

# Ellis Dance Studios

## Parent/Student Handbook



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973.320.2371

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

[info@ellisdancestudio.com](mailto:info@ellisdancestudio.com)



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## **Parent/Student Agreement**

### **PHILOSOPHY**

Dance is a form of education and should not be taken lightly. Working with each individual, whether taking dance class for fun, recreation, exercise or a professional career, proper training must be the first concern. This includes correct stretching, conditioning, technique, and showmanship. In addition, it is our goal to be more than just a dance studio. We educate our students mentally as well as physically with the goal of building self-esteem and confidence. This will help them to be the best they can be in dance and in their lives. Although many of our dancers have gone on to achieve their goals in the dance world, others have successfully completed college degrees or have pursued other professional careers. Many have noted their dance training as a strong factor in their successes. Joining our positive, rewarding, and challenging atmosphere is the first step. Seeing your child achieve their goals and believe in themselves is the result. We congratulate all of you who have taken this step by giving your child the best dance training available. We look forward to many years of continued success.

### **Mission Statement**

Ellis Dance Studios School is fully devoted to providing dancers of all ages an encouraging environment where they are given the opportunity to grow and excel in their dance education. We strive to deliver the highest quality of dance training, while nurturing each student's unique gift of talent and creativity. We wish to encourage our students to achieve their fullest potential. We want to support them as they grow artistically and academically. We want each dancer to develop into well-rounded individuals as they are nourished in body, mind and spirit.

### **Vision Statement**

Ellis Dance Studios vision is to inspire our community with noncompetitive dance education and many performance opportunities in a facility that will motivate, educate, and develop an appreciation of the art of dancing. We thrive for excellence and accept only positive thinking.

## **ALL YEAR ROUND STUDIO**

**(SEPT. TO JUNE.)**

**(JULY-AUG- ALL DAY CAMPS 9-3 PM)**

Our dance year runs all year long from September to August. We only have one season however you will notice there are several types of sessions within the season for you to choose from. It is so valuable for dancers to take classes all year round because we focus on different techniques and skills through the year. From September to January it's skills and technique. From January to June it's skills, technique and choreographed routines to music with teachings on expression and teamwork. June, July and August we are more focused on the skills and allow the opportunity to experience other disciplines of dance.

We feel that skills are part of the foundational teaching of dance. Practice makes perfect. So during the summer we 'Drill the Skills'!

Our dancers are more relaxed and in a more creative, fun, learning mode. It has been proven that this is a good time to introduce new skills and experiences in general. Summer is when children have less responsibility so they are in a season of refreshing and are more open to new experiences.

- Maximization on that concept to challenge our dancers to improve their dance skills.
- One on one time working on the skills they personally have a challenge in.
- Special guest teachers who are highly skilled and give our students an opportunity to work with them one on one in class are brought into classes.
- We blend more fun into the classes since it is their summer vacation! Though we still incorporate structure there is some down time for more personal creativity.

Again, skills are practiced all year long along with dance choreography. Dancers need to learn how to apply the skills to dance expression! Some children do well in the skills and have difficulty doing skills to music in certain sequence order. There is memory involved, balance and overall coordination. However practice makes perfect and each child is given the opportunity to mature in their skills because that is our only focus. Each child learns at a different pace.

The summer is a great time for intense "DRILLING THE SKILLS"! That is why athletes go to sports camps to practice skills with intensity. Yet they still practice all year long. We are so excited to see the progression of your dancers. This will increase their dance education and confidence a great deal. There is nothing they can't do, if they practice and believe!

## NEW STUDENT & NEW SEASON REGISTRATION

**One Time Non Refundable Fee: \$45**

### Steps to Registration

1. We encourage all of our families to register online at [www.ellisdancestudio.com](http://www.ellisdancestudio.com)
2. Registration is under the 'Schedules' tab
3. Please notice that classes are listed by session, genre of dance, then age
4. You will have the option to select the correct class & continue to register

**\*\*The following steps MUST be completed in order to complete registration\*\***

After choosing your preferred payment method, you will be asked to pay for:

- your classes selected (first month of dance)
- **registration fee (\$45) \*\*This fee is Non Refundable should you decide to discontinue classes sometime throughout the dance year\*\***
- **last month of dance (JUNE) This Fee is NON-REFUNDABLE. \*\*This fee is Non Refundable should you decide to discontinue classes sometime throughout the dance year\*\***

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### Next Steps

1. Congratulations! We are so glad that you've chosen EDS as your dance school.
2. Please send us an email at [info@ellisdancestudio.com](mailto:info@ellisdancestudio.com) with your dancer(s) name & class(es) they're enrolled in. We have so many students that enroll and we want to know your dancer personally!
3. We will then contact you within 48 hours to confirm your registration and schedule the time/date to come pick up your dancers merch

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### NOTICES:

- Our merch store on premises is conveniently available for you to purchase apparel at any needed time. If a needed size is not in stock, we will order the correct size for your dancer
- **\*\*It is MANDATORY** that all EDS dancers purchase their dance apparel at our store
- If you are having trouble registering, please email us at [info@ellisdancestudio.com](mailto:info@ellisdancestudio.com)
- If you are unsure what class is best for your child, call (973.320.2371) or email us ([info@ellisdancestudio.com](mailto:info@ellisdancestudio.com)) and our team will gladly assist you!

