



2026–27 POLICIES & PROCEDURES

Effective September 8, 2026

*A studio where imagination and perseverance are the building blocks to success,
and dreams are achieved with hard work, passion, and dedication.*

Registration & Tuition

Annual Registration Fee — Non-refundable; valid September 2026–August 2027. Due September 12, 2026.

1 Student	2 Students	3+ Students
\$35	\$45	\$55

Pro-rated midseason registration: January–March: \$20 per student • April–June: \$10 per student

Monthly Technique Class Tuition— Due by the 7th of each month

Weekly Training	Monthly Tuition	Weekly Training	Monthly Tuition
30 minutes/week	\$50	45 minutes/week	\$70
60 minutes/week	\$90	75 minutes/week	\$105
90 minutes/week	\$120	2 hours/week	\$145
2.25 hours/week	\$155	2.5 hours/week	\$165
3 hours/week	\$185	4 hours/week	\$225
5 hours/week	\$260	6 hours/week	\$285
7 hours/week	\$310	Unlimited — 8+ hours/week	\$335

Private Lessons & Discounts

- Individual private lesson: \$45 per half hour, paid directly to the instructor at the time of the lesson.
- Semi-private lesson (2–3 dancers): \$25 per dancer per 30 minutes. If only one dancer is present, the lesson will be charged as a private lesson.
- Duet/Trio rehearsal: 15 minutes per week, \$15 per dancer.
- Sibling Discount: 25% off Technique Class Tuition. Competition classes, specialty classes, workshops, and private lessons are excluded.
- All Ballet & Tumbling Privates and Semi Privates will be paid to the studio, on or before the day of instruction.

Studio Closures & Important Dates

Studio Closures	Other Important Dates
Sept. 4–7 — Labor Day	Sept. 8 — First Day of Fall Classes
Nov. 23–29 — Thanksgiving	Feb. 6 — Recital Costume Deposits Due (\$50/class)
Dec. 23–Jan. 1 — Winter Recess	Apr. 6 — Recital Participation Fee Due (\$45/dancer)
Feb. 15 — Presidents' Day	May 15 — Recital Costume Balances Due
Mar. 25–28 — Spring Break/Easter	June 19 — Recital at Lincoln High School, time TBD
May 29–31 — Memorial Day	July 2–5 — Fourth of July

Viewing Policy

Viewing is permitted during the first lesson of each month for RECREATIONAL classes only. Each dancer may bring one adult observer; please arrange childcare for siblings. There is no viewing in June due to recital preparation.

Class Policies

- Dancers will line up on the sidewalk near their designated studio or inside the lobby. Teachers will greet dancers and escort them into class.
- If you are running late for pick-up, please notify the front desk at (619) 644-2911.
- Any dancer showing signs of illness or feeling under the weather—including runny nose, fever, nausea, sneezing, coughing, or a lethargic appearance—will not be permitted into the studio or may be sent home early.
- All dancers should bring their own spill-proof water bottle that is easy to open. No bottles with straws that do not close.
- Apple Watches, Fitbits, and watch phones may not be worn during class because they are a distraction.
- Hair must be in a bun for all Ballet classes, Acro classes, and Competition Group rehearsals.
- Dancers do not change clothing between classes (i.e. changing out of ballet attire).
- Students who do not follow the dress code, including the required hairstyle, will not be permitted to attend class. No refunds or credits will be given. Competition Company dancers who miss class due to dress-code noncompliance must complete a make-up class or pay for a private lesson to meet weekly team requirements.
- Dancers should be lined up five minutes before class with their shoes on.
- Dancers arriving more than five minutes late will not be permitted to take class.
- If a situation arises where a dancer feels they need to be picked up early from class, they should discuss with the teacher or office staff prior to contacting parents with their own cell phone to ensure adequate communication and proper pick up procedures.

Tuition Policies

- We accept cash or check only. Tuition is due no later than the 7th of each month, regardless of the day of the week. A \$25 late fee will be assessed for tuition received after the 7th.
- If tuition is not paid by the 7th, private and semi-private lessons will be cancelled until the account is current, including all late fees.
- A \$25 service charge applies to all returned checks.
- You must notify the office before an absence to be eligible for a make-up class.
- There are no refunds or credits for missed technique classes. Tuition is not adjusted for holidays or vacations. Make-up classes are available within 14 days of the absence. Missed classes are not applied toward future tuition. Vacation make-ups must be scheduled in advance. There are no make-ups for competition classes. We do not charge extra for five-week months or discount three-week months.
- Twenty-four hours' cancellation notice is required to avoid charges for private and semi-private lessons. If one member of a semi-private does not attend, for any reason, the lesson will be charged as a private.
- Please discuss preferred payment options directly with private-lesson instructors. All duets, trios, and semi-private technique lessons will be paid to the studio directly unless otherwise discussed.
- You have 14 days to reconcile discrepancies on the previous month's invoice related to cancelled privates or class adjustments. Billing inquiries: elementdancebilling@gmail.com. Office hours: Monday–Friday, 4–7 p.m.; Saturday, 9 a.m.–12 p.m.

