



**Studio Handbook**

**2023-24**

## **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  
Email: [admin@encoremodance.com](mailto:admin@encoremodance.com)  
Website: [encoremodance.com](http://encoremodance.com)  
Social Media: @encoremodance  
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

## **2023-24 Season Calendar of Events – Please ADD these dates to your family calendar!**

September 5: Fall Classes Start  
October 14: SEMO Homecoming Parade  
October 31: No Classes  
November 20-24: Fall Break  
November 26: Parade of Lights  
December 21-January 3: Holiday Break  
January 4: Spring Classes Start  
March 18-24: Alice in Wonderland Rehearsals and Performances (Select Dancers only)  
March 25 - April 1: Spring Break  
May 24: Last Day of Classes  
May 30-31: Spring Concert Rehearsals  
June 1-2: Spring Concert

*Fall 2024 Classes will begin on September 3, 2024*

### **Class Policies**

- Parents must create a profile in the studio software to enroll their student(s) in classes.
- There is a *minimum* enrollment of 4 students per class (regular or summer session) with a maximum enrollment of 8-15 based on the class and studio size.
- There are no makeup classes or refunds given for any reason on any tuition or fees.
- Age Groups: Mini (ages 3/4 and 5/6); Primary (ages 7-9); Junior (ages 10-12); Teen & Senior (ages 13-18); 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 the Tuesday after Labor Day to the Friday before Memorial Day.
- Last day to add classes and participate in the Recital is December 1.
- 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 \$75 per costume for Mini and Primary, and \$90 per costume 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 family. \$60 per family of 4 and \$10 for each additional family member
- 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

online studio portal and students must be at least 6 years old to participate. Ages 6-9: 30 minute lesson only. Ages 10 and up: 30 or 60 minute lesson available.

- Encore Dance Academy generally follows the inclement weather closings of the area school districts. Students and Parents should check social media, website, and emails for notifications of closing. Notifications will be sent regarding closures as soon as we make them. The safety of our students and staff is extremely important!
- In order to drop/withdraw from a class after initial registration, a Discontinuance Form must be filled out, signed, and submitted to the studio. The student will be removed from the class roster and no more charges will occur. *The form must be received at least 1-week prior to the start of the next month for the payment to not be charged.*

**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. Chin length or longer hair should be tightly secured in a bun or twist.
- 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, 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.

**Attire**

All Levels & Classes	Female: Solid-colored leotard with pink tights. No skirts. Male: White short sleeved t-shirt with black leggings/tights
Jazz	Students may wear black shorts, tights, or leggings over regular class attire.
Contemporary	Students may wear black shorts, tights, or leggings over regular class attire.
Hip-Hop Classes	Students may wear sweatpants or joggers over their regular class attire.
Tap Classes	Female: Students may wear dance shorts over their tights Male: Students may wear form-fitting joggers or sweatpants
Acro/Stretch	Students may wear leggings with their leotards instead of tights

## Shoes

Ballet	Female: Bloch "Performa" Stretch Canvas Ballet Shoes (Pink or skin colored to match tights) Male: Bloch "Performa" Stretch Canvas Ballet Shoes in Black
Jazz & Musical Theatre	Theatricals Child/Adult Neoprene Arch Slip-On Jazz Boot in Tan
Contemporary	Bare Feet <u>and</u> Black or Nude socks. Dance socks are recommended.
Hip Hop	Supportive tennis shoes with non-marking soles. These shoes MUST be used only for dance class.
Tap	Mini: Theatricals Child Easy Strap Tap Shoes in Black Primary and Up: Any Lace up (NO slip ons or buckle) tap shoe in all black
Pointe	See instructor.
Combo Classes	Ballet and Tap shoes as listed above.
Boys	Theatricals Child/Adult Neoprene Arch Slip-On Jazz Boot in Black

## 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 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.

### **Payment Policies**

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

- Tuition is due on the 1<sup>st</sup> of each month and is based on a 35 week year from September thru May with a recital in June. *Tuition is not prorated, refunded, or credited for student absences, inclement weather closings, or holidays.*
- All payments (classes, workshops, choreography fees, private lessons, etc.) will be processed through the online studio software, Dance Studio Pro.
- Tuition Fees will be applied and charged monthly unless an Add/Drop Form is received by the studio.
- Parents are strongly encouraged to enroll in Auto Pay so that no payments are missed and/or late.
- Payment via personal check is accepted in person at the studio.
- Tuition Late Fees: \$15 after the 7<sup>th</sup> of the month. If Auto Pay is not set up, all accounts will be charged on the 7<sup>th</sup> of the month and will incur the late fee.
- Insufficient Funds Fee: \$25 per incident
- Online Payment Fees: Credit/Debit Card Convenience Fee – 3.5% per transaction. ACH (eCheck) Convenience Fee – 1.5% per transaction
- The studio does not accept tuition payments via Cash, Venmo, or PayPal. Individual instructors do not accept payments for any services.
- Students with delinquent accounts will not be permitted to take class.

- Costume Fees (Recital): \$75 per costume for Mini and Primary, and \$90 per costume for Junior, Teen and Senior. Fees paid monthly in 3 installments beginning in October. *Costume balance MUST be paid in full before December 15 or no costume will be ordered.*
- Recital Ticket Fees: \$60 per family of 4/\$10 for each additional family member
- Any balance due of fees and/or tuition **must be paid prior** to both registration for a new session/season **and** for participation in the spring concert/recital.
- Referral Discount: 10% off 1 month of tuition for every new student referred to studio who enrolls in classes.

#### 2023-24 Season Class Rates

30 minutes: \$35 per month

45 minutes: \$55 per month

60 minutes: \$70 per month

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

10% off 2nd class

15% off 3rd class

20% off 4th class

25% off 5th class

30% off 6th class

\*\*These discounts do not apply to company rehearsal rates.

#### Multi-Student Discount

5% off class tuition per child for families enrolling 2 or more children.

\*\*This discount does not apply to company rehearsal rates.