

December 6, 2011

Dear Parents & Students,

It is hard to believe the Holiday season is upon us! Emjaez Dance Studio will be closed ***Tuesday December 20<sup>th</sup> thru Sunday January 1<sup>st</sup>, 2012*** for the Winter break. Classes resume ***Monday January 2<sup>nd</sup>***.

It is time to start preparing for this years show and everyone has been anxiously awaiting the theme. The show this year is: "Oh, What A Night".

The ***Show and Costume information*** is now available. You are receiving the order form for costumes through email, and it will also become available on the studio website. Participation in the show is optional, but it is a wonderful, rewarding experience and highly recommended.

As stated in the studio brochure, the show is the weekend of ***June 8-10, 2012***.

I am currently in the process of determining how many shows we will need this year. This information will be sent at a later date. Please keep the entire weekend of June 8<sup>th</sup> – 10<sup>th</sup> available.

If you will be participating in the show, please fill out a Costume Order Form (1 form per dancer, please) and return to the studio office, no later than ***January 7, 2012***. ***Payments received after January 7<sup>th</sup> will have a 5.00 late fee added to your total. Please keep your costume payment separate from your monthly tuition.*** Costume payments can be made in ***cash or by check***. We will begin the process of measuring each dancer in classes this month. Each costume company sizing is different. We will measure each child, and fit her/him appropriately to the sizing chart for each costume company. Should there be a difference in the size you ordered (Child or Adult) you will receive a refund or have a balance on your bill. Please note the following when placing your costume order: Generally a Small-Medium Child is a size 2 thru 8. A Large Child thru Adult size begins at a size 10 child. Order the size that you think is most appropriate (child or adult) and if we need to go up or down in size, we will notify you of the price difference.

This is an exciting time of year, and we are all looking forward to the preparations for the show!

***A few things...***

***Congratulations to emjaez dancers Sydney Chatterton & Mitsana Sanderson.*** Both girls auditioned and were selected to be a part of the Royal Winnipeg Ballet performance of the Nutcracker at the State Theatre. The girls can be seen at the Friday, December 9<sup>th</sup> and Saturday, December 10<sup>th</sup> performances. Congratulations to Sydney, Mitsana and all of the girls that auditioned!

***Monday December 12<sup>th</sup>*** will be the ***final day to register for classes***. If you were thinking of adding an additional class, or have friends that were planning on registering for a class, please do so before December 12<sup>th</sup>.

***The instructors*** have been evaluating all of the students in the classes. If there needs to be a change in level, we will notify you.

***Facebook-*** emjaez will soon have a Facebook page!! Until then, in order to maintain a professional relationship, the instructors will not accept your friend requests until you graduate. We love you dearly, but we cannot accept your requests. We will see you soon on our emjaez page ☺

**Parking** is available in the front or back parking lot. Vehicles should not block the flow of traffic in the parking lot or park in the fire lane. For safety reasons, please remind your children to wait inside the building.

**The lost & found** is located at the end of the main hallway. This includes **shoes and clothing**.

**The garbage and recycle containers** are also located at the end of the main hallway. Please discard of all garbage there. The condition that the restrooms and dressing rooms have been left in recently, have been very disappointing. Please respect your studio by discarding your trash and not leaving the rooms in an unacceptable condition.

**Parents with small children**...for your convenience we have access to the restrooms located in the mall hallway that are equipped with changing tables. You can obtain the key in the studio office. Please dispose of all diapers in the hall restrooms.

**Dress Code:** It is important that everyone continues to follow the dress code! If you have questions, please refer to your studio brochure or the website.

**Studio/Lobby rules:** For the safety of everyone visiting the studio, and to be respectful of the dancers, children must be supervised at all times. Please refrain from hanging on the viewing windows looking into studio Z. For safety reasons, benches and chairs **should not be moved in front of the window for children to stand on**. The **shoe chair** also needs to remain where it is – moving it in front of the viewing window is a fire hazard. **NO Gum** is permitted anywhere in emjaez dance studio. Please be respectful of the dance studio property. Do not leave trash, dairy queen containers etc. in the dressing rooms or lobby areas.

**Tuition** can be dropped off in the main office or tuition basket outside of the main office. After hours, you can drop tuition in the grey mailbox outside in the back parking lot. Payments can also be mailed to avoid the 10.00 late fee. Please note that there are no refunds for withdrawal of classes after December 31<sup>st</sup>, 2011. Should you withdraw from classes after December 31<sup>st</sup> 2011, you will still be responsible for tuition for the remainder of the year.

**Closings** due to severe winter weather will be posted on the website. Closings will also be posted on Channel 5. The studio will automatically close if the Bay Village Schools are closed due to inclement weather. Because these notifications are available there will be no phone calls made when the studio closes due to severe winter weather.

Please remember that all studio information can be found in your studio brochure and is also available on the studio website: [www.emjaezdance.com](http://www.emjaezdance.com)

If I can be of any assistance to you please call 440-871-1604 or email me at: [maryjo@emjaezdance.com](mailto:maryjo@emjaezdance.com)

***Thank you for your continued support of emjaez Dance Studio!  
Wishing you and your Family a Happy and Blessed Holiday Season!!***

*Sincerely,*  
Mary Jo Rimke