



4450 N. Prospect Rd, Suite C9
Peoria Heights, IL 61616
(309) 696-4600

Welcome students and parents! And thank you for choosing Miss Laura's School of Dance, Ltd. (MLSD) for your child's dance and acrobatic education this year. Listed below are some important bits of information and policies to help make your dance year go as smoothly as possible. Please feel free to ask us any questions and let us know if you have any concerns!

Studio Contact Information

- Billing questions:** OfficeCoordinator.MLSD@gmail.com (General billing issues and questions)
DanPritchard.MLSD@gmail.com, (Financial Hardships, Extensions, etc)
- Dance questions:** MissLaura.MLSD@gmail.com
- Fundraising:** CMAdamson.MLSD@gmail.com
- Merchandise:** CMAdamson.MLSD@gmail.com
- Studio phone:** (309) 696-4600
- Studio website:** www.MLSDance.com (be sure to check the News Feed!)
- Customer Portal:** Link is found on www.MLSDance.com. Logon ID is your email address on file.
- Facebook:** www.facebook.com/MLSDLtd Like us on facebook to get updates in your facebook news feed. Be sure to rate and review us, too 😊

Staff

- Miss Laura (Owner)** – MissLaura.MLSD@gmail.com
(email is the best way to get in touch)
- Dan (Owner)** – DanPritchard.MLSD@gmail.com
- Katie Blackwell (Office Coordinator)** – OfficeCoordinator.MLSD@gmail.com
- Cristina Cruz (Office Coordinator)** – CMAdamson.MLSD@gmail.com
- Sharon, Traci, & Marie (Receptionists)** – CustomerService@MLSDance.com

Dress Code

***Flying D Dancewear (located in the Metro Centre) has our list of shoes. If they don't have your size in stock, they can get them very quickly!**

If you prefer online shopping, go to CurtanCallForClass.com, search for Miss Laura's School of Dance, and find your class list of shoes and dancewear.

Recreational and Competition Clothing

Tiny Tots – Leotard, ballet skirt/tutu, tights and booty shorts are all ok. Hair pulled back.

Ballet classes – Leotard and tights. Hair in a bun. No booty shorts or ballet skirts.

Hip-Hop Classes – Any dancewear is allowed, but sweats/harem pants and t-shirts/tank tops are recommended.

All other classes – Any dancewear is allowed except baggy t-shirts and sweats.

Acceptable dancewear includes: bra tops, form-fitted t-shirts/tank tops, crop tops, booty shorts, leotards, jazz pants, tights, etc. Hair pulled back.

Tiny Tot Shoes

Caterpillar: Pink ballet shoes (leather full sole) & black patent leather tap shoes with tap elastic or buttons (speeds up shoe changes & they won't come untied in class)

Butterfly: Tan (jazz shoes & black patent leather tap shoes with tap elastic or buttons (speeds up shoe changes & they won't come untied in class)

Recreational Shoes

Ballet Levels I Pink ballet shoes (leather full sole)

Ballet Levels II-IV Pink ballet shoes (canvas split sole)

Tap Level I Black patent leather tap shoes with tap elastic (speeds up shoe changes & they won't come untied in class)

Tap Levels II-IV Tan Tap On by Bloch

Jazz Levels I-IV Tan Super Jazz by Bloch

Lyrical & Contemporary Nude spinner shoes or foot undeez are ok for practice in class. Actual lyrical/contemporary shoes will be announced once costume is selected.

Acrobatic Level I-IV Any color slip on jazz shoes

Hip Hop Tennis Shoes/Sneakers/Combat Boots. Specific shoes will be selected to match the costume for the recital. Please make sure shoes are not covered in dirt or mud before entering the classroom.

Competition Shoes

Ballet: Pink ballet shoes (canvas split sole)

Tap: Black Oxford Tie Tap Shoes (Recommend either "Respect" or "Enduro" by Bloch or "Premiere" by Capezio...these shoes have the best sounds)

Jazz: Tan "Flow" by Bloch

Lyrical/Contemporary: Nude spinner shoes or foot undeez are ok for practice in class. Actual lyrical/contemporary shoes will be announced once costume is selected.

Acrobats & Production: Tan "Flow" by Bloch

***Do NOT order any Taupe colored shoes. There's a BIG difference between Tan & Taupe.**

Tuition, Billing, & Studio Policies

You will receive everything via email so **be sure to check your email** & be sure to fill out your account information completely/accurately. **If at any time in the year you are not receiving emails or statements, please let us know.** If you choose to leave a credit card on file you will still get the statement emailed so you can anticipate how much will be coming out of your account.

