**Trilogy Dance & Tumbling Center, LLC**

**Welcome Packet**

Welcome to Trilogy Dance & Tumbling Center, LLC! We are so glad you have chosen us for your child’s dance, tumbling, gymnastics, and cheerleading needs. In this packet you will find information explaining what to expect here at Trilogy. Please read through carefully and if you don’t feel you agree with, can be respectful of, or are not comfortable with any decisions or rules set forth by Trilogy Dance and Tumbling Center, LLC or its staff we thank you for your time and wish you all the best in your search for another studio or gym that may suit your needs and wants better.

Most all communication is done via email at trilogydtc@gmail.com.

Competitive Teams can email their coaches directly.

Please watch for a reminder emails, Newsletters, and updated signs in the lobby.

Please update the office of any email, address, or phone number changes.

Every student must have a completed Registration & Insurance Waiver to participate in class.

Please watch our website [www.trilogydtc.com](http://www.trilogydtc.com), Facebook, and Instagram for updates as well. Our phone number is (314) 285-8560 where you are welcome to leave a message anytime. Someone will return your call as soon as possible.

General office hours: Monday-Thursday 4:30pm-8:30pm & Saturday 9:00am-11:00pm

**Tuition**

* Tuition rate information is listed on the website. Please see staff for additional rates not listed.
* Tuition is not pro-rated for missed classes. We work on a 4 classes per month average where months having three classes are not pro-rated but months with 5 classes are not charged more. Make-ups are not provided unless Trilogy cancels classes.
* Tuition is non-refundable for missed classes, holidays, or vacations.
* Acceptable payment methods are cash or check made payable to Trilogy. If there is an overpayment it will be applied to your account as we can’t make change. We do not have a mailbox for this location so please do not mail payments to physical location address.
* Please note you will only receive a statement if there is a past due balance on your account.
* Students with accounts that are 30 days past due will not be allowed to participate in class. Students with accounts that are 60 days past due will be removed from his/her class without refund of any money previously paid. Students must have a current account to have costume/uniform/leotards ordered, receive costumes/uniforms/leotards, participate in competitions/meets, purchase recital tickets, and participate in recital and/or tumbling medal ceremony.
* A late fee of $10 will be added after the 1st of each month. A late fee of $20 will be added after the 10th of the month.
* You are responsible for tuition in a class we are reserving a spot for your child in. A Drop Notification slip must be filled out in the office if your child will be leaving the program for charges to be discontinued.
* All past due accounts will be forwarded to Trilogy’s attorney for collection and the customer will be responsible for any fees incurred by the attorney.
* There is a $25 returned check fee in addition to your bank fees.
* Please label all payments turned in with student’s name and what the payment should be applied to.

**Attire**

* Appropriate attire must be worn to every class. Dance may include leotards, ballet skirts, crop tops, camisole tops, booty shorts, leggings, and tights which allow us to see shape lines, placement, and spot if needed. Gymnasts should wear leotard with optional tight shorts. Cheerleaders may wear athletic or tight shorts, crop top, camisole top, t-shirt, leotard, or leggings. \*Please no baggy clothes or denim.
* Hair must be completely tied back out of face, no jewelry (including stud earrings for cheer) should be worn.
* Shoes will be discussed upon enrollment depending on class and must be worn to every class. Please label all shoes! The assigned shoes are required by picture week in the spring.
* No footed tights or shoes will be worn for tumbling or gymnastics classes.
* Our Trilogy shop sells slightly used merchandise as part of our resale program.
* All dance shoes & tights must be purchased from [www.curtaincallclass.com](http://www.curtaincallclass.com), they also sell dance and gymnastics wear. You will create and login into to your own account, search for your child’s class, and order the required shoes and tights if needed. They will ship directly to you.

**Class Cancellation Policy**

* Trilogy reserves the right to refuse service, cancel, add, combine classes, or switch instructors at any time.
* Missed classes will not be made up or pro-rated unless cancelled by Trilogy in which we will provide a make-up time.
* If a teacher must miss class for personal reasons we will do our best to find a replacement teacher. In the event a sub is not available you will receive an email if in advance or phone call if it is the day of class and will be made up.
* Weather cancellations will be made at approximately 3:00pm. These cancellations will be posted to Facebook and sent via email. Make-up class times will be available. We do not follow any particular school closings.
* Based on a schedule built on an average of 4 classes per month from September through recital some classes may have built in extra days to be used for cancellations or need make-up classes to squeeze them all in the season. Once the recital date has been set we will adjust the calendar as needed.

