



STUDIO HANDBOOK & POLICIES 2024-2025

Please make sure you read and understand all studio policies and fees before enrolling.

WELCOME TO LPAC! Classes start mid-September. We are excited to begin a new year with you!

- REFUND POLICY** PLEASE NOTE THAT THERE ARE **NO REFUNDS** OF TUITION, REGISTRATION FEES OR COSTUME FEES. These fees include holding your place in class(es), processing and ordering and are therefore **non-refundable**. Please make sure of your ability to commit prior to registering.
- REGISTRATION** Registering is through www.locustperformingarts.com or by paper form. There is a \$30.00 **Family Membership Fee due each school year upon registration**. Spring /Summer Workshops are billed a discounted fee of \$10.
- TUITION PAYMENTS** The school year runs Fall-Spring and tuition is billed by trimester (three times per year, approximately every three months).
- **When you register online, your card on file is charged for the first trimester and registration fee to complete the enrollment.**
 - Tuition is **due again in December and March**, as posted on our Event Calendar. Bills are sent by email and payments may be made online or at the studio. An Auto Pay option is also available (see below).
 - **Past due tuition is subject to a late fee of \$5 per week.** Returned checks incur a \$30 fee and re-payment must be submitted in cash or money order within one week. All future payments must then be made by cash or money order. **If tuition payments are past due for more than one month, your child may be removed from class and/or will not receive costume(s). If tuition is not paid in full by the end of the school year, your child may not be allowed to perform in the Year-End Recital.**
- AUTO PAYMENTS** For convenience and to avoid late fees, **we recommend enrolling in Auto Pay** for the automatic charge of all tuition and costume fees. To enroll, check the "Recurring Billing" box where you enter your credit card information. **Please note that cards may be charged prior to the due dates to allow time for processing.** You are responsible for keeping your card information up-to-date and for notifying us in advance of any changes to your enrollment, such as withdrawing from a class, as **there are no refunds once an Auto Pay charge has been processed.**
- CLASS AGES/LEVELS** Classes are grouped by grade range and level of experience. **Students should register for classes according to their grade as of September (fall classes) or age as of the start of a workshop (spring/summer classes).** Any exception to this policy is only at the director/teacher's discretion or invitation (must be approved before enrolling) and may be on a trial basis. **Enrollment in advanced classes is subject to instructor approval and is not guaranteed.**
- CLASS SCHEDULE** The class schedule is subject to change at any time. A class may be cancelled or changed to a different style/age/level/teacher, especially if enrollment in a class is low. Management will do their best to find a suitable replacement for students in a changed class.
- ADDING/DROPPING** Students who wish to **add, switch or withdraw from a class must notify LPAC in writing.**
- PERFORMANCES** All students are invited to participate in the **Year-End Recital in the spring, which includes a recital fee per dancer.** There are multiple shows, each with a unique lineup, seating assignments and admission. Most classes perform at only one show time, but **students or families in multiple classes and/or performance teams should be prepared to perform at multiple show times** and anticipate the possibility of a whole-day commitment. Effort is made for performing family members to share a show time, but cannot be guaranteed. **If you have a constraint or show time conflict, please email us by March 1.**
- COSTUMES** For students who wish to perform, there is a **non-refundable costume fee per class** of \$83+ tax. NOTE: For Creative Ballet/Tap/Jazz and Tiny Tots Hip Hop classes, the costume fee is \$70+ tax. Costume sizes are chosen by the parent/guardian. If a size is not received by the requested deadline, LPAC staff will choose a size at their discretion. Please note: Sizing exchanges are not guaranteed and may be subject to a \$20 reordering fee. Performance groups (LCDW I+II, Locust Prep, Locust Lab, Kool Kidz, FOCUS, L.E.D. and Hip Hop's Finest) usually require multiple costumes.

