



**Studio Handbook**

**2025-26**

## **Introduction**

Welcome to Encore Dance Academy! This handbook is designed as a reference guide to provide you with the information you will need about studio requirements, tuition payments, class descriptions, dress code, and additional opportunities. This Handbook provides a wealth of information specific to students at Encore, and constitutes an understanding of responsibilities each student must fulfill in order to satisfactorily participate in classes, activities and events. It will be necessary to utilize the studio website and parent portal throughout the year to access a variety of resources and studio information. If you have any questions regarding studio policies, classes, etc. we are here to help!

*Thank you for choosing Encore Dance!*

Address: 2530 William St.

Cape Girardeau, MO 63703

Phone: 573-397-7417

Email: [admin@encoremodance.com](mailto:admin@encoremodance.com)

Website: [encoremodance.com](http://encoremodance.com)

Social Media: [@encoremodance](#) (Facebook and Instagram)

Studio Parent Portal: [dancestudio-pro.com/online/encoremodance](http://dancestudio-pro.com/online/encoremodance)

## **Mission Statement**

The mission of Encore Dance Academy is to train and educate young students in multiple styles of dance by offering solid and vigorous technique, fun and vital educational experiences, and exciting performance opportunities. Committed to excellence, Encore Dance Academy advocates and supports the development of kind, thoughtful, and hard-working young dancers of all types through exploration and practice of the dance discipline. The aim of the studio is to empower young students through dance in a friendly and family-oriented environment. Equal treatment of each student will be emphasized and all students will learn dance skills whether they are a recreational or competitive dancer. Dance will be promoted as an exciting and fun way to be physically active while also being creative. Student dancers will gain skills in visual and kinesthetic learning, teamwork and collaboration, the creative process, and positive work ethic.

## **Objectives**

To create a dance studio with a warm, supportive atmosphere that provides dance training for students of all levels

To nurture students toward becoming responsible, respectful, resilient, mature and compassionate people

To train forward-thinking, versatile and creative dance artists who can be competitive in any field

To offer students technically strong and aesthetically sound training in multiple styles of dance

To expose students to a variety of exceptional professionals within the dance discipline

**2025-26 Season Calendar of Events** – *Please add these dates to your family calendar!*

September 2: Fall Classes Start

October 18: SEMO Homecoming Parade

October 31: Halloween - No Classes

November 24-30: Fall Break - No Classes

November 30: Parade of Lights

December 21-January 4: Holiday Break - No Classes

January 5: Spring Classes Start

January 19: MLK Day - No Classes

March 9-15: Spring Break - No Classes

April 3-5: Easter Weekend - No Classes

May 16: Auditions for 2026-27 Encore Dance Company

May 21: Last Day of Classes

May 29: Recital Dress Rehearsal

May 30: Recital Performances

**2025-26 Studio and Class Policies**

- There is a *minimum* enrollment of 4 students per class with a maximum enrollment of 8-15 based on the class and studio size.
- There are **no** makeup classes or any refunds given for any reason.
- Age Groups: Mini (ages 3/4 and 5/6); Primary (ages 7-9); Junior (ages 10-12); Teen (ages 13-15); Senior (ages 16-18); Adult (ages 18+).
- Upon enrollment at the studio, all students are assigned an appropriate placement, or technique level. Students advance in level by meeting specific standards during the course of their training and through faculty placement at the end of each year. Class placement is based on multiple factors including age, technical level, maturity, attitude, work ethic, and class attendance.

- Classes will run from Tuesday, September 2nd, 2025 to Thursday, May 21st, 2026.
- The studio will be closed for a week at Thanksgiving, two weeks in December/January, and a week for Spring Break as well as other various holidays. Please check the full calendar above for specifics. *Monthly tuition is not-prorated for breaks or holidays. Tuition is calculated based on a 34-week season from September to May.*
- Last day to add classes and participate in the Recital is December 15, 2025. Students who add classes between December 15-February 15 may be able to participate in the recital if the costume is still available. **Note: There may be additional costume fees for these students.**
- A costume is required for all students participating in recital and is needed for EACH class in which a student is enrolled that is participating in the recital. For Combo Classes, students will receive 1 costume that will be used for both ballet and tap performances. Prices are \$85 per costume (plus tax) for Mini and Primary, and \$100 per costume (plus tax) for Junior and Teen/Senior. *All Costume fees are due by December 15.* No costume will be ordered unless the fee has been paid. There are no refunds on costume fees.
- A recital fee will be assessed in March to cover the cost of tickets for each student/family.
- Private lessons are available for students to work one-on-one with an instructor receiving personalized instruction and immediate correction. Private lessons can be booked through the studio portal. Students must be at least 6 years old and enrolled in at least 1 class to participate. Ages 6-8: 30 minute lesson only. Ages 8-10: 30 or 45 minutes lesson available. Ages 10 and up: 30, 45, or 60 minute lesson available.
- Encore Dance Academy generally follows the inclement weather closings of the region and area school districts. Parents will be notified regarding any studio closings. Notifications of studio closings will be sent via email and text message as soon as the decision has been made to close. The safety of our students and staff is extremely important!
- In order to drop/withdraw from a class after initial registration, written notification via email **must** be received by the 21st of the month for tuition to not be charged. Once notification is received, the student will be removed from the class roster and no more charges will occur.

