

EAST POINTE DANCE

WELCOME BACK PACKET

INFO + POLICIES

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A note from your Director

On behalf of the entire faculty, I would like to welcome everyone into the 8th season of EPD! We look forward to getting to know those who are new and catching up with those who are returning!

COVID still continues, but we have had so much to be grateful for. Dancers performed on stage with an audience, we ran 5 weeks of Summer Camps with 4 different levels/ages groups, and the year isn't over yet! We cannot wait to dance with you safely while in person.

On August 27th we had our open house! Families toured the space, purchased merchandise for classes, and had last minute questions answered; as well as registered for classes.

This newsletter has a lot of information. Take time to read it! The COVID-19 plan is the last section, including guidelines we require of you as Dancer at EPD! All dancers and staff are required to be masked. I ask that parents stay outside the studio unless they need to purchase attire for their dancer. **Classes are FILLING UP! Registration is still occurring! Class sizes are limited to 8 max.** All of our classes are meant to challenge you, encourage you, and help you be the best dancer you can be!

We have an exciting year ahead! At EPD we share a common goal for your dancer and that is to INTRODUCE, them to new steps, INSTRUCT them how to move their bodies correctly, and INSPIRE them to love dance!

Feel free to always reach out with questions and/or comments. We are here to guide you through a fantastic dance year!

All the best,
Alyse - EPD Owner + Director

MEET THE NEW FACULTY

At EPD we don't do easy. We make easy happen through commitment, hard work and learning.



RILEY O'ROURKE: CO-COMPETITION DIRECTOR **ACRO | JAZZ | HIP HOP | JAZZ FUNK**

RILEY O'ROURKE IS EXCITED TO BE JOINING THE EAST POINTE DANCE TEAM AS A QUEENS BASED DANCE EDUCATOR, CHOREOGRAPHER, AND PERFORMER. AFTER GRADUATING FROM THE VIRGINIA COMMONWEALTH UNIVERSITY DANCE AND CHOREOGRAPHY PROGRAM, RILEY MOVED TO NY TO STUDY AERIALISM, FITNESS INSTRUCTION, AND NONPROFIT MANAGEMENT. RILEY RECENTLY CHOREOGRAPHED FOR THIN AIR THEATER COMPANY, AND HAS WORKED AS A DANCE TEACHER AND CHOREOGRAPHER AT STAGE DOOR MANOR, MARK MORRIS DANCE CENTER, THE PULSE PERFORMING ARTS CENTER, AND CREATIVELY WILD DANCE CENTER. RILEY HAS PERFORMED ON SEASON 6 OF AMERICA'S GOT TALENT AND THE VIEW, WITH DOUG VARONE'S COMPANY AT THE 92ND STREET Y, AS WELL AS OFF-BROADWAY IN RABBIT'S FOOT. HER DANCE COMPANY CREDITS INCLUDE REACTION DANCE COMPANY, AT THE BRINK DANCE COMPANY, SEGARRA DANCE THEATER PROJECTS, AND VANESSA LONG DANCE COMPANY. HER THEATRICAL PERFORMANCE CREDITS INCLUDE NELLIE IN SOUTH PACIFIC , MARIA IN WEST SIDE STORY , AND DEMETER IN CATS AT VARIOUS VIRGINIA THEATER COMPANIES.

RETURNING FACULTY

A dance teacher helps their students find the song in their heart, the beat in their feet, and a passion for life.

Dedicated Returning Faculty

Alyse - Owner, Director + Junior Company Director

Creative Ballet | Ballet | Pointe | Turns + Jumps | Jazz

Brianna - Elite Company Director

Creative Movement | Tap | Turns + Jumps

Jessica - Mini Company Director

Contemporary | Tap

Erin - Co-Competition Director

Parent + Me | Hip Hop | Jazz

Ashley

Musical Theatre Jazz | Tap | Lyrical

Nina

Jazz | Contemporary | Acro | Stretch + Condition

Michele

Ballet | Pointe | Creative Ballet

Eliana

Creative Movement | Ballet | Pointe Variations

Marge

Jazz | Hip Hop



CLASSES TO CHECK OUT

subject to change

LYRICAL LEVEL 1B (9-11YO) WITH MICHELE - MONDAYS 4PM

THIS IS THE PERFECT BEGINNER LYRICAL CLASS FOR DANCERS WHO ENJOY FLOWING MOVEMENTS WHILE STILL LEARNING FUNDAMENTAL TECHNIQUE.

