

ELITE DANCE ACADEMY REGISTRATION, ATTENDANCE, AND MAKE UP POLICIES

REGISTRATION, ATTENDANCE AND TARDINESS:

- Parents must complete a signed registration card and consent waiver for each student before beginning classes. Please keep the front office updated with current information if changes occur.
- All final placement and level decisions are made by the directors. Please see the directors with level and placement questions.
- Regular attendance is required for each class. In order for students to gain strength and promote to each class level, regular attendance is necessary.
- If you know that your student will be absent, please notify the studio by phone or e-mail.
- Elite dance Academy reserves the right to move a student at any time to a lower level due to inconsistent attendance and inability to maintain the class level.
- Our classes run year round. Attendance throughout the summer months is highly recommended as instructors are working on finishing curriculum in current levels and preparing students for evaluations for promoting to the next level.
- Students must be on time to class and are discouraged from leaving class early. Students who arrive late will need to ask the instructor's permission to take class. If a student is 15 minutes late, it will be up to the instructor's discretion if the student may participate in class. If student's are excessively tardy, parents will be contacted.
- Student's must wear the appropriate attire to class. Please see the Elite Dress Code for acceptable attire.

MAKE UP POLICY:

- Make up classes are available for *most* classes and students are encouraged to make up classes when possible.
- Tuition will not be adjusted for classes missed (whether make up classes are available or not).
- Make-up class must be taken within 30 days of the missed class.
- Make-up classes must be taken in the style of the class missed (ie: ballet for ballet, jazz for jazz etc.)(jazz, contemporary and lyrical may be made up in turns and leaps).
- Make-up classes may be taken in current level or lower levels only.
- No make-up classes may be taken in any tumbling classes - missed tumbling classes may be made up in ballet, jazz or turns and leaps as long as the student takes these classes and are enrolled in the qualifying level.
- Students will not be permitted to make up missed classes in classes that are full (at maximum enrollment). Please check ahead of time for class availability before bringing a student to make up a class.
- Students must get a make-up form from the front desk BEFORE taking any make-up class.
- Private lessons may not be used as a make up class.