



# 2017-2018 Platteville Parent and Student Handbook

## Studio Information and Policies

*Classes start September 5th*

### **Contact Infos**

Website: [www.danceelitepv.com](http://www.danceelitepv.com)

Studio phone: 608.604.0578

Email: [danceelite@hotmail.com](mailto:danceelite@hotmail.com)

Mailing address for payments: Dance Elite, LLC  
31192 Cty Hwy tb  
Lone Rock, WI 53556

Dance Elite classes are held in  
the lower level of:

United Methodist Church  
1065 Lancaster St  
Platteville, WI 53818

Because of my busy teaching schedule it may take me a couple of days to return your emails/phone calls!

### **Communication**

Please be sure we have your correct email address, and that you are receiving email communication from us! Please contact Holly at [danceelite@hotmail.com](mailto:danceelite@hotmail.com), if you are not receiving emails.

Check [www.danceelitepv.com](http://www.danceelitepv.com) for any updates/reminders. Please read the DE email updates thoroughly, as they often contain very important information. Know your class Mom/Dad.

They will be relaying important information to your dancer's class.

- Please let me know if you would be interested in being class communicator.

### **Class Policies**

Please have your child arrive five minutes prior to class start time dressed in the proper attire, shoes and hairstyle. Parents please be prompt! Without proper warm-up a student can be seriously injured. Also please do not drop your child off more than 10 minutes before class.

The instructor is responsible for the children only during the lesson only. An adult must accompany young children until the class begins, and must be picked up promptly when the class ends.



Most classes run back to back, thus the teacher cannot monitor children before and after class.

For children under age 4, at least one parent per student must stay in the waiting area outside the dance room during the lesson in case of emergency. If you can't stay with your child please make arrangements with another parent for help.

Dance Elite reserves the right to combine classes, change times, provide substitute instructors or replacement instructors, and cancel or combine any class with 6 or less students.

Students should stop at the bathroom before class begins!

**In the Studio** - *Including dancers, parents/guardians and siblings of dancers – for safety, the following is NOT permitted*

- Chewing gum and eating candy is NOT permitted during class.
- There is no running in the dance studio, except under the teacher's direction and supervision.
- Hanging or climbing on the barres
- Touching the mirrors
- Touching, knocking or banging on the viewing glass window or door
- Running, rough play, or loud talking
- No Climbing on/in furniture
- No student or visitor may bring food, drinks, or chewing gum into the waiting or dance floor area.
- Water bottles are allowed.
- Leaving the classroom should be reserved for only an emergency.
- No cell phones in the studio

### **Dress Code**

Wear the appropriate attire allows for the instructors to observe and critique body alignment and positioning. To keep shoes and the floor in proper form, PLEASE, all dance shoes should be worn indoors only. Please do not wear dance shoes in the parking lot or outdoors. Dance Elite carries ballet, tap and jazz shoes and apparel for purchase. Specific shoes will be required for performance.

### **Practice Wear**

- Practice wear is mandatory for all classes.
- All students' hair must be tied back and secured for class.
- Shoe styles, colors and costs vary by class.
- Specifics will be given at registration.
- Please remove all jewelry before class.
- Write your child's name in both their shoes.
- Please no pajama pants, jeans or jean shorts allowed
- We ask that all children be prepared for class with ballet or jazz shoes on first
- If your child does not follow these requirements, they will be asked to watch the class.

**Ballet classes:** Leotard/tights (any color) required. Ballet skirts and dance shorts optional. Pink leather ballet shoes with strings tucked into shoe.

**Tap/Clogging Classes:** Dancewear, NO loose fitting clothes or pants that cover the ankles or



feet. black tap shoes. Specific shoes will be required for each class and can be purchase through the studio.

**Jazz and Lyrical classes:** Leotard/tights/dance shorts (any color) or snug-fitting tank top/dance shorts required. Warm ups may be used at the beginning of classes, but must then be removed after stretching. Specific shoes will be required for each class and can be purchase through the studio.

**Hip Hop classes:**

Shorts and tank tops/baby t's any comfortable fitted and movable clothes. No Jeans! CLEAN sneakers to only be worn indoors. Sneakers with smooth soles work best. NO street shoes! NO socks or bare feet.

**Pom Pom Dance:** involves precise movements, impressive kick lines, and skills such as splits, kicks and a variety of jumps. Pom pom is often confused with cheerleading: although many moves are similar, pompon routines are set to music, and do not involve vocal cheering as cheerleading does.

