



Rules and Regulations

General Rules & Information

Students are registered in a class for the length of a school year and finish with the Spring Recital held in June. Participation in recital will involve the purchase of a costume and show tickets.

Attendance: All students should arrive at least five minutes before the start of their class. Regular attendance is essential for a dancer to progress. Tardiness is not permitted as students are required to fully take part in the warm-up exercises. When a student is tardy the environment of the classroom is disrupted. Students who arrive late are required to ask if they may take class or if they have to observe that day. If a student misses they are able to make-up a class on another day or time, but no refunds will be given.

Studio Events/closings: All events will be posted on the studio calendar found on our website at www.midwestelitedance.com

Studio Closings for unexpected reasons: Will be broadcasted on Channel 12 and Channel 5 in Cincinnati.

Studio Policies:

- Children are to remain inside the building until parents arrive to pick them up. The studio can not be responsible for children outside the building.
- The studio office is for studio business. Parents waiting area is in the main lobby. Student waiting area is provided. Siblings are to wait in the main lobby under parental supervision. Small child play area is provided. Children cannot be left unattended. Teachers and MEDC staff will call for dancers at class time.
- Parents may be invited at intermittent times to watch the classes.
- Vending machines are located in the Students waiting area. Only drinks with lids are permitted in the front lobby.
- All students and family members should be polite and respectful of all other students and the staff of Midwest Elite. The use of foul language and poor behavior will not be tolerated.
- Receptionists are available to answer questions and assist you when needed.
- All parents need a valid email address on file. All communication is by email.

- If a class drops below four students, Midwest Elite reserves the right to close that class or combine it with another class.

Studio Etiquette:

- No jewelry should be worn in class
- No cell phones are allowed in class. The cell phone must be in a dance bag and turned off.
- No eating or chewing gum while in class
- Only water or vitamin water is permitted in the classroom
- Students are to be in proper dance attire with hair pulled back, securely out of the dancers face. Bun, ponytails, braids are acceptable for class. Tights are to be worn under leotard or dance shorts in technique classes.
- Ballet classes: attire is leotard, tights and hair in a bun.
- Absolutely no running or horseplay is allowed while teacher is out of the room.
- Students are to respect the staff of Midwest Elite. The dance teachers at Midwest Elite have the right to ask a student to leave class or take a timeout if being disrespectful.
- All dancers will attend every class, participate to the best of their ability, and put forth 100% effort and energy.
- All dancers observing a class while in progress, due to injury or sickness are expected to be quiet and courteous to the dancers, dance teachers, and assistants.
- All dancers must treat the studio, the premises, and the possessions of all other dancers with respect, care, and consideration.
- Anyone taking class or trialing a class at MEDC must have a liability form signed by their parents prior to letting the child participate in the class.

Fee & Payment Policies

Registration Fee:

Each student pays an annual registration fee of \$20.00, which is due before classes begin to reserve a position in the class. This fee is non-refundable and may be paid by cash, check, or credit card. Your registration fee must be paid for your child to begin attending their scheduled lessons.

Tuition:

Annual tuition is based upon a 35 class season. This 35 class season allows for studio closings during the year as well as the absences a student may endure. Payments may be made monthly, in semesters, or annually for all tuition. When paying monthly payments are due the first of the month and can be paid with cash, check, or credit card. Also, when paying monthly you can chose to have the payment automatically deducted from a credit card placed on file in our secure system. The Semester Payments are due September 1st and January 11th. We do offer a 10% discount for annual pre-pay that is due by 9/10. If

you choose to pay in full there **is not** a refund if the child drops out of the class because of the 10% discount that you received. Please make sure that your child will not want to drop out prior to paying in full. There will be a \$10 late fee for any accounts not paid by the tenth of each month. (See tuition and costume policy)

Dropping a class:

If a decision has been made to drop a class a drop/ add form must be filled out and submitted to the business office by the second week of the month. If this is not done you are responsible for the full payment that month.

Recital Costumes:

Costs of costumes range from \$45-\$75 per costume. Recital costume full payments are due Nov 1st. Dancers that multiple costumes the first half is due Nov 1st and the second payment is due the second week in January of each year. Not every class will have a recital dance, and will not be required to be in the recital. The Midwest Elite will notify you if your child's class will not be in the recital. Not all students have to be in the recital, but the majority of class time after the first of the year will be focusing on recital dances. Recital is for your child to show their friends and family what they have learned and how they have progressed throughout the year. It is the dancer's time to shine and give memories for a lifetime.

Recital:

There is a yearend recital usually scheduled the first two weeks of June. All dancer and parents need to obtain an ad for the recital program. This offsets the price of recital and lowers the recital fee. Each spring there is an "All about Parents Week" that parents need to attend to get needed information about recital.

Mid May recital pictures are taken at the studio in the dancers costumes. These dates are announced.

Class Placement:

Dance is a learning process in which each student progresses at a different rate. A dancer's placement is based on their potential, ability, previous training, and technique. Each student will be placed into the most appropriate class for their ability. The first two weeks of each session will be an evaluation period where the teacher will determine if the student needs to be moved to a more appropriate level.

Observation:

The environment of the classroom is often distracting to the dancer if parents and siblings are in the room. Midwest Elite understands that parents enjoy observing their child to ensure behavior and learning. At the teachers discretion; parents may be allowed to observe the final minutes of the class. Midwest Elite has scheduled "parent observation weeks: throughout the year for your enjoyment. Due to limited space we ask that only parents or legal guardians observe. Parents are not to enter the class without the permission of the teacher.

Private Lessons:

Private lessons are available at Midwest Elite. Private lessons are for children who want additional class time to work on technique or individual needs. Private lessons are a valuable asset to a dancer's progression. It allows for intense one to one time with the dancer and instructor. If a parent would like to speak with the teacher during a private lesson, please let the teacher know at the beginning of the lesson so she can plan time at the end of the your child's lesson for questions. This will allow the private lessons to remain on time. Private lessons are intense and demands concentration of the dancer it is the at the teachers discretion if the parents can observe the lesson. Private lessons are at the rate of \$36 per hour.

Communication:

Communication is very important. The staff is always ready to listen. The dancer and parents opinions are very important to us. If at anytime a question arises, the staff will be ready to help you. If you would like to speak with the teacher, we will be glad to set up an appointment for you in person or by telephone. It is very difficult for the teachers to do consultations between classes. The proper attention can not be given at that time.