



## Policies and Procedures

2018 – 2019

Value the past, flourish in the present and create the future.  
*Dance has the power to change lives!*

Tuzer Dance School offers an exciting, professional, unique and creatively driven dance program for ages 3 through 18. We balance technique, artistry and character in a nurturing, challenging and professional environment where all young dancers can flourish and achieve their dreams.

We guide dancers to develop into well-balanced human beings  
with a strong ethical sense, in body, mind and spirit.

The teacher becomes the human link in the transmission of dance knowledge to the next generation. Just as those mentors that guided us, we are now the latest link of this chain and we have the responsibility to teach them with care. We have taken that leadership position seriously for the last forty years and will continue to guide them with encouragement, creativity, discipline, passion and love for many more years to come. We hope to instill and infuse our love of dance in each and every student.



### Contact Information

310 North Glenville Dr. (SE corner of Glenville at Apollo)  
Richardson, TX 75081 Phone: 972.783.1735

Email: [tuzerdance@gmail.com](mailto:tuzerdance@gmail.com)

School Website: [tuzerdance.com](http://tuzerdance.com) Company Website: [tuzerballet.com](http://tuzerballet.com) (coming soon)

Join us! Facebook Instagram Twitter Facebook

## Registration and Tuition

A non-refundable \$40 (Individual) or \$55 (Family) Registration Fee is due at time of enrollment. A 5% discount will be applied to total tuition for families who enroll two or more students. Tuition is based on a yearly rate from September through May. Thirty-two weeks of instruction are included in the tuition. Tuition is calculated by the total number of classes per year, with a choice of three payment options:

- Option 1: Annual Plan (5% discount applied to annual tuition, must be paid in full by Sept 4, non-refundable)
- Option 2: Semester Plan (5% discount applied to semiannual tuition, must be paid in full by Sept 4 / or Jan 2, non-refundable)
- Option 3: Nine Month Equal Payment Plan. First month tuition is due upon registration. Tuition auto draft will begin Oct 2nd and will be drafted EACH month Oct – May. If the school year has already begun, the current month tuition will be prorated and charged as well. REGISTRATION/TUITION is NON-REFUNDABLE.

CLASSES PER WEEK	9 MONTH EQUAL PAYMENT PLAN
1 Preschool	\$45 Monthly
2 Preschool	\$58 Monthly
1	\$69 Monthly
2	\$119 Monthly
3	\$168 Monthly
4	\$210 Monthly
5	\$245 Monthly
6	\$273 Monthly
Unlimited Classes	\$294 Monthly
TUZER BALLET JUNIOR COMPANY	\$294 Monthly
TUZER BALLET COMPANY	\$294 Monthly

A \$10.00 LATE FEE will be applied to all payments received after the 7th of the month. An additional \$5.00 LATE FEE will be applied to all payments received after the 15th of the month. This \$15.00 fee will be assessed monthly until the balance is paid. ***THERE WILL BE NO EXCEPTIONS!*** A \$35.00 Fee will be charged for any returned checks in addition to the Late Payment Fee.

Monthly statements are not mailed out, but a copy may be obtained upon request from the front desk. **Parents are highly encouraged to keep a credit/debit card on file to be charged automatically the first week of each month.** Parents who do not wish to keep a card on file are responsible for making timely payments in person, through the drop box, or by mail to: Tuzer Dance School / 310 N. Glenville Dr. / Richardson, TX 75081. Please make checks payable to "Tuzer Dance School."

Students will be automatically enrolled each month. There are no refunds, pro-rating, or credits for tuition with the exception of late enrollment. Additionally, there are no refunds, pro-rating, or credits for missed classes unless for medical reasons.

Additional fees include the Performance and Costume Fees for our annual recital. Permission slips and applicable fees are due by November 10th, 2018. A \$30 Late Fee will be added after the 10th.

In the event that a student needs to withdraw, an "Add/Drop Form" must be picked up at the front desk and returned IN PERSON 30 days prior to the month of withdrawal in order to close the account and prevent from further billing. Accounts remain open and payments will be due until a completed "Add/Drop Form" is turned in. Any past tuition must be paid before completing a drop class form. There are no refunds for students dropping after the 1st of the month.

# Annual Recital

Tuzer Dance School will present our annual recital on Saturday, May 11<sup>th</sup>, at 6:30 pm, at the Eisemann Center, in Richardson. Rehearsal at the theatre will be on Friday, May 10<sup>th</sup>. Recital form and payment are due on Saturday, November 10<sup>th</sup>.

