

Elevé Elite Dance Academy



~Providing a Space to Dance and Thrive~
3 West Bayfield Street - Washburn, WI

We want to welcome you to Elevé Elite Dance Academy!

Elevé Elite Dance Academy has trained professional instructors, a varied curriculum, and a passion for continual improvement. Elevé Elite Dance Academy is striving to be the leader in dance education for the Chequamegon Bay area. Our class offerings are for ages 2 and up at recreational and competitive levels. Class offerings include but are not limited to: jazz, tap, ballet, lyrical, contemporary, hip hop, and more!

Elevé Elite Dance Academy Vision:

Our youth are the future leaders of our communities. The education provided by Elevé Elite Dance Academy will contribute to the development of responsible, dedicated, determined, and creative members in our community. We will provide more than just dance education we will:

- Foster a sense of belonging through team-building, self-awareness, and respect for self and others.
- Promote self-discipline through working hard and achieving goals.
- Instill confidence in our dancers for skill mastery.
- Develop critical thinking and problem solving. Demonstrating how to overcome obstacles, and strive for excellence.
- Deepen pride in community and their place in it by completing yearly service projects, attending local dance shows, and promoting a positive youth presence.

We believe that we will prepare our students to experience success in all aspects of life as they begin to walk their path to a brighter future.

Technical Foundation: Elevé Elite Dance Academy will provide a solid and comprehensive technical foundation for the developing dancer. Our goal is to give each individual dancer the tools they need to take dance as far as they dream to take it.

Quality Instruction: Elevé Elite Dance Academy is committed to providing the highest quality dance instruction and choreography. We offer a strong program with a variety of classes structured by age and individual ability. We guarantee that all classes will meet guidelines that promote personalized attention.

Growth and Development: Not only do we believe in growth of our students but Elevé Elite Dance Academy will support ongoing training and education for our instructors and staff. This commonly includes dance education workshops, inclusivity seminars, child safety training, as well as dance studio management training.

Proactive Communication: Elevé Elite Dance Academy will strive to keep our dance families well-informed regarding the progress of their dancer(s). We believe open,

proactive communication and positive encouragement at the studio, and at home, will foster a stronger sense of self-worth within each dancer. The success of each dancer is a result of great teamwork and camaraderie between us and our studio families.

Communication Information

Without proper communication from staff, directors, Parent/Guardian or dancers, Elevé Elite Dance Academy cannot uphold its highest standards in providing dance education in a conducive environment. We encourage communication for all involved here at Elevé Elite Dance Academy, and we strive to provide the best feedback/answers as possible in a timely manner!

Instructor Expectations: Instructors are trained to create open, transparent communication while instructing dancers. Instructors will provide clear expectations of class structure, disciplines, and goals for the class that is understood between the instructor and the dancer(s). Instructors will provide dancers with an open door policy, in which dancers are encouraged to address concerns and or problems they may have directly with the instructor.

Student Expectations: Elevé Elite Dance Academy strives to make each and every student comfortable enough to feel they are able to communicate concerns with any staff member. We expect dancers to communicate their questions, concerns, goals, and thoughts with their instructor, just as the instructor will provide each dancer.

Parent/Guardian Expectations: We expect families to stay informed on studio news and updates by utilizing the following:

Newsletters: Elevé Elite Dance Academy will send out monthly newsletters via email as well as post them on our website and in Dance Studio Pro. For your convenience, we will also post the most recent newsletter on the studio bulletin board. Newsletters will provide you with any updates, news, or upcoming reminders for your dancer.

Email: Additional emails may be sent throughout the season on an as-needed basis by directors, or instructors. We encourage you to register your dancer using an email you check regularly. Furthermore, email is the best way to reach us if you have questions or concerns! Please refrain from asking questions directly to instructors, as they are busy instructing or prepping for class.

