



2017-2018
STUDIO HANDBOOK

Move Out Loud 2017-2018 Handbook

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Move Out Loud
13 Odana Court
Madison, WI 53719
(608) 513 - 6683

Dear Move Out Loud Parents and Students,

Thank you for registering! I feel so blessed to be surrounded by the most wonderful faculty, dance moms and dads, and students imaginable! Move Out Loud is truly a dance family and we are so grateful for all of you!

For those of you new to the studio, welcome! I think you'll find our studio an amazing place for your child to grow as an artist, athlete, and individual. The entire staff and I take great pride in the programs and community we have built, and I am confident that you'll be very happy with your choice!

For you returning families, we are happy to see you again! Thanks for your continued support of art, dance, and our program!

Students, We are so excited for another year of fun and dance with you! We've got so many great new things planned for you! We'll be learning so much and working very hard, but also having a million tons of fun. We are looking forward to seeing you grow more skilled, confident, and expressive. We can't wait to dance our hearts out together!

The Move Out Loud 2018 Spring Performance will be held in Overture Center's Capitol Theater on Saturday, June 16. Dress Rehearsal will be on Saturday, June 9th. Photo Day will be on Saturday, May 5. The 2018 Performance Handbook will be released in early spring with more specific information about all things performance related.

The art of dance can be so many things... a voice, friend, challenger, teacher, pulse, crutch, flying machine, parachute, canvas, diary, compass, a home... It is an art requiring self-discipline, dedication, determination and practice. It is an art requiring passion and love. Move Out Loud was created because I believe that dance can and should be all of these things. It's our passion to show our students how.

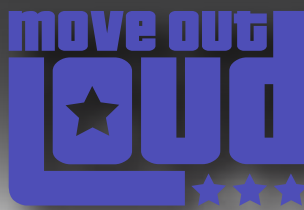
We are looking forward to another wonderful dance season!

With Love,

Stephanie, Mariana, Kendall, Anna, Abbi, Courtney, Kristin, Loran, Amber, Lindsey, Nick, Julia, Zildjian and AJ!



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3:00pm	Beginning Hip Hop 1 3:00pm - 4:00pm Ages 5 - 7					Ballet 6 9:00am - 10:30am
3:30pm						
4:00pm	Team: Jazz Tech 2 4:00pm - 5:00pm	Elementary Jazz 1 3:45pm - 4:45pm Ages 8 - 11	Ballet 4 3:45pm - 5:00pm	Beginning Hip Hop 2 3:45pm - 4:45pm Ages 6 - 7	Crew: Junior Choreo 4:00pm - 5:00pm	Pointe 10:30am - 11:00am
4:30pm						
5:00pm	Mini Hip Hop Tech 5:00pm - 5:45pm	Team: Mini SYC 4:45pm - 5:30pm	Ballet 3 5:00pm - 6:00pm	Ballet 2 4:45pm - 5:45pm Ages 7 - 9	Crew: Tech 5:00pm - 5:45pm	Ballet 5 11:00pm - 12:30pm
5:30pm						
6:00pm	Team: Mini Hip Hop Large Group 5:45pm - 6:45pm	Team: Lyrical Line 5:30pm - 6:30pm	Ballet 5 6:00pm - 7:30pm	Junior Jazz 2 5:45pm - 6:45pm Ages 11 - 16	Crew: Teen Choreo 5:45pm - 6:30pm	Pre-Pointe 12:30pm - 1:00pm
6:30pm						
7:00pm	Junior Hip Hop 2 6:45pm - 7:45pm Ages 11 - 13	Musical Theater 4 6:30pm - 7:30pm Ages 11 - 12		Junior/Teen Improv 6:45pm - 7:30pm		Ballet 4 1:00pm - 2:15pm
7:30pm				Team: Teen/Senior HH Warm-UP 7:30pm-7:45pm		
8:00pm	Teen Hip Hop 7:45pm - 8:45pm Ages 13+	Team: Jazz Tech 4 7:30pm - 8:30pm	Ballet 6 7:30pm - 9:00pm	Team: Senior Hip Hop Large Group 7:45pm - 8:30pm		
8:30pm		Team: Senior Jazz Choreo 8:30pm - 9:15pm		Team: Senior Hip Hop Tech 8:30pm - 9:30pm		Ballet Performance 2:15pm - 3:00pm
9:00pm			Pointe 9:00pm - 9:30pm			



