## **Policies and Procedures**

At Elite Dance Center we strive to put on a professional and entertaining year-end recital, worthy of all the hard work our students have put in to preparing for this day. This year we will have over 400 students, 2-18 years old, performing, some multiple times, over the 3 day recital! The staff and students are so excited to show their families and friends all they have prepared this year...but we need your help in ensuring this day is a success. Please read over the policies and procedures to ensure that you know how recital day will be run. These are VERY important safety and security measures and are set in stone.

There are NO exceptions!!

On the day of recital, once students are ready, they will be checked in at the table at the bottom of the balcony stairs. If they are in more than one class during this performance time you will also turn in that costume and any shoes and tights needed. Staff members or trusted volunteers will escort your child backstage where they will wait in a supervised room until it is their turn to dance. Once they are backstage they may not leave until the end of the finale.

Anyone that is not a staff member or approved volunteer is under no circumstances permitted backstage. At the time of check in you will receive a lanyard with your child's name. This must be presented and turned back in at the end of the finale to have your child released to you. This will be done at the front of the stage once the show is completely over.

A staff member or trusted volunteer will ensure that each student makes it to and from the stage to dance, and is dressed and ready if they have more than one dance.

Students are required to stay for the entire duration of the show. (Approximately 1-1  $\frac{1}{2}$  hours) Dancers may not leave the show early for any reason. This is an extremely important rule. We want to ensure every child is where they need to be and who they are supposed to be with.

At the end of the show we will have a finale where all students will come on stage to take their final bow. Students will be dismissed class by class off the front of the stage. As mentioned earlier the parent or guardian with the lanyard will come up to the stage to pick up your child.

All of the students extra belongings will be put in bags with their names and will be available after the show is over to be picked up in the lobby.

As stated above, there are no exceptions to these policies and procedures. Please understand they are put in place to ensure that every student has a safe and fun-filled recital day! We thank you in advance for complying with the above stated procedures!!