



DANCE STUDIO
HANDBOOK

FOR
PARENTS AND STUDENTS

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1/ Introduction-Celebrating 30 years!

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 hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While 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, don't forget that our friendly office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise! ☺

QUICK REFERENCE STUDIO INFORMATION

Address: 4026 S. 2700 E.
Phone Number: 801-277-6596
Email: Elitedancestudio.smith@gmail.com

Website: Elitedanceslc.com

Find us on Social Media!

Instagram: [@elitedancestudioslc](https://www.instagram.com/elitedancestudioslc)

Facebook: [Facebook.com/elitedanceslc/](https://www.facebook.com/elitedanceslc/)

Snapchat: [elitedanceslc](https://www.snapchat.com/add/elitedanceslc)

Twitter: [@elitedanceSLC](https://twitter.com/elitedanceSLC)

OFFICE HOURS (located at Groove Dancewear THE NEW STUDIO)-

4:00-8:30p.m.- Monday-Thursday (register and computers will be shut down at 8:30). Please be respectful of these times. No office help will be available after 8:30pm even though doors and classes don't finish until 9.

9:00a.m.-11:30a.m. Tuesday & Wednesday.

2 / Studio Manifesto

To start us off, it's important to us at Elite Dance Studio that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

Elite Dance Studio is place where kids of all ages shapes and sizes learn to dance, sing and perform. This is a studio where creativity, individuality and self-expression is encouraged and has 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.

3/ Registration

Before lacing up those jazz shoes, it's important that all students and/or parents - whether returning or new - fill out and sign your registration paperwork online so we can ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and public liability / Insurance contract.

Our Early bird registration offer not only means that you will get a FREE Studio Sling bag, but it also ensures that in the event of classes reaching capacity before Term/ Semester kicks off, you will be guaranteed a place in the class/es of your choice.

Our annual registration fee is \$25 per student and must be paid in full prior to the commencement of classes. Make sure you get your payment in Credit Card, Internet Bank Transfer, Cash or Cheque as failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact reception 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).

**** REMINDER **** Don't forget - if you refer a friend to enroll at our studio, you receive \$10 off your next month tuition! T

3/Parent Release Form for Photography and Videography-This is in the waiver you signed online. Please go online and make sure your waiver is updated.

4/ Communication

By now you have probably noticed that we are BIG on communication here at Elite. It is our promise to respond to all enquiries within 24-hours and we will never leave a query unanswered. Phone messages left after Thursday evening will be returned Monday afternoon. Our friendly office staff can be contacted during business hours.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address elitedancestudio.smith@gmail.com to your contacts so we don't end up in the dreaded Spam folder!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook/Instagram is a great way for us to keep in touch with a large number of people at once, so we encourage all families to join our open Elite Dance Studio Facebook/Instagram/Twitter and snapchat group. This group can be found above and will be monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our noticeboard in reception so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification please don't hesitate to call us on 801-277-6596 to chat with one of our helpful team members.

5/ Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated via Email as we get closer to the events. 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 reception know at your earliest convenience.

Date	Event	Description	Who it involves
07/01/2018	Registration Day	Register for your 2018 classes	Everyone
November 1st	1st Recital deposit due	SPRING RECITAL 2019	Everyone
November 1st	Festival of Trees due	Limited classes are involved in this (date TBA)	specified classes
November 1st	Costume Fitting	Bring your child to the studio to be measured/try on for their recital/concert costumes	All students performing in recital/concert
January 1st	2nd Recital payment due	Final payments due	All Performers
May 4th	RECITAL	“Celebrating 30 years”	All Performers
Week of May 13th	Exams	Ballet, Jazz, and Tap exams	Exam students
Week of May 13th & 20th	Company Auditions	Any Dancer wanting to audition for a company	All students

6/ Code of Conduct

To ensure the smooth, safe running of Elite and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees. Performing IS optional.

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 your shoes off.

TIME

- Please make sure your dancers are to class 5 minutes early and ready to dance. Dancers later than 10 minutes will need to sit and watch class as they have missed an important warm-up and it is disruptive to the class. Please also make sure you pick your dancers up on time. Teachers need to get to other commitments and their own children so please be respectful. Parents will be charged if teacher waits more than 10 minutes with a student after class.

