

*ENCORE*

*DANCE*

*STUDIOS*

2018-2019

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**STUDENT HANDBOOK**

# *Welcome* To Encore Dance Studios!

We are glad to have you join us. Here at Encore Studio our professional staff ensures that your child's dance education is our # 1 priority. We offer exciting non-competitive and competitive programs that emphasize fun and learning for ALL dancers, regardless of age or level! In this handbook you will find a listing of important studio policies and information designed to ensure success and enjoyment for every student. Please take a moment to familiarize yourself with these policies **and take note of the Photo Release found on pg. 9** . We look forward to a fabulous season with your dancer.

Sincerely,

Mandi Little – Owner/Director

**Ft. Mill Studio:** 821 Crossroads Plaza., Ft. Mill SC 29708 – (803)802-0855

**Lancaster Studio:** 226 N. Park Sq., Lancaster SC 29720 – (803)285-1055

**[www.DanceAtEncoreStudios.com](http://www.DanceAtEncoreStudios.com) \*\*\*\* [www.facebook.com/encoredanzfb](https://www.facebook.com/encoredanzfb)**

**[www.twitter.com/encoredanz](https://www.twitter.com/encoredanz) \*\*\*\* [www.instagram.com/encoredanz](https://www.instagram.com/encoredanz)**

## IMPORTANT DATES & STUDIO CLOSINGS

<b>SEPT. 10<sup>th</sup></b>	<b>CLASS DROP/CHANGE DEADLINE</b> We will NOT accept any class schedule changes after this date unless initiated by Encore Staff! This ensures a consistent classroom for all dancers.
<b>Sept. 3rd</b>	Labor Day – Both Locations Closed
<b>Months of Sept., Oct., Nov. w/ Tuition</b>	All Non-Competition Classes – Costume/Recital Participation Fee Payments Due by the 10 <sup>th</sup> of month
<b>Oct. 24<sup>th</sup> – 30<sup>th</sup></b>	Halloween Dance Party – WEAR YOUR COSTUMES TO CLASS!
<b>Oct. 31<sup>st</sup></b>	All Classes – CANCELLED (Halloween)
<b>Nov. 21<sup>nd</sup> –25<sup>th</sup></b>	Thanksgiving – Both Locations Closed
<b>Dec. 10<sup>th</sup> –16<sup>th</sup></b>	<b>PARENT PARTICIPATION &amp; Observation:</b> Holiday Showcase
<b>Dec.21st - Jan.6th</b>	<b>Both Locations</b> Closed for Winter Break
<b>2018</b>	
<b>April 14<sup>th</sup> – 21<sup>st</sup></b>	Both Locations Closed for Spring Break (3/30-4/8)
<b>April 28<sup>th</sup> –May 4<sup>th</sup></b>	<b>PARENT PARTICIPATION/Observation:</b> Spring Studio Showcase
<b>May 27<sup>th</sup></b>	<b>Both Locations</b> Closed for Memorial Day
<b>June 7<sup>th</sup></b>	<b>Dress Rehearsal</b> for Dance Spectacular – Knight Theater
<b>June 8<sup>th</sup></b>	<b>Dance Spectacular Performance</b> (Recital) – Knight Theater

\*\*\* All Dates are Tentative and Subject to Change \*\*\*

**INCLEMENT WEATHER:** Call Studio or Check Facebook for Information.

We DO NOT Always close along with the School System.

### REGISTRATION:

To Register in Classes Fill out the Registration form and include the Registration Fee.

**Registration Fee Ft. Mill:** \$ 40 first child , \$ 20 ea. Additional Child

**Registration Fee Lancaster:** \$ 30 First Child, \$ 15 ea. Additional Child

**DROPPED CLASSES:** Dance instruction follows an academic calendar year and it is expected that dancers will complete the entire season. Should you decide it is necessary to drop a class you must notify the office **IN WRITING (NO EXCEPTIONS)**. Simply discontinuing attendance DOES NOT constitute a dropped class – you will still be responsible for your regular monthly tuition until proper written notice is received.

Tuition is a **YEARLY FEE** broken into **MONTHLY INSTALLMENTS** for your convenience. The only Pro-Rated months are possibly August and June (depending upon session start date & recital date). Our schedule and tuition amounts **allow for up to two cancelled classes** outside of our regular calendar without a make-up class being scheduled. **All Tuition and Fees are NON-REFUNDABLE.**

You Must pay in full for any month in which you attend even ONE CLASS. **No Pro-Rating and No Refunds on any pre-paid fees.**

**Note:** Encore Studios LLC Reserves the right to discontinue service to any student. However, we do not discriminate on the basis of gender, race, religion or otherwise.

