



En Avant Dance

Parent / Student

2021-2022 Handbook

discover, explore, unleash your passion for dance

**En Avant Dance
Office Hours
Monday – Friday 3:30–6
Saturday BY APPOINTMENT**

**319 West 18th Street
Cheyenne, WY 82007**

307-634-9945

**Leave a message that includes your NAME, NUMBER and ISSUE
or we can't call you back!**

theenavantdancestudio@yahoo.com

<https://www.enavantwy.com/>

**Tenacity Bricher-Wade, Managing Owner /Teacher
Ceara Madsen,
(helping out from home until it is safe for her to come back)**

Welcome to En Avant's 33rd school year!

**Parent Student Handbooks and Spring Performance Handbooks
are/will be available on our website enavantwy.com. Look for the
newly updated Parent / Student Handbook under the Parent /
Student Info tab. On November 1st find the newly updated Spring
Performance Handbook at the Performances tab.**

HANDBOOKS HELP YOU KNOW WHAT IS GOING ON, BUT ONLY IF YOU READ THEM!

This handbook includes En Avant policies and procedures, dates and general information. Please be sure to read through the handbook with your students to insure you are all fully informed before classes begin.

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Our Mission

The vision that informs everything we do, both in and outside of our classes, is shared by the owners, teachers and staff and is the driving force behind every interaction with our students and their families.

En Avant Dance will remain a non-competition studio. We strive to be a place where students of every age, shape, size and condition may explore their passion and learn to dance. Students feel empowered, comfortable and free to explore their interests, creativity, individuality and self-expression in a positive, constructive environment and experience.

Dance education is provided by professionally trained, experienced and educated teachers sharing their passion with students of every age in a welcoming and nurturing environment. A solid foundation in proper technique is provided for a wide range of forms at ability and/or age-appropriate levels in a positive, structured and encouraging setting.

Students discover their strengths and develop their talent and abilities to reach their personal potential as dancers; learning to set and accomplish goals, be good colleagues and develop skills that will serve them throughout their lives. Students dancing for fun and exercise or training for a future career will find suitable dance education at En Avant Dance.

En Avant is dedicated to active involvement in our community by creating performance pieces for civic organizations and special events and being involved in other community activities. En Avant expands the depth and diversity of the community by sharing performances and providing welcoming space for community members to learn the art of dance.

Introduction

More than moving to music Dance is art form and sport combined. Dance provides benefits that include developing physical coordination and strength, discipline, focus, stamina, confidence, body response to brain commands and greater awareness of personal physical development. Dancers learn to follow directions, set and achieve goals, and develop self-confidence and self-esteem.

En Avant Dance Studio was founded by Connie Martin in 1988, to provide quality dance education by professionally trained, experienced and educated teachers and to support local festivals and special events. Andrea Rinne

became an owner in 1990 and Lorraine Brown-Bassett in 1993. The studio grew; in 1997 it moved to its current location in the historic Winter Garden building in downtown Cheyenne. More than 5000 students have learned to dance here since opening more than three decades ago.

Tenacity Bricher-Wade's first dance class was with En Avant in 1988 as a pre-dancer discovering her passion for dance. She feels fortunate to have pursued and embraced it her whole life. In December of 2016, Tenacity and her mom, Sheila, purchased the studio. We are honored and proud to continue a long tradition of excellent dance education, community involvement and dedicated customer service.

It is our pleasure to welcome you into our dance family. We are delighted to see both new and familiar faces. This one-stop handbook of procedures, policies and rules allows staff to be consistent in answering questions. It will answer questions before the year begins, shed some light on how things will run and serve as a reference guide throughout the year.

To allow students to leave as early as possible after evening classes, the schedule is tight. Teachers have very little time between classes and are unable to stop to answer questions. Please read through the handbook with your students to ensure you and they are informed and keep your handbook handy - it is also available at our website enavantwy.com (click on student resources). Remember staff are here to help and will answer questions during office hours or schedule a time to talk with teachers or Miss Tenacity. Please feel free to call to arrange a meeting or store appointment if your schedule will not allow you to be here during our regular hours.

Covid 19 Update

Since reopening our studios in June of 2020, En Avant Dance has exceeded Laramie County Health Department Covid19 recommendations by including cross ventilation with fresh air, a more rigorous cleaning procedure than required and greater distancing and masking than required.

In our commitment to safety and an abundance of caution En Avant Dance will continue cross ventilation air filtering and intensive cleaning protocols.

- We hoped to start with open windows, good air flow and no masks. However, the Covid 19 situation may force us to change our plan. Many of our students are not able to be vaccinated, our county has had very low vaccination rates and renewed surges around the country all mean we could again require that masks or face shields be worn by our students and their families when in our studio spaces. This is even more likely when it is no longer possible to have windows and doors open. As the situation changes the policy will be reviewed and could change. We are all very tired of wearing masks but please remember:
 - The Delta Variant is much more contagious than the original strain.
 - Masks are the best tool for keeping asymptomatic people with Covid from spreading the virus to others, especially if those others are also masked.
 - Experts believe more than 50% of the people who have Covid19 never have any symptoms. It also appears that people who do develop symptoms are most contagious before developing symptoms.
 - We understand there is skepticism and conflicting information about masks. Our sources include Johns Hopkins Coronavirus Resource Center and the Journal of Pediatrics, both are sources we have previously trusted for information.
- En Avant invested in HEPA filtration systems for each studio and waiting area. The combination of filtration and fans continues our commitment to air movement and cross ventilation throughout our studio dance spaces and waiting areas during the winter months when opening doors and windows is no longer a reasonable option.
- Rigorous cleaning of spaces and surfaces will continue through the school year. Students may be asked to assist with cleaning dance barres, mats, balance balls, Lyra hoops and other equipment used during classes.

