



# Rules & Regulations

## 2022-2023

### General Rules & Information

Students are registered in a class, at the Amelia or Batavia locations, for the length of a school year and finish with the Spring Recital held in June. Participation in the Recital for the Amelia location 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](http://www.midwestelitedance.com).

**Studio Closings for unexpected reasons:** Closings will be sent in a studio wide email, placed on Social Media, and 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 cannot 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. 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 (checkered floor room). All food should remain in that room at all times. 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 dancer's face. Bun, ponytails, and braids are acceptable for class.
- Ballet classes: attire is leotard, tights and hair in a bun.
- Absolutely no running or horseplay is allowed while the 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. No food or drink in the front lobby, checkered room only.
- 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 \$25.00 for one student or \$40 for 2+more, 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 calamity days and scheduled holidays during the year as well as the absences a student may endure. Payments may be made monthly or annually for all tuition.

#### Monthly Tuition Option:

- Payments are due the 1st of each month paid with cash, check, or credit card.
- A \$30 late fee will be assessed for accounts not paid by the 10<sup>th</sup> of each month.
- A valid/active credit card must be kept on file. Monthly tuition will be applied to the card on file if not paid by the 11<sup>th</sup> of each month as well as a \$30.00 late fee.

- If tuition has not been paid by the 11<sup>th</sup> of the month, due to non-payment or declined credit/debit card, the student may not partake in class until the account is made current
- Select automatic monthly payments on your credit/debit card from our secure system for convenience and eliminate the potential of a late fee.

**Annual Tuition Option:**

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.

**Changing A Class:**

If a decision has been made to drop a class, the Class Change Form, available on MidwestEliteDance.com, must be submitted to the front office by the second week of the month. If this is not done you are responsible for the full payment that month.

**Spring Recital Costumes:**

The Cost of costumes are \$75 per costume. The Spring Recital Costume Charge is added to your account on November 1, 2023 and must be paid in full by January 1, 2023. A \$10.00 late fee will be charged to the costume for payments made after January 7, 2023.

If you enroll in class after January 1, 2023 the Costume Charge will be \$85.00 to accommodate expedited shipping.

All classes and students, at the Amelia location, will participate in the Spring Recital 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.

**Spring Recital:**

The Spring Recital is scheduled on June 9-10, 2023. All students and parents have the option to obtain an ad for the Spring Recital program. The Recital Fee is \$25.00 for one student and \$40 for 2+ students. The Spring Recital Fee will be charged on April 1, 2023.

Each spring there is an "All about Parents Meeting" that parents need to attend to get needed information.

Mid May Spring 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 teacher's discretion; parents may be allowed to observe the final minutes of the class. Monitors located in the lobby will be on at all times to observe your student while in class. 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 students of Midwest Elite Dance Center who want additional class time to work on technique or individual needs. Private lessons are a valuable asset to a dancer's, cheerleader's or tumbler's progression. It allows for intense one-on-one time with the student 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 your child's lesson for questions. This will allow the private lessons to remain on time. Private lessons are intense and demand concentration of the student; it is at the teacher's discretion if the parents can observe the lesson. Private lessons are at the rate of \$50 per hour for enrolled students.

**Communication:**

Communication is very important. The staff is always ready to listen. The student and parents' opinions are very important to us. If at any time 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 cannot be given at that time. Concerns should be emailed to [MidwestElite@gmail.com](mailto:MidwestElite@gmail.com).