



# 2017-2018 RC Parent and Student Handbook

**Studio Information and Policies**  
*Classes start the week of September 11th*

## **Contact Info**

Website: [www.danceeliteRC.com](http://www.danceeliteRC.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

Address Dance Elite Studio: Dance Elite  
1850 Bohman Dr.  
Richland Center, WI 53581

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.danceeliteRC.com](http://www.danceeliteRC.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 lesson time. 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 or 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 5 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 in the hallway or in the studio
- 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.
- Please silent your cell phones in the studio
- NO STREET SHOES ALLOWED ON THE DANCE FLOOR AT ANY TIME!

### **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.

**Viewing & Waiting/Hallway Area**

Parents/guardians and siblings of dancers:

- We ask that the dancers enter the studio through the side entrance.
- Please put coats and dance bags in cubbies. This will eliminate your chance of mixing up and/or losing your shoes.
- Please be aware the loud activity/conversation in the waiting/hallway area is a disruption to the dance and the teachers and to the other businesses in the building.
- Please to not block the viewing area, this is also the entrance/exiting door of the dance room.
- 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.
- Climbing or playing on/in furniture is allowed.

**Parent Observation**

We will have a formal parents observation night one month before recital for all classes age 7 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.

**Studio Observation**

Please park on the entrance side of the 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 WRCO and will be posted on my website [www.danceeliteRC.com](http://www.danceeliteRC.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 Thanksgiving holiday on November 20<sup>th</sup> or 23<sup>rd</sup> and for Christmas on December 23<sup>rd</sup> - Jan. 7<sup>th</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 send out a reminder via email so please make sure that I have your current email address.

### **PAYMENT SCHEDULE**

1st payment: Due at registration

2nd payment: October 30<sup>th</sup>

3rd payment: January 8<sup>th</sup>

4th payment: March 5<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.

### **Tuition Breakdown**

One Child	= \$75 per quarter
Two Children	= \$150 per quarter
Three Children	= \$181 per quarter
Four Children	= \$200 per quarter
Five Children	= \$240 per quarter

### **Additional Class Options:**

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

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

Ballet Technique addition to a combo class is \$45, no costume fee, no performance in recital.

### **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 will be held on June 9<sup>th</sup> & 10<sup>th</sup> at the Richland Center High School Auditorium. **Stage lessons** will be held on **June 4<sup>th</sup> – 7<sup>th</sup>**. Your child's class will dance on one of these days; this will be determined closer to recital. **Please reserve Friday (June 8<sup>th</sup>) evenings for Dress Rehearsal. Our Recital this year will be held on Saturday, June 9<sup>th</sup> at 7:00pm and Sunday, June 10<sup>th</sup> at 2:00pm.** Family and friends will be allowed to view these performances with the purchase of tickets that 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 RCHS Auditorium. Dress Rehearsal is a complete run through of all dances with full costume, makeup, lighting and scenery. This year we will be running dress rehearsal all in one day just like last year. We will start with finale and run from the beginning to the end of the show. **Picture day is April 28th.**

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 taken at the RC studio - TBA. 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 cannot 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. Dance Elite LLC will sell tickets in advance in May; this will be determined at a later date. Tickets will also be for sale at dress rehearsal. A spring newsletter will be available with more details closer to recital time.

### **Costume**

Each class will have two costumes for the recital performance. The costume fee will be an additional fee added onto your quarterly tuition payment. Listed below is the break down for your child's or children's class time.

