



413 N. 1st St. Montrose, CO 81401
info@elevationacademyofdance.org
970-252-6321

Student Handbook and Studio Policies

___ **Monthly Tuition:** Tuition is due on the 25th of each month (to be applied to the following month) and is to be paid via our online portal or cash/check (checks payable to Elevation Academy of Dance). A late fee of \$10 will be charged after a 5 day grace period (30th of month) followed by an additional late fee of \$25 on the 10th of the month if the balance has not been paid or a payment arrangement has not been made. Payments more than 60 days late will be sent to collections.

___ **Studio Info:** The studio can be reached by email at info@elevationacademyofdance.org. Phone is 970-252-6321. Address is 413 N. 1st. St. Montrose, CO 81401. Website is www.elevationacademyofdance.org.

___ **Studio Website & Communication:** Elevation Academy's official website is www.elevationacademyofdance.org and our Facebook page is www.facebook.com/elevationacademyofdanceontrose. **Check online for events and other announcements. Also make sure to set your email account's settings to allow emails from info@elevationacademyofdance.org. We never give your personal information to a third party but will communicate with our dance families via email, text, and phone call. Please keep your email address and other personal information current.**

___ **Drop Off/Pick Up:** Students should arrive no more than 5-10 minutes before class to put on appropriate shoes and use the restroom. Parents are welcome to wait in our lobby during class but are not permitted in the dance rooms. Students need to be picked up on time. Students that are picked up more than 15 minutes late may be charged a \$25 late pick-up fee (emergencies excepted).

___ **Registration Fee:** We have an annual registration fee of \$15/dancer, \$25/2 dancers or \$30/3 or more dancers. Dancers must be in the same family. Registration fees are charged at time of registration.

___ **Ongoing Agreements:** The Studio does not require students to sign long-term contract agreements. Your monthly tuition reserves your spot in class. A student may withdraw from lessons at any time for any reason, however, students are expected to make monthly tuition payments until withdrawing from classes by submitting 30 days' notice from a student's final tuition payment. *(Ex: Parent submitted 30 day notice to withdraw on the 15th of the month. They will still be charged on the 20th of that month. Tuition would stop the following month.)* Missing or not showing up for scheduled classes does not constitute notice of withdrawal.

___ **RELEASE FROM LIABILITY:** Elevation Academy of Dance will not be held responsible for injuries on premises incurred by dancers, parents, siblings or anyone accompanying dancers or parents. The Release from Liability must be agreed to in the online portal before participation in class is allowed.

___ **Scheduled Performances:** Elevation Academy provides 2 performance opportunities per year: A Winter Recital and a Spring Recital. **Winter Recital is January 6-7, 2023. Spring Recital is June 3-4, 2023.**



___ **Costume Fees:** Students choosing to participate in the Winter Recital and Spring Recital will be charged a costume fee for each class for each show. Costume fees are \$65/performing class.

All costume fees must be paid in full by October 1st for our Winter Recital and March 1st for our Spring Recital. Costumes that remain unpaid for will be held and dancers will be unable to participate in the performance.

___ **Attendance:** Please be on time for class. Regular attendance is essential for success. The Studio cannot be held responsible for a student's failure to attend class and there will be no refunds given for missed classes. Monthly tuition is a flat-rate based on the full calendar year and does not fluctuate with student absences or holidays. Missed classes may be made up in another appropriate class within 30 days after the absence.

___ **Substitute Teachers:** Elevation Academy reserves the right to provide a qualified substitute teacher in the event that the regular teacher is ill or otherwise unable to teach. If an appropriate substitute teacher is not available, canceled classes can be made up in other appropriate scheduled classes.

___ **Photo/Video Release:** Elevation Academy is hereby granted permission to take photographs/video of the students to use in print and media advertising, posters, social media, and other promotional materials.

___ **Dropping/Adding a Class:** If a student needs to withdraw from (or add) a class, arrangements must be made with the director and a 30-day notice MUST be given before the last tuition charge. Tuition holds a student's place in class, regardless of attendance. Class space may be forfeited if student misses 3 weeks or more of class (with no communication), unless special arrangements have been made.

___ **PARENTAL SUPERVISION:** Parents are responsible for and expected to supervise all students and siblings/children accompanying them at the studio. Please ensure that you are on time when picking up your children after class and that they are instructed to stay inside the studio until you arrive. Students are not permitted to wait in the lobby unattended if they have breaks between classes.

___ **Class Dress Code:** All students are required to adhere to the dress code for each class. We enforce a dress code as part of the process to teach dancers respect for the discipline of dance. Details for each class can be found on our website www.elevationacademyofdance.org.

___ **Cell phone policy:** Cell phones are not permitted in class and are to be left in dressing rooms with other personal belongings. If students are worried about their personal belongings or valuables, the items can be left at home.

___ **PAYMENT POLICIES:**

- Tuition
 - First month tuition is due at time of registration.
 - Tuition is paid online and due the 25th of every month (tuition is pre-paid for the next month).
 - Tuition payments are non-refundable.
 - Monthly tuition is a flat rate based on the full calendar year and does not fluctuate with student absences or holidays. Tuition will be charged on the 25th of September-April.
 - Tuition will be charged until written request of cancellation has been received.
 - A late fee of \$10 will be charged on the 30th, followed by \$25 on the 10th if the balance remains unpaid.



The student (or person acting for the student) shall be held liable for any collection charges or legal fees assessed as a result of delinquent accounts.

Checks returned for non-sufficient funds shall have a \$25 late fee assessed. The client shall remit the amount of the returned check and the fees due within 30 days of the overdraft to avoid an additional \$10 late fee. Collection procedures may be started after 30 days.

___Conduct: Our program requires positive involvement from everyone. Cooperation between fellow parents and staff is expected at all times. Please show respect for faculty members, studio families, and all dancers. A positive and enthusiastic outlook on this program and everyone involved extends to your child. Negative comments and feedback can be harmful to your child's progress and education; they are always listening and what you say matters.

With the advent of new technology comes the responsibility to use it wisely! Elevation Academy cannot be held responsible or accountable for behavior or conversations that occur outside of our studio doors. We fully expect for parents to monitor their child's behavior, social media and cell phone usage.

___Drugs & Alcohol: Drug and/or alcohol use will not be tolerated while students are in our care (this includes classes and any studio related function located at the studio or elsewhere). If a student is suspected to be under the influence of drugs and/or alcohol during class or studio events, parent/guardian will be called to pick up the student and the police will be notified. Elevation Academy is not responsible for the choices students make when they are not in our care and we fully expect parents to monitor their children/s behavior and make choices that suit their personal family values.

Elevation Academy has a responsibility to report any instances of abuse (including but not limited to drug and/or alcohol related abuse) that directly affect our studio and/or our students.

POLICY ACKNOWLEDGEMENT

I/We have read and understand the Studio Policies and agree to comply with and abide by all Studio Policies.

Parent's Signature: _____ Date: _____