

Judy Russell's Enchainement Dance Centre
3540 Opie Cres. Prince George BC
250-563-2903
judydance@shawcable.com www.judyrusselldance.com

**Classes Start on
Monday,
September 12!!!**

Welcome to Dance 2016/17



Judy Russell,
Owner/Artistic Director

Welcome Back to Enchainement Dance Centre's 35th season! What an amazing year it was last year with so many wonderful experiences and memories created by our terrific dance families and friends. 2017 is Canada's 150th birthday and we hope to celebrate with an exciting year! I am so thrilled to welcome Shelby Meaney back from her world travels; we can't wait to hear all her stories, at least the versions she will be prepared to share with us. (lol) Myself and the EDC staff is primed and ready to share our love and dedication to dance education and excellence with you. Welcome Back!

Meet Our Staff

Teachers

Judy Russell- RAD RTS –Ballet, Jazz, Musical Theatre, Company
Kristen Helfrich - CDTA, ARAD, RTC– Jazz, Tap, Ballet
Anna Russell - Performing Arts Diploma - CCCPA, RAD Advanced Ballet-Ballet, Company, Musical Theatre
Nicole Russell- ARAD –RAD Advanced Ballet- Ballet, Jazz, Company
Shelby Richardson-BFA, MA, AAC1, RAD Advanced Ballet-Acro, Modern, Contemporary, Ballet, Jazz
Catherine McCarthy - Musical Theatre Diploma - Sheridan College – Musical Theatre
Shelby Meaney-Performing Arts Diploma-Randolph Academy-RAD Advanced Ballet-Musical Theatre, Ballet, Company
Andrea Brown-RAD Advanced Ballet-Ballet
Jennifer Johnson-RAD Advanced Ballet-Ballet, Jazz, Hip Hop, Company, Tap
Karissa Palsom -Contemporary
Emily Parsons– Hip Hop
Laura Heagy – Burlesque Fit
Eileen Barrientos – Flamenco
Brandon Cote-Break Dancing

Staff Teachers-Ballet, Jazz, Tap, Modern, Hip Hop, Musical Theatre

Jenna Magrath	Lauren Fisher
Kate McGowan	Kieran Yip
Madison Hill	Emma Forgeron
Meaghan Galloway	Sara McGowan
Melissa Flaterud	Kendra Hamelin
Makenna Thiffault	Brett Dobson
Marianna Tenorio-Pataky	

Administrative Staff

Diana McKellar-Manager-Dance N Things
Barbara Parker-Manager-Finance
Heather McGowan-Office Manager
Matt Russell-Manager-Central Interior Tickets
Anna Russell-Assistant Manager-Dance N Things
Catherine McCarthy
Jennifer Johnson



Important Dates to Remember

2016-2017 CALENDAR OF EVENTS

September 12th - First Day of Classes

October 8th – 10th -Closed for Thanksgiving Weekend

October 24th- October 29th – Parent Observation Week #1 (Full Year Classes)

October 31st– Regular Classes-The Studio will close at 5:30

November 11th - Closed for Remembrance Day (We will be OPEN on November 12)

December 18th- January 2nd - Closed for Christmas Holidays

January 3rd - First Day back after Christmas Holidays

January 30th-February 4th-Parent Observation Week # 2 (Full Year Classes)

February 13th - Closed for BC Family Day

March 11th– March 26th Closed for Spring Break

March 12th -18th- PG Dance Festival @ Vanier Hall

April 14th-17th – Closed for Easter

April 23rd - Performers North Annual Fundraiser Showcase

May 20th – 22rd - Closed for Victoria Day Weekend

June 23rd – 25th- Year End Recital 2017

Contact Us!!

Monday-Friday 10:00am-6:30pm

Saturdays 9:00am-2:30pm

CLOSED Sundays and Stat Holidays

250-563-2902

judydance@shawcable.com www.judyrusselldance.com

General Studio Information

Adding/Dropping/ Changing Classes

If you need to add, drop, or change your classes, your changes must be made in writing at the office or by email to judydance@shawcable.com. These changes must be confirmed by the office and your monthly fees will be adjusted if need be. Please do not take classes, or change classes without registering with the office. **30 days written notice is required to withdraw from a class.**

DROPPING OFF AND PICKING UP

Please arrive with your student no more than 10 minutes before their class starts and pick up no later than 10 minutes after their class ends. If your dancer is 8 or older, and is arriving or staying without a parent for a longer length of time, approval must be given by the office. Dancers aged 7 and under are required to have a parent or guardian present until class starts and at the finish of the class. Please contact the office if you are running late for pick up so we can make arrangements to supervise your dancer.

PARKING

The front parking lot is a drop off and pick up zone only, with a 15 minute maximum. It is also a no-idle zone so that the air in the studio is clean for the dancers. Please do not wait in the drive through loop area as it blocks traffic flow. For longer parking times please park in the large parking lot located at the back of the dance studio. Please DO NOT PARK in the parking lots of neighbouring businesses or at the sides of our building.

CHANGEROOMS

There are three change rooms available for dancers to use. Please keep in mind that the studio lobby is the hub for all of Enchainement's businesses, and not an appropriate place to change little dancers. Thank you for your understanding.

There is a boys' change room and change room for female dancers in school grades Grade 7 & under in the hallway by Studio C. There is a change room for female dancers in school Grade 8 & up off of Studio D. If a Dad is bringing his little dancer to class, please change them in the public washroom located in the lobby. Please no dads or brothers in the girls' change rooms. There is zero tolerance for any bullying or vandalism in the change rooms. Please remind your child that the studio is a facility where they must be respectful of others - specifically in the change room.