**TUITION**

**30 Minute Classes**

Mommy & Me, Twinkle Babies & Mini Hip Hop

(Ages 18 months-3 yrs old)

**\$62 per month**

**\*\*\*NO reduction of rates for this age group for multiple classes\*\*\***

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**45 to 60 Minutes Classes**

Twinkle Stars & All other classes

(Ages 4 and up)

**\$71 per month**

**\*\*\*If the dancer is taking multiple classes the rate drops to \$64 per class\*\*\***

Example: One class is \$71 per month. Two classes are \$128 per month.

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**MAX OUT- A student can take unlimited classes for a total of \$448. If they pay upfront it's \$4838 \*(10 percent off Max Out)**

**\*If a student takes regular classes and they pay upfront they get a 5 percent discount\***

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**TUITION POLICIES**

**Please thoroughly read the following:**

- Tuition is due the **1st** of each month.
- **We require that you select the "Auto-Pay" method so that tuition will be automatically paid each month from your credit card or debit card stored on file.**
- There will be *no* prorating for dropping classes mid-session.
- There is no refund for prepayment of the last month of the season (August).

**\*\*IF you *do not* have a credit card or debit card we suggest you get a "pre-paid" credit card and use that for registering your child.**

Once you have completed that process of registration EDS staff will be notified automatically and will contact you within 48 hours to welcome you and discuss your selection and answer any questions you may have. At that time adjustments can be made if needed to class selection \*\*

### Additional Fees

- \$30 LATE FEE IS DUE with the tuition if it is paid after the 3<sup>rd</sup> of each month.
- \$18 SERVICE FEE is charged for all declined credit/debit card payments.
- \$40 FEE IS charged for all returned checks.

### **PRIVATE CLASSES**

We encourage **private or semi-private classes** for those students who have a desire to work on specific technique and/or skills on a more intensive basis. These classes must be approved by the Creative Director and can be registered for on a quarterly basis. This means that when you register it is only for three months at a time.

#### **30 Minute Private Classes**

One on One Classes

(Ages 7 & up)

**\$160 per month**

**\*\*\*All inquiries must be pre-approved before enrollment\*\*\***

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#### **30 Minutes SEMI-Private Classes**

(Ages 6 & up)

**\$110 per month**

**\*\*\*Three month commitment required before enrollment\*\*\***

Example: One class is \$71 per month. Two classes are \$132 per month.

*Please contact the Finance Dept. for any questions regarding tuition and/or policies related to tuition at:*

[info@ellisdancestudio.com](mailto:info@ellisdancestudio.com)

## **CLASS LEVEL AND PLACEMENT**

Each student is placed. Class levels will be determined by the instructors. Their decision will be based on age, class size, technical ability and skill level.

### **PLEASE RESPECT THEIR PLACEMENT DECISIONS.**

Ellis Dance Studios reserves the right to close classes due to the size of the class whether it is too large or due to insufficient enrollment.

\*\*\*You will automatically be notified if your dancer has progressed to another level and a suitable class will be recommended for your dancer.

(Note: Our policy is maximum 15 and minimum 5)

If a class is CLOSED, the dancers will be placed in a class that is the most appropriate for them. Classes that are full will be closed and cannot be randomly attended by someone wanting to take an extra class or for a makeup class. You must first confirm with the studio if there is space available.

## **STUDIO TO FAMILY COMMUNICATION**

### **Email/Office/Social Media**

Our goal is to keep you informed using all of the above. We need you to do your part by reading our emails since that is our primary form of keeping you updated. You need to be informed on a regular basis with what is happening in the studio. As we cannot contact each of you individually on a daily basis, we will email notices and invoices and general FYI. Some things happen fast at the studio and we want to keep everyone informed. You are welcome to call during business hours for further clarifications once you have used all resources.

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### **Communication w/ Teachers**

Your patience especially during the first few weeks of class is greatly appreciated. If your student is new to EDS or you just want to speak to an instructor, please leave a note at the receptionist desk for the teacher or send an email to: [Info@ellisdancestudio.com](mailto:Info@ellisdancestudio.com)

We will get back to you promptly. Our teachers are either in class, or preparing for their next class. Please see our front desk staff. Be sure to include your telephone number in the e-mail. Our staff will respond or call you within 48 hours.



