



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 Bandapp.**
- ___ 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. 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 2.5% 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, i.e., you will be charged monthly tuition until we receive your written notice.* 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 roped off area in front of studio. **Parking or even driving into the Frito Lay parking area could result in termination from the studio.**
- ___ 12. **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.
- ___ 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 are determined by the Instructor and is **payable at the beginning of each session to the Office.**
- ___ 15. **Inclement Weather/Holidays:** We observe all 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 June 1, 2024 or June 8, 2024** 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 2023.** 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:

- 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 \$110.00 per costume. (Some children due to height and weight may require adult size costumes.)

_____ 4. **Deposits:**

- **October 2023:** 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.**
- **November 2023:** 50% of your costume total is due.
- **December 2023:** 75% of costume total is due.
- **January 13th, 2024:** all outstanding costume balances are due.
- If full payment is not collected by **January 13th, 2024**, 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, 2023**) 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. Hair up off of the face and neck

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

- No Water needed for these classes

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

Ballet 2-6: Black leotard, pink tights, pink split sole canvas or leather ballet shoes, hair in a tight bun.

Ballet 7: Any color leotard, pink tights, hair in a tight bun.

Jazz/Lyrical/Contemporary: Tan or pink tights, any color leotard, bra top, shorts, or jazz pants. Shoes will be decided by the instructor. Hair in a bun. ***(If your Jazz/Lyrical/Contemporary class is held on the same day of Ballet Class. Ballet Uniform must be worn.)***

Tap 2-7: Please follow your Jazz or Ballet requirements. Tap shoe style will be decided by the instructor. Hair off of the face and neck.

Tumble: Tight fitting t-shirt or bra-top, leotard, dance shorts or cheer shorts. No loose-fitting clothing. No shoes required. Hair off the face and neck.

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

Boy level 1-7: Loose fitting shorts, sweatpants, or jazz pants; a tight-fitting top that can be tucked into bottoms; and black shoes. Hair up off of the face and neck.

- **Ballet** – Boys must wear solid black, tight fitted top, jazz pants or shorts, black ballet shoes. Hair must be 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.

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. **Pre Ballet and Tap – No water please. Otherwise they all have to us the bathroom.**

Parent Signature _____ Date _____