



*Elite*  
DANCE | 6



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# Whether you are a returning student or new to Elite Dance CO., WELCOME!

Enclosed please find helpful information about our Fall Schedule for our 2011-2012 dance year, Studio Policies, Dress Code, Tuition Information and FAQ's.

At Elite Dance CO., our mission is to offer students a comprehensive, well rounded dance education while giving you the parent, the customer service you deserve. With over 30 years of teaching experience, I have a highly regarded reputation as a teacher and for running an organized dance business. Several former students can be found from coast to coast working as professional dance educators, professional artists in companies, television, free lance dancers and dance educators. Two of my former students are now teaching for me with their BFA degree in dance. For me, dance was not just a career of choice – it was a passion. And after more than 30 years of teaching, it still remains my passion.

My staff and I look forward to speaking with you about the dancer in your family and are here to assist you in choosing the classes that will most benefit your child. After reading the enclosed booklet, please feel free to call at any time to answer any of your questions or concerns. You may also choose to email us at: [pennyknox@elitedanceltd.com](mailto:pennyknox@elitedanceltd.com)

Where the passion begins . . . welcome to our dance family!

Sincerely,  
Penny Knox  
Director



# Are All Dance Studios the Same? NO! Compare! Here is why Elite Dance Co. is the RIGHT choice!

## Elite Dance Co. Offers:

- Small Class Sizes – Maximum of 8 students for 3 years olds, 12 students for ages 4 -12. Many other studios are now packing in as many as 25-30 students per class!!
- Dance rooms equipped with raised marley floors, maple barres, full length mirrors.
- Observation windows to view your child's progress during Parent Watch Week.
- Prompt reply to phone calls and emails.
- Professionally educated teachers in dance, performing arts and education. We understand how a student learns from pre-school through adults.
- Friendly, first class customer service that you deserve. At Elite Dance Co. customer service is not a department – it is our way of doing business.
- FREE tights included with year-end student concert costumes.
- FREE class leotard for students registering by July 30th.
- We sell our required dancewear and footwear at reasonable, competitive prices. No driving around from town to town saving you time, money and gas!
- Hassle free, low pressure year-end student concert for all students.
- A "Winter Showcase" for students age 3 - 10 with beautiful costumes at NO CHARGE to you!
- Students or parents are never required to participate in fundraisers.
- Optional competition dance teams (by audition) for students of all ages and abilities.
- Friendly payment plan available – No "full payments" required in September!
- Birthday parties and special events may be booked at our studio. Please check with office. Special request classes for groups such as Brownies and Girl Scouts.



## Required Dance Class Attire

- Note: Dancers having classes scheduled back-to-back must have prima or classic pink tights for ballet. However, tan, prima pink or classic pink tights are acceptable for all other classes.
- Check the schedule for new color coded leotard color. Some may have changed.
- Be sure your name is in all dance shoes. We stock all required dancewear!
- Classes use color coded leotards. Be sure to check for the color your child will need.
- All Ballet Classes: Lt. pink split sole ballets. No “house slipper” type ballets.
- Tights: Classic Pink , Prima Pink or Tan. No “candy pink” or other color tights.
- Tap: All combination classes - Revolution buckle Tan Taps.
- Tap Only: Solid color leotard, dance shorts. Tap color will be advised.
- All Jazz: Tan split sole, solid color leotard, jazz pants or shorts.
- Lyrical & Modern: Solid color leotard and/or dance shorts and Dance Paws.
- Hip Hop: T-shirts, jazz pants or shorts or sweatpants.
- Tumbling: Leotards with dance shorts or biketards. NO loose fitting attire.
- Males: Black jazz pants, white t-shirts, black dance shoes.
- All dance skirts must be no longer than finger tip length.
- No tutu's, “petticoat” skirts or street wear skirts. No “costume type” leotards!
- ALL Classes: Long hair in buns or ponytails at all times. Neatness counts!
- In the interest of classroom discipline and uniformity, neatness is a must as it affects the performance within the classroom. Therefore, all dancers must adhere to our class attire - no exceptions will be permitted!
- Dancers coming to class not dressed in appropriate, required attire will only be allowed to observe.
- No necklaces, dangling jewelry or watches.



## Registration

- You may register in person, by mail, website: [www.elitedanceltd.com](http://www.elitedanceltd.com)
- Email confirmations will be sent.
- Payments - MC, Visa, Discover or Check. Cash - in person only.
- Returned checks: \$25 fee
- All families must have a current credit card on file.
- Your credit card will automatically be charged on the 1st of each month if we do not receive payment by the first day of the month.

