



En Avant Dance
Parent / Student
2023-2024 Handbook

discover, explore, unleash your passion for dance!

En Avant Dance

Office Hours

Monday – Thursday 3pm–6pm

Send an email to dance@enavantwy.com

for a time during the day to stop in

Saturday BY APPOINTMENT

319 West 18th Street

Cheyenne, WY 82007

307-634-9945

If you call, please

Leave a message that includes your NAME, NUMBER and ISSUE

or we can't call you back with an answer!

dance@enavantwy.com

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

Tenacity Bricher-Wade, Managing Owner/Teacher

Sheila Bricher-Wade, Not always silent partner/ owner

Tammy Nowak, Office Manager

Welcome to En Avant's 35th 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.**

Please watch your email for monthly newsletters from En Avant Dance. This will be your primary source for information about what is happening at the studio.

**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 /parents 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 is 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. Thousands of 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.

HEALTH CONSIDERATIONS

In our commitment to safety and an abundance of caution En Avant Dance continues cross ventilation air filtering and intensive cleaning protocols. We strive to make sure our dancers and their families and staff have every opportunity to use social distancing as much as possible to protect themselves.

- We ask that everyone be attentive to distancing and careful about handwashing.
- **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.**
- 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 to insure classes are not held up by cleaning.
- 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.

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.**

TO OPT OUT OF the MEDIA WAIVER you must send a written statement to dance@enavantwy.com indicating that your child may not be photographed and images used in social and other media promotions. We need to make sure we know which students may not be photographed.

A live video feed of all three studios may be seen on the screen above the front desk. Please remember for safety all our waiting areas require limiting the number of people to safely distance within those spaces. Please help us keep everyone safe and don't let any unaccompanied little people out of a door when you are entering.

It is possible masks could be required for all students, siblings and parents during observation weeks if there is a serious resurgence of Covid at the time. We strongly encourage anyone who is at risk or has at risk family members to continue wearing masks in our studios. Some of our staff will continue wearing masks as a precaution.

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 hypersexual content.**

DANCE CLASS MONTHLY INSTALLMENT AMOUNTS ARE BASED ON ANNUAL TUITION

For convenience, annual tuition for each class has been divided to allow tuition to be paid in 10 equal monthly installments.

- 1. Monthly tuition installments remain the same September through June regardless of the number of class dates in any month, closures for holidays or absences.**
- 2. Students who are not performing continue to learn in class each week and learn the performance piece with the class.**
- 3. Opting out of the Spring Performance does not reduce the requirement for 10 monthly tuition payments.**
- 4. Non-performance classes are not included in the spring performance.**
- 5. Parents/students must contact En Avant in writing to discuss issues that may prevent a student from remaining in class. Dropping out without completing tuition payments could result in having remaining tuition due turned over for collection.**

TUITION IS NOT PRORATED & THERE ARE NO REFUNDS.

TUITION AND ENROLMENT

Tuition calculations include costs for space rental, heat, lights, water, cleaning, building and equipment, repair and maintenance, music licensing, teacher salaries, unemployment, property and income taxes, insurance, fiscal and database management and a range of administrative and other related costs.

Enrollment holds a student's place in class as part of the student's commitment to remain in that class, for the entire 10-month dance year, September through June. That commitment obligates the parent/student to continue monthly tuition payments September through June.

- ✚ **Students are not enrolled in a class with their place held until all online registration requirements, including agreeing to all tuition payments and policy documents have been completed and the annual registration fee and the first tuition installment have been paid.**

En Avant Dance does not necessarily close for school district weather closures. Holidays and school breaks and unanticipated weather closures have been allowed for in tuition calculations.

- ✚ **En Avant Dance staff will monitor the weather situation and provide updated information via email for morning classes and add a phone message and on Facebook by 3pm in the afternoon for afternoon classes. Please do not come to class or send your student if you feel conditions make it necessary to miss.**

- 1. Students may attend another class as make-up for a class missed due to a holiday, snow day or illness. Email dance@enavantwy.com if your student will attend a make-up at a similar level so that the teachers can be notified of students attending make-up classes.**
- 2. Again, Thanksgiving, Christmas & Spring public school breaks, some holidays, four (4) weather/unanticipated closures have been allowed for in tuition calculations. Make-up classes will be scheduled on Saturdays if needed.**
- 3. Not all Monday school and public holidays are observed**
- 4. June installment payments must be paid regardless of whether students are performing or not.**

TUITION IS NOT PRORATED & THERE ARE NO REFUNDS.

