



# LOCUST DANCE ACADEMY STUDIO HANDBOOK & POLICIES 2017-2018

*Please keep a copy for your personal records*

**REFUNDS & CREDITS** PLEASE NOTE THAT THERE ARE **NO REFUNDS** OF CLASS CARD FEES, DROP-IN FEES OR COSTUME FEES.

**REGISTRATION & FEES** Registration is online or by paper form. A registration / permission form is required to participate in any classes at LDA, including trial classes. The school year runs fall-spring with classes available for drop-in admission (\$23 each) or by class card (\$100 for a 5-class card, \$190 for a 10-class card).

**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 select classes according to their grade.** Any exception to this policy is only at the director/teacher's discretion or invitation (must be approved beforehand) and may be on a trial basis.

**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** Students are invited to participate in the **Year-End Performance** in the spring (there is a participation fee of \$50 per student). 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 waiting room, homework room or the bathroom.** Cellphones may not be used in class. Jewelry and valuables should be left at home. **LDA is not responsible for valuables or cellphones that are misplaced, lost or stolen.**

**SCHOOL CLOSINGS** **School closings due to holidays and events will be posted on our calendar.** Class cancellations due to weather will be posted on the LDA voicemail. **There are no refunds for classes cancelled due to weather.**

**TEACHERS** To maintain cutting-edge, high-caliber instruction, our teachers are industry professionals who are sometimes 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 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](http://LocustDanceAcademy.com) and [Facebook](https://www.facebook.com/locustdanceacademy) periodically for notices. Questions may be sent to [LocustDanceAcademy@gmail.com](mailto:LocustDanceAcademy@gmail.com).

**CODE OF CONDUCT** We work to create a safe and encouraging environment for our families. Students 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.

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## LDA STUDIO HANDBOOK ACKNOWLEDGEMENT

I have received, read and understood all studio policies, procedures and rules of Locust Dance Academy.

I understand that by becoming a Member of Locust Dance Academy, I am agreeing to abide by LDA's Code of Conduct and LDA's policies and guidelines and that LDA reserves the right to discontinue service to any Member who is not in keeping with the studio etiquette and policies as described in the Handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_