See Recital Permission Slip for performance and costume fees. Costumes not paid in full by November 10, 2018 will be subject to an additional charge of \$30.00 per costume and will not be ordered until payment is received. This may result in you not receiving your recital costume in time for the recital. All tuition, late fees, and costume payments must be paid in order to receive your costume.

## Class Placement and Attendance

Placement in the appropriate class is important to each student's skill development and personal growth. For students younger than seven, placement is based mainly on the dancers' age as of September 1st. For ages seven and older, skill level and experience are the primary considerations. Premature advancement to the next level can have a profound and negative impact on a student's self-confidence, skill acquisition, and development of proper technique. The instructors' placement decisions are final and are always intended to be in the best interest of the student.

Students should arrive 5 to 10 minutes before class to stretch and prepare. Students arriving late should step into the studio and wait by the door until the instructor gives permission to join the class. If it is too late to participate, the dancer will be asked to observe class as an alternative learning experience.

Attendance is vital for training and the learning process. Students are expected to attend their assigned classes each week unless an unavoidable problem arises. Class attendance records are taken daily, and excessive absenteeism may result in the dancer's inability to participate in upcoming performances, as well as inhibit advancement to the next class level. All absences must be excused. Please notify the school as soon as possible at 972.783.1735 if your child will be missing a class. If a student misses a lesson due to illness or family emergency, a make-up class may be scheduled through the school or missed material may be reviewed with the instructor. Students must make up classes in the same level or lower within 30 days of the absence.

## Studio Etiquette

Tuzer Dance School's Policies and Procedures have been set in place to ensure each student is able to learn the art of dance in a safe, positive, disciplined, and distraction-free environment. Please do not hesitate to contact Tuzer Dance School by phone at 972.783.1735 or e-mail at [tuzerdance@gmail.com](mailto:tuzerdance@gmail.com) if you have any questions regarding these guidelines.

- All students are expected to conduct themselves in a courteous and respectful manner.
- Students 10 years old and younger must be escorted to and from the building; not dropped off/picked up in parking lot. Parents of Preschool students must remain in the lobby until class begins and be in the lobby as class ends.
- Students must not be left at the studio more than 10 minutes prior to class or after class is dismissed.
- Parents are expected to supervise young children in the lobby
- Gum is not allowed at Tuzer Dance School. Food and drinks are not permitted in the studios
- It is our experience that both students and teachers work more efficiently together when parents/guardians and visitors are not in the studios. We have scheduled Parent Observation Weeks for October 22 – 27 and January 14 – 19.

## Emergency/Weather Closures

In the event of inclement weather, Tuzer Dance School will follow Richardson Independent School District delays and closings. Therefore, if RISD Schools are closed, then the studio is closed as well. On a non-school day (Saturdays), we will assess the safety of opening the studio and will post our decision to social media. For your convenience, we will also update our outgoing voicemail message at 972-783-1735, Facebook page [www.facebook.com/TuzerDanceSchool](http://www.facebook.com/TuzerDanceSchool), and website [www.tuzerdance.com](http://www.tuzerdance.com) with cancellation information. You may schedule make-up lessons for these missed classes, as refunds cannot be given.

# Dance Attire Requirements

There are several dance stores in the area. Sandy's Dancewear in Plano keeps a stock of our required leotards, skirts, tights, and other dance apparel.

Sandy's Dancewear (Plano)  
Corner of Parker and Independence  
3115 W Parker Rd Suite #190 Plano, 75023. 214-473-6600

You can also visit the Capezio Dallas store on Lovers Lane or find everything you need at Capezio.com. If shopping online, Discount Dance Supply usually carries our required items, and by using the code TP31705, you will receive a 10% discount on your first order and support Tuzer Dance School.

