



**WELCOME
TO OUR
DANCE
FAMILY**

HANDBOOK

Faculty



JAMIE ROUMAYAH

ARTISTIC DIRECTOR & CEO
Teacher of ballet, tap, jazz, prepointe, pointe, lyrical, contemporary, musical theater, children's classes, and DECYC Company Director

JESSY ARROYO

Teacher of jazz, acro, tumbling, contemporary, musical theater, children's classes, and competition choreographer

CHRISTOPHER ROUMAYAH

CO-OWNER & CFO
Bookkeeping, accounting & finance management

RAINE ANDERSON

Teacher of tap, jazz, modern, hip hop, children's classes, and DECYC Company Member

SAVANNAH GEORGE

Teacher of ballet, pointe, jazz, musical theater, tik tok dance, children's classes, and DECYC choreographer

Policies



DRESS CODE

All dance classes must adhere to a dress code, including bodywear, tights, shoes and hair. Please see the Dress Code document for details which is located on the website. Dancewear can be purchased through our online boutique. Fittings can be scheduled.

TUITION & FEES

Tuition is based upon thirty-two weeks of dance and divided into 9 equal monthly payments between September and May. Tuition is due the first of the month and a late fee will be added to any unpaid account on the 8th of the month. Payment is only accepted through the parent portal on the website. There is also an annual registration fee due upon enrolling. All fees are non-refundable. For detailed tuition rates and fees, please see the Tuition Rates Document on the website.

OFFICE ENTRY

Private student and financial information is kept in the office thus no entry will be permitted with the exception of faculty.

ABSENCES

If a student is absent for any reason, within two weeks of their absence they may attend another class of their choosing that corresponds with their level. Credits and refunds will not be issued for missed classes. Parents are asked to email or call if their child will be absent. In the event that a dancer is in a class with a wait list and is absent for 2 or more weeks without contacting the studio, their spot will be forfeited in the class

WAIT LISTS

Due to decreased class limits during the pandemic, it is possible classes will fill. In the event that a dancer gets put on a wait list, they may attend the class virtually until a spot becomes available. Contact the studio for details.

Policies (cont'd)

RECITAL

With the exception of a couple of classes, each class will culminate in an end-of-year dance recital. Each family will incur a recital fee that is due January 15th to cover the costs and participation of the event. During the pandemic, Danse Elan reserves the right to decide the best model of the recital due to the circumstances of the pandemic (i.e. live audience, outdoor recital, a video recital, or other). Regardless of the model decided, there is a non-refundable recital fee. See the Tuition Rates document on the website for details.

COSTUMES

Each class will require a costume for the recital. A 50% deposit is due October 15th and the 50% balance is due November 15th. All fees are non-refundable. See the Tuition Rates Document on the website for details.

