

## **POLICIES 2018-2019**

### Attendance

Students are required to attend all scheduled classes. Good attendance is imperative not only to your child, but to the other dancers in the class. Absences can hinder class progress and performance. If you must miss a class, please notify studio prior to that class.

### Dress Code

Students should wear appropriate dance apparel. Leotards, dance camis, and spandex pants or shorts are acceptable dancewear. Cover-ups may be worn, providing they are appropriate for dance class.

### Tuition Policy (rev. 6/18)

Tuition remains the same regardless of a long or short month. It is NOT affected by absenteeism or holidays. If a student drops out of classes, there will be no refunds, even for classes paid for and not attended (see Class Withdrawl paragraph)

If student does not attend for an extended period of time, and then begins to attend regularly, she will be expected to pay for the missed classes. The only exception would be for an extended illness or injury, for which a doctor's note is required.

Tuition is due by the 1st of each month. There will be a late fee of \$10 applied to tuition that is paid after the 5th of the month. Checks received after the due date, but dated before, WILL NOT BE ACCEPTED AS ON-TIME PAYMENTS. Please be aware of this if you mail tuition checks.

There is a costume fee added into the monthly tuition payments of all non-competitive students. The fee is \$8 for every student under the age of ten and \$10 for those students ten and over. Costume fees are non-refundable. IF ACCOUNTS ARE NOT CURRENT AT THE TIME THE COSTUME ORDER IS PLACED, NO COSTUME WILL BE ORDERED. \* Please note any student who requires an extended size costume may have an extra fee, due to increasing charges from costume companies.

### Class Withdrawl (rev. 9/14)

Any student withdrawing from a class or classes must fill out a Class Withdrawl Notice (form available in office). You will continue to be billed, and responsible for payment of class(es) until your student has been formally withdrawn from class(es). Class Withdrawl Notice must be dated and turned in to studio staff, or placed in the inside mailbox, to be deemed a formal withdrawl.

### Additional Costumes, Accessories, etc.

There are times when extra hairpieces, props, etc., have to be ordered, for which there may be an extra fee. If your child is in a combination class, there are times when an additional outfit may have to be ordered, depending on how many dances she does in the spring recital. There will be an extra fee for additional costumes ordered.

### Returned Checks

A \$20 return check fee will be automatically charged for all returned checks.

### Mailbox

A mailbox is located outside of the office for your convenience. Please place payments here. You may also place payments in the mail slot at the building entrance during off hours.

### Holidays

Please refer to the calendar of scheduled activities. Do not assume that because your child is on vacation from school that the studio will also be closed. No deductions from monthly tuition will be made during the studio breaks.

### Weather Closings (rev 1/14)

The studio will not necessarily close for snow days, regardless of school closings. During inclement weather, please call the studio after 2:00 pm for verification of cancellations. A recorded message will inform everyone as to whether classes will meet on that day.

### Make-Up Sessions

Classes that are cancelled due to inclement weather will only be rescheduled if there is more than one cancellation per class.

### Insurance

The LLDS does not carry medical insurance for students. It is required that all students are covered by their own family insurance. If injury should occur, the student's own policy is the only source of reimbursement.

### Observation Windows (rev. 8/17)

Class observation windows will only be opened for viewing on the week deemed OBSERVATION WEEK. This is the last FULL week of the months of November, January, and March. Visitors and parents will only be permitted to observe during observation week. This is done in an attempt to conduct class with minimal disturbance and to allow students to focus on class instructions.

The purpose of Observation Week is to allow parents to view their child's progress. We welcome visitors, but please be mindful that observation week is first and foremost for parents. Please do not move chairs, etc. so that siblings are able to observe.

Observation windows will not be open for Competition Acro classes at any time during the year.

### Communication Boards

Important information such as scheduled changes, activities, costume updates, etc., are posted. Please read the communication board with each visit to remain current of activities and changes.

### Memos/Written Notices

On occasion and as deemed necessary, written communication will be given either by handout or mail. In any other case, communication will be posted on the communication boards in the studio reception area.

### Recital Information Packets (rev. 9/14)

One (1) recital packet per family will be distributed in the spring (April/May). A parent/adult family representative, or dancer age 15 or above, must sign acknowledging receipt of recital packet. Recital packet will be available to print from the website if you require an additional. An additional hard copy of the recital packet can be purchased from the studio office for \$5.

### Lost and Found

Items misplaced or forgotten will be placed in the lost and found box. Anything not picked up within a three week period will be discarded or taken to a thrift store. Please ensure that all dance apparel is identified with the dancer's name.



