The Essence of Dance
Performance Arts Academy

2015-2016 Handbook
Dear Parents:

The Essence of Dance Performance Arts Academy offers dance classes at area Recreation Centers. We will offer classes for children ages 3-17. We will offer tap, ballet, jazz, hip-hop and clogging classes. We will soon also offer dance classes to children with Special Needs ages 4-10.

This dance company has been designed to provide wholesome fun and build character while encouraging respect, physical fitness, positive social skills, discipline, and team work. We understand that all children learn and grow at different rates, which is why our goal is to help each child achieve their own level of accomplishment. Even though we are working towards a Recital production and hope for a flawless performance, we are always focused on each child’s health, self-esteem and safety.

All dancers have the opportunity to participate in an end-of-the-year recital which will showcase all they have learned throughout the year. There is a recital fee due per family; there will also be costume fees. Recitals are optional.

Check the park where your dancer takes classes for monthly tuition fees. The first tuition payment is due to the park at which your dancer will take classes when turning in the registration form. There is a one-time Registration Fee of $25.00 which is also due when turning in the registration form. All tuition is to be paid to the Park. ALL OTHER fees should be paid directly to The Essence of Dance. Other costs associated with the company are recital costumes, performance shoes, tights and other uniform needs. Pictures will also be taken near the year’s end IN FULL COSTUME and MAKEUP.

For further information or details, please always feel free to call us at (803) 814-6109.

“Dance”ingly yours,
Y. Shayne Kinloch, Owner
essenceofdancecompany@gmail.com
Dance Company Policy Overview*

Tuition

Tuition is flat and is only $35.00 per month per class taken for the Fall 2015-2016 semester. There is also a one-time Registration Fee of $25.00 per student due at the time of turning in the registration form, along with the first month’s tuition. No family will pay more than $75.00 for the registration fee no matter the number of dancers registered. **THE REGISTRATION FEE IS TO BE PAID DIRECTLY TO ESSENCE OF DANCE.** The registration fee can be paid by cash, check, money order or online. In families with more than one child, each additional child receives a $5.00 monthly discount on their tuition. Tuition is paid to the Park, all other fees are paid directly to The Essence of Dance.

Payment Policies

Tuition is due the first day of each month, September 2015 – May 2016. Tuition is to be paid directly to the park at which your dancer(s) takes classes. **(THE REGISTRATION FEE IS TO BE PAID DIRECTLY TO ESSENCE OF DANCE.)** There is a $10 late charge for all tuition payments received after the 10th day of the month. If tuition is not paid by the 20th of the month, the dancer will be suspended from all classes until all fees are paid. If fees are not paid by the last day of the month, the dancer will be expelled from the Company. Tuition can be made by cash, check, or money order. Returned checks are subject to fees as outlined by the State of South Carolina.

Registration fees, recital fees, monthly tuition fees and costume fees are to be paid directly to The Essence of Dance and are 100% non-refundable. Monthly fees remain the same despite fewer classes (holidays / school closures) or more classes (5-week months). **There are no refunds of any fees under any circumstances.** Accounts must be paid in full to participate in the recital or to register for a new dance season. There are no refunds for any fees under any circumstances. Payments due to The Essence of Dance can be paid by cash, check, money order, or online at http://essenceofdance.com/payments.html **Tuition payments cannot be paid online.**

Fees

The following fees are paid once per semester. All these fees are paid directly to The Essence of Dance.

- **Registration fee**
  - New Students - $25 per student; No more than $75 per family (No matter the number of dancers being registered.)
  - T-shirt – The Essence of Dance participates in many Community Performances, as such each student may be required to purchase a Company t-shirt by December 1, 2015. The fee is $15.
  - Returning Students - $15 per student; Registration fees will be waived for Returning Students who sign up for Fall 2015-2016 classes prior to April 30, 2016

- **Recital fee** – $35 per family; Recital fees **help** to cover expenses for the recital.

- **Costume fee** – Costumes are $60 per student, per dance they perform in the recital (If your child is performing 2 numbers in the Recital – the total Recital Fee is $120). Costume fees include all accessories. Tights must be purchased. Ensemble classes require two costumes for recital, all other classes require **at least one.** Ensemble class participants must perform both dances in the Recital. Those paying two costume fees will have the fees payable in two payments for your convenience: The first costume fee of $60 is due * November 17, 2015 the second costume fee of $60 is due * February 16, 2016. Those with only one costume must pay their costume fee on November 17, 2015. Costume fees are nonrefundable.

