



PARENT HANDBOOK

****Please keep this handbook for the entire 2017-2018 dance season****
It can also be found online at our website: www.sullivan5678.com

Sullivan Dance Studio
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Sullivan, IL 61951

217-728-9111

info@sullivan5678.com

Table of Contents:

About Sullivan Dance Studio..... 3
 Staff..... 3
 Studio Design..... 3
 Class Enrollment & Placement..... 3

STUDIO POLICIES

Tuition..... 4
 Costume Fees..... 4
 Registration Fee..... 4
 Class Withdraw..... 4
 Attendance..... 5
 Drop Off & Pick Up..... 5
 Weather/ Cancellations 5
 Lost items..... 5
 Dress Code..... 5

PERFORMANCES

Christmas Performance 6
 Spring Recital..... 6/7
 Tech Time @ the Studio
 Show Breakdown
 Dress Rehearsal & Pictures
 Tickets
 Recital Survival Guide
 Competition Showcase..... 7

 Social Media 7
 Contact Info 7

 Calendar..... 8

About Sullivan Dance Studio

Welcome to the SDS family! We pride ourselves in being more than just a dance studio, but also a nurturing, positive environment where all our students can thrive. Our waiting area is equipped with TV's displaying classes live for parents to watch. Our staff has over 30+ years of combined dance instruction experience. We offer recreational dance classes for ages 18 months – adult along with 3 competition teams! Our lobby has dance apparel and shoes available for purchase to ensure your dancer is always prepared for class.

Staff

Melissa Weaver Krieger	Director / Instructor
Sue Weaver	Business Manager
Melissa Lynch	Office Manager
Casey McClain	Instructor
Mindie Weaver	Instructor
Chloe Ryherd	Instructor
Danielle Moxley	Instructor
Lauren Herington	Instructor
April Stephens	Instructor
Tammy Foster	Instructor

Visit our website to read bios on each of our qualified staff member.

Studio Design

Office Manager, Melissa Lynch, can be found at the front desk in the lobby with answers to any questions you might have. There is a Parent Viewing Area / Waiting Room if you want to stay and watch your dancer(s) on our TV's streaming the classes live! Below the TVs are cubbies for your dancers' street shoes and belongings. Directly behind the parents' area is a kids' area! There's a snack table, seating, and a stretching area. Our two dance rooms are equipped with sprung floors with marley flooring. We ask that NO street shoes are worn on these special dance floors. The bigger gray dance room is Room A and the smaller pink dance room is Room B as referred to on our schedules.

Class Enrollment & Placement

Class Placement is decided on an individual basis with factors of dance ability, technique, experience, maturity, and class behavior all taken into consideration. All class placement is done at teacher/studio director discretion. Students not meeting minimum class level requirements will remain in their current class or placed in a lower level. If class enrollment quotas are not met, it may be combined with another class for that dance season. At Sullivan Dance Studio, we want your child to succeed. Placing students in classes they aren't ready for yet can be discouraging to the student. We want to help them grow and succeed.

STUDIO POLICIES

Tuition

Tuition is due on the 1st of the month. There is a 5 day grace period before a **\$10 late fee** will be added to your account.

We highly recommend the Auto Payment option through your Dance Studio Pro parent portal account. There is no fee charged to use this system and it takes away the worry of remembering each month and will help avoid late fees.

Payments may be made online through your parent portal account with a debit or credit card. Payments can also be made in cash or check at our front desk during office hours. Checks should be made out to Sullivan Dance Studio.

Tuition rates can be found on our website. Tuition is for the entire 17-18 recital season (September-May) divided into 9 equal, monthly payments. There are no extra charges or prorating on months with more or less weeks.

Students who are a month behind in tuition will not be allowed to attend class.

Costume Fees

There is a \$40 costume fee per recital class due at the time of registration. This is **NON-REFUNDABLE!** A small additional costume balance may be due on March 15th depending on the exact price of your dancer's costume. Each costume balance varies by their level, style, and size. Tights, (if needed for their class), will be included with their costumes.

Registration Fee

There is a one-time registration fee each year for the recital season. The fee is \$20 per dancer, with a maximum of \$50 per family. This is **NON-REFUNDABLE!**

Class Withdraw

We understand issues arise that may require a student to withdraw from class. If this occurs, please call the studio office immediately at (217) 728-9111.

Please keep in mind that all registration, tuition, costumes, shoes, merchandise, performance, advertisements, tickets, convention, competition fees, etc. cannot be prorated, refunded or transferred.

Students that withdraw from class before the recital will **NOT** receive their costume.

Attendance

All students should be on time for their class and maintain good attendance. If absent or late, please be courteous by calling the studio office as soon as possible at (217)728-9111. Students who frequently miss class, especially during the spring will be in jeopardy of not performing in the recital. This is decided at the studio director's discretion.

Please note that if your child has had a fever or thrown up in the last 24 hours they should not come to class. This is an excused absence. We want them to get better and not pass the illness along to others.

Drop-off & Pick-up

Although parents are not required to stay during class we highly discourage leaving your younger dancers unattended at the studio during unnecessary periods of time. We are not a babysitting service. Dancers will get ONE warning after bad behavior occurs. If they continue to misbehave they will not be allowed in the dance studio without a parent at all times. Older dancers are expected to act as role models following the studio rules at all times. We have a beautiful building that Miss Melissa and her family have poured hours of work into. Let's keep it that way.

Weather/Cancelations

Your student's safety is our #1 priority. If inclement weather should make travel dangerous, it is possible that class will be cancelled. Just because Sullivan school cancels does not mean we will. Instructor illness can also occur. In these cases, a qualified sub will be used and classes will continue. Cancellations are posted on our Facebook page. You will also receive a robo email and text. Please make sure your contact information is correct in Dance Studio Pro. Make-up classes will be scheduled if time allows.

