



Encore Dance Center

Studio Information
2015-2016

847.816.0400

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

Our goal at Encore Dance Center is to educate the minds, as well as the bodies, of our students, and to teach them the skills needed for a successful life, whether or not they stay involved in dance.

We believe in teaching strong technique based dance classes that will joyfully energize and inspire students of all ages. It is important to us that during each and every class, students not only learn how to dance, but that they also have fun.

Dance education is important to every child. Dance technique teaches dancers how to move their body, and that understanding transitions into all physical activity including sports. In addition to physical learning of body placement, students also gain an understanding of important mental and emotional life lessons.

Dance education encompasses far more than technique or the steps your children will learn. We believe the discipline of dance training gives young people a better understanding of commitment by offering them the chance to learn, experience the spirit of teamwork, and understand what hard work can accomplish.

We believe that the key to dance education is small class size. Dance requires one on one time with the instructor, and therefore we allow a maximum of fifteen students in each class. Most of our classes have around eight students, and we find that our students learn and excel faster with our smaller classes.

We welcome you to Encore Dance Center and thank you for your interest. If you have any questions or would like any additional information, please call our office at 847.816.0400, or visit our website at www.encore-dance-center.com.

Placement and Levels

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some dancers who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with dancers who are more proficient by pushing themselves to work harder. Placement is highly individualized and the factors that go into the decision are complex. Please see the school's director if you have questions or concerns about your child's placement.

Some parents may compare their child's progress or class or choreography placement to that of others in the program. Watch for this behavior in your children as well, and encourage them to focus on their own accomplishments. Looking to others for inspiration is a good thing; however, a negative focus or comparison distracts from the energy that could be focused on becoming a stronger dancer. Children learn important lessons from their teachers and parents, acquiring important behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully to their peers, the adults in their lives, and themselves. If you have questions or concerns about your child's dance education, please make an appointment to speak directly to your child's teachers and the director of the school. Please conduct all communication through the school office rather than approaching your child's teacher or the director between or during classes or calling them at home.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and can offer expertise in the field of dance education.

Tuition and Costume Fees

Class fees are listed as a session rate. There are two sessions that make up a school year. Students who start in September are encouraged to continue through May for both sessions. Monthly payment plans are also available, if paying for the full session upfront is not an option. However, the monthly plan does work out to be more in the end than paying upfront, as would be expected.

Tuition discounts are offered for students who take more than one class and pay in full early. The discounts are 5% for two classes, 10% for three classes, and 15% for four or more. Unlimited plans are also available per student or immediate family. When registering, there is a \$25 registration fee per family. That fee is waived if tuition is paid in full at the time of registration (when the registration form is turned in). If full payment is not received, the \$25 registration fee would be added to the total due for that session. All session tuition is to be paid in full by the first day of the session. If full payment has not been received, a late fee of \$15 is assessed per month until full payment including late fees is paid. Any returned checks are subject to a \$20 service charge.

At the end of our Winter/Spring Session, we have a Spring Concert of Dance, where each class performs a dance. Our Spring Concert has costumes, and therefore a costume deposit of \$40 per class is collected by December 1st for any students who wish to participate. There is a performance fee of \$35 that includes two tickets to our show that is also due with the costume deposit. The remaining costume balance is due mid-March. The costume fees range between \$50-70 for each class costume. Additional tickets are also available for the show and all seating is reserved on a first come, first serve basis.

Class Schedule

Encore Dance Center offers classes in ballet, pointe, hip hop, jazz, tap, contemporary, musical theater and poms, as well as pre-dance classes. We offer beginner through advanced classes for ages 2 ½ through adult. For a copy of our class schedule, please visit our website at www.encoredancectr.com, or call our office at (847) 816-0400 for our printed brochure to be mailed out to you.

Pointe Information

It is the aspiration of many young dancers to dance on their toes, or “en pointe”. But of all of the dance disciplines, pointe is the most damaging if done incorrectly. Putting a student on pointe before she is ready is devastating to the body, and can create irreversible damage. We put much time and effort into evaluating students for pointe.

There are bare requirements. First of all, students must be at least 11 years old by September 1st. The reason for this is that most children’s feet stop growing around the age of 12. If a student’s feet have not stopped growing, dancing on pointe can negatively reshape a foot. Second of all, students must have studied ballet for the past three to four years. Pointe is a continuation of ballet, and without a strong base of ballet, pointe is not understood and performed correctly. Not only are students to have studied ballet, but they must also have mastered the basics of ballet.

