

ELITE DANCE ACADEMY, INC. 2011-2012 POLICIES

Tuition: Due in advance by the 5th of the month. We do not send monthly bills. 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'. **Online payments new this season. Visa, MC, Discover, checks, and cash accepted.** 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, credit, 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. Please 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. Students missing class causes the rest of the class to suffer by learning the same steps again the following week. **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.** We are not responsible for lost or stolen items. **DRESSCODE: INITIAL:**

CLASS	TOP	BOTTOMS	SHOES	HAIR
Tiny Tots or Pre-dance	Any color leotard	Pink, White, or Tan Tights. Skirt optional	Pink ballet, Tan taps	up
Ballet (Level 1-2 Youth)	Pink or Black leotard	Pink or White Tights. (Skirt optional)	Pink ballet	Bun w/cover
Ballet (Level 1-Adv, age 9+)	Black leotard or Purple or Red Motionwear leotard	Pink or White Tights (NO SKIRT)	Pink ballet (Pointe shoes for pointe)	Bun w/cover
Jazz	Any solid color leotard	Pink or Tan Tights and jazz shorts	Tan Jazz shoes	Ponytail
Tap	Any solid color leotard	Tights; Jazz shorts or jazz pants optional.	Tan (1-2), Black (3+)	Ponytail
Hip Hop	Leotard or tank top	Workout pants, crops, etc.	Black dance sneakers	Ponytail

Recital: The annual recital is tentatively scheduled for the first weekend of June. 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 includes trophy and 1 adult ticket. Costumes will be ordered for all students, unless written notice stating they will not participate is received by 12/1/11. Customer will be responsible for payment of all costumes ordered. **INITIALS: _____**
COSTUME DEPOSITS ARE AS FOLLOWS FOR BALLET, TAP, JAZZ, AND HIP HOP CLASSES.

# OF CLASSES	SEPT. DEPOSIT	OCT. DEPOSIT	NOV. DEPOSIT	DEC. DEPOSIT	JAN. DEPOSIT	FEB. DEPOSIT
Preschool Classes (2 costumes)	\$50	\$45	-	-	-	-
Hip Hop Class Costume	\$65					
Tumbling Class Costume	\$45					
1 Class (Ballet, Tap, Lyrical, or Jazz)	\$50	\$25		-	-	-
2 Classes (Ballet, Tap, Lyrical, or Jazz)	\$50	\$50	\$50			-
3 Classes (Ballet, Tap, Lyrical, or Jazz)	\$75	\$50	\$50	\$50		-
4 Classes (Ballet, Tap, Lyrical, or Jazz)	\$75	\$75	\$50	\$50	\$50	

Additional costumes are \$75 each due by February 1st. Deposits not paid by deadline are charged a late fee of \$10 each month beginning December. Costumes are made to order. If a student has made no deposits by December 1st, costume order will be delayed. Late payment on costumes may delay receipt of costume and additional shipping fees may be charged. Extra large costumes incur an extra fee of \$5-\$10 depending on costume maker. **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. Students arriving more than 10 minutes late to class must watch in the lobby and enter at the onset of their next class.

Behavior: Disruptive or disrespectful 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,

ELITE DANCE ACADEMY, INC. 2008-2009 POLICIES

disparaging remarks of students, parents, staff, or other studios in our studio or at studio-related events. Foul language, raised voices, 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 monitors. 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. DO NOT ENTER THE CLASSROOM TO CORRECT OR DISCIPLINE YOUR CHILD. This is disruptive to the class. Communication with the instructors regarding your child's progress is welcome by appointment. INITIALS: _____

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 of \$5 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. HOLIDAY SCHEDULE WILL BE PROVIDED THE 1ST WEEK OF CLASSES AND ONLINE.

Parent/Guardian Code of Ethics

E-L-I-T-E (Excellence, Leadership/Loyalty, Integrity, Teamwork, Enthusiasm)

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. Failure to abide by our policies or code of ethics will result in refusal of services to you or your student. Thank you for your understanding.

----- RETURN SIGNED PORTION -----

I, _____, parent or legal guardian of _____, have read, agree to uphold, and understand the studio policies and code of ethics for the 2011/2012 season and have received a copy of them. I understand tuition is due monthly by the 5th until 30 days after a written withdrawal notice is received by a **non-contracted** customer. Outstanding balances will be pursued through collection agencies and/or court system for which additional fees will be at your expense.

Parent/Legal Guardian Signature: _____

Date: _____