

LOCUST DANCE ACADEMY

STUDIO HANDBOOK & POLICIES 2017-2018 *Please keep a copy for your personal records*



Welcome to Locust Dance Academy!
**Please make sure you understand all studio policies
and fees before enrolling.**

We are excited to begin a new year with you!

- REFUNDS & CREDITS** PLEASE NOTE THAT THERE ARE **NO REFUNDS OF TUITION, REGISTRATION FEES OR COSTUME FEES.** These fees include holding your place in class(es), processing and ordering and are therefore non-refundable. Please make sure of your ability to commit prior to registering.
- REGISTRATION** Registration is online or by paper form. There is a \$30.00 **Membership Registration Fee per student due each school year upon registration.** Membership includes benefits such as Member discounts/offers, ticket pre-sales and pre-registration and covers Fall-Summer. Families joining later in the year for Spring /Summer Workshops are billed a discounted fee. There is no member registration fee for drop-in (class card) classes.
- TUITION PAYMENTS** The school year runs fall-spring and tuition is billed by trimester (three times per year, approximately every three months). **When you register online, your card on file is charged for the first trimester and registration fee to complete the enrollment.** Tuition is **due again in December and March**, as posted on our Event Calendar. Bills are sent by email. Past due tuition is subject to late fees. Returned checks incur a \$20 fee and re-payment must be submitted in cash or by credit/debit card within one week. All future payments must then be made by cash or by credit/debit card. **If tuition payments are past due for more than one month, your child may be removed from class and/or may not receive costume(s). If tuition is not paid in full by the end of the school year, your child may not be allowed to perform in the Year-End concert.**
- AUTO PAYMENTS** For convenience and to avoid late fees, **we recommend enrolling in Auto Pay** for the automatic charge of all tuition and costume fees. To enroll, check the "Recurring Billing" box where you enter your credit card information. You are responsible for keeping your card information up-to-date and for notifying us in advance of any changes to your enrollment, such as withdrawing from a class, as **there are no refunds once an Auto Pay charge has been processed.**
- CLASS AGES/LEVELS** Classes are grouped by grade range and level of experience. Class levels may change during the school year, depending on the group dynamic or rate of progress. **Students should register for classes according to their grade as of September (fall classes) or age as of the start of a workshop (spring/summer classes).** Any exception to this policy is only at the director/teacher's discretion or invitation (must be approved before enrolling) and may be on a trial basis.
- ADDING/DROPPING** Students who wish to add, switch or withdraw from a class must **notify LDA in writing.**
- CLASS SCHEDULE** The class schedule is subject to change at any time. A class may be cancelled or changed to a different style/age/level/teacher, especially if enrollment in a class is low. Management will do their best to find a suitable replacement for students enrolled in a changed class. **If a class you want becomes full, you may request to be put on the waiting list for that class.**
- PERFORMANCES** All students are invited to participate in the **Year-End Performance** in the spring (there is a participation fee of \$50 per student).
- COSTUMES** For students who wish to perform, there is a **non-refundable costume fee per class** of \$75 plus tax. The costume fee includes measuring, selection/ordering, fitting and minor alterations/exchanges that may be needed, all handled by LDA staff. Performance troupes usually require multiple costumes.
- DANCE ATTIRE** **Dress codes** are posted below our class schedule. No jeans, skirts, or hanging/dangling jewelry or bracelets are to be worn into class. Knee pads are strongly recommended for Hip Hop to prevent injury.

- PERSONAL ITEMS** Students should not leave phones/tablets in the cubbies, waiting room, homework room or the bathroom. Cellphones may not be used in class but may be kept in the classroom phone holders. Jewelry and valuables should be left at home. Any clothing or items left at the studio will be kept in our LOST & FOUND bin for a few weeks. Thereafter, any unclaimed items will be donated. **LDA is not responsible for valuables or cellphones that are misplaced, lost or stolen.**
- ATTENDANCE** Students are expected to arrive on time to class, dressed and ready. **Students should make a reasonable effort to attend all classes.** When choreography is being set for the Year-End performance, students missing three or more consecutive classes may require private lessons to catch up. Students missing six or more consecutive classes near performance time might not be allowed to perform. If a student is to miss a class, please notify LDA staff (by email or phone) so that the teacher can plan accordingly.
- SCHOOL CLOSINGS** School closings due to holidays and events are posted on our online calendar. Class cancellations due to weather will be posted on the LDA voicemail. **There are no refunds for classes cancelled due to weather.**
- MAKE UP CLASSES** Classes missed due to weather, illness, school event, etc. **may be made up** in any age- and level-appropriate class. **There are no make-ups for extended holiday breaks**, but classes that fall on a 1- or 2-day holiday may be made up upon request. Please check our online class schedule for available classes. Please note that after March, classes may no longer be available for make-ups.
- TEACHERS** To maintain cutting-edge, high-caliber instruction, many of our teachers are industry professionals involved in tours, theater productions, films, music videos, commercials and workshops. This may require them to travel or be absent for a period of time. In such instances, LDA will provide a well-qualified substitute who conforms to the vision of the studio.
- COMMUNICATION** **ALL BILLING, NOTIFICATIONS, NEWS AND EVENT INFORMATION ARE SENT THROUGH EMAIL AND/OR POSTED ON OUR WEBSITES.** Please make sure your email on file is up-to-date and check LocustDanceAcademy.com and [Facebook](https://www.facebook.com/locustdanceacademy) periodically for reminders and notices. Members may submit any questions or concerns via email to LocustDanceAcademy@gmail.com .
- CODE OF CONDUCT** We work to create a safe and encouraging environment for our families. Members must be respectful towards their teachers, peers and the studio space. **Intimidation, exclusion or any other type of bullying or rude behavior will not be tolerated.** Disrespectful behavior from any student/parent/guardian may be grounds for probation and/or expulsion from LDA. **Children must be accompanied by an adult and monitored** when not in class. We do not encourage students to wait outside.
- COMPANIONS** Although friends are welcome to take a trial a class, they must do so with signed parental/guardian consent and with prior notice to the school. **We do not permit friends to come into the studio and "hang out" with no supervision while students are in class.** Also, we do not permit pets in the studio unless they are needed for medical reasons.

*By becoming a Member of Locust Dance Academy,
you are agreeing to abide by LDA's Code of Conduct and LDA's policies and guidelines.*

***LDA reserves the right to discontinue service to any Member who
is not in keeping with the studio etiquette and policies as described above.***