## Class Calendar for 2011-2012

### September

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- 1 Tuition Due
- 7 Classes begin

### October

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- 1 Tuition Due
- 15 Costume Deposits Due
- 31 No classes after 4:00 pm

### November

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- 1 Tuition Due
- 15 Balance for costumes due
- 20-27 Thanksgiving Recess
- 28 Classes Resume

### December

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- 1 Tuition Due
- TBA "Winter Showcase"
- 10 Parent Viewing Week
- 18 Winter Break Begins

### January

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- 2 Tuition Due
- 9 Class Resume

### February

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- 1 Tuition Due

### March

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- 1 Tuition Due
- 12 Parent Viewing Week
- 25 Spring Break begins

### April

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- 1 Tuition Due
- 2 Classes Resume
- TBA Photos for Student Concert
- 21 Student Concert Tickets on sale

### May

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- 1 Tuition Due
- 5 All programs ads due
- 20 - 26 Last week of classes
- 26 Floral pre-orders due

### June

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- 2 Student Concert Rehearsal  
*(pending)*
- 3 Student Concert  
*(pending)*

### July

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- TBA 2012 Summer Session begins

## Inclement Weather and Snow Closing Policy

Generally, if the public schools close, Elite Dance CO. will also close. Please call our office (voicemail) if in doubt. We will make every effort to contact you via email - but we are unable to make personal phone calls. If a class cancels due to weather, there will not be a scheduled make up class. You may attend another class within one month for a makeup class.

## Tuition and Fee Schedule

Bonus for Early Bird Registration when you register by July 30th:

- FREE color coded class leotard! Does not include black.
- Use our Payment Plan!
- 5% rebate for tuition paid in full by August 1st
- We require a credit card on file for every family that does not pay in full.

*Note! For your convenience, we offer "Auto Charge". Your payment is automatically charged to your credit card on file on the 1st of the month. You do not have to pay by credit card, but if we do not receive payment by the 1st of each month, your account will be charged to the credit card on file. We accept Visa, Master Card and Discover credit/debit cards. We must have a 30 day written notice if you must drop or your account will be charged – no refunds!*

Insurance/Registration Fee \$ 25 per student or \$35 per family

## 2011 - 2012 Tuition

Tuition will be broken into 4 payments of\*

30 Minute Class	\$ 82
45 Minute Class	\$110
60 Minute Class	\$120
75 Minute Class	\$138
90 Minute Class	\$150

\*Students in multiple classes or Carte Blanche may make monthly payments.

**NEW! .5 hour "add on" class \$200 (full year charge)**  
(Class taken with another that backs up to it)

## NEW!! SAVE EVEN MORE!!

Discounts for multiple classes for the same student. Note: Does not apply to "add on" classes since these classes are already greatly reduced.

- 5% off second class
- 10% off three or more additional classes





## Studio Policies

- All missed classes must be made up within one month. There is no refund for missed classes. Please call the office to schedule a make-up class. Classes not made up are forfeited.
- Please arrive 10 minutes before your class. If you must change into dancewear, please leave enough extra time to change.
- Please be sure young children use the bathroom before class.
- Students arriving after a class has begun may only observe.
- Our dress code is to be respected and adhered to. Hair should be in a bun for all “ballet only” classes and is the preferred hairstyle for all classes. Hip hop is an exception.
- Dangling jewelry, watches, gum or food are not allowed in classrooms.
- Cell phones must be turned off and kept in dance bag or purse.
- Ballet skirts are optional but must be no longer than finger tip length.
- No tutus, layered, street wear or “petticoat” type skirts allowed in classroom.
- “Costume” style leotards and costumes are not allowed in any class.
- For health reason, tights must be worn.
- Food and drinks should be consumed in the “break room” area only. Please clean up after you or your child is finished. We have a broom or vacuum if needed.
- Only water bottles with plain water are allowed in the dance studios.
- Outdoor street shoes are not allowed on the dance floors.
- Please! For safety and health reasons, do not allow children to stand on the waiting room chairs.
- Keep voice & noise levels to a minimum.
- Never wear dance shoes outdoors or going to and from class.
- Costumes for our spring concert are ordered in January. All costumes must be paid for by November and are a final sale. No refunds!
- Students must be picked up immediately after class. There will be a \$10 per .25 hour charge for all late pick -ups.
- There is a \$25 charge for all returned checks for ANY reason.
- A medical release and photo/video release must be signed before the first class.
- Due to allergies, NO nuts or nut products are allowed on Elite Dance CO. premises.

## **FAQ'S**

### **Q. My child has had previous dance training, but is new to your program.**

#### **How should I determine the level and class to enroll in?**

A. By answering a few questions, we will determine the best class. If after the first few classes we feel your child would receive benefit from a different level class we will recommend it. This will save you the cost of an audition class. If you prefer, we have a private class audition for a fee of \$20.

### **Q. What is your attendance policy and do you offer make up classes?**

A. Attendance is crucial to a positive experience in dance education. Each class builds upon the previous class. If you must miss, please call and we will offer you a time to make up your missed class in another like class. We request that you make up your missed class within 2 weeks. When a teacher is working on choreography, it is important for all the students to attend class on time and regularly. When a teacher needs to continually review material for missed classes, the entire class progress is slowed down and all students suffer. If a student misses three consecutive classes without notification for a parent or guardian, (s)he will be dropped from the class. If a class is not made up in a timely matter it is forfeited. There will be no refunds for missed classes or closings due to inclement weather.

