

TABDC

REGISTRATION PACKET



CONTACT INFORMATION

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[TIK-TOK: TABDC.OFFICIAL](https://www.tiktok.com/@tabdc.official)

WWW.TAKEABOWDANCECENTER.COM

WELCOME



Hi There!

WELCOME TO TAKE A BOW DANCE CENTER!

ABOUT THIS HANDBOOK

Take a Bow Dance Center has been providing dance education since 2015. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

OUR MISSION STATEMENT

At Take a Bow Dance Center we take the time to get to know our dancers as individuals. We pride ourselves on the family atmosphere that we've built. When you dance at Take a Bow Dance Center you become part of our family! The owner Miss Annie and instructors strive to be lifelong role models in your child's life whether they dance with us for just one season or many!

Let's Dance!

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CLASSES

MY SHADOW AND ME

My Shadow and Me is our all-inclusive version of “Mommy and Me.” My Shadow and Me classes are for dancers 15 months to 3 years old. It is an introduction to dance that includes dancing, singing, socialization and learning through props and repetition.

BALLET/LYRICAL

Ballet is the foundation of all dance. Students are highly encouraged to study it first or in combination with other classes. Dancers will learn proper terminology and technique. Classes will include ballet stretches, barre work, center work, across the floor and choreography.

Younger dancers will learn the basic fundamentals of ballet while developing their fine and gross motor skills. Dancers will be guided through fun and creative movement games and action songs.

JAZZ

Jazz classes are fun and energetic! They include elements such as kicks, leaps, turns, splits and isolations. Classes consist of stretch and strengthening exercise, floor work and across the floor progressions in addition to center floor combinations.

CLASSES

HIP HOP

Hip Hop is a high energy class combining street dance with funk and jazz commonly seen on TV and in music videos. Hip Hop teaches coordination, strength, flexibility, rhythm and endurance. Dancers can expect to learn the history of hip hop and its variety of styles

TAP

Tap classes are designed to develop rhythm, style and sound. Students will learn a variety of tap styles from Broadway to Rhythm tap. Exercises focus on building flexibility of the knee and ankles, coordination and speed in movement. The class emphasis is on developing proper tap technique, producing clear tap sounds and having fun!

MUSICAL THEATRE

Musical theatre class is an exciting form of performing arts education. It combines acting, singing, and dancing to tell stories through song and dance. Students learn how to express themselves on stage, create characters, and develop their singing and dancing skills.

DRESS CODE

Class Attire is essential to the success of our dancers. Proper attire and uniformity in dance class helps to prevent injury. The instructor can clearly see the lines of the body and adjust each dancer as needed.

MY SHADOW AND ME

Dancer:

Leotard (any color)

Tights (any color)

Pink Ballet Shoes without laces

**If your toddler has a sensory need, please have them wear solid color clothing that is easy to move in.

Grown Up:

Please wear something you are comfortable in!

Outside shoes are not permitted to be worn in the dance room so please wear socks or bare feet.

BALLET/LYRICAL

Leotard (Pink or Black)

Tights (pink)

Pink Ballet Shoes without laces

JAZZ AND MUSICAL THEATRE

Option 1:

Leotard (any color)

Tights (any color, skin toned preferred)

Option 2:

Solid colored form fitted shirt such as a tank top

Leggings or shorts with tights

Tan Jazz Booties

HIP HOP

Any clothing that is comfortable to move in! Please do not wear jeans or jean shorts. Hats are permitted.

Clean sneakers that are only worn for dance. Outside shoes are not permitted in the dance room.

TAP

Under 10 years of age:

Leotard and tights (any color)

Over 10 years of age:

Solid colored form fitted clothing. Tights or black socks.

Black Tap Shoes

TUITION

Tuition is based on a seasonal figure broken into 9 equal payments. The registration fee and first tuition fee are due at the time of enrollment.

