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**Elite Policy Manual!**

*Jazz, Ballet/Pointe, Tap, Contemporary, Hip Hop,*

*Musical Theater, Acrobatics, Latin Jazz, Circus Arts,*

*Vocal Ensemble, Combination classes for 3-6 yr olds,*

*Choreography/Improv, and Martial Arts!*

*\****Refer a Friend Program**

**\*Elite's Birthday Club!**

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

*Classes for Girls, Boys, and Teens!*

*Recreational and Pre Professional*

*Ages 3 and up!*

**Office Hours:**

Mon-Thurs 4:00-8:30pm

Saturdays: 10:00am-2:30pm

***Registration Currently in Progress!***

***Call or Stop by Today!***

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

**941-235-1441**

**elitefinearts.com**

**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! We take our job very seriously! If your child wishes to pursue a career in the performing arts field…We want to give your child every advantage!**

**Anything worth doing takes discipline and dedication! In order to maintain a high standard we must insist that parents and students become partners with us! We ask you to familiarize yourselves and follow the policies laid out for you in this manual! We are here to help you so let us know if you have any questions!**

**ATTENDANCE:** In order to take full advantage of dance education, regular attendance is a must! Dance is a team effort! Students, Teachers, and Parents working together! Class attendance is taken. Make up classes are offered. Please make sure your performer is on time! If a student is tardy they miss warmup and may be asked to sit and observe class. **Please call us if your child will be missing for any reason!** There are no refunds for missed classes.

**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**

**All Jazz/Contemporary/Tap/Latin Jazz Classes, Acrobatics and Circus Arts:** Black or Burgundy Leotards, any color dance shorts, studio color cami dance tops, and or studio color dance bra tops, studio T shirts, tan, black, or pink tights, black or studio color leggings, Black or tan jazz shoes. Latin Jazz requires character shoes or ballroom shoes -silver or black. Acro can be in bare feet or jazz shoes. Hair must be up and off the face.

**Combination Classes 3-6yrs: Little Elites and Tots** - Pink or Black leotards, Pink or Black tights, Pink or Black skirts are allowed. Pink leather Ballet shoes and Black Mary Jane style Tap shoes. Hair up and out of face.

**Musical Theater and Vocal Ensemble:** Loose clothing in Studio Colors.

**Martial Arts**: White Uniform (ordered for each child) please provide height and weight.

**Ballet:** see attached for each class level.

**STUDENT LOUNGE**: Elite's lounge is **for members only!** Immediate family allowed. Please do not bring friends to wait in the lounge as our insurance only covers members! **All Food and Drink must remain in the lounge!** Students and Families…please respect and clean up the area! No rough housing or Acro! No smoking of any kind is permitted in or around entrances on Elite property.

**DROP OFF/PICK UP**: Please be on time to pick up your child. A late fee may be posted for anyone leaving a child after 9:00pm closing time. Please be conscientious! Try to arrive a few minutes before class starts. In case of an emergency or if pick up plans change…please inform the office. 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 make sure they know who is picking them up.

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

**TUITION:** Tuition is a YEARLY CONTRACT. There are 3 payment options. ONLY 1st month's tuition is prorated. **1**. You can finance the year into monthly payments- tuition is divided into equal monthly payments that are consistent whether there are 3, 4, or 5 class weeks in a month. Payment is due the 1st of the month and late after the 15th. For using this option a $40 security deposit is due at the time of sign ups and deducted from your final June payment. **2**. You can pay your tuition in full by OCTOBER 1ST and receive a 8% discount. A 15% deposit is due at the time of sign up. **3.** You can make 3 installments due August, December 1st, and April 1st. There is a $20 security deposit for using this payment option due at the time of sign up.

**NO MONTHLY STATEMENTS ARE SENT…**You are welcome to set up an automatic payment to Elite through your financial institution. **Payment methods: Cash, Check, Visa, MC, Discover FEES: \***A $15 late charge is posted for tuition paid after the 15th of each month. \*A $25 fee is posted for returned checks. \*A $15 late fee is posted each month on accounts with costume balances after Jan 15th. **If any account fall 2 months behind, classes for that student will be suspended until account is brought up to date.**

**If you are dropping a class in the middle of the month, your tuition will be adjusted the following month.**

**If you are canceling your contract you must give 30 days notice via written statement and phone call to our office 941-235-1441.**

**There are no refunds for tuition or registration for any reason. If your child is dismissed for bad behavior…no refund for tuition or registration.**

**FEE SCHEDULE 2016-17:** monthly financing - Family plan available **1** class per wk: $40.00 **2** classes per wk: $70.00 **3** classes per wk: $98.00 **4** classes per wk: $124.00 **5** classes per wk: $149.00 **6** classes per wk: $174.00 **7** classes per wk: $194.00 **unlimited**: $220.00 (does not include privates or company) 1/2 hours: $20.00 **Semi Private** 1/2 hours: $15 per student /Hours: $30 per student **Privates**: $30.00 1/2 hours $60 hours \*semi and private lessons **must be paid in full prior to lessons Martial Arts**: $40.00 per month -2x week and $30.00 per month -1x week. Uniforms $38.00/$7 patch (subject to change

**Company members**: $18.00 dues **Prestige members**: $22.00 dues (must be in Company to participate)

**SHOWCASE/COSTUMES:** Class choices must be final by December 1st as costumes are ordered in December. Recital dates are TBA in June -usually 3rd week and are held at NPHS. **A recital fee of $50.00 is due April 1st** and includes 2 tickets and recital cast T shirt. You cannot purchase additional tickets or pick up your tickets until the Recital fee is paid. Costumes are estimated at $90-95.00 per class.  **Option 1:** Costume payments are as follows: Sept 1st, Oct 1st, Nov 1st, Dec 1st, with the final balance due Jan 2nd. **Option 2:** You can also make a $45.00 deposit for each class costume with the **final balance due Jan 2nd.** Remember tights, shoes, and accessories are not included in costume prices. \*\*If your child is not able to participate in the showcase…please let us know! Once a costume is ordered it is your responsibility**. NO REFUNDS FOR COSTUMES AFTER DECEMBER 1ST.**

**HOLIDAYS AND CLOSURES*:*** Elite follows the school system calendar and will be closed **only on MAJOR** school holidays including: Thanksgiving week, Winter Break, Spring Break, Halloween, and Memorial Day. Please check bulletin boards and phone messages for any other special closings. **When the county schools close for weather emergencies, example Hurricanes/Tornados, Elite will also close. Please look for** **emergency emails** and **office phone messages.**

***Elite reserves the right to refuse service to any potential or current customer. Please read/behavior:*** \*Unfavorable behavior is grounds for dismissal without refund of tuition. These behaviors include but are not limited to: \*Disrespect towards Teachers, Staff, and/or fellow Students \*Foul Language \*Repeatedly failing to follow dress code and Elite Policies \*Being 2 months behind in tuition payments \*Stealing \*Destroying Elite property.

**Elite is in our 10th season and thanks to you the future is Bright! Put away any preconceived ideas and previous experiences. The sky is the limit! Thank you for entrusting your child's performing arts education to Elite Fine Arts Academy!**