### **Q. What is your refund policy if my child must drop class?**

A. We will refund unused tuition if a student has a note from a doctor or is relocating out of the area. Costume monies are not refundable for any reason. Once costumes are ordered, we cannot cancel with the costume manufacturers. Since costumes are a final sale, you will not receive a refund.

### **Q. Do you adhere to your age requirements?**

A. YES! Students are grouped according to age maturity and physical capabilities. It is unreasonable to expect a young student to technically perform or act emotionally several years beyond their age. We are professional educators and therefore, our class age levels are held to strict standards.

### **Q. Are students required to participate in your year-end show?**

A. Our year end show is optional. However, 99% of our families opt to take part. It is a fully staged production with costumes, lighting and scenery. We believe that students of all ages benefit from the stage experience. Our year end performance is a student concert. We ask that our patrons respect theatre etiquette. A DVD of our past shows is available for your review or consideration. Most students are in one show, with dance team members and more advanced classes performing in additional performances. Our show is usually held the first or second weekend in June.

### **Q. What is your policy if a student also studies at another dance studio?**

A. Sometimes cross training between studios is good emphasis on correction and technique. Occasionally, a student may want to take a class or an additional class of a particular dance style that is not offered at Elite Dance CO. We encourage our students to take from reputable studios and teachers. Please check the credentials as well as the reputation of the teachers and studio. Learning correct technique is important. Learning incorrectly confuses a student and can become frustrating as well as impair progress.

**Q. Do you evaluate the progress of a student to determine if (s) he should be moved to a higher or lower level?**

A. Absolutely! If we feel a child will benefit from a different level of learning, we will contact you. The first year a student is introduced to our dance syllabus. It may take one or two years for the teacher to feel that the student has reached a level of mastery at that level. At that time the student would then be evaluated to move onto the next level. It is normal for a student to repeat a level one or two times. Dance is not necessarily like school where a student progresses to the next level or grade each year. Only in rare circumstances would a student be placed into a lower level class.

**Q. What is your tardiness policy?**

A. Students arriving to class late will only be allowed to observe. Tardiness disrupts the entire class and valuable technique is missed. Continued tardiness will result in a student being asked to withdraw from the class. They may choose a later class time or one that is more conducive to their schedule.

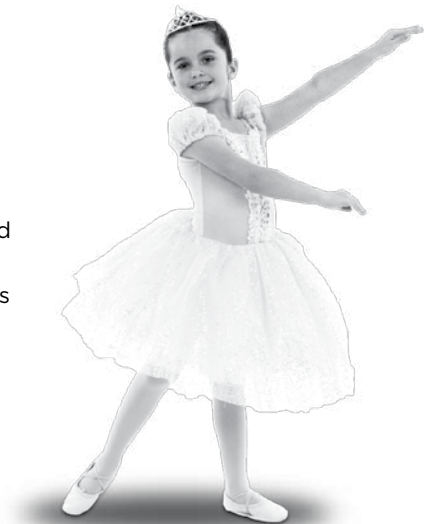
**Q. Your studio floors are raised. Why?**

A. The studio floors were built with professional standards to reduce impact and injury. The floors are raised approximately 6" with high density foam blocks every foot under the bracing of the entire floor. They are then covered with .75 inch plywood and Marley (solid surface vinyl) dance flooring. This type of flooring insures the longevity of a dancer's body and joints to reduce injury. The floor literally "gives" upon landing from jumps, leaps and the workout a dancer's body receives.

## **Elite Dance CO. Facility**

We are located on the corner of Seymour Avenue and Hawley St, 1 block East of Rte 45 in Mundelein in the Hawley Commons Plaza. Our studio consists of:

- 5,000+ sq. feet
- Three classrooms with Marley floors and 12' - 14'ceilings.
- Full length mirrored walls and barres.
- Parent observation windows.
- Clean, spacious entry and waiting room, dressing room & two restrooms.
- "Break" room with microwave, frig, sink and prep area with tables and chairs.
- "Cubbies" for dance bags, personal items such as purses & backpacks.



# Registration Form By Mail

Please fill out and return this form with your Registration/Insurance Fee.

You may mail it to:

**Elite Dance CO P.O. Box 1078 Mundelein, IL 60060**

Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

Student #1 \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Student #2 \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Student #3 \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

CLASS	Student#	Room#	Time
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Use additional sheet for additional students or classes.

All families must have a credit card on file with signature. If tuition is not paid by the first of the month, or in full, your credit card will be charged automatically on the 2nd.

Payment by Mail: Circle One:  MasterCard  Visa  Discover

Exp. Date \_\_\_\_\_ SVC \_\_\_\_\_

C.C.# \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature for File \_\_\_\_\_

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