Waiting areas

In 2020 Wyoming Department of Health Covid19 orders limited the number of people allowed to gather within specific square footage areas.

Though the orders have expired En Avant will continue efforts to limit the number of individuals in waiting areas and studio spaces.

There is not a lot of room in the office and waiting areas. We appreciate your assistance and cooperation in helping us to keep the number of people in our waiting areas at a minimum. Please wait in your cars as much as possible. Even after liquidating the store the space available for proper distancing remains limited.

- We remain aware and attentive to ongoing distancing issues and changing rules and will respond in the best interest of our students and business.
- Students who do not feel well are asked to please stay home. Students are welcome to attend make up classes in a similar class when they are feeling better.
- We are unable to offer live streaming or zoom of classes in real time due to privacy and licensing issues and the difficulty of recording for teachers. On request appropriate links to warm-up and class videos can be provided.

2022 Performance and Costume information

En Avant has reserved the Cheyenne Civic Center for our spring performance June 10 and 11 2022.

- A performance handbook will be available on our website by November 1, 2021
- We will again hold three (3) performances.
- **Costume prices remain the same** - Pre-dance, Ballet 1 & 2, Tap 1 & 2 costume price is \$60 for each costume. All other costumes are \$80. A costume must be purchased for each class in which a student performs.

- Dress Rehearsal for all performances will be Thursday June 9 and performances will be Friday June 10, Saturday afternoon June 11 and Saturday evening June 11.
- All three performances will be available to the public as fundraisers for a local non-profit, yet to be determined.
- Several factors make it necessary to require that tickets for all performances be reserved and purchased from the Cheyenne Civic Center by students and/or parents. **The per student performance fee has been lowered to \$15** to keep performance costs for families close to previous levels. There is no family maximum for performance fees.
- Parents are responsible for purchasing their own tickets for each performance through the Cheyenne Civic Center.
- Ticket prices are \$8 plus Civic Center fees for the Saturday afternoon performance with our youngest dancers. Tickets for the performance showcasing upper-level classes and teachers are \$15 plus Civic Center fees. Tickets for the performance highlighting mid-level classes are \$12 plus Civic Center fees.
- Performance information including links to purchase tickets will be provided via the En Avant newsletter in early 2022. Please plan accordingly to reserve and purchase tickets for you and your friends and family. En Avant staff will not be involved in reserving or obtaining tickets.
- **We encourage you to set aside appropriate amounts each month between registration and November 1 so that the charge for performance fees and costumes will be manageable on November 1.**

SAFETY

With the safety of our families a number one priority, En Avant Dance is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registering your family in our parent portal and enrolling your students in classes, you will read and sign a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please talk with Miss Tenacity about arranging a waiver. We need to make sure we know which students may not be photographed.

We have a live video feed of all three studios which can be seen on the screen above the front desk. You may ask staff to change the views if you aren't seeing the studio you would like to view. Please remember for safety all our waiting areas require limiting the number of people to safely distance within those spaces.

If we are again able to schedule observation weeks masks will be required for all students and observers.

In addition to having professional education, training and experience, all our teachers and staff members undergo official background checks to insure they should be allowed to work with children.

The owners, teachers and staff at En Avant Dance are aware of the negative impact of inappropriate music and costume selection when it comes to preparing for dance performances. Though we are committed to ensuring students are not subjected to inappropriate music or costuming it is not always possible to find selections that won't offend anyone.

It is simply not possible to eliminate everything created or produced by someone who was later accused or found guilty of unacceptable behavior. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and strive to avoid using such music. We hope you understand some lyrics may be misheard and slip through. If this happens, we will correct the mistake as soon as it is realized. Additionally, we are committed to restricting costume selection to avoid gratuitous and excessive sexualizing, (i.e. no slutty anything costumes) or containing explicit graphic or textual content.

Concurrent Classes

Classes meet weekly. Some more advanced classes require students to be registered concurrently in one or two other En Avant classes. Concurrent classes are a non-negotiable requirement to ensure that students in some advanced classes are supporting muscle development and strength by participating in additional dance activity during each week. Though our community is lucky to have two local dance companies providing performance opportunities for some dancers, these are not dance education institutions. Participation in company class or performing with a local company does not meet En Avant's concurrent class requirements.

REGISTRATION/ENROLLMENT

Families or individuals register using our online process and may enroll students for classes during that online registration. After registering and enrolling students, this first time, parents will sign into the Parent Portal where they will be able to view student schedules, receive important information view transaction history and more. Information will be updated through the Parent Portal and because information is kept in the database, in the future families with students who previously registered will be able to enroll in classes via the Parent Portal. Individual adults without child students register and use the Parent Portal in the same way. Please learn more about the Parent Portal by watching the video when you sign up.

Enrolling in a class designates a spot for a student in that class for the entire school year. Once a class is full other students do not have the opportunity to participate in that class. If there are 8 students waitlisted for a class En Avant will attempt to offer an additional section of that class. Limited availability of teachers and space will likely require added class offerings occur on Fridays and Saturdays.

