

Academy Policies

Last Updated: June 7th, 2023

Private Group Private Lessons:

Private lessons are available at an extra charge of \$75.00 per one-hour session. Lessons may be broken down between 2 half hour sessions or 1-hour sessions.

Costume and Recital fees:

By organizing community events, our aim is to raise funds for performance fees, specifically for the use of the auditorium. We kindly request your participation either through volunteering your time or donating items for these events. Don't forget to invite your family, friends, and neighbors to join in! For information for upcoming events click on "Community Events" on our website at the top of the page. For more details and costumes and recital fees, please consult the "Recital Manual."

[Click here for Community Events.](#)

Costume Alterations:

If the costumes are owned by EDA (the academy), any necessary alterations will be taken care of by the academy. However, if the costumes are owned by the family, it is the responsibility of the family to handle any required alterations.

Recital T-shirts and Tickets:

Pre-orders for our recital T-shirts, which feature a list of all performers on the back, will be open prior to the recital. These T-shirts can be purchased as part of our recital package or separately at an extra cost. Wearing the recital T-shirts is mandatory, as they serve as the costume for the curtain call dance. On April 1st, recital tickets will be available for

purchase. Adult tickets are priced at \$15, child tickets at \$10. Please note that families are responsible for covering the ticket processing fees. Tickets will not be available for purchase at the door.

Dance Dress Code:

It is essential for all students to adhere to the appropriate dress code during their classes. Please refer to the "class descriptions" section for detailed information on the dress code. Kindly note that street shoes (except for hip hop), sandals, jeans, or skirts are strictly prohibited in the dance studio at all times. During class sessions, gum chewing, and eating are not permitted in the dance rooms. For the safety of everyone, jewelry should not be worn, as EDA will not be held responsible for any damage or loss. Attending dance classes requires all students to be dressed in appropriate dance wear.

[Click here for dance attire.](#)

Sickness/Injury:

In the event of your child being ill, please keep them home from class in order to reduce the chance of spreading the sickness. If a dancer is injured, they are encouraged to observe class. Please, inform the studio if the child is sick and is staying home. Dancers are strongly encouraged to attend a make-up dance class to compensate for any missed classes. Please notify the studio in advance regarding the intended class attendance.

Refunds/Credit on Account

Refunds are only issued when EDA cancels a class due to low enrollment. Account credit will be issued when the student initiates the schedule change. Credit will be applied to any tuition or fees due to EDA within one year. Those students that do not fulfill the minimum requirement may be subject to move into a different class. Parents are encouraged to enroll their children in another class.

Missed Classes

*Make up classes are available for absences due to illness or inclement weather.

*Any missed classes may be made up in a similar level class and always with the approval of the instructor.

*All make-up classes need to be made up within a 4 week time period.

*There are no refunds for missed classes from illness or inclement weather.

*Make-up classes are not required.

Most of the time the roads are much better once the afternoon has arrived. So, just because the school let out for a snow day does not mean that EDA is closed. Classes missed due to a snow day can be made up but they will not be rescheduled unless a class misses more than 2 regularly scheduled classes. We will inform you by our modes of communication. We will make the call by 2:00 pm that day. Please check your email and our website for messages.

Attendance:

Attendance is taken at each class. Good attendance is very important to each dancer's success, as well as the progress of the class as a whole. All classes can be made up. Please check the website or email the studio for times available for your child. Tuition will not be refunded or discounted due to absences. If a student has repeated absences, the studio reserves the right to limit or restrict the student's participation in the recital routine or performances.

Substitutes:

The studio reserves the right to provide a substitute instructor if the regularly scheduled instructor is ill or otherwise unable to teach classes.

Communication Policy:

Throughout the dance year, there will be several important dates, activities and information. There will be SEVEN modes of communication:

1. Email
2. Website
3. Text Messages
4. Facebook (Elements Dance Academy Facebook page)
5. Studio Bulletin Board
6. Handouts (on important items only)

7. Sign-up Genius

EDA will not be responsible for updating members individually with information. All deadlines must still be met regardless of how often you check it.

ALL notes and reminders are emailed to the address EDA has on file.

