

Ladera Ranch Dance Academy Studio Policies 2009 - 2010

LRDA's dance year starts in Sept and goes through June 30th. Enrollment is a commitment to dance through June.

Some months have 5 dance classes, some have 4 and some have 3 (due to holidays). Tuition is calculated based on the **entire school year** therefore you are charged the same amount each month. Students who Register and Enroll after the first of the month will be pro-rated at the single class rate.

No refunds, transfers, rollovers, or adjustments are permitted on any tuition paid. No credits, pro-rates, or adjustments are issued for missed class or scheduled studio closings.

If you're on monthly payment plan tuition is due on the first of the month and delinquent after the 7th of the month. A \$15.00 late fee is automatically assessed after the 7th of the month.

LRDA must be given **two weeks** written notice if a class is being dropped. Any student who has not dropped a class in writing will be considered an active student and billed for the month. Accounts remain active until the student has been officially dropped from the program. Add/Drop forms are available at the front desk for this purpose.

No student will be allowed to use more than four (4) make-ups in any given month in place of paying tuition. Students must pay their regular month's tuition and use a class other than their regular class time for any and all make-up classes. Students will NOT be allowed to use missed classes from a previous month as part of a credit towards a new month's tuition.

A \$30.00 re-enrollment fee for students who drop out during the dance year (Sept-June) and then sign-up again. The months of July and August are not part of dance year and therefore no penalty for dropping out during this month.

Students that miss class have three weeks to attend another class of the same level as a make-up. Make-up periods may be extended for unusual circumstances at the discretion of the studio directors. Make-up classes do extend or rollover season to season.

LRDA relies heavily on **email** communicate information therefore a current email address is required to be on file. LRDA assumes all emails are read by recipients unless sent back. If you choose not to provide an email address it is the parent's responsibility to check the LRDA website and/or come inside the studio lobby to check for any current newsletters or information on a weekly basis.

It is the parent's responsibility to pick-up their child (or arrange pick up) immediately following their class. We advise parents of younger dancers (3-6) to stay at the studio while their child is in class.

Office approval is required before switching a class. Please notify the office of any changes in phone number, address and emergency contact information. Keeping your account information current ensures notices and reminders will not be missed.

LRDA reserves the right to or cancel a class if 3 or less students are registered. This may also apply if 2 or fewer students are the only ones present for a particular class.

Class size is generally limited to 8-10 students, although some classes may be smaller or larger based on the instructor's preference. All creative dance classes are 40-45 min. depending on the student's behavior. If a class has reached capacity a waiting list will be started. It is the parent's responsibility to notify the studio if their child wishes to drop out of their classes, so that students on the waiting list can be added.

Substitute teachers are used occasionally when instructors are performing in shows, have professional commitments, and/or due to illness.

Students are expected to come dressed and ready for class (includes no gum chewing). Street shoes are not permitted on the dance floor. For insurance and safety purposes, no one other than registered students and the instructors are allowed inside the classroom while class is in session.

Int. _____