

WELCOME PACKET

Quality Training From Passionate Instructors
in Pflugerville, Texas

www.danceelements.com

Welcome to Dance Elements!

Dance Elements is committed to providing quality dance training in a professional and nurturing atmosphere. We want to empower every student with discipline and foster the confidence that the art form of dance has to offer. Our staff has a passion not only for dance but for teaching dance to the next generation of dancers.

Class Levels & Placements

Class placement is at the discretion of Dance Elements. Please keep in mind that your child's best interests are taken seriously. We are committed to making sure your child is placed in a class at the appropriate level to ensure that she/he is able to feel challenged but not overwhelmed. Students are placed based upon skill levels, coordination, musicality, concentration, and maturity in accepting and understanding corrections. It is important to understand that dance levels are not the same as grade levels in school, and that dance students typically stay in a level for two years. Child progression and ability vary. Part of our job as instructors is to make sure they are not bored with their class, but also to make sure they are not overwhelmed. Dance class should be fun, not stressful! The class schedule for classes offered at Dance Elements is included in this packet. Please feel free to ask questions if you are not sure which class to enroll your child/children in. We are happy to help!

Insurance

Students or their responsible party (parent/guardian) must carry their own insurance, and understand that any injuries that may occur are the sole responsibility of the student or the responsible party. Registration must be completed online prior to taking any classes.

HELLO

Newsletters, Messages & Notices

Important monthly newsletters, notices, schedules, and other events/activities are always posted in the entrance and waiting room bulletin board as well as the studio website. It is the responsibility of the students and parents to check for updates regularly.

Student Etiquette

- * Call or email us if you will be absent.
- * Place shoes & backpacks in the provided storage areas.
- * Use the restroom before class starts.
- * Enter the classroom quietly when the teacher welcomes you.
- * Bring a dance bag and water bottle to class; carry all dance shoes at all times.
- * Remove jewelry and put hair in a bun or ponytail.
- * If you have snacks, take all leftovers home, and clean the area around you.

Studio Protocols

Arrival to Class

Students may arrive 5-10 minutes before class time. Please note that students must be quiet and respectful when entering the studio as other classes will almost always be in session upon their arrival. Dance bag racks are provided in each studio. All parties must remove street shoes before walking across the dance studio floor. Cell phones are not permitted in class.

Late to Class

Students who are late should wait at the edge of the classroom entry until the music stops, and then go in quickly. The warm-up time at the beginning of class is very important. The risk of injury is greater if warm-ups are missed.

Class Viewing

We have a dance cam that allows parents to view classes from any electronic device. We encourage all parents to set up a Dance Cam account to view their dancer in class. See the bulletin board in the lobby for viewing instructions and login.

Picking Up Students

Parents, please be prompt to pick up younger students after class. Please do not be late. All students 12 years of age or younger must be escorted by a parent/guardian in and out of the studio. Students are not permitted to leave unaccompanied by an adult. Students will not be permitted to wait outside the building. Instructors must be notified prior to the end of class if the student is to leave with someone other than the parent/guardian.

Parking Protocol

The parking lot can be a very busy place and serves other businesses in our complex. Vehicles are constantly entering and exiting the parking lot. Students of any age are not permitted to be in the parking lot. PLEASE DO NOT let your student(s) run through the parking lot to and from class. Please do not block parked vehicles or the road into the parking lot. Be mindful of where you are parking. We have been given permission to park at Brake's Plus in the back lot next to our complex. Please be careful when backing out of a parking space and watch for children/vehicles. Please do not allow kids to play on the rocks/landscaping.

Lost & Found

A large volume of clothing and other student belongings flow through the lost and found at our studio. The lost and found is kept in the dressing room.

1. Clearly label all dance apparel & regular clothing too. This is especially important on dance shoes.
2. Remind your student that they must be responsible for all belongings that they bring to the studio.
3. Regularly check the lost and found for familiar-looking items.
4. DO NOT leave valuables in the dressing area or waiting room. If necessary, check valuables in with the studio staff. You are responsible for picking them up after your class. Items left at the studio for more than 30 days will be donated. *Please be advised that all items in the lost and found will be discarded monthly.

