

DANCE
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INTRODUCTION

It's our absolute pleasure to warmly welcome you into our family at DANCE FORCE. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! :)

QUICK REFERENCE STUDIO INFORMATION

Address: 1955 B Madison St. Clarksville, TN 37043

Phone Number: 931-552-2223

Email: info@danceforceclarksville.com

Website: www.danceforceclarksville.com

Mary Lu Browder, Lauren Ankersoe

Caroline Black



2.

STUDIO MISSION

We are passionately committed to providing each individual the opportunity to learn the art of dance in a positive, structured, and inspiring environment. Our teachers have a rare combination of professional performing careers and college education in dance.

We offer individual attention, respect towards each student, and gentle guidance through the proper techniques of dance. We focus on the proper use of the body while developing artistry and self-expression within each dancer. We believe in an open forum for our team of teachers to communicate on the progress of our students and to discuss ideas for improvement in achieving our goals.

INTEGRITY...

TO CONDUCT ONESELF WITH INTEGRITY THROUGH HONESTY, COURTESY, RESPECT, AND CONSIDERATION FOR YOUR FELLOW DANCE MEMBERS.

LEADERSHIP...

TO BE GIVEN THE PRIVILEGE OF SETTING AN EXAMPLE, SERVING THE PEOPLE YOU ARE LEADING, AND BEING AN INSPIRATION TO OTHERS IN THE DANCE FORCE COMMUNITY.

RESPONSIBILITY...

TO ADHERE TO THE POLICIES AND PROCEDURES OF THE STUDIO, TO COMPLY WITH THE SCHEDULE AND REQUEST OF THE FACULTY, AND TO BE A PERSON THAT OTHERS CAN COUNT ON.

PROFESSIONALISM...

TO RESPECT THE DANCE PROFESSION AND UPHOLD OUR VALUES AND STANDARDS OF CONDUCT IN A WAY THAT CHARACTERIZES THE HIGHEST QUALITIES OF DANCE PROFESSIONALS. THIS INCLUDES RESPECTING YOUR TEACHERS, SUPPORTING AND ENCOURAGING EACH OTHER, TO NOT GOSSIP, BUT BE ABLE TO VOICE OPINION TO A DIRECTOR ABOUT YOUR CONCERNS. TO RECOGNIZE YOURSELF AS A ROLE MODEL AT ALL TIMES.

CHARACTER...

TO BE A PERSON WHO REPRESENTS PERSONAL INTEGRITY, LEADERSHIP, RESPONSIBILITY AND PROFESSIONALISM IN CLASSES, OUTSIDE ACTIVITIES AND EVENTS, AND IN ALL INTERACTIONS WITH PEERS AND AUTHORITY FIGURES.

3.

REGISTRATION

Before lacing up those jazz shoes, it's important that all students and/or parents – whether returning or new - fill out and sign your registration paperwork in your parent portal so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / Insurance contract.

Our annual registration fee is \$45 per family and must be paid in full prior to the commencement of classes. Make sure you get your payment in via Credit Card, Cash or Check as failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact reception if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).



3.

WAIVERS AND RELEASE FORMS

PARENT RELEASE FORM FOR PHOTOGRAPHY AND VIDEOGRAPHY

I, the undersigned, give permission for DANCE FORCE LLC to use video footage and / or photographs of my child/ward, _____. This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

- printed materials (eg - brochures and newsletters)
- online and offline advertising and promotion
- videos and digital images such for use on Social Media.

By signing this form, I acknowledge that I am giving unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by DANCE FORCE LLC for a variety of purposes and that these images may be used without further notification. I do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.

HEALTH INFORMATION AND MEDICAL RELEASE/WAIVER FORM

I, _____, the parent/guardian of _____, acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved.