***PLEASE MAKE SURE THAT ALL OF YOUR DANCEWEAR IS PROPERLY LABELED WITH THE STUDENT'S FULL NAME.  
ALL DANCERS MUST WEAR A COVER-UP WHEN ENTERING OR LEAVING THE BUILDING.***

Classes are designed to offer the opportunity for children to learn through a distraction-free environment; in order for students to get the most education and enjoyment from each lesson, the following dress codes are required:

## BALLET – GIRLS

## **NEW STYLE LEOTARD**

- Preschool Division - light pink leotard by Motionwear style #2149-472; light pink skirt by Eurotard style #10127
- Ballet Division - black leotard by Motionwear style #2149-497, and black alignment belt (available for \$5 at studio)
- Pink tights. No holes or runs. Tights must be footed and worn inside ballet shoes Acceptable styles: Capezio style #1825, #1916 in color BPK, or Bloch Style #T0921G, #T0935L in color PINK
- Pink leather ballet shoes with single elastic sewn across the foot; drawstrings should be tied, cut to 1" and tucked inside shoes
- Preschool & Tap combo students will also need black tap shoes with buckle or elastic straps across the foot
- No underwear should be worn with leotard and tights; no over-garments should be worn into the studios
- Hair must be pulled back into a very neat "ballet bun" with an invisible hair net or crocheted bun cover
- Short hair must be secured with a headband and all bangs pinned away from the face
- Hair must be neat in order to participate in class. Hair supply kits are available at the front desk
- No jewelry or watches other than small earrings. No long fingernails or fingernail polish!

## BALLET - BOYS

- White, fitted T-shirt by Body Wrappers style #B400 for boys and #M400 for men
- Black convertible boys ballet tights by Body Wrappers style #B90 or black dance shorts by Body Wrappers style #B192
- Thin white crew socks and white leather ballet shoes with single elastic sewn across the foot, no criss-cross elastic
- Male dance belts for upper levels

## CONTEMPORARY/MODERN

- Any style of solid colored leotard with pink or black footless tights, or footless unitard. NO boxers. No shirts.
- Barefoot, Foot Undies, or Dance Paws for feet
- Hair in ponytail or bun

## JAZZ/TAP

- Any style of solid colored leotard. Jazz pants, tights or shorts. No boxers. Fitted dance shorts are allowed.
- No shirts (of any kind) over leotard
- Tap - black oxford tap shoes (lace-up style)
- Jazz – TAN jazz shoes
- Hair in ponytail or bun



## SCHOOL CALENDAR 2018 – 2019

<b>Registration</b>	<b>Registration Times</b>
Open Class Week - May 14-19 Summer Workshop Weeks June 4 - 8, 11 - 15 and 18 – 22 July 21 <sup>st</sup> August dates to be announced	4:00 pm – 7:00 pm 9:00 am – noon Monday through Thursday 10:00 am – 2:00 pm
August 4 (Saturday)	Pointe Shoe Fitting Day at Sandy's in Plano 10 am - 2 pm
September 3 (Monday)	Labor Day
September 4 (Tuesday)	Semester I – First Day of Classes
September 15 (Saturday)	Tuzer NUTCRACKER - Mandatory Parent Meeting 5pm
Week of September 17 – 22	Bring-A-Friend Week
September 21 (Friday)	Nutcracker Applications Due
September 21 (Friday)	Nutcracker Auditions at Tuzer Dance School 6:00 – 6:45 pm Ages 5 – 7 7:00 – 8:00 pm Ages 8 – 11 8:00 – 9:00 pm Ages 12 – 15
October 6 (Saturday)	You are invited to attend the Tuzer Ballet Company Studio Performances at 4pm and 6:30 pm
October 8 (Monday)	Tuzer Nutcracker Rehearsals start
Week of October 22 – 27	Parent Observation Week
November 10 (Saturday)	Recital/ Costumes Forms and fees due by noon
November 21 - 25	Closed for Thanksgiving (Classes resume 11/26)
December 8 (Saturday)	Last day of Semester I Classes
December 11 – 12 (Tues & Wed)	Nutcracker Rehearsals at studio
December 13 – 14 (Thurs and Fri)	Nutcracker Rehearsals at Eisemann Center
December 15-16 (Sat and Sun)	Nutcracker Performances at Eisemann Center
January 2 (Wednesday)	Semester II – Classes begin
Week of January 14 - 19	Parent Observation Week
Week of January 21 – 26	Bring-A-Friend Week
TBD	You are invited to attend Tuzer Ballet Company's Spring Performance
March 11 – 16	Closed for Spring Break (Classes resume 3/18)
May 4 (Saturday)	Dress Rehearsal at Tuzer School – for Recital
May 7 (Tuesday)	Last day of regular Semester II classes
May 10	Recital Rehearsal at Eisemann Center
May 11 (Saturday)	Recital at Eisemann Center 6:30 pm
May 13 – 18	Open Class Week at Tuzer School
May 18	Last Day of Classes
June 3 – June 21 (Monday – Friday)	Tuzer Summer Workshops (Elementary 1 - Company Levels)
June 24- June 28 (Monday – Friday)	Tuzer Preschool Summer Workshop



