

2020/2021 LCDC POLICY HANDBOOK

MISSION STATEMENT

***We are passionately dedicated in providing all individuals with the opportunity to learn and grow in a positive, structured, and inspiring environment. Our talented and enthusiastic team of instructors and staff are committed to developing and nurturing talent at both the recreational and competition level of dance & tumble. Students are provided with comprehensive dance and/or tumble education that aids in their personal character, professionalism, and self esteem. Our studio's core values and culture are :
Service, Leadership, Discipline, Respect, and Confidence.***

We are BIG on communication here at LCDC. We can be contacted at 601-398-3786 between 4:00-8:00 pm Monday-Thursday and most Fridays 4:00-6:00. For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients.

Membership - Our membership fee is \$50 per student and due upon the initial sign-up. Your membership fee auto-renews on May 1st. When you participate in our membership program the membership auto renewal fee is only \$25 for current members in good standing. You may opt out of our membership program by doing so by April 15th. Please complete and sign an opt out form at the front desk. Opting out causes you to lose your membership benefits, and you will be required to pay the full \$50 fee if you decide to re-register with us in the future anytime after May 1st. Participation in our membership programs ensures that, in the event of classes reaching capacity before the semester kicks off, you will be guaranteed a place in the class/es of your choice. Membership fees are non-refundable. It's important that all students and/or parents – whether returning or new - fill out and sign your membership paperwork so we can make sure to have the most up-to-date contact details for you. This information includes your membership form, media release, and public liability / Insurance contract.

Summer Session - *New for the 2020/2021 Season* LCDC will be offering a summer session. Enrollment for Summer CLASSES opens up in the Spring.

Payment of Fees - Lindsey Claire Dance Company offers Automatic Withdrawal for your monthly tuition. Tuition must be paid through automatic withdrawal from your bank account, or you may pay for the full school year with check, cash, or card. All card payments will incur an additional 4% for swipes and 5% for keyed in transactions to your total bill. There will be an automatic withdrawal from your account on the first of the month. You may also pay monthly tuition before the first of every month if you decide not to sign up for automatic withdrawal. **However, we must have an ACH form on file for ALL students.** If payment is not received before the first of the month, your account will be

charged. Tuition is neither refundable nor transferable. Insufficient funds will result in a penalty of \$30.00 and the account holder will have to bring in cash payment immediately. Tuition is based on the number of hours your child is in class each week. Monthly tuition is based on a four-week month. No additional charges will be incurred for those months with extra class days; therefore, there will be no pro-rating tuition for times the studio is closed for holidays or other reasons. Please refer to our calendar for a complete list of studio closures. Tuition will not be prorated after the first of the month for those registering in the middle or at the end of the month. Tuition payments and all remaining fees (costume fees, late fees, etc.) must be current in order for a student to participate in any Lindsey Claire Dance Company performance or recital. Only regular monthly fees may be paid by auto-debit, incidental fees such as payments not included on the draft calendar or not withdrawn on the 1st must be paid by check, cash, or card. Any accounts past due will result in your child not being able to participate in class. If payment is not received after the initial notice of missing funds you risk your child becoming dropped from his or her class enrollment. If your draft is returned more than two times, Lindsey Claire Dance Company holds the right to dismiss you from the studio. If your draft is returned more than two times you will be required to pay with cash for the remainder of that semester. If non-compliant with studio fee policies then LCDC reserves the right to cancel your enrollment without notice.

Late Fee – A \$30 late fee will be charged to any past due account. This includes accounts that can not be processed due to inaccurate account information or expired accounts. A charge of \$30 will be applied to your account for any returned checks, declined cards, or NSF Accounts.

Recital Info - Our annual recital provides all students with the opportunity to perform what they have learned during the year. Information about the recital regarding the date and time may be found on the studio's calendar. The recital will take place on a Saturday in May. All outstanding fees including: April & May tuition, costume fees, and recital fees must be paid in full for your child to perform in the recital. In an effort to make sure all outstanding fees are reconciled and current they will be due by May 1. It is not mandatory that all students participate in the annual showcase; however, if your child has signed up to participate, there is a mandatory dress rehearsal. If you miss dress rehearsal, (for any reason) your child will NOT be allowed to participate in the show! If you have more than one child or a child that is in multiple classes and/or levels, they will more than likely be in different shows/multiple shows. If students have an excessive amount of absences from February until May of that season, we reserve the right to remove them from the recital. The opportunity to perform in a recital is an exciting and empowering part of the training process. This is where we love to watch our students learn about the theatre, rehearsals and teamwork while they enjoy the opportunity to showcase their skills in a professionally run production. Recitals are a wonderful way for students to showcase the results of their hard work and for family and friends to join in the pride of their achievement. We love giving all students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved. If there is any reason why your child will not be able to perform at the recital, please let us know so we can make amendments to the class routines involving them. LCDC also has a Christmas Showcase every December that you may participate. Information regarding our Christmas show is sent out in September.

