

I hereby acknowledge my understanding of the Company commitment, including all contents of this packet, but specifically the following:

- Commitment is for an entire school year
- Payments will be made in accordance with the fee schedule and are nonrefundable
- Company volunteer hours will be fulfilled each semester or otherwise paid at \$10 per hour
- Student will attend at least one technique class and one Ballet Strengthening class per week (mandatory)
- Student will come to class dressed in appropriate attire or will not be allowed to participate (refer to dress code in packet)
- Unexcused and/or frequent absences may result in student not being allowed to dance in upcoming performance(s) and/or part may be under-studied.
- A charge of \$50 will be assessed for tutu rental from wardrobe and will be paid in full prior to participation in performance(s)

Parent Signature

Date

Student's Name (please print)



Twin Cities Ballet

Company Packet

2016-2017

1301 Morrissey Drive #1
Bloomington, IL 61701
(309) 663-9333
www.tcbdance.com

Office hours:

Monday-Thursday	4:30-8:00
Saturday	9:00-12:00

Payment Information

Registration Fees

Registration fees are \$30 per student. This is a nonrefundable annual fee and is due at the time of registration.

Payments

Payments are due the first week of class each semester, and the first of the month thereafter. See fee schedule page for more information. Credit card payments are not accepted. Company payments must be current in order to participate in any performance.

Late Fees

Late fees of \$15 will be assessed for late payments past the 7th day of the month. No exceptions will be made. If payment is more than 15 days late, the student will not be allowed to participate in class.

Please refer to the payment schedule for tuition due dates and make every effort to remit payment in a timely manner. If you anticipate that timely payment might be an issue, please speak with a Board Member in advance.

NSF Fees

All checks returned NSF will be charged a \$30 processing fee. If this situation does occur, you will be asked from then on to please remit payments in the form of cash or official check.

Company Classes

The Senior Company fee for the 2016-2017 school year is \$1,300. Pay schedule is as follows:

Fall Semester:

Week of 8/22/16 (no later than 8/29/16)	\$162.50
October 1 st (no later than 10/7/16)	\$162.50
November 1 st (no later than 11/7/16)	\$162.50
December 1 st (no later than 12/7/16)	\$162.50

Spring Semester:

Week of 1/2/17 (no later than 1/9/17)	\$162.50
February 1 st (no later than 2/7/17)	\$162.50
March 1 st (no later than 3/7/17)	\$162.50
April 1 st (no later than 4/7/17)	\$162.50

The fee schedule above is structured to ease the burden of having to pay the entire Company fee during the Fall semester (as done in past years). Our understanding and hope is that your commitment to Company is for the full school year. We believe such commitment will not only enhance your student's skills and love for dance, but will help instill desire and dedication in your dancer.

No refunds will be given for payments made.

A 10% discount will be given if all tuition is paid in full for the year upon registration (including recreation classes if any are taken).

Company dancers must attend at least one technique class (preferably two) per week (Ballet technique), but have the option to attend any and all other technique classes as part of their company fee. Company rehearsal attendance and times will be determined by Eka once ballet performance parts are chosen. Strengthening is required one time per week for all company. Modern on Saturdays is optional for company and is included in their fee at no additional cost.

Costs associated with cleaning, repairs, and usage of existing costumes (other than tutus) are included in your company fee. If your dancer chooses not to use a costume currently available in wardrobe, you will be responsible for material and labor costs necessary to create a new costume. Payment must be made in full prior to performance. All wardrobe decisions must be approved in advance by Julie Weidmann, Wardrobe Mistress.

If your dancer chooses to borrow a tutu from wardrobe, a rental fee of \$50 will be charged and must be paid prior to the performance.

Junior/Apprentice Company Classes

The Junior/Apprentice Company fee for the 2016-2017 school year is \$800. Pay schedule is as follows:

Fall Semester:

Week of 8/22/16 (no later than 8/22/16)	\$100
October 1 st (no later than 10/7/16)	\$100
November 1 st (no later than 11/7/16)	\$100
December 1 st (no later than 12/7/16)	\$100

Spring Semester:

Week of 1/2/17 (no later than 1/9/17)	\$100
February 1 st (no later than 2/7/17)	\$100
March 1 st (no later than 3/7/17)	\$100
April 1 st (no later than 4/7/17)	\$100

The fee schedule above is structured to ease the burden of having to pay the entire Company fee during the Fall semester (as done in past years). Our understanding and hope is that your commitment to Company is for the full school year. We believe such commitment will not only enhance your student's skills and love for dance, but will help instill desire and dedication in your dancer.

No refunds will be given for payments made.

A 10% discount will be given if all tuition is paid in full for the year upon registration (including recreation classes if any are taken).

Junior/Apprentice dancers must attend at least one technique class (preferably two) per week (Ballet technique), but have the option to attend any and all other technique classes as part of their company fee. Company rehearsal attendance and times will be determined by Eka once ballet performance parts are chosen. Strengthening is required one time per week for all company. Modern on Saturdays is optional for company and is included in their fee at no additional cost.