HIP HOP 2B (9-11YO) WITH RILEY - WEDNESDAYS 4:45PM

JOIN THIS UPBEAT/UPTEMPO CLASS WITH OUR NEWEST TEACHER! LEARN ISOLATIONS AND THE LATEST DANCE MOVES TO ALL THE NEW AND OLD SCHOOL SONGS!

PARENT & ME (1.8-3YO) WITH ERIN - WEDNESDAYS 10:00AM

YOUR TINY DANCER WILL LOVE TO MARCH, SHAKE, TAP THEIR TOES, THROW SCARVES AND PLAY FREEZE DANCE WITH THEIR PARENT OR CAREGIVER.

BALLET / HIP HOP (3-5YO) WITH ERIN - THURSDAYS 1:45PM

YOUR TINY DANCER WILL LOVE TWIRLING IN A BALLET SKIRT AND DANCING WITH A WANDS AND SCARVES LEARNING THE BASICS OF BALLET THEN SWITCHING TO HIP HOP SNEAKERS AND LEARNING THE COOLEST MOVES!

TAP (5-7YO) WITH BRIANNA - SATURDAYS 10:30

IF YOUR DANCER LIKES STOMPING THEIR FEET AND MAKING A LOT OF NOISE THIS IS A PERFECT CLASS TO HELP THEM FIND RHYTHM IN THEIR FEET!

UNSURE ABOUT SIGNING UP FOR CLASS YOU'VE NEVER TAKEN?

TAKE A FREE TRIAL CLASS!

CLASS OPTIONS

- 1. IN PERSON - DANCE AT EPD**
- 2. PRIVATES - IN PERSON**



CLASS DRESS CODE

BALLET

Leotard, pink tights, pink leather or canvas ballet shoes (no shorts). Same color skirt permitted. Hair must be pulled back tightly in bun with a hairnet. Secured with pins.

Leotard Colors:

2-5 y/o - Pink

Kindergarten- Light Blue

1st Grade- Navy Blue

2nd Grade- Lavender

Level I/II - Royal Blue

Level III/IV - Maroon

Level V/VI/VII - Black

JAZZ, LYRICAL, CONTEMPORARY, TAP & TURNS + JUMPS

Black leggings or black spandex shorts with tan tights, tank top or leotard, with appropriate shoes. Hair must be pulled back tightly in a bun or ponytail.

Lyrical and Contemporary: Nude Turners

Jazz and Tap: Black shoes

HIP HOP

Black leggings, black shorts with tan tights, or sweatpants. Tank top or leotard with black hip hop shoes. Hair must be pulled back tightly in a bun or ponytail.

Below Level 1: Black and white low top Converse - or similar

Level 1 and up: Black Pastry Dance Sneakers

ACRO

Black shorts, or leggings . Black fitted tank top or leotard. Hair must be pulled back tightly in a bun or ponytail.

Please note: You will be given until September 25th to get your attire purchased. After that, you will be required to come in the proper attire. If you do not have the proper attire, we will give you the required attire through our EPD boutique and automatically charge your card on file.



IMPORTANT DATES

subject to change

- **SEPTEMBER 2021**

- Wednesday, 8th | First Day of Classes - Fall/Winter Session

- **OCTOBER 2021**

- Monday, 18th - Saturday, 23rd | Bring-A-Friend Week

- **NOVEMBER 2021**

- Sunday, 7th | Studio Calendar Photo Shoot

- **JANUARY 2022**

- Monday, 10th - Saturday, 15th | Parent Observation Week
- Monday, 24th | First Day of Classes - Winter/Spring Session

- **MARCH 2022**

- Sunday, 6th | Mandatory *Into the Woods* Ballet Rehearsal at EPD

- **APRIL 2022**

- Sunday, 3rd | Mandatory *Into the Woods* Ballet Rehearsal at EPD
- Friday-Saturday, 22-23rd | Competition 2022-2023 Auditions
- Sunday, 24th | Company 2022-2023 Auditions