**Waiting Area**

Parents/guardians and siblings of dancers:

- Please be aware the loud activity/conversation in the waiting area is a disruption to the dancers and the teachers.
- Please do not bring food or drinks into the waiting or dance floor area. Water bottles are fine.
- Please be respectful of the common space in the waiting area and pick up after yourself. Parents please encourage our dancer to set a good example, and keep the waiting area/studio Clean and comfortable for everyone using it.
- Dancers please hang coats and remove shoes in the entryway of the studio. Please put dance bags in cubbies. This will eliminate your chance of mixing up and/or losing your shoes.
- Climbing or playing on/in furniture is not allowed.
- Please to not block the viewing area, this is also the entrance/exiting door of the dance room.

**Parent Observation**

We will have a formal parents observation night one month before recital for all classes age 6 and younger. You are welcome to videotape class, take photos, and bring friends and relatives on this night. Parents will also be invited to watch the last couple of lessons of the preschool and 4k classes, this will better prepare the children to dance in front of an audience.

**Parking**

Please park vehicles in the back parking lot.

**Attendance**

Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. Please make every effort to have your child to class on time. Repetitive tardiness may result in your child not participating in the show regardless of your costume purchase. It is also important that you pick up your child promptly.

**Inclement Weather**

Snow days & other cancellations are announced on WGLR and will also be posted on



the website [www.danceelitepv.com](http://www.danceelitepv.com). You will not be charged for these days. I have built snow days into the dance year.

### **Holidays**

Dance lessons will be closed for the Winter break on December 26<sup>th</sup> & 27<sup>th</sup> Jan 2<sup>nd</sup> & 3<sup>rd</sup>  
You will not be charged for these days.

### **Tuition Payment**

Payments are paid in four installments for each quarter; make checks out to Dance Elite, LLC. We do not bill you for each quarter, so please mark these dates on your calendar. I will post a payment reminder in the waiting area and I will send a reminder via email and so please make sure that I have your current email address.

### **PAYMENT SCHEDULE**

1st payment: Due at registration

2nd payment: October 24<sup>th</sup>

3rd payment: December 19<sup>th</sup>

4th payment: February 27<sup>th</sup>

If someone else is paying for your child's lessons, please have them write your child's name, day and class time on their check. You may be required to cover the cost of any other additional costs such as tights and props. All costume fees and quarterly payments must be up to date before your child will receive his or her costumes for the recital. Missing class does not affect the cost of tuition.

### **Additional Class Options:**

Hip hop addition to another class is \$45 + \$18 costume fee = \$63 a quarter.

Pompon addition to another class is \$45 + \$18 costume fee = \$63 a quarter.

### **Returned Checks**

There will be a \$25.00 returned check fee for all returned checks. Cash only accepted at this point for payment.

### **Recital**

Every year, "Dance Elite, LLC" holds an annual recital in the spring. This gives your child the opportunity to perform in front of a live audience in full costume, scenery and lighting. Every student is eligible to perform, however, it is not required. If you do not wish to participate in the show for some reason, you must notify Miss Holly by the time costumes are ordered in November.

Our recital date will be May 19<sup>th</sup> at 2pm but will be held at the Center for the Arts (CFA) in Platteville. Stage lessons will be Monday, May 14<sup>th</sup>. Family and friends will be allowed to view the recital performances with the purchase of tickets that will go on sale in May.

Every student participating in the recital must practice at his or her stage lesson and dress rehearsal in FULL COSTUME. Stage lessons will take place at the Lancaster Center for the Arts (CFA). Dress Rehearsal is a complete run through of all dances with full costume, makeup, lighting



and scenery.

All dancers must remain backstage in the dressing area during their recital. Dancers are **NOT** permitted in the audience during the show or in the hallway outside the auditorium. Every child must be accompanied by an adult. Younger students usually perform in the first half of the show, while older and more experienced dancers perform in the second.

All students are expected to stay until the end of the recital to take part in the Finale. However, we realize that some of our younger dancers may tire easily and for this reason our preschool classes are not required to stay until the end of the show.

### **Recital Videos & Class Photos**

Please DO NOT videotape or photograph the recital while it is in progress, as it is dangerous for the performers and discourteous to the audience. People cannot enjoy the show with video cameras throughout the audience. If you try to video the show you will be asked to leave and your child will not be able to enroll in classes the following year. The recital will be videotaped by Video Memories and can be purchased from them.

Professional portraits will be in April 14th. Group and individual photos can be purchased at this time, ordering information and pricing will be available in the spring. Please notify Miss Holly if you can not make this date.

