

# Lititz Academy of Dance Studio Policies

## Studio Policies

These policies are meant to enhance the studio experience for all concerned. They are in place to safeguard the interests of both the student and the studio. Please take the time to read thoroughly and keep for future reference. LAD reserves the right to change this policy at any time without prior notice. Any changes to the Studio Policies and Dress Code will be posted online and in the studio.

### STUDENT PLACEMENT

The studio director and instructors will determine the proper level classes for each student. Dancers are placed according to the level of technique they can demonstrate in various disciplines. Students learn and progress at different rates, and this is further affected by factors such as **class attendance, participation, effort and attitude**. Please note that teaching methods and standards vary greatly from school to school. For reasons such as these, the number of years a student has danced is not the deciding factor. **Each student will be placed in classes which ensure optimum growth.**

### ACCOUNTING AND PAYMENT PROCEDURES

**Tuition is due by the 1<sup>st</sup> of each month and is late ON the 5<sup>th</sup>. Cash and Check only.**

Late fees on accounts are an automatic function of our computer software and posted to accounts unpaid on the 5<sup>th</sup> of each month. **Tuition late fees are \$15.** **IF MAILING PAYMENT (via bank or self); payments must be postmarked by the 1ST to be considered on time.**

- Tuition is due 1<sup>st</sup> of each month
- If not received by the 4<sup>th</sup>, a \$15 late fee will be applied to your account
- If payment is not received by or with the next billing cycle, an additional \$18 will be applied to your account. In addition to any late fee's due for that month
- If payment is not received by the 15<sup>th</sup> of that second (following) month, an additional \$20 will be applied.
- If account is not paid in full before the 3<sup>rd</sup> installment (payment) is due; your account will be frozen and the student will not be allowed to participate until account is brought current.

Payments may be handed to an employee at the desk, dropped in the payment box **inside** the studio by the 4th, or **postmarked by the 1<sup>ST</sup> OF THE MONTH** to:

Lititz Academy of Dance  
620 Paxton Place  
Suite 107  
Lititz, PA 17543

Please do not hesitate to contact our Office Manager, Leslie Barr at email [LAD@lititzacademyofdance.com](mailto:LAD@lititzacademyofdance.com) if you have any questions regarding your account.

**Tuition Schedule:** Tuition is calculated on the entire dance year (September-June). This yearly tuition rate is payable in ten (10) equal monthly payments:

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At Registration and then, September 1st, October 1st, November 1st, December 1st, January 1, February 1, March 1 April 1 and last payment on May 1.

If joining the studio in August/September, your yearly tuition will be payable in nine (9) monthly payments due Sept-May.

A fee of \$40 for all returned checks.

Registration fees are NON-REFUNDABLE.

Payment reminders are only sent as a courtesy to all studio families via Constant Contact Email System. It is the families' responsibility to have a current email address on file and to make full payments on time. Reminders are not mailed.

## DISCONTINUING CLASSES

If you wish to discontinue a class, **YOU** are responsible for letting the studio know in WRITING the class you wish to drop.

For those paying in monthly installments, you will be charged for the entire month in which you drop. In addition, a \$50 *per* registered class cancellation fee will be charged to those who withdraw from a class AFTER OCTOBER 15.

## STUDIO ETIQUETTE

Lititz Academy of Dance wishes to maintain a professional, yet family-friendly studio environment. We encourage all students to be supportive and respectful of fellow dancers and their family members. Excessive talking or other misbehavior will not be tolerated and may result in the student being asked to observe class instead of participating. All students must respect the structure and teaching style of all instructors.

The studio must be kept neat and clean. Dancers are expected place items in the dance room closet cubbies.

Students must be sure that trash and water bottles are thrown away and all personal belongings are taken home at the end of each class. **NO GUM OR FOOD IS ALLOWED IN THE STUDIOS!**

- Students are to use the restroom before class, dress according to the LAD dress code, and silence all cell phones. IF late for class, please knock before entering studio.

## DRESS CODE

**AFTER OCTOBER 15th, STUDENTS WITHOUT PROPER CLOTHES OR SHOES WILL NOT PARTICIPATE IN CLASS.** For specific class requirements see "Studio Dress Code".

## PARKING/ DROP-OFF AND PICK-UP

Paxton Place is a one-way street. DO NOT STOP VEHICLE OR PARK IN THE CENTER OF THE ROAD. For safety reasons, if you are dropping off/picking up, you must pull to the curb and park before letting your dancer out of the car.

Those who double-park **WILL BE ASKED TO MOVE YOUR CAR** by studio staff or other dance families.

Students should not arrive MORE than 5 min. prior to the start of class. Our instructors have many duties to tend to prior to beginning a class or may be teaching another class and cannot be responsible for any child who is dropped off more than 5 min. before class. All dancers need to be picked up at the end of their class time.

