



**En Avant Dance**

**Parents & Students**

**2025-2026 How We Do It Here Handbook**

**discover, explore, unleash your passion for dance!**

# **Tenacity Bricher-Wade, Managing Owner/Teacher**

Sheila Bricher-Wade, 'Not always silent partner'/ owner

## **Tammy Nowak, Office Manager**

### **Welcome to En Avant's 37th school year!**

We're honored to have your dancer with us and look forward to a year filled with growth, artistry, and joyful movement!

### **Table of Contents**

#### **Welcome & Essential Information**

- **Welcome to En Avant** **5**
  - **About This Handbook**
  - **More than dance**
  - **Our Legacy**
  - **About En Avant Dance | Our Story**
  - **Meet Tenacity | From Pre-Dance to Purpose**
  - **Community in Motion**
  - **Mission Statement**
  - **Free Trial Classes**
- **Contact Info & Communication** **7**
  - **Communication at En Avant Dance**
  - **Email: [dance@enavantwy.com](mailto:dance@enavantwy.com)**
  - **Email & Portal Communication**
  - **Phone: 307-634-9945**
  - **Address: 319 West 18<sup>th</sup> Street**
  - **Office Hours:**
- **Website: [www.enavantwy.com](http://www.enavantwy.com)**
- **Studio Bulletin Boards**
- **Social Media:**
  - **Facebook: [@EnAvantDanceStudio](https://www.facebook.com/EnAvantDanceStudio) PLEASE SHARE OUR POSTS!**
  - **Instagram: [@enavantdancestudio](https://www.instagram.com/enavantdancestudio)**
    - **Tag us with: [#enavantwy](https://www.instagram.com/explore/tags/enavantwy) [#exploreyourpassionfordance](https://www.instagram.com/explore/tags/exploreyourpassionfordance)**
  - **Social Media Policy**
- **Communications with Teachers**
- **Communication & Scheduling**

#### **Class Expectations**

**10**

- **Attendance & Make-up Policy**
- **What to Bring to Class**
- **Dress Code by Class Type / Dress Code & Class Attire**

<b>Arrival, Departure &amp; Drop-off</b>	
<ul style="list-style-type: none"> <li>• Class Interruptions</li> <li>• Closed Classroom Policy</li> <li>• Class Schedule &amp; Teachers</li> <li>• Unauthorized Pickups</li> </ul>	
<b>Studio Conduct &amp; Etiquette</b>	<b>13</b>
<ul style="list-style-type: none"> <li>• Dancer Conduct Expectations</li> <li>• Lost &amp; Found / Personal Belongings</li> <li>• Parent, Guardian &amp; Visitor Expectations</li> <li>• Teacher &amp; Staff Rights and Responsibilities</li> <li>• Correction &amp; Redirection Guidelines</li> <li>• Behavior &amp; Disciplinary Policy</li> </ul>	
<b>Studio Etiquette for Parents &amp; Guardians</b>	<b>14</b>
<ul style="list-style-type: none"> <li>• Respectful Conduct</li> <li>• Communication</li> <li>• Safety &amp; Pick-Up</li> <li>• Tuition &amp; Commitment</li> </ul>	
<b>Choreography &amp; Creative Work</b>	
<b>Studio Spaces: Office, Store, Waiting &amp; Dressing Rooms</b>	<b>15</b>
<ul style="list-style-type: none"> <li>• In the Office &amp; Store</li> <li>• Store &amp; Hallways</li> <li>• Dressing Rooms</li> <li>• Lost, Found &amp; Personal Items</li> </ul>	
<b>Health &amp; Safety</b>	<b>16</b>
<ul style="list-style-type: none"> <li>• Illness &amp; Injury Policy</li> <li>• Bathroom Use &amp; Hallway Behavior</li> <li>• Allergies &amp; Medical Information</li> <li>• Class Eligibility &amp; Requirements</li> <li>• Weather &amp; Closures</li> <li>• Privacy &amp; Data Collection</li> <li>• Media &amp; Privacy</li> <li>• Information Security</li> <li>• Questions or Issues?</li> </ul>	
<b>Student Behavior Agreement</b>	<b>18</b>
<ul style="list-style-type: none"> <li>• Respect for Teachers &amp; Classmates</li> <li>• Commitment to Learning</li> <li>• Respect for Space &amp; Safety</li> <li>• Responsibility &amp; Accountability</li> <li>• Respectful Conduct</li> </ul>	
<b>Studio Calendar Overview</b>	<b>19</b>
<ul style="list-style-type: none"> <li>• Important Dates Checklist</li> </ul>	<b>20</b>

- **Fall/Winter 2025**
- **Winter/Spring 2026**
- **Performance 2026**
- **Understanding Tuition**

## **Payment Schedule & Policies**

### **2026 Preliminary Performance & Costume Information** **21**

- **per student performance fee is \$20** **22**
- **performance handbook available on our website November 1, 2025**
- **matinee at 2pm for beginning/youngest students**
- **evening performance at 6pm for all other classes.**
- **Costume Pricing for 2026 performance estimated price range**
- **Dress Rehearsal for all performances Thursday June 11**
- **Performances Saturday afternoon June 13, 2pm and 6pm.**
- **Tickets**

