



# Encore Dance Center

50 Lakeview Parkway, Suite 116 • Vernon Hills, IL 60061 • 847.816.0400  
www.EncoreDanceCtr.com • edc@encore-dance-center.com

## Registration Information

### Attire

#### Attire for Girls:

Petit Feet, Pre-Dance

Pink leotard, pink tights, pink ballet or black tap/jazz shoes  
Chiffon skirt optional, please no tutus or dress up clothes

Ballet

Dark solid color leotard, pink tights, pink ballet shoes

Pre-Hip Hop, Jazz, Hip-Hop

Solid color leotard or tight fitting tank top  
Black jazz pants or black tights, black jazz shoes

Tap

Solid color leotard or tight fitting tank top  
Black jazz pants or black tights, black tap shoes

#### Attire for Boys:

All Classes

Solid Color t-shirt, black pants, black dance shoes

### Spring Concert Information

Spring Concert will be held in May 15 2016 at Vernon Hills High School, if your student continues through May. The Spring Concert is optional. There will be an additional fee for costumes for the Spring Concert. More information about the Spring Concert will be sent out in November. If you have any questions, please call the office at 847.816.0400

### Refund Policy

All refund requests must be put in writing. If a student withdraws before a class begins, a \$25.00 registration fee will be withheld. If a student withdraws after a class begins, refunds will only be issued in case of serious medical condition (physician's note required) or family relocation. All other withdraws will result in a credit to be used at a later date. All refunds issued after classes begin will withhold the \$25.00 registration fee and fees for any classes held before requests are received. All refunds will withhold any processing or handling fees.

### Make-Up/Cancelled Classes

Please notify the studio of any absences or to arrange a makeup class. Making-up a class for any class missed is encouraged! A missed class may be made up any time during the current term in a similar type of class. Any classes not made up during the term are forfeited. If a class is cancelled due to severe weather or unforeseen circumstances, we will make every effort to contact you ahead of time. However if you are unsure as to a cancellation, please call the studio at 847.816.0400. If a class is cancelled due to severe weather or unforeseen circumstances, the class will be made up at a later date during our snow day makeup days.

# Studio Calendar 2015-2016

**Friday, July 24 2015**

Last Day for Fall Session Early Payment Discount

**Thursday, September 10<sup>th</sup> 2015**

Fall Session Classes Begin

**Monday-Saturday, October 26<sup>th</sup>-31<sup>st</sup>**

Halloween Week (Student may dress in costumes)

**Sunday, November 15<sup>th</sup>**

Last Day for Winter/Spring Early Payment Discount  
Spring Concert Costume Deposits Due

**Monday-Saturday, November 23<sup>rd</sup>-28<sup>th</sup>**

No Classes, Thanksgiving Break

**Monday-Saturday, November 30<sup>th</sup>-December 5<sup>th</sup>**

Parent Observation Week

**Thursday, December 17<sup>th</sup>**

Winter Break Begins

**Thursday, January 7<sup>th</sup> 2016**

Classes Resume

**Wednesday, January 20<sup>th</sup>**

Fall Session Ends

**Thursday, January 21<sup>st</sup>**

Winter/Spring Session Classes Begin

**Saturday, February 27<sup>th</sup>**

Choreographer's Showcase

**Monday-Saturday, March 21<sup>st</sup>-April 2<sup>nd</sup>**

No Classes, Spring Break: 3/28-4/2 are makeup days if a class must be cancelled due to inclement weather. If a snow day is not used, no class will be held.

**Thursday-Wednesday, April 21<sup>st</sup>-27<sup>th</sup>**

Parent Observation Week

**Wednesday, May 4<sup>th</sup>**

Winter/Spring Classes End

**Friday-Thursday, May 6<sup>th</sup>-12<sup>th</sup>**

Dress Rehearsal Week

**Sunday, May 15<sup>th</sup>**

Spring Concert of Dance

# Studio Policies

## Tuition Policies:

1. Registration is on a first come, first serve basis. Class sizes are limited. Tuition is payable by cash, check, or credit card.
2. If tuition is paid in full at the time of registration (when the registration form is turned in), the family registration fee of \$25 is waived. The 5% processing fee is waived on all tuition paid by cash or check.
3. There is a \$20 service charge on all returned checks. Tuition that has not been paid in full by the first day of the session will result in a \$15 late fee per month until the balance has been brought to zero.
4. Refunds are issued only in case of serious medical condition or family relocation. All other class withdrawals will result in a credit on the account. All refunds and credits withhold a \$25 registration fee.

## Dancer Policies:

1. Eating, drinking or gum chewing is not allowed in the studios. Water is permitted.
2. It is the parent's/guardian's responsibility to supervise their students when they are not in class. For safety and security purposes, students are not to be left unsupervised for periods of time before and after classes.
3. Students should not arrive more than 10 minutes before the start of their class and parents must be prompt in picking up their dancers after class.
4. Family and friends are not allowed to observe classes, unless approved by the teacher and director at least 24 hours in advance. Observations impede a student's ability to concentrate and learn.
5. Students are placed by ability, at the teacher and director's discretion. Advancement is determined by the teacher and director. It is not unusual for students to remain in certain levels for more than one year.

## Attire Policies:

1. Proper attire is expected.
2. Hair must be pulled back out of the student's face. Hair for ladies should be worn in a bun for ballet classes, and ponytail for all other classes.
3. Jewelry should not be worn during class and valuables should not be left unattended in the dressing area.
4. For the dancer's safety, dance shoes must be worn in the studios and baggy clothes will not be permitted in class.
5. Dance shoes must never be worn outside.
6. Dance shoes worn outside track water, dirt, pebbles, insects, salt, etc into the studio. Dancers who then dance on such a surface have a greater risk of slipping and falling. For the safety of all students, any shoes worn outside will not be permitted inside the studios.

## Class Etiquette:

1. If a student is more than 10 minutes late for class, they will be asked to observe. Since all dance classes are progressive, this prevents possible injury.
2. Proper attitude is expected in class. Each student should show respect in a proper manner, by giving the teacher their undivided attention during the class.
3. Parents should never disrupt a class. If there is an emergency, ask someone in the office to help you. If no one is in the office, please get the teacher's attention quietly.

## Lobby Policies:

1. Most parents do not wait at Encore while their dancers are in class.
2. No outside food is allowed to be consumed inside of Encore Dance Center.
3. Parents and siblings are only allowed to wait in the lobby, not the dancer changing area or hallways.
4. Parents/Guardians are expected to keep siblings safe and any behavior deemed unsafe will result in parents/guardians and siblings being ask to leave.
5. Siblings must be watched at all times by their parents/guardians. Any disruptive siblings or adults will be ask to leave and return only when their dancer's class has ended.
6. Excessive noise is prohibited. Quiet voices are expected in all waiting areas. The sound travels into the studios and loud voices are distracting to both the dancers and teacher.

## Observing Policies:

1. Encore Dance Center has a closed circuit camera system. Each studio is equipped with a camera and in the lobby is a television that shows the studios in real time.
2. Observing within the studio is only permitted at designated times.
3. Prospective students and special cases must be approved by the instructor and director at least one week prior. The training process is sensitive and the presence of others can distract or inhibit the student's progress.
4. Pre-Dance Division parents may be asked to stay in the waiting areas during the orientation period.