

THE DANCE COLLECTIVE

STUDIO HANDBOOK *2025-2026*

The Dance Collective Wake Forest

Main Location: Heritage Studio 804
804 Heritage Lake Road, Wake Forest, NC, 27587

Call/Text: 919-899-1289

Email: info@thedancecollectivewf.org

Studio Visits are by Appointment Only
www.thedancecollectivewf.org

Mission Statement:

At The Dance Collective, our mission is to provide a supportive and uplifting dance community where every dancer feels safe, valued, and empowered. Through expert instruction, a structured curriculum, and a strong emphasis on personal growth, we cultivate resilience, confidence, and a true sense of belonging. We celebrate progress, foster lifelong friendships, and inspire dancers to reach their fullest potential both on and off the dance floor.

Registration Fee:

An **non-refundable**, annual registration fee will be placed on all accounts; \$50 for one student and \$90 for two or more students. The registration fee is due on September 1st with your first month's tuition for the 2025-2026 Season.

There is no registration fee due for summer classes.

2025-2026 Calendar:

Please review the 'Calendar' page on our website for current events.

2025-2026 Tuition & Fees:

Tuition is due on the 1st of each month starting on September 1st and ending June 1st. Each class meets once a week. Tuition is determined by the amount of hours and minutes each individual student attends class. We take the total cost of the season and divide that number into 10 equal tuition payments. For example, a month with 3 Monday classes will be charged the same as a month with 5 Monday classes. Monthly tuition is required regardless of absences, including vacations and illness.

All families must have a card or bank account on file and be enrolled in auto-pay. There are **no refunds** on tuition or fees.

Summer tuition and workshops are paid in full upon registration. There is no registration fee due for summer classes. Summer tuition and workshop fees are charged on June 15th.

Tuition is due the 1st of each month. After the 5th of the month, a \$25 late fee will be added. Late fee notices will be sent via email. If we do not receive payment after 30 days, your child will be asked to sit out of class and all events until all fees and tuition are paid.

If we receive a declined e-payment, a \$35 penalty fee will be added to your account. In the event of a second declined e-payment, another \$35 penalty fee will be charged and all future payments may only be made to the Director by cash or check.

You may pay in advance for any tuition and fees, however, no discount will be given.

In the event that (a) you overpay for a specific payment obligation owed to TDC (whether for tuition, recital fees, costume fees, competition entry fees, etc.), or (b) you are otherwise entitled to a refund of a specific payment made to TDC, TDC may apply such overpayment or refund to any and all of your outstanding and unpaid balances.

All chargebacks will incur a \$50 fee and may result in termination from The Dance Collective Wake Forest.

In the event of financial hardship, please reach out to info@thedancecollectivewf.org, so we may be made aware ahead of time.

Costume Fees:

Since dance is a performance art, we do expect all dancers to participate in our Annual Showcase in June. If you choose not to participate, you must email info@thedancecollectivewf.org stating you will not be participating before the first costume installment is due.

Costumes are due in two installments- with half of the payment being due on October 1 and the final payment due on November 1. Costume fees are non-refundable.

For late enrollments after November 5th, an additional shipping fee of \$15 will be applied for each costume.

TDC hands out costumes once all pieces have arrived for each class. Be on the lookout for emails with your child's costume pickup instructions in the Spring.

Class Changes:

Students may drop and add classes based on class availability. If a student adds a class that has been assigned a different costume, the student will need to purchase an additional costume to be uniform with that added class.

Class Placement:

Students are placed in classes based on their age and/or grade as of September 30th. Students aged 3-18 may enroll in a class in a younger age group, but may not enroll in a class in an older age group. It is expected that each child will remain in the same level class for a few to several

years. The Director and Instructors will assess each child during their first few weeks of class to ensure they are in the correct level. Ultimately, the Director has the final say in class placements- no exceptions.

Communication Channels:

The Dance Collective will communicate important details via an emailed monthly newsletter. We will also send any other important information via separate email(s) when needed. Please have your best email address on file, so you will receive all necessary information.

Previous TDC members may remember receiving information on the Band App. We will discontinue using the Band App for general communication. Please be on the lookout for our emails.

Another great source of information are our social media channels! Follow us on Instagram and Facebook!