## VIEWING CLASS

We do not have accommodations for viewing the classes on a daily basis. We have 3 “Parent Observations” in December, April, and August. In addition, our yearly Nutcracker & Recital will give you the opportunity to see your dancers perform and see what they have learned throughout the year.

**NO ONE is allowed to enter the dance room except the dancers, the teachers, and teachers’ assistants.**

Curtains are to remain down during class time. We do not want any distractions. This is the time for the teacher and your child to bond. We value your dancer and want them to be focus and disciplined while learning.

We ask for your cooperation in advance with this policy as it is never our intention to offend anyone. It’s all about your dancers education.

**\*\*\*PARENTS PLEASE DO NOT STAND IN THE HALLWAY OUTSIDE THE DANCE ROOM AND TRY AND SPEAK TO YOUR DANCERS TEACHER. See Front Desk for any questions or concerns.**

For the safety of your children, please keep the hallways clear for easy passage of the dancers from the changing room to the dance room. In addition, the hallway right outside the dance room is a common area and other tenants use that walk way. **We are expected to keep it clear and quiet.** We have a comfortable waiting room for your convenience. **Please sit quietly while your dancer is in class. All children must be seated. No running or rough play in our waiting area or in the hallways.**

Thank you for your cooperation in advance!

## ABSENCES

- IF you are unable to attend classes for any month, we will apply a credit to your account to be applied to the following month of your dancer’s class.

**There is no refund for tuition when the dancer is absent.** To secure your place in a class if there is an extended absence, you will need to continue paying tuition. Otherwise, you will be inactivated and upon return reactivated. As long as the classes are not full, you will be able to re-enter them.

Please submit a note through the office outlining the details of the changes being made so we can adjust your tuition and print your statement accurately. **Fees will continue until we have notice of termination in writing.**

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We love when your dancer attends every class. Your child's dance education is an ongoing learning experience, absenteeism is discouraged. If a class is missed it can be made-up by attending a similar class within 7 days. See the office for the appropriate substitute class. If class is cancelled by the studio, then a make-up class will be scheduled or the student will be redirected to another class. Classes cancelled by the studio because of an act of nature, which is out of our control, will not be made up. Please email us or call and leave a message during the day if there is an extended illness or situation that we need to be aware of.

**PLEASE DO NOT SEND YOUR DANCER TO CLASS IF THEY HAVE A FEVER OR ANY TYPE OF CONTAGIOUS ILLNESS.**

### **MEDICAL SITUATIONS**

In the case of medical condition which prevents a student from dancing and exists for 30 days or more, a credit will be issued toward the next semester under the following conditions: 1) a letter must be presented from a doctor stating the medical condition and the number of days a dancer is unable to participate in class; 2) a credit, determined by the number of days as indicated by the doctor, will be issued toward tuition for the subsequent semester only and cannot be carried over to subsequent semesters; and 3) dancers, if physically unable to participate in class, must continue to attend and observe their classes so they do not fall behind in the curriculum. **There will be no refunds.**

### **INCLEMENT WEATHER**

The safety of our students, teachers and parents is of utmost concern. If the weather is bad (snow, ice, or dangerously cold), we may cancel classes. Generally, we follow Nutley weather closures. Sometimes, however, the weather and roads may clear in time for our afternoon classes. Classes missed because of weather closures may be made up in a similar class according to our make-up policy within 7 days. Classes will not be rescheduled and refunds cannot be offered. We will send an e-mail out if classes will be cancelled. We cannot make individual phone calls.

## **DROP OFF & PICK UP**

With the addition of the second studio and the growth of students enrolled at EDS we encourage parents of children 7 years and older to drop off & pick up. We ask that your children arrive for class a few minutes ahead of time to get their shoes on and wait quietly IN THE WAITING AREA to ensure they will be ready for class on time. No loitering in the hallways.

PLEASE do not block the hallway passage to and from the dance room.

- No one is allowed to linger in that area at any time.
- No one is allowed to enter the dance room except the dancers, instructors and dance assistants.

Please realize this is a dance studio and therefore we are NOT responsible for children who are waiting before, between, or after class. Consequently, please adhere to the schedule when dropping children off as well as picking them up. For the school to run smoothly, it is vital that you are here before class and are waiting to pick up your dancer. Please do not drop your dancer off at the studio more than 15 minutes before his/her scheduled class time. Conversely, parents need to arrive at least 10-15 minutes before the end of the class so that children are picked up in a timely manner. In case of an emergency, call the office to alert staff that you are running late. Please tell your child that he/she MUST WAIT INSIDE for you to pick them up and make sure your child knows WHO will be picking them up by going over this information with him/her prior to dropping them off. Our telephone is for business use only; please do not ask your child to call home unless it is an emergency or an unusual circumstance.

