

ELITE

Dance



*Think the **BEST**. Think Elite.*

GUIDELINES AND POLICY MANUAL

985-809-1580

70457 Highway 21, Suite 111-112
Covington, La 70433

13 YEARS OF EXCELLENCE

www.elitedanceacademyllc.com

WELCOME

Welcome to Elite Dance! We are so happy you are here. Whether you've come to further your dance education or just to have a little fun, we know you'll find what you're looking for here at Elite!

As an Elite dancer, you will participate in a well rounded program designed to meet all the needs of a young dancer. We emphasize versatility and we focus on you!

You'll have the opportunity to explore many dance forms. You'll grow in poise, rhythm, coordination, discipline, grace, confidence, balance, respect, concentration, and health, to name a few. And at the end of year, you'll be able to display your talents in our annual recital, one of the most talk about dance productions around!

So again... WELCOME to ELITE Dance where **you** make all the difference to us!

ABOUT US

EILEEN ARNOLD -OWNER/DIRECTOR/CHOREOGRAPHER

Eileen is an accomplished dancer, performer, national judge and a certified teacher. Currently, she is the choreographer for the New Orleans Saintsations. She has performed with such companies as Ballet Hysell, The Affinity Dance Ensemble, Timeless Showband & more . In 1997, Eileen was chosen as a Dance Olympus V.I.P. and was offered the opportunity to travel across the U.S. training with today's most renowned teachers. Eileen continues to study dance at The Broadway Dance Center in New York, STEPS on Broadway and has been an instructor for the Energy Source National Dance Camps. Eileen is also a regional and national judge for Dance Xplosion and Fire & Ice. She has performed and choreographed for numerous casino's along the Gulf Coast as well as a featured dancer with the Timeless Show Band. She choreographed the Junior Miss Pageant for many years on a local level. Eileen is also a regional and national judge for Fire & Ice and Dance Xplosion. Her High Score Award Winning dance company travels to competitions on the Regional & National level. Her students have won numerous titles, overall high score awards, and scholarships. She is a member of A.A.H.P.E.R.D (National Dance Association), P.D.T.A. (Professional Dance Teachers Association), a qualified member of D.E.A. (Dance Educators of America), is certified by test to teach .

MICHAEL ARNOLD- OWNER/DIRECTOR/CHOREOGRAPHER

Michael attended NOCCA and trained locally, beginning his career performing with Tulane Summer Lyric Theatre and Delta Festival Ballet. Following, he performed at Disney World, Universal Studios, Hardrive Productions, the Miss Florida Scholarship Pageant, which he choreographed for television, Royal Caribbean Cruise Lines International, River North of Chicago, and Six Flags New Orleans, among others. Michael has judged auditions for the New Orleans Saintsations, Star Systems National Talent Competition and is currently a regional and national judge for Dance Xplosion and Fire & Ice, He was chosen for AIDA on Broadway and is currently a member of the Actor's Equity Association (AEA).

CLASSES OFFERED

- JAZZ** - Contemporary dance utilizing ballet and modern technique, rhythm and quick movement to express attitude
- TAP** - Sound producing syncopated rhythmic steps in motion
- LYRICAL** - a fusion of ballet, jazz, and modern techniques to express emotion
- BALLET** - A classical dance form demanding grace and precision and employing formalized steps and gestures set in intricate flowing patterns to create expression through movement
- Hip Hop** - Street dance allowing emphasis on creative rhythmic talents
- Musical Theater** - widely ranging stylized forms of jazz building on ballet and jazz technique usually encompassing a storyline
- Jumps & Turns** - a jazz technique class focusing on dance tricks

- Competition - Competitive Classes are available through an audition process during the summer.
- Contemporary Modern - a style of dance that rejects the limitations of classical ballet and favors movement less firmly bound from predetermined musical form and deriving from the expression of inner feeling
- Non recital - We offer a variety of non-recital classes for those students interested in honing their technical abilities only. Jumps&Turns is a class that gives those interested in trying out and making local dance teams the tools to do so. Jumps&Turns allows the student to work on the execution of technique in various turns and jumps. Non-recital classes are notated on the Schedule of Classes.

SESSION INFORMATION

For your convenience, class viewing is offered year round.

Session

The school session begins the week after Labor Day in September and concludes with the recital either the second or third weekend in June.

