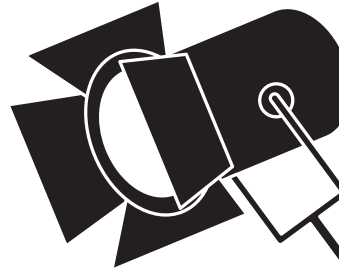




**WEST MICHIGAN ELITE 2023-2024**

# **Parent Handbook**



## ABOUT US

WME is a dance studio that values having a fun, safe, positive atmosphere while developing kids confidence. We offer classes for ages 2 and up. We offer classes in Creative Movement, Ballet, Tap, Jazz, Pom, Hip-Hop, Contemporary, Lyrical, Musical Theater and Acro.

We offer three programs perfect for every dancers level. Our recital kids classes are geared towards beginners who want to perform in recital. Performance Teams are geared toward beginner dancers who want a little more. They take one dance to 3 local competitions and local performances. And our Competitive Team is for dancers at the intermediate - advanced level who strive for improvement.

## CULTURE

We strive to create a family atmosphere where everyone feels welcome and accepted by their teachers and their peers.

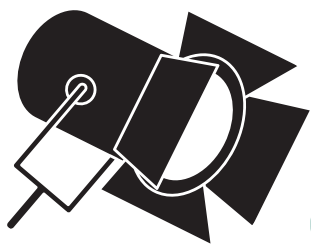
## LOCATION/STUDIO

6841 Lake Michigan Dr. , Allendale, MI 49401

Please enter through the back door. Parking is available in 'The Tasting Rooms' Parking Lot.







# Class Tuition and Fees

## COSTUME FEE

THE COSTUME FEE IS \$100. THIS FEE INCLUDES YOUR COSTUME, TIGHTS IF NEEDED, AND ANY ACCESSORIES THAT GO ALONG WITH THE COSTUME. THIS FEE IS CHARGED IN NOVEMBER

## RECITAL PARTICIPATION FEE

THE RECITAL PARTICIPATION FEE INCLUDES: UNLIMITED ACCESS TO PROFESSIONAL VIDEOS OF YOUR DANCER, PARTICIPATION MEDAL AND AN EXCLUSIVE RECITAL T-SHIRT. COST IS \$65 CHARGED IN MARCH.

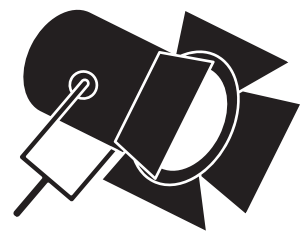
## CLASSES MONTHLY

<b>1 CLASS</b>	\$47/MONTH
<b>2 CLASSES</b>	\$94/MONTH
<b>3 CLASSES</b>	\$141/MONTH
<b>4 CLASSES</b>	\$188/MONTH
<b>5 CLASSES</b>	\$235/MONTH
<b>6 CLASSES</b>	\$282/MONTH
<b>7 CLASSES</b>	\$329/MONTH
<b>8 CLASSES</b>	\$376/MONTH



## PAYMENT OPTIONS

**ALL ACCOUNTS REQUIRE AUTO-PAY SET UP. ACCOUNTS WILL BE CHARGED ON THE 5TH OF THE MONTH.** IF YOU WOULD LIKE TO PAY IN ANOTHER FORM, YOU WILL NEED TO SUBMIT PAYMENT BEFORE THE 5TH OF THE MONTH. ALL ACCOUNTS WITH A REMAINING BALANCE ON THE 10TH OF THE MONTH WILL BE CHARGED A LATE FEE OF \$10.



## Payment Policy

Our policy is that all customers are to be enrolled in auto-pay. Payments are due on the first of the month, processed on the 5th of the month, and given a grace period until the 10th of the month. You may pay with cash or check (made out to WMEPD) before the 1st of the month to ensure your account won't be charged. Accounts will acquire a \$10 late fee after the 10th of the month. Any payments left unpaid after the 15th of the month will require your child to sit out of class.



