

Elite Dance Academy

Policy Handbook

Owner/Artistic Director
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For updates and current information visit our website:

www.elitedanceacademyga.com

Or email us:

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Welcome to Elite Dance Academy!

With over 30 years of combined dance training, the staff at Elite is dedicated to developing talent at both the recreational level and the professional level. We strive to provide every student a solid foundation for dance and help discover their strengths and personal potential. We look to give all dancers a proper environment to learn dance with smaller class sizes, more one-on-one attention, and professional instruction.

Together, our team's mission is comprised of the following objectives:

- To love what we do, and always be role models for our students
- To engage and promote positive group interactions and cooperation with others
- To provide structured, focused physical activity in a fun and nurturing atmosphere
- To instill a passion for dance and self esteem in every student

We believe dance promotes self confidence, patience, endurance, hard work, artistic expression, grace, as well as the ability to accept criticism gracefully. We will strive to provide a fun, professional, and safe environment where all our participants feel at home. Whether in our pre-school programs or our dance company, every student at EDA is a member of our family and will receive the best in dance education. We are honored you have chosen Elite Dance Academy for your dance needs!

Class Placement / Leveling

Placement and leveling decisions are derived from many years of teaching expertise. At EDA, we offer full class curriculum and skill sheets for each Elite level; students are evaluated upon exiting each class. Placement is highly individual, and not all dancers will progress at the same rate. If you have questions or concerns about your dancer's class placement, please schedule an appointment with the dance director.

Student Drop Off / Pick Up

Parents must pick up their children immediately after class. EDA is not responsible for children left alone after class. Parents are requested to pick up children under 12 inside the studio; at no time are students permitted to wait for pick up outside. LATE PICK-UPS: Any parent past 5 minutes late for pick-up will incur \$1.00 per minute late pick-up fee that will be charged immediately to the credit card on file.

Waiting Area

At EDA, we want our families involved in all progress and daily happenings at our school. We offer closed-circuit television of all classrooms that will be broadcast in the comfort of the lobby. Dancers are encouraged to use the kitchen area for homework and snacks. Cubbies are also available for easy and accessible storage of dance bags and shoes. **EDA is not responsible for lost or stolen items***

Holidays – Class Cancellations

Families will be notified in advance of any scheduled holiday breaks. A current schedule can be found on our website at all times. In the event of class cancellations due to weather or teacher unavailability, the studio will notify via email, facebook, or phone.

Visitors

Classes are closed to visitors, as we believe students learn more without in-classroom distractions. Each classroom is equipped with a viewing window for easy access to watch your child dance, however teachers reserve the right to close the view window curtains if they observe a class-wide attention problem.

Attendance

Good attendance is critical in learning the art of dance. Please try to be present for every class. A minimum attendance standard is required at EDA:

- Any student missing more than 1 class per month is subject to re-casting / removal from choreography / demotion to lower class levels
- Any student missing more than 4 classes from February – June may be removed from sections of showcase choreography, which will be up to the teacher's discretion.
- Four class tardies will = one class absence.

Please do not bring your dancer to class sick! All absences due to illness are excused.

Make-Up Classes

Any student missing a class is able to make-up their absence in any other class of the same dance form; no refunds or credits will be given for classes missed. Elite level dancers are *required* to make-up any classes missed. Please contact the front desk to schedule an appropriate make-up class time. If EDA must close for inclement weather, state of emergency, teacher sick-day, etc, dancers have the entire season to make-up class hours missed. EDA does not credit or refund tuition for missed or cancelled classes.

Classroom Behavior

All students at EDA are expected to demonstrate good behavior, integrity, and consideration for themselves and others at all times. Any student not following these guidelines will be subject to disciplinary actions, and a parent conference will be scheduled. The studio reserves the right to dismiss any student that shows inappropriate behavior, or upsets the harmony of the classroom and school.

Anti-Bullying

EDA is committed to providing a safe, caring and respectful environment for all students and strictly enforces a prohibition against bullying, including cyber bullying. Bullying can take many forms, and can occur in any setting. Bullying can include, but is not limited to, name calling or threatening, social alienation, spreading rumors and physical aggression. Any student demonstrating any types of bullying behavior will be immediately asked to leave the school.

Tuition and Payments

Registration Fees: Each family will be charged a non-refundable \$30 registration fee.

Tuition: Dance tuition is based on a monthly fee, not weekly. All monthly payments will be auto-drafted on the 1st of each month to the Visa/MasterCard/Discover card on file. If the card on file is not in working order, the account will be charged a \$25 late fee and classes will be suspended until payment is made.

Methods of Payment: All accounts MUST HAVE a Credit or Debit card on file. You may make a payment on your account before the 1st of the month if you would like to pay by check, different credit card, or cash. Any account with a balance due will be auto-drafted for the full balance on the 1st.

Withdrawals / Refunds: All class withdrawals must be submitted in writing by the 15th of the month previous. Any withdrawal notice received after the 15th will be charged for the next month's tuition.

NOTE: We do not refund tuition (including semi-annual and annual payments) or costume/recital payments under any circumstance! We also do not refund or credit for classes missed by the student if the studio was open and available for class. Please see the class make-up policy above.

Private Lessons

Any EDA student may request private lessons. Please consult with your desired instructor concerning scheduling. Private lesson fees are \$35/30 minutes – \$45/45 minutes – \$60/60 minutes.

Showcase Fees

Each family will be responsible for purchasing Showcase costumes per class enrolled. Costume payments will be due in two payments: ½ on October 1st / ½ on November 1st. Any account past due for costume payments will not be ordered costumes until payment is received. Any account past due at the time of Show will not receive costumes and will not perform until the account is up to date.

Costume Fees:	Tiny/Petite Elite	\$60
	Youth Combo	\$75
	Pre-Teen/Teen	\$80
	Elite Levels	\$85

****SOLO AND VARIATION COSTUMES WILL BE PRICED SEPARATELY****

Performance Fees: All students \$100 (Due January 1st)

****Performance fees include: 1 recital t-shirt, 2 free show tickets, downloadable show video****