Class Ages and Levels

Classes are divided into appropriate age groups. Elite Dance Academy LLC reserves the right to place a student in the appropriate LEVEL of classes for his or her ability level regardless of age. Level placement is in the best interest of the student. The directors' decision is final.

Class Size

Elite Dance takes pride in the fact that classes will not become bigger than what a teacher can comfortably handle. Attention is paid to each child and each child is pushed on his or her level.

Assistants

Assistants may or may not be present in a class. Assistants are selected to ensure personal attention for every child. If you are interested in assisting classes please speak with a staff member.

Attendance

The school reserves the right to have student who come late to class, sit out the class. Repeated lateness may result in termination of lessons. Students missing more than 4 classes after January may not be allowed to participate in the year end recital.

SCHEDULE OF FEES

Registration

\$30 for first student

Tuition - One Student

\$50 monthly for 1st class

\$40 monthly each additional class

Tuition - Family Rate

\$50 monthly 1st child , 1st class
\$40 monthly each additional child, each additional class

Tuition - Competition Students

Competitive students follow the regular schedule of fees up to a cap of \$150. (Family Rates do not apply to multiple students in a family participating in competition.)

*Competition by audition only

Private Lessons

\$60 - 1 hr private
\$30 – 1/2 hr private

Costume Fees

Combo Classes - (ages 2-7) - \$75 per costume per dance to be performed

All Non-Competitive Costumes - \$75 per costumes

Finale T-shirt - Finale t-shirt is a requirement for the recital. The cost is \$15 per shirt.

*Costumes are not guaranteed to be in for pictures for any students registering during or after Christmas break.

Recital Fees

Recital Fees are payable in two installments as per the 'Dates to Remember.' Broken down, this would be:

<u>Total Recital Fee:</u>	<u>Recital Fee 1:</u>	<u>Recital Fee 2:</u>
\$140 for 1 st student	\$70	\$70
\$100 for 2 nd student	\$50	\$50
\$80 for each additional	\$40	\$40

Graduation Fee

\$250 for applicable students - includes extra graduate class to begin approximately in January, a dance syllabus, tests, and awards and flowers presented on stage at the recital.

** While not required, graduation gives the student a sense of completion.

Other Registration Information

TUITION IS CALCULATED BASED UPON A STRUCTURE OF 34 DANCE CLASSES PER YEAR MULTIPLIED BY THE NATIONAL TUITION AVERAGE. THE TOTAL YEARLY FEE OF DANCE CLASS IS THEN DIVIDED INTO TEN PAYMENTS CORRESPONDING TO OUR TEN MONTH SESSION FOR THE CONVENIENCE OF OUR PATRONS.

Registration is not complete until registration fee, first month's tuition, registration form, and registration contract are submitted to the office.

Elite Dance reserves the right to cancel any class with less than seven students and place those students into comparable classes.

Any student registering after December 31st of the current dance year will be added to the roster on a NON RECITAL BASIS unless otherwise notified by the director.

**Non recital students registered in recital classes will be charged tuition from September through June unless a Withdrawal Form is filled out and submitted by April 30th.

Payment

Starting in September, fees for the upcoming month will be charged to the account on the 2nd of the current month. [Ex: Fees for October will be charge September 2nd] Any fees not paid by the 1st of the month either through the office or through the online customer portal will be drafted or debited. Please see the Automatic Charge & Draft/Debit Payment Schedule for further details.

Elite accepts payment in the form of Bank Draft, Credit Cards, Cash, or Checks. No post dated checks please. Tuition payments are due the 1st day of every month, NOT the students first class of the month.

Auto-pay: Fees must be paid by automatic bank account debit or automatic credit card payment in accordance with the Dates To Remember. Fees will be debited the first of every month. The month of September (or your first month) is non-refundable. Payment must be pre-authorized automatic monthly payment. All charges will appear as being from Elite Dance Academy, LLC. Any transaction that declines or returns non sufficient funds will be charged a \$25 fee per transaction. If you choose not to do automatic payment, you have the option of paying in full the entire session and receiving a 5% discount on your tuition only. 5% Discount not good on Summer Tuition.

Should a balance remain on the account for a period of two months as a result of Non Sufficient Funds, the student will be dropped from classes until balance is paid in full. No refunds will be given.