Monday

Tuesday

Wednesday

Thursday

Friday

3:00pm	Beginning Hip Hop 3 3:00pm - 4:00pm Ages 7 - 9				
3:30pm					
4:00pm	Team: Junior Boys HH Small Group 4:00pm - 4:45pm	Team: Mini Hip Hop Small Group 3:45pm - 4:45pm	Beginning Jazz 2 4:00pm - 5:00pm Ages 7 - 9	Junior SYC 3:45pm - 4:30pm	Team: Ballet Choreo 4:00pm - 5:00pm
4:30pm					
5:00pm	Elementary Hip Hop 2 4:45pm - 5:45pm Ages 8 - 10	Boys 1 4:45pm - 5:30pm Ages 5 - 7	Team: Musical Theater 5:00pm - 6:00pm	Team: Junior Hip Hop Small Group 4:30pm - 5:15pm	
5:30pm					
6:00pm	Team: Junior Jazz Choreo 5:45pm - 6:30pm	Beginning Hip Hop 3 5:30pm - 6:30pm Ages 7 - 9	Team: Mini Jazz Choreo 6:00pm - 6:45pm	Boys 3 5:15pm - 6:15pm Ages 9 - 11	
6:30pm					
7:00pm	Team: Teen Jazz Choreo 6:30pm - 7:15pm	Senior SYC 6:30pm - 7:15pm	Team: Senior Improv 6:45pm - 7:30pm	Pre-Pointe 6:15pm - 6:45pm	
7:30pm					
8:00pm	Team: Teen SYC 7:15pm - 8:00pm	Junior Jazz 1 7:15pm - 8:15pm Ages 10 - 14	Team: Jazz Tech 3 7:30pm - 8:30pm	Boys 5 6:45pm - 7:45pm Ages 11 - 18	
8:30pm					
9:00pm	Team: Senior Hip Hop Girls 8:00pm - 8:45pm	Junior Lyrical 2 8:15pm - 9:15pm Ages 11 - 16	Musical Theater 5 8:30pm - 9:30pm Ages 13 +	Team: Teen Hip Hop Tech 7:45pm - 8:30pm	
				Team: Teen Hip Hop Large Group 8:30pm - 9:30pm	

2017-2018 Class Schedule

Studio C ★★



Monday

Tuesday

Wednesday

Thursday

Friday

9:00am					
10:00am				Pre Ballet/Hip Hop 10:00am - 11:00am	
11:00am					
12:00pm					
1:00pm			Pre Ballet/Hip Hop 1:00pm - 2:00pm	Pre Ballet/Tap 1:00pm - 2:00pm	Pre Hip Hop 1:00pm - 1:45am
2:00pm					Pre-School Boys Hip Hop 2:00pm - 2:45pm
3:00pm	Boys 2/3 3:00pm - 4:00pm Ages 8 - 11				
3:30pm					
4:00pm	Junior Hip Hop 1 4:00pm - 5:00pm Ages 10 - 12	Beginning Jazz 1 3:45pm - 4:45pm Ages 5 - 7	Beginning Hip Hop 2 3:45pm - 4:45pm Ages 6 - 7	Ballet 1 3:45pm - 4:30pm Ages 5 - 7	Pre-Pro Training 4:00pm - 5:00pm
4:30pm				Tap 1 4:30pm - 5:15pm Ages 5 - 7	
5:00pm	Musical Theater 1 5:00pm - 6:00pm Ages 5 - 7	Team: Tap 4:45pm - 5:30pm	Beginning Hip Hop 1 4:45pm - 5:45pm Ages 5 - 7	Team: Tap 5:15pm - 6:00pm	
5:30pm				Boys 2 Ages 7 - 8 5:30pm - 6:15pm	
6:00pm	Elementary Hip Hop 3 6:00pm - 7:00pm Ages 9 - 11	Team:Junior Hip Hop Tech 6:15pm - 7:15pm	Musical Theater 2 5:45pm - 6:45pm Ages 7 - 8	Tap 2 6:00pm - 6:45pm Ages 7 - 9	
6:30pm				Boys 4 6:45pm - 7:45pm Ages 11 - 14	Tap 3 6:45pm - 7:30pm Ages 8 - 12
7:00pm	Musical Theater 3 7:00pm - 8:00pm Ages 9 - 10	Team:Junior Hip Hop Large Group 7:15pm - 8:15pm	Junior Hip Hop 3 7:45pm - 8:45pm Ages 11-13	Tap 4 7:30pm - 8:15pm Ages 10 +	
7:30pm					
8:00pm	Team: Teen Hip Hop Small Group 8:00pm - 8:45pm	Team: Senior Hip Hop Boys 8:15pm - 9:00pm			
8:30pm					
9:00pm					

