

# DANSE ÉLAN

A stylized pink figure skater logo is positioned between the 'E' and 'É' of the word 'DANSE ÉLAN'. The skater is depicted in a dynamic, leaping pose with arms raised and legs extended, rendered in a simple, elegant line-art style.

**WELCOME  
TO OUR  
DANCE  
FAMILY**

**HANDBOOK**

# THE FACULTY



**ARTISTIC  
DIRECTOR//  
JAMIE  
ROUMAYAH**

Teacher & Choreographer of Ballet, Tap, Jazz, Lyrical, Musical Theater, Pointe,, Contemporary, Children's Classes & DECYC Company Director. Co-Owner.

**COMPETITION  
DIRECTOR//  
JESSY ARROYO**

Teacher & Choreographer of Jazz, Musical Theater, Contemporary, Acro, Tumbling, Children's Classes & Competition Director.

**FINANCIAL  
MANAGER//  
CHRISTOPHER  
ROUMAYAH**

Co-Owner of Danse Elan, Bookkeeping and Accounting Manager, & Finance Manager.

**TEACHER //  
RAINE  
ANDERSON**

Teacher and Choreographer of Tap, Jazz, Hip Hop, Modern, Children's Classes & DECYC Company Member.

# 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 classes 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.

## COSTUME

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.

## SCREENING

During the pandemic, every individual entering the studio must undergo a health screening, including but not limited to undergoing a temperature check and a symptoms questionnaire. Hand sanitizing will also be required upon entry. If you are dropping a dancer off for class, please wait in your car long enough for them to be screened in case they need to be sent home due to the screening results.

## MASKS

During the pandemic, regardless of a dancer's age, masks will be required 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.

# 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 14 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.

## 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. 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.

# POLICIES (CONT'D)

## LOBBY & RESTROOMS

During the pandemic, the lobby will be closed to visitors and observers and the restrooms will only be used as a bathroom rather than a changing room. Dancers should arrive dressed in their dance attire.

## 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 medications.

## 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, 2020 through August 31, 2021.

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.



# **POLICIES (CONT'D)**

## **INCLEMENT WEATHER**

If classes will be affected due to inclement weather, it will be posted on our Facebook page and 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.

## **DROP-OFF & PICK-UP**

Parents of preschoolers through first grade dancers are welcome to walk their child to the entrance for their health screening. All others should be dropped off. Please do not arrive more than 5-10 minutes prior to the start time of your class to avoid crowding in the lobby and to allow us to maintain social distancing guidelines.

## **CLASS ENROLLMENT LIMITATIONS**

Until Phase III of NC's re-opening occurs, we will continue to operate under the guidelines of 10 or less per room in an indoor gathering. That puts a limit of 9 dancers allowed in each class.

## **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.

## **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.

## DECYC

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

## LOST & FOUND

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

## DANCE BAGS & CUBBIES

During the pandemic, cubbies will not be used to avoid congregating in small areas and 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.

## CELL PHONES

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

## CLEANING

All surfaces and equipment will be disinfected with a commercial disinfectant that is safe for children and the environment daily. Floors and touch surfaces will also be disinfected in between unique groups of dancers using the space.

# **HOLIDAYS, BREAKS & SPECIAL DATES**

## **DANCE SEASON BEGINS**

September 14-19, 2020

## **FALL BREAK**

Closed November 23-28, 2020

## **WINTER BREAK**

Closed December 21, 2020-January 2, 2021

## **SPRING BREAK**

Closed April 2-10, 2021

## **RECITAL REHEARSAL WEEK**

May 17-22, 2021 - Exact Schedule TBA

## **RECITAL WEEKEND**

May 21-23, 2021 - Exact Schedule TBA

# CONTACTS

## **Studio Hours:**

**Mon-Thurs 3:30 p.m.-8:30 p.m.**

**Sat 9:15 a.m. to noon**

## **Off-site Office Hours:**

**Mon-Thurs 10:00 a.m.-2:00 p.m.**

## **PHONE**

980-247-0475

704-951-8443

## **EMAIL**

[INFO@DANSEELAN.COM](mailto:INFO@DANSEELAN.COM)

## **FACEBOOK**

[www.facebook.com/DanseElan/](http://www.facebook.com/DanseElan/)

## **INSTAGRAM**

[instagram.com/danseelan/](http://instagram.com/danseelan/)

## **TBA**

We will inform parents when we have an automated text system set up. You will have to opt in to receive these messages.

