

Elite Performing Arts

Parent/Student Handbook

This is the Parent/Student Handbook for Elite Performing Arts (EPA). Parents of dancers should read this handbook and need to sign the agreement. We also encourage parents to review the handbook with the dancers. If there are any questions about it, please bring them up with studio management.

1. General Studio Policies

- a. Please drop your child off no earlier than 10 minutes prior to his or her first class of the evening, and pick them up no later than 5 minutes following the end of their last class.
- b. EPA is pleased to offer closed circuit TV for viewing in studios A and B.
- c. All children not attending class should remain in the direct supervision of their parents at all times.
- d. Due to numerous students with peanut allergies, we ask that peanuts or peanut products not be brought into the studio.
- e. EPA reserves the right to revise curriculum and schedule.
- f. A class with fewer than 5 students is subject to cancellation.
Additional classes may be added to the schedule as enrollment demands.
- g. We ask that everyone helps keep the studio clean by disposing of your trash.
- h. EPA is not responsible for lost, stolen or damaged items. Labeling all personal items with the student's name is recommended. Please check the lost and found for missing items. Monthly, all items that have not been retrieved will be discarded or donated to charity.
- i. **Use of Physical Touch by Teachers During Class**
Instructors may be touching students from time to time, in order to help them find the proper alignment/placement and develop the proper technical and qualitative aspects necessary to dance.
- j. **Resolving Issues**
EPA recommends that parents, students and teachers have open communication. If an issue arises, parents are encouraged to contact the office immediately to discuss their concerns.
- k. **Breaks** - The employees of EPA cannot be held responsible for supervising students during breaks between classes. If your child has a scheduled break, please arrange for supervision during that time.

2. Contact

- a. **Mass Communications** - We occasionally will contact all parents via email. If you change your email address, please contact the front desk.
- b. There are bulletin boards in both the front lobby and viewing room. Reminders will be posted in these locations as well as the front door.
- c. **Newsletter** – there is a monthly newsletter that will be posted at the studio and on our website.

3. Class Policies

- a. **General**
 - i. Students must wait inside the building for their ride to pick them up.
 - ii. Dancers need to visit the restroom prior to dance class.
 - iii. Dancers should have the appropriate shoes for the appropriate class.
 - iv. Dancers should not wear their dance shoes outside.
 - v. Dancers should not wear street shoes inside the studios.
 - vi. Chewing gum, food and drinks (except water) are not allowed in the studio/dressing room. Food and drinks are allowed in the lobby areas/kitchenette only.
- b. **Etiquette**
 - i. Students are expected to behave respectfully and courteously at all times toward EPA faculty and staff, as well as toward each other.
 - ii. It is important for students to be courteous towards one another in order to ensure a comfortable atmosphere for all students to learn and grow as artists.
- c. **Dress Code** - A dress code is an important part of the discipline instilled in a young dancer. All shoes should be labeled with the student's name. Hair must be pulled up out of the face and held securely for all classes. The following are general guidelines. Teachers may adjust this dress code for the different levels.
 - i. Combo Class

