



"Dance Lessons Teach Life Lessons"

**2021-2022
Parent Handbook**

Welcome to Elite Dance Academy!

We are excited to have you and your child as a part of our studio. We take our roles as mentors and teachers in your child's life very seriously. Our objective is to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

Elite Dance Academy is committed to providing high-skilled dance classes to enhance the overall development of the student. We offer a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that the art of dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

Elite Dance Academy Mission Statement

To provide a creative, fun, and healthy experience to individuals interested in performing arts as either careers or recreation. Elite Dance Academy strives to inspire self-confidence, coordination, and individuality in every student we teach.

Contact Information

Elite Dance Academy
418 W Caldwell Ave, Visalia, CA 93277
Phone: 559-627-3200 Fax: 559-627-3210

Email: elitedanceinfo@att.net

Website: www.elitedancevisalia.com

Owners/Director: George & Devon Vasquez

Office Admin: Shelbie Handley

Instructors

Aubrey Buchanan, Briana McNamara, Amanda Tobin, Janelle Gonzalez,
Marissa Vasquez, Megan Russell, Jessica King, Makenna Handley, and Ashley Gonzalez

The highest educational standards are expected from all Elite Dance Academy faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

Office Hours

Monday-Thursday 3:30pm-8:00pm
Friday-Sunday Closed

Holiday Closure Calendar

Labor Day: (Makeup class allowed)

Closed Monday, September 6th

Thanksgiving Break: (No makeup classes allowed)

Closed Monday, November 22nd - Monday, November 28th

Visalia Christmas Parade: (Make up class allowed)

Closed Monday, November 30th

Classes resume Tuesday, November 30th

Winter Break: (No makeup classes allowed)

Closed Monday, December 20th – January 2nd.

Classes resume Monday, January 3rd

Martin Luther King Day: (Makeup Class Allowed)

Closed Monday, January 17th

President's Day: (Make-up classes allowed)

Closed Monday, February 21st

Spring Break: (No makeup classes allowed)

Closed Monday, April 11th – April 17th.

Classes resume Monday, April 18th

Memorial Day: (No makeup classes allowed)

Closed: Monday, May 30th

All holidays have been averaged into the 11-month dance calendar meaning tuition is the same each month regardless of closures. Certain holidays that fall on a Monday are allowed a makeup class or classes; dancers are encouraged to choose a similar class to attend as a makeup class except for the following Thanksgiving Break, Winter Break, Spring Break and Memorial Day. Please ask at the front desk what class would be best for makeup.

For Our Parents

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication is a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

NEW: We are a closed lobby studio meaning; no waiting inside the studio for dancer due to COVID-19. Parents are asked to bring child to the studio front door to be checked in by an EDA staff member. At check in dancers will be given hand sanitizer and temperature check. Dancer will be dismissed to a parent or guardian at the front door at the end of class. Dancers under the age of 10 years are not allowed to cross the parking lot without an adult. Classes for Tiny Tots 2/3 years, Twinkle Tots 3/4 years and Twinkle Tots 4-6 years will be available to watch through zoom. An access link and password will be emailed prior to the first class. We cannot guarantee your child will be visible through zoom however it allows us to communicate with a parent if a child needs them during the class. New students struggling with separation anxiety may request to stay inside the first two weeks only. We are only allowing five parents inside at a time. Masks are not required for fully vaccinated adults, however those not vaccinated are asked to wear a face covering. Face coverings for students are optional.

For Our Students

The first step to becoming a successful dancer is making a solid commitment to your classes. A strong technique is a key ingredient, and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

Special Information for Parents of Preschool Students

Our purpose is to provide the highest quality preschool education in a secure, nurturing, and stimulating environment. Elite Dance Academy serves the physical, emotional, and intellectual needs of preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents. The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning, we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet, and tumbling basics, and games in an environment of creativity.

Twinkle Star Dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to some basic steps). So, do not be disappointed if your child does not pirouette around the house or look like a budding ballerina right away.