Please note: Statements will not be mailed to you unless your account is past due.

Withdrawals and Refunds:

There is a 2 month minimum for all classes. One month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone or email. Withdrawals must occur within 7 days of the upcoming month. To withdraw from any classes a parent or guardian must inform the studio in person and complete and sign a withdrawal form provided by the studio office. All automatic bank debit and credit card charges will stop after the one-month notice period. Elite Dance reserves the right to terminate classes to any student without notice. In such case a refund for unused classes will be given. If you pre-pay and drop in the middle of your session, the balance remaining will be an Elite Dance credit good for tuition only.

CLASS WEAR

Proper class wear is essential for correction of body lines and placement. Students not dressed in proper attire may not be allowed to participate in class.

Ballet/Tap Combo Classes - Any color leotard and tights. Hair pulled up and out of face. Students are required to have ballet and tap shoes.

Jazz classes - Any color tight fitting leotard, boy shorts, bra top, or variation of, tights and hair up and out of face.

Hip Hop Classes - Any color free moving clothes and tennis shoes. Specific shoe requirements will be required for the recital.

Ballet / Pointe- Black leotard, pink tights, and hair in a bun.

Lyrical Classes - Any color tight fitting leotard, boy shorts, bra top, or variation of, tights, and hair out of face or in bun.

Tap Classes- Any color tight fitting leotard, boy shorts, bra top, or variation of.

Jumps & Turns- Any color tight fitting leotard, boy shorts, bra top, or variation of, tights, hair up and out of face.

Contemporary Modern - Any color tight fitting leotard, boy shorts, bra top, or variation of.

Students may purchase all required shoes and dance wear through the One Stop Dance Shop, located next door to Elite Dance. Store hours are Monday- Thursday 3:30pm - 7:30pm & Saturdays 11am – 3pm.

BABY CLASS FAQ'S

(For 18 months to 3 years old)

Are parents going to be allowed in the room, while class is going on?

For the first class, parents are allowed to be in the class in order to put both child's and the parents' fears to rest. After the first class, the assistants and/or the teacher will take your child at the door, and attend to any needs while they are in class, other than bathroom. Please wait until after class to speak with your child or the teacher about concerns you have. Knocking on the windows or "poking your head in" are not permitted, as it completely diverts the attention of every child in the class away from the teacher. You are, however, encouraged to stay and watch class in the viewing area.

Do you accept children who are not potty trained?

At Elite we do accept students not yet potty trained, but we will not attend to any bathroom needs. If a student needs to use the bathroom, they will be escorted out of the classroom by one of the assistants and allowed to come back in when they are ready.

Are the students allowed to bring items into the classroom?

Only 2&3 year old classes and 4&5 year old classes are allowed to bring in their dance bag. If absolutely necessary students may bring in comfort items (i.e. pacifier, blankets, dolls). The necessity will be determined on an individual basis and at the discretion of Ms. Stephanie. Food, drink, candy, or gum is not allowed in the classroom.

What happens if a child has to miss a class?

Many things arise during the year. If at all possible please make sure that the students miss class as little as possible. With younger children routine is everything. Since students only come once a week, attendance is vital to developing both a quality relationship and important dance skills. If you know in advance you are going to miss a class, please let the teacher know.

When will you know about dances and costumes?

Costume measurements for students happen during their Halloween parties. The teacher may show pictures of the costumes and have a song sample sometime before Christmas vacation. The students will complete one dance for ballet and one dance for tap. Each child will be introduced at the beginning of one of their dances. Costume will be available to order sometime in October through CostumeManager.com. Please be advised that specific tights and shoes will be required for the recital for each costume and is considered part of the costume.

What about class treats and parties?

We have 2 class parties a year. We have one the class before Halloween. Everyone is encouraged to bring food and treats or pizza is ordered. At the Halloween party the students are encouraged to dress up, they perform a special dance for any family present, and we "trick or treat" around the room. The Christmas party will take place the week before class holidays for winter break. For the Christmas party everyone is encouraged to bring food and treats. Everyone also brings a \$5 gift for their child. Santa may be at the party and will present each child with their gift during the party. The students will also perform a special

dance for any family present at this party. If you have treats for the class any other time (i.e. birthdays, Easter, Valentines, etc) please let me know before class and I will allow time at the end of class.

What happens if the teacher has to miss class?

