



Policies and Procedures

2021 – 2022

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-four 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

School Website: tuzerdance.com

Company Website: tuzerballet.com

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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 **10 Month School Year** rate from **August through May**. Thirty-eight 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 – Due on or before August 2, 2021
- Option 2: Semester Plan – Due on or before August 2, 2021 and January 3, 2022
- Option 3: Ten Monthly Equal Payments Plan - Monthly payments due on or before the first of the month (August – May)

	Option #1 Annual Plan 10 Month Dance Year Due 8/2/20	Option #2 Two Semester Payments Due 8/2/21 and Due 1/3/22		Option #3 10 Equal Payments August - May
1 Preschool (45 min)	\$470.00	\$235.00	\$235.00	\$47
2 Preschool (1.5 hr)	\$610.00	\$305.00	\$305.00	\$61
Hours Per Week				
1	\$720.00	\$360.00	\$360.00	\$72
1.5	\$990.00	\$495.00	\$495.00	\$99
2	\$1,250.00	\$625.00	\$625.00	\$125
2.5	\$1,520.00	\$760.00	\$760.00	\$152
3	\$1,770.00	\$885.00	\$885.00	\$177
3.5	\$1,990.00	\$995.00	\$995.00	\$199
4	\$2,210.00	\$1,105.00	\$1,105.00	\$221
4.5	\$2,400.00	\$1,200.00	\$1,200.00	\$240
5	\$2,580.00	\$1,290.00	\$1,290.00	\$258
5.5	\$2,730.00	\$1,365.00	\$1,365.00	\$273
6	\$2,880.00	\$1,440.00	\$1,440.00	\$288
Unlimited Classes and Tuzer Ballet Companies	\$3,100.00	\$1,550.00	\$1,550.00	\$310

A \$10.00 LATE FEE will be applied to all payments received **after the 10th** of the month. ***This \$10.00 fee will be assessed monthly until the balance is paid.*** 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 required to keep a credit/debit card on file to be charged automatically on the 1st of each month.*** Parents who do not keep a card on file are responsible for making timely payments, by calling and giving credit card information over the phone, dropping payment in the mailbox at the school, or mailing: Tuzer Dance School / 310 N. Glenville Dr. / Richardson, TX 75081. 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.

In the event that a student needs to withdraw, call and speak to someone at the front desk **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 we are instructed to drop. 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 14th, at 6:00 pm, at the Eisemann Center, in Richardson. Rehearsal at the theater will be on Friday, May 13 and/or Saturday morning, May 14th. Recital form and payment are due on Saturday, December 4th.

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.

COVID Protocols

As we all follow the impact of COVID-19, Tuzer Dance School would like you to know that the safety of you and your children is our top priority. Our studio is a family and we are working to ensure the highest standards of cleanliness, safety, and service. We are committed to keeping our dancers healthy and happy.

Masks are highly encouraged and recommended for everyone in the lobby areas, dressing rooms and studios. All teachers and staff will be wearing a mask. Dancers and teachers will hand sanitize at the start and end of each class. In between classes, all barres will be sanitized.

These guidelines may be updated at any time, contingent upon the current local situations concerning this virus and the variants. We at TUZER will do our part to slow the spread of Covid and protect our dancers, families, staff and the community.

Stay at Home Orders

In the event that local, state or federal officials enact a stay at home order, classes will be held through an online platform and tuition will be adjusted and continue to be charged.

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) 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 #19, 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.

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

- Preschool Division - light pink leotard by SoDanca SL13, light pink skirt by Eurotard style #10127
- Ballet Division - black leotard by SoDanca SL13 children size SL12 adult size. **NO ALIGNMENT BELT**
- 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 elastic 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. Black leggings permitted. **NO SHIRTS.**
- Only tight fitting dancewear apparel permitted; Barefoot, Foot Undies, or Dance Paws for feet; Hair in ponytail or bun

TAP

- Only tight fitting dancewear apparel permitted. 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; Hair in ponytail or bun
- Black oxford tap shoes (lace-up style)



SCHOOL CALENDAR

2021 – 2022

Registration Begins June 7 (Monday)	Registration by Phone 972/783-1735 Or Email tuzerdance@gmail.com Forms Need to be Returned by Email or Placed in our Mailbox
July 23 (Friday)	Pointe Shoe Fitting Day at Sandy's in Plano
August 2 (Monday)	Semester 1 – First Day of Classes
September 6 (Monday)	Closed for Labor Day
September 11 (Saturday)	Tuzer Ballet NUTCRACKER – Mandatory Parent Meeting 4pm for returning dancers and 5pm for new dancers
September 16 (Thursday)	Tuzer Ballet Nutcracker Application DUE
September 17 (Friday)	Tuzer Ballet Nutcracker Auditions at Tuzer Dance School 5:00 – 6:00 pm – Elementary 1, 2 and 3 and Ballet Basics 6:30 – 7:30 pm – Intermediate and Junior Company
October 4 (Monday)	Tuzer Ballet Nutcracker Rehearsals Begin
October 11 (Monday)	Closed for RISD State Fair Holiday
Week of October 18 – 23	Parent Observation Week
October 25 – 30	Halloween Week. Wear past recital or dance costumes. Must be able to dance in costume.
November 22 – 27	Closed for Thanksgiving (Classes resume 11/29)
December 4 (Saturday)	DUE – Recital Form and Payment
December 14 (Tuesday)	Last day of Semester 1 Classes
December 15-17 (Wed through Fri)	Tuzer Ballet Nutcracker Rehearsal at Eisemann Center
December 18 and 19 (Sat and Sun)	Tuzer Ballet Nutcracker at Eisemann Center
January 3 (Monday)	Semester II – Classes Begin
January 17 (Monday)	Closed for Martin Luther King Jr. Day
Week of February 14 – 20	Parent Observation Week
March 14 – 19	Closed for Spring Break (Classes resume 3/21)
April 2 (Saturday)	Tuzer Ballet Spring Performance
Week of April 18 – 23	In Studio Dress Rehearsal During Class Time
May 12	Last Day of Regular Semester II Classes
May 13 and/or 14	Recital Dress Rehearsal at the Eisemann Center
May 14	Recital at Eisemann Center at 6:00 pm
May 16-21	Open Class Week at Tuzer Dance School
May 21	Last Day of Classes



Enrollment Application Form 2021 – 2022

STUDENT'S INFORMATION

Student's Name: _____ Preferred Name: _____ Female Male

Age: _____ Date of Birth: _____ School _____ District _____ School Grade: _____

RETURNING STUDENT - ONLY COMPLETE ITEMS BELOW THAT NEED UPDATING

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 2021-2022

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 1st of each month.

_____ I understand that failure to pay tuition by the 10th of each month (or update credit card) will result in a \$10 late fee.

This \$10 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 Aug – May.

_____ I understand that written notice must be given 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 agree to pay all costs associated with medical care and transportation for the participant.

I further acknowledge, understand, appreciate and agree that my participation may result in possible exposure to and illness from infectious diseases, including, but not limited to, MRSA, Influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist. I knowingly and free assume all such risks, both known and unknown, even if arising from the negligence of the releases or others, and assume full responsibility for my participation and exposure.

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: _____