

ENCORE DANCE STUDIO 2026–27 STUDIO POLICIES

PLEASE READ THOROUGHLY & KEEP FOR YOUR REFERENCE

The policies of Encore Dance Studio are designed to maintain an organized, professional studio and provide a positive, respectful, and productive learning environment for every dancer.

Our instructors are trained professionals who take the art of dance seriously. By following these policies, families help us create the best possible dance experience and give each dancer the opportunity to grow, learn, and excel.

STAY CONNECTED

The best way to stay informed about studio news, schedules, events, and important updates is to:

Like our Facebook Page:

[Encore Dance Studio on Facebook](#)

Join our Encore Dance Family Facebook Group:

[Encore Dance Family](#)

Visit our website:

[Encore Dance Studio Website](#)

Please make it a priority to read studio emails and newsletters and check our website and Facebook pages regularly.

STUDIO MANAGERS

Kristina Dennis and Alena York are Encore's co-office managers and oversee customer relations.

They are available **Monday–Thursday, 5:00–8:00 PM, when classes are in session.**

Please direct questions, concerns, account questions, or general studio matters to Kristina or Alena. If you need to speak directly with an instructor, the managers can arrange a private appointment.

Email: encoredanceadrian@frontier.com

Call or Text: 517-263-9553

PRACTICE WEAR & CLASS ATTIRE

Proper practice wear is required for all classes. Appropriate dance attire allows instructors to see alignment and technique and helps dancers move safely.

General Guidelines

- Hair must be tied back and securely away from the face.
- No T-shirts or baggy clothing.

- No gum.
- No jewelry during class.

Required practice wear may be purchased through our **Petite Boutique**. Sample sizes are available at the studio to help families find the correct fit.

[Shop the Encore Petite Boutique](#)

Parent & Me Plié, Combo I, II & III

- Pink leotard
- Pink tights
- Pink skirt optional; if worn, it must be attached to the leotard
- Pink ballet shoes
- Black Velcro tap shoes

Beginner–Advanced Ballet

- Black leotard
- Pink tights
- Pink professional-quality ballet shoes
- Black ballet skirt optional

Tap

- Black tap shoes
- Any color leotard and tights
- Jazz pants or shorts optional

Jazz

- Tan jazz shoes
- Any color leotard and tights
- Tank tops, jazz pants, or shorts optional
- No baggy clothing

Lyrical

- Tan half soles
- Tan tights
- Any color leotard
- Skirt or dance shorts optional

Hip Hop

- Clean tennis shoes
- Athletic wear

Kids Combo Lyrical/Hip Hop

- Athletic or dance wear
- Tan jazz shoes or half soles for lyrical
- Clean tennis shoes for hip hop

Combo Hip Hop/Acro

- Athletic wear

- Clean tennis shoes for hip hop

Boys

- Athletic wear
- Appropriate dance shoes for the class

INSURANCE

Encore Dance Studio does not carry medical insurance for its students.

All dance students are required to be covered by their family's own medical insurance policy. In the event of an injury, the student's personal insurance policy is understood to be the family's source of medical reimbursement.

SNOW & INCLEMENT WEATHER

Encore Dance Studio will generally follow the **Adrian Public Schools** decision regarding class cancellations due to severe weather.

If classes are canceled, an email will be sent by **3:00 PM** whenever possible.

Encore Dance Studio reserves the right to cancel classes at our discretion when weather or travel conditions may create a safety concern. **We will never knowingly put a child in danger due to weather.**

HOLIDAY CLOSURES

The studio will be closed on the following dates:

- **Halloween:** October 31
- **Thanksgiving Break:** November 23–27
- **Winter Break:** December 20–January 3
- **Spring Break:** March 29–April 2
- **Memorial Day:** May 31

Families will not be charged for Thanksgiving Break, Winter Break, or Spring Break.

Halloween Make-Up

If your child's regular class falls on Halloween, please attend a make-up class earlier that week.

ATTENDANCE & TARDINESS

Consistent attendance is essential to a dancer's progress and to the success of the entire class.

