

# Elevé Dance Academy HANDBOOK

THIS HANDBOOK CONTAINS EVERYTHING YOU NEED TO KNOW ABOUT THE ELEVÉ DANCE ACADEMY 2024-2025 SEASON, INCLUDING RATES, DATES, AND MORE!



Welcome to the second season of The Elevé Dance Academy's conservatory dance training. We are beyond excited to support you in honing your craft, growing as artists, and achieving new levels of excellence in dance. Whether you are a returning dancer or new to our family, we are excited to welcome you!

This season promises to be a well-rounded experience, where every class, rehearsal, and performance is a stepping stone towards greater artistry and personal development. We firmly believe that each dancer brings unique energy and talent that enriches our community, and we can't wait to see each one of you trust in yourselves and support each other in reaching new heights.

Get ready for a season of hard work, passion, and camaraderie as we embark on this exciting journey together. Let's make the 2024-2025 season one to remember!

Welcome to the EDA family!



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# COMMUNICATION

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## Preferred Communication Channels

The best and quickest way to reach us is via email to [info@elevedanceatl.com](mailto:info@elevedanceatl.com). Secondly, please download the BAND app and join our BAND group! BAND is the most effective way to stay informed and receive the latest updates. QR code is at the bottom of this page

All of our communication channels are as follows:

**Studio Email:** [info@elevedanceatl.com](mailto:info@elevedanceatl.com)

**Office Admin:** [Danielle.brooks@elevedanceatl.com](mailto:Danielle.brooks@elevedanceatl.com)

**Call or Text:** (678) 765-9563

**BAND App:** Join Our BAND Group

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

**Facebook:** [@elevedanceatl](https://www.facebook.com/elevedanceatl)

## Studio Communication

All important studio information will be sent via email. Please ensure you are regularly checking your inbox and spam folders to stay updated. We also send monthly newsletters via email to keep everyone informed about upcoming events, important dates, and studio news.

## Recitals & BAND App Use

During Recital week, we rely exclusively on our BAND group chats for communication; this ensures that all teachers, dancers, and parents are on the same page and can assist each other quickly. Similarly, the BAND app is the only platform that sends notifications directly to our faculty's phones; we won't see other notifications.

**Please Note:** During the recital, our teachers are fully focused on supporting our dancers; this includes warming them up, assisting with costume changes, coordinating with competition staff, sending dancers backstage, rehearsing numbers, and much more. Because of this, we ask that all communication during competitions goes through our BAND group chats.

Using BAND helps us ensure that any questions are seen by the whole team, and everyone can pitch in to help out fellow dancers and parents. We'll provide all the information you need in advance, and BAND will be our main way to stay connected and organized as a team during the busy recital days!

**JOIN OUR PRIVATE  
BAND APP**

Download the BAND app and join our private group for instant updates and notifications sent directly to your phone! Enjoy exclusive photos, group chats, and more!



# Mission & CORE VALUES



## Purpose and Values of Our Studio:

**Mission:** Our mission is to cultivate a nurturing environment that celebrates all cultures, promotes self-expression, and empowers our students to become confident and skilled dancers. Through our commitment to excellence, we aim to inspire a lifelong love for dance while fostering a strong sense of belonging and pride.

**Vision:** At Elevé Dance ATL, we envision a vibrant and inclusive community where individuals of all backgrounds can come together, express their creativity, and embrace the beauty of dance.

**Qualities We Seek in Team Members:** We are looking for dedicated dancers aged 5-18 who are eager to be part of our dance training program at the Elevé Dance Academy. These artists demonstrate a strong work ethic, a willingness to learn, and a passion for dance. We value team-oriented individuals who are motivated by both personal and collective success, and who bring a positive, inclusive attitude to every rehearsal and performance. Our studio members are expected to be committed to their dance education and embrace the opportunity to mentor younger dancers, helping to create a nurturing environment that cultivates leadership and artistic growth. If you have a desire to push your limits and thrive in a professional, supportive dance community, we invite you to join us in this exciting journey!

**What to Expect:** At The Elevé Dance Academy we hold ourselves to high standards, and we expect our dancers to rise to them. When you step into our studio, you're leaving the outside world at the door. Whatever happened that day, let it go. You're here to learn, grow, and immerse yourself in the joy of dance. Our studio is a place for you to pursue your passion with focus, determination, and artistry.

