

ELITE DANCE ACADEMY, INC. 2023-24 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 available inside your Parent Portal.

Tuition & Fees: Tuition is due in advance by the 1st of each month. We do not send monthly bills. Payments may be made at the studio or online via our Parent Portal. **A credit or debit card must be kept on file within the portal. Other forms of payment may be used (cash, check, other card) but, if tuition not paid by 15th, it will be drafted by the card on file.** 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 1/2 equal payments, not by the number of weekly lessons per month. **Final payment is due by end of May and is 1/2 normal tuition.** All deposits and tuition are non-refundable and non-transferrable. In the event the state requires a shutdown due to COVID-19, classes will continue via Zoom, with no change in tuition. ALL CUSTOMERS MUST AGREE TO COVID RELEASE PRIOR TO ATTENDANCE. Tuition will continue unless a written withdrawal notice 30 days advance is provided. No shows are not considered withdrawal. Collection efforts and court costs will be the responsibility of the customer if collection action must be pursued. INITIAL HERE

30-DAY ADVANCE WRITTEN NOTICE REQUIRED TO WITHDRAW. STUDENTS ON CONTRACT FOR THE DAZZLIN' DOLLS TEAM MUST ABIDE BY THE CONTRACT AND THEREFORE THE 30 DAY NOTICE DOES NOT APPLY. NO WITHDRAWALS ACCEPTED AFTER FEBRUARY 1, 2024 FOR THE 2023-24 SEASON.

Payment posting: All payments will be credited in order, oldest invoice to newest, with priority given to tuition and late fees first. Once a payment has been posted toward certain invoices, we will not change what it is credited toward, unless we have made a mistake. If balance is past due for tuition or services, payments will be credited toward the past due balance FIRST. No merchandise, private lessons, or other services/goods may be ordered or purchased until or unless the past due balance is paid in full. INITIAL HERE

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. Parents wishing to have their child evaluated for change in placement must put in request to the office and allow two weeks for evaluation results. INITIAL HERE

Observation: Parents are encouraged to watch class periodically through observation monitors, unless COVID-19 requires lobby to be closed. Please never tap on window, correct your child from the window, or tamper with our window treatments or furniture. Please respect our professional methods of teaching by allowing your child to focus on their lesson. PLEASE 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 request.

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. INITIAL HERE

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. Ask about another class which may be comparable to attend as one-day make-ups. HOLIDAY SCHEDULE can be found at www.elitedanceacademyinc.com/elite_calendar.htm

Appropriate Dancewear: Students must wear appropriate dancewear for dance classes. Dancewear may be purchased or ordered from the studio store or our online store, using our class assignment. **Failure to abide by the dress code will result in the inability to participate.** We are not responsible for lost or stolen items. We recommend keeping all shoes and hair accessories in a dance bag.

DRESSCODE: INITIAL HERE

- **Pre-dance program** (Giraffes & Tutus n' Top Hats): any dance leotard (with or without skirt), pink, white, or tan tights, pink ballet shoes, tan tap shoes, tap jazz shoes (if jazz), hair in ponytail or bun.
- **Level 1 classes:** leotard with or without dance skirt or dance shorts, pink, white, or tan tights, pink ballet shoes, tan tap shoes, tan jazz shoes.
- **Level 2 & 3 classes:** solid color leotard for jazz and tap classes, black leotard for ballet classes, white, pink, or tan tights for jazz and tap, pink tights for ballet. Hair in bun for ballet, jazz, leaps/turns. Lyrical & Musical Theater - solid leotard, tights, ponytail, jazz or tap shoes, depending on musical.
- **Acro** - any leotard, either footless or stirrup tights, or dance shorts, hair in mid ponytail, no shoes
- **Hip Hop** - leotard or tank or crop top with jazz pants or sweats or athletic pants or shorts, and dance sneakers
- **Levels Intermediate & Advanced:** Ballet/pointe - pink tights, black leotard, hair in bun w/cover, ballet belt, pink ballet shoes; Tap - solid leotard, tights, shorts or jazz pants optional, hair in ponytail; Lyrical - solid leotard, tights, shorts optional. Ponytail; Jazz & Leaps/Turns - dance top (form fitted), leotard, tights, optional dance shorts, jazz shoes, hair in bun; Musical Theater - same as Jazz, jazz or tap shoes depending on musical, ponytail.

