

TABDC

REGISTRATION PACKET



CONTACT INFORMATION

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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 15, 2024 and ending April 15, 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 Fees

- \$25.00 for the first dancer, \$15.00 for a second dancer, \$10.00 for each additional dancer

Tuition Discounts

Paid-in-Full Discount

- Receive an 8% discount when you pay your full yearly tuition at the time of registration
- Full payment must be made up front to receive this discount

Sibling Discount

- \$10.00 off for the first sibling, \$5.00 off for each additional sibling

Credit Card Policy & Auto-Pay

- A credit card is required to be kept on file for each dancer
- Credit cards are charged on the 15th of each month
- If you prefer to use another form of payment (cash, check, etc.), it must be submitted by the last day of the previous month to avoid the auto-charge
- Example: To avoid being charged on August 15, an alternate payment must be received by July 31.
- Auto-Pay will automatically charge your full account balance each month

TUITION CONTINUED

Tuition & Payment Policies

- Payment Methods Accepted
- Cash
- Check
- Credit Card
 - Please note: A 4% convenience fee applies to all credit card payments.
- Monthly Auto-Pay (no additional fee)

Late Fees

- \$15 late fee: Applied to accounts 7 days past due
- \$35 late fee: Applied to accounts 14 days past due
- Accounts more than 14 days overdue will be suspended. Dancers will not be permitted to participate in class until the account is current.
- To catch up, dancers may book a private lesson once payments are up to date.

Returned Checks

- A \$30 fee will be charged for any returned checks.
- After one returned check, all future payments must be made in cash.
- Additional Payment Policies
- Dancers registering after September are not eligible for "Paid in Full" discounts.
- All tuition, costume, recital, and additional fees are non-refundable and non-transferable.

• Costume Fees

- Due Date: December 1, 2025
- Costume fees are per class
- Costumes include all accessories: hats, gloves, tights, hairpieces, etc.
- Dancers will be measured in November
- An additional 2 inches will be added to measurements to allow for growth

• Scheduled Closures & Holidays

- Holidays and scheduled studio closures are factored into tuition
- No make-up classes are provided for these planned days off



CLASS PLACEMENTS

We offer a variety of age ranges for our classes to ensure your child is placed with their peers both socially and developmentally.

We understand that every dancer grows at their own pace. If a dancer demonstrates the skill level and social maturity needed to advance beyond their age group, a placement exception may be made at the discretion of Miss Annie. Our goal is to place each dancer where they will thrive — building confidence, technique, and a lifelong love of dance.



INCLEMENT WEATHER & CLOSURES



Weather-Related Closures

- If the studio is closed due to inclement weather (e.g., snow or ice), you will be notified via:
 - Text message
 - Email
 - Facebook (main page and private parent group)
 - Instagram

Please check all platforms before calling or texting to inquire about class status.



Instructor Emergencies

- In the rare event that a class must be cancelled due to an instructor emergency, a make-up class will be scheduled.



ATTENDANCE POLICY



Timeliness Matters

- Dancers must arrive on time for all classes.
- Late arrivals may be asked to sit out and observe at the instructor's discretion.
- This is to ensure proper participation in warm-ups, which are crucial for preventing injuries.



Impact of Absences

- A minimum attendance level is required for class progress and potential recital participation.
- Frequent tardiness or absences may negatively affect a dancer's skill development and performance readiness.



Reporting Absences

- Absences can be submitted easily through your Parent Portal.
- If your dancer will miss more than one class, please call or email the studio directly.
- While we understand that last-minute situations happen, advance notice is always appreciated whenever possible.

