

STUDIO POLICIES & HANDBOOK

2025-2026 SEASON



Our APP

<https://the-nidc.app.link/kz5SmsP2nBb>
Our app has a ton of info. We need all of our members to have our app downloaded. This is how you will let us know of absences, make payments, enroll, how we let you know of emergency closings, etc.

Session Dates

2025-26 Dance Year

August 18, 2024 - June 1, 2025

Monday, September 1 - No classes for Labor Day

Friday, October 31 - No classes for Halloween

November 23-29 - No classes for Thanksgiving Break

Holiday Show - Friday December 12, 2025 @ Sycamore High School * not all classes are in the holiday show.**

December 21 - January 4 - No classes for Winter Break

March 23 - 30 - No classes for Spring Break

Monday, May 25 - No classes for Memorial Day

Tuesday June 2 - Recital Pictures at NIDC

Wednesday June 3 - Dress Rehearsal at Sycamore High School

Spring Recital NIDC presents "Dancing in Technicolor" - Friday June 5 at 6pm and Saturday June 6 at 1 pm @ Sycamore High School *all dancers are in both shows

**Holiday Show
now - 12/13/25**

Registration & Tuition

Spero, Ltd. d.b.a. Northern Illinois Dance Center

Just so you are familiar with the name Spero, incase you see it on your bank statements. Spero, Ltd is our legal business name and we are doing business as Northern Illinois Dance Center.

Tuition installments

We refer to our tuition as "installments" and not monthly tuition, as some months have a different number of classes than others. We take the total class cost for the session and divide it into equal installments. Example: a 60 minute class for the 25-26 year is \$620. It is then divided into 10 equal installments of \$62 due 8/15, 9/15, 10/15, 11/15, 12/15, 1/15, 2/15, 3/15, 4/15, & 5/15.

Auto Pay

All families must be enrolled in auto pay. You can pay by a different form of payment BEFORE the 14th of the month via the parent portal or in person. Otherwise, your card on file is charged on the 15th of the month.

Accepted forms of payment

Using our Jackrabbit parent portal, you must add a credit or debit card to your account. You can also choose to add a bank account. Or, you can pay via check, cash, credit in the studio **before** the 14th of the month.

Policies & Procedures

When you register, you are prompted to review and sign off on studio policies. This booklet lists those as well.

Late Fees

Tuition is due before the first day of your scheduled class. And installments are due by the 15th of each month. We extend a grace period until the 18th before we apply the late fee. The first month you are late, the late fee is 25% or your tuition installment. The 2nd month it will be 30%. It will keep going up in 5% increments per month per session. If 30 days late, dancer can not attend classes till paid.

2025-26 Tuition Table

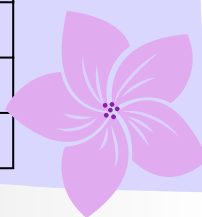
Number of Weekly Hours of class:	Monthly Installment of Tuition Payment:
1 hour	\$62.00
2 hours	\$118.00
3 hours	\$168.00
4 hours	\$212.00
5 hours	\$250.00
6 hours	\$282.00
7 hours	\$308.00
8 hours	\$328.00
9 hours	\$342.00
10 hours	\$356.00
11 hours	\$363.00
12 hours	\$370.00

2025 Summer

Punch Card Price Table



1punch = 1 hour # of punches:	Price of "punch card":
1 (no punch card)	\$16.00
3	\$45.00
5	\$70.00
10	\$130.00
12	\$144.00
15	\$165.00
18	\$180.00





facebook.com/nidancecenter



[@nidancecenter](https://www.instagram.com/nidancecenter)



facebook.com/groups/146893378770114

[tiktok.com/nidancecenter](https://www.tiktok.com/nidancecenter)

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Dancers in multiple classes

Dancers who have back to back classes or are at the studio for extended periods of time

Dress accordingly! Dancers should NOT be making outfit changes. For example, if they have a hip hop class and then a ballet class – wear a leotard and tights for ballet, with shorts or leggings over it for hip hop. Hip hop shoes should be untied and ready in dance bag/cubby, so they can be put on quickly between classes.

– Snacks/meals: For dancers here for 2.5+ hours, it is OK to bring food but you **MUST** only eat in designated areas. Check with staff for area, as we are in the process of remodel. Clean up after yourself and be respectful of our home. There is a table to eat at (for dancers only). Dancers not cleaning up after themselves can have this privilege taken away.