Videotaping and photographs are NOT permitted, except at stage lessons and dress rehearsal. You are welcome to take photos on stage after the recital has concluded or during dress rehearsal.

### **Recital Volunteers**

If you would like to help out at the recital, please sign up on one of the volunteer sheets posted in the waiting area in May. This is a fun way to participate and learn what is involved in developing this type of production. If you decide to help, we ask that you view the class prior to the dress rehearsal to become more familiar with the songs, shoes, and prop changes, ect.

### **Ticket Sales**

Due to the cost of a recital I am required to charge admission to the performance. Admission to the recital is by ticket ONLY. Recital tickets will be sold through the Center For the Arts box office and will be sold in advance in April; this will be determined at a later date. A spring newsletter will be available with more details closer to recital time. .

### **Costume Fees**

Each class will have two costumes for the recital performance except for the Hip Hop and Lyrical classes which will have one costume. The costume fee will be an additional fee added onto your quarterly tuition payment. Listed below is the break down for your dancer/dancers class time.



### **Austin's Classes**

#### **Tuesday classes**

4:00pm = \$18 per Qtr  
4:45pm = \$18 per Qtr  
6:30pm = \$18 per Qtr

### **Miss Hana's Classes**

#### **Tuesday classes**

4:00pm = \$32 per Qtr  
4:45pm = \$35 per Qtr  
5:30pm = \$18 per Qtr  
6:15pm = \$35 per Qtr  
7:00pm = \$35 per Qtr  
7:45pm = \$35 per Qtr  
8:30pm = \$35 per Qtr

### **Miss Hana's Classes**

#### **Wednesday classes**

4:30pm = \$18 per Qtr  
5:15pm = \$18 per Qtr  
6:00pm = \$18 per Qtr  
6:45pm = \$18 per Qtr  
7:30pm = \$35 per Qtr

- Private instructions (\$45/hour)

Costumes may vary in cost but each is approximately \$60.00 - \$70.00. All 4-quarter payments and costume balances must be paid in full before your child/children's costume will be handed out. Please let me know if you are unable to be in the show.

### **Withdrawal & Refunds**

Dance Elite classes are based on a September-May enrollment. Please register with the intent to have your child enrolled for the full term. To withdrawal from a class you must notify us in writing. Simply not showing up to class does not cancel your child's registration, and you will continue to be responsible for tuition until we receive notification in writing. Refunds are not given. Costume deposits will be refunded only prior to costume purchases. If withdrawal is made after costumes are purchase no refund will be given.

### **Dance Class Curriculum**

**Preschool:** Pre tap and ballet class that concentrates on posture, basic motor skills, utilization of various props, fun music, and simple routines.

**Ballet:** In this class students learn valuable lessons including technique, posture, gracefulness and balance that are skills carried out through all types of dance.

**Tap:** As the students advance in age they will learn the fundamental and progressive tap sounds and steps leading to advanced rhythms and syncopation. Emphasis is placed on clarity of tap sound, weight shifts and rhythms.

**Lyrical:** This class is offered to ages 10 and up only. Lyrical is a beautiful combination of jazz and ballet using interpretation and story telling through movement. Students must be taking a ballet and jazz class along with it.

**Hip Hop:** Contemporary dance styles (free style, street dance, funk, etc.) choreographed to contemporary music.

**Pom Pom Dance:** involves precise movements, impressive kick lines, and skills such as splits, kicks and a variety of jumps. Pom pom is often confused with cheerleading: although many moves are similar, pompon routines are set to music, and do not involve vocal cheering as cheerleading does.



# Platteville Tuition

## Platteville Dance Schedule - Teachers Miss Hana & Austin

### Tuesday's

#### **Taught by Miss Hana**

**4:00pm** Mini Hip Hop 5-7 yr olds  
**4:45pm** Inter Hip Hop 8-11 yr olds  
**6:00pm** Adv Hip Hop 12 yrs & older  
**6:15pm** Ballet/Tap Combo 7&8 yr olds  
**7:00pm** Ballet/Tap Combo 9-11 yr olds  
**7:45pm** Beginner Tap/Jazz  
**8:30pm** Advanced Jazz/Tap Combo

### Tuesday's

#### **Taught by Austin**

**4:00pm** Preschool Ballet/Tap Combo 3&4 yr olds  
**4:45pm** Ballet/Tap Combo 5&6 yr olds  
**5:30pm** Mini Pom Pom Dance 6-8 y olds

