



# MAD Elite Dance Company Handbook



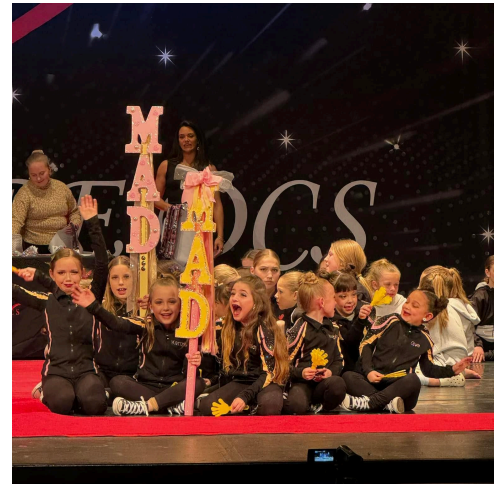
## CONTACT

MAD Elite will be available through email and by phone during office hours only. MAD Elite staff will NOT be available 24 hours a day. Office hours are Mon-Thurs 3:00pm-9:30pm. The studio email is [mad.eliteva@gmail.com](mailto:mad.eliteva@gmail.com), the studio phone number is (757)453-4741. Please do not hesitate to reach out at your convenience with the understanding that our staff has specified office hours that they will adhere to. MAD Elite staff is NOT required to notify parents of staff changes.

## BEHAVIOR

All issues regarding your dancer should be brought to Miss Aliyah for discussion, do not contact fellow parents with grievances, your fellow parents do not have the ability to solve these issues. This behavior breeds tension and separation amongst the team. MAD Elite staff is more than willing to meet and make changes when needed. There will be zero tolerance for poor sportsmanship, and disrespect. All members of MAD Elite, staff and parents included, are expected to show respect at all times. MAD Elite will have a zero tolerance policy when it comes to use of foul language and yelling in or around the studio.

Violators will be asked to leave immediately and possibly dismissed from the studio. MAD Elite Dance Company should be known for good sportsmanship and kindness at all times. No parent will be allowed to speak negatively about another dancer, and MAD Elite staff will only speak to a parent about THEIR child. No parent will have knowledge of disciplinary actions taken with another student, parent or staff member. MAD Elite staff will NOT answer questions unless they pertain to your child. These actions will be taken in private and their parents will receive information about it. It is important that you all trust our expertise and training and understand that choreographers have full discretion when deciding and casting dances. Failure to follow MAD elite code of conduct may result in termination from MAD Elite dance company without refund or



reimbursement for any fees owed. It is your decision to affiliate with the studio on social media, however in doing so your content must not go against MAD Elite policies.

## PAYMENT POLICY

Tuition is due on the first day of every month, and will be automatically processed on the third if not already paid in full. Failure to pay on time will result in additional late fees (2% PER DAY). Any charge that does not go through or is denied will result in an additional charge with the amount based on the fee the studio incurs. MAD Elite does not accept venmo, cash app or any other third party app for tuition, costumes, competition fees or any other fee, paying through these channels will result in a 4% fee being added to your tuition. MAD Elite accepts payment through cash, check, and jackrabbit pay. Tuition will NOT be prorated for any reason including excess absences, weather cancellations, and/or early withdrawal. All dancers in the company are required to take all classes for their level and will be charged the unlimited tuition rate of \$230 each month. Per MAD Elite payment policy that is agreed upon, upon registering, any dancer that is dismissed or withdrawals early will NOT receive any refund, and WILL be responsible for all fees owed, there will be ZERO exceptions.



## WITHDRAWAL

Dancers will not be withdrawn due to excess absences. Families will be responsible for any fees incurred until the studio receives written notification that your dancer would like to be withdrawn. Withdrawals must be sent by the tenth of the month previous to withdrawal to avoid being charged tuition for the following month. Dancers that do not withdraw by the tenth of the month will be responsible for the following month of tuition. Any dancer that is seeking withdrawal must send an email to [Mad.eliteva@gmail.com](mailto:Mad.eliteva@gmail.com) with the subject “dancers name, withdrawal, date”.



