



4450 N. Prospect Rd, Suite C9
Peoria Heights, IL 61616
(309) 696-4600

2012-2013 Welcome Packet

Welcome students and parents! And thank you for choosing Miss Laura's School of Dance, Ltd. (MLSD) for your child's dance and acrobatic education this year. We are very excited for our first year in business! Listed below are some important bits of information and policies to help make your dance year go as smoothly as possible. Please feel free to ask us any questions and let us know if you have any concerns!

Contact Information

Billing questions: danpritchard.mlsd@gmail.com, 309-696-6021 (email or text is easiest way to get in touch during the week)

Dance questions: misslaura.mlsd@gmail.com, 309-696-5366 (email or text is easiest way to get in touch during the week)

Studio phone (309) 696-4600

Studio website www.MLSDance.com

Customer Portal – Link is found on www.MLSDance.com. Logon is your email.

Miss Laura (Owner) – misslaura.mlsd@gmail.com, 309-696-5366 (email or text is easiest way to get in touch during the week)

Dan (Owner) – danpritchard.mlsd@gmail.com, 309-696-6021 (email or text is easiest way to get in touch during the week)

Mr Philip (Instructor) – philip.mlsd@gmail.com

Miss Ellen (Instructor) – missellen.mlsd@gmail.com

Miss Ali (Instructor) – missali.mlsd@gmail.com

Miss Leyna (Instructor) – missleyna.mlsd@gmail.com

Miss Maggie (Instructor) – missmaggie.mlsd@gmail.com

Miss Chloe (Instructor) – misschloe.mlsd@gmail.com

Miss Holly (Instructor) – missholly.mlsd@gmail.com

Miss Haley (Instructor) – misshaley.mlsd@gmail.com

Sharon, Traci, & Marie (Receptionists) – customerservice.mlsd@gmail.com

Dress Code

Flying D Dancewear (located in the Metro Centre) has our list of shoes. If they don't have your size in stock, they can get them very quickly!

Recreational and Competition Clothing:

Tiny Tots – Leotard, ballet skirt/tutu, tights and booty shorts are all ok. Hair pulled back.

Ballet classes – Leotard, pink/tan tights, booty shorts or ballet skirt. Hair in a bun.

All other classes: Any dancewear is allowed except baggy t-shirts. EX: dance tops, crop tops, shorts, leotards, jazz pants, tights are all okay. Hair pulled back.

Tiny Tot Shoes:

Caterpillar: Pink ballet shoes (leather full sole) & black patent leather tap shoes with tap elastic or buttons (helps speed up shoe changes and shoes won't come untied in class)

Butterfly: Tan (jazz shoes & black patent leather tap shoes with tap elastic or buttons (helps speed up shoe changes and shoes won't come untied in class))

Recreational Shoes:

Ballet Levels I Pink ballet shoes (leather full sole)

Ballet Levels II-IV Pink ballet shoes (canvas split sole)

Tap Level I Black patent leather tap shoes with tap elastic (helps speed up shoe changes and shoes won't come untied in class)

Tap Levels II-IV Tan Tap On by Bloch

Jazz Levels I-IV Tan Super Jazz by Bloch

Lyrical & Contemporary Nude spinner shoes (foot undeez are ok for practice in class)

Acrobatic Level I-IV Any color slip on jazz shoes

Competition Shoes:

Ballet: Pink ballet shoes (canvas split sole)

Tap: Black Oxford Tie Tap Shoes (Recommend either "Respect" or "Enduro" by Bloch or "Premiere" by Capezio...these shoes have the best sounds)

Jazz: Tan "Flow" by Bloch

Lyrical/Contemporary: Nude spinner shoes (foot undeez are ok for practice in class)

Acrobats: Tan "Flow" by Bloch

Production: Tan "Flow" by Bloch

****Do NOT order any Taupe colored shoes. There's a BIG difference between Tan & Taupe.***

Attendance

You will receive your student ID tag on the first lesson. Keep this ID tag attached to your dance bag and scan yourself in at the front desk first thing in the studio door each day (this is how we track attendance). Your backup copy should be given to a parent/guardian. If both copies are lost it is \$5 to purchase a replacement set.

If you have to miss class due to an illness or schedule conflict please email your teacher and reception as a courtesy. Unfortunately no make up classes are offered in these cases, as each class works on different dances.

Tuition, Billing, & Studio Policies

You will receive everything via email so be sure to check your email & be sure to fill out your account information completely/accurately. If at any time in the year you are not receiving emails or statements please let us know. If you choose to leave a credit card on file you will still get the statement emailed so you can anticipate how much will be coming out of your account.

