

THE DANCE FACTORY OUTLINE PROGRAM CONTRACT

FACTORY FORCE 2026/2027 SEASON

Dancer's Name: _____

Dancer's Date of Birth: __/__/__

Parent/Guardian Name(s): _____

Phone Number: (____)____-_____

Email Address: _____@_____

PROGRAM OVERVIEW

The following contract is required for all parents and dancers to review, sign, and agree to. It outlines the expectations, rules, and policies of the Factory Force Training Program and participation in the competitive team. These guidelines are in place to ensure commitment, accountability, structure, and safety for all involved, while supporting each dancer's growth and the overall success of the team.

TRAINING ATTENDANCE & REHEARSAL REQUIREMENTS

SUMMER TRAINING

- All dancers are required to complete a minimum of 27.5 hours of summer training. This can be fulfilled either by attending four weeks of summer technique classes, meeting two to three times per week, or by participating in the designated week-long Summer Intensive.
- Summer training is designed to strengthen each dancer's technical foundation in jazz, lyrical, and ballet, while promoting continued growth, strength, and artistry during the off-season. Dancers may begin the season; however, they **cannot participate in any competition events** until all required summer training hours are completed.
- While some absences are allowed due to sickness or prior commitments, any missed hours **must be made up** within the designated timeframe. It is the responsibility of the student to coordinate and complete approved make-up classes.

SUMMER CHOREOGRAPHY

In addition to required summer training hours, Factory Force students must participate in a **four-week summer choreography** process in which they will learn **one** new piece for the upcoming season set by a guest artist choreographer. This commitment is essential to the success and development of the routine and includes the following expectations:

- Attendance at all four weeks of rehearsals is mandatory (any pre existed commitments prior to this program change will be given 1 rehearsal absence leniency)
- Rehearsals will be held once per week for 3 hours on either a Monday or Thursday , and

will be assigned in advance.

- Dancers must arrive on time, prepared, and ready to work each week.
- Due to the fast-paced and collaborative nature of the process, missed rehearsals cannot be made up.
- Dancers who are unable to attend all majority of four weeks may be asked to remove themselves from the routine to maintain group progress and integrity.

YEARLY SEASON TRAINING CLASSES

- Attendance at full season training classes is strongly encouraged to support skill development and consistency.
- All competitive dancers are expected to maintain consistent attendance for their technique classes. Each dancer may have no more than four absences per class from September through April. After 4 technique classes are missed, students must make up classes at their convenience.
- Make-up classes are available and may be scheduled at the dancer's discretion by coordinating with instructors.

YEARLY SEASON REHEARSAL REQUIREMENTS

- All competitive dancers are expected to maintain consistent attendance at rehearsals. Each dancer may have no more than four absences per class from September through April.
- Attendance is **mandatory** for the final two rehearsals prior to each competition to ensure readiness, cohesion, and performance quality.
- If a dancer must miss a rehearsal, a parent or guardian is required to notify the studio in advance via the BAND app, email, or phone call. In the event of illness or emergency, notification should be given as soon as possible.
- Dancers are responsible for learning any missed material through the resources provided or by coordinating with instructors. If additional one-on-one instruction is required, private lessons may be necessary at the dancer's expense.
- No absences are considered excused; therefore, families are expected to use absences thoughtfully. Repeated tardiness or absences beyond the permitted limit may result in consequences including, but not limited to, reassignment of roles or formations, removal from portions of choreography, ineligibility to perform in a routine, or dismissal from the competition team.

MANDATORY PRODUCTION REHEARSAL (FEBRUARY BREAK)

- The Dance Factory will be closed for regular classes during February Break. All production dancers are required to attend mandatory Production Rehearsal Week, Tuesday-Thursday | 4:30 PM-7:30 PM
- Rehearsals will function as a professional-style "Tech Week" in preparation for March dress rehearsals. Required rehearsal components include: costume parade & quick-change rehearsals, prop handoffs & set interaction, blocking, spacing & transition rehearsals, full production run-throughs & stamina training.
- Attendance is mandatory for all dancers participating in the production.

- Absences may affect choreography spacing, production timing, costume organization, and casting responsibilities.
- Families acknowledge the importance of prioritizing attendance during Production Rehearsal Week as part of their commitment to the production process.

