

## Studio Policy

These are the general instructions and policies of Let's Dance of Culpeper LLC. Please keep for reference.

- **ATTIRE:** No jewelry other than small earrings will be permitted in class. Clothes and shoes should be marked with the student's name and kept in a dance bag to ensure that all items are ready for class.

**Creative Movement/Twinkle Toes, Hop N Bop and PreBallet:** leotard, tights, ballet shoes with elastics sewn across the instep.

**Ballet:** A solid color leotard with tights, and ballet shoes No extraneous clothing (pants, sweatpants, shorts, etc.) is to be worn unless an injury requires it. Sweaters, legwarmers, and skirts may be worn. **NO UNDERWEAR SHOWING!!**

**Boys and Men Ballet:** Snug-fitting T-shirts or tank leotard, fitted pants, socks, ballet slippers, dance belt. Males must have tights that meet the top of their socks or slip into their shoes at all times. Rolled-up tights with bare feet in the shoes are not only unhygienic but also unacceptable.

**Modern:** Females--Any solid-colored leotard or unitard, footless tights and footUndeez or foot thong.

Males- T-shirt, dance belt, footless tights and bare feet OR footUndeez or foot thong.

**Jazz:** Females--Any solid-colored leotard or unitard, tights or, tight-fitting jazz pants, and split sole jazz shoes. Hair pulled back away from the face.

Males- T-shirt; tights or jazz pants; and split sole jazz shoes

**Tap:** Female and Males Fitted T-shirt, short or long pants, or leotard and tights with tap shoes (tyettes for Pre and Beginning level, oxfords for Intermediate and Advanced)

**Adult Ballet:** leotard, or tights, ballet slippers.

**Hip-Hop:** Fitted T-Shirt, short or loose fitting pants (jazz pants, sweat pants etc.), Dansneakers. Absolutely No jeans, jewelry and hair must be pulled back

**Hair Requirements:** In most dance forms, with the exception of ballet, it is sufficient to have long hair pulled back away from the face and secured in a ponytail. Males should have hair brushed away from their face. Should their hair be longer, it must be in a secured ponytail. For girls with very short hair, a headband will suffice.

For girls in ballet classes Entrance Level, and Ballet 1 through Advanced, hair must be fixed in place close to the head, without exception. Hair too short for a ponytail may be held in place with a headband.

- **ATTENDANCE:** Good attendance is absolutely essential for effective learning. However, to avoid infecting other dancers, sick students should not be brought to class. Please contact the student as early as possible to let us know if your student is unable to attend classes. If a student will be absent for more than 3 consecutive classes without prior notice we reserve the right to drop your student from class. Promptness is also essential. Tardiness detracts from learning time and disrupts classmates.
- **MONTHLY TUITION:** Tuition is due on the first of each month, this does not change due to missed classes, weather, holidays, etc. Printed statements and bills will not be given monthly nor will there be phoned reminders. Payments may be left in the drop box and will be credited to your account the next day. Credit Cards can be taken via the phone

or online. **A \$20.00 late fee will be charged for payments received after the 5<sup>th</sup> of the month. Students will not be permitted to take the class if there is an unpaid balance of over 30 days.** Any accounts over 60 days may be turned over to collections. **Tuition is not refundable.** A \$35.00 fee will be charged on all returned checks.

- **RECITAL:** All accounts must be paid in full for students to participate in the recital. Any accounts with a balance will not receive costumes as well. Anyone wanting to participate in the recital must have recital agreement form, sizing form and costume payment in by December 1<sup>st</sup>. **No refunds will be given on costumes.** Students must attend the last 3 classes before recital.

- **GENERAL RULES:** Students must be picked up promptly at the end of class. **Students not picked up after 15 minutes of their last class will have a \$1.00 per minute late pick up fee. Payment must be paid before next class.**

- There will be no gum chewing, dangling jewelry, FOOD, or candy allowed in the studio. Water only is allowed!
- Small children are **NOT** to be left in the lobby unattended. Please feel free to allow children to enjoy our toys however they must pick up after themselves and all crafts are off limits!
- No parents/family/friends will be allowed in class except during observation weeks.

- **HOLIDAYS:** The studio will be closed in accordance with Culpeper County public school holidays. This does **NOT** include teacher conference/work days.

- Holidays are:

Thanksgiving Break – **November 25-27**

Winter Break – **December 21- January 1**

Martin Luther King Day – **January 18**

Presidents Day -**February 15**

Spring Break - **March 30 – April 5**

Weather closures also will follow Culpeper Public Schools. If you have any questions you may check our voicemail or web site. The office will be closed so please do not request a call back. In addition all teachers are permitted 2 cancelled classes without being required to make them up. Any classes after that they are required to make up before the recital.

- **DISCIPLINE:** Let's Dance instructors and staff hold the right to dismiss any student from class for inappropriate or disruptive behavior.
- **VALUABLES/LOST AND FOUND:** Let's Dance is not responsible for items left at the studio. Students should not bring valuables to class. If you have a lost item please see an instructor to check in the lost and found. We strongly encourage that student shoes have their names written on the inside of them in permanent marker.

- **WITHDRAWAL FROM CLASSES:** If you plan on withdrawing from class 30 days written notice is required in advance. This notice must be given in our withdrawal form; you may pick this up at the studio or online. Billing will continue throughout those 30 days.
- If there are ever any questions or problems, please call the studio at 540-829-2439 or email us at [studio@letsdanceculpeper.com](mailto:studio@letsdanceculpeper.com)

**There are NO refunds on registration, tuition, costumes, or recital fees!**

I have read and agree to all terms and conditions of the policies of Let's Dance of Culpeper LLC. By signing this I agree to abide by all terms of Let's Dance of Culpeper LLC.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Student Names: \_\_\_\_\_

Date: \_\_\_\_\_

Let's Dance Of Culpeper LLC. Employee: \_\_\_\_\_

Printed Name: \_\_\_\_\_