Parents/students must contact En Avant in writing to discuss issues that may prevent a student from remaining in class. **Dropping out without completing tuition payments could result in having remaining tuition due turned over for collection.**

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. 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. If a class has too few students and will not be held an alternative will be offered.

- **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.**
- **Tuition is based on the estimated cost of providing a set number of classes for the entire studio school year between September 1 and June 15. Tuition payments remain the same throughout the year. Holidays, snow days, and rehearsal weeks have been included in the tuition cost calculation.**
- **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 may be paid in a lump sum or, for most families, is divided into ten equal installments made in monthly payments. The 1st tuition installment is due at registration with the one-time registration fee.**
- 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.
- **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.**

FEES for REGISTRATION & LATE PAYMENT

REGISTRATION FEES • Registration Fees are charged to your account. For continuing students the charge may occur after you register.

August thru December, there is an annual **one-time per student registration fee of \$40 or a per family registration fee of \$110, whichever is lower. Beginning in January the per student registration fee is \$60 per student and \$135 per family, whichever is lower.**

REGISTRATION FEES ARE NOT DISCOUNTED and are due at registration with the first monthly tuition payment.

LATE FEES - The party responsible for paying tuition is expected to bring all accounts current upon receipt of their monthly invoice. To avoid late fees or finance charges, you must pay the outstanding balance shown on your invoice by the first working day of each month.

Any tuition payment that remains unpaid three (3) days after the due date will incur a \$25.00 late fee.

Automatic payments are subject to late fees if the card expires. • Be sure to check your expiration dates when you sign up for automatic payments.

There is a \$50.00 fee for all checks returned for insufficient funds.

If the tuition and late fee have not been paid by the time the next monthly installment is due, an additional \$25.00 late fee will be applied.

If a student's tuition and late fees remain unpaid for two (2) months, that student will not be allowed to participate in class until all outstanding tuition payments and late fees have been paid.

Any account with an outstanding balance exceeding their monthly tuition total as of June 5, will be subject to an additional \$75.00 late fee in addition to any existing late fees. Accounts with excessive debt may result in students being denied participation in Dress Rehearsal and Spring Performance.

A completed registration enrolls the student in a class/s.

- **LATE FEES ARE NOT REMOVED OR WAIVED FOR ANY REASON**
- **En Avant does not make phone reminders about payments due.**
- **There is a \$30.00 fee for all checks returned for insufficient funds.**

TUITION PAYMENT OPTIONS & DISCOUNTS

MULTIPLE CLASS DISCOUNTS ARE PER STUDENT

Full price is always required for the highest-priced class.

10% discount each for 2nd, 3rd and 4th lower priced classes. (up to 4 classes total)

15% discount for four or more classes plus highest priced first class. (5 or more classes)

10% discount on top of multiple class discounts for *Full annual tuition payment at registration.*

5% discount on top of multiple class discounts for *Half Tuition payment at registration and by February 1st.*

TUITION PAYMENT OPTIONS

- ✦ **BEST VALUE - 1 FULL ANNUAL TUITION PAYMENT at registration** - receives a 10% discount on the total tuition amount. This FULL TUITION DISCOUNT is on top of multiple class discounts. There is no non-automatic payment fee for single FULL TUITION payment. **DOES NOT INCLUDE Registration or any other fees in the discount. Monthly invoices sent.**

HALF ANNUAL TUITION in 2 payments – (September and February) receives a 5% discount on top of all other discounts for each payment.

There is no non-automatic payment fee for first half tuition discount payment.

The second installment is due on or before the first business day in February.

