



# Policies & Procedures

Thank you for choosing La Danse Académie for your child's dance education. LDA is a family-oriented studio dedicated to the individual development of each dancer. With a warm and welcoming learning environment, La Danse Académie educates well-rounded dancers who excel in the studio, onstage, and beyond!

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. Our Policies & Procedures are in place to ensure that La Danse Académie can provide quality dance education to your child.

We look forward to having a wonderful year together!

## **Enrollment**

When enrolling at La Danse Académie, you are enrolling for the entire school year. Our school year begins in September and culminates in June with a fully produced recital on stage in which all dancers showcase their talents! Please notify us in writing if you do not intend to fulfill the school year commitment.

## **Attendance**

Regular attendance is necessary for proper progress. Dancers are expected to report to class on time, ready for class. This means having all hair pulled back and proper attire for the body and feet. Dancers in Pointe must have their toes taped and their shoes tied before class begins, unless the teacher says differently.

Tardiness will not be tolerated. If students are continuously late for class, or they do not arrive ready for class, they may be asked to sit out. Dancers who miss the warm-up at the beginning of class are not prepared to dance, and are at a higher risk for injury.

Parents/guardians are required to notify the studio in advance of a dancer's absence, late arrival, or early dismissal. In order to be prepared for the recital, dancers are only allowed to miss three classes between the months of February and June. Missed classes must be made-up. Classes must be made up within two weeks of the absence. If the student does not make-up these classes, then La Danse Académie reserves the right to pull the dancer out of the recital. There may be a private lesson fee associated with excessive absences, which is determined at the discretion of La Danse Académie.

There are no refunds or credits for missed classes.

## **Tuition, Fees and Payments**

Six tuition payments are due throughout the school year. The account holder for each student has a financial obligation for the services and products they receive from La Danse Académie. Payments are to be made at registration and the first week of every semester. If payment is not made before the first class of the year, your child's position in class will not be held and may be moved to a waiting list.

Tuition prices are calculated by the total number of hours a family takes per week. Add each dancer's class times up to get the total family class hours per week. Tuition payments are due at

the beginning of each semester. There are 6 semesters in a full school year, therefore there are 6 tuition payments in a full school year.

Tuition payments cover the cost of class instruction. Additional fees throughout the year include registration fee, costume deposits, recital performance fee, shoes, tights, costume balance, and recital tickets. Payment can be made in the form of cash, credit or debit card, check, auto-debit or money order made out to La Danse Académie. Please write the student's name in the memo portion of the check to ensure credit to the proper account. No postdated checks will be accepted.

All accounts must have a credit card on file. If your tuition payment is not paid within the tuition payment due dates, a \$10 late fee will be added and the credit card on file will be automatically charged for both tuition and the late fee. You will not receive an invoice from the studio regarding each semester payment. Please be aware of the tuition payment calendar, and be conscious of studio communications that will remind you of due dates.

Declined cards due to expiration date or insufficient funds will be charged the \$10 late fee if not paid within the tuition payment dates. Checks returned to the studio due to NSF or ACCOUNT CLOSED will have a \$30 bank charge added to their account. If the studio receives NSF or ACCOUNT CLOSED receipts on your account, all further payments are required to be paid in cash, money order, credit card, debit card, or cashier's check. If accounts at the end of the year are outstanding, the studio reserves the right to ask for payment in cash, money order or cashier's check, and to hold all costumes and recital tickets until account balance is paid in full.

### **Private Lessons**

Current La Danse Académie students may schedule private lessons with a teacher to work on specific skills or choreography in preparation for shows, auditions, or recital. Private lessons may also be required for dancers who have missed excessive amounts of classes and need extra rehearsal time. Private lesson payment is to be paid to the office at the time of the lesson.

30 minute private lesson = \$15

60 minute private lesson = \$30

### **Dress Code**

Correct classroom attire not only allows teachers an unobstructed view of correct alignment and muscle use, it is also part of the discipline of dance. All dancers are required to follow the dress codes put in place by La Danse Académie in order to participate in classes.

Girls – Dress code for Core Class requires black leotard (no attached skirt), with pink tights. Dancers may wear colored leotards and pink, black or tan tights to Elective Classes. Ballet skirts are allowed in Pointe class. Dancers in Hip Hop may wear black athletic clothing that is easy to move in. All cover-ups (leggings, shorts, shirts, skirts, sweaters) must be black for all classes.

Boys – Black athletic shorts with a solid black or white shirt.

Hair – All hair must be secured away from the face in a bun or tight braid. Short hair and bangs should be pushed back with bobby pins or a headband. Hair must be secured prior to the start of class.

Shoes – All shoes must be sized and ordered by La Danse Académie staff. Shoes purchased elsewhere can damage the dancefloor.