Lost Items

It is very important that dancer's shoes & belongings are labeled with name or initials. There is a lost and found in the lobby. Items that are left unclaimed after one month will be donated.

Dress Code

Please visit our website for details on appropriate shoes and apparel for class.

Dancers' may be asked to sit out of class by an instructor if they are not properly prepared for class.

We frequently have new and exciting apparel arriving in our lobby store. We sell quality shoes priced just as affordable as Target, Payless, etc but they are made by a dance company!

Throughout the year, we place new orders on the 15th of the month. So if you need new shoes see us at the beginning of the month.

PERFORMANCES

All dates are listed on the following calendar page.

Christmas Performance

This is an optional performance opportunity for your dancer. Dancers will learn these routines in their normal classes. There will be a few extra rehearsals with just those participating. There is a \$25 costume rental fee per dancer per class they perform with. More information will be available this fall.

Spring Recital

Participation in the spring recital, although not mandatory, is strongly encouraged. It's a great chance for your dancer(s) to show off everything they learned this year for family and friends. If you choose NOT to participate you must let us know at the time of registration.

Tech Time at the Studio

Attendance at these rehearsals is MANDATORY. These may not be scheduled during your normal night or time. However, they will only be scheduled between 4:00-9:00 p.m.

Show Breakdown

There will be 2 show times. All classes level 2 and higher will perform in **both** show times. Intro, pre, and level 1 classes will only perform in **ONE** show. They are listed below. Please understand that this helps to keep the show around 2 hours long.

Show #1 10:00 AM

Pre Acro
Acro 1
Intro to dance 3's (Monday-Miss Mindie)
Tap 1
Ballet 1 (Wednesday-Miss Mindie)
Pre Jazz
Pre Ballet/Tap Combo

Show #2 4:00 PM

Intro to dance 2's
Pre Ballet
Intro to dance 3's (Tuesday-Miss Casey)
Jazz 1
Ballet 1 (Thursday-Miss Melissa)
Hip hop 1
Pom 1

Dress Rehearsal & Pictures

DRESS REHEARSAL IS MANDATORY. THERE WILL BE NO EXCEPTIONS THIS YEAR!

Please note - due to our growing studio, dress rehearsal will start during the **DAY** to fit all the classes in. Dress rehearsal will begin at NOON, so it may be necessary to take the day off work or arrange rides with a family member, fellow dance mom, etc. Closer to the recital, you will be given your specific times, but for now, please save the date. These dress rehearsals give the dancers the chance to practice on the stage in their costumes, hair, & make-up. J-wag photography will take individual and group pictures on this day as well.

Tickets

Tickets are required for those coming to watch the recital. If your dancer is in both shows, you are not required to watch both shows. However, if you choose to attend both shows you will need to buy 2 tickets (one for each show). Recital tickets help cover the rental of the facility, stage technicians, the printing of programs, and more.

Recital Survival Guide

You will receive a handbook closer to recital time including detailed rehearsal schedules, costume, hair, and make-up instructions, instructions on how to purchase tickets, drop-off times, and more.

Competition Showcase

New this year we are adding a competition showcase on recital day! In-between our 2 recital shows our competition team will perform their group numbers, solos, duets, & trios. Admission is free with a purchase of a recital show ticket. This is free for all dancers to attend. Our competition team will not perform during our normal recital shows.

Social Media

As part of our waiver you agree to your dancer's pictures/videos being used on our website, social media, etc. Please note that we take it very seriously use these outlets appropriately. Like us, follow us, snap us, check us out!!

Website	www.sullivan5678.com
Facebook Page	www.facebook.com/sullivan5678.com
Instagram	@sullivan5678
Snapchat	sullivandance

We love hashtags! #sullivan5678 #SDSdancefamily

Contact Info

Since we have added our Office Manager, Melissa Lynch, to our staff we ask that you direct all questions and communications through her first. This will allow our instructors & studio director to focus on teaching and keeping our program thriving. You can find her at the front desk during the following times:

Office Hours

Monday – Thursday 4:30 p.m. – 8:30 p.m.

Studio Phone Number

217-728-9111

Studio Email Address

info@sullivan5678.com

Office Manager Melissa Lynch will pass on necessary questions and information to Miss Melissa. Please try to refrain from texting, facebook messaging Miss Melissa. We promise you will get a much quicker response from Office Manager Melissa Lynch. Yes, we know both of our names are Melissa and this might get confusing at times ☺

CALENDAR

Classes begin!	Tuesday, September 5th
No Classes - Halloween	Tuesday, October 31st
No Classes - Thanksgiving Break	November 22th - November 26th
Classes resume	Monday, November 27th
Christmas Recital Rehearsal @ Studio	December 18 th & 19 th
Christmas Dress Rehearsal @ Studio	December 20 th
Christmas Recital @ Penn Station	December 21 st
No Classes - Holiday Break	December 18th - January 7th
Classes resume	Monday, January 8th
No Classes - Spring Break	March 26 th – April 1 st
Classes resume	Monday, April 2 nd
Last day of normal classes	Friday, May 25 th
No Classes - Memorial Day Weekend	May 26 th - May 28 th
Tech Time @ Studio	May 29 th – 31 st 4:00 – 9:00 PM
Dress Rehearsals @ the MTZ Auditorium	Friday, June 1 st Noon – 9:00 PM
Recital Show #1 @ the MTZ Auditorium	Saturday, June 2 nd 10:00 AM
Competition Showcase @ the MTZ Auditorium	Saturday, June 2 nd 2:00 PM
Recital Show #2 @ the MTZ Auditorium	Saturday, June 2 nd 4:00 PM

Dates are subject to change. Please note that we always keep an up to date calendar on our website.