



En Avant Dance

Parent / Student

2024-2025 How We Do It Here 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 36th 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

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

As a non-competition, enrichment studio, En Avant Dance subscribes to the “Do well by doing good” approach to business. **We inspire, encourage, invite dancers of every age, shape, size, condition and experience to come dance with us! Explore your passion, creativity and self-expression in safe, structured and fun classes. Learn from professionally trained, educated and experienced dancers sharing their passion for dance. Gain a foundation in proper technique while developing strength, flexibility and self-confidence. Participate in community engagement and public performances.**

Students are empowered, comfortable and free to explore their interests, creativity, individuality and self-expression in a positive, constructive environment and experience. Discovering their strengths and developing their talent and abilities to reach their own personal potential as dancers. Our students learn to set and accomplish goals, work with others and be good colleagues; skills that will serve them throughout their lives. Whether dancing for enrichment, fun and exercise or training for a future career in the dance world, students find excellent instruction 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 as we are able. En Avant expands the depth and diversity of our entire community by sharing performances and providing welcoming space for community members to learn the art of dance in a welcoming and nurturing environment. Course work provides a solid foundation in proper technique for a 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 find suitable dance education at En Avant Dance.

Explore your passion – come dance with us!

Develop strength, stamina, flexibility, co-ordination and self-confidence

Activate passion, creativity, self-expression and talent

Nurture goal setting and self-discipline,

Celebrate connections between mind and body

Embrace a lifelong practice of community engagement

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 knows she's been 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.

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.

UNDERSTANDING ANNUAL TUITION

- 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.
- Costs for offering dance classes include
 - Teacher & staff pay,
 - unemployment insurance
 - workers compensation
 - Building rental
 - licensing
 - insurance
 - sales tax
 - property tax
 - income tax
 - database
 - cleaning
 - gas, water, electricity
 - internet/phone
 - credit card fees
 - equipment maint. & repairs
 - other costs.
- Holidays, spring break, snow days, four (4) unanticipated weather or emergency closings, and rehearsal weeks have been included in the tuition cost calculation.
- **For convenience, annual tuition is divided into ten equal installments made in monthly payments. The 1st tuition installment is due at registration with a onetime per session registration fee.**
- Tuition payments remain the same each month throughout the year regardless of the number of days or class meetings in any month.
- **Tuition is not prorated for any reason.**
- Monthly, tuition installments are due the 1st of each month September thru June. All tuition must be paid in full before classes end and the performance is held.
- **Spring Performance is optional.** Non-performance classes are not included in the spring performance.
- **Students who are not performing continue to learn in class each week and learn the performance piece with the class.**
- **Monthly tuition installments remain the same even if the student has opted out of spring performance. June installment payments must be paid regardless of whether students are performing or not.**
- 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.
- If a class has too few students and cannot be held an alternative will be offered or suggested.
- En Avant Dance does not necessarily close for school district weather closures.

FEES

REGISTRATION FEES

- Registration fees are charged once per school year or summer session.
 - August thru December annual one-time per student registration fee of \$40 OR
 - per family registration fee of \$135, whichever is lower.
 - January thru April per student registration fee is \$50 OR
 - per family \$175, whichever is lower.
 - Summer registration fee is \$25 per student, no discounts.
 - Registration fees are NOT DISCOUNTED and are NOT REFUNDABLE
 - Registration fees are due at registration with the first monthly tuition payment.
 - For continuing students, the charge may occur after initial registration.
 - A completed registration s the student in a class/s.

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, outstanding balance shown on invoice must be paid by the first working day of each month.
- Any tuition payment that remains unpaid three (3) days after the due date will incur a \$35.00 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.
- If the tuition and late fee have not been paid by the time the next monthly installment is due, an additional \$35.00 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.
- LATE FEES ARE NOT REMOVED OR WAIVED FOR ANY REASON
- En Avant does not make phone reminders about payments due.
- There is a \$55.00 fee for all checks returned for insufficient funds.

