

# *E.D.S.* Welcome Letter

Dear Parents and Students:

Welcome to the 2020/2021 season at Expressions Dance Studio! The teaching staff is very excited to be working with you and your children. As Expressions enters its 16th season, we reflect on the many students that have walked through our doors. Whether you are a new or returning student, we thank you for being a part of the E.D.S. family and look forward to the numerous memories we will create together.

You will receive a confirmation via email with your class schedule and dancewear order information, etc.. If you do not receive that within 3 days of your enrollment, please contact our office so we can send you another copy. You can also log in online to your customer portal to view all of your account information. There are instructions explaining how to do so in this packet.

Enclosed please find information explaining our email mailing list, our payment guidelines, and our studio policies. Once you have decided to enroll, please speak with our staff or go to [www.expressionsdanceplymouth.com](http://www.expressionsdanceplymouth.com) to pre-register!

If you have any questions, please feel free to contact our office at any time. You can call (574) 935-0769 or email [info@expressionsdancestudio.14@gmail.com](mailto:info@expressionsdancestudio.14@gmail.com).

"There are shortcuts to happiness, and dancing is one of them." – Vicki Baum

Many thanks,

*Miss. Nikki*

Nikki Pittman  
Studio Director/Instructor/Choreographer

*"Experience E.D.S."*

## **Contact Us Anytime**

We believe that an open line of communication between the dance teacher and the parents is essential to a successful dance experience. Our teachers/staff will email/text the class periodically to update the parents on the progress of the class and any other pertinent class information. The studio will also email everyone regularly with all studio news, recital information, and information regarding new programs, special events, and contests/special offers. So, please check your email regularly! We also use our Facebook and the groups associated with your dancers classes for information! We encourage you to contact our office or your child's teacher with any questions that arise throughout the year.

**Studio Contact- 574-935-0769 200 N. Michigan St., Plymouth, In 46563 (Plymouth/Main Studio)  
214 E. South St., Bremen, In 46506 (Bremen Location)**

## **EMAIL DIRECTORY:**

- Miss. Nikki/Studio Director- [expressionsdancestudio.14@gmail.com](mailto:expressionsdancestudio.14@gmail.com)
- Miss. Liz- Instructor/Directing Assistant- [expressionselizabeth@gmail.com](mailto:expressionselizabeth@gmail.com)

*It is our mission, that any child with a passion to dance has a studio base home and a studio family to help them thrive in the world of dance. Take a few moments to read through this welcome packet in its entirety and ask any questions you feel you need to!*

# *Registration Overview... and what to expect!*

## **Payments (please see and review all payment policies before registering)**

**Registration/Monthly Costs...and why we have them...**Registration costs keep our monthly rates low and designate a time period to have to pay certain costs. The costs it takes to run our facility far exceed what an acceptable monthly charge would run, so to offset those costs we charge registration costs..you can however build that into your monthly cost if need be. We assess our costs to run our business, pay staff and participate in local events each year and that decides our registration costs. We understand that this hobby is an expensive one and have several options to make it achievable for you! If one of these options does not work do not be afraid to work with our front desk or director to find a payment option that can work!

What is the cost to register? Every dancer with our studio will incur registration costs. Some of our competitive programs also require a team/gym fee. In addition you will have costumes and your monthly program fee, now that cost is not due all upfront, however you will receive a discount if you do pay those costs right away. There is a non-refundable deposit that will need paid before your child's/your participation. Your costume cost will be handed out and due separately and is decided upon with your class enrollment. Your monthly program fee is what keeps our building costs paid and your child able to dance here each month and pays for the time your child spends in the classroom directly. Those fees are due the first week of every month. There is a non-performer option, however remember that performing for your dancer is much like a baseball player attending games/tournaments and such. Don't let the numbers scare you, there is always a way to make it work and we are the best at formulating the plans.

- Total Registration Costs - \$150 (non-refundable) Includes base registration fee, technique classes and 1 camp and your dancers performance earrings and pony holder.

You may ask?...Is there a registration fee for Non-performers? Remember that taking classes and preparing to showcase is the reward for your dancer to learn and perfect their craft. Most often it is rare that dancers do not wish to perform, however if that should arise, you can speak directly to the front desk staff! There are packages and payment plans for every cost you will incur. Don't ever let the cost get you down, we can work with any situation as long as we have the lines of communication open! Ask if you need information about a non-performer registration.

- The studio calendar and tuition rate is designed to give 38 classes over an 11-month period from August to June;
- All Lessons are paid for in advance, due the 1st week of each month. You will not receive a bill prior to the due date of tuition. Late notices will be emailed to all past due accounts. There will be a \$5 added charge for any account not paid in full by the 10th. This charge will continue to be added each month it remains late.
- There will be no refunds or deductions for lessons missed. Make-Up Classes are available.
- We accept Cash, Check, Money Order, Visa, MasterCard, or Discover. There will be a \$50 returned check charge for all checks returned from the bank.

**You will want to make sure that you take the time to go over your final checklist and be sure you have asked all the questions you feel are necessary as we strive to provide your dancer with an abundance of opportunities and training!!**

## **Studio Policies- Base Policies (please see and review all policies before registering)**

If we are forced to close due to inclement weather, we will try to make-up classes. Please understand that we cannot be responsible for acts of Mother Nature. Snow dates do not affect your monthly tuition, and are not guaranteed makeup. Studio closings will be emailed to you, and posted on the WSBT Cancellation bar and website. Our voicemail message/text system will also inform you of any school closings.