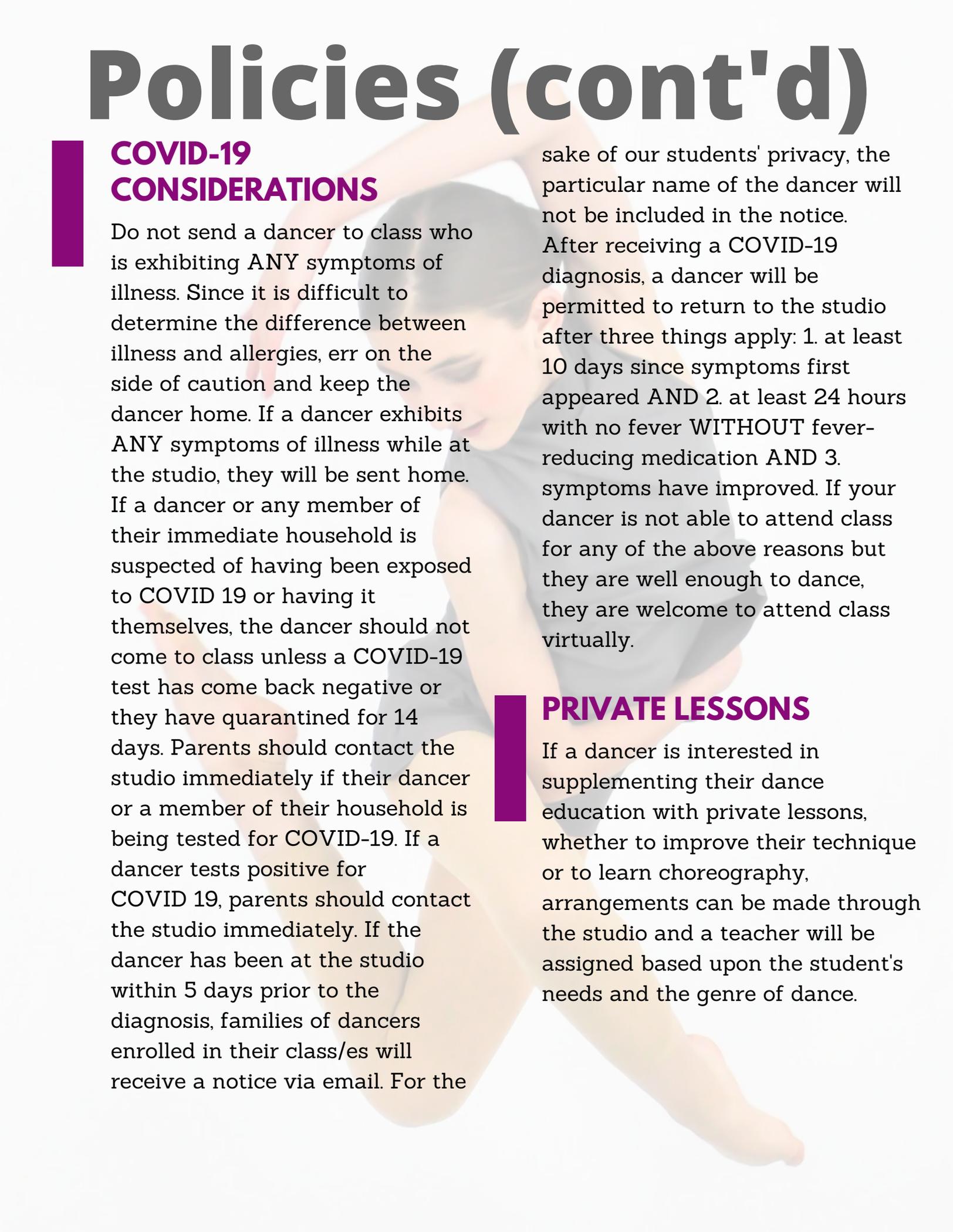
MASKS

During the pandemic, regardless COVID-19 vaccination status, masks will be required for all individuals ages 3 and up in every rehearsal and class until Danse Elan determines that the risk to the health of dancers and faculty is over. Dancers will be given frequent breaks to insure the dancers' safety while dancing with a mask. Danse Elan reserves the right to require masks even if national, state or local health authorities determine otherwise. Any individual entering the studio for any reason must also wear a mask for the foreseeable future.

LOBBY & RESTROOMS

During the pandemic, the lobby and restroom will be closed to visitors and observers. Parents can observe class virtually from their vehicle.

Policies (cont'd)



COVID-19 CONSIDERATIONS

Do not send a dancer to class who is exhibiting ANY symptoms of illness. Since it is difficult to determine the difference between illness and allergies, err on the side of caution and keep the dancer home. If a dancer exhibits ANY symptoms of illness while at the studio, they will be sent home. If a dancer or any member of their immediate household is suspected of having been exposed to COVID 19 or having it themselves, the dancer should not come to class unless a COVID-19 test has come back negative or they have quarantined for 14 days. Parents should contact the studio immediately if their dancer or a member of their household is being tested for COVID-19. If a dancer tests positive for COVID 19, parents should contact the studio immediately. If the dancer has been at the studio within 5 days prior to the diagnosis, families of dancers enrolled in their class/es will receive a notice via email. For the

sake of our students' privacy, the particular name of the dancer will not be included in the notice. After receiving a COVID-19 diagnosis, a dancer will be permitted to return to the studio after three things apply: 1. at least 10 days since symptoms first appeared AND 2. at least 24 hours with no fever WITHOUT fever-reducing medication AND 3. symptoms have improved. If your dancer is not able to attend class for any of the above reasons but they are well enough to dance, they are welcome to attend class virtually.

PRIVATE LESSONS

If a dancer is interested in supplementing their dance education with private lessons, whether to improve their technique or to learn choreography, arrangements can be made through the studio and a teacher will be assigned based upon the student's needs and the genre of dance.

