Teens at LINES Studio Policies

**Dress Code:**

**Ballet**
- Female identified students wear any solid color leotard, pink or flesh color tights, pink or flesh color ballet shoes. Hair should be neatly and securely pulled back, a bun is preferred. No jewelry. Undergarments are highly discouraged under ballet attire and can be distracting.
- Male identified students wear any solid color T-shirt, ballet tights with dance belt and tan or flesh colored ballet shoes. No jewelry.

**Contemporary**
- Female identified students wear any solid color leotard, jazz pants/capris or leggings. Hair should be pulled back, in a ponytail or bun. No jewelry.
- Male identified students wear any solid color T-Shirt, jazz pants or leggings.

**Studio Etiquette:**

- No food or gum in the studios. Only water allowed.
- No cell phones or electronic devices.
- If arriving late for class, students should wait to be invited into the studio by the teacher.

**Attendance and Punctuality:**

- Students arriving more than 10 minutes late to class will not be permitted to dance, and asked to observe. Students absent for ballet technique will not be permitted to take subsequent classes that day, including contemporary and choreo lab.
- Students arriving early should wait on the 5th floor of the Dance Center in the lobby near the front desk or in the hallway. Students are not permitted in the studio prior to class.
- Students may change in a gender appropriate dressing room before class, if necessary.
- Students should visit the bathroom prior to class.
- Parents may wait in the Dance Center lobby located on the 5th floor at the front desk area or are welcome to take Dance Center open adult classes offered at the same time.
Absences:
- If your student has a planned absence, an ongoing illness, or injury, please notify the Dance Center Manager at jen.bakane@linesballet.org.
- If an absence is being reported less than 48 hours prior to the start of a class, please call the Dance Center front desk at 415-863-3040.
- Students with multiple, or unreported absences, will receive a call home from the Dance Center Office.
- Students with poor attendance, may not participate in parts or all of the Final Sharing.

Classes and Instruction:
- The Teen Program reserves the right to cancel individual classes for the session due to low enrollment. Alternative class options or refunds will be offered under such circumstances.
- Instructors are subject to change. No credits or refunds will be issued in this case.

Registration:
- All initial registration fees and tuition are due by the first day of each class per session.
- A $250 deposit is required to hold a student’s place in class.
- Payment plans are available at the time of registration.
- A non-refundable registration fee of $25 is due with initial payment for the year/session. This fee is added to the total due.
- Alonzo King LINES Dance Center accepts Visa, Mastercard, American Express, and Discover. All registrations for the Teens program are processed through Active.com

Refund Policy:
- All refunds and withdrawals from class must be requested in writing.
- The $250 deposit and $25 registration fee is non-refundable.
- In order to receive a refund after a session has begun, students must withdraw before the third class. The amount refunded will not include the $250 deposit and $25 registration fee.
- Tuition fees paid are forfeited and no refunds will be offered following the second class of each session.
- There is NO fee credit for missed classes during the school year and make up classes are not available.

Contact Information:
Jen Bakane, Dance Center Manager: 415-863-3040 ext. 221 | jen.bakane@linesballet.org
Dance Center Front Desk: 415-863-3040