



Encore Policies + Info 2019-20

DRESS CODE

All students must wear dance attire, the appropriate dance shoes and have hair pulled up for lessons. Girls should wear leotards and boys should wear dance pants or sweatpants. No jeans, jean shorts or dress pants. Dance shoes and attire are available for purchase through Encore. No street shoes are to be worn for any classes. Also, do not wear your dance shoes outside. Tap shoes should not be worn on concrete.

LEVELS

Encore "level" classes are for dancers in 1st grade and up. Dancers are placed in classes based on a combination of dance experience and age.

TUITION

Monthly tuition is based on a 9.5-month dance semester with approximately four classes per month. For your convenience, tuition is payable monthly or for the entire year. There is no extra charge for months with five lessons nor is there a reduction or refund for any classes missed or holidays. Make up classes are available throughout the week. It is the parent/student's responsibility to arrange make-up lessons. Contact Maggie directly to set up your payment plan for monthly auto draft or to receive the multi-class and sibling discounts.

LABELS/LOST & FOUND

Please label all belongings, bags and shoes with student's name or initials. Encore/The J are not responsible for lost items or anything left behind. We have a lost & found, where all items will be placed. Things will be donated monthly.

CLASSROOM RULES

Students are expected to be respectful of themselves, their teachers and their peers in each class. They are also expected to be on time, dressed appropriately, and have a good

attitude. If problems arise, a student may be asked to sit out for some of class or to leave the classroom. Parents will be notified of consistent poor behavior.

No gum chewing or food in the studio. Students are allowed to have food in the hallway, but they may only have snacks before or after classes. They are also expected to clean up after themselves. Students will receive a drink break during class, and are welcome to bring their own water bottles with them to their lesson.

CANCELLATIONS/MAKE-UP CLASSES

Sometimes we must cancel classes due to holidays or bad weather. We will post cancellations to our Facebook page, (Encore at the J) and to The J's website, thejkc.org. Encore and the Jewish Community Center observes Jewish holidays. We will be closed any day the building is closed. Make up classes will be available throughout the week. It is the parent/student's responsibility to arrange make-up lessons by notifying Maggie, telling the student and their classroom teacher (if applicable).

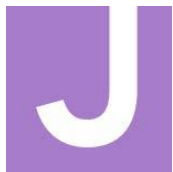
ATTENDANCE/LATE ENROLLMENT

Students enrolling late for the semester or students who miss more than 2 classes a month may be required to purchase and participate in additional private lessons to catch up with the progress of their classmates.

Students unable to attend the final week of classes before the Winter Showcase or May Recital will not be allowed to participate in the shows. We need our students to be dedicated to the success of the class and the program.

PARENT RESPONSIBILITIES

We encourage parents to be active in their student's activities. The best way to receive information from Encore, is via email or on the Encore at the J Facebook page. Please "like" our page to see updates. Parents must provide The J/Encore with an up to date email address that



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is checked regularly. Please contact Maggie at maggieo@thejkc.org for any changes to your account. We also use the system MailChimp for our group messages. Please make sure we are not delivering to your junk mail and add us to your safe list to stay up to date.

TEACHING ASSISTANTS

Encore Teacher Assistants are selected by Ms. Maggie to help out with some of our younger students at special events through an application process. The assistants will also help to keep the studios clean and will lead by example in their classes and with members of Encore. Students must apply themselves. All applications filled out by parents will not be accepted. Applications are available for students 3rd grade and up through Maggie. They must be turned in by August 1st. Students will be notified by August 8th and must attend an assistant meeting on Sunday, August 18th, 1:30-2:30 pm.

PARENTS WATCH

Parents are asked to observe lessons from the hallways through the windows. On occasion, a teacher may invite parents in for the last few minutes of class to observe. Otherwise, friends and family may enjoy our dancing at the Winter Showcase on Tuesday, December 10th @ 6:30 pm and the Annual Showtime Recitals on Sunday, May 17th, @ 1 pm & 4 pm (more details to come).