## **Annual Tuition Policy**

- **Understanding Your Commitment**
  - **Spring Performance Participation**
  - **Withdrawal /Unforeseen circumstances**
- **Tuition, Registration & Payment Policies** **23**
  - **Tuition & Discounts**
  - **Payment Options**
  - **AutoPay (Preferred)**
  - **Manual Payment** **24**
  - **Registration Fees**
  - **Late Fees & Finance Charges**
  - **Important Notes**

### **2025-2026 Monthly Tuition Instalments**

- **Concurrent Class Requirements for students 18 and under** **25**

## **Registration & Enrollment**

- **How to Register**
  - **Visit [www.enavantwy.com](http://www.enavantwy.com) and click the **Registration** button**
- **Enrollment Details** **26**
- **Class Space & Waitlists**
- **Parent Portal Access**
- **Required Policy Agreements**
- **Need help?**

## **Welcome & Essential Information** *(How We Do It Here)*

---

## Welcome to En Avant

- We're so glad you're here — thank you for joining our dance family!
- Our goal is to create a joyful, challenging, and supportive space where dancers grow in both skill and confidence.
- We value kindness, discipline, artistry, and community.

---

### About This Handbook

- Whether you are here for the first time or returning for another season. This **Parent & Student Handbook** is designed to:
  - ✓ Answer questions before the season begins
  - ✓ Outline procedures, policies, and studio expectations
  - ✓ Provide a reference point throughout the year
- Please take time to review it **together with your student** to ensure everyone is informed and prepared.

---

## More than dance

More than just movement to music, **dance is both an art form and an athletic discipline.** It builds strength, coordination, stamina, focus, and confidence—while also nurturing creativity, expression, and community. Through dance, students develop not only their bodies but also their minds and spirits. They learn to follow directions, set goals, overcome challenges, and believe in themselves. At En Avant, we believe these lessons last far beyond the studio walls.

---

## Our Legacy

En Avant Dance Studio was founded in 1988 by **Connie Martin**, with a vision of providing high-quality dance education led by professionally trained, experienced instructors. As the studio grew, **Andrea Rinne** joined as co-owner in 1990, followed by **Lorraine Brown-Bassett** in 1993. In 1997, the studio moved to its current home in the historic **Winter Garden building** in downtown Cheyenne—where thousands of students have since learned to dance.

**Tenacity Bricher-Wade** began her dance journey at En Avant as a pre-dancer in 1988, discovering a lifelong passion that she would later turn into a career. In 2016, she and her mother, **Sheila Bricher-Wade**, purchased the studio. Together, they are proud to continue En Avant's tradition of excellence in dance education, community involvement, and personalized customer service.

---

## About En Avant Dance | Our Story

Founded in 1988, the studio has been grounded in the belief that **dance is a tool for enrichment, connection, and community impact since the beginning**. That mission lives on through current owners **Tenacity Bricher-Wade** and **Sheila Bricher-Wade**, who continue to shape the studio with passion, purpose, and heart.

---

## **Meet Tenacity | From Pre-Dance to Purpose**

Tenacity Bricher-Wade began her journey with En Avant Dance at four years old—as a student in the very first pre-dance class ever offered at the studio.

Born at just 1lb 7oz in Denver, Colorado, her early life came with big challenges. Doctors were concerned she might struggle with motor development and physical activity. Encouraged by medical professionals and inspired by her resilience, Tenacity's family turned to dance as a way to build strength, coordination, and confidence. It was love at first plié.

As she grew up in Cheyenne, En Avant became more than a dance studio—it became her second home. When Lorraine and Andrea took over as owners, they went out of their way to make sure Tenacity could dance. They allowed her mom, Sheila, to clean the studio in exchange for dance lessons. With this support, Tenacity was able to explore every style of dance and eventually began assisting in children's classes—experiences that would shape her future as a teacher and leader.

By high school, she was dancing in 15 classes a week and studying with renowned professionals like Yoav Kaddar, Peter Pucci, Tony Coppola, Marat Daukayev, and Lawrence Jackson. Tenacity went on to dance as a principal with Ballet Wyoming and Reformation Dance Company and earned credentials in early childhood education and business management.

In 2017, Tenacity became the managing owner of En Avant Dance with Sheila as her “not always silent” partner.

She continues to lead the studio with a commitment to **"doing well by doing good"**—honoring its history while building new bridges between creativity, inclusion, and community enrichment.

---

## **Community in Motion**

Today, Tenacity and the En Avant team continue to support students of all ages and backgrounds in a wide variety of styles—offering accessible, empowering classes rooted in strong technique, expressive movement, and personal growth.

Under Tenacity's leadership, En Avant remains deeply committed to community partnership and purpose-driven performance, including:

- An annual benefit performance supporting local nonprofits
- Contributions to local fundraisers and arts organizations
- Collaborations with:  
Cheyenne Symphony Orchestra, YMCA, Cheyenne Little Theatre, WBCI, Laramie County Library Foundation, Dance Spirit, Boys & Girls Club, NEEDS Inc., and more

And with the support of Sheila, Mr. Fred, her partner Nathaniel Quinn, and their beloved pups Dwyn, Kali, and Dola—Tenacity continues to bring fierce passion, resilience, and heart to the Cheyenne dance community.

---

## Mission Statement

At En Avant Dance, everything we do is guided by our shared mission:

To provide a **welcoming, enriching, and empowering space** for dancers of all ages, shapes, sizes, abilities, and experience levels to explore their creativity, build confidence, and engage with their community through the joy of dance.

