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## 2025-2026 STUDIO HANDBOOK

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# Top Hat Dance Centre, Inc.

2200 MORRISS ROAD - Suite 100 - FLOWER MOUND - TEXAS - 75028

*Give Your Child the Best!*



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*Like us on Facebook and Instagram!*

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## **OUR PHILOSOPHY**

Top Hat Dance Centre, Inc. ("THDCI") is dedicated to creating a fun and friendly environment for learning while encouraging our students to discover their own passion for dance and love of performing. We strive to instill the discipline of dance with the highest standards and integrity. Our main goal is to inspire our students to be creative and outgoing, thereby, giving them the confidence and self-esteem needed to excel in the world around them.

## **THE FACULTY**

At THDCI, we are very selective in choosing our staff. We seek out qualified instructors who are positive, patient, enthusiastic about training dancers, and able to keep the attention of the class. THDCI instructors are either university educated, seasoned professionals, or both. Many of our instructors have also trained within THDCI's dance program and have completed internships to learn how to be positive, constructive and creative teachers.

## **THE DIRECTORS**

Sharon Todd Burris  
Brandy Burris  
Blayde Burris

## **STUDIO POLICIES, PROCEDURES & OTHER INFORMATION**

### **GENERAL STUDIO RULES:**

- No Smoking or Vaping.
- No Gum Chewing.
- No Glass Containers.
- WATER ONLY in the dance rooms (no other food or drink).
- CELL PHONES must be OUTSIDE the dance room during class.
- No video camera or videophones may be used by adults or students, without explicit request & approval on a teacher-by-teacher basis.
- Dancers must wear required dance attire (See "Dancewear Requirements" Section of the Handbook).
- Dancers must wait for rides INSIDE the building.
- Any children NOT dancing need adult supervision.
- Please keep building clean by using correct receptacles. (Grey barrels are for trash, and red barrel is for recycling.)
- No foul language or inappropriate subject matter while at the facility.
- No medication will be supplied or administered by THDCI staff without parent approval.
- No prescription drugs are allowed on the premises without doctor's note on file and parental supervision.
- THDCI reserves the right to refuse business to any person, or persons.

### **ADDITIONAL PARENT/GUARDIAN EXPECTATIONS:**

- Please arrive 5 minutes prior to the end of your student's class. If you will not be able to pick them up promptly, please notify the front desk.
- Please notify the front desk staff, by written note, if someone else will be transporting your child home.
- Parent or guardian must come inside weekly to pick up any necessary information.

## **STAYING INFORMED**

There are several ways in which we distribute information to our students and their families:

- **STUDIO HANDBOOK** – It is the parent and/or guardian's responsibility to be familiar with all policies and procedures explained in the current handbook. If there is a question not answered in THDCI's handbook, please contact the front office at 972-355-JAZZ. (5299).
- **NEWSLETTERS** – Newsletters will also be sent home with students throughout the year. Each newsletter is filled with important information to be read thoroughly and kept for your reference.
- **WEBSITE, CUSTOMER PORTAL, & GOOGLE CALENDAR** – [www.tophatdance.com](http://www.tophatdance.com) - Our website includes general information, news & upcoming events, as well as email links to the Directors and access to both the [THDCI Google Calendar](#) and the THDCI Customer Portal. *\*At this time, payments are not accepted online.*
- **FACEBOOK & INSTAGRAM** – Join us on our "Top Hat Dance Centre, Inc." fan pages. **Please message us for an invite to our "Enrolled Families Facebook Page".**
- **DRY-ERASE BOARD** – The "Weekly Reminders" dry-erase board is located behind the front desk and is updated weekly with news and reminders.
- **"GroupMe" APP** – Receive reminders and news from THDCI thru the GroupMe app on your smart device. See front desk for sign up information.

## COVID-19 Requirements and Expectations

Due to the 2019-2020 outbreak of the novel Coronavirus (COVID-19), and outbreaks of new variants in 2022 & 2024, our business is taking extra precautions with the care of every student, staff member, and their family. The only way to ensure that we continue to be successful in this new “reality” is to have everyone follow the steps below. Regardless of your personal beliefs about the severity of the current state of affairs, we want to remind you that our priority is to safely teach and train children. We are doing our best to adhere to the recommendations of Denton County leaders and National Health & Medical Agencies. If you feel that you cannot adhere to the requirements and expectations below, then we suggest you plan to attend classes virtually. We want to thank you in advance for helping us continue to do what we love!

