

Studio Handbook

Miss Laura's School of Dance

Fall 2016- Spring 2017 Dance Year

Hours of Operation

Monday-Thursday	4:00-9:15pm
Wednesday Morning	9:30am-12:00pm
Friday	4:00-6:45pm
Saturday	8:30am-12:00pm

4450 N. Prospect Rd, Suite C9
Peoria Heights, IL 61616

Studio Email

CustomerService@MLSDance.com

Miss Laura's Email

MissLaura@MLSDance.com

Studio Phone (309) 696-4600

Welcome to Team MLSD!

Our mission is to create the ultimate performing arts environment, aimed at making any child's experience educational, positive and meaningful. We work hard to build a solid technical foundation, provide an outlet for emotion and creativity, and inspire a passion for dance, which allows dancers to pursue their dreams.



Laura Pritchard Owner/Director

National award-winning teacher/choreographer. Highly trained in the performing arts.

Dan Pritchard Owner/Treasurer

TEACHING STAFF

Hannah Brownfield
Ellen Cook
Alyssa Cottingham
Danielle Rivard
Tyler Smith
Heather Wort

OFFICE STAFF

Katie Blackwell
Sharon Durkee
Traci O'Laughlin



We encourage good sportsmanship, positive participation, and believe that every student is special regardless of age and ability.

Miss Laura's School of Dance was formed 5 years ago by Laura & Dan Pritchard. Through the past 5 years the studio has trained over 500 students, several of whom have returned as teachers & choreographers.

www.MLSDance.com



Studio Rules and Regulations

Communications – All of our important information is sent via email. Please be sure to check your email on a regular basis to ensure you are up-to-date on all announcements. All credit card payments will email you a receipt, as well. You can also download our MLSD App for your phone to receive push notification reminders ☺ If you find that you are not receiving our emails, please let us know. Be sure to check your SPAM folder!

Attendance – Students are expected to be in attendance for all classes. They will receive a student ID tag to use to scan in at the computer on the front desk. They should attach the ID tag to their dance bag so they don't lose it. There is a \$5 replacement fee if the tag is lost. Attendance is reviewed by the teachers. Please notify the studio when absences are necessary. Make-up classes are available in some cases, by scheduling private lessons with your instructor. There will be no refunds or pro-rating of tuition for missed classes.

Class Viewing – Parents and guests are invited to watch the last 5-10 minutes of classes on Watch Weeks. Watch Weeks are usually the first full week of each month. They are noted on the studio calendar on our website as well as in the important dates listed in this packet. Students generally pay much better attention without the distraction of spectators in the room, but we have arranged regular Watch Weeks for you to see how your child is doing in class ☺

Lost and Found – Items left at the studio are kept for a limited time only. Please check the lost and found periodically; all unclaimed items are donated to local charities at the end of each month.

Student Drop-Off and Pick-Up – Please be prompt in dropping off and picking up of your child. For your child's safety, we ask that you come in with any student under the age of 10. The studio closes at 9:15pm each evening. We ask that you respect the needs of our employees by being on time. In the event of an emergency, please call the studio.

No Food or Drink Permitted in Classrooms – All food and drink must remain in the lobby, except for water in water bottles.

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, costume balances, etc.

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.

Lobby Rules – No Tap Shoes on the lobby/hallway wooden floor. No students allowed in the dance rooms without a teacher unless special permission is given by Miss Laura. Dance Bags should be placed in the cubbies to keep the lobby as tidy as possible. Please pick up after yourself to help keep the studio clean, including cleaning out your cubbie when you leave ☺ Please don't let your children play in/block the hallway or closets...the noise carries into the dance rooms and is distracting. Children and parents should remain in the lobby until called back for class by the instructor or called back by to watch on Watch Weeks.

Tuition and Payments for 2016/2017

Enrollment Fee

*Non-refundable enrollment fee due annually.

Recreational - \$35 new students, \$25 returning
 Competition - \$50 new students, \$40 returning

Monthly Tuition

<u>Number of Classes Enrollment</u>	<u>Total Monthly Tuition</u>
One Class	\$40
Two Classes	\$65
Three Classes	\$80
Four Classes	\$95
Five Classes	\$110
Six Classes	\$125
Seven Classes	\$140
Eight Classes	\$150
Nine Classes	\$160
Ten Classes or more	\$170
Private Lesson (45 mins)	\$140
Semi-Private Lesson (45 mins)	\$80

All prices listed are per student.

Sibling discount – 10% off each additional student’s monthly tuition.

NO REFUNDS ON TUITION OR REGISTRATION FEES...NO EXCEPTIONS.