We believe in the power of movement to:

- Develop strong technique in a supportive, structured environment
- Encourage self-expression, individuality, and exploration
- Foster discipline, teamwork, and goal setting
- Build confidence, creativity, and emotional resilience
- Strengthen the connection between mind and body

Whether students dance for fun, fitness, or future careers, they gain life-long skills—**strength, focus, emotional intelligence, and self-awareness**—that support them far beyond the studio walls.

As a non-competition studio, we practice the philosophy of “**doing well by doing good**,” with a commitment to inclusivity, artistic integrity, and community collaboration.


---

## Free Trial Classes

We encourage students to explore new styles and find their passion! If your dancer is interested in **trying a new class**, please contact the office.

- If space allows, we’re happy to offer a **free first trial class**
  - For full classes, we’ll help schedule a trial on a day we expect an absence
- 

## Contact Info & Communication

- **Email is our primary form of communication.** Please check regularly for updates and reminders.
- Office staff are available to answer questions during regular class hours.
- Class time is for teaching — please avoid approaching teachers with questions during or between classes.
- If you need to speak with a teacher, email us to schedule a time.
- Follow us on social media for news, weather closings, photos, and more.
-  **Communication at En Avant Dance**

- **Open, respectful communication is a cornerstone of the En Avant experience. We're committed to responding promptly and clearly—and we ask for your support in keeping communication productive and positive.**
- 

**Email:** [dance@enavantwy.com](mailto:dance@enavantwy.com)

#### **Email & Portal Communication**

- **Add** [dance@enavantwy.com](mailto:dance@enavantwy.com) to your contacts so our messages don't get lost in spam.
  - **Newsletters** and class-specific info (invoices, updates, reminders) are sent via email and appear in your **Parent Portal**.
  - **Keep your contact info current** in the Parent Portal to ensure you don't miss deadlines or news.
  - **Urgent alerts** (weather closures, class cancellations) will be shared via:
    - Email
    - Studio voicemail message
    - Facebook and Instagram
- 

#### **Phone: 307-634-9945**

- Leave a detailed voicemail with:
  - Your name and number (speak slowly!)
  - Your student's name and class
  - The issue or question
- 

#### **Address: 319 West 18<sup>th</sup> Street**

##### **Office Hours:**

- Monday–Thursday: 3:00–6:00 PM
  - Saturdays & other times by appointment
  - Summer hours vary
- 

**Website:** [www.enavantwy.com](http://www.enavantwy.com) ♦ The handbook is always available online

- choose Parent Student Info
- 

#### **Studio Bulletin Boards**

- Important info is posted in the office, waiting area, and on studio bulletin boards.
  - Please **check around the studio** when you drop off or pick up your student—and check your Parent Portal regularly.
- 

**Social Media:** Follow us for reminders, updates, photos, and positive community spirit:

- **Facebook:** [@EnAvantDanceStudio](https://www.facebook.com/EnAvantDanceStudio) **PLEASE SHARE OUR POSTS!**



- **Instagram:** @enavantdancestudio
    - Tag us with: #enavantwy #exploreyourpassionfordance
- 

## Social Media Policy

To maintain a safe, encouraging space for all dancers:

- Use discretion and kindness in any online posts related to En Avant.
  - **Never share photos or videos** of students, classes, or choreography unless you have permission.
  - **Do not post complaints or negative comments** online. Instead, reach out directly—we're here to help!
  - Concerns or questions about studio matters must be communicated **directly with Miss Tenacity or through the office**.
  - Violation of this policy may result in removal of content and, if necessary, dismissal from the studio.
- 

## Communications with Teachers

- Teachers move quickly between classes and with no time to pause for impromptu conversations.
  - To connect with a teacher:
    - Leave a message with the office
    - Include your availability and contact info
  - Many teachers have full-time jobs or other commitments (such as performing)—they will return messages as soon as they can.
  - **Please do not contact teachers directly** via phone, email, or social media without prior approval from Miss Tenacity.
    - **Exception:** You may arrange private lessons directly—but please don't delay teachers between classes to do so.
  - Questions about procedures, policies, or payments must go through the office.
- 

## Communication & Scheduling

To help dancers get home as early as possible after evening classes, our schedule runs tightly. Teachers have very limited time between classes and are **not able to stop for questions** in transition. If you have a question or concern, we're here to help! Please:

- Stop by during **office hours**
- Email us at [dance@enavantwy.com](mailto:dance@enavantwy.com)
- Or request a **store appointment** if your schedule conflicts.
- Call to schedule a **meeting with a teacher or Miss Tenacity**

- **We believe in respectful, solution-focused communication and are always happy to support your dancer's success. If you ever need help navigating studio life, don't hesitate to reach out. We're here for you!**
- 

## **Class Expectations** *(How We Do It Here)*

---

### **Attendance & Make-up Policy**

- Regular attendance supports dancer progress and class consistency.
  - If your dancer must miss class, please notify us in advance.
  - Missed classes may be made up within 30 days, in any age- and level-appropriate class.
  - No refunds or credits are issued for missed classes.
  - Make-up classes are not available during May or June due to performance preparation.
- 

### **What to Bring to Class**

- Refillable water bottle — labeled with dancer's name.
  - Dance shoes — clean, appropriate, and labeled.
  - Hair must be neatly secured away from the face (ballet students in a bun).
  - Dance bag — keep all belongings together. Clothing labeled
  - No gum, snacks, or toys in the dance room.
- 

### **Dress Code by Class Type**

- Follow the dress code guidelines for each class (see Dress Code section).
  - Proper attire supports safe movement and promotes discipline.
  - Hair must be styled appropriately for the class.
  - Teachers reserve the right to ask a dancer to observe class if attire or grooming is unsafe or disruptive.
- 

### **Dress Code & Class Attire**

Dressing appropriately for class helps dancers focus, move safely, and respect the discipline of dance. Please follow these guidelines for each class style. **NO crop tops or midriff-baring tops**—two-piece outfits must be fully form-fitting and cover the midsection. (Adult students are encouraged to respect the spirit and intent of the dress code but not required to strictly follow it.)