Bring your best energy to every class. This means working hard, being open to corrections, showing up on time, and coming prepared. We understand that it's not always easy to stay motivated, but that's why we're here—to guide you, push you, and support you through the tough times. Your teachers, your peers, and your parents are all in this together to encourage you every step of the way.

Our team has big goals, and reaching them requires commitment and effort. We don't settle for half-hearted attempts or giving up when things get tough. We provide you with the tools—both physical and mental—to help you reach your fullest potential. Some days will be hard, exhausting, and you might wonder why you're pushing yourself so much. But as you start achieving your goals, you'll see your hard work paying off. What once seemed impossible will become your new strength, and you'll understand the importance of the process.

We're a community that thrives on support and teamwork. Here, you're expected to focus on your own progress while also lifting up your fellow dancers. When one of us succeeds, we all succeed. Bring positivity to the classroom, be the light that lifts everyone up, and watch how the energy around you transforms. With this attitude, you'll start to love the process. Conditioning will become an exciting tool to strengthen your body and help you achieve your goals. Each class will be a precious opportunity to learn alongside your friends. You'll value the convention experiences and long competition days, feeling grateful for the chance to compete and improve.



# COMPANY POLICIES



**For Dancers:** At The Elevé Dance Academy, we believe that respect, positivity, and professionalism are fundamental to our success. As a dancer, you are expected to embody these values at all times. Treat your teammates, faculty, and competitors with kindness and respect, and approach every class, rehearsal, and performance with dedication and a positive attitude. Come prepared with the proper attire and materials, and be punctual and ready to participate fully. We are a drama-free studio, and we do not tolerate gossip, negativity, or speaking ill of others. Our focus is on building a supportive, inclusive environment where everyone can thrive and grow as artists.

**For Parents:** Parents play a crucial role in supporting our dancers and contributing to a positive studio environment. We expect parents to communicate respectfully with faculty and other parents and to address any issues directly and constructively. Your involvement in your dancer's journey is vital, and we ask that you ensure they adhere to the attendance policy and participate fully in team activities. Parents are also expected to model good sportsmanship and a cooperative spirit, supporting all team members and contributing to a drama-free atmosphere. Lift up and support all our artists, teach your child the value of perseverance and work ethic, and encourage a team-oriented mindset.

**For Faculty:** Our faculty is dedicated to creating a nurturing and professional environment for all dancers. We lead by example, maintaining high standards of professionalism in all interactions and providing constructive feedback to support each dancer's growth. Faculty members are expected to be punctual, prepared, and fully engaged in all classes and rehearsals. We value open communication and are here to address any concerns promptly and effectively. Our commitment is to the well-being and development of our dancers, and we strive to maintain a focused, drama-free studio environment at all times.

**Commitment to Regular Attendance:** Regular attendance is essential for the success of our recital. Dancers are expected to attend all scheduled classes, rehearsals, and performances. Consistent participation is key to team cohesion and individual progress. While we understand that occasional absences may occur, frequent absences will hinder a dancer's ability to perform effectively and grow as a dancer, which may impact their eligibility for performances and competitions. We ask that all absences be communicated to the faculty in advance (at least 24 hours) to allow for proper planning and adjustments.

**Procedure for Reporting Absences:** If a dancer is unable to attend a class or rehearsal, please notify the faculty via email at [info@elevedanceatl.com](mailto:info@elevedanceatl.com) as soon as possible. For planned absences, advance notice is required. In the case of illness or emergencies, please inform us immediately. A doctor's note may be required for prolonged absences due to illness to ensure that the dancer is safe to return to training. Your dancer plays an integral role in our competitive team, and their attendance affects their entire team.

**Make-Up Classes or Rehearsals:** To ensure continuity in training, dancers are encouraged to attend make-up classes for any missed classes. Make-up classes should be scheduled within four weeks of the missed session; this helps dancers stay on track with the team's progress and ensures they do not fall behind in their training. If your dancer misses rehearsal, private lessons are strongly encouraged or may be required depending on how many rehearsals they've missed. Your dancer's progress and their impact on the team are our top priorities.