### Wednesday's

#### **Taught by Miss Hana**

**4:30pm** Clogging 9-12 yr olds **Tap experience required**  
**5:15pm** Beginner Lyrical 8-11yr olds & up  
**6:00pm** Pom Pom Dance 9 yr olds & up  
**6:45pm** Advanced Lyrical 9-12yr olds & up  
**7:30pm** Jazz/Lyrical Combo 11-14yr olds & up

### Tuition Breakdown

One Child = \$80 per quarter  
 Two Children = \$150 per quarter  
 Three Children = \$205 per quarter  
 Four Children = \$236 per quarter

### Payment Schedule

1st payment: Due at registration  
 2nd payment: October 24<sup>th</sup>  
 3rd payment: December 19<sup>th</sup>  
 4th payment: February 27<sup>th</sup>

### Costume Fees

#### **Austin's Classes**

##### **Tuesday classes**

4:00pm = \$18 per Qtr  
 4:45pm = \$18 per Qtr  
 6:30pm = \$18 per Qtr

#### **Miss Hana's Classes**

##### **Tuesday classes**

4:00pm = \$32 per Qtr  
 4:45pm = \$35 per Qtr  
 5:30pm = \$18 per Qtr  
 6:15pm = \$35 per Qtr  
 7:00pm = \$35 per Qtr  
 7:45pm = \$35 per Qtr  
 8:30pm = \$35 per Qtr

#### **Miss Hana's Classes**

##### **Wednesday classes**

4:30pm = \$18 per Qtr  
 5:15pm = \$18 per Qtr  
 6:00pm = \$18 per Qtr  
 6:45pm = \$18 per Qtr  
 7:30pm = \$35 per Qtr

### Additional Class Options:

Hip Hop class addition to another class is \$45 + \$18 costume fee = \$63 a quarter.  
 Pom Pom dance addition to another class is \$45 + \$18 costume fee = \$63 a quarter.  
 Lyrical class addition to another class is \$45 + \$18 costume fee = \$63 a quarter.







## 2017-2018 Registration / Release from Negligence Form

Dancer's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent/Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ What school district  
does your child go to: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Dancer's Cell Phone: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Class Time/Day: \_\_\_\_\_ # of years in dance: \_\_\_\_\_

Allergies/other health concerns: \_\_\_\_\_

In exchange for permission for me and/or for my child to participate in Dance Elite program and classes, I hereby grant the following release from liability on my own behalf and on behalf of my child:

I, on my own behalf, and also as parent and/or guardian on behalf of the minor child identified above, release, discharge and hold harmless Dance Elite instructor, Dance Elite, LLC, its officers, directors, landlords and sponsors (hereafter the "Released Parties") from any and all liability for injury to my child's person, my person or other persons, and to my child's property, my property or other persons' property, arising out of or in connection with, or caused in any manner by my participation or my child's participation in Dance Elite program or classes.

In consideration of mine or my child's being allowed to participate in the activity, I hereby release and forever discharge Dance Elite, LLC, Holly Johnson, her/their and employees, and further covenant not to sue Dance Elite, Holly Johnson, her/their officers, agents, and employees for any injury which I or my child may sustain as a result of my participation of the above activity, and which results from causes beyond the control, and without fault or negligence of Dance Elite, LLC, Holly Johnson, her/their employees.

I acknowledge I hereby have been advised to consult, and have consulted, with my physician and/or with my child's physician with respect to any past or present injury, illness, health problem or any other condition or medication that I and/or my child now have, previously have had and/or now may have that may affect my and/or my child's participation and ability to participate in and to endure the program and classes offered by Dance Elite, LLC.

In the event that I and/or my child become ill or injured during or as a result of participation in Holly Johnson's Dance Elite, LLC program or classes, I hereby authorize the Released Parties to arrange for such emergency medical attention as they, in their sole judgment, may deem to be required to preserve my life and/or health and /or the life and/or health of my child, I hereby release, discharge and hold harmless the Released Parties, as well as any person or entity that provides such emergency medical attention, from any and all liability in connection with any injury to my or my child's person or property arising in connection with or as a result of such emergency medical treatment.

I authorize Dance Elite, LLC to use my child's image in photograph and/or video for website, brochure, videos or promotions. I understand that student will not be compensated in any way for the use of these images and the students' names will not be used without additional consent.

I have read completely and understand fully and agree to the policies stated in the 2017-2018 Dance Elite Handbook, including the annual tuition agreement and payment schedule. I understand that this registration is for the full term September 2017-May 2018.

Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How did you learn about Dance Elite, LLC? \_\_\_\_\_