

The Dance Official (TDO) Policies Contract/Agreement & Information Handout: Competitive Program



Welcome to The Dance Official's 2026-2027 Dance Season. We are delighted to have you with us this year. Below, you will find important information regarding TDO's policies. Should you have any questions or concerns, please do not hesitate to reach out to us at thedanceofficial.tdo@gmail.com.

Refund Policy, Class Attendance, and Notice Requirements:

1. Refunds, credits, or makeup classes will not be provided for instances of injury, illness, parties, holidays, competitions, other TDO events or inclement weather. The Dance Official (TDO) reserves the right to cancel classes, and in such cases, makeup classes or refunds may be arranged.
2. TDO does not assume liability for personal injuries sustained on, in or around our premises.
3. Parents or Guardians are required to inform TDO at least 1 hour in advance if a student is unable to attend class.
4. All competitive students must agree to and sign the following statement:
5. I understand that missing more than a total of four classes per season constitutes a breach of the competitive code of commitment. I acknowledge that such a breach may result in my immediate withdrawal from the competitive team. Failure to uphold my commitment may lead to my removal from the team, and I understand that all deposits and payments made to TDO and any third-party vendors (including entry fees, costumes, etc.) are non-refundable. Punctuality is crucial, and tardiness will not be tolerated unless prior notification is given. Late arrival will be considered an absence, and **after missing 4 classes, students will be asked to step down from the competitive team.**
6. If a student misses their scheduled competitive extra class, TDO will not be liable to provide a makeup class, and the dancer remains responsible for the payment. If a 24-hour notice has been given and an approved substitute is arranged, the client will not be charged.
7. If a dancer cancels their solo, duet, or trio class (as part of the provided 4 hours), it is the client's responsibility to coordinate with another dancer to switch spots. Failure to successfully arrange a switch will result in the class being forfeited, with no refunds issued.
8. If a student wishes to withdraw from the dance school year, notification must be received by TDO no later than October 15th, 2026, to process a refund for any remaining classes.

Change Room, Dancer/Client Hallway, Locker Rental and Lost Items Policy:

1. TDO acknowledges that personal property is the responsibility of the individual owner and cannot be held liable for any loss or damage that may occur on the premises. ***We strongly advise all participants to clearly label their belongings, such as dance shoes and clothing.***
2. Strict regulations prohibit the consumption of any food or beverages, excluding water, within the dance studios. This policy will be strictly enforced. Furthermore, the presence of cell phones is strictly prohibited in the teaching environment, and all **nut products are prohibited within the studio.**
3. We kindly request that parents ensure their child maintains a clean environment by picking up after themselves. If providing snacks or meals, we ask parents to thoroughly inspect the lobby area for any potential litter during pick-up. Simply put, if you bring something in, make sure you bring it out or toss your garbage. We appreciate your support and understanding.
4. Dancers will only be permitted to enter and exit through the 'dancer hallway'. Absolutely no parents or guardians are allowed to enter this hallway by any means, unless they are being escorted by A.J or Aly. Clients, parents, and guardians are only permitted to enter through the lobby hallway.
5. Lockers will be available this season for an annual rental fee of \$50.00 + HST. You may reserve a locker via email or at the front desk. Availability is on a first-come, first-served basis. Locks must be provided by you, and the lock code must be given to the front desk for emergency purposes.

6. The Lost and Found facility is in the lobby and is subject to annual emptying. Any unclaimed items will be donated to charity. Parents are urged to remind their child to retrieve all belongings periodically throughout the year.

Dress Code:

1. Footwear Regulations: To maintain a professional and safe environment, outdoor shoes are strictly prohibited inside the dance studio. Hip hop shoes are to be used for indoor use only. Students without proper dance footwear will not be granted access to the classroom.
2. Adherence to Dress Code: All students must abide by the dress code guidelines during technique and choreography classes. Failure to comply will result in exclusion from class participation.
3. Timely Attire Changes: Students are expected to be prepared for their next class within a maximum of three minutes. Prolonged outfit changes are to be avoided. If unsure of appropriate attire, it is recommended to wear a bodysuit and tights for all classes. The dress code policy will be strictly enforced. Breaks have been implemented into the schedule to allow students to eat and rest. These will be the only times students will get to eat.
4. Hair Regulations: Hair should be neatly styled away from the face, with no stray hairs. Buns and braids are recommended hairstyles, and the use of hairspray and gel is encouraged to ensure hair remains secure during movement.
5. Ballet Attire: Ballet tights must be maintained in good condition without any holes. Dance attire is considered part of the student's uniform and should be presented neatly on a weekly basis. A separate dress code is provided for ballet. Please ensure to follow the guidelines.
6. Nail Hygiene: Students are required to keep their nails neatly trimmed and maintained at a reasonable length to ensure safety and hygiene standards are met. **Absolutely no colored nail polish for competition.**

Additional Choreography Information:

1. Students will be presented with an offer letter for extra routines. Selections must be made and confirmed by the specified due date, accompanied by full payment.
2. Families will be asked to specify the total number of dances they are willing to commit to (beyond mandatory requirements). **Groups must be accepted first (if applicable) before accepting any solo, duet, trios.** Further details will be provided at the Competitive Parent Meeting, as well as in the competitive invite form.
3. Rates for outside choreographers will be in a separate pricing tier. Prior to engaging these services, families will be contacted to ascertain their interest. Please note that these rates are not included in the seasonal tuition.
4. Solo, duet, trio, small group choreography, and cleaning classes will incur additional charges.

