



Lisa Allen's Dance Works Inc.

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Find us on [Facebook!](#)

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 group texts and/or BAND app.**
- ____ 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 prorated over a 10-month period, therefore, there is no additional charge for five-week months or any extra classes called by the instructor. Make-up classes are available and encouraged. Annual Registration Fee is non-refundable.
- ____ 3. **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 7% 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.
- ____ 4. **Credit Card Payments:** All credit card payments will incur a 3% processing fee per transaction.
- ____ 5. **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.**
- ____ 6. **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.
- ____ 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.*** 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. **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 paragraph #2.
- ____ 9. **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.
- ____ 10. **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.
- ____ 11. **Parking:** Must park within the marked off area. **Please be respectful of our neighbors as we share the parking area.**
- ____ 12. **Common Areas:** Food and drinks are allowed in lobby only. Absolutely no food in the dance rooms, only water allowed. Please prepare only healthy snacks and bring plenty of water. Parents, you must be sure to clean up any mess created by your children and make sure the child has all 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.
- ____ 13. **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.
- ____ 14. **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 is determined by the Instructor and is **payable at the beginning of each session to the teacher.**
- ____ 15. **Inclement Weather/Holidays:** We observe inclement weather closings. Also, some public-school holidays are observed. **We will have class on teacher workdays and most Monday holidays.** View our website for scheduled dates.
- ____ 16. **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.
- ____ 17. **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.
- ____ 18. **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.
- ____ 19. **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 tentatively scheduled for **Saturday May 30, 2026 or June 7, 2026**. There will be two performances that day; your child might be in both shows. If you choose to participate in the showcase, **please 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 2025**. Ticket prices are \$17 for adults \$15 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:

- Costume pricing for ages 3-5 will be \$195. (This includes 2 costumes and 2 pairs of tights.)
- Child sizes are \$95.00 per costume.
- Adult sizes are \$115.00 per costume. (Some children due to height and weight may require adult size costumes.)

_____ 4. **Deposits:**

- **October 2025:** 25% of your costume total 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**. *(If a costume can be returned, there is a \$30 fee for shipping and restocking).*
- **November 2025:** 50% of your costume total is due.
- **December 2025:** 75% of costume total is due.
- **January 16th, 2026:** all outstanding costume balances are due.
- If full payment is not collected by **January 16th, 2026**, you will assume a **\$15.00 late charge per costume** in addition to your costume balance. This balance will accrue 7% per month for every month past due.
- Late costume orders (**After December 15th, 2025**) may 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 & Grooming Requirements

No street shoes on the dance studio floors!

Class	Shoes	Leotard	Tights	Hair
<i>Pre-Ballet & Tap</i>	BALLET SHOES & TAP SHOES	ANY COLOR LEOTARD	ANY COLOR TIGHTS	HAIR UP/OFF THE FACE AND NECK
<i>Ballet & Tap 1a/1b</i>	BALLET SHOES & TAP SHOES	PINK LEOTARD	PINK TIGHTS	TIGHT BUN
<i>Ballet 2-4</i>	PINK SPLIT SOLE CANVAS OR LEATHER BALLET SHOES	BLACK LEOTARD	PINK TIGHTS	TIGHT BUN
<i>Ballet 5/6</i>	PINK SPLIT SOLE CANVAS OR LEATHER BALLET SHOES	ANY COLOR LEOTARD	PINK TIGHTS	TIGHT BUN
<i>Jazz/Lyrical & Contemporary</i>	DECIDED BY INSTRUCTOR (IF THESE CLASSES ARE HELD ON THE SAME DAY AS BALLET CLASS, BALLET UNIFORM MUST BE WORN)	ANY COLOR LEOTARD, BRA TOP	TAN OR PINK TIGHTS, SHORTS, OR JAZZ PANTS	TIGHT BUN
<i>Tap</i>	TAP SHOES DECIDED BY INSTRUCTOR (BLACK OR TAN)	FOLLOW JAZZ OR BALLET REQUIREMENTS	FOLLOW JAZZ OR BALLET REQUIREMENTS	HAIR UP/OFF THE FACE AND NECK
<i>Tumble</i>	NO SHOES	TIGHT FITTING BRA TOP OR LEOTARD NO LOOSE FITTING CLOTHING	DANCE SHORTS OR LEGGINGS (NO TIGHTS UNLESS CONVERTIBLE)	HAIR UP/OFF THE FACE AND NECK
<i>Hip Hop</i>	JAZZ SNEAKERS OR HIP HOP SNEAKERS (KNEE PADS MAY NEED TO BE WORN)	TIGHT FITTING BRA TOP OR LEOTARD NO LOOSE FITTING CLOTHING	DANCE SHORTS OR LEGGINGS	HAIR UP/OFF THE FACE AND NECK
<i>All Boys</i>	BLACK SHOES	TIGHT-FITTING BLACK TOP THAT CAN BE TUCKED INTO BOTTOMS	TIGHT SHORTS, LEGGINGS OR JAZZ PANTS	HAIR UP/OFF THE FACE AND NECK

***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.

Parent Signature _____ Date _____