

ELITE

dance studio



ELITEDANCESLC.COM

UPDATED 7/27/23

Elite Dance Studio

STUDIO HANDBOOK

OUR MISSION:

Elite Dance Studio is a place where kids of all ages, shapes, and sizes learn to dance, tumble, and perform. This is a studio where creativity, individuality, and self-expression are encouraged. We are a community of teachers, students, and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students, and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable, and free to express themselves.

We are committed to...Proper Training

We are passionate about...Our Dancers' Success

We care about...What our Dancers and Families experience here at ELITE

We love...OUR DANCERS AND STAFF!

We embrace.....Progress

We stand for...Kindness and acceptance

We listen to....All who speak



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ABOUT ELITE DANCE STUDIO:

ELITE DANCE STUDIO is one of Salt Lake Valley's most well-respected institutions for the study of ballet, jazz, contemporary, Acro, hip hop, tap, and aerial silks.

Established in 1989, Elite Dance Studio started small, with only a few students, but has grown to a multi-skill-level studio with recreational classes and competition companies.

Our professional instructors are committed to providing exceptional dance education in a positive environment. It is our philosophy that our students should not only enjoy their classes but also support and guide one another to become better dancers as well as better individuals. It is our intent to provide a quality program that promotes the awareness and education of dance, tumbling, and theatrics in a fun and affordable fashion.

Welcome to Elite Dance Studio!

It's our absolute pleasure to warmly welcome you into our family at Elite Dance Studio. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to shed some light on how things will run throughout the year as well as answer a lot of questions you may have before the year begins. We would love you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need it. Don't forget that our friendly office staff is always here to help and will happily answer any questions you may have. Nothing is too big or too small. We promise!

We are excited to begin another season with Elite Dance Studio. We know that this past season has been challenging for everyone with restructuring our programs and adapting to changes. We could not be more proud of the dancers for their perseverance, dedication, and hard work. We are also very grateful to our EDS families for your continued support.

We are looking forward to a season of growth with our students. We have made a decision to structure our classes to allow each student more individual attention from their teachers. We will be focusing on helping each dancer grow in their technique, artistry, and confidence. We have a great plan in place that we are excited about.



We can't wait to get this year started!

Lesley & the Elite Dance Studio staff

Elite Dance Studio

CONTACT US



4026 South 2700 East
Holladay, UT

801-277-6596
(call or text)



elitedancestudio.smith@gmail.com (studio director)
elitestudiomanager@gmail.com (office manager)

**OFFICE
HOURS**

4-8pm

Monday-

Thursday

FIND US ONLINE:
elitedanceslc.com



@elitedancestudioslc



facebook.com/elitedanceslc/



elitedanceslc



@elitedanceSLC

Elite Dance Studio

REGISTRATION

online registration check-list:

- registration form
- media release form
- public liability/
insurance contract
- pay \$30/per student
registration fee

NEW
AND RETURNING
STUDENTS MUST
COMPLETE THESE
ITEMS



We encourage all of our students and families to try a variety of dance styles. We are more than happy to accommodate a trial class for students who are wanting to try something a bit different. Please contact the office if you would like to try a new class and we will happily schedule a quick meeting and fit you in for a trial (provided the class has not reached capacity).

REFER A FRIEND TO
ENROLL AT OUR STUDIO
and receive a
\$10 credit on your tuition!

Elite Dance Studio

COMMUNICATION

Communication is important to us here at Elite! It is our promise to respond to all inquiries within 48-hours and we will never leave a question unanswered.

PHONE CALLS AND TEXTING:

801-277-6596

We're excited to now offer the option of TEXTING! Phone messages left after Thursday at 8pm will be returned Monday afternoon.

EMAIL:

ELITEDANCESTUDIO.SMITH@GMAIL.COM

ELITESTUDIOMANAGER@GMAIL.COM

Email is our primary method of communication. Emails are answered multiple times a day. You will receive monthly newsletters and other important communication via email, so make sure you add us to your contacts so messages don't end up in your spam box.

URGENT INFORMATION:

In the unlikely event of class cancellation or performance changes, we will send an email, GroupMe, text, or telephone families.

Make sure your contact information is current with the studio.

If you need to have a discussion with a teacher or office admin, please make an appointment by emailing the studio manager. The office is very busy and not the right place to have long conversations with parents/dancers.