In allowing my child to participate in DANCE FORCE LLC activities, I hereby assume all the risks associated with the performing arts. I understand the importance of myself and my child following the instructions and rules set by their instructor/s, and I agree to release DANCE FORCE LLC and its employees of any and all liability which may arise as a result of my child's participation in activities at DANCE FORCE LLC

LIABILITY /HOLD HARMLESS DISCLAIMER

In consideration of the services received from Dance Force, LLC, I (expressly on behalf of myself, spouse, student/child, family members, heirs/assigns, collectively hereinafter referred as "RELEASORS") hereby release Dance Force, LLC, its owners/members, employees, instructors, and volunteers (collectively hereinafter herein as "RELEASEES") from liability for all actions taken in good faith during any and all attendance as well as any and all functions attended by students and families of Dance Force, and I, individually and behalf of the RELEASORS, hereby waive my/our right to sue Dance Force, LLC, its individual members, employees, instructors and volunteers from any and all claims resulting in any physical injury, illness (including death) or economic loss I/we may realize as a result of RELEASORS' participation in any activities of Dance Force.

RELEASORS are voluntarily participating in the activities of Dance Force, and RELEASORS understand that there are risks of harm associated with the student's participation in activities of Dance Force, such as physical and/or psychological harm, pain, suffering, illness, disfigurement, temporary or permanent disability, death or economic loss. Such injuries or outcome may arise from the student or other's actions, inactions or negligence, or the condition of the facility. Nonetheless, RELEASORS assume all risks of student's participation in any and all activities of Dance Force, whether known or unknown to RELEASORS, including travel to and from scheduled performances, practices, conventions, dress rehearsals, competitions, recitals and all other events incidental to any activity of Dance Force. It is the Parent's responsibility to notify Dance Force if the student suffers from any physical condition, injury, or illness which could cause the student further physical harm by the student's performance in the activities of Dance Force. Parents are recommended to have students examined by a medical professional to verify their physical ability to engage in Dance Force activities. Ultimately, Parents will decide whether a student/child is physically able to engage in any activities of Dance Force.

RELEASORS agree to defend, indemnify and hold completely harmless Dance Force its owners/members, employees, instructors, and volunteers from any and all liability, losses, costs, fees, damages, injuries, actions, and causes of action of any and every kind of nature or whatever, arising out of the activities of Dance Force. In consideration of the services received from Dance Force, LLC, RELEASORS herewith release Dance Force, LLC and their owners/members, employees, instructors, and volunteers from liability for all actions taken in good faith during any and all attendance as well as any and all functions attended by students and families of Dance Force. In addition, permission is given to Dance Force to use any and all photos and or video material deemed appropriate by Dance Force and its employees, servants, and agents.

4.

COMMUNICATION

By now you have probably noticed that we are BIG on communication here at DANCE FORCE LLC. It is our promise to respond to all enquiries within 48-hours and we will never leave a query unanswered. Our friendly office staff can be contacted on 931-552-2223 between 3:00PM - 9:00PM,

For convenience, our primary means of communication is via email. You will receive regular important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address info@danceforceclarksville.com to your contacts so we don't end up in the dreaded Spam folder!

We are also proud to provide you information round-the-clock via our very own Dance Studio app. You can download STACK TEAM APP search DANCE FORCE LLC. Just follow the prompts to install our app on your mobile device and you'll receive alerts as they happen.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or email to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook & Instagram is a great way for us to keep in touch with a large number of people at once, so we encourage all families to follow us at DANCE FORCE CLARKSVILLE on Facebook and Instagram.

We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us and chat with one of our helpful team members.



IMPORTANT DATES

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organised and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates".

2025-2026 DATES OF INTEREST

SEPTEMBER 1 – CLOSED FOR LABOR DAY

OCTOBER 13-18 – CLOSED FOR FALL BREAK

OCTOBER 31 – CLOSED FOR HALLOWEEN

NOVEMBER 25 – 30 – CLOSED FOR THANKSGIVING BREAK

DECEMBER 21 – JAN 7 – CLOSED FOR CHRISTMAS BREAK

MARCH 16-21 - CLOSED FOR SPRING BREAK

APRIL 3-5 - CLOSED FOR GOOD FRIDAY/EASTER BREAK

MAY 22-25 – MEMORIAL DAY WEEKEND

MAY 31- JUNE 1 - SPRING PRODUCTION @ APSU

6.

CODE OF CONDUCT

To ensure the smooth, safe running of DANCE FORCE LLC and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a DANCE FORCE LLC staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through reception – parents and students are not permitted to contact DANCE FORCE LLC teachers via phone, in person, or via email / social networking. Personal meetings with the studio Directors can happily be arranged via reception.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Directors. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

DANCE FORCE LLC takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

DANCE FORCE LLC management reserves the right to change teachers or timetabling when necessary at any time throughout the year.



