



# LISA'S DANCE SPOT

## Policies and Procedures:

### GENERAL POLICIES:

- Dance shoes should not be worn outside of the building.
- No food or gum permitted in the studio.
- Please do not leave any children unattended in the studio.
- No horseplay permitted in the lobby or studio.
- Dancers should arrive five minutes before scheduled class time and be picked up promptly after class ends.
- Please notify the studio if you will be late picking up your student.
- Teachers reserve the right to dismiss any student from class who is continuously disruptive.
- A parent/teacher conference must take place before a “dismissed student” may return to class.
- Students should come into class fully prepared with hair properly secured, and dance shoes on.
- All students must follow the Lisa's Dance Spot dress code policy (below).
- No jewelry may be worn to class other than small earrings.
- No smoking on premises.:
- Registration fees and tuition payments are non-refundable.
- There will be no prorating or refunds given due to missed classes.
- Each student is encouraged to make up missed classes in another appropriate leveled class.
- **Withdrawal Policy:** You must complete a “drop” form thirty-days prior to your upcoming tuition payment. You will be responsible for the next payment if you do not give a 30 written notice. Please be aware that no prorating or refunds will be issued due to withdrawing from classes.
- Lisa's Dance Spot observes holidays and inclement weather closings with the Cobb County School Systems
- All young dancers must be escorted to and from the building.

## REGISTRATION AND TUITION PAYMENT INFO:

### Registration Fees:

Individual - \$ 25

Family - \$ 35

### Tuition:

Is to be paid the first of each month. It will be considered late after the 7th and a \$ 15.00 late fee will be automatically added to your account. If tuition is not paid by the 15th of the month, your child will be refused admission to class. As each month allows for 3, 4, 5, lessons, tuition will remain the same each month. Lisa's Dance Spot operates on a 10-month session, August thru May.

### Payments:

Lisa's Dance Spot accepts payments by check, cash and credit cards (Visa, MasterCard, American Express, Discover) and online PayPal payments.

### Full Yearly Payment:

There will be a 10% discount given to any account paid in Full (August-May)

### Automatic Debit:

We now offer an automatic debit payment plan. Please inquire at studio for details.

### Recital Payment Plan:

Recital Fee is \$ 100.

Installments are due Nov 15th - \$ 50 and Jan 15th - \$ 50.

**NO REFUNDS will be issued due to withdrawing from classes.**  
**NO REFUNDS for registration fees, tuition, recital fees or costumes, etc.**

## Extreme Weather Or Unexpected Interruption Of Classes:

If schools cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due these reasons will be given.

## Substitutions:

The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made-up.

## DRESS CODE:

### BALLET:

Black leotard  
Pink tights  
Ballet shoes  
Hair must be up and out of face

### BALLET/TAP:

Black leotard  
Pink tights  
Ballet shoes  
Black tap shoes  
Dance skirt optional

### TAP:

Black Leotard  
Pink or Black dance pants  
Pink or Black tights  
Black tap shoes

### HIP HOP/JAZZ:

Black leotard  
Pink dance shorts  
Black footless tights  
Black jazz shoes

### HIP HOP:

T-Shirt or tank top  
Sweat pants or leggings  
Sneakers

### CHEER:

T-shirt  
Shorts  
Sneakers

### TUMBLE/ACRO:

Leotard  
Shorts

### LYRICAL:

Leotard  
Footless tights  
Dance shorts