---

## **General Guidelines for All Dancers:**

- Hair must be secured neatly away from the face.
  - No jewelry or dangly earrings.
  - No costumes (except for designated dress-up days).
  - Please label all shoes and clothing items.
- 

### **Pre-Dance**

- Pink leotard, pink tights, pink ballet slippers
- Optional skirt (may be removed if distracting)

### **Tot-Hop**

- Loose-fitting clothes, t-shirt/tank top
- Bare feet, socks, or clean tennis shoes (not worn outdoors)

### **Boys (All Ages)**

- Fitted t-shirt (En Avant branded or similar)
- Jazz pants, bike shorts, tights, or sweatpants
- Black dance shoes
- Ages 12+: Dance belt required

### **Ballet & Pointe / Leaps & Turns**

- **No leggings**
- Black (or colored for Ballet 4–7) leotard, pink tights, pink split-sole slippers
- Pointe students: Leotard, pink tights, approved pointe shoes
- Skirts optional; teachers may request removal of layers

### **Jazz**

- Leotard or fitted t-shirt, tights, leggings or bike shorts
- Black jazz shoes
- No exposed midriffs

### **Tap**

- Leotard or t-shirt, tights, leggings, bike shorts or pants (no pockets)
- Black tap shoes (Sansha, So Danca, Capezio, Bloch only)

### **Irish Step**

- Leotard or t-shirt, tights, leggings or bike shorts
- Ghillies or jazz shoes
- Hard shoes may be required

### **Contemporary**

- Leotard or t-shirt, tights, leggings or pants
- Bare feet or half shoes
- No exposed midriffs

## Hip Hop

- Leotard or t-shirt, tights, leggings or pants
- Clean sneakers (never worn outdoors) or dance sneakers
- **Knee pads required**
- No exposed midriffs

## Lyra (Aerial Hoop)

- **Leotard is required**
- Tights, leggings, or bike shorts
- T-shirt optional; socks or bare feet

---

## Arrival, Departure & Drop-off

- Arrive no more than 10 minutes early and pick up promptly after class.
- Young dancers should be escorted to and from the building. Students under 12 must be supervised if early.
- Students must wait **inside** the building for pickup.
- Dancers should be dressed and ready to go before class begins.
- If a student arrives more than 10 minutes late, they may be asked to observe class that day for safety reasons.
- Staff cannot give rides but will wait with students as needed.
- Please call the office immediately if delayed when picking up your student.

---

## Unauthorized Pickups

- If someone is restricted from picking up your child:
  - Contact Miss Tenacity or Miss Tammy.
  - Submit written notification with details and a photo if possible.

---

## Closed Classroom Policy

- Classes are closed to observers unless otherwise noted.
- Parents must request permission in advance for visiting guests.
- Live feeds are available in the main office.
- Observation weeks are scheduled twice per year.

Teachers may end observation early if students or observers are disruptive

---

## Class Interruptions

- Do not interrupt classes unless there's an emergency.
- Ask office staff to deliver items or messages to students.
- Wait outside dance space unless attending scheduled observation.

## **Class Schedule & Teachers**

- Classes are scheduled based on age, interest, and availability of space and faculty.
  - Once full, a second class may be added if at least 8 students are waitlisted.
  - No live-stream or Zoom options due to licensing/privacy.
  - Class transitions are fast—please schedule meetings instead of approaching teachers between classes.
  - Private lesson inquiries should go through the office.
  - Faculty bios and class schedule are available at [enavantwy.com](http://enavantwy.com).
- 

## **Studio Conduct & Etiquette** *(How We Do It Here)*

---

### **Dancer Conduct Expectations**

- Treat teachers, classmates, and studio spaces with respect.
  - Arrive prepared, dressed appropriately, and ready to focus.
  - Use quiet voices in the hallway and waiting areas.
  - No roughhousing, running, or shouting inside the building.
  - Keep hands to yourself and respect others' personal space.
  - Clean up after yourself and take all belongings home.
- 

### **Lost & Found / Personal Belongings**

- Label all shoes, water bottles, and personal items clearly.
  - Dancers should keep all belongings in a dance bag.
  - Items left behind will be placed in the studio lost & found bin.
  - Lost & found is cleaned out periodically — unclaimed items may be donated.
- 

### **Parent, Guardian & Visitor Expectations**

- Help your dancer arrive on time, dressed and prepared.
  - Respect class start and end times — avoid entering studios unless invited.
  - Supervise non-dancing siblings in the waiting area.
  - Avoid loud conversations or phone calls in the sitting areas.
  - Address questions or concerns outside of class time via email or scheduled conversation.
  - Remain supportive and positive — never coach from the sidelines.
- 

### **Teacher & Staff Rights and Responsibilities**

- Teachers have the right to lead class without disruption.
- Staff may redirect students acting unsafely or inappropriately.
- Teachers will correct behavior calmly, professionally, and without causing embarrassment.
- Staff are responsible for upholding a safe and respectful learning environment.