Second payment must be set up for autopay to avoid the \$15 non-automatic payment processing fee on the 2nd payment. **Monthly invoices sent.**

TEN AUTO PAY MONTHLY TUITION INSTALLMENT PAYMENTS • Annual tuition may be paid in ten, equal tuition installments automatically paid each month by setting up autopay in your parent portal account. **Check the expiration date on your credit card. Declined autopayments are subject to late fees.**

Monthly installments are due on the first business day of each month. There is no processing fee for the first payment and this option avoids the \$15 processing fee for each subsequent payment. **Monthly tuition is calculated with any multiple class discounts included.** Registration and other fees are added to monthly tuition amounts as appropriate. **Monthly invoices sent.**

TEN NON-automatic tuition installments of equal tuition amount plus \$15 processing fee for each. Pay with card, cash or check at En Avant office, OR with card through Parent Portal. This option risks additional late fees if payments are late. Registration and all other fees are added as appropriate.

- **AGAIN - En Avant Dance sends monthly invoices to all accounts including those set up for Automatic Payments.**
- **Refunds • En Avant Dance DOES NOT REFUND ANY AMOUNT OF ANY PAID TUITION for any reason.**

CONCURRENT CLASS REQUIREMENTS

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.

If there are 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.

All Contemporary (formerly known as Lyrical/Contemporary) students 18 and under must take 1 (one) additional Jazz or Ballet class.

All Pointe students 18 and under must take at least 2 (two) additional Ballet or Jazz classes.

Additional classes for adult Contemporary and Pointe students are strongly encouraged.

2023-2024 MONTHLY TUITION INSTALLMENTS

A one-time per student registration fee is added automatically. Monthly tuition installment amounts for all ten (10) months of the 2023-2024 dance school year are listed below. Feel free to contact our office staff if you have tuition, fee, or cost-related questions.

Class Length	Classes	Monthly Tuition amount for 10 months
45 -50 minute	Pre-dance, Tot-hop, Ballet 1 & 2, Tap 1 & 2, Hip-Hop 1 & 2, Irish Step, Jazz 1, Parent Tot	\$66
60-75 minute	Ballet 3, 4 & 5, All Pointe, All Modern, Improve, Jazz 2 & 3, Tap 3, Adult Tap, Hip-Hop 3, Cheer, Tot Combo	\$71
Specialty	Ballet 6 & 7, All Contemporary, Acro Jazz, Burlesque, Teen Adult Ballet All Hoop	\$77 \$83
Discount	Full price for highest priced class or 1 class. 2nd, 3rd and 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 These discounts on top of multiple class discount	10% 5% + 5%
	Barre Class (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

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, the 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. Families with previously registered students 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

- **August thru December, there is an annual one-time per student registration fee of \$40 or a per family registration fee of \$110, whichever is lower.**

Beginning in January the per student registration fee is \$60 per student and \$135 per family, whichever is lower.

- **Full amount must be paid with 1st month tuition installment or discounted full or half year before registration is completed and student is enrolled.**
- **Registration Fee is not discounted and is Non-Refundable.**

REGISTRATION OPENS AUGUST 1

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 using your existing account through the parent portal to register. We update policies each spring and you will need to re-agree to all policies before you can proceed. Don't worry – you've seen all of this before we broke it down into smaller pieces. **Please send an email to dance@enavantwy.com with questions or for assistance.**

Please do not call the studio office with registration questions. Please send your registration questions in an email to dance@enavantwy.com.

- **Complete the online registration form which includes indicating that you have read and understand the following documents by agreeing.**
 - 1. Electronic signature agreement.**
 - 2. PFD dba EADS Personal responsibility, assumption of risk, release, waiver of liability, and indemnity agreement and Covid waiver.**
 - 3. Use of contact information and photo and video agreement** (so we may share information and show off photos and videos of our amazing dancers on Facebook and Instagram and in and around the studios **Written notification required to opt out.**
 - 4. Information and communication agreement.**
 - 5. Tuition and enrolment policy.**
 - 6. Fees for registration and late payments policy.**
 - 7. Tuition payment options and discounts policy.**
 - 8. If necessary, concurrent enrolment policy.**
 - 9. Performance and costume fees.**
 - 10. Student behaviour agreement.** Please make sure your student has an age- appropriate understanding of what is expected.

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! The best way to reach us is via email at dance@enavantwy.com . Or, if you call the office, (307-634-9945) it is likely you will have to leave a message and someone will call back. Please speak slowly. Leave your phone number, area code first, your name and tell us specifically what it is you are calling about. We try for the next business day but, depending on the question, we may not be able to find an answer that quickly.

