



**2019 - 2020
STUDIO HANDBOOK**

Move Out Loud 2019-2020 Handbook

Table of Contents

Letter to Move Out Loud parents & students	1
School Calendar	2
Class Schedule	3, 4
Contact Information	5
Communication	5
Studio/Lobby/Break Room Rules	5
Observation	5
Arrival & Dismissal	5
Bad Weather Days	5
Dress Code	6
Lost & Found	6
Attendance & Absence Policy	6
Privacy	6
Performance	6
Payment Options & Policies	7
Withdrawal Policy	7
Tuition, Fees & Discount Information	7
Registration	7

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.

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'll be learning a lot 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 2020 Spring Performance will be held in June. The details are to be determined. The 2020 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 (and Mariana, Kendall, Anna, Sylvia, Lindsay, Abbi, Kristin, Kendall, Loran, Lindsey, Nicole, Lauren, Morgan and AJ!)

Move Out Loud 2019-2020 Calendar

September 2019						
S	M	T	W	R	F	S
	16	17	18	19	20	21

16 - 21 First week of class

February 2020						
S	M	T	W	R	F	S
						1

1 Second Semester payment due

October 2019						
S	M	T	W	R	F	S
		15	16	17	18	
					25	26
	28	29	30	31		

15 - 18 First week of preschool class
 25 - 31 Halloween week
 Costumes welcome!
 31 Halloween Day
 Modified Schedule

March 2020						
S	M	T	W	R	F	S
	30	31	1	2	3	4

30 - 4 NO CLASS
 Spring Break

November 2019						
S	M	T	W	R	F	S
			27	28	29	30

27 - 30 NO CLASS
 Thanksgiving Break

April 2020						
S	M	T	W	R	F	S
	20	21	22	23	24	25

20 - 25 National Dance Week

December 2019						
S	M	T	W	R	F	S
	23	24	25	26	27	28
	29	31				

23 - 4 NO CLASS
 Winter Break

May 2020						
S	M	T	W	R	F	S
	11	12	13	14	15	
	25					

11 - 15 Photo Shoot Week
 Tentative

25 NO CLASS - Memorial Day

January 2020						
S	M	T	W	R	F	S
			1	2	3	4

June 2020						
S	M	T	W	R	F	S

TBD Dress Rehearsal
 TBD Spring Performance
 TBD Last Week of Classes

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. Weather cancellations are usually made by 2pm. To confirm class cancellations, call (608) 513-6683, check for an email, or check our social media.

Move Out Loud 2019-2020 Class Schedule



Monday		Tuesday		Wednesday	
A	B	A	B	A	B
10:00am					
10:15am					
10:30am					
10:45am-1:00pm					
1:00pm					
1:15pm					
1:30pm					
1:45pm					
1:45pm-3:15pm					
3:15pm					
3:30pm					
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8:45pm					
9:00pm					
9:15pm					
9:30pm					

Monday
A

B

C

Tuesday
A

B

C

Wednesday
A

B

C

Pre Ballet
10:00am - 10:45am
Ages 3-5

Pre Hip Hop
10:00pm - 10:45pm
Ages 3-5

Pre Ballet/Hip Hop
1:00pm - 2:00pm
Ages 3-5

Beginning HH 1
3:15pm - 4:00pm
Ages 4-6

Beginning HH 2B
4:00pm - 4:45pm
Ages 4-6

Pre-Pointe
3:45pm - 4:15pm

Team: Jazz Tech 2
3:45pm - 4:30pm

Elementary Boys HH 2
4:00pm - 4:45pm
Ages 7-9

Elementary Jazz 2
4:45pm - 5:30pm
Ages 7-9

Beginning Jazz
4:45pm - 5:30pm
Ages 4-6

Team: MN HH Club LG
4:45pm - 5:30pm

Team: Strength B
4:45pm - 5:30pm

Ballet 4
4:15pm - 5:15pm

Team: Jazz Tech 3
4:30pm - 5:15pm

Elementary MT 1
4:45pm - 5:30pm
Ages 7-9

Elementary HH 3
5:30pm - 6:15pm
Ages 7-9

Team: JR MT Comp SG
5:30pm - 6:15pm

Elementary Jazz 1
5:30pm - 6:15pm
Ages 7-9

Beginning Boys HH
5:30pm - 6:15pm
Ages 4-6

Ballet 3
5:15pm - 6:15pm

Team: Jazz Tech 4
5:15pm - 6:00pm
Team: TN MT Comp SG
6:00pm - 6:15pm

Elementary HH 1
5:30pm - 6:15pm
Ages 7-9

Elementary MT 2
6:15pm - 7:00pm
Ages 7-9

Team: JR MT Comp SG
6:15pm - 7:00pm
Ages 13+

Team: MN HH Club SG
6:15pm - 7:00pm

Elementary HH 2
6:15pm - 7:00pm
Ages 7-9

Ballet 5
6:15pm - 7:30pm

Team: Jazz Tech 6
6:15pm - 7:15pm

Junior HH 1
6:15pm - 7:00pm
Ages 10-12

Junior HH 2
7:00pm - 7:45pm
Ages 10-12

Junior MT 3
7:00pm - 7:45pm
Ages 10-12

Junior Boys HH 1
7:00pm - 7:45pm
Ages 10-12

Teen HH 2
7:00pm - 7:45pm
Ages 13+

Ballet 6
7:30pm - 9:00pm

Team: TN Cont LG/Jazz SG Comp
7:15pm - 7:30pm
Team: JR Contemp Comp LG
7:30pm - 7:45pm

