



Welcome to our True Crew Family! We are thrilled that you have chosen to trust us with your child at True Crew Dance Company for the 2019-2020 recreational season. At True Crew, we believe and achieve through honesty, integrity and loyalty.

Our dedicated staff is highly qualified and looks forward to giving your child a wonderful dance experience. We not only teach age-appropriate dance routines, we teach discipline and respect as well as self-confidence, team work and good sportsmanship. Our goal is to discover the unique gifts and talents of each dancer and develop them to their highest potential so that they may enrich their lives through dance.

Please read through this handbook carefully and sign and return the acknowledgement page at the end of the packet to the studio prior to or at your child's first class.

When reading this STUDENT HANDBOOK, read across the rows to see requirements, and what is included.

2019-2020
REGISTRATION
 Aug 2019-June 2020

\$30.00. **INCLUDES** ... 1 DRESS CODE LEOTARD for classes EXCEPT HIP HOP (HIP HOP RECEIVES. HIP HOP DRESS CODE SHIRT), bag, bottle.

TUITION:

Tuition is DUE the **1st** of the Month. An automatic late fee of \$15.00 is applied on the **10th** of the Month. Students with an account behind 1 month will be held out of class until all balances are paid to date.

- A \$30 per student registration fee is due at the time of your child’s registration.
- One dress code leotard **OR** shirt (for hip hop) is included with your registration fee.
- The first month’s tuition (covering 1/2 of Aug. and 1/2 June tuition) is due at the time of registration/prior to 1st class .
- Studio offered discounts do not apply to registration fees **OR ANY** expenses for items.
- True Crew Dance Company offers sibling discounts, police, fire, teacher and active military discounts (proof required).
- Tuition is due on or before the 1st of each month October through May. Should you wish to pay your yearly tuition upfront, you will receive a 5% discount on your tuition.
- Tuition is based on the hours of instruction time for the season, not the number of classes.
- After the 10th of the month, late payments will be assessed a non-refundable \$15.00 late fee. This is automatically placed on the bill by the billing company and cannot be adjusted or removed once placed on the account.
- Payments by check must include child’s first and last name, and payment details. When paying by cash, please use the Studio envelopes and fill out your students information.
- Payments may be placed in the locked payment box in the studio or can be submitted at the front desk.
- A \$30.00 fee will be charged for all returned checks.
- Credit card payments are also accepted in the studio and on-line through our website, www.truecrew.org.
- A processing fee of \$5.00 per transaction will be applied to credit card payments.
- Tuition is not pro-rated, refunded or credited for missed classes due to:
 - weather, holidays or personal or studio vacation closures.

Attendance is EXPECTED & RECOMMENDED at ALL Classes, Recreational Performances/Recitals.

ATTENDANCE:

- To reach full potential in class, a student must attend on a consistent basis.
- We expect weekly attendance from all of our students at True Crew Dance Company.
- Students should arrive ready, **approx. 10 minutes prior** to their scheduled class time.
- Students should use restroom prior to being called into class.
- Students **MUST** wait **QUIETLY SITTING** on the benches in the WAITING AREA to be called.
- If a student must miss a class, please notify the studio at 772-879-2739 or via email at truecrew.mstoni@gmail.com.
- Poor class attendance may result in dismissal from performances at the discretion of the instructor.
- There are no credits or refunds for classes missed.
- If your child has a contagious illness or is injured, please keep them home until they are recovered.
- Students should rest until they can fully participate in class without risk of relapse or injury.
- Tardiness/Lateness affects the entire class.
- If LATE, students may only enter their class with the assistance of our Office Staff/Assistants.
- In the case of serious illness/injury that would require a student to miss more than a month of class:
 - Request for Tuition to be waived **MUST BE** in WRITING.
 - Tuition may be waived as determined by the True Crew Dance Company Director.
 - This is on on a case-by-case basis.
 - A Doctor’s Certificate requiring same **MUST** accompany the request.

Dropped Classes

- No refunds or partial credit will be issued for dropped classes after the 10th of the month.
- You are required to pay your tuition for the entire month regardless of the reason for dropping.
- Class/es dropped after the 10th and not paid by the appropriate due date, still receive a LATE FEE.
- If dropping a class, YOU are RESPONSIBLE to notify us via email at truecrew.mstoni@gmail.com
- Once WRITTEN notice is received, your child will be removed from that class list and our billing records.

