

# **TALENT FACTORY 2017-18 STUDENT HANDBOOK**

We have an exciting school year planned for you! This handbook is filled with information covering the entire school year. We feel it is important to provide as much information as possible to our families at registration so there are no “surprises.”

We request that you save all communications for the school year as you receive them from our office. To keep your tuition costs down physical (paper) letters will not be sent home with your student. Our primary source of communication with parents is by email. Please check your email frequently and make sure you notify the front desk if your email changes. Add [info@talentfactoryarts.com](mailto:info@talentfactoryarts.com) into your address book so that our emails do not go into your junk or spam folders. You will be receiving information about your child’s classes, important reminders, participation in our Holiday Showcase, our annual recital in JUNE 2018, and “newsletters.” Reminders and notices may additionally be posted on our Facebook page & website blog posts.

Our goal at TALENT FACTORY is to allow students to expand their art expression abilities with exposure to dance, theatre, music, and art.

TALENT FACTORY classes are instructed and assisted by experienced artists who have been trained in motivating and guiding young dancers and performers.

Students will earn a positive feeling of accomplishment and collaboration – plus a whole new group of friends and dance family!

Dance is educational and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow classmates. We trust that following our classroom etiquette and studio policies will provide an environment where classes at TALENT FACTORY will be an amazing experience for our dance families.

Make sure you check out our multi-class discounted rates, family discounts, unlimited dance packages, and 10% discount for paying all tuition at registration to receive more bang for your buck!

We are happy to work with you to ensure that your dance school year will be one of pleasure and growth. If you have any questions or concerns, please speak to our administrative director at your earliest convenience. The entire faculty and staff wish you a fantastic year of dance and artistic expression!

## **WELCOME TO THE TALENT FACTORY FAMILY!**

## MONTHLY DANCE TUITION PAYMENTS PER STUDENT

*Yearly tuition is divided into 10 monthly installments for your convenience*

	(30 MINUTES) 2-4 YR. OLDS	(45 MINUTES) 5-6 YR. OLDS	(45 MINUTES) 7-10 YR. OLDS	(60 MINUTES) PRE-TEEN/ADULTS
1 CLASS:	\$35	\$45	\$45	\$50
2 CLASSES:	\$45	\$55	\$55	\$60
3 CLASSES:	\$55	\$65	\$65	\$70
4 CLASSES:	\$65	\$75	\$75	\$80
5 CLASSES:	N/A	N/A	\$85	\$90
6 CLASSES:	N/A	N/A	\$95	\$100
7 CLASSES:	N/A	N/A	\$105	\$110
8 CLASSES:	N/A	N/A	N/A	\$120
9 CLASSES:	N/A	N/A	N/A	\$130

*A "class" is one genre of dance and consists of approximately 1 class per week each month during the school year (see calendar for dates we are closed.)*

**10% FAMILY DISCOUNT:** Immediate family only. Must reside at the same residence.\*

**\$200/MONTH FAMILY UNLIMITED:** Immediate family only. Must reside at the same residence. Must sign up at registration to enroll in all classes to be taken. No drop-ins will be allowed.\*

*\*THE ABOVE DISCOUNTS & RATES DO NOT APPLY TO COMPETITION, FITNESS, OR SPECIALITY CLASSES. DISCOUNTS MAY NOT BE COMBINED WITH SPECIAL PROMOTIONS OR DISCOUNTS.*

## DANCE CLASSES OFFERED

<b>2 YR. OLDS:</b>	TINY TOTS							
<b>3-4 YR. OLDS:</b>	TAP BALLET HIP-HOP							
<b>5-6 YR. OLDS:</b>	JAZZ TAP BALLET HIP-HOP							
<b>7-10 YR. OLDS:</b>	JAZZ	TAP	BALLET	HIP-HOP	MUSICAL THEATER	ACRO*	THEATRE	
<b>PRE-TEEN/ADULT:</b>	JAZZ	TAP	BALLET	HIP-HOP	MUSICAL THEATER	ACRO*	THEATRE/ACTING	
	LYRICAL*		POINTE*	<i>*Per Teacher Referral</i>				

**CLASSES MEET APPROX. ONCE PER WEEK FOR 33 WEEKS (BEGINNING IN SEPTEMBER)**

SEE CALENDAR FOR CLOSINGS AND IMPORTANT DATES.

