**Lisa Allen’s Dance Works Inc.**

**Find us on Facebook!**

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[www.ladancworks.net](http://www.ladancworks.net)

**POLICIES AND GUIDELINES**

\_\_\_\_1**. Posted Information:** All parents are responsible for staying current on all events through the dance year **via reading emails or posted information in the studio.**

\_\_\_\_2. **Tuition**: Tuition is your responsibility. **We do not bill on a monthly basis**. Tuition is due in full by the 10th of the month. Tuition is neither non-refundable nor discounted for classes missed, holidays, or canceled classes due to inclement weather or pandemic. There is no additional charge for five-week months or any extra classes called by the instructor. Make-up classes are available and encouraged. This includes Virtual Classes. Annual Registration Fee is non-refundable.

\_\_\_\_ 3 **Virtual Classes**: Are available for all students. If your child is not feeling well or if exposure to Covid-19, tell the office. We will then make sure you have the proper login information for your child to participate in class at home.

\_\_\_\_ 4. **Late Fee**: Tuition is late the **11th day of the month**. On the 11th day a $15.00 late fee is charged to tuition. If the student’s account is not paid by the 1st day of the next month, the tuition and late fee accrues by 1.5% percent for every month the tuition is late. After the third month the student will no longer be allowed in class until the tuition is paid in full, to include all late fees.

\_\_\_\_ 5. **Credit Card Payments: All** credit card payments will incur a $3.00 processing fee per transaction.

\_\_\_\_ 6**. Returned Check Fee**: $30.00. If two (2) checks are returned from the same account only cash or charge card will be accepted. We cannot accept **POST DATED CHECKS.**

\_\_\_\_7**. Dropping a Class*: The Office must be notified in writing by the last day of the month that a class is being dropped. If not then you will be charged for subsequent month’s tuition, i.e., you will be charged monthly tuition until we receive your written notice.*** Drop forms are available in the office. Written notice is accepted via email, postal mail or completing the drop form in the studio. (we are not responsible for computer or postal mail errors.)

\_\_\_\_ 8. **Debt Collection**: After all reasonable attempts to collect past due fees have been exhausted your account may be turned over for Debt Collection. At that time, you will then be held liable for any and all debt collection fees in addition to said debt of your Dance Works account in accordance with Official Code of Georgia, Title 7-3 § 25(7-3-25)

\_\_\_\_ 9. **Extended Absence**: If you are absent for an extended period of time but intend to return to class, tuition will be due as usual for time missed. Please see paragraphs #2 and #3 above.

\_\_\_\_ 10**. Private Lessons**: All requests for private lessons must be discussed and approved by Lisa Allen. No private lessons will be scheduled unless studio accounts are current. Cost are determined by the Instructor and is **payable at the beginning of each session to the Office.**

\_\_\_\_ 11**. Punctuality:** Students are required to be on time for class. This means arriving 5 minutes early to remove outer garments, put on shoes, etc. Parents must be on time to pick up their children after dance class concludes.

\_\_\_\_ 12. **Parking:** Must park within the roped off area in front of studio. **Parking in Frito Lay parking area will result in termination from the studio.**

\_\_\_\_ 13. **Child Pickup:** If the person picking up the child is going to be different from who dropped them off. Please notify the instructor at the beginning of class. Please understand if we don’t recognize you/or the person picking up, we will ask for ID. Parents must come into the studio to retrieve their child. No child is allowed to leave the LADW studio without an adult. Children are not to be left unattended on the premises. This shall include any performances or classes scheduled at other facilities as deemed necessary throughout the dance year by Lisa Allen.

\_\_\_\_ 14**. Inclement Weather/Holidays:** We observe all inclement weather closings. Also, somepublic-school holidays are observed. ***We will have* *class on teacher workdays and most Monday holidays*.** View our website for scheduled dates.

\_\_\_\_ 15. **Common Areas**: Food and drinks are allowed in designated areas only. Absolutely no food or drinks in the dance rooms. Parents, you must be sure to clean up any mess created by your children and make sure the child has all of their belongings before you leave the studio. PARENTS: The trophy case, plate glass windows, and glass doors are very fragile and must not be touched. Please instill this to your child. **NO** animals are allowed in the studio, unless it is a service dog.

\_\_\_\_16. **Behavior:** All dancers and their parents shall act in a respectful manner at the studio or at studio functions held elsewhere. Inappropriate behavior of a negative nature or language will not be tolerated. Social Media posts that negatively affect the integrity of LADW could result in you and/or your child’s dismissal from performances or termination from the studio

\_\_\_\_ 17**. Custody Exchanges:** LADW and/or performance venues are not appropriate venues for child custody exchanges, therefore they are not allowed. Failure to comply could result in dismissal from performances or termination from the studio.

\_\_\_\_ 18. **No Weapons**: Only uniformed police are allowed to carry concealed or non-concealed weapons in the studio.

\_\_\_\_ 19. **Visual Images**: We reserve the right to use any photos or audiovisual images associated with Lisa Allen’s Dance Works, Inc. without your prior consent.

\_\_\_\_ 20. **Disclaimer: Studio name, logo, photos, audio images, choreography** cannot be used without prior written consent of the proprietress and president of Lisa Allen’s Dance Works, Inc.

