



En Avant Dance

Parent / Student

2022-2023 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 34th 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 /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 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 6000 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 exceeded Laramie County Health Department Covid19 recommendations by including cross ventilation with fresh air, more rigorous cleaning procedures than required and greater distancing and masking than required.

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

- Studios will have open windows and doors as much as possible, good air flow and no masks. We ask that everyone be attentive to distancing and careful about handwashing. **Please remember our county has had very low vaccination rates and the Covid 19 situation may force a change in plans. Renewed surges around the country or dangerous case levels in Laramie County could mean a return to the requirement for masks or face shields being worn by our students and their families when in our studio spaces.** Especially once we are no longer able to have windows and doors open. As the situation changes the policy will be reviewed and could change.
 - New variants continue to be much more contagious than previous strains.
 - 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 to insure classes are not held up by cleaning.

Waiting areas

In 2020 Wyoming Department of Health Covid19 orders limited the number of people allowed to gather within specific square footage areas. Although those orders have been lifted, we want to make sure our dancers and their families and staff have every opportunity to use social distancing as much as possible to protect themselves.

In the interest of distancing En Avant continues our 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 to keep the number of people in our waiting areas at a minimum. Please wait in your cars as much as possible. 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.

2023 PERFORMANCE and COSTUME INFORMATION

En Avant has reserved the Cheyenne Civic Center for our spring performance on June 10, 2023.

- **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 2023 performance remain the same** - Pre-dance, Tot-Hop, Ballet 1 & 2, Tap 1 & 2 and Jazz 1 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 Friday June 9 and performances will be Saturday afternoon June 10 and Saturday evening June 10.
- Both 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 of \$15 remains the same** to keep performance costs for families close to previous levels. There is no family maximum for performance fees.
- **Ticket prices are \$8 plus Civic Center fees for the Saturday afternoon performance with our youngest dancers. Tickets for the performance showcasing all other students are \$14 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 will not be involved in reserving or purchasing tickets.**

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.

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.

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 textual content.

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, 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 2023

- 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.**

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 are updating our policies you will need to re-agree to all policies before you can proceed. **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.

1. **Complete the online registration form which includes indicating that you have read and understand the following documents by agreeing.**
 - a. **PFD dba EADS Personal responsibility, assumption of risk, release, waiver of liability, and indemnity agreement and Covid waiver.**
 - b. **Use of contact information and photography and video agreement** (so we can share information and show off photos and videos of our amazing dancers on Facebook and Instagram and in and around the studios

- c. **Student behaviour agreement.** Please make sure your student has an age-appropriate understanding of what is expected.
- d. **Registration Requirements, Annual Tuition, Discounts, Payment Options and Fees.**
- e. **EnAvant Dance Information Agreement**

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 between September 12 and June 10, or the entire studio school year. 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.
- 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.

Tuition Installment Payments - 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 equal payments, tuition installments are due the first of each month and subject to non-automatic payment and/or late fees if paid with a card which expires during the studio school year.
Please note – if you are concerned about using your personal debit or credit card for automatic payments you may want to purchase a pre-paid or reloadable card. These cards allow you to assign a limited amount of money to the card and use that in your account for automatic payments instead of your personal debit or credit card.
- **HIGHER COST OPTION – Non-automatic tuition installments paid monthly include a \$15 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 \$25 late fee will accrue three (3) days after a payment is missed.**
- **Non-automatic payments, in addition to a \$15 per installment fee, will accrue a \$25 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*

2022 - 2023 TUITION RATES

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 (auto payment) on February 1) is also available. **Automatic tuition installments on the first of every month avoids the \$15 non-automatic monthly processing fee.**

INSTALLMENT PAYMENT DUE DATES

September 2022 1st late on the 5th
October 2022 1st late on the 4th
November 2022 1st late on the 4th
December 2022 1st late on the 5th
January 2023 1st late on the 6th

February 2023 1st late on the 6th
March 2023 1st late on the 6th
April 2023 1st late on the 6th
May 2023 1st late on 4th
June 2023 1st late on 6th

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

2022-2023 TUITION RATES

Monthly tuition installment amounts for the 2022-2023 dance school year are listed below. Feel free to contact our office staff if you have tuition, fee, or cost-related questions.

