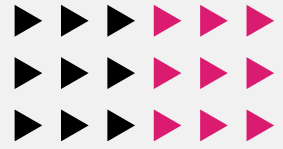


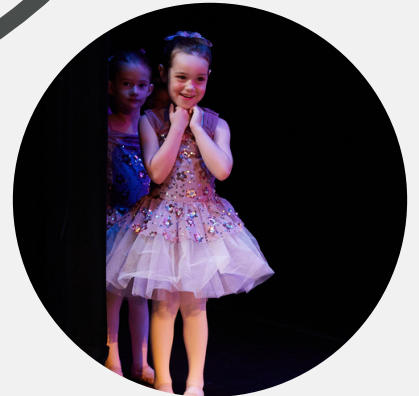


EXTENSIONS
DANCE

EXTENSIONS DANCE
STUDIO HANDBOOK



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DANCE STUDIO HANDBOOK





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WELCOME



Extensions Dance

Director: Lizzie MacKenzie

Welcome to Extensions Dance Center's Official Handbook, your ultimate guide to an exciting year of dance, community and performance! We've put together this comprehensive resource to provide you with clarity and address any questions you may have as we embark on this incredible journey together. While we encourage you to read this information carefully and keep it in a safe place for future reference, remember that our friendly staff are always here to support you. No matter how big or small your query, we promise to assist you with enthusiasm!

At Extensions, we are driven by a shared vision, purpose, and philosophy that permeates everything we do. Our studio is a place where children of all ages come to discover the joy of dance and performing. We foster an environment that celebrates creativity, individuality, and self-expression, forming a vibrant community of teachers, students, and families who are passionate about the performing arts. Our ultimate goal is to create a positive and joyful experience for each and every student. We strive to nurture and develop their talents, celebrate their achievements, and inspire a deep love and appreciation for all styles of dance and the arts. Most importantly, we are committed to providing a safe and empowering space where every student can freely express themselves.

As mentors and teachers in your child's life, we take our roles seriously. Our objective is to ignite a lifelong passion for dance within each child who walks through our doors. Along the way, we aim to lead by example and help your child (and you) create cherished memories that will last a lifetime.

OUR PHILOSOPHY



Extensions Dance is dedicated to providing high-quality dance classes that contribute to the holistic development of your child. Our safe and child-centered environment encourages students to explore the art of dance under the guidance of highly qualified and nurturing teachers. We firmly believe that dance training fosters a positive self-image, heightens body awareness, enhances coordination skills, improves cognitive function and allows children to express themselves through movement.

To maintain the highest educational standards, our faculty members are lifelong learners who continuously engage in certification programs, teacher-training schools, conferences, and other learning opportunities. and they are highly regarded as some of the best in the field. Many of them are still dancing and touring with professional dance companies in Chicago! Extensions has been a leading force in dance education since its inception in 2005. Our success stems from a foundation of exceptional training, quality service, and an unshakable belief in the strength of our organization and community.

This handbook serves as a roadmap, offering our students and parents a clear understanding of their commitments and responsibilities to the studio. Please note that dates and expenses mentioned in this handbook are subject to change. Stay up-to-date by checking our website and emails for any updates.



KEY INFORMATION



Key Contact Information

Mailing Address:
3933 N. Elston Avenue, 2nd Floor, Chicago IL 60622

Telephone Number: 773-299-9202

Website: extensionsdance.com

Founder/Director: Lizzie MacKenzie

Founder/Director Email: lizzie@extensionsdance.com

Founder/Executive Director: Lauren Brown

Email Address: Lauren@extensionsdance.com

Assistant Director: Jackie Nowicki

Assistant Director Email: Jackie@extensionsdance.com

Key Dates:

IMPORTANT DATES 2026-27

Sept. 8 Classes Begin

Nov.24 - Nov. 29 No Classes Thanksgiving Break

Dec. 13 HOLIDAY SHOW at Extensions Dance

Dec. 21 - Jan. 3 No Classes Winter Break

March 15 - March 26 No Classes Spring Break

June 12 - COMPANY SHOWCASE

June 13 - STUDIO SHOWCASE (RECITAL)

KEY

INFORMATION



Holiday Show December 13, 2026

- Classes that will perform
All Twinkle Stars Academy classes
Mini Hip Hop
ETC Tap Company
Chicago City Classical Ballet
- Tickets go on sale after Thanksgiving
- Location: Extensions Dance Center

Studio Showcase June 13, 2027

- Studio Showcase Costume fee: \$100 per performance class, will post to your account on February 1st and/or March 1st
 - Showcase Tickets On Sale in May
 - Dress Rehearsal is the morning before the Studio Showcase (Sunday June 13)
- Classical Ballet Dress Rehearsal will be on Sunday June 6.
- Location: Loyola Academy
1100 Laramie Ave, Wilmette, IL



OUR STUDENTS



You are taking the first step towards becoming an amazing dancer by making a solid commitment to your classes. Remember, class time is your opportunity to focus on yourself and improve your technique and dive into your creative voice. Come prepared, leave distractions behind, and embrace each class as a chance to become even better at what you love. Dance full-out, go a little further than ever before, and make the most of every moment. With dedication and enthusiasm, you'll see incredible progress!