## SPECIALTY CLASSES

*DATES, TIMES AND PRICES TO BE ANNOUNCED*

<b>ADULT FITNESS (18 &amp;UP):</b>	ZUMBA	ADULT BALLET/BARRE WORKOUT	PILOXING	VOICE	ART
	BALLROOM	MOMMY & me	ADULT DANCE CLASSES		

# CLASS DESCRIPTIONS

## BALLET

The ballet class is one of the most challenging, yet most gratifying classes that we offer. Giving students precise technique, ballet offers a lot more than what meets the eye. It is the foundation for many other dance forms, such as jazz, tap, hip-hop, musical theater, lyrical/contemporary, and ballroom. Ballet teaches alignment, placement, balance and elegance. If you are a student of dance and looking for a great class, try BALLET - and give yourself a chance to experience art in its purest form. (ages 3 and up)

## POINTE

Pointe is an extension of ballet which requires strength and technique. Dancing "en pointe" is every girls' dream. Dancers are invited to join this class based on technical background, ballet knowledge and ability. (age: teacher's discretion)

## HIP HOP

The most popular and fastest-growing department at Talent Factory is without a doubt, Hip Hop. Dancers come to this specialty class in search of innovative and contemporary movement and great music in an atmosphere of safe self-expression and fun! Hip Hop is not limited to one style or technique. Variety in Hip Hop is a MUST. Talent Factory is pleased to offer several different styles of Hip Hop including B-Bop, Pop/Lock, Floating, Urban Funk, and even Break-Dance. We even offer "boys only" classes. Come check out Boone County's leading Hip Hop classes! (ages 3 and up)

## JAZZ

Jazz relies on a dancer's classical training, yet pushes him/her to connect emotionally to music and movement. Jazz encompasses an amazing litany of styles: Traditional Jazz, Modern, African - the list is endless. Talent Factory is excited to offer several different styles of Jazz in order to help dancers expand their movement vocabulary. (ages 5 and up)

## TAP

Creating rhythms and sounds, tap dancing is truly unique. Tappers develop musicality, rhythm, quick thinking, and the ability to "hear" music. Tap is regarded as an American dance form that has been passed down from generation to generation. Our tap department includes Traditional Tap (42nd Street) and Rhythm Tap (Gregory Hines, Savion Glover) styles. (ages 3 and up)

## LYRICAL/CONTEMPORARY

Is a compilation of dance including modern, jazz, classical ballet and lyrical. A fusion of movement and technique. Warm-up to combo, this class takes the dancer through an exciting emotional journey in dance. (ages 11 and up. Teacher recommendation required.)

## MUSICAL THEATRE

Musical theatre is a dance form that combines dance moves, theatre, music, and songs. The theatrical aspect is through expression of humor, comedy, or other emotions that tell a story. Dance, music, movement and technical aspects of entertainment is an integrated whole. Students learn numbers from such musicals such as: Hairspray, Beauty and the Beast, Grease, Chorus Line, Annie and Wicked to name a few. In this type of dance, students play a character role and develop a character through dance. (ages 7 and up)

## TINY TOTS

Our Tiny Tots class is specially designed for our tiny pre-dancers. This fun class focuses on rhythm, balance, movement, socialization, and following directions. It will assist in the development of musical sensitivity, memory, singing, keeping a steady beat, and expressive movement. This class is a great stepping stone to build a foundation for future dance and music classes. (age 2 as of September 1, 2017)

## ACRO

Acro teaches flexibility, balance, strength, muscle control, discipline & concentration. Acro is not the typical tumbling or gymnastics class. This class is great for students looking to enhance their agility, flexibility, & strength for dance. (teacher recommendation required)

## THEATRE/ACTING

This course teaches various theories of acting from method acting to improv. It is designed to help students free their creativity, gain confidence, and feel comfortable in front of an audience. Students will audition for a character "part" and will be expected to memorize their lines outside of class. The session will conclude with a production open to the

community. Each student must provide his or her own costumes for each production, so there is not an additional costume fee.

## **SPECIALTY CLASSES & FITNESS:**

### **MOMMY & me**

This interactive parent/child class will assist in the development of musical sensitivity, memory, singing, keeping a steady beat, and expressive movement. This class is a great stepping stone to build a foundation for future dance and music classes.

