Studio A&B - 1045 Sperry Ave. Suite I
Studio C – 1010 W. Las Palmas Ave. Suite D
Patterson, CA 95363
(209)892-4300
www.trinitydancecenter.com

Policies & Procedures

Registration

A one time, non-refundable fee of $35 is required at registration along with the first month's tuition.

Staying Informed

It is very important to stay informed on schedule updates and events taking place throughout the year. Please keep this informational packet as a reference Calendars, updated schedules, and newsletters can all be found at our website **www.trinitydancecenter.com**. Don't forget to like our page on Facebook or follow us on Instagram! We continue to post reminders on our social media as well!

Tuition

Tuition is due by the first of the month. If it is paid after the 10th there will be a $20 late charge added. A credit card must be placed on file. If an account goes 30 days past due, the card will be processed for the 30 day past due balance. All dance families will have access to view and make payments, on their dancer's account, through our online portal. Once the schedule has been created, an email will be sent with the link to set up a login for the online portal. We accept any of the following methods of payment: cash, check, Visa, Mastercard, and Discover. Any returned checks will be charged a $25 fee. Please make checks payable to Trinity Dance Center and have your child's whole name in the memo. Tuition may be placed at either studios or mailed:

1045 Sperry Ave. Suite I, Patterson.

Tuition prices are based on a monthly fee. **The price per month is the same whether there are five, four, three, or two classes per month.** During the month of June (recital month), tuition will still remain the same. Tuition will not be pro-rated at any time. If a student misses a class, the tuition is still the same. If a dancer chooses to not to continue a class for any reason, **notification in writing,** by the first of the month is required to drop a dancer from a class. If notice is given on or after the first, tuition will still be owed for that month.

ALL ACCOUNTS MUST BE PAID BY JUNE 10th TO BE ABLE TO PERFORM IN RECITAL

Sibling Discount- For each additional child after the first you will receive a $5 discount off tuition per month.

Tuition is non-refundable.

Tuition is charged on a month to month basis. After February 1st, if a dancer chooses not to continue classes, parent(s) will still be responsible for all tuition payments through June.

Automatic Payments – Automatic payments are run on the 1st of every month. If a card expires or account is closed for any reason, please log in to the portal to make the necessary changes or call the office with the updated card. If a card on automatic payment is declined, and payment isn't made before the 10th, a late fee will be charged to the account.

Placement

We use our dance experience to place all students in the proper class according to their age and anticipated ability. At Trinity Dance Center we place students after registration, based on the schedules of our students. We try to accommodate the best that we can. However, it is very difficult to accommodate all schedules and many times it is impossible. We will email you a letter after registration to let you know your child's dance schedule. The schedule will list style of dance, day and time of class and instructor. *Also listed on the schedule letter will be the studio each class will be held in, either Studio A, Studio B or Studio C.

Food Policy

No food, drinks, or gum are allowed in the studio. Dancers may only bring water or may purchase water for $1 before or after class. **PLEASE KEEP THE STUDIO CLEAN**

Arrival & Dismissal

Please pick up dancer(s) promptly. For the safety of each child, please come in to the studio when picking each dancer. TDC is not responsible for dancer(s) before or after their class. Children will be unsupervised once the next class begins. Please be on time, classes start promptly. Non-dancing children must never be left unattended.

Class Observation

Classes may be observed through the window in the waiting area, *the first week of each month*, excluding the month of June. A maximum of two people per dancer will be permitted during observation week. This allows the students to stay focused and avoid any distractions. At no time, is any individual allowed to sit inside the studio and observe while class is in session unless given special permission by the instructor. The waiting area will be closed during the remainder of the month. Only dancers and Trinity Dance Staff will be permitted inside.

Attendance

Regular attendance throughout the year is necessary for progress. *As in any learning situation, you get out what you put in.* Unnecessary absences are a hindrance to the student as well as to the teacher and their fellow classmates. Only due to contagious illness should a student miss their class. Even if a dancer is injured he/she is welcome to observe the class. Please call the studio if your dancer needs to miss a class. Parents will be phoned if there are any cancellations due to emergencies. ***If any dancer misses more than 2 classes in a row they will not be able to perform in the dance recital at the end of the year.***

Pictures

Both group and individual pictures will be taken by a professional photographer in the spring. Everyone will be in a group photo with their class, individual pictures will be optional. A schedule of the date and times for each class will be given out at a later date.

Recital

This is a large end of the year performance for all the dancers. They will be performing a dance(s) that they have learned in their scheduled class(es). This is a great time for the dancers to showcase what they have learned throughout the year. Recital is not mandatory, but please notify the instructor before the costumes are ordered, if your child will not be participating. Each dancer will be performing in approximately two to three shows during the scheduled recital week.

Recital Dances

Every dance class will be learning dances for the recital and other performances. All dancers will perform one dance with their class at recital. When the students begin to learn their recital dances, we encourage them to practice at home.

