



2022-23 Student Handbook

Semester 1: September 6-December 18, 2022

Semester 2: January 4-June 8, 2023

QUESTIONS? Email info@thefloordanceacademy.com OR Call 424-465-9080

TFDA Families,

Welcome to the 2022-23 dance season at The Floor Dance Academy! We are excited to have you join us and look forward to a year of exploration, growth, and building on your love for dance! Please feel free to reach out to us with any questions you may have & remember to refer to this handbook to help get you through the season. Thank you for your support ~ Jen & The Floor Dance Academy Team

TABLE OF CONTENTS:

- [PARENT TUITION PORTAL INFO \(pg 1\)](#)
- [RATES & POLICIES - MISSED CLASSES/BILLING CYCLES \(pg 1\)](#)
- [CLASS ATTIRE - CLOTHING & SHOES \(pg 2\)](#)
- [STUDIO CALENDAR/IMPORTANT DATES \(pg 2\)](#)
- [DROP-OFF & PICK-UP INSTRUCTIONS \(pgs 2\)](#)
- [IMPORTANT LINKS \(pgs 2\)](#)

PARENT TUITION PORTAL

Click here for: [STUDIO DIRECTOR ACCOUNT ACCESS LINK](#)

- All families are required to have an account in our Studio Director online parent portal. Please keep your account up to date with accurate contact information as this will be the first place we go for emergency contact info.
- Families are required to opt-in to Auto-Pay. Please be assured that all tuition is carefully reviewed before processing.
- If you do not opt-in for Auto-Pay, you are responsible to login to your account at the top of each billing cycle to pay tuition. If tuition is not paid within 10 days of a billing cycle, the system will drop classes for students with a balance due. If you have been dropped from a class due to non-payment and wish to re-enroll, there is a \$50 reinstatement charge. Re-enrollment is dependent on an available spot in the class.
- Families do not have the ability to drop or change classes in the portal. The TFDA administration must be notified and will make the necessary changes for you.

TUITION & BILLING CYCLES

Click here for: [RATES & POLICIES](#)

- We are a full season tuition studio and do not run classes in sessions. When you enroll in a class, you are enrolling from September 2022 to June 2023. Enrollment is open throughout the season for classes with open spots and will close by April 30, 2023.
- If you wish to drop a class during the season, it is your responsibility to email your request a minimum of two weeks prior to the drop date. It is preferred for a student to not drop during a billing cycle but if that occurs, tuition paid will be refunded to the original form of payment minus a 15% cancellation fee.
- All tuition and discounts (*multi-class/sibling*) are automatically calculated by the system for each billing cycle. Planned studio closures and holidays are taken into account and you will never be charged during these closures.
- Make-up classes may be used for missed classes as refunds/class credits will not be issued.
- Tuition is due and will be processed on the first day of your child's first class in each billing cycle.

| | | |
|-----------------------------|------------------|------------------|
| Billing Cycle Dates: | #1 - 09/06-10/30 | #4 - 03/06-04/30 |
| | #2 - 10/31-12/18 | #5 - 05/01-06/08 |
| | #3 - 01/04-03/05 | |



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Click here for: [CLASS ATTIRE SUGGESTIONS](#)

- We do not require dancers to wear specific colors.
- Please follow the attire recommendations on our website.
- Attire questions or concerns may be directed to the instructor or by emailing Administration.
- Proper footwear is important in all classes.
- Hair should be up or out of the face in ALL classes.
- For POINTE & LATIN JAZZ, students will be instructed on when they are approved to wear pointe or ballroom shoes.

Click here for: [STUDIO CALENDAR/IMPORTANT DATES](#)

- Please take note of all IMPORTANT DATES in the Studio Calendar.
- The calendar will be updated on a regular basis.
- Holidays and studio closures are removed from tuition and prorated for the billing cycle.

STUDENT DROP-OFFS and PICK-UPS

- Refer to the [Class Schedule Overview](#) or your [Studio Director Account](#) to view the location of your child's class.

| | <u>DROP-OFF</u> | <u>PICK-UP</u> |
|-----------|---------------------------------------------------------------------------|-------------------------|
| Studio 1: | Front Door (code 4926#) | Back-Alley Door |
| Studio 2: | Front Door (code 4926#) | Front Door (code 4926#) |
| Studio 3: | <i>Martial Arts Studio 10577 W. Pico Blvd. - back-alley entrance only</i> | |

- Students needing to walk to/from Studio 3 to Studios 1 or 2 will be escorted by a TFDA staff or assistant.

IMPORTANT LINKS

- [STUDIO DIRECTOR PARENT PORTAL - ACCOUNT ACCESS](#)
- [CLASS SCHEDULE BY LEVEL](#)
- [CLASS SCHEDULE OVERVIEW BY STUDIO](#)
- [RATES & POLICIES](#)
- [CLASS ATTIRE](#)
- [STUDIO CALENDAR/IMPORTANT DATES](#)
- [ENROLLMENT INSTRUCTIONS](#)

FAQs

Q: What if my child is on a waitlist? A: Once a spot becomes available, you will be contacted & given approx. 24 hrs to respond. Be sure you have a payment method on file ahead of time to complete the registration if a spot becomes available. As a full season enrollment studio, students are not required to re-enroll during the season. Open spots will become available only if a student drops out of a class or we are able to accommodate the class in a larger studio space.

Q: What happens if my child misses a class? A: Missed classes may be made up in a class within the same age/level. Pre-register for a make-up class, by emailing info@thefloordanceacademy.com a min. of 48 hrs prior to the class. Not all classes can accommodate make-ups. Refunds/credits will not be issued for missed classes.

Q: What kind of performance opportunities will my child receive?

A: The week prior to winter break, we will welcome families into the studio to view a portion of each class during Parent Viewing Week - details to follow. The season culminates with a Spring Showcase June 9, 10, 11, 2023 at a local theater such as The Saban Theater in Beverly Hills. Students will perform routines learned in their weekly classes. The Spring Showcase is not mandatory but is a highly encouraged opportunity for students to show their progress and growth from the season.

Q: Can I watch my child's class?

A: We will invite parents/guardians to watch classes the week prior to Winter Break but in the meantime, we prefer for students to be able to focus and not be distracted during class by guests in the studio. If you have a concern about your child's class and wish to view, please reach out to us to discuss.