Recital and Costume Fees

There will be a beautiful end-of-the-year Recital in full costume. Recitals are an opportunity for dancers to display their hard work and skills. All families must fill out a Contract of Intent to participate no later than October 6, 2015. Once the contract is submitted, the recital is then mandatory for the dancer. If dancers are participating in the Recital, the following dates and monies due are mandatory and non-negotiable. **Recital Fees help to offset the cost of the performance.** Recital Fees are $35.00 per family and are due by October 13, 2015. Each ensemble class will
perform two dances at the recital. Ensemble class dancers must purchase both costumes and perform both dances at the Recital. Single discipline classes will perform at least one dance and will be required to purchase at least one costume. In some cases, single discipline classes will perform two dances and will be required to purchase two costumes. When this is the case, those dancers’ parents will be given at least one month’s notice in advance of the payment due. Costume fees are $60 per costume. The first costume installment of $60 is due November 17, 2015; the second is due February 16, 2016. If your dancer only requires one costume, the costume fee will be due November 17, 2015. The costume fees are absolutely nonrefundable. Costumes will not be given to your dancer until all fees are paid and accounts are current. There are NO exceptions.

**Dance Competitions**

This is the first year all dancers will be allowed to join us at Dance Competitions. If you would like your dancer to travel with us and compete in EXCITING dance competitions, ask one of the teachers for information. Additional fees and practices will apply.

**Group and Individual Pictures**

There will be a Picture Day held in full costume and make-up near the end of the semester. There will be an opportunity to purchase picture packages. It is mandatory that all students take part in Picture Day even if no pictures are purchased. They must take part in Company and class group photos – they should not take individual pictures if they do not wish to purchase them. Students must be in full costume and make-up for the pictures. The Picture sitting fee is $10, due no later than Picture Day and each student will receive a full-color Company group photo for free once the sitting fee is paid.

**Referrals**

You will receive a $15 credit to your account for referring a new student to the studio. Your credit will appear after they register and pay the first month’s tuition. Credits to any family cannot exceed $30. Credits cannot be applied to tuition.

**Attendance**

In order to attain growth within any dance discipline students must attend class on a regular basis. If an emergency arises and you need to miss class, please call The Essence of Dance. Students will not be included in performance choreography if repeatedly absent from class. The week of rehearsals prior to the end of year show is mandatory for all dancers performing in the show. Students must arrive promptly for class and be prepared to take class in proper attire with hair up and shoes on. Tardiness disrupts the entire class and is a hazard to the dancer’s safety. Habitual tardiness or any other disruptive behavior will result in parents being contacted regarding removing child from class. If a student arrives tardy to class, they must wait at the back of the class until the Instructor gestures for them to join – this is proper dance etiquette.

Students may not arrive at school more than 15 minutes before class and must be picked up promptly after their class is finished. If the student is more than 15 minutes tardy, they will only be allowed to observe that class; After 5 absences the student is subject to being automatically dropped from the class unless extenuating circumstances occur. There are no refunds or credits given if a student is absent from class. In the event that your usual instructor is absent, another qualified instructor will be available to substitute the lesson. If a substitute cannot be provided, either the class will be rescheduled as a whole by the instructor, or you will receive a per lesson credit towards your next month’s tuition. Please call or email if your child is going to miss class so the teacher can plan accordingly.

**Behavior**

Dancers are expected to be well-behaved, courteous, honest and to abide by the rules of The Essence of Dance. All dancers and parents/guardians must conduct themselves in a manner that is respectful to others and themselves. They may not make comparisons to each other or speak negatively about one another or the instructors. Talking or any disruption in the classroom will not be tolerated. Students with consistent behavior problems will be reported to Administration and the parents will be contacted. There will be no rough-housing or loud voices in the building.
Students are expected to keep the bathrooms, dressing room, waiting areas, and classrooms neat and clean. Dancers and visitors are expected to pick up after themselves. There will be no parents allowed in class under any circumstances, aside from the Parent Observation Day.

**Bullying Policy**

The Essence of Dance is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our company works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the dance/company community. All complaints of bullying will be taken seriously and investigated fully and without bias. All children deserve to feel safe and secure. Any child found responsible for bullying another student will be immediately expelled from the Company. No refunds will be made. NO exceptions.

