



# The Dance Connection

## Policies and Procedures

Thank you for your enrollment in The Dance Connection. We are so excited that you have chosen us for your child's dance education!

### **Enrollment Options:**

The Dance Connection is proud to offer semester only or full year enrollment options:

- **Full Year Enrollments:**

- The full season contract is valid from January - May and July - November.
- This is a commitment contract. Due to the upfront discounts offered, there is a no cancellation or refund policy.
- Should your dancer drop for any reason before the season ends you will be automatically charged the payment method on file for the remaining dance season balance due. This includes tuition, costumes, and recital fees. This balance and any amounts paid for the 2023 dance season are also non-transferrable.
- Should a dancer drop there is also no refunds and balances paid cannot be transferred to a new dance season or to another dancers account.
- Selecting the full year season enrollment is considered to be a contract for the 2023 dance season.

- **Spring Only Enrollments:**

- Spring Only Enrollments are eligible in months January - May.
- This is a month to month enrollment.
- If your child must drop for any reason written notice must be received by the 15th of the month in order to not be billed for the next months tuition.

- **Fall Only Enrollments:**

- This is a full commitment season.
- Fall Enrollments are eligible in months July - November
- There is a no cancellation policy for Fall Semester Enrollments.
- Any dancer who drops before the season ends will automatically be charged the remaining tuition balance due on the dancers account.

## **Studio Policies**

- We strive to have our classes run on time. Please have your dancer potty, ballet shoes on, hair pulled back and READY to enter class at your child's class start time.
- Classroom doors will open promptly 5 minutes before the start of your dancers class time. It is imperative for the consistency of classes that your dancer is dropped off and picked up on time EVERY week.
  - Dancers consistently being picked up more than 5 minutes after their scheduled class time ends will be charged a fee of \$5 per 5 minutes.
- All classes will dismiss 5 minutes prior to their end time in order for us to start the next class on time. Please be on time as there are often class announcements to be made.
- ALL dancers should have a cover up on over his/her dance attire.
- Street shoes should be worn into and out of the studio.
- Dance shoes should NEVER be worn outside of the studio. Not only is it bad for your shoes but it is bad for our dance floors as well.
- Chewing gum is NEVER allowed inside the studio.
- All dancers' hair should be pulled back away from the face. Buns/dewdrops are preferred over ponytails.
- Dance bags should be big enough to fit all dance shoes, as well as street shoes and any personal belongings brought into the studio.
- LABEL, LABEL, LABEL everything that belongs to your dancer with first and last name. NOT initials. This includes shoes, bags, water bottles, clothing etc...TDC is NOT responsible for any items lost or stolen.

## **Safety of our dancers is #1!**

- Dancers will NOT be allowed to leave the studio unattended.
- The outside studio door will be locked at all times while class is in session.

## Tuition, Fees & Installments

- Tuition is due on the 1st of the month and no later than the 5th of the month.
  - All tuition payments are due by auto draft.
  - Any payment not received by the 5th of the month will be billed a 25% late fee.
  - Method of payments for non tuition items (including but not limited to costume fees, recital fees, tights, tshirts, programs, etc.) include cash, check, money order, auto draft, .
- All families are required to keep a current payment method on file. Any unpaid bills will incur a 25% late fee and a dancer will not be allowed to return to class until the account is brought current.
- A \$35 fee will be charged for each NSF draft. After 2 NSF drafts, payment will only be accepted by cash or money order.
- All accounts must be kept current in order for a dancer to continue in classes. If an account is not clear by the end of said billing month the dancer will not be allowed back to class until the account is brought current, including any late fees.
- All account balances must be current for tangible items such as; recital costumes, recital T-shirt's, recital tights and tickets to be given out. Tangible items will be held as payment until monetary payment has been made and the account is brought current
- Tuition is due monthly. We do not take full installments of tuition.
- All fees are **NON REFUNDABLE**. This includes anything payable to The Dance Connection, such as but not limited to tuition, competition and recital costumes, recital programs, videos, tickets, tshirts, convention and competition fees, choreography fees, master classes, registration fees, camp fees, etc...

### **Notes from the office:**

- Be sure to sign up for text remind messages!
  - text 81010 @tdcdance
- Please NEVER hesitate to contact us with any questions or concerns. We are here to help you and your dancer(s) have a rewarding and memorable experience that is well organized and family friendly at ALL times.
- You may contact us the fastest by emailing [info@brdance.com](mailto:info@brdance.com) or by call or text on the studio cell at 225-713-1455.
- Please remember that we do not have someone in the office at all times but the office manager can be easily reached at ANY TIME by calling or texting the studio cell phone number.

### **Contact Information:**

28977 Walker South Rd

Ste D

Walker, LA 70785

Studio Cell: 225-713-1455

Facebook: [www.brdance.com](http://www.brdance.com)

Website: [www.tdcdance.net](http://www.tdcdance.net)

Mrs. Jen: [mrsjen@brdance.com](mailto:mrsjen@brdance.com) Jennifer Long (Office Manager): [office@brdance.com](mailto:office@brdance.com)

General Inquiries: [inquiry@brdance.com](mailto:inquiry@brdance.com)