



Parent/Student Handbook & Studio Policies

We are dedicated to quality instruction and proper technique.
All while remaining passionate to use the performing arts to develop Character,
Confidence, and Creativity.

Contact Information

Welcome to Encore Performing Arts Company! This handbook has been created to answer many frequently asked questions you may have through the year. Please keep in a safe place for reference. Feel free to email any time with other questions you may have.

Street/Mailing Address:

2014 Central Ave STE B
Kearney, Nebraska 68847.

Phone: 308-455-3010

Email: encorekearney@gmail.com

Web: encorekearney.com
[fb.com/encorekearney](https://www.facebook.com/encorekearney)

Staff:

Amariah “Miss Mari” Gesinski
Owner/Dance Instructor/Piano Instructor

Miss Hanna Wills: Dance Instructor
Miss Kalee Wills: Dance Instructor
Miss Vanessa Roebuck: Dance Instructor

Contents

Studio Values.....	p. 3
Mission Statement.....	p.3
Class Structure.....	p.3
Class Descriptions.....	p.4-5
Dress Code.....	p.6-7
Student Placement.....	p.7
Studio Policies.....	p.8-9
-General Policies	
-Tuition/payments/late fees	
-Credit	
-Refunds	
-Absence/Makeup	
-Auto-Pay	
-Registration	
-Lost Items	
-Tardiness	
Price List.....	p.10
Online Parent Portal.....	p.11
Weather cancelations.....	p.11
Parental Involvement.....	p.11
Health.....	p.11
Sign and turn into Encore.....	p.12

Studio Values

Encore Performing Arts offers high quality instruction in all areas of dance. We employ the finest teachers and performers possible and provide a professional, clean studio space with workable class sizes so that students receive personal instruction with a family friendly pricing structure.

Our classes are designed to encourage the enjoyment of dance while also laying a foundation for growth and advancement in the arts. As the student advances, the variety and intensity of the class work increases. Whether our students want to go on to careers in dance, or participate in dance for recreation and enjoyment of the art form, we are here to support them. We offer classes for beginning to advance students, ages 3-adults.

Mission Statement

Here at ENCORE we focus on the JOY OF CREATION in the performer. From the tiniest ballerina to the senior actor, they are taught to use the arts as a creative outlet for their own joy. The arts are also used for the CREATION OF JOY in others! We view our arts as a ministry to others and God as we create joy in the lives of those we perform for.

The JOY OF CREATION (Self), the CREATION OF JOY (Others) and we strive to create a LOVING ENVIRONMENT OF ACCEPTANCE.

-THE PERFORMING ARTS DEVELOPS:

- Character
- Confidence
- Creativity

We also believe in a standard of excellence in all areas. We want to develop their full potential as a performer in a safe and professional way. Dance develops poise, discipline, and personal fulfillment as well as appreciate of dance as an art form. Dance is hard work as we strive and achieve our goals. Our staff are kind, energetic, and well trained in both teaching and performing. We understand what it takes to be a good dancer and prioritize passing that on to our students.

Class Structure

All of our classes have a consistent structure designed to facilitate safe and effective growth in dance. No matter the style, we begin with barre or center warmups. This warmup is NOT the same as stretching. They are the foundations of the specific dance techniques the student is learning in class. Similar to learning spelling, the student first needs to know the alphabet. Each step used in the warmup is then later used as a part of center work, routines, or combos. For an example, Plies (bending of the knees) are done at the beginning of ballet class. Plies are then used each time the dancer jumps and is the preparation for many types of turns. If plies are done incorrectly or out of alignments, the dancer risks injury. We use the beginning of each class to establish correct placement and execution of all positions and steps. We encourage parents to attend any Parent Day classes to learn more about this class structure and ask any questions.

Class Descriptions

Primary Ballet/Jazz

This class gives the foundations to our littlest dancers. Building on basic ballet techniques and fun jazz style. We also work on musicality, balance, and following instructions. We use make believe and story telling to make the music and motions come alive to these little ones! Basic tumbling moves may be introduced. These are great to work on gross motor skills and body control. Dancers MUST be potty trained.

Mini Ballet/Jazz

This is a foundational class for learning basic ballet positions they they will build on their entire time in dance. This style emphasizes pose and grace and is foundational for all other classes. We add in Jazz which is a fun and diverse style that is characterized by its upbeat rhythms, fun music and strong body positions as a foundation for many leaps and turns! Basic tumbling moves may be introduced. These are great to work on gross motor skills and body control.

