

TALENT FACTORY

2019-20 STUDENT HANDBOOK

As we celebrate our 5th Anniversary, 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 recommend that you save all correspondence for the school year as you receive it from our office. To keep your tuition costs down physical (paper) letters will not be sent home with your student. Our designated source of communication with parents is by email newsletter. Please check your email weekly and make sure you notify the front desk immediately if your email address changes. Add info@talentfactoryarts.com into your address book to ensure that our emails do not go into your junk, promotions, or spam folders. You will be receiving important information about your child’s classes, recital ticket info, participation in our Holiday Showcase, our annual recital in JUNE 2020, and our bi-weekly newsletter that includes other important reminders, student spotlight, deadlines, etc. Reminders and notices may additionally be posted on our lobby bulletin board, Facebook page & Instagram account, so please LIKE & FOLLOW us online.

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 instructors 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 studio families.

Make sure you check out our multi-class discounted rates, family discounts, unlimited dance packages, and 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 PAYMENT INSTALLMENTS PER STUDENT

(Yearly tuition may be divided into 10 monthly payment installments for your convenience. Sept-June 2020)

	(30 MINUTES)	(45 MINUTES)	(45MINUTES)	(60 MINUTES)
	<u>2-4 YR. OLDS</u>	<u>5-6 YR. OLDS</u>	<u>7-10 YR. OLDS</u>	<u>PRE-TEEN/ADULTS</u>
1 CLASS:	\$40	\$50	\$50	\$60
2 CLASSES:	\$50	\$60	\$60	\$70
3 CLASSES:	\$60	\$70	\$70	\$80
4 CLASSES:	\$70	\$80	\$80	\$90
5 CLASSES:	N/A	N/A	\$90	\$100
6 CLASSES:	N/A	N/A	\$100	\$110
7 CLASSES:	N/A	N/A	\$110	\$120
8 CLASSES:	N/A	N/A	N/A	\$130
9 CLASSES:	N/A	N/A	N/A	\$140

- 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% SIBLING DISCOUNT: IMMEDIATE FAMILY/SIBLINGS ONLY, MUST RESIDE AT THE SAME RESIDENCE.*

\$200/month FAMILY UNLIMITED: IMMEDIATE FAMILY/SIBLINGS 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, ACTING, ACRO, LYRICAL, PRE-POINTE, POINTE, TECHNIQUE/STRENGTHENING, CAMPS. INTENSIVES, WORKSHOPS, OR SPECIALITY CLASSES. DISCOUNTS MAY NOT BE COMBINED WITH SPECIAL PROMOTIONS, DISCOUNTS, OR DISCOUNTED CLASS RATES.*

DANCE CLASSES OFFERED

2 YR. OLDS:	TINY TOTS									
3-4 YR. OLDS:	TAP	BALLET	HIP-HOP							
5-6 YR. OLDS:	JAZZ	TAP	BALLET	HIP-HOP	ACRO**					
7-10 YR. OLDS:	JAZZ	TAP	BALLET	HIP-HOP	MUSICAL THEATER	ACRO**	ACTING**	LYRICAL**		
PRE-TEEN/ADULT:	JAZZ	TAP	BALLET	HIP-HOP	MUSICAL THEATER	ACRO*	ACTING**	LYRICAL **		
	PRE-POINTE**		POINTE**	TECHNIQUE**						

*Assessment required for class placement. Additional class enrollment may be required.

**ACRO, ACTING, LYRICAL, PRE-POINTE, POINTE, TECHNIQUE: add-on rate is \$20/month each for TFAD students.

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

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. Ballet is recommended for all dancers. (ages 3 and up)

POINTE

Is an extension of ballet which requires strength and technique. Pointe class placement is by invitation only. Each student will be evaluated by TFAD staff before entering into Pointe class. We take the dancer's safety very seriously and encourage at home strength -training programs specified by our staff for each dancer individually. (age: teacher's discretion. TEACHER ASSESSMENT & DOCTOR'S WRITTEN CLEARANCE REQUIRED. MUST BE ENROLLED IN TFAD BALLET & TFAD TECHNIQUE & STRENGTHENING CLASSES.)

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, and 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 7 and up. TEACHER ASSESSMENT REQUIRED. MUST BE ENROLLED IN A

MINIMUM OF 2 OF THE FOLLOWING TFAD CLASSES: BALLET and either JAZZ or ACRO.)

