



## Required Policies and Procedures, Agreements, Release of Liability, and Waiver

Buckingham dance studio's priority is to make handling your dancer's account as easy and convenient as possible. We have these strict policies in place to focus our attention on your child's dance education and ensure they have the best possible experience at BDS!

### **Class Tuition, Fee Schedule, Policies and Procedures**

#### 1. SIGN UP TO Register for the 2024-2025 Registration

Register first by setting up your BDS Studio Account. Or login to access your account. Add your Child or yourself if you are the student (select "Student info"). <https://app.thestudiodirector.com/buckinghamdancestudio/portal.sd>

#### 2. 2024-2025 Season: **Classes begin September 9th, 2024, and run until June 7th, 2025.**

- All members are on Auto Pay with a credit card on file.
- Tuition is based on an average of 36 weeks from September 9 to June 7 and divided into five equal payments.
- Tuition is charged automatically on the first of every other month. See Tuition Fees and Fee Schedule below.
- Class meets weekly unless we are closed for holiday/seasonal breaks (Please see our calendar).
- When you register for the Fall, we assume your commitment for the entire dance season unless told otherwise.
- **If you wish to withdraw during the season, that is possible; HOWEVER, you must let Miss Nikki know via email at least 2 weeks PRIOR to the next tuition auto-charge date. Otherwise, your credit card will automatically be charged, and no refunds will be given.**
- You may pay by cash or check; HOWEVER, it must be handed in PRIOR to the tuition auto-charge date; otherwise, the card on file will automatically be charged.
- Registration is \$30 for the first student and \$15 for each additional family member and is due at the time of enrollment.
- If you enroll late, during the middle of the season, your tuition will automatically prorate. Sometimes it can be off by a few weeks; if so, it will adjust during the next billing cycle.
- Late Registration will be open until the end of January.
- A \$10 late fee will automatically apply to declined and unpaid accounts one week after the tuition due/charge date. A \$35 fee will be charged for any returned check.
- Refunds will not be given for missed classes; however, you can do a make-up class within that tuition session. Tuition is non-refundable and non-transferable. The registration fee is non-refundable and non-transferable. The recital fee is non-refundable and non-transferable. Classes can be canceled, changed, shortened, or combined anytime. Teachers can change at any time. All fees are subject to change.

3. FOR A ONE-TIME TRIAL CLASS (\$26): DO NOT register for the season, as you are just taking a ONE-TIME TRIAL CLASS. Register first by setting up your BDS Studio Account. Add your Child (select "Student info"), then use the DROP-DOWN Menu and pick "I would like to Register for a TRIAL CLASS." And then select the class you would like to try! And then check out. If trialing a class, keep in mind that you risk losing your spot if the class fills. Also, sometimes it takes a few classes to really start to get comfortable, depending on the child.



Required Policies and Procedures, Agreements, Release of Liability, and Waiver Cont.

Annual Registration Fee

\$30 and \$15 for each additional dancer per family

Tuition

1 class

Year total: (based on a 36-week dance season)

\$700 (5 tuition installments of \$140)

Multi-Class Family Discounts

2 classes 4% discount

3 classes 5% discount

4 classes 6% discount

5 classes 7% discount

6 classes 8% discount

7 classes 9% discount

Recital Fee

The Recital Fee is \$165 for the first dance and \$135 for each dance thereafter.

• All classes participate in the recital except for our Somebody Special & Me and Pre-Pointe classes.

• 1 class =1 dance (we choose one dance style for combo classes for their recital routine).

• **Recital Fee is due and will be auto-charged with November 1 tuition.**

• A \$30 per dance/costume late fee will be applied to anyone enrolling after November 1, or for any students who choose to participate after November 1.

• The recital fee includes costume, all accessories/costume pieces, tights, and a digital download of the entire show.

• The recital fee does not include tickets or shoes. Dancers will need their class-required shoes.

