



## Why ENCORE stands ALONE

We believe firmly that we have the best instruction in the entire San Gabriel Valley. Whether your child is here to dance recreationally or to study the art of dance seriously, we have an unbelievable staff to accommodate both. Our instructors come from all over the country and now reside in Los Angeles, where they are either pursuing a career in dance, choreography, or teaching professional dancers at the top schools in Hollywood. They are perfect role models for any of our students and you will see instantly their passion for dance as well.

Although some schools choose to compete, ours does not. Our performing groups are for those children looking to study more intently. Through performing for charities and community events, we focus on the reward of giving back thru artistry. We also encourage our company members to pursue their dancing by auditioning for the Performing Art High Schools and showcasing their dance work in professional events in Hollywood. We feel this is a more positive way to share their passion and leads them towards University programs and/or starting a career in dance.

At ENCORE, we believe that the study of dance is an art form, a long distance marathon. We support our students in following their dreams and finding their own paths. Many of our current students have been accepted and attend the highly accredited Los Angeles High School of Performing Arts. And those that have gone on to pursue a career beyond high school, have received scholarships and attend university dance programs across the country, including NYU Tisch School of the Arts, Boston Conservatory, and University of the Arts in Philadelphia.

We are so proud of our Alumni that now work professionally across the country. Some of their accomplishments have been dance captain positions, cruise ships, Disney, film, TV, Radio City Rockettes, and the Russian Ballet Company.

What we offer at ENCORE will last your child a lifetime. Whether it is in dance or the discipline that goes along with learning the art, we believe your children will gain confidence in themselves and carry it with them in whatever they choose to do in their life.

Thank you for being a part of our family.

A handwritten signature in cursive script that reads "Bonnie".

Bonnie Copeland  
Owner/Artistic Director



## **About Us**

Established in 1984 by Artistic Director Bonnie Copeland, her mission has been to inspire the passion of movement, dance and performing in children of all ages. Our school offers a full curriculum in ballet, jazz, lyrical, tap, musical theatre and hip hop with a special emphasis designed to introduce these dance forms to young children. **Encore Dance Centre** offers a highly credentialed staff from Los Angeles, most who now instruct professionals at the most prestigious dance studios in Hollywood.

Please see our Faculty Wall located in the hallway for a list of their fabulous bios, or visit our website: [www.encoredancecentre.com](http://www.encoredancecentre.com)

*OUR GOAL* as instructors at EDC is to provide families with the highest quality dance education in the San Gabriel Valley. Our mission is to provide a nurturing, positive environment where your child can develop to his or her fullest potential while instilling an appreciation of dance as an art form. We believe dance encourages discipline, goal setting and confidence in all aspects of your child's life.

We at EDC are excited to start this journey with you. Whether new to Encore or a long time customer, we look forward to providing another 27 years of long lasting memories for your children.

## **EDC POLICIES AND PROCEDURES**

### **REGISTRATION**

Each student will be charged a \$35 non-refundable, annual registration fee in the fall. For those families with 2 or more children, the fee will be \$20 for each additional child. (For 2 children = \$55) Students who remain enrolled for the summer months will have their annual registration fee waived. **NOTE:** If a dancer drops out of classes for more than 60 days, they are considered inactive and must officially re-register paying an additional \$35. Class participation rates will be higher if the registration fee is not paid (this applies to people taking single classes).

### **EMAIL ADDRESS**

At sign up, please be sure you provide us with your **EMAIL ADDRESS**. Our main form of communication with you is via email, so please ensure we have your correct address on file and notify us if you change it. We send out our monthly newsletters and all other communication via email.



## **TUITION**

Tuition is determined by the number of class hours taken each week per student. Classes average out by the end of the year to be 4 per month, even with holidays. Therefore tuition rates are the same for each month. **Tuition is payable in advance and due on the 25<sup>th</sup> of each month. In order for your child to remain active in class, your tuition must be current for that month.**

**A \$15 late fee will be charged after the first of the month and applied to your next month's tuition.**

Encore accepts cash, personal checks, VISA and MasterCard. You can also mail your payment to 432 E. Foothill Blvd, San Dimas, CA 91773, or drop your payment through our mail slot in our front door. Credit card payments can be made over the phone during normal business hours. A \$20 charge will be imposed on all returned checks. All fees and tuition are considered non-refundable. **NO REFUNDS, CREDITS, OR TRANSFERS** will be made for missed lessons.