### Rules & Procedures:

- Masks are optional in all areas regardless of vaccination status until further notice. We reserve the right to adjust this policy as necessary to county, state, & national guidelines.
- Follow social-distance guidelines while in the building.
- Dancers will have opportunities to remove their masks while in class, if necessary, especially in the higher-level classes.
- Parents may enter the front office 5 minutes after their dancer’s class begins to limit the number of people in the front office. Parents must return to their cars/outdoors once any business is taken care of at the front desk.

### Do not come to Top Hat Dance Centre if:

- You have a FEVER, COUGH, SORE THROAT, DIFFICULTY BREATHING, RUNNY NOSE, LOSS OF TASTE/SMELL, VOMITING, or have been exposed to someone positive for Covid-19.
- You have traveled to a “COVID hot spot”, on a plane – domestic or international.
- You have had any visitors or houseguests from a “COVID hot spot”, who have flown on a plane – domestic or international.
- You are showing any symptoms (not listed above) of COVID-19 that have been recently reported.

We reserve the right to require any recommended guidelines as directed by the local, state, or federal governments\* before allowing the student back into the classroom. We will also follow the same protocols set forth by the local school districts.

*\*CDC recommends 14-day quarantine, while many schools require a negative Molecular Test (“PCR”) within 72 hours.*

### Possible Enhanced Protocols and Cleaning:

- Fever Checks at all entrances.
- Hand Sanitizer in each room.
- Required mask/face coverings for all visitors in common areas.
- Surface sanitization before each class.
- Specified “Bag Areas” in each dance room.
- Separate entrances for Studio A & B to support social distancing.
- Please social distance in all areas.

### **Virtual Classes:**

**Classes will not automatically be virtual. Students interested in Virtual Class will need to make a request on the day of class.** You will need to create an account at ZOOM.us. ZOOM will work on your desktop computer, laptop, or smart device. If you have any questions about devices that are not supported by the ZOOM application, you will need to review the Zoom website for a list or contact their customer support.

We will email you the log in information for your specific class. You will receive a meeting code and a password.

- Make sure your screen name contains your last name or dancer’s name
- Enter code and password.
- Wait for instructor to confirm your invite. NOTE: Be on time! The instructor will begin class within 5 minutes of the scheduled time. If you are late to class, she/he may not see you waiting for them to let you in.
- We will not be storing class recordings. However, you should be able to record to your computer or ZOOM account.

## **PARENT & TEACHER COMMUNICATION**

It is very important to THDCI and its instructors that we maintain open communication with families. If any parent has a question or concern regarding his/her dancer, please leave a message at the front desk for the appropriate instructor. That instructor will contact the parent to discuss the issue during a time when she/he is not teaching class. Please do not force a quick meeting with an instructor shortly before classes start, in between classes, or during class. At these times, instructors are not able to give you their full attention since their focus must be on teaching their classes. We would rather be able to respond to any concerns at a time when the instructor can focus completely on the issue at hand.

## **VISITING POLICY –**

At THDCI, every dance room has at least one large, glass window so parents are welcome to view classes at any time. We do request, however, that no visitors enter the dance rooms unless invited by the instructor. Please also keep in mind that it usually takes the first two months of classes for young dancers to feel completely comfortable with their new surroundings, classmates, and classroom procedures. THDCI's prime concern is the dancer, and most dancers are more productive without visitors and parents present.

**“Family & Friends Observation Week”** –During the week before Winter Break, family and friends are invited to see what has been accomplished during the first semester. Many students and other visitors spend extra time in the studio watching other dance classes of friends or more advanced dancers. Often, dancers bring homemade goodies to share with classmates, or exchange gifts with teachers and friends.

