

2022-23 Policy and Procedures

Welcome to Tanglewood!! We are excited to have your family be a part of our Tanglewood Family. We strive to attain a highly supervised and disciplined program with the objective to teach and coach the skills necessary to obtain the highest quality of learning.

Safety is of the utmost importance! Rough housing and undisciplined behavior will not be tolerated. Students are not permitted to play or practice on any equipment unless supervised by an instructor. Other safety issues will be discussed in class. Children under the age of 8 must be walked into the building and picked up inside the building by a supervising adult or older sibling. Please be prompt in dropping off and picking up your children. We will not be held responsible for students left unattended before and after class. If a problem arises a \$5.00 fee may be added to your account for time spent by instructors waiting for students to be picked up. It is important that your child be on time so that they can participate in all warm ups ect but please do not bring students more **than 5 minutes early** as they will be unattended while the class before theirs is still going on. There is limited waiting room space available, but parents and siblings are welcome to stay in the foyer area as long as they do not become a distraction to any classes. Classes are closed, but we will have a Parent's day in Dec., as well as a Spring Show. If you have questions, please call outside of class hours or you may email us at tanglewoodstudios@hotmail.com and we will be happy to help you.

Attendance is an important element in all classes. Consistency is a valuable tool in learning and being in all classes regularly is essential to learning and growth. We will follow the Box Elder School District calendar, if school is out there will not be classes, there may be few exceptions. If your child misses a class you are welcome to do a makeup class and this can be arranged with the instructors.

Monthly tuition and Registration stays the same on longer and shorter months. If you decide to change or withdraw from a class you will continue to be charged for all classes until arrangements are made with Kari, or through the Parent Portal -but not with a Staff member! Payment schedules can be adjusted when needed, please contact Kari if special needs arise. Tuition is due by the 10th of each month and unless other arrangements have been made a \$10.00 late fee will be charged after the 15th of each month. We reserve the right to refuse service after a 45 day delinquent account. If an account becomes delinquent and outside services are required to collect the account all service fees will be applied to the account and you will be responsible for them. A \$25 fee will be charged on all returned checks. Account statements may be sent via email and hard copies are available upon request, if you have questions on your account please call or email and a statement will be emailed to you. ALL account information can be found in your PARENT PORTAL. We believe that our instructors are of the very best quality and we strive to have the best programs while keeping classes affordable.

TUITION for RECREATIONAL classes – 1st class - \$35.00, any additional classes per immediate family are \$30 each.

TUITION for Tanglewood Tots Preschool – M/W \$110, T/Th \$80.

TUITION for any COMPETITION CLASS, or classes over the regular 45/60 minute recreational time will be calculated per class and will vary according to the hours needed.

There is a \$40.00 registration (\$55 for TT Preschool) fee per family, per year and is due in Sept. or the first month of registration.

Payments by check or cash may be placed in the payment box in the studio. If you are paying with cash, please fill out a payment slip and attach it before putting it in the payment box. Payments can be made online at Tanglewood-studio.com, by Venmo (Tanglewood-Studios) or reoccurring monthly payments can be set up by filling out the appropriate paperwork available at the Studio. Please do not give payments directly to teachers, they are busy teaching!!

Dress Codes Students should come to class in appropriate clothes. Dance shoes (ballets, taps, foot undies...) are required for all dance classes, as well as cheer shoes for all cheer classes. Gymnastics, dance and cheer students should wear form fitting clothing that does not slip up when they turn upside down. Jeans and other school clothing are not appropriate and make it hard to move and learn. Hair should be pulled back in a pony tail wherever possible for all practices. No gum or candy is allowed in the studio unless supervised by a teacher. Dance clothing includes leo, tights, dance pants, skirts ect, . Classical Ballet dress codes will be tights, leotards, and pink ballet shoes, a skirt may be worn over the top. This is for the benefit of the dancer. Karate students may wear uniforms or other appropriate clothing that can be easily moved in.

T-shirts are \$10.00, all classes except competition teams, dance/ballet classes, and mom and me will need a tshirt. Tshirt style is changed every other year and are worn for pictures and Spring Shows.

ALL noncompetitive dance classes (including TT Tots M/W Talent Development classes) will have a costume that will be ordered in November and a \$50.00 deposit will be due on Oct. 1. Costume prices vary but we will work to keep the costumes as minimal as possible.

Competition Teams – Dance – a \$65 costume deposit is due Oct 1st with the remaining balance due Jan. 10th. Shoes, bags, warmups, makeup ect fees are due when they are received. Entry Fees are due by February 1st. AA and PT – Leo, Bags, Warmups ect fees are due as they are ordered,

Name _____ Birthday _____ Allergies _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Name _____ Birthday _____ Allergies _____

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Emergency Contacts:

| Name | Phone | Cell | Relationship |
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