

# *Short Dance Studios*

*for the*

## *Performing Arts*



## **Welcomes You**

Short Dance Studios for the performing arts welcomes you to the this new dance season of excellence. We are eager to build a relationship with our students and families that will last a lifetime. In providing education in dance for over 50 years, we understand the importance of organization and communication. This packet contains much of the information you will need to plan appropriately for the upcoming season. Please take time to read this carefully and keep this packet with you for the rest of the year, as it will be useful for you and your family to reference. Note: This packet is online for you to view at [shortdancestudios.com](http://shortdancestudios.com) as well. *Thank you for choosing Short Dance Studios Inc. for your professional dance education that will last a lifetime!*

*We feel very grateful to have the opportunity to share our knowledge and love of dance with your child(ren).*

### **Staff Mission:**

To teach students a strong work ethic, respect for all, and to have fun while instilling a love of dance to last a lifetime.

### **Studio Vision:**

We will strive to create an artistic educational environment that is professional, positive, beneficial, exciting and fulfilling for everyone.

## **Short Dance Studios Benefits**

**Some reasons why Short Dance Studios is the right choice for your dance education!**

- Age appropriate and high quality music, costumes and choreography for all ages and abilities!
  - Caring, Professional, Knowledgeable and FUN instructors!
  - Extensive and entertaining curriculum in a fun and inviting atmosphere!
  - Create memories and friendships that will last a lifetime!
  - Office hours for friendly and helpful customer service!
  - Multiple systems of easy access to information!
    - Learn the value of hard work, discipline and respect, as well as, high quality technique!
  - Sub floating floors that help provide cushion and prevent injury
  - Ballet Barres, mats, and many props for fun and creative movement in class!
  - One-way glass observation mirrors, viewing windows and T.V. monitors for class viewing!
  - Easy and convenient payment system through customer portal!
  - 3 to 5 dance rooms of clean, air conditioned dance space per facility!
  - Full length mirrors to see body alignment and technique!
  - Recreational, Performing and Competitive levels to choose from!
  - Great educational level scheduling by age and ability!
  - Recommendation evaluations for easy registration!
  - State of the art sound systems!
  - Waiting areas for parents and children!
  - Tax deduction (state permitting)!
  - Quality recital facility! – Professional pictures and video!
  - Power Point video at recital and complimentary program/yearbook for all!
  - Build healthy bodies!
- \*SAVE time and money by scheduling multiple children in multiple performing art classes

**DANCE      MUSIC      FITNESS**

**SPECIAL EVENTS, FACILITY RENTALS & PARTIES**

***\*Exploring the arts at an early age helps your child's brain develop skills for success!***

## **About our Staff**

To provide excellence in all of our programs, instructors are equipped with a tactical training program. This includes but is not limited to unique instructing methods, child development, and customer service. We are proud to provide one of the best arts based education systems. Your child's education and experience is based upon our ability to hire, train and retain amazing people with passion for working with children and their ability to connect with them. Our instructors are held to specific standards that are regularly analyzed and developed.

All hired staff are required to submit a resume and go through an interview and trial teaching period before becoming a member of our school's team. Teacher qualifications needed, but not limited to, are education and experience in the appropriate subject matter, desire and ability to work with children, demonstrates enthusiasm, patience and flexibility in the classroom, ability to develop creative and age-appropriate lesson plans, ability to accept guidance and supervision, as well as, good character and integrity.

All assistants working with your child(ren) are held to high expectations. Along with a signed commitment to our school's expectations they are carefully nurtured in teaching skills and regularly analyzed by individual instructors.

## **Methods of Communication**

### Email

- Please be sure to keep Short Dance updated with your current email address as we will be using this as a primary means of communication throughout the year.

### Bulletin Boards

- A Bulletin Board is posted by the entrance of the Studio. Any new or recent information will be posted on it for you to view.