## **CLASS PLACEMENT**

Unlike many other dance studios, THDCI has a tried and true class placement process. We pride ourselves in knowing how to place children in the correct learning environment in order to challenge students, while continuing to foster their joy and love of dance. If an evaluation class is needed in order to place a registered dancer in the correct level arrangements will be made by a Director. Tuition adjustments will be made as necessary.

## **ABSENCES, MAKE UP CLASSES & BAD WEATHER CLOSINGS**

**There are no credits given for absences or bad weather closings.**

If a dancer has an injury or a non-contagious condition, we ask the dancer to attend class and watch to avoid falling behind. During the first semester, the dancer's instructor can specify a particular class to attend in making up necessary absences. However, when recital choreography begins in class, the difficulty is greater in determining an alternative, so classes may not be effectively interchanged. If too many lessons are missed, the dancer may need to change class levels.

## **CLASS WITHDRAWAL**

To withdraw from a class, please ask the office for a “drop slip” and then return the fully completed form to the front desk immediately. This drop slip will notify the office and the appropriate instructor that a dancer is dropping a class, so you will not be charged unnecessarily. When a dancer wishes to return to the class, obtain a “return slip” from the office and submit accordingly. (See “Dropping and Class Changes” Section for more info.)

## **DANCERS IN OTHER AREA DANCE COMPANIES**

Because THDCI is a strong school, established, and nationally known for its exceptional dance education, dancers know they will get exemplary training. Just as our dance company members are not allowed to take dance instruction, or private lessons, from teachers not presently employed by THDCI (with the exception of master class instructors invited by THDCI, or at dance conventions), THDCI does not allow another dance studio's dance company member, or dancer competing in dance with another group, to take classes at THDCI. We believe that dancers in a dance company should have complete faith in their dance studio and should not feel they need to train elsewhere to gain the training they need to be a great dancer. If it is brought to our attention that a registered dancer is a member of another dance studio's dance company, or is competing in dance with another studio/organization, we will ask him/her to finish out the year at the other dance school and no refunds will be given. We DO allow dancers who have previously trained at other dance studios to register at THDCI, as long as they are not currently performing or competing at another school.

## **TAKING ONLY ONE FORM OF DANCE**

THDCI strongly believes that a full program of tap, ballet, and jazz is ideal. It has been THDCI's experience that the “favorite” type of dance changes quite often with dancers. Once a dancer reaches a certain point in his/her training, he/she realizes they can find satisfaction and challenge in all areas. Instructors encourage dancers to stick with training in all areas of dance, but if there are cutbacks to be made in a dance schedule, ballet is not an option.

*\*All dancers enrolled at THDCI must take ballet, with the exception of those enrolled in hip-hop or contract classes.*

## **CONTRACT CLASSES**

Specialty classes offered at THDCI fall into this category. These classes run from eight (8) to twelve (12) weeks and require a registration fee from students who are not already registered for classes at THDCI. Each session must be paid in full at the time of the first class. If a participant does not complete the session, there is no credit or refund given. Please contact the front desk for more information regarding availability.

### **EXTERNAL P.E.**

The State of Texas has made available a physical education alternative to students in middle and high schools. This program, External P.E. ("EPE"), allows dancers to use state-approved extra-curricular activities as credit for their school physical education credits & grades. Check with your school for more details regarding their individual rules and regulations. THDCI is happy to offer our students the opportunity to take advantage of the EPE program. All EPE participants must provide a contact name and phone number for their school. For more details regarding THDCI requirements, please inquire at the front desk.

### **"HATS OFF TO YOU" INCENTIVE PROGRAM**

If a currently enrolled dancer/parent refers a new dancer to THDCI, EACH account will receive a \$20.00 credit to use toward studio fees and/or tuition upon the new dancer's paid registration. The referral coupon is available at the front desk. Some restrictions do apply. Please ask a member of our front desk staff for more details.

### **STUDENT INCENTIVE FOR YOUNGER DANCERS**

Younger dancers are rewarded for good behavior with hand stamps or stickers at the end of class. This type of small reward is about behavior, co-operation, and participation, NOT dance ability! Our teachers enjoy the positive responses they get from the students. If unacceptable behavior cannot be handled in the classroom, instructors will contact parent(s) in order to create a plan to improve the situation.

