

# B.B DANCE PRODUCTIONS

5309 EAST INDEPENDENCE BLVD. SUITE I  
CHARLOTTE, NC 28212  
704-563-8693  
[www.bbdance.com](http://www.bbdance.com)

## 2023-2024 Policies and Procedures

### Required Practice Wear:

**B.B. Dance Leotard (\$30) and B.B. Dance Bag (\$12) is required for all classes (Must be purchased from B.B. Dance Productions)**

**All students' hair must be tied back and secured for class. NO Jewelry**

- 3-5 / 5-6 yr. old classes White tights, white tap shoes, and white ballet shoes
- 7-9, 10 & up yr. old classes Black tights, black tap shoes, black jazz shoes, and black ballet shoes
- Hip Hop B.B. Dance Sweatpants, BB Dance T shirt, Tennis shoes

**Tights are also available for purchase through B.B. Dance**

**Shoes and tights can be found at the following locations:** Lebo's and Morris Costumes in Charlotte, NC or [Discountdance.com](http://Discountdance.com) Online

### Registration (Non-Refundable)

A \$30.00 registration fee required with the application to reserve class space. Registration is not considered complete until this fee is paid.

### Tuition (Non-Refundable)

Tuition is due on the 1st day of each month (a \$15.00 late fee will be applied to all tuition paid after the 7<sup>th</sup> day of the month). If an account is not current, the student is asked to sit / observe the class. Student absence does not change the due date of a payment.

### Absence Policy

If a student is absent two consecutive classes without notification to the Office Manager, they will automatically be withdrawn from the class roster. In order for a child to return, a new registration fee and any past due balance must be paid in full, prior to the student's return to class. Monthly tuition will not be prorated due to absence of attendance.

### Payment Options (Please Refer to Tuition Payment Options Chart Attachment for Details)

We will offer 3 different options for the 2023-24 Dance Season

1. Annual Quarterly Payment: Includes Annual Tuition, Costume and Recital fee (\$5.00 discount on the monthly fee) **Refer to Chart for Due Dates**
2. Quarterly payment: Tuition ONLY (\$5.00 discount on the monthly fee) **Refer to Chart for Due Dates**
3. Monthly Payment: Tuition ONLY (NO DISCOUNT APPLIES) **Due by the 1st of Each month**

If we are closed on dates leading up to scheduled payments, due dates will not be affected. **Discount payments cannot be issued if there is an outstanding balance on the account.**

### Forms of Payment accepted:

**All account management must be handled online in order to restrict the number of people in the facility.**

### Pre-Authorized Credit Card Payment

You may fill out a credit card authorization form allowing us to process your credit card for the payment plan you have selected. tuition at the end of each month automatically giving you the early payment discount. If a card is declined, the early payment discount does not apply. You will be notified in order to take care of your account

### Online Payment- ([myprocare.com](http://myprocare.com))

Tuition will be paid online 24/7 via [myprocare.com](http://myprocare.com). To register, go to [myprocare.com](http://myprocare.com) and use the email address associated with your child's account. All payments are time stamped and late fees still apply according to BBDP late fee policies. This service is available 24/7!

### Late Pick Up

It is requested that students be picked up on time. Any student who is picked up 15-30 minutes late will be assessed a \$30.00 charge; for 31-60 minutes, a late charge of \$60.00 will be assessed. Students will sit out of class if this fee is not paid.

### Snow or Bad Weather

For snow or bad weather, please call B.B. Dance Productions after 12:00 pm the day your child attends class to be advised of any cancellations.

### Holidays

B.B. Dance Productions will observe major holidays according to the Charlotte Mecklenburg Schools calendar. Classes remain as scheduled on teacher workdays.

### Recital Costume (Non-Refundable)

Recital costumes are ordered through B. B. Dance Productions. The price for 3-5 and 4-6 classes is \$115.00. The price for 7-9, and 10 & up classes is \$125.00. A deposit of \$75.00 is due on Saturday, December 2, 2023. The balance is due Saturday, **January 13, 2024**. The balance for 3-5 and 4-6 classes is \$40.00. The balance 7-9, and 10 & up classes is \$50.00. Each parent will be responsible for tights and proper shoes for your child's costume. Tights information will be given at a later date.

### Recital Costume Hip-Hop Add-On Class (Non-Refundable)

Participation in the recital for those taking hip hop as an additional class is optional. Recital costumes for students wishing to participate in Hip-Hop at the recital are ordered through B. B. Dance Productions. Price for the costume for students taking hip-hop as an additional class is \$85.00. Deposit of \$60.00 due on Saturday, February 10, 2024. Balance of \$25.00 due on Saturday, April 6, 2024.

### Recital Fee / Package (Non-Refundable)

A fee of \$80.00 is assessed to each student. There is no family discount for this fee. Due Saturday, March 9, 2024. It helps with the costs of monitors, stage crew, facility, stage, prop, and lighting rental.

### Recital Rehearsals

All recital rehearsals are mandatory. If a student misses Dress Rehearsal, the student will not be able to participate in the recital.

### Irene Bradley Scholarship Fundraiser

The Irene Bradley Scholarship Fundraiser helps provide young dancers in our community with financial assistance. This fundraiser is held in the spring of the year. In support of this fund, donors receive preferential seating in a pre-designated area for the annual dance recital. Seats are reserved for \$12 per seat with a **8 seat** limit for BB Dance Families. We use an online system accessed via a code which is sent in email to the email on file. The way the tickets are shared amongst each family is at the discretion of the party receiving the email code. More information about this fundraiser will be shared at a later date.

### Dance Recital

TBA \*(June 2024)

### Dress Rehearsal

TBA \*(June 2024) Annual Dance Recital TBA \*(June 2024)

\*TBA dates will be determined by the current state of restrictions that may / may not be in place at that time due to COVID 19. Decisions made will be timely and in the best interest of our dancer's opportunity for performance while following mandated safety protocol.

### Late Fees

Tuition:	\$15.00 after the 7 <sup>th</sup> of the month
Costume Late Fee:	\$25.00 on the deposit after December 2, 2023
Hip Hop Add-on Costume Late Fee:	\$15.00 on the deposit after February 10, 2024
Recital Late Fee:	\$15.00 after March 9, 2024

**Update on B.B. Dance Productions Safety Guidelines 2023-  
2024 Operations:**

- Masks will not be required for the 23-24 Season. If you test positive for Covid, current protocol is to stay home for at least 5 days and wear a mask for 5 days after that time. Please notify Ms. Veronica if you are diagnosed with Covid to discuss absence and return to building.
- For Drop off- Please continue to walk your child to the door for Drop-off. However, there is no longer a temperature check nor signed waiver.
- We do not have a Lobby / Waiting Area. Non - participants (parents, babysitters, siblings etc.) are not allowed to wait inside of our studio building.
- All business transactions are managed online. Make sure your contact information remains current.
- For Pick up: Students dismissed from the back of the building. Parent remains in car.