Costume Policy for May Recital - Plan to budget \$70-\$120 per dance/tumble class for recital costumes. Parents are responsible for going to our online store and purchasing recital costumes. All costumes will need to be ordered in November for our May show. We will have a costume sizing week in October. Please see the studio calendar for updated recital dates including these just listed. A notification through email will be sent out when your costume is available to be purchased. All combo class will have two costumes - Ballet & Tap/Jazz. All level classes will have one costume per class in recital. Balances must be up-to-date in order to receive costumes when they arrive. Costumes are not

custom fit. It is up to the individual to make alterations if necessary (including any weight gain or loss after measurements are taken). LCDC does not provide or pay for alterations. You may also be required to purchase a different color shoe for one or more of your child's classes for the showcase. We will not know specific colors of tights or shoes until we choose costumes. Any costumes not picked up by our May recital will become the property of LCDC.

Recital Fee – For our optional Spring Recital there is a recital fee of \$50 per student due in the spring. The recital fee enables all families to attend our recital without the extra expense of purchasing recital tickets. Recital fee may be paid for with check, cash, or card before February 1st. Any fees not paid before February 1st will be drafted out with February's tuition on February 1st.

Early Drop-Off/Late Pick-Up Policy – Please do not drop students off any earlier than 15 minutes prior to the start of their class time, as the studio door will be locked until then. Please be prompt when picking up your child. The studio closes promptly at the end of classes each night. The late pick up charge is \$1/minute after 10 minutes. Any child that is there after the studio's official last class will be charged a \$20.00 fee. NO EXCEPTIONS.

Parent Observation — We have set aside 2 times a year where you are invited in to the class to see your students' progress. This is a great time to take pictures and video. Other than these 2 set times, parents should not attend class, unless it is a Baby & Me class.

Sibling Discount – There is a \$5 discount for any additional family members enrolled in classes.

Withdrawal Policy – Enrollment carries over automatically from month to month. If you need to take time off or withdraw your child from class, please notify the front desk at least 14 days prior to the next payment cycle. If we do not receive this notice, you will be responsible for a full month's tuition, even if your child does not attend class. If a withdrawal is made after recital costumes and fees have been charged, there WILL BE NO REFUND. Withdrawal must be done in person and will not be accepted over the phone or email. Withdrawal must be done at the school office and not with the teacher. To withdraw from classes a parent must:

- 1 Inform school administration in person, and
- 2 Complete and sign a withdrawal form provided by the school office at the front desk

All automatic bank debiting or credit card charges will stop after the two week notice. Lindsey Claire Dance Company reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

Class Cancellation & Holiday Closures - Please check your email and LCDC's Facebook Page for any closures due to inclement weather. Any closures due to weather will be sent through our remind text app, email, and posted on our Facebook page. Make-up Classes are not guaranteed and will only be issued if there is time in the schedule. Monthly tuition will not be adjusted for cancellations or closures due to weather or holidays, as the accumulated bonus classes will be applied.

Covid-19 Policy - LCDC is prepared to transition all classes to a virtual platform should the government mandate another shut down due to COVID-19. There will be no tuition reimbursement or adjustments due to the pandemic. To withdraw from virtual classes please see the section "Withdrawal Policy" located in our policy handbook. We will still require a 14 day notice. However, we will make accommodations for in person signed sheets should our front desk have to close due to the pandemic. As always, if concerns or questions arise that pertain to you specifically, please don't hesitate to communicate with us so that we can help your student have the best experience possible. Please see our Covid-19 Policy and Release packet for full Covid-19 information.

Substitutions - The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, any missed classes will be made up.

