



En Avant Dance

Parent / Student

Summer 2025 How We Do It Here Handbook

discover, explore, unleash your passion for dance!

En Avant Dance

319 West 18th Street

Cheyenne, WY 82007

dance@enavantwy.com

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

Shop open before and after class OR

BY APPOINTMENT

Send an email to dance@enavantwy.com for a time during the day to stop in

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!**

Tenacity Bricher-Wade, Managing Owner/Teacher

Sheila Bricher-Wade, Not always silent partner/ owner

Tammy Nowak, Office Manager

WELCOME,

**Thank you for choosing
En Avant Dance**

**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.

FEES

REGISTRATION FEES

- 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 class payment.
- A completed registration enrolls the student in a class/s.
- En Avant does not make phone reminders about payments due.
- There is a \$55.00 fee for all checks returned for insufficient funds.

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.
- 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 or summer registration.**

Registering and enrolling in a class designates a spot for a student in that class. 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 limit additional class offerings.

- **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.**

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

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.

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.

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.**

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.

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.

CLOSURES

En Avant Dance reserves the right to substitute or change teachers or schedules, if necessary, at any time. As much warning as possible will be provided regarding cancellations or schedule changes. If a business closure is necessary or ordered, make-up classes will be scheduled.

MISSED CLASSES

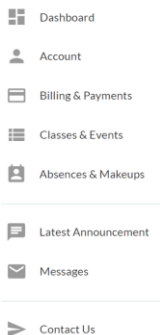
There are no refunds for missed classes.

- **Teachers will appreciate it if you use your parent portal to indicate student absences before or the day of class.**

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!**
- **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

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.
- 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.

- 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!

- Although there is a dress code during the school year session. Dress is flexible during the summer.
- No crop tops. No Leggings.
- 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.
- Or, shoes that have had the soles thoroughly cleaned.
- **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.
- Leotards, tights and ballet slippers for ballet.
- **Skirts may be worn.** Teachers may ask for skirts to be removed if they become a distraction for the student.
- **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.

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.**
- **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.**
- **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.**

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. 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".