

POLICIES AND PROCEDURES

Introduction: The Director and Staff of the Elite Feet Dance Studio, LLC would like to welcome you to the 2011 – 2012 dance season under the direction of Gay Lynn Meadows. We have created this set of policies and procedures to give our parents and students a clear understanding of our mutual commitments and responsibilities to the Elite Feet Dance Studio.



Our dance program serves beginning through advanced students starting at age 2-1/2. Our program employs small class sizes allowing no more than 10 students in Early Childhood Classes and 12 students in all other classes. We believe that our success comes as a result of providing solid training and quality service, along with an underlying belief in the strength of our organization. The teaching staff at Elite Feet Dance Studio are either professionally trained or have college degrees in dance. High school students are used only as assistant teachers or fill in when a teacher cannot teach due to an emergency or illness. Parents are responsible for being aware of all dates, schedule changes, holiday schedule and recital information. All information will be provided by email, and will be available at the front counter if you do not have an email account. Each month a Dance Express Newsletter will also be emailed to you to provide new information needed for the month.

Registration: A one time non-refundable fee of \$25.00 is due with September tuition at time of registration. This will reserve the student a place in class. Parents must fill out the paper or on-line Registration form, and fill-out and sign the paper Medical and Confirmation forms before starting class.

Tuition: Tuition is due at the 1st of the month. We strongly encourage you to use our on-line credit card payment system as it helps you avoid late fees. It also reduces our administrative costs and helps us keep our tuition affordable.. If you pay by check or cash, please put your tuition payment in the envelope provided next to the tuition box. Put the student's name on the front of the envelope and drop into the tuition box. Please do not hand tuition payments to the teachers. A \$10.00 late fee will be added to your account if tuition is not paid by the 10th of the month. There will be a \$25.00 service fee if a check is returned. The Studio reserves the right to require payment by credit card if a check is returned or the account is repeatedly overdue. Accounts more that 60 days in arrears will cause that student(s) to be dismissed from the studio, unless acceptable arrangements are made with the Director.

Withdrawal from Class: One month's notice is required to withdraw from class. Withdrawal must be done in person with the Director of the studio. A withdrawal form must be completed and signed by both the parent and Director for tuition charges to stop. Notifying a teacher does not qualify as a withdrawal and you will be billed until proper withdrawal notice is provided.

Recital Costume Payment: Students will have to purchase a recital costume for each class they are taking. Costumes usually cost around \$45 for a child size and about \$50 to \$70 for adult sizes. There could be additional charges for headpieces and tights. We have made out a costume payment schedule so your cost can be divided into three payments.

1st Payment – \$20.00 per costume due week of Nov. 7th

2nd Payment – \$20.00 per costume due week of Dec. 5th

3rd Payment – Balance Remaining for each costume due week of March 5th

We will be ordering costumes over Christmas Break and your child will not be ordered a costume if we have not received both deposits. If your child plans not to be in the Spring Recital the Director needs to know by Dec. 1st. There will be no refunds after costumes are ordered.

Attendance: All students are expected to attend their scheduled classes. If you are going to be absent from class please let the Director or the teacher of the class know of your absence. No more than four

unexcused classes can be missed during the Fall and Spring sessions. If more than 4 classes are missed during the Spring session you may not be allowed to participate in the Spring Recital. Absences resulting from illness, injury, school programs or vacation are excused absences but must be made up if possible. Please contact the Director to find out what classes to take for a make-up class. There are no refunds or credits for missed classes.



Dress Code Requirements: Students are given a dress code requirement for each technique. We will be buying from Revolution Dancewear which gives each student quality dancewear at an affordable price. Your child's dress code will be mailed to you with your registration confirmation. PLEASE DO NOT GO OUT AND BUY DANCEWEAR UNTIL YOU HAVE TALKED TO THE DIRECTOR ON WHAT IS NEEDED FOR YOUR CHILD. Failure to wear appropriate dance attire may result in student being asked to sit out of class. Student is allowed one warning before being asked to sit down. Hair must be pulled back and secured back from face. For all ballet classes, hair is worn in a secured bun. Warm-ups or capris may be acceptable for some classes if teacher gives permission. No jeans, baggy clothes or street shoes are to be worn in class.

Dropping-off and Picking-up students: Please drop-off and pick-up your students at the door if child is 12 and under. We do not allow our students to wait in the parking lot. If you are going to be late, please let the teacher know at the beginning of class. If a parent continues to be late a \$5.00 charge will be added to the bill for every 5 minutes past the completion time for the class. The studio is not responsible for before or after class care for students.

Medical Form: Parents are required to fill out an emergency medical form for each child. Parents, legal guardians of minor students, and students waive the right of any legal action for any injury sustained on studio property resulting from normal dance activity conducted by the student before, during or after class.

Class Observation: Look for scheduled Parent's Observance Nights in the Dance Express Newsletter.

Waiting Area: Parents are allowed to sit in the waiting room while their child is taking class. Parents are not allowed in the classroom during class unless it is Parent Observance Day or the teacher requests that parents come in and watch. There are video monitors for parents to observe class from the outside.

Food and Drink: A microwave and refrigerator are available for student's use. Any drink that is brought inside the studio must be in a plastic container. Students are responsible for cleaning up their trash before leaving.

Cancellations/Snow Policy: Elite Feet Dance Studio follows cancellation with Frederick County Schools. If schools are on a 2-hr delay start, there will be no morning classes, and classes after 12pm will be held as scheduled. If schools close 2-hrs early, evening classes will be cancelled. If schools are closed for the entire day, classes prior to 4pm will be cancelled, then a decision regarding evening classes will be made by 3pm and sent out via email and will be posted on our answering machine. We will try to make-up classes missed due to snow closure, and if not able, we will credit your account at the end of the year for missed classes.. Class make-up due to cancellations will be posted in the Dance Express.

Concerns/Questions: Please call the Director at 301-620-9099 or send an email to info@elitefeetstudio.com. Please do not discuss your concerns or questions with teachers before or after class.

Please sign the attached Confirmation and Medical Release forms and return to Elite Feet Dance Studio in the tuition box. If you have any questions please call Gay Lynn Meadows at 301-620-9099.