

THE DANCE AUTHORITY

COMPETITION TEAM PARENT INFORMATION PACKET – ADDENDUM 2017-2018

TDA COMPANY CODE OF CONDUCT

Being accepted onto the TDA Competition Team is an honor and privilege for which you and your dancer should be proud and excited! However, this comes with increased expectations for both your dancer and your family. This commitment should not be taken lightly. Events like birthday parties, cookouts and optional school events do not come before mandatory dance times for members of TDA Competition Teams, as absences affect not only your dancer's development, but also the entire team.

- Attitude & Professionalism
 - Team dancers are expected to treat peers, teachers, parents, and dancers at other studios with respect at ALL times. Dancers must remember that they represent themselves, their families and The Dance Authority whether they're at school, in class, or out in the community.
- Required Dance Attire
 - Ballet- Leotard, pink tights, ballet shoes, hair in a bun
 - This will be strictly enforced. Ballet is a strict discipline and the most important of all the styles of dance you will learn. It must be taken seriously, part of that is dress code. When you come dressed and ready for ballet, you will take ballet more seriously. If you come to ballet without the proper attire, you will be asked to watch the class and will need to make-up that class.
 - All other technique classes- Form-fitting dance clothing with appropriate dance shoes and hair up and secured in a ponytail or bun at all times. No t-shirts, sweats or pajamas will be allowed on the dance floor. Please leave all warm-ups in the locker room.
 - See 'Dress Code' for specific class requirements
- Physical Fitness
 - Peak fitness = peak performance and technique. Dancing for 3-4 minutes is physically demanding, and like any other sport, I expect the Competition Team dancers to be prepared physically. Parents- please help them with this during the off-season and at home with meals and activity.
- Leadership
 - TDA Competition Team dancers are the leaders in the studio. Recreational dancers look up to and aspire to be like them. I expect our Team dancers to take this seriously and set good examples at all times. Good leaders are: responsible, prepared, dependable and respectful.
- Punctuality
 - It's expected that your dancers arrive to the studio and competitions early and prepared. If class starts at 9:00 am, they're late as of 8:50. They are expected to work hard and integrate teacher feedback both immediately and from class to class.
- Absences
 - We cannot succeed as a team if there are any dancers with excessive absences. Absences, particularly at rehearsals, impact the entire dance and will not be tolerated. Please review the attendance policy.
- Social Media
 - Please use common sense and discretion when posting on any social media sites. Keep your posts thoughtful and respectful. If it is brought to our attention that there has been improper use of social media you will be asked to remove the content and if not done so, or if this continues to be a problem it may result in dismissal of the student.

TECHNIQUE CLASS ATTENDANCE POLICY

- If you are not early, you're late. Be prepared (dressed, stretched and focused) for all classes 10 minutes prior to the beginning of class.

- If you will be more than 15 minutes late, communication to Mindy is required. She will pass along your text/email/call to appropriate teacher. You may not join class until proper stretching and warm-up has been completed. You may then ask the teacher to join class.
- Make-ups are required for all missed classes. Make-ups are to be done within 30 days of miss. If a ballet class is missed, you can only make up with another ballet class. No exceptions. All other missed classes can be made up any of the other required technique classes.
- If you accrue more than 2 absences that are not made up within 30 days, your position may be moved in a dance, at Mindy's discretion.

REHEARSAL ATTENDANCE POLICY

- All rehearsals are mandatory two weeks before a competition or you will not be allowed to compete. Mindy must be notified, in advance (of the two weeks), if you must miss so appropriate adjustments can be made. You will still be required to be present at the competition.
- Excessive absences will not be tolerated. These absences have led to subpar dances and performances.
- If you are not early, you're late. Be prepared (dressed, stretched and focused) for all classes 10 minutes prior to the beginning of class.
- If you will be more than 15 minutes late, communication to Mindy is required. She will pass along your text/email/call to appropriate teacher. You may not join class until proper stretching and warm-up has been completed. You may then ask the teacher to join class.
- Absences must be communicated a minimum of 48 hours in advance, whenever possible. If you wake up and are too sick to dance, email Mindy immediately.
- If there is more than one rehearsal absence, your position in your dance(s) is subject to move.
- If there are more than two rehearsal absences, you may be asked not to participate in your dance(s). In this event, you are still required to pay competition & costume fees.
- Certain absences & circumstances will be taken into consideration. However, consistent attendance at rehearsal is critical to good performances at competition and only fair to the other dancers participating in that dance. Please be there unless there's an absolute emergency or a previously communicated reason to miss.

ACCOUNTING

Tuition is paid monthly and is non-refundable and non-transferrable. Tuition rates for the school year are based on 36 weeks, or 10 months (Aug-May.) Tuition rates for summer technique classes and rehearsals (if applicable) are calculated separately from school year tuition rates. We then take the tuition rates for the entire 2017-2018 dance season and divide them into 12 even monthly payments, to be paid July 2017 through June 2018.