### **TWINKLE BABIES Age 2 / 3 PROGRAM LETTER:**

We are very excited to welcome your little one to our Twinkle Babies Dance™ program. We look forward to seeing all of the beautiful little dancers all dressed in pink! We know that as a parent you have a vision for how you think the first day will go.

We are writing this letter in order to give you some ideas of how it might go, and how it might not. You may take this advice for whatever it is worth to you. All children are different and react differently in situations. Usually a brand new 2 year old will cling to mom as they walk in the studio door, as they are unaware of their environment. Everything to them is new. Please arrive early on the first day in order to get them acclimated to their new teacher and environment.

Separation anxiety is one of the most common issues on the first day, you may overcome this by explaining to your child before they arrive that mommy will watch them through the window during the class and that mommy won't leave during the duration of the class. Our *Twinkle Babies Dance™* class is designed as a teacher/child class. Our policy is that all parents need to be in the lobby when class is in session. We also need to keep the door to the studio closed during class, in order to avoid any wandering dancers. *We will work with you and your child to achieve success in bringing happy dancers into the classroom without mom. This is a gradual process for most babies.*

Have you ever noticed that when one 2 year old begins to cry, the others follow suit? *We have observed this as well and it is why we need to have any crying child wait with mom outside at the window until they feel confident to come back in.* We know this sounds harsh, but we will make every attempt at calming your child and getting them to join the class that we possibly can, before we ask the mom to exit the room. Sometimes the child is actually upset just being in the room, so you may calm them down more effectively outside. In the past we let the parent of an unsure child remain in the room with the child; however, we found that this practice can distract other dancers, and the inability for Mom to leave the room in subsequent weeks, as the child has learned, "my mommy stays with me".

Most of the times our little dancers come into the room right away and never look back. Sometimes our little dancers aren't ready for a teacher/child class. As parents, we won't know until we try. *Please remember that it sometimes takes a few weeks in order for the child to warm up to the idea, even if they LOVE to dance.*

Lastly, our goal on the first day is to get every child into the class without mom and without crying. If we have done that we have succeeded. Please don't be alarmed if your child just stands in her hula hoop and stares at the teacher jumping up and down. They are simply observing their environment. They will dance when they are ready!!! *We hope you all have a positive experience at our studio. Please don't hesitate to call us if you have questions or concerns.*

### **APPROPRIATE DRESS CODE- Twinkle Program**

All EDS dancers are required to wear EDS Attire. We require EDS dance uniformity and appropriateness for all disciplines of dance. We also offer dance warm up attire for your dancers.

For all classes we require girls to pull up long hair and for ballet we require the hair to be in a bun.

For all classes a clothing cover up should be worn OVER leotards and tights when entering and exiting the building. This can be sweats and a t-shirt. This keeps your muscles warm avoiding injuries and is appropriate dance etiquette. Wear street shoes; NOT your dance shoes when leaving the building. NO JEWELRY can be worn in dance classes and must be left at home where it will be safe.

***Upon arriving please check in at the office and wait quietly for class in the waiting area on the office side.*** Dancers are not allowed to take their purses and dance bag into the classroom. Cell phones must be turned off when entering the building.

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### **Mommy & Me, Twinkle Babies & Twinkle Star**

Twinkle (Ages 2/3) Pink Tutu, Pink Ballet Tights, Pink ballet Shoes, and Black Tap Shoes, Pink teddy Bear.

Twinkle (Ages 3/4) Pink Tutu, Pink Ballet Tights, Pink ballet Shoes, and Black Tap Shoes, Pink teddy Bear.

Twinkle (Ages 4/5) Purple Tutu, Pink Ballet Tights, Pink ballet Shoes, and Black Tap Shoes, Purple teddy Bear.

Twinkle (Ages 5/6) Blue Tutu, Pink Ballet Tights, Pink ballet Shoes, and Black Tap Shoe, Blue Teddy Bear.

**ALL OUR TWINKLE STAR DANCE ATTIRE MUST BE PURCHASED IN OUR EDS PRO SHOP !!**

### **EDS DRESS CODE**

All EDS dancers are required to wear EDS Attire. We require EDS dance uniformity and appropriateness for all disciplines of dance. We also offer dance warm up attire for your dancers. If not in proper dress code, student will be unable to participate in class.

For all classes we require girls to pull up long hair and for ballet we require the hair to be in a bun.

For all classes a clothing cover up should be worn OVER leotards and tights when entering and exiting the building. This can be sweats and a t-shirt. This keeps your muscles warm avoiding injuries and is appropriate dance etiquette. Wear street shoes; NOT your dance shoes when leaving the building. NO JEWELRY can be worn in dance classes and must be left at home where it will be safe.

