

# **2017/2018 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. 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. 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.

**Registration** - An annual non-refundable registration fee of \$50 per family. This is paid during the initial sign-up.

**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 2.75% 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.

**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, you will run the risk of being in more than one show. If dancer has an excessive amount of absences from February until May of that season, we reserve the right to remove them from the recital.

**Costume Policy** - Plan to budget \$65-\$90 per dance/tumble class for recital costumes. Parents will be responsible for going to our online store and purchasing recital costumes. All costumes will need to be ordered in November. 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. Unfortunately, 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 dancer 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.

**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 Mommy & Me class.

**Sibling Discount** – There is a 10% 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 your child attends class anytime during a month, you will be charged a full month's tuition. 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. 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

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.

**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 dancer, as each week skills are taught that build on the previous week's skills. Dancers 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 dancers 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 dance 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 dancer is going to be absent due to illness or other important reasons.

**Friends Policy** - We love to have friends attend class and a friend may receive 1 free class. However, they will need to observe class and not participate until a registration agreement is signed. After that, a parent should fill out a registration form and enroll the child.

**Dress Code** – Students must be dressed appropriately with hair pulled securely back for each class. Required dance wear and dance 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 dancer to sit out if not dressed in proper dance attire or if they do not have the appropriate dance 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 dancers are not permitted to wear jewelry. Proper dress INCLUDING THE PROPER STYLE OF SHOES for the class helps instructors maximize instruction. Dancewear may be purchased at our online store. Please visit our website for a link to the online store: [www.lcdanceco.com](http://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](mailto: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 activity or any other activity conducted by the students before, during or after class time. If your dancer 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.

**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 dressing rooms, please be sure to clean up after yourself! McDonald's or other fast food will not be allowed inside the studio. Pizza, buckets of chicken, hot fries and so on can cause a lot of mess, can be very smelly, and can take a toll on your active dancer. Foods like this can fatigue them faster and are not allowed.

**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 dancers. 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 room and **NOT** in the bathroom so that these are available for those who need to use them.
- The pink (girls) and blue (boys) rooms are our changing rooms. Parents should not come in these rooms if a child is over the age of 6. **These rooms are not parent waiting rooms.** If you choose to stay during the duration of your child's class time you may do so in our front lobby. All children will be dismissed to the front lobby.
- Upon arrival students should be in their respective changing rooms waiting for a teacher to bring them into the classroom when class starts. **DO NOT WAIT IN THE LOBBY!**
- No boys should enter the pink room and no girls should enter the boys room. This includes siblings and parents of dancers/tumblers.
- **DO NOT** stand in the hallways. During class hours you should either be in Studio A or B, the changing room, or lobby. 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 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.
- Students should not be in the hallway or lobby before class. An instructor will come only to the changing room to line their class up. Please be on time and please be in the dressing 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 back to his or her changing room. Our changing rooms are also our "Dancer's Den." Students are allowed to study, change clothes, eat healthy snacks, and stretch before class. The Dancer's Den 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, parents should immediately exit to the lobby. When an instructor is lining up a class please begin to exit to the lobby. The instructor will wait until all parents have returned to the lobby before bringing a class into the studio. Parents may leave and return or wait in our lobby. 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.

### **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 should not go down the hallway to the changing room. If you are escorting your child in the building than you should stop in the lobby and wait. It is preferred that you drop off and pick up your child by using our metal awning located over the front doors. Our changing rooms are also our "Dancer's Den." Students are allowed to study, change clothes, eat healthy snacks, and stretch before class. The Dancer's Den 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. 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.

### **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 changing 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. Please do not bring or drop off food such as pizza, McDonalds, and other fast food and smelly food. Please only have healthy foods that do not contain a lot of smell such as sandwiches, protein bars, fruit, etc.

### **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 dancewear with a permanent marker**. A “ballet bag” is also useful for keeping everything together.
- 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 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.