### **MONTHLY TUITION PER STUDENT EFFECTIVE SEPTEMBER 2011**

<b>Hours Per Week</b>	<b>Cost Per Month</b>
Single Class	\$15
45 Minutes	\$35
1 Hour	\$45
1 1/2 Hours	\$65
2 Hours	\$85
2 1/2 Hours	\$100
3 Hours	\$120
3 1/2 Hours	\$135
4 Hours	\$150
4 1/2 Hours	\$165
5 Hours	\$180
5 1/2 Hours	\$190
6 Hours	\$200
6 1/2 Hours	\$210
<b>Unlimited</b>	<b>\$220</b>

**MAKE UP LESSONS** are always available and must be made up within four weeks of absence. Please check with the front desk for the suggested make up classes and times.

Should you **CHANGE CLASSES, ADD A CLASS or DROP A CLASS**, a "Class Change Form" must be completed at the EDC front desk in order for book-keeping to recognize the change. Otherwise, you are responsible for full tuition until the month in which the form is received.



## EDC DRESS CODE

Wearing appropriate dancewear and shoes in class is very important. It allows the dancer freedom of movement and provides the instructor with "line of sight". This allows the instructor to see the body alignment clearly, allowing feedback and corrections for proper placement, helping the dancer to grow and improve. **NO EXTENSIVE JEWELRY ALLOWED IN ANY CLASSES.**

In **JAZZ, LYRICAL, MUSICAL THEATRE & STRETCH/TRICKS:** Fitted dance wear must be worn. No street clothes allowed. Jazz or Character shoes recommended but not mandatory. In **TAP classes:** Fitted dance wear must be worn. No street clothes allowed. Tap shoes must be worn. In **HIP HOP classes:** Loose fitting street clothes are acceptable as long as the instructor can see your feet. Clean tennis shoes or jazz shoes should be worn.

In **TINY TOTS and COMBO CLASSES, AGES 4-6 YRS:** Any dancewear is acceptable for these classes with ballet and tap shoes required.

In **COMBO TAP/BALLET CLASSES, (AGES 7-10YRS ONLY):** Light Blue leotard (see chart below) with pink tights and ballet shoes. Black tap shoes.

In **BALLET CLASS:** Girls are required to wear a leotard in the color described for your level (see chart below). Pink tights and pink ballet/pointe shoes are required for all ballet classes. Hair should be worn in a tight bun with a net and no wispies. Ballet skirts and ballet sweaters are allowed. In cold weather, ballet knitted shorts and legwarmers may be worn for barre only.

**Boys** are required to wear black tights or dance pants, white T-shirts, white socks and black or white ballet shoes.

**All leotards are available for purchase at EDC (please see Bonnie or the Front Desk) or at Millies Dancewear, 129 W. Badillo St., Covina , CA 91723**

*Please Note: Hair nets and bobbi pins is the dancer's sole responsibility, not the instructors. Any dancers not properly dressed, (including hair) for any class will be asked to sit out and observe.*

## **LEOTARD CHART COLORS 2011-2012**

Combo Tap/Ballet (7-10 yrs old)	Light Blue Leotard
Ballet I	Lavender Leotard
Ballet II	Royal Blue Leotard
Ballet III	Burgundy Leotard
Ballet IV, Ballet Tech, Pointe Tech, Randall	Black Leotard



## **STUDIO ETIQUETTE**

**NO FOOD, GUM OR DRINKS (EXCEPT WATER) ALLOWED IN THE DANCE STUDIOS!** We encourage students to bring snacks, however all food/drink must remain in the student lounge, Café "E". We also have snacks and water available for purchase at the front desk.

**Tardiness:** To prevent injury and promote professional conduct, students will be asked to observe class if more than 15 minutes late to the start of their class. If you are late to class, please briefly explain why to your instructor and ask permission to take your place in the class or position at the barre. If you are injured, please speak to the instructor before class and then observe and take notes.

***It is always respectful to call ahead of time to let your instructor know you will be absent and/or late for class.***

**Focus:** It is of the utmost importance of respecting yourself and your instructor to be prepared, to have physical energy and mental focus in class. This will aid in retention of the work in and out of the studio in order to progress to a more complex level.

**Attitude:** We ask our students to bring a positive spirit and supportive energy to class, and to share this attitude with fellow dancers. Professional level standards for everyone will be expected in our school. EDC reserves the right to suspend or dismiss any student or parent whose attitude and behavior conflicts with the standards of EDC. If you have any problems, issues or grievances, please see Bonnie immediately to resolve.