### Customer Portal

- Through your Customer Portal you will be able to:
  1. Check the balance, previous payments and charges on your account
  2. Make payments on your account
  3. Update your contact information
  4. Check your student's classes and update their personal information as well as check their attendance and enroll in new classes
  5. Email the studio with any inquiries
  6. View news and announcements

### Website:

Our website has all the programs information and is frequently updated with any new information needed.

## **How to Enter Your Customer Portal:**

1. Go to [www.shortdancestudios.com](http://www.shortdancestudios.com) .
2. Towards the bottom left of the home page there will be a “Customer Portal” link. If you have an email address listed with Short Dance, enter that email address in the Login ID Box
  - If you do not have an email address listed or the email account you try is not recognized, please email your address to the Short Dance location that you attend: [nr@shortdancestudios.com](mailto:nr@shortdancestudios.com) or [igh@shortdancestudios.com](mailto:igh@shortdancestudios.com) . Please allow us 24-48 hours to input your data. A password will be emailed to you once your email address is in the system and ready for use.
3. Click on the “I don’t know my password” line. A screen will appear asking for the email address that Short Dance has on file for you. Enter it and click on “Continue”.
4. A screen will appear confirming that your password has been reset and emailed to you. Click on “Back” to return to the login screen.
5. You will then go back to the original login screen and enter your email address and new password. You will be allowed to change your password in your customer account by selecting “Change My Password” from the “I want to” choices.

You now have full access to your customer portal!

If you need help with any of the screens please do not hesitate to contact the studio during studio office hours M-Thurs. from 4-8pm or send an e-mail to [igh@shortdancestudios.com](mailto:igh@shortdancestudios.com) or [nr@shortdancestudios.com](mailto:nr@shortdancestudios.com).

## **Online Studio Information**

Class Descriptions, Class Schedules, Policies & Procedures, Registration, Class Tuition Rates, Newsletters and more can be found online and are also available at the front desk.

## **Short Dance Parent Group/Fundraising & Booster Club**

We have a parent social group available to allow parents the opportunity to get to know each other, feel more at ease with friends when at the studio and to possibly create fundraising groups within the parent group.

The motto of the Short Dance Parent Group is **“To promote a constructive, positive group of parents that come together for the dance enrichment of our children.”**

**For more information on the Short Dance Parent Group contact:**

Sheila Janikula in Inver Grove Heights – [jemw12@hotmail.com](mailto:jemw12@hotmail.com)

Brandy Olson in New Richmond– [bjolson2010@gmail.com](mailto:bjolson2010@gmail.com)

**The directors of the Fundraising/Short Dance Booster portion of the club are:**

Kim Riggle in Inver Grove Heights – [kimi\\_0412@hotmail.com](mailto:kimi_0412@hotmail.com)

Jessica Lauck in New Richmond – [jessicalauck@frontiernet.net](mailto:jessicalauck@frontiernet.net)

More details on fundraising happenings will come via email and at the parent group meetings.

## **Frequently Asked Questions**

**When do I pay tuition?** Tuition is due on the first of every month. Your billing information for a monthly auto withdrawal must be entered in your customer portal. You may also pay with check or cash during office hours prior to the first of the month. Any remaining balance on your account will be auto-deducted on the first of every month via the billing information you are required to provide. You can view your account and make payments at any time via your customer portal.

**What happens if there is bad weather?** If there happens to be bad weather, an employee of Short Dance will notify you via email as well as post it on Facebook, Instagram and Twitter (Just follow Short Dance Studios on any of these to have this information). Make sure you keep up to date contact information in your customer portal account.

**What if I miss a class?** If a class is missed, you have the option to make it up in another class of the same type. You **MUST** inform the front desk of your makeup so it can be documented and will enable us to make sure you are attending an appropriate class. If you miss a class and do not make it up, you are still required to pay for the class.