- There are no discounts, refunds or prorations for missed classes. Make-up classes are available within two months of the class missed.
- Family discounts described are for immediate family only. Studio Management will make the final decision regarding family discount eligibility.
- All studio accounts have one primary account holder. This is the account holder that registers and signs the registration form. This account holder will be the one considered financially responsible for the account.
- We are not responsible for injuries sustained in class, on premises, or at any related event.
- The Studio is not responsible for lost or misplaced articles. Please put names on all belongings.
- With the exception of class parties, food and drink are prohibited in all classrooms at all times.
- Students should wait until the teacher is present before entering the classroom, unless directed otherwise. All students should exit the classroom at the end of class. Younger students whose parents have not yet arrived for pickup should wait with one of our office staff members. Students are not permitted to use the classrooms when a teacher is not present unless arrangements are made through the studio office.
- Any student with an overdue balance of more than 90 days will not be allowed into class until payment in full is received or payment arrangements have been made.
- Costume orders can only be picked up once the account is paid in full with no balance remaining.
- Students will not be permitted to participate without a trial class form until all registration forms are complete.

**Online Account Portal**-Expressions is proud to offer an online solution for parents and account holders to access all of their account information online. This service allows users to process payments for charges, enter and modify contact information, and register for select classes from the comfort of their home - 24 hours a day.

If you've already logged in to our customer portal, just visit our website, click the "Home" tab and then "Existing Student Portal" tab and the "Account Portal Log In" screen will appear; log in with your email address and password. If you don't remember your password, you can have your password emailed to you by clicking "Forgot Password?". For your security, our office is not able to look up your password. You may also email us to request a reset!

If this is your first time logging in, go to our website [www.expressionsdanceplymouth.com](http://www.expressionsdanceplymouth.com) and click the Online Registration tab and follow the instructions to create your account. If you did your registration at the studio and did not create an account but have information in our system, an email should have been sent to you with a link for this portal!

### **Workshops**

Expressions Dance Studio is proud to offer workshops/camps throughout the season!

Workshops are a great supplement to dancers' weekly education in class, by learning additional choreography, trying different styles, and enhancing their movement vocabulary. Special workshops/intensives are \$40-\$200. 1 camp and the and all performance rehearsals as well as the technique class is included with the technique fee you pay for registration costs. Keep a lookout for future workshops!

### **Dance Shoes and Dancewear**

*All Ballet, Tap and Jazz classes will have a dress code of Black Leotard, Classic Pink Convertible Tights (ordered through us) and the appropriate shoes for class. You can check on our website for some great examples of what is acceptable!*

Ballet shoes should be worn snug, with ties (no tie shoes for level 1 and under) tucked in at all times, (skirts are optional). All other classes require regular dance attire and can be worn in any color. Hair should be up and away from the face. A Ballet bun is preferred for Ballet classes. Girl's tap shoes must be secured with elastic or tap shoe ties. (Level 2 and up can wear ties/split sole) Please discard ribbons. No necklaces, bracelets, & large earrings should be brought or worn to class.

### **Dancewear Boutique**

You can visit our Dancewear Boutique on your parent portal for all dance shoes, dance clothing, novelty dance gifts, and accessories. We are happy to help you select the right item for your class or size for your shoes. You are welcome to purchase from here or visit The Black Cat Clothing Company for "like new" products (in the next block over) if you would like a preworn option. If you have any questions, please feel free to contact our office.

### **Special Events**

Throughout the year, you'll find many exciting events happening at E.D.S.! From a slightly-spooky Halloween show to community performances, events and opportunities. Some (not all) local performances may have a participation fee of \$15-\$25 to cover your dancers costs to the studio for participation or attire. Each month brings new fun activities and nights out. This fee is included if you pay our performers package cost!

All of our special events are open to the public, so all of your children's friends are welcome to join us too!

### **Joining the E.D.S. Dance Co., (Competition Teams)**

The company offers members fantastic additional performance opportunities and competition experiences, teaching them commitment and professionalism, while also exposing them to additional dance training and choreography. There are specified times to join/express interest in the company and competition teams!

The E.D.S. Dance Co., Competition Team is made up of several small teams and also performs at times as a large production group and is a performance-based team for dancers who wish for additional performance opportunities throughout the year, to further build their technique, and to grow as dancers. There is a time and financial commitment and agreement for the year. The team competes locally 2-3 times per year and travels nationally once per year. The team also does several local performances around our community along with the recreation classes. This company offers professional training in all genres of dance and exposes young aspiring dancers to opportunities that will enhance their dance knowledge, dance vocabulary, technical ability, and stage presence and can give them a boost into the industry!

### **Annual Recital Production**

Our Annual Dance Production is part of the student's dance education; however, the student is not obligated to participate. Strongly encouraged as much like a baseball team, this is our tournament! Our recital is usually held in June and each student will be required to attend classes regularly, attend rehearsals associated with the recital, and pay for any costume(s) needed for their number. There is a recital fee and week of rehearsal is mandatory to produce a great show!

Our Annual Recital Production is scheduled to be held in June.. We will release the location of the venue as we choose carefully for options of state-of-the-art facilities, (within our area, air-conditioning, seating capacity, proximity to the studio, etc.

Our recital is always preceded with an awards ceremony, usually the week before to honor those students with years of practice and hard work and to celebrate the new students with their progress! This is required for students to attend to receive their awards! Please mark your calendars.

### **IMPORTANT DATES:**

Costume Deposit Deadline: December 10th, 2020 Final Payment Deadline- February 15th, 2021

Recital Tickets On Sale: April 15th, 2020

Rehearsal(s): June 7th-12th, 2020

Recital Showday- June 12th 6:00 p.m.

Thank you so very much for inquiring with us, and we hope to see your dancer in class very soon and for years to come!