



STUDENT'S NAME: _____

COMPANY: _____

The Dance Official (TDO) Policies & Information Handout: **Recreational Program**

Welcome to The Dance Official's 2024-2025 Dance Season. We are delighted to welcome you to our dance community. Below, you will find important information regarding TDO's policies. Should you have any inquiries, please do not hesitate to reach out to us at thedanceofficial.tdo@gmail.com.

Refund Policy, Class Attendance, and Notice Requirements:

1. Refunds, credits, or makeup classes will not be provided for instances of injury, illness, or inclement weather. The Dance Official (TDO) reserves the right to cancel classes, and in such cases, makeup classes or refunds may be arranged.
2. TDO does not assume liability for personal injuries sustained on or around our premises.
3. Parents or Guardians are required to inform TDO at least 1 hour in advance if a student is unable to attend class.
4. Students arriving more than fifteen minutes late will not be admitted to class without prior arrangements with our staff.
5. If a student wishes to withdraw from the dance school year, notification must be received by TDO no later than October 15th, 2024, to process a refund for any remaining classes.

Change Room and Lost Items Policy:

1. TDO acknowledges that personal property is the responsibility of the individual owner and cannot be held liable for any loss or damage that may occur on the premises. We strongly advise all participants to clearly label their belongings, such as dance shoes and clothing.
2. The Lost and Found facility is in the lobby locker and is subject to annual emptying. Any unclaimed items will be donated to charity. Parents are urged to remind their child to retrieve all belongings periodically throughout the year.
3. Strict regulations prohibit the consumption of any food or beverages, excluding water, within the dance studios. This policy will be strictly enforced. Furthermore, the presence of cell phones is strictly prohibited in the teaching environment and nut products are prohibited within the studio.
4. We kindly request that parents ensure their child maintains a clean environment by picking up after themselves. If providing snacks or meals, we ask parents to thoroughly inspect the lobby area for any potential litter during pick-up.

Dress Code

1. ***Footwear Regulations:*** To maintain a professional and safe environment, outdoor shoes are strictly prohibited inside the dance studio. Hip hop shoes are to be used for indoor use only. Students without proper dance footwear will not be granted access to the classroom.
2. ***Adherence to Dress Code:*** All students must abide by the dress code guidelines during technique and choreography classes. Failure to comply will result in exclusion from class participation.
3. ***Timely Attire Changes:*** Students are expected to be prepared for their next class within a maximum of three minutes. Prolonged outfit changes are to be avoided. If unsure of appropriate attire, it is recommended to wear a bodysuit and tights for all classes. The dress code policy will be strictly enforced. Breaks have been implemented into the schedule to allow students to eat and rest. These will be the only times students will get to eat.

4. Hair Regulations: Hair should be neatly styled away from the face, with no stray hairs. Buns and braids are recommended hairstyles, and the use of hairspray and gel is encouraged to ensure hair remains secure during movement.
5. Ballet Attire: Ballet tights must be maintained in good condition without any holes. Dance attire is considered part of the student's uniform and should be presented neatly on a weekly basis. A separate dress code is provided for ballet. Please ensure to follow the guidelines.
6. Nail Hygiene: Students are required to keep their nails neatly trimmed and maintained at a reasonable length to ensure safety and hygiene standards are met.

Costumes

1. Costumes are included in your annual tuition and will be provided to you before the year end recital.

Recital

1. All recreational students are required to perform in the year end recitals.
2. A tech dress rehearsal will be provided prior to the show to provide comfort and confidence for our dancers. It is suggested that each recreational family purchases a minimum of 2 tickets for the recital.
3. Recital dates are listed below for your convenience and early booking. .

Allergies

1. It has come to our attention that numerous students within our studio have allergies. In response to this, we ensure that The Dance Official maintains a Nut Free/Peanut Free environment. We kindly request that parents adhere to this rule when preparing snacks for their children attending the studio. Thank you for your cooperation in creating a safe and inclusive space for all dancers.

Social Media

1. It is imperative that students are consistently reminded of the serious repercussions that may arise from posting comments or photos on social media platforms such as Facebook, TikTok, Instagram, Snapchat, or others, particularly in relation to other students, staff, or the studio as a whole. Our competitive students serve as leaders and role models within our dance community and are therefore expected to exhibit behavior characterized by sensitivity, respect, and integrity at all times.
2. We strongly recommend that parents oversee group chats utilized by students for communication purposes. Please note that The Dance Official is not liable for any issues stemming from such interactions. Should any conflicts arise, we encourage you to address them amongst yourselves, outside of both the studio and class environments.

Cell Phone Policy:

1. At our studio, we kindly request that students refrain from using technological devices, such as cell phones and tablets, during scheduled class times. In the event that a parent needs to contact their child during class, they may do so by calling the front desk, and we will promptly relay the message. Thank you for your cooperation in creating a conducive learning environment for all students.

Client and Staff interaction:

1. All communication regarding class times, schedule adjustments, and other related topics must be directed through the studio admin or via Aly and A.J.
2. Staff members are not permitted to engage in direct conversations with clients regarding class scheduling or any other administrative matters.
3. Clients should refrain from seeking clarification or making requests directly to staff members and should communicate solely through the designated channels.
4. The studio admin and Aly and A.J. are responsible for facilitating communication between staff and clients to ensure a smooth and efficient interaction process.

Miscellaneous

1. It is recommended that utensils, including forks, spoons, knives, and napkins, be provided by parents for their children's lunches or snacks. The Dance Official does not supply such items except in special circumstances.
2. Parents are advised to have their own band aids, icepacks, female products, Advil, and Tylenol on hand for their children. The Dance Official does have an emergency supply available if needed.
3. Please note that The Dance Official is not responsible for disseminating information regarding birthday parties or other events involving students outside of the studio. Thank you for your understanding.

This form must be signed and submitted to The Dance Official in order for your child/children to participate in our program. A duplicate of this document will be included in your google drive and can also be accessed on our website.

All completed forms must be returned by **September 30th, 2024.**

By signing below, I acknowledge my agreement with the statements above and demonstrate full comprehension and respect for the policies and procedures implemented by The Dance Official. I am aware that any failure to adhere to these rules may result in my dismissal from the program. Furthermore, I commit to functioning as a cooperative team member and commit to attending all mandatory events, meetings, and classes.

STUDENT'S NAME: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

PRINTED NAME: _____

The Dance Official Important Date Information
2024-2025 RECREATIONAL PROGRAMS

Monthly Payments Begin		September 1 st , 2024
First Day of Dance		September 9 th , 2024
<i>Term One Payment Due</i>		September 9 th , 2024
Rosh Hashanah	Studio Closed	October 2 nd - 4 th , 2024
Yom Kippur	Studio Closed	Oct 11 th & Oct 12 th
Thanksgiving	Studio Closed	October 13 th & 14 th , 2024
Halloween	Studio Closed	October 31 st , 2024
<i>Term Two Payment Due</i>		November 11 th , 2024
Winter Break	Studio Closed	Dec 21 st , 2024 – January 6 th , 2025
<i>Term Three Payments Due</i>		January 20 th , 2025
Family Day	Studio Closed	February 17 th , 2025
March Break	Studio Closed	March 10 th - March 16 th , 2025
<i>Term Four Payments Due</i>		March 31 st , 2025
Passover	Studio Closed	April 13 th & April 14 th , 2025
Easter Weekend	Studio Closed	April 18 th – April 21 st , 2025
Victoria Day Closed	Studio Closed	May 17 th - 19 th , 2025
Last Day of Classes		June 7 th , 2025
Recital		June 9 th & June 10 th , 2025