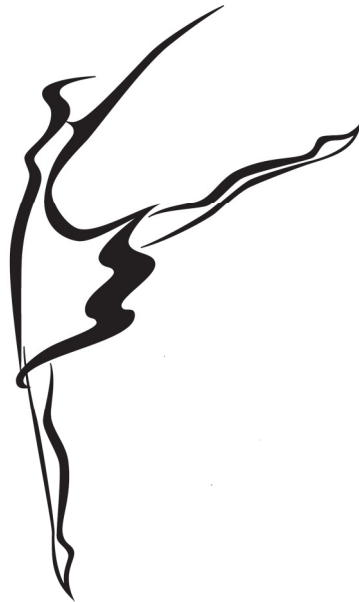




Welcome to Encore Dance Centre!
Celebrating our 33rd year!

*"LA's Dance Studio" in the San Gabriel Valley, offering the finest in the
Performing Arts.*



Encore Dance Centre
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San Dimas, CA 91773
909.599.1111

dance@encoredancecentre.com

www.encoredancecentre.com



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

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 30 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.

REMIND.COM

Encore utilizes Remind.com as an additional communication tool to our students. This program allows us to notify students of any changes to their upcoming classes, or provide announcements about events happening at our studio. Please request our Remind.com document for class codes, and instructions will be provided to you. By doing so you will receive updates on time or class changes, additional rehearsals, and reminders on EDC Dates and Events!

FACEBOOK AND CELL PHONES

Students are not allowed to bring cell phones into any class at Encore. Cell phones should be left in students bags in their cubbies. In addition, no choreography is permitted to be posted on Facebook or any other social media outlet without the express written consent of the instructor.



EDC INTERMEDIATE/ADVANCE BALLET REQUIREMENTS

LEVEL 3 OR POINTE CLASS REQUIREMENTS: If your child is enrolled in a level 3 or pointe class, you are required to register to weekly ballet technique and pointe strengthening classes in order to remain in pointe. **NO EXCEPTIONS.**

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 25th 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, regardless of whether or not the studio is closed on the 1st of the month. When the studio is closed during a holiday, you may drop your payment through our mail slot in our front door as we pick up mail daily when closed. Encore accepts cash, personal checks, VISA and MasterCard. You can also mail your payment to 432 E. Foothill Blvd, San Dimas, CA 91773, or again 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 EDC TUITION RATES 2017-2018**

Hours	RATE
30 min	\$35
45 min	\$40
1	\$50
2	\$96
3	\$138
4	\$176
5	\$210
6	\$240
7	\$245
8	\$264
9	\$270

Anything beyond 9 hours is considered Unlimited @ \$270

****Special rates apply to families with multiple students. Please inquire at the front desk.**

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 WITHDRAWAL ACKNOWLEDGEMENT

A 30-day notice must be given to discontinue/withdraw from any lessons at Encore. This notice must be given during the first week of the month that is to be the student's last month of instruction. Otherwise that month's tuition is due upon withdrawal. If a student withdraws prior to our annual performance in June, and costumes have already been ordered, that costume becomes the property of Encore Dance Centre and no costume refund will be given.

EDC DRESS CODE & CLASS REQUIREMENTS

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.

BABY TOTS, TINY TOTS and TAP/BALLET COMBO CLASSES: Any dancewear is acceptable for these classes with ballet and tap shoes required.

BEGINNING OR LEVEL BALLET CLASSES: Please refer to chart below for dress code.

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.

JAZZ REPETOIRE: all black attire is required (leotard, jazz pants, tights and shoes).

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

Leotards, tights and dance shoes are available for purchase at Encore for your convenience through Revolution Dancewear. Please see Bonnie at the front desk to place an order.

LEOTARD CHART COLORS 2017-2018

Beg/Int. Ballet (7-10 yrs old)	Light Blue Leotard – Tank or Camisole
Ballet I	Lavender Leotard - Tank or Camisole
Ballet II	Navy Blue Leotard - Tank or Camisole
Ballet III	Burgundy Leotard - Tank or Camisole
Ballet IV	Black Leotard - Tank or Camisole
Ballet Tech & Pointe Tech	Black Leotard, any style



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.

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.

REVOLUTION DANCEWEAR AND EDC GEAR

Encore Dance Centre partners with Revolution Dancewear to offer our customers dancewear such as ballet shoes, tap shoes, jazz boots, tights, leotards and more. We also have Encore 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 ordering Revolution Dancewear or EDC Gear items!

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 infamously 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 every June. The theater we are currently using is Louise K. Taylor Performing Arts Center in Monrovia, CA (subject to change). Dates are announced on our website and to our students and parents via email in January.

Participation fees for the Annual Performance include a \$60.00 per person Performance Fee. Costumes fees range from \$40-\$100 per routine. All costume fees are due in February and are paid in full at that time. All costumes are ordered in February in order to receive them in time for the June performance. **At time of costume pick up, all tuition, late fees and fundraising fees must be PAID IN FULL before costumes will be released. NO EXCEPTIONS.**

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

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 6 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 \$250.00 participation fee (subject to change) which includes a performance fee, 2 complimentary tickets, a cast t-shirt and costume clean fee. Each cast member must sell a minimum of 8 performance tickets. There are also fundraising activities in the months leading up to the performance that cast members must participate in. The participation fee is due at sign up and is non-refundable. Encore does offer a 4 month payment plan for the Nutcracker participation fee.

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 2 shows every December. Number of shows will depend on the final venue location. Dates for auditions and our performance are announced to our students every fall.



EDC Calendar 2017-2018

Encore is closed for the remaining holidays in 2017:

Labor Day Classes resume Tuesday September 5 th	September 1 - 4 th , 2017
Halloween	Tuesday October 31 st
Thanksgiving Break Classes resume Monday November 27 th	November 22 nd - 25 th , 2017
Christmas Break Classes resume Tuesday January 2 nd , 2018	December 18 th – January 1 st , 2018

Encore is closed for the remaining holidays in 2018:

Spring Break Classes resume Monday April 2 nd	March 26 th – March 31 st , 2018
Memorial Day Classes resume Tuesday May 29 th	May 26 - 28 th , 2018
Summer Break* Classes resume Monday June 18 th *Tentative based on Recital Date	June 11 - 16 th , 2018
4th of July Classes resume on Thursday July 5 th	July 4 th , 2018
Labor Day Classes resume Tuesday September 4 th	September 1-3 rd , 2018
Halloween	Wednesday October 31 st
Thanksgiving Break Classes resume Monday November 26 th	November 21 st -25 th , 2018
Christmas Break Classes resume Wednesday January 2 nd , 2019	December 17 th – January 1 st , 2019