MUSICAL THEATRE

Come and try Lebanon's only Musical Theatre Dance Class! 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 have learned numbers from such musicals such as: Hairspray, Hamilton, 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, 2018)

ACRO

Acro is a fusion of the artistic motion and technique of dance combined with the athleticism of acrobatics. This class teaches flexibility, balance, strength, muscle control, discipline & concentration. Acro is not the typical tumbling or gymnastics class as skills are expected to seamlessly be incorporated into a dance. This class includes many strength and flexibility drills to allow our students to perform skills safely and correctly. (ASSESSMENT BY TEACHER REQUIRED. MUST BE ENROLLED IN 2 OF THE FOLLOWING ADDITIONAL TFAD DANCE CLASSES INCLUDING ONE BEING EITHER JAZZ OR BALLET)

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. Each student will be required to design & create their own costumes for each production, so there is not an additional costume fee charged. Students will also assist with creating their set. The session will conclude with a production open to the community. Commitment, self-motivation, and regular attendance are expected. This class meets 2 consecutive hours per week. Extra mandatory rehearsals and set construction days will be added closer to the performance. 100% participation is expected. The fee to add this class for current TFAD students is \$20/month.

TECHNIQUE & STRENGTHENING

This class focuses specifically on strengthening and technique including leaps and turns found within many styles of dance. This class is strictly a technique and strengthening based class, and will not perform in the annual recitals. (ASSESSMENT BY TEACHER REQUIRED.)

SPECIALTY CLASSES & FITNESS:

VOICE LESSONS

Voice lessons are one on one private lessons. Lesson times and availability are limited. Email devanmorris717@gmail.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 2-3, 2019) and must meet all camp, class & required 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 specified Talent Factory Classes. 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 Spring 2020 parent meeting. By marking the registration form it does not guarantee your child placement on Company – nor does it deem you obligated.*

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. Teachers & staff will not do dancer's hair and will not provide hairties.
- Jewelry must not be loose or dangling for your own safety. No necklaces, bracelets, anklets, hoop/dangling earrings are allowed.
- 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 risk of damaging the dance floor (water/rocks, etc.) and introducing germs to the dance room and potential injury to dancers.
- No tutus.
- Dancers who do not follow the dress code, are missing dance shoes, or do not have their hair secured off of their face will not be allowed to participate in class.

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 split-sole leather (no tie) ballet shoes, dance skirt.

Boys: Any solid color fitted athletic 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 split-sole leather (no tie) ballet slippers. Short dance skirts/wraps are permitted.

Men/Boys: Black dance pants or sweatpants (not loose), solid color fitted athletic 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 - No Ponytails!

Hip Hop

Girls: Any color leotard or top, tights & leggings, black jazz shoes or designated hip hop sneakers. (will be required for recitals) Any dance or fitness attire including yoga wear and running shorts.

Men/Boys: Any T-shirt or tank, dance pants, sweatpants, basketball shorts, black jazz shoes or designated hip hop sneakers. (will be required for recitals)

NO SHOES THAT HAVE BEEN WORN OUTDOORS. LONG HAIR MUST BE SECURELY TIED UP! 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 specified jazz shoes for recitals)

Men/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!

Lyrical/Contemporary/Acro/Technique & Strengthening

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

Men/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 LOOSE-FITTING CLOTHING. NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – No ponytails!

Tap

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

Men/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!

Musical Theater Dance

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!

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 later than September 3, 2019) 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 scheduled classes over the ten months.

The yearly tuition may be divided into 10 smaller, more convenient monthly payment installments. You may also pay the total tuition for the year at registration and receive a 10% discount which equals 1 MONTHLY INSTALLMENT 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 already discounted rates, promotions, competition, specialty and fitness classes. Family discounts may not be applied to other promotions and discounts. Scheduled school vacations, group recital lessons, and Holidays 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. **The September and June (1st & LAST) tuition payment installments 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 registering after the first class of the month will be charged a pro-rated tuition rate from the time they join for their first month. First and last month's payment installments are still due at registration for late-enrollments. We accept cash, check, money order, credit or debit cards at registration.

