



The Element Dance Center

5919 Severin Dr. La Mesa, CA 91942 (619)644-2911

www.theelementdancecenter.com

THE ELEMENT

A studio where imagination and perseverance are the building blocks to success, and dreams are achieved with hard work, passion, and dedication.

MISSION

To create a positive atmosphere full of opportunities for dancers to grow, learn and explore artistically while nurturing their self-expression and building their confidence. The foundation of every student is shaped by the class they attend, and the highest level of instruction available. We challenge our students to strive for excellence, set personal and attainable goals, and create memories to treasure forever.

2015-2016 Policies & Procedures

Effective September 1, 2015

Annual Registration Fee Non-refundable (valid Sept '15-Aug '16) DUE September 10th, 2015

1 student=\$25.00 2 students=\$35.00 3 students or more=\$45.00

Pro-rated registration fees for midseason registration

January/February/March/April=\$12.00 per student May/June/=\$5.00 per student

Monthly Technique Class Tuition

\$25.00	1/2 hour class per week	\$130.00	4 hours per week
\$38.00	45 minute class per week	\$155.00	5 hours per week
\$50.00	1 hour per week	\$180.00	6 hours per week
\$80.00	2 hours per week	\$205.00	7 hours per week
\$105.00	3 hours per week	\$225.00	UNLIMITED 8 Hours or more

Private Lessons

(master classes & competition classes are not included in Unlimited)

Individual Private \$34/half hour

Semi (2or3dancers) \$16each/half hour/dancer. (If only one dancer present for they will be charged as a private lesson)

Sibling Discount 25% off Technique Class Tuition (competition classes/workshops/privates/semi-privates excluded)

Drop In Tuition 1 hour= \$15 1/2 hour= \$8 2+hours consecutive on same day= \$10/hour

Studio Closures: Sept 7th Labor Day, Oct 31st Halloween, Nov 26th-29th Thanksgiving, Dec. 23rd-Jan 1st Winter Recess, March 21st-25th Spring Break/Easter, May 30th Memorial Day, One week summer break in July TBA.

Tuition Policies – Parent/Guardian Please Initial Acknowledgement of each Policy.

- Tuition is due no later than the 5th of each month, regardless of which day of the week it falls on. \$15 late fee will be assessed for Tuition collected after the 5th. _____ initial
- Once you break the Unlimited Plan and pay by the hour/lesson, you cannot return to the Unlimited Plan in that season, you must pay per class. (Season runs Sept.-July). _____ initial
- If Tuition is not paid by the 5th of each month, private/semi-private lessons will be cancelled until your account is brought current including late fees. _____ initial
- Checks received with request to “hold” until a specific date, will not be accepted. _____ initial
- There will be a \$25 service charge for all returned checks. _____ initial
- You must notify the Office prior to your absence to be eligible for make-up classes. _____ initial
- There are no refunds or credits for missed classes. Tuition is NOT adjusted for Holidays or Vacations. Make-up classes are available. Student has one month to use make-up class credits. Missed classes will not be applied toward future Tuition. _____ initial
- 24 hour cancellation notice required to avoid charges for Privates and Semi-Privates. If one member of the Semi-Private does not show, for any reason, it will be charged as a Private lesson. _____ initial
- All Privates and Semi-Privates are to be paid in advance or on the day of instruction. Privates and Semi’s not paid within 72 hours of service will be assessed a \$5.00 late fee. _____ initial

Viewing Policy – Parent/Guardian Please Initial Acknowledgement of each Policy.

Technique and Recreational classes are open for viewing the first lesson of each month ONLY. New students may join class mid-month, however, parents of new students will not be permitted to watch unless it is the first lesson of the month. Competition classes will be open for viewing upon the Instructor’s invitation ONLY. _____ initial

Private and Semi-Private lessons will be open for viewing upon Instructor’s invitation or prescheduled with the Instructor per parent request. _____ initial

Dress Code

Tot & Combo Classes Comfortable dance attire and coordinating shoes (tap/ballet slippers/jazz shoes/tennis)

Ballet/Pointe All Levels: Pink Tights (full footed/convertible), Pink Ballet Slippers/Pointe Shoes, Hair pulled back in neat/secure professional bun with hair pins and hair net, and hairspray or gel.

