



# Leigh's School of Dance

## Policies and Procedures



### **Registration:**

A non-refundable registration fee is required yearly at time of registration.

### **Payment of Fees:** \_\_\_\_\_ initial

Tuition will be paid through automatic withdrawal on the 5<sup>th</sup> of each month, through May. For your convenience, our 36 week dance session is broken down into 10 monthly payments. Additional siblings receive a 20% discount. The first month of tuition must be paid at the time of registration. If you choose to opt out of auto withdrawal an additional administration fee of \$5.00 will be charged each month. Additionally, your April and May tuition will be due in May. All accounts past due after the 10<sup>th</sup> of the month will be charged a \$10.00 late fee. All returned checks will be charged a \$25.00 service fee. The month of August is non-refundable.

### **Class Supplies:**

All students participating in the year-end recital need to purchase required class supplies at Leigh's Dance Wear Shop by October 1. Shoes must be worn in class. Ballet shoe strings need to be tied and tucked in or clipped. **Please clearly mark student's name on all property.** Leigh's School of Dance is not responsible for lost or stolen items.

### **Recital Production Fees:**

The recital production fee is \$180 for the first child. Additional children will have a production fee of \$125. If your child is in multiple classes, it will be an additional \$85 for each class. The production fee is split into two equal payments due on November 5<sup>th</sup> and February 5<sup>th</sup>. These fees will automatically process with your November and February tuition payments. The production fee includes costume, alterations, recital t-shirt for dancer, digital copy of the recital video, and production expenses. Students who choose not to participate in our recital must fill out a non-participation form in person with administrative staff by Oct 1st to avoid production fee. **Production fee is non-refundable.** Accounts must be paid in full to participate in the recital.

### **Withdrawal and Refunds:**

Withdrawal must occur before the 1st of the month or you will be charged for that month. To withdraw from classes a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the front desk.

All automatic bank debiting or credit card charges will stop after giving written notice and must be received before the 1st of the month. Leigh's School of Dance reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

3. For mandated closure you can call or email the studio.

### **Absences:**

Absences are excused and you may make up your lesson in any other scheduled class time that is age appropriate. Check with your teacher for the best time to make-up.

### **Care of Students:**

Leigh's School of Dance is not responsible for providing before or after class care for students. Parents with students under the age of 10 are to pick up their student in the classroom. Students are not to be left unattended at the school for an excessive time before or after class. For the Health and Safety of our dancers and staff **all lobbies and waiting areas are closed**, parents are welcome to check in on their dancers however we ask that you take turns and work your way in and out please.

### **Parent's Responsibility to be Aware of Dates and Events:**

It is the responsibility of the parent or adult student to be aware of all dance school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. Important dates will be published in our monthly newsletter to keep parents up to date with what is happening. Please make sure a current email address is on file with the dance school. It is the parent's responsibility to regularly check in with the instructor or emails to ensure they are informed. It is the responsibility of the parents or adult students to inform the dance school of any address or telephone number change.

**(Over)**

### **Injuries:**

Parents, legal guardians of minor students, care givers, and adult students waive the right to any legal action against Leigh's School of Dance for any injury sustained on school property resulting from normal dance activity or any other activity before, during, or after class time.

### **Photo Release:**

The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the dance school creates. Permission is also hereby granted for Leigh's School of Dance to copyright such photographs in its name.

### **Dance School Closings:**

The dance school will be closed for the dates; Labor Day Aug 31st-Sept 2nd, Halloween Oct.31, Thanksgiving break Nov 25-30, Winter Break Dec 23-Jan 2, Spring Break March 17-23, Memorial weekend May 23-26. The dance school will notify you by email if they have to close due to inclement weather.

### **Mandated Studio Closing:**

In case of a studio closure mandated by the Kansas state or local government, tuition will be based accordingly. If closure occurs after the 5<sup>th</sup> of the months tuition payment classes will resume with recorded videos emailed out each week. If the studio cannot reopen by the next pay period tuition will be reduced 25% with recorded videos emailed out each week. If closure is still mandated tuition will be reduced by 50% with bimonthly recordings emailed out each week. The following month of closure will stop tuition payments until the studio reopens. At any point during the closures families may withdraw by following the withdrawal policy.

### **Miscellaneous:**

*Any class with less than six students may be combined or canceled.* If this occurs, you will be notified and every effort will be made to find a replacement class. **No gum or soda** is allowed in class or in costume. Classes are closed to visitors. If your dancer stayed home sick from school, please do not bring them to dance that day. Make up classes are available.

I have read and understand the above policies and procedures and agree to abide by them.

\_\_\_\_\_  
Signature Date \_\_\_\_\_ Parent and/or Guardian's

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student

### **Authorization for Automatic Payment:**

I acknowledge that I am responsible to make timely payments of my balances due on my Leigh's School of Dance account. I further acknowledge that if my payment is not received on or before the due date, I authorize Leigh's School of Dance to initiate electronic payments for any balances due on my account PLUS an administrative late fee of \$10.00. Payments will be processed with the payment information on-file at Leigh's School of Dance.

Account Holder's Name: \_\_\_\_\_

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

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