



Emerald City Dance Explosion

Where Every Student Is A STAR!!!

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WEB: www.emeraldcitydanceexplosion.com

CALL/TEXT: 554-4226

Instagram: @Emerald City Dance Explosion

2022-2023

WELCOME BACK TO DANCE!!!

We are so excited about this year and absolutely THRILLED to be celebrating our twenty second year with you and your dancer(s)!!!! We are gearing up for a FANTASTIC year and couldn't be happier that you and your dancer are a part of the excitement that IS EMERALD CITY DANCE EXPLOSION!!! Our highly trained, educated, and talented staff is very excited for this season. We are focused on helping your student learn by giving individual attention in a group setting, giving viable corrections, hands on training, and knowledgeable guidance in all the dance styles we offer!! Thank you for choosing us for your child's dance education!! Trust that our program focuses on technique, flexibility, and terminology in each of the dance styles we teach to help your student grow as a person and as a dancer.

Please make sure you read through and save our handbook. It has very important studio dates and policies for the season. You can refer back to it throughout the season and hopefully it will help to make our year run smoothly.

Again, we would like to welcome you to our dance studio as we celebrate 22 years of dance excellence!!! We love each of our students like they are our own children and are excited to have them in class this year!!

As always, please do not hesitate to contact us with any questions!!

Keep dancing!

Suzy

POLICIES AND PROCEDURES – 2022-2023

*****PLEASE READ CAREFULLY AS SOME OF OUR POLICIES ARE NEW FOR 2022-2023!*****

QUESTIONS/CONCERNS for the DANCE TEACHER

Teachers are only available by appointment only – please contact the studio by email: emeraldcitydanceexplosion@yahoo.com or by phone 554-4226. Phone calls/emails will be returned within a 24-72 hour time period. **Do not interrupt class by coming into the studio during regular dancing hours 4:00-8:00pm Monday through Thursday. Please direct all questions to the person working the front desk! That person WILL assist you in getting information to the teacher.**

IT IS NOT OKAY TO INFRINGE ON CLASS TIME PAID FOR BY OTHER STUDENTS!

TUITION & FEES

1. The registration fee is \$35.00 for the first child, \$25 for each additional child and is due when the Registration Form is turned in.
2. Costume Fees are due **October 15th**. Payment for costume fees received after November 15th, will have a late fee of \$15 per costume. All costume prices will be sent in a separate costume note. **Costumes will not be ordered until you have paid for them.**
3. Tuition payments are due on the **first day** of the month (August through May). **A \$15.00 late fee charge will be added on the 11th day of each month on all overdue accounts.** The number of tuition payments is based on the number of dancing weeks in the dancing year. Tuition is not prorated at any time during the year. **You will have 10 tuition payments with the 10th payment due May 1st.** LATE FEES WILL BEGIN WITH PAYMENT #2 (September).
4. **Please** make checks, certified checks, or money orders payable to ECDE. Any cash payment must be given directly to a teacher. Do not put any cash payments directly into the box. Please do not leave payments laying on the front desk. The payment deposit box is located inside the lobby of the main (downstairs) studio.
5. Returned checks will receive a fee of \$35.00 posted to your account. Clients are also liable for all legal and collection fees for unpaid balances.
6. Recital Fees:

Recital Fee-Due February 1, 2023		
Single Student \$85.00	Second Child \$70.00	Third Child \$60.00
Recital Shirt	Recital Shirt	Recital Shirt
Metal	Metal	Metal
Event Staff	Event Staff	Event Staff
RECITAL DVD		

7. Please notify the studio, in writing, should your child choose to withdraw from a class or classes. ***Students will continue to be billed until proper notification has been given.***
8. No refunds for missed classes will be given.
9. Questions/Concerns about your account must be handled through the studio email address at emeraldcitydanceexplosion@yahoo.com.

MEDICAL INFORMATION

To ensure the safety of your child please inform Suzy directly (written or otherwise) **immediately** of the following situation(s) concerning your child.

1. Known Medical Conditions
2. Allergies
3. Medications Currently Taking and Possible Side Effects

If your child is symptomatic of any illness, DO NOT bring them to dance!

*****Sick children will be immediately sent home.*****

Covid exposure – students testing positive for covid 19 and students directly exposed to covid 19 must remain out of class(es) for 5 days from the date of first symptom.

DROP OFF

PARENTS please arrive ON TIME with your child to the dance studio and remain with them outside until the door opens for class. Upon entering the studio, **your dancer should remove their shoes**, set their dance bag in the dressing room and sit on a spot that is pasted to the floor.

DO NOT OPEN THE DOOR DURING CLASS!

