

# Bergmann



## School of Dance

My teacher(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My class(es): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COVID POLICY/PROCEDURES

IF YOU OR YOUR CHILD TESTS POSITIVE FOR COVID-19 OR IF YOU THINK YOU OR YOUR CHILD HAS BEEN EXPOSED TO COVID-19, CONTACT BERGMANN SCHOOL OF DANCE IMMEDIATELY!

### **Communications**

Please ensure we have the correct email for you. We will send out monthly newsletters with important information about what to expect for that particular month and to prepare for upcoming dates for the studio. Invoices for tuition/costumes will also be sent via email. If reporting an absence or other questions, text or phone will receive the most prompt response.

### **RECITAL 2023 INFORMATION**

Rehearsal            June 1 (Tentative)  
Recital                June 2 (Tentative)

Weatherford High School  
Durant Theater

### **Recital Fee**

Recital Fee of \$45 is due no later than **September 11, 2023**.

This is NON REFUNDABLE as it holds student's place for the recital and covers theater rental costs.

### **Costume Fees**

Costume Deposits are \$20.00 per costume, due no later than **December 11, 2023**. This is a NON REFUNDABLE fee as it places an order for that child's costume(s).

The balance on costumes will be due no later than **April 15, 2024** in order for students to receive their costumes.

### **Attire and Etiquette**

Bergmann School Of Dance attire & etiquette is based on the Texas Association Teachers Of Dancing, Inc. dress code:

1. Dress Code-Girls: Ballet: Tights-Capezio 1916 Ballet Pink, pink ballet shoes, long hair up in ponytail or bun, short hair away from face.
- 2.a. Leotard:
  - Ages 3-4 Light Pink with attached skirt
  - Ages 5-6 Spearmint or Seafoam Green with attached skirt
  - Primary-Light Blue with attached skirt
  - Level 1 Ballet-Light Purple or Lavender with attached skirt
  - Level 2 and up-Black leotard
3. Boys: Black ballet shoes, black jazz pants or tights, plain T-shirt.
4. Jazz/Tap: Leotard from Ballet class and tan jazz shoes, black tap shoes.
5. Optional-**Ballet (Level 2 & up):** ballet skirt **Jazz (Level 2 & up):** black jazz pants or form fitting shorts.
6. No large jewelry. Example-hoop earrings, long necklaces.
7. Appropriate cover up should be worn outside the dance studio.
8. Cell phones should be turned off/silenced during class. Class transitions or time off the dance floor are NOT times to check cell phones!
9. No food or drink other than water allowed on the dance floors.
10. Students are expected to pick up after themselves in order to keep the studio clean.
11. Bergmann School Of Dance requires all students/parents/guardians to adhere to all policies to ensure a safe environment for everyone.
12. Any student whose behavior is detrimental to class will be dismissed and will require a parent/teacher meeting.

## **Manners For Dancers**

### **Dancers show respect for themselves by:**

1. Being prompt for class.
2. **Being dressed properly for class:** See above.

### **Dancers show respect for others by:**

1. Keeping their hands to themselves during class.
2. Waiting quietly for others to have a turn and for instructions from the teacher.
3. Talking with one another only before class begins (Share Time for preschool).

### **Dancers show respect for their teacher and the art form they are learning by:**

1. Being properly dressed and ready for class on time.
2. Listening when the teacher speaks.
3. Always standing in a "proper dance stance" while listening to the teacher give combinations or corrections.
4. Being prepared for their turn.
5. Always asking before leaving the room for any reason and upon returning enter quietly and go around to the back of the room, never through the students who are dancing.
6. Always finishing every exercise and have a positive attitude.

### **Dancers show respect for the studio by:**

1. Throwing away trash, food, and drinks in the trashcan before leaving.
2. Never hanging or leaning on the barre.
3. Never running or doing gymnastics in the studio.
4. Always keeping all belongings zipped inside their dance bag.

### **Parents show respect for the dance class, teacher and studio by:**

1. Entering the classroom quietly if arriving a few minutes early to pick up child.
2. Making every effort to attend Visitor's Day, as it is a day the students may show parents what they've learned over the past month.
3. Not coming to watch class on days not scheduled for Visitor's Day, as it is distracting to the dancers.
4. Making sure child has had the opportunity to go to the restroom before class starts.
5. Having students come to class prepared and properly dressed for dance class.
6. Having students at class on time and picking them up promptly after class.
7. Letting teacher know in advance, if possible, if a student will be absent.
8. Making arrangements with the child's teacher to make up missed classes.
9. Clearly marking all of their child's items with the child's name and leaving toys at home.
10. Teaching children never to run or scream in the studio.