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 7pm on the 7th of the month or the last business day if the 7th falls on a weekend. Any account unpaid after this time 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, via email invoice, over the phone or by mail. No credit or refund is given for student absences, missed weather 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 7, 2020 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 email the studio ASAP - 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/condition or is injured, please keep them out of class until they are recovered/cleared and can participate fully without risk or relapse, re-injury or contamination. In the case of serious injury, that would require a student to miss several days or more of class, the injured dancer may observe in class once a dated doctor's note is provided. The dancer will not be allowed to participate without a physician's note stating they have been cleared to dance. In certain circumstances where a student has missed a lot of classes, we may recommend scheduling private make-up classes to be in the recitals. Private make-up classes may be scheduled thru the front desk at a rate of \$30 per ½ hour. Dancers who are injured or miss multiple classes may risk not being allowed to perform in the Holiday Showcase, Spring Recital, specific dance numbers, and competition routines. Decisions regarding long-term absences and injuries will be made at the discretion of the teacher(s) and studio director. All decisions are final. Tuition is still due to hold the spot for your child. No credit or refund will be given for missed classes. Tuition is NOT PRO-RATED due to absences or injuries. 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 AND DATED BY A PARENT AND TALENT FACTORY ADMINISTRATIVE DIRECTOR, 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 one free trial class FIRST SEMESTER ONLY which needs to be scheduled by the administrative director. After the free trial, if they would like to add the class to their schedule you MUST inform the administrative director via email. Extra tuition and costume fees associated with the new class will be due upon the addition of the class to their schedule. No classes may be added after February 1, 2020. An additional \$25 late costume fee/ per costume will be added after November 8, 2019.

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 BUSINESS 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 2020 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. **The last date to drop a class for the 2019-20 school year is February 1, 2020. After February 1, 2020 – a \$100 drop-class/re-choreography fee will be charged to your account per class dropped.** REMEMBER, UNTIL A WITHDRAW FORM IS COMPLETED, SIGNED BY A PARENT & ADMINISTRATIVE DIRECTOR 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 \$50. All previous balances must be paid in full before a family may re-enroll.

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 8, 2019. Please note that if your child measures any of the following sizes you will be charged extra accordingly (XLC, XXLC, XLA, XXLA, XXXLA, XXXLA.)** You are welcome to pay in installments (July –Nov.), but please specify on your registration form 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 8, 2019. *All recital costume fees are non-refundable.* The dancer's account balance must be paid in full before a dancer may take costumes home. All accounts not paid in full by May 7, 2020 will surrender all costumes to Talent Factory (THIS INCLUDES BALANCES OWED FOR DROP-FEES!). Costumes not paid for by Dec. 1, 2019 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 with the administrative director to measure your child within one week of costume sizing day. 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 administrative director 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, 2019 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 black dance 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 November 30 at 12:00am (midnight November 29.) Spring Recital tickets will go on sale May 25 at 12:00am (midnight May 24.) 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.

VIDEO/PHOTOS- Child protection laws prohibit videotaping and photography at our recitals and performances. Several students are under protective custody. Our staff takes the safety and well-being of our students very seriously and we have worked closely with our videographer & photographer to protect our students. Auditorium monitors will be on the lookout throughout the performance. Offenders will be told to delete all recital video & photos immediately and will not be allowed back into the auditorium. You may purchase DVD's & photo CD's in the lobby during intermission and before the show. We appreciate your full cooperation in creating a safe and nurturing performance environment for all of our students.

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 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. State 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 administrative 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