## Dress Code

- Appropriate dance clothing allows the teacher to clearly see the body at work, and demonstrates an understanding of and respect for the the art form of dance. Students are to adhere to the following regulations regarding proper attire and footwear in the various technique levels and classes.
- Hair should be pulled back away from the face and off the neck into a ponytail. Chin length or longer hair should be tightly secured in a bun or twist. *A bun/twist is required for all ballet classes at the Junior, Teen, and Senior level.*
- Undergarments, specifically dance belts and underwear, should match skin tone or color of tights/leotard and should not be visible.
- Jewelry may not be worn and includes necklaces, bracelets, large earrings, watches, fit bits, etc. Items required for medical purposes are allowed.
- Instructors may ask students to change their class attire if it does not meet studio standards and expectations.
- Parents are encouraged to purchase dance attire and shoes from the Encore online store at [shopnimbly.com/encoremobdance](http://shopnimbly.com/encoremobdance) *The studio has child sizing kits for leotards, ballet shoes, and tap shoes if you would like to be certain about size prior to purchasing the item.*

## Attire

<b>Required Class Attire - All Ages, Classes &amp; Levels</b>	Female: Solid-colored leotard with pink tights. <b>No skirts.</b> Male: Solid-colored short sleeved t-shirt with black leggings/tights/shorts.
Jazz & Musical Theatre	Students may wear <u>black</u> dance shorts, tights, or leggings over required class attire as listed above
Contemporary	Students may wear <u>black</u> dance shorts, tights, or leggings over required class attire as listed above
Hip-Hop	Students may wear solid-colored shorts, sweatpants or joggers over their regular class attire. <i>T-shirts are okay as long as they are not too baggy.</i>
Tap	Female: Students may wear dance shorts over their tights Male: Students may wear form-fitting shorts, joggers or sweatpants
Acrobatics	Solid-colored leotard and <u>black</u> dance shorts (optional). <i>No t-shirts, skirts or baggy clothing allowed.</i>
Parent and Tot	Child: Required attire from above <u>or</u> t-shirt and shorts Parent: Comfortable clothes you can move in

## Shoes/Footwear

Ballet	Female: Canvas or Leather (Primary and below only), Split Sole Ballet Shoes (Pink or skin colored. <i>Shoes MUST match color of tights.</i> ) <b>No elastic ties!</b> Male: Canvas, Split Sole Ballet Shoes in Black
Jazz & Musical Theatre	Bloch Child/Adult “Neo Flex” Arch/Split Sole, Slip-On Jazz shoe in Tan
Contemporary	Bare Feet <u>and</u> <i>Black or Nude</i> socks. Dance socks are recommended. No white or patterned socks!
Hip Hop	Supportive tennis shoes with non-marking soles. These shoes <b>MUST</b> be used only for dance class. <b>No “outside” shoes are allowed in the studios.</b>
Tap	Mini Classes: Velcro “Easy On” Tap Shoes in <u>Black</u> Primary and Up: Any Lace up (NO slip-ons or buckle) tap shoe in <u>black</u>
Pointe	<i>See instructor.</i>
Combo Classes	Ballet and Tap shoes as listed above
Acrobatics	Bare feet only
Parent and Tot	Child: Pink ballet shoes or socks Parent: Socks or bare feet

## Attendance Policy

- Attendance is taken at the beginning of each class with classes beginning promptly at the scheduled time. Regular and consistent attendance is vital to individual growth and success in dance technique.
- Due to the nature of dance technique instruction, *make up classes are not possible*. Students who miss class will not receive individualized instruction as the momentum of the entire class has to be considered. *Students who miss 3 or more classes in the last 6 weeks of class may jeopardize their ability to participate in the recital.*
- If a student is late to a class, they should wait for instructor permission to enter the studio.
- Students who are ill or are showing signs of illness (fever, nausea, etc.) are strongly encouraged to stay at home in order to recover.
- Students who are injured are encouraged to attend class(es) and observe. A lot of learning can still occur!