Pre-Ballet & Level 1: Black or Baby Pink Leotard. Skirt optional. Level 2-5: Black Leotard. No skirts.

Jazz, Tap, Acro & Contemporary

Shorts, Capri’s, or “Booty” Shorts (booty tights underneath required)

camisole, sports bra, tank top, or leotard (no loose, sloppy clothing)

Appropriate footwear for jazz, tap, contemporary. Bare foot for Tumbling.

Hair is to be pulled back off face, unless Instructor requests otherwise.

Hip Hop (dress code does not apply for Tiny Tot Hip Hop)

Loose sweats/capri’s (no jeans, shorts, skirts), Tennis Shoes/Boots Required.

Students who do not follow the dress code including appropriate hair style, will not be permitted to attend class, no refunds or credits will be given. _____ initial

Additional Policies – Parent/Guardian Please Initial Acknowledgement of each Policy.

- Please arrive on time. Late arrivals disrupt the entire class. No student will be permitted to enter class if they arrive more than 10 minutes late. NO EXCEPTIONS. _____ initial
- All dancers must bring the proper shoes to class in a Dance Bag. Toys, electronics, etc. should be kept at home to avoid distractions. We ask you refrain from EXTRA LARGE suitcase like bags as they take up a lot of space in the dance rooms, especially if several students in the class have such large bags. _____ initial
- Any student or parent who shows disrespectful behavior toward any teacher, parent, or student will be asked to leave the premises and possibly asked to not return to The Element indefinitely. Unruly classroom behavior will not be tolerated from any student of any age. Credits or refund will not be given for missed classes due to behavioral issues. _____ initial
- Please do not interrupt any class or private lesson to talk to the instructor. Contact the instructor via email, phone, or you may leave a note for them at the front desk. Conversations before and after classes are also discouraged, as that takes class time away from the students who are attending the next class. _____ initial
- If there are 3 or less students in a 60 minute class, the class time will be reduced. _____ initial
- Dancers should bring water to class in a spill proof bottle or purchase water from the desk before the start of class. _____ initial
- Recreational Performance Classes will perform at our Annual Recital in Spring/Summer, San Diego Fair, and any other performance opportunities that may arise. All performances are optional. All costume deposits for “Rec” classes are due no later than February 15, 2016 (\$50 per class per student for deposit). If you join the class after the costume deadline, participation in the performances will be determined by costume availability. “Rec” class costume range from \$50-\$100 each. _____ initial
- Deadlines for Miscellaneous Fees (i.e. Costume Fees, Recital Fees, etc.) will be strictly enforced. All fees are due on the set deadline, regardless of which day of the week they fall on. You can always mail your payment to ensure they are received on time if the deadline happens to fall on a day you do not attend classes or if it falls on the weekend. \$25 Late fee will be applied for payments received after the deadline for any and all miscellaneous fees. _____ initial
- All accounts must be paid current by the end of each month. If you have an outstanding balance, any monies received will go toward pre-existing balance first, and then toward new charges, regardless if you specifically address which charge your payment is intended. Oldest charges must be paid prior to any new charges, including late fees. _____ initial
- Mandatory \$40.00 Recital Participation Fee is due no later than April 15, 2016 for all dancers who choose to perform in the Annual Recital (all Company dancers required to perform). _____ initial

Acknowledgement Student Name (Please Print) _____

Parent/Guardian Full Legal Name (Please Print) _____

I have read and understand the Policies & Procedures set forth by The Element Dance Center and accept the conditions within including financial responsibility for charges incurred for this student.

Parent/Guardian Signature

Date

Email/Phone

For Office Use Only: Received _____ Staff Initial _____