company

WEBSITE: [TheDanceCompany.net](http://TheDanceCompany.net)

EMAIL: [thedancecompany413@gmail.com](mailto:thedancecompany413@gmail.com)

# STUDIO ETIQUETTE

1. We have NO TOLERANCE FOR GOSSIP, RUMORS, PROFANITY, or NEGATIVE ATTITUDE! We want everyone to enjoy the dance season, including our faculty, dancers, & their families!
2. We respect all others! Treat others the way you wish to be treated!
3. Do not enter the dance classroom unless you are a dancer or have been asked to come in by the instructor.
4. For everyone's safety, we do not allow running or excessive horseplay throughout our studio, waiting room, or lounge. Any person not following the rules will be asked to leave.
5. We do not allow gum chewing in class.
6. We ask that EVERYONE please pick up after themselves when they are leaving the studio, bathroom, or waiting room. **Leave the space better than you found it!**

## DANCE ATTIRE



## Dress Code

### CREATIVE MOVEMENT

Tights, Leotard, Pink Ballet Slippers

### TJ COMBO

Tights, Leotard, Dance Shorts (Optional) Tan Jazz Shoes, Black Mary Jane Tap Shoes

### BALLET

Pink Tights, Black Leotard, Dance Shorts/Skirt  
Pink Ballet Slippers

### LYRICAL/CONTEMPORARY

Tan Footless Tights, Black Leotard, Dance Shorts/Skirt

### HIP HOP

Appropriate Activewear, Clean Dance Sneakers

### TINY DANCER & TB COMBO

Tights, Leotard, Dance Shorts/Skirt (Optional)  
Pink Ballet Slippers, Black Mary Jane Tap Shoes

### HT COMBO

Tights, Leotard, Dance Shorts (Optional) Clean Dance Sneakers

### JAZZ

Tan Tights, Leotard, Dance Shorts/Leggings  
Tan Jazz Shoes; Character Heels (Per Instructor)

### TAP

Tan Tights, Leotard, Dance Shorts/Leggings  
Tan & Black Tap Lace-Up Shoes

### ACRO

Tan Footless Tights, Leotard

Instructors hold the right to have dancers observe class if they are dressed in inappropriate attire for class OR do not have appropriate footwear.

## FANCY FEET PLUS

67 East St, Ludlow, MA 01056  
(413) 583-8779  
[www.fancyfeetplus.com](http://www.fancyfeetplus.com)

# CLASS PLACEMENT

During the first month of dance classes, we'll be evaluating dancers to ensure that they are placed in proper classes best suited for their ability and learning style. The age classifications listed for each class are a general guideline that our studio uses to help us! If there is a class that your dancer is interested in, but does not fit the expected age, we are happy to discuss your dancer's placement.

# CLASSROOM BEHAVIOR

Dancers attend dance class to have fun and explore the art of dance! When behavior issues have to be addressed, it disrupts the flow of the classroom and uses up precious time that could be used more efficiently otherwise. Our goal is for each dancer to have FUN, be respectful, and learn!

**We do not allow:** gum, foul language, disrespectful towards oneself, other students, faculty, or our property, or dangerous. We follow a strike policy! After your child has been spoken to about their behavior (3) times, your child will be asked to leave the classroom and parents will be notified.

# TUITION

## **What time frame constitutes the dance season?**

Our dance season begins September 9th and typically runs until mid-June.

**Registration Fee:** New students are expected to pay a \$15.00 NEW DANCER registration fee.

## **How do I make payments?**

Parents have the option of paying with CASH/CHECK at the studio. If we are not at the desk, you pay leave your check/cash payment in a labelled envelope in our drop box. **Please do not leave money on our desk!**

Parents may also pay online using a Debit/Credit through our Parent Portal. Parents also have the option to opt into an auto-payment system on our Parent Portal.

## **Yearly versus Monthly Tuition?**

Families have the option of paying for the full year and are eligible for a 10% discount. *This deal covers September – May. Please expect a partial June tuition* – we do not charge for the entire month, only based on weeks classes are held before our recital. **Please note: This deal is only offered during our in-person, summer registration events.**

## **When is tuition due?**

Monthly tuition is due by the 1<sup>st</sup> of each month and no later than the 5<sup>th</sup> of each month!

If payment is not received by the 5<sup>th</sup> of the month, a \$10.00 late fee will be added to your account. If payment is not received by the 10<sup>th</sup>, an additional \$5.00 late fee will be added to your account. These fees cannot be waived and must be paid with your monthly tuition before your child can participate in classes.

**ALL TUITION PAYMENTS ARE NONREFUNDABLE.**

## **What about months with less weeks in them than others?**

Families do not pay per class each week – payments are divided evenly to cover the entire year of tuition. Monthly tuition payments do not change due to the number of classes in any given month – holidays & school vacations are already accounted for.

## **What happens if I miss a class?**

Credit will not be given for any missed classes due to illness or personal commitments. You are welcome to make up any missed class – please speak with your instructor to arrange.

## **When I register my dancer, what is the commitment?**

When registering, dancers commit to the entire season and are required to pay every monthly payment unless the student chooses to un-enroll from classes by November 30, 2021. If a dancer chooses to un-enroll from classes after December 1, 2021, the dancer/family is required to pay for the remainder of the year of dance.

## **Costume Payments**

A \$50.00 costume deposit, PER CLASS is due in early November. The remaining payment balance will be due in January. The costume total price is dependent on the manufacturer's set prices – we try to purchase affordable costumes, but we also care about the quality of our dancer's costumes.

If a dancer joins a class after November 1, 2024, the \$50.00 costume deposit per class is due immediately upon registration.