You may, (although it is not guaranteed) catch Miss Tenacity in her office 313 West 18th St.) 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

3pm to 6pm Monday thru Thursday

Saturday by appointment

Summer Hours vary.

Again, 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 and please include the area code.**
- **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 that, you have provided up to date mobile or other phone numbers in the parent portal for use in case of an emergency.**

EMAIL

MONTHLY NEWSLETTERS ARE SENT VIA EMAIL – PLEASE LET US KNOW ASAP IF YOU DO NOT RECEIVE A MONTHLY NEWSLETTER AT THE BEGINNING OF ANY MONTH.

- **Please add our email address dance@enavantwy.com to your contacts so we don't end up in the dreaded Spam folder!**

- **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 email affected classes, post notices 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 send your questions to dance@enavantwy.com or 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 enrolment 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.

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 collaboration, 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.

DISCIPLINARY ACTIONS

- Those extremely rare cases of students, parents (including caregivers 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.

CLASS ELIGIBILITY/PLACEMENT

For strength and safety, some classes may require a minimum age, ability, experience or concurrent class participation requirement and/or teacher approval before a student is allowed to participate. Contemporary and Pointe classes require students to take additional concurrent classes. Pointe and Hoop classes require teacher approval to be included in a class.

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 use your parent portal to let us know. If your child is too unwell to attend class, we ask that you use the parent portal to let the teacher know.

Please check our list of important dates to review holiday closings. Snow cancellations and holidays and breaks are all included in the tuition calculation. However, 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.

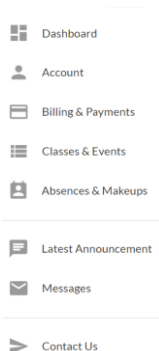
If business closures are ordered, En Avant Dance will provide updated videos for students throughout the period. If the size of groups allowed to gather for dance class is reduced, En Avant may shift to an 'every other week' schedule for classes of more than 8 students. This would allow students to meet 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.

Missed Classes

- There are no refunds for missed classes. Please use the parent portal to notify the studio of absences. Students may participate in similar and lower-level classes as make-up for missed classes. It is the student's responsibility to identify and attend make-up classes. Make-ups must be done within 30 days of the class missed.
- From the parent portal dashboard click the 3 bars in the upper right corner.



- Then choose Absences & Makeups from the drop-down menu and follow the instructions.



- If requested, links for warm-ups and useful class sessions on the En Avant You Tube channel will be provided.

Teachers will appreciate it if you use your parent portal to indicate student absences before or the day of class. Classes are working on performance dances during the months of February-May. There are no make-ups after April 15th.

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 ask 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. . Please wait in your car or elsewhere for your dancer if the waiting area becomes overcrowded.
- **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. You may watch the live feed of any classroom in the main office. Seating is limited, 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)** There is some seating in the entrance waiting area. The dance space is not very visible from the waiting area. No parents or siblings may wait in the dance space.
- **In Studio 3** (between office and upstairs) Space is limited please wait in your car if the space is overcrowded.

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 could be required during Parent Observation Weeks if we have a serious need. 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.

OUT OF TOWN VISITORS / OBSERVATION

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. Thank you again for your understanding, consideration and assistance with this policy.

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.

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.

Please help watch out for other students who might leave with you- if you see a child outside the studio and no parent with them, please ask them to go back inside.

- 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.

UNAUTHORIZED PICK-UPS

If you have concerns about an un-authorized person attempting to pick up your child please talk with Miss Tenacity or Miss Tammy. We ask that you provide written notification at least 1 week in advance to request assistance in assuring your child is not picked up by an unauthorized person. Please provide specific details of your concern and if possible a photograph of the person who is not allowed to pick-up your student.

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 call the studio and leave a message immediately. Leave a call back number so that we can inform and 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.

FACULTY & CLASS LEVELS

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.

It is important to remember that dance class levels are not in any way equivalent to public school grade levels. Dance class levels are geared toward allowing similar age groups to work together and move ahead as they age and develop more muscle control. Dancing requires development of muscle memory which involves building strength, and technique through repetition. Students attend class once each week and may remain in the same level class for multiple years.