**\*\*\*\*\*ALL Purchases are made @ the EDS Store\*\*\*\*\***

## **LEOTARD COLOR LEVEL: (Dancers ages 7 and up)**

Beginner Level: White Leotard

Junior Level : Lilac

Level I: Dark Pink

Level II: Navy Blue

Level III: Dark Purple

Acro: Black

Company Dancers: Grey

Ballet : Pink Tights, Pink Ballet Shoes

Pointe: Pink Tights, Pink Ballet Shoes

Jazz: EDS Black dance Shorts, Tan Footed tights, Tan Jazz Shoes

Lyrical: EDS Black dance shorts, Tan footless Tights

Company : EDS Grey Leotard, EDS black shorts, tan footless tights, tan lyrical shoes, pink ballet tights, pink ballet shoes, tan jazz shoes, tan tap shoes

Contemporary: EDS black leotard & shorts

Tap: EDS black shorts, tan footed tights, tan tap shoes

Acro: EDS black leotard & shorts, tan footless tights

Hip Hop All Level: EDS Hip Hop Clothing , EDS Hip HOP sneakers

Theater: EDS black leotard & dance shorts, tan footed tights, tan character Shoes

Latin: EDS black leotard & dance shorts, tan footed tights, tan character shoes

## **In Studio Policies**

### **FOOD/CLEAN UP/DRESSING AREA**

Absolutely NO food, gum, candy or drinks are allowed in the dance room. We expect the parents to supervise and clean after all eating and drinking in the waiting area.

- PLEASE KEEP THE DRESSING AREA CLEAN AT ALL TIMES.
- PARENTS ARE RESPONSIBLE FOR SUPERVISING THEIR OTHER CHILDREN WHILE WAITING FOR YOUR DANCER.
- NO LOITERING IN THE WALKWAY TO AND FROM THE DANCE ROOM.
- “NO SOLICITATION” at the studio.

Please do not leave your other children in the dressing room unattended at any time. All families and their children are to wait for their dancer in the waiting area only. The hall is a general passage for other tenants and our dancers ONLY!

## **LOST AND FOUND**

There is a lost and found box in the office. All items left in the classrooms at the end of each day will be placed in the lost and found box and kept for two weeks.. At the end of the 2nd week, the items will be discarded. You are strongly encouraged to put your name in all shoes and dance articles and that includes our Twinkle Bears. The studio cannot be held responsible for lost items.

## **STUDENT ASSISTANTS/STUDENT TEACHERS/SUBSTITUTES**

Student assistants are frequently asked to lead a class for the warm up. During the class the student assistant may lead the class thereby allowing the teacher to observe each student and direct their individual needs; or the student assistance may be asked to go over steps with individual students.

Student teachers may be assigned to teach a class on a regular basis. If a teacher is ill or out of town, a substitute teacher will be assigned to the class. This may be a student assistant or a student teacher or a teacher on our sub list.

## **YEARLY JUNE RECITAL INFORMATION**

Our annual recitals will always be in June. The exact dates and locations to be announced. If your class is not performing in the recital you will have a chance to observe the last class of the session. NO PERSONAL VIDEO TAPING OR PHOTOGRAPHY OF ANY KIND DURING THE RECITAL. However, you are welcome to take pictures during our dress rehearsal and at the “step and repeat” section we have set up every year in the lobby on the day of the recital.

\*\*\*Rehearsal dates will be announced after New Year\*\*\*

## **DRESS REHEARSAL- HELD AT EDS STUDIO**

**(Twinkle Star Classes ONLY age 2-6)**

All Twinkle Babies and Twinkle Star classes will be having their **costume** dress rehearsal at the studio in their regular scheduled class **(Dates to Be Announced)**

**NOTE: The Twinkle classes WILL NOT be having dress rehearsal at the High School.**

## **DRESS REHEARSAL- HELD AT THE HIGH SCHOOL**

**(All Dancers age 7 and up)**

This dress rehearsal is for our older classes that need spacing and technical lighting. All dancers in this age group for all classes are required to be at our the High School dress rehearsal. They will be brought to dressing rooms to change and to run through show with spacing and lighting cues. All dancers must have their make-up and hair done. If your child is in more than once piece, please bring all costumes in your costume bag. (Please NOTE: “No Wrinkled Costumes”).

***Please bring a snack bag and water bottle for your dancer***

***Please do not bring any snacks with nuts.***

*No food will be provided at the rehearsal.*

A list of closing days will be available at the end . These weeks are NOT included in either sessions and you are not charged for them. Keep in mind that in June your recital rehearsals are considered classes.