### **Zumba™ Fitness**

Jive into the body-shaping routine of our Zumba™ program. It's an exhilarating and easy-to-follow, Latin-inspired workout. Take advantage of this calorie-burning fitness party that's moving millions of people toward a healthy lifestyle. (ages 18 and up)

### **PILOXING**

Piloxing is a mix of Pilates, boxing and also high-energy interval dancing workouts which burn calories optimally and enhance stamina. It is designed to not only boost your strength, but your self-confidence and self-image too, while giving rise to a sculpted and powerful body. (ages 18 and up)

### **BALLROOM**

Words cannot explain the joy of Ballroom and Social Dance. This class includes many different dance styles from West Coast Swing, Night Club Two-Step and Cha-Cha, to Waltz, Salsa, Foxtrot and Tango. The class is open to all teens and adults. No partner is needed to join. Please watch our Facebook page for dates & times of Ballroom Classes throughout the year. (ages 13 and up)

### **ADULT BALLET/BARRE FITNESS**

This class is suitable for students with zero to little ballet training and will introduce basic movement vocabulary and French terminology as well as safe stretching techniques and practices. Students will learn positions of the feet, arms, and begin fundamental barre and center work. This class is subject to the needs of the overall attendees and will be scheduled if we have enough interest. Classes will meet once per week.

### **VOICE LESSONS**

Voice lessons are one on one private lessons. Lesson times and availability are limited. Email [info@talentfactoryarts.com](mailto:info@talentfactoryarts.com) for more information.

## **TALENT FACTORY DANCE COMPANY (Competition/Performance Teams)**

TALENT FACTORY DANCE COMPANY is placed by age, dedication, attendance, attitude, and skill level demonstrated. Competition team members must try out (JULY 11, 2017) and must meet all camp class criteria to be placed on a Company Team. Any new dancer trying out for Company must have a parent who attends the parent meeting to discuss Company fees and expectations prior to auditioning for the team. After auditions, Company is closed and cannot be joined until the next season. To audition for Company, dancers must be enrolled in a Talent Factory Ballet or Jazz class *and* one other Talent Factory dance class. Company members may be considered to take one OR more of the classes below for an additional fee. Company will meet as a whole once a week during non-competition season and more frequently during competition season. Dancers will be competing at competitions, attending conventions, and performing at events.

*If you are interested in finding out more about Company, please mark accordingly on the registration form and we will notify you about the parent meeting. By marking the registration form it does not guarantee your child placement on Company or that you are obligated.*

### **Elective Competition Classes**

*(per approval of Studio Director & Company Choreographers)*

<b>Solo</b>	\$60 per month	(30 minute class each week)
<b>Duet</b>	\$50 per dancer/ per month	(30 minute class each week)
<b>Trio</b>	\$40 per dancer/ per month	(30 minute class each week)
<b>Ensemble (4+)</b>	\$30 per dancer/ per month	(45 minute class each week)

*Discounts do not apply toward Company Classes. The above fees are in addition to your student's regular class tuition.*

## CLASS DRESS CODE

It's important for students to abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance. This is for your safety and the safety of others.
- Jewelry must not be loose or dangling for your own safety.
- Gum, candy, drinks, and food are not allowed due to danger of choking and appearance.
- No loose fitting pants, blue jeans, hats, sunglasses, Danskin slippers, sandals, flip-flops, or other "street" shoes are not allowed in the dance room. (they are not dance attire)
- No costumes are allowed in class unless a dress up day is announced by the individual teacher or Talent Factory.
- No shoes that have been worn outdoors are allowed in the dance room due to the danger of damaging the dance floor (water/rocks, etc.) and introducing germs to the dance room and potential injury to dancers.
- No tutus.

## INDIVIDUAL CLASS DRESS CODES

*TALENT FACTORY approved shoes/dancewear and TALENT FACTORY logo wear are available for purchase through our front desk. Dance shoe sizes run different than street shoes. Please see Miss Paula to be fitted for shoes.*

### **BALLET & TINY TOTS (ages 2-10)**

**Girls:** Any solid color leotard and tights, pink leather (no tie) ballet shoes, dance skirts are allowed.

**Boys:** Any solid color T-shirt (not loose) and black dance pants or sweatpants (not loose), black leather (no tie) ballet shoes.

