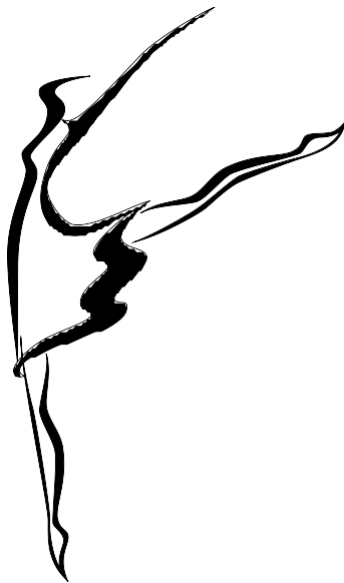




Welcome to Encore Dance Centre!
2024 Handbook

Celebrating our 40th Year in Business!

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



*Encore Dance Centre
432 E. Foothill Blvd.
San Dimas, CA 91773
909.599.1111
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 CS Arts in Duarte programs. 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 black ink that reads "Bonnie Hall".

Bonnie Copeland/Owner
Holly Sherlock/Artistic Director



About Us

Established in 1984 by Owner 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, modern 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 of whom 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 many years of long-lasting memories for your children.

EDC POLICIES AND PROCEDURES

COMMUNICATIONS

Encore utilizes **Dance Studio Pro (DSP)** as our main form of communication for billing, registration, and scheduling. This service allows Encore to automate many of our internal procedures, communicate with you on a single platform and streamline our monthly tuition payment processing. Upon joining Encore, each parent received a unique "parent portal" which contains all the information relevant to their dancer at Encore. The portal also contains our current class schedule, studio calendar and holiday closures and other important information.

Regular announcements and studio information will be communicated via email, through DSP, on our website and will be posted on the bulletin board in Café E at the studio. EDC is not responsible for parents and students failing to check their email or DSP for updates.

REGISTRATION

Each student will be charged a \$36 non-refundable, annual registration fee in the fall or at time of enrollment through DSP. For those families with 2 or more children, we will deduct \$6 per child from the registration fee. **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 \$36. Class participation rates will be higher if the registration fee is not paid (this applies to people taking single classes).

FACEBOOK AND CELL PHONES

Students are not allowed to bring cell phones into any class at Encore. Cell phones should be left in student 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.



MONTHLY EDC TUITION RATES
Effective September 1st, 2023**

Hours	Tuition Rate
Single Class	\$18
45 min	\$63
1	\$68
2	\$110
3	\$150
4	\$180
5	\$215
6	\$246
7	\$287
8	\$312
9	\$320

Anything beyond 9 hours is considered Unlimited @ \$320.00.

MONTHLY 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 regardless of any holiday closures.

Encore Dance Centre processes monthly tuition payments automatically via our Dance Studio Pro management software program (DSP). Tuition is payable in advance via Autopay and is processed for the upcoming month which is posted on the 28th of the month. *If your credit card is processed as declined, insufficient funds or expired, failure to notify us will result in an automatic \$15 late fee that will be applied on the 2nd of the month.* **NO EXCEPTIONS.** Please be sure to inform us ASAP or update your card in your parent portal to avoid any late fees.

In order for your child to remain active in class, your tuition must be current for that month. All fees and tuition are considered non-refundable. NO REFUNDS, CREDITS, OR TRANSFERS will be made for missed lessons.

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 "Schedule Change Form" must be completed at the EDC front desk and signed by the instructor 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.

ADD/DROP CLASS POLICY:

Any dancer electing to either **ADD or DROP** a class in their schedule at Encore needs to submit an **ADD/DROP Form** to the front desk. Class capacity, dancer age and prerequisites must be met to enroll in certain classes. Any class additions must be approved by instructor/management with the necessary Add Class paperwork submitted. Turning in the Add class form ensures that all class requirements are met, that instructors have provided approval and that class capacity is available. In addition, it allows us to be able to adjust your tuition if enrolling after the first of the month when tuition has already been processed. Students cannot always enter classes that are new to



their curriculum, not only for the safety of the dancer, but to maintain the integrity and class level of the other dancers in that class. **Please be advised, if you add your child to a class in DSP without prior approval and without submitting the necessary Add Class paperwork, your child will be REMOVED from that class.** Dropping or withdrawing from a class at Encore also requires this same form. Please review the EDC Withdrawal Acknowledgment below.

EDC WITHDRAWAL ACKNOWLEDGEMENT

A 30-day notice must be given to discontinue/withdrawal 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.