Teachers very rarely have to miss a dance class, however.... If something does come up a qualified substitute will be provided. On rare occasions, a qualified substitute may not be available. At this time, Elite Dance reserves the right to reschedule the class.

What are the qualifications of assistants?

Depending on the class, assistants will be other teachers at Elite, former teacher graduates from Elite, or current teacher graduate candidates. In cases where graduated or graduate students are not available, faculty will choose other qualified assistants. In order to assist, a student must be approved by the owners and the teacher, and must be at least 10 years old.

What happens if my child cries or misbehaves during class?

Every child has a different personality. A teacher or an assistant will attempt to comfort each child personally if a child is upset. It often takes several classes for students to be acclimated to the classroom environment. Because the class is only once a week, it takes children a little longer to feel comfortable than it would in a daycare or preschool environment where they attend class every day. Tailored responses are made to each child according to the child's personality. The child directs the teachers' responses to any behavior (positive or negative) exhibited. Please talk to the teacher about any behavior that your child exhibits during class that is troubling to you.

If you have any other questions about your early childhood dance classes, please email Ms. Stephanie through the website.

COMPETITION

Elite Dance Competition Team, known as Elite Dance Company, competes throughout the year in Regional and National Competitions. The 2008-2009 team was a great success and we are looking forward to another rewarding year.

Auditions

Auditions take place during summer classes. Prospective competition team seekers are graded on choreography, staging, the ability to learn different styles of dance, behavior, and interaction with teachers and other students. Pending a students' audition, sometime during the third week of summer classes, students may be invited to be on Elite Dance Company. An audition may be held at the director's discretion for new students only interested in competition.

Requirements

- I. Competition entry fees to be paid in accordance with the Competitive Draft Schedule
- II. Mandatory attendance to competition unless otherwise specified by Elite
- III. Mandatory attendance to all workshops and conventions unless specified by Elite.
- IV. A working email address to check before rehearsals and competitions for updates and changes.

Students not paying competition fees by due date specified by Elite may not be eligible to compete. If competition fees are paid after due dates specified by Elite, the student will be subject to the competitions late fees.

Choreography Fees

Solos, Duets, Trios, Small and Large Groups are performed by competition team members, guest artists, or by invitation only during competitions, conventions, and recital. [Please do not ask for a solo. When the student is ready for such numbers, a teacher will approach the student.] Fees are as follows:

Solo	\$350
Duet	\$150 per dancer
Trio	\$133 per dancer
Small Group	\$70 per dancer (4-8 dancers)
Large Group	\$50 per dancer (9 or more)

ALL choreography fees are to be paid the day rehearsals begins for the routine being choreographed.

Competition Cleaning Rehearsals and Private:

Solo, Duet, and Trio choreography fees do not include cleaning rehearsal or private lesson fees. Once choreography is done, if cleaning rehearsals are needed or wanted, fees are as follows:

Solo	\$60 per hour
Duet	\$30 per person per hour
Trio	\$20 per person per hour

** Any rehearsal scheduled to change solo, duet, or trio choreography after a dance has been choreographed will be considered a private lesson and above rates will apply.

Competition Costume Deposits

A separate deposit of \$50 will be collected for each competition costume. This means \$50 for each dance a student is in. This is a separate deposit from the costume deposit for the recital. A deposit will be collected for solos, duets, trios, small groups, and large groups so we may order costumes or have them made in a timely fashion. Costume Deposits and Balances are due according to the dates to remember.

Commitment

Being part of Elite Dance Company is a commitment. We are willing to work with specific conflicts, provided we are given two or three weeks notice. 'Last minute conflicts' make it quite difficult to work out problems occurring with scheduled rehearsals. Those missing scheduled rehearsals regardless of the reason may be taken out of choreography or may be required to learn choreography in a private lesson.

**Please understand that the weekend before a competition is ALWAYS considered a TBA rehearsal unless otherwise specified.

Attendance

Attendance is very important for performance quality, team morale, and confidence of choreography and staging. Understandable absences are illness, family emergency, school activity, religious holiday, injury or death. When a member must be absent for religious holiday or school activity, it must be marked on the competition calendar in the studio office at least two weeks in advance. Three un-excused absences may result in dismissal from the Elite Dance Company.

