

## **TJE Dance Force**

Welcome to TJE!

Thank you for choosing TJE Dance Force.

To help you, here are some answers to our most frequently asked questions.

### **1. How can I keep on top of Studio information and upcoming TJE events and closings?**

The monthly newsletter is the best way to get information. The newsletter is available at the desk the first week of each month. Studio closings due to bad weather or other emergencies will be posted on the studio answering machine. Also, please check our website and social media for any further information [www.TJEDANCE.com](http://www.TJEDANCE.com)

### **2. Payment Information-**

The tuition fee you pay is a yearly fee, you may pay it all at once or it can be divided into 10 installments. These installments are to be paid monthly from September (#1) up to and including June (#10). Your monthly installment payment is due the 1st of the month. A late fee of \$15 will be automatically charged to your credit card on file if not paid by the 15th of the month. For each installment in arrears an additional late fee of \$15 will be charged. In the event you should encounter unexpected financial difficulties, please let us know and we will work with you. Returned checks will be charged a \$25 service fee. **Students may not be allowed to attend class if an account has gone more than 2 months delinquent, unless payment arrangements are made..**

### **3. What should my child wear?**

TJE does not have a dress code. Dancers may wear outfits allowing them to move and have flexibility. Occasionally some advanced ballet classes will require leotard, tights and hair up. Shoes may vary according to the class your child is taking. Tap shoes for Tap, ballet shoes for Ballet, important Hip Hop dancers wear sneakers- these sneakers should only be worn for class not in the street.

### **4. RECITAL Information-**

Our recital is held at the Patchogue Theatre in Patchogue. This year the scheduled dates are June 7, 8, and 9, 2019. We do have multiple shows, your child may be asked to perform in more than one show.

### **5. Ticket Ordering Information-**

Ticket order forms are mailed in. Due to limited space, there is a limit to the number of tickets you can order for a show. Order forms will be available mid April 2019. All tuition balances (including Installment # 10, June), costume balances and any other fees due to TJE must be paid before recital tickets will be released.

### **6. Costume Deposits-**

We will begin taking costume deposits as soon as classes start for your convenience. Deposits are due by October 15th. We request a non-refundable deposit of \$65 dollars per class for the costume. If the costume deposit is not paid by the due date a late fee of \$10 per costume will be automatically charged to your credit card on file. Final costume balances are due by December 1<sup>st</sup>.

### **7. What happens if my child wants to switch classes?**

In the event you need to switch classes, please notify us and we will help you find another placement.

### **8. TJE Newsletter-**

It contains valuable information you need to know. You must pick it up monthly in order to be kept up to date.

### **9. Please Note-**

TJE cannot assume responsibility for monitoring children with severe allergies or medical conditions. If your child has an allergy or condition that may need emergency medical attention, we must require that a parent or responsible adult stay for the dance session.

### **10. We reserve the right to discharge, from TJE Dance Force, parents, students or guests who do not adhere to TJE Policies.**

We hope this answers a lot of your questions. Thank you for choosing TJE Dance Force.

Parent Signature: \_\_\_\_\_