**Performance & Tech Week Attendance:** Attendance at all scheduled performances and rehearsals is mandatory. We rely on every dancer's participation to represent The Elevé Dance Academy with excellence and pride. Moreover, our dancers work incredibly hard to put their best foot forward at performances and just one dancer's absence hurts the entire team. Absences from these events will be taken seriously and may result in removal of the dancer's placement in our company.





# COMPANY POLICIES



**Full Season Commitment:** The competitive season runs from August 5th, 2024, to May 31st, 2025, encompassing all scheduled classes, rehearsals and performances. By joining The Elevé Dance Academy, dancers and parents commit to full participation throughout the entire season. This commitment is essential for maintaining team cohesion and ensuring the success of our collective efforts. If any issues or conflicts arise that may impact a dancer's schedule, we ask that you communicate with the faculty immediately so we can address them appropriately. This commitment is essential for maintaining team cohesion and ensuring the success of our collective efforts.

**Teamwork and Cooperation:** The success of our team depends on the cooperation and teamwork of all members, including dancers, parents, and faculty. We expect everyone to work together harmoniously, supporting each other and contributing to the team's goals. A positive and cooperative spirit is essential for creating a productive and enjoyable environment; therefore, open and respectful communication is the cornerstone of our team's success. We expect all members to maintain clear and respectful communication channels, addressing any concerns promptly and constructively. If conflicts or issues arise, we ask that you email us at [info@elevedanceatl.com](mailto:info@elevedanceatl.com) with your concern and availability to schedule a parent <> teacher meeting

**Commitment to Excellence:** We strive for excellence in all aspects of our participation, from training and rehearsals to performances and competitions. We expect all team members to uphold the values and standards of the Elevé Dance Academy striving to achieve their best in every endeavor. Our commitment to excellence sets us apart and ensures that we continue to grow as a team and as individuals!

**Adherence to Guidelines:** By joining The Elevé Dance Academy Family, all members must adhere to the guidelines and policies outlined in our handbook's policies. These expectations are designed to ensure a positive and productive experience for everyone involved. By following these guidelines, we can maintain a supportive and drama-free environment where everyone can thrive!



**2024-2025 Youth Schedule (18 mos-6 years)**  
**Monday August 5th, 2024 - Saturday May 31st 2025**

Class	Days Offered (choose one session/week)
<b>Parent &amp; Me Seeds</b> (ages <3)	Saturday 10:00AM-10:30AM
<b>Ballet Roots</b> (ages 3+)	Saturday 10:45 AM-11:30 AM
<b>Ballet Sprouts</b> (ages 4+)	Thursday 4:15 PM-5:00 PM
<b>Combo Classes</b> (ages 3+)	Tuesday 4:15-5:00PM (Ballet/Tap/ Jazz)
<b>5-6 Yr Old Ballet   Jazz   Tap   Hip-Hop   Combo</b>	
<b>Ballet Blossoms</b> (ages 5+)	Saturday 12:45 PM-1:45 PM
<b>Jazz/Tap</b> (ages 5+)	Thursday 5:00 PM-6:00 PM
<b>Hip-Hop</b> (ages 5+)	Wednesday 5:00 PM-6:00 PM
<b>Combo Classes</b> (ages 5+)	Tuesday 5:15-6:00PM (Ballet/Jazz/ Tap)

**2024-2025 Youth Schedule (7-13 years)**  
**Monday August 5th, 2024 - Saturday May 31st 2025**

Class	Days Offered (choose one session/week)
<b>Ballet Lilies</b> (ages 7+)	Monday 6:30PM-7:30 PM
<b>Jazz/Tap</b> (ages 7+) *Ballet Required	Saturday 11:30AM-12:30 PM
<b>Hip Hop</b> (ages 7+)	Wednesday 6:15 PM-7:15 PM
<b>Combo Classes</b> (ages 7+)	Monday 5:15 PM-6:15 PM (Ballet/Jazz/Tap)

