



Roots Gymnastics & Dance Dance Program Welcome Packet

Welcome to Roots Gymnastics & Dance! We are excited to have your child(ren) as a part of our dance classes and look forward to watching them grow as dancers over the next semester.

This welcome packet is designed to ensure parents are aware of the commitments that are required for your children to participate in dance at Roots. Our goal is that all children participating will receive the same quality experience, and to do so, it will require each student's parent/guardian to be involved and committed. After reading through this packet, please initial & sign the final page and return it to the front desk by the first day of class.

TRIMESTER COMMITMENT

Our dance classes operate on a trimester basis. The first trimester runs from September through December, the second trimester runs from January through May, and the summer trimester runs from June through August. Those who are registered for the first trimester will automatically be enrolled in the second trimester unless notified otherwise before December 20th. The first and second trimester conclude with a recital, where students will showcase their hard work. Choreography will be taught during allotted class time and there will be at least 1-2 rehearsals outside of class before each recital. Our summer classes are not a full trimester commitment and run on a month-by-month basis.

TUITION & ASSOCIATED FEES

- **AUTOPAY** – Participation in our dance program requires either payment information to be kept on file for automatic monthly payments, or if you choose not to keep payment information on file, you can opt to pay the entire semester's tuition in full. For those who keep payment information on file, tuition for the next month's classes will be automatically charged on the 21st of each month. You will receive an invoice via email regarding the upcoming payment a few days before the due date.
- **RECITAL FEES** – To cover the costs associated with the recital, there is a recital fee of \$150 each semester. This fee covers extra rehearsal time, costumes, and the technical aspects of the show. You can either choose to pay the recital fee in full by the 21st of the first month of classes, or you can choose to break up the payments in \$50 increments to be split between the first three months of classes. Please note that the option to break up payments is only available to those who have opted to keep payment information on file. The recital fee is non-refundable regardless of your child being able to perform.

The options for the recital fee payment schedule are as follows:

1st Semester:

Opt. 1 - \$150 due by Sep 21st

Opt. 2 - \$50 due by Sep 21st, Oct 21st, and Nov 21st

2nd Semester:

Opt. 1 - \$150 due by Jan 21st

Opt. 2 - \$50 due by Jan 21st, Feb 21st, and Mar 21st

- **WITHDRAWAL** – In the event that your child decides to withdraw from dance mid semester, you will still be accountable for the remaining tuition of the semester. (For new students who have not previously participated

in classes before, there will be a “trial” period in which a student can withdraw without owing for the remaining semester’s tuition. This trial period ends Oct 1st for the first semester, and February 1st for second semester.)

DRESS CODE

To maintain a professional environment and promote safety, we require a dress code for all participants. Proper dance attire not only helps instructors assess and correct body alignment, but it also fosters a sense of unity among our dancers. The dress code guidelines are as follows:

- Tumble Dance: Comfortable form-fitting athletic clothing (leotards highly encouraged)
- Ballet: Comfortable form-fitting athletic clothing (leotards highly encouraged)
- Hip Hop: Movable clothing and either clean sneakers or barefoot

PARENT OBSERVATION

To maintain a focused learning environment, we generally discourage parents from observing classes inside the studio. However, most studios have a window in the door allowing you to watch from the outside. We will have a scheduled “Parent Observation Week” once each trimester where student guardians are invited into student classes to observe.

ATTENDANCE

Regular attendance is crucial for progress and continuity in learning. During each semester, it is very important that all children come to class in order to move forward with dance choreography. By registering in class, you agree to keep your child enrolled until the end of the semester to ensure your child’s participation in the recital. If a child were to drop from class in the middle of preparation for the spring recital, it would impact the rest of the class and require changes to the final performance. We ask that you only miss class when absolutely necessary. When a child is absent, it means all the students will have to review choreography when the missing child returns. If this happens regularly, we cannot continue to learn the rest of the dance. After choreography has begun (which is approximately mid semester), if your child misses more than 3 classes, they may be unable to perform in the recital. There are no adjustments of tuition for absences.

RECITALS & REHARSALS

1st Semester:

Winter Recital – (TBD – will be announced by Sept 1st)

Rehearsals – (TBD – will be announced by Sept 1st)

2nd Semester:

ACROtainment – May 30th-31st

Rehearsals – TBD

Thank you for reading through this welcome packet. If you have any additional questions, concerns, or updates regarding your child's classes, please feel free to reach out to the Coach, Dance Director, or the Roots Front Desk Staff. We are here to support your child's dance experience and look forward to a fantastic semester!