Tuition & Payments

- Tuition is due by the 1st of every month, regardless of holidays or studio closings. You can mail the check if you can't make it to the studio or pay online.
- You have a 7-day grace period to pay tuition - tuition is late on the morning of the 8th and a \$10 late fee will automatically be applied.
- If the tuition remains unpaid through the 7th day of the following month, a 3% finance charge will be applied to the unpaid portion of tuition on the 8th day of that following month.
- Your account defaults to "manual payment." If you wish to have your tuition auto-paid by the credit card on your file, please select the "1st of the month" option under e-Payment Schedule in the billing info section of your account. This is a great way to avoid late charges. It will only bill if you haven't already paid for tuition that month.
- "Auto-Pay All on Due Date" can be selected as an e-Payment option. This will charge all fees (tuition, costume deposits, balances, competition entry fees, etc) on the date the fee is due. Tuition will be paid on the 1st of the month.
- Please put your child's name on the memo line of all checks.
- There is a \$25.00 returned check fee.
- It is your responsibility to notify us of any credit card change or if your card expires. There is a \$35 credit card denial fee.
- Additional siblings will receive a 10% discount off monthly tuition as a family discount (not applicable to purchases, registration fees, costumes, etc)
- Tuition is the same every month except for June, July & August. June will be prorated to ½ of a month for recreational students. July and August will be prorated for competition students based on the number of weeks of class. We know that some months your child will not have 4 classes due to holidays, etc. However, some months will have 5 weeks. We have based our tuition on how many weeks there are in the dance year that we will have class. Also, each day of the week ends up missing the same number of lessons due to holidays.
- Costume deposits are \$50 per costume and due November 1ST. This fee is non-refundable, and once paid, you are committed to paying the remaining balance of the costume. If you are not planning to participate in the recital, please let us know before the costume deposit due date so we can remove the fee from your account. If the fee is not paid on time, your child will not have a costume ordered and they will not be able to participate in the recital. Competition students will have a second deposit of \$25 per costume due January 16th.

Enrollment Changes/Drops

- If your child chooses to change a class, it must be put in writing in our “change class form” and returned to MLSD.
- Should your child choose to drop a class, you must fill out a “drop class form” and return it to MLSD at least one week prior to the next month otherwise you will still owe for the following month. If you choose to withdraw from all classes, you will be responsible for all charges applied to the account prior to the date the “drop class form” is returned to MLSD. This includes, but is not limited to, late fees, finance charges, tuition, entry fees, etc.

Class Observation

- Watch Weeks – There will be no spectators during dance class at MLSD, however we will have designated times where parents can come in and see how their child is doing. See the “Watch Week” page of this packet for the schedule of when you can observe class.

Attendance

- Students will receive their student ID tag on the first lesson (returning students will use their ID tag from the previous year). They should keep this ID tag in/attached to their dance bag and scan themselves in at the front desk first thing in the studio door each day (this is how we track attendance). The backup copy should be given to a parent/guardian. If both copies are lost it is \$5 to purchase a replacement set.
- If your child has to miss class due to an illness or schedule conflict please email their teacher, reception, or call the studio as a courtesy.
- Unfortunately no make up classes are offered for individuals, as each class works on different dances.

Class Cancellations/Snow Days

- We cannot help the weather when snow is concerned. Normally, we will follow Peoria county schools, but there are instances when it snows in the morning and roads are fine later or vice versa. We will email out our closing information and notify the local news stations as soon as we can reasonably make a determination of what is in the best interest of our staff, our students, and the parents. Since our rent and bills are not discounted due to snow, we will be unable to credit anyone back for any snow days that are missed. If a class misses more than one week due to snow, we will schedule a weekend makeup lesson.
- We generally stay open unless we don't have enough staff available to keep our classes running. However, we always urge you to use your discretion, and only venture out in bad weather if you feel comfortable doing so. We understand if you decide to miss class due to poor weather, even if we choose to stay open.