Tuition is processed through Autopay, direct withdrawal from a debit or credit card account. Please remember to keep your Auto Pay account information updated. If you prefer to pay by check, the check must be received and posted to your account by the 24th of the month. Charges are deducted on the 25th of the month for the following month's tuition. You will be notified by TDA for any Auto Pay transaction that has been declined. Once notified, you have until the 1st of the month for cards to be successfully processed or you will be charged a \$20 declined credit card fee. Any checks that are returned are charged a \$30 returned check fee. Payments must be kept current in order for students to continued participation.

TDA has a separate TEAM account that is used for all "pass-through" expenses (those that are not collected for TDA, but are expenses TDA pays out to other companies) such as choreography fees, costumes, competition fees and all other non-recurring charges. Team credit cards are set up through Auto Pay as well. However, because these team fees are merely pass-through costs, team invoices paid by credit card will have a 4% transaction fee added to their invoice. If you do not wish to pay the 4.00% fee, you may pay by cash or check. The cash or check must be received and posted to your account by the 24th of the month. Charges are deducted on the 25th for the following month's tuition. There will be a \$10/day late fee applied to balances not cleared by the 1st.

****NEW**** Cash payments are required to be delivered in an envelope marked with dancers name and specified tuition account or team account.

*****All payments must be kept current in order for students to continue participation. This will be strictly enforced.***

ADDITIONAL PARENT INFORMATION

Food/Snacks/Cleanliness – Because of the long hours spent at the studio, eating meals and snacks on-site is encouraged to keep their focus and energy at a high level. However, TDA is a dance studio and not a cafeteria—meaning that we don't employ a cleaning crew to clean up after your kids. Please help us and remind your children to clean up after themselves – especially at our new studio. The locker room is the preferred place for these snacks and meals to be consumed. However, it is a carpeted area and food and carpet don't mix well. If the locker room doesn't remain clean and sanitary – I will have no choice but to remove all food privileges from their locker room.

Parental Roles and Responsibilities – Positivity is required in and around the studio and at any TDA competition or event. Please remember this is not only a commitment on your child's part, but on yours as well. We expect you to support your dancer and your studio every step of the way. You can best do so by knowing his/her strengths and weaknesses, helping them set short and long term goals, and most importantly knowing and trusting that the teacher's have your child's development and best interests in mind at all times – and relaying that to them.

Parental Support is KEY to the progress of your child (ren). Please remember your roles, as well as ours:

Studio Staff & Judges = Teachers and critics

Parents / Teammates = Love, support and encouragement

Let us do our jobs and please do yours. Mindy and the TDA staff have been teaching and developing dancers for decades and we ask that you respect our decisions as the professionals entrusted to push, critique and improve your dancer. Just as parents can't always be "friends" to our children, teachers' primary role is very similar.

Dancers / Teammates – Please be supportive of ALL of our dances, and whenever possible, set a good example by watching and cheering on our TDA dancers, even when your child isn't on stage. We want our season to be one of fun and camaraderie and above all, teach our dancers early on about selflessness, teamwork and sportsmanship.

Communication – In order to effectively communicate important information to parents, we ask that you all have an email address and Facebook account that you are able to check on a daily basis. We have a private Facebook group that you will be invited to after you have accepted your position on the team. We use this group as our main mode of communication. We post updated such as: schedule changes, costume information, competition schedules, etc. To ensure this information is archived and accessible, most of it will also be duplicated on Competition Team's private website page: <http://thedanceauthority.com/login/> password is #TDAsweet16. We have added a calendar to this page and will also have events posted with detailed information.

Important Contacts – Please use email as formal method of communication. Texts to Shelly, Nick or myself can get lost in the mix. As we grow, it's going to become even more important that we have a record of our communication so that it can be efficiently directed to the right person and communicated/resolved effectively. Please communicate all requests for meetings, schedule questions, payment questions, via email. Thank you!

Staff Roles and Responsibilities – Who to come to for what ☺

- Shelly #1:
 - Shelly will be the first point of contact for all Competition Team inquires regarding: schedules, class changes, handbook questions, general company feedback or concerns, requests for meetings about your dancer, etc. All emails need to be sent to shelly@thedanceauthority.com.
- Darci #2:
 - If you have questions about your bill, switching classes or times, adding or removing your dancer from a class, etc., please direct these to Darci's email address, darci@thedanceauthority.com.
- Mindy:
 - As the Director, Mindy handles about a billion things behind the scenes and is responsible for communicating with vendors, competitions, choreographers, teachers, and everything else a business owner must handle. By adhering to the protocol outlined in this section, you're helping our staff maximize their talents and be efficient with their time so that they can focus primarily on developing and teaching our dancers.

Thank you so much for the opportunity to teach, encourage and love on your children. I am SO excited for this season!!

Thanks again, Mindy & Staff