- **MAY 2022**

- Sunday, 1st | Showcase Tickets go on sale
- Monday, 2nd - Tuesday, 31st | Early Registration for 2022-2023
- Friday, 13th - Sunday, 15th | In-Studio Rehearsal/Photo Weekend

- **JUNE 2021**

- Saturday, 4th | Last Day of Classes
- Monday, 6th - Sunday, 12th | Tech Week/Showcases at WPPA



OBSERVED HOLIDAYS

subject to change

- **SEPTEMBER 2021**

- Monday, 6th | Labor Day
- Tuesday, 7th | Rosh Hashanah
- Thursday, 16th | Yom Kippur

- **OCTOBER 2021**

- Monday, 11th | Columbus Day/Indigenous People's Day

- **NOVEMBER 2021**

- Thursday, 11th | Veterans Day
- Wednesday, 24th – Sunday, 28th | Thanksgiving Break

- **DECEMBER 2021**

- Wednesday, 23rd – Friday, 31st | Holiday Break

- **JANUARY 2022**

- Saturday, 1st – Sunday, 2nd | Holiday Break
- Monday, 17th – Martin Luther King, Jr. Day

- **FEBRUARY 2022**

- Sunday, 20th - Sunday, 27th | Winter Break

- **APRIL 2022**

- Sunday, 10th – Monday, 18th | Spring Break

- **MAY 2022**

- Friday, 27th – Monday, 30th | Memorial Day Weekend

TUITION POLICY

subject to change

DISCOUNTS

- IF YOU ARE REGISTERING FOR TWO OR MORE CLASSES AND/OR HAVE SIBLINGS, PLEASE CALL EAST POINTE DANCE FOR A TUITION DISCOUNT. WE ALSO PRORATE TUITION IF YOU SIGN UP AFTER THE THIRD WEEK OF CLASS.

POOR TRAVELING CONDITIONS

- IN CASE OF BAD CONDITIONS (SNOW, ICE, EARTHQUAKE, ETC.), YOU CAN CHECK OUR FACEBOOK PAGE FOR INFORMATION. DECISIONS ON CLOSURES OF CLASSES ARE MADE 2 HOURS BEFORE CLASSES START, SO PLEASE CHECK OUR FACEBOOK FREQUENTLY FOR CLASS CANCELLATIONS.
- THERE ARE NO TUITION CREDITS GIVEN FOR POOR CONDITIONS CLOSURES; ANY CLASSES MISSED DUE TO WEATHER RELATED CLOSINGS MAY BE MADE UP WITH ANOTHER CLASS IN THE SAME SEMESTER LIKE ANY OTHER ABSENCE.

PAYMENT INFORMATION

- REGISTRATION IS NOT COMPLETE UNTIL TUITION IS RECEIVED.
- TUITION IS NON-TRANSFERABLE AND NONREFUNDABLE.
- FULL PAYMENT IS EXPECTED AT THE TIME OF REGISTRATION AND THAT PAYMENT IS ACCEPTED BY CASH, CHECKS (MADE PAYABLE TO EAST POINTE DANCE, LLC), VISA AND MASTERCARD ONLY.
- THERE WILL BE A \$35 CHARGE FOR ALL BOUNCED CHECKS.
- CREDIT CARDS WILL BE CHARGED A 2% FEE.
- **IN CASE OF A PANDEMIC OR ACT OF GOD, THE TUITION POLICY OF NO REFUNDS AND/OR CREDITS WILL REMAIN IN EFFECT. ALL CLASSES WILL CONTINUE VIRTUALLY IF THEY ARE NOT PERMITTED TO BE TAUGHT IN PERSON AT THE STUDIO.**

FALL + FULL YEAR REFUND POLICY

- A 20% PROCESSING FEE WILL BE APPLIED ON ALL REFUND REQUESTS MADE BY SEPTEMBER 26TH, 2021 FOR THE FALL SESSION/FULL YEAR.
- A 50% PROCESSING FEE WILL BE APPLIED ON ALL REFUND REQUESTS MADE BETWEEN SEPTEMBER 27, 2021 AND OCTOBER 3, 2021.
- FROM OCTOBER 4, 2021 UNTIL THE END OF THE SESSION OR FULL YEAR CLASSES, NO REFUNDS OR CREDITS WILL BE GIVEN WITHOUT A MEDICAL EXCUSE/PHYSICIAN'S NOTE.
- ALL REFUND REQUESTS MUST BE IN WRITING SENT TO INFO@EASTPOINTEDANCE.COM