Move Out Loud 2017-2018 Calendar

September 2017						
S	M	T	W	R	F	S
	18					

18 School Age Classes begin

February 2018						
S	M	T	W	R	F	S
				1		
						10
					16	17
18						
	26	27	28			

1 Second Semester payment!
 10 "I Heart MOL" Workshop
 16 - 17 Ash Competition
 26 - 2 National Dance Week

October 2017						
S	M	T	W	R	F	S
						14
15	16					
			25	26	27	28
	30	31				

14 - 15 Showstopper Dance Convention
 16 Pre School Classes begin
 28 "Thriller" Workshop & Party!
 25 - 31 Halloween week!
 Costumes welcome!

March 2018						
S	M	T	W	R	F	S
				1	2	3
					9	10
11						
					23	24
25	26	27	28	29	30	

3 "National Dance Week" Workshop
 9 - 11 Monsters A-List Competition
 23 - 25 Legacy Competition
 26 - 30 NO CLASS
 Spring Break

November 2017						
S	M	T	W	R	F	S
	31					
					17	18
19				23	24	

17 - 19 Monsters of Hip Hop Dance Convention
 23 - 24 NO CLASS
 Thanksgiving Break

April 2018						
S	M	T	W	R	F	S
					20	21
22						

20 - 22 Move Competition

December 2017						
S	M	T	W	R	F	S
					15	16
	18	19	20	21	22	
	25	26	27	28	29	

15 Cracked Dress Rehearsal
 16 Cracked Performance
 18 - 3 NO CLASS
 Winter Break

May 2018						
S	M	T	W	R	F	S
					4	5
					18	19
20						
	28					

4 Team Photo Shoot
 5 Performance Photo Shoot
 18 - 20 Showstopper Competition
 28 NO CLASS - Memorial Day

January 2018						
S	M	T	W	R	F	S
	1	2	3			
						14

14 "Snow Day" Workshop

June 2018						
S	M	T	W	R	F	S
						9
						16
	18	19	20	21	22	

9 Dress Rehearsal
 16 Spring Performance!
 18 - 22 Legacy Nationals

NOTES: More info on weekend events and workshops will be updated as the year progresses. May/June photo/rehearsal schedule and specific performance info will be released in April. Red competition dates apply to competition team members only. Teal and pink convention/workshop dates are open to all studio dancers.
 * Weather cancellations are usually made by 2pm. To confirm class cancellations, call (608) 513-6683, check for an email, or check the Move Out Loud facebook page.

Contact Information

Website: www.moveoutloud.com Studio phone: (608) 513-6683

Emails regarding registration, workshops and general information: studio@moveoutloud.com

Emails to the director: stephanie@moveoutloud.com

Emails regarding the hip hop program: mariana@moveoutloud.com

Emails regarding dance team: team@moveoutloud.com

Emails regarding payments: anna@moveoutloud.com

Mailing address for payments: Move Out Loud
13 Odana Court
Madison, WI 53719

Communication

Please make sure that you are receiving email communication from us! If it seems you are not, please email studio@moveoutloud.com. Check www.moveoutloud.com, our facebook page, and/or the info board and the lobby TV for any updates/reminders. Please read the MOL email updates thoroughly, as they often contain very important information! Know your class captain moms/dads. They will have specific information for your dancer's class at performance time.