Adding Classes

- We always welcome enrolled students to try other dance classes at the studio.
- We offer a free trial class for those students wishing to try another class.
- The student must arrange for the trial class through the studio operations manager at the front desk.
- Students wishing to add the class to their schedule must fill out a “CLASS ADD FORM”.
- Any additional tuition associated with the class(es) will be due upon the addition of the class/es.
- New classes are prorated when added at the end of the month.

LEVELS OFFERED:	Approx. Age/Grade	CLASSES OFFERED	CLASSES OFFERED	CLASSES OFFERED	CLASSES OFFERED	CLASSES OFFERED	CLASSES OFFERED
PRESCHOOL	Preschool Approx Age 2 1/2 - 4	Combination Class: Ballet, Jazz, Tap.	Acrobatics.				
COMBO 1, 2, 3	Kindergarten & Below Approx age 5-7	Combination Class: of Ballet, Jazz, Tap	Acrobatics.				
LEVEL 1	Grades 1, 2, 3 Approx age 7- 9		Acrobatics.	Ballet, Lyrical, Jazz, Contemporary, Modern, Yoga	Hip Hop & Boyz Only	Tap	Musical Theatre
LEVEL 2	Grades 4, 5, 6 Approx age 9-12		Acrobatics.	Ballet, Lyrical, Jazz, Contemporary, Modern, Yoga	Hip Hop & Boyz Only	Tap	Musical Theatre
LEVEL 2/3	Mix of Level 2 & 3		Acrobatics.	Ballet, Lyrical, Jazz, Contemporary, Modern, Yoga	Hip Hop & Boyz Only	Tap	Musical Theatre
LEVEL 3	Grades 7, 8, 9 Approx age. 12-14		Acrobatics.	Ballet, Lyrical, Jazz, Contemporary, Modern, Yoga	Hip Hop & Boyz Only	Tap	Musical Theatre
LEVEL 3/4	Mix of Level 3 & 4		Acrobatics.	Ballet, Lyrical, Jazz, Contemporary, Modern, Yoga	Hip Hop & Boyz Only	Tap	Musical Theatre
LEVEL 4	Grades 9, 10, 11, 12 Approx. age 15 & Up		Acrobatics.	Ballet, Lyrical, Jazz, Contemporary, Modern, Yoga	Hip Hop & Boyz Only	Tap	Musical Theatre
ADULTS	Approx. Age 21 & Up			Jazz, Yoga			