If a student is **more than 7 minutes late**, they will not be permitted to participate in class that day. Arriving late creates a distraction, delays the class, and does not allow the dancer to be properly warmed up.

Please make every effort to arrive on time and attend all scheduled classes.

Recital Attendance Requirement

If a dancer misses **more than 3 of the final 6 classes**, they will not be permitted to participate in the recital.

Missed classes may not be deducted from tuition. We strongly encourage dancers to use our make-up class policy when they are unable to attend their regular class.

MAKE-UP CLASSES

If your child is unable to attend a scheduled class, they are encouraged to attend a make-up class **within the same month at no additional charge**.

Please speak with **Kristina or Alena** to determine the appropriate make-up class for your dancer.

DROPPING OFF & PICKING UP DANCERS

Parents are welcome to drop their children off for dance class.

The studio opens **5 minutes prior to the first class**. Please do not drop off your child earlier than 5 minutes before class.

Please arrive on time to pick up your dancer after class.

If a parent is late picking up a child after the final class of the evening, a **\$1-per-minute supervision fee** will be charged to the account to compensate the teacher or manager who must remain at the studio with the child.

PRIVATE LESSONS

Private lessons require **payment in advance**.

Cancellations must be made at least **24 hours before the scheduled lesson**.

COMMUNICATING WITH INSTRUCTORS

We work hard to keep families informed through monthly newsletters, email, our website, Facebook, and studio communications.

It is the responsibility of each family to stay up to date by reading newsletters and emails and checking the website and studio information board.

Questions & Concerns

If you have a question or concern regarding the studio, please speak with **Kristina or Alena in the manager's office** rather than approaching an instructor during or between classes.

Our instructors have very full teaching schedules, and interruptions during class can take away valuable instructional time.

If you would like to speak privately with an instructor, the studio managers will be happy to schedule an appointment so the instructor can give you their full attention.

Please respect our instructors' personal time by **not calling them at home or contacting them through personal social media accounts** regarding studio business.

LOBBY & STUDIO ENVIRONMENT

Encore is committed to maintaining a positive, welcoming environment for all dancers and families.

Parents may watch classes through our viewing windows during designated viewing weeks.

Please remember that our lobby is a shared space with many young dancers and families present. We ask that conversations remain appropriate for all ages.

Please do not discuss:

- Adult topics
- Other dancers or families
- Instructors or studio personnel
- Personal conflicts or concerns

If you have a concern involving an instructor, student, or another family, please speak privately with a studio manager.

Discussing these matters in the lobby can unintentionally hurt others, undermine an instructor's authority, or create an uncomfortable environment.

Our goal is for every dancer and family to feel safe, respected, welcomed, and that they belong at Encore.

DANCE CLASS ETIQUETTE

Except for Advanced and Company-level dancers, students should remain in the lobby until their instructor comes to get them for class.

Please do not enter the dance room until an instructor is present.

Dancers are expected to:

- Keep cell phones in their dance bags.
- Avoid talking or distracting others during class.
- Be kind and respectful to classmates and instructors.
- Arrive dressed appropriately and ready to learn.
- Come prepared, focused, and ready to participate.
- Have fun!

RECITAL & SHOWCASE PERFORMANCES

Encore offers two special performance opportunities throughout the dance year.

December Showcase

The Sugar Plum Soirée

Saturday, December 19

Tecumseh Center for the Arts

We will not be ordering new costumes specifically for this performance. Instead, costumes will be created using items dancers already own.

This will be a beautiful celebration of the holiday season and our dancers!

JUNE YEAR-END SHOWCASE

Our June Showcase is Encore's **big year-end performance!**

Important Dates

Dress Rehearsals: June 1–2

Showcase Performances: June 3, 4 & 5

Please reserve **all of these dates** on your calendar. Your dancer may be scheduled to perform in any one of the showcase performances.

Dress Rehearsal is Mandatory

Dancers must attend their scheduled dress rehearsal in order to participate in the Showcase.

Dancers who do not attend the required dress rehearsal will not be permitted to perform.

