

**SOUTHWEST**  
**SYNERGY**  
*Dance*



“You should be dancing!”


**2024-2025**

**Studio Handbook**



# Southwest Synergy Dance 2024-2025 Studio Handbook

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## Contact Us

708-444-0427

[swsynergydance@gmail.com](mailto:swsynergydance@gmail.com)

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

# Contact Information

For any daily questions/concerns, you can email us at [swsynergydance@gmail.com](mailto:swsynergydance@gmail.com). Please allow up to 48 business hours for a response. You may call during studio hours to speak with someone, or leave a message that will be returned during office hours by the next business day

## How to Stay Up to Date

- Monthly newsletter, sent via email.
- Like us on Facebook/Instagram
- Bulletin boards and dry erase calendars located in the lobby and hallway, respectively.
- Checking in with the front desk each week for handouts and other detailed information.

## Office Hours

- Monday: 4:30pm-8:30pm
- Tuesday: 4:30pm-8:30pm
- Wednesday: 4:30pm-8:30pm
- Thursday: 4:30pm-8:30pm
- Saturday: 9:00am-12:00pm

## Studio Closings

- Monday, September 2nd - Labor Day
- Thursday, October 31st - Halloween
- Sunday, November 24th - Sunday, December 6th - Fall Break
- Saturday, December 21st - Monday, January 6th, 2025 - Winter Break
  - Monday, March 31st - Sunday, April 6th - Spring Break
  - Monday, May 26th - Memorial Day

## Studio Events

- Season Kick Off Party - September 6th
- Glitter and Goblins Party - October 19th
  - Cupid Shuffle - February 1st
  - Recital - May 29th-31st (Tentative)

# Studio and Classroom Rules

- Respect everyone and everything! Treat people the same way you want them to treat you.
- Wear proper attire. All dancers must have appropriate shoes.
- Sit quietly and stretch while waiting for class to begin.
- When you have time between classes, homework should be done. If you don't have homework, then you should read, play quietly, and remember to use inside voices.
- Clean-up when you are done playing or eating.
- No cell phones or computers may be used during class time. (This means no emailing, internet use, or text messaging).
- Parents and students should not enter the office space of the studio. Please feel free to communicate at the front desk.
- Parents and students should never interrupt a class in session.
- Please keep silent when observing class in session as to not distract the instructors and/or students.
- Food and drink are only allowed in the designated areas.
- Students and parents are restricted from contacting teachers by phone, email, text, etc. All communication with teachers or the director must go through the Synergy office.
- Never speak negatively to or about teachers, students, or parents from other studios.



## Membership Fee



The annual membership fee is \$55 per family.

## Weather Cancellations

Studio closures due to severe weather conditions will be announced by noon on that day. Notifications of weather cancellations will be on the Facebook Page, announced on the studio voicemail, the website, and a text message will be sent . We follow the Tinley Park School District weather closings.



# Attendance Policy

**Dance Classes:** No credit or refunds will be given for missed classes. However, if the absence is due to illness or emergency, and the studio is notified in advance, one make-up session may be scheduled per month. A make-up lesson must be scheduled in advance with the front desk. Make-ups will not be allowed in the months of May and June.

**Competitive Solos/Duets/Trios:** No make-ups, credits, or refunds will be given if a dancer is unable to make the scheduled time. In a duet/trio situation where one (two) dancer(s) is (are) unable to attend, it will be the choice of the other dancer(s) whether or not to attend the class.

**Injury or Extended Illness:** Credits will be given according to the written instructions from the dancer's physician at the discretion of the Artistic Director and Owner.

## Late Policy

Here at Synergy we strive for an engaging and exciting educational experience for each and every dancer. Because of our strong belief in this mission and your dancer, we must implement a Late Arrival Policy.

On-time arrival entails your dancer dressed in full dress code including shoes which are tied or buckled by the class's start time. If your dancer arrives more than ten minutes late for his/her class, he/she will not be able to enter the class already in progress. Should your tuition terms allow for a makeup class, we will be more than happy to help you schedule one as availability allows.

We believe this policy will help improve attention and progress within the classroom, as well as maintain the respect for the instructors and dancers.

Thank you for your cooperation as we strive for the most encouraging, educational, and respectful environment for your child.



# Dress Code

## All classes:

- No denim, buttons, or zippers or any kind should be worn for any class.
- Any apparel deemed inappropriate by the teacher may result in the dancer being asked to change clothes.
- If a dancer does not meet the required dress code for a class, he or she may be asked to sit and observe.
- A dancer may be asked to remove jewelry.
- Hair should always be pulled back neatly and away from the face.
- Dancers in tumbling classes need to be in a leotard only, (no attached skirts).