Drop-In Prices (Trial, Technique & Adult Classes)

Drop-In Class	\$15
5-Class Punch Card	\$60
10-Class Punch Card	\$100

Tuition is due by the 1st of each month regardless of holidays or studio closings. You have 7-day grace period to pay tuition. Tuition is late on the morning of the 8th and \$10 late fee will be automatically applied.

**To avoid late fees, you can pay online, through the MLSD App, or mail in a check.*

If 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 the following month.

Your account is set to “Manual Payment” by default. You can set up “Auto-Pay” for either tuition only or all fees for the year. This is a great way to avoid late fees.

*Selecting “1st of the Month (Tuition Only)” will only deduct the tuition currently due on the 1st of each month.

*Selecting “Auto-Pay All On Due Dates” will deduct all fees as they come up due (ie: Tuition, Costume Deposits, Entry Fees, etc). Tuition will be deducted on the 1st of the month.

Please include your child’s name in the memo line of all checks.

There is a \$25 returned check fee and a \$35 credit card denial fee. It is your responsibility to notify us of any credit card change or card expiration.

Tuition is the same price each month regardless of the number of lessons. We have based our tuition on the total number of weeks and divided it into equal monthly payments.



Check out our **NEW MLSD App!**

Download our MLSD App for FREE from the Apple App Store or Google Play. Stay up-to-date on News/Events, register for classes, access your account & make payments, and receive important push notifications reminders.

Creative Movement Classes

Did you know that Miss Laura’s School of Dance offers Creative Movement Classes for ages 2-3?

Creative movement is a joyful way for children to explore movement through music, develop physical skills, channel energy, stimulate imagination and promote creativity.

This class is for 2-3 year olds who aren't quite ready for a structured dance class or a recital performance. It is 45-minutes long, once a week. The goal is to learn to move to different types of music, to express the face and body to match that music, as well as body awareness, how to share space with others, and learning how to follow orders from the dance teacher.



Calendar for 2016/2017

August 2016

Saturday 13th – Registration Day 10am-2pm

Monday 15th – Competition Lessons Begin

Saturday 27th – Washington St. Jude Kids Color Run

September 2016

Friday 2nd & Saturday 3rd – No Weekend Classes

Monday 5th & Tuesday 6th - Labor Day Break (No Lessons)

Wednesday 7th – RECREATIONAL LESSONS BEGIN

Wednesday 7th thru Tuesday 13th - WATCH WEEK!

Friday 30th – No Weekend Classes

October 2016

Saturday 1st – No Weekend Classes

Monday 3rd thru Saturday 8th – WATCH WEEK!

Friday 28th & Saturday 29th – No Weekend Classes

Monday 31st – Happy Halloween!! (No Lessons)

November 2016

Tuesday 1st – Costume Deposits Due!

Tuesday 1st thru Monday 8th – WATCH WEEK!

Wednesday 23rd thru Saturday 26th – Thanksgiving Break (No Lessons)

December 2016

Monday 5th thru Saturday 10th – WATCH WEEK!

19th-31st – Christmas Break (No Lessons)

January 2017

Monday 2nd – Lessons Resume!

Monday 2nd thru Saturday 7th – WATCH WEEK!

Friday 20th & Saturday 21st – No Weekend Classes!

February 2017

Friday 3rd & Saturday 4th – No Weekend Classes! (Tentative)

Monday 6th thru Saturday 11th – WATCH WEEK!

March 2017

Monday 6th thru Saturday 11th – WATCH WEEK!

Monday 20th thru Saturday 25th – Spring Break (No Lessons)

Monday 27th – Lessons Resume!

April 2017

Monday 3rd thru Saturday 8th – WATCH WEEK!

Friday 14th-15th – Easter Break (No Lessons)

TBA – No Weekend Classes!

May 2017

Monday 1st thru Saturday 6th – WATCH WEEK!

TBA – No Weekend Classes!

Monday 22nd-Saturday 27th Dress Rehearsal in Class @ MLSD

Monday 29th – Memorial Day Break (No Lessons!)

*Since this is recital week, we can reschedule Monday classes for other days to get a practice run in before the show ☺

June 2017

Friday 2nd – Recital Dress Rehearsal @ Five Points

Saturday 3rd & Sunday 4th – Recital @ Five Points

*TBA Summer Intensives & Summer Lessons Start

July 2017

*TBA Competition Team Auditions

**Some spring weekend dates are tentative/TBA until we know our competition schedule ☺*

“Allow yourself to be a beginner. No one starts off being perfect.”