Compression of levels allows us to continue offering classes for which there are not enough students to justify multiple levels. 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.

Class Schedule

Scheduling 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 send an email or leave a message with the office if you wish to speak with a teacher about private lessons.
- Please find the schedule for 2023-2024 school year at enavantwy.com

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 local companies or perform with Cheyenne Little Theatre. 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.

DRESS CODE CLOTHING

NO CROP TOPS!

- *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, Pointe*: **NO LEGGINGS** - 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*: **NO LEGGINGS** - Split sole slippers for Ballet 4-7. Colored leotards allowed.
- *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 or black leotard and tights, bike shorts, leggings, pants, t-shirts. **No pockets in clothes.** Black tap shoes. Sansha, SoDanca, Capezio or Bloch brand only.
- *Irish Step*: 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 or black leotard and tights, bike shorts leggings or pants and T-shirts. Black jazz shoes. Two-piece dance wear must be form fitting, **no exposed midriffs.**
- *Lyra Aerial Hoop*: **Leotard must be worn (no exceptions)** and tights, bike shorts or leggings, t-shirts Socks or Bare feet.
- *Contemporary*: Colored leotard and tights, bike shorts or leggings, or pants and t-shirts. Two-piece dance wear must be form fitting, **no exposed midriffs.** 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 midriffs. Knee pads required, and dance sneakers recommended. However, sneakers that have never been worn outside are allowed.

Behavior Policy Expectations

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

Please review the student behavior sheet on the next page with your student to ensure they have an age-appropriate understanding.

If your student is having an issue with another student or a teacher please contact Miss Tenacity as soon as possible. We can't help if we don't know there is a problem.

EN AVANT DANCE STUDENT BEHAVIOUR EXPECTATIONS: Please review appropriate behavior with students. Students must understand their responsibility to behave appropriately and the consequences to expect if they don't.

Treat others as you want them to treat you.

Demonstrate respect and care for teachers, parents, staff and others.

Honor prior commitment to dance class. Make every effort to attend class regularly unless ill or injured, or in the event of a family emergency.

Demonstrate respect and care for studio equipment and facilities.

Do not wear dance shoes outside of the studio.

Put names on shoes, bags, clothing and water bottles.

Do not bring valuables to the studio.

Do not bring or chew gum at class.

Use appropriate trash and recycle bins and clean up all messes made.

Cell phones may be confiscated if students fail to follow phone rules.

Cell phones are not allowed in the dance space. EXCEPT to record something for practice if the teacher allows.

Do not leave the dance space to check cell phones during class.

Wash hands upon arrival, keep distanced and wear a mask if needed to help protect yourself and others.

Share the dressing rooms.

Use the restroom before class.

Bring your own hair ties!

Arrive a little early, follow the dress code - including hair.

Students refusing to dress appropriately will sit out.

Do not wear street shoes on the dance floor.

Check tap shoes for loose screws.

Be ready to dance when class begins.

Do not stand around talking with friends instead of doing what the teacher asks.

DO NOT lean on mirrors.

KEEP hands, face, lips, feet, bottom and all other body parts off the mirrors.

The consequence of marking up mirrors is sitting out of class until the \$30 cleaning fee is paid.

Use class time wisely, respecting the investment made by parents.

Listen and follow directions.

Ask for help when/ if you need it.

Practice at home.

Be a role model to younger dancers.

Use appropriate language and behaviour. NO Bullying!

If there is a problem, talk with the teacher or Miss Tenacity immediately.

Explore your passion for dance!

Have fun!

PARENT (INCLUDING CAREGIVERS, LEGAL GUARDIANS, SIBLINGS ETC.) ETIQUETTE

- Demonstrate respect for teachers, students, staff and other parents always.
- **When a bunch of parents are picking up students it is easy for some of our smallest students to slip out the door. PLEASE! - if a student who is not yours zips out the door when you are picking up your student – challenge them or alert the office staff so that we can keep small children from leaving without their proper adults.**
- *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.**
- Please 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 students 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 use your parent portal to notify 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. These contain studio information that you need to know. Please be sure to share information from the newsletter with your dancer.**
- 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. You will not receive a refund for the current month and must pay the following month installment. If you do not send a written notice, you will be responsible for all remaining installment charges. Partial month payments are not available.**

OFFICE, STORE, WAITING & DRESSING ROOM ETIQUETTE

We want your time spent at the studio to be as pleasant as possible. Seating space is limited in the office and 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 Tammy and staff work hard to answer questions, take care of phone calls, etc. Additional noise can be distracting 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 sit in any walkways. Please don't allow your student to block walkways. 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.