Class curriculum

Every genre has curriculum and a syllabus for each level. This ensures accuracy, consistency, and quality dance education. The syllabus must be mastered by a dancer in order to move to the next level. *Every dancer learns and progresses at a different pace.* Each child has unique strengths. You can have the same group of dancers all start dancing at age 5, but by age 12 they have likely all progressed differently. As we always remind dancers....**only compare yourself to the dancer YOU were yesterday.**

The teacher of your child's class is the one to evaluate your dancer. When and if a dancer is ready to progress to the next level (for our leveled Jazz, Tap, and Ballet classes), you will receive written notice via email from the studio. Around spring break time classes with levels will receive progress reports/skill cards.

What should dancers bring

Dancers should bring everything in one bag. Be sure to come in outside shoes. Bring the appropriate shoes you will need for class.

Dancers should come in their dance attire, and only change at the studio when absolutely necessary.

Please make sure your dancer brings their water bottle. Spill proof is best especially for littles. Clear liquids only allowed in lobby and dance rooms.

Please leave all unnecessary items at home. Put your dancer's name in all dance shoes and on water bottles.

Dropping off & picking up

We ask that parents drop their child(ren) off in the lobby.

Level 1 (ages 7 & older) will be dismissed out the front. It is your responsibility to be there to pick them up or have them stay inside to wait for you.

Our Dance Basics & Combo classes (ages 7 & under) will be dismissed by staff members in the lobby. We do ask that you come in to get them. We like to see them with a parent before leaving. It is your responsibility to be there before they are let out.

- We are no longer dismissing out back due to blocking the employees of our neighboring businesses.

Lobby Etiquette

Parents are welcome to wait in the lobby during class or choose to drop off/pick up. It's a great time to get errands done! There are plenty of staff around to help. Our lobby can get loud and congested as it is not very large, which makes for unfortunate distractions to our dancers/teachers in class. So please be mindful. Siblings waiting with parents should NOT be eating in the lobby, nor should they be running around unattended. This isn't an environment for kids to be playing and running around. Please wait in the car if this becomes difficult.

Movin' w/ My Mini parents will be in class with students. Creative Movement parents are invited to stay in the hall during the whole class time.

Studio Contact info

Studio Cell: 815-570-3676

Office hours vary but are typically 5-8pm Monday - Thursday and some Saturdays 9-11am. Please text or leave a message if outside those hours or send an email.

Email: nidancecenter@gmail.com

The above email can be seen by any staff member.

To email a teacher directly, see below:

raelyn@nidancecenter.com

atlee@nidancecenter.com

ella@nidancecenter.com

courtney@nidancecenter.com

mindy@nidancecenter.com

ana@nidancecenter.com

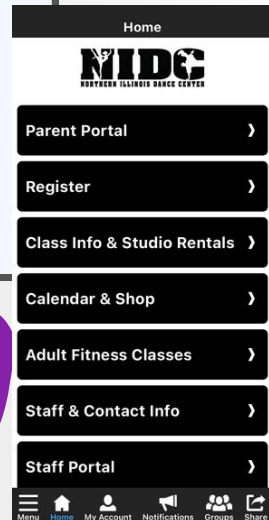
alex@nidancecenter.com

Please note that class may start up to 5 minutes late and get out up to 5 minutes early. The teachers will be using this time to be sure class is picked up, kids are dismissed and safe, etc

NIDC requires a minimum of 6 students enrolled in a class for the class to continue. If, after two weeks the class is not at a minimum of 6, NIDC reserves the right to cancel the class and direct students to another class option. If, at any time during the semester enrollment falls to below 6 NIDC reserves the right to cancel the class and direct students to another option.

Studio Calendar

Please check out the studio **Calendar on our app** periodically. We don't put it all here as there are often additions after we print this!



Winter weather cancellations

In the case of a cancellation due to weather, a push notification will be sent through our app. It will also be emailed & posted on our social media pages. No make-up classes will be held unless that same day of the week misses 3 or more.

Theme weeks & Special Events

It is very important to have our app downloaded and notifications on. Another reason for this is to remember our special events and theme weeks that we hold several times throughout the year.

All accounts must be paid in full to receive costumes, register for extra events, classes, privates, etc. No "extras" will be provided when accounts have a balance.



Your Contact Info

Please make sure your mailing address, phone number, and email address are up to date in your parent portal. We send birthday cards, occasional texts, and sometimes leave surprises at homes.

Lost & Found

Please label everything with your dancer's name on it. Even the inside of every dance shoe and on water bottles.

If you lose something, please check the lost and found. We do not keep items for more than a few weeks, as it can easily pile up. Please help us avoid extra clutter by claiming your items before they are donated.

Attendance & Absences

We are very grateful to all who notify us via the app when your dancer will be missing class.