**Recital**

* An end of year recital date will be announced as soon as dates are available. Tumbling, gymnastics, and Parent and Tot classes do not participate in the recital. All dance, acro, and cheer classes do.
* There will be $100 non-refundable recital fee per dancer/cheerleader which will include 2 tickets to the recital, a recital DVD, an award, and T-shirt to be used during the recital. This is only paid once regardless of how many programs the student is in per year.
* All students enrolled in dance, acro, and cheer classes are required to pay recital fee, purchase recital costumes/uniform (approximately $60-$80 each), and participate in the recital.
* A $25 deposit per costume will be due in October with the balance being due in December (see calendar for dates). Combo classes will have two costumes.
* Students with unpaid costumes in December will be dismissed from class without refund of tuition or registration fee.
* Upon ordering costumes in December no students will be added to dance, acro, and cheer classes, however, we will accept tumblers and gymnasts throughout the season in available spots.

**Other Things To Know**

* We do not allow parents or guests to sit inside our classrooms. The gym features large viewing windows, however, if they are a distraction to our students curtains will be closed. There is a TV monitor in the lobby for the dance studios. With two studios it is not guaranteed to be on your dancer’s class each week.
* Student attendance is a critical in skill development, progression, and learning. Please let the studio/gym know if your student will be missing class.
* Please use the restroom before class. We can’t leave our classroom to take little students to the restroom. If you plan on leaving please assign someone in the lobby to help if assistance is needed.
* Please supervise your children while in the lobby, parking lot, or bathroom. The lobby is not a playground please no running, climbing, banging on windows, or yelling.
* Please do not move lobby chairs as it scratches the floor, place feet on walls, or hands on windows.
* No students are allowed in the studio/gym without an instructor. Please wait in lobby. Parents, siblings, guests, etc. are never allowed in studio/gym without instructor’s invitation.
* Please pick up students on time. We do our best to keep Preschool level students in the gym until we see a parent in the lobby to pick them up. No student is allowed to wait outside of building to be picked up.
* Please clean up after yourself in the lobby and watch your children while in building.
* Please inform instructor of any allergies, illnesses, or injuries that could affect your student while in class.
* Any student who misses more than two weeks due to medical reasons will need a medical release to return to class.
* Gossip, inappropriate language or actions, and negativity in our building will not be tolerated. We want all kids to feel welcome, safe, positive, and happy here at Trilogy and reserve the right to ask anyone to leave our building and/or program for student or family members behavior deemed inappropriate.
* Please do not interrupt class. If you must please inform front desk staff so they can poke in.
* Please address any issues or concerns with your instructor at an appropriate time. There is little to no time for instructors between classes so we will not discuss issues while we are to be working with students.
* No gum, food, or soda is allowed inside the studios or gyms. Water is encouraged.
* Trilogy Dance and Tumbling Center, LLC is not responsible for lost, stolen, or damaged items brought into the studio or parking lot. Cell phones should be placed in the treasure box at the front desk so they are not a distraction in the classroom.
* Please label all dance shoes or items needed for class.
* Although Trilogy loves to see our studio represented, only Trilogy sold or approved apparel may be worn. Logo or studio name may not be used without studio owner’s written consent.
* Trilogy observes all holidays with decorations, music, games, activities, etc.

**Upcoming Dates**

September 2nd (M) – Studio Closed for Labor Day

September 3rd (T) – Fall Classes Begin

October 19th (S)- Recital Costume Deposit Due ($25 each costume)

October 31st (Th) – Studio Closed for Halloween

November 28th (Th) – Studio Closed for Thanksgiving

December 7th (S) – Costume Payments Due

December ? - Christmas Overnighter (6 years and up)

December ? - Competitive Groups Christmas Party

December 23rd-January 1st- Studio Closed for Holiday Break

January 2nd (Th) – Classes Resume

February ? (S) – Recital Fees Due

May 25th (M) – Studio Closed for Memorial Day

Additional dates will be announced in the monthly Newsletters and weekly reminders as we go.