



Elite Fine Arts Academy Policy Manual 2023-24

Jazz, Ballet/Pointe, Tap, Contemporary, Hip Hop, Musical Theater,
Acrobatics, Circus Arts, Voice Ensemble, Latin Jazz,
Choreography/Improv, and Combination Classes for 3-6 yr. old

***Refer a Friend Program**

***Elite Birthday Club**

***Elite's Student of the Month**

Recreational and Pre-Professional

Ages 3 and Up!

Office Hours: Currently limited (see studio main door)

Monday, Tuesday, and Wednesday 6:00-8:00pm

Saturday 10:00am-12:00noon

Registration Always in Progress!

17960 Toledo Blade Blvd Units A-E * Pt Charlotte, FL 33948

elitefinearts.com

941-235-1441

Welcome to Elite Fine Arts Academy! We are very excited that you have chosen to join the 'cream of the cream'! Our mission is to give the student, whether beginner or advanced, a place to shine! It is our goal to always keep our student's interests and welfare in mind. It is also our intent to lead, teach, and create with our hearts and knowledge! We have over 38 years of teaching experience and we take our job very seriously! If your child wishes to pursue a career in the performing arts field...we are here to give them every advantage. If they just want to dance for the joy of it, we make that happen in every class!

Please KEEP and READ through carefully!

Elite Policies: effective: 8/1/2023 subject to change without notice.

Anything worth doing takes discipline and dedication! In order to maintain a high professional standard, we must insist that parents and students become partners with us! We ask that you familiarize yourselves and follow the policies laid out for you in this manual. We are here to answer any questions that may arise.

ATTENDANCE: In order to take full advantage of dance education **regular attendance is a must!**

Dance class is a team effort! Students, Teachers, and Parents working together!

Class attendance is taken. Please Be on time! If a student is tardy and misses warmup, they may be asked to sit and observe class for safety reasons.

Please call the office if your child will be missing for any reason! 941-235-1441

There are no refunds for missed classes.

Make up classes are available and are encouraged for all missed lessons

DRESS CODE: When you dress professionally you act accordingly!

Parents are responsible for Elite Students adhering to our dress code.

Studio colors: White, Black, Gray, Orange, Yellow, and Burgundy.

SEE DRESS CODE HANDOUT

STUDENT LOUNGE:

Elite's lounges are for **STUDENT members only!**

We have implemented a drop off policy for Health/Safety/Space measures.

Only **students** are permitted to wait for classes in the lounge.

All Food and Drink must remain in the lounge!

Please remind your **child to clean up after themselves!**

No rough housing or acrobatics.

No smoking/Vaping of any kind is permitted **in or around** entrances on Elite property.

If any property is damaged, replacement charges will be posted to your account.

SECURITY CAMERAS ARE IN ALL COMMON ROOMS...**NO CHANGING IN LOUNGES OR STUDIOS!** PLEASE DO ALL CHANGING IN ONE OF ELITE'S 4 RESTROOMS.

DROP OFF/PICK UP: Please be on time to pick up your child.

A late fee will be posted for anyone leaving a child after 9:00pm /closing time.

Please arrive a few minutes early before each class starts. In cases of emergency or if pick up plans change...please inform our office and your child. Your child's safety is a great concern however we are a teaching facility, please tell your children to **wait inside** Elite's doors for pick up and to make sure they know who is picking them up.

CLASS ASSISTANTS: Trained student assistants sometimes help with warmup and demonstrations. If a teacher is away or ill, a substitute teacher will be assigned to that class. This substitute may be a regular class teacher or qualified student teacher.

TUITION:

Tuition is a **yearly contract**. Elite is now a year-round academy.

There are 2 payment options. Only the **1st month of tuition is prorated**.

1. Finance your year into monthly payments. A Full year will be paid in 11 installments, 11 months will be paid in 10 installments, and etc...

A 15% down payment and first month's tuition is due at sign up.

Tuition is divided into 11 equal payments that are consistent whether there are 3, 4, or 5 lesson weeks in a month.

