

# Elite Dance Policy and Procedures For Dance Classes 2017-18

7177 Nolensville Rd. Suite B3\* Nolensville, TN. 37135 \*www.EliteDanceAndFitness.com \* (615) 776-4202 \*Owner/Director: Cheri Urie



We are so excited that your child will be dancing with us this year! We have listed a number of important guidelines to ensure that you are informed of our policy and procedures. Please read the following policy & procedures, SIGN AND TURN IN AT REGISTRATION acknowledging that you have read and understand our guidelines. If you ever have any questions, please do not hesitate to call or email and we will be glad to help. It is our mission at Elite Dance to instill confidence and provide for the most positive experience possible for your family. We are looking forward to a great dance year!

**COMMUNICATION:** **Our primary method of communication with our Parents/Students is via email.** Please make sure we have a current email address on your account so that you will receive all updates, newsletters, statements and bad weather closings. It is important that you check your email regularly to stay informed about studio activities. Please carefully read over the policy and procedures as listed below and initial where indicated then sign at the bottom of the page to let us know that you fully understand and agree to abide by the terms for Elite Dance and Fitness.

**TUITION:** is based on the total number of lessons during the Fall/Spring Session. Tuition is divided into 9 monthly payments for August through May and depending on the date of the recital, you will be pro-rated for the month of June. The payment for August is due along with the Registration Fee at the time of enrollment. Should it be necessary for us to hold classes in June for recital students, your June pro-rated tuition will be due with your May tuition. **PLEASE MAKE NOTE OF THE STUDIO HOLIDAY CLOSINGS LISTED AT THE BOTTOM OF THE PAGE. TUITION REMAINS THE SAME REGARDLESS OF THE NUMBER OF LESSONS PER MONTH & INCLUDES THE HOLIDAY CLOSINGS.** **INITIAL PLEASE**  
**DROP POLICY:** SHOULD YOU DECIDE TO DROP A CLASS, A DROP FORM MUST BE TURNED IN AT THE FRONT DESK WITH AT LEAST TWO WEEKS NOTICE. YOU WILL CONTINUE TO BE BILLED FOR TUITION UNLESS WE RECEIVE A FILLED OUT DROP NOTICE.

**LATE FEE:** \$10.00 late fee for payments received after the 10th of each month. **INITIAL PLEASE**

**PAYMENT METHODS:** We accept cash and personal checks as well as Mastercard, Visa, Discover and American Express. We can also set up auto draft for your monthly class fees. IF YOU ARE ON AUTO-PAY, YOU MUST FILL OUT A STOP DRAFT FORM AND TURN IT IN TO THE FRONT DESK BY THE 15<sup>TH</sup> OF THE MONTH IN ORDER FOR US TO STOP YOUR AUTO-PAYMENTS. RECITAL FEE'S WILL NOT BE DRAFTED ON AUTO-PAY. RECITAL IS NOT MANDATORY. **RECITAL FEE'S MUST BE PAID VIA CHECK OR CASH OR ELSE THERE WILL BE A 3.5% CREDIT CARD PROCESSING FEE ADDED.**  
**INITIAL PLEASE**

**MAKE-UP CLASSES & REFUND POLICY:** WE DO NOT GIVE REFUNDS / ADJUSTMENTS for missed classes for ANY reason other than a cancellation on our part and then only if a make up class is not available. If a student is ill or misses class for any reason, he/she is welcome to attend another comparable class (provided one is offered).  
**INITIAL PLEASE**

**RECITAL FEE:** Students will have the opportunity to perform in a Recital in June (date & time TBA in October). Participation is NOT mandatory. **Recital Fee helps to cover the cost of the recital venue for rehearsal and the show, staff time, programs & includes costume, tights, trophy & recital bag.** Recital Fee will be split into 4 payments...\$75 deposit due by October 15, payment of \$75 due November 15, \$25 due by Dec. 15 and the final balance due by JANUARY 15th. The fees range from \$185 - \$350 per student based on total number of costumes needed (estimated fee, exact fees will be posted in October). RECITAL FEE'S ARE NOT RUN ON AUTO-PAY. **RECITAL FEE'S MUST BE PAID VIA CHECK OR CASH OR ELSE THERE WILL BE A 3.5% CREDIT CARD PROCESSING FEE ADDED.** **INITIAL PLEASE**