TUITION PAYMENTS

✚ TEN AUTO PAY MONTHLY TUITION INSTALLMENT PAYMENTS

- **Monthly tuition is calculated with multiple class discounts included.**
- **Full price is always required for the highest-priced class.**
- **10% MULTIPLE CLASS DISCOUNTS for additional class or classes - ARE PER STUDENT**
- **Registration and other fees are added to monthly tuition amounts as appropriate. Monthly invoices are sent.**
- Annual tuition may be paid in ten, equal tuition installments automatically paid each month by setting up autopay in your parent portal account.
- 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.
- **Check the expiration date on your credit card. Declined autopayments are subject to late fees.**

■ TEN NON-automatic tuition installments of equal tuition amount plus \$15 processing fee added to each payment .

- Pay with card, cash or check at En Avant office.
- OR with a 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.**

***En Avant Dance DOES NOT REFUND ANY AMOUNT OF ANY PAID TUITION for any reason.**

2024-2025 MONTHLY TUITION INSTALLMENTS

A one-time per student registration fee is added automatically. Monthly tuition installment amounts for all ten (10) months of the 2024-2025 dance school year are listed below. Feel free to contact our office staff if you have tuition, fee, or cost-related questions.

- Concurrent Class Requirements for students 18 and under**
- Contemporary – 1 additional jazz or ballet, improv or partnering class**
- Pointe – 2 additional ballet, improv, partnering or jazz classes**
- Strongly encouraged for adults**

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, Pointe 1	\$69
60-75 minute	Ballet 3, 4 & 5, Pointe 2, All Modern, Improve, Jazz 2 & 3, Tap 3, Adult Tap, Hip-Hop 3, Cheer, Tot Combo	\$74
Specialty	Ballet 6 & 7, All Contemporary, Acro Jazz, Burlesque, Teen Adult Ballet All Hoop	\$80 \$86
Discount	Full price for highest priced or single class. 10% reduction on each additional class.	10%
	Barre Class (reduced price for 3-month punch cards)	\$15 per class drop-in
	Yoga (reduced price for 3-month punch cards)	\$13 per class drop-in

REGISTRATION/ENROLLMENT

Before classes begin it is important that all adult students and/or parents – whether returning or new - **complete the online registration by clicking the registration button on the enavantwy.com website or use existing account through the parent portal to register.**

Please do not call the office with registration questions. Send an email to dance@enavantwy.com with questions or for registration assistance.

- Completed online registration enrolls students for classes with a commitment to continue 10 monthly tuition payments for the entire dance year, September through June.
 - Dropping out without completing tuition payments could result in having remaining tuition due turned over for collection.
- After the first online registration parents and individual adult students continue to sign into the Parent Portal to view student schedules, receive information, re-view newsletters, transaction history and more.
- Information is updated through the Parent Portal. Please learn more about the Parent Portal by watching the video when you sign up.
- **Policies are updated annually and must be agreed to during fall registration.**

Registering and 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 that added class offerings occur on Fridays and Saturdays.
- **REGISTRATION FEE - Not discounted/non-refundable – Full amount must be paid with 1st month tuition installment before registration is completed and student is enrolled.**
- **August thru December, there is an annual one-time per student registration fee of \$40 or a per family registration fee of \$135, whichever is lower. January – April \$50 /\$175**

REGISTRATION OPENS AUGUST 1

Complete the online registration form

- **Make sure phone numbers and email addresses are current**
- **Check debit or credit card expiration date.**

Indicate that you have read and understand the following documents by agreeing or providing the written stipulation to decline.

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 enrollment policy.

6. Fees for registration and late payments policy.

7. Tuition payment options and discounts policy.

8. If necessary, concurrent enrollment policy.

9. Performance and costume fees.

10. Student behaviour agreement. Please make sure your student has an age-appropriate understanding of what is expected.

PRIVACY

En Avant Dance only collects information from you to provide the product or service sought and administer and manage invoicing and debt collection. Collected information includes name, address, phone numbers, email addresses, necessary medical information enrollment status. Credit card or bank details are only included for payment. Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

We may use your name, address and email to promote and market information about our products or services which may be of interest to you unless you provide written instructions 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 and will follow the appropriate privacy and confidentiality protections when passing on any information.

STOLEN OR LOST PROPERTY

En Avant Dance is not responsible for any stolen or misplaced property on the studio premises. We encourage students, staff and families to avoid bringing valuable items into the studio. Please check the bins in each area for lost items. Lost items are donated to charity monthly. Donated shoes are made available to students in need.