## **Security**

We want our students to be safe in the studio. Please understand the following:

1. All students 6 & under shall be accompanied by a parent or dance faculty to the restroom.
2. Parents are responsible for their children before and immediately after class.
3. Parents must call if someone other than themselves are picking up student(s).
4. Students shall remain in the lobby area until parents pick them up.
5. No dancing shoes outside the studio.
6. Appropriate cover up should be worn outside the studio.

## **Attendance**

All students have 2 excused absences. All other absences must be made up either in a different class during the week or during Saturday Open Class in the spring. Making up classes encourages responsibility, prevents injuries, and gives students a sense of being a part of something bigger than themselves. There are no refunds for classes canceled due to bad weather, holidays, or illness.

### **Perfect Attendance**

Students who make up ALL classes missed INCLUDING excused absences will receive a Perfect Attendance Award at the recital.

### **Open Class**

Towards the end of Feb. we will have Open Class on Saturdays 10:00-11:30 for those who need to make up classes or would like to have extra time to practice their recital dances.

### **Visitor's Day**

This first week of class, **Aug. 14-18** will be the first Visitor's Week. You are welcome to come and watch classes during this week. The rest of Visitor's Weeks will be the first full week of each month. Limiting visitors to once a month allows students to focus on the material being taught, and it also gives students a special time to look forward to showing their parents what they've learned. When visiting:

1. Please keep talking to a whisper. Loud chatter/electronic games are distracting to our dancers.
2. Please keep toddlers off the dance floor so we don't run into them.
3. If little guests are disruptive, please take them outside.
4. Pictures/recordings are fine, but other than that, please put your phone away and give your attention to your dancer, because I can guarantee that he/she is watching you and seeking your approval.

### **Music and Costumes**

Students will pick music and costumes in December. There are no songs with foul language and no midriff costumes! The students will vote for music and costumes. Majority rules. The reason for this is very important as it allows students to be a part of the creative process. It also teaches good sportsmanship. Not everybody's favorite piece of music/costume wins, but students learn to embrace a positive attitude, even when things don't always go their way.

### **Tuition**

One hour weekly class	\$65.00 per month
Additional one hour weekly class	\$35.00 per month
Half hour weekly class (in addition to ballet)	\$20 per month
Private Classes	
Half hour weekly class	\$80.00 per month
One hour weekly class	\$105.00 per month
Pilates mat class	
One hour classes	\$18.00 per class

Paying by semester receives 10% off.

Families with more than one student receive 10% off.

### **Payments**

Invoices will be emailed to parents/guardians. Clicking on the invoice will connect to waveapps.com for secure payment via debit/credit card. Instructor will accept payments by check or cash at the studio. Please note on Registration Form method of payment. **If paying by wave apps please note whether permission is granted to automatically run card at the beginning of each month during the school year. This will also include Recital Fee in August or September, Costume Deposit(s) in December, and Costume Balance in April.**

**Monthly Tuition is due the first week of each month.** Balances paid after the 10<sup>th</sup> will be charged a late fee of \$15.00. There will be a \$25.00 charge for returned checks. Students with tuition one month overdue will require a conference between parents/guardians and the director. Students with tuition two months overdue will be dismissed.

### **Refunds**

If student is continuously absent and decides to drop the class there will be no refund of monthly tuition and only partial refund of semester tuition depending on when in the semester the student drops the class.

**Holidays**

Labor Day	Sept. 4, 2023
Thanksgiving Holiday	Nov. 20-24, 2023
Christmas Break	Dec. 25, 2023-Jan. 5, 2024
Spring Semester Starts	Jan. 8, 2024
Memorial Day	May 27, 2024

Classes will be held during Spring Break. If student is absent it DOES NOT count as such, but if student is present, it counts as a make up class.

**Weather**

Ice/Snow Days	We will close if Weatherford ISD is closed unless snow/ice melts in time for class.
Tornados	We will move to the Pythian Home's storm shelter if conditions are favorable for a tornado.

There are no refunds due to inclement weather, but student is welcome to make up for missed classes. Canceled classes due to bad weather DO NOT count as an absence.

I have received the Student Handbook and will adhere to all policies and procedures contained in the handbook.

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Parent/Guardian Signature