- Tuition is due by the 1st of every month, regardless of holidays or studio closings. You can mail the check if you can't make it to the studio or pay online.
- You have a 7 day grace period to pay tuition - tuition is late on the morning of the 8th and a \$10 late fee will automatically be applied.
- Your account defaults to "manual payment." If you wish to have your tuition auto-paid by the credit card on your file, please select the "7th of the month" option under e-Payment Schedule in the billing info section of your account. This is a great way to avoid late charges. It will only bill if you haven't already paid for tuition that month.
- Please put your child's name on the memo line of all checks.
- There is a \$25.00 returned check fee.
- It is your responsibility to notify us of any credit card change or if your card expires. There is a \$35 credit card denial fee.
- Additional siblings will receive a 10% discount off monthly tuition as a family discount (not applicable to purchases, registration fee, costumes, etc)
- Should your child choose to drop a class you must fill out a "drop class form" at least two weeks prior to the next month otherwise you will still owe for the following month.
- If your child chooses to change a class it must be put in writing in our "change class form".
- Tuition is the same every month except for June & August (these months are pro-rated to 1/2 price). We know that some months your child will not have 4 classes due to holidays, etc. However, some months will have 5 weeks. We have based our tuition on how many weeks there are in the dance year that we will have class. Also, each day of the week ends up missing the same number of lessons due to holidays.
- We cannot help the weather when snow is concerned. Normally we will follow Peoria county schools but there are instances when it snows in the morning and roads are fine later or vice versa. We will email out our closing information and notify the local news stations. Since our landlord and bills are not discounted due to snow we will be unable to credit anyone back for any snow days that are missed. If a class misses more than one week due to snow, we will schedule a weekend makeup lesson.
- Watch Weeks – There will be no spectators during dance class at MLSD. See "Watch Week" page of this packet for the schedule of when you can observe class.
- No food or drinks in the dance rooms except water bottles.
- No tap shoes are allowed on the lobby/hallway floor.
- All student dance bags will be kept in our wall cubbies. Anything left in a cubby or dance room at the end of the night will go into our Lost & Found in the office and will cost \$1 to retrieve. Please pick up after yourself to help keep the studio clean 😊
- Progress Reports – At the beginning of each year the teachers will fill out an evaluation form for each child to see what their skill level is. They will help the student set goals for the year, and work with them to achieve their goals. Mid-year, the teachers will re-evaluate the students and fill out a progress report to show how they are coming along toward their goal. Finally, at the end of the year the students will be re-evaluated again and receive a report card to show what their skill level is after a year of hard work. An optional parent-teacher conference is available by request at progress report and report card time.
- Student of the Month – Selected by the teacher each month, based on behavior, attitude, effort, & progress. The student will have their picture taken and displayed at the studio & receive a coupon for free ice cream at Emack & Bolios.

Miss Laura's School of Dance 2012-2013

Important Dates

AUGUST 2012

Wednesday August 1st: Grand Opening!
Saturday August 4th: Competition Team Auditions
Tuesday August 7th: Competition Team Auditions
Saturday August 11th: Registration Day
Monday August 13th - Thursday August 16th: Competition Team Boot Camp
Monday Aug 20th: 1st Day of Competition Team Lessons

SEPTEMBER 2012

Monday September 3rd & Tuesday September 4th: Labor Day - No Lessons
Wednesday September 5th: 1st Day of Recreational Lessons

OCTOBER 2012

Thursday October 11th & Friday October 12th: Fall break - No Lessons
Wednesday October 31st: Halloween - No Lessons

NOVEMBER 2012

November 15th: Costume Deposits Due! (\$50 per costume)
Wednesday November 21st – Friday November 23rd: Thanksgiving - No Lessons

DECEMBER 2012

Saturday December 1st – Sunday December 2nd: PULSE Convention Kansas City
Camp PULSE at this event too! (both events optional)
Friday December 7th – Sunday December 9th: PULSE Convention Chicago (optional)
Monday December 24th: Winter Break Begins - No Lessons for 2 weeks

JANUARY 2013

Monday January 7th: Lessons Resume
Friday January 18th - 20th: JUMP Dance Convention Chicago (optional)

APRIL 2013

Monday March 29th – Sunday April 7th Spring Break - No Lessons
Monday April 8th Lessons Resume

MAY 2013

Monday May 27th & Tuesday May 28th: Memorial Day - No Lessons

JUNE 2013

Monday June 17th – Friday June 21st: Dress Rehearsal in Class at MLSD
Saturday June 22nd: Dress Rehearsal at Five Points
Sunday June 23rd: Recital at Five Points

Miss Laura's School of Dance "Watch Week" Schedule

September

Wednesday Sept 5th through Tuesday Sept 11th

October

Monday Oct 1st through Thursday Oct 4th

November

Monday Nov 5th through Thursday Nov 8th

December

Monday Dec 3rd through Thursday Dec 6th

January

Monday Jan 7th through Thursday Jan 19th

February

Monday Feb 4th through Thursday Feb 7th

March

Monday Mar 4th through Thursday Mar 7th

April

Monday Apr 8th through Thursday Apr 11th

May

Monday May 6th through Thursday May 9th

June

Monday June 17th through Thursday June 20th

This will also be dress rehearsal in class at the studio

On these Watch Weeks, parents will be allowed to step into the classroom and observe the last 5-10 minutes of class (the amount of time is at the teacher's discretion) to see what they have learned so far. It has been our experience that the students pay much better attention without spectators in the room. However, we know that parents want to see how their child is doing. Please show the teacher and students respect so that the students get the most out of their lesson, and we will be able to keep having watch weeks: keep talking to a low volume, turn cell phones off, and if you bring small children please keep them quiet or step into the hall.

Thank you ☺