

DC Dance Factory
1850-E General George Patton Dr.
Franklin, TN 37067
615-377-7955

Thank you for choosing DC Dance Factory for your child's dance training this year. For those of you returning to DC Dance Factory "Welcome Back"!! To all new parents and students we welcome you to DC . You should feel great in knowing that you have enrolled your child in a state of the art dance studio. Not only are we blessed with a wonderful 18,000 sq. foot facility but we also have an outstanding staff that is dedicated to providing the best training for your child. DC Dance Factory was ranked #1 top dance studio in the entire state of Tennessee by Dancer Magazine and we also just returned from our National Championship in Chicago where DC Dance Factory not only won top studio but also won the Grand Championships for both mini/jr and teen/senior. Your child may be a competition dancer or simply a recreational dancer but either way we know that their DC memories will stay with them and help them to grow in more ways than just dance.

Listed below are some important bits of information and policies to help make your dance year go as smooth as possible. Please feel free to ask us any questions or concerns that you may have.

Throughout the year you may need to reach us regarding a billing question or concern. Here is all the information you may need:

Billing questions- ashleyendsley@hotmail.com

Dance questions- dcdanufact@aol.com

Studio phone- 615-377-7955

Studio website- www.dcdancefactory.com

*teachers personal email addresses will be listed on the dc website

Dress Code-

HipHop- baggy comfortable clothes- sweats, basketball shorts, hoodies, hats... Tennis shoes are mandatory!!

All other classes- Any dancewear is allowed: EX: dance tops, shorts, leotards, jazz pants, tights (optional)

Preschool & 3, & 4 yr old combo classes need- pink ballet shoes- preschool needs black tap

K,1, 2nd, & 3rd grade classes need- pink ballet shoes, black tap shoes, & tan slip on jazz shoes

4th,5th combo classes- tan slip on jazz shoes, pink ballet shoes

6-8th and 9-12th jazz/lyrical - foot undeez or tan slip on jazz shoes

Technical ballet classes- black leotard, pink tights, pink ballet shoes(canvas split sole)

Hair must be in a bun for technical ballet classes.

Tuition /billing statements-

You will receive everything via email so be sure to check your email and be sure to print very clearly on your registration form. If at any time in the year you are not receiving emails or statements please let us know. Should you choose to leave a credit card on file you will still get the statement so that you can anticipate how much will be coming out of your account.

*Tuition is due by the 1st of every month- regardless of holidays or studio closings. You can mail the check if you are not by the studio.

*You have a 10 day grace period to pay it- tuition is late on the morning of the 11th.

*Please put your child's name on the memo line.

*We have a black tuition box on the wall by the front desk for you to drop payments in.

*If you choose to pay for entire year up front it is nonrefundable but you will receive a 20% discount. Discounted rates are listed on the DC brochure.

*Should your child choose to drop a class you must fill out a drop class form at least two weeks prior to the next month otherwise you will still owe for the following month.

*It is your responsibility to notify us of a new credit card to keep on file or if you get a new expiration date.

*If your child chooses to change a class it must be put in writing in our change class form.

*Tuition is the same every month except for June & August. We know that some months your child will not have 4 classes due to holidays, etc. However , some months will have 5 weeks. We have based our tuition on how many weeks there are in the dance year that we will have class.Dancers may make up classes up until January.

*Siblings will receive a 20% discount.

*We cannot help the weather when snow is concerned. Normally we will follow Williamson county schools but there are instances when it snows in the morning and roads are fine later or vice versa. WE will email out our closing information. Since our landlord and bills are not discounted due to snow we will be unable to credit anyone back for any snowdays that are missed. Dancers are allowed to make up missed classes in other classes that are their level as long as that class is not in the middle of working on a recital dance.

DC Dance Factory 2010-2011 Calendar

Aug. 15th 1st day of fall classes/ recital kids
Sept. 5th Labor Day- No classes
Sept 6th 1st day of classes for comp dancers
Oct. 17-18 Fall break- No classes
Oct. 31st- Halloween- no classes
Nov. 21-25 Thanksgiving- No classes
Dec. 21-31st Winter Break- No classes
Jan 9rd-- 2nd semester classes start back
April 2nd-6th Spring Break- No classes
May 28th Memorial day- No classes
June 15,16th- Recital at TPAC

DC Dance Factory 2012 Recital /showcase- We have an end of the year showcase at the Tennessee Performing Arts Center in the Jackson Hall. We will start working on recital dances Dec/January with all of the classes. We will choose two forms of each combo class to perform in the show, all hiphop classes will perform as well. The tumbling and technical ballet classes will not perform in the show. We will start ordering costumes in Dec for the show and recital fees will be due at that time. If for some reason your child cannot perform in our show you must let us know before Dec. 1st. If you have never been to a DC show get ready to see an enjoyable performance. The DC dancers put on a show that is truly exciting and it is a very memorable time for all that participates. The expenses regarding the show are:

Recital fee-\$100 first child, \$75 second child, \$50 third child, etc- includes complimentary tickets, recital t-shirt, trophy, and covers theater expenses.