If you need to contact any of our Staff, please email info@thedancecollectivewf.org and we will get back to you.

Dress Code:

We require all dancers to dress within the dress code in each class. The Dress Code grid is located on our website. The following actions will be taken for noncompliance of dress code policy in each class a) the student and/or parent are given a friendly verbal reminder to dress within code from their teacher; b) the student and parent are given a written dress code warning from Director c) students 7 years and older are asked to sit out of class and take notes; d) family consultation with the Director; e) suspension from one week of classes; f) program dismissal.

Medical Attention & Allergies:

If your dancer has any allergies or medical needs, you are required to let us know in order to participate in our program. Upon registering through our software, there is space to put any medical needs or allergies.

Parking Lot Safety:

We share our parking lot with the Heritage pool, therefore it can get very busy during peak times. Our first rule of the lot is for all drivers- please be patient and kind at all times. Drive slowly.

For dancers under the age of 10, parents are required to find a parking spot and walk their dancer to the studio door.

If you are dropping off your dancer, it is your responsibility to ensure they have entered the building safely before leaving.

Pick up follows the same rules. Parents with dancers under age 10 should park and wait outside the studio door for your dancer. Parents that are picking up from the car must watch for when their dancer leaves the studio to ensure they get to the car safely.

Dancers with licenses, should leave the studio together at night to ensure no one is ever walking alone.

Parent Observation:

The Dance Collective is a boutique studio that does not include a lobby. For dancers ages 6 and up, we ask that all parents take the time to run errands during class time to free up space in the parking lot. If you prefer to stay nearby, we ask that you remain outside or in your vehicles. If you choose to come in to use the WiFi, we ask that you quietly work in the partitioned area in the studio. The Studio 104 on Main location has a closed lobby area and parents may not sit in the building (ages 12 and up Jazz/Lyrical class).

We do want every parent and/or guardian to experience the magic that occurs in our studio. For that reason, we have a scheduled Parent Observation Week inside the studio!

Check our Calendar for Parent Observation Weeks.

Due to lack of space in the parking lot and studio, it is imperative that we place a limit on who is invited into the studio for Parent Observation Week. Only two adults per class are invited to come in during this time.

You may take photos and videos; though, please be respectful of other families and do not post their children without permission.

Tardiness Policy:

While we encourage being on time, we understand things come up where a dancer will be late to class.

If your dancer will be late, note that the door will be locked after a certain period of time. Park in a spot and walk your dancer to the door to ensure they get in the building safely. Please have them enter the room quietly, put their belongings in a cubby, put their shoes on, and stand on the side to wait for the Instructor to invite them to dance.

If a dancer is more than 10 minutes late, they may be asked to sit out and watch or do a warmup in the corner before dancing with the class. This is not to punish the student, but to keep their bodies safe, as a proper warmup is required to decrease risk of injury.

Technology Policy:

Absolutely no phones, watches, smart glasses, or any other piece of technology is permitted in class. It must stay in your bag silently or at home. If there is a medical need for a piece of technology, please email info@thedancecollectivewf.org before the start of their first class.

Behavior Policy:

We pride ourselves in developing, not just great dancers, but great people. We know that a part of maturing as a person requires making a few mistakes along the way. Our goal is to work with each student to encourage self-awareness, responsibility, and accountability. We are aware that some students may have needs that The Dance Collective is not equipped to handle, therefore, we will handle each unique situation with care. We do expect each dancer to abide by our policies and studio rules. We will take the following actions for all disruptive behavior: a) verbal warning from the teacher or witnessing staff; b) written warning from the Director; c) mandatory family consultation with the Director; d) suspension from classes and studio events for a time period determined by the Director; e) program dismissal.

The Dance Collective has the right to dismiss any student immediately from the program for the following reasons: a) late payment of fees after attempting reconciliation b) ignoring the policies and studio rules c) the student or family has needs that The Dance Collective is not equipped to handle d) any verbal or physical abuse to staff, students, or parents; including any form of bullying in person or online.