I have read, understand, and agree to follow the policies outlined in this section.

OUTSIDE TDF TRAINING & CONFLICT OF INTEREST POLICY

- Students participating in TDF programs are **not permitted to train at other dance studios or participate on other competition teams** during the TDF season. This policy ensures that students remain fully committed to TDF routines, technique development, and team objectives, and prevents any **conflict of interest** that may arise from competing or training with other programs.
- Extra classes, including ballet privates, tumbling, or theatrical opportunities outside of TDF, are allowed only if they do not conflict with TDF competitions, mandatory rehearsals, or events.
- All outside classes or activities must be **approved in advance by the Directors** to ensure the student's schedule remains manageable and that their primary commitment to TDF is prioritized.
- Parents and students are expected to **prioritize TDF classes, rehearsals, and competitions above all other dance-related commitments**. Any outside training or participation that creates a conflict of interest, scheduling issue, or negatively impacts TDF participation may result in a review of the student's placement or eligibility on the team.
- By enrolling in TDF programs, families acknowledge and agree to comply with this policy to **maintain a focused, unified, and conflict-free learning environment** for all team members.
- Outside Opportunities including **Guest Teachers, Master classes, Conventions, and Ballet schools** are permitted.

I have read, understand, and agree to follow the policies outlined in this section.

CONVENTION REQUIREMENT

Factory Force students are required to attend a minimum of one convention program during the competitive season. Convention experiences are a vital part of a dancer's growth, providing exposure to industry professionals, diverse training styles, and performance opportunities in a high-energy, professional environment. Participation includes the following expectations:

- Attendance at one approved convention during the season is mandatory.
- Dancers must be present for the full duration of the convention, including all classes and required events.
- Dancers are expected to represent the studio with professionalism, focus, and positive attitude.
- Convention selection and scheduling will be determined and communicated by the studio.

- Any scheduling conflicts must be communicated in advance and are subject to approval.
- Failure to meet this requirement may impact a dancer's eligibility for certain performances, routines, or team opportunities.

COMPETITION COMMITMENTS

- Competitive Dancers are required to participate in a **mandatory dress rehearsal performance** approximately two weeks prior to their first scheduled competition. This rehearsal serves as an important opportunity to prepare routines, practice performance readiness, and ensure all dancers are fully prepared for the competitive season.
- Dancers will perform their routines at **1-3 regional competitions within the New England area**. All competitions will take place between **March and May** and will be located no more than approximately two hours from the studio.
- In addition, all dancers are required to perform their competitive routines in the **studio's annual recital in June**.
- Dancers and families are expected to remain communicative and responsive regarding all event details. Call times, schedules, and important updates will be distributed through the BAND app, and it is the responsibility of each family to review this information promptly to ensure dancer preparedness, timeliness, and overall success.

I have read, understand, and agree to follow the policies outlined in this section.

TRAVEL POLICY

To ensure a safe, organized, and positive experience during competitions and events, all dancers and families are expected to follow TDF's Travel Policy.

- Dancers are expected to demonstrate respectful behavior at all times while traveling with the team. This includes showing courtesy to instructors, staff, directors, teammates, other studios, and members of the public. Appropriate conduct must be maintained in vehicles, hotels, restaurants, and all competition venues.
- For overnight competitions, dancers must adhere to all curfews and schedules as established by the Director. Attendance and participation are expected under the supervision and guidance of TDF instructors, staff, and directors, along with parents as applicable.
- Meals and nutrition are the responsibility of the dancer and family; however, dancers are expected to follow team guidance regarding meal times and healthy choices to support performance and well-being.
- Hotel etiquette must be observed at all times. Dancers are expected to respect hotel property, maintain cleanliness, and avoid excessive noise that could disturb other guests or team members.
- Failure to follow the Travel Policy may result in disciplinary action, up to and including removal from the team or future travel opportunities. By participating in TDF competitions and travel events, families and dancers agree to adhere to these expectations to ensure a safe, respectful, and enjoyable experience for all participants.

I have read, understand, and agree to follow the policies outlined in this section.

COMMUNICATION POLICY

At TDF, clear and respectful communication between students, parents, and staff is essential to maintaining a positive and organized studio environment.

