B.B Dance Productions

 **5323 #A East Independence Blvd.**

 **Charlotte, NC 28212**

 **704-563-8693**

[***www.bbdance.com***](http://www.bbdance.com)

***2018-2019 Policies and Procedures***

## **Required Practice Wear**

***B.B. Dance* Leotard or Biketard is required for all classes:**

* **Tights available for purchase through B.B. Dance**
* **Hip-Hop: Sweatpants, leggings, trendy hip hop attire (family appropriate)**

 **3-5 / 4-5 yr. old classes White tights, white tap shoes, and white ballet shoes**

**5 -8 old classes White tights, white tap shoes, and white ballet shoes**

**9 -11 yr. old classes Black tights, black tap shoes, black jazz shoes, and black ballet shoes**

**12 & up Black tights, black tap shoes, black jazz shoes, and black ballet shoes**

**All Pre-comp Classes Black tights, black tap shoes, black jazz shoes, and black ballet shoes**

**Hip Hop Tennis shoes**

* **All students’ hair must be tied back and secured for class**.

**Registration (Non-Refundable)**

**A $30.00 registration fee is required with the application form to reserve class space. Registration is not considered complete until this fee is paid.**

**Tuition (Non-Refundable)**

**Tuition is due on the 7th day of each month a $15.00 late fee will be applied to all tuition paid after the 7th day of the month. Any account that is not current the student will be asked to sit and observe the class until the account is current. If a student is absent it does not change the due date of a payment.**

**Absence Policy**

**If a student is absent two consecutive classes without notification to the Office Manager, they will automatically be withdrawn from the class roster. In order for a child to return, a new registration fee and any past due balance must be paid in full prior to your child’s first day resuming class. No months will be prorated based on your child’s attendance.**

**Early Payment Discount**

**You may receive Early Payment discount of $5.00 off monthly tuition if tuition is paid before the first day of each month. If we are closed on dates leading up to the first, payment should be made prior to the closing dates. An early payment discount cannot be issued if there is an outstanding balance on the account. The account must be at a zero balance for an early payment discount to apply.**

**Phone Payment**

**We offer the courtesy of taking payments over the phone but, if for some reason we are unable to service you due to customers being serviced on site, any late fees that apply due to late payment will be assessed. Please do not leave a message on the answering service to make payment.**

### **Pre-Authorized Credit Card Payment**

**You may fill out a credit card authorization form. This form allows us to run your credit card for tuition at the end of each month and automatically gives you the early payment discount. If your card is declined, early payment discount does not apply and you will be notified in order to take care of your account.**

**Online Payment-Tuition Express**

**Tuition can be paid online 24/7 via Tuitionexpress.com. Please attain your registration code and Tuition Express ID number from the office if you would like to take advantage of this form of payment. All payments must post to the tuition express account by the due date. Late fees apply if it does not post by the due date. All payments are timestamped and late fees still apply according to BBDP late fee policies.**

### **Late Pick Up**

**It is requested that students be picked up on time. Any student who is picked up 15-30 minutes late will be assessed a $30.00 charge; for 31-60 minutes, a late charge of $60.00 will be assessed. Students will sit out of class if this fee is not paid.**

**Snow or Bad Weather**

**If there is snow or bad weather, please call B.B. Dance Productions after 12:00pm of the day your child attends class to be advised of any cancellations.**

**Holidays**

**B.B. Dance Productions will observe any major holidays according to the Charlotte Mecklenburg School calendar. Classes remain as scheduled on teacher workdays.**

**Recital Costume (Non-Refundable)**

**Recital costumes are ordered through B. B. Dance Productions. The price for an extra small child to medium child is $115.00. The price for a large child to adult size is $125.00. A deposit of $75.00 is due on Saturday, October 27, 2018. The balance is due Saturday, February 2, 2019. The balance for an extra small child to medium child is $40.00. The balance for a large child to adult is $50.00. Each parent will be responsible for providing tights and proper shoes for your child’s costume. Tight information will be given at a later date.**

**Recital Costume Hip-Hop Add On Class (Non-Refundable)**

**Participation in the recital for those who take hip hop as an additional class is optional. Recital costumes for students wishing to participate in Hip-Hop at the recital are ordered through B. B. Dance Productions. The price for the costume for those students taking hip-hop as an additional class is $75.00. A deposit of $50.00 is due on Saturday, January 12, 2019. The balance of $25.00 is due on Saturday, February 2, 2019**

**Recital Fee (Non-Refundable)**

**A fee of $70.00 is assessed to *each student*. There is no family discount for this fee. It covers the cost of monitors, stage crew and auditorium rental. Due Saturday, December 8, 2018.**

**Recital Rehearsals**

**All recital rehearsals are mandatory. *If a student misses Dress Rehearsal, the student will not be able to participate in the recital.***

**Irene Bradley Scholarship Fundraiser**

**The Irene Bradley Scholarship Fundraiser helps provide young dancers in our community with financial assistance. This fundraiser is held in the spring of the year. In support of this fund, donors receive preferential seating in a pre-designated area for the annual dance recital. Seats are reserved for $10 per seat with a 6 seat limit for BB Dance Families. The online system we use is accessed via a code which is sent in email to the email on file. The way the tickets are shared amongst each family is at the discretion of the party receiving the email code. More information about this fundraiser will be shared at a later date.**

**Dance Recital**

***Dress Rehearsal*** **Friday, June 14, 2019**

**Ovens Auditorium 12:00pm – 4:30pm**

***Annual Dance Recital* Saturday, June 15, 2019**

**Ovens Auditorium 11:00am**

#### **Late Fees**

**Tuition: $15.00 after the 7th of the month**

**Costume Late Fee: $25.00 on the deposit after October 27, 2018**

 **$20.00 on the balance after February 2, 2019**

**Hip Hop Add-on Costume Late Fee: $15.00 on the deposit after January 12, 2019**

 **$10.00 on the balance after February 2, 2019**

**Recital Late Fee: $15.00 after December 8, 2018**

**Your child’s first class will be held:**

**Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tuition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per month**

***All classes are subject to change based on enrollment.***