Studio Rules:

- 1) Family members and friends are not permitted to sit inside the studio during class time, as it may be distracting to other students.
- 2) Absolutely no horseplay during or in between classes.
- 3) No food or drink (with the exception of water bottles) is permitted in the studio. If dancers have a long block of classes, they may have a snack in areas permitted by the Staff on site.
- 4) Students may not hang out or wait for pick up outside or in the parking lot- no exceptions.
- 5) If a dancer has time in between classes, they may stay in the studio unsupervised by their parent or guardian during regular TDC class hours. All parents/guardians who elect to leave their children unattended are responsible for communicating to their children not to leave the building for any reason.
- 6) Dancers and parents are responsible for picking up after themselves.

Class Expectations/Rules:

These expectations apply to ages 6 and up.

- 1) Use eye contact when listening to your teacher and respond to them with words, so they know you are engaged.
- 2) Be on time.
- 3) Use the bathroom before/after class.
- 4) No cell phones or technology in class.
- 5) Do not sit or lean up against the walls.
- 6) Keep your hands to yourself.
- 7) When the teacher is helping other dancers, keep practicing on your own.
- 8) Listen to the teacher's full statement before raising your hand to ask a question.
- 9) Be in proper dress code.
- 10) Respect your teachers and classmates.
- 11) Be supportive of your classmates when you see them doing great or needing encouragement.
- 12) Keep a positive attitude and an open mind when your teacher gives you corrections.
- 13) No talking during instruction.
- 14) Give your best each day.
- 15) Petty isn't pretty. Always be kind.
- 16) Have fun!

Safety Protocol:

All TDC instructors will be background checked for our 2025-2026 season. Additionally, a security camera will be placed in the main studio area for the Director to view, if needed.

TDC has emergency safety plans in place for in-studio use and other studio events; which are communicated to all Staff on site.

Picture Week:

We look forward to Picture Week each spring to document your dancer's season with us. They will have the opportunity to take group and individual photos in costume for purchase with Melissa Holleman Photography at the studio.

Picture Week operates on a modified schedule and all dancers are expected to attend for pictures and modified class times. This schedule will be given with advance notice.

Lost & Found:

Label all of your dancer's items. All lost and found items will be placed in a box in the studio. We have two major clean out days where items will be donated if not claimed. They are during

Christmas break and after the Annual Showcase. If your dancer is missing something, make sure they check the box right away.

Virtual Learning:

In the event of force majeure, TDC will move all in person learning to virtual learning. You will receive all necessary details if a force majeure event occurs. We are unable to refund or prorate tuition due to any unforeseen closures.

Annual Showcase:

All tuition and fees must be paid in order to participate in the Showcase. Please see the Tuition page of our website for all associated costs.

Showcase information will be sent to you in 2026 to prepare for this exciting day!

Late Pickup Policy:

Dancers of all ages may not exit the building until their parent or guardian has arrived in the parking lot.

Late pickups will have a \$1.00 per minute charge placed on their account after 5 minutes.

Injury Policy:

If your dancer has an injury of any sort, we need to know right away. Please email info@thedancecollectivewf.org with your dancer's name, injury, and how they were injured.

If any dancer is injured while taking a class at The Dance Collective, we will have the witnessing staff member write a report for the Director and we will reach out to you to make you aware.

A doctor's note is required for any injured dancer to continue dancing in class.

While we know they may be required to sit out, we encourage each dancer to observe classes while they are recovering, so they can keep up with all choreography when they make a full recovery.

Assumption of Risk:

I choose to let my child/myself participate in classes, performances, workshops and other activities through The Dance Collective Wake Forest of my own free will and I certify that my

child/myself is in proper physical condition to take part in such activities. If I have questions about whether an activity is suitable for my child/myself to pursue, I will consult my health care provider in making that decision. If my child/myself has any conditions or injuries, I will discuss them with the faculty before participating. I understand that there are risks of physical injury associated with, arising out of, and inherent to dancing. These risks include the potential for slips, falls, sprains, strains, dislocations, soft tissue injuries, musculoskeletal injuries, podiatric conditions and other risks not specified here. Understanding these risks, I agree to personally accept and assume all risks present in my participation at The Dance Collective Wake Forest.

Release of Liability:

I release The Dance Collective Wake Forest and their owners from any liability or claim that I or my representatives may have against the business with respect to any bodily injury, personal injury, illness, death, medical emergency, or property loss or damage that may result from my participation.