Anytime a student misses a required class, it is their responsibility to acquire any important information missed, including extra rehearsals scheduled.

Injury - Medical Release Forms

Elite should be notified immediately of any injuries sustained at Elite Dance Academy LLC, during class, or at competitions or conventions. Elite Dance Academy LLC will not be held responsible for any injuries sustained at Elite Dance Academy. All students are required to carry their own health insurance coverage. Competition students will be given a medical release form which needs to be signed and returned by the first day of class in September. The form will allow the instructor to seek medical attention for the dancer in the event that all attempts to locate the dancer's parents have been exhausted. Please update medical release forms if ANY information changes, including but not limited to phone numbers, medications, medical conditions.)

A copy of the student's birth certificate is also required by the first day of September in the event there is a challenge to their age during a competition.

Behavior

Behavior from students and parents should always be a reflection of the school. Competition and conventions are meant to be an enjoyable experience for children and parents alike. Yelling and misbehaving at the studio and competitions is not acceptable and will not be tolerated. If problems arise, public places such as the lobby waiting room, competition dressing rooms, backstage, during class, etc, ARE NOT the place to discuss issues. You may make an appointment, send an email, telephone, or speak with the front desk in the office or another private place to discuss issues. Please respect others around you. This will ensure a pleasurable experience for all involved and eliminate the 'he said, she said' scenario. Please understand that 'drama' will not be tolerated. Those who do not respect this policy will be asked to leave. NO EXCEPTIONS.

Performances:

Company members missing pieces of, parts of, or a whole costume, may not be allowed to participate in a performance.

Alexandra Monet Short Scholarship

The Alexandra Monet Short Scholarship was established after a treasured student of ours, Ally Short, was sadly taken from us long before her time. As a result, her father established a \$1000 tuition scholarship fund in her memory. The scholarship is broken into two categories:

\$550 Competitive Scholarship and a
\$450 Non-Competitive Scholarship.

The Competitive scholarship is awarded to a Senior Company member who possesses the same love and passion for dance Ally exemplified. The Non-competitive scholarship is chosen at random by Ally's father. Both scholarships are announced during the recital each year.

Competition Winnings & Score Sheets

All cash awards go directly to Elite Dance Academy LLC. Soloist's winning cash awards will have cash awards credited to their account for future competition entries, workshops, etc.

Score sheets from competition will not be given out. Please do not ask.

Other Information

A revised 'Automatic Charge and Draft/Debit Payment Schedule' reflecting competitions and competition fees will be given to company members when the competitions chosen for Elite to attend make their dates and fees available.

Please carefully consider everything involved BEFORE you commit to the Elite Dance Company. With hard work and determination, Elite Dance Company will remain one of the best competition teams around!

COSTUMES

Costumes are part of every recital AND ARE CHOSEN AT THE SOLE DISCRETION OF THE DIRECTORS. There are a few things to remember.

Costume Deposits

Costumes must be purchased through www.CostumeManager.com. Costumes will be made available sometime in October for purchase.

Overdue Costume Balances

Costumes ordered once classes resume after Christmas break will be assessed a \$10 shipping fee per costume and is not guaranteed to be in for pictures.

Shoes

Shoes are considered part of the costume. Appropriate shoes are designated for each class. Shoe information for each class may be found on the website under Required Dancewear. Students must have correct shoes to participate in the recital.

Finale T-Shirt

Required for participation in the recital is the Finale T-shirt. Parents may also order Finale T-shirts. The cost is \$15 per shirt.

Alterations

Costumes may need alterations and is the SOLE RESPONSIBILITY of the student, the student's guardian or parent to obtain.

Other Costume Information

Please make sure to open and inspect your costumes AS SOON AS YOU RECEIVE THEM. Inspecting costumes enables any problems with costumes to possibly be fixed. Elite Dance is not responsible for damaged, misplaced, mis-assembled, lost, unaltered, wrongly altered, or unfinished costumes.

Tights will be required for all Combo Classes and most level 1-4 classes. This information will be made available closer to the recital. All tights and stockings may be purchased through CostumeManager.com or by contacting Buzy Bodies in Mandeville.

In rare instances, Elite Dance is shorted costumes or costumes don't arrive in time for pictures. Should this happen, Elite will help you make arrangements to borrow a costume for 'package' pictures. Should a student not have a costume available for group pictures, that student may be inserted into the group picture via computer.

