



# 2011-2012 Information Booklet

815-877-0077  
[www.evolvedance.com](http://www.evolvedance.com)

# Evolve Dance Company

## 2011-2012

### Information Booklet

Important General Information	3
Calendar & Billing Periods	3
Payment & Late Fee Information	4
Absence Policy	4
Recital Information	5
Dress Code	6
Recommended Shoe List	7

815-877-0077

[www.evolvedance.com](http://www.evolvedance.com)

## Important General Information

- Please check the white board, the entrance doors, and the studio windows for information every time you come into the studio. Our website is also updated regularly.
- Please discuss any placement concerns with your dancer's teacher as soon as possible.
- Please see the receptionist to complete a form for any changes, adds, or drops to your dancer'(s)' schedule(s). Telling the teacher is not sufficient. This is necessary to ensure appropriate adjustments to class lists and invoices.
- Please call the studio if your dancer(s) will not be attending class on a given night. Please notify your teacher(s) if your dancer will be absent for an extended period of time.
- Please notify the receptionist if your contact information changes.
- All preschool, combo, level and boys classes will perform in the recital.
- Recital costumes will be ordered after all dancers have been measured and costume deposits are paid.
- Recital Weekend is June 8-10, 2012. Tickets will be available late April.
- Detailed information about recitals including ticket sales, recital t-shirts, optional photography session dates, videos, and the recital weekend will be sent with the fourth session invoice.
- A decision will be made by 2:00 p.m. regarding closing the studio due to weather.

## Calendar

The studio will be closed the following days/weeks:

- Monday, September 5, 2011—Labor Day
- Thursday, November 24, 2011—Thanksgiving Day
- Monday, December 19, 2011 through Thursday, December 29, 2011 for Winter Break (classes resume January 2, 2012)
- Monday, April 2, 2012 through Thursday, April 5, 2012 for Spring Break (classes resume Monday, April 9, 2012)
- Monday, May 28, 2012—Memorial Day

## Billing Periods

(Billing does not include days/weeks the studio is closed.)

- August 29, 2011—November 3, 2011 (10 weeks)
- November 7, 2011—January 19, 2012 (9 weeks)
- January 23, 2012—March 29, 2012 (10 weeks)
- April 9, 2012—June 7, 2012 (9 weeks)

## Payment and Late Fee Information

### **Dance Lesson Payments:**

- There will be four (4) sessions of either nine (9) or ten (10) weeks. These are for billing purposes only. Dancers do not need to re-register for each session.
- Invoices will be sent or e-mailed approximately one week before payments are due.
- Payment for dance lessons is due the first week of each billing period.
- Payments may be made by cash, check, Visa, Mastercard, or Discover. Make checks payable to Evolve Dance Company.
- Full payment is expected if the invoice amount is under \$200.00.
- Invoices over \$200.00 may be split with half of the payment due at the beginning of the new session. If the remaining balance is not paid within thirty days of the session billing period start date, a late fee will be assessed.
- Checks returned to Evolve Dance company for any reason are subject to a \$25.00 service charge. Repayment must be made within seven (7) days of notification.
- A costume deposit of \$50.00 per recital class will be due with the second session payment. This deposit must be paid for costumes to be ordered. Fourth session invoices will reflect actual costume price adjustments.

### **Late Fees and Related Policies:**

- There will be a 5% late fee added for accounts 30 days past due.
- There will be an additional 5% (compounded) late fee for accounts 60 days past due.
- There will be an additional 10% (compounded) late fee for accounts 90 days past due.
- Recital tickets will not be sold to a dancer's family whose account is not paid in full.
- Summer punch cards will not be sold to a dancer's family whose account has a remaining balance.

### **Changes, Adds, and/or Drops:**

Please see the receptionist to complete a form for any changes, adds, or drops to your dancer'(s)' schedule(s). Telling the teacher is not sufficient. This is necessary to ensure appropriate adjustments to class lists and invoices. Refunds will not be given for mid-session drops.

## Absence Policy

**Dance Classes**—No credit or refunds will be given for missed classes unless the studio cancels classes; however, if the absence is due to illness or emergency, and the studio is notified in advance, a make-up session may be available if recital dances have not begun.

**Technique Classes**—No credits or refunds will be given for technique classes unless the teacher or studio cancels the class. Make-ups may be available with guidance from the artistic director.