Payment Policy:

I agree to pay all tuition and fees by their assigned due dates. I understand that I am required to have a debit card or credit card on file at all times. I authorize The Dance Collective Wake Forest to charge the card on file for services and fees at the time they are due. I understand that monthly tuition is due on the first of every month. I authorize The Dance Collective Wake Forest to collect these fees in full using the card on file. I understand that choosing to not pay tuition and late fees may result in an end of service for myself and/or my dancers. I understand that I and/or my dancers will not be allowed to participate in specialty classes, such as workshops, intensives, drop-ins, rehearsals, performances, and competitions that are unpaid. I understand that if myself and/or my dancer participates in an unpaid class, that I will be responsible for paying the costs associated with that class immediately after class. I understand that if myself and/or my dancer is competing that all associated costs and fees will be discussed in August/September.

Cancellation Policy:

I understand that private lessons, workshops, and other one-time events require a 24-hour cancellation notice. Prepaid lessons and workshops that are canceled at least 24 hours before the start time will be reimbursed with an account credit for the full cost of the session. I understand that I am still required to pay the full cost of workshops and events that are not canceled within 24 hours. I understand that the private lessons canceled within 24 hours of the start time will incur a \$20 late cancel fee. I authorize The Dance Collective Wake Forest to collect these fees in full using the card on file. Private lessons include semi-privates, private lessons, and rehearsals for competition dances.

Refund Policy:

I understand that all sales are final and refunds, given on a case by case basis, will only be issued as an account credit for services that have not yet been used.

Withdrawal Policy:

The Dance Collective requires a 30 day written withdrawal notice emailed to info@thedancecollectivewf.org. Failure to show up to class or verbal communication are not acceptable withdrawal methods. The account holder will be responsible for the tuition and fees for the remainder of the 30 days. Any accounts with an outstanding balance must be paid within that 30 day period. You/your child is welcome to come to class and participate in all studio activities until the withdrawal date. If you withdraw before October 15th, 2025, you may be refunded your first costume installment. No other costume fees, competition fees, or other fees will be refunded. If a costume has been purchased and the student moves out of town, a \$25 shipping fee will be charged in order to ship the costume.

Media Release:

I understand that The Dance Collective Wake Forest may take photos and video recordings of my child/myself during my participation in classes and activities. I convey to The Dance Collective Wake Forest full rights and interest in these recordings. I understand such recordings may be used in advertising or other published materials, physical or virtual. The Dance Collective Wake Forest does not owe me or my child any compensation for any photography or videography being used for any of the purposes in this Section.

COVID-19 Release:

The Dance Collective Wake Forest has put in place preventative measures to reduce the spread of illness, including COVID-19. However, we cannot guarantee that you or your child will not be exposed to or become infected with a severe illness such as COVID-19. I understand this risk, and I do not hold The Dance Collective Wake Forest or its owners responsible in the case that myself or any family members become infected. I agree that my dancer will not attend in-person classes at The Dance Collective Wake Forest if they have signs or symptoms of illness, especially those associated with COVID-19. Symptoms of COVID-19 include: fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, loss of taste or smell, sore throat, congestion, nausea or vomiting. I agree that I will not send my dancer to attend in-person classes at The Dance Collective Wake Forest if I am aware that they or another member in our home has been exposed to the virus or is showing symptoms like those listed above.

Inclement Weather/Makeup Policy:

In the event of inclement weather, The Dance Collective will send out a studio wide email, as well as post on our Facebook and Instagram pages. Missed classes may be made up by finding a comparable class within their age and level to make up for the lost class time. Only 5 makeup classes are allowed throughout the entire season. If the dancer takes unlimited classes within their age group, they may make up the class in a younger class.

Makeup classes must be made up within 15 days of the missed class date. You must email us within 24 hours of your desired class to schedule the makeup class! We do not refund or prorate tuition due to any studio closures.

If your dancer misses class due to illness or other personal reasons, the same rules apply as stated in this Section.

There are no makeups for classes missed when the studio has scheduled closures on the calendar, including holidays.

Showcase Classes: The last day to schedule a makeup class is Saturday, March 14, 2026.