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

- The first couple of weeks in dance can be crazy! Large classes, people figuring out where to go, etc. We understand that moms want to watch and make sure you have made the right decision coming to Elite. We ask that after the craziness settles down that parents make a note that the 1st class of every month ONLY we invite parents to observe classes. The rest of the month, please just drop off your dancer. We have very limited space and it can be very distracting. There is NO cell phones, babies,, or small children allowed in the studios during class time. This makes it very distracting for the teacher and students. Please be respectful. Children and parents may also not hang out in the studio office during class time.

FYI...Beyond just dance steps, we want to help your dancer mature into more independent and confident people. While we understand your curiosity about how your child is doing, it's better for their growth and sense of autonomy when they can be completely focus on dancing. It is vitally important that students learn how to regulate themselves and to 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 a Elite staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Any questions or complaints must go through reception - parents and students are not permitted to contact Elite teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the principal first. Personal meetings with the studio owner can happily be arranged via reception.

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 principal. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

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.

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

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

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 principal/s.

7/ Age groups

Preschool Classes

Children's Combo 2.5-3.5 is an introduction to Tap, and classical ballet using creative, imaginative role-playing and fun props. This class may involve pretending to be animals, playing instruments to learn rhythm, learning balancing, skipping and running and techniques using costumes and ribbons, or picking up "diamonds" (shhh...they're actually just feathers) from the ground to develop their hand-eye coordination. This class is suitable for both boys and girls who are having so much fun that they don't even realize that they are learning the fundamentals of ballet technique along the way.

Children's Combo 3-5 yrs is a class for our older preschoolers who are 4-5 years and about to get ready to start Kindergarten. The music for this class is fun and familiar to them and expands on the techniques learned by our younger classes. We do some warming up, stretching, progressions across the room (including skips, kicks and basic turning skills) as well as putting together a dance for the recital/concert.

In this class your child will also be learning super fun basic tap skills in an imaginative way while also playing with instruments to help promote rhythm. They will learn steps including toe-heel, heel-toe, stamps and shuffles as well as making as much noise as they can in our fun, safe and educational environment.

Primary / Middle School Classes

Primary / Middle-School Ballet: In this class, our dancers build on their ballet technique using creative role play, costumes, props and will thrive from positive reinforcement. There are opportunities for students in this class to participate in ballet exams which will encourage them to progress through the program/syllabus and work hard to move up into the next graded level.

Primary / Middle-School Jazz: Our Primary / Middle-School Jazz students are building on the basics of jazz technique to popular and age appropriate music. Some examples of the techniques our jazz students will learn include turns, kicks, leaps and body isolations.

Primary / Middle-School Clog: In this class students would be learning the basics of Clogging technique as well as building on their sense of rhythm and their confidence when it comes to performances. Our Cloggers love dancing to popular, age-appropriate music and getting LOUD!

Primary / Middle-School Acrobatics: We've known for a long time that kids love nothing more than attempting and perfecting new "tricks." Remember learning a cartwheel? We sure do, and it's that sense of pride and exhilaration that we love to pass on to all students. Our Acro class is taught by our fully qualified gymnastic teachers and the class levels for this discipline are skill-based. The levels are beginner, intermediate and advanced and once our students have mastered the skills in their level they move up to the next allowing them to develop their skills at their own pace.

8/ Safety

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

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.

We have a number viewing windows / parent viewing sessions within the studio rehearsal space which can be checked by parents and family members.

The directors and staff at Elite are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with

sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

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.

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.

9/ 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 parent/ 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.

10/ PERFORMANCES/EXAMS

PERFORMING PACKAGE

- \$150 for children's combo classes -\$165 for all other classes. This includes your recital fee, Recital costume, Recital teeshirt, Recital gift. We have questions about what the recital fee covers. This fee covers the rental of the facility for show and dress reh, the administration and janitorial fees, stage crew, lighting and sound crew, printed programs, insurance coverage and more. May tuition MUST be paid before dancers can perform.

Half of your performance fee will run November 1st if you have checked YES on your waiver. The remaining fees will run January 1st. Costumes will be ordered November 1st and these payments are NON refundable. Dancers will be sized in class.

COSTUMES

- 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..

As a studio who values the growth and commitment of our dancers from all ages, it's our pleasure to offer exams to students in 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 the 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.