REGISTRATION FEE REMAINS THE SAME IN 2021

- Annual registration fee of \$37 per student
- Maximum of \$95 per family
- Full amount must be paid with 1st month tuition installment or discounted full or half year before registration is completed.
- Registration Fee is not discounted and is Non-Refundable.

REGISTERING

Before classes begin it is important that all students and/or parents – whether returning or new - complete the online registration by clicking the registration button on the enavantwy.com website, or you may come to the studio office for assistance from staff during designated registration time slots.

1. Complete the online registration form which includes indicating that you have read and understand the following documents by agreeing.
 - a. Medical liability, emergency contact and Covid 19 release forms.
 - b. Photo and video release (so we can show off photos and videos of our amazing dancers on Facebook and Instagram

and in and around the studios). * Please note if you have an issue with this release, please talk with Miss Tenacity about a waiver. We need to know whom we can't take pictures of.

- c. Student behaviour agreement. Please make sure your student has an age-appropriate understanding of what is expected.
- d. Tuition, Registration and Fee agreement
*there are no refunds
- e. Discounts and Payment Options

TUITION INSTALLMENTS

Enrolling a student in dance classes is a commitment for that student to remain in class throughout the year. Costs for offering dance classes include space, utilities, insurance, licensing, teacher pay and unemployment insurance along with a range of other administrative costs between Mid-September and early June. Tuition is based on the estimated cost of providing a set number of classes during the studio school year.

Tuition . installments remain the same throughout the year. **Tuition is based on a total number of classes between September 13 and June 11** or studio school year. Holidays, snow days, and rehearsal weeks have been included in the tuition cost calculation. Tuition amounts are not based on the number of weeks or class dates occurring in any specific month. **Tuition is not prorated for any reason.** Cost estimates require that a minimum number of students participate from beginning to end. Space, time and teacher limitations make it necessary to offer only classes with the minimum number of students participating and committed to remaining through the entire school year.

Monthly tuition installments remain the same even if the student has opted out of spring performance. Students continue to participate and learn in class each week and will learn the performance piece with the class even when not performing.

For convenience, annual tuition is divided into ten equal . installments which may be made in monthly payments. The 1st tuition . installment is due at registration. Again, tuition . installments remain the same throughout the year because they have no relationship to the number of weeks or class

dates occurring in any specific month. Monthly, tuition . installments are due on the 1st of each month September thru June. All tuition must be paid in full before classes end and the performance is held.

Tuition Installment Payments The first tuition installment payment is due at registration or September 1.

- **BEST VALUE -10% discount for full year tuition paid at registration. (Talk to Miss Tenacity to arrange this option)**
- 5% discount for half year tuition paid at registration and automatically on February 1st. (Talk to Miss Tenacity to arrange this option)
- **Monthly Automatic tuition installments.** Divided into 10 total payments, tuition . installments are due the first of each month and subject to late fees if being paid with a card which expires during the studio school year.
- **HIGHER COST OPTION – Non-automatic tuition installments paid monthly include a \$13 per installment payment processing fee.** May pay with card online, personal bank account, or card, cash or check in person.
- Late fees are added three (3) days after the due date. See schedule

Automatic Payments /Invoice

- All active accounts receive an En Avant Dance invoice before the 1st of every month. This includes automatic payments!

Late Payments and Fees

- Payment is due on the 1st of each month. **Make sure your automatic payments don't fail because of an expired card. A \$20 late fee will accrue three (3) days after a payment is missed.**
- **Non-automatic payments, in addition to a \$13 per installment fee, will accrue a \$20 late fee three (3) days after a payment is missed.**
- Late fees are added each subsequent month the payment is not received. After a 2nd missed payment students will not be allowed to participate in class until all late payments including fees have been made.

- **LATE FEES ARE NOT REMOVED OR WAIVED FOR ANY REASON**
- En Avant does not make phone reminders about payments due.
- *Any account with a balance remaining on June 7, 2022, will be subject to an additional \$50 late fee on top of any existing late fees. All accounts must be paid in full, including late fees, by June 7, 2022, to participate in Dress Rehearsal and Spring Performance*

2021 / 2022 PAYMENT SCHEDULE

Full year tuition (discounted 10% at registration) is the best value for dance classes. Half year tuition (discounted 5% 1st payment at registration and 2nd on February 1) is also available. Automatic tuition installments on the first of every month avoids the monthly processing fee.

. INSTALLMENT PAYMENT DUE DATES

September 2021 1 st late on the 6 th	February 2022 1 st late on the 4 th
October 2021 1 st late on the 6 th	March 2022 1 st late on the 4 th
November 2021 1 st late on the 4 th	April 2022 4 st late on the 7 th
December 2021 1 st late on the 6 th	May 2022 2 nd late on 5 th
January 2022 3 rd late on the 6 th .	June 2022 1 st late on 6 th

There is a \$30.00 fee for all checks returned for insufficient funds.

2021-2022 TUITION

Monthly tuition . installment amounts for the 2021-2022 dance school year are listed for various classes below. Feel free to contact our office staff if you have tuition, fee, or cost-related questions.