Elite Dance Studio

IMPORTANT DATES

calendar items

9/5/2023	First day of dance
11/1/2023	1st recital deposit due (performing classes only)
11/1/2023	Festival of Trees \$ due (specific classes only)
1/1/2024	2nd recital deposit due (performing classes only)
5/17/2024	Last day of dance
5/18/2024	Spring recital (performing classes only)
5/20/2024	Company auditions



We understand how busy the lives and schedules of our dance families get as the year rolls on. *We have tried to get all of our important dates set so you can calendar important dance dates and plan for the year.* More details will be set via email as these dates get closer. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let the office know. THANK YOU!

Elite Dance Studio

CODE of CONDUCT

To ensure the smooth, safe running of Elite and create an enjoyable experience for all, we want to share our studio rules and expectations. If you ever have questions or concerns about our Code of Conduct, please let us know so we can talk about it more.

Following a formal meeting, we reserve the right to dismiss or take disciplinary action against those who have breached our Code of Conduct.



FOOD/DRINK

No food or drink in the studio. You can bring water bottles if it has a tight lid. Please throw away your trash and clean up any mess you make.

FLOORS

Please do not wear street shoes on the dance floor. Only dancers on the dance floor. Parents watching need to stay to the side and slip their shoes off.

TIME

Please make sure your dancers arrive 5 minutes early and are ready to dance. Dancers 10 min late+ will need to sit and watch the class as they have missed a critical warm-up, which is disruptive to the class. Please pick your dancers up on time! Teachers have other commitments and their own families so please be respectful. Parents will be charged if the teacher waits more than 10 minutes with a student after class.

In the case of an emergency or unavoidable delay, please get in touch with the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected. There is a fee charged to your account for late pickup. Please note these fees in your waiver.

Elite Dance Studio

CODE of CONDUCT

HYGIENE

Just a reminder as dancers are working hard in large groups, we ask that you make sure you wear deodorant and wash your dance clothes often.

WATCHING CLASS

Parents will be invited to the last class of each quarter. Dates will be announced in the newsletters FYI...Beyond just dance steps, we want to help your dancer to mature into a more independent and confident person. While we understand your curiosity about how your child is doing, it's better for their growth and sense of autonomy when they can completely focus on dancing. It is essential that students learn how to regulate themselves and not have to rely on parents to motivate or guide them.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through an Elite staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

QUESTIONS & COMPLAINTS

Any questions or complaints must go through the office. Parents and students are not permitted to contact Elite teachers via phone, in person, or via email / social networking with the studio. Issues must be brought to the attention of the studio director first. Personal meetings with the studio owner can happily be arranged through the office.

DISRESPECT

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member, or student, a meeting will be called immediately and dismissal may be considered at the discretion of the studio director. Physical, mental, emotional, or cyberbullying by parents, staff, or students will not be tolerated and may result in dismissal from the studio.

Elite Dance Studio

CODE of CONDUCT

PERSONAL ITEMS

Elite takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible. Please do not bring unnecessary items. If items are left at the studio, please check the lost-and-found box in the NEW STUDIO and STUDIO 3.

PERFORMING

Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher and choreographer.

Choreography, costuming, and studio policies remain the intellectual property of Elite and may not be reproduced or sold by any students, parents, or staff without permission of the studio director.

Elite management reserves the right to change teachers or timetabling when necessary, at any time throughout the year.

Please remember that these rules and expectations exist to ensure the smooth, safe running of Elite and create an enjoyable experience for all.

If you ever have questions or concerns about our Code of Conduct, please reach out so we can discuss it further.



Elite Dance Studio

CLASS DESCRIPTIONS

ACRO: Acro is a style of dance that combines dance technique with acrobatics. Acro skills are practiced in isolation so they can be integrated into choreography. Acro skills include strength, balance, flexibility, and tumbling. Elite Dance Studio is proud to be one of the few studios in the valley to have Acrobatic Arts certified teachers.

GEAR REQUIRED: Tight-fitting clothing (dance or athletic wear)

BALLET: Ballet is the foundation for every other form of dance! Ballet instruction teaches posture, flexibility, strength, grace, and discipline. Elite has classes for all ages and abilities, including those interested in progressing to pointe.

GEAR REQUIRED: Leotard, pink tights, pink ballet shoes.

