

THE DANCE FORCE: Studio Policies

September 2022 - August 2023

REGISTRATION: Registration can be done online at: thedanceforce.com. Please fill out and submit your registration form, indicating your class choice(s). Be sure to **supply a current email address** when filling out your form. Upon receipt of your registration, an invoice will be emailed for the registration fee of \$25.00 (single dancer) or \$35.00 (siblings). Registration forms and payment must be complete before participating in dance class. All students/parents/guardians will receive a Tuition/Costume Statement. This explains what your yearly tuition will be (broken into 5 bi-monthly payments) as well as your costume costs for the year.

TUITION: Tuition is calculated based on the number of classes within the school year (September – June) then divided by 10 months. Therefore the monthly tuition amount remains the same regardless of the number of classes that fall within each month. Tuition is billed in two month increments. Invoices will be emailed via PayPal prior to the start of each two month period: Sept/Oct, Nov/Dec, Jan/Feb, March/April and May/June. Payment is due in full within 30 days of invoice date. If a given day of the week receives fewer classes during the course of the year due to snow days or other cancellations, then make-up classes will be scheduled or June tuition will be prorated to reflect the missed class(es). **Please note: if tuition is not paid within 30 days of invoice, a late fee of \$15.00 will be applied to your balance.** An additional \$15.00 will be added to the balance each month until paid in full. If at any time tuition is not paid for two consecutive months, classes will be suspended until payment is received.

CLASS RULES: Students should arrive on time for class dressed in dance attire (see dress code). Each student should bring a bag/tote with all their dance shoes as well as a water bottle. Snacks are not allowed during class so please do NOT bring food to the studio. Street shoes and coats/jackets should be stored in the cubbies. **Please understand we are not a babysitting service.** Students should arrive no more than 5 minutes early and pick-up should be promptly at the time class ends. Please notify us by email if someone other than a parent/legal guardian will be picking up your child.

DROP OFF/PICK UP: To limit the number of people inside the studio, students must be dropped off and picked up at the front door located on Washington Street. For students age 4 and under, one parent/guardian is allowed to stay/be present during class time.

ATTIRE/SHOES: Students must wear dance attire to all dance classes. Please see **Dress Code Below**. Each dance subject requires specific dance shoes. Students must be dressed for class as stated in the dress code and must bring the appropriate/required dance shoes for each dance subject.

RECITALS: All classes for age 3 and up will perform in our June Recitals. Dates are as followed:

Recitals: June 24th 2023 Dress Rehearsals: Thursday June 22nd & Friday June 23rd

Dress Rehearsal is mandatory for all students! Any student who is absent from Dress Rehearsal will not be allowed to perform in the Recitals. It is assumed that all students in class will participate in the Recital. If for any reason a student will **NOT** be dancing in the Recital, The Dance Force must be notified in writing by **January 1st** as this greatly impacts choreography and the other students in class.

COSTUMES: To perform in our June Recitals, all students will need one costume per class/subject taken. Costume prices are listed in your Tuition/Costume Statement. Costume Payments will be included in your Sept/Oct invoice (first ½ of costume total) as well as your Nov/Dec invoice (second ½ of costume total). All Costume balances must be paid in full by January 1st. Any student who has not paid for their costume(s) in full by January 1st will **NOT** be ordered a costume and therefore will not be able to participate in the Recitals. Once a costume is ordered it cannot be cancelled. Therefore, any and all costumes ordered for your child must be paid for in full. Costumes cannot be returned and costume payments cannot be refunded once the order is placed. Anyone who does not want to participate in the Recital must notify The Dance Force by January 1st to avoid being charged/ordered a costume.

ATTENDANCE: Students must attend class regularly! Please notify the studio via email or phone if your child is unable to attend class. Refunds or reductions will not be given for missed classes. Any student exhibiting ANY signs/symptoms of illness **MUST** stay home/miss class. Any student showing signs of illness while at the studio will be sent home from class.

CANCELLATIONS: If classes must be cancelled due to inclement weather, an email will be sent to all students affected by the closure. An announcement will also be left on The Dance Force answering machine: (781) 762-2288 and posted on our Facebook page. Please be sure to follow us on Facebook and provide us with a current email address (that is checked regularly) when registering. Each class is allowed one cancellation without a make-up class or reduction in tuition. If more than one class is cancelled, a make-up class will be held or a reduction in June tuition will be made.

TERMINATION OF CLASSES: You may withdraw from any class at any time with written notice to The Dance Force. If written notice is not received, the student will be marked absent and charged for all classes until written notification IS received. **PLEASE NOTE:** Withdrawing from class after March 1st negatively impacts the entire class and Recital routine causing many last minute changes to be made. This is both unfair and inconvenient to the other students in the class as well as the instructors. Please plan accordingly when deciding whether to participate in the June Recital (by January 1st).

UNPAID BALANCES: The Dance Force requires payment in full for all classes taken, costumes ordered or services rendered of any kind. Payments must be made on time to avoid late fees. Any unpaid balances may be reported to a debt collection agency and subject to additional late fees.

ZERO TOLERANCE POLICY: The Dance Force will not tolerate any acts of bullying, racism or discrimination of any kind. We expect our students and staff to treat everyone with kindness and respect.

LIABILITY: The Dance Force will not be held responsible for lost or stolen items. Please be sure to leave valuables at home. As all physical activities involve some risk of injury, The Dance Force will not be held responsible for any injury that may occur while participating in our dance classes.

***By enrolling/participating in our dance classes,
you/your dancer agrees to follow the above stated studio policies.***

THE DANCE FORCE: DRESS CODE

All Students Must Wear Dance Attire and have the proper dance shoes in order to dance! Students **WILL** be made to sit out if not dressed appropriately.

THE DANCE FORCE can order all the shoes and dancewear you need! Please email us to place an order.

Proper Dance Attire:

Leotards (worn with tights)

Biketards (worn with tights)

Unitards

Ballet skirts

Cotton/lycra leggings (capri or full length)

Cotton/lycra fitted shorts (worn with tights)

Lycra/spandex form-fitted tank tops

Lycra/spandex form-fitted short sleeve work-out shirts

Cotton/lycra or spandex form-fitted yoga pants

** Form-fitted = hugs the body like a leotard*

Tights must be worn under all dance wear unless full length leggings/pants are worn.

No Bare Legs Allowed!!!

Hair must be pulled back securely off the face.

Not Acceptable:

Jeans or khakis

Jogging pants, pajama pants or baggy pants of any kind

T-shirts & Sweatshirts

Blouses

Loose or baggy fitting shirts of any kind

School clothes

Bare legs

Remember: Students wearing the above items will NOT be allowed to participate in class!

SHOES: Requirements for ALL students

Ballet - All ballet shoes must be pink leather. Split sole recommended for Force 2 - Level 2.

Students in Twinkle Toes and Romp & Roll Classes will need ballet shoes.

Tap - All tap shoes must be tan slip-on oxfords. Split sole recommended for Force 2 - Level 2.

Students in Mini-Force and Force 1 classes are also allowed to wear tan velcro Maryjane style tap shoes.

Jazz - All jazz shoes must be tan, slip-on oxfords.

Hip-Hop – Intro, Force 2 and Force 3 need tan jazz shoes. Level 1 & 2 Hip-Hop will require black hip-hop sneakers.

Cheer-dance and Baton require jazz shoes (see above).

Modern dance is done in bare feet. No shoes required.

If you have any questions regarding dance attire please contact
THE DANCE FORCE at (781) 762-2288 or thedanceforce@gmail.com