- Dancers, parents, and staff are expected to work together in a spirit of mutual respect.
- 

## **Correction & Redirection Guidelines**

- Dancers may be gently redirected for behavior such as:
    - Being in off-limits areas
    - Making messes in restrooms
    - Jumping from stairs or climbing railings
    - Disrupting class or distracting others
  - All corrections are made calmly, kindly, and discreetly.
  - Students who continue to disrupt may be asked to observe the remainder of class.
  - If behavior is unsafe or persistent, parents will be contacted.
- 

## **Behavior Disciplinary Policy**

- Respect is mandatory. Aggression, bullying, or inappropriate behavior by anyone (students, parents, staff) will result in:
    - One written warning OR
    - Immediate dismissal at the discretion of En Avant.
  - No refunds will be issued in these situations.
- 

**At En Avant, we are building more than dancers—we're building a community of focused, respectful, and joyful artists. Thank you for helping create a space where everyone can thrive.**

---

## **Studio Etiquette for Parents & Guardians**

*(How We Do It Here)*

**Your support helps create a safe, focused, and positive experience for every dancer. Thank you for partnering with us in building a respectful studio environment.**

---

## **Respectful Conduct**

- Be kind and courteous to staff, students, and other families
  - Avoid gossip or comparisons, every dancer grows at their own pace
  - Make sure your student has an age-appropriate understanding of policies
  - Keep siblings supervised at all times
  - Please check the **Lost & Found** regularly. Unclaimed items are donated monthly
- 

## **Communication**

- Use the Parent Portal to notify us of absences and plan make-ups
- If you need to speak with a teacher, please schedule through the office
- Questions? Contact us at [dance@enavantwy.com](mailto:dance@enavantwy.com)

## **Safety & Pick-Up**

- Help us keep little dancers safe—if a child slips out the door unattended, stop them or alert staff immediately
  - Never enter a studio space (even when not in use) unless invited by a teacher
  - In an emergency, ask a staff member to locate your child
- 

## **Tuition & Commitment**

- Honor your registration agreement and pay tuition on time
  - Late fees apply to overdue accounts
  - Encourage your dancer to practice, stay committed, and show up with positivity!
- 

## **Choreography & Creative Work**

- All choreography and class materials are the intellectual property of En Avant and our faculty.
  - Choreography may not be shared, copied, or performed outside the studio without permission.
- 

## **Studio Spaces: Office, Store, Waiting & Dressing Rooms**

*(How We Do It Here)*

We're proud of our historic downtown space, and we want your time here to be pleasant for everyone. Please help us keep the studio clean, calm, and respectful.

---

### **In the Office & Store**

- Keep noise low—this is a working space, not a playroom
  - Use headphones for phones and devices
  - No musical instruments or singing recitals
  - Please don't block walkways or sit on the floor
  - If you bring snacks (especially popcorn!), please vacuum up crumbs with the hand-vac
- 

### **Store & Hallways**

- No running, tapping, or games like hide and seek
  - Please help your dancers and their siblings understand these are shared, quiet-use spaces
- 

### **Dressing Rooms**

- Dressing rooms are shared, not private
- If the room is in use, please knock before entering
- Please respect others' space and time while changing

As Charlotte Shane once observed:

**“The great delusion of people everywhere? That their disregard for others makes them interesting.”**

**At En Avant, we believe courtesy is always in style.**

---

## **Lost, Found & Personal Items**

- En Avant is not responsible for lost or stolen belongings.
  - Leave valuables at home. Label your dancewear.
  - Check lost and found regularly. Unclaimed items are donated monthly.
  - Donated shoes are made available to students in need.
- 

## **Health & Safety** *(How We Do It Here)*

---

### **Health & Safety**

- HEPA filters, fans, and cleaning protocols are used in all studios.
  - Frequent handwashing and distancing are encouraged.
  - Masking may be required during high-risk periods.
  - Teachers and students clean shared equipment after use.
  - All staff are background checked and trained annually.
- 

### **Illness & Injury Policy**

- Please keep dancers home if they are sick — especially with fever, vomiting, or any contagious condition. Make-up classes are available.
  - Dancers must be symptom-free for 24 hours (without medication) before returning to class.
  - If your dancer becomes ill or injured at the studio, you will be contacted promptly.
  - Minor injuries (e.g., scraped knee) will be treated with basic first aid.
  - Any significant injuries or ongoing health concerns should be communicated to the office and teacher.
- 

### **Bathroom Use & Hallway Behavior**

- Dancers should use the bathroom before class begins.
  - Please remind young dancers to wash hands and clean up after themselves.
  - Hallways and stairwells must remain safe and quiet during classes.
  - No running, roughhousing, climbing, or jumping from stairs or railings.
  - Staff may redirect students as needed to maintain safety and respect for others in the space.
-



## Allergies & Medical Information

- Please inform the office of any allergies, medical conditions, or emergency concerns.
  - Dancers with inhalers, EpiPens, or other emergency medications should keep them in their dance bag and notify staff of their location.
  - We do not allow snacks in class to protect dancers with allergies and keep spaces clean.
  - If your dancer needs accommodation, please speak with us before their first class.
- 