CHILDREN'S COMBO: A PERFECT CLASS FOR FIRST-TIME DANCERS! Dancers learn to listen and follow directions as well as learn dance basics, such as rhythm, and coordination. The ultimate goal of the children's combo class is to give children a good foundation in dance and teach them to love moving their bodies.

GEAR REQUIRED: No street clothes, please. Athletic or dancewear only.

COMPANY: Elite's Companies and Teams are for competitive dancers. If you are interested in learning about Elite's Companies, visit the office. An information meeting, for parents and dancers, is held each May. Auditions are also held in May for the coming dance season.

CONTEMPORARY/LYRICAL: Dancers looking for a way to express emotion and personality through dance love contemporary/lyrical dance class. A combination of ballet and jazz moves, contemporary/lyrical dance takes movement inspiration from music and its lyrics. Dancers can easily relate to the emotional content of this dance style and there is plenty of room for self-expression.

GEAR REQUIRED: Tight-fitting clothing (dance or athletic wear)

HIP-HOP: Hip Hop is a style of street dancing that includes gliding, popping, locking, and breaking. This popular style of dance allows dancers to let loose and express themselves through movement and music. Elite is committed to keeping music, choreography, and costumes age-appropriate.

GEAR REQUIRED: Loose-fitting clothing, t-shirt, sweats, tennis shoes, or high tops.

JAZZ: Jazz dance combines techniques of classical ballet and modern dance with an emphasis on energy, rhythm, and style. Jazz classes are often paired with ballet classes to improve technique and training.

GEAR REQUIRED: Tight-fitting clothing (dance or athletic wear), specific shoes (if required by teacher)

POINTE: Going "en pointe" is the technique of a ballet dancer standing on their toes in pointe shoes. Students who are interested in going on point should take several ballet technique classes, focus on building foot and ankle strength and talk to their ballet teacher about when it is appropriate for them to be placed in a pointe class. Pre-point classes are open to anyone interested.

GEAR REQUIRED: Leotard, pink or black tights, pointe shoes

PRE-REQUISITES: Ballet dancers must be 12 yrs or older, have 3 years of ballet experience, and be recommended by their ballet teacher.

Elite Dance Studio

CLASS DESCRIPTIONS

SILKS: Silks uses two lengths of fabric, secured from the ceiling, to perform aerial acrobatics. Dancers learn how to wrap silks around their bodies to defy gravity, build strength, and improve flexibility. Classes include an in-studio showcase at the end of the season.

GEAR REQUIRED: Tight-fitting clothing (dance or athletic wear)

STRETCH & FLEXIBILITY: A stretching and flexibility class is the best way to increase your muscle flexibility and condition. Low-impact stretches and exercises elongate and shape muscles while helping you to have more flexibility, better extension, and alignment in the body.

GEAR REQUIRED: Tight-fitting clothing (dance or athletic wear)

TAP: Tap is one of the best forms of dance to instill musicality, rhythm, and coordination. In tap, dancers wear shoes with metal toe and heel taps that sound when hitting on the floor. Tap is a great class for beginners and advanced dancers as there is a wide range of tricks and techniques to learn.

GEAR REQUIRED: Tight-fitting clothing (dance or athletic wear), tap shoes

TURNS AND LEAPS: Turns and leaps are a pivotal part of every style of dance. In turns and leaps class, dancers learn how to maintain balance and control, use core strength, and cross the floor with ease and grace.

GEAR REQUIRED: Tight-fitting clothing (dance or athletic wear)