## Refund Policy

West Michigan Elite Pom and Dance, LLC does not offer refunds or discounted rates for missed classes; for holidays, snow days, or other missed or cancelled classes.

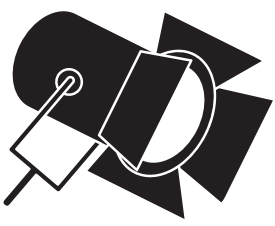
## Cancellation Policy

If you and your child have decided to not continue on with dance classes, you must notify us 30 days before final cancellation. There is a cancellation fee if you do not notify us before 30 days, which is the full amount of your tuition payment. There are no refunds for costumes.

## Expectations

At WME we expect our students to come to class ready to learn, show respect to their peers, teachers, and parents, and follow our classroom rules. We do not condone nor tolerate bullying or mean behavior and will correct any student that behaves as such. Furthermore, we hold the same expectations with all of our students and families. WME will not tolerate negative, rude, drama, or explicit behavior.





## Dress Code

By "dressing the part", dancers feel like dancers. A dress code will teach students discipline, helping with overall focus and energy during class.

At WME we just ask that your dancer wear tight fitted, moveable clothing. No Jeans, hair up and out of the face, no jewelry, and proper shoes for class.

If you would like to purchase dance-wear and/or shoes, you can purchase those at the studio. Packages include, leotard or top and bottom, tights, and shoes. And we'll size you in the studio!

We do require that you purchase shoes through us, so we can make sure all color and style is the same throughout the class.



## Makeup/Refund Policy

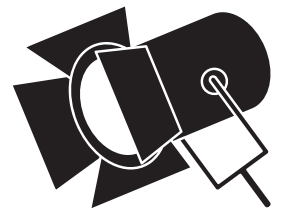
If your dancer has missed a significant amount of class time, you can schedule a private lesson with their teacher. Extra fees do apply.

### CAN'T MAKE IT TO CLASS?

NOT A PROBLEM! JUST LET MISS. JES KNOW BY EMAILING OR TEXTING THE STUDIO AT [WMEPDANCE@GMAIL.COM](mailto:WMEPDANCE@GMAIL.COM) 616-466-4408



# 06 Classes We Offer



## 3 Different Programs!

*Recital Kids*

*Performance Team*

*Competitive Team*

## RECITAL KIDS

### AGES 2 - 5

Parent and Me  
Itty Bitty Adventures  
Itty Bitty Ballet  
Itty Bitty Tap  
Itty Bitty Hip-Hop  
Pre Acro

### AGES 6-7

Ballet  
Tap  
Jazz  
Hip-Hop  
Acro 1, 2

### AGES 8-10

Ballet 1, 2, 3  
Tap 1, 2, 3  
Jazz 1, 2, 3  
Hip-Hop  
Acro 1, 2  
Lyrical  
Strength & Flexibility

### AGES 11 and up

Ballet 1, 2, 3  
Tap 1, 2, 3  
Jazz 1, 2, 3  
Hip-Hop  
Acro 1, 2  
Lyrical  
Contemporary  
Strength & Flexibility

### Other Classes

Adult Fit  
Mini Performance Team  
Jr. Performance Team  
Competitive Team

## PERFORMANCE TEAM

### **MINI PERFORMANCE TEAM** (Ages 5 - 8)

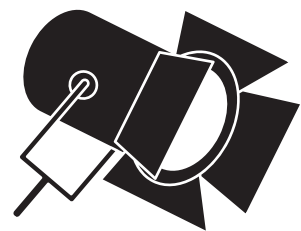
- Jazz Performance Class
- Jazz Class
- Strength & Flexibility
- Tap Performance Class
- Tap Class
- Compete at 3 local competitions
- Perform at local events

### **JR. PERFORMANCE TEAM** (Ages 9+)

- Jazz Performance Class
- Jazz Class
- Hip-Hop Performance Class
- Strength & Flexibility
- Compete at 3 local competitions
- Perform at local events

