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**About Our Studio**

Elite Dance Academy has taught thousands of students since it’s establishment in 2010 and continues to offer a wide selection of classes in ballet, tap, jazz, hip hop, fusion, acro, contemporary, lyrical, pointe, jumps & turns and tricks & tumbles. We offer a student-centered approach and everything we do at Elite stems from our core values of Community, Creativity and Compassion. We wholeheartedly believe that it’s about so much more than just great dance instruction – it’s about using dance to make great kids.

Our instructors are all highly qualified as well as trained and make a point to stay current on trends in the dance industry while taking many continuing education opportunities. They are selected chosen on their ability to not only teach, but to relate well their students.

In addition to our regular class programs, the studio is proud to support and offer various dance programs to enhance the dancer’s character development such as our Leadership Program, our Teacher Training Program, our Competition Team and much more.

Our year-end recital is held at the beautiful VALSPEC theater located in Valleyfield, QC. Our students are treated to a real professional theater performance complete with stage sets, professional lighting, and a professionally put together show that makes other recitals pale in comparison.

We now have a fully stocked dance wear store complete with all your dance uniform needs available at your fingertips in the studio. Never worry about getting the wrong apparel again. Replace lost or outgrown items (including tights!) without making a separate trip to another location.

Our office staff continues to train and remain updated in new technologies and systems to serve you better. We are available during all office hours to serve you. Please note all phone calls, emails and other communication will be returned during these hours.

**Important Contact Information**

**ILE PERROT LOCATION**

Address: 109 Boulevard Perrot, Ile Perrot, QC. J7V 0A3

Phone: (514)804-3447

Website: www.academiededanseelite.com

Email Contact: [directors@academiededanseelite.com](mailto:directors@academiededanseelite.com)

Office Hours:

Monday-Thursday, 4:30-7:30 PM

Saturday, 9:00 AM – 2:00 PM

\*Please note that due to our closed-lobby policy for our 2020-2021 Season, appointments are required to enter the studio during office hours.

**SAINT LAZARE LOCATION**

Address: 1515 Rue des Margueurites, St-Lazare QC J7T 2R8

Phone: (514)804-3447

Website: www.academiededanseelite.com

Email Contact: [directors@academiededanseelite.com](mailto:directors@academiededanseelite.com)

Office Hours:

Sunday, 11:00-3:00

\*Please note that due to our closed-lobby policy for our 2020-2021 Season, appointments are required to enter the studio during office hours.

| Yearly Fees |  |
| --- | --- |
| **Tuition** | 10 equal payments dated from the date of registration and then the first of every month following. Every family is required to enroll in the Automatic AutoPay system available on our parent portal.  1 Hour Class: $56.10 per month  45 Minute Class: $44.10 per month |
| **Costume Costs** | Costume fees are due on November 1st 2021. Costume costs will be posted to your account 1 week before they are charged. Unpaid costume fees will accrue an interest rate of 25% per week that fees are late. |
| **Dance Photos** | You have the option to purchase professional dance photos of your child. |
| **Recital Costs** | You may choose to purchase unlimited recital tickets, gifts, tshirts, and/or DVD’s. |
| **Collections** | Any past due balances that we are unable to obtain within a reasonable time will be sent to our collection agency as delinquent. |

**General Information**

**\*\*\*PLEASE REFER TO THE COVID19 SPECIAL PROCEDURES HANDBOOK, AS ALL CONFLICTING INFORMATION IN THIS HANDBOOK WILL DEFER TO OUR COVID19 PROCEDURES FOR THE 2020-2021 SEASON\*\*\***

**Behavior Policy**

Elite Dance Academy reserves the rights to remove any student from class for failure to observe it's rules of conduct without recourse. Parents and students who do not adhere to our conduct policies will be expelled. The Director reserves the right to meet with parents and students to discuss proper studio behavior as seen in our Studio Etiquette Guide anytime (separate document.)

**Dress Code**

We require a dress code to maintain a professional appearance in class, to promote an environment where all dancers feel equivalent, to prevent younger children from losing focus on dance and focusing on their attire, and to allow instructors to properly see their students to make corrections. It is important and required that all students follow the dress code.

If a student attends class without the proper uniform, an email will be sent home immediately following class. After 2 violations, the student will not be allowed to participate in class if he or she presents themselves in the incorrect uniform.

**Attendance**

Students unable to attend class should email prior to class time to let us know. Students who are not contagiously ill are encouraged to attend so they can watch the class if not participate. There are no tuition refunds for missed classes. No student may miss their class in the two weeks preceding our year-end recital.   
In extreme cases where attendance is overly erratic, a student may be prohibited from participating in the year-end recital if the instructor or director deems their absences too disruptive for the class.

**CLOSED CIRCUIT TELEVISION**

As a bonus to our parents, we have installed a closed-circuit television system so that you may view your child’s class from time to time. Only the Director or Office Manager has the authority to turn the television on. In many cases, there may be competition rehearsals, costume fittings, etc. going on in one studio, all of which are inappropriate to be broadcast in our lobby. Any child or parent who turns the T.V. on without explicit permission from the Director or Office Manager will risk expulsion for her/himself or her/his child. **PLEASE NOTE OUR CCTV IS CLOSED FOR THE 2021-2022 SEASON UPON INSPECTION FROM SANTE PUBLIQUE – THIS IS NON-NEGOTIABLE.**

**Observers**

Observers are encouraged to watch class through our closed circuit television system once per month. Observers are NOT allowed to enter the classroom at any time. This disrupts the entire class, particularly our youngest dancers.

