

Michelle's Encore Dance • Family Handbook/ Studio Information
Sept. 2014 - Aug. 2015

COMMUNICATION:

Email is the main form of communication for the studio. Important dates and deadlines will also be included in the monthly tuition envelope at the studio. It is the parent's responsibility to check email for updates and tuition envelopes for account balances and deadlines. If you do not have access to email- please let us know and we will put all communication in your envelope.

Attendance

Attendance is taken at the start of each class. Good attendance is imperative. One student's excessive absence or tardiness can affect an entire class. As long as your child is healthy, it is best if they do not miss class. If a student has to miss a class for any reason, contact the instructor to arrange to make up the class, or attend a different class. No refunds will be offered for missed classes. Excessive absences or tardiness may result in consequences.

Class Observation and Visitors

Students will be able to concentrate better when they are not worried about their parents, for this reason the studio is closed to visitors. Observation days will be held through the year, and notice will be given to parents. If there is a medical or necessary reason, please feel free to contact the studio.

Drop-Off/Pick-Up/Restroom

Due to the open layout of the studio, people waiting in the entry way can be noisy and distracting to the class in session. Please be considerate of each class and be sure to drop your children off 5 minutes before the class is to begin and pick them up promptly after their class is dismissed.

It is also appreciated if you could take your dancer to the restroom before his/her class time. Dance teachers can not leave class unattended to help your dancer in the rest room- Please take you dancer before class!!! This has been a problem in the past.

Dress Code

All Classes: Hair must be off the face and secured.

No Gum, Food, or Drink in dance area.

Instructors need to be able to see students' arms, legs, and muscles to insure proper movements are being made, and to give proper correction to form. Form fitting attire is recommended. Different dance styles require different types of shoes to perform their best. For example, tennis shoes may be OK for hip-hop, but it is very difficult to get a graceful ballet line with a clunky sneaker. Dress code is posted with class descriptions.

Tuition & Fees:

Registration: \$20 per student; \$25 per family (Due annually at registration)

Tuition is averaged from 8 months of classes. \$36/mo for one class. Multiple class and family discounts are available.

Recital Fee: This fee will be due with your February Tuition payment.

There is a \$20 recital fee for each student to help cover the costs of renting auditorium, lights, sounds, programs etc., as well as cover recital music cd and performance t-shirt. (Performance in the recital is optional.) This fee also allows your family to bring as many guests as you want for free!

Payments

Tuition is due the first week of each month. A \$10 late fee is automatically posted to your account if tuition is not received by the 15th. You may pay in the studio by check or cash, or pay online through the website. The studio charges a \$20.00 returned check fee. Tuition may be paid per semester or annually, discounts are available.

Refunds:

IF you have decided, before the second class period, that your child is not ready for dance, or you are not satisfied for any reason, you will get your full tuition payment back. Written/email notice is required before the second class period to receive this refund. No refunds will be given after the second class. No refunds will be given for missed classes. Contact the instructor for opportunities to make up classes. Registration and recital fees are non-refundable.

Dropping/Changing Class:

If you wish to drop out of a class and/or switch your dancer to a different class please fill out a drop/change form- these are in the studio attached to the bulletin board. If this is not possible to fill out a form- written/email notice is required by the 20 of the month to avoid being charged tuition for the following month. This allows us time to offer your class space to another student.

Health Issues: If your child has any health related concerns that the staff should be aware of, please document your information and turn it in to the office. If your child has an elevated temperature, missed a day of school for illness, head lice, or any other infectious disease, please be considerate of the other students and staff and keep them home. This will help reduce the spread of illness throughout the studio.

Holiday Vacation Schedule

Listed below are the days that classes will be closed for Holiday vacations. Remember, we will be having classes on U.S.D. #353 teacher in service days, parent teacher conferences, and early dismissals for school staff development days. Only on the days listed below will the studio be closed. (Should the studio close any other days, every effort will be made to notify students as soon as possible.)

There will be no classes on the following days:

Nov. 22-27: Thanksgiving Break

Dec. 22-Jan 2: Christmas Break

Mar. 16-19: Spring Break

Weather: The studio will close classes due to inclement weather when U.S.D. #353 schools dismiss early or cancel classes. Classes will not be cancelled for USD #353 workdays or teacher conferences.

Student Conduct

Michelle's Encore Dance Studio will not tolerate the use of drugs, alcohol, or any disrespect to the staff or classmates. Any misconduct in these areas is grounds for immediate dismissal from class and the possibility of removal from the dance programs. I believe the student's mind and body should be at it's best! My staff and I will continue to promote a healthy lifestyle, positive attitudes, and good personal hygiene.

Insurance

Michelle's Encore Dance Studio does not carry medical insurance for its students. It is required that all dance students be covered by their own insurance policies. If injury occurs, it is understood that the student's own policy is the only source of reimbursement.

Recital & Costumes

Recital will be held in late April/early May. Dress rehearsal will be held on Saturday morning, and the recital will be Saturday night at 6:00 pm. More information will be given to you in advance regarding date, times, and recital/costume fees. In an effort to keep expenses down, we hold costume recitals every other year. On even years (2014), we will have a "leotard" recital; on odd years (2015) will be a "costume" recital.

2015 Costume Payment Schedule per class:

Dancer Age/Level	Costume \$	Due Nov. 1	Due Dec. 15
Itty Bitty (3/4)	\$50	\$25	\$25
Youth Classes (3-6)	\$50	\$25	\$25
Juniors (7-11)	\$60	\$30	\$30
Teen (12-14)	\$65	\$35	\$30
Senior (15-18)	\$65	\$35	\$30

Meeting with Instructors

If you have a question or issue that you would like to discuss, or if you would like to meet to discuss a student's progress, please feel free to call and set up a time outside of class. Thank you for respecting the time between classes. The instructors will not be available for meeting with parents between classes, as the classes run continuously one immediately after the other.

Cell: 785.466.6338; Locally: 620.326.6401

For your convenience, you may also e-mail the studio at info@encoredancewellington.com.

Choreography and Copyright

Michelle's Encore Dance Studio choreography is protected by national copyright laws and requires that all students and families obtain permission before using any routines outside the studio for personal events. These laws also prevent the public from videotaping the studio's annual recital and dress rehearsal without the expressed written consent of the owner.