



Dancer/Parent Rules & Policies

New policies are highlighted and go into effect July 6, 2018.

1. **A \$15 registration fee is required for each student (Valid July-May). Registration fee is non-refundable. Registration is free to all families with a valid MILITARY ID.**
2. **TUITION**
 - a. Tuition is now **due on the FIRST** of every month and must be paid no later than the 14th of the month.
 - b. A **\$15 LATE FEE** is charged to all outstanding payments not received by the 14th of the month.
 - c. If the 14th falls on a Sunday or holiday, payment must be received before the 14th.
 - d. If tuition and late fee are not received by the end of the month, a dancer's enrollment will be cancelled.
 - e. **A \$30 bank fee is charged to all returned checks.**
 - f. **Once a returned check has posted to your account, we will no longer accept your checks as payment, we will only accept cash payments.**
 - g. Cash or checks may be brought to class by each dancer. Please place cash in an envelope with student's name. Checks must include dancer's name.
 - h. Please make checks payable to: ELITE ACADEMY OF DANCE.
 - i. We **do not accept** post-dated checks.
 - j. **Tuition is for the entire month, whether or not a dancer attends class. Once a dancer attends a class, tuition is not prorated and is non-refundable.**
3. **TUITION DISCOUNTS**
 - a. A \$5 discount is given for any second and third additional class taken. A \$10 discount will be given for each additional class taken thereafter.
4. **DRESS CODE & SHOES**
 - a. All dancers must be properly dressed and follow the dress code.
 - b. **ABSOLUTELY NO BARE MIDRIFTS, HALTER TOPS OR THONGS!**
 - c. NO baggy pants, crop tops, regular street clothes or street shoes are allowed.
 - d. **Hair is required to be worn up**, away from the face (i.e. bun, pony tail, braid).
 - e. No visible piercings/rings or tattoos are allowed, except for earrings.
 - f. Children's Tap/Ballet Combination - Black patent tap shoes, pink (leather) ballet shoes, leotard & tights.
 - g. Jazz - Tan jazz shoes, leotard & tights and jazz pants.
 - h. Tap - Tan (1 inch heel) buckle strap tap shoes, leotard & tights and jazz pants.
 - i. All Ballet - Pink (leather) ballet shoes, leotard & tights, and short ballet skirts may be worn.
 - j. Dance Shirts - If a dancer wears a dance shirt, she must still wear a leotard underneath.
 - k. Boys - Black shoes (ballet, tap or jazz), non-baggy warm-ups or shorts.
 - l. **DO NOT wear shoes outside. Dancers come and leave class wearing regular shoes. All dance shoes are only worn in class.**
5. **ABSOLUTELY NO SMOKING, FOOD OR DRINK IS ALLOWED INSIDE THE LOBBY VIEWING WINDOW OR STUDIO. NO CHEWING GUM IN CLASS!**
6. **Dancers must be respectful to instructors/staff, other dancers, and parents at all times.**

7. **LABEL** - Be sure to label all shoes, clothes, bags, water bottles, and any other personal item.
8. **WATER** - Water fountains for dancers are located in the dance room.
9. **BE ON TIME!**
 - a. Be on time to pick up and drop off dancers.
 - b. Tardiness is a distraction to both dancers and instructors.
 - c. **Our staff is not paid to stay after hours, so we appreciate promptness.**
10. **ATTENDANCE**
 - a. Please notify us when a dancer will be absent due to illness or other reason.
 - b. Attendance is vital for a dancer's progression and learning.
 - c. A dancer's enrollment will be cancelled due to a lack of attendance.
11. **LOST ITEMS**
 - a. The Elite Academy of Dance is **not responsible** for any personal belongings stolen/left in the studio or parking lot.
12. **VISITORS & OBSERVERS AND VIEWING WINDOW**
 - a. Parents must rotate watching their child at the viewing window in order to allow all parents an opportunity to see their child through the window during class. Please do not crowd the window area. **Please do not stand at the window for excessive periods of time.**
 - b. Parents can stay in the waiting room to avoid distraction to dancers.
 - c. **Strollers and car seats are a hazard in the viewing window area.**
 - d. **Keep viewing area quiet.**
13. **RECITAL**
 - a. Our recital will be Saturday May 25, 2019.
 - b. It is held at Magoffin Auditorium on the UTEP campus. Admission is free.
 - c. Mandatory dress rehearsal is at 10:00 am and our evening performance is at 6:00 pm.
 - d. Other performances will be announced later.
 - e. Performance group dancers will have two costume orders.
 - f. Dancers are measured for costumes in August and November.
 - g. Costumes will be purchased and ordered in August and December
 - h. Costume payments are due in August and December.
 - i. There is a \$25 recital fee due in March.
 - j. Specific recital/costume instructions will be given in December and April to all parents.

If you have any questions, please contact the front desk

or call us at 594-2914.