7.

AGE GROUPS

RECREATIONAL CLASSES AGES 18MON-7 YRS

Giggles and Wiggles is our interactive class for the 18 months to 3 year olds dancers and their parents. This is a great class for those little ones that cannot stop moving.

Tumble Tots is the perfect acro class for class for your 2 - 4 year olds that just keep flipping off your couch.

Ballet/Tap Combination is our most popular class for beginner dancers wanting to learn basics skills. In this class your dancer will learn both ballet and tap, and be able to perform the skills they learn in our annual spring production.

Hip Hop is a class offered for all ages 3+. It is great for kids who need an outlet for all of their energy.

Ballet/Tap/Jazz Combination is the next step for our returning dancers around the age of six. This class adds the next genre of dance technique for your dance education.

Acro is a class offered to all age groups. This class consists of learning tumbling skills mixed with a little of aerial silk work.

Ballroom is offered as a drop in class for September and November. There are three different times for this class based on skill levels. This class requires no registration.

FOUNDATIONS CLASSES AGES 8+

These are designed to meet the needs of every dancer on their personal dance journey. Dancers can pick and choose which styles of dance they would like to learn, in an encouraging environment where students feel safe exploring different dance styles including;

Ballet
Tap/Musical Theater
Hip hop
Contemporary/Lyrical
Jazz
Flexibility
Conditioning

SAFETY

We have a number of CCTV cameras / parent viewing sessions within the studio which can be checked by parents and family members from the comfort of our waiting area.

We offer a season subscription to SPOT TV which allows you to view your dancer's classes in real time. You can check your parent portal under "Classes" and select "Spot TV". It will send us a request and once the fee of \$50 for the season (September-May) is paid, you are authorized to view the classes that your dancer is registered for.

The directors and staff at Dance Force LLC are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines, and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming.

INJURY

Even though our staff is insistent on teaching the correct technique, accidents do happen. If your child should be so unfortunate as to have an injury while in class, we will take the appropriate action including immediate medical attention if the senior staff-member on duty feels it is needed. We will contact the Parents immediately.



ILLNESS

We ask that a child with a contagious disease or a fever, to please stay home and not return to class until he/she has been symptom free for 24 hours.

Please contact the studio if your dancer is going to miss class for an extended period of time.

INCLEMENT WEATHER

Our primary concern is for the safety of our students, their parents, and our teachers. If we decide to close the studio due to inclement weather, we will announce the decision no later than 1:00 pm. You may also check our Facebook and Instagram pages, Dance Force Clarksville, for any weather-related closings.

NOTE: We do not follow the same inclement weather policy as the Clarksville Montgomery County School System, and we reserve the option to open the studio when Montgomery County schools are closed.

We will schedule make-up classes that are missed due to weather. If your child is in class and we have a tornado warning, we will place all students in the safest room in the building. Also, we suggest that you take cover and do not attempt to pick up your child because it might place all of you in greater danger. Sometimes we may close after classes have started if the weather conditions worsen. If this happens, we will contact you as soon as possible. It is imperative that Parents always provide us with up to date contact information.

12.

ATTIRE

When ordering from Discount Dance, use the code for Dance Force "TP27333" and receive 10% off your order

Attire-Girls

Ballet: Leotard, pink tights, pink ballet shoes (Discount Dance Style T2900C), and hair must be off face and neck

Musical Theatre (10 & under): Caramel jazz shoes (Discount Dance Style S0495G)

Musical Theatre (11+): Caramel 1.5 inch heel (Discount Dance Style 550)

Jazz: Fitted leggings or shorts, fitted tops, caramel jazz shoes (Discount Dance Style S0495G) Hair up off face and neck

Tap: Fitted leggings or shorts, fitted tops, black tap shoes (Discount Dance Style T9500C) Hair up off face and neck

Hip Hop: Streetwear comfortable shorts/sweatpants, t-shirt, and black tennis shoes

Attire-Boys

Ballet: White fitted compression t-shirt (Discount Dance Style Men-#ME639, Boys-#ME639C)
Black dance pants - NO shorts (Discount Dance Style Men-#TH5134, Boys-#TH5134C)

Jazz: White fitted compression t-shirt (style listed above)
Black dance pants (style listed above) NO shorts, Black jazz shoes (Discount Dance Style S0495G)

Musical Theatre: Black Jazz Shoes (Discount Dance Style S0495G)

Tap: Ballet attire or basketball shorts, t-shirt, black tap shoes (Discount Dance Style T9500C)

Hip Hop: Streetwear comfortable/sweatpants, t-shirt, black tennis shoes

If you have any questions or concerns regarding the dress-code, please direct your inquiries to the Directors.