• Participation in the recital is not required, although we assume you will participate. If you do not want to be in the recital, that is fine (dancers will still be fully involved in the class and learning the dance); **HOWEVER, you must let us know BEFORE the November 1 auto-charge date;**

otherwise, we assume your child is participating, and your credit card on file will be charged. The recital is non-refundable, and all fees are subject to change.

• Participation is encouraged; it is a great experience and tons of fun!

• If enrolling late, there is a chance that we may not be able to get your dancer a costume in time.

**SAVE THE DATES: TENTATIVE DATES BELOW- still pending**

**Dress Rehearsal/Picture Day – Sunday, May 18, 2025**

**Recital – Sunday, June 8, 2025**

**Dress Rehearsal/Picture Day & Recital are both held at C.B. East High School.**

You will receive more recital information in the fall.

Tuition Fee Schedule	
September/October Tuition + Annual Registration Fee	Due at time of enrollment
November/December Tuition + Recital fee	Auto charged on November 1
January/February Tuition	Auto charged on January 1
March/April Tuition	Auto Charged March 1
May/June Tuition	Auto Charged on May1

2024-2025 Calendar

September 9 Classes Begin!

October 24 - 30 Halloween Week- Wear your costume to class!

October 31 Halloween. **Studio Closed.**

November 25- 30 Fall Break. **Studio Closed.**

December 16 – 21 Parent Observation/Holiday Party Week. Bring a snack to share with the class!

December 23 - January 3 Winter Break. **Studio Closed.**

April 15 - 21 Spring Break. **Studio Closed.**

May 18 Dress Rehearsal/Picture Day @ C.B. East Tentative date – still pending

June 2 - 7 Last week of dance

June 8 Recital @ C.B. East. Tentative date- still pending

All dates are subject to change.



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**Form of Payment** Payments can be received in the form of Cash, Check, Credit, or Debit card. We accept Visa, MasterCard, and Discover. For your convenience, your account is accessible 24 hours 7 days a week on your Customer Portal. Cash or check payments can also be made directly at the studio but must be submitted BEFORE the auto-pay date, or your credit card on file will be charged. You may also log in to your account anytime and change or update the credit card on file or view your account history.

**Late Fees & Past Due Balances** Accounts will accrue a \$10 late fee if the credit card on file is declined. Any dancer with an overdue balance cannot participate in classes or performances. Costumes will not be dispersed to dancers with an outstanding balance. Tickets will not be sold to dancers with an outstanding balance. You are responsible for updating your credit card on file if/when needed.

**Refunds** Tuition is non-refundable and non-transferable. The registration fee is non-refundable. There are no refunds for absences or weather cancelations. Recital/costume fees are non-refundable. If your card is charged for tuition and you decide to withdraw and do not let us know prior to the charge date, you will not be refunded.

**Dance Class Cancellations** Classes can be changed, merged, shortened, or canceled anytime due to insufficient enrollment. If canceled and you cannot make the new class time, you will receive a refund.

**Joining Late** The system will automatically prorate your tuition for you.

**Missed Classes/Make-Ups** Make-up classes are offered as a courtesy but are not guaranteed.

Make-up classes cannot be reserved until AFTER the dancer has been absent. Classes missed due to inclement weather, vacations, or illnesses are not deducted from tuition payments; however, you may make those classes up during your child's CURRENT billing session of dance, if available.

### **Communication**

All communication is done through email. We try our best to remind families of all-important dates or activities. However, We ARE NOT responsible for information not getting to you. You are responsible for checking your email and reading our emails and email attachments. We will send emails from both **Buckinghamdancestudio@gmail.com AND no-reply@thestudiodirector.biz**, so please ensure your email carrier does not block it. Make sure not to "unsubscribe" to these emails as well, because if you do, you will not receive any of our emails and receive the required information.

**Customer Portal.** The portal allows online access to your account 24/7 to make updates, see and pay your balance, register for classes, update your credit card information, and view your financial history.

