



## TCBT PARENT HANDBOOK 2025-2026

This handbook is for you to refer to for any questions concerning tuition, schedule, and other studio policies.

### Registration Fees (non-refundable)

- New students: \$35.00
- Returning students: \$20.00
- Family: \$40.00

### Tuition Payments

- Our tuition is calculated by season.
- Each season is 34 weeks. As we do not dance a full month in December because of Nutcracker, you must understand that we draft payment each month to match the 34 weeks.
- Registration fee and first tuition payment are due at the time of registration to hold your spot in class.
- We offer Annual, Bi-annual, and Monthly payment options.
- Annual payments are discounted 10% and due at the time of registration.
- Bi-Annual payments are discounted 5% and due at the time of registration and 1/15.
- Monthly payments are split into 10 payments (Aug-May).
  - The first month's payment is due at the time of registration and we draft each month consecutively on the 15th of the month after that.
  - A credit card or checking account is required to be kept on file for payments.

### Discounts

- Annual payment discount: 10% off tuition
- Bi-Annual payment discount: 5% off tuition
- Sibling discount: 20% off tuition
- Male dancer discount: 50% off tuition
- Active Military and First Responder discount: 10% off tuition (ID required)
- Only one discount will apply

**Tuition Schedule**

Total Class Hours (*round up)	Annual Payment (-10%)	Bi-Annual Payments (-5%)	Monthly Payments (auto draft)
45 Min	650	325	65
1	750	375	75
1.5	1300	650	130
2	1400	700	140
3	1600	800	160
4	2000	1000	200
5	2300	1150	230

6	2800	1400	280
7	3000	1500	300
Unlimited	3300	1650	330

*\*If in between class hour totals, round up to the next hour.*

## Studio Policies

- We are a smoke free environment.
- We are safe with all hands, and cleanliness is important.
- The studio is not responsible for any personal property.
- Clearly mark all personal items.
- Students are expected to be on time for classes, and early dismissal needs to be approved prior to class. If a student misses the first 15 mins of class, he/she will be asked to sit and observe.
- Eating is not permitted in studios. Only clear water is permitted in studios.
- TCBT reserves the right to limit any dancer who is not fully adhering to all studio policies regarding behavior, language, attire, or disrespect toward others. Social media and texting groups should be positive and respectful. Parents are to be cautious of talking in the waiting room and on our premises and genuinely respect others.
- If/when severe weather is predicted, we will close for the safety of the children and will notify you by email/text and social media. If children are at the studio when it occurs, we have a plan of safety for tornadoes and other weather. If the weather happens to clear up, we will alert you through email/text and social media that classes have resumed. However, it is always up to you to determine whether it is safe for your child to attend.
- Refunds are not issued for classes missed. Students are encouraged to make up any missed classes equal to the one they are enrolled in. Inquire at the front desk for times and days.
- **Withdrawing a student from a class must be done at the end of the month and in writing. No refund will be given. If you are on auto draft you will still be charged for each month if you do not withdraw the month before. If you are paying bi-annually or annually, we will pro-rate the months you are not attending to estimate your refund.**

## Illness

To help keep our dancers, families, and staff healthy, dancers who have been sick with a fever, or a family member with a fever in your home, must remain at home until they have been fever-free for a full 48 hours without the use of fever-reducing medication before returning to the studio. If your dancer is experiencing additional symptoms (such as vomiting, persistent cough, or general illness), we ask that you use discretion and keep them home until they are well enough to participate in class. Thank you for helping us maintain a safe and healthy environment for everyone.

## Unexpected Government Closings Clause

We will not refund if we unexpectedly have to be closed by the government. TCBT will continue to provide classes for your dancers via YouTube, Zoom, Google meetings, etc. Upon having to cancel a performance, we will not refund costume payments if costumes have been ordered. In this event, half of the performance fee will be credited to your account.

