

SOUTHWEST
SYNERGY
Dance

2019-2020

Studio Handbook

Southwest Synergy Dance 2019-2020 Studio Handbook

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Contact Us:

708-444-0427

swsynergydance@gmail.com

www.swsynergy.com

Contact Information

For any daily questions/concerns, you can email us at swsynergydance@gmail.com. Please allow up to 48 business hours for a response. You may call during studio hours to speak with someone, or leave a message that will be returned during office hours by the next business day.

How to Stay Up-To-Date

- Monthly newsletter, sent via email.
- Text message alerts (see the front desk to sign up today)
- Chalkboards and dry erase calendars located in the lobby and hallway, respectively.
- Checking in with the front desk each week for handouts and other detailed information.

Fall Office Hours

- Monday: 10:00a-11:30a 1:00p-1:45p 4:00p-7:30p
- Tuesday: 10:00a-11:45a 1:00p-1:45p 4:00p-8:30p
- Wednesday: 4:00p-8:30p
- Thursday: 4:00p-8:30p
- Saturday: 9:00a-12:00p

STUDIO CALENDAR / CLOSINGS

- Monday, September 2nd: Labor Day
- Thursday, October 31st: Halloween
- Sunday, November 24th – Saturday, November 30th: Thanksgiving Break
- Sunday, December 22nd – Saturday, January 4th: Winter Break
- Sunday, March 29th – Saturday, April 4th: Spring Break
- Saturday, May 23rd – Monday, May 25th: Memorial Day

Studio Events

- Halloween Party Friday, October 25th, 2019
- Holiday Show Friday, December 6th, 2019
- Hot Chocolate Social Sunday, January 5th, 2020
- Rehearsal/Recital June 11th-June 14th, 2020

Studio and Classroom Rules

- Respect everyone and everything! Treat people the same way you want them to treat you.
- Wear proper attire. If you forget your shoes, please ask to use a loaner pair for the day.
- Sit quietly and stretch while waiting for class to begin.
- When you have time between classes, homework should be done. If you don't have homework, then you should read, play quietly, and remember to use inside voices.
- Clean-up when you are done playing or eating.
- No cell phones or computers may be used during class time. (This means no emailing, internet use, or text messaging).
- Parents and students should not enter the office space of the studio. Please feel free to communicate at the front desk.
- Parents and students should never interrupt a class in session.
- Please keep silent when observing class in session as to not distract the instructors and/or students.
- Food and drink are only allowed in the designated areas.
- Students and parents are restricted from contacting teachers by phone, email, text, etc. All communication with teachers or the director must go through the Synergy office.
- Never speak negatively to or about teachers, students, or parents from other studios.
- Never recruit students from other studios.

Membership Fee

The annual membership fee is \$45 per family.

Weather Cancellations

Studio closures due to severe weather conditions will be announced by noon on that day. Notifications of weather cancellations will be on the Facebook Page, announced on the studio voicemail, the website, and local news stations. We follow the Tinley Park School District weather closings.

Attendance Policy

Dance Classes:

No credit or refunds will be given for missed classes. However, if the absence is due to illness or emergency, and the studio is notified in advance, one make-up session may be scheduled per month. A make-up lesson must be scheduled in advance with the front desk. Make-ups will not be allowed in the months of May and June.

Solos/Duets/Trios:

No make-ups, credits, or refunds will be given if a dancer is unable to make the scheduled time. In a duet/trio situation where one (two) dancer(s) is (are) unable to attend, it will be the choice of the other dancer(s) whether or not to attend the class.

Injury or Extended Illness:

Credits will be given according to the written instructions from the dancer's physician at the discretion of the Artistic Director and Owner.

Late Policy

Here at Synergy we strive for an engaging and exciting educational experience for each and every dancer. Because of our strong belief in this mission and your dancer, we must implement a Late Arrival Policy.

On-time arrival entails your dancer dressed in full dress code including shoes which are tied or buckled by the class's start time. If your dancer arrives more than five minutes late for his/her class, he/she will not be able to enter the class already in progress. Should your tuition terms allow for a makeup class, we will be more than happy to help you schedule one as availability allows.

We believe this policy will help improve attention and progress within the classroom, as well as maintain the respect for the instructors and dancers.

Thank you for your cooperation as we strive for the most encouraging, educational, and respectful environment for your child.

Dress Code

All classes:

- No denim, buttons, or zippers or any kind should be worn for any class.
- Any apparel deemed inappropriate by the teacher may result in the dancer being asked to change clothes.
- If a dancer does not meet the required dress code for a class, he or she may be asked to sit and observe.
- A dancer may be asked to remove jewelry.
- Hair should always be pulled back neatly and away from the face.
- Dancers in tumbling classes need to be in a leotard only, (no attached skirts).