## COMPETITIVE TEAM

*For the dancer wanting more. This team has dedication, hard work, and passion. Inquire with Miss. Jessica to learn more and to prepare for auditions in June 2024.*



## Classes We Recommend

To work on overall flexibility: Strength & Flexibility

To work on timing: Tap

To work on Tricks: Acro

Improve turns, leaps, and jumps: Jazz

To improve and develop overall technique & foundations: Ballet

For students with a lot of character: Jazz or Hip-Hop

For students with grace and poise: Lyrical and Ballet

For students who love gymnastics tricks: Acro

For students with some sass: Jazz

If you are looking for more personalized recommendations, talk to Miss. Jes!

## Picture Week

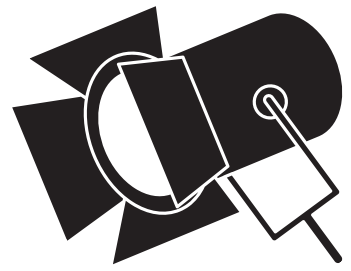
Picture week is March 11-15. Pictures will be on site and will be at the same time of your classes. Saturday dancers will have picture day on Friday the 15th.

We work with another company for photos, any questions can be directed to him. Photo packets will be sent home as we approach so you are prepared for ordering.

Students will take a group photo with their class, and have the opportunity to take a single photo of just themselves.







# Recital Information

Date: May 19, 2024

Venue: Allendale Ceglarek Fine Arts Center

Dress Rehearsal: May 18, 2024 at Venue

*Times: TBD*

## COSTUME INFO

Costume Fee's are due November 1st. This is to ensure we get the costumes desired for each class.

## TICKET INFO

Tickets Starting at:  
\$15

*Children 5 & under  
FREE if they sit on a lap*

## POLICIES

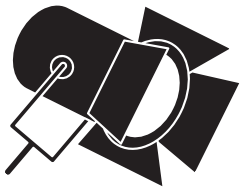
Students with a PAST DUE balance will not be eligible to perform.

## What to Expect

Dress Rehearsal always takes place the day before Recital. This is **MANDATORY** for all dancers. Parents are not permitted to stay and watch. This gives dancers an opportunity to practice on stage before showing you what they have been working on all season. Dancers will need to wear their recital costume, bring additional costumes, and bring their final bow t-shirt. Dancers should all come with a pony tail, make-up is not required.

At the Recital students will arrive an hour before showtime. At this time, this is the perfect time for parents to find their seats, purchase flowers, any other dancer gifts, and raffle tickets. Don't miss out on walking the red carpet and getting your photo taken as a family!

**A RECITAL PACKET WILL BE SENT HOME IN APRIL WITH MORE INFO**



# Special Events

Follow our Google Calendar so you don't miss out!

# 09



## BRING A FRIEND

Oct. 2 - 7

Bring a friend to enjoy class with!



## HALLOWEEN WEEK

October 30 - November 4

*(No Classes October 31)*

Wear your costume to dance week!



## PAJAMA WEEK

Dec. 11 - 16

Wear your pajamas to dance!



## CRAZY BUN WEEK

January 22 - 27

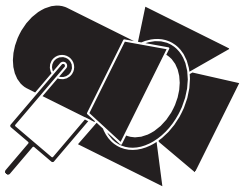
Decorate your ballet bun in a crazy way!



## PICTURE WEEK

March 11-15

Dance picture week. You'll wear your make-up, hair, and costumes to class to get your class photos taken.



# EVENTS

# 10

Follow our Google Calendar so you don't miss out!

## WME FAMILY NIGHT

WME Family Night!

We want to invite our families out for a fun time. Each event will be different and may be off-site! Sign-ups are mandatory! Check your monthly newsletters for more information!