Class Length	Description	Tuition (monthly . installment)
45 -50 minute	Pre-dance, Tot-hop, Ballet 1,2, and 3, Tap 1 & 2, Hip-Hop 1, 2 & 3, Irish Step Soft Shoe	\$58
60-75 minute	Ballet 4 & 5, All Pointe, All Modern, All Jazz, Tap 3,4 & 5, Adult Ballet & Tap, Hip-Hop 4, Irish Step Hard Shoe, Improv	\$63

Specialty or 75+ minutes	Ballet 6 & 7, Ballet Pointe Variations, Ballet Conditioning Ballet Technique, All Hoop, All Lyrical/Contemporary, Performance Solo/Small Group	\$68
Discount	Full price for highest priced class. 2nd, 3rd or 4th class discounted @ 10% 5 or more classes - Full price minus 15% for 5 for more classes	10% 15%
Full Tuition Discount	10% off full year tuition at registration 5% off ½ year payment at registration & Feb 1	10% 5% + 5%
	Barre Class & Nia (reduced price for 3-month punch cards)	\$15 per class drop- in
	Yoga & Zumba (reduced price for 3-month punch cards)	\$13 per class drop- in

Policy, Procedure and Etiquette

Students learn better in a secure orderly and non-disruptive environment. En Avant Dance classes include structure and discipline with fun and exciting opportunities to foster growth and development in dancers. All activities are approached with professionalism and integrity. We are committed to providing a safe, welcoming and nurturing environment that encourages each student to discover, explore and develop their own passion for dance while also developing important life skills such as respect, commitment to setting and achieving goals, reliability and personal traits such as self-confidence, tenacity, and work ethic.

Because we strive to offer the highest level of dance education in a respectful and nurturing environment that supports a happy and positive experience, it is important that students, parents, (including caregivers and legal guardians) extended friends and family members and staff understand and comply with clear basic rules that can be fairly and consistently implemented. The following rules are studio policy. Please remember that we value your patronage and support and are grateful that you chose us for your

dance education but must have behaviour standards. We appreciate your help to provide a positive experience for our entire dance family.

Please review our studio policies with your children to help them understand why it is important for everyone to follow the studio rules.

Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio. We reserve the right to inform a student to seek instruction elsewhere if his or her behaviour – or that of the parent, family members or caregivers – is disruptive or disrespectful.

STAFF ETIQUETTE

- Always demonstrate respect for teachers, parents, staff and students.
- Prepare lesson plans of class.
- Arrive early and start and end class on time.
- Get to know students, be patient, kind, understanding and encouraging

STUDENT ETIQUETTE

- Always demonstrate respect for teachers, parents, staff, other students and their siblings.
- Put your name on all shoes, bags, clothing and water bottles.
- Read and understand the handbooks.
- Don't bring valuables to class, leave them in the car or at home.
- NO GUM anywhere.
- No running in the studio.
- Arrive at least a few minutes prior to your scheduled class.
- Please remember this is a dance studio. The dressing rooms are not private. Do not lock others out of the dressing room. Dressing rooms are intended for everyone's use, at the same time.
- Arrive for class with or already wearing appropriate clothing in accordance with the dress code for the specific class. (see Dress Code for appropriate clothing for each class)
- Hair must be tied back neatly off the face. Ballet buns are required for all ballet classes.
- Use restroom before class.
- Please NO street shoes on the dance floors - **ALSO DO NOT WEAR YOUR DANCE SHOES OUTSIDE.**

- Check your tap shoes for loose screws.
- Teachers may ask dancers not dressed appropriately to sit out.
- TURN CELL PHONES OFF or PUT THEM ON SILENT MODE.
- LEAVE CELL PHONES in the DRESSING OR WAITING AREAS.
- **CELL PHONES ARE NOT TO BE USED DURING CLASS.**
- **NO CELL PHONE IN THE DANCE CLASS** -unless the teacher gives permission to use phones to record something to practice at home.
- If the cell phone rule is not followed, students will surrender phones for placement in a bin before each class; student will be allowed to have phones back after class.
- Please use appropriate trash and recycle bins to dispose of trash – clean up after yourself.
- Show respect and care for studio equipment and facilities.
- Please keep hands, faces, lips, feet, bottoms and all other body parts off the mirrors.
- Do not lean on the mirrors. Students seen marking up the mirrors may be asked to sit out and be required to pay a \$30 cleaning fee before being allowed back in class.
- Attend class regularly unless ill or injured, or in the event of a family emergency.
- Honor prior commitments made to the studio by attending classes, rehearsals and performances above other social events.
- Listen and follow directions.
- More experienced and older dancers - you are role models, act accordingly, including appropriate language and behaviour.
- Respect the investment made by your parents in your dance education and use your class time wisely. It is rude to stand around talking in small groups instead of working on what your teacher asked. Please don't do it.
- Do not leave class to go to the waiting area to visit with friends or check cell phones.
- Ask for help if you need it – we are here for you.
- Practice at home.
- Students under the age of 18 must talk with their teacher or Miss Tenacity as soon as they realize they are having trouble with another student or group of students. We can't help you if we don't know about the problem.

PARENT (INCLUDING CAREGIVERS OR LEGAL GUARDIANS) ETIQUETTE

- Demonstrate respect for teachers, students, staff and other parents always.