Phone: In the event of an emergency, Elevé Elite Dance Academy will contact families via telephone. We may also use a phone call as a way of communication if a behavioral situation arises at the studio or if a student has been left at the studio for more than 15 minutes after their class has ended. Elevé Elite Dance Academy will also send reminders via text through Dance Studio Pro.

REGISTRATION, TUITION, & FEE INFORMATION

Registration For Classes: Elevé Elite Dance Academy will have a list of classes available for registration through website and in person opportunities. Interested dancers will have multiple opportunities to register. Our in-person registration and shoe fitting will be held on August 20th and August 27th from 5:00pm - 7:30pm.

Registration Fees: All dancers are required to pay a \$20.00 registration fee when signing up for dance season. For families with multiple dancers, a \$10.00 registration fee will be charged for each additional sibling (e.g., families with three children will pay a total membership fee of \$40.00). This fee is non-refundable and may not be applied to your monthly tuition.

Costume Fees: Each dancer participating in a performance will need to purchase a costume. A costume fee of \$75.00 for Made to Move and Intro Level classes, as well as Opal, Sapphire, and Onyx level classes will be charged \$100. One costume fee per class is required, thus dancers in more than one class will pay a costume fee for each class (i.e dancers in two Intro level classes will pay \$150.00). A Costume deposit of \$50.00 per costume must be paid by October 13th. The remaining balance must be paid by December 12th. **Costume manufacturers do not accept cancellations or offer refunds; therefore the studio does not refund costume fees/deposits after October 31st.** Costumes will be ordered for your child, unless we receive notification, in writing, that your child will be withdrawing from classes by October 31st. Costume payments are the sole responsibility of the Parent/Guardian.

Please note that our team spends many hours determining the correct costumes for each class. They are always age appropriate and of the highest quality possible. Costumes include all accessories (hats, gloves, tights, etc.), but do not include shoes. To ensure that costumes are delivered in time for studio photographs, and an organized distribution to our students, costume orders are placed in the fall.

Tuition: All monthly payments must be received by Elevé Elite Dance Academy no later than the 10th of the month (with the exception of September's tuition, which will be due on the 15th). If monthly tuition is not received by the 10th of the month an additional late fee of \$10 per month will be added. Please speak with Heather on an as needed basis regarding exceptions to this policy. All invoices may be found in your Dance Studio Pro account.

Tuition Rates

| Class length | Monthly Cost | Cost if Paying Annually (Must pay no later than October 1st to get the 10% annual discount) |
|--|---------------------|---|
| 30 Minutes (Made to Move and Intro classes) | \$30.00 | \$243.00 |
| 45 Minutes (recreational dance. Single style opal classes, production) | \$45.00 | \$364.50 |
| 60 Minutes (Opal combo classes, all Sapphire, and Onyx level) | \$60.00 | \$486.00 |
| 90 Minutes (Pointe) | \$80.00 | \$648.00 |

Discounted Tuition:

Elevé Elite Dance Academy has implemented a multi-class discount. The discount is as follows:

- 1st class is at full tuition
- Classes 2, 3, and 4 class are at 5% discount
- 5th class or more will be at a 10% discounted rate

Payment Options

- **Auto-Pay in Portal**
 - Our parent portal has the option to set up auto-pay. This addition is super convenient and can be set up with either a checking account or credit card. Please note that a 3% plus \$0.30 charge fee will be added to all Auto-Pay payments.

- **Cash**
 - If you are paying cash for your dancer(s) tuition, please be sure to place the tuition in an envelope with your name, dancer's name, and amount clearly written.
- **Check**
 - When paying by check please clearly print your dancer's name(s) on the memo line of your check.
 - All delinquent checks will be charged a \$35 non-sufficient funds fee. After 2 delinquent checks, we will only accept cash, auto-pay, or Venmo.
- **Venmo @EleveDanceWashburn**
 - Please indicate Dancer's name(s) and what you are paying for in note. Additionally, please be sure to click, private, before sending.