- All team-related communication must be conducted exclusively through the BAND app or email. Text messages, personal phone calls, or social media messages are not permitted for questions, updates, or concerns regarding classes, rehearsals, or competitions.
- Messages will be addressed Monday through Saturday, between 12:00 PM and 9:00 PM. Communications sent outside of these hours will be responded to during the next business day.
- Students are encouraged to communicate directly with their teachers regarding questions about class, choreography, or technique during class or designated rehearsal times only.
- Parents should direct all questions, concerns, or scheduling requests to the Director or appropriate staff member rather than communicating on behalf of the student during class.
- Unscheduled or impromptu meetings before or after class are discouraged unless previously arranged, as they may disrupt instruction and the learning environment.
- Families agree to follow this communication protocol to ensure all messages and meetings are addressed promptly, respectfully, and efficiently.

I have read, understand, and agree to follow the policies outlined in this section.

HEALTH & SAFETY POLICY

The health, safety, and well-being of all dancers at TDF are a top priority. To ensure a safe and supportive environment, all families and students are expected to follow the studio's health and safety guidelines.

- Parents and guardians must provide up-to-date emergency contact information, including phone numbers and any relevant medical details. In the event of an emergency, the studio will contact the primary guardian listed on file and take immediate action to ensure the dancer's safety.
- The studio maintains basic first aid supplies on-site, and staff are trained to provide immediate care for minor injuries. In the case of a serious injury or medical emergency, 911 will be called immediately, and parents or guardians will be notified as soon as possible.
- Students experiencing COVID-like or flu-like symptoms, fever, or any contagious illness must remain home until fully recovered. If a dancer becomes ill during class, they will be isolated, and parents or guardians will be contacted to pick up their child promptly. Families are expected to notify the studio of any contagious illness that may affect other students or staff.
- The studio reserves the right to implement COVID/flu-specific protocols as required by

local health guidelines. These may include mask usage, social distancing, enhanced cleaning, and sanitization procedures. Hand washing or using hand sanitizer before and after class is strongly encouraged to help minimize the spread of germs.

By enrolling in the program, families acknowledge and agree to comply with all health and safety policies to maintain a safe, healthy, and positive environment for all dancers and staff.

I have read, understand, and agree to follow the policies outlined in this section.

INJURY/ILLNESS POLICY

- All injuries that occur during class must be reported immediately to the teacher at the time of the incident. Before leaving the building on the same day, an incident report must be completed, and a parent or guardian will be notified by TDF staff, the Director, or Assistant Director.
- If a student fails to report an in-class injury, TDF staff and Directors cannot document or manage the claim, and the studio is not responsible for any consequences or claims related to an unreported injury.
- Students are not permitted to text or call their parents regarding an injury without first informing TDF staff. Bypassing staff can prevent the student from receiving immediate assistance and puts their safety at risk. Reporting all injuries directly to TDF staff ensures proper care and immediate attention.
- The health and safety of our dancers is our top priority. If a competitor sustains an injury/illness that prevents participation in competitive classes for more than three consecutive weeks, teachers may evaluate and determine whether the dancer should be withdrawn from upcoming competitions to support both the dancer's recovery and the team's overall progress.
- If a dancer is cleared by a physician to return, they must be able to participate at full capacity. Clearance must be received no later than two weeks prior to the next scheduled competition, and the dancer must feel confident and prepared with all choreography upon return. The Director and teaching staff reserve the right to make the final decision regarding a dancer's readiness to return, with consideration for both the individual and the team.
- For dancers who are injured and unable to compete for a portion of the season but intend to return once cleared, families have the option to pay competition fees for an understudy to perform in their place. The understudy will utilize the injured dancer's costume(s) during this time. If this option is not selected, the dancer may be required to withdraw from the competitive team for the remainder of the season to avoid repeated choreography adjustments that impact the group.
- Please note that any injured dancer must provide an official doctor's clearance note before returning to any class or rehearsal. No exceptions will be made. By participating in the program, families acknowledge and agree to adhere to this injury policy in support of a safe, consistent, and positive team environment.

I have read, understand, and agree to follow the policies outlined in this section.

