



**Beth Cross Centre of Dance and Voice**  
7731 Hwy 70 Suite 204  
Bartlett ,TN 38133  
(901) 388-7677  
www.bethcrosscentreofdanceandvoice.com

## **Policy Letter**

**\*\*Parent or Guardian Initial by Each Statement and Sign at bottom of each page\*\***

**Student Name** \_\_\_\_\_  
**Parent Print Name** \_\_\_\_\_

### **Tuition**

All tuition is due in full on the 1<sup>st</sup> of every month and will be considered late after the 9th. On the 10th of the month, a **\$10 late fee will be applied to your balance**. No exceptions. If tuition reaches 60 days late, the student will no longer be able to attend classes until the balances are cleared. If payment reaches 90 days late BCCDV may take legal action to clear the balance owed. \_\_\_\_\_

There is a \$25 returned check fee on ALL returned checks \_\_\_\_\_

A written notice of **One Month** must be given for discontinuing of enrollment and tuition. \_\_\_\_\_

The \$40 registration fee must be re-paid if the student takes one month or more off from classes. \_\_\_\_\_

Students in good standing, that have not taken a break ,will pay \$25 each September 1<sup>st</sup> for the seasons registration. \_\_\_\_\_

Tuition is not prorated unless the BCCDV staff cancels the class, which rarely, to never will occur. Ample make up classes are available for missed class. \_\_\_\_\_

### **Attendance**

Regular and prompt attendance is imperative. For all group classes please call ahead when arriving late or for an absence. Group dance make-up classes are encouraged and are available upon request. Group vocal classes may not have a makeup class time available. (only upon the discretion of the teacher) \_\_\_\_\_

A notice of 24hrs must be given for cancellation of private lessons in order for the private lesson to be guaranteed a make-up session. Each student is guaranteed only three makeup sessions for private lessons per year. \_\_\_\_\_

Attendance to the Parent's Meeting, in the winter, is mandatory for participation in BCCDV's annual June Show. \_\_\_\_\_

BCCDV follows the Shelby County School Systems inclement weather policy. \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### **Pick Up and Drop Off**

To provide a structured environment for all students, parents are not allowed in the room during class time. If you have any questions or concerns please talk to one of the staff members. \_\_\_\_\_

You are not required to stay at the studio for the length of your child's class. However, please make sure you are prompt in picking your child up at the designated time. Please call if you have a situation where you will be late picking up your child. \_\_\_\_\_

All students 10 and under will NOT be let out of the studio alone at pick up time. You must walk up to the office to pick up your child, for the safety of your child. If your child is 11 or older and wish for them to be allowed to walk out alone, please let us know of your permission to do so. \_\_\_\_\_

Please do not park in areas designated for other businesses \_\_\_\_\_

### **Newsletters, Notes, and Announcements**

It is the BCCDV parent's responsibility to make sure they have all handouts their children are receiving. A BCCDV newsletter will go out the first week of every month containing information you will need concerning the studio. Extra copies of handouts and additional announcements are available in the office. Please look at the information center in the office frequently as well as asking your child for handouts they received. \_\_\_\_\_

### **Studio Property**

No Food or Drink is allowed anywhere in the studio except for the office. Please clean up after you and your children.

Please respect ALL studio property and equipment.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## BCCDV Dress Codes

### Dress Code For 9 and Under Ballet, Tap, and Jazz Students \*\*Hair pulled up and off the face and neck

Black Leotard  
Black or Pink Skirt Optional  
Black Jazz shorts or capris optional for Jazz Only  
Pink Footed Dance Tights  
Pink Leather Ballet Shoes  
Black Tap Shoes  
Black Slip-on Leather Jazz Shoes  
Slip on dance paws for lyrical  
**NO loose fitting clothing or other attire that is not on this list**

### Dress Code For 10 and Up Ballet, Tap, and Jazz and Lyrical Students \*\* Hair pulled up and off the face and neck

Black Leotard  
Black athletic bra  
Pink, Tan, or Black Dance Tights  
Dance Shorts optional \*\*must be short and tight fitting  
Dance capris optional \*\*must show calf and ankle and be tight fitting  
Pink leather ballet shoes  
Tan leather slip on jazz shoes  
Slip on dance paws for lyrical  
Tan slip on tap shoes  
**NO loose fitting clothing or other attire that is not on this list**

### Dress Code for Hip Hop

Advanced Hip Hop Students must wear solid black dance sneakers.  
Intermediate Hip Hop students must wear dance sneakers or tennis shoes.  
Any Comfortable, moveable clothing is acceptable. No color specifications.

**Parent Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_