



# Policies and Procedures

## Tuition and Payments

- This contract lasts until June 30, 2012. Tuition is due in advance, the first week of each month. Any tuition paid after the first week will be charged a \$5.00 late fee.
- Tuition is calculated on a monthly basis. Holidays, 3- and 5-week months are considered part of the 10-month contract. Tuition is the same amount each month.
- Refunds will not be given for missed lessons. You are paying to secure your place in class, **whether you attend or not**. Credit cannot be extended into the following month.
- Make-up lessons will be offered for illness or extended vacations only. Shopping, parties, forgotten lessons, etc. are not reasons for a make-up lesson.
- Extended illness will be prorated at the single lesson price of \$10 per hour.
- All accounts will be required to maintain a valid credit card number on file. If your account is more than 30 days delinquent, your credit card will be charged with the outstanding amount. Monthly auto pay is available. There is a \$10 returned check fee.
- **NOTICE OF WITHDRAWAL FROM CLASSES:** A two week advance notice, in writing to the office, is required of anyone withdrawing from classes. You will be charged for two weeks of classes past the date of the official notification.

## Attendance

Students need to attend classes regularly in order to progress and do well in dance. Our classes are designed to give every student basic instructional information in dance technique. The repetition of this technique, in addition to strength and stretching, is required to progress as a dancer. Your dancer may not advance to the next level if attendance is not consistent.

## Class Observation

Parents are welcome to observe classes on the TV monitors in the lobby area. Parents are discouraged from bringing other children with them to observe classes or wait for students. If non-dancing children are in the building, they must be supervised by a parent at all times. Disruptive visitors in the lobby area may be asked to leave. Drinks and food other than water are not allowed in the studio.

## Parental Responsibility

Parents are responsible for their children before and after classes and rehearsals. Please do not drop young dancers off to be unattended more than 10 minutes prior to class or rehearsal. Prompt pickup afterward is also expected, within 10 minutes. LFDS faculty and staff cannot be responsible for dancers outside of the classroom.

## Student Conduct

Students are allowed in the lobby, restrooms, dressing room and classrooms only. Water bottles are encouraged. Other drinks and food are not allowed in the studio. We reserve the right to dismiss anyone who is a discipline problem, damages property, or is a danger to others.

## Cancelled Classes

LFDS will make every effort to notify students of weather related cancellations.

## Class Policy

LFDS reserves the right to add or drop classes based upon enrollment and to change teachers if necessary. In the event that a regular instructor must miss a class, a qualified substitute will be assigned.

## Account Policy

All accounts must be paid in full in order for students to pick up their costumes and participate in the annual studio recital. This includes tuition, registration fee, costumes, photos, recital fee, DVDs, etc. **No exceptions will be made.**

I, the undersigned, have read and understand the policies and procedures of the Linda Fenton Dance Studio (LFDS) and agree to abide by them as long as my child is enrolled. Student and parent/guardian understands and expressly assumes all risk of bodily injury occurring as a result of contact with other students, instructors, walls, equipment, floors and other objects located in or near dance studio, or the student's physical condition or physical limitations. Student waives all claims arising out of dance instruction, rehearsal, training, and performances at LFDS, whether caused by the negligence, breach of contract, or otherwise, and whether for bodily injury, property, damage or loss or otherwise, which student may ever have against LFDS, its successors and assigns, and its officers, directors, employees and agents, and their heirs, executors and administrators. I further agree that I will return on time to pick up my child/children no more than 10 minutes past class time.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent or Guardian)