

ELITE DANCE ACADEMY, INC. 2009-2010 POLICIES

Tuition: Due in advance **by the 5th of the month** regardless of receipt of bill. Payments may be made at the studio, in payment box, or by mail to 'Elite Dance Academy, Inc. 3760B Opelika Road, Phenix City, AL 36870'. A \$15 late fee will be assessed on all accounts not paid by the 5th. A \$30 fee will be assessed for all returned checks. After second returned check, cash or money order will be the only form of payment taken on the account. All deposits and tuition are **non-refundable and non-transferrable**. A **30-day advance written withdrawal notice** is required for non-contract students to stop billing on account. Customers on contracts may not withdraw. **INITIALS:** _____

Class Levels and Placement: Our studio uses a system of levels to match students as closely as possible within each class and subject. Students are placed based on age and years of experience as well as size, skill level, coordination, musicality, concentration, and maturity in accepting corrections. Each class can therefore be paced to meet the needs of the majority. It is important for parents and students to understand, however, that dance class levels are not the same as grade levels in school, and that dance students may not always change levels each year. This does not mean that they have not made progress or that they are being 'held back'. Students will be moved to the next level based on evaluations by their teachers.

Attendance: Attendance is *very important* for your child to learn and advance in dance techniques. Dance is a commitment and, like anything else, must be practiced regularly to progress. You should notify the office (prior to class) if your child will be out. Tuition is not pro-rated for missed classes. Students missing more than 3 classes between January and May may not be able to perform in the annual recital. Private lessons may be pursued as make-ups, however, they are booked on a first come basis and are not guaranteed. Students missing class causes the rest of the class to suffer by learning the same steps again the following week. Please notify office with any concerns regarding your child's absence. **INITIALS:** _____

Appropriate Dancewear: Students must wear appropriate dancewear for dance classes. Dancewear may be purchased or ordered from the studio store. **Failure to abide by the dress code will result in the inability to participate.** Please clearly mark the name of the student in all dancewear. We are not responsible for lost or stolen items. **INITIALS:** _____

DRRESSCODE: *NEW CHANGES THIS YEAR PLEASE READ!!!*****

PRESCHOOL CLASSES - leotard, tights (pink, white, or tan), and REAL pink ballet shoes and tan taps (see store). Hair up.

TUMBLING - leotard, footless tights or no tights, no shoes. Hair up without bows which may prevent tumbling.

BALLET LEVELS 1-2: PINK OR BLACK LEOTARD, PINK TIGHTS, PINK BALLET SHOES, BUN. *NEW*

**BALLET LEVELS 3-4: BLACK LEOTARD, PINK TIGHTS, PINK BALLET SHOES, BUN. LEGWARMERS/SHRUGS OPTIONAL.
JAZZ/LEAPS & TURNS: SOLID COLOR LEOTARD, PINK OR TAN TIGHTS, UNIFORM JAZZ SHORTS (SEE STORE), TAN JAZZ SHOES OR PEDINIS, DANCE SOCKS OPTIONAL, BUN.**

TAP LEVELS 2-4: SAME AS JAZZ, JAZZ PANTS OPTIONAL, TAN TAPS FOR LEVEL 2, BLACK TAPS FOR INT/ADV, PONYTAIL.

HIP HOP/BREAKDANCING: COMFORTABLE WORKOUT WEAR WITH DANCE SNEAKERS (do not wear shoes outdoors)

COMBO CLASSES: SAME AS JAZZ WITH APPROPRIATE SHOES FOR EACH DISCIPLINE.

Recital: The annual recital is tentatively scheduled for the first weekend of June, Central High School. Each class will perform routines learned during the months of January through May. Classes will have costumes appropriate to each technique which are chosen by the faculty.

A **recital fee of \$35** will be due with May's tuition. Costumes will be ordered for all students, unless written notice stating they will not participate is received by 12/15. Customer will be responsible for payment of all costumes ordered.

INITIALS: _____

ELITE DANCE ACADEMY, INC. 2008-2009 POLICIES

COSTUME DEPOSITS ARE AS FOLLOWS:

# OF CLASSES	SEPT. DEPOSIT	OCT. DEPOSIT	NOV. DEPOSIT	DEC. DEPOSIT	JAN. DEPOSIT	FEB. DEPOSIT
1	\$50	\$25	-	-	-	-
2	\$50	\$50	\$50	-	-	-
3 OR COMBO	\$50	\$50	\$50	\$50	\$25	-
4	\$60	\$60	\$60	\$60	\$60	-
5	\$65	\$65	\$65	\$65	\$65	\$50
6 +	\$75	\$75	\$75	\$75	\$75	BALANCE*

*Additional costumes are \$75 each.