When the bare requirements have been met, students are allowed to take Pre-Pointe. It is during pre-pointe that students practice specific exercises for strengthening their feet for pointe work. When a student is ready, they will advance within the Pre-Pointe class to pointe work. That decision is made by the Pre-Pointe teacher and Studio Director only. It is possible to go an entire year in Pre-Pointe without going up onto pointe. If during the Pre-Pointe year a student goes onto pointe, it is possible to progress into Pointe I or repeat Pre-Pointe for an additional year during which the dancer would be practicing pointe work.

The dancers safety will always come before the desire to do pointe work. If a student is interested in going on pointe, we recommend that they talk with their teacher or the director about those desires and what would need to be worked on to make a dream come true.

Faculty Information

Encore Dance Center’s faculty are all highly trained teachers. Our faculty have all received their bachelor’s degree, studied dance extensively, or have taught for many years before starting at Encore. We believe that the experience of a teacher is the cornerstone of a good dance class, and we spend much time and effort finding and training our teachers. For extensive biographies of our faculty, please visit our website at www.encore-dance-center.com, or call our office at (847) 816-0400 for our printed brochure to be mailed out to you.

Dance Attire for Classes

Ladies

Petit Feet, Pre-Ballet, Pre-Tap, Pre-Jazz: Ages 3-6

Pink leotard, pink tights, pink ballet shoes
Chiffon skirt optional, please no tutus or dress up clothes
Black tap shoes are needed for Pre-Tap classes
Hair should be pulled back out of the face in a ponytail

Ballet: Ages 6-Adult

Dark solid color leotard, pink tights, pink ballet shoes
Hair in a bun

Pre-Hip Hop, Jazz,

Solid color leotard or tight fitting tank top
Black jazz pants, black jazz shoes
Hair in a ponytail

Hip-Hop, Poms

Solid color leotard or tight fitting tank top
Black jazz pants, black jazz shoes or jazz sneakers
*Hip Hop V-Adv. should have jazz sneakers
Hair in a ponytail

Tap: Ages 6-Adult

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

Gentlemen

All Classes

Solid color T-shirt, black pants, and black shoes

*Shoes and Dancewear are available through Encore Dance Center.
For more information, please contact the office.*

Spring Concert of Dance

Butler Auditorium, Libertyville High School

Our Spring Concert of Dance is held every year in May. All classes learn a dance that will be performed on the stage in our concert, but **participation in the concert is completely optional**. About five percent of our students choose not to be a part of our concert due to vacations, time conflicts, prior commitments, or a desire not to perform. Because we put an emphasis on technique-based learning, we only practice the dance that will be performed for a maximum of fifteen minutes per class. During the fall semester, students spend fifteen minutes each week learning a long combination. Those same fifteen minutes are reallocated to learning the dance during the spring semester. Any student who does not participate in our dance concert still learns technique during the entire spring semester, and therefore is still an active member in the dance class.

Our Spring Concert of Dance is broken down into shows that are one hour in length. We feel that shortened shows are easier on grandparents and young children in the audience, as well as the younger dancers backstage. Shows are broken down based on days of the classes. For example, all Monday classes may perform in the 12:00 Show, and all Tuesday classes may perform in the 4:00 Show.

Costumes fees for the dance concert are \$50-\$70. Costumes are pressed and hung on hangers before the students take them home. When the students take home their costumes, the costume includes tights and any other accessories necessary. The only items costumes do not include is dance shoes.

The dance concert is professionally videotaped and professional photography is available, but both are completely optional.

For more information on the Spring Concert of Dance, please contact the office.

Dance Showcases

Encore Dance Center offers optional performances throughout the year. It is open to our current students who wish to participate, ages 6 and up. Dancers will take an extra class for three weeks, where they will learn a separate dance that they will perform onstage. Dancers must be able to attend all three rehearsal classes, since each practice is crucial for looking their best onstage.

Each dancer who chooses to perform will be assessed a performance fee to cover the cost of classes, rehearsals, and the T-shirt the dancers will wear onstage. Tickets for the shows are \$5 each, and ticket costs are used to cover the cost of the theater.

Encore Dance Companies

Encore Dance Company is open to any Encore students 8 years or older who are currently taking 2 or more classes at Encore Dance Center. Company performs for community events, performs in our Dance Showcases, as well as participates in a dance competition.