### **Portal Login Information**

To log in to the customer portal, go to the website at [www.buckinghamdancestudio.com](http://www.buckinghamdancestudio.com) and click on the "Register/Access Account" tab at the top of the page. This will take you to the family portal login page.

Your Login ID is your Email address, which we have on file. Your first time visiting the portal, you'll need to click on the "I don't know my password" link; it will then ask for your email address and email you a link; click on the link and create/reset your password.

**IMPORTANT:** If you are unsure of what you've paid for or have questions, please log in to your account and select 'view financial history.' It has a breakdown of everything you have paid for and what it was for. Every receipt will have the class(es) that you or your child(ren) are currently enrolled in, so it will look like the charge is for that class (even though you've already paid for that class), but it is not. It may be for the recital fee or something you purchased in the shop, but it will not tell you the breakdown on the receipt; you have to log in to your account and view your financial history to see the breakdown.

**Facebook & Instagram** for BDS's latest news and updates, please like and follow us on Facebook and Instagram. And don't forget to tag us and share with your friends! Keyword: Buckingham Dance Studio or <https://www.facebook.com/Buckinghamdancestudio/>

**Text Messaging** Please opt-in to receive text messages by texting <code> to 1-218-325-5215 from the phone(s) that you want to receive text messages from- this is a great way to get your attention fast if we need to.

### **Inclement Weather, Holiday Breaks, Important Dates**

**Inclement Weather** We follow C.B. School District for closings due to inclement weather. CBSD.org

If possible, we will post it on our Facebook and Instagram pages- please follow and like our pages! We will NOT e-mail or call you about inclement weather closings/delays; it is YOUR responsibility. Delays- if CBSD has a 2-hour delay, we will have all our regular classes that start at 10:30 and beyond, any classes starting before 10:30 will be canceled. No refunds are given for inclement weather; however, you DO have the option to make up classes canceled due to inclement weather. Please Note: We **DO NOT** follow CBSD's calendar.

**Holiday Breaks/Important Dates** - Please refer to page 2.

**Dress Code** Dress code is MANDATORY. Please see attached dress code document. Come and see us! We have all your dancing needs in our sweet little shop! Shop small, shop local, and shop BDS - we appreciate it!! Email us to schedule an Appointment! Or feel free to help yourself while we are open with our 'Shop Easy' Service.

**Drop off/Pick up/Waiting Room** Well-behaved children and adults are always welcome in our waiting room. We have wifi and a viewing window for your convenience. However, you do not have to stay and can drop off/pick up, but we ask that you are not late or do not drop off your younger children before their class time as we can not watch them.



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I have read thoroughly through this agreement and have received or will obtain a copy of Buckingham Dance Studio's policies and procedures handbook, located in my customer portal, and will take the responsibility to read and follow the rules and policies therein carefully. I understand that I am responsible for checking my emails regularly and/or viewing the documents on the customer portal to stay informed.

I understand all of the policies and agree to adhere to them. I understand that Buckingham Dance Studio does not give credit and/or refunds for class(s) missed due to vacation, illness, weather, etc. I further understand that there are specific risks of physical or property damages, losses, or injury that may result from my or my child's participation with Buckingham Dance Studio, and I voluntarily assume the risks associated with such participation.

I authorize Buckingham Dance Studio to initiate electronic payments for the balances due on my Buckingham Dance Studio account. I understand that payments will be automatically made throughout the year for any balance due on my account.

I understand my credit card on file will continue to be charged for tuition on the due date/auto-charge date unless a withdrawal email is sent and received two weeks PRIOR to the due date/auto-charge date; otherwise, we assume your participation for the entire dance year.

I understand that tuition, registration fees, and costume/recital fees, recital tickets, camps, and workshops are non-refundable and non-transferable.

I understand I am responsible for staying up to date on all of the information by checking and reading my email regularly and any/all of the documents attached.

I agree that all pictures and videos taken of the student in class, at the performance, or at any other event hosted or associated with Buckingham Dance Studio are the property of Buckingham Dance Studio and may be used for advertising and broadcast.

