

## **Studio Policies**

**For the smooth and pleasant operation of the Elite Dance and Performing Arts Center, we ask that both parents and students adhere to these policies.**

### **Attendance, Injury, and Illness:**

Attendance is vitally important for the progress of our students.

If a student is going to be absent from class due to unforeseen circumstances, please call the studio before class. If students know in advance that they will be absent from class, please let the Director know before the day of the class.

If students are sick, they are asked to remain at home and rest. If they are injured, they may come to class and observe. Observing class can be a very productive learning tool! This will also keep them up to date with the progress of the class.

Students with a lack of attendance may be unable to participate in performances.

Instructors may request make-up sessions with the student for an additional charge.

### **Make-Up Policy:**

If a student/parent does not notify the Elite Dance and Performing Arts Center of an absence before the student's class, the missed class will not be eligible for a make-up and will be considered an un-excused absence.

All make-ups must be scheduled with the front desk. Age and class level must be appropriate. If a class is full, you may not make-up in that class. No make-ups are permitted if not arranged in advance.

All make-up classes must be done within six weeks of the absence.

There will be no refunds or credits for missed classes.

### **Placement and Evaluation:**

For some new students, it may be necessary to take the first week of classes in a "trial" level in order for the instructor(s) to assess and appropriately place the student in a proper class level.

The director/instructors have the final word on evaluating levels. Please be respectful of their decisions.

### **Student / Instructor Interaction:**

Please be advised that the study of dance involves physical contact. Instructors will often need to make hands-on contact to adjust students' alignment and to demonstrate proper motion.

**Studio Etiquette:**

- \*No gum
- \*No food or drinks in the studios. Students may bring water bottles. Students and guests may eat and drink in designated areas.
- \*No street shoes are ever permitted on the dance floors.
- \*No cell phones in the classrooms. Parents and other guests observing classes should conduct quiet phone conversations only while in the lobby.
- \*Siblings must be supervised and are expected to also be respectful.
- \* There will be no rough-housing, loud voices or running in the building.
- \* Attitudes that are disrespectful, uncooperative, or aggressively competitive are unacceptable. Any parent or student exhibiting these attitudes will be asked to leave.
- \* It is important to maintain a pleasant atmosphere. Parents, teachers, and students are expected to treat everyone with respect at all times. Bullying of any kind will not be permitted. Any one exhibiting this type of behavior will be asked to leave.
- \*Drugs, alcohol, and smoking are not tolerated on the property at any time.
- \*Parents must not distract students while they are dancing.
- \*We are not responsible for lost or stolen items. Please refrain from bringing valuables to class. Please make sure your dancers' bags and shoes are labeled.
- \* Students are expected to keep the bathrooms, dressing room, waiting areas, and classrooms neat and clean. Dancers and visitors are expected to pick up after themselves.
- \* Parents of pre-school students are asked to remain in the building for the duration of the class. If you need to leave, please notify the front desk.
- \* Dancers are expected to wait inside the building for their rides.
- \* Parents, please pick up your children on time.
- \*Parents and students should regularly check the bulletin boards in the entryway for news and information.
- \* We reserve the right to refuse service to anyone.

### **Classroom Etiquette**

- \* Punctuality is imperative for the safety of our students and courtesy of the classroom. If students are more than 10 minutes late for class, they may be asked to sit and observe or be unable to participate. This at the teacher and the director's discretion.
- \*Students must come to class in the appropriate dress code. Students who are not dressed appropriately will not be permitted to dance.
- \* No gum, candy, food, or beverages (other than water) are allowed in the classroom. There will be limited time for water breaks during class.
- \*Dancers should use the restroom before class. There will be limited permission to leave class to use the restroom for the older students. Parents of pre-school students should remind their children to use the restroom before class.
- \*Absolutely no hanging, playing, sitting, or climbing on either the wall barres or center barres.
- \* The only jewelry permitted to be worn in the classroom are small earrings.
- \* Dancers must ask permission before using the stereo equipment.
- \* Students who do not wish to participate in the spring recital must use the opt-out form to notify the Director by December 1, or they will be charged a costume fee.

### **Behavioral Policy:**

At the Elite Dance and Performing Arts Center we believe in a proper code of conduct. In order to create a positive and educational atmosphere, unruly behavior will not be permitted. Intolerable classroom behaviors include talking out of line, hitting, screaming, talking back to teachers or others students, and ignoring the direction of the teacher.

Discipline measures will be progressive:

- \*A verbal warning will be given.
- \*The student will be asked to leave the classroom for five minutes.
- \* The student will be asked to leave for the remainder of the class.
- \* A meeting with parent, instructor, and studio director will be called if the problem persists.

### **Photo and Video Release**

The Elite Dance and Performing Arts Center may use dancers name and all photograph and video for all forms of media and promotion and all other lawful purpose. No Compensation will be given.