All tuition fees are non-refundable

Withdrawal Policy

If a student is withdrawn from classes after **October 13th**, the **remaining balance for the fall semester will still be due in full. Likewise, if a student withdraws from dance after January 30th the remaining balance for the spring semester will still be due in full.** This policy ensures that we can maintain class sizes, schedule instructors accordingly, and uphold our commitment to all enrolled students. By enrolling, families agree to this financial obligation regardless of attendance or participation after this date.

Class Offerings

Busy Bees

Our preschool program focuses on the magical moments of learning and movement with students who are just beginning their dance journey. The Busy Bees Program is 30 minutes a week and consists of both My Grown-up and Me and Made to Move classes.

My Grown-up and Me (ages 2-3) is designed for our youngest dancers to learn basic steps while engaging with their peers. ***(this class will not perform in our recital)***

The Made to Move (ages 3-5) classes are designed for preschool-aged dancers. Dancers in Made to Move will learn about body awareness while moving to the beat of music. This class will also learn the beginning of ballet technique. All students in Made to Move have the opportunity to perform one dance in both our holiday showcase and year end recital.

Creative Kids (ages 5-7)

Our introductory classes are offered in a variety of styles to help build on the foundations of dance. These 30 minute classes are offered in the styles of **ballet, jazz, tap** and **hip hop**. All students in the Creative Kids program will perform one dance in both our holiday showcase and year end recital.

Tween and Teen Program

Our Tween and Teen program offers students ages 8 and up the ability to build on the knowledge of dance in a variety of styles. These hour-long classes are made to challenge dancers with more intricate choreography, and progressively challenging technique. All of the classes in our teen and tween program will participate in both the winter showcase and end of season recital.

Please note that Sapphire and Onyx classes placement is by instructor recommendation only.

Production (ages 6+)

Production as a multi-level class for dancers of all ability levels. This class performs one large group number at our spring recital. Large group dance classes with multiple age groups, like production, promote a supportive community. This dynamic environment encourages creativity and a broader understanding of dance styles and techniques.

Opal (ages 8-11)

The Novice program is made for dancers with some dance experience. In this class dancers will focus on strengthening their core knowledge of dance as well as adding new skills into their repertoire.

Recreational Dance (ages 12+)

Our recreational class is designed for dancers to build on their performance skills while learning technique in multiple styles. This class will perform one dance in our Winter showcase and two dances in our recital but will **not** compete in any competitions.

Sapphire (ages 12-14)

The intermediate program is by recommendation and placement only. Dancers in this program have a strong sense of the basics and are ready to add more challenging choreography and technique into their repertoire. **The classes in this level will compete in 2 competitions throughout the season**

Onyx (ages 15+)

Our advanced program is by invite or audition only. This competitive program is made for dancers with several years of dance experience. The advanced team will be required to attend a variety of competitions and performances throughout the year. **The classes in this level will compete in 3 competitions throughout the season.**

All Onyx dancers will now attend monthly technique class. Technique classes are essential because they focus on refining skills such as body alignment, flexibility, and coordination, which are foundational for executing dance movements correctly and safely. By mastering these skills, dancers can enhance their performance quality and reduce the risk of injury, ultimately supporting their long-term development and success in various dance styles.

Competition Readiness

Dancers in both Sapphire and Onyx level classes will undergo an individual/comp team classroom assessment to confirm their readiness for upcoming competitions before competition fees are required. For instance; if fees for Competition A are due by January 15th, the dancer's instructor will assess them the preceding week. If a dancer is deemed not yet prepared for competition, specific feedback will be provided on areas needing improvement, they will not incur the additional competition fee for that event, Dancers will remain a part of the class and continue to work towards being a member of the next competition event. Notification of all competition fees will be sent via email and detailed in a competition letter distributed during the first week of dance classes. Dancers still retain the option to participate in solos, duets, and trios as desired.