**Solos/Duets/Trios**—No make-ups, credits, or refunds will be given if a dancer is unable to make the scheduled time. A make-up or credit will be given if the teacher cancels the class. In a duet/trio situation where one (two) dancer(s) is (are) unable to attend, it will be the choice of the other dancer(s) whether or not to attend the class.

**Injury or extended illness**—Credits will be given according to the written instructions from the dancer's physician.

## Recital Information

- Recital weekend is June 8-10, 2012.
- If you find that your dancer(s) cannot participate in the recital, please notify your teacher(s) and the receptionist as soon as possible.
- Please notify your teacher if your dancer will be absent for an extended period of time.
- All preschool, combo, level, and boys classes will perform in the recital.
- A costume deposit of \$50 per recital class will be due with the second session payment. (Jazz/Lyrical classes have two (2) costumes). This deposit must be paid in order for costumes to be ordered. Fourth session invoices will reflect actual costume price adjustments.
- If a dancer drops after recital costumes have been ordered, the customer is responsible for any amount over \$50.00.
- Dancers will be measured in November for their costumes.
- A letter, included with the fourth session invoice (late March), will give detailed information about recital ticket sales, recital t-shirts, optional photography opportunities, videos, and general recital weekend information.
- Recital tickets will not be sold to a dancer's family whose account is not paid in full.

## Dancer Dress Code

### All classes:

- No jeans are allowed in any class.
- Any apparel deemed inappropriate by the teacher may result in the dancer being asked to change clothes.
- If a dancer does not meet the required dress code for a class, he or she may be asked to sit and observe.
- A dancer may be asked to remove jewelry.
- Hair should be pulled back.

\*\*\*\*\*

### **Preschool and Combination Classes:**

Any color leotard and tights (tops, dance shorts, skirts, or dance pants are optional)

### **Ballet Level Classes:**

Any color leotard and tights (ballet skirts, dance shorts, and tight-fitting tops are optional)

### **Ballet Technique Classes:**

Black leotard, black or pink tights (footless, stirrup, or footed), hair in tight bun, and optional black or white sports bra.

### **Tap, Jazz, Turns and Jumps, and Modern Classes:**

Any appropriate combination of the following: leotard, tights, bra top, shirt, tank top, dance pant, skirt, or dance short.

### **Hip Hop Classes:**

Comfortable shorts, pants, and tops. (No jeans)

**\*\*\*IMPORTANT—PLEASE READ\*\*\***

**A specific shoe will be required for the recital. For a certain dance or style, or depending on the costume chosen, a shoe different from the list may be required. A pair of tights, for most dances, will also be needed for the recital. Each teacher will notify her classes regarding the required shoes and tights for the recital in November, so parents can plan ahead.**

The shoes listed are **RECOMMENDED** (not required) by the Evolve teachers. They were chosen because of their appropriateness for each level and style of dance listed. Good quality, proper-fitting footwear is essential for a dancer to learn how to use his/her feet properly.

### **Preschool and Combination Classes**

TAP	Capezio or Leos	Black	ribbon tie
BALLET	Capezio or Leos (leather)	Pink	_____
JAZZ	Leos- econo split sole or	Black	tie
(Combo only)	Bloch—super jazz split sole	Black	slip-on

### **Level Dance Classes**

TAP	Leos-split sole	Black	tie
JAZZ	Capezio OR	Tan	slip-on
	Dance Paws	Nude	
BALLET	Sansha- canvas split sole OR	Pink	-----
	Bloch- Prolite (leather)	Pink	-----
HIP HOP	Any <u>CLEAN</u> gym shoe		

### **Technique Classes**

TAP	Leos-split sole	Black	tie
JAZZ	Capezio	Tan or Black	slip-on
	Dance Paws	Nude	
	Barefoot		
BALLET	Bloch-Elastosplit, π, canvas	Pink	-----
HIP HOP	any <u>CLEAN</u> gym shoe		

**Solo/Duet/Trio Classes** Ask your instructor for shoe type, style, and color for your dance.

**\*\*A specific color and style of shoe will be required for each recital number. Also, a specific brand and color of tights will be required. As the recitals approach, your teacher will provide the necessary information.**

### **Heavenly Yours Dancewear**

F.A. Read Ctr., Ste 202  
18 W. Stephenson Street  
Freeport, IL 61032

Phone: 815-233-4785 (B)  
815-297-3684 (C)

### **Silhouette**

6120 E. Riverside Blvd.  
Rockford, IL 61114

Phone: 779-537-8728

[www.discountdance.com](http://www.discountdance.com)

[www.dancesolutions.com](http://www.dancesolutions.com)