### **LOST & FOUND**

All "lost & found" items are located in the back of the THDCI common area. Please check this area regularly. Any items remaining at the end of each semester will be donated to CCA or Good Will.  
*THDCI is not responsible for lost or stolen items.*

## **REQUIRED PAYMENTS FOR THE YEAR**

**METHODS OF PAYMENT:** THDCI accepts payments in the form of cash, check, money order, cashier's check, Visa, and Mastercard. **All credit card must be a minimum of \$25.00 and require a 4% "roll-thru" charge.** We apologize for any inconvenience. Please also note that credit card payments will not be accepted for Convention fees without a roll-thru charge. We no longer offer "auto-pay", but recommend you schedule check payments directly from your bank if you want to avoid monthly visits to make payments.

**Ask the front desk for more details.**

**All fees paid to THDCI are non-refundable and non-transferable to another account, even within the same family.**

- Tuition credits may only be applied toward future tuition fees.
- Retail credits may only be used for future retail purchases.
- All mailed payments MUST be postmarked by the 10<sup>th</sup> of the month (June deadline May 31<sup>st</sup>) to avoid any late fees. (Also see "Penalties & Late Fees" Section.)
- No post-dated checks. All payments are applied the day received.
- THDCI reserves the right to ask for semester payments in advance from customers who are consistently behind on tuition payments.

### **REGISTRATION**

The yearly registration fee per student is **\$60.00\*** due at time of enrollment and expires the day of the Annual Show. Registration cards must also be completed with the "account name" referring to the person who will be responsible for the fees. If a student must drop classes for a month or more during the fiscal year for any reason, a re-enrollment fee will be charged upon return.

*\*Registration discounts are available for existing students beginning in March for the following year.*

### **MONTHLY TUITION**

August's tuition is adjusted to a weekly rate since there is not a full month of classes. Each subsequent monthly tuition payment is evenly divided into ten (10) equal payments totaling the yearly cost of each student, due September through June. No tuition adjustments will be made after May 1<sup>st</sup>. There are no credits given for holidays, absences or bad weather closings. (Also see "Studio Policies" Section under "Absences".)

**Monthly tuition is payable in advance during the first ten (10) days of the month, September through May; however, August tuition is due by August 31<sup>st</sup>, and June tuition is due by May 31<sup>st</sup>.** Payments received AFTER the desk closing hours will be posted the following business day.

For any new students enrolling in THDCI after the year has begun, tuition will be pro-rated. Pro-rated tuition must be pre-approved by a THDCI Director. For new second semester students who perform only one (1) routine in the Annual Show, the June tuition will be discounted.

## 2025-2026 Monthly Tuition & Other Rates

45 Minutes/week.....\$80  
 1.0 Hour/week.....\$90  
 1.5 Hours/week.....\$130  
 2.0 Hours/week.....\$160  
 2.5 Hours/week.....\$180  
 3.0 Hours/week.....\$190  
 3.5 Hours/week.....\$205  
 4.0 Hours/week.....\$220  
 4.5 Hours/week.....\$230  
 5.0 Hours/week.....\$240

5.5 Hours/week.....\$250  
 6.0 Hours/week.....\$260  
 6.5 Hours/week.....\$270  
 7.0 Hours/week.....\$280  
 7.5 Hours/week.....\$295  
 8.0 Hours/week.....\$305  
 8.5 Hours/week.....\$318  
 9.0 Hours/ week.....\$328  
 9.5 Hours/week.....\$340  
 Unlimited (10+).....\$355  
 Males (unlimited)....\$180

### CONTRACT CLASSES:

8-week Contract....\$180\*  
 12-week Contract..\$270\*

### SINGLE CLASS FEES:

#### (NON-REGISTERED DANCERS)

1.0 Hour.....\$35/class\*\*  
 1.5 Hours.....\$45/class\*\*  
 2.0 Hours.....\$55/class\*\*  
 Master Class – TBD

**Convention Service Fee - \$15**

\* Contract class rates are for the 8 or 12-week session and are due in full, prior to the first lesson. Subject to change.

\*\*Single Class Fees apply to non-registered dancers, are subject to Director approval, and require a signed release form.