# DASH PERFORMANCE SCHEDULE



## 2024-2025 Youth Schedule (18 mos-6 years) Monday August 5th, 2024 - Saturday May 31st 2025

Class	Days Offered (choose one session/week)
<b>Parent &amp; Me Seeds</b> (ages <3)	Monday 10:00AM- 10:30AM
	Saturday 10:00AM-10:30AM
<b>Ballet Roots</b> (ages 3+)	Monday 4:15 PM-5:00 PM
	Saturday 10:45 AM-11:30 AM
<b>Ballet Sprouts</b> (ages 4+)	Thursday 4:15 PM-5:00 PM
	Saturday 11:45AM-12:30 PM
<b>Combo Classes</b> (ages 3+)	Wednesday 4:15 PM-5:00 PM (Jazz/Tap)
	Tuesday 4:15-5:00PM (Ballet/Tap)
<b>5+ Ballet   Tap   Jazz   Hip-Hop</b>	
<b>Ballet Blossoms</b> (ages 5+)	Tuesday 5:15 PM-6:15 PM
	Saturday 12:45 PM-1:45 PM
<b>Jazz/Tap</b> (ages 5+)	Thursday 5:00 PM-6:00 PM
<b>Hip-Hop</b> (ages 5+)	Wednesday 5:15 PM-6:15 PM
<b>Combo Classes</b> (ages 5+)	Monday 5:15 PM-6:15 PM (Ballet/Jazz/Tap)
	Tuesday 5:15-6:00PM (Ballet/Jazz/ Tap)

## 2024-2025 Youth Schedule (7-13 years) Monday August 5th, 2024 - Saturday May 31st 2025

Class	Days Offered (choose one session/week)
<b>Ballet Lilies</b> (ages 7+)	Monday 6:30PM-7:30 PM
<b>Ballet Roses Level II</b> (ages 7+) <small>*Placement Required *2 Classes/ week required</small>	Tuesday 6:45 PM-7:45 PM
	Thursday 6:30PM-7:30 PM
<b>Jazz</b> (ages 7+) <small>*Ballet Required</small>	Thursday 5:15 PM-6:15 PM
<b>Tap</b> (ages 7+)	Tuesday 4:15-5:15 PM
<b>Hip Hop</b> (ages 7+)	Wednesday 6:30 PM-7:30 PM
<b>Combo Classes</b> (ages 7+)	Monday 5:15 PM-6:15 PM (Ballet/Jazz/Tap)
<b>Company Classes</b> (ages 6+) <small>*Placement Required *2 Ballet Classes/ week required</small>	Friday 4:30-6:30 (Contemporary/ Jazz/ Tap/ Leaps & Turns, Performance Fundamentals)

# Schedule Details & Requirements



**Tailored Scheduling:** Our class schedule is crafted with each dancer's growth and development in mind. We have made every effort to accommodate various schedules while ensuring efficiency by scheduling each level's classes back-to-back; this eliminates unnecessary breaks, making the most of our dancers' time. Class hours are aligned with Gwinnett County Public Schools schedules, ending at times appropriate for each age group, taking into account their developmental needs and homework responsibilities.

**Classes Offered:** Our class schedule is designed to provide a balanced curriculum that ensures our students receive a comprehensive dance education. Our schedule is structured to include: 35% Classical Training (Ballet), 30% Technique (Jazz, Technique, Turns & Leaps), and 35% Electives (Contemporary, Acro, and more). This balanced approach ensures that our students develop into well-rounded dancers, equipped with the skills and versatility necessary for success in both competitive and professional dance environments.

**Training Focus:** Our primary focus is on providing exceptional training for all dancers. We believe that well-trained dancers form the foundation of a successful rehearsal and performance experience. Therefore, our class schedule prioritizes training classes over rehearsal time to ensure that our dancers develop the necessary skills and technique to excel in their art.

**Levels:** Placement audition is required to advance into the next level. We will have annual placement auditions during the summer for returning students. If you are new to the studio and have previous dance experience you will be eligible to participate in the placement audition



