

# **Elevate Dance Center**

## **2023 - 2024 Policies & Procedures**

### **23/24 General Overview**

BY SIGNING THIS REGISTRATION FORM, I AGREE TO READ AND COMPLY WITH THE POLICIES AND PROCEDURES OF ELEVATE DANCE CENTER. I do voluntarily and knowingly execute this release with the expressed intention of effecting the extinguishment of and complete release from any and all claims, actions, demands or rights to monetary judgment arising from any and all injury or physical harm which may arise from or be sustained as a result of my participation of my child and/or legal ward in various programs of instruction, practice and physical activity associated with the study of dance and related activities conducted at the Elevate Dance Center.

### **23/24 Registration Fees**

2023 - 2024 SESSION:

NEW STUDENT: \$45

RETURNING STUDENT: \$40

RE-ENROLLMENT FEE: \$40

ALL REGISTRATION FEES ARE NON-REFUNDABLE.

### **23/24 Trial Classes**

TRIAL CLASS FEE: \$10/CLASS

LIMIT: 2 CLASSES/Must be different genres

If enrolling after your trial class, the \$10 trial class fee will be applied toward your first month tuition.

### **23/24 Payments & Autopay**

2023-2024 SESSION: Registration Fees and First Month Tuition are due in full upon registration, and the credit card or account on file will be automatically run for payment. Regular monthly tuition payments will begin starting on September 1, 2023 with final payment due on May 1, 2024. **TUITION IS NON-REFUNDABLE**, and accounts cannot be frozen. Tuition will not be prorated for holidays.

Payments for non-tuition items (costume fees, etc.) are due upon receipt. Payment not received by the 5th day after an item has been posted will be considered delinquent, and late fees will apply. Non-tuition item due dates will be provided in advance.

**AUTOPAY WILL BE REQUIRED.** Agreeing to this policy will serve as authorization for autopay.

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### 23/24 Late Payments & Fees

Tuition payments are due on the first of each month. *Payment not received by the 5th of each month will be considered delinquent.* A late fee will be assessed, and the card on file or bank account on file will be immediately run for payment.

Payments for non-tuition items (costume fees, etc.) are due upon receipt. *Payment not received by the 5th day after an item has been posted will be considered delinquent,* and late fees will apply. Non-tuition item due dates will be provided in advance.

### 23/24 Past Due Accounts

I understand that EDC has authorization to run a card on file or bank account on file for any unpaid or past due account balances. If a card is lost, stolen or expired, it is my responsibility to update Billing & Payment information through the Parent Portal. Likewise, bank accounts must be updated as needed. Failure to meet payment deadlines will result in a late fee.

### 23/24 Absences & Makeup Classes

Absences & Makeup Classes should be scheduled through Parent Portals. You may schedule any age appropriate class with availability including other genres for your makeup class. Makeup classes will expire as of 3/31/24 and do not carry forward.

*Makeup classes will not be offered in April or May due to Spring Recital preparations and rehearsals.*

### 23/24 Withdrawal Requests

Withdrawal requests MUST be submitted by email to [info@danceatelevate.com](mailto:info@danceatelevate.com) and will result in an account credit only. ***NO REFUNDS WILL BE ISSUED.*** Accounts cannot be frozen. Tuition will continue to accrue until proper, written notice is received by EDC.

### 23/24 Performances & Fees

Holiday and Spring Performances are optional for recreational dancers. However, if I choose to participate, I understand I will incur additional fees for each recital. Fees not paid within five days of the due date will result in a late fee.

It is my responsibility to notify EDC by email at [info@danceatelevate.com](mailto:info@danceatelevate.com) by set cutoff dates (TBD) if my dancer is opting out of performance opportunities to avoid unnecessary expenses. ***ALL RECITAL FEES ARE NON-REFUNDABLE.***

### 23/24 Social Media

Elevate Dance Center has permission to use any pictures of my student(s) for advertising on their website and/or social media accounts.

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### **23/24 Parent/Legal Guardian Responsibilities**

Please be aware it is the responsibility of parents/guardians to read and follow all policies and procedures. In addition, it is your responsibility to take note of scheduled activities, holiday/studio closings, rehearsal and recital dates & times, extra practices, etc. Please check our web page often for updated information. It is also the responsibility of the parent/guardian to notify ELEVATE DANCE CENTER of any address, phone numbers or email updates. You may update account information through your Parent Portals.

### **23/24 Studio Closures**

All scheduled studio closures will be posted on our website at [www.danceatelevate.com](http://www.danceatelevate.com). In the event of unexpected closures (ex. inclement weather, etc.), an email will be sent to families. You can also find updates on our social media accounts.

IG: @elevate\_dance\_center

FB: Elevate Dance Center

### **23/24 Code of Conduct**

As clients of EDC, you are expected to be respectful of teachers/staff, dancers and/or families. Inappropriate behavior including social media posts toward teachers/staff, dancers and/or families is not an accurate reflection of our vision and will not be tolerated. Our faculty strives to promote high moral and ethical standards of behavior to our students, and we ask that you please conduct yourselves in a manner consistent with these standards.

### **23/24 Studio Etiquette**

- Parents should not congregate in front of the studio windows and are asked to please take a seat in the lobby while waiting to not be a distraction to the students in class.
- Parents may take turns watching your student. We ask that you please be considerate of others. Every parent would like the same opportunity.
- Food and drink should be limited in order to keep our lobby floors clean to avoid unnecessary debris being tracked into the studios.
- Parents/Caregivers should NOT enter the studio during class to avoid disruptions. Please ask the front desk for assistance if you need your student.
- No loud noise or excessive talking is allowed in the lobby as the front desk conducts business serving our dance families.
- Children will not be allowed to run throughout the lobby.

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### **23/24 Studio Rules**

- Students should arrive 5 - 10 minutes before class to allow time to use the restroom, dress and neatly pull hair back.
- Students should be READY to dance at the start of each class.
- Dance bags/backpacks should remain in the hallway
- Cell phones are off and placed into dance bags
- Fitness watches should be placed in airplane mode
- WATER ONLY in the studios
- NO FOOD in the studios
- Students should ask permission from instructors before leaving class

### **23/24 Dress Code**

Dress code information can be found on our website at [www.danceatelevate.com](http://www.danceatelevate.com).