



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

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. 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!

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### **Studio Contact Information**

**Billing questions:** [DanPritchard.MLSD@gmail.com](mailto:DanPritchard.MLSD@gmail.com), 309-696-6021  
(email is easiest way to get in touch)

**Dance questions:** [MissLaura.MLSD@gmail.com](mailto:MissLaura.MLSD@gmail.com), 309-696-5366  
(email is easiest way to get in touch)

**Studio phone:** (309) 696-4600

**Studio website:** [www.MLSDance.com](http://www.MLSDance.com) (be sure to check the News Feed!)

**Customer Portal:** Link is found on [www.MLSDance.com](http://www.MLSDance.com). Logon ID is your email address on file.

**Facebook:** [www.facebook.com/MLSDLtd](http://www.facebook.com/MLSDLtd) Like us on facebook to get updates in your facebook news feed

### **Staff**

**Miss Laura (Owner)** – [MissLaura.MLSD@gmail.com](mailto:MissLaura.MLSD@gmail.com), 309-696-5366  
(email is easiest way to get in touch)

**Dan (Owner)** – [DanPritchard.MLSD@gmail.com](mailto:DanPritchard.MLSD@gmail.com), 309-696-6021  
(email is easiest way to get in touch)

**Miss Ellen (Instructor)** – [MissEllen@MLSDance.com](mailto:MissEllen@MLSDance.com)

**Miss Ali (Instructor)** – [MissAli@MLSDance.com](mailto:MissAli@MLSDance.com)

**Miss Holly (Instructor)** – [MissHolly@MLSDance.com](mailto:MissHolly@MLSDance.com)

**Miss Heather (Instructor)** – [MissHeather@MLSDance.com](mailto:MissHeather@MLSDance.com)

**Miss Alyssa (Instructor)** – [MissAlyssa@MLSDance.com](mailto:MissAlyssa@MLSDance.com)

**Miss Angela (Instructor)** – [MissAngela@MLSDance.com](mailto:MissAngela@MLSDance.com)

**Sharon, Traci, & Marie (Receptionists)** – [CustomerService@MLSDance.com](mailto:CustomerService@MLSDance.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.

**Hip-Hop Classes** – Any dancewear is allowed, but sweats/harem pants and t-shirts/tank tops are recommended.

**All other classes** – Any dancewear is allowed except baggy t-shirts and sweats.

Acceptable dancewear includes: bra tops, form-fitted t-shirts/tank tops, crop tops, booty shorts, leotards, jazz pants, tights, etc. 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

**Hip Hop** Tennis Shoes/Sneakers/Combat Boots. Specific shoes will be selected to match the costume for the recital.

### ***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.**

## **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 & Payments**

- 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 8<sup>th</sup> and a \$10 late fee will automatically be applied.
- If the tuition remains unpaid through the 7<sup>th</sup> day of the following month, a 3% finance charge will be applied to the unpaid portion of tuition on the 8<sup>th</sup> day of that following month.
- 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 "1<sup>st</sup> 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 fees, costumes, etc)
- Tuition is the same every month except for June, July & August. June will be prorated to ¼ of a month for recreational students. July and August will be prorated to ½ of a month for competition students. 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.

### **Enrollment Changes/Drops**

- Should your child choose to drop a class, you must fill out a "drop class form" and return it to MLSD at least one week prior to the next month otherwise you will still owe for the following month. If you choose to withdraw from all classes, you will be responsible for all charges applied to the account prior to the date the "drop class form" is returned to MLSD. This includes, but is not limited to, late fees, finance charges, tuition, entry fees, etc.
- If your child chooses to change a class, it must be put in writing in our "change class form" and returned to MLSD.

**Class Observation**

- Watch Weeks – There will be no spectators during dance class at MLSD, however we will have designated times where parents can come in and see how their child is doing. See the “Watch Week” page of this packet for the schedule of when you can observe class.

**Attendance**

- Students will receive their student ID tag on the first lesson (returning students will use their ID tag from the previous year). They should keep this ID tag in/attached to their dance bag and scan themselves in at the front desk first thing in the studio door each day (this is how we track attendance). The backup copy should be given to a parent/guardian. If both copies are lost it is \$5 to purchase a replacement set.
- If your child has to miss class due to an illness or schedule conflict please email their teacher and reception as a courtesy.
- Unfortunately no make up classes are offered for individuals, as each class works on different dances.

**Class Cancellations/Snow Days**

- 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 as soon as we can reasonably make a determination of what is in the best interest of our staff, our students, and the parents. Since our rent 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.

**Other General Studio Policies**

- 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. Please pick up after yourself to help keep the studio clean ☺. If items remain unclaimed at the end of the month, and at the end of the year, MLSD reserves the right to donate the remaining lost and found items to local charities and/or families in need.
- 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.