**EDC reserves the right to refuse service and/or admission to our school and/or performances.**

**EDC's Directors and Instructors** are **NOT** liable for personal injuries, accidents, losses, damages to or loss of personal property. Each student may decline to participate in any activity. Please inform instructors of any physical limitation you may have.

**LOST & FOUND:** EDC is **NOT** responsible for lost or stolen money, shoes, clothing, jewelry, etc. Please label ALL dance shoes, clothing and do not leave dance bags or purses in hallway. Every 60 days, all unclaimed items will be donated to local charities.

## **ENCORE PERFORMANCE OPPORTUNITES**

Encore offers our students many options for performances opportunities, including our Annual Performance in June and our Holiday "Nutcracker" in December.

### **EDC'S ANNUAL PERFORMANCE**

This is a chance for the children to show their growth throughout the year and to experience performing in a fully loaded professional theatre. EDC is famously known for our annual shows. They typically consist of a theme and/or storyline and are more production based, rather than a standard dance recital. Participation in the recital is optional but almost every student chooses to perform.

Encore Dance Centre hosts its Annual Performance the last Sunday in June at Gardiner Springs Auditorium, a beautiful 1700 seat theatre at Chaffey High School in Ontario, CA. Dates are announced on our website and to our students and parents via email.



Participation fees for the Annual Performance include a \$50.00 per person Performance Fee. Costumes fees range from \$40-\$85 per routine. All costumes are ordered by January in order to receive them in time for the show.

**Any student who has ordered a costume, but chooses to drop out of the recital prior to the performance, will forfeit their costume(s) and as such any ordered costume(s) becomes the property of Encore Dance Centre.**

Costumes are not ordered until paid in full. **COSTUME FEES ARE NON-REFUNDABLE, NON-RETURNABLE, AND NON-EXCHANGEABLE.**

**Parents, please note** that to help with the costs of our annual performance, all students are required to participate in a See's Candy Fundraiser. It allows our students to participate in helping raise funds for their performance. If a student chooses not to participate, they may make a \$50 donation as an option to fundraising. It is mandatory that all students participate in one of these two options.

### **EDC'S ANNUAL HOLIDAY "NUTCRACKER"**

Encore Dance Centre performs an annual Nutcracker performance every holiday season. Any child age 5 and over is welcome to participate in our EDC Nutcracker performance. Our Nutcracker is not a traditional Nutcracker ballet as we incorporate other genres of dance such as hip hop and tap to allow our non ballet students to participate.

To participate, each student will be required to pay a \$50.00 performance fee and sell a minimum of 4 performance tickets in lieu of fundraising. The performance fee is due at sign up and is non-refundable. Costumes are purchased and supplied to you by the studio and remain the property of Encore after the performances. So there is no costume fee associated with participating in this show. Deadlines for sign up are communicated to our students and parents in the summer months.

We perform three shows every December. The performances are a Friday evening performance and a Saturday matinee and evening performance. Dates are announced every fall.

Our EDC Nutcracker performance is held at the Warehouse Theater at Azusa Pacific University.

### EDC Gear

Encore Dance Centre as branded apparel and dance bags available for purchase at the studio. Supplies are limited and orders are taken as orders are requested. Please see the front desk if you are interested in having your dancer wear EDC proudly!



## **EDC CALENDAR 2011**

Encore is closed the following days in 2011

Labor Day	September 3 -5, 2011
Halloween	October 31, 2011
Thanksgiving Break	November 23-27, 2011
Christmas Break	December 19-January 1, 2012

***2012 Classes Start Monday, January 2<sup>nd</sup>, 2012***

## **EDC CALENDAR 2012**

Encore is closed the following holiday's in 2012

Spring Break	April 2-7 <sup>th</sup> , 2012
<b><i>Classes resume on Monday April 9th</i></b>	
Memorial Day	May 28, 2012
Summer Break	June 25-June 30, 2012
<b><i>Summer Schedule starts Monday July 2nd</i></b>	

## **2011 - 2012 DATES TO REMEMBER**

3rd Annual EDC Nutcracker	December 16-17, 2011 (subject to change)
Measurement and Annual Performance Fee Due	Saturday, January 14, 2012
Costume Forms/Fees Due	Saturday, February 4, 2012
Annual Performance Tickets	Saturday, May 19, 2012
Annual Performance Mandatory Dress Rehearsal	Saturday, June 23, 2012
Annual Performance	Sunday, June 24, 2012
Summer Schedule Starts	Monday, July 2, 2012