In our app you go to Parent Portal. Click on the 3 lines on top right corner. Then tap on Absences. You can then click on Submit an absence for your dancer when you know they will be missing. The reason is helpful to us as well. You can type that in there too.

***Elevation Dance Company members should reference their contract for absence policies**

Make-up classes

Dancers are allowed 3 makeup classes, per class, per year. Classes must be made up within 2 weeks of the missed class. To attend a makeup class, please choose an age/level appropriate class. First email nidancecenter@gmail.com to make sure the class isn't full, and then check in at the front desk to sign in.

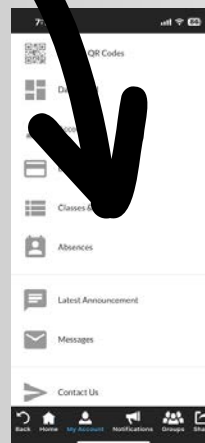
Photo Release

One of the policies you sign off on the parent portal when you register, is our Photo Release. This gives us permission to take photos of your child in class or at performances. These are used in promotional material such as our website, print, and/or social media. If you do not want your child in these photos, you **MUST** email nidancecenter@gmail.com as well as remind the instructor on the first day so they have an additional verbal reminder as well, beside a note being in your dancer's profile.

Refund Policy & Dropping a Class

Students are not able to get a true feel for a dance class, after just one class. Always remember, it may take a few classes for them to warm up and feel comfortable - especially the younger ones. We require a 2 week written withdrawal form notice. Tuition will still be due for those 2 weeks. You can come to front desk or we can email you a copy of the drop form.

The student may continue classes during the 2 weeks the notice was given for. Not showing up to class or just discontinuing coming without notifying the studio, is NOT the same as providing written withdrawal notice. If you don't communicate with us, we do not know you need to discontinue. There are no refunds given on tuition payments that have already been made, in part or in whole. A refund will only be given if you have paid past the 2 weeks of the signed dropped form



Every student matters.

Trust the process...embrace the journey!

Young dancers may have a hard time at first whether it's tears, tantrums, or lack of participation - it's all normal! Children learn best through consistency, and it will take at least a few weeks for some to adapt to a new activity.

Helpful tips and reminders for young dancers

Please make sure your dancer uses the restroom before class. This is a HUGE help for teachers and assistants.

Be sure and label all their items. We try our best to try and get them to put their dance shoes directly into their dance bags when we are changing shoes in class, but often shoes get misplaced.

Send a spill proof, easy for them to open water bottle.

First few weeks of classes

The first few weeks of classes, the studio will naturally be louder and more congested than usual during peak hours. We are a good size dance school with three dance rooms & 1 fitness room – it will take a few weeks for us to get in a good groove with letting dancers in and out of classes when there are multiple classes starting and ending at the same time. **Please do not stand in the doorways of the classrooms.**

We thank you for being patient and understanding! After a few weeks, everyone gets in a routine and more parents start to drop off so the lobby isn't as crowded.

If a teacher feels a student is not in the incorrect level, they will let office staff know and communication will come from the studio via phone or email.

Late Registration

If joining the session late, we will prorate tuition for that current tuition installment. However, the membership fee is not prorated and is only good for each school year. Recital participation depends on when you register and if we are able to still get a costume. We typically close off registration March 1. And even then you may not be able to participate. Email us to check.

Medical Info

Does your child suffer from any medical conditions, disabilities or behavioral challenges we should know about? Be sure to indicate this in the parent portal under your child's profile.

Studio Conduct

Dancers are to be respectful to all teachers and classmates. It is very important to us that NIDC is a safe place for our members. We strive to make NIDC a home away from home for our dancers. We will not accept any disrespect or bullying. We do ask that if there are any issues and a member does not feel comfortable in class or studio, please bring it to Raelyn's attention. No cell phone usage in classes. No food or drinks (other than water) allowed in classes.

Termination of Enrollment

In certain circumstances, it may be necessary for the director to terminate a student's enrollment in the best interest of the student(s) involved. Every effort will be made to address and resolve any issues before resorting to termination. Reasons for termination of enrollment may include:

- Disruptive or dangerous behavior exhibited by students or their caregivers
- Abuse of other children, staff, or property
- Inability of NIDC to meet the child's needs

We prioritize maintaining a safe and conducive learning environment for all students, and termination of enrollment is only considered when it is deemed necessary and appropriate.



Dress Code & Dancewear Store

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Our Dress Code is on the following page

Our online **Nimbly Revolution** dancewear store offers a convenient way to shop for your dancer's class attire. From leotards to shoes, you can purchase a wide range of dancewear.