DRESS CODE:	Students must be in full dress code including, tights, hair and shoes to attend class.						
ATTIRE:	<ul style="list-style-type: none"> • Students should arrive at the studio in the proper attire for the class they are attending. • Shirts are <u>not</u> permitted to be worn in class with the exception of Hip Hop and Boys. • See the chart below for required attire for each class and level. • SHOES/BAG/all articles of clothing MUST have your child's name clearly marked. True Crew Dance Company is not responsible. for any lost, broken or stolen articles. 						
HAIR:	<ul style="list-style-type: none"> • Hair must be pulled back, away from the face and secured in a slick ponytail or bun. • Buns are not permitted for Acrobatic classes. • Jewelry and additional accessories are not permitted in class and should be left at home. • Gum and Food are also not permitted in class or in the studio. 						
CLASS HAIR & ACCESSORIES	For ALL classes, hair must be pulled back off the face neatly/slicked back into a pony tail or bun to participate in class. In ballet classes a BUN is recommended. PHONES ARE NOT PERMITTED in class, and True Crew is not responsible for loss of any items. Hanging/dangling Jewelry is not permitted for safety purposes.						
OBSERVATION POLICY	<ul style="list-style-type: none"> • Parents are welcome to observe their child's class through the waiting room television screens. Please remember, the waiting room is to remain quiet and orderly. • Parents are not permitted to enter the dance class at any time. • No students are permitted to enter the classroom if they are not participating in that class. When these students are waiting with you, they must be sitting and quiet. 						
CLASSES:		<u>Combination Class Info.</u>	<u>Acrobatics Info.</u>	<u>Ballet,Contemporary, Lyrical, Jazz, Modern, Yoga Info.</u>	<u>Hip Hop & Boyz Info.</u>	<u>Tap Info.</u>	<u>Musical Theatre Info.</u>
PRESCHOOL Studio Leotards & Colors ONLY...no others accepted.		Girls: Dress Code TCDC light blue leotard dress, suntan tights Boys: Black track PANTS, TCDC shirt.	Girls: Dress Code TCDC LEO, may also wear black shorts. (if shorts worn over leotard, you do not need to wear tights for ACRO ONLY) Boys: Black track PANTS, TCDC shirt.				
COMBO CLASS Studio Leotards & Colors ONLY...no others accepted.		Girls: Dress Code TCDC light blue LEO, may also wear black skirt for ballet, and black shorts for jazz and tap with suntan tights. Boys: Black track PANTS, TCDC shirt.	Girls: Dress Code TCDC light blue LEO, may also wear black shorts. (if shorts worn over leotard, you do not need to wear tights for ACRO ONLY) Boys: Black track PANTS, TCDC shirt.				
LEVEL 1, 2, 3 & 4 Studio Leotards & Colors ONLY...no others accepted.		Girls: Dress Code TCDC Black LEO, may also wear black skirt for ballet, and black shorts for jazz and tap with suntan tights. Boys: Black track PANTS, TCDC shirt.	Girls: Dress Code TCDC Black LEO, may also wear black shorts. (if shorts worn over leotard, you do not need to wear tights for ACRO ONLY) Boys: Black track PANTS, TCDC shirt.	Girls: Dress Code TCDC LEO. suntan tights. Boys: Black track PANTS, TCDC shirt. Boys Ballet: Black fitted pants, white tank	Girls: Black track PANTS, TCDC Hip Hop shirt. Boys: Black track PANTS, TCDC Hip Hop shirt.	CO. CLASSES: Girls: Dress Code TCDC LEO. suntan tights. Boys: Black track PANTS, TCDC shirt.	CO. CLASSES: Girls: Dress Code TCDC LEO. suntan tights. Boys: Black track PANTS, TCDC shirt.
ADULTS				Form fitting exercise clothing			

<p>COSTUME for RECITAL</p>	<p>Costumes/June Recital Package</p> <ul style="list-style-type: none"> • Each class orders a costume, unless otherwise noted. • Some classes order more than 1, we always do our best to keep the cost as minimal as possible. • Since Acro is not a recital class, no costume or recital fees are necessary for that class. • If an Acro student wishes to receive a commemorative 2019-2020 True Crew tee shirt with their name included on the back as well as an end of the year trophy, an order can be placed for \$40.00. 	<ul style="list-style-type: none"> • We cannot under any circumstances, refund money for costumes or recital packages ordered. Please store each costume and its accessories together once it is received. Costumes are normally around the end of March, beginning of April.
<p>RECITAL PACKAGE/ ITEMS</p> <p>***NEW 2019-2020 Choose Your Package: <i>(NOTE: If student is in multiple classes, Each additional costume beyond the 1st costume is @ \$85.00 each added to this package)</i></p>		
<p>RECITAL ROYAL PACKAGE... EVERYTHING COSTUME, TIGHTS portion DUE NOV. 1 BALANCE DUE FEB. 1</p>	<p>GIRL \$220.00 or BOY \$210.00</p>	<p>Discount Deal: Girls: \$220.00 includes Boys: \$210.00 ***</p> <ul style="list-style-type: none"> - Payment Plan Option: \$100.00 paid by Nov. 1 balance due by Feb. 1 - 1 Costume AND -1 pair of Recital tights ***Boys do not get a pair of tights - 1 Commemorative Recital T-Shirt with Name AND -1 Commemorative Recital Participation Trophy - 1 Photography Individual Session with all digital photos and classes included AND -1 Recital Video
<p>RECITAL/PHOTO PACKAGE COSTUME, TIGHTS portion DUE NOV. 1 BALANCE DUE FEB. 1</p>	<p>GIRL \$175.00 or BOY \$165.00</p>	<ul style="list-style-type: none"> • Discount Deal: Girls: \$175.00 includes Boys: \$165.00 *** - Payment Plan Option: \$100.00 paid by Nov. balance due by Feb. 1 - 1 Costume AND -1 pair of Recital tights ***Boys do not get a pair of tights - 1 Commemorative Recital T-Shirt with Name AND -1 Commemorative Recital Participation Trophy - 1 Photography Individual Session with all digital photos and classes included
<p>RECITAL/VIDEO PACKAGE COSTUME, TIGHTS portion DUE NOV. 1 BALANCE DUE FEB. 1</p>	<p>GIRL \$175.00 or BOY \$165.00</p>	<ul style="list-style-type: none"> • RECITAL/VIDEO Package: • Discount Deal: Girls: \$175.00 includes Boys: \$165.00 *** - Payment Plan Option: \$100.00 paid by Nov. balance due by Feb. 1 - 1 Costume AND -1 pair of Recital tights ***Boys do not get a pair of tights - 1 Commemorative Recital T-Shirt with Name AND -1 Commemorative Recital Participation Trophy - 1 Recital Video
<p>RECITAL PACKAGE ONLY DUE NOV. 1</p>	<p>GIRL \$135.00 or BOY \$125.00</p>	<ul style="list-style-type: none"> • RECITAL Package only: • Girls: \$135.00 includes Boys: \$125.00 *** - Payment Plan Option: \$100.00 paid by Nov. balance due by Feb. 1 - 1 Costume AND -1 pair of Recital tights ***Boys do not get a pair of tights - 1 Commemorative Recital T-Shirt with Name AND -1 Commemorative Recital Participation Trophy
<p>ADDITIONAL CLASS COSTUMES</p>	<p>\$85.00</p>	<p>STUDENTS PARTICIPATING IN MORE THAN 1 CLASS: Each additional costume is \$85.00</p>