WINTER SHOWCASE

Our Winter Showcase will take place **Tuesday, December 10th** @ 6:30 pm. Each class will perform a 1-2 minute piece on the White Theatre stage. This event is free to friends and family, and will be a wonderful experience for students to get a feel for our Spring Recital. We will not have costumes for the event, but each student is asked to wear black bottoms and their Winter Showcase t-shirt. The Winter Showcase fee is \$20 per student. We ask Lyrical

and Ballet Levels 2 & above to wear a black leo for their showcase dances. Leotards are available for purchase if students do not already have a leotard. Additionally, students can have 2 rhinestones added to their Winter Showcase shirts for \$2 per student.

- Winter Showcase fee: \$15
- Rhinestones by name: \$2
- Black leotard: \$20

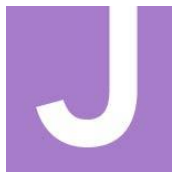
Showcase fees are due **Tuesday, October 15th**. Classes will be done for the semester after the Winter Showcase and will resume again Monday, January 6th.

COMPETITION TEAM

Competition Team is a group of dancers who perform solos, duos/trios, or small group numbers at competition. Competition Team is for students taking AT LEAST 2 other dance classes (including ballet) during the week from Encore (not counting their competition rehearsal times or team class). Students must audition over the summer, and are committed to the team from August to June. Competition Team requires a lot of extra time & investment, we attend competitions with entry fees, have Sunday rehearsals & private lessons, and are dedicated to the team. The Competition Team must lead by example, and know that they are a part of a team.

COMPETITION TEAM ATTENDANCE

Competition Team members are allowed 1 absence per month, and must attend the rehearsal before a performance. Missing rehearsal may result in having to sit out a performance. Please remember, these are team sports. Team members are counting on you! Students who missed more than the allowed absences for 3 months will be asked to resign from the team and refunds will not be given. Students are expected to be at class, and may not miss the rehearsal before a competition or else they will be asked to sit out & will forfeit



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entry fees as well as be charged a \$50/dance re-blocking fee.

RECITAL-SHOWTIME 2020

Our Annual Dance & Tumbling Recital will be held on **Sunday, May 17th** at 1 pm and 4 pm. The show takes place at the White Theatre at the Jewish Community Center. Not all classes will perform in both shows. More details will be given in January. Staging will be held the weeks before during the students' regular class time.

RECITAL COSTUMES

Costumes are order for our Annual Recital from professional costume companies. To insure costumes arrival in time for pictures and recital, all recital fees must be paid by **January 6th. IF COSTUME FEES ARE NOT PAID, YOUR STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN RECITAL.** We do not issue refunds for costumes. This is due to the policies of the costume companies and the fact that costumes are made upon order and are not kept in stock. If you choose to exchange for a larger size than your student was sized for in class, there is a \$20 per costume return fee. Any bills not paid by May 1st will result in removal from the dance recitals. Some of the costumes will require a small amount of sewing or Velcro to attach straps or do any adjustments. The costume companies allow for minor adjustments to insure a better fitting costume. Costumes fees are as follows:

- First Dance Class (per student): \$90
- Additional Classes: \$60/each
- Tumbling: \$55
- Boys: \$60

Costume fees cover the costume, tights (for dance) and 4 tickets to our show (4 tickets per student), as well as covering expenses with putting on the production.

PICTURES

Pictures will be held **April 27th-30th** & **Sunday May 3rd** in the morning at The J. A detailed pictures schedule will be passed out

with the Recital Packet. We would like to have all students present for their group photos. If you do not plan on purchasing individual photos, please do not have any taken. This will help speed up our day. All picture orders and information will come from the photographer.

VIDEOS

Our Annual Dance & Tumbling Recital will be videoed by a professional videographer. Recital DVD's will be available for order before and at the recital for \$25. Families can pick between a USB, DVD or a digital download upon ordering. An email will be sent out confirming their arrival. Any DVD that is not picked up by August 1 will be mailed to the address on file.