**NO BARE LEGS, NO DANSKIN SLIPPERS, NO TUTUS. HAIR MUST BE SECURELY TIED UP IN A BUN. Ponytails are NOT allowed.**

### **BALLET (ages 11-adult)**

**Girls:** Any solid color leotard, any color tights and pink leather (no tie) ballet slippers. Short dance skirts/wraps are permitted.

**Boys:** Black dance pants or sweatpants (not loose), solid color T-shirt (not loose), and black leather (no tie) ballet slippers.

**NO BARE LEGS, NO DANSKIN SLIPPERS, NO TUTUS. HAIR MUST BE SECURELY TIED UP IN A BUN. Ponytails are NOT allowed.**

### **HIP HOP**

**Girls:** Any color leotard or top, tights or jazz pants, black jazz shoes or hip hop sneakers. (will need jazz shoes for recitals) Any dance or fitness attire including yoga wear and running shorts.

**Boys:** Any T-shirt or tank, dance pants, sweatpants, basketball shorts, black jazz shoes or hip hop sneakers. (will need jazz shoes for recitals)

**NO SHOES THAT HAVE BEEN WORN OUTDOORS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed. Blue jeans OR shorts/pants that have zippers/buttons/snaps are not allowed.**

### **JAZZ**

**Girls:** Any solid color leotard or tight fitting tank/yoga top, tights or jazz pants, yoga pants or leggings, leather ballet (no tie) or jazz shoes. (will need jazz shoes for recitals)

**Boys:** Any solid color T-shirt (not loose) and dance pants or sweatpants (not loose), black leather (no tie) ballet shoes or black jazz shoes. (will need jazz shoes for recitals)

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

### **LYRICAL / CONTEMPORARY / ACRO**

**Girls:** Any solid color leotard, tank/yoga top, and footless or transitional tights. Dance pants/shorts, leggings are allowed.

**Boys:** Dance pants, shorts (not loose), solid color T-shirt. Students dance in bare feet or open modern sandals. (will need specified shoes for recitals)

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

### **TAP**

**Girls:** Any color leotard or tight fitting tank/yoga top, tights or jazz pants, yoga pants or leggings, leather tap shoes.

**Boys:** Any solid color T-shirt (not loose) and dance pants or sweatpants (not loose), black leather tap shoes.

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

### **MUSICAL THEATRE**

**Girls:** Any color leotard or tight fitting tank/yoga top, tights or jazz pants, yoga pants or leggings, leather ballet or jazz shoes. (will need jazz shoes for recitals)

**Boys:** Any solid color T-shirt (not loose) and dance pants or sweatpants (not loose), black leather ballet shoes or black jazz shoes. (will need jazz shoes for recitals)

**NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

### **ADULT BALLET & FITNESS CLASSES**

**Everyone:** Any fitness or dance attire, aerobics sneakers or jazz/hip-hop sneakers that have not been worn outdoors.

**Recommended:** sweatband, small towel, and water bottle. We recommend that hair be securely tied up.

*TALENT FACTORY approved shoes/dancewear and TALENT FACTORY logo wear are available for purchase through our front desk. Dance shoe sizes run different than street shoes. Please see Miss Paula to be fitted for shoes.*

## TUITION AND PAYMENT INFORMATION

With registration, you are agreeing to pay for the ENTIRE school year (or remainder if registering late) of 33 weeks of classes beginning in September. This is an average of 3.3 classes per month. The calendar in each month will vary depending upon which day you have your class and when recitals are held. Some months you may have 1 to 3 classes, others 4 or 5. Everyone will have had 33 classes over the ten months.

The yearly tuition is divided into 10 smaller, more convenient monthly payments. You may also pay the total tuition for the year at registration and receive a 10% discount which equals 1 MONTH FREE (this is the only discount that may be combined with the 10% family discount.) We also offer a \$200/month FAMILY UNLIMITED PACKAGE for dance classes. Discounts do not apply to competition, specialty and fitness classes. Family discounts may not be applied to other promotions and discounts. You are not paying for scheduled school vacations, group recital lessons, and Holidays. All of these days are taken into consideration and scheduled around when creating our calendar. Please see our published calendar for specifics. Group recital lessons are already figured into your tuition, so you will not be charged extra for these (watch email for dates closer to recital.) **The September and June (1<sup>ST</sup> & LAST) tuition payments are due at registration.** *There is NO REGISTRATION FEE & NO RECITAL PARTICIPATION FEE like most other Dance Studios.* All payments are due on the first of each calendar month (October – May). If parents are splitting payments for their dancer(s), it is the responsibility of the parents to figure out their payment plans, and not that of the Talent Factory staff (see payment instructions). New students joining after September will have their class charges pro-rated at a rate from the time they join. First and last month's payment is still due at registration for late-enrollments. We accept cash, check, money order, credit or debit cards.