Tuition & Payment Terms

Tuition for the dance school year—August through May—is based upon how many classes a student participates in. Please note that each child must maintain a separate placement in these classes and that “sharing” one class placement by more than one child is not permitted. Tuition is due on the 5th of each month.

- The registration fee is \$35 for one student, \$55.00 for a family with multiple students.
- Registration fee is non-refundable and non-transferable.
- Tuition is due by the 5th of each month a \$25.00 late fee will be charged on all accounts not paid by the 10th.
- NSF check charge: \$25.00
- Make-up classes may be taken in an alternate class of the same level or a lower level in which the student is enrolled. It will need to be the same style of dance as well.
- Weather cancellations are listed on our website and social media.
- No refunds or credits will be granted for lessons missed or dropped.
- Tuition always remains the same whether the month is a “long” month (5 weeks) or a “short” month (3 weeks). No exceptions will be made.
- For easy and convenient payment, a monthly auto withdrawal is available for customers who keep a card on file. Unpaid balances will result in: Student(s) sitting out in class (45 days past due), participation in classes for student(s) will be suspended (60 days past due) until the account is current. To ensure that your child is able to perform at the annual recital, any outstanding balances must be paid in full prior to the recital dates!

Tuition Rates – Month

Regular rates are posted on our website and in the online registration system. August is the only month in which tuition is pro-rated by 50% since the season starts mid-month.

Private Lessons/Coaching

Private lessons range in price by instructor. In addition to the instructor fee, there is also a \$15 studio rental fee that goes directly to the studio. A 24-hour notice is required for cancellation, or a lesson fee will be charged.

Payment Instructions

Dance Elements accepts cash, checks, money orders, and Visa/Master Cards. Please make checks/money orders payable to Dance Elements. Payments can be received at the studio or mailed to Dance Elements, 1010 Old Austin-Hutto Road #400, Pflugerville, Texas 78660. All payments are due on the fifth of each calendar month. Many of our students have different last names from their parents and/or grandparents, who are paying for dance expenses. For us to properly credit your account, the following details will be important for us to know each time you make a payment:

When making a payment by check, please include the following information in the memo of your check.

1. Student(s) First & Last Name (Very Important!)
2. State what you are paying for: Monthly tuition (State the Month), Dance Apparel (Shoes, Leotard, Costume, etc.)

Examples:

- (1) Jane Adams – Sept. Tuition
- (2) Jane Adams – Costume
- (3) Jane Adams – March/Costume & Tuition

Dress Code & Appearance: Dress For Success

A dress code has been established for students at Dance Elements and varies depending on the class. A copy of the Dress Code policy is included in your packet along with login information to our online boutique.

- Students may be asked to sit out of class if the dress code is repeatedly abused.
- Please label all dance shoes and clothes with the dancer's name!
- DO NOT wear dance shoes outside.
- Students are not permitted to dance in socks and must have appropriate shoes.
- Dancing in socks is not allowed as it is a safety hazard, and no exceptions will be made.
- Jeans are not permitted to be worn in class.
- Hair must be in a BUN or PONYTAIL for all classes. This gives our students a professional look and keeps hair out of the face. In addition to appearance, this will also deter the spreading of head lice among students.
- If you have any questions about appropriate dance attire and shoes (especially sizing), please visit with the class instructor directly, and she will be happy to assist you.

Dance Elements Online Store

What a dancer wears to class is a direct reflection on the focus and discipline of the art of dance, as well as the safety of the students. We are happy to offer dancewear and will ensure the proper fit for shoes and leotards. Visit danceelements.com to shop for dancewear and shoes. We can size your dancer for leotards and shoes at the studio before you place your order online to ensure you order the correct size.