Solos, Duets, and Trios

All dancers have the ability to perform either a solo,duet, or trio. Solos, duets, and trios are in addition to class and participation is not a requirement of the studio. All

Solo, Duet, and Trio dancers are required to work with an Elevé Elite Dance Academy staff member on choreography. Choreography is designed for competitive dance and will be worked on through private lessons with your chosen instructor.

All dancers wishing to participate in a **solo, duet, or trio** must be **enrolled in the weekly class that corresponds with the style of their selected routine** (e.g., a jazz solo requires enrollment in a jazz class). This ensures dancers receive proper technical training and continued development in their chosen style. The **only exception** to this requirement will be made for dancers in the **Onyx program**, due to the advanced and comprehensive nature of their training.

Every solo, duet, and trio dancer will be required to pay a studio fee of \$25.00 per season. If your dancer is a no-call/no-show for their private lesson, you will be charged an additional \$25 per no-call/no-show to the studio as well as your instructor's hourly rate. Your dancer will not be able to schedule their next private until the studio fee is paid.

Please note that no Elevé Elite Dance Academy dancer in the competitive program may compete against themselves. For example, if a dancer is performing in a jazz solo for Elevé Elite Dance Academy they may not also be entered in a jazz solo with another studio. Additionally, most competitions do not allow dancers to compete against themselves in group numbers. Elevé will communicate if they are attending a competition with this rule throughout the season.

OUTSIDE INSTRUCTION

To maintain the integrity of our curriculum and ensure a consistent learning experience for all students, no dancer currently enrolled at Elevé Elite Dance Academy may participate in the dance education of another student outside of the studio in a style they exclusively take at Elevé Elite Dance Academy. This includes, but is not limited to, choreographing routines, teaching classes, or providing private lessons to dancers not affiliated with the studio.

All instruction, choreography, and coaching must be conducted under the supervision and approval of Elevé Elite Dance Academy's faculty. This policy helps protect the quality of our programs and supports a unified and respectful learning environment for everyone. Violation of this policy will result in removal from the studio.

DRESS CODE & CLASS ATTIRE

We believe that students have the right to learn and teachers have the right to teach during class time, and to support this we use a dress code for all of our classes. A dress code promotes the feeling of a professional classroom and teachers can more easily make necessary corrections.

- Made to Move:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, pink ballet shoes
 - Boys: athletic top and bottoms, black ballet shoes
- Intro to Ballet:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, pink ballet shoes
 - Boys: athletic top and bottoms, black ballet shoes
- Intro to Jazz:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, black jazz shoes
 - Boys: athletic top and bottoms, black jazz shoes
- Intro to Tap
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, black tap shoes
 - Boys: athletic top and bottoms, black tap shoes
- Intro to Hip Hop:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and bottoms, black jazz shoes
 - Boys: athletic top and bottoms, black jazz shoes
- Opal Ballet/Tap:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, black tap shoes and pink ballet shoes
 - Boys: athletic top and bottoms, black tap and ballet shoes
- Opal & Sapphire Lyrical/Jazz:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, black jazz shoes and nude turners

- Boys: athletic top and bottoms, black jazz shoes and nude turners
- Sapphire Jazz/Poms:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, and nude turners
- Opal Hip Hop/Poms:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and leggings, black jazz shoes
 - Boys: athletic top and bottoms, black jazz shoes
- Production
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, black jazz shoes
 - Boys: athletic top and bottoms, black jazz shoes
- Sapphire & Onyx Tap
 - Girls: form fitting clothing that is easy to move around in like an athletic top and leggings, black tap shoes
 - Boys: athletic top and bottoms, black jazz shoes

Please check with tap instructor before purchasing your tap shoes
- Sapphire Hip Hop:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and leggings, black split sole dance sneaker
 - Boys: athletic top and bottoms, black split sole dance sneaker
- Onyx Lyrical/Contemporary:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, Nude Turners
 - Boys: athletic top and bottoms, Nude Turners
- Onyx Jazz:
 - Girls: form fitting clothing that is easy to move around in like an athletic top and legging or leotard and tights with skirt or shorts preferred, Nude Turners
 - Boys: athletic top and bottoms, black jazz shoes

HAIR MUST ALWAYS BE PULLED BACK AND SECURED IN A BUN OR PONYTAIL!