# REQUIRED DRESS CODE

## BALLET

**AGE 3  
(BALLET ROOTS)**

**CC877  
BALLET PINK  
LEOTARD**

Ballet pink footed tights, leather full sole ballet shoes



**AGE 4  
(BALLET SPROUTS)**

**CC877  
LAVENDER  
LEOTARD**

Ballet pink footed tights, leather full sole ballet shoes



**AGES 5-6  
(BALLET BLOSSOMS)**

**SE1012C  
BRIGHT MULBERRY  
LEOTARD**

Ballet pink footed tights, leather full sole ballet shoes



**AGES 7+  
(BALLET ROSES)**

**SE1012C  
BRIGHT RED  
LEOTARD**

Ballet pink footed tights, leather full sole ballet shoes



**AGE 7+  
(BALLET LILLIES)**

**SE1012C  
ROYAL BLUE  
LEOTARD**

Ballet pink footed tights, leather full sole ballet shoes



**ALL BOYS BALLET/JAZZ/TAP**

**SE1061B  
WHITE T-SHIRT  
BLACK LEGGINGS OR  
JAZZ PANTS**

Black leather full sole ballet shoes/ black slip on jazz shoes/ black tie-up tap shoes



**NO UNIFORM REQUIREMENT FOR HIP-HOP OR PARENT & ME CLASSES!**

**THE DRESS CODE IS REQUIRED**

If your student is not in the appropriate attire as stated in our studio's dress code they will be asked to leave class to change.



# REQUIRED DRESS CODE

## JAZZ/TAP

AGES 5-6  
JAZZ/TAP

SE1012C

BRIGHT MULBERRY  
LEOTARD

Flesh toned tights, black slip on jazz shoes & black patent leather tap shoes



AGE 7+  
JAZZ /TAP

SE1012C

LIGHT BLUE  
LEOTARD

Flesh toned tights, black slip on jazz shoes & black patent leather tap shoes



## COMBO CLASSES

### BALLET/JAZZ/TAP

AGES 3-4  
(COMBO-BALLET/JAZZ/TAP)

CC877  
LIGHT BLUE  
LEOTARD

Ballet pink footed tights, leather full sole ballet shoes, black slip on jazz shoes & black patent leather tap shoes



AGES 5-6  
(COMBO-BALLET/JAZZ/TAP)

SE1012C  
INDIGO  
LEOTARD

Ballet pink footed tights, leather full sole ballet shoes, black slip on jazz shoes & black patent leather tap shoes



AGES 7+  
(COMBO-BALLET/JAZZ/TAP)

CC877  
TEAL  
LEOTARD

Ballet pink footed tights, leather full sole ballet shoes, black slip on jazz shoes & black tie-up leather tap shoes



**THE DRESS CODE IS REQUIRED**

If your student is not in the appropriate attire as stated in our studio's dress code they will be asked to leave class to change.

# Master Calendar



**Season Start Date | August 5th, 2024**

**Orientation/Open House | August 3rd, 2024**

**Costume Fee | Billed on November 1st, 2024**

**Closed for Thanksgiving | November 24th-29th, 2024 Closed for Winter Break | December 20th- January 4th, 2025**

**Classes Resume | January 5th, 2025**

**Costume Fitting | January 26th-31st, 2025**

**Photo Week | March 23rd-28th, 2025**

**Closed for Spring Break | April 7th-12th**

**Recital Fee | Billed on February 1st, 2025**

**Spring Dance Recital Tech Week | May 26th-May 30th Spring Dance Recital | May 31st, 2025**



## Tuition Cost & Fees

1 class per week: \$60/ month

2 classes per week: \$115/ month

3 classes per week: \$145/ month

4 classes per week: \$\$165/ month

Family discount: Second Child 10% off

***\*tuition is auto drafted on the 1st of each month\****

### Annual Fees & Due Dates

Registration Fee: \$50

Uniform Embroidered Leotard \*Due at time of Registration\*: \$55

Costume Fee (Billed on 11/1/24): \$75 per costume

Recital Fee (Billed on 2/1/25): \$125

\*All fees will be auto drafted on the billing dates listed above\*

### Elevé Dance Company Fees:

***\*these fees only apply to dance company members\****

Tuition: \$165/Month

Dance Company Uniform: \$130 (Dance Bag, Embroidered tracksuit)

Costumes (9/1): \$75 per costume

Showcase Fee(10/1): \$40

Registration requires 1st and last month tuition payment of \$180, a \$50 registration fee and a \$55 uniform fee. In order to perform in the Spring Recital. All dancers **must meet the age requirement of the class no later than Sept 1, 2024**. The total cost for tuition is \$600 for the full 10-month season. Tuition can be paid in full or in 10 equal payments of \$60 per month on auto draft. We require a 30 day cancellation notice.