Costume Policy:

1. All parents are expected to submit a costume fee deposit of \$200 per registered dance class in October. Once costumes are finalized, a final invoice will be issued to provide a detailed breakdown of each costume and your remaining balance.
2. It is essential that costume balances are settled in full by Costume Pickup Day (TBA). Failure to do so will result in the student being unable to participate in Showcase, Competition, and Recital events.
3. Prior to reusing an existing costume or purchasing one from a store/online, approval must be obtained from Aly & A.J.
4. As we begin a new direction this season with our seamstress, we plan to outsource costume work more directly, which will involve increased client involvement. This could include, but is not limited to, alterations, rhinestoning, hemming, and stitching. By agreeing to the reduced costume costs, you acknowledge that your involvement will require time and effort from your personal schedules to ensure your dancers' costumes meet TDO standards, time frames and approvals.

Competitions/Conventions/ Intensives:

1. Entry fees are non-refundable and must be paid by the designated due dates to avoid incurring additional weekly late charges.
2. Competition dates are non-negotiable. All students must be available to attend our competition weekends in order to participate on the competitive team.

3. Students are required to be in costume and prepared to dance at least 1 to 1.5 hours prior to their scheduled performance time. A call time for each competition will be provided via your personal google drive and email.
4. Cash prizes and overall scholarship awards for Solos, Duets, and Trios will be credited to the recipient's account. Group earnings will be applied to studio fees, with a celebratory Pizza Party for all participants.
5. Attendance at additional competitions or conventions must be pre-approved by The Dance Official.
6. By signing this contract, we understand and acknowledge that the TDO Competitive Intensive is mandatory and a required element for my dancer's participation on the competitive team. Failure to attend may result in the dancer being ineligible to participate fully. **We also recognize that this season's intensive is scheduled to take place from August 30th, 2027, to September 2nd, 2027.**

Showcase, Competition Dance Offs and Recital:

1. Attendance at our competitive showcase is mandatory for all competitive students.
2. The Dance Official organizes a year-end recital, and participation by all competitive students is required.
3. If we participate in a competition that includes a Dance Off, we acknowledge and understand that our dancer may be asked to return on Sunday evening to re-compete in the Dance Off. We recognize that, as part of being on a competitive team, attendance is expected. Failure to attend the Dance off will result in probation for the season, which may limit the involvement of extras at future competitions for the remainder of the season.

Allergies:

1. It has come to our attention that numerous students within our studio have allergies. In response to this, we ensure that The Dance Official maintains a Nut Free/Peanut Free environment. We kindly request that parents adhere to this rule when preparing snacks for their children attending the studio. Thank you for your cooperation in creating a safe and inclusive space for all dancers.

Social Media:

1. It is imperative that students are consistently reminded of the serious repercussions that may arise from posting comments or photos on social media platforms such as Facebook, TikTok, Instagram, Snapchat, or others, particularly in relation to other students, staff, or the studio. Our competitive students serve as leaders and role models within our dance community and are therefore expected to exhibit behavior characterized by sensitivity, respect, and integrity always.
2. We strongly recommend that parents oversee group chats utilized by students for communication purposes. Please note that The Dance Official is not liable for any issues stemming from such interactions. Should any conflicts arise, we encourage you to address them amongst yourselves, outside of both the studio and class environments.

Cell Phone Policy:

1. At our studio, we kindly request that students refrain from using technological devices, such as cell phones and tablets, during scheduled class times. If a parent needs to contact their child during class, they may do so by calling the front desk, and we will promptly relay the message. Thank you for your cooperation in creating a conducive learning environment for all students.

Client and Staff interaction:

1. All communication regarding class times, schedule adjustments, and other related topics must be directed through the studio admin or via Aly and A.J.
2. Staff members are not permitted to engage in direct conversations with clients regarding class scheduling or any other administrative matters.
3. Clients should refrain from seeking clarification or making requests directly to staff members and should communicate solely through the designated channels.
4. The studio admin and Aly and A.J. are responsible for facilitating communication between staff and clients to ensure a smooth and efficient interaction process.