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If you are a parent of a Preschool 1, 2 or 3 Combo class, and you intend to accompany your child into the studio for afternoon and evening classes, please park in the designated lot behind the building.

## ATTENDANCE/MISSED CLASSES

Regular attendance is mandatory! A dancer's progress is directly related to strong attendance. A dancer must participate 45min of an hour-long class/30 min. of a 45 min. class to be considered present for that day's class.

Excessive absences from weekly classes may require a student to be moved to a lower-level class. If a student misses a class, it cannot be made up. There are no refunds or pro-rating for classes missed due to personal vacations, illness, schedule conflicts, or terminations during the month. If students cannot participate due to injuries, we ask them to attend class as to be able to observe, learn choreography and receive teachers' verbal instructions. Students are to arrive for class on time. For our Combo Classes (Preschool): If 3 or fewer students attend class on a given day, the class will be held for 30 minutes.

### Recital Attendance:

**EXCELLENT ATTENDANCE** is crucial to performing in the recital. After January 1, any student absent from a given class for three weeks in a row may not be eligible to perform that class's dance in the Spring Recital. If your dancer will need to miss 3 weeks in a row in a given class due to a medical issue, a proper physicians note will need to be provided. In addition, students may not miss more than 6 classes of a given class after January 1<sup>st</sup> in order to perform in the recital. This policy, as with all policies, is at the discretion of our staff. Parents will remain responsible for any remaining balances of those costumes, and no refunds will be given for tuition or costumes.

## SNOW DAYS

In case of inclement weather, please call the studio at 560-4000 or check the private family Facebook page or Instagram. An email will also be sent via Constant Contact. **WE DO NOT GO BY ANY SCHOOL DISTRICT CLOSINGS.** To check on cancellations for morning classes, please call after 8:30am. To check on the status of late afternoon / evening classes, please call after 2:30pm. If no message is on our voicemail, you can assume that classes are still on. However, we urge you to use your own judgment before venturing out in questionable weather. Classes cancelled by the studio due to bad weather or teacher illness will be rescheduled.

## ANNUAL RECITAL

OUR SPRING RECITAL WILL TAKE PLACE IN MAY. MANDATORY REHEARSALS WILL BE SCHEDULED. RECITAL PARTICIPATION IS NOT MANDATORY. WE RECOMMEND PARENTS AND DANCERS SERIOUSLY CONSIDER THE FINANCIAL AND TIME REQUIREMENTS NECESSARY TO ENGAGE IN A PROFESSIONAL DANCE RECITAL, WHICH IS TWO DAYS. THIS INCLUDES: EXCELLENT CLASS ATTENDANCE, INCLUDING MANDATORY REHEARSALS, COSTUME/SHOE AND TICKET PURCHASES, AND A LENGTHY DRESS REHEARSAL(S) AT THE VENUE. A COMMITMENT CONTRACT WILL BE SENT HOME WITH INFORMATION IN OCTOBER. BEFORE COMMITTING TO PERFORMING STUDENTS AND PARENTS MUST AGREE TO COMMIT TO REHEARSAL, RECITAL, AS WELL AS OTHER STUDIO REHEARSALS.

ALL MUST AGREE TO FOLLOW BACKSTAGE AND PERFORMANCE RULES. WITH THE EXCEPTION OF OUR YOUNGEST DANCERS (PRE-K/K) HAVING THE OPTION OF LEAVING AT INTERMISSION, DANCERS MUST STAY IN DRESSING ROOM AREA FOR THE ENTIRE SHOW. STUDENTS ARE NOT ALLOWED TO LEAVE DURING THE SHOW. ALL OF THESE GUIDELINES ARE FOR THE SAFETY AND WELL BEING OF ALL. PARENTS MUST NOTIFY TEACHERS NO LATER THAN OCTOBER 15, IF YOUR CHILD WILL NOT BE PARTICIPATING IN THE RECITAL.

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students may not miss more than 6 classes of a given class after January 1<sup>st</sup> in order to perform in the recital. This policy, as with all policies, is at the discretion of our staff. Parents will remain responsible for any remaining balances of those costumes, and no refunds will be given for tuition or costumes.

## COSTUME PURCHASES AND DEPOSITS

Students participating in the recital will be committed to purchasing a costume for each class performance. Certain costumes required a specific shoe. These requirements will be announced in February.

A deposit of \$60.00 per costume will be due by October 15. There are no refunds on costume deposits after this date. Costume balances are due by January 15. A \$15.00 late fee will be applied if payment is received after this date.

The studio will be open during office and studio hours for payment drop-off (check email for hours). **No exceptions.** Studio teachers will hand out costumes as they come in. Once they are in your possession, you are responsible for them. Students are not allowed to wear costumes for any non-studio performance prior to the recital. Lititz Academy of Dance encourages its students to perform at school shows, however, use of current costumes for talent shows is forbidden due to the risk of damage and/or loss of a costume or accessory. Students are encouraged to use past costumes for those performances.