**TUITION PAYMENTS/LATE FEES** - We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees. **Payments are due on the first of each calendar month.** There is not a late fee assessed until 8pm on the 8th of the month. Any account unpaid after 8pm the 8th of the month will have an automatic late charge assessed for 20% of the total monthly tuition installment. A 20% late fee is automatically applied to the total balance owed each month. Payments may be made at the front desk, over the phone or by mail. No credit or refund is given for student absences, missed snow cancellations, etc. Tuition is still due to hold the spot for your child. Any student with an overdue balance of more than 30 days will not be allowed into class until payment in full is received. This includes accrued late fees. Personal checks will not be accepted for overdue balances. We will accept cash, money orders, cashiers' checks, credit/debit cards for balances owed over 30 days. **Please make all checks and money orders payable to TALENT FACTORY.** If you make a payment late, please include your late fee or you will be billed accordingly. If you make your payments by mail, be certain to allow adequate time for mail delivery. Late fees accrued, along with all payments due must be paid in full by May 8, 2018 before a student will be allowed to participate in the recital and studio picture day. Late fees accrued, along with all payments due must be paid in full before costumes, t-shirts, shoes, tights, and any other items ordered thru Talent Factory are released. Thank you for your co-operation.

**RETURNED CHECK & CREDIT/DEBIT CARD DENIED** - Returned check fee is \$30.00. You will not be allowed to write a check again for 1 calendar year. Please understand that your child's tuition is not considered paid until another form of payment has been processed. Late charges will be applied if applicable.

**WE DO NOT OFFER REFUNDS OR CREDIT FOR ANY REASON.**

**ABSENCES** – We request that a parent call, text or email the studio BEFORE THE SCHEDULED CLASS TIME to inform our staff of any absence, illness, injury, or a problem a student might be having. If your child has a contagious illness or is injured, please keep them out of class until they are recovered and can participate fully without risk or relapse or re-injury. In the case of serious injury, that would require a student to miss several weeks or more of class, the injured dancer may observe in class. The dancer will not be allowed to participate without a physician's note stating they have been cleared to dance. It is your responsibility to make up any missed class within **one month** of your absence if possible. The Artistic Director will work with you and your teacher to arrange a make-up in a comparable class. After January it may not be possible to make up a class in a comparable class due to recital choreography being taught in the classes. In this circumstance, we recommend scheduling a private make-up class. Private make-up classes may be scheduled thru the front desk at a rate of \$30 per hour. Dancers who miss multiple classes may not be asked to perform in the Holiday Showcase and Spring Recital or specific dance numbers. Decisions regarding long-term absences will be made at the discretion of the teacher(s) and studio director. Tuition is still due to hold the spot for your child. No credit or refund will be given for missed classes (see the artistic director for an alternative class.) Tuition is NOT PRO-RATED due to absences. Please, realize that a prolonged absence does not constitute withdrawal. It is important that you acknowledge that extremely delinquent balances will be pursued legally. REMEMBER, UNTIL A WITHDRAW FORM IS COMPLETED, SIGNED BY A PARENT AND DATED, WE ARE STILL SAVING YOUR CHILD SPACE IN THE CLASS AND WILL BILL



YOU ACCORDINGLY.

**DROPPING/ADDING CLASSES** – If a current TFAD student would like to add a class after they are already enrolled, they are welcome to do a free trial class which needs to be scheduled by the office manager. After the free trial, if they would like to add the class to their schedule you **MUST** inform the office manager. Any extra tuition associated with the new class will be due upon the addition of the class to their schedule. Discounts will apply if applicable.