LIABILITY POLICY

- By enrolling in lessons, rehearsals, and competitions through Dance Factory, the dancer and their parent/guardian acknowledge and accept that dance is a physical activity that carries inherent risks, including but not limited to strains, sprains, fractures, and other injuries.
- The dancer and parent/guardian **assume full responsibility** for any injury or accident that may occur during class, rehearsal, performance, travel to or from events, or any other studio-related activity.
- Dance Factory, its instructors, staff, directors, and affiliates **shall not be held liable** for any injuries, losses, or damages sustained during participation in solo activities. The dancer and parent/guardian agree to release, indemnify, and hold harmless Dance Factory from any claims, demands, or causes of action arising out of participation in these activities.

By signing this contract, the dancer and parent/guardian acknowledge that they fully understand and voluntarily accept these risks.

I have read, understand, and agree to follow the policies outlined in this section.

MEDIA RELEASE

- By participating in Dance Factory programs, competitions, rehearsals, and performances, dancers and their families grant Dance Factory permission to photograph, film, and record the dancer for use in promotional, marketing, and educational materials, including but not limited to social media, websites, print publications, and advertising. This authorization extends to images, video footage, and audio recordings that feature the dancer's name, likeness, or performance.
- Dancers and families acknowledge that these materials may be used without additional notice or compensation and consent to their use as part of the studio's ongoing efforts to showcase student achievements and studio programming.

I have read, understand, and agree to follow the policies outlined in this section.

CONFIDENTIALITY & SOCIAL MEDIA POLICY

- Parents, dancers, and families are strictly prohibited from sharing, posting, or disclosing any choreography, rehearsal content, teaching methods, or other private information related to Dance Factory publicly on social media, online publications, or any form of advertising without prior written consent from the studio directors and choreographers. This policy ensures the protection of intellectual property, the integrity of routines, and the professional standards of the studio. Unauthorized sharing may result in disciplinary action and/or restriction from future participation in studio activities.
- All students are expected to represent TDF in a positive and respectful manner on all social media platforms while under contract. The use of inappropriate or vulgar language, as well as any form of disrespectful behavior, bullying, or harassment

directed toward teammates, instructors, other studios, or the organization, is strictly prohibited.

- Any social media activity that negatively impacts the reputation, safety, or positive environment of the studio may result in disciplinary action, up to and including dismissal from the program at the discretion of the Director.

By participating in the program, students and families acknowledge and agree to uphold these social media expectations at all times.

I have read, understand, and agree to follow the policies outlined in this section.

CLASS TUITION

- Competition team members are charged standard tuition rates; there are no additional team membership fees. Tuition covers all group classes, including both competition and non-competition classes, with the exception of theatre, solos, duos, and trios, which are billed separately.
- Classes cancelled due to competitions, conventions, inclement weather, or other unforeseen circumstances will not be rescheduled unless deemed necessary by the instructor. However, students are welcome to make up missed classes at their convenience by coordinating with their teacher for available options.

I have read, understand, and agree to follow the policies outlined in this section.

COMPETITION DEPOSITS & FEES

- A competition deposit of \$75 per dancer is required to secure each regional and national competition date. This deposit must be paid at the first Summer choreography session of the season and will be applied toward the total competition fees due. The deposit is due by July 1st of each year.
- All competition fees for the season will be provided at the beginning of the season in October, along with specified payment deadlines. All fees must be paid by the dates indicated. Please note that all competition entry fees are non-refundable, and competition companies enforce deadlines strictly.
- Additionally, all class tuition must be current before any competition fees will be accepted. If payments are overdue more than twice, the student may be dismissed from the competitive team.

I have read, understand, and agree to follow the policies outlined in this section.

COMPETITION COSTUME FEES

- All competitive costumes, accessories, and listings will be ordered during the month of October. Dancers will receive an invoice and balance statement from our office and will have 7-10 business days to complete payment for purchases provided by The Dance Factory.

I have read, understand, and agree to follow the policies outlined in this section.

LATE FEES

- A late fee of \$15.00 will be charged for any tuition or competition payment not received by the specified due date, following a 6-day grace period. Timely payments are crucial to ensure proper scheduling, instructor availability, and smooth studio operations for all dancers.
- Late payments may impact a dancer's ability to participate in scheduled classes, rehearsals, or competitions until the outstanding balance, including any applicable late fees, has been paid in full. Families are encouraged to plan accordingly to ensure a smooth and uninterrupted experience for their dancer.

I have read, understand, and agree to follow the policies outlined in this section.

