**Theatre School of Dance**

Policies and Guidelines

A registration fee must be paid to hold a spot in a class. Registration fees are nonrefundable. *The enrollment form must be completed online and the registration fee must be paid to complete the registration process.*

*(Registration may be paid at TSD or by credit card over the phone.)*

* Proper discipline is expected in the classroom. The school reserves the right to dismiss any student who upsets the harmony of the class.
* Students should be on time for class. Tardiness is a disruption to the class. Your cooperation is greatly appreciated. All students should arrive in plenty of time to dress, arrange their hair and go to the bathroom. Please be sure young dancers have been to the restroom before class begins.
* The school expects students to adhere to the dress code and to practice modesty.
* Children may not be left unattended at any time. Students must be picked up promptly after the dismissal of their class.
* No food, gum, or candy is allowed inside the dance studios.
* Students should not wear their dance shoes outside. Oil and dirt, when tracked into the studio, are hazardous to a dancer.
* Stud pierced earrings are the only jewelry allowed in the studio classroom.
* The dance school is not responsible for lost items.
* Level 3 and above must attend two ballet technique classes a week to participate in the recital. If too many classes are missed during the course of the year a student may be prohibited by the teacher to participate in the year-end recital.
* TSD will follow any and all school cancellations DUE TO WEATHER. We will NOT always follow the Holiday closings, please refer to the below listings of TSD closures.

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**UNIFORM REQUIREMENTS**

Theatre School of Dance’s uniforms are the Official Regulation wear of the Royal Academy of Dance. TSD carries or can order the uniforms from Freed of London Dancewear (please purchase the RAD leotard and skirt from TSD. We have shoes and tights in stock, but you may purchase them wherever you would like). Students must adhere to the uniform policy or they may not be permitted to participate in class.

1. Pink ballet tights and pink leather ballet shoes are required for all ballet levels (Shoes must be properly fitted). Intermediate Foundation and should wear demi pointe shoes in class.
2. Hair must be pulled back out of the child’s face at all levels. Grades 3 and up are required to wear their hair in a classical ballet bun.
3. Level I and up are required to wear a ballet belt.

Ballet Beginnings & Creative: Pink RAD Leotard

Pre-Ballet & Pre-Primary: Lilac RAD Leotard & Skirt

Primary: Marine Blue RAD Leotard & Skirt

Level I: Light Blue RAD Leotard

Level II: Lavender RAD Leotard

Level III: Mulberry RAD Leotard

Level IV: Red RAD Leotard

Level V: Navy RAD Leotard

Intermediate Foundation and up: Dark Modest Leotard

\*All Jazz Levels: Dark leotard & tan tights & tan jazz shoes

\*All Tap Levels: Dark leotard & pink tights & Black tap shoes (Buckle shoes, no ties please for young ones.)

\*Boys: Black shorts/boys tights, white T-shirt, white socks, and black ballet shoes

**Payment Requirements**

1. *There are no refunds, credits, or deductions for missed classes or holidays.*
2. Students are expected to enroll for the entire season of ten months. You may pay your tuition all at once up front, in two payments, or in ten monthly payments.***The credit card that is on file will be charged the first Thursday or Friday of each month.***
3. Students with delinquent accounts will not be admitted in class until the account is current. Upon Registration, you have reserved your child’s class time until May of the registering season.  You will be billed and are liable for the payment of tuition for those classes whether or not your child attends the class until we are notified, IN WRITING, of your desire to cancel your child’s enrollment. If you choose to change or terminate services, you must submit the change in writing 1 month prior to the drop/change in order to stop charges.
4. *Parents are responsible for contacting the office with any and all changes to your credit card. All declined cards will be charged a $25 fee after 30 days past due.*
5. There is a $15 Late Fee applied to tuition if not paid by the 15th of the month.