Tuition will be charged to your account until you **WITHDRAW using a one month withdraw form** (located at the front desk). One month withdraw forms are only accepted on the **FIRST DAY** of the month. You are responsible for paying for one month from the date the withdraw form is turned in to the front desk, so the June 2018 payment that you made at registration will be applied to this if you do not have an additional balance due. All balances must be paid in full when the one month withdraw form is turned in or Talent Factory will pursue legal action to collect the fees along with all associated late fees and court costs. Please, realize that a prolonged absence does not constitute withdrawal. If you signed up with Auto Bill, your account information will be deleted once your account is paid in full. If you post-dated checks for the school year, they will be returned once your account is paid in full. **REMEMBER, UNTIL A WITHDRAW FORM IS COMPLETED, SIGNED BY A PARENT AND DATED, WE ARE STILL SAVING YOUR CHILD SPACE IN THE CLASS AND WILL BILL YOU ACCORDINGLY.**

**RE-ENROLLMENT** - If you are re-enrolling in the same season, after having dropped all classes from the studio, there will be a re-enrollment fee of \$30.

**COSTUMES** – Each dance class will have a required costume for the Spring Recital. **The cost is \$75 per costume (PER GENRE/CLASS) and the deadline to pay for all costumes is Friday, November 17.** You are welcome to pay in installments (Sept. –Nov.), but please specify that you are doing so (see payment instructions.) A \$25 late order fee per costume will be applied if payment is not received by the deadline of November 17. *All recital costume fees are non-refundable.* All costumes must be paid in full before a dancer may take them home. Costumes not paid for by Dec. 1 may not be here for the Spring Recital. Dancers who do not have a class costume may still participate in class, but will not be in the Spring Recital. Sizing for costumes will begin after classes are in full swing. If your child misses costume sizing day, it is your responsibility to make arrangements for Miss Paula to measure your child within one week. Dancers who are not measured will not receive a costume for recital since we cannot send the costume company the measurements. Dancers will also need class specific shoes for recital and classes. You may see the office manager to be fitted for shoes, which may be ordered through our front desk. Class tights and dancewear are available to order through the front desk. Recital tights (Talent Factory approved) may be ordered thru the front desk in the spring. Students will be required to purchase a red Talent Factory t-shirt (\$15) by November 1, 2017 and will be responsible for acquiring specified black bottoms to wear for public performances, events, and the Holiday Showcase. Ballet students will be required to have a solid black leotard and skirt for the Holiday Showcase. Theater/Acting classes will not have a costume fee, but will be required to provide their own costume for each production.

**RECITAL TICKETS** – Holiday Showcase tickets will go on sale in the fall (date TBA.) Spring Recital tickets will go on sale in the spring (date TBA.) Discount tickets may be purchased online (watch your email for link & prices of tickets) or at the door for full price. Our recitals **SELL OUT FAST**, so we do not recommend waiting to purchase tickets.

## Payment Instructions

You **WILL NOT** be receiving a monthly bill/statement from our office for your monthly tuition installments. All payments are due on the first of each calendar month. Receipts will be sent via text or email per request only (you must specify when registering or making a payment.) **Monthly reminders will be emailed or mailed for overdue balances only.**

Our students are in our database alphabetically by their last name. Many of our students have different last names from parents, foster parents, and/or grandparents who are paying for dance expenses. In order for us to properly credit your dancer's account, the following details will be important for us to know each time you make a payment.

When making a payment by check, please include the following information in the memo of your check.

1. Student(s) First& Last Name. (Very important!!)
2. Include what you are paying for:

Monthly Tuition (State the month)

Talent Factory T-shirt

Costume(s)

Recital Tights

For example: Julie/Amanda Smith - November/Costumes

**FOR YOUR RECORD-KEEPING:**

Sept    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    June

Date

Amount

Check or  
Receipt #

*If you wish to change your class, add or delete a class or have any questions, please communicate with the artistic director. The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and when applicable, graciously include your late fee in your next payment. Thank you for your cooperation.*

