

Lebanon Ballet School

Policies

PLEASE KEEP FOR FUTURE REFERENCE

School Policies

Please read these school policies completely. These policies concern tuition payments, medical insurance, dress code, attendance, studio etiquette and class observation. Complying with these policies will enable students, parents and teachers to focus on our main purpose – dance education. It is important that students and parents be informed so that you may understand the reasons behind the policies of the school.

Repeated failures to follow school policies can result in dismissal from the school program without a tuition refund.

Contacting the School

Due to the limited time between classes, the staff is not always available to answer questions. Please use one of the following methods to contact me or one of the teaching staff.

- Phone: 603-448-5404
- E-mail: Linda@LebanonBalletSchool.com
- US Mail: PO Box 66, Lebanon, NH 03766

If calling you will have the option to select from a number of voice message boxes. Simply punch the number below to go to the desired voice message box:

- 1 - Leave a message for Linda or the teaching staff, or to notify the school about an absence
- 3 - Leave a message for City Center Ballet
- 7 - To hear about class schedule changes and cancellations (especially useful during the winter months - cancellations will be recorded by Noon).
- 8 - City Center Ballet performance schedule

Messages left for students will probably not be passed on as the answering machine is not checked during or between classes.

Tuition and Payments

Payment is the sole responsibility of the individual signing the registration form. If payment is being made by a third party it is still your responsibility to ensure that payment is made on time.

- Invoices will NOT be sent out for monthly payments. It is your responsibility to make sure payments arrive on time.
Invoices will be sent for over due balances and will include a \$20 late fee per month.

- Monthly payments are due on the 23rd of the preceding month.
- Invoices are mailed out for Semester students and payments are due two weeks before the beginning of the new semester.
- Please call BEFORE the due date if you have any problems or questions.
- ANY changes in class registration and tuition adjustments must be discussed with me first.
- Payments for dance wear are due when placing the ordering.

To avoid unnecessary late fees, do not send payments in your child's ballet bag as they will often get lost or forgotten. Please mail your payments to PO Box 66, Lebanon, NH 03766; or drop them in the receptacle on the office door.

We also accept payment (minimum \$20) by MasterCard or Visa for monthly payments only.

You can sign-up for automatic payment by completing a form available at the office - you will never have to pay a late fee as long as your card accepts charges.

- You will be charged \$20 if your payment is declined.

Tuition refunds are made only when the school cancels a term of classes.

Tuition credits are considered only when a student withdraws from a class because of a documented medical condition or other extenuating circumstance AND only when I am informed in writing immediately.

Schedule changes can only be made by consultation. Any tuition adjustments will take affect on the next payment due date.

Medical Insurance

Lebanon Ballet School, Inc. requires that all students be covered by their own insurance policy, if an injury occurs it is understood that the student's own policy is their only source of reimbursement.

Dress Code

We strive to maintain a professional atmosphere for our students, therefore our dress code will be enforced at all levels.

- Proper Class attire is listed in the brochure.
- Hair must be worn securely in a well made bun. Shorter hair styles must be pinned off the face and neck. Bobby pins, hair elastics and hair nets are essential to making a clean tight bun. Untidy, unsecured hair is a safety concern and prevents the teacher from viewing the students alignment.
- NO watches or jewelry can be worn in class.
- Dance attire with decals, skirts and tutus can not be worn for class in this studio.
- No undergarments are to be worn under any leotards.
- Warm-up attire is to be removed before class begins.

Failure to follow the dress code class will guarantee dismissal from class - payment will not be refunded.

Slippers are the most important item of ballet clothing and must fit properly. Inferior quality or old, worn-out slippers often cause discomfort and alignment problems. When a student's slippers needs replacing, I will gladly work with you to insure the correct style and fit. Leather ballet slippers are the preferred footwear in this studio as they are far superior to canvas for supporting the foot.

Pointe slippers are to be worn with elastic and ribbons.

Please plan ahead as out of stock items require 7 to 14 days to arrive. **Payment is due when the order is placed.**

Put your name in all dance wear attire and check before leaving that you have taking only your clothing and belongings.

DO NOT leave handbags with money in the dressing rooms. Bring them into the studio and place them under the counter in the smaller studio or on the bench in the larger studio.

Attendance

Attendance is imperative to insure the best training.

- If an absence cannot be avoided, please notify the school in advance by phone or email.
- Students should arrive at least 10 minutes prior to class to allow time to prepare for class. A late arrival is disruptive to the class and the student misses the beginning exercises that properly prepares the body and mind for the entire lesson.
- If late, wait at the studio door until you are acknowledged by the teacher. Students significantly late to class will only be permitted to observe.
- Excessive tardiness and/or absences may jeopardize class placement.
- Please inform the teacher **before** the start of class if you must be excused early.
- Parents, please do not remove your child from class without first consulting the teacher.
- Missed classes due to illness, may be made up in an equivalent or less advanced level at any time within the month or semester.

Studio Etiquette

Students are expected to display good manners upon entering Lebanon Ballet School. Unruly behavior anywhere in the facility is strictly forbidden.

Students, use the restroom before class begins so that it is not necessary to leave during class time.

Parents, please be quiet and respectful of classes while waiting in the hallway or lounge. You are responsible for siblings while your child is in class. Do not leave children unattended. Damage to bulletin boards, walls or any property of LBS done by your child/children will be repaired at your expense. Unruly or disruptive behavior will not be permitted, anyone engaging in such behavior will be asked to leave.

Facilities

- There are two dressing rooms - Girls/Ladies and Boys/Men. Do not use the dressing rooms as a lounge. After changing, move to the lounge to quietly visit or into the hallway to stretch. Open studios can be used before class with permission of one of the teachers.
- A bathroom is located in each dressing room, they are NOT to be used for changing.
- Bags are to be placed along the wall under the hooks, **clothes are to be hung on the wall hooks** - keep the path to the bathrooms clear.
- The counter (for eating & doing schoolwork), microwave & refrigerator are available for student use. Pick-up and wipe-up after yourself. Food (including candy) and drinks (including water) is only permitted in the counter area of the lounge.
- Please help us to keep the bathrooms, dressing rooms, lounge, studios and the area at the bottom of stairs neat. Pick up after yourself and dispose of personal trash in wastebaskets.
- A Lost and Found box is located in the coat closet - items will be discarded after a month. All clothing should be labeled with the student's name.

Class Observation

Parents, we have an open door policy, children may be observed in class at anytime. However in order for us to gain your child's full attention it is best that you limit your classroom viewing.

Observation of Studio 1 is through the lounge window.

For Studio 2, you must observe the class in its entirety in order to not disrupt the class - enter before the start of class and exit after the class ends. No children under 4 are allowed to observe in Studio 2.