Mini Tap

Tap is an add-on class and must be accompanied by ballet/jazz.

Tap adds rhythmic beats and fancy footwork using the body as an instrument! Tap is essential for creating a well rounded dancer with great musicality! Tap is a 30 minute class and added to jazz or ballet is only \$15 a month. Taken alone, it will be a full class price.

Junior Ballet

Ballet is the foundation that all western dance is built on. This is a primary class for learning basic body positions and steps from the simple tondu at the barre up to the impressive grande jetes leap a cross the floor! This style emphasizes pose and grace.

Junior Jazz

Jazz is a fun and diverse style that is characterized by its upbeat rhythms, fun music and strong body positions as a foundation for many leaps and turns!

Junior Tap

Tap adds its rhythmic beats and fancy footwork, using the body as an instrument! Tap is essential for creating a well rounded dancer with great musicality! Tap is a 30 minute class and added to jazz or ballet is only \$15 a month. Taken alone, it will be a full class price.

Junior/Intermediate Lyrical

Lyrical is a beautiful and poetic style of dance, it builds on ballet basics but emphasizes music's emotional power and story telling elements. It allows greater freedom of movement and individuality and creativity. We will work on the basics together then work at each age group's own level on specific skills. Lyrical is an add-on class and needs the foundation of a corresponding ballet class to have proper foundation of technique.

Junior/Intermediate HipHop

Hip hop is a high-energy class that infuses the latest styles of street dancing, breaking, popping, and locking. Classes will encourage students to step outside of the box by bringing their own individual style and personality to the movements. Some tricks and breaking moves may be introduced to hardworking and advancing students!

Intermediate Jazz

Jazz is a fun and diverse style which is characterized by its upbeat rhythms, fun music and strong body positions as a foundation for many leaps and turns!

Intermediate Tap

Tap will follow Jazz adding its rhythmic beats and fancy footwork, using the body as an instrument! Tap is essential for creating a well rounded dancer with great musicality and strong technique. Tap is a 30 minute class and added to jazz or ballet is only \$15 a month. Taken alone, it will be a full class price.

Intermediate Ballet

Ballet is the foundation that all western dance is built on. This is a primary class for learning basic body positions and steps from the simple tondu at the barre up to the impressive grande jetes leap a cross the floor! This style emphasizes pose and grace and builds upon progressions. Moves done at the barre at the beginning of class are then built upon to the grander moves at the end of class.

Adult Ballet

Adults dancers of all levels are welcome here! Whether you have never put on a pair of dance shoes in your life, are dusting them off after several years, or your working as a pre-professional wanting some technique work. We work at the barre and centre on technique and classical ballet skills, which also have the benefit of increasing muscle tone, burning calories, and helping with balance, flexibility and grace.

PrePointe-Pointe

To be taken in conjunction with at least one ballet class. This is a non-performing class focused on the technical skills, strength and flexibility to dance on pointe. This class is also beneficial “therapy” for students wishing to grow in strength and control in their dancing (and living!) Even without the goal of pointe shoes.

Once students are granted permissions by the instructor to receive their pointe shoe and are professionally fitted, they will continue the class with special modifications for their pointe work.

Acro

Acro is a genre that blends the best of theatrical dance and acrobatics. Classes will work on flexibility, body conditioning, and tumbling similar to gymnastics floor work but with its own specialized curriculum and with an artistic flair. For our young dancers this feels a lot like play with a lot of games, competitions and make believe.

Dress Code

Thank you for supporting Encore and our dress code. Our dress code was carefully created to promote the proper attitude and respect for all dance disciplines. No street clothes or footwear will be permitted (HipHop is the exception). **If you are not dressed properly with shoes and attire, you will be asked to observe the class after one warning.** Your cooperation is greatly appreciated and allows our staff to give their undivided attention to the needs of all our students. **Please review our dress code policy before purchasing any new attire and shoes.** All things required can be purchased at encore, either through our dance-wear corner, or ordered. Supporting the studio with your purchase will ensure you have everything you need in a great quality, and professionally fitted items.

The following apply to ALL dancers:

- Hair MUST be securely tied back in a ponytail, braid, or bun.
- DO NOT wear your dance shoes outside. You will not only ruin your dance shoes, but could damage the dance floor as well.
- NO jewelry is to be worn inside class. Not only is it a distraction, it is dangerous and items can be lost. post/stud earrings are OK.
- Please label all shoes and other dance related items with your dancers name so lost items may be returned. Encore is not responsible for lost items.
- A dance bag to keep all items they need for class together.
- **PLEASE COME TO CLASS READY TO DANCE.**

Ballet

- Leotard, Ballet Pink Tights (balera for recital), leather or canvas ballet shoes, split-soled for Junior and up. Ballet shoe drawstrings should be double knotted and cut about an inch, then tucked in.
- Hair must be in a bun at all times.
- A ballet sweater or skirt may be worn.
- Knit shrugs that are open at the torso are executable.