## LOBBY POLICIES

All parents and family members must keep their voices down at all times, parents should not correct dancers while they are in class unless otherwise asked by the instructor. If parent observation becomes a distraction or lobby policies are not followed



we will close to the lobby and only allow class observation through Zoom. Additionally, we will only allow ONE parent PER dancer in the lobby during class. There is to be absolutely NO recording or photos taken during class unless the instructor gives authorization. Parents MUST clean up after themselves and any of their dependents. MAD Elite Staff is not responsible for cleaning up after families in the lobby. Children may NOT be left in the lobby unsupervised. If a child is being dropped off without their parent MAD Elite must be made aware prior to drop off.

Otherwise MAD Elite is obligated to contact parents to arrange pick up.

There is a broom available in the lobby for families to use. If there are consistent issues, the lobby will be closed. MAD Elite offers a fridge and microwave for dancers to use. Please label any food left in the fridge and wipe down the microwave after each use. The fridge will be emptied every Saturday, any left over items will be thrown away.



## SHOWCASE

MAD Elite does NOT host an annual spring showcase or recital. We believe this helps our small studio to maintain a high level of training and quality year round. We realize that while competition dance may not be your dancers goal, performing is a joy that many dancers share. Therefore we will offer other performance opportunities throughout the year, including but not limited to parades, festivals, and nursing home performances.

## DRESS CODE

All dancers must wear proper attire for each class, dancers who are not in dress code will NOT be allowed to participate. Dancers' hair must be secured and away from dancers face at all times. Dancers should come to class prepared for all classes, this means with all shoes, and with hair secured in a way that will not come loose through the night. The photo to the right acts as an example of proper dance attire. Dancers must wear a leotard and tights (no exceptions) with hair secured in a BUN for all ballet classes, shorts are NOT permitted in ballet class, dancers are permitted to wear a ballet skirt. Crop tops, t-shirts, and other tops are NOT acceptable for ANY ballet class. Dancers are not allowed to wear loose fitting t-shirts in ANY class. Crop tops are allowed for all other classes, but must be tight fitting and provide enough coverage to avoid any mishaps during class. We STRONGLY recommend full coverage dancewear for acro classes, instructors need to be able to “spot” students and maintain safety at all times, instructors may decline spotting if they are not fully certain that they can prevent injury while spotting due to clothing choices. Interactions happen very quickly in acro classes, safety is our number one priority when a skill is being completed, therefore an instructor may need to quickly reach your student to avoid any injuries. Full coverage dance wear helps your dancer and the instructor avoid any scratches or injuries that may occur during these fast paced situations. Company dancers are required to wear all black to all group, trio and duo rehearsals, failure to do so will result in being asked to change or sit out. Below you will find photos and descriptions of mandatory footwear for each class and specific links to our RECOMMENDED brands.



## TEAM POLICIES

MAD Elite prides itself on being home to an award-winning competition team. Our team is known for its professionalism, kindness, and of course their dedication to dance. Dancers on this team are held to the highest standard in and out of the studio.



Dancers are expected to attend all classes and work at their highest level at all times, while maintaining a positive attitude, and showing kindness to others. Consistent Failure to do so, after initial warning, may result in the dancer being placed on probation. Probation may include additional classes, loss of solo, duo, or trio, and/or being sat out of upcoming team

events/classes. Our team is a family and is expected to treat everyone with respect and kindness. Inclusion is a priority at MAD Elite, all of our families support each other, and help each other when needed, there will be zero tolerance for poor sportsmanship or exclusion. Team car washes are mandatory. Parents are not to discuss other dancers' levels, awards, or scores. Additionally, families at MAD Elite do not emphasize competing against our own teammates, or winning/losing to them. If the team succeeds we all succeed. While we enjoy receiving accolades our focus is growth over awards, because of this our dancers DO tend to score well. While this is often exciting it is important to act with humility and keep a growth mindset. Dancers and parents are expected to demonstrate the utmost professionalism, and be examples of good sportsmanship at all times. Levels, scores, and critiques will be discussed at our staff's discretion. Our staff will make the best decision for each dancer, and discuss with their parents when necessary. Dancers are expected to attend competitions anytime that our team is performing, unless they have been explicitly excused. Any dancer or parent that does not adhere to the MAD Elite code of conduct will be removed from our team with no refund. All dancers in our company must have a valid card on file at all times. All accounts must be in good standing at all times, dancers whose accounts have a past due balance will not be registered for competitions.