LOCKER RENTALS

Lockers are available for rent in all change rooms for a fee of \$50 +GST/year. Please register and pay in the office and provide them with your chosen locker number. Please ensure that you clean out your locker regularly and never leave food inside the lockers. If you do not wish to rent the locker yearly, please bring a lock for a locker during class and remove it and your contents at the end of the day.

PARENT OBSERVATION

Our first Parent Observation Week of the Year will be October 24-October 29.

We have Parent Observation Weeks approximately every other month. This is a great time to invite family to come and watch your dancers' performance and progress. All parents are encouraged to attend their children's classes **during the last ½ hour of class** to get to know the instructors and the work that is being taught. Please make alternate arrangements for younger siblings. Please be respectful of cell phones and talking during these class observations. Please no food or drink in the studio.

NEWSLETTERS

Monthly newsletters are available at the beginning of every month and contain important studio news, updates, and upcoming events. It is the parents' responsibility to read the newsletters to stay up to date on studio events. This newsletter is available online and emailed to every customer who agreed to receive it by email. If you choose not to receive it by email, please pick up your copy at the studio or go online at www.judyrusselldance.com to view a copy.

LOST & FOUND

The Lost & Found is located at the front foyer of the building. If you misplaced an item, please check in the Lost & Found Box. All unclaimed items are donated to a local charity 3 times per year - Christmas Break, Spring Break and after the Year End Recital.

FOR SALE BOARD

We DO NOT sell used shoes. If you would like to put up a notice on the Board located in the office, please include style, size, asking price, phone number on a piece of paper no bigger than 5 x 7. You must also include a posting date on your add. All ads are removed after 6 weeks.

STUDIO POLICIES

- You are registering for a dance season that runs 37 weeks over 10 months, Sept – June. Monthly payments equal 1/10 of the annual cost and may not necessarily reflect the number of actual classes in any given month.
- A pre -authorized monthly payment is due on the 1st or 15th of each month for the Sept – June season.
- All NSF payments declined for any reason will incur an NSF fee of \$30.00. This includes Credit Card payments.
- Class changes must be submitted in writing or via email to the office. Registration for more than 15 hours must be preapproved by Judy Russell.
- All withdrawals and/or class changes take effect on the 30th of the month with 30 days prior notice. Notice must be given in writing or by email. An email reply from the studio will complete your withdrawal/class change.
- No fee adjustment is made for missed classes except with a medical note.
- All dancers are expected to participate in the Year End Recital held in June 2017, unless withdrawal is processed by Feb. 28, 2017. Ballet and Stage costume fees of \$100 + GST are due upon registration. They are 100% non - refundable after Feb. 28, 2017. All costumes will be handed out in June.
- A \$20.00 processing fee will be deducted from costume fees, if withdrawal takes place before the completion of 3 months of dance. Classes may be combined during the final months of the year to accommodate recital preparation.

Payment Policy

METHOD OF PAYMENT

Families who do not pay instructional fees in full at the beginning of the dance season have several options for payments:

MODE OF PAYMENT

EFT (Electronic Fund Transfer) is a preferred method of payment. Payments are processed directly from clients' bank accounts on the 1st and/or the 15th of the month, based on client preference.

CREDIT CARDS, including Visa, Mastercard and American Express are also accepted. Credit card information is kept on file at the studio for automatic payment processing on a monthly basis. Automatic credit card payments may be the 1st and/or the 15th of the month, based on client preference.

CASH is always welcome for payment. Please make sure you receive a receipt at the time payment is made.

ADDITIONAL CHARGES

Families must pay all fees and charges upon receipt of invoices. Invoices for dance fees are due upon receipt. Choreography invoices must be paid prior to beginning choreography. Festival and workshop invoices must be paid prior to the festival or workshop. Costume fees invoiced are to be paid at the time of registration unless arrangements are made with studio staff in advance. All other costumes are purchased cash and carry.

Families may make prepayments toward choreography and/or festival fees, or dance fees that are anticipated later in the future. Payments will show as credits to the account until actual invoices are produced.

Families with company dancers are encouraged to set up amortization payment schedules over a 10 or 12 month period based on projected dance expenses for the entire year. Appointments with the business office will facilitate the payment-setting process.

CLASSROOM ATTIRE

BALLET: Tights, Bodysuit, Ballet Slippers, Hair in a bun – Please see Diana in Dance N Things for each grade's colour requirement.

JAZZ, MUSICAL THEATRE: Tight fitted dance wear (bodysuit, capris, pants, tight tank top), Jazz shoes are mandatory, Hair off the face in a ponytail.

TAP: Tight fitted dance wear (bodysuit, capris, pants, tight tank top). Tap shoes. Hair off the face in a ponytail.

MODERN: Black Bodysuit, Black tights, pants, leggings or shorts, bare feet, Hair off the face in a ponytail

HIP HOP: Comfortable top and pants- no jeans, hair off the face, clean indoor running shoes

ACRO: Black bodysuit, black shorts, bare feet. Hair off face, in a ponytail.

10 WEEK CLASSES

These classes are designed for first time studio participants, who are not sure which style will suit their child best or do not wish to commit to a yearlong program. If Tap is part of the Combo class that you sign up for then Tap shoes are required and are available to be purchased in Dance N' Things. Parent Observation weeks are held during the last ½ of class on weeks 5 and 10.