**PARENT OBSERVATION:** We have a camera in the classroom, which allows the class to be broadcast on the TV in the waiting area for Parents who wish to watch the class. You are not obligated to stay throughout the class time, however please be on time to pick up your child, as we do not have the ability to watch over them when the class is over. Special Parent View days are listed below. Parents will only be invited in the classroom on those specific days. It is most important that the Instructor have your child's complete attention for maximum learning potential. **INITIAL PLEASE**

**CLASS APPAREL:** STUDENTS WILL BE GIVEN A LIST OF SPECIFIC ITEMS NEEDED FOR CLASS AT THE TIME OF ENROLLMENT.

**BAD WEATHER POLICY:** When Williamson County schools are closed, please call the studio for a voice mail greeting informing you of any class cancellations. We will also send out emails to those on our list.

## SCHOOL CALENDAR & CLOSINGS

1<sup>st</sup> day of classes: August 7, 2017 (Talented Tots start August 14)  
Closed Monday, September 4 - Labor Day  
Closed Tuesday, October 31  
\$75 Recital Deposit Due: October 15  
\$75 Recital Payment Due: November 15  
\$25 Recital Payment Due: Dec. 15  
Closed November 22 - 25 Thanksgiving  
Parent View Week: December 11 - 16  
Closed December 22 - Jan. 4, 2018: Christmas/New Years  
Classes Resume January 5, 2018  
Recital Fee Balance Due: January 15  
Closed March 26-30, Spring Break  
April/May - TBA - Costumes Distributed  
Parent View Week: May 21 - 26, 2018  
Closed May 28, 2015: Memorial Day  
Last day of class for NON-RECITAL students - May 31, 2018  
**RECITAL - date TBA IN OCTOBER!**



## TALENTED TOTS, ADULT FITNESS CLASSES AND MUSIC LESSONS

**ALL HAVE DIFFERENT PRICING AND POLICIES WHICH ARE LISTED SEPARATELY ON EACH OF THEIR INFORMATION AND REGISTRATION FORMS. THE POLICIES SET FORTH IN THIS DOCUMENT APPLY TO OUR DANCE CLASS PROGRAM ONLY.**

## INITIAL PLEASE

**REGISTRATION FEE:** (Covers administrative cost, insurance and music fees)  
\$30 per child or \$50 per family per year, due at the time of registration plus your 1<sup>st</sup> months tuition.

1<sup>st</sup> Semester Payment due by August 1st, 2016

2<sup>nd</sup> Semester payment due by January 10<sup>th</sup>

Each SEMESTER payment is for 5 months Tuition.

**SEMESTER PAYMENTS MUST BE PAID BY CASH OR CHECKS ONLY!**

**FAMILY DISCOUNT - Full price for the first child, \$10 off each additional child (siblings only, not cousins etc.)**

Class Fee is based on total number of hours per week PER STUDENT, not per family. Please see the class fees based on hours per child, per week below...

## DANCE CLASS MONTHLY TUITION

½ hour per week - \$58 per month  
45 min per week - \$65 per month  
1 hour per week - \$72 per month  
1:5 hours per week - \$96 per month  
2:00 hours per week - \$125 per month  
2.5 hours per week - \$135 per month  
3:00 hours per week - \$145 per month  
3.5 hours per week - \$155 per month  
4:00 hours per week - \$165 per month  
4.5 hours per week - \$175 per month  
5:00 hours per week - \$185 per month  
5.5 hours per week - \$195 per month  
6:00 hours per week - \$205 per month  
6.5 hours per week - \$215 per month  
7:00 hours per week - \$225 per month  
8:00 hours per week - \$235 per month  
9:00 hours per week - \$245 per month  
10:00 hours per week - \$255 per month  
Unlimited hours per week - \$265 per month  
TALENTED TOTS 1 day per week - \$95 (includes dance class)  
TALENTED TOTS 2 days per week - \$190 per month (includes 2 dance classes per wk)  
TALENTED TOTS 3 days per week - \$285 per month (includes 3 dance classes per wk)  
Young at Art Supply Fee - \$30 for the season  
Talented Tots Supply Fee - \$50 for the season



I HAVE READ AND ACCEPT THE TERMS AS STATED ABOVE IN THE ELITE DANCE & FITNESS POLICY & PROCEDURES.

DATE

PARENT SIGNATURE