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.

DISCIPLINARY ACTIONS

In case 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.

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.

HEALTH & SAFETY

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

- We ask that everyone be attentive to distancing during cold and flu season 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.**
- HEPA filtration systems are in use in all En Avant dance, waiting areas and shop. The combination of filtration and fans continues our commitment to air movement and cross ventilation as a health protection.
- Cleaning of spaces and surfaces continue and students may be asked to assist with cleaning dance barres, mats, balance balls, Lyra hoops and other equipment used during classes.

MASKS - 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.

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).

MEDIA WAIVER – The media waiver you sign in registration allows us to proudly use images and video footage of students 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

VIDEO FEED - A live video feed of all three studios may be seen on the screen above the front desk. Please remember for safety our waiting areas limit the number of people who may safely distance within those spaces. Please help us keep everyone safe.

TEACHER BACKGROUND CHECKS - 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.

TEACHER TRAINING – Teachers meet annually for training to ensure they know and understand studio policy, safety and emergency protocols.

CONCURRENT CLASS REQUIREMENTS

- 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.
- Local dance companies 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, Ballet, Improv or Partnering class.**
 - **All Pointe students 18 and under must take at least 2 (two) additional Ballet, Partnering, Improv or Jazz classes.**
 - Additional classes for adult Contemporary and Pointe students are strongly encouraged.

MUSIC & COSTUMES - 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.

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.**
- **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 written details of your concern**
- **If possible provide a photograph of the person who is not allowed to pick-up your student.**

CLASS SCHEDULE

We are committed to providing a safe, welcoming and nurturing environment that encourages students to discover, explore and develop their passion for dance while also developing important life skills such as collaboration, respect, setting and achieving goals, reliability, self-confidence, tenacity, and work ethic. En Avant Dance classes include structure and discipline with fun and exciting opportunities to foster growth and development in dancers.

Scheduling classes is a huge task and we work hard to ensure that children are given classes at an age-appropriate time. Age and interest considerations are included in building the schedule.

- Time, space limitations and faculty availability determine class schedules. Every student interested in that class may not be able to take it. Unfortunately, sometimes students will have to choose one thing over another.
- Privacy and licensing issues prevent offering live streaming or zoom classes in real time.
- **The schedule is tight, with only five (5) minutes between some classes. Students must move quickly to their next class and parents and caregivers should leave a message with the office to arrange a time to speak with teachers and not delay them between classes.**
- When 8 or more students are waitlisted, we will try to offer another session depending on teacher, space and time availability.
- 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 2024-2025 school year at enavantwy.com

FACULTY & CLASS LEVELS

Learn about our enthusiastic, passionate and dedicated teachers from our website where education and experience bios are posted along with photos. We are looking forward to contributing to the development and confidence of your students.

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. Although some dance levels are compressed due to lower enrollment 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.

DROPPING OFF AND PICKING UP

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. We are not responsible for students before or after their scheduled classes.
- Non-student siblings of students may not be left without a parent or guardian present.
- 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. Please be on time to pick up your child, especially if it is the last class of the night.
- 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 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.

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

It is important for all students to remain focused while in the classroom. Teachers, students and parents, appreciate not having an audience for every class. 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.

- 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. 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. We appreciate your help to provide an environment in which every dancer will be comfortable and better able to focus.
- We ask parents to observe a closed classroom policy for all classes. (See below for more information about observation weeks and out of town visitors.)
- Please stand away from the door so that your dancer won't see you watching.
- Seating areas are provided outside the dance spaces but 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)**
You may watch a live feed of any classroom from the main office. Seating is limited, please allow other parents a chance to take advantage of this option as well.
- **In Studio 2 (upstairs)** No parents or siblings may wait in the dance space. Seating in the entrance waiting area is limited.
- **In Studio 3** (between office and upstairs) Space is limited please wait in your car if the space is overcrowded.

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 before Christmas break and just before spring performance, parents are 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.