Recital Costume Information

An image of each class's costume will be available to see after Thanksgiving break. Costume packages include performance tights and hairpieces. Costume deposits are due in November. Any remaining balances will be due mid-January. We order from several different costume companies, and each company has slightly different policies and timelines for the distribution of costumes. Most costumes are also made to order and require extra time to deliver. We strongly suggest families start saving money now for costumes so that when costume deposits are due, families are ready to submit payment. Costumes will not be ordered if payment has not been received when payment is due.

Costumes are not refundable, exchanged, or canceled because they are being made to order. If the costume needs to be altered, it will be your responsibility to make and pay for the alterations. We can recommend a seamstress if you would like. Individual pricing of costumes depends on the style chosen for each particular recital piece. We recognize that some students may prefer to only take classes and have no desire to perform on stage. We completely support this decision and encourage parents/students alike to share any concerns about performing with us!

Closures

Dance Elements will be closed for the following holidays:

Labor Day: Sept 1

Halloween: Oct 31

Thanksgiving Break: Nov 23-29

Christmas Break: Dec 21-Jan 3

Spring Break: March 15-21

Easter: April 5

Rehearsal: Tentatively Saturday, May 16 (rehearsals will be at the theater)

Dance Elements will be open during all other holidays during the school year. Classes for the dance year will commence on Monday, Aug 18, and will run through the recital.

The studio summer session will run from June and July and will be posted in February.

Please check our website for summer and holiday activity updates. If your child is a member of Dance Elements' Spotlight Performance Company, please note that auditions are typically in June, and choreography week is the first week of August.

Thank you,

Dance Elements Staff

COMMON COURTESY

The staff and management of Dance Elements spend countless hours bringing you the nicest and cleanest studio in the area. Please respect the property and its belongings.

MONTHLY TUITION POLICY

Tuition is due on the 5th of each month. We accept cash, checks, Visa, MasterCard, and Discover. All checks should be made payable to Dance Elements. Tuition is the same amount each month, regardless of whether it is a 3 or 5-week month. (Tuition is based on the total number of classes per season and then divided into 9 monthly payments.) Money is not refunded for missed lessons for any reason. Students can make up a missed class if there is a similar class offered. Account statements will not be sent out unless your account is overdue. After the 10th of the month, a \$25.00 late fee will be added to your account. There is a \$25.00 charge on all returned checks.

REGISTRATION

A registration fee of \$35 per new student (\$55 per new family) is required with the registration form to reserve your class space. (This fee is nontransferable and nonrefundable.) Class availability is on a first-come basis. Registration is not complete until the registration fee is paid along with all properly signed forms.

LIABILITY WAIVER

I realize that participation in dance classes and activities could involve some possible personal injury. Despite precautions, accidents and injuries may occur. By signing this release form, I assume all risks related to the use of any spaces used by Dance Elements. I/we agree to release and hold harmless Dance Elements, including its owners, teachers, dancers, staff members, and facilities used by both entities, from any cause of action, claims, or demands now and in the future. I/we will not hold Dance Elements liable for any personal injury or illness or any personal property damage, which may occur on the premises before, during, or after classes. Furthermore, I agree to obey the class and facility rules and take full responsibility for my/our behavior in addition to any damage I/we may cause to the facilities utilized by Dance Elements.

MEDICAL EMERGENCY

I grant permission to the staff of Dance Elements to take first aid or emergency measures as judged necessary for the care and protection of my child while under the supervision of the studio. In case of a medical emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency unit for treatment if the emergency unit deems it necessary. I understand that in some medical situations the staff will need to contact the emergency resource before the child's parent, physician, and or other person acting on the parent's behalf. I also understand and agree that the child's parents or legal guardians shall be responsible for any expenses incurred.

MISSED CLASS POLICY

If a student misses a class, it can be made up during the month in which they were absent. Missed classes can be made up to satisfy the end-of-the-year "Perfect Attendance Award." No refund will be given for missed classes. Classes that are canceled by the studio will be rescheduled. If your dancer misses 4 or more classes in the spring semester (January – May) they will not be allowed to participate in the Spring Recital. This is out of respect for the other dancers and teachers who work diligently week after week to make the performance a success.