-Capezio

Classroom Attire



Top 10 Reasons Why Every Child Should Experience the Arts

1. Develops self-confidence
2. Fosters self-discipline
3. Develops leaders
4. Teaches social skills and team building skills
5. Enables children to express, create and discover themselves.
6. Encourages a healthy lifestyle.
7. Includes all children, regardless of ability.
8. Develops rhythm, sense of musicality, and music appreciation.
9. Energizes school programs – trains students for drill teams, cheerleading squads, musicals, plays and agility needed for sports.
10. Friends that dance together, stay together ☺

“If you dance with your heart, your body will follow.”
-Mia Michaels

Being a dancer means dressing the part. We ask that all students dress appropriately for all classes each week.

Recreational Classes:

Creative Movement – White or pink tights, any leotard. Skirts and booty shorts are ok to wear over leotard. Full Sole Ballet Slippers.

Caterpillar – White or pink tights, any leotard. Skirts and booty shorts are ok to wear over leotard. Pink Full Sole Leather Ballet Slippers & Black Patent Leather Tap Shoes. *Recommend buying tap shoes with elastic or button closure options to speed up shoe changes in class ☺

Butterfly & Level 1 Jazz/Tap Combo Classes – Any form-fitting active wear (no loose t-shirts or denim). Tan Slip-On Jazz Shoes (Capezio or Bloch) and Black Patent Leather Tap Shoes. *Recommend buying tap shoes with elastic or button closure options to speed up shoe changes in class ☺

Ballet Classes – Any solid color leotard and white or pink tights. Pink ballet shoes (leather full sole for Level I, canvas split sole for Level II & up). Hair pulled back away from face, preferably in a bun. Pre-Pointe is available for students ages 10 & up. Pointe available with teacher approval only.

Acrobat Classes – Any leotard, tight fitting tops and booty shorts. Any color jazz shoes. Hair should be pulled back out of the face. Note: Loose fitting closing makes it difficult to spot tumbling.

Hip-Hop Classes – Loose fitting clothing such as sweat pants, harem pants, t-shirts and tank tops. Jazz shoes or tennis shoes (not worn outside) are ok to wear in class. Actual shoes for the recital will be selected once the costume is selected. Hair pulled back out of the face.

Lyrical/Contemporary Classes – Any form-fitting active wear. Nude spinner shoes or foot undeez are acceptable to wear in class. Actual shoes for the recital will be selected once the costume is selected. Hair pulled back out of the face.

Tap Classes (Level II & Up) – Any form-fitting active wear. Tan Mary-Jane Style Tap Shoes (Capezio or Bloch). Hair pulled back out of the face.

Jazz Classes (All Levels) – Any form-fitting active wear. Tan Slip-On Jazz Shoes (Capezio or Bloch). Hair pulled back out of the face.

Competition Classes:

Ballet – Pink Canvas Ballet Shoes (Split Sole). Solid leotard, pink tights. Hair in bun.

Tap – Black Oxford Tie Tap Shoes (Bloch or Capezio)

Jazz/Acrobats & Production – Tan Super Jazz by Bloch (Color may change once costumes are selected).

Lyrical/Contemporary – Foot Undeez/Dance Paws

*Any form-fitting active wear with hair pulled back for all classes except ballet.



Annual MLSD Recital General Information June 2-4, 2017

Miss Laura's School of Dance takes pride in having the finest recitals in the Peoria area. They are unlike any others you will see. Our recitals take place at Five Points Washington in the beautiful theatre. Students perform to sell-out crowds and the staff works hard to ensure that each participant has a positive experience. Recital 2017 is set for Saturday June 3rd and Sunday June 4th with a dress rehearsal on Friday June 2nd. Detailed information is distributed in January, costume deposits will be collected by November 1st (\$50 per costume), with final balances due in May. Updates will be given March through May.



“A dance teacher helps their students find the song in their heart, the beat in their feet and a passion for life.”

*** Thank you for joining our MLSD family! ***

By signing below, I agree that I have read and understand all terms in the MLSD Welcome Packet for the 2016-2017 year. I also agree that I will follow the rules and policies set forth in the packet.

I grant Miss Laura's School of Dance, Ltd. the unlimited right to use and/or reproduce photographs, likenesses or the voice of my child in any legal manner and for the internal or external promotional and informational activities of Miss Laura's School of Dance, Ltd. I agree to allow my child to be interviewed and/or photographed* by representatives of the external news media in relation to any and all coverage of Miss Laura's School of Dance, Ltd. in which he/she is involved. I agree to allow my child's work and/or photograph* to be published on the Miss Laura's School of Dance, Ltd. Website, social media and in MLSD publications. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s) including, print, electronic and online media.*

“Photograph” in this Release Form is intended to only refer to photos and videos of your child alone. Group photographs and videos (two or more children), with no additional identifying information, are considered Directory Information.

Date: _____

Student Name(s): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

MLSD Rep: _____