Wiggles and Giggles, Dancing in Diapers, Preschool, and Kinder Classes:

- Any color leotard and tights (ballet skirts are optional).

Petite, Mini, Tween and Tween Classes:

- Any appropriate combination of the following: leotard, tights, bra top, shirt, tank top, dance pants, dance shorts, or dance skirt.

Ballet Classes:

- Black leotard, pink tights (convertible, stirrup, or footed), hair in tight bun, optional black or white sports bra.

Tap, Jazz, and Technique Classes:

- Any appropriate combination of the following: leotard, tights, bra top, shirt, tank top, dance pants, dance skirt, or dance shorts

Hip Hop Classes:

- Comfortable shorts, pants, and tops. (No jeans/Cargo Pants)

Company Rehearsals:

- All black athletic attire. Must be form fitting. Optional black or white sports bar. Hair in a tight bun.

Shoe Requirement

- NEW dancers must order shoes through the studio within 30 days of registration.
- To preserve our dance floors, shoes purchased outside of the studio will not be permitted under any circumstances.
- Returning dancers, with properly fitting shoes, have 90 days to re-order.
- The appropriate shoes will be required for class, as well as the end of the year performance.
- All shoes must be ordered through our studio within 30 days of registration & paid in full upon order. If order is not placed at time of registration, an AWD must be filled out and on file. If payment is not received 30 days from your registration date, the card on file will be charged.
- Please allow 2-4 weeks for delivery.
- Please see the front desk for pricing information!

Recital Information

- Recital weekend is tentatively scheduled for the weekend of June 11th through June 14th. Mandatory Dress Rehearsal will be tentatively held on Thursday, June 11th and/or 12th. Attendance is required to participate in the recital.
- If you find that your dancer(s) cannot participate in the recital, please notify your teacher(s) and the receptionist as soon as possible.
- All Diapers, Preschool, Combo, Level, and Company classes will perform in the recital. Core classes will not perform in recital.
- Dancers will be measured in November for their costumes.
- Recital costume fees can be paid in two installments. The first installment will be on October 15th, and the second is on November 16th, but costume deposits can be made ahead of time for your convenience! Each costume will cost \$85. Costumes not paid for by this date will not be ordered and cannot be guaranteed to be received in time for recital. In addition to this, costumes not paid for by this date will be charged a \$15.00 late fee per costume.
- If a non-competitive dancer drops after recital costumes have been ordered, the costume(s) may be picked up at the front desk during costume distribution week. (Competitive dancers, see competitive team handbook).
- Recital Tickets will go on sale Friday, May 15th. Four tickets will be reserved for each family, and all four tickets must be purchased. Tickets will be \$19.00 each.
- A recital packet will be sent out in the second semester (February/March), giving detailed information about recital ticket sales, recital t-shirts, recital programs, recital DVDs, and general recital weekend information.

Facts & Myths

Myth: The best way to obtain the most up to date information is by asking my dancer's teacher.

Fact: The best way to obtain the most up to date information is:

- Read the monthly newsletter
- Sign-up for text messaging alerts
- See the front desk

Myth: If there is no class due to a holiday/break, my tuition is less.

Fact: All tuition is charged based on the number of classes throughout the year. Therefore, tuition will not be prorated for holidays, days off or shortened months.

Myth: "Ramona Greenland wants to take an art class for the month of November, so I don't have to pay November's tuition and can resume in December with no penalty."

Fact: There is a \$15.00 reinstatement fee for pre-approved temporary drops.

Myth: If my dancer is sick, a credit will be issued to my account.

Fact: No credit or refunds will be given for missed classes. However, if the absence is due to illness or emergency, and the studio is notified in advance, one make up session may be scheduled per month. A makeup lesson must be scheduled in advance with the front desk. Make-ups will not be allowed in the months of May and June.

Myth: We got stuck in traffic, class has already started, my dancer may walk in and begin when we arrive.

Fact: If your dancer arrives more than five minutes late for his/her class, you will not be able to enter the class already in progress.

Myth: Target carries tap shoes; I can get my shoes there.

Fact: To preserve our dance floors and ensure uniformity, shoes purchased outside of the studio will not be permitted under any circumstances.

Myth: We have a birthday party the day of dress rehearsal, and Susie won't be able to make it. She can still perform in the recital without attending, right?

Fact: Dress Rehearsal is mandatory. Attendance is required to participate in the recital.