FEE STRUCTURE PER MONTH

2025 - 2026 Hourly Price List

Hours	Credit Card Amount	Disc	Cash/Check Amount
Up to & Including 1 Hour	82.40	2.40	80.00
1.25 Hours	106.09	3.09	103.00
1.50 Hours	119.48	3.48	116.00
1.75 hours	133.90	3.90	130.00
2.0 Hours	150.38	4.38	146.00
2.25 - 2.5 Hours	169.95	4.95	165.00
2.75 - 3.5 Hours	192.61	5.61	187.00
3.75 - 4.5 Hours	216.30	6.30	210.00
4.75 - 5.25 Hours	239.99	6.99	233.00
5.5 - 6.25 Hours	262.65	7.65	255.00
6.5 - 7.25 Hours	286.34	8.34	278.00
7.5 - 8.25 Hours	300.76	8.76	292.00
8.5 - 9.25 Hours	318.27	9.27	309.00
9.5 - 10.25Hours	335.78	9.78	326.00
10.5 - 11.25 Hours	351.23	10.23	341.00
11.5 - 12.25 Hours	365.65	10.65	355.00
12.5 - 13.25 Hours	381.10	11.10	370.00
13.5 and up	396.55	11.55	385.00

FEE STRUCTURE

We offer the following options for fee payment:

Payments

Payments can be made at the studio by cash, check, debit/credit card (VISA, Discover, & MasterCard) or check mailed to 1955 Madison St. Suite B, Clarksville, TN 37043. We offer a discount for payments made by cash or check received by the 10th of the month. We encourage you to take advantage of Automatic Draft from your credit/debit account. We can charge your credit/debit card for the amount of your dancer's tuition on the **5th of each month**, September-May. A convenience fee of approximately 3% is charged to all accounts that are paid by credit/debit card. This is a fee that is assessed to us through the credit card processing companies.

Tuition Policy/Payment Agreement

Tuition is based upon the number of class hours your child participates in each week. Tuition Fees are due on the first scheduled lesson of each month. **The Fee becomes past due after the 10th of the month.**

If your dancer's tuition is not paid by the 10th of the month, a Late Fee is placed on your account, and your dancer is not allowed to participate till your account is made current.

ALL PAYMENTS ARE POSTED TO THE OLDEST CHARGES FIRST

Tuition is not reimbursed for a partial month if your dancer quits dancing. Once paid at the beginning of the month, they are committed for that month.

All Accounts MUST HAVE A DEBIT/CREDIT CARD ON FILE

Returned Checks/Automatic Drafts

Dance Force will assess a \$35.00 Fee for any returned check or a declined credit/debit card payment to your Dance Account. You must make arrangements to pay the fee and the returned/declined item amount within five days.

Dance Force strongly encourages you to adopt the habit of paying tuition on the first lesson of the month.

A 10% Sibling Discount applies after the child with the highest tuition pays full price. This discount does not apply to boys as they already receive ½ off Tuition.

I/we the undersigned understand that as a parent and/or legal guardian of the Dancers referenced herein, am/are legally liable for monthly tuition until Parent notifies the Front Desk personnel/Directors, that student will no longer be participating in the dance classes or classes for which tuition is owed. It is imperative that Dance Force be notified of any "class drops" prior to the order of class costumes. I understand that in the event I should default on any terms of these Policies, to the extent Dance Force acts to enforce its rights under this Agreement, I acknowledge and agree that I shall be responsible for the payment of all costs and expenses, including attorney's fees, collection fees, court costs, and any contingent fees assessed by collection agencies of not less than 35%.



Your child's attendance in class is very important to their peers and our teaching staff. It is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the Spring Production routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