FREEZE/INACTIVE CLASS POLICY:

In order to freeze a class, you are required to pay for the month you are freezing up front and upon your return you will be credited for the month you froze. This holds your child's position in class and abides by the Encore's 30-day withdrawal policy. The freeze period is a maximum of 60 days. **After 60 days you are considered withdrawn from Encore and the freeze payment is applied to your 30-day withdrawal.**

PRIVATE LESSON RATES

Private lessons are \$60 per hour & \$30 per half hour. Checks or cash ONLY will be paid directly to the studio. All privates are coordinated directly with the instructor and are subject to studio schedules.

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:** 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: Students are required to wear a black leotard for all ballet classes levels 1-4 and ballet fundamentals. Ballet 5 and 6 may wear colored leotards. Students in ballet fundamentals and ballet 1-4 must wear pink footed tights and they must be worn inside your dance shoes. Students in ballet 5 and 6 only may wear black tights. Pink ballet flats/pointe shoes are required for all ballet classes. Hair must be neat and off the face. Proper bun with a net and no wispies only. Ballet skirts and fitted ballet sweaters are permitted with teachers' permission. In cold weather, ballet knitted shorts and legwarmers may be worn for barre only. No shorts, t-shirts, sweatshirts, or any oversized baggy clothing allowed.



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.

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 for weekly ballet technique and pointe strengthening classes to remain in pointe. **NO EXCEPTIONS.**

LEOTARD CHART COLORS 2024

Combo Tap/Ballet (7-10 years old)	Black Leotard – Tank or Camisole
Ballet I	Black Leotard - Tank or Camisole
Ballet II	Black Leotard - Tank or Camisole
Ballet III	Black Leotard - Tank or Camisole
Ballet IV	Black Leotard - Tank or Camisole
Ballet V/VI	Any Color - Tank or Camisole
Ballet Tech, Pointe Tech & Beginning Ballet	Black Leotard - Tank or Camisole

Please Note: Hair nets and bobby pins are 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 the 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 them.

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 the 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 OPPORTUNITIES

Encore offers our students many options for performances opportunities, including our Annual Performance in June, local community holiday events/parades and our Holiday "Nutcracker" in December.

EDC'S ANNUAL JUNE 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. Any student who performs in our June performance is required to pay June tuition.

Participation fees for the Annual Performance include a \$75.00 per person Performance Fee. **PERFORMANCE FEES ARE NON-REFUNDABLE SHOULD YOU DECIDE TO DROP OUT PRIOR TO THE PERFORMANCE.**

Costumes fees range from \$40-\$150 per routine. All costume fees are due in February and are paid in full at that time. All costumes are ordered in February 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 are 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 aged 6 and over is welcome to participate in our EDC Nutcracker performance.

To participate, each student will be required to pay a \$350.00 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 \$50 and due at the audition and is non-refundable. The participation fee will be deducted from the total package amount due, and all students who audition will be cast in a part. Encore does offer a month payment plan for the Nutcracker, which is paid in 3 equal installments in September, October, and November.

Please understand that casting this entire show is a very complicated and time-consuming process for our ballet director and staff. When dancers choose to pull out of the Nutcracker production because they are unhappy with the part(s) they received, it has a rippling effect and affects multiple parts in some instances. **Therefore, to prevent this from happening, we are implementing a \$250.00 withdrawal fee for any dancer that chooses to withdraw from her/his role(s) after the final cast list has been posted. No exceptions.**

Costumes are purchased and supplied to you by the studio and remain the property of Encore after the performances. There are no costume fees associated with participating in this show. However, any costume showing wear outside of normal performance circumstances may be subject to a \$50 cleaning/sewing fee. This would include severe damage to the costume resulting in sewing for repair, or large make up marks/stains not caused by normal use. Deadlines for signing up for our Nutcracker performance are communicated to our students and parents in the beginning of the summer months.

We perform 2 shows every December. The 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 2024

Encore is closed for the following holidays in 2024:

Martin Luther King Jr. Day

Classes resume on Tuesday January 16th

Monday January 15, 2024

Spring Break

Classes resume on Monday April 8th

Monday April 1st – Saturday April 6th, 2024

Memorial Day

Classes resume on Tuesday May 28th

Saturday May 25th – Monday May 27th, 2024

Summer Break

Classes resume on Monday July 8th

Monday June 24th – Saturday July 6th, 2024

Labor Day Break

Classes resume Tuesday September 3rd

Saturday August 31st – Monday Sept 2nd, 2024

Halloween

Classes resume Friday November 1st

Thursday October 31st, 2024

Thanksgiving Break

Classes resume Monday December 2nd

Monday November 25th – November 30th, 2024

Christmas Break

Classes resume Monday January 6th, 2025

Monday Dec 23rd – Saturday January 4th, 2025