Policies (cont'd)

FOOD & DRINKS

During the pandemic, the water fountains will not be used. Dancers should be sent to class with a reusable water bottle or a disposable water bottle that has their name clearly marked on it. Water is the only liquid permitted in the studio. No sugary drinks or juices are allowed. During the pandemic only dancers who are at the studio for 3 or more classes will be permitted to bring a snack to the studio. Dancers who need to break for a snack will be asked to eat outside of the studio in our secured backyard area. The mini-frig will only be used for ice packs and medication

WAIVERS & CONSENT

A dancer's parent or legal guardian must sign a new online waiver and photo/video consent form annually to be effective September 1, 2021 through August 31, 2022. Participation in classes will be restricted until that is complete.

AUTO PAY

When entering your payment information into your account, there is an option to sign up for auto pay. To do so, a box indicating that option must be checked. It is not automatic. Auto pay is the quickest and most efficient way to pay your tuition and fees and to avoid late fees. If you are not signed up for auto pay, you must manually sign in to your account each month on or before the due date to pay your account whether you received an invoice or not.

CLASS ADD/DROP

Classes may be added, dropped or changed anytime. Costume add-ons cannot be guaranteed. Changes must be made 5 days prior to the next due date in order to adjust the next statement. There are no refunds for missed classes

INCLEMENT WEATHER

If classes will be affected due to inclement weather, parents will receive an email by 1:30 p.m. the day of class. Depending upon the circumstances, we may decide to conduct classes virtually or to send dancers into a different class as a make-up during the following week.

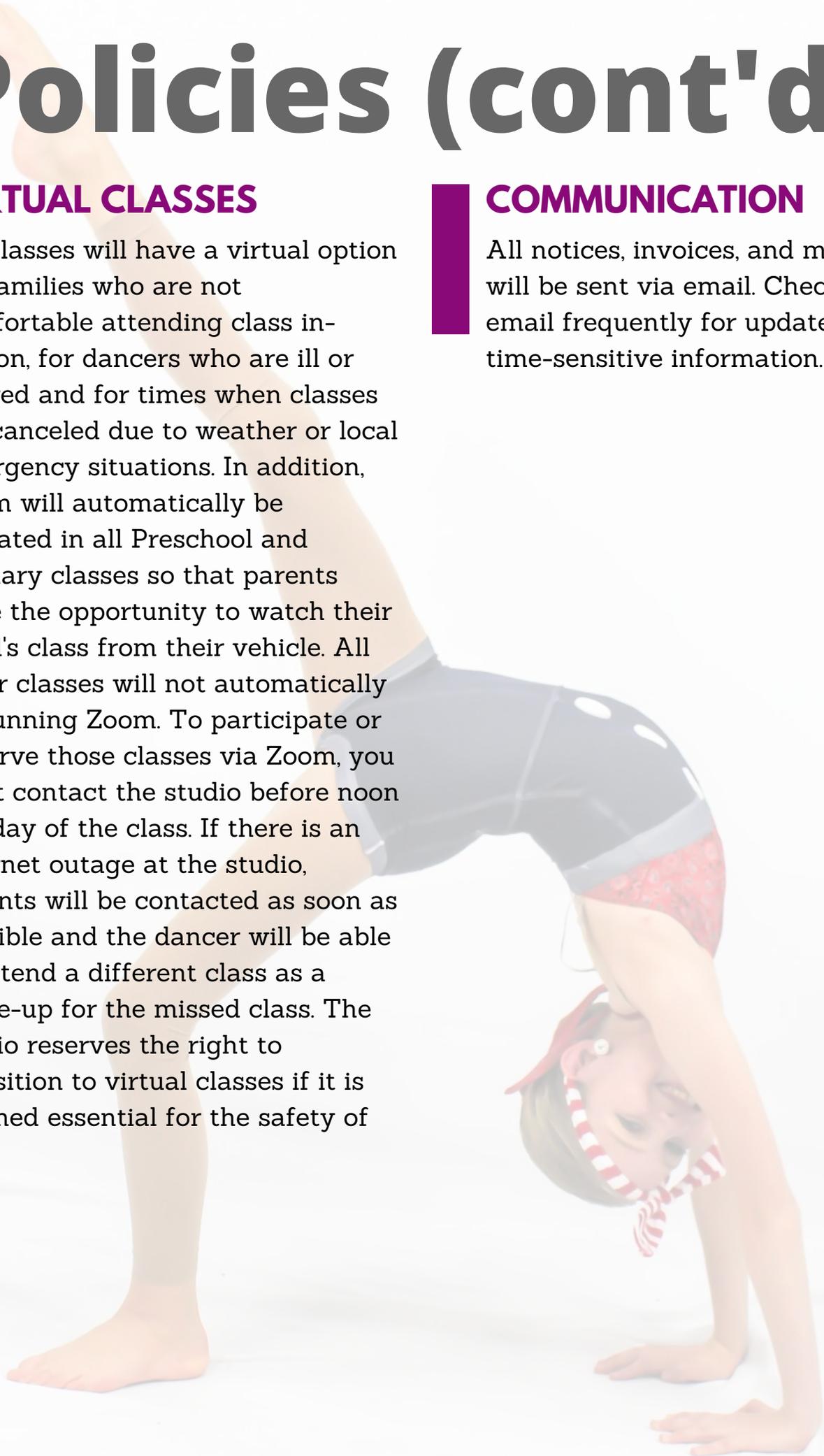
Policies (cont'd)