- ***If you wish to speak to your child's teacher, contact the office to set an appointment; he/she is obligated to start his/her next class on time but will gladly contact you later.***
- Read the handbooks with your student, ensure everyone understands.
- Take responsibility to read email updates and keep up to date with current activities and important information.
- Ensure siblings are always supervised, equipment is treated with care and the waiting areas are left tidy.
- Refrain from entering the dance space unless invited by a teacher. This includes studios not in use and extends to siblings. If there is an emergency, ask a staff member to find your student or take a message to the student.
- Encourage children to show commitment and positivity while working to the best of their own ability.
- Encourage children to practice at home.
- Please check the lost and found box frequently. Donations of items in the lost and found are made monthly.
- Please pay accounts on time. Late fees are issued on overdue accounts.
- Please, if you need to discuss a situation, call the office to arrange a mutually convenient meeting time and avoid gossip about studio families or business.
- Please avoid comparing your child to other students or discussing such comparisons with other parents. Even the most well-intended observations can be misunderstood and taken wrong.
- If your dancer is ill or cannot be at class, please call the studio and leave a message for the teacher. Classes can be made up at the same or lower-level class. Please let the teacher know if your child is going to attend a class as a make-up.
- Monthly newsletters are sent via email and some paper copies will be available in the studio waiting areas. These contain studio information that you need to know. Please be sure to ask your dancer for this newsletter and any other notes from the studio. Things handed out in dance class get put in the dance bag, never to be seen again.
- When your dancer begins class in September, your child is expected to dance through June. Tuition is based on the total cost for classes for an entire school year and that total is divided into 10 equal payments that are made monthly. If a student quits during the year, you must provide a written notice, or you will be responsible for charges incurred. Partial month payments are not available.

DISCIPLINARY ACTIONS

- Those extremely rare cases of students, parents (including carers or legal guardians), extended friends and family, staff or volunteers showing disrespectful

or aggressive behaviour toward students, parents (including caregivers or legal guardians), extended friends and family, staff or volunteers, will result in a meeting, one written warning or immediate dismissal from classes of any involved student, or immediate termination of employment or contract; at the discretion of En Avant staff. There will be no refund or further discussion.

Office, Store, Waiting & Dressing Room Etiquette

We want your time spent at the studio to be as pleasant as possible. It is necessary to seriously limit the number of people allowed to wait in the office and former store area outside of studio 1. We ask that noise be kept to a minimum in all waiting areas including the office and store. In the office Ceara and office assistants work hard to answer questions, take care of phone calls, etc. Additional noise can be distracting for them, making it difficult to hear phone calls, or have conversations with customers.

- Please remember there are others waiting in the same space and often noise carries over into dance spaces and distracts students.
- Please turn the volume down on all your electronic devices or use headphones.
- The office is an office and waiting room, not the snack room or playground nor an appropriate place to practice your musical instruments or conduct singing recitals.
- **Please don't park yourself and child or siblings of your dancer on the floor and spread out your things in the middle of the walkway between the office and store or between the office and dance space. It is dangerous for your child, and others trying to enter the dance space.**
- If you bring popcorn, (or anything else that crumbles and leaves a mess) please use the hand vacuum on the wall in the store to clean up your droppings before they are ground into the carpet.
- What is left of our store is not a place to play hide n seek, or practice with tap shoes. Proper distancing in all our spaces is necessary. Please make sure your dancers and their siblings understand that this is not a play area.
- The dressing rooms are available for everyone's use. This is not a department store and the dressing rooms are not private. If someone is in the dressing room, please knock on the door and let your child in to change.

In other words, please let's remember the lessons our parents taught us and behave like ladies and gentlemen as Charlotte Shane observed,

"The great delusion of people everywhere? - that their disregard for others makes them interesting"

Teacher Conferences/Questions

- To end classes earlier in the evening, some classes have only 5 minutes between end and start times. **Please do not delay teachers between their classes.**
- Please leave a message at the front desk if you would like to speak with your child's teacher. Let them know days, times and phone numbers for the teacher to call you.

Please understand, most of our teachers have full time jobs and some dance with Ballet Wyoming. Their availability may be very limited and specific, but they will be happy to answer your questions when they have time.

- Procedural questions or complaints must go through office staff.
- We ask that parents and students refrain from contacting En Avant Dance teachers via phone, in person, or via email / social networking with studio issues unless it has been approved by the managing owner, Miss Tenacity. Private lesson arrangements are excepted but please don't delay teachers between classes to make private lesson arrangements.
- Personal meetings with Miss Tenacity can happily be arranged by sending an email or phoning for an appointment.

Attendance

Attendance and participation are imperative for a dance student to progress. Proper technique and dance skills are accomplished through practice and patience.

- **Some classes may have minimum attendance requirements for students to be allowed to participate in the spring performance.**
- If a dancer has inconsistent attendance, participation in the performance is solely at the discretion of teachers and studio managing owner.
- There are no refunds for missed classes or for costume purchases for classes in which students are not allowed to perform due to poor attendance.
- Poor attendance will likely impact a student's ability to advance to the next level.

Your child's attendance in class is very important for them, the class and the teaching staff. As a member of the class, it is a commitment for you to ensure your child attends classes on time each week and attends all lessons planned for them. Not only do absences impact the performance pieces, they also impact the social and confidence-building principals we work hard to foster in each age group.

When students miss classes, they may fail to master steps. Then, they are unable to contribute fully when choreography for performance pieces includes steps, they were unable to master due to multiple absences. If you know ahead of time that your child will be absent due to vacations, commitments or school trips, please let us know. If your child is too unwell to attend class, we ask that you inform the office, so they can let the teachers know.

Class Interruptions

No classes (including private lessons or studio rentals) or teachers are to be disturbed unless it is an emergency. Please do not interrupt class to approach teachers or students during class. If a message or food/drink/medication needs to be passed on to a student, please ask an En Avant Dance staff member to take care of it for you. We ask that parents please remain in the waiting areas or outside of the studios until classes have been dismissed.

Closed Classroom Policy

We want you to be involved in your child's dance education as much as possible and we want you to feel you are receiving the best value for your investment. It is important for all students to remain focused while in the classroom.