**Student Bill of Rights**
Each student at The Essence of Dance has a right to:
- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

**Parent/Guardian Responsibilities**

Parents are welcome to remain in the lobby during classes. Although we understand the need to bring younger siblings to the studio, please supervise them so that classes are not interrupted and other park goers are not disturbed. In addition, children cannot be left unattended in the waiting room area or outside the studio, for any reason, for even one second. Children that are being unusually loud will be asked to sit quietly. It is not the responsibility of the instructor or the studio for loss of materials or items left in the studio, waiting room, dressing room, or any other areas of the building or our recital facility.

**Communication Policy**

It is extremely important to have good, positive communication between The Essence of Dance and our students and their families. Important class information and announcements will be provided in the Monthly Newsletter, the Information Bulletin and posted on our website each week. It is each parent’s responsibility to check these each week to make sure you stay up to date. If you miss a class or for whatever reason do not come with your student to class, it is your responsibility to ask for weekly announcement information.

**Community Performances**

The EoD will take part in many community performances throughout the dance year. These performances are special for those we entertain, as well as for the dancers. In order to have a uniform look, each dancer must wear an Essence of Dance t-shirt. T-shirts must be ordered and paid for by December 1, 2015. The fee is $15 each t-shirt.

**Community Service / Fundraisers**

Community service is very important in fostering selflessness in youth. Since that is the case, we will take on a few projects to contribute to the uplifting of our local community as time allows. Though these events are not mandatory, we hope that all dancers will take part in them. Fundraising is an effective way to raise money to offset fees associated with the recital or other company events (not including tuition). We are willing to try different types of fundraising, however no raffles or money-for-money fundraisers will be held. Some viable options are: Bake sales, multiple family yard sales, car washes, Dance-a-thons. Fundraisers will only take place if there is at least 50% company participation. All monies earned will be applied equally to each dancer’s account who participates in the fundraising activity.

**Pick-Up/Drop Off**

Please be prompt in picking up your children. Children will not be allowed outside the dance classroom until the designated person arrives to pick them up and signs them out. Parents / Guardians / Authorized Persons must sign students In and Out before leaving or taking them. Children will not be allowed to leave the building alone under any circumstances. We are not responsible for children once they leave the classroom. Please keep in mind when picking your child up from class that we are conducted at a park servicing many other people and many small children. Exercise caution at all times.

**Bathroom Policy**

If you choose not to stay during your child’s dance lesson, your child must be able to dress/undress themselves for the bathroom. Teachers cannot under any circumstances assist a child in the bathroom.
No Force Policy

Crying children will not be forced, by a parent or teacher to take part in class activities. If a child is crying or very hesitant about joining class the parent will need to speak with them outside of the classroom. If and only when the child calms down will they be allowed to join class activities. Forcing a child to participate in dance activities makes dance a negative experience for children and it can cause a ripple effect with all of the other kids. Children must be able to separate. They can wait outside and enter when ready.

Personal Instruction from Teachers

Placement in the appropriate class is important to each student’s skill development and personal growth. For students younger than eleven, placement is based on the student’s age as of the first day of class. For students age eleven and older, skill level and experience are also considered. The instructor will monitor each student’s progress and communicate results to students and parents regularly. Premature advancement to the next level can have a profound and negative impact both on a student’s self-confidence and on skill acquisition and development in proper technique. The instructor’s placement decisions are final and always meant to be in the best interest of the student. If you feel that your student is falling behind or need extra assistance, teachers will be available for an hourly rate.

Termination of Lessons by Parent/Guardian

Two weeks’ notice is required to discontinue any lessons. Withdrawal must be done in person and will not be accepted over the phone. To withdraw from lessons a parent must:
1. Inform Owner, Shayne Kinloch
2. Complete and sign a withdrawal form provided by The Essene of Dance
3. You will be considered a student and billed accordingly unless a withdrawal form is completed

Drop-Ins

Not sure which class is right for you? Or you’re looking for variety? Join us for any class, any time – drop-ins welcome. Join us for any dance class: $10 per class

Holidays

Lessons will not be held on: New Year’s Eve, New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, and Christmas Day. Other dates may apply to closings dependent upon the Park’s closings. That information will be handed out in advance.