Other General Studio Policies

- No food or drinks in the dance rooms except water bottles.
- No tap shoes are allowed on the lobby/hallway floor.
- No students are allowed in the dance rooms without a teacher, unless special permission is given by Miss Laura. Remember the time before and between classes is for the teachers to prep. Please be respectful of that and keep your children in the lobby until they are called back for class by the teacher.
- Please don't let your children play in/block the hallway or closets. The noise carries into the dance rooms and is distracting. All parents and children should remain in the lobby unless called back for a watch week or called back for class.
- All student dance bags will be kept in our wall cubbies. Anything left in a cubby or dance room at the end of the night will go into our Lost & Found in the office.
- Lost & Found: If items remain unclaimed at the end of the month, and at the end of the year, MLSD reserves the right to donate the remaining lost and found items to local charities and/or families in need.
- Please pick up after yourself to help keep the studio clean ☺ Remove all items, including garbage from the cubbies, and clean up your area if you make a mess. Clorox Wipes are available at the desk to wipe down your cubby when you're done for the night, to clean it up for the next person.
- Progress Reports – At your request, progress reports can be requested. At the beginning of each year the teachers will fill out an evaluation form for each child to see what their skill level is. They will help the student set goals for the year, and work with them to achieve their goals. Mid-year, the teachers will re-evaluate the students and fill out a progress report to show how they are coming along toward their goal. Finally, at the end of the year the students will be re-evaluated again and receive a report card to show what their skill level is after a year of hard work. An optional parent-teacher conference is available by request at progress report and report card time.
- Parent-teacher conferences -- If there are ever concerns about the progress of your child(ren), please contact Miss Laura and/or Mr. Dan to schedule time to have a conference. Please avoid addressing the teachers one-on-one in between classes. This will ultimately pull the teachers away from teaching other students. We value the interaction, but we want to remain respectful to all students. Also, the small break in between classes is intended to give the teacher a brief break and allow them to set up for the next class. Miss Laura and/or Mr. Dan will be more than happy to help schedule time that works for everyone to get together for discussions.
- Student of the Month – Selected by the teacher each month, based on behavior, attitude, effort, & progress. The student will have their picture taken and displayed at the studio & receive a coupon for free ice cream at Emack & Bolios.
- Security Cameras – Please note that we have security cameras in each dance room and the lobby area. This is for safety reasons and the cameras DO record. We have the ability to turn off the cameras if needed. Please make your children aware so they do not change in the dance rooms or lobby unless we have turned them off.
- Photo & Video Release – We love posting pictures and video clips of our students on our website and our social media pages. We need to have a signed photo and video release on file for each student. Please stop by the lobby and sign the release before classes start.

By signing below, I agree that I have read and understand all terms in the MLSD Welcome Packet for the 2015-2016 year. I also agree that I will follow the rules and policies set forth in the agreement.

Date: _____

Student name(s): _____

Parent/Guardian name: _____

Parent/Guardian Signature: _____

MLSD Rep Name: _____

MLSD Rep Signature: _____

Important Dates

AUGUST 2015

Monday Aug 17TH: 1st Day of Competition Team Lessons

SEPTEMBER 2015

Monday September 7TH & Tuesday September 8TH: Labor Day Break - No Lessons

Wednesday September 9TH: 1st Day of Recreational Lessons

No Saturday Class: September 5TH

OCTOBER 2015

Wednesday October 28TH, Thursday October 29TH & Saturday October 31ST: Fall Break -
No Lessons

No Saturday Class: October 17TH and Saturday October 31ST

NOVEMBER 2015

November 1ST: Costume Deposits Due! (\$50 per costume)

Wednesday November 25TH – Thursday November 26TH: Thanksgiving Break - No
Lessons

No Saturday Class: November 28TH

DECEMBER 2015

Monday December 21ST: Winter Break Begins - No Lessons for 2 weeks

No Saturday Class: December 26TH

JANUARY 2016

Monday January 4TH: Lessons Resume

No Saturday Class: January 2ND and January 30TH

FEBRUARY 2016

No Saturday Class: February 20TH (tentative)

MARCH 2016

Saturday March 26TH: Spring Break Begins – No Lessons for 1 week

No Saturday Class: March 26TH

APRIL 2016

Saturday April 2ND: Lessons Resume

No Saturday Class: April 16TH (tentative)

MAY 2016

Monday May 30TH & Tuesday May 31ST: Memorial Day Break - No Lessons

No Saturday Class: May 7TH (tentative)

JUNE 2016

Saturday June 4TH: Dress Rehearsal in Class at MLSD

Monday June 6TH – Thursday June 9TH: Dress Rehearsal in Class at MLSD

Friday June 10th: Dress Rehearsal at Five Points (5:30PM)

Saturday June 11th AND Sunday June 12th: Recital at Five Points (3PM both days)

*Some spring Saturday dates are tentative until we know our competition schedule ☺

“Watch Week” Schedule

September

Wednesday Sept 9TH through Tuesday Sept 15TH

October

Monday Oct 5TH through Saturday Oct 10TH

November

Monday Nov 2ND through Saturday Nov 7TH

December

Monday Dec 7TH through Thursday Dec 12TH

January

Monday Jan 4TH through Saturday Jan 9TH

February

Monday Feb 1ST through Saturday Feb 6TH

March

Monday Mar 7TH through Saturday Mar 12TH

April

Monday Apr 4TH through Saturday Apr 9TH

May

Monday May 2ND through Saturday May 7TH

June

Saturday June 4TH through Thursday June 9TH

This will also be dress rehearsal in class at the studio

On these Watch Weeks, parents will be allowed to step into the classroom and observe the last 5-10 minutes of class (the amount of time is at the teacher's discretion) to see what they have learned so far. It has been our experience that the students pay much better attention without spectators in the room. However, we know that parents want to see how their child is doing. Please show the teacher and students respect so that the students get the most out of their lesson, and we will be able to keep having watch weeks: keep talking to a low volume, turn cell phones off, and if you bring small children please keep them quiet or step into the hall.

Thank you ☺