Separation from the Parent

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- to develop an interest in the activities of the dance class.
- to feel comfortable with other children in the class.
- to understand that his/her parent will come back and pick him/her up.
- to understand that all parents leave their children and come back for them.:
- Emphasize what the child is doing at the dance class rather than what you do while he/she is in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

At this young age, it is extremely important to arrive to class on time or early, so the student does not feel rushed or pressured to enter the middle of class. This is where most emotional break downs occur. If your student has a meltdown, we ask that you do not enter the classroom to attend to them. If the instructor feels they need your assistance, they will come to get you. We have found that letting student work through these situations have the best outcome.

It May Not Be the Right Time

If your child cries or is not wanting to participate in activities, please do not panic. Our instructors and assistants are used to crying and apprehension, especially towards the beginning of the dance year. Please know this is normal. When crying starts, the assistant or instructor will initiate conversations and make attempts to assist your student in participation. If the student continues to cry for a lengthy period, the assistants or teacher may decide to bring the student back to the parent in the waiting room. Please do not come into the classroom if you notice your student crying. Allow for the instructors to make attempts to engage the student and allow the instructor to bring the child to you. Again, this starts to develop trust from the student to the teacher.

If your student is crying before coming into the class, trying to run away, etc. please do not force them into the classroom. This creates more stress and can create a long-lasting negative dance experience. We encourage all parents of our preschool age students to at least try for 3-4 weeks. If it is noticeable within the 3-4 weeks that the student will not participate, we highly encourage trying again in a few months.

Understanding Dance Education

As a parent, you play an important role in supporting your student financially. Still, your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form, and children need to be allowed to achieve at a comfortable pace. No two students will progress at the same rate, even if they experience the same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their accomplishments.

Not all children will develop into professional dancers. One of our faculty's primary goals is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether they stay involved in dance.

Class Placement

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities for every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident to promote the development of self-esteem. Some students who are placed at a higher level too soon become discouraged and may lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual, and the factors that go into the decision are complex.

Reporting an absence/tardiness

We ask for all absences and tardiness to be reported through our or email elitedanceinfo@att.net, telephone, or on our website elitedancevisalia.com . Please be sure to notify us at least 2 hours prior when possible.

Medical Information

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Elite Dance Academy. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are eager to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

Staying Informed

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all handouts and other school information we send out. If you have any questions regarding the information distributed, we encourage you to contact the front desk. We answer email daily during normal business hours, except on weekends/holidays.

Student and Parent Use of social media

You DO NOT have permission to disclose any personal information of the director/owner, EDA staff and affiliates, other students or their families, or anything that is proprietary and/or confidential to them or EDA.

- DO NOT claim to be speaking on behalf of Elite Dance Academy.
- Never post anything that could compromise the self-esteem of students/families that attend EDA.
- If you post videos of class rehearsals, competitions, or events DO NOT post videos in their entirety; Elite Dance Academy owns the copyright to all choreographed pieces taught by EDA staff.
- Obey the law, including laws governing defamation, discrimination, harassment, cyberbullying, copyright, and fair use.
- Parents and students should never post any negative comments regarding EDA parents, students, or faculty as well as negative comments regarding other studios, teachers, and their students.

Anyone found in violation of this policy will be removed immediately. Parents, please monitor your student's social media.

Website, Facebook, Instagram, and the Elite App

We are constantly updating our website. News, important parent, and student information, contact information, and more are available online 24 hours a day.

“Like” the Elite Dance Academy page on Facebook to receive daily updates on studio events. Please invite your family and friends to “like” our page. Please do not post questions on the studio's Facebook page. Instead, please email them to us directly.

Tuition

Please be advised that tuition is not calculated on the number of weeks/classes per month; therefore, tuition amounts remain the same each month regardless of missed class time due to student absences, holidays, seasonal breaks, canceled classes, etc. Tuition is averaged into 11 equal monthly payments for your convenience.

