

Susan's Studio of Dance & Fitness, Inc.  
2018-19

# POLICIES

\* By signing this form, the parent and student are responsible for following the rules and regulations of Susan's Studio of Dance & Fitness. Please read carefully and ask questions if anything is unclear to you.

REGISTRATION- Priority pre-registration for existing students will be May 14<sup>th</sup>-17<sup>th</sup> during your class day and time. Open Online Registration for new students will begin Monday, May 21<sup>st</sup>. We will have Open House Registration on Thurs. Aug. 30<sup>th</sup> 6:00-8:00 PM. A yearly registration fee of \$50.00 per student or \$55.00 per family AND your last month's tuition (May 2019) is due upon registration. (THIS IS NOT THE RECITAL FEE) Please note the family discount applies only to siblings living in the same household. Both the registration fee and May tuition are non-refundable.

Studio t-shirts will be order in September. Cost is \$25.00 for both youth and adult sizes.

TUITION- Monthly tuition cost is \$45.00 per month/30 min. classes, \$50.00 per month/45 min. classes, \$55.00 per month/1 hour classes, \$70.00 per month/1 ½ hour company class. However, if you pay on the 1<sup>st</sup> lesson of each month you will receive a \$5.00 discount. If you pay one day after your 1<sup>st</sup> lesson of the month, the discount does not apply. You be charged a \$20.00 late fee if not paid on the 2<sup>nd</sup> lesson. If someone else is financially responsible, your child drives to dance or if someone else brings him or her to dance, please mail in your payment. All late fees must be paid with late tuition. Payments will be applied to the past balances FIRST. If tuition payment and late fee are not paid by the end of the month, the dancer will be dropped from our program and turned over to a collection agency. In some instances we will hold post-dated checks for not more than two weeks. If you post-date a check, the discount does not apply. If you would prefer to pay by mail, our address is: Susan's 140 Mid South Loop Haughton, LA. 71037. Or you may pay through PAYPAL on our website [www.susansstudioofdanceandfitness.com](http://www.susansstudioofdanceandfitness.com) Add a \$3.00 convenience fee if you use PAYPAL. If you are unable to attend class due to prolonged illness or unexpected circumstances, we must be informed immediately, 318-949-8080/318-347-3355 or email [susandance@gmail.com](mailto:susandance@gmail.com)

We offer instruction in tap, ballet, jazz/hiphop, cheernastics, lyrical, hip-hop, dance line preparation and gymnastics.

There will be a \$25.00 fee charged on all returned checks. You have 3 days from the date you are contacted to pay the total owed in cash or money order.

OFFICE HOURS- Please remember our office will be open ONLY for the 1<sup>st</sup> two lessons of the month (or until all tuition is collected) Tentative office hours are: Mondays 5:30-9:00 pm, Tuesdays 4:30-8 pm, Wednesdays 4:30-6:30 pm, Thursdays 5:30-8:45 pm, Sunday 3:30-6:00. If you are paying after the time due, leave a check or money order in the box outside office door or with your teacher.

SESSIONS- Our fall session begins Monday, Sept. 3<sup>rd</sup> (Labor Day) Our recital is tentatively scheduled for Saturday, May 4, 2019. WE WILL HAVE CLASSES AFTER THE RECITAL! All accounts must be paid in full by dress rehearsal. This includes late fees and recital fee.

Summer sessions: Many exciting programs are planned for the summer. Classes are offered in June and July. Summer schedules are distributed in April.

COSTUMES- Costumes for the recital are ordered in November. A costume is NOT required for gymnastics and cheernastics classes.

Both child and adult costumes are \$110.00. A \$50.00 per costume deposit is due in October along with your tuition- THIS DEPOSIT IS NON-REFUNDABLE. The remaining balance of \$60.00 (per costume) will be due in November (along with your November tuition) Extra large costumes, props, hairpieces, shoes bows etc... are added into this fee.

After the date of Nov. 15<sup>h</sup>, costume orders cannot be cancelled and refunds will not be given. It is accepted and recommended that you make small monthly payments (beginning in September) on your costume. It is the parent's responsibility to measure their child and decide on costume size. Instructions will be posted in the lobby. The studio is not responsible for alterations.

RECITAL- Our recital is tentatively scheduled for May 4<sup>th</sup>, 2019. The dress rehearsal will be on the same morning of recital.

A \$50.00 per student RECITAL FEE is due the 1<sup>st</sup> lesson in February (along with your February tuition). This helps defray recital cost (auditorium rental, music equipment and backdrop rental, shipping fees, stage hand fees, required janitorial and electrical cost, printing fees, insurance, awards, security etc.).

Recital tickets will be \$10.00. (This price is subject to change if there are any price increases with rental.) Optional expenses such as pictures, recital video, flowers and recital t-shirts will be available.

HOLIDAYS- The studio will be CLOSED for Fall Break (October 8<sup>th</sup>- 14<sup>th</sup>) Halloween (Wednesday, October 31<sup>st</sup>) Thanksgiving (November 19<sup>th</sup>-22<sup>nd</sup>) Christmas (Mon. Dec. 17<sup>th</sup>- Sun. Jan. 6<sup>th</sup>) Spring Break (Mon. March 12<sup>th</sup>- 18<sup>th</sup>) Tuition is due regardless of holiday schedule. We will be OPEN on all other holidays (Labor Day, Martin Luther King Day, Presidents Day, Easter Monday) In the event of bad weather or unexpected school closings, please call our answering machine after 2:00 to see if we will be holding class, 318-949-8080. Join us on Facebook and Instagram for information as well. Email is [susansdance@gmail.com](mailto:susansdance@gmail.com) Classes canceled due to bad weather or unexpected circumstances will not be made up and there will be no refunds.