Payment is due on the 1st of every month and late on the 15th. A late fee will be posted on your account if payment is not made by the 14th day of the month.

2. Pay tuition in full and receive an 8% discount. Must sign up by Sept 1st to qualify for discount.

A 20% down payment is due at sign up with remaining balance due by September 1st.

Tuition Charges will be posted to your account at the beginning of each month. You will have access through the **PARENT PORTAL** to pay your tuition and other charges online. **No monthly statements are sent.** AKADADANCE.NET

Payment methods: Cash, Check, and or Credit Cards (a 2% processing fee will be charged for all credit card payments). You may also set up a reoccurring Payment through your financial institution.

A Current Credit Card must be left on file at elite. If your account falls behind

or if costume payments are left after January 4th, that card will be used to pay for outstanding fees.

FEES:

1. A \$15 LATE FEE IS POSTED FOR TUITION PAID AFTER THE 14TH OF EACH MONTH

2. A \$25 FEE IS POSTED FOR RETURNED CHECKS

3. A \$15 LATE FEE IS POSTED FOR COSTUME BALANCES LEFT AFTER January 4th

4. RECITAL FEES ARE DUE APRIL 1ST: \$65 (INCLUDES: Digital DVD of June showcase/ CAST T SHIRT, and any extra Rehearsal time)

5. No student will be permitted onstage if a balance is due on their account

If any account falls 2 months behind, your student will be asked to observe class until the account is brought up to date.

CANCELATIONS:

You must give 30 days -notice to drop a class and/or to drop membership. Tuition is due for that month.

IF YOU ARE CANCELING YOUR MEMBERSHIP CONTRACT YOU MUST GIVE 30 DAYS NOTICE VIA A WRITTEN NOTICE OF WITHDRAWL FROM ELITE. YOU OWE FOR THE MONTH THAT YOU GIVE YOUR NOTICE.

THERE ARE NO REFUNDS FOR TUITION, Down Payments, OR ORDERED COSTUMES FOR ANY REASON. IF YOUR CHILD IS DISMISSED FOR UNFAVORABLE BEHAVIOR...THERE ARE NO REFUNDS.

CLASS LEVELS: We have implemented a system to move our students forward and help them progress faster!

Tots (3-4yrs): at least 1 class a week

Little Elites (5-6yrs): at least 2 classes a week

Beginning level: Level 1 (7-9yrs): at least 2 classes a week -highly recommend 1 Ballet

Beginning intermediate Level: Level 2 (8-11yrs): at least 2 classes a week- 1 Ballet

Intermediate level: Level 3 (9-12yrs): at least 3 classes a week- 1 Ballet

Intermediate/Adv Level: Level 4 (10-14 yrs): at least 4 class a week- Ballet 1x a week

Advanced level: Level 5/6/7 (13-up yrs): at least 5 classes a week- Ballet 2x a week

*If you do not wish to follow our pathways, we offer an "a la carte" pricing menu

Only elite teachers decide on the level for your dancer.

TEAM REQUIREMENTS

Audition only – must join Prestige/Crew Facebook group for information!

Mini Team: Choreography class, Ballet, Jazz, Contemporary, and Acrobatics

Junior/Teen/Senior Teams: at least 5-6 classes a week to maintain proper technique: Choreography class, Ballet 2x a week, Jazz tech, Jazz, Contemporary required, and Acrobatics recommended.

FEE SCHEDULE 2023-24 August-July

MONTHLY FINANCING -SIBLING DISCOUNTS AVAILABLE

1 CLASS PER WEEK (1 HOUR): \$54 mthly 2 CLASSES PER WEEK (2 HOURS): \$96 mthly

3 CLASSES PER WEEK (3 HOURS): \$130 mthly 4 CLASSES PER WEEK(4 HOURS): \$158 mthly

5 CLASSES PER WEEK (5 HOURS): \$182 mthly 6 CLASSES PER WEEK(6 HOURS): \$202 mthly

7 CLASSES PER WEEK (7 HOURS): \$232 mthly

8 and up CLASSES PER WEEK (UNLIMITED...DOES NOT INCLUDE PRIVATES, COMPANY, or PRESTIGE): \$248 mthly

HALF HOURS: \$20

PRESTIGE DUES: \$28 Must **maintain:** Ballet (correct level), Jazz, Jazz tech, and Contemporary

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PRIVATES: HALF HOURS: \$32 EACH HALF HOUR HOURS:

PRIVATE HOURS: \$62

Elite does not charge a 'Choreography Fee' ...all solos, duets, trios must sign up for Private time.

