



# Policies & Procedures

Thank you for choosing La Danse Académie for your child's dance education. LDA is a family-oriented studio dedicated to the individual development of each dancer. With a warm and welcoming learning environment, La Danse Académie educates well-rounded dancers who excel in the studio, on stage, and beyond!

Our Policies & Procedures are in place to ensure that La Danse Académie can provide quality dance education to your child. We look forward to having a wonderful year together!

## Important Studio Dates

Event	Date
First Day of Classes	Monday, August 26
Closed for Labor Day	Monday, September 2
Closed for Halloween	Thursday, October 31
Costume Payments Due	Saturday, November 2
Closed for Fall Break	Tues, November 26 - Sat, November 30
Closed for Winter Break	Tues, December 17 - Saturday, January 4
Closed for Spring Break	Monday, March 24 - Saturday, March 29
Closed for Memorial Day	Monday, May 26

## Tuition Due Dates

Tuition Payment	Due Date	Auto Pay Ran	NSF Fees Added
Registration Fee + 1st Tuition	Upon Registration		
2nd Tuition	September 1	September 4	September 10
3rd Tuition	October 1	October 4	October 10
4th Tuition	November 1	November 4	November 10
5th Tuition	December 1	December 4	December 10
6th Tuition	January 1	January 4	January 10
7th Tuition	February 1	February 4	February 10
8th Tuition	March 1	March 4	March 10
9th Tuition	April 1	April 4	April 10
10th Tuition	May 1	May 4	May 10

## **Tuition & Payments**

When enrolling at La Danse Académie, you are enrolling for the entire school year, which begins in August and culminates in June. Please notify us if you do not intend to fulfill this commitment.

Ten tuition payments are due throughout the school year. The account holder for each student has a financial obligation for the services and products they receive from La Danse Académie. Payments are to be made at registration and the first week of every month. If payment is not made before the first class of the year, your child's position in class will not be held and may be moved to a waitlist.

Tuition prices are calculated by the total number of weekly hours a family takes. Payments are due at the beginning of each month. There are 10 tuition payments in a full school year. Tuition payments cover the cost of class instruction. Additional fees throughout the year include registration fee, costume payments, performance fees, dress code attire, shoes, tights, and performance tickets.

Payments can be made in the form of cash, credit or debit card, check, auto-debit or money order made out to La Danse Académie. Please write the student's name in the memo portion of the check to ensure credit to the proper account. No postdated checks will be accepted. All accounts must have a valid credit card on file. If your payment is not made manually by the 1st of the month, you will be automatically charged with autopay for outstanding balances using the card on file on the 4th of the month. If your card is declined, you have until the 10th to update the card on file; otherwise, you will be charged an NSF fee.

Due to expiration date or insufficient funds, declined cards will be charged the \$25 NSF if not paid within the tuition payment dates. Checks returned to the studio due to NSF or ACCOUNT CLOSED will have a \$25 bank charge added to their account. In the case of NSF or ACCOUNT CLOSED receipts, future payments may require cash or a credit card. If accounts at the end of the year are outstanding, the studio reserves the right to ask for payment in cash, money order, or cashier's check and to hold all costumes and recital tickets until the account balance is paid in full.

## **Refunds**

You are holding a very valuable spot in our classes. There are no refunds available for tuition paid. Credits may be available for injured dancers. Please speak with the owner if you have a specific situation. No credit will be given for a class that your child was absent for. No credit will be given for studio closings due to extreme weather conditions. There is one extra week built into the schedule to accommodate studio closings.

## **Performances**

Since dance is a performing art, performing is an important part of the training process as students learn about theatre, rehearsal, perfecting a dance, and showcasing their skills. This is a wonderful way for dancers to display the results of their hard work, and for family and friends to join in their pride of achievement. Performance registration is optional and is separate from class enrollment. Performance fees are in addition to class tuition, including costume payments, performance fees, and audience tickets. Full details regarding performance dates, costumes, costs, and registration will be distributed later in the season.

## **Studio Closings**

If in-studio classes are canceled due to inclement weather, a pandemic, or other act of God, we will post on BAND and Facebook to notify you. La Danse Académie does not close for school improvement days, institutes, conferences, Columbus Day, President's Day, etc. Please see our calendar for dates that the studio will be closed.

## **Insurance**

La Danse Académie's insurance does not include medical insurance for its students. It is required that all dance students be covered by their own family policies. If an injury occurs, it is understood that the student's own policy is your only source of reimbursement.

## **Communication**

La Danse Académie employs the following means of communication to keep you updated on what is happening at the studio. Please make sure you are utilizing all methods of communication to stay informed.

- BAND—This is our main way of communication. All families are encouraged to use the BAND app. You will receive email invites to join LDA Studio Updates and a BAND page for each class your family is enrolled in.
- Communications and newsletters are sent via email. A printed copy will be posted on the studio bulletin board in the waiting room, and a paper copy can be given upon request.

## **Studio Representation**

Please remember that LDA dancers and family members are ambassadors and representatives of La Danse Académie at the studio, at performance events, and on social media. All dancers and family members are expected to act in a professional manner including attitude, behavior, and language at the studio, on social media, and at all events.

Dancers who plan to attend summer camps and/or classes are considered actively enrolled students of La Danse Académie until August 1st of that calendar year. If a dancer wishes to attain further training or instruction, please speak with the owner about dance education outside of the studio walls. If the dancer wishes to train privately, please inform the studio of your enrollment in other classes to ensure that the studio maintains its code of ethics through its membership in the Chicago National Association of Dance Masters and Southern Association of Dance Masters.