Encore Dance Company members perform mainly Jazz and Hip Hop based dances. Company classes and rehearsals will begin in September when our Fall Session begins. Dancers join Company to have additional performing opportunities that they do not have just taking classes. At Encore we believe dance should be fun and we incorporate that philosophy into our dance company. Auditions for Encore Dance Company are towards the end of our Spring Session. For more information, please contact the office at 847.816.0400.

Bravo Program

At Encore Dance Center we believe in teaching strong technique based dance classes that will joyfully energize and inspire students of all ages. It is important to us that during each and every class, students not only learn how to dance, but that they also have fun. That being said, there are some students who possess both the natural ability and passion for dance. For those few students who have found the passion for dance, our Bravo Program offers them a more intense program to best prepare them for their future. Due to the nature of this program, it is offered by invitation only. If we feel a dancer is ready, we offer them a place in the Bravo Program. The Bravo Program is a closed program that is only offered to a select few students. Our Student Division classes offer the full range of classes from beginner to advanced and it is in these classes that most of our students take class.

Registration Information

Registration is on a first come, first serve basis. Class sizes are small and limited, so we recommend that you register early. Registration forms will not be accepted without payment and parent signature.

Tuition is payable by cash, check, or credit card. Credit card payments are subject to a 2% handling fee. Monthly payment plans are available (for more information, please contact our office). The Pay-Per-Class Fee is \$18.00. There is a \$20.00 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.

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 a serious medical condition (physician's note required) or family relocation. All other withdrawals will result in a credit that can be used at a later date. All refunds or credits issued after classes begin will withhold the \$25.00 registration fee, as well as fees for any classes held before requests are received.

Discounts

Discounts are applicable only if classes are paid in full by deadline.

Discounts are as follows:

Registration Fee of \$25 is waived if tuition is paid in full at time of registration with the registration form.

Per Immediate Family- Sign up for:

2 classes, paid in full by deadline: **5% off**

3 classes, paid in full by deadline: **10% off**

4 or more, paid in full by deadline: **15% off**

Unlimited Plans (not subject to additional discounts)

Total Student Plan \$775.00

(Up to 5 classes, per student)

Total Family Plan \$1,250.00

(Up to 8 classes, per immediate family)

Additional classes over the limit are \$150 per class.

Frequently Asked Questions

Why Tights?

Students are required to wear tights to all Pre-Ballet and Ballet classes, as well as under any shorts. The main reason that dancers wear tights is that tights keep the legs warm without overheating. Tights also allow dancers to stretch and move along the floor without their legs sticking.

Why hair pulled back?

All dance students must keep their hair pulled back during their dance classes. The obvious reason is so that the hair does not fall into the face while dancing or is distracting to the dancers, as well as to avoid cross contamination of lice. The other reason we require hair in a ponytail is that while dancing loose hair tends to fall out and collect in the studio, creating tumbleweeds of hair that roll across the floor. This is not healthy or sanitary so we require all female students to keep their pulled back and in ponytails.

Why Special Dance Shoes?

Contrary to popular belief, we do not require dance shoes so that we can sell them. Dance shoes are manufactured with special rubber/leather soles that allow dancers to turn freely and not slip. Normal gym shoes that are worn during a class can cause a twisted ankle, and so students are not allowed to dance in the studios wearing outside shoes. Dancers can never wear their dance shoes outside. Wearing dance shoes outside tracks mud and salt into the studio. A wet or muddy dance floor is very slippery and dangerous, and salt on a dance floor creates sticky spots that eat away at the marley floor.

What is a Student Assistant?

Sometimes in our younger classes, we have a more advanced dancer become a helper in a class. This Student Assistant is not a teacher, nor are they an Assistant Teacher. A student assistant is a demonstrator who is able to dance throughout the class to allow a teacher to correct students without stopping the class. Student Assistants also help with taking attendance, bathroom interruptions, and separation anxiety. For more information on our Student Assistant Program, please call our office at (847) 816-0400.

Why A Recital?

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best en result.

Studio Policies: Expectations

General Expectations

- Proper attire is expected.
- Gum chewing, eating or drinking (water excluded) is not allowed in the studios.
- For the dancer's safety, baggy clothes will not be permitted in class.
- Hair must be pulled back into a bun for ballet/pointe and into a ponytail for all other classes.
- 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. Instead we have a closed-circuit tv system available for viewing in the lobby during classes.
- For your students safety and security, please do not leave your student unsupervised for periods of time before and after class.
- Students are placed by ability, at the teacher and director's discretion.
- Advancement is determined by the teacher and director. Students may be required to remain in certain levels for more than one year.
- Valuables should not be left unattended. All electronic devices must be kept off while in the studios.
- Please feel free to contact the studio with any questions on studio policies or student progress.

