

Registration Forms:

We **MUST** have a paper copy of your dancers registration form and credit card authorization form on file. You may turn this into the front desk before your dancers' first class. Copies are available at the front desk.

Add/Drop Classes:

The last day to add or drop any classes without penalty is September 30th. Any student that drops after this date will be responsible for yearly tuition and costume cost.

You may add/drop a class by filling out the form(s) below.

[Add A Class Form](#) [Drop A Class Form](#)

These forms may also be found on our website at brittanycodydancecompany.com under the Forms Tab.

Tuition:

If paying by cash, check or money order, these payments are due by September 10th.

Auto Draft payments will be set to draft on September 15th. Late fees will occur on September 16th. Late fees are \$15 per class, per month they go unpaid.

Accounts:

All accounts **MUST** have a payment method saved on file.

Please log into your parent portal to ensure your payment method is correct and up to date.

Drop Off/Pick Up:

Students should not be dropped off more than 15 minutes before class starts. The BCDC Staff is not responsible for children outside of their class time. **The front doors will open 15 minutes prior to the first class of the day.**

Parent Portals:

If you have not registered for a parent portal account, please do so immediately. The parent portal is an essential part of keeping track of your dancers attendance and account balance.

<https://www.brittanycodydancecompany.com/newsandupdates>

How to contact the BCDC Staff:

The BCDC staff will not answer private messages regarding the studio or classes sent to their personal phone numbers, Facebook, Instagram, Snapchat or any other forms of social media. We ask that you please respect our staff's personal and family time outside of the studio. You may message our studio Facebook, Instagram account or email them directly. Please allow at least 24 hours for staff to respond to emails. However, weekend emails may not be seen/read until the next business day.

Brittany Cody- brittany.cody@brittanycodydancecompany.com

Ashley Adam Johnson- ashley.andrewjohnson@gmail.com

Caitlin Foster- caitlin.bcdc@gmail.com

Emily Wilkerson- miss.emily.dance31@gmail.com

Gretchen West Lamb- candcdance@gmail.com

Communication

A current email address is required for all families registered at BCDC. This is solely for the purpose of receiving notices including receipts, bad weather class cancellations, and upcoming events. Always check our website(www.brittanycodydancecompany.com) and social media pages for new information. Any parent wishing to discuss any questions or concerns with the director or teachers will be asked to make an appointment other than during class time. It is sometimes impossible to talk to parents before, during, or after some classes, as we need to keep on a tight schedule, and want to give parents our full attention.

Dress Code and Attire

All students are required to dress properly for class. Dancers' hair should be pulled back away from the face for all classes. Students who do not follow the dress code will not be able to participate in class. Dance shoes should not be worn outside of the studio. Please label all shoes and dance items with students FIRST and LAST name.

It is incredibly important that your dancer follows our guidelines for dance attire and footwear within the walls of our studios. The BCDC dress code was created to keep your dancer safe, prevent injuries and ensure that he or she receives the best dance instruction possible. Additional copies of our dress code are available at the front desk.

Full Dress code can be found in your 2025 Welcome Packet and also on our website at brittanycodydancecompany.com under the Student/Parent Handbook Tab.

The BCDC App

Download the BCDC App from your Apple or Google playstore to receive updates and reminders directly to your phone.