1. We request that students follow our dress code outlined in this handbook.
2. Any student arriving more than 10 minutes late will not be admitted to class. Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries. We request that dancers arrive at the studio with adequate time to prepare for class, parking, changing into proper attire (shoes, hair), restroom, etc. Students who are late will be marked tardy!
3. 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.
4. Talent Factory is not a daycare or babysitting service. Parents and guardians are expected to supervise their children in the lobby and to accompany young children to the restroom. We have unfortunately had damages occur to the studio which would have been prevented with proper supervision. Parents & guardians will be billed accordingly for damages & messes made to the studio by unsupervised children. 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.**
5. Talent Factory is a ZERO BULLY & DRAMA FREE ZONE! Dancers & parents are expected to *practice kindness & respect at all times*. **Talent Factory reserves the right to refuse service to anyone.** Students & parents are not to be socializing in a disruptive or inappropriate manner in our studio. Please RESPECT your teacher, our staff, 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.
6. 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 parents will be notified if not on the premises.
7. Only students with an injury are allowed to observe class. Parents must provide a dated Dr's note to the front desk before a student is allowed 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.
8. 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.
9. 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 designated 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 immediately of any changes in email, address, or phone numbers.** Your information will not be shared with anyone.
10. Items of concern WILL NOT be discussed through text, email, messenger, over the phone, or at the front desk. Parents must email the administrative director to schedule a meeting between the parents, student, and TFAD staff. NO EXCEPTIONS! If a parent/student wishes a private conference concerning a dancer's individual dance goals or financial concerns, please email info@talentfactoryarts.com to request a meeting, and a time will be arranged. Instructors and staff are on a tight schedule and are not available to discuss issues without a scheduled conference. Please respect this policy.
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 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. For safety reasons, jumping, and practicing dances or acro technique is strictly prohibited in the lobby. We ask that you please respect others and the classes in session. **Please only water or tightly covered drinks and dry Non-Peanut & Peanut Butter snacks!** Parents will be billed for damages and messes made by unsupervised dancers, siblings, etc.
13. No toys, games, dolls, stuffed animals, etc. are allowed in the dance rooms. Cell phones are NOT allowed in the dance rooms and may not be checked during class time.
14. The Talent Factory logo lockup is copyrighted and may not be used or copied to create shirts or other items by anyone other than Talent Factory. All choreography taught at Talent Factory belongs to Talent Factory and may not be competed, performed, or posted on social media without written

permission by Talent Factory. Legal action will be taken for copyright infringement and/or artistic theft.

15. Misrepresenting a Talent Factory owner or staff member WILL NOT BE TOLERATED and immediate & appropriate action will be taken. This includes but is not limited to misrepresenting Talent Factory to vendors, competitions, conventions, performances, etc.

16. Corrections/critiques will be made in classes by teachers to improve your dancer's technique. Dancers are expected to accept corrections graciously and to apply corrections. Eye-rolling and other negative behavior will not be tolerated in class. We expect dancers to try their very best at all times.

Calendar 2019 - 2020

Student Registration:	August 17	10am-2pm
Shoe Fitting Day:	August 17	10am-2pm
Classes Begin:	September 3	
Costume Fundraiser Begins:	September 23	
October Tuition Due:	October 1	
Columbus Day:	October 14	OPEN
Parent Observation:	October 7-11	(last 5 minutes of class)
Halloween:	October 31	OPEN (wear your Halloween costume to class)
November Tuition Due:	November 1	
Costume Fundraiser Ends:	November 1	(order forms & payments due)
Daylight Saving Time Ends:	November 3	(Remember to set clocks back 1 hour. Class Times will NOT change.)
Costume payments due:	November 8	
Thanksgiving Break:	November 26-December 1	NO CLASSES
Holiday Showcase Tickets on Sale	November 30	12:00am (midnight November 29)
Classes resume:	December 2	
December Tuition Due:	December 1	
HOLIDAY SHOWCASE	December 7	6pm @ Zionsville Performing Arts Center
Holiday Break:	December 9 - January 5	NO CLASSES
January Tuition Due:	January 1	
Classes resume:	January 6	
Martin Luther King Day:	January 21	OPEN
February Tuition Due:	February 1	
Summer Camps Announced	February 3	
March Tuition Due:	March 1	
Parent Observation:	March 2-6	(last 5 minutes of class)
Daylight Saving Time Begins:	March 8	(Remember to set your clocks ahead 1 hour. Class times will NOT change)
Spring Break:	March 21 – March 29	NO CLASSES
Classes Resume	March 30	
April Tuition Due:	April 1	
TFAD 5 YEAR ANNIVERSARY!!!	May 1	
May Tuition Due:	May 1	
20-21 Priority Registration opens	May 1	
Costume Pick-up Week	May 4-8	(All account balances must be zero to receive costumes)
Dance Pictures:	May 18	Times TBA
Memorial Day Weekend:	May 23-25	NO CLASSES
Spring Recital Tickets on Sale	May 25	12:00am (midnight May 24)
Classes resume:	May 26	
Last Day of Recreational Classes:	June 4	
Recital Group Practice Week:	June 8-11	Times TBA
5 th ANNIVERSARY RECITAL:	June 12-14	Times TBA @ Zionsville Performing Arts Center
Summer Camps & Workshops	June	Dates/Times TBA
4 th of July Parade	July 4	Time & details 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 communicated through email and posted on Fox 59 and the Talent Factory Facebook page & Instagram.