I understand that BDS has a ZERO tolerance policy for negativity/drama/gossip. I understand that if I am being negative, complaining, and/or causing unnecessary drama in person or on social media, my child and I will be asked to leave and will not get any sort of refund.

I HAVE READ THIS ENTIRE DOCUMENT AND UNDERSTAND IT FULLY. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS.

→ Name of Student(s): \_\_\_\_\_

→ Parent/Guardian: \_\_\_\_\_  
Name Signature Date

→ Students over the age of 18: \_\_\_\_\_  
Signature Date

## Buckingham Dance Studio | Class Descriptions and Dress Code

All classes are 1 hour long unless they say otherwise. All classes are coeducational.

Class	Age	Description	Dress Code Girls/ Adults (For Boys- see below chart)
Somebody Special & Me	18 months-3 years	Dance with a special adult in your life in this fun-packed 45-minute class that includes song, dance, and gym!	Girls: Light pink, light purple, light blue or black leotard and ballet pink tights, ballet pink leather ballet shoes, short dance skirts are allowed.  Adults: Anything you are comfortable moving around in, Clean white-soled sneakers, socks, or barefoot.
Creative Movement	2.5-4	Enjoy a fun-filled 45-minute class that includes pre-ballet for the very young, using props and songs that our little dancers can relate to, all in a nurturing environment with tons of smiles to go around!	Girls: Light pink, light purple, light blue or black leotard or skirted leotard, and ballet pink tights, ballet pink leather ballet shoes, short dance skirts are allowed.  No-wrap skirts. Mock wrap skirts are ok. Dance sweaters are allowed.
Ballet/Tap/Jazz Combo 1	4-5	Emphasis is on ballet & tap with jazz/ every so often! This class is a good choice for young dancers because it gives them all the basic dance steps in a caring, loving and fun environment!	Girls: Light pink, light purple, light blue or black leotard or skirted leotard, tan or ballet pink tights, ballet pink leather ballet shoes, and black tap shoes with the ribbons. Short dance skirts are allowed.  No-wrap skirts. Mock wrap skirts are ok. Dance sweaters are allowed.
Ballet/Tap/Jazz Combo 2	5-7	Emphasis is on ballet & tap with jazz every so often! This class is a good choice for young dancers because it gives them all the basic dance steps in a caring, loving and fun environment! Combo 2 advances more as they age because they can handle more mentally and physically.	Girls: Light pink, light purple, light blue or black leotard, tan or ballet pink tights, ballet pink leather ballet shoes, and black tap shoes with ribbons. Short dance skirts are allowed.  No-wrap skirts. Mock wrap skirts are ok. Dance sweaters are allowed.
Tap	6+	This class combines tapping, rhythm & movement. After learning the basics, you will be on your way to a fun-filled class, with combinations of steps all put to music that moves along quickly.	Girls: Any color leotard or tight-fitting top, light pink or tan tights, dance shorts or dance pants, black oxford lace up or slip on tap shoes, dance skirts are allowed.

