

## **Thank You for your interest in Elite Academy of Dance & Performing Arts!**

Elite Academy offers a year-round program of dance instruction in Tap, Jazz, Ballet, Hip-Hop, Lyrical, Modern, Contemporary, Technique, Competition/Performance Groups, Musical Theatre Dance Reviews, Theatre Productions, Holiday Shows, Year-end Recital, and much more. It's never too late to register for classes. We accept new students throughout the year.

We believe quality dance training should be taught in a positive learning environment where creativity, dedication and self-esteem develop while emphasizing strong technical skills in an enjoyable structured atmosphere. The study of dance helps enable the student to develop proper body alignment, posture, grace, rhythm, coordination, motor skills, strength, flexibility and stamina. Dance can be used to enlighten, motivate and inspire while providing a creative outlet for both the physical and emotional spirit of children. We are dedicated to the needs of each individual student, and strive to ensure that they have the best possible dance experience while building confidence, self-esteem, character, respect for self and others, and encouraging talent through a wonderful dance experience.

Dance is a demanding and complex skill requiring patience and determination from both student and teacher. While striving for proper and strong technique, emphasis is placed on creativity, self-expression and music appreciation. We teach children to follow their dreams, believe in themselves, and work to their full potential and that through hard work and determination they can reach their goals. We are dedicated to encouraging, supporting, and guiding each student to help nurture in each child a joy and passion for dance and the performing arts.

### **Parents:**

We strive to create a positive relationship with each dance family by communicating, releasing newsletters and distributing updates. Please keep us informed of what we are doing right and what we can improve on! Instructive criticism and suggestions are always welcome. Let us know what we can do to make your dance experience better.

### **Mission Statement**

Our mission is to provide each student with the best possible dance experience that will allow them to excel and reach their greatest potential. We believe this can be achieved by providing a balance between fun, hard work and excellence and that the most important ingredient for teaching is building self-esteem and self-confidence through praise, encouragement and discipline. By providing the finest dance instruction in an atmosphere of nurturing, encouragement, innovation, professionalism, mutual respect and fun, we believe our students will excel and reach their fullest potential.

### **What to look for in a dance studio**

Children need a place for their skills to grow in a positive environment with qualified instructors. Providing a creative atmosphere that motivates, helps teach self-discipline, and physically challenges a student to grow in the art of dance and the performing arts should be the goal of the instructor. Proper flooring is crucial to protecting joints and young dancers growing bodies. When choosing a dance studio parents and students should consider:

- 1.) the importance of the instructor's knowledge and ability to instruct
- 2.) that smaller classes are better than larger classes (ratio of students to teachers & assistants)
- 3.) that dancers learn best in a class with students of their own age and ability level
- 4.) that a studio have structured classes, be clean, have viewing windows, ample parking, ease of road access to the studio, professionalism at the front desk, and an environment that encourages respect and consideration for all.
- 5.) Equally important is that the studio should be equipped with professional floors so that students are not dancing directly over concrete which can be jarring to the young dancer's growing body and put a strain on the joints and bones. Our floors consist of a layer of foam rubber, 3 layers of wood and a Marley dance surface laid over this "sprung" floor system.

**Facility**

There are 4 dance studios with sprung “Marley “ Dance floors & mirrors including a multi-purpose room with a sprung “Marley” Dance floor that is used for dance, theatre arts and Birthday Parties. Large viewing windows allow parents and guests to view what is being taught in the classroom.

**Advancement** is based on correct placement, skill mastery and instructor recommendation, not just by age. This means that there may be students of varying ages in certain classes. Placement will be based on an individual Student’s age, ability, potential, length of study and experience. The Student’s attitude, interests and goals will also be taken into consideration. Students will be evaluated throughout each semester to determine if they are in the class that best meets and addresses their skill and ability level.

Exposure to the arts, including dance education, should play an integral part in the development of all children. The classes that we offer are age appropriate, structured yet fun-filled, supportive and nurturing allowing students of all levels and abilities to progress at their own rate.