3-5 Year Olds

Level K-1: Kinder/1st Grades

Level 1 - 1st/2nd Grades

Level 2 - 2nd/3rd Grades

Level 3 - 3rd/4th Grades

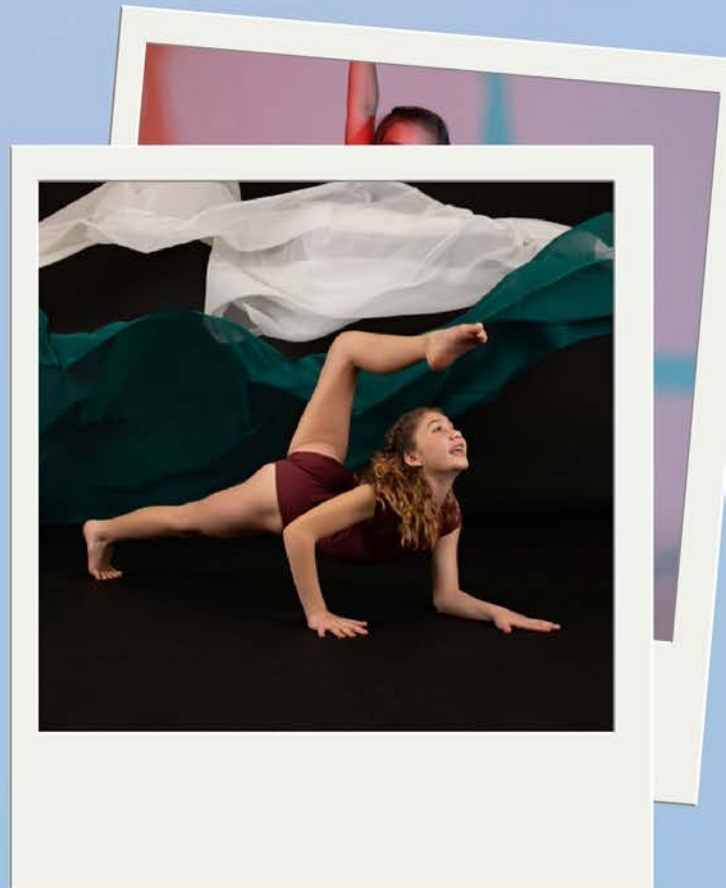
Level 4 - 4th/5th Grades

Level 5 - 5th to 7th Grades

Teen - 8th to 12 Grades

Level 6-9 - Company Only

age groups and levels



Elite Dance Studio

SAFETY

With the safety of our families a number one priority, Elite Dance Studio is very serious about upholding Child Protection laws and policies. This is a priority within the studio as well as at public performances and in the online arena (website and social media).

IMAGES & VIDEOS



As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you

LOST & STOLEN ITEMS



Elite takes no responsibility for any stolen or misplaced property on the studio premises. We encourage our families to avoid bringing valuable items into the studio where possible.

LIABILITY & INSURANCE



You will find within our enrollment paperwork a public liability/insurance statement. Please read this document carefully and sign it prior to the commencement of classes so you fully understand the rights and responsibilities of your family and our studio.

MUSIC & COSTUMES



The directors and staff at Elite are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We avoid songs with sexist, explicit, violent, racist, homophobic, or criminal content. We are committed to age-appropriate costumes that do not project sexuality.

PRIVACY

When you purchase or hire a product or service with Elite, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information, and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment.

We only collect information directly from our students or their parents/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection. We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

Elite Dance Studio

PERFORMANCES

performance package:

- recital costume
- recital t-shirt
- recital gift
- performance photos uploaded to website
- performance DVD
- facility rental, admin & janitorial fees, stage crew, lighting and sound crew, printed programs, insurance coverage +

**May tuition MUST be paid before dancers can perform.*

**Half of the performance fees run Nov. 1 and half run on Jan. 1.*

\$125-\$150

This applies to performing classes only!



We pride ourselves in making sure our dancers look and dance age appropriately. Parents are welcome to come and see costumes before they are ordered. We also invite you to listen to the music we use and observe the choreography we teach.

MAY DANCE EXAMS

As a studio that values the growth and commitment of our dancers of all ages, it's our pleasure to offer exams to students of all genres as a part of our Elite program. This year, our exams will be held in May, with the exact date to be confirmed at a later date via EMAIL/FACEBOOK/APP/NOTE.

On a side note, our vast experience shows that formal exams present a unique opportunity for children to display and take pride in how hard they work and are able to progress in their classes. Our exam students always find their exam experience to be uplifting, beneficial, and rewarding.

Elite Dance Studio

TUITION/ACCOUNTING

MONTHLY TUITION

1 class/week	\$58
2 classes/week	\$110
3 classes/week	\$155
4 classes/week	\$195
5 classes/week	\$230
6 classes/week	\$260
7 classes/week	\$285
8 classes/week	\$310
9 classes/week	\$335
10 classes/week	\$360
unlimited classes	\$385

ACCOUNT NOTES:

Accounts run on the 1st of the month. All accounts must have banking information on file for them to stay active. If you want to pay by cash or check, you must bring it to the office BEFORE the 1st. If you check "no" on the automatic payment withdrawal on your registration papers, your account will still run if payment isn't received in full by the 1st.