Production Dance

A production dance will be performed during recital that includes all dancers in the studio. This dance will be performed at the end of the recital. A recital t-shirt will be worn along with black jazz pants. This year there will be a recital package that each dance family will purchase. The recital package includes a digital download and one production shirt for $65. Each additional shirt purchased will be $25.00. The recital package is due in April and will not be included in the recital costume invoice, but can be paid at anytime.

Costumes

All dancers performing in the recital are required to buy their costumes. Costumes range anywhere from $90-$130 per costume. *If participating in a Hip Hop class, tennis shoes will be an additional cost added to the total* since a specific shoe is not required for class. Tights will also be required to purchase for most classes. The cost of tights ranges from $17-$25per tight. However, fundraising will be available to help cover the cost. An email will be sent in October after the fundraiser money has been turned in, that will let dance families know costumes have been invoiced. The invoice will include all costumes. It will also deduct money which was profited from the fundraiser. There are two payment dates scheduled. Half of the total will be due on November 12th 2026 and the remaining half will be due on December 3rd 2026. A $30.00 late fee per dancer, will be added on to any costume balance that is not paid by the final due date. Costumes will not be given to any dancer who has not paid the entire costume balance. After the costumes are ordered the costume becomes non-refundable and it is required to pay the remainder of the costume invoice. Costumes will only exchanged with a $30 re-stocking fee, upon availability with the company. Parents/guardians will be able to choose their dancers costume sizing after each child is measured.

Makeup

Makeup is required for all performances. Boys are not required to wear makeup. We use the makeup so that each dancer will not be washed out by stage lights. Mary Kay is the required brand for lipstick. Any other brand may be used for eyeshadow, blush, mascara, eyeliner, and foundation. Specific colors for eyeshadow and blush as well as the Mary Kay lipstick order forms will be given out closer to the date when needed. We require one specific brand for lipstick so that all dancers look uniform for all performances and pictures. A lipstick will be invoiced to each family account in March. If a dancer has already purchased the lipstick or will be purchasing from a Mary Kay consultant of their choice, please bring the lipstick in and we will deduct the fee from the families account.

Recital Rehearsals

During the week of recital each class will practice at the auditorium once. In addition, there will also be a scheduled dress rehearsal, which be run just like the show. All costumes, make-up, and hair is required for this practice.

Recital Performances

The recital performance will take place on the Wednesday, Thursday, Friday and Saturday. **All recital performances are mandatory for all students that have chosen the option to perform prior to costume ordering**. **If a dancer does not come to all scheduled performances of recital, $50/dancer will be charged to the card on file. All dancers must stay in their dressing rooms until they have performed all of their dances**. Once all of their dances have been performed they may watch the remaining of the show or may leave to go home. If dancers perform throughout the show until the very end, then they are required to stay in their dressing for the entire show. If dancers are able to watch the show, they must purchase a ticket and **costumes must be covered**. No exceptions! During recital there will also be designated **recital moms** to help supervise the younger classes as well as other volunteers to help the show run smoothly.

Fundraiser

Our annual cookie dough, and other frozen items, will begin in August and end in September. This fundraiser is not mandatory, but 40% of money fundraised will be put toward the purchase of costumes.

Dancer Awards

An award will be given, at recital, to those dancers who have completed 5, 10 or 15 years at Trinity Dance Center. In order for a dance year to be to be counted, a dancer must complete recital.

Studio Guidelines

- ALL HAIR NEEDS TO BE PULLED BACK AWAY FROM FACE
- NO JEANS OR JEAN SHORTS FOR CLASS
- Dancers must arrive to class on time
- Do not enter the dance floor area unless a teacher is in the room.
- Dancers must wear all dance shoes only in class. DANCERS ARE TO NOT WEAR DANCE SHOES OUTSIDE!! It will not only ruin your shoes but it will bring dirt into the studio. Dancers should also have a bag to carry their shoes in. Please write names in all dance shoes.
- No parents inside the dance floor areas, unless asked by an instructor or Trinity Dance Staff member.
- Trinity Dance Center is not responsible for lost or stolen items.
- Jewelry is not allowed in class.
- Gum is not allowed in the dance studio.
- Use of the **bathroom** is allowed for emergencies, but is a hindrance. Please have your dancer use the bathroom before class.
- **For the Safety of the dancers no child is to be left more than 5 minutes before class and no longer than 5 minutes after class.**
- If choosing to use autopay for monthly tuition, please note that Trinity Dance will not automatically run the card for any other payments (ie: costume payments or recital shirts), unless given authorization.
- **Information will be emailed out to dance families. We will not be mailing out all information. This is extremely important!! You can also find updates by liking or following Trinity Dance Center on Facebook or Instagram or by checking out our website: www.trinitydancecenter.com.**

PLEASE KEEP THE STUDIO CLEAN