SPRING REFUND POLICY

- A 20% PROCESSING FEE WILL BE APPLIED ON ALL REFUND REQUESTS MADE BY FEBRUARY 6, 2022 FOR THE SPRING SESSION.
- A 50% PROCESSING FEE WILL BE APPLIED ON ALL REFUND REQUESTS MADE BETWEEN FEBRUARY 7, 2022 AND FEBRUARY 13, 2022.
- FROM FEBRUARY 14, 2022 UNTIL THE END OF THE SESSION NO REFUNDS OR CREDITS WILL BE GIVEN WITHOUT A MEDICAL EXCUSE/PHYSICIAN'S NOTE.
- ALL REFUND REQUESTS MUST BE IN WRITING SENT TO INFO@EASTPOINTEDANCE.COM



STUDIO POLICIES

subject to change

CLASS PLACEMENT & ETIQUETTE

- Faculty reserves the right to place students in classes which are age appropriate and reflective of technical ability.
- A placement class may be required depending on the class level. Please speak with the EPD Director to schedule an evaluation or email Alyse@eastpointedance.com
- Schedule is subject to change based on enrollment. Minimum of 5 dancers to run a class.

- It is disrespectful to both faculty and students when a student enters the classroom late. Please be dressed and prepared for class by the time the class starts. If you are running late or know you will not be on time, please let the front desk know and they will inform your teacher.
 - If you are 15 minutes late without notifying the studio, the instructor reserves the right to dismiss you from class.
 - If you are absent when new choreography is taught, the instructor reserves the right to remove you from that section of the dance.

- Remember to respect your teachers, peers and the studio. Bullying, forming cliques, and being disrespectful is not tolerated at EPD. No talking during corrections. Be prepared to begin class when the instructor is at the studio. Those who have repeated issues, they will be asked to leave EPD without a refund.
- Cell Phones, food, and drinks must be left outside of the studio. Only water is permitted inside the studios and when instructors give water breaks.
- Limit your bathroom trips during class. Please use the restroom before and after your classes.

ATTENDANCE

- Please notify the front desk or your instructor if you know you will not be attending class.
- If you miss class, you can make it up by taking any other class that is in your level. If you are not sure what class to take, you can ask your instructor or the front desk.
- If you cannot make it to your class, please call the studio 914.202.2200 and inform the front desk or email us at info@eastpointedance.com.

Please notify the studio of any medical and/or developmental issues your child may have so we can properly work with them. Your information will be kept confidential.



ADDITIONAL INFORMATION

BOUTIQUE

- The boutique will ONLY be open for in person assistance during the following hours:

Monday – Thursday: 6:00pm-close

Fridays: 3:00pm-close

Saturday: 9:00-11:00am

- Should these hours change we will notify you.
- Merchandise is non-refundable and certain items are non-exchangeable.
- We are working on having all items available to reserve online.

TEXT MESSAGES

- We will send out text messages when emails go out to remind you to check your emails. **Save this number (914) 758-0076.** It is not activated to receive calls, only incoming texts.

MAILCHIMP

- We send regular mass emails through MailChimp. Please make sure you add info@eastpointedance.com and Alyse@eastpointedance.com to you contact list so emails do not go to your spam.
- At the beginning of every month we send out newsletters, make sure you are receiving them. If not, contact us ASAP! **DO NOT UNSUBSCRIBE.**

SOCIAL MEDIA

- We would love for you and your dancers to follow us on social media. Many times we post exciting, fun photos and content and want you to be able to see and share it!
- Also, weather related closings are posted here!
 - Add us on Facebook - East Pointe Dance
 - Follow and Tag us on Instagram @eastpointedance
 - #EPDoit #eastpointedance #epd2021 #epd2022 #EmPoweredD

STUDIO HOURS

Monday: 2:30-9:00pm

Tuesday: 2:30-9:00pm

Wednesday: 2:30-8:30pm

Thursday: 3:00-9:00pm

Friday: 1:00-6:00pm **No one is at the desk**

Saturday: 8:30-12:30pm

CONTACT INFO

- For the front desk, call 914-202-2200 or email info@eastpointedance.com
- For the Director, Alyse Keyser, email Alyse@eastpointedance.com