- Please do not talk on cell phones or allow younger children to be disruptive.
- Please do not attempt to assist the students or interact with class members during observation.
- 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, please send an email to Miss Tenacity at dance@enavantwy.com with the dates and classes to arrange for them to observe your child in class. Thank you for understanding, consideration and assistance with this policy.

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. Please make sure your child attends classes on time each week. Absences impact the social and confidence-building principles we work hard to foster in each age group and their performance pieces. **Missing classes can lead to a failure to master steps, making them unable to contribute fully when choreography for performance pieces includes steps, they failed to master due to multiple absences.**

CLOSURES

Please check the list of important dates to review holiday closings. Snow cancellations and holidays and breaks are included in the tuition calculation. If calculated numbers are exceeded, make-ups may be scheduled on weekends. 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.

- In the event of public school closures, En Avant Dance staff will monitor weather situations and provide updated information via email for morning classes and phone message and on Facebook by 1pm 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.
 - 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.

If business closures are ordered, En Avant Dance will provide updated videos for students. 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

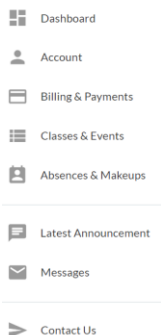
There are no refunds for missed classes.

- **Teachers will appreciate it if you use your parent portal to indicate student absences before or the day of class.**
- Students may participate in similar and lower-level classes as make-up for missed classes.
- It is the student or parents' responsibility to identify and attend make-up classes.
- Make-ups must be done within 30 days of the class missed.
- Classes are working on performance dances during the months of February-May. There are no make-ups after April 15th.

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.



COMMUNICATION

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.

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 **email** dance@enavantwy.com .
- **Call the office, (307-634-9945)**

Office Hours

3pm to 6pm Monday thru Thursday
Saturday by appointment
Summer Hours vary.

- **Leave a detailed message – We try to respond by the next business day but, depending on the question, it may take a little longer.**
 - Please speak slowly / Leave your Name, Area Code & Phone Number
 - Student name and class.
 - Tell us specifically what it is you are calling about including the name and age of your student, the class they are in and any other useful details.
 - If you don't leave a detailed message or a phone number we may not be able to call you back with an answer.

PHONE NUMBERS FOR EMERGENCIES

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

EMAIL

- PLEASE ADD OUR EMAIL ADDRESS DANCE@ENAVENTWY.COM TO YOUR CONTACTS SO WE DON'T END UP IN THE DREADED SPAM FOLDER!
 - 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.
- Track important information such as transactions and student schedules in the Parent Portal where you may also receive updates.
- You will receive email such as invoices and class notices from dance@enaavantwy.com.
- UPDATE changes in your parent portal so you don't miss out on important information from En Avant Dance.
- Urgent information (for example, weather closures or unexpected class cancellation or performance updates),
 - Emails to affected classes,
 - post notices on our Facebook page and Instagram if necessary
 - change the voice mail message at the office when possible

POSTED INFORMATION IN STUDIOS

- Information, dates and studio details are posted in the office, waiting area and studio bulletin boards.
- Check your parent portal regularly.
- 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.

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 policy regarding social media and feel free to contact our office staff if you have any questions.

STUDENT & PARENT USE OF SOCIAL MEDIA REGARDING ENAVANT DANCE

This policy is intended to provide parents and students with guidelines for the use of social media such as Facebook, Instagram, Twitter, LinkedIn, blogging and other social media outlets 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.
- **We have an open-door policy and encourage all communication, complaints and feedback to be communicated immediately and directly with Miss Tenacity so that everyone knows what the problem is and we can find a solution as quickly as possible.** All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via social media.
- 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.

TEACHER CONFERENCE/QUESTIONS

- To end classes earlier in the evening, classes have limited time 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 other organizations such as 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.

BEHAVIOR EXPECTATIONS

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.

STAFF

- 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!

STUDENTS

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!

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 including, En Avant branded or other t-shirts, bare feet, socks, or tennis shoes that have not been worn outside.
- **All Boys:** Fitted En Avant branded or other t-shirts, jazz pants, bike shorts, tights or sweatpants. Black dance shoes. Age 12 and up - Dance belt.
- **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, En Avant branded or other 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, En Avant branded or other t-shirts. **No pockets in clothes.** Black tap shoes. Sansha, SoDanca, Capezio or Bloch brand only. **No exposed midriffs.**
- **Irish Step:** Colored leotard and tights, bike shorts or leggings, En Avant branded or other 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 En Avant branded or other 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, En Avant branded or other t-shirts, socks or bare feet.
- **Contemporary:** Colored leotard and tights, bike shorts or leggings, or pants and En Avant branded or other 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 En Avant branded or other 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.