Recital: The annual recital is scheduled for June 8th, 2024 at the Springer Opera House. Each class will perform routines learned between the months of January through May. Classes will have costumes appropriate to each technique, chosen by the faculty. A **recital fee of \$60** will be due in two payments, March (\$30) & April (\$30), which will include a trophy, a DVD of the show, and inclusion of their photo in the program book. A program ad is required to be sold by each student, either a good luck ad by family or a business/organization. Minimum ad is \$35 for business card size. Other ad sizes are optional. Tickets will be purchased through Springer Opera House, online, in person, or by phone. Costumes will be ordered for all students. Costume payments are billed in

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deposits on dates below and are non-refundable. Any cancellation of costume orders must be received BEFORE 12/1/23. Customer is responsible for balances of costumes. **INITIAL HERE**

Costume Cost: Recital dance costumes are billed at \$80 per costume. Combo classes (ex. Giraffes & Tutus) will have two costumes. **Late fees of \$10 per costume will be charged for unpaid deposits by due date.** Costumes are ordered to fit each dancer. Late payments on costumes may delay receipt of costume and incur additional shipping fees. Extra-large costumes incur an extra fee of \$10. Costumes will be billed monthly per the chart below. Dance shoes and tights for recital must be purchased at Elite Dance Academy so that all students match on stage. Assigned shoes and tights will be emailed by class by March. **INITIAL HERE**

# OF CLASSES	SEPT. DEPOSIT	OCT. DEPOSIT	NOV. DEPOSIT	DEC. DEPOSIT	JAN. DEPOSIT	FEB. DEPOSIT
Pre-school Classes	\$80	\$80	\$80 (Jazz)	-	-	-
Levels 1, 2, or 3:						
Two Costumes	\$80	\$80				
Three Costumes	\$80	\$80	\$80	-	-	-
Four Costumes	\$80	\$80	\$80	\$80	-	-
Five Costumes	\$80	\$80	\$80	\$80	\$80	
Six Costumes	\$80	\$80	\$80	\$80	\$80	
Seven Costumes (\$80x7)	\$100	\$100	\$100	\$100	\$80	\$80
Additional costumes	Add \$80ea.					

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. **Gum/Food/Drinks:** Gum, food, and drinks are NOT allowed in the studio except water/Gatorade bottles...only in the lobby area. Please clean up all trash when you leave the studio. 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 are not 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. Delays in pickup may result in a sitting fee of \$5 assessed to your account. Students must remain in lobby awaiting pickup.

****MERCHANDISE ORDERS:** Any merchandise purchased at Elite Dance Academy may not be returned or exchanged if signs of wear are present and cannot be returned unless in the original, undamaged packaging. An exchange is granted for size difference only. Returns accepted only for defect. SPECIAL ORDERS are orders placed for merchandise that is not 'in stock' and is therefore ordered for the customer. SPECIAL ORDERS must be paid for when the order is placed. Sizing must be determined and approved prior to order. No returns are accepted for SPECIAL ORDERS. Exchanges for size are subject to a 10% restocking fee plus shipping cost for the new item. *ALL SPECIAL ORDERS MUST BE PAID FOR IN FULL even if you change your mind. **INITIAL HERE.**

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. 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 behave. 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 students as they enjoy the art of dance. If you don't share the same sentiment, 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 2023-24 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, if not on a contract for Dazzlin' Dolls. 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. I agree to my child's photo and video being taken during dance related events for usage in marketing and training purposes of Elite Dance Academy, Inc.

Parent/Customer Signature: _____ Date: _____

Signature of Person Responsible for Account: _____