Jazz & Tap

- Leotard, Pink or Tan Tights (Balera Tan for Recital), Tan Jazz shoes, Tan Tap shoes (no high heels).
- Jazz Shorties or dance skirt

HipHop

- Leotard under other layered top as desired
- Jazz Pants, leggings, sweatpants or dance shorts.
- Barefoot OR Tennis shoes and socks (Tennis shoes must be worn exclusively on the dance floor and not worn outside to protect our flooring. Any comfortable tennis shoe is fine to keep in the dance bag for this purpose.)

Adult Ballet/Jazz/HipHop

- Fitted Top or Leotard
- Leggings, or tights with dance shorts or skirt.
- Ballet Shoes and Socks
- Tennis Shoes. Outer layers as wanted for HipHop

Boys Ballet/Jazz/Tap

- Solid and fitted shirt or tank top
- Black Dance pants or Solid athletic shorts
- Black socks
- Black Jazz shoes/Tap Shoes

Acro

- Leotard(girls)
- Capri leggings, dance shorts, or tights pulled over feet.
- **Hair completely up and out of face.** Long hair will need secured in a low bun or French braid.
- Boys, fitted T-shirt or tank and black bike shorts.

Student Placement

Class levels are decided in to levels based on a students ability and not necessarily by age. Though we do have a general guideline we follow, it is unlike grades in school where a students move up a level every year. We have a great deal of curriculum to cover in each level and we have to make sure a student in comfortable, strong, confident and technically correct before moving up. Each student progresses at their own pace. Students will progress to more challenging levels as they safely master the requisite skills and techniques, not specific combinations. Please trust the teachers and their years of experience in the class room. Also be patient with your child. Dance is an art form and cannot be rushed.

When enrolling your student, follow the age guideline, but realize there may be some adjustment in class placement by the teacher in the first few weeks of class as each student is evaluated.

Studio Policies

- Time adjustments may be made to a class based on the number of dancers in the class room. If only 1-2 dancers shows up for the class the time will be shortened.
- Please be prompt in dropping off and pickup up your student.
- Please keep any visitors or other children relatively quiet and respectful of the building during classes.
- NO GUM at any time - No food or drink in the dance studio.
- Clean up any messes in the family room promptly.
- Any choreography learned by a student is the sole property of the studio and may not be copied or used for any activity outside the studios scope. Permission must be granted by the studio for any student to use studio choreography at any venue where the member is not with the studio or acting on behalf of the studio.
- Imagery including, but not limited to photographs and video recordings of Encore Students and teachers is property of the studio and may be used at the discretion of the studio for advertising and promotional purposes.
- NO person(s) allowed in the dance studio without an instructor present.
- It is the responsibility of the parent to inform staff of any changes in enrollment. Accounts will NOT be refunded if a dancer takes time off and has not formally made changed to enrollment.
- Encore reserves the right to refuse service to anyone.
- First months tuition is payable in advance and must accompany the registration form to reserve classes. We accept all major credit/debit cards, cash, checks, or digital check. Declined checks/ payments are subject to a \$35 fee.
- Tuition is due the 1st of every month, September through May.
PRICES ARE AVERAGED OVER THE MONTHS, so the amount is the same whether there are 3, 4 or 5 classes in that month. Rehearsals and Recitals are considered instruction time as well.
- A 30 day notice is required to cancel an account; without a 30 day notice, the account holder agrees to pay tuition for all months charged. Students will NOT be considered withdrawn until Miss Mari has been notified in writing by filling out a withdrawal form.
- Overdue accounts are automatically charged a late fee on the 15th of the month. \$10 reoccurring for every month until the balance is payed. (see below for exclusion)

-Please contact us if you need to arrange an alternate payment option, *we will work with you!* We need to hear from your though. We want students in class and learning, however after 3 attempts to contact you with no response, we reserve the right to not permit the student to attend class until arrangements are made.

-Encore offers auto-pay free of charge to all account holders. Account holder must agree to all Auto Pay terms and sign the authorization for credit use/auto pay form.