Classes we offer include Ballet, Tap, Jazz, Lyrical, Modern/Contemporary, Hip Hop, Musical Theatre, Drama, Technique Classes, Mommy & Me and classes for Adults. During the summer, our students have the opportunity to participate in both Musical Theater & Dance Camps.

## REGISTRATION

An Annual Registration Fee is due once a year at the time of registration along with a one month Tuition Deposit which will be applied to cover the cost of the last month of the dancer's last session providing 30 days notice has been given. Without notice, the deposit is not refundable. Notice is not required for the last session of the school year. The registration fee is \$25.00 for an individual student or \$40.00 per family. A pro-rated registration fee is available for students beginning mid-year. Please refer to the registration fee chart.

- Annual Registration (September – August) \$25.00 (Individual) \$40.00 (Family)
- Beginning after February 28 \$15.00 (Individual) \$30.00 (Family)
- Summer Only \$10.00 (Individual)

**\*\*\*Students & Families enrolling during Priority Registration August 4 – August 15 will receive \$5.00 off the Registration Fee! The \$5.00 discount does not apply with any other Registration Discounts.**

**\*\*\*Registration Fees are non-refundable.**

## TUITION

Tuition is based on a season (Fall/Spring) total which can be paid by the SEMESTER or in installments. Installment Tuition Payments are due every 4 weeks and must be paid the first week of each 4 week session. **Tuition is based on the number of weeks in a semester & remains the same regardless of the number of weeks in the month. Tuition is due on or before the first week of each 4 week session.** If payment is not received by the 7<sup>th</sup> of the month or by the second class of the 4 week session, a **\$15.00 Late Fee** will be added to the student's account. The **"Late Fee Policy"** for Elite Academy of Dance & Performing Arts will be **STRICTLY ENFORCED**. A Tuition Deposit is due at the time of Registration.

### SEASON (INCLUDES THE FALL & SPRING SEMESTERS)

- FALL SEMESTER SEPTEMBER – DECEMBER
- SPRING SEMESTER JANUARY – MAY
- SUMMER SESSION JUNE-JULY

**4 WEEK SESSION CLASS FEES:** Tuition is based on the number of hours taken by the student each week. Once you determine the number of hours the dancer/performer will be attending class each week you can use the chart below to determine the tuition cost for **each** 4 week session.

#### HOURS PER WEEK COST PER 4 WEEK SESSION

(Up to.....)

30 minutes	\$40.00
45 minutes	\$45.00
1 hour	\$50.00
1.25 hours	\$63.00
1.5 hours	\$70.00
1.75 hours	\$78.00
2 hours	\$85.00
2.25 hours	\$90.00
2.5 hours	\$95.00
2.75 hours	\$100.00
3 hours	\$105.00
3.25 hours	\$110.00
3.50 hours	\$115.00
3.75 hours	\$120.00
4 hours	\$125.00
4.25 hours	\$130.00
4.50 hours	\$135.00
5.00 hours	\$140.00
5.50 hours	\$145.00
6.00 hours + (Unlimited)	\$150.00

**FAMILY DISCOUNTS:** We offer Family Discounts of 10% off classes for the second sibling. Additional siblings attend classes for \$15.00 an hour per month! **Family Discounts may not be used with Multi Class or other discounts.** The discount is applied to the lower tuition amount. Boys receive 50 % off their tuition. **\*\*\*Boys discount does not apply to Creative Movement Classes.**

**PRIVATE LESSONS:** Private lessons are available but are not included as part of the Unlimited Class Plan. If you are interested in scheduling a Private, Duet or Trio please speak with Jennifer.

**METHODS OF PAYMENT:** We accept MasterCard, Visa, Discover Card, Debit Cards, Checks and Cash. We do not accept Money Orders or Traveler's Checks. **\*\*\*Tuition can be paid on line.**

**LATE FEE POLICY:** **There will be a \$15.00 charge on Tuition received after the 7<sup>th</sup> of the month.** In the event of illness or if you will be out of town or miss class on the week that tuition is due you may pay on line, mail a check to the studio or call and pay by phone with a Visa, MasterCard or Discover Card.