Respecting your teachers is key. Embrace every correction given, as it shows how much your teachers care about your growth. Always say thank you when receiving constructive criticism—it's a valuable opportunity for growth. Your commitment and appreciation for your teachers' knowledge and experience will propel you towards greatness. Nothing can stop those who apply themselves and value their teachers' guidance.

OUR PARENTS

We believe that your support plays a crucial role in your child's dance education. Your commitment to the process makes an enormous difference, and we encourage you to actively participate in your child's dance journey. Our programs thrive in a positive atmosphere that involves the cooperation and respect of all parents. By showing respect for one another, our students, and our faculty, you become role models for your children, demonstrating how to interact professionally and compassionately with others.

Your child's consistent attendance at all classes is imperative. Together, we foster a spirit of teamwork and dedication that forms an essential part of our educational process and our dancers' lives. While parents and teachers may have different perspectives, we share a common goal: ensuring that every child receives the best possible training, physically and mentally. By fostering mutual respect among our faculty and parents, we create an environment that nurtures our students with care and the highest quality dance education.



SPECIAL INFORMATION



FOR PARENTS OF OUR YOUNGEST STUDENTS

We are dedicated to providing the highest-quality early childhood dance education in a secure, nurturing, and stimulating environment. Our age-appropriate curriculum and ongoing communication with parents address the physical, emotional, and intellectual needs of our youngest students.

During the first few weeks of classes, we focus on helping students become comfortable with the dance experience, their classroom, teacher, and classmates. Through age-appropriate music, stretching exercises, ballet and tap basics, and creative games, we foster coordination, listening skills, musical awareness, and imagination. Remember, preschool dance is about helping children tap into their imaginations and express themselves creatively, rather than solely learning steps. So don't worry if your child doesn't pirouette around the house right away—it's all part of their dance journey.

The process of separating from parents is an important milestone for our youngest children attending dance class. As children grow, they learn to develop an interest in class activities, feel comfortable with their peers, and understand that parents will always come back for them. We understand that some children may initially resist attending class, but it's usually short-lived. Here are some helpful suggestions:

- Focus on the positive aspects of the dance class experience.
- Ensure your child is engaged in an activity or under the teacher's care before you leave.
- Keep goodbyes brief and avoid prolonged farewells.
- Seek assistance from the teacher during the separation process. Remember, any tears shed are often for the parent's benefit.

It's okay if dance class may not be the right fit for your child at this moment. If your child expresses distress or does not want to participate, please don't panic. Pushing children beyond their comfort zones may create negative associations with dance. We never want that. Never force your child into the classroom. If your child discontinues classes within the first month, the registration fee will be credited to the following year. We encourage you to try again next year, allowing your child to grow at their own pace.

UNDERSTANDING DANCE EDUCATION

As a parent, your support is invaluable to your child's dance journey. Encourage them to be the best version of themselves, focusing on their own accomplishments rather than comparing themselves to others. Dance is an individual art form, and each student progresses at their own pace. Our dedicated faculty not only teaches technique and steps but also imparts essential life lessons. Through dance, children learn commitment, teamwork, and the rewards of hard work. Our goal is to educate their minds, bodies, and souls, providing them with skills that will serve them well in all aspects of life.



Class Placement

Our experienced faculty carefully considers each student's progress and placement. Placement decisions are based on years of teaching expertise and aim to promote self-esteem and confidence. We understand that every child is unique, and factors influencing placement are complex. Trust in our faculty's judgment and encourage your child to embrace their class with enthusiasm, regardless of the level. Our priority is to provide a positive and empowering environment for each dancer.



Medical Information

Your child's well-being is of utmost importance to us. Please inform the director and teachers of any medical conditions, learning disabilities, or medications your child may require and be sure they are up to date in your registration portal as well. Our teachers are trained professionals who are eager to work with all children, and the more we know about your child, the better we can provide a fulfilling dance experience. Rest assured that all information regarding our students is treated with the utmost confidentiality.



Do's and Don'ts

It's natural for parents and students to draw inspiration from others, but let's focus on personal growth rather than making negative comparisons. Encourage your child to celebrate their achievements and avoid speaking negatively about teachers, fellow students, or other parents. Our faculty takes their role as mentors seriously, guiding students to act respectfully towards their peers, adults, and themselves. If you have questions or concerns, please reach out directly to your child's teacher or the studio director, Lizzie Mackenzie. Misinformation can be avoided by seeking accurate information from the right sources.

STAYING INFORMED



We strive to make the dance experience organized and enjoyable for everyone involved. To keep you well-informed, please read all emails and studio updates carefully. Information and important updates will be emailed to you so please make sure your email address is correct in your registration portal. If you have any questions, feel free to contact our office during business hours or send an email. Our website is regularly updated with essential information, and our Instagram page (@extensionsdance) is a great resource for general updates and connecting with our dance community. Don't forget to follow us for more exciting updates!