\_\_\_\_ 21. **Accident and/or Injury**: By signing this document you have agreed to hold harmless Lisa Allen’s Dance Works Inc., staff and paid contractors against any and all claims of responsibility and/or liability for any accident, illness, disease and/or injuries occurring in and/or on the premises. This shall include any performances or classes scheduled at other facilities as deemed necessary throughout the Dance Year by Lisa Allen, the Director.

**I have read and fully understand and agree to abide by Lisa Allen’s Dance Works Inc. policies and guidelines.**

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SHOWCASE POLICIES AND GUIDELINES**

\_\_\_\_\_\_1. **Showcase:** Participation is optional. However, we feel this is an excellent opportunity for your child to showcase his or her talents. Showcase is scheduled for **Saturday June 5th**.There will be two performances that day; your child might be in both shows. If you choose to participate in the showcase, p**lease read items 2-7.**

\_\_\_\_\_\_2. **Showcase Fee and Tickets**: There will be a showcase fee of $75 for one child. This includes two tickets to showcase. Additional dancers will have a fee of $60 and this will include one additional ticket. The showcase fee is **due in full in the month of September 2020.** Ticket prices are $15 for Adults $13 for children. All children taking a seat must have a ticket. Children in a baby carrier **do not need** a ticket.

\_\_\_\_\_\_3. **Costumes:** Each student dancing in the show will need a costume for each number they are dancing in.

(Most combination classes will need **two** costumes).

**Estimated Cost:**

* Child sizes are estimated at $85.00 per costume.
* Adult sizes are estimated at $95.00 per costume. (Some children due to height and weight may require adult size costumes.)

These costs are estimated. Your costumes may cost more or less than the above listed prices.

\_\_\_\_\_\_4. **Deposits:**

* **October 2020**: costume deposit of at least $40.00 is due. The studio assumes that by making this deposit you have obligated to pay for costumes in full, therefore **no refunds will be allowed once the costumes have been ordered**.
* **November 2020**: 50% of your costume total is due.
* **December 2020:** 75% of costume total is due.
* **January 31st, 2021:** all outstanding costume balances are due.
* If full payment is not collected by **January 31st, 2020**, you will assume a **$15.00 late** **charge per costume** in addition to your costume balance. This balance will accrue 1.5% per month for every month past due.
* Late costume orders (**After December 15th, 2020**) will be charged **$15.00 per costume**.

\_\_\_\_\_\_5. **Accessories**: Most students’ costumes will require a certain color of shoes, tights, or hair piece. Younger students’ tap shoes may need ribbons to match colors of their costumes. Some dances may require props or sets. All of the above may cost extra.

\_\_\_\_\_\_6. **Rehearsals:** There are mandatory rehearsals the week of Showcase. Dress rehearsal will be in full costume for all students. If a rehearsal is missed you may forfeit your showcase opportunity. If the opportunity to participate in showcase is forfeited any unpaid obligations must still be paid and there will be no refunds on monies already paid.

\_\_\_\_\_\_7. **Accounts:** All accounts must be brought current prior to showcase rehearsal week to ensure participation in showcase. Please be aware that registration, showcase fees, accessories, and costumes are non-refundable.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLOTHING AND GROOMING REQUIREMENTS

**No Street shoes on the dance studio floors!**

***Pre-ballet and tap****:*

Girls: Ballet shoes with strings knotted and tucked and tap shoes. Any color leotard and tights. Tutus and skirts may be worn.

Boys: Loose fitting shorts or sweat pants; a tight-fitting top that can be tucked into bottoms; and black ballet shoes, black tap shoes.

***Ballet and Tap 1a/1b***: Pink leotard, pink tights, pink or black ballet shoes and tan or black tap shoes.

***Ballet* *2-4:*** Black leotard, pink tights, pink split sole canvas or leather ballet shoes.

***Jazz/Lyrical/Contemporary*:** Tan or pink tights, any color leotard, bra top, shorts, or jazz pants. Shoes will be decided by the instructor.

***Tap 2-4:*** Please follow your Jazz or Ballet requirements. Tap shoe style will be decided by the instructor.

**Clogging:** Please follow your Jazz or Ballet requirements. Clogging shoes style will be decided by the instructor.

***Tumble:*** Tight fitting t-shirt or bra-top, leotard, dance shorts or cheer shorts. No loose-fitting clothing. No shoes required.

***Hip Hop:*** Tight fitting top or t-shirt, shorts, capri length or longer leggings. Hair off of the face and neck. Jazz sneakers or Hip Hop sneakers required. Knee pads may need to be worn.

# \* Hair – Ballet, Tap, Jazz, Lyrical and Contemporary classes, must be pulled up and away from face, NO PONYTAILS! If hair is not long enough to be put in a bun then clips and headbands must be worn and secured in place. Only Tumble, Hip Hop and Aerial classes, are allowed to have a ponytail.

# \* Jewelry – Only very small stud earrings will be allowed. All other jewelry is prohibited! This includes: Necklaces, rings, bracelets, large earrings etc. Please leave all valuables at home.

**Nutrition, Nutrition, Nutrition:** There is **ABSOLUTELY NO** fast food, burgers, fries, chicken nuggets, microwave popcorn, etc. allowed in the studio. **NO SODA** or Sweetened drinks; **ONLY WATER.** Please prepare only healthy snacks and bring plenty of water.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_