



# *TwinkleToes Dance Instructor*

## **Training**

We've got you covered when it comes to training! You'll receive one week of paid training. During that time you will shadow a TwinkleToes instructor, meet our students, and see how our classes are conducted.

## **Instructor Portal**

Your online instructor portal is your one stop shop for hosting successful dance classes. Everything from music recommendations, prop ideas, class extras, and more will be at your finger tips!

## **Teaching Classes**

We carefully select our instructors to teach our lessons because our teachers are what keeps our students in their TwinkleToes Lessons! We will provide you with the tips and tools that are essential to making sure each class is a memorable experience. \*supplies such as sound systems, phones, props, etc will not be provided by TwinkleToes. There may be some items loaned from time to time but are to be returned in the condition in which they were given

## **Incentives**

We believe rewarding our instructors is essential to a growing and maintaining a great program and business. Work hard in your classes by maintaining your students, creating a positive and engaging environment and we will keep motivating you with fun prizes!

## **Student Payments/ Cash Handling**

We make it easy for parents to pay by our automatic and recurring online payments. Some parents may elect to pay by cash or check. If you receive a payment, we will schedule a time to meet you and collect those.

# Policies & Procedures

## As An Independent Dance Consultant - You Agree

1. To maintain the highest standards of integrity, honesty, and responsibility in dealings with the company
2. When you're conducting TwinkleToes classes, you must never give the impression that you're an employee of TwinkleToes . This applies verbally and written communication.
3. To submit your invoice every other week
4. If a class is missed you agree to either have it covered by another instructor within the company or schedule a make up class within 2 weeks.
5. To provide a safe, positive, engaging environment to the students in your classes
6. To provide TwinkleToes with at least 2 weeks notice if you decide to resign as a dance instructor. If you do not provide 2 weeks notice, you will receive any unpaid earnings from completed classes but TwinkleToes may find that you are to be held responsible for reimbursement of the following (this applies to but is not limited to the following): refunds to parents of student if a class is not able to be held and payment of another instructor to cover classes.
7. To be responsible for any property such as sound systems or props that may be loaned to the instructor, by TwinkleToes to be used in their TwinkleToes lessons. Dance Instructor agrees to reimburse for loss or damage to any such property.
8. No changes to the instructor's schedule regarding adding/removing classes or changing class days and/or times will be made until after 90 days of the date on this agreement. After 90 days any changes to an instructor's schedule must be approved by a the Company.
9. To maintain current student rosters at each school and location. If there is a drop in student numbers at any one location, we reserve the right to place another instructor in that location without notice.
10. From time to time, TwinkleToes may issue and modify Policies & Procedures of this agreement. TwinkleToes shall communicate such Policies & Procedures to its Dance Consultants. Such Policies & Procedures shall become a part of this Agreement and shall be binding on the Dance Instructor, as amended from time to time.
11. To submit any payments you may receive to TwinkleToes within 24 hours
12. As an Independent Contractor, you assume sole liability for self-employment
13. To conduct all Ballet, Jazz, & Tap lessons to all of our enrolled children in a professional and skilled manner on your scheduled days and times
14. To promote our TwinkleToes dance program to preschools, daycares, and community centers, for appropriately aged children (2.5-5) through engaging our current students, offering complimentary lessons to prospective new students (only 1 trial class per new student), and answering any questions from prospective customers.
15. Our company may release your name and contact information to anyone interested in our dance service in your area and use your information in any of marketing materials online and in writing
16. You are responsible for your own business decisions and expenses
17. You must carry liability insurance coverage no less than \$1,000,000 and pass a background check as requested by the Company and/or any of our participating TwinkleToes locations
18. You may not undercut our service prices without prior written consent
19. The dance consultant understands that the Company reserves no right of control or direction of their activities except to question results. You establish your own goals, hours, and methods of sales. as long as you comply with any applicable law
20. You may not transfer this agreement to someone else

TwinkleToes Mobile Dance Company (The Company) can terminate your Consultant Agreement at any time for any reason by giving you (either in writing or by email our decision). Examples include you violate a law or discredit us, or do not abide by one or any of the terms listed above

**Non-Compete** – Should the dance consultant elect to no longer be an instructor of our TwinkleToes program at any time or if TwinkleToes terminates agreement, she agrees that she shall not own, have any interest in, manage, or be an employee of, or volunteer with another mobile children's dance service business, enterprise, or endeavor within 1 year of the same.

**Non-Disclosure** – As a dance consultant, you will have access to confidential information including, but not limited to TwinkleToes curriculum, business practices, sales and marketing information. This confidential information belongs to TwinkleToes. You may use confidential information only in connection with your TwinkleToes classes and for no other purpose. You must protect the confidential information not share or make it available to any other person or business entity. You understand and agree that any wrongful disclosure of the confidential information will cause us immediate and irreparable harm and that we may pursue any and all legal remedies available against you if you violate your obligations regarding our confidential information.

The non-compete and non-disclosure provisions will survive  
the termination of your instructor's agreement.

---

To agree to all the terms listed above, please click the electronic signature box.

By signing your electronic signature, you agree to all the terms listed in this Dance Consultant Agreement.

By your electronic signature, I acknowledge I understand and agree to all policies and procedures as a dance instructor with  
TwinkleToes