## Leveling and Advancement

The advancement process can be stressful and even upsetting for students and parents, as well as everyone involved in the decision making. It needs to be understood that assigning levels in a ballet environment is not like progressing from one grade to the next in school. Ballet training is slow and thorough and no dancer learns like another. Caring teachers may ask a dancer to stay a second year in a level rather than pushing them to the next level if the dancer's foundation will be stronger in the level they are in. There is no "holding back" when it comes to the levels of individual students; there is only compassionate and responsible decision making.

We will evaluate the dancer at the beginning and the end of the season. We will look at eight different aspects of ballet training: technique, artistry, musicality, flexibility, strength, work ethic, spatial awareness, and terminology. The dancers in Levels 1-6 will test at the end of the season as well. At the end of the season, we look for progress. Have they fixed corrections and consistently applied them? Is the alignment better? Are the "in between" steps more accurate and clean?

Are they picking up combinations more quickly and accurately? Do they have increased stamina? Are they continuing to push themselves and asking more and more of their body?

Again, ballet training is a long and thorough process. It is important to celebrate your dancer's strengths and be aware of their weaknesses. Be realistic with your expectations so they can be realistic with their expectations.

## **Performances**

All dancers participating in any of the performances will sign good faith forms stating that they will attend all rehearsals. Sick notes should be provided for rehearsals missed due to illness. All parents are asked to volunteer at performances and for Nutcracker volunteering is required. Some roles of the performances are by audition only. Auditions are a typical way to cast a ballet or any other role in the performing world. This prepares them for life outside of TCBT.

## **Academics/Home Life and Classical Arts**

The two go hand in hand. Please discuss with Mrs. Howell if your dancer is not living up to standards at home or at school—a break from dance may be necessary. If the two work together, you will see a pattern of discipline in how the dancer thinks, acts, and uses their time. We love smart dancers!

## **Main Facility**

This facility has one deck, common area within the building, and a waiting room for those who are waiting on dancers. There are 2 studios. The floors are sprung with a marley overlay. There is one internal bathroom for the dancers, teachers and staff. Unfortunately our public bathroom is not available.

When entering The Commons we ask that you drive around to our entrance at the back of the building. There should be plenty of parking. If there are not ample parking spaces, then you may park in the front area. Handicap parking is located in front of Early's shop. During pandemics we utilize a car rider line as parents are not allowed to enter the building.

We know that getting back out onto Main Street is a bit tricky. We ask for the safety of everyone that all cars turn right out of The Commons. It is possible to get north by turning right like you are going to Harvey Park and then right one more time, and this will take you to the light in front of Lowe's.

## **2nd Campus**

Our second campus is located in Belshire Village, just a few minutes from our main facility. This campus is used for our upper levels to give them more space to dance. It does not have a waiting room. It has one bathroom for our dancers and staff. The floors are marley floors specific to dance on in this location.

Dancers are to use the stairway to get to the second level. Dancers under 12 must be accompanied by a guardian up the stairway and dropped off at the entrance. There is no place for parents to wait in the studio so if you plan on waiting, please wait in your car until class dismissal time. We will not release dancers under 12 unless we see a parent or authorized adult at the door for pick up.

The elevator is off limits. Absolutely no playing or misbehaving on the terrace. No hanging over the railings. Stairways are only for coming and going. All dancers and staff leave together at the end of evening classes. There are security cameras for safety as well. Once dancers leave the campus they are not under the TCBT responsibility. Please have a clear plan of pick up and drop off or parking.

## **Dress Code**

TCBT's dress code is designed to encourage unity and discipline among our students. All students in Creative Movement, Pre-Ballet, Ballet Beginning, and Levels 1-6 are required to wear TCBT color leotards (see the next page). Students not meeting the required dress code will not be allowed to participate in class.

You are welcome to use our discount code at [discountdance.com](http://discountdance.com). The code is TP56681. Use it at checkout and save 10% the first time and 5% any time after. There are also several dance boutiques in the area:

- Bellissimo in Franklin
- The Dance Store in Murfreesboro

- Spells in Brentwood

Boys will need to wear a white fitted shirt, dance belt, black tights, and black ballet shoes. Hair always combed nicely. [www.boysdancetoo.com](http://www.boysdancetoo.com) is a good site to look at for your young male dancer.