We will be having our Christmas performance the week of Dec. 3<sup>rd</sup>. Family and friends are invited to come watch your Christmas dance during your class time. Studio Christmas parties will be during the week of Dec. 10<sup>th</sup>. Christmas break for the studio will begin Mon. Dec. 17<sup>th</sup>. Classes will resume on Monday, Jan. 7<sup>th</sup>

CONDUCT - Punctuality, attendance, and dependability are essential and expected at Susan's. When one is late, absent or drops, it affects the whole class, especially at recital time. You will learn the recital routine during the months of January and February. You are required to attend all lessons, especially during that time. Please contact our office if you are unable to attend. It is not fair to your child, your teacher, and your classmates when there is an absence. Teamwork is important! Commit to your dance class for a successful year. Use your time for learning, cooperating and achieving. Excessive talking, horseplay and bad attitudes will not be tolerated. Please be aware the student will be asked to wait in the lobby if they are a disruption to the class. There will be no refunds for that missed class.

We must begin and end class on time. If a parent of dancer needs to discuss something with a teacher, call them at home or have them call you.

The studio can only be responsible for the students during the class time. Please bring and pick them up on time. Please watch them carefully in our lobby and busy parking lot. Please do not ever leave your children unattended.

Do not block the entrance to our gravel parking lot.

Every effort is made to inform you of dates, events, and policies. This is why we have you sign this policy letter. PLEASE KEEP THESE POLICIES TO REFER TO THROUGHOUT THE YEAR! We send home many letters, post notices on the bulletin board and leave information on our answering machine. If you are absent, check our lobby for notices you might have missed. PLEASE TAKE THE TIME TO COME IN AND MAKE SURE YOU ARE INFORMED.

Unless requested by a teacher, no parent or sibling is allowed in the dance area.

*Do not allow students or siblings to play in a vacant dance room at any time.* If you must bring siblings, please watch them closely and keep them in the waiting area only. The extra room and office are off limits. Please do not allow them to play alone in changing room and bathroom. Please be considerate of our class time by keeping soft voices in the lobby.

No food or drink is allowed in the studio. No gum or candy during class.

All students need to go to the bathroom BEFORE class begins.

ATTENDANCE- Missed lesson WILL NOT BE deducted from your monthly tuition. You may make it up in another class if there is one available (after Christmas, we begin working recital dances- you will be unable to attend another class at that time) TUITION IS DUE REGARDLESS OF MISSED LESSONS. If you are unable to attend class due to prolonged illness or unexpected circumstances, we must be informed immediately, 318-949-8080/318-347-3355 or email [susansdance@gmail.com](mailto:susansdance@gmail.com)

WITHDRAWALS- A two-week notice, accompanied by a withdrawal form must be given to withdraw from any program. The form must be turned into the teacher or secretary to officially cancel class. The week you turn in your notice is not included as part of the two- week notice. You will be charged for two weeks after that date and the dancer WILL be allowed to attend class during that time. If this process is not followed, you will be turned over to a collection agency for the owed tuition and late fees.

ATTIRE-

Jazz, hip-hop and dance line preparation classes- black leotard with black jazz pants and black jazz shoes are required.

Boy's Hip hop- Loose fitted clothing with no zippers, buttons or snaps. Supportive tennis shoe.

Preschool tap – leotards of any color or style, footless tights, black tap shoes with socks (the ribbon that comes with these shoes DO NOT STAY TIED, please get black elastic so they can easily slip on and off)

Tap- same as preschool except you will need just regular tights.

Ballet- leotards (no sports bras or exercise wear), tights, and pink leather ballet shoes.

Cheerleading - Leotards and a good supportive tennis shoe. Shorts (with no zippers, buttons or snaps) may be worn over leotard. \*Note a special pair of shoes will be required for the recital. Cost: \$25-50.00

Lyrical- leotards, tights or jazz pants and foot undies.

Gymnastics- leotards and bare feet. Boys may wear loose fitted shirts and shorts with no zippers, buttons or snaps.

\*Check dance wear shops such as: Dance Wear House and Shreveport Gymnastics for a good selection of dance shoes and attire. Academy and Payless Shoe Source carry tap, ballet and jazz shoes. Check out the Internet for great prices. Discountdance.com is one many use.

Warm-ups are ok in the winter. It is best to dress in layers when it is cold outside.

Hair should always be out of the dancer's face. (headbands, ponytails, buns, etc.)  
No jewelry should be worn in class.

Proper shoes and dance attire are required to participate in class.

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- \*This list of policies should be carefully read and understood upon registration. If any policy is confusing or unclear to you, please ask questions before you sign. Please keep this copy to refer to throughout the year.

I have carefully read the policies of Susan's Studio of Dance & Fitness. By signing this form, I agree to follow all the rules and regulations stated above.

PARENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

STUDENTS NAME \_\_\_\_\_