



2021  

---

2022



INFOR  
MATION  
BOOK



815-877-0077

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



## CONTENT

Important General Information	2
Calendar & Billing Periods	3
Payment & Late Fee Information	3
Absence Policy	4
Recital Information	4
Dress Code	5
Shoe List	6
Shoes & Dancewear	6

## 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 edit your family account in the Parent Portal for any changes: address, phone number, email, CC information, contacts
  - All preschool, combo, level, and boys classes will perform in a recital.
  - Recital costumes will be ordered after all dancers have been measured and costume deposits are paid.
  - Recital Weekend is June 10,11,12, 2022.
  - Detailed information regarding recitals will be provided as the date gets closer.
  - A decision will be made by 2:00 p.m. regarding closing the studio due to weather.  
Call the studio, check television websites, or check our Facebook page.
- Special Saturday Dance Days will be held to make up for any days we are closed due to weather. Details will be provided.

## CALENDAR

The studio will be closed the following days/weeks

- Monday, September 6, 2021—Labor Day
- Wednesday, November 24 and Thursday, November 25, 2021—Thanksgiving Day
- Monday, December 20 through Thursday, December 30—Winter Break (classes resume January 3, 2022)
- Monday, March 21 through Thursday, March 24, 2022—Spring Break (classes resume on March 28)
- Monday, May 30, 2022—Memorial Day

## BILLING PERIODS

Billing does not include days/weeks the studio is closed for the mentioned holidays.

- August 30, 2021 –November 4, 2021
- November 8, 2021 – January 20, 2022
- January 24, 2022—April 7, 2022
- April 11, 2022 – June 9, 2022

## PAYMENT INFORMATION

- There are 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.**
- Session Fees will be posted to your account on the first day of the session.
- 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 \$200.00 or less.
- 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 deposit of \$60.00 for each recital costume will be due with the second session payment. This deposit must be paid for costumes to be ordered.

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 (30) days of the session billing period start date, the credit card on file will be charged for the balance unless special arrangements have been made.**

## 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. Also, please inform the receptionist of address and contact information changes.



## ABSENCE POLICY

**DANCE CLASSES**—No credit or refunds will be given for missed 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. Special Saturday Dance Days will be held to make up for any weather-related closings.

**TECHNIQUE CLASSES**—No credits or refunds will be given for technique classes. Make-ups are encouraged 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 10,11,12, 2022.
- If you find that your dancer(s) cannot participate in the recital, please notify your teacher(s) and the receptionist as soon as possible.
- If you need to request a specific day for your dancer(s) to perform in the recital, please notify the Artistic Director, Jenny, before winter break. She will do her best to accommodate your request.
- Please notify your teacher and the receptionist if your dancer will be absent for an extended period of time.
- All preschool, combo, level, and boys classes will perform in a recital.
- There will be a separate recital for all preschool classes.
- A deposit of \$60 for each recital costume 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.
- If a dancer drops after recital costumes have been ordered, the customer is responsible for any amount over \$60.00.
- Dancers will be measured for their costumes in November.
- Detailed information regarding recitals will be provided as the dates get closer.



## DANCER DRESS CODE

### ALL CLASSES:

- Jeans are not 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 always be pulled back.

### PRESCHOOL AND COMBINATION CLASSES

Any color leotard and tights (ballet skirts, and tops are optional)

### HIP HOP CLASSES

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

### LEVEL CLASSES

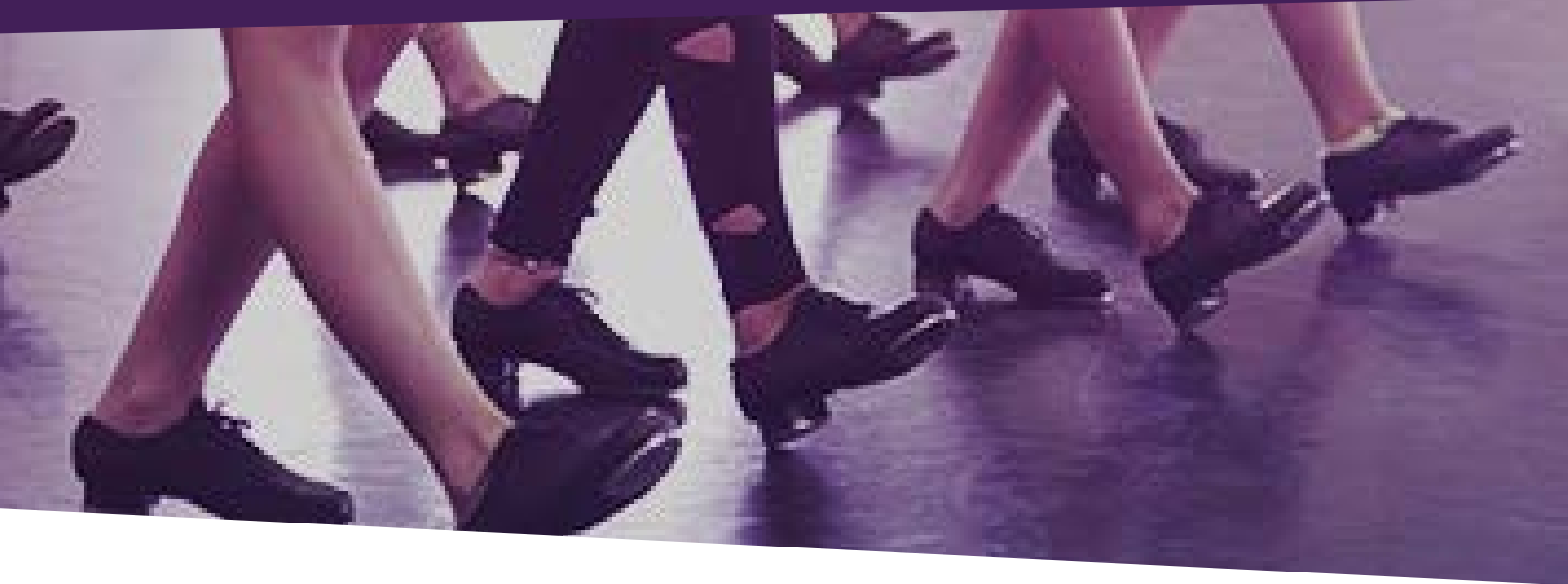
Any appropriate combination of the following: leotard, tights, bra top, shirt, tank top, dance pant, dance short or dance skirt

### BALLET TECHNIQUE CLASSES

Black leotard, pink tights, hair in tight bun, optional black sports bra

### TAP, JAZZ, AND TURNS & JUMPS TECHNIQUE CLASSES

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



## SHOE LIST

### PRESCHOOL AND COMBINATION CLASSES

Tap	Black
Ballet	Pink
Jazz (Combo only)	Black

### LEVEL DANCE CLASSES

Tap	Split sole	Black
Jazz	Dance Paws, Foot Undies, or similar	Nude
Ballet	Canvas	Pink
Hip Hop	Any <u>CLEAN</u> gym shoe	

### TECHNIQUE CLASSES

Jazz	Dance Paws, Foot Undies, or similar	Nude
Turns & Jumps	Dance Paws, Foot Undies, or similar	Nude
Ballet	Canvas Ballet Shoe	Pink
Hip Hop	Any <u>CLEAN</u> gym shoe	

### SOLO/DUET/TRIO CLASSES

Ask your instructor for type, style, and color.

## THE FOOT LODGE

6364 Sebring Way  
Loves Park, IL 61111  
North of the Beef-A-Roo  
on E. Riverside

815-877-4377