Recital costumes- \$65 for dancers 3rd grade and younger

\$85 for dancers 4th grade and up

Many people ask, "how long should my child take , one month, two months, etc?" Most dancers take for a lifetime and many of our students started here when they were 3 years old and don't leave until they graduate. We strongly suggest that your child takes for the full dance year to get the most out of the experience. This means classes in the fall followed by learning recital dances in the spring and participating in the show in the summer. All of the different elements that go into making a full dance year teach the child to grow in different ways.

A few more tips:

There are a few more things we would like to remind you to make your time at DC stress free.

*We will email newsletters and reminders. If you notice you aren't getting any emails please let us know in case we have misspelled your email address.

*We know some of you may car pool. Check in at the studio from time to time. We always post important reminders. We also have a bulletin board for upcoming events or parent news.

*Bring your child on a regular basis. This helps with keeping them caught up and not feeling lost or behind in class. If your child does miss a class they can take a makeup class before we start recital dances.

*Try to arrive early for class- Make sure your child has the proper shoes and clothes for each class.

*Keep our lobby and waiting area nice- if you do bring food or something for yourself or child to eat please pick up any trash. Siblings cannot be left unattended and need to have a quiet activity to do while waiting.

*Please do not park on the curb. Our landlord has informed us that those who park on the curb could be towed and will receive a parking ticket that is over \$100.00. This is also a fire hazard and is dangerous for cars trying to leave.

*Check our lost and found before the 1st of every month. We will take items to the good will on the 1st of each month.

*Encourage your child to show you new steps they have learned in class. This will make them proud and it's a great time for you to see their improvement. Encourage them to practice and stretch at home.

*Please write your child's name in all of their shoes, dancewear, etc. This will help keep everyone's belongings in the correct person's bag and will help us return lost items to their owner.

*Please purchase the tap elastic for tap shoes of little ones that can't tie shoes. This will save a lot of time when time to switch shoes in class.

*Please make a potty trip right before class. This will ensure little interruptions and accidents in class.

*No parents are allowed to sit in on classes. Most of the time we will have the viewing monitors on for classes to be viewed

Registration Information

At time of registering please do the following:

1. Get a schedule and choose which classes your child is wanting to take. Keep in mind we have two levels for each age group.

Intermediate- for dancers who have taken dance but are still working towards splits, timing, and mastering the steps.

Advanced- for the dancer that has taken dance and is technically strong in that style. They must have right and left leg splits and have a strong knowledge of specific steps.

*ATTENTION- We ask that those that are signing up for advanced classes get permission from their last year teacher before signing up for these classes. Please understand that our levels are changing this year and just because your child took advanced classes last year does not mean they should take advanced classes this year. Also, many will choose advanced classes because it works well with your schedule, etc. Please understand that classes are different each year so just because your child was in 2nd grade int combo class last year and this year they are in 3rd grade you should probably still sign them up for 2,3rd grade int combo. It takes dancers around 2 years to master the skills taught for that level.

*A few weeks into the class if we feel the child is in a class that is too easy or too hard we will notify you. Keep in mind however that the first few weeks of class will be review to get everyone on the same page.

2. Fill out a registration form. Please make sure to fill out the back as well and select your payment option. I suggest keeping a credit card on file even if you want to pay by check. This ensures that you won't get charged a late fee should you forget to pay.
3. Make sure that if at any time your child decides to drop or add a class you must fill out a form to do so. Without filling out a form the schedule will not get changed in the computer and your child will be ordered the wrong costumes for recital.
4. Everyone must pay a registration fee. This fee is \$35 for new students and \$25 for returning students. This fee is for each child.
5. Due at registration is your August tuition. August tuition is only 75% of what your normal tuition will be each month. You get 20% off if you pay for the entire year. Price below reflects the discount. (yearly payment is NONREFUNDABLE)

Tuition prices	Cost per month	Yearly Price (aug-June)
30 min.	\$45.00	\$374.40
45 min.	\$60.00	\$499.20
1 hour	\$65.00	\$540.80
1.25hrs (1 hr 15min)	\$75.00	\$624.00
1.5hrs (1hr 30 min)	\$80.00	\$665.60
1.75-2.0hrs (1hr 45min-2hrs)	\$95.00	\$790.40
2.25-3.0 (2hrs 15min-3hrs)	\$110.00	\$915.20
3.25-4.0hrs (3hrs 15min- 4hrs)	\$125.00	\$1040.00
4.25-5.0hrs(4hrs 15min-5hrs)	\$140.00	\$1164.80
5.25-6.0hrs(5hrs 15min-6hrs)	\$155.00	\$1289.60
6.25-7.0hrs (6hrs 15min- 7hrs)	\$170.00	\$1414.40

*Additional siblings get 20% off

*Classes must have at least 5 dancers enrolled in the class or the class will be cancelled. pg 5