

# Studio Policies and Procedures Revised May 2021



## **Tuition** - *Tuition is due by the 5<sup>th</sup> of each month. We accept cash, check, card (with fee), and PayPal or AutoPay*

- Tuition that remains unpaid at the end of the day on the 5<sup>th</sup> will be assessed a \$10 late fee and will be charged directly to the card on file, with a 6% processing fee. Please pay on time to avoid extra fees!
- Tuition is based off yearly costs and therefore the same every month regardless of the number of weeks in the month. We break the cost into monthly payments for your convenience.
- No refunds will be given for missed classes.
- A **\$30 fee** will be applied to all accounts for returned checks. If your check is returned, we will no longer accept them as payment for your account.
- If your tuition is not paid by the **10<sup>th</sup>**, and no arrangements have been made with studio directors, your dancer will not be allowed to participate in classes until account is paid in full.
- Your account must be paid in full in order to receive costumes, purchase recital tickets, or perform in recital.
- Your account will continue to be charged unless the Parent/Guardian withdraws the student from class. It is your responsibility to contact studio directors to withdraw a student.

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## **Observation Week**

- Due to COVID-19 protocols, no observation will be allowed at this time. We will update you when that changes.

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## **Recital**

- Registration will remain open for all students from August- December. Upon returning from the Winter Holiday Break, all students enrolled in class will be assumed to be participating in the June Recital.
- Recital is a COMMITMENT. Please be aware of the time and effort that goes into planning this event as well as choreographing each piece.
- Recital Fees must be paid in full by November 1<sup>st</sup>, 2021. This fee includes the cost of costumes, tights, and accessories. Please see our schedule for fees for each class. It is very difficult to order costumes and have them here in time after the first of the year. Therefore, we must meet this deadline.
- Recitals take place in December and June, usually mid-month. As soon as we have confirmed Recital Dates, we will communicate that to all families! Please plan to have your dancer present at these special events, including the dress rehearsals!

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## **Dress Code** *Dress codes are in place to allow for good technique and to protect the safety of our dancers*

- Parents need to help their dancers understand and abide by the dress code. Dancers who repeatedly break dress code will be asked to leave class.
- Long hair should always be pulled completely off the face and neck into a ponytail (bun for ballet), braid, or other similar style.
- **NO JEWELRY** except very small, stud-style earrings. No exceptions. It's a safety concern.
- **NO JEANS.**

**Ballet/Pre Dance:** Leotards, tights, and pink ballet shoes are required. Skirts (should not be longer than 3" above knee), spandex shorts, and tutus are acceptable additions. **FOR ALL BALLET LEVEL 2 and up:** Black Leotard, pink tights, pink shoes, hair in a neat bun.

**Tap/Jazz/Contemporary:** Black tap shoes, nude or black jazz shoes, nude modern/lyrical shoes should be used in these classes respectively. Leotards, tights, shorts, fitted tanks or t-shirts, Capri length pants, jazz pants, and leggings are all acceptable. Jazz pants should be hemmed above the heel for safety and proper view of feet.

**Hip Hop:** Non-marking, light weight tennis shoes. Comfortable, non-constricting athletic clothing. Pants should not drag the floor.

**Acro:** Tight fitted clothing and bare feet. No loose shirts that would reveal midriff while tumbling.

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## Studio Etiquette

- ☒ Students are expected to attend class each week. They miss valuable training and choreography when absent. It is the responsibility of the parent/dancer to schedule private time to make up missed lessons if needed. This will require an extra fee to be assessed by the teacher/directors. Dancers that miss frequently and therefore do not know the material may not be able to perform in recital.
- ☒ **Dancers MUST attend the last two weeks of class prior to the recital.** This is a critical time in finalizing the performances. They must also attend the dress rehearsal. Dancers who miss during this critical time may be pulled from the showcase.
- ☒ The Studio Directors will hold a zero tolerance policy for any behaviors or language that is disruptive, derogatory, or otherwise deemed inappropriate. Students will be given one warning about these types of behaviors and parents will be called. In the event that the behavior continues, the student may be asked not to return to any classes. LEGACY DANCE COMPANY, LLC is equal opportunity for all students regardless of race, religion, sexual orientation, or political affiliation. Students or parents who cannot support this policy will be asked to leave.
- ☒ Food and drink are not permitted in our studios. The lobby is an acceptable place to enjoy light snacks. Water in re-closable containers is allowed and encouraged in class.
- ☒ Please help us keep our studio clean by picking up after yourselves and disposing trash in the appropriate place. If you see that any area of the studio needs attention/cleaning, please report it to a member of our faculty immediately.
- ☒ Children under the age of 8 should not be left unattended in our lobby. No running or horseplay in the studio, please be safe and respectful.
- ☒ Our teachers will always make safety their number one priority; therefore, injured dancers may be required to submit written clearance from a medical professional before they can dance after any injury. This will be at the discretion of our teachers and the Studio Directors.
- ☐ LEGACY DANCE COMPANY, LLC is not responsible for any items lost or stolen. We encourage you to leave valuables at home, Cell phones and other personal belongings can be stored in classroom cubbies. Cell phones must be silenced.

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## **SPECIAL CLOSURES** *LDC will be closed on the following dates in alignment with CCSD closures.*

- ☒ Thanksgiving Break November 22<sup>nd</sup> – 26<sup>th</sup>, 2021
- ☒ Winter Break December 20<sup>th</sup> – January 1<sup>st</sup>, 2021
- ☒ MLK Day January 17<sup>th</sup>, 2021
- ☒ Spring Break March 21<sup>st</sup> – 25<sup>th</sup>, 2021
- ☒ Memorial Day May 30<sup>th</sup>, 2021
- ☒ LDC will always notify you via email, text, and Facebook for weather related closures as needed.