



# **24-25 Season Parent Handbook**

Sullivan Dance Studio  
11 E. Jefferson  
Sullivan, IL 61951

[www.sullivan5678.com](http://www.sullivan5678.com)

# 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 40+ years of combined dance instruction experience. We offer recreational dance classes for ages 18 months – adult along with an award-winning competition team! Our lobby has dance apparel and shoes available for purchase to ensure your dancer is always prepared for class.

## Staff

Melissa Weaver Krieger	Studio Owner, Competition Team Director, & Instructor
Melissa Lynch	Office Manager
Sue Weaver	Business Manager

Visit our website to read bios on each of our qualified instructors

## Studio Design

Office Manager, Melissa Lynch, can be found at the front desk in the lobby with answers to any questions you might have. Also found in our lobby are all the shoes & apparel to fit your dancer's needs. Downstairs there is a parent's viewing area 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. Upstairs there is a waiting area for dancers and a kitchenette. Our three dance rooms are equipped with sprung floors with marley flooring. We ask that NO street shoes are worn on these special dance floors. There are restrooms located in the back on each floor.

## Class Levels

### Recreational Program

Dancers who typically take 1-2 classes per week, a relaxed dress code & attendance policy, no previous dance experience necessary.

### Progressive Program

Dancers typically take 3+ classes per week, the dress code & attendance policy are enforced, dancers progress by taking consistent styles, TEACHER PLACEMENT IS REQUIRED. This is decided on an individual basis with factors of dance ability, technique, experience, maturity, and class behavior all taken into consideration.

**It is common for dancers to in the same level for multiple years.**

# Payment Information

## Due at Registration

### Registration Fee

This fee is due at the time of registration to reserve your spot in the class. It is a one-time \$25 registration fee to cover the 24-25 Recital Season. Additional siblings are \$15 fee each.

### Spring Recital Costume Fee 1/2

All recital classes have a \$45 costume fee each due at the time of registration. This is the 1<sup>st</sup> payment of 2 costume payments. For those families registering for 3 or more classes, you may pay costume fees by September 15<sup>th</sup>.

## Due Monthly

### Tuition

Tuition is divided into 9 equal payments due on the 1st of the month September-May. Payments are NOT prorated or discounted over breaks.

## Due January 15th

### Spring Recital Costume Fee 2/2

\$45 per class is charged.

## Due April 15th

### Spring Recital Fee

This includes a recital t-shirt, 2 souvenir programs, & digital download video of the recitals.

## Auto-Pay Requirement

**All parents must be enrolled in Auto-Pay.** Auto-Pay will be used for tuition payments, costume balances, recital fees, and any other outstanding charges.

## Special Offer - 10% Off Tuition Discount

Receive a 10% discount on TUTION when you pay in full by **cash or check** by August 28th. Discount does NOT apply if paying with a credit card.

## Late Fee Policy

There is a 5-day grace period and then a \$25 late fee is automatically applied. This applies to all due dates and amounts. This applies to late payments and NSF. Students who are a month behind in tuition will not be allowed to attend class.

**All tuition & fees paid are NON-REFUNDABLE!**

**All current pricing can be found on our website.**

## Class Withdraw

If you need to withdraw from class, please email or call the studio immediately. Please keep in mind that nothing is refundable and students that withdraw from their class before the recital will **NOT** receive their costumes. You will be charged your monthly tuition payment in the month you withdraw but will not be charged for future months.

## 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 or email [admin@sullivan5678.com](mailto:admin@sullivan5678.com). **Do NOT Facebook message or text the teachers.** They are not the one taking attendance and the reason will not be logged.

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.

Students with 10 or more absences will **NOT** be allowed to partake in the recital week rehearsals, pictures, or performances.

## 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.

Parents - do **NOT** ask your dancer to wait outside for you. We will not allow them to do this. You may call when you are here, and we will send them out or you may come in to get them.

## Weather/Cancellations & Make Ups

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. Cancellations are posted on our Facebook page. You will also receive an automated email and text. Please make sure your contact information is correct in Dance Studio Pro. For the 1<sup>st</sup> act of God weather cancellation, we will not make up the class. However, if the same class has another act of God cancellation, we will do our best to hold a make-up session on a Saturday or other arrangement.

## Lost Items

Please label your dancer's shoes & belongings with their name or initials. We do collect items in a lost and found. Items that are left unclaimed will be shared in our Sullivan Dance Family Facebook group and then donated on a monthly basis.

## Dress Code

Being dressed appropriately with correct shoes and your hair pulled back is essential to a successful learning environment and the dancer's safety. Please visit our website for details on appropriate shoes and apparel for class.

Progressive program dancers who come dressed inappropriately or without the correct shoes will be given a warning. After 3 warnings have been given out, they will be asked to sit in class and take notes.

All dancers who come to class with their hair down will be given a hair tie and charged 25 cents.