1. Pink Ballet Shoes
2. Black Tap Shoes
3. Leotard and Dance Tights (any style and color, skirts or bike/booty shorts are ok)
- ii. Ballet
 1. Pink Sole Ballet Shoes
 2. Dance Tights and Leotard (any style and color, skirts or bike/booty shorts are ok)
- iii. Tap
 1. Flat Black Tap shoes
 2. Jazz pants, booty shorts, dance skirts, tank tops, leotards
 3. No Jeans, jean shorts or loose fitting shorts
- iv. Jazz
 1. Black Sole Slip-on Jazz Shoes
 2. NO Dance Paws or Socks allowed
 3. Leotards, tights, jazz pants, booty shorts, tight fitting tank tops
 4. No Jeans, jean shorts or skirts
- v. Lyrical/Contemporary
 1. Turning shoes
 2. NO Socks allowed
 3. Leotards, tights, jazz pants, booty shorts, tight fitting tank tops
 4. No Jeans, jean shorts or skirts
- vi. Hip Hop
 1. Clothes you can move in (t-shirt, shorts, or sweats)
 2. No jeans
 3. Sneakers/HipHop Shoes (HipHop Shoes are required for recital)
- d. Attendance, Tardiness & Class Make-Up Policy
 - i. Students are encouraged to attend all classes they are enrolled in.
 - ii. If a student must miss a class for any reason, a phone call to the office or an email to info@elitedancejc.com is necessary in order to inform the teacher of the absence.
 - iii. If a student misses class, they are allowed four weeks to make up the class they missed. Please call the office to arrange the make-up class and to get a list of classes that would be acceptable for them to make-up in. The office must be informed of the make-up in order to let the teacher know of an additional dancer. Students who do not follow this policy may be billed for the extra class taken.
 - iv. Students who have poor attendance may be moved down a level, as regular attendance is essential to improving the skill and strength required for advanced levels.
 - v. Tardiness is not acceptable. Students should be in class, ready to dance at the designated class time. For combo classes, entering late is a big distraction to all the students and stops the flow of class. For more advanced classes, warming up at the beginning of class is crucial to injury prevention, and class is designed for the development of technique. Students are encouraged to arrive a few minutes before class to begin stretching and warming up. Please call if you know you will be late.
- e. Class Placement
 - i. Students will be placed in what is considered the appropriate class for their age and experience. If the teacher determines that the student needs be moved to a more appropriate class, the parent will be contacted.
 - ii. Placement at every level is based on several factors including age, maturity, accomplishment, physical strength and commitment.
 - iii. Class placement is at the sole discretion of the EPA faculty & staff.
- f. Advancement
 - i. Advancement may occur at any time, but on average students are expected to remain in a level for a minimum of two years. Students may not be promoted every year. At times, students may require a couple of years to accomplish the technique in a particular level. Our primary concern is that a student be placed in a level that is appropriate to his or her skill level and physical strength. If the child is promoted too soon, he or she may miss some very valuable training. These children may also struggle in the next level, which is unnecessary and could result in injury. A student who carefully develops his or her technique early in the curriculum will find advancement in later years to be smoother and more rewarding.

4. Performances
 - a. Christmas Parade – The studio has a float in the Jefferson City Christmas Parade and all students are encouraged to perform in the parade.
 - b. Recital – In May, there will be a recital so the students may showcase their talents. We encourage all dancers who attend regular classes to perform. Little Dancers do not perform but are recognized on stage at the recital.
 - i. Costume fees are due at the beginning of December.
 - ii. Pictures – we have group pictures taken of each class a week or two before the recital. You are not required to buy pictures. We do ask that you attend the photo session so that group is complete and the teachers can make any changes to costumes they deem appropriate.
 - iii. Rehearsal is held the Friday before rehearsal. All students are required to attend.
5. Competition Team – Elite Performing Arts has a competition team that attends regional competitions. Tryouts are held during the summer. Information on the team is available at the front desk.
6. Snow Cancellation Policy
When the Jefferson City Public schools have been closed for inclement weather, we will close the studio also.
7. Financial Policies
 - a. Tuition is due the first class of the month and includes 3 classes per month. Some months there will be a bonus 4th class, but there will be no additional charge. For your convenience, tuition is payable monthly. We continue to enroll new students even after the start of the dance year, so some of our classes may reach our maximum class size and we will have to close enrollment for this class. For this reason, if you sit out a month, you may not have a place in class the next month. Tuition is non-refundable. We do not accept new enrollments after January.
 - b. We accept cash, check or money orders only.
 - c. Late Fee will be assessed if tuition is paid after the 10th of the month. A 10% fee (\$10 minimum) will be added to your account.
 - d. You are responsible for monthly tuition until you notify the studio office of your intent to withdraw from a class. Charges will continue until we receive notification of a dropped class from a parent.
 - e. A \$20 registration fee is due at the beginning of enrollment for each year. All students must pay a 2011-2012 registration fee.
 - f. All checks returned are subject to a \$25.00 bank fee. After the second returned check, you will be required to pay in cash or with a cashier's check or money order. If your account is not cleared by recital, your student will not be allowed to perform.

LIABILITY DISCLAIMER

Elite Performing Arts and its instructors are not liable for personal injuries, or loss of or damage to personal property. Since dance is a physical activity, injuries may occur. Each student may decline to participate in any activity which that student deems harmful and must inform the instructor of any physical limitations which may prevent full participation in class.

I have reviewed and handbook and policies within as outlined by Elite Performing Arts.

Parent Signature

Date

Parent Name Printed

Students Names