

ELITE DANCE ACADEMY, INC. 2018-19 STUDIO POLICIES

Parent Portal: We offer our customers a Parent Portal where you can see your account, check your messages, make payments and enroll in courses. A link to the portal is available on our homepage www.EliteDanceAcademyInc.com. For questions, please see the office.

Email: Email is our primary method of communication. Please keep a current email on file with the office. All emails are also available inside your Parent Portal.

Tuition & Fees: Tuition is due in advance **by the 5th of each month**. We do not send monthly bills. Payments may be made at the studio or online via our Parent Portal. **Auto withdraw debit/credit card payments are also available. Visa, MC, Discover, Amex, 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. Students with tuition not paid by the 15th of the month will not be allowed to participate in class until account is brought current. Our tuition is calculated by cost of the year divided into 10 ½ equal payments, not by the number of weekly lessons per month. **All deposits and tuition are non-refundable and non-transferrable.**

30-DAY ADVANCE WRITTEN NOTICE REQUIRED TO WITHDRAW. NO EXCEPTIONS.

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.

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.

Attendance & Tardiness: 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* forfeit their participation in recital, without refund. Students missing class causes the rest of the class to suffer by learning the same steps again the following week. 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. Students should use the restroom before class begins.

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.**

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:

CLASS	TOP	BOTTOMS	SHOES	HAIR
Tiny Tots or Pre-dance	Any style & color leotard	Pink, White, or Tan Tights.	Pink ballet, Tan taps	Ponytail
Level 1 Combo Ballet/Tap	Any style & color leotard	Pink, White, or Tan Tights.	Pink ballet, Tan taps	Bun w/cover
Ballet/Lyrical/contemporary classes Level II-V	Black leotard	PINK SEAMED TIGHTS (SOLD HERE)	Pink ballet (Pointe shoes for pointe)	Bun w/cover
Jazz	Any solid color leotard	Pink or Tan Tights and jazz shorts	Tan or Black Jazz	Ponytail (bun for longer hair)
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.	Tennis shoes or dance sneakers/boots for class; as assigned for recital.	Ponytail
Tumbling	Leotard (NO TSHIRTS)	Jazz shorts or Tumbling shorts	No shoes/footless tights acceptable	Ponytail

Recital: The annual recital is scheduled for early June. Each class will perform routines learned during the months of January through May. Classes will have costumes appropriate to each technique, and are chosen by the faculty. A **recital fee of \$45** will be due with **FEBRUARY’s** tuition and includes trophy, program photo, and 1 adult ticket. Sale of one program book ad is required for participants. Costumes will be ordered for all students, unless written notice stating they will not participate is received by 12/1/18. Customer will be responsible for payment of all costumes ordered.

Costume Cost: Recital dance costumes are billed at \$75 ner costume. Combo classes (ex. Pre-School and Level 1) will have two costumes.

ELITE DANCE ACADEMY, INC. 2018-19 POLICIES

purchased at Elite Dance Academy so that all students match on stage. We *normally* use the same shoes as required per dresscode requirements.

# OF CLASSES	SEPT. DEPOSIT	OCT. DEPOSIT	NOV. DEPOSIT	DEC. DEPOSIT	JAN. DEPOSIT
One Costume	\$75	-	-	-	-
Two Costumes	\$75	\$75	-	-	-
Three Costumes	\$75	\$75	\$75	-	-
Four Costumes	\$75	\$75	\$75	\$75	-
Five Costumes	\$100	\$100	\$75	\$75	\$75
Six Costumes	\$100	\$100	\$100	\$75	\$75
Seven Costumes	\$125	\$100	\$100	\$100	\$100
Eight Costumes	\$150	\$150	\$100	\$100	\$100

Costume deposits not paid by January 15th will be charged a late fee of \$10 per costume. Costumes are ordered to fit each dancer. If a student has made not paid at least half of their deposits by December 1st 2018, costumes will not be ordered. Late payments 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.

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, 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!

Pets/Allergies: NO PETS ARE ALLOWED INSIDE THE STUDIO. Due to allergies of staff or customers, no pets may enter the studio, with the exception of service animals. Thank you.

Gum/Food/Drinks: Gum, food, and drinks are NOT allowed in the studio...only in the lobby area. Please clean up all trash, bottles, food, etc when you leave the studio. Water bottles will be sold in the store for \$1 cash. Only water is allowed in dance rooms.

Pickup: Parents are expected to escort students to class and pick students up promptly at the end of their last class for the evening. We cannot be responsible for supervision beyond class time. Students and siblings should not be in other areas of the studio beside the lobby with a parent, or enrolled class. 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 in a timely manner.

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.

I, _____, parent or legal guardian of _____, have read, agree to uphold, and understand the studio policies and code of ethics for the 2018-19 season and have received a copy of them. I have a source of income and am fully responsible for making sure tuition and fees are paid on this account. If I am receiving assistance from a grandparent or third party, who is not the parent/guardian of the minor child, I understand my agreement is with them but, I am ultimately responsible for payment of this account. I understand tuition is due monthly by the 5th until 30 days after a written withdrawal notice is received. Outstanding balances will be pursued through collection agencies and/or court system for which additional fees and/or court costs will be my responsibility. I understand and agree that Elite Dance Academy, nor it's staff, is responsible for injury which may result from participation in classes. By enrolling, you are assuming the risk of participation. Any injury should be reported to studio staff immediately. It is the parent's responsibility to notify the director of any condition which could potentially impact the student's participation in a class for which they are enrolled.

Parent Signature: _____ Date: _____

Signature of Person Responsible for Account: _____

ELITE DANCE ACADEMY, INC. 2018-19 STUDIO POLICIES