Follow [@moveoutloud](https://www.instagram.com/moveoutloud) on social media for fun photos of our dancers and events throughout the year!

Class Policies

Move Out Loud reserves the right to combine classes, change times, provide substitute instructors or replacement instructors, and cancel or combine any class with 6 or less students.

Please have dancers use the restroom before class!

Rules for the Studio/Lobby/Kitchen:

Dancers, parents/guardians and siblings of dancers:

- FOOD IS ONLY ALLOWED IN THE KITCHEN.
- Students are expected to conduct themselves in an appropriate manner with respect for others. If any student acts in a manner that could jeopardize the safety of him/herself or others, that student will be dismissed immediately.
- ABSOLUTELY NO STREET SHOES ARE ALLOWED IN THE DANCE STUDIOS. SHOES MUST BE LEFT IN CUBBIES OR LOCKERS.
- No gum, jewelry or cell phones in class.
- No hanging or climbing on the barres.
- No touching the mirrors or glass doors & windows.
- No running, rough play, or loud talking.
- No climbing on or moving furniture/benches.
- Please don't bring strollers into the studio.
- Please be respectful of the common space at the studio, and pick up after yourself.
- Please do not move chairs/benches/furniture or sit in front of the observation windows.
- FOOD IS NOT ALLOWED IN THE LOBBY OR HALLWAYS

In the Kitchen:

- The kitchen is intended for students who have breaks between classes, for dinner/snacks and to do homework. It should be quiet and calm at all times. Please be respectful of students doing homework. Anyone not able to conduct themselves in a respectful and responsible manner will not be allowed in the kitchen.
- Please clean up after yourselves. Any food or containers left in the refrigerator will be thrown away.

Observation

Parents/guardians/siblings are welcome to observe students through the observation windows. Observation from inside the studio room is limited to special dates. If a young dancer is having a hard time separating from a parent early in the season, we try to accommodate the transition until the child is comfortable and adjusted.

Dress Code

Wearing dance appropriate attire allows for instructors to observe and critique body alignment and positioning. To keep dance shoes and the floor in proper form, PLEASE, ALL DANCE SHOES SHOULD BE WORN INDOORS ONLY. PLEASE DO NOT WEAR DANCE SHOES IN THE PARKING LOT OR OUTDOORS. No black rubber soles allowed in the studio. Please write your child's name on the inside of each shoe. Move Out Loud carries ballet, tap, jazz and lyrical shoes, and dancewear for purchase. Specific shoes will be required for performance.

Yoga and SYC Classes: Comfortable clothes for moving. Hair tied back.

Ballet (Pre, 1, 2) Classes: Leotard/tights. Ballet skirts optional. Hair tied back. Pink leather ballet shoes with ties tucked into shoes.

Ballet (3, 4, 5, 6, 7, Pre-Pointe, Pointe) Classes: Black leotard, pink convertible tights, hair in a bun, pink split sole shoes.

Tap Classes: Dancewear. No loose fitting clothes or pants that cover the ankles or feet. Hair tied back. Black mary jane tap shoes.

Jazz and Lyrical Classes: Leotard/dance shorts, biketard, or snug-fitting tank top/dance shorts. Warm-ups may be used at beginning of class, but must then be removed. Hair tied back. Shoes are specific for the class and must be purchased through the studio.

Hip Hop Classes: Comfortable clothes for moving. No jeans. Hair tied back. CLEAN sneakers to only be worn indoors. Sneakers with smooth soles work best. No bare feet. No street shoes!

Musical Theater Classes: Dancewear. Tan jazz shoes or ballet shoes. Specific shoes will be required for performance.

Arrival & Dismissal

Please have your child arrive five minutes prior to class start time dressed in the proper attire, shoes and hairstyle. Dancers should be on time to allow for proper technical warm-ups and conditioning done at the beginning of class. Warm-up is critical to proper dance execution and the safety of dancers.

