



2017-18 Policy and Procedure

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Mailing address - 11150 W 11200 N Tremonton, Utah 84337

Welcome to Tanglewood!! We are excited to begin a new year and to have your family be a part of it. We strive to attain a highly supervised and disciplined program with the objective to teach and coach the skills necessary to obtain the highest quality of learning. Please carefully read and sign, initial all starred lines. (* __)

Safety is of the utmost importance! Rough housing and undisciplined behavior will not be tolerated. Students are not permitted to play or practice on any equipment unless supervised by an instructor. Other safety issues will be discussed in class. Children under the age of 8 must be walked into the building and picked up inside the building by a supervising adult or older sibling. Please be prompt in dropping off and picking up your children. We will not be held responsible for students left unattended before and after class. If a problem arises a \$5.00 fee may be added to your account for time spent by instructors waiting for students to be picked up. It is important that your child be on time so that they can participate in all warm ups ect but please do not bring students more than 5 minutes early as they will be unattended while the class before theirs is still going on. There is limited waiting room space available, but parents and siblings are welcome to stay in the foyer area as long as they do not become a distraction to any classes. Classes are closed, but we will have a Parent's day in Dec., as well as a Spring Show. If you have questions, please call outside of class hours or you may email us at tanglewoodstudios@hotmail.com and we will be happy to help you. * _____

Attendance is an important element in all classes. Consistency is a valuable tool in learning and being in all classes regularly is essential to learning and growth. We will follow the Box Elder School District calendar, if school is out there will not be classes, there may be few exceptions. If your child misses a class you are welcome to do a makeup class and this can be arranged with the instructors. * _____

Monthly tuition stays the same on longer and shorter months. If you decide to change or withdraw from a class you will continue to be charged for all classes until arrangements are made with Kari - not an instructor! Payment schedules can be adjusted when needed, please contact Kari if special needs arise. Tuition is due by the 10th of each month and unless other arrangements have been made a \$10.00 late fee will be charged after the 15th of each month. We reserve the right to refuse service after a 45 day delinquent account. If an account becomes delinquent and outside services are required to collect the account all service fees will be applied to the account and you will be responsible for them. A \$25 fee will be charged on all returned checks. Account statements may be sent via email and hard copies are available upon request, if you have questions on your account please call or email and a statement will be emailed to you. We believe that our instructors are of the very best quality and we strive to have the best programs while keeping classes affordable.

Tuition for all classes except Tanglewood Tots and Competitive Teams are as follows:

1 class - \$30.00, 2nd class or 2nd child- \$55.00, 3rd class or child- \$75.00, 4th class or child- \$95.00 - \$20 for each additional class or child or a family rate of **\$145.00**. Families with students on competition teams will be given a 10% discount on additional recreational classes but are not eligible for the family rate. (\$145 Family rate does not include Tanglewood Tots, Competition Teams or adult members of a family)

There is a \$35.00 registration (\$45 for TT Preschool) fee per family, per year and is due in Sept. or the first month of registration. * _____

Karate Classes – These are privately taught classes and tuition is \$45 a month.

Payments may be placed in the payment box in the studio. If you are paying with cash, you must fill out a payment slip and attach them together before putting in the payment box. Please fill out a payment slip with all payments **or** write student's name on the bottom of your checks so your account can be correctly credited. Online payments through your banks Bill Pay is available, use the mailing address on the top of this document. Online and reoccurring monthly payments are available; please contact Kari for the paperwork. Please do not give payments directly to teachers, they are busy teaching!! * _____

Dress Codes Students should come to class in appropriate clothes. Dance shoes (ballets, taps, foot undies...) are required for all dance classes, as well as cheer shoes for all cheer classes. Gymnastics, dance and cheer students should wear form fitting clothing that does not slip up when they turn upside down. Jeans and other school clothing are not appropriate and make it hard to move and learn. Hair should be pulled back in a pony tail wherever possible for all practices. No gum or candy is allowed in the studio unless supervised by a teacher. Dance clothing includes leo, tights, dance pants, skirts ect, . Classical Ballet dress codes will be tights, leotards, and pink ballet shoes, a skirt may be worn over the top. This is for the benefit of the dancer. Karate students may wear uniforms or other appropriate clothing that can be easily moved in. * _____