New policies/ Reminders:

1. **Absolutely no travel during the mid-winter break (Feb 15th- Feb 21st, 2027).** Failure to attend classes during that week will result in withdrawing from the competitive program. In lieu of this, we have decided to take a full week off during Passover to allow families to travel, in addition to Winter & March breaks.
2. By signing this contract, we understand and acknowledge that the TDO Competitive Intensive is mandatory and a required element for my dancer's participation on the competitive team. Failure to attend may result in the dancer being ineligible to participate fully. **We also recognize that this season's intensive is scheduled to take place from August 30th, 2027, to September 2nd, 2027.**
3. I understand that missing more than a total of four classes per season constitutes a breach of the competitive code of commitment. I acknowledge that such a breach may result in my immediate withdrawal from the competitive team. Failure to uphold my commitment may lead to my removal from the team, and I understand that all deposits and payments made to TDO and any third-party vendors (including entry fees, costumes, etc.) are non-refundable. Punctuality is crucial, and tardiness will not be tolerated unless prior notification is given. Late arrival will be considered an absence, and **after missing 4 classes, students will be asked to step down from the competitive team.**
4. The competitive showcase is a mandatory event and requires every dancer to participate fully in the event. If we participate in a competition that includes a Dance Off, we acknowledge and understand that our dancer may be asked to return on Sunday evening to re-compete in the Dance Off. We recognize that, as part of being on a competitive team, attendance is expected. Failure to attend the Dance off will result in probation for the season, which may limit the involvement of extras at future competitions for the remainder of the season.

Miscellaneous:

1. It is recommended that utensils, including forks, spoons, knives, and napkins, be provided by parents for their children's lunches or snacks. The Dance Official does not supply such items except in special circumstances.
2. Parents are advised to have their own band aids, icepacks, female products, Advil, and Tylenol on hand for their children. The Dance Official does have an emergency supply available if needed.
3. Please note that The Dance Official is not responsible for disseminating information regarding birthday parties or other events involving students outside of the studio. Thank you for your understanding.
4. Taking additional dance classes outside of the studio must be approved by a director. Failure to comply will result in the removal of participating with the competitive team.

This form must be signed and submitted to The Dance Official for your child/children to participate in our program. A duplicate of this document will be included in your google drive and can also be accessed on our website.

All completed forms must be returned by **September 30th, 2026.**



By signing below, I acknowledge my agreement with the statements above and demonstrate full comprehension and respect for the policies and procedures implemented by The Dance Official. I am aware that any failure to adhere to these rules may result in my dismissal from the program. Furthermore, I commit to functioning as a cooperative team member and commit to attending all mandatory events, meetings, and classes.

STUDENT'S NAME: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

PRINTED NAME: _____



The Dance Official Important Date Information 2026-2027 COMPETITIVE PROGRAMS

Season 4 Competitive Intensive - Mandatory	Thurs. August 24 th – Sun. August 27 th , 2026
First Day of Dance	Mon. September 14 th 2026
Yom Kippur- Studio Closed	Sunday Sept 20 th , 2026, and Monday Sept 21 st , 2026
Competitive Parent Meeting #1	Sunday October 4 th , 2026
Thanksgiving- Studio Closed	Saturday October 10 th , 2026 - Monday October 12 th , 2026
Photoshoot with Andy Yu	Sunday November 8 th , 2026
Winter Break- Studio Closed	Saturday Dec 19 th , 2026- January 3 rd , 2027
Classes Resume	Monday January 4 th , 2027
Competitive Showcase- Mandatory	Sunday, January 31 st , 2027
<i>Parent Meeting #2- Mandatory For All Comp Families</i>	Saturday February 6 th , 2027
Family Day- Studio Closed	Mon. February 15 th , 2027
Competition #1- Solo Only (optional)	Sunday February 28 th , 2027
Competition #2- Mandatory Group Comp (extras optional)	March 5 th , 2027- March 7 th , 2027
March Break- Studio Closed	Mon. March 15 th - Sun. March 21 st , 2027
Easter Weekend- Studio Closed	Friday March 26 th & Monday March 29 th , 2027
Competition #3- Full Studio	Fri. April 2 nd - Sun. April 4 th , 2027
Competition #4- Full Studio	Fri. April 16 th - Sun. April 18 th , 2027
Passover- Studio Closed	Wed. April 21 st – Wed. April 28 th , 2027
Competition #5- Full Studio	Fri. May 7 th – Sun. May 9 th , 2027
Victoria Day- Studio Closed	Fri. May 21 st - Mon. May 24 th , 2027
Competition #6- Full Studio	Fri. May 28 th – Sun. May 30 th , 2027
Last Day of Classes	Sat. June 12 th , 2027
Recital	June 15 th & June 16 th , 2027
Season 5 Competitive Intensive- Mandatory	August 30 th , 2027- September 2 nd , 2027

*dates subject to change