Scholarships & Waivers

It is our desire to provide an equitable opportunity for students to dance despite circumstances, financial hardship, or a change in personal situations. Unfortunately, we are not able to offer scholarships for tuition. This is why we set tuition at such a reasonable price. That said, we will consider waiving the Registration Fee under certain circumstances. The procedure for consideration for this waiver is outlined below:

- Request must be made before the first day of classes.
- At registration, a request for waiver can be requested.

As confidentiality is of prime importance, all applications will be viewed solely by Owner, Shayne Kinloch – ONLY. If additional information is needed, the Owner may request an interview/meeting. Everyone is eligible for potential waiver assistance. A simple written explanation of need / hardship and interview will provide the Owner with information that will deem eligibility for waiver assistance.

Sponsorships

We currently have no permanent community sponsors. If you are interested in sponsoring us, please contact us by phone at (803) 814-6109, by email at essenceofdancecompany@gmail.com, or online at www.essenceofdance.com.

Sponsorships will be mutually beneficial, as The Essence of Dance will be able to provide scholarships to students needing financial assistance and your company will be known as charitable. Most importantly we will give a precious dancer the chance to “Dance their Dream” despite financial restraints. Sponsors will be considered and interviewed by the Owner, Shayne Kinloch. If you know of a company or individual who may be interested in sponsoring our dancers, please request a sponsorship packet.

Termination
Dismissal Policy

The studio reserves the right to cancel the enrollment of a child for the following reasons:
1. Non-payment or excessive late payment of fees despite attempted contact and invoice reminders.
2. Not observing the rules and policies of the studio.
3. Physical and/or verbal abuse of staff or children, by a parent or child.
4. Any other behavior that is contrary to the respectful philosophies of the company.

The Essence of Dance reserves the right to terminate lessons to any student without notice. The Essence of Dance reserves the right to change policies as needed. Parents will be notified of changes when they occur.

Dress Code

Class Attire is available for purchase from the EoD at the best rates around. Visit http://essenceofdance.com/the-eod-shop.html to buy online. Or request an order form.

When in doubt, go up a size in dance shoes. WE WILL OFFER A SHOE SWAP ONE WEEK BEFORE THE NEXT YEAR’S CLASSES START. IF YOU ARE INTERESTED PLEASE DO NOT WRITE YOUR CHILD’S NAME INSIDE THEIR SHOES – PLEASE USE REMOVABLE LABELS INSTEAD. KEEP IN MIND THAT CLOGGING SHOES HAVE SEPARATE TAPS WHICH MUST BE APPLIED BY A SHOE SHOP.

Student Dress Code (strictly enforced) The dress code for classes is strict and is as follows:

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Attire Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiny Tappers (3-5)</td>
<td>Black leotard (No tank leotards) Pink tights Black patent tap shoes Pink ballet shoes (No bedroom slippers)</td>
</tr>
<tr>
<td>Junior Jammers (6-11)</td>
<td>Black leotard (No tank leotards) Caramel convertible tights Black patent tap shoes Tan jazz booties lace-up</td>
</tr>
<tr>
<td>Senior Stompers (12-17)</td>
<td>Black dance top with black dance shorts Caramel convertible tights Company tank</td>
</tr>
<tr>
<td>Supreme Steppers (6-11)</td>
<td>EoD studio shirt, black dance top and black dance leggings Company tank</td>
</tr>
<tr>
<td>Cute Cloggers (7-13)</td>
<td>Clogging I: White leotard and pink dance tights White Clogging shoes with Buck Taps.</td>
</tr>
</tbody>
</table>

**In order to avoid buying improper dance wear, it is best to purchase dance attire from the EoD – rates are competitive and you will know that you have the proper attire. The EoD store can be accessed at http://essenceofdance.com/the-eod-shop.html. Also, order forms are available – just ask.**

All dancers are encouraged to wear sweat pants or dance skirts over leotards when entering and leaving building. Please DO NOT allow your child to wear any performance shoes outside of the building. All dancers are allowed to wear black leg warmers in the winter months. Leotards can be long or short sleeved. No tank leotards. Hair must be pulled back off face, and if the child has beads they must be pulled up and secured to avoid injuring self or other dancers. This also keeps hair from distracting the dancer. Jewelry, other than small earrings, is not allowed in class and should be left at home. Also no gum or painted nails are permitted.