- There is a non-refundable registration fee of \$45 per student or \$55 per family for new students and for returning students \$35 per student or \$45 per family.
- EDA does not refund, or credit other student's account for tuition or registration fees.
- Registration fee and first month's tuition is due at time of registration.
- Tuition is due on the **FIRST** of every month, regardless of which Day of the week the student's class falls on. A Late Fee of \$20 will be applied to all payments received after the **SEVENTH** of the month. Dancers will **NOT** be allowed to attend classes if their tuition is not paid by the 10th of the month. Accounts 45 days Past Due will be turned over to a collection agency.
- Tuition will continue to be due until "Elite Dance Academy" receives a written drop notice 30-day in advance (the form is available at the front desk and on our website). You are still responsible for tuition during the 30-day notice. Please do not assume if students miss class for 30 days, they will automatically be dropped.
- Tuition and registration are **non-refundable**.
- Missed classes may be made up at a similar level within one month of the missed class. Only two makeups are allowed in any one month. Please check with the front desk to schedule a makeup.
- A service charge of \$35 is assessed for any returned checks.

Class Levels

Dancer must be recommended age by September 1st.

Twinkle Babies- 18 months to 36 months

Tiny Tots- 2/3 yrs.

Twinkle Tots- 3 years old and 4-6year old's

Twinkle Stars - 6-8 years with no prior dance experience

Level I (8yrs & up) – one or more years of dance all beginning students ages 10 years and up.

Level II (12yrs & up) – two-three solid years of dance training this level attends ballet at least once a week

Level III/IV (12yrs & up) – 4-6 solid years of dance training; this level should attend at least one ballet classes and at least one jazz class a week. Pointe, higher-level classes, must get directors ' approval to participate.

Twinkle Star Dance is a trademarked class curriculum that Elite Dance Academy is proprietary to using. Twinkle Star Dance has a structure that remains the same for each class. Young dancers find comfort and security in the repetition routines.

Attendance

Good attendance is imperative. Attendance is taken at the beginning of every class. Absences and tardiness can hold back an entire class. Dancers with excessive absences will be asked to drop the class(es). Please be on time to class and show respect to teachers and fellow dancers.

Every class begins with a warm-up. Warming up is one of the most important parts of the class. A good warm-up enables a dancer to stretch and execute dance moves with less of a chance of injury to the body. Hence if the dancer arrives late for class, they will not have the proper preparation to participate in the instructional portion of the class. The RISK OF INJURY is great. It only takes a second for an injury to occur and could take a lifetime to heal. We at "Elite Dance Academy" will not enable our students to take this risk. Therefore, **we will not allow anyone to dance if they arrive 10 minutes after the start of class.** We do expect them to watch the class and learn as much as they can. Parents, please help us educate our students and the people who bring them to class. It is not our intention to be unwilling to accommodate the students when emergencies arise; cars break down, someone has to work late, etc., but we strongly feel the risk of injury is too great to allow them to physically participate in a class without the proper warm-up, instruction, and cool down.

Injuries

If a student sustains an injury that prevents them from participating in their dance class for more than three weeks, parents can provide a doctor's note documenting the length of the absence and can request to have their student dropped from class(es) until they are able to return.

Tuition already paid will not be refunded or credited for a later date.

Classroom Conduct

Dance and discipline go hand in hand; discipline is about learning what commitment, dedication, and hard work are all about. Students showing disrespect to other students or teachers will not be tolerated. Excessive talking in class, not participating in classroom instruction, etc., is not acceptable.

- First offense: Students will be asked to sit and watch the class.
- Second offense: Students will be dismissed from class and/or note to parent.
- Third offense: A conference with parents and students.
- As a last alternative, students will be dismissed from school.

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following but not limited to:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- The inability of Elite Dance Academy to meet the child's needs