## Enrollment Application Form 2018 - 2019

### STUDENT'S INFORMATION

Student's Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_ Female Male

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School \_\_\_\_\_ District \_\_\_\_\_ School Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

Previous Dance School(s): \_\_\_\_\_

Years of Dance Experience: Tuzer Dance \_\_\_\_\_ Other \_\_\_\_\_

List Any Health Problems or Injuries: \_\_\_\_\_

Student's Home Phone: \_\_\_\_\_ Student's Cell Phone: \_\_\_\_\_

\*PRIMARY E-mail Address: \_\_\_\_\_ \*We use THIS for primary communication

Preferred Name for Programs: \_\_\_\_\_

### PARENT/LEGAL GUARDIAN INFORMATION

Mr. Mrs. Ms. Dr.

Name of Parent 1: \_\_\_\_\_

Home Address: Same as Child

Home Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Stepparent Name: \_\_\_\_\_

Check if appropriate: Parents separated/divorced

Mr. Mrs. Ms. Dr.

Name of Parent 2: \_\_\_\_\_

Home Address: Same as Child

Home Address: \_\_\_\_\_

City/Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Stepparent Name: \_\_\_\_\_

Father deceased Mother deceased

### EMERGENCY CONTACT PERSON (For emergency purposes, in the event the child's parents/guardians cannot be reached)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

Is another immediate family member enrolled? No Yes Name: \_\_\_\_\_

How did you find out about our school? \_\_\_\_\_

Referred by: \_\_\_\_\_ If referred by current student, list student's name: \_\_\_\_\_

Staff Use Only	
Enrolled Classes: _____	
Tuition: _____	Discount: _____



## Consent Form 2018 - 2019

Student's Name: \_\_\_\_\_

### POLICY AGREEMENT

I have read, understood and agree to all policies put forth by Tuzer Dance School.

Specifically, but not limited to the following:

(Please initial)

\_\_\_\_\_ I understand that if I have a credit card on file, tuition will be auto drafted on the 2nd of each month.

\_\_\_\_\_ I understand that failure to pay tuition by the 7<sup>th</sup> of each month (or update credit card) will result in a \$10 late fee. An additional \$5.00 fee will be added if not paid by 15th. This \$15.00 fee will be assessed monthly until balance is paid.

\_\_\_\_\_ I understand that monthly tuition is never prorated but determined from an average of entire classes from Sept – May.

\_\_\_\_\_ I understand that ALL payments made are non-refundable.

\_\_\_\_\_ I understand that written notice must be given IN PERSON to the front office 30 days prior to the month of withdrawal to avoid tuition charge for the month.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### LIABILITY DISCLAIMER

As the enrolled participant and/or the parent/guardian of the enrolled participant, I agree and understand that dance/fitness training is a potentially hazardous activity. I recognize that there are risks inherent in dance training including but not limited to serious physical injury. The participant hereby agrees to participate in activities of Tuzer Dance School and hereby agrees to indemnify and hold harmless Tuzer Dance School, its instructors, officers, directors, agents and employees against any liability resulting from any injury that may occur to the participant while participating in activities of the Tuzer Dance School. The participant also agrees to indemnify Tuzer Dance School for any damages incurred arising from any claims, demand, action or course of action by the participant. The enrolled participant authorizes any representative of Tuzer Dance School to have the participant treated in any medical emergency during their participation in activities of the Tuzer Dance School. Further, the participant and/or parent/guardian agrees to pay all costs associated with medical care and transportation for the participant.

Parent / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PERMISSION OF WEB SITE POSTING AND MARKETING MATERIALS

I hereby acknowledge the following websites maintained by Tuzer Dance School & Tuzer Ballet:

www.tuzerdance.com and www.tuzerballet.com. (Please check below)

I grant permission to Tuzer Dance School/Tuzer Ballet to use my child's name (first name only) and/or picture to be presented on the website and in any marketing materials at any time.

I deny permission to Tuzer Dance School/Tuzer Ballet to use my child's name and/or picture to be presented on the website or in any marketing materials at any time.

Parent / Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_