

Broomall Studio
483 Park Way
Broomall, PA 19008
Phone: (610) 328-1800
info@tocdance.com



Downingtown Studio
150 E. Pennsylvania Ave.
Downingtown, PA 19335
Phone: (610) 518-2130
downingtown@tocdance.com

Thank you for registering with Touch of Class Dance Studio. First day of classes is Saturday, September 7th. If you have not registered through the parent portal, you will receive an email with directions on how to set up your parent portal within the next few days. The parent portal is a wonderful tool that allows our customers to manage their account online. The Portal allows you to update your contact information, view your fees and payments, enroll into additional classes and events, and see news updates that the studio may post. You can also see and read past sent emails and registrations. The Customer Portal link can be found on our website for future use.

STUDIO POLICIES

TUITION - is calculated PER YEAR, NOT PER MONTH. For the convenience of our clients we charge the tuition monthly. The number of times a class meets per month will vary between 3 and 5 times. There are no discounts for months that only have 3 classes in them as in the end they all meet approximately the same amount of times throughout the season. There are no discounts for missed classes or snow days. You are welcome to make up any classes you miss in the same or comparable level class. When you sign up for a class you are reserving your spot in that class, so even if you miss every class in a given month, you are still responsible for that month's tuition should you wish to continue. Should your child decide to drop out you will not be responsible for any more monthly payments as long as we receive written notice through an email that your child is withdrawing from class. At that time we will inactivate your account and you will no longer be charged for class. **PAYMENTS WILL BE CHARGED UNTIL THE STUDIO IS NOTIFIED ON DISCONTINUANCE.**

ATTENDANCE - If your child misses class for any reason we request that you inform TOCD via phone call or email info@tocdance.com or downingtown@tocdance.com. If a child is absent for two or more weeks of classes, TOCD staff will follow up to verify that the child is continuing with their class. Extended absences (more than two weeks in a row) due to injury and other activities must be submitted in writing and approved by one of the directors. TOCD reserves the right to remove a dancer from their recital piece if the student is absent more than 5 times from one class February thru May.

DROP OFF/PICK UP - All students must be picked up promptly at the end of their class times. No student will be permitted to remain at the studio unattended if their classes are more than one hour apart. Parents must arrange for pick up if they are unable to do so themselves. Touch of Class Dance Studio employees cannot be held responsible for unsupervised children. We urge all parents to personally pick up their children in the studio lobby and not permit them to exit the studio unattended. There is no stopping outside of the studio door.

EMERGENCY CLOSING - In case of an emergency closing, an email and/or text will be sent to every class scheduled for that day. There will also be a message left on the studio phone voice mail and a message posted on the Touch of Class website homepage, www.touchofclassdance.com. In the event of emergency closings, classes will not be rescheduled; however the individual student will be permitted to make-up the class in a class equal in level to the one cancelled. No tuition is refunded due to cancelled classes.

OBSERVATION WEEK - Observation weeks are established not only to allow the students to demonstrate their progress to their family, but also to distribute important information. Dates for observation are scheduled three times a year and are listed on our calendar which can be found on our website. These dates will also be posted in the studio as the observation week draws near. Mark these dates on your personal calendars and make every effort to attend. If it is necessary to bring younger siblings to the classes, please be considerate of not disrupting the class in progress. We love initiating our babies to TOCD, but must insist that parents remove children from the classroom who are not quiet and controlled.

VIDEOS AND PHOTOS - posting videos of any class, recital dance, competition dance or any other performances created by a TOCD staff member on Facebook, YouTube or any other website is prohibited unless you receive the consent of a TOCD director beforehand. On occasion we may take photos that include your child, to be used for promotional purposes such as advertising and press releases. If you would not like your child to be photographed, please let the studio know.

DRESS CODE

Baby Dance: Students are required to wear any color leotard and tights, pink ballet shoes.

Creative Movement/Prep: Students are required to wear any color leotard and tights, pink ballet shoes, tan tap shoes (slip on or buckle).

Ballet: Students are required to wear pink ballet tights, pink ballet shoes, BLACK leotard, and Ballet skirts (optional). No socks or shorts permitted. Hair must be in a bun.

Tap: Students are required to wear appropriate dancewear; leotard, tights, and black pants or shorts. Tan Bloch "Tap On" shoes are required for Levels 1-3. Black Bloch Respect (Audeo available for children's sizes) tap shoes are required for Level 4 and above. Int. levels and higher are encouraged to purchase Bloch Jason Samuel Smith tap shoes but may wear Bloch Respect.

Jazz: Students are required to wear appropriate dancewear; leotard or dance top, tights, and black pants or shorts. Level 1 – 3 are required to wear tan gore boots. Level 4 and above may use bare feet or wear footundies or dance socks.

Modern/Contemporary: Students are required to wear appropriate dancewear, black pants or shorts with bodysuit or dance top and tights. All levels may be bare footed or wear footundeez.

Hip Hop: Students are required to wear appropriate dancewear, loose fitting dance pants and top. All levels are required to wear flat sole sneakers. Black converse sneakers are preferred.

Tumbling: Students are required to wear appropriate dancewear; leotard or dance top and black pants or shorts. Bare feet for all levels. Hair must be in pony tail or bun.

The following dancewear stores are recommended:

Motions Dancewear– Located at 5050 Fairway Rd, Second Floor, in Drexel Hill

Swan Dancewear– Located at 234 Haverford Ave, in Narberth

Definitely Dance– Located at the Whiteland Towne Center, 133 W Lincoln Hwy, in Exton