WITHDRAWAL POLICY

Any registration changes or withdrawals from classes must be communicated in writing to the Dance Elements owner/director (email is acceptable). You are responsible for tuition until the first of the month following receipt of this notice. Tuition will not be refunded if notice is given mid-month.

BAD WEATHER POLICY

If at any time it is necessary to cancel lessons due to bad weather, such as snow and ice, we will also send out an email and post it on social media. There will be no reduction in tuition. Dance Elements will make every effort to reschedule all classes canceled due to bad weather.

COSTUME POLICY

Costumes will be ordered through the studio, and deposits will be due in November. Costume deposits range from \$70-\$95+ per costume. Costume Fees are non-refundable as per the costume company's policies.

RECITAL POLICY

Each family will be responsible for a recital fee in March. This fee goes toward the costs of facility rental, stagehands, and scenery expenses. Each family will receive a set number of tickets with their recital fee; additional tickets will be available for purchase in May and on the day of the event. All studio fees must be paid in full, or your child will not be permitted to participate in the recital. We encourage the entire family to attend.

OBSERVING CLASSES

We have a dance cam that allows parents to view classes from any electronic device. Please see the bulletin board in the lobby for login instructions.

ATTENDANCE POLICY

Attendance is taken at the beginning of each class. It is important that your child attends dance class every week. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. If your dancer misses 4 or more classes in the spring semester (January – May), they will not be allowed to participate in the Spring Recital. This is out of respect for the other dancers and teachers who work diligently week after week to make the performance a success. A “Perfect Attendance” award will be given to those students who do not miss more than one lesson all year. Students have to have attended class from the beginning of the season.

DRESS CODE POLICY

Each class will have a specified dress code per the dress code policy. You can order dancewear that fits the policy at our online store, and we can size dancers for shoes at the studio.

CLASSROOM RULES

1. No food or drinks of any kind are permitted in the dance rooms except water. Students are not permitted to chew gum in the dance room!
2. All students must be in proper dress code while attending class. Appropriate shoes must also be worn to all classes.
3. Short hair must be secured off the face. Long hair must be in a ponytail, bun, or braid.
4. All tap shoes must have elastic or buckles. No strings/ribbons! All ballet shoes must have sewn elastics.
5. Parents are not permitted to walk their children into the dance room. The teacher will greet them at the door and bring them into the classroom.
6. Please make sure you arrive 5 to 10 minutes early to class.
7. Children should not touch the mirrors or the viewing windows.
8. Absolutely no running in the classroom.

CHRONIC DISRUPTIVE BEHAVIOR POLICY

Dance Elements staff will make every effort to work with the parents of children having behavioral difficulties. We are here to serve and protect all of our children, although children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional well-being of any other child or teacher, may require the following actions:

Initial Consultation

The director may require the parent(s) of any child who attends the studio to meet one on one. The problem will be defined, and both the teacher and parent will be involved in creating approaches towards solving the problem.

Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the teacher. Another attempt will be made to identify the problem, outlining new approaches to the problem, and discussing 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 he/she exhibits a behavior that is harmful to him/herself or others. A parent may be called at any time the child exhibits uncontrollable behavior that cannot be modified by the instructor. The parent may be asked to take the child home immediately.

DISCARD POLICY

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment of fees.
2. Not observing the rules of the studio.
3. Physical and/or verbal abuse of staff or children, by a parent or child.

DRESS CODE

TAP/BALLET COMBO (ALL AGES)

- Girls
 - Leotard: any solid color
 - Tights: pink, black, or tan
 - Tap shoes - NO RIBBONS
 - Ballet shoes must be pink (elastics sewn on, drawstrings tucked in)
 - Hair: ponytail or bun (pulled off of face neatly)
 - Optional (ballet): Ballet skirts; leotards with attached skirts are recommended
 -
- Boys
 - Solid white or black, fitted t-shirt (tucked in)
 - Black tights/dance shorts
 - Tap shoes - NO RIBBONS
 - Black ballet shoes (elastics sewn on, drawstrings tucked in)