#### **Monday classes**

9:00am = \$32 per Quarter  
3:30pm = \$35 per Quarter  
4:15pm = \$35 per Quarter  
5:00pm = \$18 per Quarter  
5:45pm = \$35 per Quarter  
6:30pm = \$18 per Quarter  
7:15pm = \$35 per Quarter  
8:00pm = \$18 per Quarter  
8:45pm = \$18 per Quarter  
9:30pm = \$18 per Quarter

#### **Thursday classes**

2:30pm = \$32 per Quarter  
3:30pm = \$35 per Quarter  
4:15pm = \$18 per Quarter  
5:00pm = \$35 per Quarter  
5:45pm = \$18 per Quarter  
6:30pm = NA  
7:15pm = \$38 per Quarter  
8:00pm = \$18 per Quarter  
8:45pm = \$18 per Quarter  
9:30pm = \$40 per Quarter

#### **Friday classes**

4:00pm = \$18 per Quarter  
4:45pm = \$35 per Quarter  
5:30pm = \$18 per Quarter

Costumes may vary in cost but each is approximately \$60.00 - \$80.00. 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.

### **Web Site & E-mail**

Please visit our web site at HYPERLINK "www.danceeliteRC.com " [www.danceeliteRC.com](http://www.danceeliteRC.com) for any questions or e-mail Mrs. Holly at HYPERLINK "danceelite@hotmail.com " [danceelite@hotmail.com](mailto:danceelite@hotmail.com) for concerns.

### **Convention**

Students of Dance Elite, LLC are allowed to attend the Showstopper conventions at the Kalahari Resort and Water Park in the Wisconsin Dells October 14<sup>th</sup> & 15<sup>th</sup>. Information will be provided to interested experienced students prior to each convention. This convention allows students the opportunity to take classes taught by professional choreographers and teachers from around the country. Convention participation is encouraged and left up to each individual student. These conventions are a great opportunity for your child to progress in his or her own dance skills.



# RC TUITION

## PAYMENT SCHEDULE

1st payment: Due at registration  
2nd payment: October 30<sup>th</sup>  
3rd payment: January 8<sup>th</sup>  
4th payment: March 5<sup>th</sup>

## Tuition Breakdown

One Child = \$75 per quarter  
Two Children = \$150 per quarter  
Three Children = \$181 per quarter  
Four Children = \$200 per quarter  
Five Children = \$240 per quarter

## Quarterly class costume fee break down

### **Monday classes**

9:00am = \$32 per Quarter  
3:30pm = \$35 per Quarter  
4:15pm = \$35 per Quarter  
5:00pm = \$18 per Quarter  
5:45pm = \$35 per Quarter  
6:30pm = \$18 per Quarter  
7:15pm = \$35 per Quarter  
8:00pm = \$18 per Quarter  
8:45pm = \$18 per Quarter  
9:30pm = \$18 per Quarter

### **Thursday classes**

2:30pm = \$32 per Quarter  
3:30pm = \$35 per Quarter  
4:15pm = \$18 per Quarter  
5:00pm = \$35 per Quarter  
5:45pm = \$18 per Quarter  
6:30pm = NA  
7:15pm = \$38 per Quarter  
8:00pm = \$18 per Quarter  
8:45pm = \$18 per Quarter  
9:30pm = \$40 per Quarter

### **Friday classes**

4:00pm = \$18 per Quarter  
4:45pm = \$35 per Quarter  
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## Additional Class Options:

Hip Hop addition to a combo class is \$45 + \$18 costume fee = \$63 a quarter.  
Lyrical addition to a combo class is \$45 + \$18 costume fee = \$63 a quarter.  
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# Dance Elite, LLC

## Richland Center

Student Registration-Thursday, Aug 3rd<sup>th</sup> 4:00-7pm

- Mini Competition Team 5- 8 yrs Tryouts are Aug. 6<sup>th</sup> at the studio 5-6pm
- Jazz Competition Team 8-14 yrs old Tryouts are Aug. 6<sup>th</sup> at the studio 6-7pm
- Clogging Competition Team 8 yrs & Up Tryouts are Aug. 6<sup>th</sup> at the studio 7-8pm

• The Competition Teams will be having tryouts for all students age 5yrs and up who are interested in being in Comp Team. Tryouts are Aug. 6<sup>th</sup> at the Fennimore studio! Must attend tryouts NO exceptions!