ALL PRIVATE LESSONS MUST BE PAID IN FULL AT THE BEGINNING OF THE MONTH.

MAKEUPS WILL BE SCHEDULED ONLY IF STUDENT IS ILL.

If you miss due to a conflict or scheduling problem, no refund or makeup will be made. Teachers have given their time to your dancer's private.

Elite students participate in 3 original stage performances in a season. We only order/purchase costumes for the June showcase.

A rental fee will be charged for use of studio costumes if needed for the October tribute show and/or the Christmas performance.

SHOWCASE/COSTUMES: Class choices must be made final by DECEMBER 1st as showcase Costumes for June are ordered in DECEMBER. Costume for the June show are estimated at \$95-\$98 PLUS TAX per class established by costume companies and shipping, and handling.

SHOWCASE DATES ARE TBA...BUT ARE USUALLY THE 2ND OR 3RD WEEK IN JUNE.

PLEASE MARK YOUR CALENDAR NOW!

IT IS VERY IMPORTANT TO US THAT YOUR DANCER PARTICIPATE IN OUR SHOWS! NOT TO DANCE WOULD BE LIKE PRACTICING FOR THE BIG GAME AND NEVER GETTING TO PLAY!

PLEASE LET US KNOW IF YOUR CHILD WILL BE AWAY FOR OUR JUNE SHOW....

ONCE A COSTUME IS ORDERED YOU ARE RESPONSIBLE FOR IT....

REMEMBER WE ORDER IN DECEMBER!

NO COSTUME REFUNDS AFTER DECEMBER 1ST

COSTUME PAYMENTS:

1. **Costume Deposits are due by September 30th** – Deposits cannot be made through your portal. You can send in a check or call in a credit card payment (extra payments can be made by check/cash/Credit Card anytime during Aug-Nov.)

2. **All costume balances are due by December 1st and considered late after Jan 4th**

*Tights, shoes, and accessories are not included in costume prices.

Showcase pictures: Groups are Mandatory.

Individual picture packages are offered but are optional.

DATES TBA usually during the month of APRIL/MAY

HOLIDAYS/CLOSURES: We do not close just because schools are closed!

Elite follows the school system calendars (Charlotte and Sarasota) and will be closed on

Major holidays including but not limited to:

Labor Day, Thanksgiving Week, Winter Break (Christmas), Spring Break, Halloween, and sometimes Memorial Day.

There will be some Saturdays that we will be closed for Prestige competitions (3). Continued...

Make ups will be available for those Saturdays.

Please check the emails, and phone /text messages, elite's facebook page for these and any other closings.

EMERGENCY WEATHER CLOSINGS: When the county schools close for weather emergencies, Hurricanes/Tornado, Elite will also close. Again, **please check emails and phone at elite for messages.**
941-235-1441

COMMUNICATION: If you are not receiving our Newsletters, please let us know!

*Communication is key!

***Communication is a 2-way street!**

The more you are in the know, the better your whole experience will be! If you read something you do not understand, we are here to help!

*We communicate with you through your email via Constant Contact and Elite's Facebook Page. Sometimes Flyers will also come home to you.

***It is your responsibility to open and read our emails.** They are also posted on our Facebook page.

***Please use:** misstrudy@elitefinearts.com

Not a gmail address or leave a phone message if you have questions!

***Messages after 9pm will be addressed the following business day.**

*Please **do not private message or text Teachers at Elite.**

We discourage teacher student fraternization. All issues and questions are to be handled through our office.

Thank you!

Elite Staff