Costumes that are not claimed by the recital become property of Elite Dance.

PICTURES

Picture Date and Photographer

Students will have the opportunity to take pictures at Elite Dance once a year in their costumes. Pictures will be taken sometime between late April and early May, depending on the schedule of the photographer.

Packages and Recital Book Pictures

Packages and Recital Book Pictures are different and therefore have different prices.

Individual Packages are individual pictures taken during picture weekend at the studio that ARE NOT automatically put into the recital book but are available for purchase through the photographer. Prices for Packages are set solely by the photographer. Package fees are to be made out and paid directly to the photographer. Elite Dance is not responsible for lost, damaged, undelivered, or wrongly printed packages. Please speak directly with the photographer for any package related issues.

Group Pictures are pictures each class takes for the recital book. However, anyone who does not buy a picture spot in the recital book IS NOT ALLOWED to participate in the class group picture.

Recital Book Picture sections come in three sizes: ¼ page, ½ page, & Whole Page sections. Once an Individual Package has been taken, Elite Dance chooses the best picture to put into your purchased picture section in the recital book. The director's decision is final.

Putting a Picture in the Recital Book

There are two ways to put pictures in the book:

The first way is to sell ads. Please keep in mind that if a student sells enough ads, he or she will not have to pay for a picture spot in the book, so sell, sell, sell!

The second way is to buy a ¼ page, ½ page, or whole page section in the recital book. Complete ad information, including ad and picture section prices, due dates, and cover contest information will be given out in December.

Missed Pictures & Make Ups

Should you miss your picture session at Elite Dance Academy, Elite will provide you with a date on which all of those who missed picture weekend will be able to take pictures. Please understand that make up/missed pictures will be taken at the photographers studio. If you miss make up/missed picture day, it is your responsibility to schedule and take pictures with the photographer on your own time. Please understand if you miss pictures during picture weekend at Elite Dance Academy or make up/missed picture day, there is NO GUARANTEE your picture will go into the recital book. Accordingly, any fees paid to Elite Dance Academy for pictures in the recital book WILL NOT be refunded.

Other Picture Information

- A costume checklist will be handed out prior to pictures for all students, parents or guardians to make sure students have all costumes, costume pieces, hair accessories, jewelry, stockings, and shoes.
- Please show up to picture week at Elite Dance Academy in the appropriate costume. All makeup and hair should already be done.
- Those late for group pictures may not be in the picture. Please arrive at least 15 minutes in advance of your scheduled picture time.

- Picture week is not a time to discuss any issues arising during the year. Please hold all questions and concerns for another time.
- Please make sure costumes are altered and fitted BEFORE pictures. Elite Dance Academy is not responsible for unaltered costumes and costumes that do not fit properly.
- THERE ARE NO REGULARLY SCHEDULED DANCE CLASSES AT ELITE DANCE DURING PICTURE WEEK.

RECITAL

The end of the year recital is what we work for all year. The recital is a big production that incorporates many aspects.

Recital Choreography

Choreography taught in class specifically for the recital is important for a good show. Those missing performance choreography for ANY reason may be required to learn missed choreography in a private lesson or may be removed from missed choreographed sections.

Rehearsal Week

Students will receive a rehearsal schedule for the week of the recital. Please be advised that the schedule will be different from the students' normal class times for the week before and the week of the recital. During this week, all dances are run, entrances and exits rehearsed, last minute choreography worked out, and questions dealt with. Anyone with rehearsal schedule conflicts MUST tell Elite Dance before the week of the recital.

Recital Rehearsal

Recital rehearsal is MANDATORY and takes place at the location where the recital is to be held.

Those missing rehearsal may not be allowed on stage for the recital.

Date, Time, & Place

The recital is held on either the second or third Saturday in June the Slidell Harbor Center. Dates will be confirmed by December. We do two performances on this day - a matinee show and an evening show. Please plan family vacations accordingly.

Invitations

Each student will have the opportunity to invite family and friends to view the recital.

Each single student performing in the recital will receive 6 complimentary general admission tickets.

Each family, with more than one student enrolled at Elite Dance performing in the recital, will receive 8 complimentary general admission tickets.

Should more tickets be required for admission, they may be purchased in the office AFTER initial tickets are handed out to the entire school. Tickets will be sold through the office until tickets are sold out.