### **TUITION DISCOUNT**

If paying by **CASH or CHECK**, parents may pay for a full semester at one time to receive a **5% discount** off tuition costs only. There are no discounts offered for any additional fees such as registration, Annual Show fee, costume fees, or company fees. The first semester includes August through January (tuition, registration and Annual Show costume/s), and second semester includes February through June (tuition and Annual Show fee/s). If the semester tuition is paid in advance and a dancer reduces their hours of dance mid-semester, there are no refunds or credits.

*Please note: Tuition Discount is NOT applicable to students enrolled in “Unlimited” Class Rates, or when paying by credit or debit.*

### **SIBLING DISCOUNT**

Additional children in the family are given a **\$5.00 discount** on monthly tuition rates. However, any dancer enrolled in Unlimited Classes is already charged at a discounted rate, so he/she is automatically referred to as the second child in the family, with no additional discount given.

### **ROLLING PAYMENT PLAN - “RPP”**

Rolling Payment Plans include fees for the year (tuition, costume’s, Annual Show, etc.) and are designed to allow a customer to pay an average monthly payment, September through June. **Each RPP application requires a \$25 non-refundable processing fee, due by August 31<sup>st</sup>, along with the appropriate RPP form completed.** Rolling payments are subject to all THDCI payment policies, including the “Penalties and Late Fees” Section of this Handbook. Also, an account will be charged a \$10.00 processing fee if more than two pay rate changes occur within one year.

\*Some convention fees must be estimated in August at the time the Rolling Payments are calculated, since conventions often post their fees later in the year. Once all information is updated from each dance convention, accounts will be adjusted for any overage or shortage. Once adjustments have been posted to accounts (March or April), rolling payment amounts will be updated for the remainder of the fiscal year (to be paid in full by June 10<sup>th</sup>). Standard convention rates are billed to rolling payments.

### **ANNUAL SHOW COSTUMES**

A costume order is made automatically for every student in October. Dancers will be measured during class time. All dancers in 45-minute, 1-hour, or 1.5-hour classes will only have one (1) costume for the Annual Show that will be used for both routines. Most other dancers will have two (2) Annual Show costumes – one used for tap and jazz, and one used for ballet – however, dancers enrolled in lyrical will have a third (3<sup>rd</sup>) costume.

Dancers in extra-small, small, or medium child sizes will owe **\$115.00**.  
 Large child through medium adult sizes will owe **\$135.00**; and  
 Large adult and extra-large adult sizes will owe **\$155.00**.

*Please note: If necessary, “specialty” sizes may require an additional fee.*

Dancers who are unsure of correct size may select which price to pay and will be notified in January of any credit, or balance due. When costumes arrive at the studio, parents must pick up the costumes. No costumes will be given out (or borrowed for picture day) to anyone who does not have a **zero balance** – no exceptions.

No refunds are given on costume payments and no cancellations are made. The front desk and each instructor must be notified by **October 10** if any additional class costumes need to be ordered; or if a dancer is NOT going to participate in the Annual Show, and therefore does not need a costume. For any new costume order initiated by parent(s) after the order deadline, a **\$10.00 “late order fee”** will apply. In the case of size change or class change, adjustment fees will apply.

**October 10<sup>th</sup>** – Payment deadline for all dancers for one (1) costume.

**January 10<sup>th</sup>** – Payment deadline for all dancers requiring a second (2<sup>nd</sup>) costume, and if applicable, any additional costumes.

**Late fee rules apply to costume due dates.** (See “Penalties and Late Fees”)

### **ANNUAL SHOW FEE & TICKETS**

The Annual Show fee, **due March 10<sup>th</sup>**, assists in paying for expenses, such as theater lease, lighting & sound technicians, theater supervisor, scenery, additional staff, etc. The Annual Show fee\* for dancers appearing on stage is **\$125.00** for the first child in a family, and reduced to **\$100.00** for each additional child in the same family. Each dancer’s fee includes two (2) Annual Show tickets. If for any reason a family will not use the included tickets, the Annual Show fee will not be reduced. Additional tickets may be purchased in advance for **\$10.00** each prior to the **Last Day of Business**, or may also be purchased at the theatre on the day of show for **\$15.00** each. (Tickets are not necessary for lap children under 3 years old.)