## **Attendance**

Regular attendance is necessary for proper progress. Dancers are expected to report to class on time and be ready for class. This includes having all hair pulled back and proper attire for the body and feet. Dancers in Pointe must have their toe tape in their bag and their shoes sewn before class begins. If a student is continuously late for class or does not arrive ready for class, they may be asked to sit out or may be dropped from the class. Dancers who miss the warm-up at the beginning of class are unprepared to dance and at a higher risk for injury.

Parents/guardians must notify the studio before a dancer's absence, late arrival, or early dismissal. Absences reported by students are not accepted. A private lesson fee may be associated with excessive absences to help a dancer prepare for participation in performances, which is determined at the discretion of La Danse Académie. Dancers who are not prepared for performances due to excessive absences may be removed from that performance.

## **Private Lessons**

Current La Danse Académie students may schedule private lessons with a teacher to work on specific skills or choreography in preparation for shows, auditions, or recitals. Private lessons may also be required for dancers who have missed excessive classes and need extra rehearsal time. Payment for private lessons is to be made to the office at the time of the lesson.

*30-minute private lesson for \$30; 90-minute pack of 6 for \$405; or 6-hour bundles for \$270.*

## **Drop-Off & Pick-Up**

La Danse Académie maintains a closed-door policy for classes and camps to ensure that dancers focus on the fun and learning in the classroom. This helps prepare little ones for a structured school environment away from their parent or caregiver. Guardians are welcome to stay nearby in the lobby, or you can drop off and utilize your free time. Please try to drop off and pick up your dancer in a timely manner before and after their dance classes. If La Danse Académie staff must monitor your child beyond 15 minutes prior and 15 minutes after class, you will be charged a \$10 watch fee. We understand that things happen, so please contact the studio if a situation arises.

## **Dress Code**

Correct classroom attire not only allows teachers an unobstructed view of correct alignment and muscle use, but it is also part of the discipline of dance. All dancers must follow the dress codes put in place by La Danse Académie to participate in classes. Dress code attire can be bought at the studio or through our online store at [shopnimbly.com/ladanseacademie](http://shopnimbly.com/ladanseacademie). Thank you for cooperating with our dress code policies to ensure your dancer looks good and feels good in class!

### All Dancers:

- All dancers must be covered from shoulder to mid-thigh, and no exposed midriff is allowed
- Cover-ups including leggings, shorts, skirts, or sweaters must be black

### Core: Ballet + Tap + Jazz

- Option 1: Black dance dress with pink or skin tone tights (only 2nd grade and younger)
- Option 2: Black leotard with pink or skin tone tights
- Option 3: Black top with black athletic shorts or pants

### Electives: Hip Hop + Contemporary + Accelerated Tap + Pointe + Company

- Option 1: Any color leotard with pink or skin tone tights
- Option 2: A black top with black athletic shorts, pants, or leggings.

## **Hair**

Hair must be secured away from the face in a bun or tight braid for safety. Short hair and bangs should be pushed back with bobby pins or a headband. Hair must be secured prior to the start of class. Loose hair can be a safety hazard to the eyes while dancing.

## **Shoes**

All dance shoes must be sized and ordered through La Danse Académie. Shoes purchased elsewhere may damage the dancefloor. Dance shoes should never be worn outside, including when walking to and from the car.

## **Discard Policy**

The studio reserves the right to cancel enrollment of a student or family for any of the following reasons:

- Excessive absences of a class
- Non-payment or excessive late payments of fees.
- Not observing the rules and policies of the studio.
- We cannot adequately meet a student's needs with our current staffing.
- Physical or verbal abuse, bullying, whether in person or online, targeting either staff or children.
- Updated 7.3.24. Policies are subject to change.

Family Class Hours	Tuition Payment Due Every Month	Savings
45 minutes	\$40.95	
1 hour	\$54.60	
1 hour 15 minutes	\$68.25	
1 hour 30 minutes	\$81.70	
1 hour 45 minutes	\$95.55	
2 hours	\$109.20	
2 hours 15 minutes	\$122.85	
2 hours 30 minutes	\$136.50	
2 hours 45 minutes	\$150.15	
3 hours	\$163.80	
3 hours 15 minutes	\$177.45	
3 hours 30 minutes	\$191.10	
3 hours 45 minutes	\$204.75	
4 hours	\$211.85	3%
4 hours 15 minutes	\$225.09	3%
4 hours 30 minutes	\$238.33	3%
4 hours 45 minutes	\$251.57	3%
5 hours	\$259.35	5%
5 hours 15 minutes	\$272.32	5%
5 hours 30 minutes	\$285.29	5%
5 hours 45 minutes	\$298.25	5%
6 hours	\$304.67	7%
6 hours 15 minutes	\$317.36	7%
6 hours 30 minutes	\$330.06	7%
6 hours 45 minutes	\$342.75	7%
7 hours	\$347.80	9%
7 hours 15 minutes	\$360.22	9%
7 hours 30 minutes	\$372.65	9%
7 hours 45 minutes	\$385.07	9%
8 hours	\$388.75	11%
8 hours 15 minutes	\$400.90	11%
8 hours 30 minutes	\$413.05	11%
8 hours 45 minutes	\$425.19	11%
9-10 Hours	\$425.19	11%
10 Hours + Family Unlimited	\$491.40	

Annual Registration Fee Per Account
\$60.00