## **COSTUMES**

EDS will be ordering all costumes for the June Annual Recital to take the pressure away from parents. Costumes fees for our June annual recital are \$100 per class and \$80 per class for Twinkle Stars and Mini Hip Hop, or Mini Acro as well as Pre Ballet. Payment will be split over the course of 2 billing periods (November 15th and January 15th). EDS will need to order all costumes by mid-December. Students will be sized for costumes during the month of October. All measurements will be adjusted to account for growth before your student receives the costume. Costumes will be sent home throughout the entire month of May.

*\*\*We will not send home costumes until all students in the class have received their costumes.*

*All costume fees are non-transferable or refundable\*\**

## **Recital Fees**

A recital fee of \$90 for families per dancer or \$160 for family with two or more dancers will be billed along with tuition in the month of May and any other account balance. ***This fee includes 2 general admission tickets*** to our annual Recital and covers some of the costs of our fully produced recital. More information regarding tickets will be included in our Recital Packet. Recital fees are non-transferable or refundable.



## **RECITAL TICKETS**

- Tickets for the recital must be purchased online.
- Tickets are sold separately for each show. If your child is in two or three shows or if you want to attend each show you will require two tickets. There are two levels of tickets for each show. General admission and VIP seats.
- Once you have purchased your tickets online please print out the receipt and that is your ticket. The office staff will also have a list of all tickets purchased listed by family at the door for your convenience when you arrive. Any dancer who wants to watch the show must sit on a parents lap or purchase a ticket. We cannot guarantee there will be extra seats available on the day of the show.

## **ADDITIONAL OPTIONAL RECITAL EXPENSES**

You will have an opportunity to purchase professional recital pictures (taken in costume at the studio) and a professional video of the completed recital.

**NOTE: PHOTOS will NOT be allowed** to be taken by families on our photo day at the studio. Parents will not be allowed in the Dance studio room during the photo shoots. You will be able to take photos at the dress rehearsal and at the “step and repeat” section in the lobby on the day of the recital.

*We sincerely “thank you” in advance for your cooperation!*

## **PROGRAM ADVERTISING**

You have the option to sell advertising for our program or congratulate your dancer by placing an ad in the program. Details will be emailed and posted in the studio after the New Year.

## **RECITAL VENDORS**

- Florist (Flower Packages- \$10-\$30)
- Snacks & Water available in lobby
- Photographer/Video Table
- EDS Merchandise Table

## FATHER/DAUGHTER DANCE

For the June recital performances, the dancers wear their father/daughter costume, which will be a different costume from their class costume. The fathers wear a black suit, collar shirt, black socks, and black tie.

### **The fee for the Father/Daughter dance is \$99 per dancer (Registration is Dec 2018)**

The fee includes all rehearsals, dress rehearsal and a choreography streaming video). The fee is deducted automatically from your tuition account. This fee is non-refundable, so moms, make sure the dad actually knows about the dance, rehearsal dates and times and is fully committed before signing up.

**Dancers must be 3 years of age by January 1, 2019 to participate.**

**Group A (age 3 to 4)      Group B (Age 5 to 7)      Group C (Age 8 and up)**

The Daddy/Daughter dance is great fun but it also involves lifting your daughter (sometimes over your head-for smaller/younger dancers), memorizing choreography and several hours of rehearsals. If you have back problems or other physical conditions that prohibit you from lifting your daughter, please check with your doctor and contact us before you register.

**There are 6 rehearsals on the following (tentative) dates**

**January      February      March      April      May      June**

We try not to change the rehearsal schedule, but this is “showbiz” and circumstances beyond our control sometimes cause schedule changes. If the schedule is adjusted, we will provide at least 24 hours’ notice. ***Last rehearsal will be dress rehearsal on at the Bloomfield High School***

**We will communicate with Daddy/Daughter participants via email. If you do not have email or if you never check your email, please prepare now for email communication.**

At EDS, we believe in creating positive experiences and lasting memories. The Daddy/Daughter dance is an experience that will last a lifetime,

**All rehearsals are “Closed Rehearsals”, meaning Moms, friends and family may not watch the daddy daughter rehearsals.**

**Mom Dance:**

**The fee for the Mom Dance: \$75.00**

The fee is deducted automatically from your tuition account. This fee is non-refundable

There are 6 rehearsals on the following (tentative) dates. Registration for the mom dance will be open on Dec

**January      February      March      April      May      June**

**COMPANY REQUIREMENT 2018/2019**

Placement in The Ellis Dance Studio Company is based on the following criteria: technique, potential, commitment level, enthusiasm, attitude and behavior in class, attendance, and stage presence. Company members are placed based on ability, style and overall look, not on age or class level. We place students together in groups that we feel will work the best together in rehearsal and performance.