MAKE-UP CLASSES

- If you missed a class for any reason, please email the studio to schedule a makeup!
- Make-up classes are only valid within the season you are currently enrolled
 - They do not roll over to a future season

LOBBY & VIEWING AREA POLICY

We welcome families to observe their dancers through our viewing window, located between the lobby and the studio. To ensure a safe, comfortable environment for all, please review the following lobby guidelines:

Lobby Guidelines

- Only one parent or guardian per dancer may stay during class, due to limited space
- We kindly ask that you avoid bringing siblings whenever possible
- Please be courteous and clean up after yourselves

Safety & Access

For the safety of our students and staff:

- The front door will remain locked during class if the lobby is unoccupied
- The door will be unlocked once class concludes
- Please do not knock on the door while class is in session, as it disrupts learning

Overcrowding

- If the lobby becomes overcrowded or disruptive, we reserve the right to close the lobby temporarily for safety and to maintain focus in the studio
- Our priority is always the safety and success of our dancers—not monitoring lobby behavior

BATHROOM

We have one restroom available for student and parent use. To help minimize class disruptions, please review the following guidelines:

Before Class

- Please ensure your dancer uses the bathroom before class begins
- In our experience, one trip often leads to many, which can significantly interrupt class flow and instruction

During Class

- Dancers are not required to ask permission to use the restroom
- If your dancer needs assistance in the restroom (e.g., younger dancers), we ask that a parent or guardian remain nearby during the class
- We recommend practicing taking leotards and dancewear on and off at home before the season starts to help your dancer feel more confident and independent



CLASSROOM BEHAVIOR

We believe dance is a place for growth, respect, and joy. To keep our environment positive and productive, we ask dancers to:

- Show respect and attentiveness to their teachers and classmates at all times
- Use polite behavior and good manners both in class and in the lobby
- Maintain a positive attitude and give their best effort when learning new skills
- We encourage the phrase “I will try my best” instead of “I can’t”
- Leave any tough days at the door and let dance be a place of freedom and expression

If your dancer is having a particularly hard day, please text or email the studio so instructors can provide extra patience and care.

Please note:

- Instructors reserve the right to dismiss a student from class for the day if their behavior is disruptive or disrespectful.

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

We want to keep you connected and in the loop throughout the dance season! Here’s how we share important updates:

- A monthly newsletter will be emailed to you, featuring the latest news, events, and announcements from the studio
- The newsletter will also be available on our website:
www.TakeaBowDanceCenter.com
- Join our private parent Facebook group for extra updates and community connection — just search “TABDC” and request to join if you haven’t already!

While we aim to respect your inbox, you may occasionally receive additional emails or text messages for important reminders or last-minute updates.



RECITAL INFORMATION

Each class will learn a dance routine to perform on stage at our annual recital!

- Combo classes may learn up to two dances.
- It is assumed that all enrolled dancers will participate in the recital as part of their dance experience.

Recital Dates for 2026:

- May 8 & May 9
- We look forward to celebrating the hard work and progress of our dancers!

DROPPED CLASS & DISMISSAL POLICY

Dropping a Class

- A 30-day written notice is required before dropping a class.
- If written notice is not received 30 days in advance, you will be billed for the following month's tuition.
- Costume fees must be paid in full before a class can be dropped.

Dismissal Policy

Take a Bow Dance Center reserves the right to dismiss a student for reasons including, but not limited to:

- Bullying
 - Misconduct
 - Misrepresentation of TABDC
 - Slander by the student or their parent/guardian
 - Refunds
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- 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 PROGRAM

Dancers interested in joining our Student Teaching Program should meet the following requirements:

- Be at least 10 years old
- Have danced at Take a Bow Dance Center for at least one year
- Maintain a positive attitude
- Demonstrate good attendance

What Student Teachers Do:

- Assist with younger classes, gaining valuable teaching experience
- Receive tuition reimbursement for their time and effort
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If your dancer is interested or you want more details, please reach out to Miss Annie.



A FINAL WORD...

Thank you so much for taking the time to read through our registration packet! To show our appreciation, please email us at TABDC15@gmail.com with your favorite song to receive a special prize!

I'm truly excited about the upcoming dance season and can't wait to spend time with your children each week — watching our returning dancers grow and getting to know all of our new students.

At Take a Bow Dance Center, we strive to create a home away from home where dancers learn, have fun, and thrive together.

Thank you for choosing Take a Bow Dance Center for your dance instruction. Here's to a fantastic season ahead!

With gratitude,
Miss Annie & The TABDC Team