## Class Eligibility & Requirements

- Some classes require:
    - Minimum age or skill level
    - Concurrent class enrollment
    - Teacher approval (e.g., Pointe, Contemporary, Hoop)
  - All Contemporary students (18 & under) must take 1 additional Jazz, or Ballet
- 

## Weather & Closures

- **We do not automatically close with the school district.**
  - Morning decisions will be emailed; afternoon updates by 1pm via phone and Facebook.
  - Use your best judgment—stay home if travel is unsafe.
  - Tuition calculations include a buffer for weather and holidays.
  - If closures exceed that buffer, weekend make-ups may be offered.
  - In case of public health mandates:
    - Video instruction will be provided.
    - Classes may alternate weeks to reduce class size.
- 

## Privacy & Data Collection

- En Avant collects only the information necessary to provide services and manage your account.
  - This includes your dancer's name, age, contact info, enrollment status, and any relevant health concerns.
  - Payment information is securely processed through our billing platform.
  - We do not share or sell personal information.
  - A full privacy statement is available upon request.
- 

## Media & Privacy

- Video feed from each studio is viewable at the front desk.
- A media release is included in registration. To opt out:
  - Send written notice to [dance@enavantwy.com](mailto:dance@enavantwy.com).
- No photography or video sharing of class content without permission.

## Privacy & Information Security

- We collect only what we need: names, contact info, medical details, enrollment status, and payment info.
  - All data is securely stored and accessed only by authorized staff.
  - Your contact details may be used to share studio-related info unless you opt out in writing.
  - We will never sell or share your data with third parties unless required for legal or debt collection purposes.
- 

## Questions or Issues?

- **Email:** [dance@enavantwy.com](mailto:dance@enavantwy.com)
  - **Office:** 307-634-9945 (Mon–Thu 3pm–6pm / Sat by appt.)
  - **Never hesitate to reach out. We're here to help you succeed and feel supported every step of the way!**
- 

## Student Behavior Agreement *(How We Do It Here)*

**At En Avant, we believe every dancer contributes to the positive energy of our studio. We expect students to treat others, themselves, and our space with care, kindness, and focus. By dancing here, you agree to the following:**

---

### Respect for Teachers & Classmates

- I will follow teacher directions without arguing or complaining.
  - I will treat classmates, assistants, and instructors with kindness and respect.
  - I will keep my hands to myself and avoid distracting behavior.
  - I understand that teasing, bullying, or negative comments will not be tolerated.
  - I will arrive with a positive attitude, ready to listen and learn.
- 

### Commitment to Learning

- I will participate fully and stay engaged during class.
  - I will not talk during instruction or while others are dancing.
  - I will try my best and ask questions respectfully when I need help.
  - I understand that repeatedly disruptive behavior may lead to being asked to sit out or be removed from class.
- 

### Respect for Space & Safety

- I will walk (not run) in the hallways and common areas.
- I will not jump down the stairs or from elevated landings.
- I will clean up after myself, including any snacks, shoes, or personal belongings.
- I will keep bathrooms clean and treat studio spaces and equipment with care.

- I understand that inappropriate or unsafe behavior may lead to corrections, a parent conference or suspension from class.
- 

## **Responsibility & Accountability**

- I will arrive on time and be dressed according to my class dress code.
  - I will always use respectful language.
  - I will keep my phone silenced and put away unless given permission.
  - I understand that my actions affect the experience of others.
- 

## **Respectful Conduct**

- **Bullying of any kind**—including physical, emotional, verbal, or cyber—from students, parents, or staff, will not be tolerated and may result in dismissal.
  - En Avant reserves the right to dismiss any student whose behavior—or whose family's behavior—is disrespectful or disruptive to our studio community.
- 

## **Studio Calendar Overview**

- We follow a traditional school year calendar, beginning in September and concluding with our annual June performance.
  - Studio closures (for holidays, breaks, or weather) are listed in the Important Dates section.
  - You can view a detailed Performance Handbook in the spring once all costume payments are received.
  - See the “Important Dates” checklist for a season-long overview of closures, rehearsals, and performances.
- 

## **Important Dates Checklist**

**At En Avant, we know our dance families lead full, busy lives—and we're here to help you stay organized and informed. Below you'll find our key “Save the Dates” for the season.**

**Additional details (such as times, costume requirements, and performance expectations) will be shared in the performance handbook (available on the website November 1) and via email as each event approaches. Reminders will also be posted in the studio waiting areas.**

**If your dancer will not participate in our annual performance, please notify us as early as possible. They will remain in class through the season to continue learning with their class.**

---

## Fall - Winter 2025

- **September 8 , 2025 – (Monday) Classes Begin**  
Welcome to a new season! First day of classes for all enrolled students.
  - **October 4, 2025 – (Saturday) National Dance Week Celebration**  
Join our group performance at the Wyoming State Capitol. All dancers welcome!
  - **October 31, 2025 –(Friday) Halloween**  
Studio closed in observance of Halloween.
  - **November 1, 2025 – Performance Fee & Costume Payment Due**  
Required for all students participating in the Spring Performance.
  - **November 1, 2025 – Performance Handbook Available at Website**
  - **November 3, 2025 – Christmas Parade Sign-Ups Open**  
Open to interested dancers. Rehearsal dates and parade time TBD.
  - **November 24-28, 2025 – Thanksgiving Break**  
Studio closed for the week of Thanksgiving.
  - **November 29, 2025 –(Saturday) Christmas Parade**  
Parade participants meet at the studio to march together. Time TBD.
  - **December 15-19, 2025 – Observation Week**  
Family and friends are invited to observe class during regular class time.
  - **December 22, 2025 – January 2, 2026 – Christmas Break**  
Studio closed for winter break.
- 