## STUDIO COMMUNICATION

It is very important that parents know what is happening throughout the year. Studio newsletters, announcements, and reminders are sent out via Constant Contact. It is the family's responsibility to let us know if you are NOT receiving emails via this source. Please inform us if your email address has changed during the year.

Forms can be found on our website at [www.LititzAcademyofDance.com](http://www.LititzAcademyofDance.com). If your child is absent 2 or more weeks in a row, please call us so that we do not worry about you! You may also receive an email from our office to check on your dancer.

## CREATIVE RIGHTS

All choreography used for performances are the intellectual property and creative work of LAD. Use of choreography without verbal or written permission by the instructor is prohibited. This includes performance, videotaping and distribution online posting (YouTube and Facebook, etc.) and photography used for advertisement.

## PRIVATE LESSONS

Private and semi-private lessons are available at limited times. Private lessons are \$30/half hour; Semi-private lessons for 2 dancers are \$25 per person/ half hour.

## COJOMotion DANCE COMPANY

CoJOMotion Dance Company is Lititz Academy of Dance's Dance Company. This "by invitation only" company is for the most serious of dancers. We wish for CoJOMotion to serve as both a springboard to college or professional dance

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companies as well as an opportunity to serve our community and philanthropic causes through our beloved art of dance.

## **Studio Dress Code**

We are asking parents to review the Lititz Academy of Dance Dress Code with their dancer. This dress code will be enforced! Students who show up to class without proper attire will be given a warning, the second time they will be asked to observe. Please note that hair is a crucial part of our dress code. (See "Hair" section of Dress Code.)

**AFTER OCTOBER 15th, STUDENTS WITHOUT PROPER CLOTHES OR SHOES WILL NOT PARTICIPATE IN CLASS.**

LAD reserves the right to change this policy at any time without prior notice. Any changes to the Studio Policies and Dress Code will be posted online and in the studio.

## **Childrens' Combo Classes**

**Mandatory:** Leotard (any color, style), Tights (tan, black or ballet pink)

**Optional:** Ballet skirts, Jazz pants, and ballet sweaters

**Combo Boys:** white t-shirt, black pants, black ballet shoes

## **Ballet and Pointe**

**Girls:** Black leotards (any style), ballet pink tights, pink ballet shoes. HAIR in buns.

**Optional:** Black or pink legwarmers. Ballet Skirts. Ballet Sweaters

**Boys:** White T- Shirt. Black Jazz Pants or Tights . Black Ballet shoes

## **Jazz, Lyrical, Tap, Modern, and Tech**

**Mandatory:** Leotard (any color only), Tights (Tan, black or ballet pink), Appropriate Footwear NO SOCKS (see "shoes")

**Optional:** Jazz Pants, Booty Shorts, Ballet Skirts, Camisoles (black NO PRINTS. Leotard-fit only. No tanks, loose tops, etc.)

## **Hip Hop and Boys' Classes**

**Mandatory:** Low black "converse" style sneakers (must only be worn to dance class) Any comfortable, tasteful clothing.

**\*Please NOTE\*- Leotards must be dance leotards- no bodysuits.**

## **Hair / Jewelry**

Hair for ALL dancers must be in a SECURE bun or ponytail. Short hair and long bangs must be kept neatly off the face.

PLEASE NOTE: This is part of our mandatory dress code. Please no bracelets or dangling necklaces/earrings.

## **SHOE SUGGESTIONS**

ALL BALLET/TAP COMBINATION CLASSES - will need both ballet and tap shoes.

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## Ballet

Pink split-sole ballet shoes. There are many styles within Capezio, Bloch, Sansha and other brands. Both Canvas and Leather are acceptable. For our combo dancers, full sole are fine. Capezio Daisy Beginner Ballet shoes are wonderful options.

## Jazz

Tan Jazz Slip-On shoes - no laces, please! Capezio and Bloch are two recommended brands.

## Tap

We recommend FULL sole tap shoes for our non-combo classes. Lace-up or Slip-On Oxfords (no buckle or bow) are available in a number of brands, notable Capezio, Bloch, etc. For the most serious of tappers, three tap shoes your loving teachers recommend include: Jason Samuel Smiths, Capezio K360's and Miller and Ben's. These are pricier options, but fabulous shoes. For heels, any of the Capezio Footlights or Bloch Tap-Ons. For our combo dancers, the Capezio Junior Tyette is wonderful.

## Pointe

Pointe students must be professionally fitted for pointe shoes. Stores will be recommended by your Pointe teacher. Be prepared to spend about an hour being fitted for the correct shoe. We recommend calling ahead of time for an appointment.

## Lyrical / Modern

Dance Paws, Foot Thongs, Foot Undeez

## Hip Hop

Black low top "Converse" style sneakers. Please do not wear shoes that are also worn outdoors.