Annual Recitals

Additional rehearsals may be scheduled for students in the Sapphire and Onyx at the discretion of the instructor/choreographer. Parents/Guardians will be notified of additional rehearsals a minimum of two weeks in advance.

Please note that all students must participate in the tech/dress rehearsal in order to perform in the recital. The recital offers our students a performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the dancers develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Recital Commitment

When registering your child at Elevé Elite Dance Academy, you commit yourself and/or your child to our holiday showcase and annual recital. If your child is not performing in either performance you must let the Studio Director know by no later than **October 31st**.

Recital Tickets

Tickets for the annual recital will go on sale online approximately 3-4 weeks before the recital. Tickets are priced individually and required for reserved seating. Tickets will be available for purchase at the door of dress rehearsal & recital unless we are sold out.

Holiday Showcase

Our Holiday Showcase gives our dancers an opportunity to perform before holiday break. All students participate in our showcase. Please note that all students must

participate in the dress rehearsal in order to perform in the showcase. There are no exceptions to this policy. This showcase allows students to present to their families and friends.

ATTENDANCE & PARTICIPATION

Attendance Expectations: Attendance is vital for dancers individually, but also as a team and studio. Dancers are expected to not only come to each class, but to arrive promptly and be ready to learn. Our dancers will not learn the important technical skills or learn how to be team-player if they regularly have absences. Each class offers technique and choreography instruction to take a step forward in the educational process. It is important for dancers to feel completely confident with the choreography and the year-end performance. Missing class during could result in frustration for the students, their teachers, and classmates.

Dancers MUST attend all classes the week prior to any performance or competition or they will be pulled from all routines at the instructor's/director's discretion. Tuition will not be discounted due to missed classes. Excessive unexcused absences puts the dancer at risk for removal from performances, competitions, or the competitive program altogether.

Please email leveelitedanceacademy@gmail.com or call (218)929-4281 as soon as possible to inform staff that your dancer will be missing class. Tuition/fees will not be discounted due to missed classes. Although we don't have a set number of absences allowed for non-competitive classes, instructors and the owner reserve the right to suspend or dismiss any dancer with excessive unexcused absences.

For your reference, we have included examples of both excused and unexcused absences.

- **Examples of Excused**

- Absences:**

- Illness
 - School band or choir performances
 - School Sports (must be a participant not an observer)
 - Driver's Ed Class

- Extreme family emergencies
- Couldn't get a ride
- Non-Medical Appointments
- **Examples of Unexcused Absences:**
 - Oversleeping/alarm failure.
 - Shopping/errands.
 - Work
 - Needing sleep or rest.

All dancers in the Sapphire and Onyx level must attend no less than 75% of scheduled classes in order to perform in recitals, showcases, and competitions. This averages out to no more than 3 unexcused absences per semester. If an Onyx or Sapphire level dancer misses 2 or more choreography classes in a row (unexcused or excused) they may be removed from part of or all of that piece unless the parent/guardian schedules a private lesson, to learn what the dancer had missed. These private lessons will be held at an additional cost.

Tardiness Policy: Dancers are expected to arrive in a timely fashion and prepared for all classes. Dancers are encouraged to come 5-10 minutes before their first scheduled class. Teachers will be taking attendance weekly but also marking tardiness. Dancers that are consistently tardy for class can be a huge distraction for both the instructor and the students. **If a dancer is consistently tardy for class, the instructor/director have the right to suspend or dismiss the dancer from class and/or the program. After 15 minutes your dancer is considered absent and not tardy.**

Pick Up Policy: Dancers are expected to be picked up immediately after class. Please let us know if you will be late due to an emergency. If your student is **under the age of eight** they must be picked up in the studio lobby by a Parent/Guardian/Authorized Adult. Dancers of any age are not to loiter downstairs at any time. This policy is set in place to ensure the safety and well being of our dancers.