You are welcome to use the restroom at T.W.Boons

*****This rule is strictly enforced.*****

PICK UP

WAIT FOR THE TEACHER TO OPEN THE LOBBY DOOR at the end of class. For the safety of your child, we ask that you make every effort to pick up your child promptly at the end of class. **If you have a little dancer, you must pick up your child at the door as class is being dismissed.** Children will not be sent into the parking lot to meet you at the car.

THE LOBBY

Due to covid 19 precautions our lobby will remain closed until further notice.

ATTIRE

1. **DANCERS!!! COVER YOUR BODIES ON THE WAY IN TO, OUT OF, AND WHILE IN THE LOBBY OF THE DANCE SCHOOL! Wearing just your dance clothes is NOT enough coverage.**
2. Dancers need to wear dancewear that is appropriate for class. (Some classes have a dress code). Hair should be securely fastened off the face and neck; and no jewelry should be worn during class.
3. Dance Shoes need to be kept in your child's dance bag. **Do not wear them outside!**
4. **Dancers/Parents must remove street shoes when entering the dance studio.** (Shoes may be worn in the lobby.)
5. **Dance shoes must be purchased through Emerald City Dance Explosion.**

NO FOOD POLICY

Absolutely no food will be allowed inside the studio. This includes gum and fast food. **You may bring bottled water as there is not a water fountain in the building.**

*Dancers may bring food on extra rehearsal days **ONLY!**

CELL PHONES

All STUDENT cell phones must be silenced and are not allowed to be used during class. Cell phones will be taken from the student if this rule is broken.

INCLEMENT WEATHER

Should there be severe weather of any kind, use your own judgment. If there is a question about cancellation of classes, call ECDE 554-4226. In the event of severe weather, check our website, studio voicemail, Facebook, Instagram page to see if the studio will be closed.

*****WE WILL NOT BE CLOSED JUST BECAUSE SCHOOLS MAY BE CLOSED.*****

TUITION PAYMENTS

To ensure quality instruction for all enrolled students we need your tuition payment on time. Tuition is due on the 1st of each month. After the 10th a late fee of \$15 will be added to your balance. If your child misses class the week tuition is due, avoid a late fee by mailing your payment to:

ECDE
606 Woodland Street
Greenwood, SC 29649

*****If something does not look quite right on your bill, simply correct it and slip it back into the payment box!!*****

******Please include your dancer's name in the Memo section of your check!******

Peatie Shaw 5678 Awesome Dance Lane Candy Land, OZ 98765	321
	8/1/2023 <i>Date</i>
Pay to the order of ECDE	\$ 60.00
<i>sixty dollars and no / 100s</i>	DOLLARS
Memo DANCER'S	<i>Peatie Shaw</i>
8 6 7 5 3 0 9 8 4 2 3 0 8 9	

Emerald City Dance Explosion

!!MARK YOUR CALENDAR NOW!!

IMPORTANT DATES

- August 1, 2022 Tuition Payment #1 is DUE
- September 1, 2022 Tuition Payment #2 is DUE
- October 1, 2022 Tuition Payment #3 is DUE
- October 15, 2022 ALL RECITAL COSTUME FEES are DUE (Each dancer's first costume is \$135 - this costume includes recital tights. Each additional costume is \$97 unless otherwise indicated on your bill. HIP HOP costumes \$137 and TAP \$117 classes carry a recital shoe charge in addition to costume fee.)
- November 1, 2022 Tuition Payment #4 is DUE
- November 1, 2022 Combined Christmas Mouse/Christmas Parade fee is \$75 per dancer
- December 1, 2022 Tuition Payment #5 is DUE
- December 4, 2022 CHRISTMAS PARADE 2:30pm
*** Attendance Required! ***
- December 10, 2022 The Christmas Mouse will be held at Lander University. Christmas Show REHEARSALS days at Lander (Where our spring recital is held) will be December 5, 6, 7, 8, 9, 2022 (Exact rehearsal times/days TBA) Show times 1:00, 4:00, and 7:00.
- January 1, 2023 Tuition Payment #6 is DUE
- February 1, 2023 Tuition Payment #7 is DUE
- February 15, 2023 Recital Fee \$85
- March 1, 2023 Tuition Payment #8 is DUE
- April 1, 2023 Tuition Payment #9 is DUE
- May 1, 2023 Tuition Payment #10 is DUE

**My ECDE Dance Payments
CHECK LIST**

____ Registration

____ Payment #1 August

____ Payment #2 September

____ Payment #3 October

____ Costumes

____ Payment #4 November

____ Parade/Christmas Show

____ Payment #5 December

____ Payment #6 January

____ Payment #7 February

____ Recital Fee

____ Payment #8 March

____ Payment #9 April

____ Payment #10 May