Our team (mini+) will attend 5 mandatory regional competitions, two conventions, and one week-long nationals. Our pre-team will attend one mandatory convention, and three regional competitions, with the option of attending additional competitions and nationals. We recommend committing to less routines than you feel you can afford to avoid added stress or disruption to your dancers and their teammates routines. All dancers are required to attend team event at each travel

competition. These events allow our team to bond in a stress free environment and make our team stronger. All dancers selected for our competitive team must take all mandatory summer classes (2 days per week) and must attend all choreography camps in August. Choreography camp fee for our Minis, juniors, and teens will be \$250-\$350 per dancer and cover all group choreography fees, weekly rehearsals, and props. Pre-team dancers will be required to be in at least one group routine with their choreography camp fee



being \$150-\$250. During our fall session, Pre-team dancers are required to take ballet, tap, and jazz. All other dancers on our competitive team are required to take ALL of the mandatory classes for their level under our company unlimited tuition rate of \$230 per month or \$330 for company families. All classes and rehearsals are mandatory. Dancers in our pre-team and mini levels will have mandatory classes no more than two days per week, while our dancers in our Junior and Teen level classes will have mandatory classes no more than three days per week. Dancers are allowed 3 excused absences per season. Dancers with excess absences, who do not attend make-up classes will not be permitted to attend competitions or team events.



Additional, optional classes will be offered under the studio unlimited tuition rate of \$260 per month or \$360 per family. Dancers taking additional classes must be registered for said classes, limited spots will be available on a first come first serve basis. All company members must be available for mandatory rehearsals every second and fourth Saturday of each month beginning in November. Dancers who do not participate in all offered groups will not be eligible for an additional routine (solo, duo, trio). As a reminder, these routines are a privilege and must be earned. Failure to keep up with commitment to all routines may result in the loss of these additional routines. Dancers with optional routines (Solo, Duo, Trio) may be required to attend additional rehearsals throughout the year. There will be no guarantee

that these rehearsals occur on the same day as your dancers' mandatory classes. All dancers must be in good standing to attend any team event. There will be no exceptions to this rule. New company dancers must purchase black high top converse, a MAD Elite Crop top, MAD Elite Tee, and our custom team jacket for all team events. Team jackets are \$100-\$150, and will be ordered in December. Additionally we ask that dancers in our company do not have unnatural colors in their hair during our competing season due to costuming and need for uniformity on stage. Below you will find a copy of our 23/24 competition guide which includes team uniform, and typical competition day procedures. All company members must have the listed, specific, footwear for all performances and competitions.



[https://docs.google.com/document/d/12bRcZbMCU114SD37fAyd7z\\_zNJdXYWMAr22ImzJqrL8/edit?usp=sharing](https://docs.google.com/document/d/12bRcZbMCU114SD37fAyd7z_zNJdXYWMAr22ImzJqrL8/edit?usp=sharing)

All Ballet  
(Split sole, Canvas, Skin tone)



Child Sizes 8-2.5: [Canvas Ballet Shoes](#)  
Adult Sizes 3-10: [Canvas Ballet Shoes](#)

Pre Team/Elementary Tap  
(Velcro, Black)



Child Sizes 6-2.5: [Velcro Tap Shoes](#)

Elementary, Mini, Junior, 8+, Adult Tap  
(Lace up, Full Sole, Black)



Child Sizes 10-1.5: [Full Sole Tap Shoes](#)  
Adult Sizes 4-10: [Full Sole Tap Shoes](#)

All Jazz and Tech  
(Split sole, Canvas, Skin tone)



Child Sizes 10-1.5: [Canvas Jazz Shoes](#)  
Adult Sizes 4-10: [Canvas Jazz Shoes](#)