### TUITION:

**Due Date:** All Tuition is due on the First Lesson of Each Month and considered **delinquent after the 10<sup>th</sup> of the month**. After this time a late fee of \$15 (Ft. Mill) and \$10 (Lancaster) will be automatically added to your account and must be paid. This also applies to Auto Draft accounts that do not successfully process by the 10<sup>th</sup>. See end of Handbook for Draft Form pg. 9.

## DANCE SPECTACULAR (Recital) INFORMATION & FEES

As ***Dance is a PERFORMING ART***, we emphasize the skills necessary to relate to an audience. To encourage such development, we produce annually, a high quality, professional show in which all students enrolled in “recital classes” are expected to perform. This event is such a special time for Dancer, Parents and Instructors. We hope all of you will participate with us!

**2019 RECITAL DATES: June 7<sup>th</sup> & 8<sup>th</sup> @ Knight Theatre – Charlotte**

*Details as to exact times available later in the Season*

**RECITAL COSTUMES:** All Costume and Recital Participation fees are paid in **Three Installments**. INSTALLMENTS are ***due with your Sept., Oct. and Nov. Tuition.***- Late fees will apply after the 10<sup>th</sup> of the Month

**What is a RECITAL Participation FEE?:** this is to help cover rental of facility and show production related costs such as programs, theater staff, Encore Show Staff and Stage Sets.

**\*\*\*All Costume/Recital Fees Are NON-REFUNDABLE and NON-TRANSFERABLE\*\*\***

Type of Class	Costume & Recital Participation Fee
All 45 min. 3/4, 4, 4-5yr old Classes (1 Costume) • Will perform a Tap & Ballet Routine	<b>3 payments of \$60.00 ea.</b> <small>(\$95 Costume, \$65 Recital Fee)</small>
All 5/6 yr. Olds B/J/T Combo – 1.5 hr class <b>1 – 2in1 costume, 1 separate costume</b>	<b>3 Payments of \$96.00 ea.</b> <small>(\$205 Costumes, \$65 Recital Fee)</small>
1 Subject Non-Combo Class (1 Costume)	<b>3 Payments of \$60.00 ea.</b> <small>(\$95 Costume, \$65 Recital Fee)</small>
2 Subjects Non-Combo Class (2 Costumes)	<b>3 Payments of \$92.00 ea.</b> <small>(\$190 Costumes, \$65 Recital Fee)</small>
3 Subjects Non-Combo Class (3 Costumes)	<b>3 Payments of \$124.00 ea.</b> <small>(\$285 Costumes, \$65 Recital Fee)</small>
4 Subjects Non-Combo Class (4 Costumes)	<b>3 Payments of \$155.00 ea.</b> <small>(\$380 Costumes, \$65 Recital Fee)</small>
5 Subjects Non-Combo Class (5 Costumes)	<b>3 Payments of \$187.00 ea.</b> <small>(\$475 Costumes, \$65 Recital Fee)</small>
<b>All Above Amounts INCLUDE: Costumes, Tights and All Accessories Needed for Show</b>	

**COSTUME SIZING INFORMATION:**

All Dancers will be measured carefully in class in late Oct./early Nov. to ensure the best possible fit for their costume; as they are ordered shortly thereafter. We are aware that growth will occur prior to the spring and will make necessary allowances for normal growth. Please understand that costumes are not sized like streetwear and each manufacturer has their own size chart. Recital costumes are not “custom” made but come in generic sizes like small, medium, large. Therefore, at times it is necessary for you to have alterations made to your costumes once it arrives for a more precise fit. This will be a parent responsibility. Our staff has been sizing costumes for over 20 years and are familiar with each manufacturer and how to arrive at your dancer’s best fit. Allow us to size your dancer with Trust!

**STUDIO POLICIES**

**ENCORE STUDIOS, LLC POLICIES**

All studio policies are designed to ensure an enjoyable experience for dancers, staff and parents. Please be considerate of these guidelines.