Company members are chosen by Mrs. Kia, and EDS instructors. They will then be invited into the appropriate Company Class. When choosing company members, Mrs. Kia, and judges, look for the following things during the audition, and throughout the dance year:

1. Positive attitude in class.
2. Respect and courtesy shown towards fellow students and teachers.
3. Good class attendance during the year.
4. The ability to pick-up dance combinations quickly, and remember them from week to week.
5. Strong overall technique and lines.
6. The ability to take corrections from teachers and choreographers and apply them to your dancing.
7. Good posture and alignment.
8. Timing and musicality.
9. Power and strength.
10. Flexibility.
11. Strong expression and presentation while performing in studio and on stage.

**\*\*For parents: All Ellis Dance Studios accounts must be up-to-date\*\***

As we begin choreography, The EDS Staff may find a student that is not properly placed, or we may find that we need an additional dancer for one routine. Please respect our decisions regarding placement. All company placements will remain tentative through the end of

A dance company is a team. Just as a sports team requires all players to attend practices, **dance companies require their dancers to attend all classes and rehearsals.** Absences will hold back not only the individual dancer, but the company as a whole.

***Each dancer is allowed up to 5 absences from Company classes,*** and rehearsals from September to May. Students are allowed 3 absences from September to December. A maximum of two absences will be allowed from January to May. This is the start of our recital season and it is important that the whole team rehearses together every week during these months. Dancers who miss more than 5 company classes may be removed from the Company. Dancers who miss more than 2 classes from January to May, may be asked to sit out of a performance, or removed from the Company. This applies to medical absences as well as other reasons. Dance requires consistent ongoing training, and dancers who miss several classes due to illness or injury, or any other reason, will not be able to perform at the same level as those who have attended classes regularly.

**All Company members are expected to take a minimum of three 45 minutes to one-hour dance classes per week,** however, parents also have the option of taking a **minimum of two 45 minutes to one-hour dance classes per week** as well as their assigned Company rehearsals. All dance company members are required to attend one Ballet class per week, and either one or two technique classes a week.

**Please do not consider being a part of The EDS Company if you expect scheduling conflicts with sports or other activities. Regular attendance in all dance classes is expected of Dance Company members. More than 5 absences from any one dance class may be a reason for removal from the Company.**

## **EDS STAFF**

<b>Kia Ellis Barlow</b>	<b>Artistic Director/Owner</b>
<b>Terry Simone</b>	<b>Office Manager</b>
<b>Maria Casillas</b>	<b>Assistant Office Manager</b>
<b>Madai Torres</b>	<b>Front Desk</b>
<b>Mrs. Ferdinandova</b>	<b>Ballet Director</b>
<b>Mrs. Gina Thomas</b>	<b>Event Director</b>
<b>Mrs. Reagan Swaine</b>	<b>Assistant Company Director</b>
<b>Ms. Amanda Sears</b>	<b>Jazz/Lyrical Instructor</b>
<b>Ms. Amy</b>	<b>Twinkle Instructor</b>
<b>Ms. Debbi Klein</b>	<b>Tap Instructor</b>
<b>Mr Jake Casey</b>	<b>Contemporary Instructor</b>
<b>Mrs. Bianca Smith</b>	<b>Hip Hop Instructor</b>
<b>Ms. Ashley Reyes</b>	<b>Twinkle Instructor</b>

*All EDS Staff Members are reachable via email: [info@ellisdancestudio.com](mailto:info@ellisdancestudio.com). Please respect our instructors privacy by not contacting them via social media or their personal telephone number.*

## 2018/2019 Calendar

MONTH	IMPORTANT DATES
September 2018	<ul style="list-style-type: none"> <li>● September 4<sup>th</sup> : Fall Season begin</li> <li>● September 22<sup>nd</sup>: Open House 4pm - 6pm</li> </ul>
October 2018	<ul style="list-style-type: none"> <li>● Oct 7<sup>th</sup> - Columbus Day Parade</li> </ul>
November 2018	<ul style="list-style-type: none"> <li>● <b>Nov 15<sup>th</sup>: First charge for recital costume(s) \$50 per class</b></li> <li>● <i>Thanksgiving Break: Nov 19<sup>th</sup> to Nov 25<sup>th</sup></i></li> </ul>
December 2018	<ul style="list-style-type: none"> <li>● Nutcracker Dress Rehearsal Date Tentative.</li> <li>● Nutcracker Production Dec 16<sup>th</sup></li> <li>● Father Daughter Registration Open Dec 8<sup>th</sup></li> <li>● Student Observation Dec 17<sup>th</sup> to Dec 22<sup>nd</sup></li> <li>● <i>Holiday Break : Dec 24<sup>th</sup> to Jan 5<sup>th</sup></i></li> </ul>
January 2019	<ul style="list-style-type: none"> <li>● <b>Jan 15<sup>th</sup>: Second charge for costume(s) \$50 per class</b></li> <li>● Jan 26<sup>th</sup> Father Daughter Rehearsal</li> </ul>
February 2019	<ul style="list-style-type: none"> <li>● Company Headshot/ Hair and makeup Tutorial</li> <li>● Feb 23<sup>rd</sup> Father Daughter Rehearsal</li> </ul>
March 2019	<ul style="list-style-type: none"> <li>● March 23<sup>rd</sup> Father Daughter Rehearsal</li> <li>● March 2<sup>nd</sup> :St Patrick's Day parade</li> <li>● March 9<sup>th</sup> Alice In Wonderland Pajama Pizza Party</li> </ul>
April 2019	<ul style="list-style-type: none"> <li>● <i>Spring Break: April 15<sup>th</sup> to April 20<sup>th</sup></i></li> <li>● Student Observation April 8<sup>th</sup> to April 13<sup>th</sup></li> <li>● April 27<sup>th</sup> Father Daughter Rehearsal</li> <li>● Recital Packet is distributed</li> <li>● Recital Tickets go live!</li> </ul>