Reserved Seating

You may add the Reserved Seating Option to your general admission ticket for an additional \$20 per ticket. The General Admission ticket grants you entry. When you add the Reserved Seating Option, your

name will appear on seats of your choice for the recital, thus eliminating the 'general admission rush' for seats. Reserved seating is a great way for you to know that you will have the seat you want! All top ad winners, ad runner ups, and graduates will receive complimentary reserved seating. (Purchased reserved seats may not be in the same row as complimentary reserve seats.)

Recital Book

The recital book is a quality publication which serves as a great memento of all the hard work a student has done and of the show the student performs in. An Ad Contest takes place between January and March (refer to Dates to Remember) to determine the Cover Girl or Boy. Students competing for Cover vie for:

- His or Her picture on the front cover of recital book
- Extra Reserved Seating in the front at the Recital
- Featured Part in the recital
- Presentation on stage
- A large trophy and two pages in the recital book
- Cover Girl/Boy may also place pictures on their full page ads
- Group top ad winner picture on inside cover

Complete information will be handed out to the entire school prior to the contest for anyone who wishes to compete for the cover of the recital book.

Recital books can be purchased through the office and at the recital.

** For information on putting pictures in the book, please refer to the picture section.

Video DVD & Picture CD

Everyone will have the opportunity to purchase a copy of the DVD of the recital and a CD of pictures from the live show. Order information will be available sometime in May.

AWARDS

Attendance and Participation awards are distributed in class the week of the recital.

Year Awards

Year awards are given beginning with the completion of a dancer's 4th year of study and on every even-numbered year afterward (6,8,10,etc.)

Credit from other schools are accepted provided no long gaps have interrupted the child's study.

Perfect Attendance

Perfect attendance is given to students with NO absences from the beginning of classes in September through the end of classes in June.

Good Attendance

Good attendance is given to students with no more than 2 absences from the beginning of classes in September through the end of classes in June.

Participation Certificates

All students will receive a participation certificate for the current year.

Ad Winners

Ad winner trophies, including Cover Girl or Boy, are given to those selling at least \$250 in ads for the recital book. ALL TOP AD WINNERS WILL RECEIVE PRIORITY RESERVED SEATING IN THE FRONT!!

Unclaimed Awards

Any unclaimed awards given out in class, at rehearsal, or at the revue will be available for pickup in the office until the end of the dance year. Unclaimed awards will not be given out the day of the recital.

Other Information

Elite Dance Academy LLC is not responsible for lost, broken, or mis-assembled awards. Elite Dance Academy LLC will not replace or repair lost, broken, or mis-assembled awards.

OTHER RULES AND REGULATIONS

Students enrolled at Elite Dance are not allowed to cross enroll at other competitive dance schools without the express permission from Michael & Eileen Arnold. Cross enrolling is grounds for immediate dismissal from the school.

Proper attire, including but not limited to shirt and shoes, is required to enter Elite Dance Academy LLC.

Dancers must be on time, dressed in proper attire, and remain in the waiting area until class begins. No dangling jewelry allowed in class.

No smoking, eating, drinking, or gum chewing allowed in the studio.

Do not open the door while class is in progress.

Please Direct All questions and concerns to the front desk person.

Dancers are not allowed to run, hang on the barres, or otherwise misuse the equipment.

Elite Dance Academy LLC reserves the right to reschedule or cancel a class or classes without notice.

Elite Dance Academy LLC reserves the right to refuse services to anyone for any reason.

It is the sole responsibility of the student and/or the parent/guardian to keep personal information current and updated in the payment system.

Video/Audio surveillance is present on the premises.

It is the sole responsibility of the student and/or parent/guardian to acquire any missed information. Information is readily available by speaking with the front desk, through hand-outs given during class on the bulletin board in the lobby, or online on our website: www.elitedanceacademyllc.com

ALL FEES ARE NON REFUNDABLE.

Elite Dance is not responsible for lost, stolen, or damaged items.

Any items left in studio will be placed in the lost and found. At the end of each month, any items remaining in the lost and found will be donated to the goodwill.

All information contained herein is subject to change. Any changes made will be available to all concerned as soon as possible.

Thank you for joining the ELITE DANCE FAMILY!!
We are looking forward to another fun filled and rewarding
year!