Attendance & Tardy Policy – Having good attendance is important to the progression of the student, as each week skills are taught that build on the previous week's skills. Students with poor attendance slow the advancement of the class and inhibit personal growth. The school reserves the right to have students who come late to class, sit out the class. In addition to disrupting class, tardiness can be a safety hazard for students who miss the warm-up and stretching. A minimum attendance level will be required. Absences may not be applied to future tuition. If a student misses more than 3 classes without notice to the office, the school reserves the right to terminate lessons. Students with excessive absences after January will not be allowed to participate in the year-end recital. If your child must miss a class, please be courteous and call or email the studio. If you are late arriving to class, DO NOT enter the classroom until the music stops.

Illness Policy – As a courtesy to others, please do not bring your sick child to class. We appreciate an email or phone call when a child is going to be absent due to illness or other important reasons.

Friends Policy - We love to have friends attend class! They may come on our Bring A Friend week we host each September. Friends may also come and demo a class by filling out our demo form at the front desk and paying the \$10 demo class fee.

Dress Code – Students must be dressed appropriately with hair pulled securely back for each class. Required class wear and dance/tumble shoes must be worn to all classes (look on our website for required dress code for each class). The instructors reserve the right to ask your child to sit out if not dressed in proper dance attire or if they do not have the appropriate dance/tumble shoes. Jeans and school clothes are NOT considered appropriate dance attire. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. For safety reasons students are not permitted to wear jewelry. Proper dress INCLUDING THE PROPER STYLE OF SHOES for the class helps instructors maximize instruction. Classwear may be purchased at our online store. Please visit our website for a link to the online store: www.lcdanceco.com.

Private Lessons - We offer private lessons at a rate starting at \$50 per hour and up depending on instructor. Lessons may be scheduled through LCDC based on studio and instructor availability by emailing lcdanceco@yahoo.com.

Parent's Responsibility to be Aware of Dates and Events - It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will send out e-mails of such notices. It is the parent's responsibility to regularly check their email to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address, telephone number, or account information change.

Injuries - Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance/tumble activity or any other activity conducted by the students before, during or after class time. If your child is injured, they are still expected to attend class to observe. Please bring a doctors note confirming the injury. No tuition will be reimbursed due to an injury. If an injury does occur while on the school grounds all numbers listed on your student membership and waiver form will be contacted. If numbers listed (including emergency contact) are unreachable, LCDC reserves the right to seek medical attention.

Studio Etiquette - Please be respectful of all LCDC furniture and property, the studio is not a playground. It is ok to bring food or snacks into the waiting rooms, please be sure to clean up after yourself! Please leave all food and water in the waiting rooms. They are NOT allowed inside the studio rooms or gym.

Discipline Policy - We have a three strike system at our studio. Your child will be first, warned for bad behavior. If the behavior continues they will be asked to sit and watch the class. They will then be invited back to participate with their fellow classmates. If the behavior continues after that we will dismiss the student and contact the parent.

Arrival and Departure:

- It is preferred that students arrive completely dressed for class with their hair done. Students who need to change clothes should change in the changing rooms and ***NOT*** in the bathrooms so that these are available for those who need to use them.
- We have three changing rooms. These are located in the parent's waiting room.
- If you choose to stay during the duration of your child's class time you may do so in our parent waiting room. Your child's teacher will come and get the class from the waiting room. All children will be dismissed to the waiting room as well.
- Upon arrival students should be in the waiting room for a teacher to bring them into the classroom when class starts. **DO NOT WAIT IN THE LOBBY!**
- **DO NOT** stand in the hallways. During class hours students should either be in Studio A,B,C, the tumble gym, or waiting room. Do not be disruptive by running up and down the hallways or standing and chatting in the hallways.
- Parents may leave once class has begun and should return before their child is dismissed.
- Parents are asked **NOT** to sit in the immediate classroom area without invitation or special arrangement. There will be a designated Parent Visit Day in the fall and spring semester where parents and friends are invited to watch class.
- Please be on time for class. This is to insure your child is properly warmed up and doesn't miss choreography or new combinations.
- When class is dismissed you may pick your child up in the waiting room or underneath the drop-off/pick-up awning. **DO NOT** come and get your child from their classroom. They will come to you. Parents, do not come in and out of our side hallway door. This is for your child's safety.
- Students should not be in the hallway or lobby before class. An instructor will come only to the waiting room to line their class up. Please be on time and please be in the waiting room at the start of class time to be lined up by your instructor.
- *When bringing your child to class please remind them to use the bathroom before class. When they step out to use the restroom, not only is it disruptive they also can easily get behind in a combination. It also usually starts the bathroom "trend" where everyone needs to go to the bathroom.*

