



2025-2026

Welcome Packet

Please note we must have a paper copy of the Registration Form and Credit/Debit Authorization form on file.

You may email these to info@brittanycodydancecompany.com

or by mail

3328 Riverside Drive
Danville VA 24541

For questions please email us at info@brittanycodydancecompany.com



2025–2026 Yearly Schedule

September 2025

2nd- First Day Of Dance
10th- Cash, Check, Money Order Payments Due
15th- Auto Draft
30th- Last day to add/drop Classes

November 2025

10th- Cash, Check, Money Order Payments Due
17th- Auto Draft
24th-28th- Studio Closed Thanksgiving Break

January 2026

1st-4th- Studio Closed Winter Break
5th- Classes Resume Recital Attendance Policy Begins
10th- Cash, Check, Money Order Payments Due
15th- Auto Draft
19th- Studio Closed Martin Luther King Jr. Day
Daddy Dance and Graduating Senior Dance Rehearsals Begin (Details TBA)

March 2026

10th- Cash, Check, Money Order Payments Due
16th- Auto Draft
16th- All accounts must be paid in full by this date

October 2025

1st- Costume Payments and Costume Forms Due
6th-10th- Pink Week (Details TBA)
10th- Cash, Check, Money Order Payments Due
13th-17th Visitors Week (Details TBA)
15th- Auto Draft 31st- Studio Closed Halloween

December 2025

10th- Cash, Check, Money Order Payments Due
15th- Auto Draft
15th-19th- Holiday Week (Details TBA)
16th- Last day for Creative Movements and Grown Up and Me
20th-31st- Studio Closed Winter Break

February 2026

10th- Cash, Check, Money Order Payments Due 16th-
Auto Draft

April 2026

13th-17th- Acts Week (Details TBA)
19th- 6:00pm Class of 2026 Senior Dinner (Details TBA)
21st- Technical Rehearsal (Details TBA)
22nd- Mandatory Dress Rehearsal for all dancers performing
(Details TBA)
24th- 7:00pm Recital at George Washington High School
25th- 12:00pm Recital at George Washington High School
26th- 3:00pm Recital at George Washington High School



2025–2026 Payment Schedule

Registration fees and Class Deposits MUST be paid before enrollment in class is final.

- All accounts will be placed on auto draft starting September 2025
- If paying by cash, money order or check, these payments are due by the 10th of each month.
- We must have a credit/debit card or bank account on file for each family.

Fees due at the time of registration:

- Registration Fee(s) and Class Deposit

Registration Fees:

Registration fees are NON-REFUNDABLE OR TRANSFERABLE

- \$30.00 registration fee per student
- \$20.00 registration fee per sibling

Class Deposit:

Class deposits are NON-REFUNDABLE OR TRANSFERABLE

- \$37.50 Per Class

Tuition schedules are per class, per student. Please see the payment schedule below for details.

Grown Up and Me/Creative Movements

Month	Auto Draft Date	Charge	Cost
September	15th	Tuition	\$37.50
October	15th	Tuition	\$37.50
November	17th	Tuition	\$37.50
December	15th	Tuition	\$37.50

Pre-Pointe Month

Month	Auto Draft Date	Charge	Cost
September	15th	Tuition	\$16.00
October	15th	Tuition	\$16.00
November	17th	Tuition	\$16.00
Decemeber	15th	Tuition	\$16.00
January	15th	Tuition	\$16.00
February	16th	Tuition	\$16.00
March	16th	Tuition	\$16.50

All other classes

Month	Auto Draft Date	Charge	Cost
September	15th	Tuition	\$37.50
October	2nd	Costume	\$140.32
October	15th	Tuition	\$37.50
November	17th	Tuition	\$37.50
December	15th	Tuition	\$37.50
January	15th	Tuition	\$37.50
February	16th	Tuition	\$37.50
March	16th	Tuition	\$37.50
March	16th	Recital Fee	\$30.00

- Recital Fee is for access to our Digital Recording of the 2026 Spring Recital and is only charged per family
- Tuition/Costumes fees are charged per class
- Costume Fees will NOT be applied to Non-Recital Classes

Dress Code Requirements

Grown Up and Me (18-24 months) Creative Movements (age 2)	White Tank or Tshirt Pink Leggings	Pink Ballet Shoes
Pre- Ballet (age 3 & 4)	Any Color Leotard Pink Tights	Pink Ballet Shoes
Male Students	White Shirt Black Pants	Black Ballet Shoes Black Jazz Shoes Tan Slip On Tap Shoes

The below dress code is for all students Kindergarten Grade and above

Ballet:

Any Color Leotard
Tan Tights
Pink Ballet Shoes
Form Fitting shorts are allowed.
No jeans, leggings or baggy clothing.