REFUND POLICY

- All tuition and competition fees are non-refundable once submitted. This policy reflects the commitment of instructor time, class placement, and studio resources reserved specifically for each dancer.
- If a student withdraws from the program, any remaining classes, rehearsals, or competition fees will not be refunded, transferred, or credited toward future sessions.
- In cases of injury or illness, the studio will make reasonable efforts to offer accommodations or adjustments when possible; however, all fees will remain non-refundable.
- By enrolling in the program, families acknowledge and agree to these financial policies and commit to the full season of training and participation.

I have read, understand, and agree to follow the policies outlined in this section.

MID-SEASON WITHDRAWAL & EARLY DISMISSAL FEES

- Participation on the team is a full-season commitment. If a dancer chooses to withdraw or is dismissed from the program after the season has begun, written notice must be provided.
- An early dismissal fee of \$100 will be applied to help cover costs already incurred, including choreography, rehearsal time, administrative planning, and reserved competition expenses. This fee does not replace any outstanding tuition, costume balances, or competition fees, all of which remain the responsibility of the family.
- By accepting a position on the team, families acknowledge and agree to fulfill this commitment or accept the financial responsibility associated with early withdrawal. Withdrawal from the team mid-season may impact future eligibility for team placement and is subject to director discretion.

I have read, understand, and agree to follow the policies outlined in this section.

PARENT & STUDENT-TEACHER MEETING POLICY

- At TDF, open communication between parents, students, and teachers is encouraged to support each dancer's growth and success.
- If a parent would like to have a discussion with a teacher, the meeting must be scheduled during the dancer's solo class or rehearsal time. This ensures that instructional time is not disrupted and that the teacher can provide focused attention.
- For dancers who do not have a solo, a meeting time will be arranged at the teacher's convenience. Parents are asked to respect the teacher's schedule and availability when requesting meetings.
- Unscheduled or impromptu discussions before, during, or after class are not permitted, as these can interfere with the learning environment and class focus.
- After three (3) in-person meetings per season involving the parent, student, and teacher, any additional meetings will incur a **\$25 fee**. This

ensures that studio time is managed efficiently and fairly for all families.

By participating in the program, families agree to follow this policy and schedule meetings appropriately to maintain a respectful and productive studio environment.

I have read, understand, and agree to follow the policies outlined in this section.

CLASSROOM BEHAVIOR & CONDUCT

- Dancers are expected to come to class ready to learn, listen, and participate in a positive and respectful way. Establishing these habits early helps create a strong and successful team environment.
- Dancers should arrive dressed and ready for class at least five (5) minutes before the scheduled start time. For example, if class begins at 5:30 PM, dancers should be ready and waiting by 5:25 PM.
- If a student is running late, a parent or guardian must notify the studio.
- Bathroom breaks should be taken before class begins so that dancers can stay focused and engaged during instruction.
- Students are expected to be both physically and mentally ready to participate. This means listening carefully, following directions, and giving their best effort throughout class.
- To help maintain a structured and positive learning environment, dancers should avoid unnecessary talking, remain standing tall (no slouching), and use the barre properly (no hanging or playing).
- Dancers must respect the personal space and physical boundaries of others at all times. Rough play or any form of physical behavior—including hitting, slapping, punching, kicking, or any type of physical aggression—is strictly prohibited and will not be tolerated under any circumstances.
- Verbal disrespect, teasing, or bullying is also not permitted in any form.
- If a dancer has difficulty following these expectations, they may be asked to sit out for a short period of time. Continued challenges with behavior may result in further action at the discretion of the Director and teaching staff.

By participating in the program, dancers and families agree to support these expectations and help create a focused, fun, and respectful classroom environment.

I have read, understand, and agree to follow the policies outlined in this section.

STUDIO PROPERTY & RESPECT

- All students and families are expected to treat TDF's studio, equipment, props, and costumes with the utmost care and respect. Maintaining a clean, organized, and safe environment is essential for the well-being of all dancers and staff.
- Students must pick up after themselves and leave the studio space tidy after each class or rehearsal. Equipment, such as bars, mats, and sound systems, should be used only as instructed by staff.
- Props and costumes must be handled carefully, returned to their proper storage, and never misused or removed from the studio without permission.
- Families are financially responsible for any lost, damaged, or improperly cared-for studio property, costumes, or equipment. Costs for repair or replacement will be billed directly to the responsible student's family.
- Repeated disregard for studio property may result in further disciplinary action, including suspension or dismissal from classes or the program.