Junior HH 3
7:00pm - 7:45pm
Ages 13+

Teen Boys HH
7:45pm - 8:30pm
Ages 13+

Teen MT 2
7:45pm - 8:30pm
Ages 13+

Team: PT & JR HH Comp SG (rotating)
7:45pm - 8:30pm

Junior HH 3
7:45pm - 8:30pm
Ages 10-12

Pointe 1&2
9:00pm - 9:30pm

Team: Jazz Tech 5
7:45pm - 8:45pm

Teen HH 3
7:45pm - 8:30pm
Ages 13+

Teen MT 1
8:30pm - 9:15pm
Ages 13+

Teen Contemp/Jazz 2
8:30pm - 9:15pm
Ages 13+

Pointe 1&2
9:00pm - 9:30pm

Move Out Loud 2019-2020 Class Schedule ★★☆☆

Thursday		Friday		Saturday															
A	B	A	B	A	B														
				A	B														
					C														
1:00pm	Pre Ballet/Top 1:00pm - 2:00pm Ages 3-5	Team: PT HH Club LG 4:00pm - 4:45pm Ages 7-9	Elementary Ballet 1 4:00pm - 4:45pm Ages 7-9	Beginning Top 4:00pm - 4:45pm Ages 4-6	Team: PT HH Crew Tech 4:00pm - 4:45pm	Team: JR Ballet Comp SG 4:15pm - 4:45pm	Elementary Ballet 1 4:00pm - 4:45pm Ages 7-9	Beginning Ballet 4:45pm - 5:30pm Ages 4-6	Elementary Top 1 4:45pm - 5:30pm Ages 7-9	Team: PT HH Crew LG 4:45pm - 5:30pm	Team: JR Ballet Comp SG 4:15pm - 4:45pm	Team: HH Choreo 4:00pm - 4:45pm	9:00am	Ballet 4 9:00am - 10:00am	Adult Tap 9:30am - 10:30am				
1:15pm													9:15am			Ballet Performance 10:00am - 10:30am	Team: TN Top Comp SG 10:30am - 11:15am		
1:30pm													9:30am					Team: Comp Tap Tech 11:15am - 11:45am	
1:45pm													9:45am						Team: TN Top Club LG 11:45am - 12:30pm
2:00pm													10:00am						
2:15pm													10:15am						
2:30pm													10:30am						
2:45pm													10:45am						
3:00pm													11:00am						
3:15pm													11:15am						
3:30pm	11:30am																		
3:45pm	11:45am	Team: Club Tap Tech 12:30pm - 1:00pm																	
4:00pm	12:00pm																		
4:15pm	12:15pm																		
4:30pm	12:30pm																		
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9:00pm	5:00pm																		
9:15pm	5:15pm																		
9:30pm	5:30pm																		

Contact Information

Website: www.moveoutloud.com | Studio phone: 608.513.6683

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

Emails to the director: stephanie@moveoutloud.com

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

Emails regarding dance team: anna@moveoutloud.com

Emails regarding payments: sylvia@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. Sometimes our emails go to spam or promotions folders! If it seems you are not receiving our emails, please email studio@moveoutloud.com to let us know. Check www.moveoutloud.com, our Facebook and Instagram accounts, and/or the info board and the lobby TV for any updates/reminders. Please read the MOL emails thoroughly, as they often contain very important information! Know your class captain moms/dads for the spring performance. They will have specific information for your dancer's class. **Follow @moveoutloud on social media for fun photos of our dancers and events throughout the year!**

Studio 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 8 or less students.

Rules for the Studio/Lobby/Kitchen:

- Please have dancers use the restroom before class! 😊
- 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 themselves or others, that student will be given a warning or dismissed from the studio.
- ABSOLUTELY NO STREET SHOES ARE ALLOWED IN THE DANCE STUDIOS. Street shoes must be left in the cubbies or lockers.
- No gum, jewelry or cell phones in class.
- No hanging or climbing on the ballet barres.
- No touching the mirrors or viewing windows.
- No climbing on or moving furniture.
- Please do not leave children (dancers/siblings) unattended inside or outside the building. We've had broken windows and damaged furniture because of unattended kids. We do have a security system and families will be held responsible for any damages caused by their children. We want everyone to feel safe while they are here!
- Please be respectful of the common space at the studio and pick up after yourself.