Jazz:

Any Color Leotard
Tan Tights
Tan Slip on Jazz Shoes
Form Fitting shorts are allowed.
No jeans, leggings or baggy clothing.

Acro/Tumbling:

Active wear such as leggings, shorts, tanks
No jeans or bagging clothing
No shoes

Pointe:

Any Color Leotard
Tan Tights
Pink Pointe Shoes

Tap:

Any Color Leotard
Tan Tights
Tan Slip on Tap Shoes
Form Fitting shorts are allowed.
No jeans, leggings or baggy clothing.

Jazz Funk:

Active wear such as leggings, shorts, tanks
No jeans or bagging clothing
Sneakers
No jeans or baggy clothing.

Lyrical:

Any Color Leotard
Tan Tights
Foot Thong Shoes or Barefeet
No jeans, leggings or baggy clothing.

Ballet	Tap	Jazz	Lyrical
			

**Students not dressed correctly for class will not be able to participate.
This will also result in an unexcused absence.**

FINANCIAL POLICY

All tuition is due by the 15th of each month. Billing statements will be emailed out monthly. A \$15.00 late fee will be assessed for all monthly payments received after the 15th day of the month. **The late fee is \$15.00 PER CLASS PER MONTH it goes unpaid.** Registration Fees: \$30.00 per student. Siblings are \$20.00 These must be paid at the time of registration. No Exceptions. **Registration Fees are non-refundable or transferable.** Tuition is to be paid monthly or in full. At registration you will pay a deposit of \$37.50 per class. Please note that enrollment in any class is not guaranteed until the class deposit and registration fees have been paid. No refunds or reduction in tuition will be given for missed classes due to vacations, illness, holidays, etc. **Tuition will accrue until written notice of a class withdrawal is given to Brittany Cody. This can be given to the front desk or emailed to brittany.cody@brittanycodydancecompany.com** September 30th is the last date to add/drop classes without penalty. *All accounts will be placed on Auto Draft. We must have a credit card or bank account on file. Tuition will be drafted on the 15th of each month starting in September and ending in March. If you wish to pay tuition by cash, check or money order; your payment must be in by the 10th of each month. Otherwise, your account on file will automatically be charged.* **If paying by check:** Checks should be made to Brittany Cody Dance Company Please write your child's full name in the memo of the check. A \$60.00 fee will be assessed for all returned (NSF) checks.

STUDIO POLICIES Parents and Students

Dance is a privilege. In order to bring to each class a high standard of teaching the following rules must be followed by every student. Students and Parents must abide by the rules of the studio. Parents will be notified if their child commits any offense to the policies by an email from the instructor. A second offense will result in a phone call from the instructor. A third offense will result in dismissal from the class. Parents may request a meeting with the instructor and director at any time, however we cannot talk to you between classes. You will need to schedule an appointment.

1. Students will treat all staff members, choreographers, parents, and other students with respect at all times.
2. Students will listen attentively. Excessive talking will result in the students being asked to leave the classroom and the parents will be called. Students will not participate in class mischief and will set an example for all other dancers.
3. Cell phones must be kept in the dancer's bag. Dancers are not allowed to use their phones at any time during class. You may use them in the lobby between classes.
4. The use of profanity by either a student or parent can result in immediate dismissal from the studio. Physical altercations will involve a meeting with parents and suspension from classes.
5. Students must respect the property of others. Theft or deliberate damage to another person's property or studio property will result in immediate dismissal from the studio.
6. Students not properly dressed for class will not be allowed to participate. Our dress code is very specific and for the benefit of both the teachers and students.

STUDIO POLICIES Parents and Students Continued

7. Dance shoes should not be worn outside of class. Students must also wear a cover-up when entering and exiting the building.
8. All dance wear must be kept clean and free of excessive holes and runs.
9. Dancers must follow good hygiene rules. Keep yourself clean and “polished” at all times. Older students, please wear deodorant unless you have a medical condition that prohibits its use.
10. Students will dance full out unless a medical note has been submitted to the instructor. We all have bad days, but repeated laziness will not be tolerated.
11. Injuries that require more than 8 weeks for healing may result in dismissal from class for the year depending on when the injury occurred. If the 8 weeks includes February and March when we are heavy into rehearsal, it will be best if you drop the class. This will be discussed on an individual basis between the parent and the instructors.
12. Students should not arrive more than ten minutes before their class begins. If they have a break between classes, parents must come and get them. They cannot hang out in the dressing rooms.
13. Students should be picked up ON TIME! We will not tolerate habitual tardiness.
14. We are NOT responsible for your child when they are not in class. If a child is sent out for disciplinary reasons, they will sit with an assistant in the office until a parent arrives.
15. All Creative Movement, Pre-Ballet, Kindergarten and First Grade students must be accompanied by an adult when entering and exiting the building.
16. All classes are closed except for Visitor’s Week. Teachers may let parents watch toward the end of the year at the teacher’s discretion.
17. Parents must not park in front of the door in the line of traffic for ANY reason. This causes a serious hazard to our parents and students who are trying to turn into the studio. This is also dangerous for children who are trying to cross the parking lot. There is ample parking in our lot.
18. Beginning January 5th a recital attendance policy will go into effect. If you miss more than three rehearsals for any unexcused reason in any class, you will automatically be out of that number for the recital. No refunds will be given on costumes or classes.
19. Parents must keep up with all announcements. All announcements are sent through email and are posted first on the Brittany Cody Dance Company Facebook page. Please “like” that page immediately so announcements will show up on your news feed. All updates will also be posted on our website at www.brittanycodydancecompany.com
20. We must always have a working phone number and email address for all parents .
21. In order to participate in the spring recital, all financial obligations must be met as outlined in our financial policy.
22. No refunds on tuition or costumes after October 2nd 2025.. We must have written notice by September 30th if a student is dropping a class. Without written notice your account will be billed and you will be responsible for any balance that is associated with your account.



