

THE DANCE FORCE: Studio Policies

September 2023 - August 2024

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. The dancer/parent/guardian will receive a Tuition/Costume statement via email. 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**, 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 \$20.00 will be applied to your balance.** An additional \$20.00 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.

DROP OFF/PICK UP/CLASS RULES: Dancers should enter through the front door located on Washington Street. Please arrive **on time** for class, dressed in dance attire (see dress code). Each dancer 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.

We encourage parents to drop off and pick up as space is limited and most dancers do better without their parents present. However, every child is different and parents are allowed to stay in the seating area if/when needed. If your child requires help in the restroom, a parent/guardian **MUST** stay during class time. **Please understand we are not a babysitting service.** Dancers should arrive **no more than 10 minutes** prior to class start time. Pick-up should be promptly at the time class ends. Please notify us by email if someone other than you/a parent/legal guardian will be picking up your dancer.

CELL PHONES & SMART WATCHES: Cell phones and smart watches are NOT allowed in the dance room! Both must be stored in your dance bag and left in the waiting/seating area during class time. Dancers should not be leaving the classroom to check their phones/devices. Please silence your phones when dance class is in session.

ATTIRE/SHOES: Dancers 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. Hair should be pulled back off the face and secured well.

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

Recitals: June 22nd 2024 Dress Rehearsals: Thursday June 20th & Friday June 21st

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

COSTUMES: To perform in our June Recitals, all dancers 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 December 15th. Any dancer who has not paid for their costume(s) in full by December 15th 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 dancer 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: All dancers 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. Having dancers absent from class impacts the entire class, not just that dancer! When making your class choices please be sure you can commit to attending this class every week! Any dancer who has 5 or more absences, may be removed from class and/or unable to perform in the Recital.

CANCELLATIONS: If classes must be cancelled due to inclement weather, an email will be sent to all dancers 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 dancer 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 dancers in the class as well as the instructors. Please plan accordingly when deciding whether to participate in the June Recital.

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 dancers, staff and dance parents to treat one another with kindness and respect. Failure to conduct oneself appropriately, may result in removal from our dance classes.

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 dancers MUST wear dance attire and have the proper dance shoes in order participate in dance class!
Dancers **WILL** be made to sit out if not dressed appropriately/missing their dance shoes.

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

Proper Dance Attire Includes:

Leotards (worn with tights)
Biketards (worn with tights)
Unitards
Cotton/lycra/spandex leggings (capri or full length)
Cotton/lycra/spandex fitted shorts (worn with tights)
Cotton/lycra/spandex form-fitted tank tops
Cotton/lycra/spandex form-fitted short sleeve shirts
Cotton/lycra/spandex form-fitted yoga pants
Cotton/lycra slim-fitted jogger pants or jazz pants
Ballet skirts (over leotard/biketard)

Tights must be worn with all dance wear unless full length leggings/pants are worn. No Bare Legs Allowed!!!

Hair must be pulled back securely off the face. Jewelry should not be worn to class.

Not Acceptable Attire:

Jeans, khakis, pajama pants
Baggy/loose pants of any kind.
Baggy t-shirts & sweatshirts
Blouses
Dresses/skirts
Bare legs

SHOES: Requirements for ALL Dancers

Ballet - All ballet shoes must be pink leather. Split sole recommended for Force 2 through Level 2.
Students in Twinkle Toes and Dance & Play Classes will need ballet shoes.

Tap - All tap shoes must be tan slip-on oxfords.
Students in Mini-Force and Force 1 classes are also allowed to wear Velcro Maryjane style tap shoes (tan)

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, Musical Theater and Baton require tan jazz shoes (see above).

Modern dance is done bare foot. No shoes required.

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