By participating in the TDF program, students and families agree to uphold these expectations and contribute to a safe, organized, and respectful studio environment.

I have read, understand, and agree to follow the policies outlined in this section.

DRESS CODE & UNIFORM POLICY

To maintain a professional, safe, and unified learning environment, all competitive dancers are required to adhere to the following dress code and uniform expectations:

CLASS ATTIRE

- Female dancers: Leotards or athletic wear in any style or color, paired with form-fitting shorts, leggings, or tights. Hair must be pulled securely away from the face, preferably in a bun.
- Male dancers: Form-fitting t-shirts with jazz pants, athletic shorts, or sweatpants.
- Warm-ups: Warm-up clothing may be worn at the beginning of class but must be removed once class begins. Streetwear—including tank tops, jeans, sweatshirts, and graphic tees—is not permitted during class.

DANCE SHOES

- Dancers must wear the correct shoes for each style of dance (ballet, tap, jazz, hip-hop, etc.).
- Shoes must be clean and in good condition; street shoes are not permitted in the studio.

JEWELRY & ELECTRONICS

- Jewelry should be kept minimal. Only stud earrings are allowed. Necklaces, bracelets, and hoop earrings are prohibited.
- Apple Watches or other wearable electronic devices are not allowed during class to ensure safety and focus.

UNIFORMS & COMPETITION ATTIRE

- All dancers are required to wear designated team jackets, costumes, or uniform pieces at competitions and official events.
- Team attire should be worn correctly and with pride.

LOST, DAMAGED, OR UNRETURNED ITEMS

- Dancers and families are responsible for the care of all studio-issued clothing, costumes, and uniforms.
- Lost, damaged, or unreturned items may result in replacement fees at the family's expense.
- Costumes or uniforms may not be altered, shared, or worn outside of studio-approved events without prior permission.

By participating in the program, dancers and families agree to follow the Dress Code & Uniform Policy to ensure a safe, professional, and cohesive team environment.

I have read, understand, and agree to follow the policies outlined in this section.

COMPETITION EVENT CONDUCT

- All competitive dancers are required to represent the team with professionalism, respect, and integrity at all competitions and events.
- Students must wear their team jacket when accepting awards at every competition.
- Dancers are expected to demonstrate excellent sportsmanship at all times, both toward their teammates and other competing studios. Respectful behavior is mandatory, and any form of negative conversation or conduct by students or parents will not be tolerated under any circumstances.
- All adjudication decisions made by competition judges are final and must be accepted with a positive and respectful attitude.
- At each award ceremony, dancers will be assigned specific routines for -which they are responsible for accepting awards. These assignments must be followed exactly as directed. Dancers are expected to be attentive, prepared, and respectful during all award presentations.
- Prior to each competition, the Director will distribute a detailed schedule outlining expectations for arrival times, group support, and overall responsibilities. These expectations apply directly to students; however, parents/guardians are responsible for ensuring their dancer follows all guidelines while attending the event.
- Attendance at all award ceremonies is mandatory unless a dancer has received prior

approval from the Director to leave early.

- For National competitions, the Director will provide a separate, detailed communication outlining all required activities and expectations, which may include master classes, workshops, dance events, and award ceremonies. All dancers are required to attend and participate as instructed.
- Dancers must come fully prepared to each competition with all required dance wear, costumes, and shoes. They should also be prepared for additional opportunities such as master classes, if offered.
- For the safety and well-being of all dancers, swimming or similar activities are strictly prohibited prior to any scheduled performance.
- Failure to comply with any of the above rules and expectations may result in disciplinary action at the discretion of the Director and teaching staff.

By participating in the competitive program, dancers and families acknowledge and agree to uphold all competition rules and expectations as outlined above.

I have read, understand, and agree to follow the policies outlined in this section.