# STUDIO POLICIES

## ***Please note the following guidelines regarding all dance classes:***

1. We request that students observe our dress code outlined in this handbook.
2. Any student arriving more than 10 minutes late will not be admitted to class. For your safety and to receive full benefit from your class, please arrange for a make-up class if you expect to be very late. Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries.
3. We request that dancers arrive at the studio with adequate time to prepare for class, parking, changing into proper attire (shoes, hair), restroom, etc.
4. All students are encouraged not to leave the room once class has begun. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. This is especially true the first few weeks of classes. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
5. Talent Factory is not a daycare or babysitting service. Young dancers are not to arrive any earlier than 15 minutes prior to their classes and should be supervised by an adult until class time. When one class ends, another class starts; teachers and staff are not responsible for watching students before class or once class is dismissed. Please instruct your child to wait inside the lobby for their rides. Please call whenever you are delayed for class pickup, so we may let your child know. **Students are not permitted to wait outside for rides.**
6. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please RESPECT your teacher and fellow classmates by giving full attention and co-operation. Parents will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
7. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the front desk where the parents will be notified if not on the premises.
8. Only students with an injury are allowed to observe class. The parents must notify the office if a student is to observe class. No one else is allowed to sit and watch during regular class time. There will be 2 parent observations each year. See the calendar for dates.
9. Talent Factory reserves the right to combine classes, change times, provide substitute teachers or replace teachers, change your child to a class appropriate to his or her age and ability, and cancel or combine any class with 6 or less students. These decisions will be made by the studio director.
10. Talent Factory sends emails out to let you know of upcoming events, reminders, and important news. To keep your tuition costs minimal and to be eco-friendly physical (paper) letters will not be sent home with your students. Our primary source of communication with parents is via email. Please keep all communications for future reference. It is your responsibility to provide Talent Factory with an email address that you check often and to notify our front office of any changes in email, address, or phone numbers. Your information will not be shared with anyone.
11. Talent Factory staff and instructors will not be liable or held responsible for lost belongings. Check with the front desk if you believe that you left something at the studio. It might be in our lost and found basket.
12. Please note that the waiting rooms are made available for the convenience of our students and their families. The waiting rooms are for waiting, reading, snacking, conversation, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session. **Please only water or tightly covered drinks and dry Non-Peanut & Peanut Butter snacks!** Your courtesy will be greatly appreciated.
13. If any parent/student wishes a private conference concerning your dancer's individual dance goals or financial concerns, please do not hesitate to fill out a conference form available in the studio office, and a time will be arranged. Instructors are on a tight schedule and are not available to discuss issues without a scheduled conference. Please respect

this policy.

14. No toys, games, dolls, stuffed animals, etc. are allowed in the dance rooms. Cell phones are allowed in the dance rooms, but must be on silent or turned off.

## CALENDAR 2017 - 2018

Current Student Registration:	August 7-11	4:30-7:30pm
New Student Registration:	August 14-18	4:30-7:30pm
Classes Begin:	September 5	
October Tuition Due:	October 1	
Columbus Day:	October 9	OPEN
Costume Fundraiser Begins:	October 9	
Parent Observation:	October 9-13	Last 5 minutes of class
Halloween:	October 31	OPEN ( <i>wear your Halloween costume to class</i> )
November Tuition Due:	November 1	
Daylight Saving Time Ends:	November 5	Remember to set clocks back 1 hour. Class times DON'T change.
Costume Fundraiser Ends:	November 10	Order forms & payments due
Costume payments due:	November 17	
Thanksgiving Break:	November 21 – 26	NO CLASSES
December Tuition Due:	December 1	
HOLIDAY SHOWCASE	December 9	Time TBA
Holiday Break:	December 11 - January 7	NO CLASSES
January Tuition Due:	January 1	
Martin Luther King Day:	January 15	OPEN
February Tuition Due:	February 1	
March Tuition Due:	March 1	
Parent Observation:	March 5-9	Last 5 minutes of class
Daylight Saving Time Begins:	March 11	Remember to set clocks ahead 1 hour. Class times DON'T change.
Spring Break:	March 10 – 18	NO CLASSES
April Tuition Due:	April 1	
May Tuition Due:	May 1	
Dance Pictures:	May 19	Times TBA
Memorial Day Weekend:	May 26-28	NO CLASSES
Last Day of Classes:	June 1	
Recital Group Practice Week:	June 4-7	Times TBA
RECITAL WEEKEND:	June 8-10	Location/Times TBA

*Please note the above dates that the studio will be open and closed in observation of holidays and school vacations. No credit or refunds will be given for missed classes. Please refer to the Student Handbook for information on make-up classes.*

*Weather-related closings and delays will be posted on Fox 59 and the Talent Factory Facebook page, Instagram & Twitter.*