Please be prompt in picking your child up from class. If you know in advance that your child's ride will be late, please notify an instructor. Students are not allowed to wait outside to be picked up.

Bad Weather Days

In case of inclement weather, an email will be sent to notify everyone of the cancellation, and the office phone (608-513-6683) will have a recorded message stating that classes have been cancelled. You may also check our facebook or instagram page.

Lost & Found

Please label all dance shoes (on the inside only!) and accessories. Having a dance bag is a great way to keep all of your child's dance belongings in one spot! If you do forget something, lost and found items will be kept at the studio for one week, after which time they will be thrown out or donated.

Attendance & Absence Policy

There will be no refunds for missed classes. Make up classes are encouraged in the first semester. If you know you are going to miss a class, please contact the studio, and we can recommend additional class options for you to attend.

We pride ourselves on having well trained and well-rehearsed dancers, so we feel strongly about our dancers' attendance.

We ABSOLUTELY need to know if your child won't be doing the show before winter break, because at that time we order costumes and choreograph the pieces. Please, PLEASE don't wait until the end of the year to tell us. It is very stressful for teachers and the other dancers when we have to adjust dances right before the show. Students should attend/observe class when injured, but not when ill or contagious. If possible, please notify the studio when your child will be absent from class. Any child missing more than 2 classes during the second semester may be required to schedule a \$70/hr private lesson with the instructor to catch up on important performance choreography missed. Any child missing more than 4 classes during the second semester may forfeit participation in the spring performance and all associated fees.

Performance

Move Out Loud holds a fabulous performance each June to showcase the work of its talented dancers. This year's performance will be held at Overture's Capitol Theater on June 16. This performance is a wonderful opportunity for dancers to show family, friends and the community what they've learned, and build self-esteem and confidence by performing something they've worked hard on. The MOL staff works very hard to make sure each and every dancer has a wonderful performance experience. When your little stars shine brightly on that stage, a sense of pride and accomplishment, a love for dance and a passion for expression grows in their hearts that will stay there for a long time. That being said, performing is not for everyone, and participating in the performance is very much encouraged, but not mandatory. If for some reason your child will not be participating in the spring performance, please notify Move Out Loud upon registering.

Withdrawal & Refund Policies

Move Out Loud dance classes are based on a September - June enrollment. Pre-school age classes are based on October- June enrollment. Please register with the intent to have your child enrolled for the full term. To withdraw from a class you must notify us in writing. Simply not showing up to class does not cancel your child's registration, and you will continue to be responsible for tuition until we receive notification in writing. Withdrawal notices received less than halfway through the semester will result in a 50% refund for that semester. Withdrawal notices received more than halfway through the semester will not result in a refund. Costume deposit, registration and first & last month's tuition will not be refunded in the event of any withdrawal. Anyone withdrawing from class after the costume has been ordered will be responsible for the **full balance** of the costume.

Late Fee Policy

Payments received after their due date, or automatic payments that are declined will result in a \$15 late payment processing fee if not settled by the 10th of the month. Each month a payment is late an additional \$20 late payment processing fee will be added to the total amount due. Students with past due accounts **will not** be issued costumes. Returned check fee is \$40.

Privacy

Move Out Loud agrees not to release any information provided by you to any outside organization without your consent.

Registration

How to Register:

- 1) Pick your classes! Choose from the class list, or contact stephanie@moveoutloud.com or mariana@moveoutloud.com for class placement.
- 2) Complete the online registration form, which will require you to enter either a credit card number or bank routing number and will ask you to set up automated payments for an annual payment, 2 semester payments, or monthly payments. Once we receive your online registration, we will verify your info, apply any discounts and charge your account.

If you would prefer to pay with a check (checks will NOT be accepted for monthly payments) please fill out the online form and make a note in the comment box (above the payment schedule box) that you'll be paying with check. Your credit card/bank account will not be charged. Your family's spot **will not** be reserved until we have received your payment.

Registration is open now and closes on September 18.