Sincerely,
The Roots Crew



Roots Gymnastics & Dance Dance Program Policies & Tuition Agreement

_____ TRIMESTER COMMITMENT (1 & 2) – Students are committed for the duration of the trimester.

I acknowledge that by enrolling for dance class, my child will be registered for the entire Trimester. Trimester 1 runs from September until the end of December. Semester 2 runs from January until the end of May. If I choose to withdraw from classes mid trimester, I will still be accountable for the remaining tuition of the trimester.

_____ ATTENDANCE – Students will attend class regularly.

I acknowledge that frequent absences could jeopardize my child's ability to perform in the recital.

_____ RECITAL/REHEARSALS – Students will participate in the end of semester recital and rehearsals.

I acknowledge that my child will perform in the end of semester recital and will attend the accompanying rehearsals.

Semester 1 Recital: TBD

Semester 2 Recital: TBD

Rehearsals: TBD

Rehearsals: TBD

_____ RECITAL FEE – Payment for the recital fee is \$150.

I acknowledge that there is a \$150 recital fee for each semester. Regardless of your child's ability to perform, the recital fee is Non-Refundable. Please select one of the following:

- ☐ Opt. 1- I choose to pay the recital fee in full by the 21st of the first month of classes.
- ☐ Opt. 2- I choose to break up the payments in \$50 increments to be split between the first three months of classes.
(Note: option 2 is only available to those who have chosen to keep payment information on file.)

_____ TUITION – Participation requires either payment information kept on file, or tuition paid in full.

Please select one of the following:

- ☐ Opt. 1- I authorize Roots to retain payment information on file for tuition and recital fees. (please see back of form)
 - I am aware that Roots sends monthly statements by email.
 - I understand if an alternative payment is not made ahead of time, Roots will automatically charge the saved payment information on file on the 21st of each month.
 - I understand if I choose to withdraw from classes mid semester, my account will be charged for the remaining tuition of the semester.
 - I will receive an email notification if my payment information is declined. A declined transaction will result in a \$10.00 late fee.
- ☐ Opt. 2- I choose to pay the entire semester's tuition and recital fee in full.
 - I am aware that the semester's tuition is due before the first day of class.
 - I will pay the recital fee in full by either Sept 21st for Semester 1 or Jan 21st for Semester 2.
 - I understand that if I choose to withdraw from classes mid semester, there will be no refunds/credits.

Print Child's/Children's Name(s)

Print Parent/Guardian's Name

Parent/Guardian Signature

Date

Payment Information for Autopay

For autopay you can choose to keep either echeck or debit/credit information on file.

I authorize Roots to retain payment information on the file for tuition and recital fees.

- Monthly statements will be sent by email.
- If an alternative payment is not made ahead of time, Roots will automatically charge the saved payment information on file on the 21st of each month.
- Mid semester withdrawals will still be accountable for the remaining tuition of the semester.
- Email notification will be sent for a declined payment and a \$10.00 late fee will be applied.

ECHECK AUTHORIZATION:

Primary Contact on Roots Account _____

Name on Checking Account (printed): _____ Phone: _____

Billing address on acct : _____ City/State: _____ Zip: _____

Email address: _____

☐ Checking ☐ Savings ☐ Business Checking ☐ Business Savings

Name of Bank: _____

Bank Routing Number: _____

Bank Account Number: _____

I authorize Roots Gymnastics and Dance to retain my banking information to use on the above Primary Contacts account. Information will be kept confidential. The primary contact has permission to charge tuition and other expenses to my account.

Signature of Account Holder _____ Dated: _____

DEBIT/CREDIT CARD AUTHORIZATION:

Primary Contact on Roots Account _____

Name as it appears on card (printed): _____ Phone: _____

Billing address on acct : _____ City/State: _____ Zip: _____

Email address: _____

Visa/MC/Disc

Card #: _____ Exp Date: ____/____ CVN#: _____

American Express

Card #: _____ Exp Date: ____/____ CVN#: _____

I authorize Roots Gymnastics and Dance to retain my credit/debit card to use on the above Primary Contacts account. Information will be kept confidential. The primary contact has permission to charge tuition and other expenses to my card.

Signature of Cardholder _____ Dated: _____