

# 3D Dance Academy Code of Conduct

## Registration Policy:

- All returning students must register each year.
- Classes are closed once capacity is reached. A wait list is then created, and once the list for a particular class reaches 10, dancers will be added to a roster and a class will be created. For example, if 10 dancers are on the waiting list for Beginners, we will create a second beginners' class.

## Tuition:

### Combination Classes Only

\$40-1 Child

\$75- 2 Children

\$115- 3 Children

### Combination and Majorette

\$55-1 Child

\$90- 2 Children

\$130- 3 Children

## Tumbling:

Private-\$20 Per hour Per Child

Small Group- \$15 Per Child Per Class- 2 Children \$25- 3 Children \$40

Large Group- \$10 Per Child Per Class- 2 Children \$15- 3 Children \$25

Whole Group- \$3 Per Child Per Class

All fees must be paid in ADVANCE- For Example if your child takes a small group class that lasts 4 weeks, you must pay \$60 upfront in order for your child to attend.

## Payment Policy

- Tuition is due the 1st- the 5th of every month. If the 5th falls on a weekend, you are responsible for ensuring the payment is made by 7pm on that day. Late fees will begin at 7:01pm. The late fee is \$20 PER DANCER, and It must be paid at the time you submit the tuition.
- Students with delinquent accounts will not be admitted to classes, accepted for a new year, perform for recital, perform for competitions, or perform for parades or any other event, or receive recital costumes until the account is current.
- There is at \$25.00 NSF fee on ALL returned checks. After (2) returned checks, you MUST PAY IN CASH OR MONEY ORDER.

## Refund Policy

- ALL PAYMENTS ARE NON-REFUNDABLE!
- No refunds will be made for anything purchased through 3D Dance Academy. (Including but not; limited to Tuition, Classes, Camps, Ads, Recital Fees, Costumes, Etc.)

## Dropping Enrollment

- We reserve a position in your child's class for your child whether or not your child is present until we are notified IN WRITING of your desire to cancel enrollment.
- By signing the registration form, you have reserved your child's class time from the date of signature until the end of the dance year. You will be billed and are liable for the payment of tuition for those classes whether or not your child attends the class, or until we are notified (IN WRITING) of your desire to cancel your child's enrollment. Social Media messages and Text messages are not considered in writing.

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- Written notification to cancel enrollment must be given one month in advance. For example, if you plan to withdraw your child on April 1st, 3D Dance Academy must be notified in writing by March 1st.

## Combination Classes

### Classes

Bloomers: Ballet & Hip Hop  
Beginners: Ballet & Hip Hop  
Intermediate: Jazz, Ballet, & Hip Hop  
Advanced: Jazz, Ballet, & Hip Hop  
Elite: Jazz, Ballet, & Hip Hop

- All Students on competition team must be enrolled in a combination class and **MUST PARTICIPATE IN RECITAL**.
- Dancers will need 2 pairs of shoes: Pink Ballet or Nude Lyrical and Black Jazz Shoes, which will be used for Jazz and Hip Hop. Dancers must have shoes for the 1<sup>st</sup> day of classes. Shoes can be purchased through 3D Dance Academy, [www.dancewearsolutions.com](http://www.dancewearsolutions.com), Academy, or another shoe company.

### **Item numbers if purchased at Dancewear Solutions:**

**Jazz Shoes-B80 (SIZE UP 3 SIZES)\$25**

**Ballet Shoes-B40( SIZE UP 2 SIZES) \$15**

**Lyrical Shoes-SO619( SIZE UP 1 SIZE) \$15**

### Recital

- All students, are encouraged to participate, but it is **NOT REQUIRED** with the exception of competition dancers, **HOWEVER** all dancers must pay the Recital Fee.
- Recital Costumes are ordered in January and payment is required by the deadline.  
Payment #1 November 2, 2020 at 5pm (\$75)  
Payment #2 January 4, 2021 at 5pm (\$75)  
A Late fee of \$25 per dancer will be applied to anyone that does not pay by the deadline.
- Mandatory recital fee: \$75.00 ( 1 Child) or \$100 Per Family (NON REFUNDABLE). Due April 5, 2021
- There are **NO REFUNDS** on recital costume payments or recital fees.
- Dress Rehearsal: May TBA
- Recital Date: June 5, 2021
- Dancers **MUST ATTEND** practices leading up to recital. Dancers will not be excused from practices two weeks before and the week of recital.
- Dancers will receive 2 tickets. All remaining tickets will be sold online and must be purchased prior to the recital. Tickets are \$5 each. Anyone needing a seat will need a ticket to enter.

