

## **LRP STUDIOS, LLC**

### **POLICIES AND GUIDELINES**

#### **REGISTRATION FEE**

All Students will be charged a registration/anniversary fee. This fee is good for one year or until you drop out of the program for the season. (What is considered dropping out during a season? You discontinue taking class for any one month during the season. You will then need to re-register and pay the registration fee to re-enroll in a class for that season.)

#### **YOUR ACCOUNT**

Tuition is due on or before the 7th of each month and all other miscellaneous charges are due by their due date. On the 8th of each month, there will be a \$10 late fee applied to any account that has a balance for any charge that is past due (tuition, costume fee, recital fee, meet fees, previous late fees, etc.). Payments made by check must have student's name and check writer's DL# along with state to be considered a payment. We also accept cash, debit & credit cards which can be paid at the front desk and/or online. **Please note: You are responsible for payment for your student's classes whether or not your student attends class** until time you notify the staff via email or mail. Please do not rely on your student to verbally let us know that he/she will no longer be attending classes. If a student stops coming to class without notification, then that student's account will be charged for an additional 30 days. This charge will be for holding the student's place in that class instead of offering that place to one on a waiting list.

***Auto Pay accounts MUST have a "Billing Authorization" form signed on file!***

#### **DROP PROCEDURE:**

***Parents must notify the school to terminate auto billing.*** Only a written notice via email or mail will be acceptable.

#### **PARTICIPATION IN SHOWS**

We have a dance recital & a gym show at the end of our season. In order for your child to participate in the show/s, Your account must be up to date and requirements must have been met. ( Not missing required rehearsals/classes (pertains to the Comprehensive Dance Program), any costumes, recital fees, etc.)

#### **ATTENDANCE POLICY FOR THE COMPREHENSIVE DANCE PROGRAM**

If your student is enrolled in a Comprehensive Dance class Level 2-4, there is an attendance policy in order for your student to participate in shows/competitions. Students cannot miss more than one class per month and cannot miss two weeks consecutively. If they are just not feeling well, we would much rather them watch class than miss class. We are hoping to get back into dance competitions and in order for this to happen, students need to regularly attend class. Also, we will be having students in our Comprehensive Dance Program that are 8yrs. & older attend the SADM summer convention. The 2011 convention will be held in July in Nashville.

## **CLASSROOM ATTIRE**

Each student must wear the type of attire outlined for each class and have proper shoes if required. Hair must be pulled back out of the student's face. This is very important.

## **REFUNDS**

**If your child participates in any one class during a month, you will be responsible for that month's tuition.** Registration fee is non-refundable. Tuition refunds or credit vouchers may be given if there are extenuating circumstances requiring withdrawal from class. All refund requests will be considered on an individual basis.

## **MAKE-UP CLASSES**

Classes will be made up in the event of teacher illness or competition conflict (during Mid-South Fair). I will notify you of the cancellation and the scheduled make-up day. We cannot control weather – classes cancelled due to inclement weather will not be made up. ( see *inclement weather policy*) Because of our set days/times for certain levels of classes and student/teacher ratio, missed classes will not result in make-up classes, prorated tuition or refunds. Scheduled holidays are considered when making the schedule for the season.

## **RETURN CHECKS**

There is a \$30 return check fee. We do NOT run checks through twice. You will be notified of the returned check. Once you have paid the face amount of the check and the return check fee with cash, a money order or cashier's check, you will receive your original check back. If an account gets two return checks within a season, that account will only be able to make cash, money order or cashier check payments for the remainder of the season.

## **INCLEMENT WEATHER POLICY**

If Desoto County Schools are closed due to weather, we are also closed. We do realize that on occasion, weather will turn bad in the middle of the day. In this case, please call LRP Studios, LLC. All closings will be recorded on the answering machine message, posted on the website and on facebook.

## **ARRIVAL AND PICKUP**

Be sure your student arrives 5 minutes before (no earlier please) his/her scheduled class time. Please pick up your student on time. Please inform us if you know you will be late picking up your student. Instruct your student to wait inside the building and you should escort them from the building to your car. During peak times the parking lot is crowded. Please take into consideration that our "students" may include young children. Please drive slowly and carefully. Do not take a chance on your student running to and from your car.

## **VISITORS IN THE CLASSROOM/OBSERVATION**

All Studios have an observation window. **Only enrolled students are allowed in the dancerooms & gym! No parents in the studios! NO siblings/friends in the studios!** One or two people may stop in the hallway to see into Studio A and/or B, and we have a Parent Observation Room which will

allow you to view Studio A & G! Please don't "hog" the windows and be considerate of other parents. We do have Friend Week and Parent/Grandparent Week where you can actively participate in your child's class. We also have an observation week where parents can observe in the classroom.

***Please do not hesitate to contact me by e-mail or telephone if I can be of further help. I look forward to having you and your child join us for a great season at LRP Studios, LLC!***

1672 Mississippi Valley Blvd. Southaven, MS 38671

www.lrp-studios.com 662-393-3779 [lori@lrp-studios.com](mailto:lori@lrp-studios.com)

**I HAVE READ THE "RULES, TERMS AND CONDITIONS" OF LRP STUDIOS, LLC, HAVE A COPY AND AGREE TO ADHERE TO AND ABIDE BY THE RULES, TERMS AND CONDITIONS SET THEREIN.**

---

GUARDIAN SIGNATURE

---

DATE

---

STUDENTS ENROLLED(PRINT)