PARENT BEHAVIOR EXPECTATIONS

- TDF values a positive, professional, and respectful environment for all students, families, and staff. Parents are expected to model behavior that reflects the core values of the studio, including respect, encouragement, and teamwork, both inside and outside the studio.
- The No Gossip Policy extends fully to parents at all competitions, studio events, or any TDF-related activity outside the studio doors. Negative talk, rumors, or commentary about other students, families, instructors, or competing studios is strictly prohibited. Such behavior undermines team unity, distracts from student learning, and will not be tolerated.
- Parents are not permitted to coach, correct, or instruct students during class, rehearsals, or competitions. All guidance, corrections, and feedback must come directly from TDF instructors, staff, and directors. Interfering with instruction can compromise student safety, disrupt focus, and create confusion during classes or performances.
- Parents must also follow all studio policies regarding communication. Questions, concerns, or feedback should be addressed only through the designated channels (BAND app or email) during business hours, and meetings with teachers or directors must be scheduled in advance. Impromptu discussions before or after class that disrupt instruction are not permitted.
- At competitions, parents are expected to support the team positively. This includes encouraging all students, celebrating accomplishments, respecting judges' decisions, and following the travel and event guidelines set by TDF. Unsportsmanlike conduct, confrontations with other parents, or inappropriate behavior directed at staff, students, or other teams may result in removal from the event or other consequences.

By participating in TDF programs, parents agree to uphold these standards at all times. Demonstrating respect, professionalism, and positive support helps create a safe,

productive, and enjoyable environment for all dancers and staff, fostering both individual growth and team success.

I have read, understand, and agree to follow the policies outlined in this section.

NO GOSSIP POLICY

- At TDF, maintaining a positive, supportive, and respectful environment is a core value for both students and families. Gossip, negative talk, or spreading rumors about fellow students, parents, instructors, or other studios—including outside of TDF by parents or guardians—is strictly prohibited.
- This policy applies at all times—inside the studio, at competitions, on social media, and during any studio-related events. Gossip or harmful conversation disrupts the learning environment, undermines team unity, and will not be tolerated.
- Violations of this policy will be addressed immediately and may result in corrective action, up to and including dismissal from the program, depending on the severity and frequency of the behavior.

By enrolling in the program, students and families agree to uphold this No Gossip Policy and commit to fostering a respectful, positive, and encouraging atmosphere for all members of the TDF community.

I have read, understand, and agree to follow the policies outlined in this section.

ACADEMIC PERFORMANCE REQUIREMENT

- All team students are required to maintain a C average or better in all school subjects. Academic success is considered an essential part of a student's overall commitment to the team.
- Parents are responsible for informing TDF staff if their child is struggling or failing any classes. The Director will issue a formal email warning to students who are not meeting the academic requirement.
- Continued failure to maintain the required grades may impact a student's eligibility to participate in team classes, rehearsals, competitions, or performances.

By enrolling in TDF programs, families acknowledge that maintaining academic standards is part of the student's responsibility and commitment to the team.

THREE-STRIKE POLICY

- TDF values open communication and a respectful environment for both students and families. If a parent or student has a concern, it should be brought directly to the attention of the Director, Miss Jen, to discuss options in a constructive and professional manner. All concerns must be addressed appropriately and through the proper channels.
- Confrontational behavior or bypassing established procedures is not acceptable and provides no benefit to the student or the team environment.

- Any intentional violation of the policies outlined in this contract will be formally documented through a Three-Strike Policy. Under this system:
 1. The first documented violation serves as a formal warning.
 2. The second documented violation will include a meeting with the Director to review expectations and corrective actions.
 3. The third documented violation may result in the student being removed from the competitive program.

This policy ensures a safe, respectful, and productive environment for all dancers, families, and staff while providing clear and consistent consequences for repeated policy violations.

I have read, understand, and agree to follow the policies outlined in this section.

ACKNOWLEDGMENT OF CONTRACT

I, the undersigned, have read and fully understand the rules and policies of **The Dance Factory (TDF)**, and I agree to abide by them. I understand that Jennifer Gillis, Head Director, Julia Gillis, Artistic Director, and the studio staff have established these rules to create a safe, positive, and unified team environment.

I am committed to following these rules for the benefit of the team, my fellow dancers, and my own growth. Any concerns I may have will be addressed honestly and openly with the Director.

I am fully committed to this program for the entire season and will honor this commitment in both attitude and action.

Both pages of this contract require signatures and must be returned to the studio before participation.

Student Name:

Student Signature:

Parent/Guardian Name:

Parent/Guardian Signature:

Date:
