



2011-12 Registration Handbook

www.dance-etc.com

5985 Meijer Drive, Milford, OH 45150, (513) 576-1400



Dear Dance Etc. Parents,

Welcome to Dance Etc! We hope you have a wonderful experience at our facility. We will do everything we can to help your child achieve his/her personal goals.

Below is some information that you will need to know. Also some things you might find interesting!!

How long are sessions?

We do not have "sessions." Rather, registration is for the **entire 40 week period**, from August through mid-June. Start anytime ... withdraw anytime, but **we require a two-week notice to withdraw from classes.**

When are payments due?

Payments are collected four times a year:

1. Upon enrollment
2. October 26
3. January 18
4. March 28

If you would like to break up your payments even more (eight times a year), the payments will be collected on the following dates:

1. Upon enrollment
2. September 21
3. October 26
4. November 30
5. January 18
6. February 22
7. March 28
8. May 2



When and how do I pay?

The easiest way is to sign up for our free service—automatic credit card billing! We can charge your tuition on a Visa, Discover, or Mastercard. It's EASY, safe, and secure, and you'll never have a late fee. You may also stop in with cash, credit card or check. Due dates will be posted in the studio.

WE DO NOT SEND paper statements.

However, we can send you reminders via e-mail if you give us your e-mail address. We are transitioning to a new computer system that will allow you to check your balance and make payments on-line.

Don't forget – payments received more than 5 days late are subject to a \$10.00 late fee. We also charge a \$25.00 fee for checks returned from the bank.

How do I drop a class?

Go to the front desk and fill out a **withdrawal** form. We require **two weeks notice**. Tuition will continue to be charged to your account until two weeks after a withdrawal form is received. Exception: Medical conditions that are validated by a physician's statement. A credit will be issued with the prorated amount based upon the date we receive the written statement (retroactive requests cannot be granted, as it eliminates our opportunity to fill the vacated class spot).

Can I get a refund if my child doesn't like it?

Sure, and if it is your child's first class, we will refund all your tuition. After the first class, we issue refunds, provided that you have given us a **withdrawal form** and **two weeks notice**. No refunds for missed classes.

Can my child make up a class that he/she missed?

Sure!! Just let us know ahead of time so we can make sure there is space available.

Can I drop my child off for classes?

We are not equipped to supervise children before or after class. Parents of children unable to safely supervise themselves **MUST** stay onsite and in sight of their child.

Please note that we make a concerted effort to deter unauthorized persons from entering the premises including the presence of video surveillance. Thank you for your understanding and cooperation in our ongoing effort to ensure the safety of all children.

New Computer System Coming Soon!

We are excited to soon offer a new computer program which will allow you to:

- Register on-line
- Check your balance & make payments
- Schedule make-up classes
- So much more!

The transition is in progress, so please bear with us!



How long has Dance Etc. been in business?

This is our 15th year!! We opened in 1996.

About Our Staff



The Artistic Director is Miss Anne Kramer. She has been dancing all her life, teaching from the age of 17, and a studio owner for 15 years.

Anne has received numerous choreography and teacher awards at both regional and national levels, including:

- Small Business of the Year, Milford/Miami Township Chamber of Commerce, 2007
- Teacher of the Year, Kids Artistic Revue, 2007 & 2011.
- Write-ups in *Dance Teacher Magazine*

Who do I go to with question or concerns?

You can see our Office Manager, Ellen Marks, or one of our directors (below). Directors and some instructors are accessible via e-mail – just log on to www.dance-etc.com; go to About Us, then Staff.

Dance Directors



Amy Egemeyer
Director of Dance,
7 & Up



Kelly Lorenz
Director of Dance,
Ages 6 & Under



Catherine Dresbach
Director of Competition Teams

Tumbling Directors



Alex Millette
Director of Tumbling
7 & Up



Kayla Vertner
Assistant Director of Tumbling,
Birthday Party Coordinator



Megan Blow
Director of Youth Tumbling

EARN A \$20.00 CREDIT!

Our best advertising is word of mouth. If you refer a new student to us, we will give you a \$20.00 credit!!

Make sure your friend gives your name when registering!



Why do you need my e-mail address?

We send a newsletter approximately every 2 weeks. In this newsletter, we will remind you of upcoming events, tuition due dates, and more. Also, we send you photos of our fun events and videos of your child's routines. You don't want to miss this, so please let us know if your e-mail address changes!

We do not share your e-mail address with anyone.



Concerns About Hallways

We have listened to your comments about the limited space in the hallways. It's true, we don't have a lot of viewing space, although we have more than most studios have.

In order to have room for everyone, consider **NOT bringing siblings who are not enrolled in classes**. We are not equipped to provide children with the room they need.

And if your child comes with you, please consider:

- Bringing something to keep him/her occupied while at the studio. Activities that use *minimal space* are certainly appreciated.
- Keeping him/her with you—for safety reasons. Also, parents who are taking a class should *not* leave children unattended in the hallways.
- Asking your child to WALK through hallways instead of running.
- Telling your child under the age of 10 only enter the boutique when you're with him/her.

And, just as a courtesy to others, viewing space should be reserved for parents first.

***Our goal is to improve safety, cleanliness and courtesy to others.
Thank you for your understanding!***

DRESS CODE

The dress codes are listed in our class brochures. If you need help with what to wear, please visit our Dancewear Boutique/Gift Shop. We will help you put together outfits and get the correct shoes!



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(513) 576-1400**

**More information can be found on our website:
www.dance-etc.com**

SHOWTIME!

Is there a recital at the end of the year?

Yes... But we don't call it "recital." They are our Spring Showcases!

Our goal is to provide a fun production that will entertain everyone!

There are *five* different June shows: one on Saturday night, and four on Sunday (afternoon & evening).

Of course, participation is optional. Those who participate will need a costume.

Costumes are \$55.00, plus a \$10.00 showcase participation fee and a \$10.00 administrative fee. (Total \$75.00)

Any students providing their own costumes will still be charged the \$20.00 participation & administration fees.

If you order early, you can take advantage of a \$10.00 early bird discount.

Tickets to the Showcases are extra (approx. \$7-\$8 each).

Who participates in the Spring Showcases?

Just about anyone who wants to!! (There are a few dance classes that will not participate in the Spring Showcases – check with the front desk to make sure your class is participating.)

While we would like everyone to participate, the event is optional. Please let your teacher know if you will NOT be participating in the Spring Showcases.

Most of our dance students will learn a routine during their regular class time.

Tumbling students do not learn a routine during their classes, but they can still participate. All that is required is payment of a \$75.00, which includes a costume and all extra rehearsals. During extra rehearsals, we will teach a routine, which combines tumbling with dance. Find out more about this as the year progresses.

More information can be found on our website:

www.dance-etc.com

Go to "Fun Stuff" then "Spring Showcases"



How do Holidays work?

If your class falls on one of the following holidays, you are entitled to a free make-up class that you may schedule at your convenience:



- Halloween
- Labor Day
- Thanksgiving Day, Friday and Saturday after Thanksgiving

You are not charged for any other holidays.

SNOW CANCELLATION POLICY

In case of inclement weather, please call the studio (576-1400) about a half-hour before your scheduled class; or check the website (www.dance-etc.com).

The decision to close is usually based on local conditions and whether our staff is able to make it to the gym. Please note that we may be open even if area schools are closed.

If classes are canceled, you may schedule a make-up class on your own at your convenience. There are no refunds for snow days.

FEES

- ◆ There is a \$10.00 fee if payment is late.
- ◆ There is a \$25.00 fee for checks returned from the bank.
- ◆ Dance Etc. does not mail reminders. We can, however, e-mail them if you give us a valid e-mail address.
- ◆ Payment due dates are listed:
 - ◆ On bulletin boards at the studio
 - ◆ On our website: www.dance-etc.com, go to "News, Etc." then "Due Dates"
 - ◆ In e-mail reminders (please make sure we have a valid e-mail address for you!)



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August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20 Open House 10-2
21	2 Week 1	23	24	25	26	27
CLASSES BEGIN!						
28	29 Week 2	30	31			

Upcoming Fun Events 2011-2012

At Dance Etc., we love to have fun! We're the "Fun Place to Learn!"

Be sure to join us on these fun events!

Check bulletin boards for more information.

All events are subject to change.

Some events are free; others require an additional charge.



September 2011

Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3
4	5 Closed for Holiday	6 Week 3	7	8	9
11	12 Week 4	13	14	15	16
18	19 Week 5	20	21 Tuition Due!	22	23
25	26 Week 6	27	28	29	30



October 2011

	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Week 7	4	5	6	7	8
Bring a Friend Week!						
9	10 Week 8	11	12	13	14	15
16	17 Week 9	18	19	20	21	22
23	24 Week 10	25	26 Tuition Due!	27	28	29
"Make Believe Week"—Wear costumes to class this week!						
30	31 Halloween CLOSED!					



October Events

"Bring a Friend Week"

Bring one of your friends to your dance or tumbling class! Be sure and pick up a waiver form at the front desk.

"Make Believe Week"

Wear a costume, hat, or other accessories to class! Make sure you can dance/tumble in your costume.

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Early Bird Costume Deadline!! Nov. 2nd		1 Week #11	2	3	4	5
6 Daylight Savings Time	7 Week #12	Bring in items for our canned food drive!				12 Late Night Tumble
13	14 Week #13	Bring in items for our canned food drive!				19 Food Drive Ends
20	21 Week #14	22	23	24 Closed For Holiday	25 Closed For Holiday	26 Closed For Holiday
27	8 Week #15	29	30 Tuition Due!			



November Events

Costume Early Bird Discount

November 2 is the deadline for saving \$10 off your costume!

Canned Food Drive

Bring in your canned goods! They will be donated to a local food pantry.

Late Night Tumble

An open gym with snacks and lots of fun, AGE 7 & UP!
7:00 pm to 10:00 pm - Register in advance!



December 2011

Mon Tue Wed Thu Fri Sat

			Costume Order Deadline!! Dec. 1st	1	2	3
4	5 Week #16	6	7	8	9	10
11	12 Week #17	13	14	15	16	17
Wear holiday attire, and bring a holiday card to your class!						
18	19 Closed until 2012	20	21	22	23	24
25	26	27	28 Jingle Gym Jam	29	30	31

December Events

Costume Order Deadline

Last date to order costume for Spring Showcases!

"Holiday Celebration"

Wear holiday themed attire to class! Bring in a personalized holiday card to exchange with another student at Dance Etc.

Jingle Gym Jam

Tumble and exercise to keep in shape during the break!
2:00-4:00 pm
Sign up in advance!

January 2012

Sun Mon Tue Wed Thu Fri Sat

1	2 Week #18	3	4	5	6	7
8	9 Week #19	10	11	12	13	14
15	16 Week #20	17	18 Tuition Due!	19	20	21
WACKY WEEK!!! Wear crazy hair!						
22	23 Week #21	24	25	26	27	28
29	30 Week #22	31				



January Events

"Wacky Week"

Wear crazy hairdo!





February 2012

Mon Tue Wed Thu Fri Sat

			1	2	3	4 FREE!!! Team Show
5	6 Week #23	7	8	9	10	11
BRING A FRIEND THIS WEEK!						
12 Princess Party!	13 Week #24	14	15	16	17	18
19	20 Week #25	21	22 Tuition Due!	23	24	25
26	27 Week #26	28	29 "Leap Year!"			

February Events

February 4
(NEW DATE!)
FREE Competition
Team Recital!

"Bring a Friend Week"

Bring one of your friends to your dance or tumbling class! Be sure and pick up a waiver form at the front desk.

"Princess Party"

For ages 4 to 7. A princess-themed dance party. Wear dress-ups! Register in advance.