## **Class Uniforms**

### **Children's Academy**

Uniforms are ordered by TCBT and the cost per uniform is \$28. All ballet classes require pink tights and pink ballet shoes.

- Creative Movement: pink skirted leotard
- Pre-Ballet: lavender skirted leotard
- Ballet Beginning: yellow skirted leotard

### **Ballet Academy**

Leotards can be any style/brand of choice and are to be purchased by the dancer in the appropriate color for your ballet level. Please no skirted leotards. Leotards can be worn with high/low skirts in black or the color of your ballet level.

\*For Ballet levels 2-6, dancers may wear a black leotard to their 2nd and/or 3rd class of the week. All ballet classes require pink tights and pink ballet shoes.

- Ballet 1: Light Blue
- Ballet 2: Purple and Black
- Ballet 3: Seafoam Green and Black
- Ballet 4: Magenta and Black
- Ballet 5: Turquoise and Black
- Ballet 6: Red/Coral and Black

### **Electives/Additional Classes**

If your dancer is in any other class (Modern, Jazz, etc) they will be required to be in a bun or a braid of any choice. No shorts, shirts (unless otherwise specified), or socks permitted in elective classes.

- **Tap:** Tap shoes, black leggings or tights and any color of leotard
- **Jazz:** Jazz shoes, black leggings or tights and any color of leotard
- **Contemporary:** No shoes, black leggings or tights and any color of leotard
- **Modern:** No shoes, black leggings or tights and any color of leotard
- **Stretch:** No shoes, any leggings with any color of leotard
- **PBT:** Ballet attire with skirts permitted
- **Adult Classes:** any comfortable workout clothes

### **Dress Code for Arriving and Leaving the School**

No one is to arrive at or leave TCBT wearing only dance attire. This policy reflects the professional atmosphere of TCBT and our concern for the safety of our students. Cover ups should be worn over dance attire in public at all times. TCBT carries for sale TCBT t-shirts, jackets, and vests and are available for purchase at the front desk. The money raised from the sale of TCBT merchandise benefits the school scholarship fund and various school functions.

### **Additional Dress Code Guidelines**

- No shirts or extra over clothing may be worn unless approved by the director.
- Jewelry should be minimal: small earrings are allowed at the director's discretion. NO facial jewelry (nose rings, etc.).
- Shoes should be neatly sewn with the same color thread. NO safety pins should be used to hold together any shoes or clothing.
- Cover ups or warm ups are not allowed in class. Solid leg warmers, ballet shrugs, etc. are permitted in class during colder months while the dancer warms up.

- Dancewear is to be kept laundered and in good condition. Any holes should be mended with the same color thread.
- All items including clothing, shoes, and dance bags should be labeled with the student's name.
- Dress code must be adhered to in all rehearsals.
- Do not use fabric softener when laundering dance attire; it damages studio floors. Oils/lotion/body butter on hair and body damage floors, as well.

### **Class Journal**

All students in the Ballet Academy levels 1-6 are required to keep a class journal (a spiral or composition notebook) to record corrections and conference notes. Students are expected to bring this notebook with them to every class. We recommend that at the end of each class, each student records all corrections made to him/her personally or to the class in general. This list should be reviewed daily to remind the student what to think about and work on in the studio. If there is something the student does not seem to understand, he/she should ask the teacher who made the correction for clarification or help. Journals are used as a tool for the students' understanding.

### **Books required for Levels 1 & 2: (Available on Amazon)**

- The Ballet Book: The Young Performer's Guide to Classical Dance by Deborah Bowes
- Technical Manual and Dictionary of Classical Ballet by Gail Grant

### **Books required for Levels 3-6: (Available on Amazon)**

- Technical Manual and Dictionary of Classical Ballet by Gail Grant
- The Ballet Book: The Young Performer's Guide to Classical Dance by Deborah Bowes
- Dance Anatomy by Jacqui Greene Haas
- Stretching Anatomy by Arnol G. Nelson

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