*\*Due to COVID-19, additional fees may necessary.*

**March 10<sup>th</sup>** – Annual Show Fee deadline for all dancers.

**June 4<sup>th</sup>** - *Last Day of Business 2026* – Dancers with an account balance of any kind by the end of business hours on this day will not be allowed to appear in the Annual Show – no exceptions.

**Late fee rules apply to Annual Show Fee due date.** (See “Penalties and Late Fees”)

### **PENALTIES AND LATE FEES**

**LATE FEE** – For all months September through June, each account not paid in full will have a LATE FEE equal to 5% (five percent) of the total balance, applied on the 11<sup>th</sup> of each month.

Please note: August tuition not paid in full by August 31<sup>st</sup> is considered late and the 5% late fee will be applied as of September 1<sup>st</sup>.

A late fee will be added to any billing throughout the year, even if THDCI is closed on the 10<sup>th</sup>. Payments mailed to THDCI must be CLEARLY postmarked by the 10<sup>th</sup> of the month to avoid late fees. Payments received AFTER the desk closing hours will not be posted until the following business day, and late fees will be applied if applicable.

Summer Session – All summer classes and/or intensives must be paid by the end of the Summer Session. Any unpaid amounts will accrue a late fee.

**INSUFFICIENT FUNDS (“NSF”)** – A \$25.00 insufficient funds charge is applied to each check returned to THDCI. If a returned check causes an account to have a balance of any kind, the same 5% late fee policy will apply. (See “Late Fee” Section.)

If more than two (2) checks are returned during the year, only cash payments will be accepted toward that account. THDCI owners reserve the right to refuse check payments from any individual in the case of multiple NSF checks.

**DELINQUENCY** – No account will be allowed to become delinquent for more than two (2) months. After two months of delinquency, a dancer is automatically removed from class rolls and must pay a re-registration fee, the present balance in full (including any penalties and late fees), as well as the following month’s fees in advance before returning to class.

THDCI reserves the right to ask for semester payments in advance from customers who are consistently behind on tuition payments.

**LATE CONVENTION PAYMENTS** – Late Convention payments will have to pay the standard convention rate and will have a 5% (five percent) late fee added if the fee is not paid by the specified due date (typically the 10<sup>th</sup> of the month, two months prior to each convention month), and a dancer will not be registered for the convention without payment. This late fee is in addition to any applicable service fee for paying by credit or debit. Convention “Observer” fee payments will not be accepted by THDCI after the specified due date. (Also see “Required Payments” Section.)

**“DROPPING” and/or CLASS CHANGES** – There are no refunds on tuition for failure to notify THDCI of classes being dropped. An Account will be charged a \$10.00 processing fee if more than two pay rate changes occur within one year due to a parent’s/dancer’s decision to drop/add classes. (See “Class Withdrawal” Section.)

## **DANCEWEAR REQUIREMENTS FOR THDCI**

Dancers are not allowed to wear any jewelry or accessories that might interfere with movement or focus in class. Girls' hair must be pulled away from the face for all classes and in a bun for upper level ballet classes. A cover-up must be worn when dancers are arriving and leaving the dance studio, but the extra clothing must be removed for class participation.

- Please LABEL each dancer's bag, shoes, and other items with the dancer's name.
- Please include any necessary personal items in dancer's bag, ie. Band-Aids, approved medication, hair ties, personal hygiene, etc.

### **Female dancers in a 45-minute class, 1-hour class, and first year jazz students:**

- Solid-colored or small print leotard & pair of tights (any color & style).
- Pink split-sole ballet shoes (leather or canvas).
- Caramel Capezio tap shoes.
- A dance bag large enough to carry all dance & cover-up items.

### **Female dancers enrolled in classes not listed above:**

#### For ballet:

- Solid-colored leotard and pair of pink tights.
- Pink split-sole ballet shoes:

#### For tap & jazz:

- Solid-colored, or small print, one or two-piece dance outfit and a pair of tights, bike shorts, leggings, or capri-length jazz pant. \*Long, wide legged jazz pants are not acceptable.
- Caramel Capezio split-sole jazz shoes, or Tan Bloch "Super Jazz".
- Caramel Capezio "3800 T" Mary Jane tap shoes for child sizes; and Caramel Capezio "Premier CG09" or Capezio "Xtreme CG55" tap shoes for adult sizes.