**RETURNED CHECK FEE:** There will be a \$25.00 Service Charge on all returned checks.

**PRORATED FEES:** We will prorate monthly class fees for NEW dancers that begin dancing in the middle of the month. **Tuition WILL NOT be prorated if a dancer misses class for any reason.**

**WITHDRAWAL POLICY:** We understand that a student may be unable to, or choose to, no longer continue taking class. A dancer may withdraw from class at any time and return at a later date **IF SPACE IS AVAILABLE.** Please notify the office if your dancer will not be continuing with classes. **The one month Tuition Deposit and Registration Fee are non-refundable.** Tuition credits must be used within one year.

## Important Dates & Closings for 2015-2016

- August 24 First Day of Class
- September 7 Labor Day – Closed (No Classes)
- November 24 – 28 Thanksgiving Holiday – Closed (No Classes)
- December TBA Nutcracker
- December 21 – January 2 Winter Break – Closed (No Classes)
- April 4 – 9 Spring Break – Closed (No Classes)
- **May 15 Grande Recital**
- May 23 – 28 Last Week of School
- May 30 Memorial Day – Closed (No Classes)

## **Inclement Weather Policy (Snow & Ice Days)**

Elite Academy of Dance & Performing Arts will closely follow the Jefferson County Public School (JCPS) system's decision for canceling school and classes. **The days we are closed however, will not always be the same** due to the fact that the roads may clear up in the afternoon or worsen as nighttime approaches depending on when the weather hits. If JCPS calls for an early dismissal due to weather and/or cancels their evening classes and activities, we will be closed. If there is a late opening or delay our classes will meet as scheduled. If you have questions or are uncertain about whether classes will be held please call 425-6700. We do not pro-rate or deduct from Tuition due to weather, however, all students are welcome to schedule make-up classes that are missed due to snow. Closures will be posted on News Web Sites & Facebook.

## **Attendance**

It is important that dancers attend all scheduled classes. Regular attendance is imperative for consistent progress and to ensure that the dancer receives the maximum benefit from the class. This is especially true in group classes where a student's absence will have an effect on the formations involving other students and placement in the choreography of routines. It is the student and/or parents responsibility for obtaining any information missed when absent.

**\*\*Remember, tuition is due whether or not a dancer is able to attend all classes in a month. Credit is not given for missed classes.**

## **Timeliness**

Students should arrive 5 – 10 minutes before the scheduled class start time. **Please be prompt when picking up dancers after class.** All dancers are required to remain quietly inside the studio when waiting to be picked up. No student should leave the studio without a parent or guardian and should alert their teacher or the office personnel if carpooling.

## **Conferences**

If you would like to speak with the instructor or if you or your dancer has a problem, we will be more than happy to discuss the issue or situation with you. However, because classes should begin on time and due to the limited amount of time between classes, it is not always possible to speak or meet with the instructor during a student's scheduled class time, therefore we would need to arrange a time when the instructor can give you their undivided attention. Any major concerns should always be brought to the attention of Jennifer.

## **Evaluation and Placement**

We ask everyone to be patient the first month of classes. During this time both students and instructors will be learning about each other and the class as a whole. Some classes may not be the size that we anticipated and we will try to move students to different classes or add an additional instructor to eliminate this problem. Some students, for their benefit, may need to be moved because of their ability. It is a difficult and exciting time and we ask for your understanding as we make any necessary adjustments.

## **Communication**

At Elite Academy of Dance we try to keep our dancers and their families informed. Although we try to speak to everyone about important information or updates, it is impossible to know if everyone has received all the latest information. For this reason it is the responsibility of the dancer and/or the parents to stay informed. If you drop your dancer off or participate in a car-pool, we encourage you to come in on a regular basis to check the bulletin board and the information rack for up-dated & important information, upcoming events, schedule changes, payments due, studio issues and the newsletter. We post new or updated information in the studio on the Bulletin Board, in the information rack and on the front door. Please check the Bulletin Board often for new information. We will also send out information via e-mail.