- We are asking parents to observe a closed classroom policy for all classes. (See below for more information about observation weeks)
- We appreciate your help in assisting to provide an environment in which every dancer will be comfortable and better able to focus.
- Although seating areas are provided outside the dance spaces, space is limited due to Health Department limits on the number of people allowed to occupy specific square footage areas and social distancing requirements. Please make arrangements to wait in your car or elsewhere for your dancer if at all possible.
- **In Studio 1 (behind the office)**
Parents are often a distraction for our youngest dancers. We do provide a video camera feed of all dance spaces. All studios have very limited seating to allow parents to watch the live feed of the classroom without distracting the students. If the video is off or not showing the class in which, you are interested, ask the office person to turn it on. Please allow other parents a chance to take advantage of this option as well.
- Please stand away from the door so that your dancer won't see you watching.
- **In Studio 2 (upstairs)** a maximum of 3 parents may wait for students socially distanced in the entrance waiting area. The dance space is not very visible from the waiting area. No parents may wait in the dance space.
- **In Studio 4** (between office and upstairs) There is only room for 4 people distanced to wait in the entrance lobby.

We've heard, from teachers, students and parents, how much they appreciate not having an audience for every class. We ask for your assistance and compliance. It turns out, some dancers don't like being watched by strangers during every class and are uncomfortable having an audience while they are learning. Parents can be a distraction

for dancers and don't always realize that distracting one student can distract them all. Teachers find parents and friends in the dance space distract dancers more than either realizes.

We are sorry if you find this policy annoying. It may help to remember that sometimes students feel additional pressure and stress when trying to please a parent or being watched by strangers. The absence of unknown watchers makes the class less uncomfortable for students who are naturally inclined to be anxious. There are many dancers in every class, and odds are some are made uncomfortable being watched while they are learning. Think how you might feel if people came to your work place every day to watch you work. Or imagine attending every class each day to observe your child in school. We appreciate your consideration of the other students attending class with your students and your assistance in following this policy.

Parent Observation Weeks

Masks are required for everyone during Parent Observation Weeks. During these weeks' parents are invited to come to class to observe your dancers. Parents will be able to learn about what goes on in the dance classroom. By scheduling observation weeks early in the year, before Christmas break and just before spring performance, parents will be able to see their child's progress and appreciate how hard they work and what they have learned. During observation time, you are welcome to take pictures and video if it does not disturb class.

- At any time, the teacher feels that observation is disrupting the class, the teacher has the right to end observation at that time.

If you have friends or family visiting from out of town and would like to arrange a special observation opportunity for them to observe your child in class, please contact Miss Tenacity. It may be possible to arrange for a special observation for out-of-town visitors. Thank you again for your understanding, consideration and assistance with this policy.

Missed Classes

- There are no refunds for missed classes.
- If requested, links for warm-ups and useful class sessions on the En Avant You Tube channel will be provided.
- It may be possible for students to make up a class during another class that is like the registered class at the same or a lower level. Students should contact the office within a week of having been absent or following a missed class to ask for assistance to know if there is space available in a similar class. Teachers may allow students to participate in similar classes as make-up for missed classes. It is the student's responsibility to arrange make-ups.
- Make-ups should be done within 30 days of the class missed.

- Make-up options must be discussed with the teacher in advance. Contact the office first so the teacher can be notified to contact students with questions.

Teachers will appreciate it if the studio is notified (307-634-9945) to let teachers know students will miss class. Classes are working on performance dances during the months of February-May. There are no make-ups after April 15th.

Please check our list of important dates to review holiday closings. Snow cancellations and holidays and breaks are all included in the tuition calculation. Make-ups may be scheduled on weekends if snow or other cancellations exceed the number calculated for tuition. If classes are cancelled, students may request access to warm-up and class videos on the En Avant Youtube channel. Refunds are not issued due to inclement weather.

En Avant Dance reserves the right to substitute or change teachers or schedules, if necessary, at any time throughout the year. As much warning, as possible will be provided regarding cancellations or schedule changes.

If business closures are ordered, En Avant Dance will provide updated videos for students throughout the period. If the size of groups allowed to gather for dance class is reduced, En Avant may shift to an 'every other week' schedule for classes of more than 8 students. This would allow students to meet in smaller groups for in person classes in alternating weeks and use videos in the other weeks during the period of group size reduction. The potential for a reduction in class sessions or for a mandatory closing or reduction in group meeting size has been considered in the calculations for tuition amounts.

Free Trial Classes

We encourage all students and families to try a variety of dance styles. Please contact the office if your student wants to observe or try a new class. If classes are not full your student may be able to participate for free in a first trial class. For full classes we may need to schedule a trial class for a date when we know there will be an absence.

Class Eligibility/Placement

Some classes may require a minimum age, ability, experience or concurrent class participation requirement and/or teacher approval to be included in a class. Please see the 2020 – 2021 schedule for specific information on class requirements, placement and eligibility.

Dropping Off and Picking Up

It is the responsibility of the parent or responsible guardian to ensure their child is dropped off and picked up on time. We are unable to take responsibility for our students before or after their scheduled classes.

If you have concerns about an un-authorized person attempting to pick up your child and want staff assistance in assuring your child is not picked up by an

unauthorized person you must provide the studio with written notification at least 1 week in advance and your plan for avoiding the issue.