Costs associated with cleaning, repairs and usage of existing costumes (other than tutus) are included in your company fee. If your dancer chooses not to use a costume currently available in wardrobe, you will be responsible for material and labor costs necessary to create a new costume. Payment must be made in full prior to performance. All

wardrobe decisions must be approved in advance by Julie Weidmann, Wardrobe Mistress.

If your dancer chooses to borrow a tutu from wardrobe, a rental fee of \$50 will be charged and must be paid prior to the performance.

Policies

General Studio Rules

For the safety of our students and teachers, we ask that you please abide by these rules:

- Students are expected to treat classmates and staff with respect and maintain a positive attitude.
- No gossiping or inappropriate language or conversation.
- Only paying students are allowed in classrooms during class time. This includes parents.
- No street shoes allowed in classrooms.
- Dance shoes should not be worn outside of the studio.
- No photography or videotaping anywhere in the studio without advance permission from a Board member.
- No food, drink, or candy in classrooms. **No gum allowed anywhere in the studio.**
- Any lost and found items left unclaimed for 2 weeks will be donated to charity or disposed of.
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Twin Cities School of Dance Discipline Policy

In conjunction with TCSD's Code of Conduct, the Board of Directors will uphold the following procedures with respect to instances of inappropriate student behavior:

- **First offense** – student will receive an official warning and a call will be placed to parent(s)
- **Second offense** – student will be placed on probation for a period of time determined by the Board of Directors during which time a parent must be on premises during all rehearsals and lessons
- **Third offense** – student will receive a two week suspension from classes
- **Fourth offense** – student will be expelled from the school

Should disciplinary action be necessary contrary to the steps outlined above, the Board of Directors will vote on the action to be taken. All decisions by the Board of Directors are final.

Attendance

All students are expected to attend class regularly and on time. **If an absence cannot be avoided, please notify the studio in advance.**

Parents are expected to pick up their children immediately following class. If a child must remain late, please notify the office in advance. Students taking the final class of the evening must never be left for any reason.

Students must attend all rehearsals and classes the week prior to any performance.

TCSD reserves the right to cancel or reschedule any class.

Discussions with Teachers

The Board asks that parents refrain from approaching instructors with a question or issue before or between classes or rehearsals. If you have a concern, please speak to the front desk staff and/or a Board member.

Dress Code

Allowed:

Girls:

- Leotard (any color)
- Pink tights
- Hair must be completely pulled back away from your face in a **neat** bun
- Pink ballet slippers/pointe shoes
- Ballet skirts
- Ballet shorts
- Ballet legwarmers and sweaters (i.e. shrugs) allowed during barre warm up only
- Post earrings

Boys:

- Crew neck white short sleeve t-shirt
- Black shorts
- White socks
- Black ballet shoes

Not Allowed:

- Street clothes/shoes
- Pajama pants
- Sweatshirts/sweatpants
- T-shirts, tank tops, etc.
- Jewelry:
 - Hoop/dangling earrings
 - Necklaces
 - Rings
 - Other body piercings

Company Volunteer Hours

With the exception of our teachers, our staff members are unpaid volunteers. We are most appreciative of the support and assistance of our parents to enable Twin Cities School of Dance to continue to fulfill its mission of providing quality dance instruction and performance opportunities to the children of this community.

As part of your child's involvement in the Twin Cities Ballet Company, all company parents are required to complete the following volunteer hours:

Senior Company	15 hours per semester
Junior & Apprentice Company	12 hours per semester

These company hours can also be fulfilled by the dancer. They must be approved by a board member in advance. On-line form must be completed and submitted no later than 12/31/2016 and 5/31/2017. If hours are not fulfilled, a rate of \$10 per hour for all time not fulfilled will be charged. No exceptions will be made.

The following are some examples of ways you can earn your hours. The number of people needed is noted for some tasks. Allocation of tasks will be determined by the board on a first come/first serve basis. Please identify what you are willing to contribute, sign the form, and submit to the front desk along with your first Company payment (due the week of 8/22/16).

_____ Clean bathrooms weekly (both semesters/2 people)	30 Hrs
_____ Clean windows/mirrors weekly (both semesters/2 people)	30 Hrs
_____ Vacuum weekly (both semesters/2 people)	24 Hrs
_____ Mop studio floors (weekly/2 people)	30 Hrs
_____ Other _____	

_____ Wardrobe (Nutcracker/Spring Ballet) – see Julie	
_____ Launder costumes (after Nutcracker/Spring Ballet) – see Julie	
_____ Props (repair, paint, decorating, etc.) – See Jeannie	
_____ Backstage (Nutcracker/Spring ballet) – See Jeannie	
_____ Stage crew/load in and out (Nutcracker/Spring Ballet) – See Jeannie	

Guild – see Guild Member

_____ Memorabilia at performances	
_____ Cast parties	
_____ Fund raising	