- Parent-teacher conferences -- If there are ever concerns about the progress of your child(ren), please contact Miss Laura and/or Mr. Dan to schedule time to have a conference. Please avoid addressing the teachers one-on-one in between classes. This will ultimately pull the teachers away from teaching other students. We value the interaction, but we want to remain respectful to all students. Also, the small break in between classes is intended to give the teacher a brief break and allow them to set up for the next class. Miss Laura and/or Mr. Dan will be more than happy to help schedule time that works for everyone to get together for discussions.
  - 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.
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**By signing below, I agree that I have read and understand all terms in the MLSD Welcome Packet. I also agree that I will follow the rules and policies set forth in the agreement.**

Date: \_\_\_\_\_

Student name(s): \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

MLSD Representative: \_\_\_\_\_

MLSD Rep. Signature: \_\_\_\_\_

## **Important Dates**

### **JULY 2013**

Monday July 29<sup>th</sup>: Competition Audition Workshops @ MLSD  
Tuesday July 30<sup>th</sup>: Competition Audition Workshops @ MLSD  
Wednesday July 31<sup>st</sup>: Competition Audition Workshops @ MLSD

### **AUGUST 2013**

Thursday August 1<sup>st</sup>: Competition Audition Workshops @ MLSD  
Saturday August 3<sup>rd</sup>: Competition Team Auditions @ Five Points  
Monday August 5<sup>th</sup> - Thursday 8<sup>th</sup>: Competition Team Boot Camp  
Thursday August 15<sup>th</sup>: Pre-Registration Online for Current MLSD Students  
Saturday August 17<sup>th</sup>: Registration Open House 10am-2pm  
Tuesday Aug 20<sup>th</sup>: 1st Day of Competition Team Lessons

### **SEPTEMBER 2013**

Monday September 2<sup>nd</sup> & Tuesday September 3<sup>rd</sup>: Labor Day Break - No Lessons  
Wednesday September 4<sup>th</sup>: 1<sup>st</sup> Day of Recreational Lessons

### **OCTOBER 2013**

Wednesday October 30<sup>th</sup> & Thursday October 31<sup>st</sup>: Fall Break - No Lessons

### **NOVEMBER 2013**

November 16<sup>th</sup>: Costume Deposits Due! (\$50 per costume)  
Wednesday November 27<sup>th</sup> – Thursday November 28<sup>th</sup>: Thanksgiving Break - No Lessons

### **DECEMBER 2013**

Monday December 23<sup>rd</sup>: Winter Break Begins - No Lessons for 2 weeks

### **JANUARY 2014**

Monday January 6<sup>th</sup>: Lessons Resume

### **MARCH 2014**

Monday March 31<sup>st</sup>: Spring Break Begins – No Lessons for 1 week

### **APRIL 2014**

Monday April 7<sup>th</sup>: Lessons Resume

### **MAY 2014**

Monday May 26<sup>th</sup> & Tuesday May 27<sup>th</sup>: Memorial Day Break - No Lessons  
Saturday May 31<sup>st</sup>: Dress Rehearsal in Class at MLSD

### **JUNE 2014**

Monday June 2<sup>nd</sup> – Thursday June 5<sup>th</sup>: Dress Rehearsal in Class at MLSD  
Friday June 6<sup>th</sup> OR Saturday June 7<sup>th</sup>: Dress Rehearsal at Five Points  
Saturday June 7<sup>th</sup> AND/OR Sunday June 8<sup>th</sup>: Recital at Five Points

# “Watch Week” Schedule

## September

Wednesday Sept 4<sup>th</sup> through Tuesday Sept 10<sup>th</sup>

## October

Monday Oct 7<sup>th</sup> through Saturday Oct 12<sup>th</sup>

## November

Monday Nov 4<sup>th</sup> through Saturday Nov 9<sup>th</sup>

## December

Monday Dec 2<sup>nd</sup> through Thursday Dec 5<sup>th</sup>  
& Saturday Dec 14<sup>th</sup>

## January

Monday Jan 6<sup>th</sup> through Saturday Jan 11<sup>th</sup>

## February

Monday Feb 3<sup>rd</sup> through Saturday Feb 8<sup>th</sup>

## March

Monday Mar 3<sup>rd</sup> through Saturday Mar 8<sup>th</sup>

## April

Monday Apr 7<sup>th</sup> through Saturday Apr 12<sup>th</sup>

## May

Monday May 5<sup>th</sup> through Saturday May 10<sup>th</sup>

## June

Saturday May 31<sup>st</sup> &  
Monday June 2<sup>nd</sup> through Thursday June 5<sup>th</sup>  
*\*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 ☺