Remember that dance shoes do not always fit the same as street shoes and every brand's sizing is different.

WWW.SHOPNIMBLY.COM/NIDANCECENTER

Order online and it's shipped directly to your home!

The second option to order dancewear is

<https://www.discountdance.com/search/mylist:397732> DiscountDance.com also has the tights we sell at the studio and use for the recitals.

Spiritwear

NIDC spiritwear can be purchased multiple ways. We have a shop directly on our app or website. We also use **Kustom Kreations online store.**

We also have items like the ones below for sale in the studio.

Here are a few items we offer, but there is a ton more online!

We also have NIDC & Elevation logos available at studio. Bring in your own items and for \$5 we will add a logo for you!



Show your Studio Spirit!



Our Hall of Fame is this wall of dancers who have danced with us for at least 3 consecutive years through their senior year of high school. They then get to take classes for free!



Dress Codes

Movin' w/ my Mini

Clothes they can easily move in, preferred:
leotard, tights, skirt (optional), hair pulled off face

Shoes - girls - Pink leather or canvas full sole
Ballet Shoes *ones without ties. boys - gym shoes or black ballet shoes.

Creative Movement

Clothes they can easily move in, preferred:
leotard, tights, skirt (optional), hair pulled off face

Shoes - Pink leather or canvas full sole Ballet
Shoes *ones without ties.

Dance Basics

Leotard, tights, skirt (optional), hair pulled off face

Shoes - Pink leather or canvas full sole Ballet
Shoes and Black Tap Shoes *both shoes without ties.

Combo Classes

Leotard, tights, skirt (optional), hair secured and pulled back

Color of shoes: Tap = girls & boys - black tap shoes,
Ballet = girls - pink leather or canvas full sole ballet
shoes * without ties, boys - black ballet shoes
*without ties, Jazz or Hip Hop = girls - skin toned jazz
shoes, boys - black jazz shoes

Styles needed:

Ballet / Tap Combo = will need both ballet & tap
shoes

Musical Theater / Tap = will need jazz shoes and tap
shoes

Ballet / Lyrical = Ballet shoes

Ballet / Jazz = Ballet shoes

Jazz / Hip Hop = Jazz shoes

Ballet

All the gentleman dancers should wear a form fitting
tank top and short with black ballet shoes.

Ladies - black leotard, pink tights, ballet skirt or fitted
black shorts (optional), hair in bun

Shoes - pink leather or canvas ballet shoes.

Hip Hop

Comfortable clothing, hair pulled back, clean black
sneaker. Shoes worn outside are not allowed as they
track dirt & debris onto our dance floors.

Jazz

Leotard/tank/cami, fitted shorts/pants/leggings, hair
pulled back, skin toned jazz shoe.

Lyrical

Leotard/tank/cami, fitted shorts/pants/leggings, hair
pulled back, skin toned jazz shoe.

Lyrical

Leotard/tank/cami, fitted
shorts/pants/leggings, hair pulled back, skin
toned jazz shoe.

Musical Theater

Leotard/tank/cami, fitted
shorts/pants/leggings, hair pulled back, skin
toned jazz shoes.

Tap

Leotard/tank/cami, fitted
shorts/pants/leggings, hair pulled back, black
tap shoes.

Turns & Leaps

Leotard/tank/cami, fitted
shorts/pants/leggings, hair pulled back, jazz
shoes

Recitals

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The benefits of performing are countless and it can really boost a dancer's confidence both on and off stage. It allows students to showcase what they've learned all season. The smile that performing brings to a student's face is priceless - and we make sure it's a fun, rewarding, memorable experience for all.

Our recitals are consistently praised for our age appropriate music and costuming, and the entire "experience" we make of it for our dancers. It is so much more than their few minutes on stage with their class. It is truly a weekend they will forever cherish!

Holiday Show
Friday December 13,
2025 at 2pm held at
Sycamore High School

Not all classes perform in the holiday show. Level 2 and higher may not perform. Check with your instructor if you are not sure. Holiday Show costumes are rented from the studio for a small fee. If you choose not to participate in the holiday show, we need to know by October 1st.

Recital Costumes

December Holiday Costumes are rented from the studio for \$15. This fee is due by November 1.

Spring Recital Costume Fees are due no later than January 1st. Spring recital costumes are ones you keep. The cost is on average \$80-\$100. It will depend on the costume that is picked for your class. Costumes fees are non-refundable. Costume balances not paid by January 5, will incur a \$20 late fee per costume. Anything after that could incur an additional cost to ensure that it is delivered on time.