Class Length	Description	Tuition monthly
45 -50 minute	Pre-dance, Tot-hop, Ballet 1,2, and 3, Tap 1 & 2, Hip-Hop 1, 2,	\$63
60-75 minute	Ballet 4 & 5, All Pointe, All Modern, All Jazz, Tap 3, Adult Ballet & Tap, Hip-Hop 3, Irish Step, Improv, Ballet Conditioning, Ballet Technique	\$68
Specialty	Ballet 6 & 7, All Lyrical/Contemporary, Irish Step	\$74
	Hoop	\$80
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 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

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, more than one 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.
- **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 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 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, 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 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 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 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.

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.

Class Eligibility/Placement

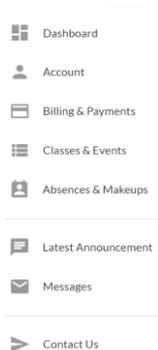
For strength and safety, some classes may require a minimum age, ability, experience or concurrent class participation requirement and/or teacher approval before a student is allowed to participate. Lyrical/Contemporary and Pointe classes require students to take additional concurrent classes. Pointe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

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 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 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)** please socially distance to wait for students 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 socially distance 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 could be required for everyone during Parent Observation Weeks if we have a serious Covid resurgence. 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. Thank you again for your understanding, consideration and assistance with this policy.

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 due to Covid, 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.

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.

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! 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, 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. Miss Tenacity, or another staff member

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,**
- **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, in the parent portal you have provided mobile or other phone numbers that are correct and up to date for use in case of an emergency.**

EMAIL

- **Please add our 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 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 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

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, Ballet Conditioning, Pointe, Partnering*: **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.
- *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.
- *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 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 midriffs.
- *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 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.

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 2022-2023 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 12, 2022	CLASSES BEGIN	First day of classes for 2022-2023	Everyone
October 3 – 7, 2022	Parent Observation Week	Dependent on COVID 19 issues at the time	Everyone
October 31, 2022	Monday Halloween	Studio Closed because people prefer trick or treat	All Monday classes
November, 1	PERFORMANCE FEE & COSTUME PAYMENT DUE!	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 21–26	THANKSGIVING BREAK	Studio is closed for Thanksgiving Week	Everyone
November 26	CHRISTMAS PARADE	Christmas Parade participants meet at studio and march in parade Time TBD	All participants who signed up November 1-5

December 12 - 18	OBSERVATION WEEK	Dependent on COVID19	Everyone
December 19, 2022 - January 1, 2023	CHRISTX BREAK Monday Classes meet ON JAN 2	Studio is closed Studio OPEN MONDAY JAN 2	Everyone MONDAY CLASSES
January, 16 2023	MLK EQUALITY DAY	Studio closed	Monday Classes
February 20, 2023	PRESIDENTS DAY	Studio closed	Monday Classes
March 1, 2023	SUMMER CLASS/CAMP REGISTRATION OPEN	Summer class schedule available	Everyone
March 27 – April 2 2023	SPRING BREAK	Studio is closed for Spring Break week	Everyone
May 8-12 2023	OBSERVATION WEEK		Masks may be required for Everyone
May 29 2023	MEMORIAL DAY	STUDIO CLOSED	Monday classes
May 30–31 June 1-2 June 5-7, 2023	REHEARSAL DATES & PHOTOS	Schedule provided in performance handbook	All participants in performance
FRIDAY June 9, 2023	DRESS REHEARSAL	Schedule will be provided	All students performing
SATURDAY June 10, 2023	SPRING PERFORMANCE 2pm – pre + 6pm – all other classes	Participants remain for entire performance	All participants in spring performance
June 19, 2023	Summer Classes begin		