### Dance Pictures

- All Dancers are **REQUIRED** to take dance pictures by the photographer hired by the dance studio. Pictures will take place on the dates below.

#### Parade Season

- Saturday, January 23, 2021 Beginning at 9am- Your child will be assigned a time to take their pictures.
- Make Up Pictures Wednesday, February 3, 2021 Beginning at 5pm
- Sitting Fee and Picture Package Money Due by January 18, 2021 **NO EXCEPTIONS!**

#### Recital Pictures

- Saturday, March 27, 2021 Beginning at 9am Your child will be assigned a time to take their pictures.
- Make Up Pictures Wednesday, March 31, 2021 Beginning at 5pm
- Sitting Fee and Picture Package Money Due by March 22, 2021 **NO EXCEPTIONS!**
- All dancers will be required to purchase a proof from the photographer ranging from (\$5-\$10).
- All dancers must pay a \$5 sitting fee for pictures.
- Dancers that do not show up for pictures will not appear in the ad book.
- Parents will not be allowed to use personal pictures, or any other picture from the season to display in the ad book.

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- **PARENTS WILL NOT BE ALLOWED TO TAKE PICTURES IN THE STUDIO WHILE THE PHOTOGRAPHER IS TAKING PICTURES OR PREPARING TO TAKE PICTURES. PARENTS THAT DISOBEY THIS WILL BE ASKED TO LEAVE.**

## Ad Book Information

- EACH DANCER is **required** to sell \$200 in ads. SIBLINGS- 2 Children \$300 total 3 Children \$500 Total
- Ad book money is due by Friday, March 19, 2021. Ad books will be available for pick up at dress rehearsal. Each dancer will receive 2 books. Ad books will sell for \$22 per book.

## Parade Season

- All dancers interested in marching for parade season **MUST** pay a parade fee. Parade fee is \$35 for Academy Dancers, but if the payment is late, the fee will be \$50 per dancer. The fee is \$100 for all dancers not in the Academy. If the payment is late the fee is \$125. This includes 2 parades (Krewe of Aquarius and Krewe of Titans) Fee is due by November 1, 2020.
- This does not include the uniform for parade season.

Uniform: \$60-\$100

White High-top Reeboks: \$50-\$80 (ORDER ON YOUR OWN or PURCHASE FROM TANGER OUTLET)

Earrings \$8

Stockings \$10

- Parade Season for Mardi Gras begins November 1, 2020. All practices will be Every Sunday 6pm-8pm until Mardi Gras.
- The final day to sign up is Sunday, November 1, 2020 at 6pm. Payment is due on this date.
- All parade uniform and accessory money is due by Monday, January 4, 2021 at 5pm.
- A Late fee of \$25 per dancer will be applied to anyone that does not pay by the deadline.
- All dancers must wear a sleek **LOW PONYTAIL** with a left side part.
- Dancers must have white nails.
- This will also be the requirement for parade pictures.

## Studio Rules

- Dress Code All students are required to wear and bring the following to each class:
- Combination Class
- Pink Ballet Shoes
- Black Jazz Shoes
- 3D top with Black tights
- Dancers may wear shorts but must have stocking underneath
- Dancers may wear black or pink leotards with shorts or skirts
- Dancers may also wear All Black
- EVERY DANCER NEEDS A DANCE BAG- labeled with their first and last name
- Absolutely no jewelry may be worn
- Attire for tumbling can be the same as above but dancers should wear tennis shoes
- Hair must be pulled back out of face

## Rules For Students

- No talking while the teacher is talking
- No chewing gum in class
- Keep hands to self
- Please do not touch the mirrors.
- No sitting down in class
- Ask dance instructor before using bathroom
- No running in the studio
- No food or drinks in the studio - water o.k.
- No street shoes on the dance floor

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- You must stay in the studio until your parent comes to pick you up.
- Parents must go over these rules with their child before they begin class.

## **Rules for Parents**

- In order for our instructors to keep your child's attention in class, We ask that parents wait outside the studio. The 3rd week of every month there will be an observation class to see your child's progress, along with a goal sheet and progress report given out once every 3 months.
- Please no food or drinks in the studio (water is ok)
- Please make sure your child has gone to the bathroom right before class.
- Your child must be dropped off and picked up inside of the studio, not outside. The parking can get pretty crazy, but it is for their safety.
- Please be courteous to the other students and have your child to class on time.
- For the safety of your child and courtesy of the teacher and other classes, please be sure to pick up your child promptly.
- Please do not allow any children to run around or play in the area in front of the studio or in the parking lot.
- Behind the desk is for staff only.
- Please remember to look for newsletters in your email or on the website. All letters and announcements will also be posted in the studio, on the website, and on Facebook.
- Dancers need to arrive ON TIME.
- Dancers are not allowed to come into the studio earlier or stay later waiting on a parent.