Holidays:

No classes will be held on the following days:

Federal Holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, and Veteran's Day

Good Friday: Friday of Good Friday

Thanksgiving Break: The week of Thanksgiving

Christmas Break: The third Sunday in December--to the first Monday in January

Halloween: October 31

Spring Break: follows Platte County School district's spring break schedule

**EDA will remain open during school in-service days, parent/teacher conferences, teacher work days, etc.

Dropping Off and Picking Up:

Dancers are NOT allowed to stand outside the building waiting for a ride. Small children need to be escorted to and from the studio. Please do not encourage your dancers to find you out in the parking lot. Dancers need to arrive for class 10-15

minutes before class starts. Please keep in mind the studio is not a daycare center. We do not want to be responsible for dancers that arrive too early or are not picked up on time.

DANCE CLASS PARTICIPATION WAIVER

The risk of injury is inherent in dance. Elements Dance Academy, LLC strives to reduce this risk through proper dance training techniques. However, it is understood that some accidents are unavoidable.

As the legal parent, guardian, or participant, I hereby release and hold harmless Elements Dance Academy, its agents, members, subcontractors, employees, participants and volunteers from any and all liability, claims, demands, and causes of action which the undersigned, or any other person ever had or may have against Elements Dance Academy, LLC (“EDA”) for any losses, costs and expenses (including attorney's fees), damages, and/or for injuries, known or unknown, real or personal, sustained by the undersigned or their child while participating in any EDA programs, or which occurred on the EDA premises or at any other location while the participant was under the supervision of EDA, or while in route to or from any of the aforementioned locations.

In the event of a serious injury, the undersigned gives permission to Elements Dance Academy, its owners, and operators to seek medical treatment for the participant if they are unable to reach a parent or guardian.

I acknowledge that **I MUST DECLARE ANY RELEVANT, PRE-EXISTING PHYSICAL OR MENTAL HEALTH CONCERNS, RESTRICTIONS OR CONDITIONS.** I agree that a failure to disclose or the intentional withholding of such information will be considered a declaration by me that the participant is in good physical and mental health.

The undersigned also agrees that they will not hold Elements Dance Academy, LLC responsible for the loss or damage of personal property while in attendance and/or participating in any of these programs.

SOCIAL MEDIA AND COPYRIGHT AGREEMENT

At Elements Dance Academy, LLC (“EDA”), we understand that the use of Facebook, Twitter, Instagram, blogging and other social media outlets is commonplace. However, we want to ensure that EDA remains a safe and fun environment for students of all ages. Therefore, to ensure our students’ safety and privacy, we have created the following social media policy:

- 1. Privacy and Personal Information.** Do not disclose personal information about EDA’s staff, students, or students’ families which may put them at a safety risk. This includes a student’s home address, schedule, or any other confidential information.
- 2. Photography and Video.** With the exception of recitals, no photos or videos are to be taken inside EDA classroom(s) without express permission from EDA staff. Use discretion when posting photos and videos, especially when those posts include other students at EDA. Please remember that many of EDA’s students are young children or minors. When in doubt about posting a photo or video of another student, please ask their parent or guardian for permission.
- 3. EDA’s Website.** The staff of EDA shall from time to time take photos of its students for use on EDA’s website. Parents and students consent to the taking of large group photos of EDA classes and their posting on EDA’s website. However, if EDA wishes to use individual or small-group photos on its website, it will always strive to ask permission before posting.
- 4. Copyright.** EDA owns the copyright to all choreography presented at the school. If you post videos of classes, performances, or rehearsals, please don’t post the choreography in its entirety without the permission of EDA staff.
- 5. Positive Environment.** EDA strives to maintain a positive and encouraging environment for all their students. EDA students and parents should always uplift others, whether in person or on social media. Never post anything that could compromise the self-esteem of students attending EDA. Furthermore, parents and students should never post

negative comments about other schools, teachers, or events, including rehearsals, conventions and/or performances. Any inappropriate or hurtful remarks about EDA students or its staff members on any social media site will be cause for immediate dismissal from the academy.

Miscellaneous Information

- Please do not leave small children unattended to wander out onto the dance floor.
- Students should remain in the waiting room until the instructor calls them for class.
- No communication between parents and students during class. (No coaching from the sidelines.) Your children are in the hands of knowledgeable professionals.
- Please be prompt in picking up children from class. For small children, you must pick them up inside, not outside of the building!
- For their safety, please no children playing outside in the parking lot.
- Good conduct is expected from all our students and parents in the dance room as well as in the waiting room, bathrooms, and dressing rooms.
- Food and drink are only allowed in the lobby area. Dancers are encouraged to bring water bottles so they may get drinks during breaks or when changing shoes.
- EDA is not responsible for personal property on studio premises or during public performances.
- Please keep activity and noise levels in the lobby to a minimum during class time.