## Baby Stars:

- Any color leotard and tights (ballet skirts are optional).
- No tie, full sole Ballet shoes

## Tot Stars and Tumble Rock Stars:

- Any color leotard and tights (ballet skirts or shorts are optional).
- Sparkle Pop Dance sneaker

## Sparkle Stars and Shining Stars I:

- Any color leotard and tights (ballet skirts are optional).
- No tie, full sole Ballet shoes AND No tie Tap shoes

## Shining Stars II:

- Any color leotard and tights (ballet skirts are optional).
- No tie, full sole Ballet shoes AND Tie Tap shoes

## Pop Rock Stars:

- Any color leotard and tights (ballet skirts or shorts are optional).
- Sparkle Pop Dance sneaker AND Jazz shoes

## Citrine, Marigold, Topaz, Violet, Tanzanite, and Amethyst Classes:

- Any appropriate combination of the following: leotard, tights, bra top, shirt, tank top, dance pants, dance short, or dance skirt.

**continued on next page...**

# Dress Code Continued

## Ballet Class:

- Black leotard, pink tights (convertible, stirrup, or footed), hair in tight bun, and optional black or white sports bra.
- Canvas Split Sole Ballet shoe

## Tap, Jazz, and Contemporary Class:

- Any appropriate combination of the following: leotard, tights, bra top, shirt, tank top, dance pants, dance short, or dance skirt.
- Tap: Tie Tap shoe
- Jazz and Musical Theater: Jazz shoe
- Lyrical/Contemporary: Lyrical shoe

## Hip Hop Class:

- Comfortable shorts, pants, and tops. (No jeans/Cargo pants).
- Ultra Vibe Dance sneaker

## Acro Class:

- Comfortable shorts, pants, and tops that are form fitting and do not slip. (No jeans/Cargo pants).
- Bare feet

## Company Rehearsals:

- All black athletic Synergy attire purchased at auditions. Must be form fitting. Optional black or white sports bra. Hair in tight bun.



# Shoe Requirement

- **NEW** dancers must order shoes through the studio within 30 days of registration.
- To preserve our dance floors, shoes purchased outside of the studio will not be permitted under any circumstances.
- Returning dancers, with properly fitting shoes, have 90 days to re-order.
- The appropriate shoes will be required for class, as well as the end of the year performance.
- All shoes must be ordered through our studio within 30 days of registration & paid in full upon order. If order is not placed at time of registration, an AWD must be filled out and on file. If payment is not received 30 days from your registration date, the card on file will be charged.
- Please allow 2-4 weeks for delivery.
- Please see website to order

# Recital Information

- Recital weekend is tentatively scheduled for the end of May/beginning of June.
- If you find that your dancer(s) cannot participate in the recital, please notify your teacher(s) and the receptionist as soon as possible.
- All Star Program, Combo, Level, and Company classes will perform in the recital. Company Tech classes will not perform in recital.
- Dancers will be measured in November for their costumes.
- If a non-competitive dancer drops after recital costumes have been ordered, the costume(s) may be picked up at the front desk during costume distribution week. (Competitive dancers, see competitive team handbook).
- Recital Tickets will go on sale Friday, April 18th, 2025.
- Our recital website will launch in early winter, giving detailed information about recital ticket sales, recital t-shirts, recital programs, digital downloads, and general recital weekend information



# Facts & Myths

**Myth:** The best way to obtain the most up to date information is by asking my dancer's teacher.

**Fact:** The best way to obtain the most up to date information is:

- Read the monthly newsletter
- Check for email updates (make sure your address is accurate in your parent portal)
- Check out our website/Facebook
- See the front desk (when applicable\*)

**Myth:** If there is no class due to a holiday/break, my tuition is less.

**Fact:** All tuition is charged based on the number of classes throughout the year. Therefore, tuition will not be prorated for holidays, days off or shortened months.

**Myth:** “Ramona Greenland wants to take an art class for the month of November, so I don't have to pay November's tuition and can resume in December with no penalty.”

**Fact:** There is a \$15.00 reinstatement fee for pre-approved temporary drops.

**Myth:** If my dancer is sick, a credit will be issued to my account.

**Fact:** No credit or refunds will be given for missed classes. However, if the absence is due to illness or emergency, and the studio is notified in advance, one make up session may be scheduled per month. A makeup lesson must be scheduled in advance with the front desk. Make-ups will not be allowed in the months of May and June.

**Myth:** We got stuck in traffic, class has already started, my dancer may walk in and begin when we arrive.

**Fact:** If your dancer arrives more than ten minutes late for his/her class, you will not be able to enter the class already in progress.

**Myth:** Target carries tap shoes; I can get my shoes there.

**Fact:** To preserve our dance floors and ensure uniformity, shoes purchased outside of the studio will not be permitted under any circumstances