## **Parents**

- Throughout the season we will have meetings. It is important that a parent or representative for your child is in attendance.
- Parents are asked to hold all questions to the end, and to address all personal questions to Kristen Robinson or Shaunda Williams after the meeting has concluded.
- Parents are asked to remain positive and respectful when they are in, around, or attending any functions for 3D Dance Academy. Any parent that becomes disrespectful towards a staff member, the director, or a dancer will be asked to leave, and be at risk of suspension or having their child removed from the team. NO EXCEPTIONS! NO REFUNDS!
- In the event that there are concerns or problems, parents should contact Kristen Robinson to arrange a time to meet and discuss the situation. Parents should not partake in any unruly behavior (including but not limited to social media posts, down talking the studio or the staff, gossip, or starting or even partaking in unnecessary drama). Such behavior can and may lead to the removal of your child from the team without a refund of any money paid.

## **Fundraisers**

- Competition team will be required to participate in 4 fundraisers. Dancers/ Parents will be required to sell tickets and volunteer their time for fundraisers.
- Donations are not required for fundraisers. All items will be purchased by the studio.
- Any item paid for by the fundraiser will belong to the studio.
- Dancers that do not participate or sell tickets will be required to pay a fine which will be the amount of the fundraiser. For example: If dancers are asked to sell 5 tickets at \$5 a piece, and they do not sell them, they will be responsible for the \$25.

## **Competition Team**

- Dancers must attend all classes 2 weeks prior to the competition and the week of competition.
- Dancers and parents must understand that competition team is a commitment, if your child shows signs that they are unable to keep up academically with school work, behaviorally at school, or lacking in attendance to practice, they will be at risk of being removed,
- Minimum 2.2 GPA Academically and 3.0 Conduct. Report cards must be turned in each 9 weeks.
- School comes first! Please let me know in advance of school obligations. We teach our dancers about time management and being responsible. It is not acceptable to inform a teacher the day of class that you will not be in attendance. This will result in removal from a routine or a performance.
- If a dancer is not able to attend a performance the director should be notified in writing 2 weeks in advance.

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- We are aware that many of our dancers participate in extracurricular activities, please be sure to turn the calendar or schedule in for the activity. I try my hardest to schedule around those times and dates.
- Competition team is a lot of fun and is very exciting, but please be aware of the financial commitments with travel. This is a responsibility that the studio will not assume. We do our best to keep the cost down, however we do compete often and sometimes we do have to stay overnight. I will give atleast a one month's notice regarding cost and competitions.
- Id love to say there is a set competition schedule but sometimes we see a competition that fits our schedule and has great categories and we sign up. We will give you notice of atleast one month's notice
- Dancers will be responsible to purchase the 3D Dance Academy Competition Team Practice Shirts. Dancers will need a red shirt a black shirt with the 3D Logo. Each shirt is \$10 a piece and can be worn with black shorts or tights.

## **COVID- 19/ Flu Season/ Pandemic**

- In the event that we should encounter another pandemic, Parents will be responsible for paying 1/2 of their assigned tuition EXCEPT for Tumbling classes. Dancers will be assigned a google classroom the first week of classes which is where they will meet for classes in the event, we are unable to meet in person. Virtual classes will take place in Google Meets and You Tube. It will be the responsibility of the dancer the parent to ensure that dancers are continuing classes. All payments will remain as is. In the event that a recital is cancelled dancers will still be responsible for purchasing uniforms and paying all fees. This is to ensure that when we are able to resume, we can do so and continue with our projected dates. The shipment of uniforms can be a lengthy process, please keep this in mind when ordering uniforms for the 2021 recital.
- Dancers must wear a mask to class. Although they may not keep it on the entire class period, they **MUST WEAR ONE IN & OUT OF THE BUILDING.**
- Parents are not allowed inside of the studio unless told to come in. This is to ensure the safety of dancers and staff. Temperatures will be checked before entering the building. Dancers should line up at the door and not enter without being scanned.
- If your child is sick, **PLEASE KEEP THEM AT HOME!!**
- **IF YOU ARE SICK, A SIBLING IS SICK, OR A RELATIVE IS SICK,** and the child has had any interaction with them, they **SHOULD NOT ATTEND CLASS.**
- Staff will be screened daily as well.
- Dancers must sanitize upon entering the building.

**Dancers will not be allowed to come early or leave later due to the building's capacity and regulations.**

By my signature below, I have read, understand, and I agree to all of the above conditions.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dancer Signature

\_\_\_\_\_  
Date