The remaining 8 payments are due on the first of the month beginning September 1, 2024 and ending April 1, 2025.

<u>Amount of Classes</u>	<u>Full Tuition</u>	<u>Monthly Payment</u>
1 Class	\$495.00	\$55.00
2 Classes	\$900.00	\$100.00
3 Classes	\$1395.00	\$155.00
4 Classes	\$1755.00	\$195.00
30 Minute Class	\$360.00	\$45.00

- **Registration costs:**

\$25.00 for the first dancer

\$15.00 for a second dancer

\$10.00 for each additional dancer

- You will receive an 8% discount for paying your full yearly tuition up front. Full tuition must be paid at the time of registration.
- There is a sibling discount of \$10.00 for the first sibling and \$5.00 for additional siblings.
- A credit card is required to be on file for each dancer. Credit cards will be charged on the 1st of each month unless another form of payment is given on or before the last day of the previous month. If you do not want your card to be charged, be sure to provide another form of payment prior to the 30th of each month. Auto-Pay will charge your full account balance each month.

TUITION CONTINUED

- Costume costs are \$95.00 per dancer, per class and must be paid by cash or check.
 - A \$50.00 deposit is due on October 1.
 - Half of your remaining balance will be due December 1 and the final balance will be due January 15.
- There is a 4% convenience charge for all credit card payments. There is no convenience charge for monthly auto-pay payments, cash or check payments.
- A \$15.00 late fee will be charged to accounts seven (7) days past due.
A \$35.00 late fee will be charged to accounts fourteen (14) days past due.
Dancers with accounts more than fourteen days past due will have their account suspended and be unable to participate in class until account is up to date. At that point, dancers may elect to book a private lesson to catch up on what they missed during class.
- Take a Bow Dance Center accepts cash, check, or credit cards as forms of payment. · Dancers who register after September will not be eligible for Paid in Full discounts.
- There will be a \$30 fee for any returned checks. If your check has been returned during the year, you must pay the remaining tuition installments in cash.
- *All tuition, recital, costume and other payments are non-transferrable and non-refundable
- Holidays and scheduled days off are factored into tuition. There are no makeups provided for scheduled days off.
- Included in tuition: 32 weeks of dance instruction. Recital Costume. Recital tights. End of year trophy.

CLASS PLACEMENTS

We offer a variety of age ranges for classes so that your child is with their peers.

If your child displays the skill level and social maturity required to move up an age level, an exception can be made at the discretion of Miss Annie.

STUDIO CLOSINGS

- If there is inclement weather (snow etc.) and the studio is closed, you will receive a text and an email. There will also be posts on Facebook, Instagram and our private parent Facebook group. Please check all of the above before calling or texting to see if class is still on.
- Take a Bow Dance Center will follow Neshaminy School District. If school is closed or there is an early dismissal due to inclement weather, dance classes will be cancelled as well.
- If there is an instructor emergency and classes need to be cancelled, a makeup will be issued.

ATTENDANCE

- Students must be on time for class! Students who come late to class may be asked to sit out and observe. Dancers must participate in class warm up! Lack of warm up could result in injury. The instructor will use their personal judgment to make this call.
- A minimum attendance level is required. Dancers who are frequently late or absent may see a negative effect on their dancing skills.
- You can submit an absence through your Parent Portal. Please call or email the studio if your child is going to miss more than one class. We understand last minute things come up, however, notice of your child's absence is preferred.

MAKE-UP CLASSES

- You are able to schedule make-up lessons through your parent portal. Make-up lessons do not expire as long as a dancer is enrolled in our school. However, if a make-up lesson is missed for any reason, it is no longer eligible for rescheduling.
- There are no refunds or account credits for missed classes.