JAZZ/HIP HOP & ACRO/HIP HOP COMBO

- Girls
 - Leotard: any solid color
 - Tights: pink, black, or tan
 - Tan jazz shoes
 - Dance shorts/pants are optional. NO STREET CLOTHES
 - Hair: ponytail or bun (pulled off of face neatly)
 -
- Boys
 - Solid, fitted t-shirt (tucked in)
 - Dance shorts/pants black. NO STREET CLOTHES
 - Black jazz shoes

DRESS CODE

BALLET/JAZZ COMBO

- Girls
 - Leotard: any solid color
 - Tights: pink, black, or tan
 - Jazz shoes must be tan
 - Ballet shoes must be pink (elastics sewn on, drawstrings tucked in)
 - Hair: ponytail or bun (pulled up out of face)
 - Optional (ballet): Ballet skirts; leotards with attached skirts are recommended
 - Optional (jazz): Dance shorts/pants. NO STREET CLOTHES.
- Boys
 - Solid, fitted t-shirt (tucked in)
 - Dance shorts/pants black. NO STREET CLOTHES
 - Black jazz shoes
 - Black ballet shoes (elastics sewn on, drawstrings tucked in)

BALLET

- Ladies
 - Leotard: any solid color (black is preferred)
 - Tights: pink or black (pink is preferred)
 - Pink ballet shoes (canvas or leather), elastics sewn on, drawstrings tucked in
 - Hair: bun or neatly off the face for those with shorter hair
 - Optional: ballet skirt
- Men
 - Solid, fitted t-shirt (tucked in)
 - Black tights or dance shorts
 - Black or white ballet shoes (canvas or leather), with elastics sewn on, drawstrings tucked in

DRESS CODE

TAP

- Ladies
 - Dance shorts/pants.. NO STREET CLOTHES
 - Leotards
 - A dance tank top is allowed over a leotard
 - Black tap shoes - NO RIBBONS
 - Hair: ponytail or neatly off the face
- Men
 - Solid, fitted t-shirt
 - Dance shorts/pants
 - Black tap shoes (elastics sewn on, drawstrings tucked in)

JAZZ

- Ladies
 - Leotard: any solid color
 - Tights: pink, black or tan
 - Tan jazz shoes
 - Hair: bun, ponytail or neatly off the face
 - Optional: dance shorts/pants. NO STREET CLOTHES.
- Men
 - Solid, fitted t-shirt
 - Dance shorts/pants
 - Black jazz shoes

DRESS CODE

HIP HOP

- Ladies
 - Tank top or fitted shirt
 - Track pants or dance leggings
 - Shoes: clean dance sneakers (that are only worn in class and NOT OUTDOORS)
 - Hair: ponytail or neatly off the face
- Men
 - T-shirt
 - Dance and/or athletic shorts/pants
 - Shoes: clean dance sneakers (that are only worn in class and NOT OUTDOORS)

CONTEMPORARY BALLET

- Ladies
 - Leotard: any solid color
 - Tights: pink, black or tan
 - Pirouette shoes
 - Hair: bun or neatly off the face for those with shorter hair
- Men
 - Solid, fitted t-shirt (tucked in)
 - Dance shorts/pants