Move Out Loud operates under an annual tuition agreement based on 35 weeks of dance class. Studio holidays and breaks are not included in tuition fees. Tuition is based on hours danced per student, with a discount the more hours danced per week:

30 minutes per week: monthly: \$31.50 two payments: \$157.50 annually: \$315
45 minutes per week: monthly: \$49 two payments: \$245 annually: \$490
1 hour per week: monthly: \$62.50 two payments: \$312.50 annually: \$625
1.5 hours per week: monthly: \$87.50 two payments: \$437.50 annually: \$875
2 hours per week: monthly: \$114.50 two payments: \$572.50 annually: \$1,145
2.5 hours per week: monthly: \$137 two payments: \$685 annually: \$1,370
3 hours per week: monthly: \$159 two payments: \$795 annually: \$1,590
3.5 hours per week: monthly: \$177.50 two payments: \$887.50 annually: \$1,775
4 hours per week: monthly: \$199.50 two payments: \$997.50 annually: \$1,995
4.5 hours per week: monthly: \$215.50 two payments: \$1,077.50 annually: \$2,155
5 hours per week: monthly: \$223.50 two payments: \$1,117.50 annually: \$2,235
5.5 hours per week: monthly: \$237 two payments: \$1,185 annually: \$2,370
6 hours per week: monthly: \$250 two payments: \$1,250 annually: \$2,500
6.5 hours per week: monthly: \$262 two payments: \$1,310 annually: \$2,620
7 hours per week: monthly: \$273.50 two payments: \$1,367.50 annually: \$2,735
7.5 hours per week: monthly: \$282.50 two payments: \$1,412.50 annually: \$2,825
8 hours per week: monthly: \$294.50 two payments: \$1,472.50 annually: \$2,945
8.5 hours per week: monthly: \$304 two payments: \$1,520 annually: \$3,040
9 hours per week: monthly: \$313 two payments: \$1,565 annually: \$3,130
9.5 hours per week: monthly: \$321 two payments: \$1,605 annually: \$3,210
10 hours per week: monthly: \$329 two payments: \$1,645 annually: \$3,290

Family Discount

Additional family members enrolled are eligible for a family discount. To calculate your family discount, add hours danced per week for each child. The child with most hours has the tuition listed on the tuition table. Any additional dancers with the same or fewer hours per week is eligible for:

- 2 children: 5% off the second child's tuition.
- 3 children: 10% off the third child's tuition.
- 4 children: 15% off the fourth child's tuition.
- 5 children or more: 20% off the fifth child's tuition.

Workshop/Drop In/Event Fees

Workshop and events fees will be charged at time of registration. Drop in classes must be paid for/charged at or before class time. Family discounts do not apply to workshops, events, drop ins summer camps.

Costume Deposit

A \$50 costume deposit is due upon registration for each pre-school class/routine enrolled in. A \$60 costume deposit is due for each regular school age class enrolled in. Costume deposits are non-refundable. The remainder of costume balances will be invoiced May 1.

Registration Fee

A \$25 registration fee per dancer is due upon registration, with a maximum fee of \$50 per family. Registration fees are due in full upon registering.

Payment Options:

Monthly Payment Option:

*Monthly tuition payments can ONLY be made through automatic withdrawal. Monthly checks or credit card payments in studio will not be accepted.

*If choosing monthly tuition payments, the first and last month's tuition, registration fee(s) and costume deposit(s) will be due upon registering.

If a student withdraws from class, the final month's tuition, registration fee and costume deposit(s) will not be refunded.

Semester Payment Option:

Two semester payments. Payment #1 is due with registration and includes half tuition plus the last month of tuition, registration fee(s) and costume deposit(s). Payment #2 will be the remainder of tuition and will be automatically withdrawn from your account on February 1, 2018. Costume balances are due May 1. If a student withdraws from class, the final month's tuition, registration fee and costume deposit(s) will not be refunded.

Annual Payment Option:

Full tuition, registration fee(s) and costume deposit(s). Annual payments will receive a 5% discount off tuition. Costume balances are due May 1.

If a student withdraws from class, the final month's tuition, registration fee and costume deposit(s) will not be refunded.