Snow Days/Inclement Weather: As we all know, Wisconsin weather is unpredictable! In the event that we need to cancel classes due to inclement weather, we will do our best to inform families via email and social media at least 2 hours before the first class of the evening. **One weather-related cancellation** is allowed per year at the discretion of the instructor without rescheduling.

Sick: Eleve Elite Dance Academy follows the same sick child policies as the local school districts. Please keep your child home if they have any of the following symptoms:

- Fever (100 degrees F or higher) and/or sore throat, swollen glands, coughing.
 - **Child must be fever-free without the aid of any fever-reducing medication for at least 24 hrs before returning**
- Vomiting
- Diarrhea
- Lice
- COVID-19
- Influenza

If your dancer is too sick to attend class, please email leveelitedanceacademy@gmail.com or call (218) 929-4281 as soon as possible so we can notify the instructor.

Student and Parent/Guardian Conduct

Student Expectations:

Students are to follow rules and guidelines set in place by instructors and owner. We at Elevé Elite Dance Academy expect dancers to treat both their fellow classmates and instructors with respect. There will be no tolerance for bullying, hazing, or mistreatment of other dancers. Furthermore, there will be no tolerance for disrespect to instructors and any other adult figures associated with Elevé Elite Dance Academy. Failure to abide by these guidelines along with the following rules will result in suspension or dismissal from the dance program.

At Elevé Elite Dance Academy, the use, possession, or distribution of vaping devices, tobacco products, Zyn or other nicotine pouches, alcohol, cannabis (including THC-containing products), or illegal substances is strictly prohibited for all dancers at any and all Elevé Elite Dance Academy events, both on and off-site. This policy applies regardless of age. Dancers found in violation will face disciplinary action, including immediate dismissal from the academy. We are committed to fostering a safe, healthy, and professional environment where all dancers can thrive.

Studio Rules:

- No dancer should be in the studio without an instructor present unless given direct permission from an instructor.
- No acrobatic moves can be performed unless an instructor is present and has given permission.
- No street shoes to be worn inside the studio.
- No hanging on any ballet barres.
- No eating in the studio unless given permission by an instructor.
- Dancers may not use the stereo system unless given permission by an instructor.
- Dancers are not to engage in bullying or harassment.
- Students are NOT permitted to chew gum in the studio.

These studio rules are put in place to ensure the safety of all dancers but to also ensure our facilities stay clean and undamaged.

General Rules

- Parents/Guardians and students should never interrupt a class in session unless there is an emergency.
- Only water is allowed in the studio; no other drinks, food, candy or gum.
- We love babies & young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the studio premises. Children must be supervised at all times, and are not free to run around the lobby or classroom areas.
- Profanity in the studio or lobby areas will not be tolerated.
- Students and Parents/Guardians are restricted from contacting junior instructors directly by phone, personal email, text messages, Facebook message, etc. To promote an open communication studio all communication goes through the Elevé Elite's email leveelitedanceacademy@gmail.com.
- Negative/condescending speech regarding teachers, students, Parents/Guardians, will not be tolerated.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the studio.

Personal Items

We ask that each parent/dancer decide which personal items their dancer brings into the studio. Please note that we as a studio are responsible for lost or stolen items. We also ask that each dancer who owns a cell phone puts their device away, in their dance bags, backpacks, or purses prior to the start of their dance class. All phones must either be on airplane mode or silent so they are not to distract. When the class is over the dancer may resume phone usage.

Corrective Action Policy

In order to maintain a positive and professional environment, students are taught the importance of being part of a team. We encourage students to have respect for other students, the teachers, staff, and studio property. We foster the development of good habits and compliance with the rules of conduct and studio rules. Our staff are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.