			Adults: Any fitness or dance attire, black tap shoes.
Hip Hop	4.5+	One of the most popular forms of dance today. This high-energy class infuses the latest styles of street dancing, breaking, popping, and locking. Classes encourage students to step outside of the box by bringing their own individual style and personality to the movement.	<p>Girls: Any color leotard or tight-fitting top, tan tights, dance shorts, leggings, or joggers. Required Hip Hop Sneakers for class and the recital (please see below).</p> <p>*Boys and Girls: Please email your hip hop sneaker order to Miss Nikki. And we will charge the credit card on file.</p> <p>Size 3 and under \$49.95          Sizes 4+ \$54.95          Fit Guide: Same as street shoe size. Whole sizes only, so if in between sizes, size up.          If you are unsure, we can set up a time for you to come in and get measured.</p> <p>If/when waiting for your shoes to arrive, you may wear any clean, white-soled sneaker to class.</p> <p>Adults: Any fitness or dance attire, clean white soled sneakers</p>
Jazz	6+	Body isolations, floor work, stretching, conditioning, and strengthening exercises, progressions and learning of different jazz styles.	<p>Girls: Any color leotard, tan or light pink tights, dance shorts or dance pants, tan leather jazz shoes.</p> <p>Adults: Any fitness or dance attire, black or tan leather jazz shoes.</p>
Musical Theatre Jazz	8+	Musical Theatre is a true American-born art form and it is AWESOME. Children will learn to dance, act, and sing/lip sync in addition to working with props and scenery for an unforgettable stage experience! Since this class is jazz based Jazz class is highly recommended!	Girls: Any color leotard, tan or light pink tights, dance shorts or dance pants, tan leather jazz shoes.
Lyrical/Contemporary	6+	A combination of ballet, jazz, and modern techniques. Focuses on interpreting the emotion and lyrics of music. A very passionate and emotional style of dance. Since ballet is the foundation of this style, we highly recommend you take ballet class as well!	Girls: Any color leotard, tan or ballet pink footless or convertible tights, dance shorts, and skirts are allowed. Tan half-sole shoes.
Ballet	6+	Classes teach proper body alignment while building muscle strength, flexibility, grace and poise. Ballet technique is the foundation for all forms of dance. It is strongly recommended that all students continue to study ballet in addition to other forms of dance. Older dancers progress to Pointe when ready.	<p>Girls: Black leotard and ballet pink tights, ballet pink leather ballet shoes, short dance skirts are allowed.</p> <p>Adults: Any fitness or dance attire, pink ballet shoes.</p>
Acro	6+	Acro dance is a style of dance that combines classical dance technique with precision acrobatic elements. It is defined by its athletic character, its unique choreography, which seamlessly blends dance and acrobatics, and its use of acrobatics in a dance context.	Girls: Solid-color leotard. Shorts are permitted. Pink or tan convertible or footless tights. Bare feet.

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**Boys Dress Code: All dance styles** except hip hop: Black or white solid-colored T-shirt and black dance pants, joggers, or gym shorts. Same dance shoes as girls.  
Boys Hip Hop: Same as above, but can be any color.

**Tights:** For class, if you have the option of ballet pink or tan ballet, ballet pink is preferred; however, if you have tan tights from a previous performance, then you can wear them (only if it says tan as an option for the class's dress code).

**DRESS CODE NOTES AND POLICY CONTINUED**

**\*\*Please support BDS and shop small/local with us ~ we appreciate you and your business so much!**

- We can help you with your dancewear items needed for class. We are an authorized retailer and we carry high-quality shoes, tights, leotards, dance bags, and other dance items.
- We guarantee the proper fitting of new shoes (and we always make sure there is room to grow too, for the little ones!)
- You can shop our in-stock inventory of tights, shoes, logo wear, dance bags, and dancewear. We also place regular orders every few weeks and can order any dancewear and/or shoes for you (children and adult) if we do not have something in stock.

**\*\*If you purchase your dancewear and dance shoes at BDS you are guaranteed to have the correct dancewear and dance shoes for class AND for the recital! \*\***

**It is important for students to abide by a dress code policy for the following reasons:**

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teachers, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance. A bun is preferred for ballet classes.
- No jewelry should be brought or worn to class (stud earrings are ok).
- Gum chewing is not allowed due to the danger of choking and appearance.
- No loose-fitting pants, blue jeans, or t-shirts (they are not dance attire).
- All dancewear must be properly fitted.
- No costumes or street clothes are allowed in class unless a dress-up day is announced.
- No gymnastics wear.
- No underwear (tights are underwear! Think of the leotard like a bathing suit).

**Dancers who are not following the dress code will be asked to sit out.**

Dance shoes and dancewear can be purchased at BDS, (email us to set up an appointment!) or at any authorized dancewear store.

Please DO NOT purchase shoes from Payless, Walmart, Target, Amazon, or Box Retail Stores. Dancers may not be allowed to wear them.