#### For dance bag:

- An "emergency kit" filled with any approved medications, band-aids, safety pins, hair-ties, etc.
- A dance journal and bright-colored small dot stickers.
- Some classes may need an additional item. Teachers will give parents information, as necessary.

<b>REQUIRED TIGHTS FOR ANNUAL SHOW:</b>
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Ballet: Bloch "Pink", or Body Wrappers "Theatrical Pink"
Tap/Jazz: Bloch "Light Tan", or Body Wrappers "Tan"

### **Male dancers:**

- Solid-colored t-shirt of any style.
- Sweatpants, athletic pants, or male dance pants.
- Black split-sole ballet shoes (leather or canvas).
- Black split-sole jazz shoes.
- Black Capezio "Premier CG09" or Capezio "Xtreme CG55" tap shoes.
- Knee pads.
- For male dancers twelve (12) years of age or older – a male dance belt.

## **IMPORTANT DATES, HOLIDAY SCHEDULE & WEATHER CLOSINGS**

Top Hat Dance Centre, Inc. takes holidays, most of the time, in conjunction with the Lewisville Independent School District (LISD). There are many school closings, including teacher in-service days, bad weather days, and certain holidays, however, when THDCI will still have dance classes. **Please keep this schedule handy throughout the year for reference.** Also, see our website for link to the THDCI Google Calendar.

Neither tuition discounts, nor make-up lessons, are given for holidays or bad weather days. When bad weather hits, please use your best judgment, and check Facebook or call the office. Our main concern is your safety.

The following list includes the only holidays THDCI will take throughout the dance year. If any changes are to be made to this schedule, it will be noted on the "Important Reminders" dry-erase board in the front office, on the front doors of THDCI, and communicated through the THDCI "Remind" app.

August 13-14, 2025	Kick-Start Jazz Classes
August 18, 2025	First Day of Classes, 2025-26 Dance Season
September 1, 2025	Labor Day – THDCI CLOSED
October 10, 2024	<b>DEADLINE:</b> 1 <sup>st</sup> costume payment
October 13, 2025	Holiday – <b>THDCI WILL BE OPEN</b>
October 31, 2025	Halloween – <b>THDCI CLOSED (Friday)</b>
November 24-30 2025	Thanksgiving Break – THDCI CLOSED
December 21-January 4 2026	Winter Break – THDCI CLOSED
January 5, 2026	Regular Classes resume at THDCI
January 10, 2026	<b>DEADLINE:</b> Any additional costume(s) payment
January 19, 2026	Holiday – <b>THDCI WILL BE OPEN</b>
February 16, 2026	Holiday – <b>THDCI WILL BE OPEN</b>
March 10, 2026	<b>DEADLINE:</b> Annual Show Fee
March 16-20, 2026	LISD Spring Break – THDCI CLOSED
April 3-5, 2026	Easter Weekend – THDCI CLOSED
May 11, 2026	First day of Studio Special Rehearsals
May 22-25, 2026	Memorial Day Weekend – THDCI CLOSED
May 31, 2026	<b>DEADLINE:</b> June Tuition Due
<b>June 4, 2026</b>	<b>Last day of business for 2025-26 Season:</b> *All accounts must have a zero balance by the close of business on this day. This includes accounts with Rolling Payments.
June 5, 2026	THDCI CLOSED for Business
June 6, 2026	Dress Rehearsal
<b>June 7, 2026</b>	<b>THDCI Annual Show – Location TBA</b>



### **2026 SUMMER CLASSES & INTENSIVES**

**Summer Classes, Ballet Intensives,** and week-long **Dance Intensives** will begin the week of **June 15, 2026.**

**Stay tuned for "KICK START" coming in early August 2026 -** open classes for intermediate-advanced dancers to "kick start" the 2026-2027 dance season.

**More details and specific dates to come later in the year.**