



POLICIES AND PROCEDURES

FEES:

- Tuition is based on 10-month season from August to May and is not affected by how many times the class meets in any one calendar month (5-class month is not extra and a 2-class month is not less)
- All tuition payments are due by the 1st of the month. Payments made after the 5th will be considered late and a late fee of \$20.00 will be added monthly until account is current. All payments are managed and accessible online through the secure parent portal. A Credit Card must be on file on the parent portal; However, various payment methods are accepted: Cash, Check (\$25.00 service fee for insufficient funds), Money Orders, and Credit Cards.
- You can view your balance/payment history and pay online any time in your parent portal.
- We do not send out monthly statements.
- Tuition payments are non-refundable and may not be credited for absences. Parents/Guardians are liable for monthly tuition until we have been notified in person that the student will no longer be returning to class.
- If there is an outstanding balance of more than one month, the dance school has the right to deny a student from participating in class until the bill is brought up to date. Any monthly tuition or recital fees not up to date prior to Christmas Holidays will result in a student being dismissed from the studio.
- Tuition must be current for your child to participate in extra activities or performances. If special circumstances arise, please contact the Studio Owner.
- No costumes, recital accessories for recital or tickets will be issued until all balances are paid in full.
- We offer a 10% discount on yearly tuition. To receive this discount, the entire tuition must be paid by August 30th.
- **NO REFUNDS** are available on registration fees, recital fees, or tuition fees paid unless a medical emergency has occurred.
- No proration or refund will be given for missed classes, camps, intensives, competitions, or any other studio event.

ADD/DROP POLICY:

- To add or drop a class, two weeks written notice or an email prior to terminating enrollment is required or tuition will be charged. We will not take verbal cancellations. A cancellation notice must be submitted and picked up in the office. Once costumes are ordered, the costume balance will be due, and no refund will be given on costume payments. All changes in schedule must be made prior to November 1st. If any classes are dropped after November 1st, you are responsible for the remainder of the year's tuition.

DRESS CODE:

A dress code promotes work ethic and focus on class. It also assists instructors to see and correct placement, position, and alignment. Students not properly dressed may be asked to observe.

- Hair must be pinned up or pulled back securely.
- Shorts, jeans, t-shirts, athletic warmups, and school uniforms are not acceptable.
- Students must have the appropriate shoe for each subject.
- Students in extra Ballet Classes must have a Black Leotard and Pink Ballet Shoes.

This Is Mandatory!

ATTENDANCE:

- Progress is achieved through regular practice and performance.
- Class Attendance is recorded from August-May. The studio calendar is in accordance with school holidays. Parents will be notified by Facebook OR Email of emergency closures.
- 7 Unexcused absences during the dance year may result in the dancer not being allowed to perform in the recital. Therefore, students are required to bring to class a medical/parental excuse when they return from being absent. Be mindful of the fact that dancers can miss only 1 class during the 2 months (April/May) prior to the recital. Parents/Guardians contact the studio regarding any absences.
- Dancers must arrive to class on time to complete a proper warmup to help prevent injury. They are expected to participate fully during class. If a dancer must sit and cannot participate for any reason, they must provide a written excuse.
- Drop Offs & Pick Ups should be within 10-15 minutes of the beginning and end of class. There is no one to supervise students when they are not in class. Older students may not hang out at the studio when they are not in class. Dancers repeatedly picked up more than 15 minutes after the end of class may incur a late pick-up fee of \$10.00.
- We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent/guardian to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

INJURIES:

- Any injury sustained by a student during class should be reported to the office within 24 hours. Dancers with injuries are encouraged to seek medical attention and will be allowed to return to dance participation with parental permission or a doctor's release. Elite Dance Force will not be held liable for any injuries taking place during classes or within the EDF's facilities.
- If your dancer is injured and unable to participate, they are expected to attend class to observe. Dancers learn and retain information by observing classes. Please bring a doctor's note confirming the injury with dates of non-participation. No tuition will be reimbursed due to an injury.

BEHAVIOR and DISCIPLINE:

You can be assured your child is receiving “The Finest in Dance Education”. Our studio provides instruction and discipline in a caring atmosphere.

- Proper respect for the director, staff, studio, fellow students, and faculty will be displayed by all students, parents, and siblings, on or off-site.
- Negative or inappropriate language and/or behavior will not be tolerated and may result in dismissal of both parent/guardian and/or student from Elite Dance Force.
- No classes (including private lessons) are teachers to be disturbed unless it is an emergency
- Social Media Harassment and Cyber Bullying, which is against the law, will not be tolerated. This will result in a dancer being asked to leave the studio.
- No running, screaming, or horse-playing inside the studio will be tolerated.
- Parents who bring additional children to the studio MUST always monitor them and should not leave them unattended.
- All parents, siblings & friends must wait in the waiting areas or outside of the studios until classes have been dismissed.
- Please show respect for your teachers and fellow dancers. No talking, touching, hanging on Ballet barres or gum chewing will be allowed in the classroom.
- Food and drinks are only allowed in the Lobby. ONLY sealed water bottles are allowed in class.
- Cell phones must be turned off during class.
- Misbehavior and disrespect will not be tolerated from students or parents when participating in a studio event, performance, out of town excursion, or when wearing the studio logo.
- When Discipline Problems and Concerns occur, they will immediately be brought to the attention of the parents.
- In the rare case of a parent/guardian or student showing disrespect or defamation to any parent/guardian, staff member or student, a meeting will be called immediately, and dismissal may be considered at the discretion of the Director.
- Any questions or complaints must go through director – parents/guardians and students are not permitted to contact Elite Dance Force teachers via phone, in person, email or social networking with studio issues unless it has been broached with the Director first. Personal meetings with the studio Director can happily be arranged via email or phone.

