

STUDIO POLICIES AND PROCEDURES



Class Procedures:

Please have your child arrive at least five minutes prior to class start time dressed in the proper attire.

Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries. NO STREET SHOES, FOOD OR DRINK ON DANCE FLOOR. Water is acceptable.

Before/After Class:

Dancers must be dropped off and picked up from class promptly. When one class ends, another starts; teachers are not responsible for watching students once class has dismissed. Students are not permitted to wait outside for rides.

Children are welcome to wait in the lobby for their parents, however after 30 minutes of the child's class being over, if they have not been picked up, \$10 per hour will be tacked onto your account.

Absences:

Class attendance is important for the student's progression throughout the dance season. It is not recommended for students to miss excessive classes. You may make-up missed classes in other classes that fit the dancer's age and skill level. Missed classes are not refundable. Tuition is still due to hold the spot for your child. There are no refunds if you drop a class(es) in the middle of the month, choose other activities over dance class, or simply skip class. We request that a parent call or email the

studio to inform the teacher and staff of any absences, illness, or problem a student might be having. If your child has a contagious illness please keep them out of class until they are recovered and can participate fully without relapse. If your child is injured, we recommend the student sit in for their class until injury has healed and the student can continue with class activity. In the case of serious illness or injury, that would require students to miss a month or more of class, tuition might be waived. (this is determined by the staff on a case-by case basis).

Dropping/Adding Classes:

If a student would like to add a class after they are already enrolled, they are welcome to do a free trial class, at which time they must inform the instructor that they are trying the class. After the free trial, if you'd like to add the class to your schedule you MUST inform the office. Any extra tuition associated with the class will be due upon the addition of the class to their schedule, but will be prorated if it is in the middle of the month. If you have paid a month's fee and drop during the beginning or middle of the month you will not receive a refund. You may however, finish the rest of the month and drop at the end of that particular month. If you drop classes in the middle of the month and have not

paid for that particular month you will still be responsible for tuition at your normal monthly rate for the entire month. When dropping a class, a 30 day written notice either turned into the office or emailed to the office is required for our record.

Class Cancellation:

L Mace Studios reserves the right to combine classes, change times, provide substitute teachers or replacement teachers, and cancel or combine any class if the class does not meet the minimum number of enrolled students to hold the class. These decisions will be made by the director.

Inclement Weather:

L Mace Studios **mostly** follows the Moore County School system. However, closings will still be determined by the director. Please check the website, Facebook page, and email to see if classes will be held. If you are still unsure, then contact the studio to be certain if classes are being held.

Observance:

Due to the dance space allotted for students and teachers, parents are not to stand or sit inside the classroom, unless given permission from an instructor. Instructors may open the dance room door or invite parents in for a special observation whenever they see fit. This is up to the instructor's discretion.

School Calendar:

We try to follow the closing of school for major holidays, but obviously can not miss everyday that they are out of school. If you are unsure of which days we will be out, refer to the calendar that is given out in the beginning of the year.

Tuition and Fees

Registration Fee:

Registration fees are \$30 per student, \$50 per family each year and are non-refundable. This fee is payable upon registration.

Recital Fee:

Recital fees are \$30 per student, \$50 per family and are due when costumes arrive. Costumes will not be sent home with your child until all fees have been paid up to that date, recital fee included.

Monthly Tuition Fees:

Monthly Tuition Fees are DUE ON THE 1st OF THE MONTH. MONTHLY FEES REMAIN THE SAME REGARDLESS OF THE NUMBER OF LESSONS TAUGHT WITHIN A MONTH DUE TO HOLIDAYS OR REGARDLESS OF CHILD'S ABSENCES. The year schedule allows all classes to have the same number of lessons throughout the year. The tuition fee is paid every month to cover the number of classes each child will have. Excessive missed payments will result in termination. All tuition fee's must be paid on time to hold a spot for your child in class. (The year tuition amount for the number of classes provided for attendance is spread out amongst the 10 months. In other words, your tuition fee is spread out over 9 months for 36 classes, not for the number of classes attended monthly.)

LATE FEES/RETURNED CHECK FEES:

A late fee of \$25 will be assessed for payments received after the 10th of the month – NO EXCEPTIONS. On the 11th, we will add the fee to cover both tuition and fee charges. **A \$25 return check fee will be added onto all insufficient fund checks.** There are no refunds for missed classes (Your child may do a make-up in another class that fits both their age and skill level for any classes they miss).

Costume Fees:

All students are encouraged to participate in the end-of-year recital to show what they have learned in a performance setting. Recital costume deposits are \$50.00 per costume being purchased for that child. (Some ballet/pointe costumes may be more, but we try our best to find costumes that fit the concept without going over price). Recital costume fee's can be paid at any time, but are due no later than December 5th. Costumes have to be ordered and shipped and must be paid on time for your child to receive a costume and participate in the recital. All recital costume fees are NONREFUNDABLE. Please inform the office if your child will not be participating in the recital.

Discounts:

Year In Full Discount: 10% discount off full year tuition, if paid before September 30th.

Family Discounts: Applies to immediate family members under the same custodial parent. Family discounts are based on the number of classes each child attends.

I understand and acknowledge that there is a risk of injury inherent in dance activities and that personal injury or damage to property may result during participation in dance and related activities. I represent that _____(child) is physically able to safely participate in dance and related activities. I agree to assume all risks associated with my child's participation in dance instruction, rehearsal, performance and related activities. In consideration, of receiving dance instruction and L Mace Studios, I hereby waive, release, and discharge all present and future claims and liabilities of any kind, whether for bodily injury, property damage, or other loss, arising out of my child's participation in dance and related activities, including but not limited to dance instruction, rehearsals, and performances, whether conducted on or off L Mace Studios premises. I also acknowledge that I am responsible for delivering my child to the studio and picking her/him up and that the studio is not responsible for a child that leaves the premises. I have read this release, understand it, and hereby agree to its terms.

I hereby authorize L Mace Studios and anyone duly licensed or authorized by L Mace Studios to (1) televise, photograph, broadcast and/or make radio, television, video, and audio tapes or motion picture recordings of me individually or in a group; (2) use or re-use such photographs, recordings, video tapes, audio tapes and/or motion films in all media throughout the world in perpetuity, and (3) use my name, likeness and/or physical depiction for any purpose in perpetuity, in an unedited or edited manner or fashion as L Mace Studios, in its sole discretion, shall determine. This authorization shall also include the use of all such photographs, recordings, videotapes, audiotapes and/or motion picture films made while your child is a student at L Mace Studios.

I further acknowledge that I came to L Mace Studios on my own free will and was not solicited by the studio or anyone employed by the studio. I have read and understand the L Mace studio policies and procedures and agree to all terms. I understand the penalty for delinquent payment of any fees.

Signature

Date