COVID-19 SAFETY

HOW WE'RE STAYING SAFE AS WE RE-OPEN EAST POINTE DANCE



Safety & cleaning guidelines for your protection

DROP OFF



- Students and faculty will not be permitted to enter the studio more than 10 minutes before class time. We will not let them in earlier than that.
- Everyone is required to wait in the hallway for a contactless temperature check (100 or higher = no entry).
- Everyone is required to wear a mask upon entry in the lobby and/or going to the restroom.
- **Parents are not permitted in the studio** (reduces our numbers of people and contact in the space).
- Once dancers enter, they will need to sanitize hands and/or wash them and proceed to their dance room.
- Only dancers are permitted enter the studio who have class 10 minutes before their class time (no exceptions).



DANCE BAGS

- If your dancer only has one class on a given day they should only arrive with their dance shoes in their hands and a bottle of water.
- Leave non-essential items at home.
- If your dancer has more than one class during the day they will be able to leave their dance bag in the lobby in a socially distant area.
- Dance bags can be no bigger than 16in x 15in.

CLASS SIZES



- Classes are limited to 8 dancers (no exceptions).

LOBBY & DRESSING ROOM



- The lobby benches will be closed for hanging out or waiting for classes to start until further notice.
- Masks will be required when going through the lobby to the restroom or dance room.
- The dressing room is closed until further notice.
- The dressing room will only be used when classes are transitioning to social distance.

INSIDE THE DANCE ROOM



- Dancers are required to wear a mask. Breaks will be given throughout class. We will assess each month based on COVID-19, the CDC, and the Governor of NY.
- Parent and me classes only require masks for parents, not for dancers.
- All instructors are required to wear masks.
- There will be no contact between dancer to dancer and dancer to instructor. The only class where contact may occur between dancer and instructor is Acro. The instructor will have both a shield and mask on and sanitize between students. Floors will be taped in 10x6 rectangles. These will be the sections where dancers will stay during center class and learning choreography. Ballet barres are taped off in 6 foot sections. During across the floor, dancers will social distance and move across two at a time, leaving social distancing space between each other.
- Hand sanitizer (alcohol content 70% or higher) will be inside each studio.



PICK UP

- Dancers will be required to sanitize and/or wash hands before leaving the studio. They will exit the studio through the doors near the bathrooms and parents will need to pick up dancers at the Mendel's Optical entrance to avoid heavy traffic.
- Parents can arrange with their dancer if they want to meet them in the front of the studio building, but dancers must walk around the outside perimeter of the building.
- Please pick up dancers on time.



CLEANING

- The last 3-4 minutes of class will be spent disinfecting high touch areas in the studio and to allow time for dancers to clean hands and transition to the next class with less traffic.
- High touch surfaces will be disinfected every hour (i.e., door handles, counter tops).
- Each night the studio will be cleaned with CDC regulation cleaning products (floors, bathrooms, door knobs, high touch areas).
- Each studio is equipped with a bleach disinfectant spray bottle.



RESTROOMS & SANITIZING STATIONS

- Restrooms have been updated with contactless faucets and soap dispensers.
- Contactless hand sanitizing stations (alcohol content 70% or higher) have been installed outside each studio.
- Dancers who have multiple classes in a day will sanitize hands between classes or as often as needed.

AIR CLEANLINESS



- Merv-13 air filters have been installed in the HVAC units. These meet CDC regulations for COVID-19. These EPA approved filters are designed to trap 98% of all airborne particles. They will use an electrostatic charge to eliminate bacteria down to .3 microns, including the COVID-19 virus.

SIGNS & STATIONS



- Please respect the signs and stickers around the studio and dance rooms. They are there as a reminder for the safety of your dancer and the faculty. We will be practicing social distancing.
- Tape and floor signs will be throughout the studio.