Absence/Make-Up Classes

Please notify the office 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, or check on our website at www.encore-dance-center.com. If a class is cancelled due to severe weather or unforeseen circumstances, the class will be made up during our makeup week, or at a later date. Around Spring Break we place Potential Makeup Days. If they are unneeded, class is not held (similar to public school end of the year days).

Studio Policies: During Classes

Wearing Dance Clothes Outside

Under no circumstances should dance shoes be worn outside. Wet dance shoes are extremely dangerous to the dancer, and therefore any wet shoes will not be permitted on the dance floor. Also the leather and rubber on the bottom of dance shoes erodes quickly when moistened, and therefore you will end up buying new shoes more frequently. Please remember that outside the sidewalk and ground are dirty. When dancers wear their shoes outside, they track that dirt into the studio and then sit or lay where they have just stood. For the safety of all dancers, we cannot permit dance shoes worn outside to be worn in the studio. We ask that when you bring your dancer to the studio, you use a cover-up over the leotard and tights. This ensures that dancers will not experience extreme temperature changes, as well as makes sure that the leotard and tights stay clean.

Bathroom Policies

We ask that everyone use the bathroom before class, especially in Petit Feet classes. Class momentum is lost when one student needs to use the bathroom, and often times with the younger classes when one goes they all need to go. We would much rather spend class time on dance rather than bathroom time so please help us by making sure that your dancer is ready for class.

Late to Class

We know that throughout the year you may be late to dance. We ask that if you arrive and the door to the studio is closed, please say your goodbye to your dancer before opening the door. Then please open the door quietly, let your dancer in, and close the door behind her. We ask that you do not speak with the teacher at this time, since the class has started and it breaks momentum for the rest of the class. If it is important that you get a message to the teacher, please pass that information through the office and the office will discreetly pass your message along to the teacher.

Lobby Policies

Most parents do not wait at Encore while their dancers are in class. Please remember that no outside food is allowed to be consumed inside of Encore Dance Center. Parents and siblings are only allowed to wait in the lobby, not the dancer changing area or hallways. Parents are expected to keep siblings safe and any behavior deemed unsafe will result in parents and siblings being asked to leave. Siblings must be watched at all times by their parents. Any disruptive siblings or adults will be asked to leave and return only when their dancer's class has ended. Excessive noise in the lobby is prohibited.

Studio Policies: Discipline

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each are asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

Studio Policies: Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of Encore Dance Center to meet the child's needs

Studio Policies: Our Younger Dancers

Separation Anxiety

We understand that it is normal for children to show distress, anger, and sadness when separated from their primary caregiver, especially within the early childhood years (0-5 years old). For some dancers, this may be the first time they are separating from their parent. We expect the first class to have some tears. We ask you to come to the doorway of the studio and not into the studio, this will only make the separation harder once you are in the room. We ask that you do your best to pass your dancer to us, and allow us five minutes within the room. We ask that you stay and watch your child on the monitor in the waiting area. If the child is able to calm down during the five minutes, we will not come out to tell you. If we feel that the separation anxiety is too great after those five minutes, we will ask you to come back to the doorway and sit with your child to watch the rest of the class. If you cannot pass your child to us, we ask that you wait the five minutes outside of the room if necessary for other separation situations. We will then open the door and invite you to sit at the doorway and watch the class with your dancer. It is our hope that during the class your dancer will participate, but please do not force your dancer to do so. Many dancers need to watch the first class to feel comfortable enough to participate.

If your dancer does not have a separation anxiety on the first day of class, we ask that you stay in the waiting area and do not stand at the doorway as well. We know that seeing the dancers enjoying class is a wonderful sight, but please understand that seeing parents often creates separation anxiety in dancers who are borderline. If we see progress from a dancer, we will continue with this approach for as long as the situation is not detrimental to the class. If we feel that the separation anxiety is too great, we will ask you to try dance again in a few months.

Special Visitors

From time to time, your dancer may be brought to the studio with a different loved one, such as grandma. Often times, we find that on those days it is more special to spend time with Grandma instead of dancing. This is usually the case when the special visitor is someone that your dancer does not see often. Please prepare your special visitors by explaining that this is normal, and we will follow the same philosophy on this day as we do generally for separation anxiety. Please feel free to let our office know in advance if someone else will be bringing your dancer so that we can let their teacher know beforehand. And whenever possible, please have the special visitors come only during Observation Weeks, when our class plan is prepared for the special visitors.