PARENTS/CAREGIVERS/LEGAL GUARDIANS/SIBLINGS ETC - HOW WE DO IT HERE

- **Demonstrate respect for teachers, students, staff and other parents.**
- **When 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. OR - 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**
- **Take responsibility to read handbooks, monthly newsletters and email updates and keep up to date with current activities and important information and make sure your student has an age-appropriate understandings of policy and expectations.**
- **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 students to practice at home, show commitment and positivity while working to the best of their own ability.**
- **Please check the lost and found box frequently-items donated monthly.**
- **Please honor registration commitment and pay monthly tuition for the entire dance year. Late fees are issued on overdue accounts.**
- **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.**

OFFICE, STORE, WAITING & DRESSING ROOM – HOW WE DO IT HERE

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 16, 2024	CLASSES BEGIN	First day of classes for 2024-2025	Everyone
October 5, 2024	National Dance Week Celebration	Group dance at Wyoming Capital	Everyone – Come dance with us!
October 31, 2024	Thursday Halloween	Studio Closed because people prefer trick or treat	All Thursday classes
November, 1 2024	PERFORMANCE FEE & COSTUME PAYMENT DUE!	Full amount due by November 1	Spring Performance participants
November 1, 2024	CHRISTMAS PARADE SIGN-UP BEGINS	rehearsal dates TBD	Students wanting to participate in Christmas Parade
November 25- Dec 1, 2024	THANKSGIVING BREAK	Studio is closed for Thanksgiving Week	Everyone
November 30 2024	CHRISTMAS PARADE SATURDAY	Christmas Parade participants meet at studio and march in parade Time TBD	All participants who signed up November 1-5

December 16 – 21 2024	OBSERVATION WEEK	Parents, family friends observe classes	Everyone
December 23, 2024-January 5, 2025	CHRISTX BREAK	Studio closed for Christmas Break	Everyone
January 20, 2025	MLK /EQUALITY DAY	Studio closed	Monday Classes
February 17, 2025	PRESIDENTS DAY	Studio closed	Monday Classes
March 1, 2025	SUMMER CLASS/CAMP REGISTRATION OPEN	Summer class schedule available	Everyone
March 30- April 6, 2025	SPRING BREAK	Studio closed for Spring Break	Everyone
May 12-17, 2025	OBSERVATION WEEK		Everyone
May 26, 2025	MEMORIAL DAY	Studio Closed	Monday classes
June 2-6 & 9-11, 2025	REHEARSAL DATES & PHOTOS	Schedule provided in performance handbook	All participants in performance
June 12, 2025	DRESS REHEARSAL	Schedule will be provided	All students performing
June 14, 2025	SPRING PERFORMANCE 2pm – pre + 6pm – all other classes	Participants remain for entire performance	All participants in spring performance
June 23, 2025	Summer Classes begin		

**SEE LAST PAGE FOR
2024 PERFORMANCE and COSTUME INFORMATION**

2025 PERFORMANCE and COSTUME INFORMATION

En Avant has reserved the Cheyenne Civic Center for our spring performance on June 14, 2025.

- **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, 2024**
- 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 2025 performance** - Pre-dance, Tot-Hop, Tot-Cheer, Tumbling, Ballet 1 & 2, Tap 1 & 2 and Jazz 1 costume price is \$70 for each costume. All other costumes are \$90. **A costume must be purchased for each class in which a student performs.**
- Dress Rehearsal for all performances will be Thursday June 12 and performances will be Saturday afternoon June 14 at 2p and Saturday evening June 14 at 6pm.
- Both performances will be available to the public as benefit performances for Needs Inc.
- 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 \$12 plus Civic Center fees for the Saturday afternoon performance with our youngest dancers. Tickets for the performance showcasing all other students are \$17 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 2024. 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.**