Please verify that we have a valid e-mail for you. Information can also be found on the website under “News”.

## Dance Rooms

Parents, siblings or visitors are not permitted in the dance rooms unless invited in by an instructor or on special occasions. Students are not allowed in the Dance rooms until class time. Please have students wait quietly in the lobby until the scheduled class start time. When it is time for class, the Instructor will bring the students into the classroom in an orderly manner. No chewing gum, candy, food and/or drinks are allowed in the dance rooms. Water is allowed in non-spill plastic water bottles or containers only. Please do not wear street shoes into the dance rooms! Dance shoes, socks or bare feet only! Please remember that Dance Shoes should never be worn outside of the Dance Studio!

## Visitors/Observation

Absolutely no parents or siblings are allowed in the dance rooms except on special occasions. We have large viewing windows into each classroom and at the discretion of the instructor the blinds may be left open so that you can watch from the lobby. Please ensure that any siblings waiting for a student remain seated and quiet.

## Lobby/Waiting Area

For the comfort and well-being of our students and their families, we ask that you limit the food and drinks that you bring into the Lobby. We know that many of you may be coming directly from other activities, daycare or work and may need to eat quickly before going into class. Please keep the food and drink in a confined area and do not share with other children without the permission of that child’s parent. Please DO NOT BRING PEANUT’S or NUTS, or anything containing peanuts of any kind into the Studio. Several of our students or their family members are severely allergic to peanuts. **Do not allow children to walk around with food.** Please be responsible for cleaning up after your dancer and siblings. If something spills, or any area of the studio needs our attention, please let a member of our staff know immediately so that we can clean the area up. There are windows in the lobby that allow parents to observe class. While parents are more than welcome to stay and watch class, the waiting rooms should remain as quiet as possible in order for our students to have the best learning experience possible. Please be sure that any siblings waiting for a student remain seated and quiet. Please do not allow children to rough-house, horse-play, or to run up/down the hallway or allow young children to go to the restrooms alone. Absolutely no children should be left unattended or unsupervised. The Elite Academy Staff can only be responsible for the students in class.

## Performance Week

During the last week of classes before the Winter Break, parents, grand-parents and immediate family will be invited into the classroom at the studio to watch a dance that the students have prepared and a class demonstration. This Performance will take place during the students scheduled dance class.

## Grande Recital

Each year in May we have a Grande Recital that gives all of our dancers and performers the opportunity to share with family and friends the skills that they have been working so hard on throughout the year. All students are welcome to participate in the recital, but are not required to do so. Students choosing to participate in the Recital will need to purchase a costume(s) and there will be a recital fee.

## Recital Fee/Tickets

For those students choosing to participate in the Recital there will be a Recital Fee of \$45.00 per individual or \$65.00 per family due by March 1<sup>st</sup>. This fee includes a Trophy for each participant and 4 tickets for

family and friends. Additional tickets may be purchased for \$5.00 each. Children 3 & under are free. This fee is also used to cover the costs of renting the facility, producing the recital (hiring someone for the lighting & sound, etc.), and other expenses associated with a producing a quality Recital.

## Costumes

Students choosing to perform in the Recital will be required to purchase at least one costume per class. Whenever possible, a “two-in-one” costume will be used for the combo classes. Costume costs will vary depending on the materials that are used, the style, and the size of the costume. The cost of the costumes will range from approximately \$45.00 - \$85.00 each. A \$50.00 **Non-refundable** Costume deposit per class will be due in November. The balance of the cost of the Costume(s) will be due when they arrive. Tuition must be current before costumes will be handed out. Costume prices **do not** include tights and shoes.

## Be Prepared for Class

All students are expected to dress in an appropriate manner. Please review our dress code for classes to find out what to wear and places that you can find dancewear and shoes. Hair should be pulled back from the face and secured with barrettes and clips and worn in a ponytail or bun for longer hair. Please use the restroom before class. Change into the proper dance shoes and be ready to enter the classroom before your teacher comes to get you for class.