Younger children's classes will generally perform in only one or two shows.

Tickets

Recital tickets are expected to be approximately **\$22–\$26** and will be reserved seating.

Tickets will be available for purchase directly through the **Tecumseh Center for the Arts approximately one month before the performances.**

Account Balances

All Encore account balances must be **paid in full by the final week of classes** in order for a dancer to participate in the Showcase.

JUNE SHOWCASE FEES

Fee Due: November 5

The Showcase Fee covers:

- Recital costume
- Dress rehearsal instruction
- Digital download of the performance

\$100 per student, per class

Combo classes will generally require **one costume for both ballet and tap**.

If a dancer is enrolled in more than one class, a \$100 Showcase Fee will be required for each additional class.

Costume Ordering

Showcase Fees are due by **November 5** so costumes can be ordered on time.

The costume size ordered will be selected at the parent's discretion.

Once costumes have been ordered:

- No refunds will be issued.
- Costume sizes cannot be changed.
- Any necessary alterations are the parent's responsibility.

All tuition accounts must be current before costumes will be ordered.

Costumes ordered after the original costume order has been submitted will be subject to additional shipping/late fees and may not arrive in time for Showcase Photos.

SHOWCASE PHOTOS

Showcase photographs will be taken in **April**.

If you have questions or concerns regarding your photo order, please contact **Best Ever Media** directly.

VIDEOTAPING

Videotaping is **not permitted during Showcase performances**.

Families may videotape during the dress rehearsal.

A digital download of the performance is included with the Showcase Fee.

COMPETITIVE DANCE COMPANY

Encore offers a variety of competitive dance teams designed to provide dancers with unique opportunities for growth and performance.

No audition is required for our **Petite and Ensemble teams**.

Company auditions are held in **May**.

Dancers interested in auditioning for Company are encouraged to take **jazz and ballet classes weekly**.

Company-level training requires a greater time commitment than attending dance once a week. Ballet is particularly important because it provides the technical foundation for strong dance training.

TROPHIES

All dancers who participate in the June Showcase will receive a trophy.

Special trophies are also awarded for specific years of participation.

TUITION, LATE FEES & PAYMENTS

Late Tuition

A **\$20 late fee** will be charged for all late tuition payments.

If the total balance is not paid by the designated due date, the dancer may be required to sit out of class until the account is brought current.

All fees must be paid in full before the Showcase in order for the dancer to participate.

Returned Checks

A **\$36 returned-check fee** will be charged for all returned checks.

Automatic Payments

Tuition is scheduled for automatic payment on the **1st of each month** and may be charged to a checking account, savings account, or credit card.

If an automatic payment is declined on the 1st, the payment will automatically be attempted again before the 15th.

If payment has not been received by the 15th, a **\$20 late fee** will be added to the account.

TUITION POLICY

Annual tuition is based on a **34-week dance year** and is divided into **9 monthly payments** for your convenience.

Tuition is **non-refundable** and reserves your child's place in their class.

If your child decides to stop attending dance, you must notify the studio by email at:

encoredanceadrian@frontier.com

Notification must be received **at least two weeks before the next scheduled payment**.

If the studio is not notified within this timeframe, tuition will continue to be billed because your child's place in the class remains reserved.

Families are not charged for:

- Thanksgiving Break
- Winter Break
- Spring Break
- The remainder of June following the recital

REGISTRATION & PARENT PORTAL

Dance registration is available online through our Parent Portal, providing families with convenient **24-hour access** to registration and account information.

Automatic payments may be made from a checking account or credit card.

There are no convenience fees for online registration.

Register Online

[Encore Dance Studio Registration](#)

You may also access registration through our website:

[Encore Dance Studio](#)

THANK YOU FOR BEING PART OF ENCORE

Our policies exist to help us create a studio where dancers can **learn, grow, build confidence, and develop a lifelong love of dance**.

We appreciate our Encore families for helping us maintain a professional, positive, respectful, and welcoming environment.

Thank you for being part of the Encore Dance Studio family! 