VIRTUAL CLASSES

All classes will have a virtual option for families who are not comfortable attending class in-person, for dancers who are ill or injured and for times when classes are canceled due to weather or local emergency situations. In addition, Zoom will automatically be operated in all Preschool and Primary classes so that parents have the opportunity to watch their child's class from their vehicle. All other classes will not automatically be running Zoom. To participate or observe those classes via Zoom, you must contact the studio before noon the day of the class. If there is an internet outage at the studio, parents will be contacted as soon as possible and the dancer will be able to attend a different class as a make-up for the missed class. The studio reserves the right to transition to virtual classes if it is deemed essential for the safety of all.

COMMUNICATION

All notices, invoices, and messages will be sent via email. Check your email frequently for updates and time-sensitive information.



Good to Know

PROPS

Children's props and art supplies will not be shared between dancers.

ATTENDANCE

Attendance is kept in every dance class and both absences and tardies are recorded.

KEYPAD ENTRY

The studio has a keypad entry system to ensure the safety of dancers and staff. Each individual family will have their personal code to enter the studio. Do not share that code with ANYONE outside of your family. When a family discontinues dance, the code will be deleted from the system.

DECYC

Policies specifically applied to DECYC were included with your contract prior to signing it. These policies supersede general policies.

LOST & FOUND

All items left behind will only be held for 24 hours. Please contact the studio if your child has left an item behind.

CELL PHONES & WATCHES

Dancers will not be permitted to use their cell phones or smart watches in class for calls, texts or tik toks and will be required to store them in their bag on silent

DANCE BAGS & CUBBIES

During the pandemic, cubbies will be assigned to our DECYC dancers only since they spend the most time at the studio and so to avoid sharing space. Dancers are encouraged not to bring large, bulky bags to the studio during the pandemic. Only arrive with the items needed for the night in a small bag.

CLEANING

All surfaces and equipment will be disinfected daily with a commercial disinfectant that is safe for children and the environment daily. All children's props will be cleaned between uses. Ballet barres will be cleaned in between uses.

Special Dates

SEPTEMBER 13-18

DANCE SEASON BEGINS

NOVEMBER 22-28

FALL BREAK - NO CLASSES

DECEMBER 20-JANUARY 2

WINTER BREAK - NO CLASSES

JANUARY 1

CAMP & SUMMER REGISTRATION BEGINS

MARCH 1

FALL CLASS REGISTRATION BEGINS

APRIL 15-24

SPRING BREAK - NO CLASSES

MAY 2-8

RECITAL PHOTOGRAPHY WEEK

MAY 9-15

LAST WEEK OF REGULAR CLASSES

MAY 16-22

REHEARSAL & RECITAL WEEK

JUNE 6-9

BALLET INTENSIVE (AGES 8+)

JUNE 13-17

SUMMER ARTS CAMP (GRADES PRE-2)

JUNE 20-24

SUMMER ARTS CAMP (GRADES 3-6)

JUNE 27-JULY 1

PRINCESS CAMP (GRADES PRE-2)

JULY 4-28

4-WEEK SUMMER SESSION

AUGUST 22-25

JAZZ INTENSIVE (AGES 8+)

Contacts

STUDIO HOURS:

M-F 4-8 PM

SAT 9-NOON

OFF-SITE OFFICE HOURS:

MON-THUR 10 AM - 2 PM

PHONE & TEXT:

(980) 247-0475

EMAIL:

INFO@DANSEELAN.COM

FACEBOOK:

FACEBOOK.COM/DANSEELAN/

INSTAGRAM:

INSTAGRAM.COM/DANSEELAN

ADDRESS:

**PHYSICAL - 1315 S NC-16 BUSINESS, SUITE A, STANLEY, NC
28164**

POSTAL - PO BOX 511, IRON STATION, NC 28080