### Are there discounts for families?

Please refer to the payment chart on the next page to view discounts for additional classes! We consider a dance family one unit, so please refer to the total classes your children take when looking at the chart.

TDC also offers an office assistant/internship program for TDC dancers, alumni, and parents. Individuals must be 15 years or older. Tasks include greeting families and dancers, answering questions that arise, and assisting with daily studio tasks (i.e., Tracking attendance, answering phone, accepting, and logging payments). Compensation is in the form of deductions to monthly tuition. If interested, please speak with Arianna

	MONTHLY TUITION RATES
1	\$50.00
2	\$90.00
3	\$130.00
4	\$170.00
5	\$210.00
6	\$250.00
7	\$270.00
8	\$290.00
<i>Unlimited</i>	\$310.00

Nuova - \$50.00 per Month  
Included in Unlimited package  
Private Lesson - \$30.00 per Hour

# CLASS ABSENCES

As with any hobby, skill, or class, attendance is vital to mastering and enjoying dance to its fullest! You are a part of a team with your classmates and it's important to be there for your team. Please make every effort to attend class! Dancers may even sit out to observe their classes.

Inform us if you are unable to attend a class. **Dancers that are no call/no show for 3 classes in a row, are subject to being removed from the routine.**

If The Dance Company must close due to inclement weather or guidance by the state, we will notify families 1 hour prior to our first class. We will do our best to arrange makeup classes – whether it be virtually or in-person.

**For Dance Nuova: Dancers are expected to attend all Nuova classes. If they are unable to attend; they must provide a 1 week notice to the instructors. Excessive unexcused absences may lead to removal of routines.**

# STUDENT ASSISTANTS

Being a student assistant is a great way to be engaged in the studio! Dancers that are 10 years old or older and have at least 5 years of dance experience are eligible to assist classes. If interested, please speak to Arianna.

# RECITAL 2025

The Dance Company's 36<sup>th</sup> Annual Recital

June 2025 | Location: Longmeadow High School

**Please note: All classes are MANDATORY during the week before recital. We will only make excuses for illness, family emergencies, or senior events (i.e., Graduation).**

## Dress Rehearsal:

Dress rehearsal takes place the night before recital. **All dancers MUST attend the dress rehearsal. We will only make excuses for illness, family emergencies, or senior events (i.e., Graduation).**

More details about the recital will be released at the start of 2025. Please keep an eye on your emails for additional details and save the dates!

**Recital Routines:**

Class routines typically begin in the winter, but each instructor is different depending on level and length of choreography. Class changes or withdrawals must be made by November 31, 2024. We ask this as a courtesy for our instructors and other students in the class. **If you decide to withdraw after December 1, 2024, you are required to pay the full yearly tuition.** We stop taking NEW dancers by NOVEMBER 30, 2024.

# PHOTOGRAPHY/VIDEO

By signing the end of this document, you are granting permission to record the participation of the student on video or by photograph, and to use it for promotion and public relations on the website ([www.thedancecompany.net](http://www.thedancecompany.net)), in print, and at other The Dance Company functions for promotional purposes only. Such recordings are the property of The Dance Company.

*We cannot wait to dance with you!*

From all of us at The Dance company, we are looking forward to another great year! Please feel free to contact us at [thedancecompany413@gmail.com](mailto:thedancecompany413@gmail.com) if you have any questions!

Dancingly Yours,

*Courtney*

& Arianna, Janet, Emily, Yoselyn, Mikayla, & Lea

**PLEASE RETURN THE FORM ON THE NEXT PAGE TO THE DANCE COMPANY. YOU MAY BRING IT TO THE DESK OR LEAVE IT IN OUR MAIL BOX NEXT TO THE DESK. FORMS MUST BE SIGNED & RETURNED BY 10/01/2024 BEFORE DANCERS CAN CONTINUE CLASSES! THANK YOU!**



# PLEASE SIGN & RETURN

## *Confirmation of Receipt of Studio Policies*

INITIAL EACH  
LINE!

As (a parent of) a dancer at The Dance Company, I understand that....

Parent Portal and email are the primary means of communication between TDC and my family. I acknowledge it is my responsibility to check this email to ensure I receive information from The Dance Company. I will notify The Dance Company front desk if my email address changes.

EMAIL: \_\_\_\_\_

\_\_\_\_\_ I am not to interrupt my dancer's class with non-emergencies to ask questions or watch their class without being invited into the room. I understand I can leave a message for my dancer's instructor at the front desk. I am not to text message or Facebook message my dancer's instructors personal accounts with questions related to The Dance Company and will use [thedancecomapny413@gmail.com](mailto:thedancecomapny413@gmail.com) for inquiries.

\_\_\_\_\_ I understand that all tuition and costume payments made to The Dance Company are non-refundable.

\_\_\_\_\_ I understand tuition for each month of the year is due by the 1st of the month. I understand that payment received after the 5th of the month will incur a \$10.00 late fee and payments received after the 10th of the month incur an additional \$5.00 late fee. I understand these fees cannot be waived from my account.

\_\_\_\_\_ If my dancer decides to un-enroll from their class(es) after December 1, 2024. I understand I am required to pay for the entire year.

\_\_\_\_\_ I understand that my dancer is expected and encouraged to attend and participate at all shows throughout the year. When dates are announced, I understand it is my responsibility to alert the owner and teacher if my child cannot participate or attend.

\_\_\_\_\_ I am granting permission to The Dance Company to record the participation of my child on video or by photograph, and to use it for promotional and public relations on the website and social media.

\_\_\_\_\_ I understand that if my child has any specific needs, whether medical, emotional, or otherwise, it is my responsibility as their guardian to communicate these needs with their instructor so that we can provide the best possible experience for all.

Student(s): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FORMS MUST BE SIGNED & RETURNED by the end of September.**