If the Behavior continues our policy is as follows:

- Initial Consultation
 - The director and or instructor will reach out to the Parent/Guardian. During that time the problem will be defined, goals will be established, and the Parent/Guardian will be involved in creating approaches towards solving the problem. A summary of the conversation will be sent via email to the Parent/Guardian, Instructor, and Director.
- Second Consultation
 - If the initial plan for helping the child fails; the Parent/Guardian/guardian(s) will be required to meet with the instructor and or owner. Another attempt will be made to identify the problem outlining new approaches to the problem, and discuss the consequences if progress is not apparent.
- Suspension
 - When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio. **The studio may immediately suspend a child at any**

time if they exhibit a behavior, which is harmful to self or others. A Parent/Guardian may be called at any time the child exhibits uncontrollable behavior that cannot be modified by the instructor. That Parent/Guardian may be asked to take the child home immediately.

- Dismissal
 - If behavior(s) have not changed after suspension, dismissal from Elevé Elite Dance Academy will occur. **All tuition payments, competition fees, costume fees, and other fees paid are non-refundable.**

Parent/Guardian/Guardian Expectations:

Parents/Guardians are expected to follow similar guidelines, in that we have a zero tolerance policy for any degree of bullying, hazing, or disrespect of Elevé Elite Dance Academy students or staff. Failure to abide by these guidelines will result in suspension or dismissal from the dance academy.

The most important expectation from our Elevé Elite Parent/Guardians is clear, transparent and respectful communication. The owner and instructors pride themselves in striving to provide the best possible communication to our dancers and Parent/Guardians, so we expect the same in return. If we are unaware of an issue, concern, or problem, then we cannot help solve it.

Other Parent/Guardian expectations include bringing your dancer prepared and on time. Please make sure your dancer has their hair pulled back, proper dance attire, dance bag, and water bottle. Additionally, we expect dancers to be picked up in a timely manner. Our instructors leave promptly after the last class offering.

Parents are asked to remain outside of the studio during class time. Class time is for students to learn & connect with their teacher

Student and Parent/Guardian Use of Social Media

Use of Facebook, X, Instagram, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide Elevé Elite Dance Academy students and Parent/Guardians with guidelines, and to eliminate any confusion concerning the use of social media.

- You do not have permission to reveal any information that compromises Elevé Elite Dance Academy staff. By that we mean you are forbidden to share personal information about the director, staff, other students or their families, or anything that is proprietary and/or confidential to them or Elevé Elite Dance Academy.
- Students and Parents/Guardians are welcomed to and encouraged to share out social media posts. However, they should neither claim nor imply that they are speaking on behalf of Elevé Elite Dance Academy.
- Never post anything that could compromise the self-esteem of students who attend Elevé Elite Dance Academy.
- Elevé Elite owns the copyright to all choreography taught at the studio. Neither Parent/Guardians, dancers, nor staff may post videos of class and rehearsal.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, Parents/Guardians and students should never post negative comments about other studios or teachers. Also, please do not post negative comments about studio activities such as competitions, conventions, performances, or about the directors of those events.

Staff Expectations

- Treating all students and Parents/Guardians equally with respect and dignity.
- Always putting the welfare of each student first.
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Ensuring that where physical corrections are necessary they are done in a professional and sensitive way.
- Making dance fun and enjoyable and promoting confidence building.
- Keeping up to date with technical skills, qualifications, and insurance.
- Involving Parents/Guardians/guardians wherever possible. For example, encouraging them to take responsibility for their children in the changing/dressing rooms. If groups have to be supervised in the changing rooms, always ensure Parent/Guardians, guardians, or teachers work in pairs.
- Staff are not to contact students outside of the studio without parent/guardian permission. This includes all forms of text messaging, social media, and/or phone call.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognizing the developmental needs and capacity of young people – avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