Registration Form

**Form must be signed in three places & initialed in four places by parent/guardian* PLEASE Print legibly!
Additional copies may be obtained on our website: www.brittanycodydancecompany.com*

Dancers Information:

Dancer's Name: _____ Age: _____ Birthdate: _____

School Grade in Fall: _____

Mailing Address: _____ City, State, Zip: _____

Primary Phone Number: _____

Parent Or Guardian Information:

Our correspondence is delivered via email. We want to keep you informed. Please print your email address legibly.

Parent/Guardian Name: _____ Phone Number _____
Mailing Address : _____ City, State, Zip: _____ (if
different from dancer) Email
Address: _____

Parent/Guardian Name: _____ Phone Number _____
Mailing Address : _____ City, State, Zip: _____ (if
different from dancer) Email
Address: _____

Emergency Contact:

Emergency Contact Name: _____

Emergency Contact: _____ Relationship to Dancer: _____

In the event of an emergency, BCDC will try to contact each parent/guardian first as listed above, then the emergency contact person.

Responsible Party:

Name of Person Responsible for this account: _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ Relationship to Dancer: _____

Email Address: _____ Employer: _____

By signing below you agree that the person listed above is responsible for this account.

(Please Print)

(Signature)

(Date)

BCDC must have correct information on file at all times. If at any time the above information changes, please see the Front Desk to fill out an Update Contact Information Form.

Medical History:

Please list ALL medical conditions that BCDC should be made aware of (including current medications taken, warning signs, etc.) Parents/Guardians must keep BCDC informed if any condition or related prescription changes.

WAIVER

I understand that in dance there is a certain level of risk of injury involved. In the event a medical emergency occurs, the Brittany Cody Dance Company staff has permission to seek medical attention of my child or self. I further understand that all fees and liabilities pertaining to this event are my responsibility and that Brittany Cody Dance Company and its agents will in now way be held responsible. Brittany Cody Dance Company is not responsible for any loss of property suffered by any person while watching or participating in activities at Brittany Cody Dance Company. I understand that all images from attending Brittany Cody Dance Company can be available for publicity purposes including print, video and DVD.

Parent/Guardian Signature

Date

INITIAL AFTER READING THE FOLLOWING STATEMENTS

If you have not received the following documents, please see the front desk as a parent email us directly at info@brittanycodydancecompany.com

Receipt of Payment Schedule Document

I have read and received a copy of the Payment Schedule. _____
Initials Date

Receipt of Financial Policy

I have read and received a copy of the Financial Policy. _____
Initials Date

Receipt of Yearly Calendar

I have read and received a copy of the Yearly Calendar. All updated dates to the calendar will be sent via email and given to students in class if any changes are made. _____
Initials Date

Receipt of Student/Parent Conduct Policies

I have read and received a copy of the Student/Parent Policies. _____
Initials Date

Parent/Guardian Signature _____ Date _____

By signing here, you confirm the accuracy and correctness of all provided information.



Credit/Debit Card Authorization Form

Please fill out this form completely. A credit/debit card is required to be on file.

Parent/Guardian Name

Dancers Name

Billing Information

Address:

City, State, Zip:

Phone Number:

Email:

Credit/Debit Card Information

Visa

Mastercard

Amex

Discover

Cardholder Name:

Card Number:

Expiration Date:

Security Code (on back):

Cardholder Zip Code:

I, _____ authorize **Brittany Cody Dance Company** to charge my credit/debit card above for agreed upon services. I understand that my information will be saved to my file for future transactions on my account. I certify that I am an authorized user of this credit/debit card and agree to the payment terms if the transactions correspond to the terms indicated in this authorization form.

Customer Signature

Date