- Parents may drop off their child 10 minutes before class begins. A student arriving more than 10 minutes before the start of class, must be under the supervision of a parent.
- Non-student siblings of students may not be left without a parent or guardian.
- Please be on time to pick up your child, especially if it is the last class of the night. For the safety of our students, we ask that they wait inside the building. Students should not be waiting more than 5-10 minutes for their ride.

Additionally, older students who drive themselves must be reminded not to stand on the street to talk after class.

En Avant Dance staff are not allowed to give rides to students but will not leave until all students have been picked up.

- In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be collected.

Stolen or Lost Property

En Avant Dance takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our students, staff and families to avoid bringing valuable items into the studio when possible. Please check the bins in each area for lost items. All lost items are donated to charity monthly. Donated shoes in the donation bin are made available to students in need.

Choreography

Choreography, and studio policies are the intellectual property of En Avant Dance and may not be reproduced or sold by students, parents or staff without permission of the owners. Performance choreography is the intellectual property of the teachers who create it.

Communication

Here at En Avant Dance, we understand the importance of communication. It is our promise to respond to all messages in a timely manner. We need your help! Please speak slowly. Leave your phone number, your name and a little bit about what specifically you are calling about. We'll try for the next business day but, depending on the question, we may not be able to find an answer that quickly. Miss Tenacity, or another office assistant may be contacted at 307-634-9945.

You may, (although it is not guaranteed) catch Miss Tenacity in her office between 9:30 and Noon Monday thru Thursday. Feel free to call or drop by. Or leave a message to set up an appointment.

Office Hours

3:30 to 6 Monday thru Friday

Saturday by appointment

Summer Hours vary

If you call outside of office or store hours and get the message machine, please

- Speak slowly and leave your name, the name of your student may also be helpful.
- The number to call back,
- A specific message with enough detail so that staff will be able to call you back with an answer.
- If you don't leave a message, or tell us why you called, or leave a phone number we can't /won't call you back.

PHONE NUMBERS FOR EMERGENCIES

- Please make sure you have provided mobile or other phone numbers that are correct and up to date for use in case of an emergency.

EMAIL

Our email address has changed! Please add our new email address dance@enavantwy.com to your contacts so we don't end up in the dreaded Spam folder! Please use this address and not the old yahoo address.

You will be able to track important information such as transactions and student schedules in the Parent Portal where you may also receive updates. You will also receive email such as invoices and newsletters from dance@enaavantwy.com.

Please update email changes in your parent portal so you don't miss out on important information from En Avant Dance.

In the infrequent case of urgent information (for example, weather closures or unexpected class cancellation or performance updates), we will post notices in the parent portal, post on our Facebook page and Instagram and when possible, change the voice mail message at the office.

Posted information in studios

We post notices of important information, dates and studio details in the office, waiting area and studio bulletin boards. Please check your parent portal regularly and look around the studio when dropping off and picking up your student in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio. If you need any clarification, please

don't hesitate to call us at 307-634-9945 to talk to staff during office hours or leave a specific message.

Facebook & Other Social Media

We post information to our Facebook page and share on Instagram. Facebook is a great way for us to keep in touch with many people at once. We encourage all families to like/follow our En Avant Dance Studio Facebook page

<https://www.facebook.com/En-Avant-Dance-Studio-250384724990967/>

OUR Instagram account is linked to our Facebook page. En Avant Dance Studio **#exploreyourpassionfordance #enavantwy #enavantdancestudio – be sure to add the # to your posts.**

En Avant Dance Studio's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding social media and feel free to contact our office staff if you have any questions.

Student and Parent Use of Social Media Regarding En Avant Dance

The use of Facebook, Instagram, Twitter, LinkedIn, blogging and other social media outlets is commonplace. This policy is intended to provide parents and students with guidelines for the use of social media regarding En Avant Dance, classes, students, performances, etc.

- Please use common sense and discretion when posting on these sites. Remember your anonymity on social media is never guaranteed.
- Never post anything that could compromise the self-esteem of En Avant Dance students.
- Please don't post negative comments about En Avant Dance, our teachers, our performers or any events attended. Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards En Avant Dance staff, students or families may subject the comment owner to disciplinary or legal action.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via social media. We have an open-door policy and encourage all communication, complaints and feedback to be communicated directly with Miss Tenacity so that everyone knows what the problem is and we can find a solution as quickly as possible.
- Please do not post photographs, or videos of classes or rehearsals. You do not have a signed release to share other student's photographs or permission to share choreography belonging to the teacher who created it.

If it is brought to our attention that there has been improper use of social media, you will be asked to remove the content and if not done or if this continues to be a problem, it may result in dismissal of the student.

Privacy

When you purchase or hire a product or service with En Avant Dance, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of enrollment for your student. We only collect information directly from our students or their parent/guardians to provide services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market information about our products or services which may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. We will follow the appropriate privacy and confidentiality protections when passing on any information.

Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

Dress Code Clothing

- *Pre-dance*: Pink leotard, pink tights and pink ballet slippers. **Skirts may be worn.** Teachers may ask for skirts to be removed if they become a distraction for the student.
- *Tot-hop*: Loose fitting clothing that allows freedom of movement. Bare feet, socks, or tennis shoes that have not been worn outside.
- *All Boys*: Fitted white or black tee, jazz pants, bike shorts, tights or sweatpants. Black dance shoes. Dance belt – age 12 and up.
- *Ballet, Ballet Conditioning, Pointe, Partnering*: Black leotard, pink tights, pink slippers. Sansha, SoDanca, Capezio or Bloch brand shoes only. **Skirts may be worn. Teachers may ask students to remove excess layers.**
- *Ballet 4-7*: Split sole slippers for Ballet 4-7. Colored leotards allowed.
- *Modern/Improv*: Colored leotard and tights, bike shorts or leggings, t-shirts, bare feet. Two-piece dance wear must be form fitting, no exposed midriffs.
- *Tap*: Colored leotard and tights, bike shorts, leggings, pants, t-shirts. No pockets in clothes. Black tap shoes. Sansha, SoDanca, Capezio or Bloch brand only.