- DANCE ATTIRE** Students should come dressed and ready for class. **Dress codes** are posted below our class schedule and will be strictly adhered to for classes such as Ballet, Technique, Jazz and performance group rehearsals. NO jeans, skirts, short shorts, hanging/dangling jewelry or bracelets should be worn into class. Knee pads are recommended for Hip Hop to prevent injury.
- PERSONAL ITEMS** **Students should bring only essentials to class and leave valuables at home.** Cellphones and phone watches may not be used in class but may be placed in designated areas. Jewelry and valuables should be left at home. Any clothing or items left at the studio will be kept in our LOST & FOUND bin in the dressing room for a few weeks. Thereafter, any unclaimed items will be donated. **LPAC is not responsible for valuables or cellphones that are misplaced, lost or stolen.**
- ATTENDANCE** Students are expected to arrive on time to class. **Students should make a reasonable effort to attend all classes.** When choreography is being set for the Year-End Recital, students missing three or more consecutive classes may require private lessons to catch up. Students missing six or more consecutive classes near performance time might not be allowed to perform. **If a student is to miss a class, please notify LPAC staff (by email or phone) so that the teacher can plan accordingly.**
- PRIVATE LESSONS** Private and semi-private lessons may be arranged by emailing LPACcourtney@gmail.com. Cancellations made within 48 hours of the scheduled lesson will be subject to a \$40 cancellation fee charged to the card on file. For cancellations within 24 hours of the scheduled lesson, 50% of the lesson fee is due.
- SCHOOL CLOSINGS** **School closings due to holidays and events are posted on our online calendar.** Class cancellations due to weather will be sent by email/text and posted on the LPAC voicemail and t.v. (Channel 12).
- MAKE UPS & TRIALS** **Classes missed** due to weather, illness, school event, etc. are non-refundable but **may be made up** in any age- and level-appropriate class during the 1st and 2nd trimesters. **Make-ups must be done within the trimester of the missed class.** Please note that once 3rd trimester begins, make-ups are no longer available. No-obligation **trial classes** (one per student) are available to those interested in sampling a class before committing to enrolling in it. Students may do additional trials at a drop-in rate of \$25 per class.
- TEACHERS** To maintain cutting-edge, high-caliber instruction, many of our teachers are industry professionals involved in tours, productions, films, music videos, commercials and workshops. This may require them to travel or be absent for a period of time. In such instances, LPAC will provide a well-qualified substitute who conforms to the vision of the studio.
- COMMUNICATION** **ALL BILLING, NOTIFICATIONS, NEWS AND EVENT INFORMATION ARE SENT THROUGH EMAIL, TEXT AND/OR POSTED ON OUR WEBSITE.** Please make sure your email and phone on file are up-to-date and check www.locustperformingarts.com and social media periodically for reminders and notices. Members may submit general questions, notes to staff or concerns to LPACnotice@gmail.com and class inquiries to LPACcourtney@gmail.com. **Please do not contact teachers personally via social media direct messaging, private messaging, texts, phone, etc.** Instead, use LPACnotice@gmail.com.
- CODE OF CONDUCT** We work to create a safe and encouraging environment for our families. Please notify us in writing if your child has any behavior, social or medical issues we should be aware of. Parents or guardians of students with special needs may be asked to remain present in the building during class time. Members must be respectful towards their teachers, peers and the studio space. **We have zero tolerance for bullying. If proven, the student/parent/guardian will be removed from the school.**
- COMPANIONS** **We do not permit unsupervised friends to come into the studio and wait while students are in class.** Also, we do not permit pets in the studio unless they are needed for medical reasons.
- SAFETY & HEALTH** To ensure safety and quality of service, the classrooms, public lobby areas and homework room are equipped with cameras for monitoring and documentation. Regarding health, students should not come to class if they are not feeling well, have any type of illness or have tested positive for flu, strep, COVID or anything else contagious.

*By becoming a Member of Locust Performing Arts Center, you are agreeing to abide by LPAC's Code of Conduct, safety procedures, policies and guidelines. **LPAC reserves the right to discontinue service to any Member who is not in keeping with the studio etiquette and policies as described above.***