<b>Registration</b>	To register for classes, fill out the <u>Registration Form</u> and for: <b>Fort Mill Location:</b> include a non-refundable \$40 (1st child, \$20 each additional child) registration fee. <b>Lancaster Location:</b> include a non-refundable \$30 (1st child, \$15 each additional child) registration fee.
<b>Dropped Classes</b>	Should you decide to drop a class, you must notify the <b>office in writing ... you will still be responsible for your regular monthly tuition until proper notice is received.</b> You must pay IN FULL for any month in which you attend even one class <i>Note: Encore Studios, LLC reserves the right to discontinue service to any student, however, we do not discriminate on the basis of gender, race, religion, or otherwise.</i>
<b>Tuition and Fees</b>	All tuition and fees are non-refundable. <u>No pro-rating.</u> Tuition is a yearly fee broken into monthly installments for your convenience. All tuition is due by the 10th of the month, after which time a late fee (\$15 Ft.Mill) (\$10 Lancaster) per dancer will be added to your account.  Students with delinquent accounts will be unable to continue classes until payments are up to date.  Checks returned for ISF/non-payment will incur a <b>\$30 fee.</b>

<b>Class Observation</b>	Parents will be invited in to observe classes on two specific dates this season. (See Impt. Dates Calendar). If you have specific concerns, please let your instructor know so we may arrange to have you observe your child's class. This observation policy limits distractions for your child in class.
<b>Classroom &amp; Lobby Conduct</b>	Students are expected to maintain proper classroom behavior at all times, including proper dress, respect for others, and a work ethic that leads to achievement. Continuous disruption is not tolerated and discipline will be maintained so all dancers may benefit from classes. <b><i>Students and guests should maintain a calm and safe lobby atmosphere for the enjoyment of all.</i></b>
<b>Attendance</b>	Students are expected to attend all classes except in the case of illness or injury so that proper class progress may be maintained. Any student that falls behind from absenteeism will be required to schedule <b>private lessons at \$60/hour.</b>  <b>Make Up Classes</b> – There are no refunds for missed classes but you may schedule a make-up class through the office in a similar class style and age group. <b>May Not be Available after Jan/Feb</b>
<b>Tardiness</b>	Tardiness is highly discouraged as it is a distraction to all students and any student arriving to class after roll call may be asked to sit out until the next subject begins so they may be properly/safely warmed up. Rare/extreme circumstances will be excused.
<b>Drop-off / Pick-up</b>	Encore is not responsible for unattended dancers outside of class time. Please arrive only a few minutes before class begins and pick up immediately at dismissal time. <b>A \$10 fee may apply for late pick up</b>
<b>Recital</b>	Since dance is a performing art, we emphasize the skills necessary to relate to an audience. To encourage such development, we produce a high quality, professional show annually in which all students are invited to perform. This recital is usually held in early June for dancers in Recital Classes and on our Competition Team.
<b>Costume/Recital Fees</b>	Due with Tuition in <b>Sept., Oct., Nov.</b> (3 installments)-See Page 4.
<b>Inclement Weather</b>	Call Studio for Voicemail or check our Social Media to determine whether or not classes will be held. We will not always follow the school schedule. Emails will be sent if time permits.

**LOBBY / COMMON AREA RULES:**

- 1) **Hallways Must Be Kept Clear:** There should be no blocking of or congregating in the hallways. This is a Fire Code Violation and must be kept to a minimum. We have a large lobby where you may wait for your dancer.
- 2) **Strollers:** should be parked by the front door as there is no space for strollers inside the studio waiting area or in the hallways.
- 3) **No Food or Drink:** allowed anywhere inside the building or Lobby (water only)
- 4) **Remain Calm and Quiet:** We are ultimately a place of EDUCATION AND BUSINESS. There should be no horseplay, running, loud talking or other disruptive behavior in the lobby.
- 5) **Be Considerate of Others:** Remember that our lobby is a shared space. Keep this in mind in dealing with others. There are times when the studio is very crowded-be patient

**Encore Studios Dress Code**

<b>Girls - All Classes Other than Hip Hop</b>	<p><b>Hair securely pinned away from face and neck</b>, no jewelry, no baggy pants or T-shirts, no street wear, athletic shorts or tank tops.</p> <p><b>Must have the correct style/color dance shoes that are required. Please Label with your name and place in a Dance Bag.</b></p> <p>No undergarments with dancewear as proper dance tights serve this purpose. Dancers repeatedly dressed inappropriately may be asked to sit out for the day.</p>
<b>Combo Classes, Jazz, Ballet/Lyrical, Tap, Musical Theater etc.</b>	<p>Leotard and tights of any color or fitted 2 piece dancewear (i.e., leggings, hot shorts, tight dance top) so we may assess body lines.</p>
<b>Advanced Ballet, Pre-Pointe, Pointe, Competitive Co.Ballet</b>	<p>Solid black leotard and pink tights. Hair in secure bun (use hairpins, no Bun Makers, Hairgami type fasteners, etc.). Hairnets and hairgel/spray recommended. No bangs.</p>
<b>Acro/Tumbling</b>	<p>Same dancewear as combo class. May wear dance shorts or leggings over leotard, etc.</p>
<b>Hip Hop</b>	<p>Same fitted dancewear as Combo Class may add hip hop pants etc.</p>
<b>Boys</b>	<p>Athletic shorts, sweatpants, t-shirt, "moveable clothing".</p>