<p>LATE ORDERED COSTUMES/ STUDENTS WHO DISCONTINUE CLASSES.</p>		<p>• <u>COSTUMES:</u></p> <ul style="list-style-type: none"> - Orders not paid by Nov. 15th will have a LATE ORDER/ADDITIONAL SHIPPING FEES of \$25.00 per costume and COSTUMES WILL NOT be ordered until paid in full. - Orders received after November 15th, due to students starting later in the season will have a LATE ORDER/ADDITIONAL SHIPPING FEES of \$25.00 per costume and COSTUMES WILL NOT be ordered until paid in full. These cannot be guaranteed to be received in time for studio pictures or recital, so speak directly to Ms. Toni. - Once your order is placed, orders CANNOT be CANCELLED or REFUNDED; however, if it is necessary for a student to withdraw from classes for any reason, you will still receive your whatever part of the COSTUME and/or RECITAL PACKAGE you purchased. - Costumes will not be given out with any account that has a balances due. - ****PLEASE NOTE, sibling discounts ARE NOT on items or costumes, as costume distributors do not provide family discounts. It is out of her dedication and loyalty towards our studio families that Ms. Toni offers families discounts on student CLASSES . - SHOES & KNEE PADS: All students must purchase the required shoes/colors to wear in the Recital. It was required of all students to purchase the proper shoes within 1 month of starting your 1st class. Students without proper footwear will not be permitted to perform in the recital.
<p>PHOTO SITTING***</p>	<p>\$50.00</p>	<p>***IF Purchased separate of package.</p>
<p>VIDEO***</p>	<p>\$55.00</p>	<p>***IF Purchased separate of package.</p>
<p><u>PERFORMANCES:</u></p>		
<p>December</p>	<p>Farewell to 2019... Performance that ALL STUDENTS participate in at the Kane Center. Tickets are purchased for those attending, NOT STUDENTS. Date is Dec. 8, 2019</p>	
<p>June</p>	<p>End of the Season Recital Gala Performance that ALL STUDENTS participate in. Normally held at the Sunrise Theatre Fort Pierce. Tickets are purchased for those attending, NOT STUDENTS. Date is provided as soon as confirmed. Normally by end of October.</p>	
<p>Occasional Extra :</p>	<p>Extra performances are offered throughout the year and Recreational Students are invited to register at the FRONT DESK when POSTED and participate.</p>	
<p>DECEMBER PERFORMANCE & JUNE RECITAL</p>	<p>True Crew Dance Company has two (2) yearly performances:</p> <ul style="list-style-type: none"> • A year-end holiday show on December 8, 2019 at the Kane Center in Stuart, Florida. <ul style="list-style-type: none"> • We have 2 shows and tickets are sold at the price of \$10.00 per seat. • Our season-end recital in June 2020, projected to be at the Sunrise Theatre <ul style="list-style-type: none"> • Please make sure to keep the first 2 weekends in June free. • Upon receipt of the exact date for our Annual dress rehearsal and recital: <ul style="list-style-type: none"> • They will be POSTED to our website by mid-December, but no later than early Spring. • Performances are opportunities to celebrate your child's hard work and their accomplishments. • It's your opportunity to further show them off! • All students in performing classes are assumed to be participating in the recital. • Students not participating in recital performances MUST NOTE SAME AT REGISTRATION. • Any students enrolling in classes after January 1st MAY REQUEST to be added to the June Recital. • Final opportunity to be granted a position in the recital is February 1 if a costume can be obtained. • Added Students may need to pay for private lessons to get caught up on choreography if needed. • Students MUST have all account balances, tuition and fees paid in full to participate in the recital. 	