## Studio Policies on Behavior & Conduct

All students are expected to be well-behaved, courteous and respectful to instructors, fellow students, staff and all others. Disrespectful, mean or uncooperative behavior or attitudes will not be accepted from anyone. Any student or parent displaying any of these behaviors may be asked to consider if they wish to continue at the studio.

In order to provide the best possible dance experience, the following behavior will not be allowed:

- Disrespectful behavior towards the instructor or anyone else
- Disruptive behavior including excessive talking
- Rough-housing, running or horseplay
- Destruction of property
- Speaking negatively about one another, an instructor, or anyone else
- Comparing abilities or ridiculing another’s abilities
- Harassment or intimidation of any kind, including bullying
- Pushing, shoving or fighting of any kind
- Not respecting other student’s space—KEEP YOUR HANDS TO YOURSELF!

All students are expected to behave in a way that demonstrates self-respect and a desire to learn. If a student displays any behavior that is deemed inappropriate or disruptive, that student may be asked to sit down for a few moments and watch class. If the behavior continues, the student may be brought out of the classroom to sit with a parent or office staff until they are ready to return to class with the appropriate behavior.

We strongly want to encourage our students to:

- Come to class with a positive attitude
- Listen with an open mind when an instructor is giving correction to another student or to yourself
- Keep trying even when it isn’t easy
- Compliment and encourage your fellow classmates
- Work hard so that you can achieve your goals

**ELITE ACADEMY OF DANCE & PERFORMING ARTS  
POLICY, GUIDELINES AND HANDBOOK ACKNOWLEDGEMENT AND RELEASE FORM**

I/We have received a copy of the Elite Academy of Dance & Performing Arts Handbook. The Handbook provides guidelines and information on Studio Policies. Please initial next to each item after you have read and understood the information provided in the Handbook.

- Registration and Tuition Fees, Late Fees, Returned Check Fees, Discounts, Methods of Payment and Payment Due Dates.
- Important Dates & Closings, Inclement Weather Policy, Attendance, Absenteeism and the studio class make-up policy. (Maximum of two make-up class per semester)
- Policy on Conferences, Communication and Evaluation & Placement
- Visitors/Observation & Lobby/Waiting Area Guidelines
- Performance Week
- Grande Recital, Recital Fees & Costume Fees (Costume Deposits are Non-refundable)
- Dress Code, including that dance shoes MUST not be worn outside!
- Studio Policies on Behavior & Conduct

Dancer's Name(s) \_\_\_\_\_

Parent/Guardian's Name(s) {Please Print} \_\_\_\_\_

Parent/Guardian's Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

**Class Parent**

If you would be interested in being a Class Parent for your Dancer's Class, please sign on the line provided. The Class Parent(s) would be responsible for making sure that all the Parents/Guardians in your Dancer's class are kept informed about what is going on at the studio and in class. You would help make sure that everyone in your dancer's class is aware of important information and dates especially around recital time. If you are interested, or would like more information, please let us know!

\_\_\_\_ Yes, I would be willing to be the class Parent. \_\_\_\_\_

**Dancer Information**

We are often asked by a Parent/Guardian for a classmate's phone number, address or e-mail. Sometimes they want to ask another Parent/Guardian a question. Other times they want to invite the classmate to a Birthday Party or other function. We **will not** give out any information without permission from the Parent/Guardian. If you would like to give permission for us to give out information to other members of your dancer's class, please indicate what information you would allow us to share.

I/We give permission for Elite Academy of Dance & Performing Arts to share the following information (Please fill in ONLY the information that we may share with the Class Parent and/or Parent/Guardian's of students in your Dancer's class).

Dancer's Name \_\_\_\_\_

Parent/Guardian's Address \_\_\_\_\_

Parent/Guardian's e-mail \_\_\_\_\_



Parent/Guardian's Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

\_\_\_\_\_ NO, DO NOT share any information without first contacting me.