## Parent & Dancer Behavior

We expect parents and dancers to uphold themselves to proper behavior while at the dance studio just as they would at school. Inappropriate language, derogatory language, aggressive, disrespectful, or threatening behavior towards any staff, dancer, or dance parent will NOT be tolerated. Sullivan Dance Studio reserves the right to dismiss any dancer or family that is out of line.

## Christmas Recital

This is an OPTIONAL performance opportunity for your dancer. However, all dancers will learn these routines in class throughout November & December. The registration fee includes the extra rehearsals, costume RENTAL, digital download of the show, t-shirt, and souvenir program. Parents must provide tights and shoes. Song choices and costume pictures will be posted later this fall. Each student may only register for a maximum of 5 Christmas classes. This show will be held at the Mt. Zion Auditorium.

## Dance Recital

Participation in the spring recital, although not mandatory, is strongly encouraged. If you choose NOT to participate you must let us know at the time of registration.

### Recital Survival Guide

You will receive this 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.

### Tech Week at the Studio

This will be the last week of classes during their normally scheduled class & time. Teachers and classes may combine into one room to showcase their routines for each other.

### Dress Rehearsals & Pictures

Dress Rehearsal & pictures will be held on Saturday at Mt. Zion Auditorium. 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. **DRESS REHEARSAL IS MANDATORY!**

### **Show Breakdown**

There are multiple recital shows. All classes will perform in only **ONE** of these shows. Classes of the same level will perform in the same show. For example, Elementary Tap & Elementary Hip Hop would perform in the same show. We cannot guarantee that siblings in different levels will perform in the same show. Our show break down will not be determined until closer to time. It is required to purchase tickets separately for each show an audience member is attending.

## **Contact Info**

We kindly ask that you direct all questions and communications to our front desk staff first. This allows our instructors & studio directors to focus on teaching and keeping our program thriving.

<b>Studio Office Hours</b>	Monday	3:00 – 9:00 p.m.
	Tuesday	3:00 – 7:45 p.m.
	Wednesday	3:00 – 8:30 p.m.
	Thursday	3:00 – 9:00 p.m.
	Friday	3:00 – 5:30 p.m.
<b>SDS Front Desk</b>	217-728-9111	admin@sullivan5678.com
<b>SDS On the Go</b>	217-909-9111	receives text messages
<b>Office Manager Melissa</b>		admin@sullivan5678.com

## **Find us on social media**

Facebook Page	Sullivan Dance Studio
Facebook Group	SDS Dance Family
Instagram	@sullivan5678
TikTok	@sullivan5678
YouTube Channel	Sullivan Dance Studio

## 24-25 Season Important Dates

23-24 Recital Season Classes Begin	Wednesday, September 4 <sup>th</sup>
Studio CLOSED - Halloween	Thursday, October 31 <sup>st</sup>
Studio CLOSED - Thanksgiving Break	Wednesday, 11/27 - Sunday, 12/1
LAST day of classes for 1st semester	Thursday, December 12 <sup>th</sup>
Christmas Recital Rehearsals @ SDS	Monday, 12/16 – Thursday, 12/19
Christmas Recital @ MTZ Auditorium	Friday, December 20 <sup>th</sup>
FIRST day of classes for 2nd semester	Thursday, January 2 <sup>nd</sup>
Recital Tech Time @ SDS	Monday, 5/5 – Friday, 5/9
Dress Rehearsals & Pictures @ MTZ Auditorium	Saturday, May 10 <sup>th</sup>
Recitals @ MTZ Auditorium	Sunday, May 11 <sup>th</sup>

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





# This must be filled out & returned before your dancer can participate in class this season.

## 24-25 Season Parent Agreement

I \_\_\_\_\_ am signing as the responsible dance parent to  
*(Print Parent Name)*

\_\_\_\_\_, \_\_\_\_\_,  
*(Print Dancer Name) (Print Additional Dancer Name If Applicable)*

\_\_\_\_\_  
*(Print Additional Dancer Name If Applicable)*

I understand and agree that in participating in any dance class, rehearsal, performance or activity, there is a possibility of physical injury. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident, which might occur to me or my child during any of Sullivan Dance Studio LLC classes, rehearsals, performances, or activities. I also exempt, release, and indemnify Sullivan Dance Studio LLC, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students from any and all liability claims, demands, or causes of action whatsoever from any damage, loss, or injury to me or my children, or property which may arise out of or in connections with participation in any classes or activities conducted by Sullivan Dance Studio LLC. I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold Sullivan Dance Studio LLC, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students liable for such damage, loss, injury, or death. I understand that I should be aware of my physical limitations and agree not to exceed them. If I am signing this waiver for my children, I certify that I am the parent or legal guardian and have the right to waive these rights.

Permission is granted for Sullivan Dance Studio LLC to use photographs and videos of students for publicity purposes.

By signing my name below, I certify that I have read the above information. I have asked questions to clarify any confusion I might have had. My signature also certifies my understanding of, and agreement with the above policies included in the parent handbook. A photocopy of this document is as valid as the original. You may receive a copy of this document upon request.

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*