**What shoes and apparel are required for each class?** Required shoes and apparel are listed under each specific class on the Class Description sheet and next to the apparel display board. Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out of the class. Students are not permitted to wear jeans or shoes worn on the street or outdoors to any dance class. For safety reasons, students are asked to not wear jewelry, not chew gum and long hair **MUST BE** tied back and out of the face.

**How do we order shoes?** All shoes and apparel can be conveniently sized, ordered and picked up at the studio. A measuring stick and instructions on sizing, as well as, samples to try on will be provided at the studio. The office staff can help you with all of your sizing and ordering needs. Some items can be seen online as well. **Shoes will be ordered a couple of times at the very beginning of the year and then only be ordered once at the end of every month starting at the end of September.**

**Are there any fundraising opportunities?** Fundraisers will be available, but are not mandatory, through the Short Dance Parent Group/Booster Club (see Short Dance Booster pg. in this packet)

**When are costumes fitted?** Dancers will be measured during class by either our costume coordinator or one of our costume liaisons sometime in October. Allowances for growth throughout the year are considered when ordering. For recreational classes a costume deposit of \$40 per dance in the recital is collected in Oct. when ordering occurs.

**1<sup>st</sup> costume deposit is due by Oct. 15<sup>th</sup>.**

**How much do the costumes cost?** Costume prices for recreational classes are approximately \$80/costume. Costumes include tights, all accessories and props. **The remainder of the costume balance is due Nov. 15<sup>th</sup>** and the amount, which will be entered into your dance account, can be viewed via the customer portal. Once a costume is ordered, the amount due is non-refundable, as it is non-refundable for the studio with the costume company. Costumes are custom made to our sizes and are not returnable to the company.

**When will we receive our costumes?** Costumes will be handed out in the spring. Once all costumes and needed accessories, tights, head pieces, props, etc. arrive for your class you will be notified via email of the costume try on dates and details.

**Do you carry any Short Dance logo apparel?** You will find Short Dance logo apparel available at the studio. There is typically a large order scheduled in the fall before Christmas so you can get Christmas gifts. There is a second order that takes place in the spring so you can get recital gear.

**Are parents allowed to view classes?** Yes, but please remember that viewing class is a privilege. Parents are recommended to only watch one lesson of each month. There will be some days throughout the year that parents will be invited in to see their dancers progress. Remember if your dancer knows you are there, you are a distraction to your child and to others.

-Reasons why parents are not allowed to view choreography sessions.

1-Distracting students from the task at hand. Intricate choreography requires complete attention of dancers.

2-Respect for the artistic integrity of the choreographer.

Please remember to keep the waiting room atmosphere POSITIVE. Positivity and negativity are contagious. Negative comments and feelings create an atmosphere that is counterproductive to the teaching and education of our students. If actions and words are negative, you will be asked to leave the facility for the remainder of class.

**What are studio fun weeks?** We have periodic weeks throughout the year during which the dancers are welcome to dress according to the theme and enjoy fun games and dances as part of their classes. These are all detailed on the Info Date Sheet.

**What is pre-registration?** Pre-registration is when current Short Dance students are invited to register for the up-coming session/season, before registration is open to the general public. Pre-registration dates are listed on the Info Date Sheet.

**What is Family Appreciation Week?** Family Appreciation is a time for parents to join their dancers for special dances during the last part of their classes and enjoy refreshments and many other surprises while they wait. This is a way for the staff to thank parents for allowing us to educate their child(ren).

**What is Bring a Friend Week?** Bring a Friend is a time for dancers to bring in friends and family to try class with them and to share what they have been learning. It's always more fun to dance with friends!

**When is the recital?** We will announce the date and location of the recital as soon as we have secured a facility. We submit requests at the local high school and will choose the best option based on what they have available. Recital dates are listed on the Info Date Sheet as well as on the website. Usually recitals are held in the first part of June.

**Where can I find the infamous Info. Date Sheet?** Copies will be at the desk for you to pick up. It will also be emailed and on our website.

Have a great year!

Your friends in dance education,

Short Dance Studios for the Performing Arts