INCLEMENT WEATHER & CANCELLATIONS:

- All cancellations will be posted on the cancellation page of the studio EDF app website, and Facebook. We will also send message of closings via email. The safety of our students, teachers and parents is of utmost concern. If the weather is bad (rain, ice) we may cancel classes. Generally, we follow School weather closures. Sometimes, however, the weather and roads may clear in time for our afternoon classes. Classes missed because of weather closures may be made up in a similar class according to our make-up policy. Classes will not be rescheduled, and refunds will not be offered due to closures.

RECITAL:

- **Recital Fees are based on the level of classes.**
- **Costumes will NOT be ordered if payment deadlines or not met.**
- **Students are sized for costumes in class. NO costumes can be returned or reordered once you have received them due to not fitting properly.**
- **No costumes, recital accessories for recital or tickets will be issued until all balances are paid in full.**
- **We do not reschedule retakes for pictures in recital program. There is only one date and one time scheduled due to the program printing deadline.**
- **No corrections can be made in the printed recital program. Any errors will be officially announced on recital night.**
- **We do not guarantee siblings will be in the same Show at the Recital.**
- **The studio is not responsible to resell OR refund extra recital tickets purchased.**

Recital Fee Payment Options: (2 Costumes, 2 Recital Tickets, Recital T-shirt, Recital DVD)

OPTION 1: Monthly Tuition with ENTIRE Recital Fee due October 5th

OPTION 2: 2 monthly payments added to your tuition (Oct./Nov.)

OPTION 3: 3 monthly payments added to your tuition (Oct./Nov./Dec.)

OPTION 4: 4 monthly payments added to your tuition (Oct./Nov./Dec./Jan.)

GRADUATE PROGRAM: EDF offers a program to have your dancer graduate onstage.

- **The following requirements must be met:**
 - ***Minimum of 6 years of dance**
 - ***300 hours of Student Teaching at Elite Dance Force**
 - ***Dancer must be a High School Senior.**
 - ***Must be enrolled in all genres of dance.**
 - ***Must attend at least one convention OR one in-house master class workshop.**
 - ***Complete a Graduate Course consisting of Tap, Ballet, and Jazz.**
 - ***Upon completion of Graduate Course, take both an oral and written exam.**

IMPORTANT:

- **The use of Elite Dance Force logo, names EDF, and Elite Dance Force are strictly forbidden as this is a copyrighted trademark.**
- **Parents/Guardians should take responsibility to keep up and be aware of studio news as it pertains to his/her child(ren), classes, and upcoming events. A valid email address is required at the time of registration. Monthly newsletters are sent out and Facebook announcements are posted. Questions and concerns can be addressed with the office staff during class times.**
- **The FACULTY makes the FINAL decision regarding your child's dance education! Class changes, line-up changes, or absenteeism will adhere to the decisions made.**
- **Choreography, costuming, and studio policies remain the intellectual property of Elite Dance Force Studio and may not be reproduced or sold by any students, parents, or staff without permission of the Director.**

DANCE TEACHER ASSISTANT PROGRAM:

This program is designed to give current students hands-on experience towards becoming trained dance instructors and mature leaders

- Dancers who are currently enrolled in Elite Dance Force and are age 11 or above should also be enrolled in the Dance Teaching Assistant Program. THIS IS A REQUIRED PROGRAM FOR ALL ELITE DANCE FORCE GRADUATES. Elite Dance Force Graduates must have completed 300 hours of assistant teaching. Schedules are determined by Elite Dance Force Director based on class enrollment.

Media Release:

- Parent/Guardian gives permission for their child(ren) to be photographed and/or videoed for advertisement and marketing purposes. This includes any Elite Dance Force publicity activity including participation in classes, events or functions promoting EDF at on-site facilities and EDF excursions.

SOCIAL MEDIA POLICY:

- Use of Facebook, Twitter, Instagram, Snapchat, YouTube blogging and other social-media vehicles is commonplace. Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.
- Remain mindful that your behavior on social media remains in keeping with EDF's code of conduct.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards EDF staff, students, or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- While affiliated with our studio, (for example, images of your child in EDF attire) we will not tolerate any posts that are racially, sexually, physically, or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements, or performance opportunities - may not be communicated via social media. We have an open-door policy and encourage all communication, complaints, and feedback to be communicated via email, phone or in person.
- You may not post photographs / videos that feature EDF dancers' other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages, or location - must be removed when posting on Social Media.