March 2012

Mon Tue Wed Thu Fri Sat

			1	2	3	
4	5 Week #27	6	7	8	9	
11 Daylight Savings Time	12 Week #28	13	14	15	16	
PAJAMAS WEAR—Wear your PJ's to class						
18	19 Week #29	20	21	22	23	
25	26 Week #30	27	28 Tuition Due!	29	30	
					31 Bunny Bash!	

March Events

Late Night Tumble

Tumble 'til you drop. 7:00 pm to 10:00 pm. Register in advance!

"Pajama Week"

Wear your PJ's to class this week!

"Bunny Bash"

A bunny themed tumbling party complete with egg hunt. Register in advance!





April 2012

April Events

Mon Tue Wed Thu Fri Sat

1	2 Week #31	3	4	5	6	7 No comp. teams today
8 Easter	9 Week #32	10	11	12	13	14
15	16 Week #33	17	18	19	20 Informational Meetings for Potential New Team Members	21
22	23 Week #34	24	25	26	27	28
All About Parents Week—Parents Please Attend!						
29	30	Dance Etc. does NOT take a Spring Break. If you need to miss, you may make up classes at your convenience.				

All About Parents Week

Parents come in the classroom to watch. Learn how to apply stage make-up, hair style for the spring showcase, and more. Don't miss it!!

Competition Team Informational Meetings

Meetings will be held on April 20 & 21 for those interested in joining competition teams. Come and find out more about what we do! Auditions are coming up!

May Events

May 2012

During the month of May, we will be working on Spring Showcase Routines. Your child's attendance is very important!

Competition Team Auditions

Will be held on May 12 & 13.

Costume & Photo Week

During your normal class time, the week of May 14-19, wear your costume, hair, make-up and tights. We'll get group and individual photos taken!

Tumbling Awards Day –

A fun in-house event where tumbling students show off what they have learned all year. Awards, photos, demonstrations and more! Register in advance no later than 5/10.

Frontier Days Parade

Join us for this traditional parade, held in downtown Milford. Afterwards, we will have an ice cream party back at the studio! Register in advance; you'll need to sign a waiver form to participate. **STUDIO IS CLOSED ALL DAY!**

Performances at Senior Centers

In May and June, some classes will have the opportunity to perform their routine at a Nursing Home and/or Senior Center.


Mon Tue Wed Thu Fri Sat

	April 30 Week #35	1	2 Tuition Due!	3	4	5
6	7 Week #36	8	9	10 Deadline to register for Tumbling Awards Day!!	11	12 Competition Team Auditions
13 Competition Team Auditions	14 Week #37	15	16	17	18	19
Costume & Photo Week! Wear full costume, make-up, hair to class.						
20 Tumbling Awards Day	21 Week #38	22	23	24	25 Deadline to sign up for Frontier Days Parade!	26
27	28 Closed for Holiday	29 Week #39 Last Tuesday	30 Last Wed.	31 Closed for Frontier Days Parade		



June 2012

Mon Tue Wed Thu Fri Sat

					1 Last Friday	2 Last Saturday
3	4 Last Monday	5 Calamity Day	6 Calamity Day	7 Last Thursday	8 Closing Number Rehearsals @ theatre	9 Dress Rehearsals @ theatre & Evening Showcase
10 Four Showcases	11	12	13	14	15	16
	 <div style="border: 2px dashed black; background-color: yellow; padding: 5px; margin: 5px;"> <p align="center"><u>June 9-10</u> (Saturday & Sunday) Spring Showcases – The most awesome event of the year!! Five different shows: One on Saturday night & four on Sunday!</p> </div>					

June Events

June 8
Closing Number Rehearsal @ Sycamore High School
Your teacher will notify you if your class will be participating in this rehearsal.

June 9
Dress Rehearsals @ Sycamore High School
Wear full costume/make-up/tights etc. You are permitted to videotape.

AND

Saturday Showcase
7:00 pm
Wear full costume/make-up/tights etc. You are NOT permitted to videotape.

June 10
Sunday Showcases @ Sycamore High School
12:00 pm, 2:15 pm, 4:30 pm, and 7:00 pm
Wear full costume/make-up/tights etc. You are NOT permitted to videotape.