## Etiquette and Classroom Rules

- Water is the only consumable that is allowed in the studio, and must be kept in a sealed container that won't spill. Chewing of gum is not allowed!

- Proper dress code is required for each class. *Only dance shoes are allowed on the studio floors.* Dance shoes *should not* be worn outside the studio spaces. Students are encouraged to use a pair of socks/slides/flip-flops to leave and re-enter the studio during class times. Street shoes and all other belongings must be left in the cubbies outside the studio.
- Hand washing or sanitizing is strongly encouraged before entering a studio.
- Students are expected to express a positive and professional attitude while participating in all classes. Talking in class should be kept to a minimum and students will respect one another, the instructor and any guests.
- Students demonstrating disruptive or disrespectful behavior will be removed from class and a parent notified. Chronic disruptive behavior will result in a meeting between the parent and studio owner. *The studio reserves the right to cancel enrollment for any student who is unable to abide by the studio rules and policies regarding behavior.*
- After class, students will thank the instructor and fellow classmates for a job well done!

### **Drop Off & Pick Up**

- Young children need to be escorted to and from the studio. Young children should not be left unattended in the studio at any time.
- Please arrive no earlier than 15 minutes prior to the start of your class. The studio will open at least 15 minutes prior to the first class of the day. If you have arrived early, please wait in the car with your child until it is time to arrive for class.
- The studio and staff **IS NOT responsible** for dancers who arrive early or who are not picked up on time.
- Dancers will wait in the lobby until class time when their instructor will welcome them to the studio. After class, students should wait in the lobby until picked up by a parent/guardian.

## **2025-26 Payment Policies**

*NOTE: All fees and payments are non-refundable.*

- Tuition is due on the 1st of each month and is based on a 34 week year from September to May with a recital in May/June. Tuition is not prorated, refunded, or credited for student absences, inclement weather closings, or holidays.
- Tuition must be paid in full no later than the 7th of each month to retain a student's place in class. Unpaid tuition after this date will result in the student's spot being released to a dancer on the waitlist.
- Parents/Students must create a profile in the studio software to enroll in classes.
- All payments (classes, workshops, choreography fees, private lessons, etc.) will be processed through the online studio software, Dance Studio Pro.
- Payment via personal check or cash is accepted in person at the studio during regular business hours. Please write the student name in the check memo line and put cash in an envelope with the dancer's name on the outside.
- Parents are encouraged to enroll in Auto Pay so that no payments are missed/late.
- Tuition fees will be applied and charged monthly unless written notification of withdrawal is received by the 21st of the month.
- Last day to add classes and participate in recital is December 15th.
- Online Payment Fees: Credit/Debit Card Convenience Fee – 3.5% + .35 per transaction.  
ACH (eCheck) Convenience Fee – 1% + .20 per transaction
- Tuition Late Fees: \$15 after the 7th of the month
- Insufficient Funds/Expired Card Fee: \$25 per incident
- The studio does not accept payments via Venmo, ApplePay, or PayPal. Individual instructors do not accept payments for any services.
- Students with delinquent accounts will not be permitted to register for classes. Any balance due must be paid prior to registration for a new session/season.
- Students with delinquent accounts will not be allowed to take classes. Once the account has been paid, the student may return to classes.
- Season Class Registration Fee: \$30 per student/\$50 per family
- Season Company Registration Fee: \$30 per student

### 2025-26 Season Class Rates

30 minutes: \$38/month  
45 minutes: \$57/month  
60 minutes: \$73/month  
75 minutes: \$91/month

### 2025-26 Season Class Rates - Acro

30 minutes: \$38/month  
45 minutes: \$60/month  
60 minutes: \$75/month

### Multi-Class Discount Rates (per student)

2% off 2nd class  
4% off 3rd class  
7% off 4th class  
9% off 5th class  
12% off 6th+ class

\*These discounts do not apply to company.

### Multi-Student Discount Rates

2% off tuition for each additional family member (3 maximum)