11/ Timetable

Timetabling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home / school life. Please find below our timetable for 2018-2019 and please contact us if you have any questions at all.
elitedanceslc.com

GOLDEN TICKETS

Each time a dancer impresses their teacher, works hard, or has perfect attendance, they will be given a golden ticket to put in the jar. Each month 5 tickets will be drawn and the winners will get a fabulous prize.

12/ Uniform

At [Elite](#), we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community.

Our uniforms also:

- Encourage discipline
- Help students resist peer pressure to buy stylish clothes for class
- Help identify non-students in the studio
- Diminish economic and social barriers between students
- Increase a sense of belonging and school pride
- Improve attendance

Dance wear 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 labelled - individual shoes, socks, underpants...you'll be amazed at the amount of lost property we generate!

Further style-specific uniform requirements are as follows:

Ballet- Ballet students must have split sole pink ballet shoes which can be purchased from our costume shop. You will also need pink ballet stockings and a Black leotard.

Jazz and Tap- Students require shoes with socks, or Foot Undeez. For their uniform, students may wear any combination of shirts, crop tops, shorts or pants from our uniform shop.

Hip Hop- Students require black sneakers along with any combination of shirts, crop tops, shorts or pants from our uniform shop.

Lyrical/Modern/contemporary- Students can wear bare feet or ballet shoes for this class. As they get more advanced we suggest getting some foot undeez.

Acrobatics/ Gymnastics- Students do not need footwear for this class. They must wear tight fitting clothing from our uniform shop with their hair tied back so that they cannot get it caught or tangled in any way when they are doing their tricks. **NO TIGHTS.**

Children's Combo dancers **MUST** have convertible tights.

13/ Fee Structure

Please find below the fee structure for 2018-19. Feel free to contact our office staff if you have any fee-related queries.

Classes (weekly) card	Cost per/hour	Cost per/month	with Credit
1	\$12.00	\$48	
2	\$11.00	\$88	
3	\$10.00	\$120	
4	\$9.50	\$152.00	
5	\$9.00	\$180.00	
6	\$8.50	\$204.00	
7	\$8.00	\$224.00	
8	\$7.50	\$240.00	
9	\$7.00	\$252.00	
10	\$6.50	\$260.00	
Unlimited		\$295.00	

*These prices are per dancer. There is a discount of \$5 off each additional dancer.

Upfront Payment - Payments are due BEFORE the 1st of each month. A \$10 late fee will be added to your account for declined cards or non payment.

Overdue fees will accrue a late fee of 10% per week that it is past due and if fees remain unpaid in week 4 of classes students will not be permitted to participate in their lessons.

Direct Debit - This is our most popular and simple payment method, in which you may choose to pay your fees in monthly installments through our Direct Debit providers through your account on Studio Director. There is a small fee for this service and paperwork must be filled out at reception prior to the commencement of classes. Clients who have previously paid by direct debit will still need to complete their adjustment paperwork at the beginning of each year.

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.

Refunds will not be issued for missed classes due to cancellation or public holiday - where possible, we will endeavor to arrange make-up lessons for classes cancelled by Elite or will offer an alternative class.

If you wish to drop a class for the next month, this must be done BEFORE the 1st of the month or it will go as a credit in your account.

If you check “no” on the automatic payment withdrawal in your account, your account will still be run if payment isn’t received by the 1st. If you choose to pay with checks or cash, payment must be in BEFORE the 1st.

14/ 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 principals 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.

Unfortunately we are unable to accommodate make-up sessions for students who miss

classes, but will make every endeavor to schedule a catch-up class in the unlikely event that Elite needs to cancel a lesson.

15/ 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 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 chapter 6 of 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, respect, and adhere to 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 principal 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.

16/ Our Teachers / Faculty

Finally, it's our pleasure to introduce our hand-picked faculty for 2018-2019! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together to mould this generation of skilled, confident, genuine and unique performers.

17/ STUDIO HOLIDAYS

- We follow the Granite School District calendar.

**Check the calendar online for all holiday dates

STUDENT FALL REMINDERS

With the busy season fast approaching we wanted to remind you of a few things....

1-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- You MUST have a current credit card on file or you 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, you and it declines...you will be charged a \$10 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.

3-We understand that people have requests or suggestion 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.

*****CASH DEDUCTIONS of 5%-If you choose to pay with cash instead of using a CURRENT CARD....See our discount.**