ACROBATIC

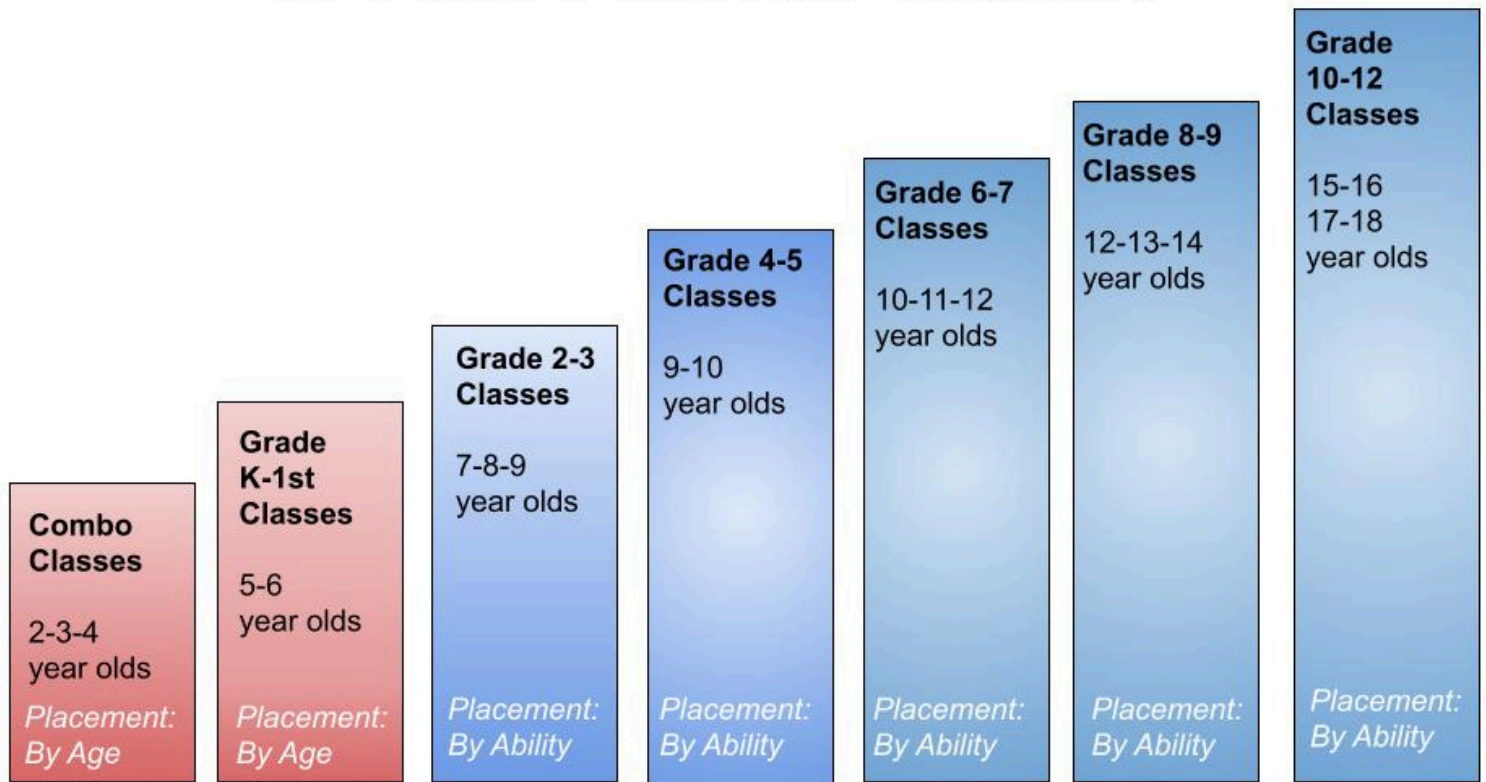
- Ladies
 - Acro leotard
 - Dance shorts allowed.
 - Hair: low ponytail or neatly off the face for those with shorter hair.
- Men
 - Solid, fitted t-shirt (tucked in)
 - Dance shorts