Policies

- Please have students use racks inside studios to store their belongings while in class.
- Please label all dance bags and shoes.
- We are not responsible for lost or stolen items.
- Anyone caught stealing will be dismissed from Elite Dance Academy.
- Absolutely NO Food or Drinks allowed in the waiting area or Dance Rooms. Gum is not allowed on-premises. Water is allowed in the dance room as long as it is in a sealed container, (ex. water bottle, thermos, etc.) Please put the trash and recycle it in appropriate areas. Keeping the studio clean is everyone's responsibility. Students and observers that violate these rules will be asked to leave the studio.
- No smoking allowed inside the building or within 500 feet of the entrance.
- Please pick up your student (es) on time. We cannot be responsible for children left unattended. Students who are not picked up within 10 minutes after class dismissal will be charged a fee of \$10 for every 15 minutes 'student is not picked up
- We are a HANDS-ON teaching facility and ask that all students always adhere to our dress code policy.
- Please view classes discreetly and for short periods of time so as not to distract the students. Periodically we will hold parent viewing weeks (check schedule for specific dates).
- Students with poor attendance will not be allowed to participate in the recital.
- Parking is available in front of the building. Please be respectful of our neighboring businesses by not using their spaces during their normal business hours.
- No refunds or credits of tuition or registration fees are given.
- Dance apparel is non-refundable. Leotards can be exchanged only if tags are still attached and within 7 days of purchase. Dance shoes can only be exchanged if there are no signs of wear on; this is at the sole discretion of EDA staff. Special orders are non-refundable and non-exchangeable.
- The use of the studio telephone is limited to emergencies only.
- Young children in the lobby area must always be supervised and are not free to run around the lobby, hallway, or classroom areas. There is no tag or chasing each other in the lobby.
- We reserve the right to refuse service to anyone.
- Parents and students should not enter the office space of the school; this includes the concession area. Please feel free to communicate at the front counter. If it is a sensitive issue, please advise us so we can ensure the privacy of those involved.
- Parents and students should never interrupt a class in session for any reason. If an issue arises and you need your student prior to the class is over, let the front desk know, and we will be happy to get your student for you.
- No cell phones, iPad's, iPod's, or computers may be used during class time. (This means no emailing, Internet use, or text messaging.) No charging of phones in dance rooms allowed. Students should place all phones in their dance bags, making sure that they are on silent. EDA staff reserves the right to take a student's cell phone and return at the end of the night.
- Students and parents are restricted from contacting staff directly by phone, text messages, Facebook, Instagram etc. All communication must go through the Elite Dance Academy office or emails.
- Never speak negatively about teachers, students, or parents from other schools.
- All students must always show respect for their teachers. Inappropriate behavior could result in dismissal from the school.

Special in Studio Events:

Bring-a-Friend Week

- “Bring-a-Friend Week.” Students may bring a friend (similar in age is preferred to ensure friend is able to attend the same class) to dance class to experience a fun class designed for them and their guests. Student’s friends attend class free of charge during this week. Make sure to bring a completed waiver to class.
 - **September 27th -September 30th**
 - **November 8th -November 11th**
 - **January 17th – January 21st**

Parent Observation Weeks

- Parent Observation weeks are a time parents are invited into the last 10 minutes of their student’s class(es). This is a great time to see the progress your dance has made this year.
 - **October 25th -October 29th**
 - **November 15th – November 18th**
 - **December 13th -December 16th**

Bring a friend and parent observation weeks are subject to change or cancel based on COVID-19

Lost and Found

Please mark all dancewear, shoes, and personal items with your child’s name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class. If your child loses an item, please be sure to check the lost and found bucket. Items not claimed in 30 days, will be donated to Goodwill.

Makeup Classes

Students who miss a class will have the opportunity to make it up with another similar class. Makeup classes should be used for classes students missed due to an illness, school event, family emergency, etc. not because they did not want to come to class. Please check with the office to determine the best makeup class for your child. No makeups are allowed after April 4, 2022.

Illness and COVID-19

We understand that illnesses happen, so when they do, please contact the front desk advising us that your student will be absent. Colds, flu, and other contagious diseases occur frequently and spread easily among children.

Parents will be asked to acknowledge the following:

I understand that to enter the studio premises, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be separated from the rest of the people in the studio. I will be contacted, and my child MUST be picked in 15 minutes.

I understand should there be a spike in COVID-19, or any other pandemic arises, and we are forced into SIP situation again, all classes will continue virtually. Tuition will remain the same for any amount of time spent doing virtual classes. I understand that to enter the studio premises,

my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be separated from the rest of the people in the studio. I will be contacted, and my child MUST be picked in 15 minutes.

If these symptoms or other conditions are observed in your child during a class, you will be called to pick up your child within 15 minutes. When your child has a fever, please keep him/her at home until the temperature returns to normal for a minimal of 24 hours without medication prior to returning to class. Any other symptoms must have no signs for 72 hours.