## 2017-2018 RC Fall Class Schedule

### RC Monday's – Teacher Miss Holly

9:00am	Preschool Tap/Ballet Combo 3 & 4yr olds – <b>New Student</b>
9:45am	Mommy & Me – 2-4yr olds <b>New Student</b>
3:30 pm	Tap/Ballet Combo – 9 & 10 yr olds – <b>True Colors</b>
4:15 pm	Tap/Ballet Combo – 7 & 8 yr olds – <b>New Student Flintstones</b>
5:00 pm	Mini Hip Hop I – 7 - 10 yr olds – <b>New Student Sesame St.</b>
5:45 pm	Tap/Ballet Combo – 8 - 10 yr olds – <b>New Student &amp; Adams Family</b>
6:30 pm	Hip Hop I – 9 & 11 yr olds <b>New Student TTYLXOX</b>
7:15 pm	Tap/Ballet Combo – 11 & 12 yr olds – <b>Say Something</b>
8:00 pm	Hip Hop II – 11 – 14 yr olds – <b>Trolls</b>
8:45 pm	Adv. Hip Hop – 14 yrs & up – <b>Get UP</b>
9:30 pm	Lyrical – 14 yrs & up – <b>Way Down You Go</b>

### RC Thursday's – Teacher Miss Holly

2:30 pm	Preschool Tap/Ballet Combo 3 & 4 yr olds – <b>New Student</b>
3:30 pm	Tap/Ballet Combo 6-8 yr olds – <b>New Student</b>
4:15 pm	<b>NEW</b> B-Boy Hip Hop I – 7 - 10 yr and older <b>New Student</b>
5:00 pm	Boy/Girls Combo – 10 & 12 yr olds – <b>Hairspray</b>
5:45 pm	B-Boy Hip Hop 2 – 10-13 yr olds – <b>Bye Bye Bye</b>
6:30 pm	Ballet Technique – 9 yrs and older
7:15 pm	Tap/Jazz Combo – 12-15 yr old – <b>Fuller House</b>
8:00 pm	Clogging 2 – 11 yrs and older – <b>Move</b>
8:45 pm	Pointe – 13 yrs and older – <b>Game of Thorns</b>
9:30 pm	Senior Line – <b>The Jefferson's</b>

### RC Friday's – Teacher Miss Holly

4:00 pm	<b>NEW</b> Mini Hip Hop 5-7 yr olds <b>New Student</b>
4:45 pm	<b>NEW</b> Tap/Ballet Combo – 5-7 yr olds – <b>New Student</b>
5:30 pm	<b>NEW</b> Clogging I – 8-11 yr olds <b>New Student</b>
8-9pm	<b>NEW</b> Adult Dance Fitness Class – 8 weeks of classes

- Classes start September 11th
- Class times are subject to change due to # of students in a class
- Dance tuition is \$75 quarter (=8 wks) 1<sup>st</sup> class each additional class is \$45 a qtr.
- Quarterly costumes fee of \$30-\$40 depending on age of student (= 2 costumes for recital)

[www.danceeliteRC.com](http://www.danceeliteRC.com)

Holly Johnson • 608-604-0578 • [www.danceelite@hotmail.com](mailto:www.danceelite@hotmail.com)

Dance Elite, LLC | p. 608.604.0578 | [danceelite@hotmail.com](mailto:danceelite@hotmail.com) | [danceeliteRC.com](http://danceeliteRC.com)







## 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- June 2018.

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

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



## **Dance Class Curriculum**

**Mommy and Me:** For children ages 2-4. Class is designed to improve body awareness and faster self-confidence, emphasizing motor skill development, coordination skills, limbering, muscle toning thru fun games and simple routines. This class will prepare the child for K-4 and K-5 dance classes where they are independent of their parents.

**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.

**Clogging:** Clogging is a fast-pace tap class in which students will learn technique and learn how to move their feet at a very rapid pace while ensuring grace and style. Clogging is always one of the most exciting dance genres and a favorite among students.

**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.