C

Although rare, we understand families may have conflicts or other reasons they cannot participate in recital - dancers can absolutely participate in class even if they cannot be in recital.

NIDC Dancing in Technicolor

That is the theme of our end of the year recital. We hold 2 end of the year recitals. All dancers are in both shows. These are held at Sycamore High School on Friday June 5 at 6pm and Saturday June 6 at 1pm. Performing in both shows is required. Teachers and dancers both work hard on the routine and not having a dancer there can throw the routine and other dancers off. Costumes will need to be purchased for our spring recital. If not participating in June recital we need to know by January 1st.



All accounts must be paid in full to receive costumes, privates, etc. No "extras" will be provided when accounts have a balance.

Recital
Pictures
Tuesday 6/2
at NIDC

Dress
Rehearsal
Wednesday 6/3
at SHS

NIDC is proud to offer several paths in a dancer's dance education. Along with much more.

- Elevation Dance Company for those dancers who want to take a more serious route in dance and competing.
- NIDC's Performance Group for those who love to perform for an audience and wants to do so more than just at the recitals.
- Praise Dance
- Adult Barre Fitness classes
- Birthday Parties
- Studio space rentals
- Girl Scout Badge workshops
- Student of the Month
- Workshops & Camps
- Senior loyalty program. High School seniors who have been dancing at NIDC at least 3 years, will be offered to dance a solo in the end of year recitals. They also get a portrait up on our Hall of Fame.
- Theme Weeks
- Inclusive dance classes

...and more!

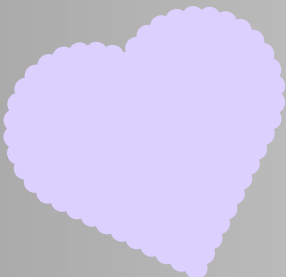
*NIDC's Shoe
Exchange Bins*




NIDC's Shoe Exchange Bins

Have some dance shoes your dancer has outgrown or no longer uses? You can donate them here. Need some dance shoes because those kid's feet wont stop growing? haha Come check in these cubbies.

Forgot your dance shoes for class, check here.





LADIES, THIS ONE IS FOR YOU!

\$5 PER CLASS

JOIN US FOR A GREAT

BARRE FITNESS WORKOUT

12 CLASS PUNCH CARD FOR \$50

NIDC
NORTHERN ILLINOIS DANCE CENTER

Scan me to learn more!



email: ella@nidancecenter.com



blacklight room
-or-
obstacle course room

Have your party at NIDC!



3 different packages available

NIDC
NORTHERN ILLINOIS DANCE CENTER

Bronze Birthday Package: 2 Hours

- Minimum of \$150 for up to 10 dancers (1 birthday child is free)
- Additional \$10 per child after 10 (25 max)
- 1 hour of fun in Yellow or Blue studio w/ blacklights
- 1 hour for gifts and cake in separate studio (cake not provided)

Silver Birthday Package: 2 Hours

- Minimum of \$175 for up to 10 dancers (1 birthday child is free)
- Additional \$12 per child after 10 (25 max)
- 45 minutes of fun in Yellow or Blue studio w/ blacklights
- 30 minutes for instructor lead games
- 45 minutes for gifts and cake in separate studio (cake not provided)

Gold Birthday Package: 2.5 Hours

- Minimum of \$200 for up to 10 dancers (1 birthday child is free)
- Additional \$15 per child after 10 (25 max)
- 30 minutes of fun in Yellow or Blue studio w/ blacklights
- 30 minutes for instructor lead games
- 45 minutes of additional instruction of your choice (ie. ballet, hip hop, musical theater, etc)

45 minutes for gifts and cake in separate studio (cake not provided)

Additional Add Ons:

-both the black light room and the tot obstacle course room set up = \$50

Elevation Dance Company

Our Dance Company is a team for intensive dancers who are serious and committed to taking 3-6+ hours of weekly classes and rehearsals. Company auditions are held every June and are open to dancers age 6 and up. The team attends 4-5 competitions throughout the season.

If you are interested contact our Elevation Director, Ms. Atlee Smith at atlee@nidancecenter.com



Did you know...

Dance and movement help the body to release endorphins (those feel good hormones) which flood the body with positive feelings, effecting the mood and behavior of that child. Children who dance also gain confidence and self esteem by feeling more comfortable in their own skin.

NIDC's Performance Group

Our Performance group is a group of dancers who love to get out in the community and perform. Auditions are held every June and are open to dancers age 8 and up. They begin with lots of parades all summer long.

If you are interested contact our Performance Group Director, Ms. Ella Joyner at ella@nidancecenter.com