### Drop Off/Pick UP

Please keep in mind that LLDS is NOT a babysitting service. Please do not drop your child off more than ten minutes before class begins or pick her up more than ten minutes after the class has finished. Our instructors cannot watch them, as they are in class with other students. **IF YOUR CHILD IS TOO YOUNG TO BE LEFT HOME ALONE, SHE IS TOO YOUNG TO BE LEFT IN THE STUDIO UNATTENDED.** If we have an office assistant that day, it is not her responsibility, or the responsibility of the other parents, to watch your children.

The only students who are permitted to remain in the studio after a class are those students who have a break in between two or more of their classes. These students must be given permission by the studio director to do so.

### Facility

The studio offers a break room for all students who have a break in between their classes. This room is provided for students to eat meals and study. All parents and siblings are encouraged to remain in the studio waiting room. The office is reserved for office personnel only.

### Annual Registration Fee (rev 8/17)

Annual registration fee is payable at time of registration before the start of each dance season. New students that register for summer dance or summer tumbling classes are required to pay the registration fee at the time of summer dance registration. Returning students must pay registration fee before the start of the fall dance season. Non-LLDS students that take private lessons must pay registration fee prior to start of private lessons for each dance season. Registration fee is non-refundable.

### Social Media (Added 8/15)

At times, student images, likenesses, spoken words, etc., may be used on website, print and electronic media. Studio will exercise appropriate judgment and discretion in the use of same.

### Prospective New Students (Added 9/15)

Prospective new students may try one (1) class in each applicable discipline for their age for one (1) week. Cost for trial class(es) is \$5 each. Any fees paid for trial class(es) will be applied towards registration fee for that dance season if dancer registers for class. Trial class fees are non-refundable.

## **CLASS CONDUCT**

Keeping your dancer's safety in mind, the following should apply:

- No chewing gum or candy is permitted during class
- Acrobatic practice without an instructor present is prohibited
- Food and beverages in glass bottles are not permitted in the dance room
- Horseplay is not permitted
- Hanging on or from the ballet barres is not permitted
- Dancers are not allowed to play outside of the studio or in the parking lot

## RATES 2018-2019

Class #	1st Student		2nd Student		3rd Student	
	Tuition	Costume Fee	Tuition	Costume Fee	Tuition	Costume Fee
1st	\$45	\$8 / \$10	\$35	\$8 / \$10	\$33	\$8 / \$10
2nd	\$33	\$8 / \$10	\$27	\$8 / \$10	\$25	\$8 / \$10
3rd	\$25	\$8 / \$10	\$15	\$8 / \$10	\$15	\$8 / \$10
4th	\$20	\$8 / \$10	\$15	\$8 / \$10	\$15	\$8 / \$10
5th	\$15	\$8 / \$10	\$15	\$8 / \$10	\$15	\$8 / \$10
6th	\$15	\$8 / \$10	\$15	\$8 / \$10	\$15	\$8 / \$10
7th	\$15	\$8 / \$10	\$15	\$8 / \$10	\$15	\$8 / \$10
*Opener	\$9	xxx	\$9	xxx	\$9	xxx
<b>TOTAL</b>						

The 1st student from the same family is the dancer who is taking the most classes. Additional students must be immediate family members who live in the same household.

### **COSTUME FEES**

- 9 years & younger - \$8.00 per class
- 10 years & older - \$10.00 per class
- Tap / Ballet combo classes will be assessed another one-time costume fee in March for the second costume needed for recital

\*\* Please note any student who requires an extended size costume may have an extra fee, due to increasing charges from costume companies

\*\* Opener is applicable for Competition Team members only

### **PRIVATE LESSONS**

- 30 Minutes / \$15.00
- 45 Minutes / \$18.00
- 60 Minutes / \$25.00

### **LATE TUITION**

Tuition is due on or before the 1<sup>st</sup> of each month. A \$10 late fee will be added if payment is not received by the 5<sup>th</sup> of each month. Tuition is due regardless of holidays or spring break schedule. Invoices will be mailed after 10<sup>th</sup> of each month for any unpaid monthly tuition. Delinquent accounts will receive written notice that student will not be permitted to attend classes until the account is made current.

# Linda Lee Dance Studio

2801 Columbus Avenue

Sandusky, OH 44870

419-627-1477

## CONSENT FORM

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

2nd Emergency Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I, the parent or legal guardian of \_\_\_\_\_, give consent for my child to participate in dance classes at Linda Lee Dance Studio. I acknowledge and agree that participation subjects the participants to possible physical illness and injury. I understand that Linda Lee Dance Studio does not carry medical insurance for the students. I acknowledge that I cannot hold the studio or its employees liable for any injury that may occur to my child. In the event of such injury, if parent or legal guardian cannot be reached, I authorize Linda Lee Dance Studio to obtain medical treatment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I acknowledge that I have read the Linda Lee Dance Studio policy handbook. By signing this consent form, I acknowledge that I understand and accept the rules and policies stated in the handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date