-No credit is given for missed lessons. We encourage consistent attendance. The curriculum is ongoing and cumulative. If a student misses too many classes, they will be behind and be frustrated. We understand that conflicts or illness may cause a dance to miss a class and we have established a makeup policy to address this.

-A dancer has 30 days from the day of missed class to request a make up. The teacher will suggest a class of similar style and adjacent level to make up. Missed classes CANNOT be made in subsequent semesters.

-Registration is a first come, first serve basis. Class size is limited and we will not “hold places” for previous students. Registrations are processed in the order they are received.

REGISTRATION: A yearly registration fee of \$40 for first student and \$20 for each additional student per family will be collected at Fall enrollment in August. Students joining in January for midterm enrollment will pay half registration fee.

LOST ITEMS: Please label all belongings. A lost and found box is kept at the studio and items will be donated at the end of each semester if not claimed. We are not responsible for lost valuables.

TARDINESS: All Students were expected to arrive on time and in the appropriate attire. We understand that circumstances may delay you occasionally. If you are more than 15 minutes late, you may be asked to sit and watch the class. Classes are designed to warmup muscles slowly and properly. Jumping into a class that has already started may cause injury. If you are tardy, please see the instructor, apologize for your late arrival and ask if you may join the class or watch. Please respect the instructor's decision in the matter; they are only looking out for the student's best interest.

COMMUNICATIONS: Important communications will be sent by EMAIL. Please make sure you provide us with an email that is checked REGULARLY to avoid missing important details when it comes to class cancellation and recital information. Occasionally, last minute messages may be sent by automated text to the number listed on your account. This will come from a do-not-reply number. Save my contact info for any questions. You will also receive an invoice on the first of the month. Tardy accounts will also receive one on the 15th when late fees are posted

Price List

(Fall Semester August-December)

*You are NOT paying for a month of classes!

You are making a monthly payment for your entire semesters tuition.*

Classes per Family	Semester Tuition	Monthly Payment
1 Class	\$160	\$32
2 Classes	\$310	\$62
3 Classes	\$450	\$90
4 Classes	\$570	\$114
5 Classes	\$680	\$136
6 Classes	\$780	\$156
7 Classes	\$880	\$176
8 Classes	\$980	\$196
9 Classes	\$1080	\$216
Unlimited Classes	\$1150	\$230

-Tap and Prepointe is \$15 flat rate for 30min IF added onto a ballet or Jazz class

-Adult Classes are \$8 drop in OR 5 class punch card for \$35

Parent Portal

We offer the convenience of an online parent portal to you free of charge. Through this account you will view schedules, make payments to your account, enroll in classes, view descriptions, and pay for dance-wear and recital fees. You will receive your login by email. Please take advantage of this resource.

Inclement Weather

The safety of our students, teacher and parents is of utmost importance. If weather is bad, (snow, ice, or dangerously cold) we may cancel class. We watch KPS as a guideline, but often bad weather in the morning will have cleared by afternoon class times. There are no refunds for weather cancelations, however you can request a makeup time as laid out in our missed class policy. An email will be sent out at least 1 hour before class start time. A automated text or call MAY be send out. Please watch the facebook page as well for updates.

Parental Involvement

We encourage parental involvement by sharing studio happenings to the studio facebook page. Other important documents will be sent to the primary email on your account. **Please give us an email that is checked regularly.** We will also host parent watch weeks for you to observe class. Please take advantage of these. We want you to observe your child's progress and to offer encouragement and praise them for their accomplishments!

Health

We encourage our dancers to be healthy. Dancers are athletes and should treat their bodies accordingly. A dancers body is his/her instrument. Please encourage your child to eat healthily. Also, be sure your dancers get the appropriate amount of sleep. Muscles are repaired during he REM cycle. Additionally, insufficient sleep reduces blood flow that can adversely affect the dancers ability leading to injury.

If a student is sick, please do NOT attend class. By attending you attest that to your knowledge your child does not have any symptoms of fever, vomiting, or sore throat, or shortness of breathe and has not been exposed to anyone who has tested positive for Covid-19 within a two week time frame.



Please sign and return to Encore by the second week of classes, after handbook has been read by both parent, and older children as it pertains to them. Please help all children understand all rules that effect them as it applies to classroom behavior and dress code.

I, _____ have read the Encore Performing Arts Student handbook and hereby sign that I will follow all studio rules stated by Encore. I agree that any photos taken of myself or my student during encore classes or events is property of Encore and may be used in any advertising or media purposes. I agree to all billing policies and to

Student Signature _____

Parent Signature _____