Most families choose to pay through Dance Studio Pro with a direct debit option. There is a small fee for this service and online registration forms to be filled out each year.

A \$25 NSF fee will be charged for payments that decline. A \$15 late fee will be added to past-due accounts each month. **It is your responsibility to notify us if you have a new expiration date or a new form of payment.**

Please note, all students are invoiced based on a 9-month school year so your invoice will be the same each term unless you change classes. If you decide to withdraw from classes mid-term for any reason, you will still be charged for the entire invoiced period - this includes Direct Debit customers.

If you need to drop a class, you can do so through email BEFORE the 1st of each month. It will go as a credit to your account. If you want to drop a class you must email the studio AND fill out a withdrawal form online.

Refunds will not be issued for missed classes due to cancellations or public holidays. Where possible, we will arrange make-up lessons for classes canceled by Elite or will offer an alternative class.



Elite Dance Studio DRESS CODE

Dancewear and dance shoes can be purchased in our office. We also have some fun new studio gear this year! Please ensure all parts of your child's uniform are clearly labeled!

Hair MUST always be pulled back tightly in a ponytail. A bun is required for ballet class.

Ballet dancers must wear pink ballet shoes, pink tights, and a black leotard.



ballet



Hip hop dancers must wear tennis shoes and baggy clothes.



hip hop



Many dance classes require tight-fitting clothing. This could be any combination of shirts, crop-tops, shorts, or pants.



acro, lyrical, jazz, tap



**CELL
PHONES
AND
SMART
WATCHES
ARE NOT
ALLOWED
IN CLASS!**

Elite Dance Studio

ATTENDANCE

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the concert routines we create, it also impacts the social and confidence-building principles we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments, or school trips, please let us know ahead of time so the class impact is minimal. If your child is too unwell to attend class, we ask that you inform our admin team as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

You can contact us through text, phone call, email, or the app "band."

Make-up classes should be taken for any missed classes. When your student has missed three classes, you will receive an email alerting you of the absences. Your child can schedule a private or a make-up class at this time. If you are going on a vacation or are sick during the season, please let us know in advance to aid us in scheduling.

**ELITE DANCE STUDIO FOLLOWS
THE GRANITE SCHOOL DISTRICT SCHOOL SCHEDULE**

Elite Dance Studio

SOCIAL MEDIA



Elite's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging, and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations re- regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images, or videos identify children in your care.
- Remain mindful that your behavior on Social Media remains in keeping with Elite's code of conduct as outlined in this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory, or hateful towards Elite staff, students, or families may subject the owner to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, and respect, and adhere to the privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in Elite uniform) we will not tolerate any posts that are racially, sexually, physically, or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements, or performance opportunities - may not be communicated via Social Media. We have an open-door policy and encourage all communication, complaints, and feedback to be communicated to the studio director directly.
- Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will be encouraged to join our closed Facebook group for public discussion and warned against discussing studio matters in their private online groups.
- You may not post photographs/videos that feature Elite dancers other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages, or location - must be removed when posting on Social Media.

2023-2024 DANCE SEASON

reminders

1-REGISTRATION:

Registration needs to be done online by YOU at home. We, of course, can help you with suggestions or placements, but you need to register and pay your fees online. We cannot do this in the office.

2-TIMELY PAYMENT:

You MUST have a current credit card on file or your student will be dropped from their classes. If you pay with cash or check BEFORE the 1st...we won't run your card. Tuition is due before the 1st of the month but we will give you until the 5th before late fees are added. If we run your card and it declines...you will be charged a \$15 late fee and your dancer will be dropped and any student on the waiting list will be enrolled. Please keep your card current and help us run a dance studio, not a collections agency. We understand that people have requests or suggestions on when and how payments are run. Again we are a dance studio providing you with a service that needs to be paid for in a timely matter. If you need to have a lengthy discussion with a teacher or office admin, please contact us.

3-KEEP IN TOUCH:

There are many ways to get information from Elite. Check your email and social media often for news and communication. Also, refer back to the monthly newsletter and website.

*We're excited for
a great season!*