### **Drop-Off & Pick-Up**

Please try to drop-off and pick-up your dancer in a timely manner before and after their dance classes. If La Danse Academie staff must monitor your child beyond 15 minutes prior and 15 minutes after class, you will be charged a \$5.00 watch fee. We understand that things happen, so please contact the studio if there is a situation.

### **Refunds**

You are holding a very valuable spot in our classes. There are no refunds available for tuition paid. Credits may be available for injured dancers. Please speak with one of the owners if you have a specific situation. No credit will be given for a class that your child was absent for. No credit will be given for studio closings due to extreme weather conditions.

### **Recital**

Since dance is a performing art, the recital is an important part of the training process as students learn about theatre, rehearsal, perfecting a dance, and showcasing their skills in the June recital. This is a wonderful way for dancers to display the results of their hard work, and for family and friends to join in their pride of achievement.

Each dance is created for the specific dancers in a class, and the success of a performance requires each dancer to be present. If you do not intend to participate in the recital, please notify us in writing as soon as possible. Dancers not participating in the recital, can still take class throughout the entirety of the school year. Dancers who withdraw from classes after recital choreography has begun will be charged a \$100 withdrawal fee per individual dance. Withdrawal due to injury or medical reasons will require a doctor's note.

In order to be prepared for the recital, dancers are only allowed to miss three classes between the months of February and June. Missed classes must be made-up. There may be a private lesson fee associated with make-up classes, which is determined at the discretion of La Danse Académie. If the student does not make-up these classes, then La Danse Académie reserves the right to pull the dancer out of the recital.

A full dress rehearsal complete with costumes, hair, and make-up will be held at the recital venue. All dancers are required to attend during their scheduled time. If a dancer does not attend stage rehearsal, La Danse Académie reserves the right to pull the dancer out of the recital.

At recital, all dancers are required to stay for the full show. Parents, guardians, grandparents and caretakers are not allowed backstage until after the show is over. Please do not try to visit with dancers during intermission.

### **Costumes**

A costume deposit of \$65 per costume is due by November 2nd. Any costume deposit not made by November 2nd, will result in a finance charge of \$30.00 per account. This finance charge will not be applicable towards the cost of the costume. If costume deposits are not paid by the last day of classes in December, your child may not have a costume ordered for them. Costumes take approximately four months to be sewn and shipped. There are no guarantees for costume orders placed after the full order has been submitted to the costume company.

Please note that costumes are ordered by a general size based on measurements. Costumes are not custom made for each dancer. An in-studio dress rehearsal will be held to pin costumes, and see if alterations need to be made. All alterations are handled by La Danse Académie and alterations fees are already included in the cost of the costume.

Any cancellations of costumes must be made by December 15th. Cancellations made prior to December 15th will be refunded their money less a \$30.00 cancellation fee. There will be no refunds given after December 15th. Any cancellations made after December 15th may require the responsible party to still purchase the costume. In addition to costume fees, dancers who withdraw from classes after recital choreography has begun will be charged a \$100 withdrawal fee per individual dance. Withdrawal due to injury or medical reasons will require a doctor's note.

Costumes will not be released until account balances are paid in full. Costumes will not be given out on loan for photographs at the studio or any other photographer. Props will not be loaned out for photos taken outside of the studio.

### **Tickets**

Each person attending the show will be required to purchase a ticket. This does not include performers in the show, ushers, or backstage help. Ticket sales are required to pay for the auditorium, air conditioning, room rental, staff, lighting and sound personnel, custodians, sets, programs, and many other required recital needs. Tuition payments cover the cost of lessons, while ticket sales and performance fees help to pay for the recital. Please understand the recital is a separate entity.

By purchasing a ticket, audience members agree to present themselves in a professional and polite manner, showing proper audience etiquette while in attendance at the recital.

### **Communication**

La Danse Académie employs the following means of communication to keep you up-to-date on what is happening at the studio. Please make sure you are utilizing all methods of communication to stay informed.

- E-mails
- Newsletters sent home in class
- Reminders posted in the studio
- Text message reminders

### **Studio Closings & Inclement Weather**

La Danse Académie does not close for school improvement days, institutes, conferences, Columbus Day, President's Day, etc. Please see our calendar for dates that the studio will be closed.

If classes are cancelled due to inclement weather, you will be contacted through phone and e-mail. All weather postings will also be made on our website and Facebook page. In case of bad weather during class, we take all precautions to keep dancers safe and unafraid.

### **Insurance**

La Danse Académie's insurance does not include medical insurance for its students. It is required that all dance students be covered by their own family policies. If injury occurs, it is understood that the students' own policy is your only source of reimbursement.

### **Discard Policy**

The studio reserves the right to cancel enrollment of a student for any of the following reasons:

1. Non-payment or excessive late payments of fees.
2. Not observing the rules and policies of the studio.
3. Student has special needs that we cannot adequately meet with our current staffing.
4. Physical and/or verbal abuse or bullying of staff or children by an adult or child