



Student/Parent Handbook & most commonly asked questions answered!

Welcome! Established in 1996, our studio is a fun & positive environment offering classes daily in two locations. Our goal is to give you as much information as possible so you know what is required of both you and your student. We also encourage you to download our App on your smart phone to stay up to date with schedules, make payments add/drop classes and more! Search for Encore Dance Studio in the apple or android store. If you have any questions, give a shout! Our office number is 503-717-1637 you can email our office at getyouddancing@gmail.com

IS THERE A REGISTRATION FEE & what is it for? Yes, our annual membership is \$55 per family. Membership automatically renewed for currently enrolled students annually in April. Membership helps the studio cover administration expenses. Membership also includes free Mommy & Me play dates, a holiday recital, special events like bring-a-friend week and discounts all year long on Dancewear.

WHEN DO CLASSES BEGIN? Classes begin every year on the Tuesday immediately following Labor Day. Please check our yearly calendar for our last day of classes, usually mid-June depending on our recital dates.

HOW LONG DOES THE SESSION RUN? September thru Mid-June. Students are enrolled in classes through the end of the year. Our tuition is based on a 10 month payment plan. It isn't pro-rated for longer or shorter months.

HOW EARLY CAN I DROP OFF/PICK UP? Drop off is no more than 10 minutes prior to class. Pick up is promptly afterwards. Encore does not provide supervision for students before, after, or between classes unless the student is enrolled in our afterschool program.

WHAT IF I MISS A CLASS? Tuition is not prorated for missed classes. There is an option to Make-up classes though. Only ONE make-up classes allowed per six weeks and must be due to illness or school function. Students can schedule a make-up class through the office.

NONE OF THE MAKE UP TIMES WORK FOR ME, WHAT SHOULD I DO? One of the advantages of choosing Encore is the wide range of classes we offer. If your child is signed up for tumbling

they can make up in ballet, hip hop or lots of other classes at the studio. As long as the age and level are appropriate, you are always encouraged to try new things here at Encore.

I THINK MY CHILD IS MORE ADVANCED THAN THE REST OF HER CLASS? If your child is more advanced—their teacher will move them up. Our teachers have a great deal of experience with placement and skill level. Your child might be more advanced in one area, but needing improvement in another. If you ever have any questions about how your child is doing, please leave a note for your teacher and they will be happy to discuss your child's progress.

WAIVERS & RELEASE Upon enrollment with Encore students & families automatically agree to our studio policies & waivers. Waivers & policies are available by logging into your online account and via our app. You can also get a copy at the studio office by emailing getyouddancing@gmail.com

ARE THERE PERFORMANCE OPPORTUNITIES? Yes, MANY! At least once a year we will visit area retirement homes to show off our steps. Every December we put on a Toy Drive Recital at the Seaside Convention Center. Occasionally we book pre-game shows for our dancers to perform at the MODA Center before Portland Trail-Blazers games. Bi-Annually we bring a company of dancers to perform in Disneyland for Disney's Music and Magic Days. Our annual Spring Showcase is usually held mid-June and presented in full costume on stage at the Seaside Convention Center.

MY CHILD DIDN'T GET MOVED UP WITH THE REST OF HER CLASS, IS THERE SOMETHING WRONG? Some years they might be at the bottom of the class, or the top, or they might be right in the middle. One year they might look up to someone in the class, another year they might be the role model. No matter where they are placed, a lot of valuable things will be learned.

WHY CAN'T I STAY IN THE CLASSROOM TO WATCH MY CHILD DANCE EVERY WEEK? We do provide a waiting area and live-feed video monitors at both of our dance studio locations for parent viewing. Although it is a joy to watch your child dance from inside the classroom, it is very distracting to her/him and other students. Have you ever heard that your child behaves completely different for Grandma or the teacher than they do for you? It can certainly be true when parents are in the room, students seem to focus more on "Mommy" than they do themselves and their dance steps.

WHY IS THERE A DRESS CODE? If your child has ever played team sports, this should be easy to understand. You wouldn't play soccer with the wrong color jersey, right? What about your cleats? You need them too! How about your hair? Pulled back out of your face to play a good game. When you enroll your child in dance you can expect they will be required to have certain dress for their classes.

Please Note: Students will receive a reminder card from their teacher if they are not dressed properly. Ballet class students will be supplied with a new pair of tights and parents will be automatically charged \$8/\$10 per pair of tights needed.

HOW DO I SCHEDULE MY CHILD FOR PRIVATE LESSONS? HOW MUCH ARE THEY? Students who take private lessons at Encore must be currently enrolled in a class. Rates are \$30 for ½ Hour and \$50 for One Hour. Check in at the desk or talk to your teacher if you would like schedule private time for your dancer.

WHAT DOES THE RECITAL PACKAGE COVER? We are proud to present an exceptional recital experience for our dancers every spring. The recital package and ticket sales to our show assist in covering venue rental, event staffing, program printing, set & props, etc. but also includes a yearbook for your family and one recital DVD. The Recital Package is \$45 per family and is due February 25th and is automatically charged to your credit card on file for Autopay customers.

MAIN OFFICE & CONTACT INFORMATION—We are very fortunate to have a wonderful staff at our Gearhart office. They are always ready to help with anything you might need, just ask! Our front desk staff does take breaks from the front area to supervise students at times, so if you don't see someone right away, they are probably tying a tap shoe! You may also email questions to getyoudancing@gmail.com Our yearly calendar with our studio closures is available on our website at www.getyoudancing.com

TUITION/AUTO-PAYMENTS—Our studio management software automatically processes tuition & any additional outstanding balances on the 25th day of the month prior, and is non-refundable. (i.e. Sept tuition is due August 25th and so on, with last payment due May 25th for June) We require enrollment in our autopay system when you register for a class. Our system accepts visa/MC, American Express or Discover.

Want to pay by check or cash? No problem! Payments may be mailed 3631 Hwy 101 North, Gearhart, OR 97138, placed in the payment drop box located in the front lobby, or brought into our Gearhart office during business hours. Please Note: payment must be received prior to our autopay process date to avoid tuition processing to your card on file. Returned Check Fee All returned checks are subject to a \$35 returned check fee. Late/Decline Fee is \$15.

We operate on a 10 month payment plan, with the same tuition amount due every month September-June. The studio does not charge less/more tuition for long or short months or extra rehearsals. Tuition is a flat monthly rate with the first payment due August 25th and the last payment due May 25th. Accounts must be paid in full for participation in our winter and spring performances.

DROPPING A CLASS— If for some reason at any time during the dance season it is necessary for your dancer to withdraw from a class, an email must be sent to our office staff at least 30-days in advance. This can be emailed to getyoudancing@gmail.com. You will be responsible for any and all charges incurred on your account until the withdraw form is received.

CLASSROOM ETIQUETTE— Dance class is like any other learning environment. Students are expected to arrive on time, be properly dressed and ready to have fun &

learn. Please remove jewelry and make sure hair is secured away from face. Water bottles only in the studio. Also, no gum, food or street shoes allowed on dance floor.

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