PICTURE DAY	<p>Picture Day</p> <ul style="list-style-type: none"> • We schedule picture day for class and individual photos, usually in April or May. • Dates and times will be listed on our True Crew website once they are set. • Once posted, please keep the entire day available. • We normally start around 8:30 a.m. and are finished by 7:00 p.m. • Please prepare to arrive at least 30 minutes prior to your scheduled photo session. • We normally run ahead of schedule. • You will also need to complete the required paperwork. • Hair and makeup guidelines are also listed on the website. • Photo Sessions purchasers will receive notification as to when their photos are ready for upload.
STUDIO PHOTO/VIDEO RELEASE	<p>Photo/Video Release</p> <ul style="list-style-type: none"> • We use pictures/videos of our students on our website, social media outlets and printed materials. • We understand and honor any request for privacy of our studio families. • If you deny permission for True Crew Dance Company to use your child’s photographs and videos, you must notify the studio in writing prior to the first day of classes.
CLASS CANCELLATIONS	<p>Class Cancellations/Modifications</p> <p>IMPORTANT: WE ARE <u>NOT</u> AUTOMATICALLY CLOSED WHEN SCHOOLS ARE CLOSED.</p> <ul style="list-style-type: none"> • Please refer to our monthly calendar at www.truecrew.org, our website for CLOSED STUDIO dates. • Studio Closures will be posted: <ul style="list-style-type: none"> • On our website, under the Calendar tab, • On our Facebook Page, • On our bulletin board in the studio. • Poor weather conditions can affect dance classes, depending on the timing of the storm. • As such, cancellations may occur if a storm creates dangerous driving conditions. • We make every attempt to hold classes. • In the event you are uncertain whether or not we have class due to weather concerns, call the studio. • In severe weather situations, if we CLOSE there will be a weather-related message on our phone. • Please note, if St. Lucie County Schools close <u>DUE TO WEATHER</u>, classes are automatically cancelled. These classes will not be made up. • True Crew Dance Company reserves the right to: <ul style="list-style-type: none"> • cancel, combine, change times, add, or modify classes if necessary. • provide substitute teachers or replacement teachers if necessary. • These decisions are made by the Studio Director. • Tuition is not pro-rated, refunded or credited for missed classes due to: <ul style="list-style-type: none"> • weather, holidays or personal or studio vacation closures.
<u>CONVENTION:</u>	<p>Are offered throughout the year at the studio and Recreational Students are invited to register and participate.</p>
STAY UP TO DATE	<p>Information</p> <ul style="list-style-type: none"> • Up-to-Date information will be available on our website. • All information will be posted and you will receive periodic emails. • Stay up-to-date with True Crew Dance Company news and events. • Please make sure you list a current/legible email address on your child’s registration to receive updates. • If you are not receiving emails, please notify the front desk immediately.