October: Fall Fest

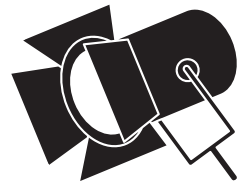
December: Christmas Party

February: Valentine Party

April: Spring Party

June: Summer Kick-off Celebration

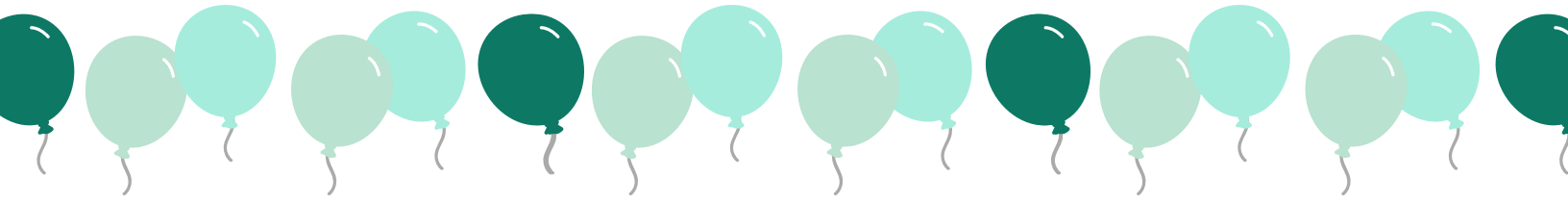
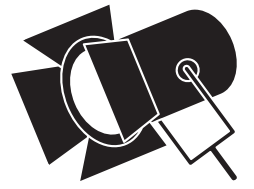




## 2023-2024 CALENDAR

<b>DANCE BEGINS</b>	September 11
<b>HALLOWEEN (NO DANCE)</b>	October 31
<b>THANKSGIVING BREAK</b>	November 20 - 25
<b>CHRISTMAS BREAK</b>	Dec. 22 - Jan. 6
<b>PICTURE WEEK</b>	March 11 - 15
<b>SPRING BREAK</b>	March 29 - April 6
<b>DRESS REHEARSAL</b>	May 18 (Saturday Classes Open)
<b>SPRING RECITAL</b>	May 19 <i>Season ends, no more classes.</i>





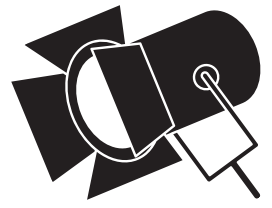
# Open House

**WHEN:** Wednesday, August 30  
5:00pm - 8:30pm

**WHERE:** At West Michigan Elite Pom & Dance  
6841 Lake Michigan Drive

Park and Enter in the back of the building. We share a parking lot with The Tasting Room

**WHAT:** This event is for all students, families, and interested students to come out for a studio tour, meet your teachers, size and order for dance clothing and shoes. Get a free ice cream when you pick up your welcome bag!



## ONLINE REGISTRATION & PORTAL ACCESS

[www.westmichiganelite.com](http://www.westmichiganelite.com)  
Click "Register Here"



## AUTO PAY

Login to your portal on the dashboard there will be a "Auto-Pay" button. Be sure your payment details are kept up-to-date to avoid late fees.



## GETTING YOUR INFO

Information will be sent out monthly via newsletter, weekly emails, and private Facebook group.  
[www.facebook.com/groups/wmemembers/](http://www.facebook.com/groups/wmemembers/)



@westmichiganelite

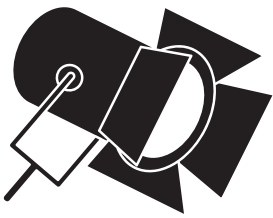


@wme\_dance



@westmichiganelite





## Location/Contact Us

- **Address**

6841 Lake Michigan Dr.  
Allendale, MI 49401

\*Parking available in  
"The Tasting Room's"  
Parking Lot.

- **Contact Info**

Call or Text:  
(616) 466-4408  
wmepdance@gmail.com  
[www.westmichiganelite.com](http://www.westmichiganelite.com)