LOBBY/VIEWING AREA

- TABDC has a viewing window between the lobby and dance studio where you can watch your dancers' class. Please only bring one parent per dancer to stay for the duration of class as our lobby is small in size.
- In the event that the lobby becomes overcrowded, parents/guardians will be asked to wait outside.
- Please be sure to clean up after yourselves.
- To ensure safety of our students and staff, when there is a class in session and no one in the front lobby the front door will remain locked. The door will be unlocked once class has concluded. Please do not knock on the door while class is in session.

SMOKING POLICY

Take a Bow Dance Center is a smoke free facility. Please do not smoke or vape in or around the entrance to our building.

BATHROOM

- Take a Bow Dance Center has one bathroom within the building. Parents, please allow time for your children to use the bathroom before class as to not delay and/or disrupt instruction. In our experience, once one dancer needs to use the bathroom.. the whole class suddenly needs to use the bathroom.
- We do not require our dancers to ask permission to use the restroom.
- If your dancer requires help in the restroom, please have a parent/guardian nearby for the duration of class. It is a good idea to have younger dancers practice taking their leotards on and off prior to the start of the dance season.

CLASSROOM BEHAVIOR

- Dancers are expected to be respectful and attentive in class to teachers and their fellow classmates. Polite behavior and good manners should be displayed throughout the class and in the lobby area.
- Dancers are asked to try their best and maintain a positive attitude when learning new techniques. We prefer the words “I will try my best” over “I can’t.”
- Encourage your dancer to leave their bad days at the door and let dance be their freedom. If your child is having a particularly hard day, please text or email the studio so that their instructor can use extra patience and care with them.
- Instructors reserve the right to dismiss a student from class for the day for disruptive and/or disrespectful behaviors.

CELL PHONE USE

Dancers are asked to please keep cell phones and other devices in their dance bags. Dancers may check their phones during breaks or between classes.

COMMUNICATION

Each month I will email a newsletter with the current happenings of the studio. Our newsletter will also be posted on our website www.TakeaBowDanceCenter.com and in our private parent Facebook group. Please search “TABDC” and request to join if you are not already a member.

I try not to bombard your inboxes but you may receive other emails and text messages periodically as well.

RECITAL

- Each class will learn a dance and perform it on stage for our annual recital! Como classes may learn up to two dances. It is assumed that all enrolled dancers will participate in recital.
- The recital date for 2025 is TBD.

DROPPED CLASS/DISMISSAL

- When signing up for dance, you are committing to paying nine months tuition and all associated fees including but not limited to, costumes, apparel, recital etc.
- A 30-day written notice, MUST be turned in prior to a student dropping a class. If a written notice is not received 30 days prior to a student dropping a class, you will be billed for the following month.
- Costume fees must be paid in full prior to dropping a class.
- Take a Bow Dance Center reserves the right to dismiss a student for any reason including but not limited to: bullying, misconduct, misrepresentation of TABDC, or slander by said student or parent/guardian.
- All fees paid to Take a Bow Dance Center are non-refundable

PHOTO/VIDEO RELEASE

- Take a Bow Dance Center is hereby granted permission to take pictures and videos of the students and use them for advertisement or display purposes.
- Take a Bow Dance Center is also hereby granted permission to post pictures and videos of students onto the Take a Bow Dance Center website and social media pages.

STUDENT TEACHING

Dancers who wish to be part of our student teaching program will need to meet the following requirements

- At least 10 years old
- Have danced at TABDC for at least one year
- Have a positive attitude.
- Good attendance.

Student teachers will help assist with younger classes and receive tuition reimbursement for their time. Reach out to Miss Annie for more information.



A FINAL WORD..

Thank you for taking the time to read our registration packet. Text Miss Annie with your child's name and your favorite animal to receive a prize!

I hope that you are as excited about this upcoming dance season as I am! I truly look forward to spending time with your children each week; seeing the growth in our current students and getting to know our new ones! I want Take a Bow Dance Center to feel like a home away from home, where our dancers learn, have fun and thrive!

Thank you for choosing Take a Bow Dance Center for your dance instruction.

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