Studio Guidelines

Below are Dance Elite's studio guidelines for the 2019-2020 school year. By initialing each of the guidelines below, I certify that I understand the terms and conditions set forth upon registration.

Registration Fee (non-refundable):

_____ At the time of enrollment a registration fee of $30 per family is due. This covers all dancers under one family for the entire school year (Sept - June). There is no registration fee for our summer camps, or summer sessions (July - Aug).

Enrollment/Attendance:

_____ Dance Elite requires each dancer to enroll for a minimum of **two months** of classes. The two month enrollment period begins with the dancer's first class. Dance Elite does not offer drop-in or weekly enrollment for our school year classes.

_____ If your dancer must miss class due to illness, injury or family emergency, please email the office to inform them of the absence. Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Dancers have **1 month to make-up a missed class**, and may do so in any class suitable for their age and technique level. Make-ups can be scheduled with the front desk.

_____ Please be on time for classes. Tardiness will not be permitted. Any dancer who arrives to class more than 10 minutes after the scheduled start time will be **unable to participate** in class. They may sit and observe class, but cannot participate as they have missed the required warm-up and stretching and are susceptible to injury.

Tuition Fees & Payments:

_____ Tuition is due the **25th day of each month for the upcoming month** (Example: September tuition is due August 25th). If payments have not been made by the **3rd of each month**, a $**25 late fee** will be added to your account. Dancers will not be able to participate in class or any other studio event if a family's account is more than 1 month past due. No exceptions.

_____ Tuition rates are calculated for the full season (September-June, including studio holidays), **not by the number of classes** in the given month. A full season of dance/music includes a minimum of 36 lessons. Tuition fees can be paid monthly, quarterly or annually. If a dancer is joining mid month, the first month of tuition is pro-rated, and then each following month will be normal tuition rates.

_____ **I understand the following options** are available for making **monthly** payments;

1. Ten monthly payments can be made by automatic withdrawal on the 25th of each month (August-May), from one of the following: checking account, savings account, debit card, or credit card.
2. Monthly payments can be made by cash/check on the 25th of each month. If a family opts to pay by check or cash, they still must provide a credit/debit card to keep on file. If payments are not made by the 3rd of the month, the **family authorizes Dance Elite to use the credit/debit card on file to process payment on the 4th of the month**.

_____ Dance Elite provides the opportunity for all families to pay by checking/savings account via our online portal, or by cash/check in person. All credit/debit card charges will incur a 2.5% surcharge

Withdrawals

_____ If at any point in the year your dancer decides to discontinue classes, Dance Elite requires **two weeks written notice** of the discontinuation. Tuition will be pro-rated for the upcoming month based upon the date of withdrawal. Final payment of tuition must be paid at the time of withdrawal.

_____ To withdraw from classes a parent or guardian must: complete and sign a withdrawal form provided by the office.

Discounts:

_____ A 5% discount is given if payment for the full year is paid before September 30th.

NSF Payments:

_____ NSF on all paper checks will incur a $25 NSF fee.

Refunds:

_____ I understand that refunds are only issued only if a class is canceled due to low enrollment. We do not provide refunds for missed or canceled classes. If a class is canceled due to inclement weather, instructor illness, Dance Elite will work to schedule a make-up class. If a make-up class cannot be scheduled, a **credit** to dancer's account will be processed which can be applied to future month's tuition. Dancers **have one month** from the date of absence to make-up the missed class. The Director must approve all refunds. Refunds will paid via either direct deposit or cashiers check, which can be picked up as arranged with the front desk. Please contact amy@danceeliteonline.com if your dancer is injured and cannot participate for a lengthy amount of time.

Rescheduling & Substitution:

_____ DE reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. DE reserves the right to reschedule or combine classes based on enrollment numbers, technique levels of dancer.

Dance Attire and Shoes:

_____ The correct dance attire and shoes must be worn to each class. A list of the dress code is at the front desk and on our website. Dancers who are not appropriately dressed for class will be given a warning on the first offense, and then will be unable to participate if additional instances occur.

Bullying/Harrassment:

_____ Dance Elite does not tolerate bullying/harassment. If we become aware of an instance between dancers, parents, families, etc., we will schedule a meeting to discuss the situation and next steps. If the situation is severe enough, dancers/families may be dismissed from the studio.

Lounge/Social Media:

_____ Dance Elite works to maintain a positive environment that is supportive of all families. The lounge area inside the studio should remain positive, and appropriate for all ages. Any negative or inappropriate comments in studio or on social media (Facebook, Twitter, etc) by parents or students regarding DE, current students, or instructors may result in immediate dismissal from the studio.

E-Mail Address/Communications:

_____ Please make sure DE has your e-mail address on file as most communication will be done over e-mail. At DE we go to great lengths to keep you informed and up to date with Newsletters, E-mails, Facebook, Twitter, our Website and Handouts.

Inclement Weather Policy:

_____ In the event of inclement weather, an e-mail will be sent and the DE Facebook page and website will be updated. Snow day classes can be made up in any other class. Refunds will not be given for closures due to inclement weather.

Recital Package/Costumes:

_____ Recital participation is not mandatory, but highly encouraged. Recital will take place on June 23rd . Our *Standard Recital Package per dancer ($125)* includes; costume, tights, props, t-shirt and 2 tickets to the performance. Each additional dancer/costume (either by the same dancer or sibling) is $80. Additional items such as DVD, Flowers and Pictures can be purchased separately.

_____ Families must commit to recital by no later than January 31st by completing the Recital Participation Form. Even if your dancer will not be participating, a form must be filled out and turned into the front desk. Students are measured for costumes in January and they will be delivered in April/May. If a costume does not fit, we are able to exchange it within one week of receiving it at no cost to you, if it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability. If you need your costume altered in any way the studio will take care of all alterations.

_____ Costume payments will not be refunded after February 1st. Costumes will not be ordered if your account balance is not paid in full

Lost and Found:

Please mark all dancewear, shoes and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to
_____ classes.

Signing this policy page informs us that you have read, understand and agree to abide by these policies.

_____ _____

Parent's Signature Date