- **The 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”

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 11, 2023	CLASSES BEGIN	First day of classes for 2023-2024	Everyone
October 2 – 7, 2023	Parent Observation Week	Observe classes	Everyone
October 31, 2023	Tuesday Halloween	Studio Closed because people prefer trick or treat	All Tuesday classes
November, 1 2023	PERFORMANCE FEE & COSTUME PAYMENT DUE!	Full amount due by November 1	Spring Performance participants

November 1, 2023	CHRISTMAS PARADE SIGN-UP	rehearsal dates TBD	Students wanting to participate in Christmas Parade
November 20–24 2023	THANKSGIVING BREAK	Studio is closed for Thanksgiving Week	Everyone
November 25 2023	CHRISTMAS PARADE SATURDAY	Christmas Parade participants meet at studio and march in parade Time TBD	All participants who signed up November 1-5
December 11 – 16 2023	OBSERVATION WEEK	Observe classes	Everyone
December 19, 2023-January 1, 2024	CHRISTX BREAK TUESDAY DECEMBER 19th thru – MONDAY JANUARY 1st	Studio is closed	Everyone
January, 15 2024	MLK EQUALITY DAY	Studio closed	Monday Classes
February 19, 2024	PRESIDENTS DAY	Studio closed	Monday Classes
March 1, 2023	SUMMER CLASS/CAMP REGISTRATION OPEN	Summer class schedule available	Everyone
March 25 – 29 2024	SPRING BREAK	Studio is closed for Spring Break week	Everyone
May 6-11 2024	OBSERVATION WEEK		Everyone
May 29 2024	MEMORIAL DAY	STUDIO CLOSED	Monday classes

June 3-8 June 10-12, 2024	REHEARSAL DATES & PHOTOS	Schedule provided in performance handbook	All participants in performance
THURSDAY June 13, 2024	DRESS REHEARSAL	Schedule will be provided	All students performing
SATURDAY June 15, 2024	SPRING PERFORMANCE 2pm – pre + 6pm – all other classes	Participants remain for entire performance	All participants in spring performance
June 24,2024	Summer Classes begin		

SEE LAST PAGE FOR

2024 PERFORMANCE and COSTUME INFORMATION

2024 PERFORMANCE and COSTUME INFORMATION

En Avant has reserved the Cheyenne Civic Center for our spring performance on June 15, 2024.

- **Performance is optional.** 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.
- **There is an additional per student performance fee of \$15 and students may need tights in addition to a costume.**
- **A performance handbook will be available on our website by November 1, 2023**
- There will be a matinee performance at 2pm for beginning/youngest students and an evening performance at 6pm for all other classes.
- **Costume prices for 2024 performance** - Pre-dance, Tot-Hop, Tot-Cheer, Tumbling, Ballet 1 & 2, Tap 1 & 2 and Jazz 1 costume price is \$65 for each costume. All other costumes are \$85. **A costume must be purchased for each class in which a student performs.**
- Dress Rehearsal for all performances will be Thursday June 13 and performances will be Saturday afternoon June 15 at 2pm and Saturday evening June 15 at 6pm.
- Both performances will be available to the public as fundraisers for Cheyenne Little Theatre.
- 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 of \$15 remains the same.**
- **Ticket prices are \$10 plus Civic Center fees for the Saturday afternoon performance with our youngest dancers. Tickets for the performance showcasing all other students are \$15 plus Civic Center fees. (En Avant has no control over or input regarding Civic Center fee charges.**
- **Performance information including links to purchase tickets will be provided via the En Avant newsletter beginning November of 2023. Please plan accordingly to reserve and purchase tickets for you and your friends and family.**
- **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.**
- **En Avant staff are not involved in reserving or purchasing tickets.**