

THE DANCE COMPANY STUDIO POLICIES

2023 –2024 CALENDAR

June 26th–July 9th	Summer Break 2023
July 10th	FirstDay of Classes
September 1st–4th	Labor Day Closure
Oct. 16th–22nd	Inter-Sessional Break #1
October 31st	Halloween Closure
November 15th	Recital Costume Fees Due
Nov. 20th–26th	Thanksgiving Break
Dec. 21st–Jan. 7th	Winter Break
Feb. 19th–25th	Inter-Sessional Break #2
March 25th–31st	Spring Break (Moorpark ONLY)
April 1st–7th	Spring Break (Camarillo ONLY)
May 24th–27th	Memorial Day Closure
June 30th	Annual Recital
July 1st–July 7th	Summer Break 2024
July 8th	Classes Resume

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.

PERFORMANCES

Annual Studio Recital: This is an exciting and rewarding part of the dance experience that everyone looks forward to. We encourage all dancers to participate!

- Recital Dates are considered tentative until scheduling is finalized with the venue in early 2024.
- Recital Participation Fee (\$100) will be automatically processed to the Card on File on November 15.
- All participating dancers will receive a T-Shirt, Trophy and Digital Link of the performance.

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.

REGISTRATION & TUITION

- TDC Dance Classes are offered year round.
- TDC is a year round studio. You are enrolled until you tell us otherwise.
- 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 1st of each month to the credit card provided upon registration.**
- Registration requires paying 1st Month + annual membership fee (\$60 per dancer).

Boppin' Babies classes: \$74 / class per month
Classes (Ages 2-4.5): \$79 / class per month
Classes (Ages 5+): \$89 / 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

LOYALTY MEMBERSHIP

For your convenience, annual Membership fees will be automatically renewed and applied to your account on May 1, 2024 unless a "change of membership" notice is submitted on or before April 25th, 2024.

WITHDRAWAL FROM CLASS

There is a one month minimum for all lessons. A one-month notice is required to discontinue any payments for the following month. To withdraw a parent must submit a drop notice (Google Form). Automatic tuition processing will stop after the one-month notice period.

Cancellation Notice Example: Submit Google Form drop notice by December 31, and January will be your last tuition installment.

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 year: one in the early fall and one in the early spring. Inter-sessional Break weeks allow for teacher and administrative staff development as well as deep cleaning and/or facility improvements.

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, pandemic 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.
- 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. Make-up 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.

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.
**** TO OPT OUT OF TEXT MESSAGING**
Text STOP to 805-399-6977 at any time**
- **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 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. In the event a class is unable to be held at the studio, TDC will convert to an online learning platform until in-studio classes can resume.

THE DANCE COMPANY STUDIO POLICIES

TUITION & OTHER FEES

- 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 1st 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 10th 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 1st 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 1st 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 Google Form submission is required or you will remain responsible for all tuition charges and applicable fees.
 - **Cancellation Notice Example: Submit Google Form drop notice by December 31, and January will be your last tuition installment.**
- **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): _____

Signature of Cardholder: _____

AGREEMENTS / RELEASE OF LIABILITY

- 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.
- 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.
- **TEXT COMMUNICATION OPT IN:** By checking this box, Parents/Guardians give permission for THE DANCE COMPANY to send Important Studio communications via text message. Communications will include information about studio closures, studio events (recital, etc), and other updates/reminders that may impact your dancer(s). Frequency of messaging may vary throughout the dance season. I understand that message and data rates may apply. Please ensure that the studio has the correct cell phone # on file. If you are not receiving text communications, please check with the front desk, so that any necessary system updates can be made. **TO OPT OUT OF TEXT MESSAGING: Text STOP to 805-399-6977 at any time.**
- **EMAIL COMMUNICATION OPT IN:** By checking this box, Parents/Guardians give permission for THE DANCE COMPANY to send Important Studio communications via email. Communications will include information about studio closures, studio events (recital, etc), and other updates/reminders that may impact your dancer(s). Frequency of messaging may vary throughout the dance season. Please ensure that the studio has the correct email address(es) on file. If you are not receiving email communications, please check with the front desk, so that any necessary system updates can be made.

(Parent or Guardian Signature) _____

(Date) _____