2025-2026 SCHEDULE

STUDIO RHYTHM			
	Instructor	Front/Back	Time
Monday			
Leaps & Turns (Grade 4-5)	Kaitlyn B.		4:30-5:15pm
Tap/Ballet/Acro Combo (Preschool)	Kaitlyn B.		5:20-6:10pm
Tap/Ballet (Grade K-1st)	Alex		6:15-7:05pm
Tap (Grade 10-12)	Jerri		7:15-8:00pm
Ballet (Grade 10-12)	Kaitlyn M.		8:15-9:30m
Tuesday			
Tap/Ballet Combo (Preschool)	Kinsey		4:00-4:50pm
Acro (Grade 4-5)	Lexie		5:00-5:50pm
Jazz (Grade 4-5)	Kinsey		5:50-6:40pm
Acro (Grade 10-12)	Jerri		6:50-7:40pm
Jazz (Grade 10-12)	Kaili		7:40-8:30pm
Contemporary (Grade 10-12)	Kaili		8:30-9:20pm
Wednesday			
Tap/Ballet/Acro Combo (Preschool)	Alex	front	9:30-10:20am
Tiny Tots & Tunes	Alex	front	10:30-11:15am
Acro (Grade 2-3)	Lexie	front	4:30-5:15pm
Tap/Ballet (Grade K-1st)	Jerri	back	4:30-5:20pm
Jazz (Grade 2-3)	Lexie	front	5:15-6:00pm
Jazz/Hip Hop (Grade K-1st)	Kinsey	back	5:30-6:20pm
Contemporary (Grade 2-3)	Lexie	front	6:00-6:45pm
Tap/Ballet/Acro Combo (Preschool)	Kinsey	back	6:25-7:15pm
Beginner Pointe	Orlando		7:15-7:45pm
Open Ballet (Grade 10-12)	Orlando		7:45-9:00pm
Intermediate Pointe	Orlando		9:00-9:30pm
Thursday			
Contemporary (Grade 6-7)	Kinsey	front	5:20-6:10pm
Tap (Grade 6-7)	Jerri	front	6:10-7:10pm
Hip Hop (Grade 2-4)	Chloe	back	6:20-7:10pm
Acro (Grade 8-9)	Jerri		7:15-8:05pm
Leaps and Turns (Grade 9-12)	Lexie		8:10-9:00pm
Saturday			
Ballet/Jazz Combo (Grade K-1st)	Lexie		9:00-9:50am
Tap/Ballet/Acro Combo (Preschool)	Lexie		10:00-10:50am
Ballet/Jazz (Grade 2-3)	Lexie		11:00-12:00pm
Sunday			
Hip-Hop (Grade 9-12)	Chloe		1:00-1:50pm

STUDIO TEMPO (new studio)		
	Instructor	Time
Monday		
Ballet (Grade 2-3)	Alex	4:30-5:15pm
Tap (Grade 2-3)	Alex	5:15-6:00pm
Tap (Grade 8-9)	Jerri	6:15-7:00pm
Ballet (Grade 8-9)	Kaitlyn M.	7:15-8:15pm
Adult Tap	Jerri	8:15-9:00pm
Tuesday		
Acro/Hip Hop (Grade K-1st)	Lexie	4:10-5:00pm
Ballet/Jazz (Grade K-1st)	Kinsey	5:00-5:50pm
Acro (Grade 6-7)	Jerri	5:50-6:40pm
Jazz (Grade 6-7)	Erika	6:40-7:30pm
Jazz (Grade 8-9)	Erika	7:30-8:20pm
Contemporary (Grade 8-9)	Erika	8:20-9:10pm
Wednesday		
Leaps & Turns & Conditioning (Grade 6- Jerri		5:20-6:10pm
Ballet (Grade 6-7)	Erika	6:15-7:15pm
Pre-Pointe	Erika	7:15-8:00pm
Teen Ballet	Erika	8:00-9:00pm
Thursday		
Contemporary (Grade 4-5)	Kinsey	4:30-5:20pm
Tap (Grade 4-5)	Jerri	5:20-6:05pm
Ballet (Grade 4-5)	Kaitlyn M.	6:20-7:20pm
Hip Hop (Grade 5-7)	Chloe	7:15-8:05pm
Hip Hop (Grade 8-9)	Chloe	8:10-9:00pm
Saturday		
Sunday		

DANCE ELEMENTS CLASS PROGRESSION



The placement process mentioned is our standard/typical process. Some dancers may stay in a level for a shorter or longer time depending on their needs and abilities.



STILL GOT
QUESTIONS?

WE HAVE ANSWERS!

EMAIL US AT:
danceelementsstaff@gmail.com

or

CALL US AT:
512-990-4700

FOLLOW US ON SOCIAL MEDIA!



www.danceelements.com