**Studio Conduct**

Please do not leave your children unattended in our facility. Keep in mind we are an extremely family friendly studio, but certain guidelines must be followed for the safety of all;

* No food, drink, or gum allowed in the dance rooms.
* No running or playing outdoor games in our space at any time.
* Please refrain from the use of bad language while in our studio. There are many young children in our facility that do not need to pick up new words. You will be asked to leave immeditely if this behaviour is witnessed in our studio or at any studio event.
* It is absolutely prohibited to bring weapons of any kind into our facility, with the only exception being any parent who is an in-uniform law enforcement officer.

**You are Responsible**

Any damage to studio property or furnishings will be billed to the responsible parties involved. Any parents or students that do not agree with this policy will be dismissed from the studio effective immediately.

**Substitutes and Make Up Classes**

In the event that your instructor is ill or has to miss class due to a performance, we will provide a substitute for their class. If we are unable to find a suitable substitute, we will cancel class and schedule a make up class for you.

In the event that we have to cancel classes due to inclement weather, a power outage, or some other event out of our control, a make up class will also be rescheduled, either virtually or in person.

**Staying informed**

Elite Dance Academy frequently sends home newsletters with important upcoming dates and new program information via email and hardcopy. Please take the time to read and save these important documents. We take the time to write this information for you – not reading it is counterproductive to your child’s dance education.

**Website & Facebook**

If you need information, or have a question, please don't hesitate to check our website or our Facebook page . You’ll find all our important dates and most anything you need on our Facebook page, which also has a direct feed to the bottom of our website. If your question still isn’t answered, send us a contact form from the website. We’ll get back to you with the answer as soon as we can.

**Holidays**

Please save the calendar distributed in this welcome package for all important holidays and/or studio closures. All dates are also available on our website under the “Calendar” tab.

**Snow Days**

Elite Dance Academy is automatically closed in the event that either the Lester B. Pearson School Board or the Commision Scolaire des Trois Lacs decides to close. In the case of hazardous weather during our business hours, we will put a message on our answering machine letting all know we are closed; post our closing on Facebook; and email the entire student body. If unsure, please call before heading out. And always feel free to stay home even if we’re open and you are not comfortable driving in the snow.

**Competitive Dance**

Each summer, we offer an audition process for dancers interested in joining our competitive teams. Please email the office if you are interested in pursuing our competitive program and they will guide you on how to proceed.

**Pictures**

Each year a professional photographer comes in to do our studio’s group and optional individual photos. Purchasing individual photo packages is completely optional.

**Summer Classes**

Join our 6 week summer session from June to August to try something new or brush up on any subject.

**WITHDRAWAL FROM CLASSES**

If, for any unfortunate reason you need to discontinue class during the year, we’ll need you to come into the studio IN PERSON before OCTOBER 18TH and fill out a withdrawal form. Only withdrawls accompanying a medical note explicitly stating that a child may not participate in dance will receive refunds after November 1st.

**THE DANCE STUDIO PRO PARENT PORTAL**

The parent portal gives you quick, easy online access to your account to register for classes, make payments, and view transactions and schedules. Please make sure you are signed up for an account even if you register in person.

**Recital Information**

**Costumes & Alterations**

Costumes are ordered each year right before the holidays. Pictures of costumes will be available upon your return from Christmas break this year. Please refer to the Fees section for charge schedule. Costumes arrive in March-April. Every effort is made to size children correctly. However, should your child experience a growth spurt or other major weight gain/loss, you are responsible for any alterations you may need.

**COSTUME REFUND/WITHDRAWAL POLICY:** If a student withdraws from class after costume deposits have been placed but the costumes have not been ordered yet, we will gladly refund the deposit. If costume orders have been placed, we must contact the company to see if costumes have been processed and/or shipped yet. Refund will depend on costume status and will include a restocking fee. Once costumes have been shipped, there can be no refund and customers are responsible for the full cost of the costume. Costumes that have been ordered are considered non-refundable under any circumstances.

**Ticket Sales**

Tickets go on sale online approximately one month before the recital. Ticket prices remain at $25.00 per ticket, plus applicable service charges from the vendor. Children ages 2 and under are free as long as they can stay on a lap quietly, and the Director must be notified so that a “lap ticket” can be provided at no cost.

**Volunteers**

We absolutely depend on parent volunteers to help ensure that our backstage process runs smoothly during our recitals. Please consider volunteering if you have a few hours to spare on your child’s recital day. However, please note that you may not neccesarily be placed as a volunteer with your child’s class should a surplus of volunteers for certain classes present itself. If this is a potential issue for you, please do not volunteer, as schedules are extremely hard to coordinate and last minute requests to change volunteer classes are difficult.

**Dress Rehearsal**

Rehearsals are held AT THE THEATER, NOT THE STUDIO. Dress Rehearsal takes place on May 31st, the Monday before our recital day, from 5:30-8:30 PM (possibly later for competitive students.) Attendance at our dress rehearsal is absolutely mandatory to participate in the recital.

**Recital Day**

You will receive many recital newsletters, as well as a Recital Handbook detailing the process and experience as we approach our recital on June 4th and 5th, 2022. It is most certainly one of our most exciting days of the year!