**En VOGUE BOUTIQUE:** A Selection of dancewear, tights etc. are available for your convenience at Encore.



**ENCORE STUDIOS REQUIRED DANCE SHOES (See office for Correct Shoes for your Class)**

**Ballet Shoes:**

- \_\_\_ (2035 or 205) Capezio Love or Daisy Pink Leather Full Sole
- \_\_\_ (2033) Capezio Cobra Pink Leather Split Sole
- \_\_\_ (2037W) Capezio Hanami Pink Canvas                      \_\_\_ (G1C) Sansha Glove Pink Canvas

**Jazz Shoes:**

- \_\_\_ Bloch (SO401) Tan                      \_\_\_ Bloch (SO401) Black

**Tap Shoes:**

- \_\_\_ (N625) Capezio Tyette Caramel                      \_\_\_ (443) Capezio Oxford Black
- \_\_\_ (S0361L) Bloch Respect Oxford Black

**Lyrical/Contemporary Shoes:**

- \_\_\_ (621) Body Wrappers Twyla 2 – Tan Leather (1/2 Soles)

**Where To Purchase:** Lebo’s Pineville or Rock Hill / Morris Costumes Monroe Rd. Charlotte

**ONLINE PARENT PORTAL**

For Your Convenience, Encore Studios offers the option of **online payment/registration** as well as access to view your account through your Parent Portal Account.

You Can Access Your Parent Portal through our website:

**[www.DanceAtEncoreStudios.com](http://www.DanceAtEncoreStudios.com)**

There is a button in the top, right hand corner that will connect you to your Portal

Be sure to check your portal regularly for updates and important info.

## **PHOTOGRAPHY/IMAGE RELEASE & HANDBOOK RECEIPT ACKNOWLEDGEMENT**

By enrolling in classes at Encore Studios LLC and signing the registration form, I am acknowledging that I have received, read the expectations of my Son/Daughter in connection with participation in Dance Classes at Encore Studios, LLC. I have also read and signed the Hold Harmless Agreement on the Registration Form. I agree to abide by this information and these policies and will help my Dancer do so as well.

**I am aware that All Tuition and Fees are NON-REFUNDABLE for any reason.**

**Applicable Law:** In the event of any litigation or legal disputes between Encore Studios, LLC and a Dancer the laws of the state of South Carolina shall apply. Any litigation that becomes necessary shall be commenced in York County, South Carolina.

### **PHOTOGRAPHY/IMAGE RELEASE:**

By Enrolling in classes at Encore you automatically agree to the following...

I hereby authorize and consent for Encore Studios LLC to publish photographs and/or images or likenesses of my Dancer for use in any appropriate person, including but not limited to, still photography, videotape, electronic and print publications, website and television marketing materials.

I hereby acknowledge that any photographs or images taken or received by Encore Studios LLC which may include the image or likeness of my Dancer, become the property of Encore Dance Studios and will continue to be the property of Encore Studios, LLC in the event my dancer is no longer affiliated with Encore Studios, LLC. Encore is hereby authorized to continue to use such photographs or images of my Dancer in any marketing material as they see fit and proper.

I hereby release and hold harmless Encore Studios, LLC from any reasonable expectation of privacy or confidentiality for my Dancer Associated with the images specified above. I hereby agree that I am the parent or legal guardian of my Dancer and that I have full authority to consent and authorize Encore Studios, LLC to use their likenesses. I acknowledge and agree that I will not receive any compensation for the use of my Dancer's photograph or image.

I hereby release Encore Studios, LLC, its contractors, its employees and any third parties involved in the creation of publication which includes the image or likeness of my Dancer, from any liability for any claims by me or any third party in connection with the participation of my dancer.

**IF YOU DO NOT AGREE TO THE ABOVE PLEASE FILL OUT THE FOLLOWING FORM AND RETURN TO OUR OFFICE so that we are aware of your preference**

**We Prefer to withhold allowance for the dancer's listed below to have their image used in conjunction with Encore Studios Social Media and Advertising accounts...**

**Name of Dancer 1:** \_\_\_\_\_

**Name of Dancer 2:** \_\_\_\_\_

**Name of Dancer 3:** \_\_\_\_\_

**Parent/Legal Guardian Name:** \_\_\_\_\_

**Signature of Parent/Legal Guardian:** \_\_\_\_\_

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