THE ELEMENT DANCE CENTER

Dress Code

Tot Hip Hop & Combo Classes	Comfortable dance attire and coordinating shoes (tap, ballet slippers, jazz shoes, or tennis shoes) Combo Classes: Ballet Shoes & Tap Shoes, Mary Jane style with buckle or slip-on; no ties.
Ballet / Pointe	All levels: pink full-footed or convertible tights; pink ballet slippers/pointe shoes; hair in a neat, secure, professional bun with hair pins, hair net, and hairspray or gel. Hair must be secured before arriving to class. No jewelry other than small earrings.
Pre-Ballet	Any color leotard.
Level 1 Ballet	Black or baby pink classic-style leotard. Skirts are discouraged because they can be distracting to young dancers.
Level 2 & Up Ballet	Black classic-style leotard. No skirts, patterned leotards, or cut-outs.
Jazz, Tap, Acro & Contemporary	Shorts or leggings with a camisole, sports bra, tank top, or leotard; no loose or sloppy clothing. Appropriate footwear for Jazz, Tap, and Contemporary; barefoot for Acro/Tumbling. Hair must be pulled back off the face unless the instructor requests otherwise. No braids. If hair is already in a bun from another class, dancers may not take it out unless instructed.
Hip Hop	Loose sweats or pants; no jeans or skirts. Tennis shoes are required for all levels.
Stretch & Conditioning	Tight-fitted athletic attire. Athletic tennis shoes are required for Level 3 & up.

Additional Policies

- Any student or parent who behaves disrespectfully toward a teacher, parent, or student may be asked to leave the premises and may be asked not to return to The Element Dance Center. Unruly classroom behavior will not be tolerated at any age or level. Credits or refunds will not be given for classes missed due to behavioral issues.
- Please do not interrupt a class or private lesson to speak with an instructor. Contact the instructor by email or phone, or leave a note at the front desk. Conversations immediately before or after class are also discouraged because they take time away from students in the next class.
- If three or fewer students are enrolled/present in a 60-minute class, the class time may be reduced. The instructor will notify you at drop-off if the class duration will be reduced.
- Recreational Performance Classes are invited to perform in the Annual Recital in June. Costume deposits are due February 6, 2027 (\$50 per class, per student). For dancers joining after the costume deadline, recital participation depends on costume availability. Recreational recital costumes range from \$65–\$85 each; shoes are not included. Dancers may opt out of the recital and continue taking class. Recreational Class Costume Balances are due May 15, 2027.
- Deadlines for miscellaneous fees—including costume, competition, and recital fees—will be strictly enforced. Fees are due on the stated deadline regardless of the day of the week. A \$25 late fee applies to payments received after the deadline.
- All accounts must be current by the end of each month. Payments received on accounts with an outstanding balance will be applied to the oldest charges first, including late fees, before new charges.
- The mandatory Recital Participation Fee is due April 6, 2027 for dancers participating in the Annual Recital. Competition dancers are required to perform. Dancers enrolling after April 6th, will be permitted to take class, but not eligible to perform at Recital.
- Competition Company Save-the-Dates will be provided at the end of August or early September once the season schedule is finalized. Fee deadlines provided at that time must be met to avoid late fees.
- Families are asked to follow The Element social media accounts for updates and reminders. An email with quick-access links will be sent September 15. Instagram: @elementdancecenter. Facebook: The Element Dance Center La Mesa. Public accounts may include closures, daily schedule updates, community events, and other appropriate studio information.
- The studio may hold fundraisers throughout the year. Initial information will be emailed, with additional communication through the Recreational Dancers Facebook Communications Group and email. Funds raised by an individual dancer will be credited to that dancer's account for class fees, costumes, recital fees, etc., unless the dancer chooses to donate the funds to another dancer or to Dancers Against Cancer. Recreational and Competition Team dancers are invited to participate.