COSTUME DEPOSITS MUST BE MADE IN A TIMELY FASHION. IF NO DEPOSITS ARE RECEIVED FOR A STUDENT BY DECEMBER 5TH, NO COSTUME WILL BE ORDERED FOR THAT CHILD. OUTSTANDING DEPOSIT BALANCES WILL BE CHARGED A LATE FEE OF \$10 PER MONTH BEGINNING JANUARY 1ST. COSTUMES ARE MADE TO ORDER THEREFORE, THERE ARE NO REFUNDS ON DEPOSITS. LATE PAYMENTS WILL NOT GUARANTEE YOUR COSTUME TO ARRIVE IN TIME FOR SPRING PHOTOS OR RECITAL AND ARE SUBJECT TO SHIPPING FEES DUE TO BEING SENT SEPARATELY. INITIALS: _____

Tardiness: Late arrival to class must be discouraged as classes are structured to accommodate warming up the body properly. Coming in late is dangerous to the muscles and disrupts the concentration of the class. Therefore, students arriving more than 10 minutes late to class will be asked to watch in the lobby. They may watch from the viewing window and enter at the onset of the next class.

Behavior: Disruptive behavior in class will result in the student being asked to leave. Repetitive disciplinary issues may result in the expulsion from the studio without a refund. Likewise, parents should act as role models for the students. We will not tolerate gossip, disparaging remarks of students, parents, staff, or other studios in our studio or at studio-related events. Foul language and violence will not be tolerated! Students should use the bathroom before class. Please help keep the studio clean by picking up after yourself.

Gum/Food/Drinks: Gum, food, and drinks are NOT allowed in the studio...only in the lobby area. Drinks may be purchased from the store. \$1 water bottles will be sold in the store. Water bottles only allowed in dance room.

OBSERVATION: Parents are encouraged to watch class periodically through observation windows, however, please remember that if the students are looking at you, they are losing focus on the class. Please keep observations to a minimum as we will invite you in periodically to show our progress. Please never tap on window, correct your child from the window, or tamper with our window treatments. Please respect our professional methods of teaching by allowing your child to focus on their lesson. Communication with the instructors regarding your child's progress is welcome by appointment. **INITIALS: _____**

ELITE DANCE ACADEMY, INC. 2009-2010 POLICIES

Pickup: Parents are expected to pick students up promptly at the end of their last class for the evening. We are not responsible for students beyond their allotted class time. Continual delays in pickup may result in a sitting fee assessed to your account. The studio is not to be used as a daycare facility. All students must remain in lobby while waiting for pickup.

Holidays/Vacations: We regret that we are not able to observe all school systems' vacation and holiday schedules due to the fact that our students attend multiple schools in AL and GA. Sorry, no pro-rated tuition for holidays. Feel free to ask about another class which may be comparable to attend as one-day make-ups.

September 1 Monday	Labor Day
October 10, 13 Fri, Mon,	Columbus Day Holiday
November 12 Monday	Veteran's Day
November 26-28 Wed. - Fri.	Thanksgiving Day Holidays
December 19-January 4	Christmas/New Year Holidays
December 6 Saturday	Christmas party 4pm-6pm
December 13	Christmas performance/parade
February 16/Mon	President's Day
Apr. 6-10 Mon.-Fri.	Spring Holidays
May 25 Monday	Memorial Day

Parent/Guardian Code of Ethics

Please note that our goal is to provide a POSITIVE and encouraging environment to our students, children, and customers. We trust that you have chosen Elite Dance Academy, Inc. for your child's dance education because you are confident in our expertise and professionalism. Please share your encouragement, compliments, and kind words of our program to others. If ever you have a negative experience in our studio or even just a concern or question, please contact myself, Joanne Davidson by appointment or email, joanne.elitedance@yahoo.com. I will be happy to answer any question or address any issue you may have. Please remind yourself that the studio is full of children, who look to us as role models. Please know that they look to you for guidance on how they should act and react. As adults, we need to carry ourselves in a respectable manner as youthful eyes are watching, wanting a positive and encouraging atmosphere. Please do not make disparaging remarks about our staff, other dancers, parents, or other studios on our premises or related events. As we strive to uphold our promise to provide the very best for your child, we hope you will do the same by standing behind our program, and encouraging our children as they enjoy the art of dance. If gossip or negativity is something in which you are involved, I kindly ask that you choose another studio. Thank you for your understanding.

-----CUT AND RETURN SIGNED PORTION-----

I, _____, parent or legal guardian of _____, have read and understand the studio policies and code of ethics for the 2009/2010 season and have received a copy of them.

Parent/Legal Guardian Signature: _____

Date: _____