If your child is 6 AND YOUNGER:

Upon arriving for class students should enter the front lobby. If your child is under the age of 6, a parent may escort them to the waiting room. In our waiting rooms, students are allowed to study, change clothes, eat snacks, and stretch before class. The waiting room should be a quiet space for students to get ready before class. Please do not arrive more than 15 minutes before your class time and when doing so the room should stay a quiet place. Once class time begins and an instructor escorts your child to class, you may wait in the waiting room or go to your car. Parents may also leave and return. Please do not wait in the lobby. When class is dismissed you may pick your child up in the waiting room or underneath the drop-off awning. **DO NOT** come and get your child from their classrooms. They will come to you. Parents, do not come in and out of our hallway door. This is for your child's safety. **PARENTS SHOULD NOT WAIT IN THE HALLWAY OUTSIDE OF THE STUDIO**

ROOMS FOR THEIR CHILDREN OR AT THE HALLWAY DOOR. Please give us the chance to dismiss your child to you. This is the safest, most organized way of doing this.

If your child is 7 AND OLDER:

Upon arriving for class students should enter the front lobby. If your child is over the age of 7 parents may escort them to the waiting room. You may also drop off and pick up your child by using our metal awning located over the front doors. In our waiting rooms, students are allowed to study, change clothes, eat snacks, and stretch before class. The waiting room should be a quiet space for students to get ready before class. For mature students who are at the studio for longer periods of time (including class assistants) we have a study room to be used for doing homework. Please do not arrive more than 15 minutes before your class time and when doing so the room should stay a quiet place. When class is dismissed you may pick your child up in the lobby or underneath the drop-off. DO NOT come and get your child from the changing rooms. They will come to you. Parents, do not come in and out of our hallway door. This is for your child's safety. PARENTS SHOULD NOT WAIT IN THE HALLWAY OUTSIDE OF THE STUDIO ROOMS FOR THEIR CHILDREN OR AT THE HALLWAY DOOR. Please give us the chance to dismiss your child to you in the lobby. This is the safest, most organized way of doing this. Please keep in mind also our changing rooms are not waiting rooms for parents.

STUDY ROOM:

Students must be at least the age of 7 to use our study room. Study room is for studying and doing homework only. This is not a socialization room. Students please wait in our waiting room and change in our changing rooms. This room will be monitored closely. Students not adhering to study room rules may be asked to exit the room.

General Classroom Rules:

- Students are to wait until the instructor calls them in to class. Students are not allowed to run around the classroom between classes. They should exit to the waiting room at the end of each class session.
- No talking or noise-making and no touching other students unless called for by the instructor.
- Students are expected to use the rest room BEFORE class! Parents please remind your children to use the restroom before they come into class.
- NO street shoes, gum, food, or drinks allowed in the studio rooms!
- Although food is not allowed in the studio rooms, students may eat and drink bottled drinks in the changing rooms.

Class Attire:

- Students are asked to comply with dress code items as these items may be used in future performances and creates a sense of unity in the classroom. ***Underwear should not be worn under tights*** as tights are considered "dancer's underwear" and it is impolite to have panties peeking out from under leotards.
- Students should **mark all of their classwear with a permanent marker**. A bag is also useful for keeping everything together. LCDC sells logo studio bags at the front desk.
- Street shoes and a cover-ups should be worn to and from all classes and performances.
- Do not wear dance shoes outside! They will quickly ruin if they are worn outside.
- All students (of every age and in every class) are required to have their hair up off of their necks and pinned to their heads.
- No jewelry may be worn to class with the exception of small earrings.
- A uniform dress code helps keep distractions to a minimum, instills discipline, and keeps everyone looking and feeling professional.

- Students are expected to help keep the waiting room and changing rooms a tidy and presentable space. All shoes, bags, clothes, etc should be stored inside a cubby or hung on one of the metal hangers. There should never be items left on top of the benches. The benches are for sitting on top of and the cubbies are for storing items.

Communication:

- Our main source of communicating with parents is through e-mail. Please make sure that parents are checking their e-mail weekly, if not daily, for updates from LCDC. This is how we will inform you and update you on upcoming performances, recitals, events, closures, and so on.
- Teachers and the Studio Owner are always willing to talk about your child's accomplishments or concerns. However, the time to do this is not in between a teacher's classes or without calling ahead of time. If you would like to speak with a teacher or the studio owner, please set up a meeting time with the front desk and they will happily meet with you at a later time.