- *Step Dance*: Colored leotard and tights, bike shorts or leggings, t-shirts, black ghillies or jazz shoes. Hard shoes may be required for step classes.
- *Jazz*: Colored leotard and tights, bike shorts or leggings, t-shirts Leotard, tights, leggings or pants. Black jazz shoes. Two-piece dance wear must be form fitting, no exposed midriiffs.
- *Lyra Aerial Hoop*: Leotard must be worn (no exceptions) and tights, bike shorts or leggings, t-shirts Socks or Bare feet.
- *Lyrical/Contemporary*: Colored leotard and tights, bike shorts or leggings, or pants and t-shirts. Two-piece dance wear must be form fitting, no exposed midriiffs. Bare feet or half shoes (foot undeez).
- *Hip Hop*: Colored leotard and tights, bike shorts or leggings, or pants and t-shirts. Two-piece dance wear must be form fitting, no exposed midriiffs. Knee pads required, and dance sneakers recommended. However, sneakers that have never been worn outside are allowed.

Faculty

You may learn about our enthusiastic, passionate and dedicated teachers from our website where education and experience bios are posted along with photos of each teacher. We are thrilled to be a part of your family's dance journey and are looking forward to contributing to the development and confidence of your students.

Please note that although some dance levels are compressed due to lower enrolment or space and teacher availability, advanced students are still signing up for advanced classes even though the level number may be lower than in the past or there are fewer levels of some dance styles. Compression of levels allows us to continue offering classes for which there are not enough students to justify multiple levels.

Class Schedule

Scheduling our classes is a huge task and we work hard to ensure that children are given classes at an age-appropriate time. We also try to take age and interest considerations into account when building the schedule.

- The schedule is tight, with only five (5) minutes between some classes. We very much appreciate, students moving quickly to their next class and parents and caregivers leaving a message with the office to arrange a time to speak with teachers and not delaying them between classes.
- Due to time and space limitations and faculty availability it is not always possible to schedule every class so that every student interested in that class will be able to take it.
- If we have 8 or more students wait listed for a class, we will try to offer another session depending on teacher, space and time availability.
- Unfortunately, sometimes students will have to choose one thing over another.

- Please leave a message with the office if you wish to speak with a teacher about private lesson.
- Please find the schedule for 2021-2022 school year at enavantwy.com

Important Dates

We understand how busy the lives and schedules of our dance families can get as the year rolls along. We have tried to provide important dates. We hope this will help you to plan other commitments throughout the year.

Below are listed some of our most important "Save the Dates". Additional information (including times, costumes, requirements, etc.) will be communicated via email with reminders posted in the office and waiting areas as events get closer. A performance handbook will be available after costume payments have been received. If you know ahead of time that your student will be unable to attend, please let us know at your earliest convenience.

Date	Event	Description	Who it involves
September 13, 2021	CLASSES BEGIN	First day of classes for 2021-2022	Everyone
October 4 - 9	Parent Observation Week	Dependent on COVID 19 issues at the time	Masks Required for EVERYONE
November, 1	PERFORMANCE FEE & COSTUME PAYMENT	Full amount due by November 1	Spring Performance participants
November 1,	CHRISTMAS PARADE SIGN-UP	rehearsal dates TBD	Students wanting to participate in Christmas Parade
November 22-28	THANKSGIVING BREAK	Studio is closed for Thanksgiving Week	Everyone

November 27, 2021	CHRISTMAS PARADE	Christmas Parade participants meet at studio and march in parade Time TBD	All participants who signed up November 1,
December 13 - 18	OBSERVATION WEEK	Dependent on COVID19	Masks required for everyone
December 20, 2021 - January 2, 2022	CHRISTX BREAK	Studio is closed	Everyone
January, 17 2022	MLK EQUALITY DAY	Studio closed	NO CLASSES
February, 21, 2022	PRESIDENTS DAY	Studio closed	NO CLASSES
March 1, 2022	SUMMER CLASS/CAMP REGISTRATION OPEN	Summer class schedule available	Everyone
March 28 - April 3, 2022	SPRING BREAK	Studio is closed for Spring Break week	Everyone
May 9-14 2022	OBSERVATION WEEK		Masks may be required for Everyone
May 30 2022	MEMORIAL DAY	STUDIO CLOSED	No Classes
May 31 – June 4 & June 6-8, 2022	REHEARSAL DATES & PHOTOS	Schedule provided in performance handbook	All participants in performance

THURSDAY, June 9, 2022	DRESS REHEARSAL	Schedule will be provided	All students performing
FRIDAY June 10, 2022	SPRING PERFORMANCE mid-level classes 6pm	Participants remain for entire performance	All participants in spring performance
SATURDAY June 11, 2022	SPRING PERFORMANCE 2pm – pre + 6pm – advanced level classes	Participants remain for entire performance	All participants in spring performance
June 20, 2022	Summer Classes begin		