TINY TAPPERS

Required

Recommended:

TINY TAPPERS BOYS: Required

JUNIOR JAMMERS
**Required**

*Tights must be caramel*

**Recommended:**

**BOYS:**

**SENIOR STOMPERS**

*Top must be black, tights must be caramel!*

**BOYS:**

**CUTE CLOGGERS**

**SUPREME STEPPERS HIP-HOP/POMS**

Our contact info is as follows: Phone: (803) 814-6109; Email: essenceofdancecompany@gmail.com

*This does not necessarily reflect all our policies and are subject to change at any time.*

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The Essence of Dance
T-Shirt Order Form

Dancer’s Name(s) ______________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Total Number of Shirts ________

My Child(ren) is a (Circle All That Apply): Tiny Tapper  Junior Jammer  Senior Stomper

Sizes  (Write Number Needed in Each Size):

YS _____  YM _____  YL _____  S _____  M_______  L _____  XL _____

After filling out this form, print it out and turn it in to The Essence of Dance, with your Money Order or Cash Payment. Each T-shirt costs $15.00.

Please allow 6-8 weeks for your T-shirt to arrive.
REGISTRATION FEE IS TO BE PAID DIRECTLY TO ESSENCE OF DANCE. In families with more than one child, each additional child receives a $5.00 monthly discount on their tuition. Tuition is paid to the Park, all other fees are paid directly to The Essence of Dance.

Payment Policies Tuition is due the first day of each month, September 2015 – May 2016. Tuition is to be paid directly to the park at which your dancer(s) takes classes. (THE REGISTRATION FEE IS TO BE PAID DIRECTLY TO ESSENCE OF DANCE.) There is a $10 late charge for all tuition payments received after the 10th day of the month. If tuition is not paid by the 20th of the month, the dancer will be suspended from all classes until all fees are paid. If fees are not paid by the last day of the month, the dancer will be expelled from the Company. Tuition can be made by cash, check, or money order. Returned checks are subject to fees as outlined by the State of South Carolina. Registration fees, recital fees, monthly tuition fees and costume fees are non-refundable. Monthly fees remain the same despite fewer classes (holidays / school closures) or more classes (5-week months). There are no refunds of any fees under any circumstances. Accounts must be paid in full to participate in the recital or to register for a new dance season. There are no refunds for any fees under any circumstances. Payments due to The Essence of Dance can be paid by cash, check, money order, or online.

Fees The following fees are paid once per semester. All these fees are paid DIRECTLY to The Essence of Dance.

- Registration fee: New Students - $25 per student; No more than $75 per family
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2. Complete and sign a withdrawal form provided by The Essence of Dance
3. You will be considered a student and billed accordingly unless a withdrawal form is completed

Holidays Lessons will not be held on: New Year’s Eve, New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, and Christmas Day. Other dates may apply to closings dependent upon the Park’s closings. That information will be handed out in advance.

Scholarships & Waivers It is our desire to provide an equitable opportunity for students to dance despite circumstances, financial hardship, or a change in personal situations. Unfortunately, we are not able to offer scholarships for tuition. This is why we set tuition at such a reasonable price. That said, we will consider waiving the Registration Fee under certain circumstances. The procedure for consideration for this waiver is outlined below:
• Request must be made before the first day of classes.
• At registration, a request for waiver can be requested. As confidentiality is of prime importance, all applications will be viewed solely by Owner, Y. Shayne Kinloch – ONLY. If additional information is needed, the Owner may request an interview/meeting. Everyone is eligible for potential waiver assistance. A simple written explanation of need / hardship and interview will provide the Owner with information that will deem eligibility for waiver assistance.

Termination Dismissal Policy:
The studio reserves the right to cancel the enrollment of a child for the following reasons:
1. Non-payment or excessive late payment of fees despite attempted contact and invoice reminders.
2. Not observing the rules and policies of the studio.
3. Physical and/or verbal abuse of staff or children, by a parent or child.
4. Any other behavior that is contrary to the respectful philosophies of the company.

The Essence of Dance reserves the right to terminate lessons to any student without notice. The Essence of Dance reserves the right to change policies as needed. Students will be notified of changes when they occur.

*This does not necessarily reflect all our policies and are subject to change at any time.*