In the Kitchen:

- The kitchen is intended for students who have breaks between classes for dinner/snacks and homework. Anyone not able to conduct themselves in a respectful manner will not be given the privilege of using the kitchen.
- Please clean up after yourselves. Anything left in the kitchen will be disposed of.

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.

Arrival & Dismissal

Please have your child arrive dressed and ready at class start time to allow for proper warm up.

Please be prompt in picking your child up from class. If you know in advance that your child will be picked up late, please notify an instructor or call/email the studio.

Bad Weather Days

In case of inclement weather, an email will be sent to notify every one of the cancellation, and the office phone (608.513.6683) will have a recorded message stating that classes have been cancelled. We will also post on our Facebook and Instagram pages.

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 in case they get left at the studio! Move Out Loud carries ballet, tap, jazz and lyrical shoes, and dancewear for purchase. Specific shoes will be required for performance.

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

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

Tap (Pre, Beginning): Dancewear. No loose-fitting clothes or pants that cover the ankles/feet. Hair tied back. Black mary jane tap shoes.

Tap (Elem, Junior, Teen): Dancewear. No loose-fitting clothes or pants that cover the ankles/feet. Hair tied back. Black lace up tap shoes.

Jazz, Contemporary and Improv 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. No bare feet.

Musical Theater Classes: Dancewear. Black jazz shoes.

Strength Classes: Comfortable clothes for moving. Hair tied back. Clean sneakers.

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. Move Out Loud is not responsible for lost items or responsible for items left unattended.

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. Students should attend/observe class when injured, but not when ill or contagious.

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 begin to 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. Any child missing more than 2 classes during the second semester may be required to schedule a private lesson with the instructor to catch up on important performance choreography missed (private instruction fees apply). Any child missing more than 4 classes during the second semester may forfeit participation in the spring performance and all associated fees.

Privacy

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

Performance

Move Out Loud holds a fabulous performance each June to showcase the work of its talented dancers. We are still finalizing details for the 2020 Spring Performance. 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 so 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 YOUR CHILD WILL NOT BE PARTICIPATING IN THE SPRING PERFORMANCE, PLEASE NOTIFY MOVE OUT LOUD UPON REGISTRATION.**

Costume Fees

A flat fee of \$75 per school age costume and \$65 per preschool costume will be charged upon registration to cover the cost of each costume.

Payment Options

Monthly Payment Option:

Nine monthly payments, September through May. Monthly tuition payments can ONLY be made through automatic withdrawal. If choosing monthly tuition payments, the first and last month's payments will be due upon registering along with costume fee(s) and registration fee(s). If a student withdraws from class, the final month's tuition, registration fee and costume fee(s) will not be refunded. Any dancer withdrawing in the second semester will be charged a \$50 withdrawal fee.

Semester Payment Option:

Two semester payments, September and February. Payment #1 is due upon registration and includes half of tuition plus the last month of tuition, costume deposit(s) and registration fee(s). Payment #2 will be the remainder of tuition and will be automatically processed on February 3, 2020. If a student withdraws from class, the final month's tuition, registration fee and costume fee(s) will not be refunded. Any dancer withdrawing in the second semester will be charged a \$50 withdrawal fee.

Annual Payment Option:

One payment made in September. Full tuition, costume deposit(s) and registration fee(s) are due upon registration. Annual payments will receive a 5% discount off tuition. If a student withdraws from class, the final month's tuition, registration fee and costume fee(s) will not be refunded. Any dancer withdrawing in the second semester will be charged a \$50 withdrawal fee.

Withdrawal & Refund Policy

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.

- Monthly payments: Payments will be no longer be processed beginning the month after we receive your written withdrawal.
- Semester payment: You will receive a refund for the remaining full months of classes not attended after we receive your written withdrawal, less the last month.
- Annual payments: You will receive a receive a refund for full months of class not attended after we receive your written withdrawal, less the last month.

Payment Policies

- Costume fee(s), registration fee(s) and first & last month's tuition will not be refunded in the event of any withdrawal.
- Any dancer withdrawing in the second semester will be charged a \$50 withdrawal fee.
- Each account will require payment information entered online. Please make sure your payment information and option/preference are current at the start of each season.
- Checks will only be accepted for annual payments. (Fill out the online form as usual and make a note in the comment box that you'll be paying with a check.)
- Family discounts will be applied after registration is completed and only apply to tuition.

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

Registration

How to Register:

- 1) Pick your classes! Choose from the class list or contact studio@moveoutloud.com for assistance with class placement.
- 2) Complete the online registration form. Once we receive your online registration, we will verify your info, apply any discounts and process your payment. Your spot will not be reserved until your first payment is processed.

Registration for RETURNING students will open on June 15th. Registration for NEW students will open on June 22nd.