ABSENCES & ZOOM



- We **HIGHLY** recommend you temperature check your dancer at least an hour before arriving to the studio.
- Should your dancer need to miss for a simple continuous cough, sneeze, or cold please notify the studio. If your dancer has traveled to a restricted state, exposed to someone who experienced symptoms of COVID-19, tested positive to COVID-19 or tested positive themselves, she is required to stay home. The parent or guardian must notify Alyse, the studio director immediately.
- Classes will be available on Zoom if any of the above should occur. Dancers should take class online while the class happens at the studio until they are feeling healthy enough to return or cleared by a medical physician.
- Parents are not permitted in the studio, however, you will be permitted to join the instructor's Zoom account and watch your dancer in class. Parents are required to turn their cameras off and mute the mic during the entire class. Instructors will only accept parents on Zoom in the first 10 minutes of class. This will allow for instructors to focus on teaching. If parents interrupt class at any given time, instructors will remove the parent from the Zoom session without question.
- Should a dancer or faculty member test positive for COVID-19, the studio will shut down immediately for a thorough cleaning and will remain closed for 48 hours. Classes will then move to Zoom for those days and reopen after the 48hr.



LAST MINUTE SCHEDULE CHANGES

- We ask that you be flexible during these uncertain times. Some instructors travel from the city. If they cannot travel for illness, but capable of teaching class via Zoom we will inform you and make arrangements for that to happen if a substitute cannot be present.



FACULTY

- All rules apply to all Faculty.
- All faculty are required to wear face masks.
- All faculty will leave their personal belongings in the faculty room.
- Faculty will not be permitted to spend time in the lobby.
- All faculty arrive no more than 10-15 minutes before they start working and will exit the studio 5-10 minutes after they finish teaching.



BOUTIQUE

- If you need to try something on and decide it does not fit or you do not want it, we will wait 24hr to sell the item so it can air out.
- We are in the process of putting boutique items online for you to reserve and they will be bagged and ready for you to pick up when you come in or for your dancer when they arrive for class.



HONESTY & CONFIDENTIALITY

- If anyone in your immediate family or dancer has been exposed to someone with COVID-19, tested positive or traveled to a high risk state (these will constantly change), please immediately **ONLY** notify Alyse, the studio director.
- Your information will be confidential and not shared with ANY faculty, parents, or dancers. Your dancer and/or family will not be stigmatized because of coming forward.
- The health and well-being of the studio and community come first now more than ever.
- If you notice dancers or faculty members not adhering to the policies and feel like it should be brought to the studio director's attention, do not hesitate to contact Alyse immediately.

As always, we are here to answer your questions and ease your concerns as best we can! We will be updating everyone as changes occur from NYS. We all look forward to dancing safely with your children and making sure everyone feels **#EmPowered**.

ZOOM GUIDELINES/LINKS

GENERAL NOTES

- Instructors will be sharing Zoom accounts. If you see another instructor's name listed with yours, that is correct.
- ID Codes will remain the same every week, they will not change. Please keep these codes in a safe place or print them out!

DANCER SIGN IN INSTRUCTIONS

1. Download the Zoom app on your computer/ iPad/ phone
2. Computer - Go to <https://zoom.us/join> or from your iPad or Phone - go to the Zoom app
3. Type in the Meeting ID (10 digit code) you were given for the class you are taking, enter your First and Last name and click Join. (Remember, you will need a different code for every teacher you have).
4. Double check your mic and camera are on.
5. Clear a space to dance and have fun!!

PARENT SIGN IN INSTRUCTIONS

- Follow steps 1-3 above. Make sure you login with your child's first and name in case your last name is different.
- Must have camera off, mic muted, and join within first 10minutes of class time. (If driving, join on phone or set up computer at home before dropping off dancer).

LINKS

- **Alyse**
 - **Link:** <https://zoom.us/j/4596499985>
 - **Meeting ID:** 459-649-9985 **Password:** 5678
- **Ashley / Erin**
 - **Link:** <https://zoom.us/j/9408654941>
 - **Meeting ID:** 940-865-4941 **Password:** 5678
- **Michele / Brianna**
 - **Link:** <https://zoom.us/j/3398112454>
 - **Meeting ID:** 339-811-2454 **Password:** 5678
- **Jess / Nina / Eliana**
 - **Link:** <https://zoom.us/j/9149030416>
 - **Meeting ID:** 914-903-0416 **Password:** 5678
- **Marge / Riley**
 - **Link:** <https://zoom.us/j/9458221965>
 - **Meeting ID:** 945-822-1965 **Password:** 5678