## Winter - Spring 2026

- **January 5, 2026 – (Monday) Classes resume**
  - **January 19 , 2026 – MLK Jr. / Equality Day**  
Studio closed in observance. (Affects Monday classes only)
  - **February 16, 2026 – Presidents Day**  
Studio closed. (Affects Monday classes only.)
  - **March 1, 2026 – Summer Class & Camp Registration Opens**  
Our summer schedule posted on website, and enrollment begins.
  - **March 23-27, 2026 – Spring Break**  
Studio closed for the week.
  - **May 11-15, 2026 – Observation Week**  
Families are welcome to observe classes before the year wraps up.
  - **May 25, 2026 – Memorial Day**  
Studio closed. (Affects Monday classes only.)
-

## Performance Season June 2026

- **June 1 - 5, – Class Photos & In-Studio Short Rehearsals**  
Details and schedules provided in the Performance Handbook.
- **June 8-10, – (Monday, Tuesday, Wednesday) In-Studio Short Rehearsals**  
Details and schedules provided in the Performance Handbook.
- **June 11, 2026 – (Thursday) Dress Rehearsal at Cheyenne Civic Center**  
Held at the performance venue. Participation is mandatory.
- **June 13, 2026 – (Saturday) Spring Performance at Cheyenne Civic Center**  
Shows at 2:00 PM (pre + lower levels) and 6:00 PM (all others). Dancers remain for the entire performance.
- **June ?, 2026 – Summer Classes Begin**  
Join us for summer fun, technique, and training!

---

## Understanding Tuition

Tuition covers the full studio year (September 1 – June 15) and is based on the total cost of running the studio, including:

- Teacher & staff salaries & Cleaning, equipment, and maintenance
- Building rental & utilities & Insurance, banking & credit card fees & taxes
- Music licensing & database management
- Tuition includes holidays, spring break, snow days, and rehearsal weeks.
  - We do not always close for school district weather closures.

---

## Payment Schedule & Policies

- Annual tuition is divided into 10 equal monthly installments.
- First tuition installment + one-time registration fee is due at registration.
- Remaining payments are due on the 1st of each month (September – June).
- Tuition is not prorated for absences, holidays, or weather-related closures. All tuition must be paid in full before the spring performance.

---

## 2026 Preliminary Performance & Costume Information

En Avant has reserved the Cheyenne Civic Center for our spring performance on Saturday June 13 2026.

- **Performance is optional.**
- Monthly tuition instalments 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.

- The per student performance fee is \$20. Students may need tights in addition to a costume.
- A performance handbook will be available on our website by November 1, 2025
- Matinee performance at 2pm for beginning/youngest students
- Evening performance at 6pm for all other classes.
- **Costume Pricing for 2026 performance**  
Due to ongoing and unpredictable changes in international tariffs, costume companies are no longer able to provide exact pricing early in the season.  
As a result, we are sharing an estimated price range at the time of registration. Once final pricing is released by the manufacturers, we will confirm exact costs.  
As always, En Avant will make every effort to keep costume expenses as low as possible while maintaining the quality and consistency our families expect.
- Dress Rehearsal for all performances is Thursday , June 11 at the Cheyenne Civic Center.
- Both performances are available to the public as benefit performances for a local non-profit.
- Tickets for all performances be reserved and purchased from the Cheyenne Civic Center by students and/or parents. The per student performance fee is \$20.
- Ticket prices are \$17 plus Civic Center fees for the Saturday afternoon performance with our youngest dancers. Tickets for the performance showcasing all other students are \$22 plus Civic Center fees. (En Avant has no control over or input regarding Civic Center fee charges).
- Performance information including links to purchase tickets is provided via the En Avant newsletter beginning November of 2025. 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.

---

## **Annual Tuition Policy** *(How We Do It Here)*

---

### **Understanding Your Commitment**

At **En Avant Dance**, we know that dance is more than just an activity, it's a **commitment to growth, discipline, and teamwork**. By enrolling, families commit to a full season of training, just like joining a sports team or an academic program.

**Tuition payments are an annual tuition broken into 10 equal monthly installments, for your convenience,** rather than asking for the full tuition in one payment. Tuition payments are not a monthly membership fee. This commitment ensures that:

- ✓ Our talented instructors receive consistent pay.
- ✓ We maintain a safe, high-quality learning environment.
- ✓ Performances and events are planned effectively for all students.

We understand that children may occasionally feel unmotivated, but perseverance is an important lesson! **Before deciding to withdraw, please talk with us so we can help support each student's journey.**

---

### Spring Performance Participation

- ✓ The Spring Performance is optional.
- ✓ Students who opt out still attend class and learn choreography.
- ✓ June tuition must be paid regardless of participation in the performance.

---

### Withdrawal Due to Unforeseen Circumstances

- ✓ Parents/students must submit a **written** request and pay the current and following month's tuition for each class from which a student is being withdrawn.
- ✓ There are no refunds for costumes.
- ✓ If a class is canceled due to low enrollment, we will suggest an alternative class.

---

## Tuition, Registration & Payment Policies *(How We Do It Here)*

To ensure a smooth dance experience, please review the following important details about tuition, registration fees, payment options, and late charges.