T-shirts are \$10.00 and will be ordered in Oct. and again in Feb., all classes except competition teams will need a tshirt. Tshirt style is changed every other year and are worn for pictures and Spring Shows.* _____

ALL noncompetitive dance classes (including TT Tots M/W Talent Development classes) will have a costume that will be ordered in November and a **\$50.00 deposit** will be due on **Oct. 1**. Costume prices vary but we will work to keep the costumes as minimal as possible. * _____

Pictures will be taken in March at the Studio, you do not have to purchase pictures but we want **everyone to be in them**. * _____

Tanglewood Tots – M/W (Talent Development program) \$100 a month, T/Th (Regular preschool) \$70 a month – If you have a child enrolled in Tanglewood Tots Preschool or on a competitive team additional classes for that student or other family members begin at \$20 (excludes Comp teams). Please do not bring children with runny noses, coughs, fevers ect to preschool, if we feel they are contagious we will call and ask you to come pick them up. Students will not be allowed in the class room more than 5 mins before class begins and need to be picked up on time.

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Competition Teams- (Competition and costume fees are approximate and may vary) Adv. Comp. Cheer - \$55 a month – 2 hours a week – Comp. fees \$16 per competition x 3 competitions, Uniforms \$100, warm ups \$85. Intermediate comp cheer - \$30 a month – 1 hour a week, comp. fees, uniforms ect are the same as Adv. Cheer.

All around Gymnastics Team - \$125 a month– \$50 USAG fee, \$55-\$70 per competition., competition leos \$70, practice leo \$40.00, warm ups \$85.00.

All around Pre Team - \$70 a month –practice leos \$40.00, warm ups \$85.00

Competition Dance - Bonsai Team -\$30, Cedars Team - \$50 a month, Oakies Teams \$60 a month, Aspen Team \$70 a month Sycamore Team \$80, Junipers Team \$90 and Magnolias \$95 a month . Costumes for the **competitive dance teams** will be order by November and the deposit will be **\$65.00 due in Oct.** with remainder due by the 10th of Jan.. There is a costume for each dance at approximately \$50 a costume, all dancers(except Bonsai) will need a unitard (\$35.00). Costumes must be paid for before they will be given out. Team warm ups are **\$90.00** and will be ordered in September and must be paid for before they are ordered. Parents are responsible for dance shoes, tights, makeup, bags ect. .. , each dancer will need 2 pair of tan tights or body tights, tap shoes, ballets and 2 pair of Foot Thongs(app.\$15.00). Competition Dance teams will compete in 3-5 competitions at approximately \$16.00 per dance per competition, competition fees are due **by the 1st of Feb.** * _____

All competition costume fees, competition fees ect may be adjusted if costs change* _____

All Students will be placed in skill/ability appropriate classes and teams. Your student may change classes as their ability levels increase. Please understand this is to help them develop at their own rate and to allow them time to develop correct technique and skills. * _____

By signing this document, I am agreeing to follow all policies and procedures stated herein. You also agree to pay fees, including late fees, as stated in this document. * _____

Release Certain risks are involved in the sports and activities that are offered at Tanglewood Studios. All safety precautions will be taken on the part of instructors. By signing this document, you are agreeing to release all instructors, building owners, and anyone else associated with this business of responsibility in the event of an injury or accident. In addition, you are agreeing to follow all policies and procedures stated in this document. You also agree to pay fees, including late fees, as stated in this document and allow pictures/videos to be taken during associated activities and to be used as needed for advertising, Facebook ect..

Parent or guardian Signature

Date

Account/Student Info – 2017-18

Account (Parent) Name: Last _____ First _____

Address: _____

Phone: _____ Cell: _____

Email Address: _____

Students:

Name _____ Birthday _____ Allergies _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Name _____ Birthday _____ Allergies _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

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Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Name _____ Birthday _____ Allergies _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Class _____ Day _____ Time _____

Emergency Contacts:

Name	Phone	Cell	Relationship
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If your child is under the age of 8 please list people who have permission to pick up your student. Also please remind them that students under the age of 8 need to be walked into the Studio and picked up in the foyer for their safety.