# Preparation

## Call Time

- **Arrival Time:** All dancers must arrive 2.5 hour before the performance start time.
- **Check-In:** Upon arrival, dancers must check in at the designated check-in area.
- **Warm-Up:** Dancers should proceed to the warm-up area immediately after check-in. Warm-up is mandatory to prevent injuries and ensure peak performance.

## Dress Rehearsal & Tech Week

Tech week will take place the full week of the spring recital at the recital location during your regular class hours. Dancers will come fully prepared with costume, hair, and make-up during this week. details on location, arrival time, and logitstics will be shared closer to recital time.

## Costume

- **Distribution:** Costumes will be distributed in March of 2025 during costume fitting week.
- **Care Instructions:** Follow the care instructions provided with each costume to ensure they remain in pristine condition.
- **Accessories** Ensure all accessories (shoes, tights, headpieces, etc.) are organized and ready.
- **Labeling:** Label all costume pieces and accessories with the dancer's name to avoid mix-ups.

## Make-Up

- **Foundation:** Apply a foundation that matches your skin tone.
- **Eyes:** Use neutral eye shadow colors, eyeliner, and mascara. False eyelashes are optional but recommended for older dancers.
- **Blush:** Apply blush to the apples of the cheeks.
- **Lips:** Use a red lipstick that complements your skin tone.
- **Setting:** Use setting spray or powder to ensure make-up stays intact throughout the performance.

## Hair

- **Style:** Hair should be styled in a classic ballet bun unless specified otherwise by the instructor.
- **Securing:** Use hairpins, bobby pins, and hairnets to secure the bun firmly.
- **Accessories:** If any hair accessories are part of the costume, ensure they are securely attached.
- **Hair Products:** Use hairspray or gel to smooth out any flyaways and ensure a neat appearance.

## Additional Notes

- **Nails:** Nails should be trimmed and free of nail polish.
- **Jewelry:** No jewelry is to be worn during the performance unless it is part of the costume.
- **Hydration and Snacks:** Bring water and light snacks to stay hydrated and energized. Avoid foods that can stain the costume or make-up.
- **Etiquette:** Maintain a positive and respectful attitude at all times. Support your fellow dancers and enjoy the experience!



# Policy Agreement

## Elevé Dance ATL - Policy Acceptance

Student's Full Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Class Name/Number: \_\_\_\_\_  
Parent/Guardian Information:  
Parent/Guardian Full Name: \_\_\_\_\_  
Relationship to Student: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_  
Secondary Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

I, the undersigned, as the parent/guardian of the above-named student, hereby acknowledge and accept the policies outlined by Elevé Dance ATL. I understand that these policies are in place to ensure a safe and positive dance experience for all participants. By signing this form, I agree to adhere to and uphold the following policies:

### Attendance and Punctuality:

- I understand the importance of regular attendance and punctuality for my child's progress in the dance class. I will ensure that my child arrives on time for each class and notify the instructor in advance of any anticipated absences.

### Dress Code:

- I acknowledge the specified dress code for the dance class and will ensure that my child comes to class dressed appropriately in the required attire and footwear.

### Behavior and Respect:

- I understand that respectful behavior towards instructors, fellow students, and staff is expected at all times. I will encourage my child to maintain a positive and respectful attitude during class and related activities.

### Payment and Fees:

- I agree to adhere to the payment schedule and terms outlined by Elevé Dance ATL. I understand that all fees are non-refundable and non-transferable:
- I agree to have an active card on file and for my tuition payments to be autodrafted on the 1st of the month
- I understand that a late fee of \$15 will be applied to all payments that are declined or not made on time

### Photography and Recording:

- I grant permission for my child's image and likeness to be used for promotional and educational purposes related to Elevé Dance ATL including photographs, videos, and social media posts.

### Communication:

- I will actively participate in communication with Elevé Dance ATL by checking emails, reading newsletters, and staying informed about important updates and events.

### Safety and Liability:

- I understand that dance involves physical activity and carries inherent risks. I will not hold Elevé Dance ATL, its instructors, or staff responsible for any injuries or accidents that may occur during class or related activities.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

