



Elevate Dance reserves the right to terminate lessons for a parent or student for not following studio policies. To ensure a safe and pleasant environment, the Owners in conjunction with staff reserves the right to refuse service to anyone for any reason they deem necessary. In general, there are no exceptions to the following policies. Rare exception may be made at the exclusive and express permission of the owners.

Class Attendance: All students are expected to attend class regularly and on time. If an absence cannot be avoided, please notify the studio in advance. If a student is injured, please make arrangements with the Dance Staff. Students must attend all rehearsals and classes the week prior to any performance. Elevate Dance reserves the right to cancel or reschedule any class.

Lateness: The studio reserves the right to have a student sit out who comes late to class (more than 5 minutes late). Repeated lateness may result in termination of lessons. If you are late, please enter the studio quietly fully dressed and ready to dance.

Notification of Termination: Notification of termination must be made prior to the next installment payment. This must be done in writing or by e-mail.

Dropped Classes: No refunds are given for dropped classes past the drop date.

Missed Classes: Refunds will not be given for missed classes. If a student misses a class, they may make it up in a corresponding class. However, please note that not all classes have a corresponding class. In those cases, classes can be made up in a lower class.

Late Fees: Monthly payments are due in accordance with the billing schedule, automatic drafts will occur on the first of the month. No billings statements will be sent. A late fee of \$15.00 will be assessed if payment is not received by the 7th day of the month. No exceptions. Tuition must be paid to continue class participation.

NSF Fees: An NSF Fee of \$30 will be charged for any returned checks, and payment by check will no longer be accepted.

Extreme Weather: If local school districts cancel class or after school activities due to extreme weather, we will also cancel. Parents will be notified via e-mail, website and our Facebook page. A make-up date will be offered.

Substitutions: We reserve the right to schedule a substitute teacher if the regularly scheduled teacher is ill or is otherwise unable to teach class. If the studio cannot arrange a substitute teacher, a make-up date will be scheduled.

Dress Code: Complete details on proper dance attire are including on the Dance Code Page. Required dance wear and dance shoes must be worn to all classes. Failure to wear required dance wear to class could result in students being asked to sit out from the class. Students are not permitted to wear jeans or street shoes to any dance class. Dance shoes should not be worn outside of the studio. For safety reasons, dancers are not permitted to wear jewelry.

Care of Students: It is not the studio's responsibility to provide before and after class care of students. The studio will open each day 15 minutes prior to the start of the first class, but no earlier. Parents are expected to pick up their children immediately following class and should always stay at the studio for students under the age of 7 years during class. If a child must remain late past the conclusion of his or her class, please notify the office in advance. Children under the age of 10 will not be allowed to leave the studio into the parking lot. Should a parent be more than 5 minutes late following the conclusion of the final class of the evening, a fee of \$1 per minute will be charged to offset the cost of paying our personnel to stay until the parent arrives.

Classrooms: Only paying students are allowed in classrooms during class time. This includes parents unless invited in by the teacher. Siblings are not allowed to play in unoccupied classrooms.

Behavior: Students must conduct themselves properly at all times. They must show respect, maintain a positive attitude, and cooperate with the teachers, office staff, and fellow classmates. No gossiping or inappropriate language or conversation will be tolerated.

Food and Drink: While food and drink is allowed in the studio, we ask that you use good judgment with regard to what you bring in and prefer no "messy" foods. Please clean up after yourselves. No food, drink, or candy is allowed in classrooms. No gum is allowed anywhere in the studio.

Lost Items: Left items will be placed in the lost and found bin by our receptionist at the end of each night. The studio is not responsible for left items. If you think you left something expensive, please call the studio as soon as possible and reception will check the bins. Any lost and found items left unclaimed for two months will be donated to charity or disposed of.

Photography & Videotaping: While we don't prohibit photography or videotaping, it can be a distraction. We suggest that you ask the teacher's permission if you want to take photos during class, and we ask that you not post materials on social media if other children of Elevate "family" are in the photos/videos unless you have their permission. All photos and videos taken by staff of Elevate become the rights of Elevate Dance and can be used in advertising unless otherwise requested by guardians.

Contacting Instructors: We certainly encourage parents to talk directly with their child's dance teacher. However, oftentimes it is not convenient during class hours as many teachers have back-to-back classes through the evening. If you wish to set up an appointment to meet with a teacher, please let the front desk know and they will convey the message.

Class Placement: Class placement for new students is determined by age, physical development, and level of previous training. All dancers may be asked to come in for evaluation prior to enrollment in a class. Class placement at end of season will be based on class participation, attendance, progress, and work ethic. Each dancer progresses at their own rate; levels are not based on age, but ability. Class placement decisions are at the discretion of the teachers.

**Reminder that dance levels are not like grades at school. Dancers may remain in the same level for several years before they are physically and mentally capable to accept the challenges required of them in the next level. Elevate Dance always has your dancer's best interest in mind when deciding on class placement

Parents are Responsible For:

- Being aware of dates and events, such as make-up classes, vacation days, rehearsal dates and recital dates. Be sure to check your e-mail regularly for studio announcements and other information. Important dates are also posted on the studio's website and on the studio tv.
- Notifying the studio of any medical problems a student may have.
- Informing the studio if you have moved or if any personal information has changed including phone numbers, e-mail addresses, etc.
- Making sure you get your student to and from class timely and use the bathroom before classes start.
- Making sure your student is following attendance and attire policies.
- Paying on time.
- Keeping noise to a minimum in waiting areas so classes are not disturbed.
- Monitoring siblings at all times.
- Cleaning up food and drink spills promptly and throwing away any trash in garbage cans.

Students are Responsible For:

- If a dancer is running late, they must knock before entering the classroom.
- If a student needs to leave before class is over, they must ask to be excused by the teacher prior to the start of class.
- Gum chewing, eating, or drinks other than water are strictly prohibited within the dance studios. Water bottles are the only personal item allowed into the studio.
- We encourage dancers to be receptive to various teaching styles, and commit to putting in 100% effort. In order to have continued growth, dancers must step outside of their comfort zone.
- Students must be respectful to their classmates and teacher. Displays of temper, disrespect or bullying are unacceptable; and will result in removal from class.
- Cleaning up food and drink spills promptly and throwing away any trash in garbage cans.

Elevate Dance Discipline Policy:

Should disciplinary action be necessary Elevate Dance owners and staff will uphold the following procedures with respect to instances of inappropriate student behavior:

- First offense – student will receive an official warning and a call will be placed to parent(s)
- Second offense – student will be placed on probation for a period of time determined by the staff during which time a parent must be on premises during all rehearsals and lessons
- Third offense – student will receive a two week suspension from classes
- Fourth offense – student will be expelled from the school