<p>May 2019</p>	<ul style="list-style-type: none"> <li>● <b>May 1<sup>st</sup>: \$90 Recital Fee</b></li> <li>● Class Assessments May 13th to May 18th</li> <li>● Picture Day May 11<sup>th</sup></li>   <li>● May 18<sup>th</sup> Father Daughter Rehearsal</li> <li>● <i>May 25<sup>th</sup> and May 27<sup>th</sup> EDS closed Memorial Weekend</i></li> </ul>
<p>June 2019</p>	<ul style="list-style-type: none"> <li>● Father Daughter Rehearsal</li> <li>● Twinkle Star In Class Dress Rehearsal June 10th to June 15th</li> <li>● Dress rehearsal</li> <li>● Recital June 23rd</li> </ul>

### **SOME IMPORTANT INFORMATION TO REMEMBER**

- ALL YEAR ROUND SCHOOL SEPT TO JUNE (JULY & AUG ARE SUMMER CAMPS.)
- \$45 Registration Fee is Non Refundable Fee
- First and last month are charged upfront and is NON-REFUNDABLE. \*\*This fee is Non Refundable should you decide to discontinue classes sometime throughout the dance year\*\*
- 30 Minute Classes are \$62 and 45 to 60 minutes classes are \$71. Max out classes is \$448.
- Tuition is due the 1st of the month. Automatic Payment.
- We follow Nutley school district for weather closing
- EDS will be ordering all the costumes for the students by Dec 15th (\$50 will be charge on November 15th and \$50 on January 15th for each costumes).
- \$90 Recital Fee will be charge on May 1st for one dancer or \$160 for two or more dancers.
- Please allow 24 hours for our staff to get back to you. The most efficient way to communicate with us is by calling us first at 973.320.2371. All communication in regards to our studio should to be e-mailed to [info@ellisdancestudio.com](mailto:info@ellisdancestudio.com).
- Please respect our instructors by communicating only with our front desk staff
- Our Father Daughter Dance is \$99 per dancer ( 7 rehearsals and Registration is Dec 8th)
- Mom Dance is \$75 (7 rehearsals, Registration for our Mom Dance is Dec 8th)
- All dancers need to be in correct attire for their dance class(es) (Dance attire must be purchase at our EDS Pro Shop). If NOT in proper dress code, student will not be able to participate in class.
- If student has a fever, cough or sneezing, please keep them home in order to get well

We thank you in advance



## Photo Release Form for Minors (if under 18)

I, \_\_\_\_\_ parent/guardian, hereby grant and authorize **Ellis Dance Studios** the right to take, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of my child \_\_\_\_\_ to be used in and/or for legally promotional materials including but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, press kits, website, and/or social media sites and other print and digital communications. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing.

\_\_\_\_\_ I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

\_\_\_\_\_ I understand and agree that these materials shall become the property of **Ellis Dance Studios** and will not be returned.

\_\_\_\_\_ I hereby hold harmless, and release **Ellis Dance Studios** from all liability, petitions, and causes of action which I, or any other persons may make while acting on my behalf or on behalf of my child.

\_\_\_\_\_  
Parent/Guardian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT Parent/Guardian's Name

\_\_\_\_\_  
Child's Name

## PARENT ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, acknowledge that I have received a copy of the Parent Handbook of Ellis Dance Studio Inc. (“ELLIS DANCE STUDIOS”), dated \_\_\_\_\_, 2018. I have read the parent Handbook, understand its contents, and agree to follow its policies,

NAME \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

STUDENT HANDBOOK 08/31/2018

Revised 07/30/2018 KB

Revised 8/27/2018 MIT

Revised 9/10/18 MC