Symptoms include

- Fever of 100.4 degrees Fahrenheit or higher
- Dry Cough
- Shortness of Breath
- Chills
- Loss of Taste or smell
- Sore Throat
- Muscle Aches
- Nasal discharge that is green or yellow or Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Complaints of ear pain

Recital

The recital date is TBD. Classes not participating in the recital are ballet barre, and ACRO classes, and any other classes as determined by the Studio Director. Some classes may be combined with similar styles. Please ask at the front desk if you have any questions regarding which classes will participate in the recital. Some classes may be combined due to class size. Attendance in regular classes is imperative.

Students with poor attendance will not be allowed to participate. Recital Fees and Costumes fees are non-refundable. There is a costume fee of \$95 per costume per student. Costumes will not be ordered unless a costume fee is paid by the due date. Costume balances not paid in full will be charged as a late payment of \$20 per costume.

No substitutions or exchanges of tickets if they are lost or stolen. Recital tickets will be purchased through online ticket sales only. A recital fee is charged per student and will be due in March . This fee is non-refundable. Recital fees help provide theatre rental, insurance for students, staff wages, theater technicians, props, and any other expenses related to putting on a safe and entertaining recital.

Late costume orders, ***costumes ordered after the initial costume order*** has been placed, will be charged an extra \$25 plus any rush shipping charges needed to get the costume in on time for the recital. Also, late orders cannot be guaranteed to arrive prior to picture day. All late orders will be at the discretion of the Studio Director, and additional fees may apply.

Costumes must be picked up by June 9th after this date costumes become the property of Elite Dance Academy. Costumes will be tried on during dancers 'class; however, parents are not invited in, unless asked by studio director or instructors. This process is for the studio to ensure a proper fit for each dancer. Costumes cannot be released until the account balance is paid in full, including current months 'tuition. **NO EXCEPTIONS!** **Students must attend picture day, all rehearsals, tech rehearsal, dress rehearsal, and all performances.** There will be a minimum of three shows. Additional shows may be added if warranted.

Recital Picture Day

Class and individual pictures will be taken at the studio. All dancers participating in the recital must attend picture day and be in the group photo. The photo will be displayed in the theatre during the recital and in the studio afterward. Purchasing of photos is optional, and the photographer determines the cost. Picture day date TBD.

Recital Advertisements

We produce a high-quality slide show, which includes business ads, well wishes, etc. Ads will be due in early May. Look for pricing and layout details in the spring, along with special prizes awarding free tuition, registration, costumes, and much more.

Shop Revolution Dancewear: <https://www.shopnimbly.com/EliteDanceVisalia>



Discount Dance Supply: <https://www.discountdance.com/>



Code of Ethics

We, the dancers, faculty, and staff of Elite Dance Academy, are a vibrant community of people who have high regard for each other, the art of dance, and the respectability and value of the work we do. All who participate are requested to demonstrate the willingness to be held accountable to uphold the values and ethics we declare as the fundamental guidelines stated below. In all of our endeavors to study and perform as an expression of our love of dance, we show respect to the parents, our peers, the staff and faculty of Elite Dance Academy and all of the wider dance community, including our competition. We consider it a privilege to participate in a worldwide community for the performing art of dance, exemplifying the values of integrity, character, leadership, responsibility, and professionalism.

Integrity - To conduct oneself with integrity through honesty, courtesy, respect, and consideration for your fellow dance members and faculty. This includes a willingness to be held accountable for the way you participate in all company activities.

Leadership - To be given the privilege of setting an example, serving the people you are leading, and being an inspiration to others in the Elite Dance Academy community.

Responsibility - To adhere to the studio and company's policies and procedures, to comply with the faculty's schedule and requests, and to be a person that others can count on.

Professionalism - To respect the dance profession and uphold our values and standards of conduct that characterize the highest qualities of dance professionals. This includes respecting your teachers, supporting, and encouraging each other, not gossip, but being able to voice an opinion to a company director about your concern and recognize yourself as a role model always.

Character - To be a person who represents personal integrity, leadership, responsibility, and professionalism in classes and outside activities.