---

### Tuition & Discounts

- Tuition is calculated based on a **10-month instalment plan** (August–May).
- Full price is charged for the highest-priced class.  
A **10% multiple class discount** applies to additional classes—**per student**.
- Tuition is invoiced monthly, with applicable registration and other fees included.

### Payment Options

You may choose **automatic** or **manual** monthly payments:

---

#### AutoPay (Preferred)

- Set up in your **Parent Portal** to pay on the **1st business day of each month**.
- **No processing fees** for any instalment.

- Avoids late fees (unless your card declines).
- Check your card's expiration date to avoid failed payments.

---

## Manual Payment

- Pay monthly by card, cash, or check at the studio **or** by card through the Parent Portal.
- Each instalment includes an **\$18 processing fee**.
- Payments made after the 3rd of the month will incur **late fees**.

---

## Registration Fees

- **Due at registration** and **not eligible for discounts**.
- Confirmed registration secures class placement.

Time of Registration	Per Student	Per Family (Max)	Time of Registration	Per Student	Per Family (Max)
Aug–Dec	\$40	\$135	Summer Session	\$25	N/A
Jan–May	\$50	\$175			

---

**Let us know if you need help setting up your payment preferences—we're happy to assist!**

---

## Late Fees & Finance Charges

- **\$35 late fee** applied to any unpaid tuition **after 3 days** past due.
- An additional **\$35 late fee** applies if unpaid by the next month's due date.
- **Students with 2+ months of unpaid tuition** will be suspended from class until the account is brought current.
- Any balance exceeding one month's tuition as of **June 5** will incur a **\$75 performance season late fee**, in addition to other fees.
- Accounts past due **90+ days** are subject to **finance charges of 1.75% per month (21% APR)**.

---

## Important Notes

- Monthly invoices are emailed to all accounts, including those set up with AutoPay.
- **En Avant Dance does not issue refunds** for any reason, including missed classes, or withdrawals.

### **2025-2026 MONTHLY TUITION INSTALLMENTS** *(How We Do It Here)*

---

A one-time per student registration fee is added automatically. Monthly tuition installment amounts for all ten (10) months of the 2025-2026 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, or leaps & turns class**  
**Pointe – 2 additional ballet, leaps & turns or jazz classes**  
**Strongly encouraged for adults**

Class Length	Classes - monthly amount for each of 10 months	Monthly payment
45 -50 minute	Pre-dance, Tot-hop, Ballet 1 & 2, Tap 1 & 2, Hip-Hop 1, Irish Step, Jazz 1, Parent Tot, Pointe 1	\$72
60-75 minute	Ballet 3, 4 & 5, Pointe 2, All Modern, Improve, Jazz 2 & 3, Tap 3, Hip Hop 2, Adult Tap, Cheer, Tot Combo	\$77
Specialty	Ballet 6 & 7, All Contemporary, Acro Jazz, Burlesque, Teen Adult Ballet All Hoop	\$83 \$89
<b>Discount</b>	<b>Full price for highest priced or single class. 10% reduction on each additional class.</b>	<b>10%</b>
3-month punch card	Barre Class per class drop in fee Yoga per class drop in fee	\$15 \$13

## Registration & Enrollment

We're excited to welcome you to a new season of dance! Registering at En Avant reserves your dancer's place for the full school year (September–June). Please follow the checklist below to ensure your registration is complete.

### How to Register

1. Visit [www.enavantwy.com](http://www.enavantwy.com) and click the **Registration** button
  - o New families: Create an account
  - o Returning families: Log in to your **Parent Portal**
2. **Complete all required fields**, including:
  - o Current phone numbers and email addresses
  - o Valid payment information (check credit/debit card expiration dates)
3. **Agree to all required policies** (listed below)
  - o If opting out of the photo/video policy, written notice is required via email
4. **Pay the annual registration fee and first month's tuition**
  - o Registration is not complete—and your student's place is not held—until both are received.

## Enrollment Details

- Your registration confirms a **10-month tuition commitment** (September–June)
  - Tuition is charged monthly, regardless of holidays or absences
  - If you withdraw:
    - You must **notify En Avant in writing and pay the current and next month tuition.**
    - Accounts not in good standing may be turned over for collection
- 

## Class Space & Waitlists

- Once a class is full, no additional students may join
  - If **8 or more students** are wait-listed, we will try to open an additional section
    - Please note: added classes are likely to take place on **Fridays or Saturdays** due to space and teacher availability.
- 

## Parent Portal Access

- After registering, use the **Parent Portal** to:
    - View your student's schedule
    - Access newsletters, payment history, and class communications
    - Report absences and request make-ups
    - Update contact and payment info
  - Watch the **Parent Portal tutorial video** during registration to learn how to get the most from your account
- 

## Required Policy Agreements

**You'll be asked to agree to the following during registration:**

1. Electronic Signature Agreement
  2. Personal Responsibility Waiver of Liability
  3. Use of Contact Information & Photo/Video Policy
  4. Information & Communication Policy
  5. Annual Tuition Policy
  6. Tuition, Discounts, Registration & Payment Policy
  7. Concurrent Enrollment Policy (applicable for some classes)
  8. Performance & Costume Fees
  9. Student Behavior Agreement (please review with your dancer)
  10. Special Accommodation
- 

## Need help?

Please **email us at [dance@enavantwy.com](mailto:dance@enavantwy.com)** with registration questions.

We are happy to help—please don't call the office with time-sensitive registration issues.

---