<p>DANCERS & PARENTS EXPECTATIONS</p>	<p>Dancers Expectations</p> <ul style="list-style-type: none"> • All students will show respect to each other, parents, instructors, and studio employees. • Fighting, arguing, and course or abusive language will not be tolerated. • Students must be attentive to the instructor, avoid interruptions and excess talking. • All students must display a positive attitude- • Dance is fun, provides great exercise, and allows students to express themselves. <p>Parents Expectations</p> <ul style="list-style-type: none"> • If you have questions or concerns about your child’s class or progress, please: <ul style="list-style-type: none"> • feel free to call, email, or set up a private conference with the studio director. • I will call and make arrangements to speak or meet with you at a convenient time. • Please do not discuss concerns with the instructor before, during, or after a class. • Please come INTO the studio to DROP OFF and PICK UP up your child. • Check the website regularly for updates. • When in the studio, be sure to look at the bulletin board. • Make sure you have received any current information that may have been handed out. This is especially important at PERFORMANCE TIME. • Notify the front desk of any difficulties or situations that your child may have Please call if your child is going to be absent or needs to leave early. • Pay tuition and fees on time. Please make sure to review this handbook and all guidelines with your child.
<p>WAITING AREA/ PARKING LOT</p>	<p>We have ample waiting area for parents to sit quietly and view their students in class though our monitors. The waiting room is not a play area and it is REQUIRED that should any additional children that are not taking classes be in attendance with studio family members, they are to be SEATED QUIETLY. Also, the waiting area is not a place to take personal phone calls. The waiting areas are designed to be quiet and orderly.</p> <p>We have ample parking all around the building. The parking lot is NOT a play area. Any student age 7 or below, MUST BE PERSONALLY BROUGHT INTO and PICKED UP FROM THE STUDIO BY A PARENT. They cannot be dropped off at the front door. There is AN ENTRANCE DOOR by the front desk to be used for ENTRANCE ONLY and AN EXIT DOOR by studio C TO BE USED FOR EXIT ONLY. PLEASE DO NOT EXIT THROUGH THE ENTRANCE.</p>
<p>NO FOOD ALLOWED:</p>	<p>Food and snacks are NOT permitted inside the studio. Should any child BE REQUIRED to have a snack with them, it is the parents responsibility to have them eat same in their car or outside on the benches and take care of any trash they have.</p>
<p>NO PETS ALLOWED:</p>	<p>PETS ARE NOT permitted inside the studio, due to allergies. Thank you for your cooperation</p>
<p>STUDIO POLICIES</p>	<p>Studio Area</p> <ul style="list-style-type: none"> • Food and drink are not permitted in the studios. • Absolutely NO street shoes are permitted on the dance floors. Dirt, dust and debris from street shoes can lead to falls and injuries and may harm dance floors. • Students are not to lean on or touch studio mirrors. The dance barres are for educational purposes only. • Students are not to hang or swing from barres; nor should clothes or towels be hung from the barres. • All teaching tools, props, visual aids, and sound equipment are property of True Crew Dance Company and should not be used without permission of the instructor. <p>Restrooms</p> <ul style="list-style-type: none"> • Children must be potty trained or in pull-ups to participate in classes at True Crew. We ask parents to monitor, remind students, especially young ones, to use the restroom prior to class time. If a child needs to use the restroom during class time, students need only ask permission. Please help us in keeping the restrooms clean. • Pre-school students will be escorted to their parents for assistance. <p>Parent Pick-up/Drop-off</p> <ul style="list-style-type: none"> • Parents are responsible for transporting their child to and from class on time. • Students must wait inside the building until someone comes inside to pick them up. • No student will be released to anyone other than the people listed on the student’s registration form unless prior notice is given to studio management.

2018-2019 True Crew Dance Company Recreational Policies & Procedures Acknowledgement Form

STUDENT NAME _____

I give permission for photography and/or video clips of my child in dance class or performance to be used in promotional material for True Crew Dance Company. _____ (Please initial)

Besides myself, the only other authorized person/people to pick up my child is/are:

1) _____ Relationship _____

2) _____ Relationship _____

If this information changes, I agree to notify the Director via email. _____ (Please initial)

Please specify below any health/medication concerns we need to be aware of.

By signing below you acknowledge that you have read and understand ALL Policies & Procedures, tuition requirements, and other associated fees with dancing at True Crew Dance Company.

Parent (Guardian) Signature: _____

Card # _____ Expiration Date: _____

Code # _____ Zip Code: _____