DRESS CODE

At Extensions, our dress code is designed to foster focus, inclusiveness, and equality among all dancers. By adhering to a uniform dress-wear, we create an environment where teachers can assess technique, alignment, and other crucial aspects of dance training effectively. Let's embrace the dress code with confidence and unity!



To ensure organization, students should carry their dance-wear, shoes, and belongings into the studio in a designated dance bag. Please remember to label your child's bag and all its contents with their name. Let's keep our dance-wear in excellent condition by regularly laundering and maintaining it.

During classes, we kindly request that students avoid wearing watches, jewelry, and safety pins, as they can be distracting. Dance shoes should never be worn outside to preserve their quality and cleanliness. Students with long hair are encouraged to secure their hair tightly and neatly away from their faces, preferably in a tidy bun. Maintaining good personal hygiene habits, including the use of deodorant for students aged 10 & older, is expected from all dancers.

REGISTRATION FEE & TUITION



To ensure smooth operations and provide necessary coverage for insurance and administration, we have a one time registration fee for new families. The fee is \$25/student. It's a small investment that helps us create an amazing dance experience for everyone. Please note that registration fees are non-refundable, except for preschool students who may receive a credit for the following term if they are deemed unready for dance.

When it comes to tuition, we want to make it as convenient as possible for you. Monthly tuition is due by the 5th of each month, but will post to your account on the 1st of each month. You have the flexibility to make payments at any time and in any amount that suits you best. If you consistently make regular payments and have a credit, we'll apply it towards the next term. To offer you a seamless experience, we accept cash payments, and your receipt will be promptly sent to you via email.

For our tuition costs, please refer to the information on the website or in your family portal. We strive to make financial matters straightforward and transparent, so please don't hesitate to reach out if you have any questions or need assistance.



FEES AND TUITION

**MULTIPLE CLASS & FAMILY DISCOUNTS AVAILABLE
DETAILS & REGISTRATION AT EXTENSIONSDANCE.COM**

45 MINUTE CLASS \$55/MONTH

1 HOUR CLASS \$70/MONTH

1.25 HOUR CLASS \$85/MONTH

1.5 HOUR CLASS \$100/MONTH

**TWINKLS STARS ACADEMY (INC. MINI HIP HOP)
\$80/MONTH**

****THIS FEE INCLUDES THEIR COSTUME FOR PERFORMANCE!**

**Monthly tuition is based on a month with 4 classes included.
For months with less classes due to holidays or additional classes
(beyond the assumed 4), the tuition will be pro-rated accordingly.*

**Twinkle Stars Academy (incl. Mini Hip Hop) tuition will not pro-rate
as this is an “all in” cost with costume.*

DISCIPLINE POLICY



At Extensions, we believe in creating a positive, nurturing, and professional environment for all our students. We emphasize the importance of being part of a group, respecting others, our teachers and staff, and the studio property. Our goal is to foster good habits and cultivate a culture of compliance with rules of conduct and kindness.

Our staff and faculty are trained in constructive techniques of discipline to maintain class control and address individual misbehavior effectively. When a child exhibits unacceptable behavior or attitudes, we take a proactive approach. We kindly explain what went wrong and guide them towards a positive alternative approach or behavior.

In the event of a conflict between children, we handle the situation respectfully. They are separated and encouraged to express what happened. We promote problem-solving and communication between them to find a resolution and reconcile with one another.

Disruptive behavior is addressed in a respectful manner. If a child's behavior continues to disrupt the class, we kindly ask them to stop. Should the disruption persist, a reminder will be given, highlighting how it affects others. If necessary, the children involved may be asked to take a short break (typically three to five minutes) before rejoining the class.

If a child's misbehavior persists and continues to significantly disrupt the class, we may need to involve the parent or guardian. We believe in open communication and will reach out to discuss the situation and request the child to be picked up if necessary. Please remember that our ultimate goal is to provide a safe and productive environment for all students.

ARRIVAL AND DEPARTURE

At Extensions we value punctuality and safety for all our students. We kindly ask students to arrive 5-10 minutes before their class begins, allowing them to settle in and prepare for an amazing dance experience. To ensure the safety of our young dancers, children under the age of 10 should be picked up promptly after their class. For students aged 10 and older, we kindly request that they are picked up no more than 10 minutes after their class ends. Please understand that we are unable to assume responsibility for students before or after their scheduled classes, so it's essential for parents to ensure timely drop-off and pick-up. In the case of a late pickup please call the studio and be sure your child knows to always wait INSIDE the dance center.

We understand that unforeseen circumstances or emergencies may arise, causing delays. If you find yourself in such a situation, please contact the studio immediately. Our priority is to keep your child calm and safe until they can be collected. Your communication is crucial, and we appreciate your cooperation.

ATTENDANCE

Every class at Extensions is a step forward in the educational journey of our students. Regular attendance is essential for continuous progress and growth. Remember that with each class our teachers are presenting new information, new vocabulary and new dance steps so it is imperative to prioritize not missing classes in an effort to set your child up for success in their dance class. During the months of February-June, choreography for the year-end performance will be taught and rehearsed. It's crucial for children to feel completely confident with the choreography and their performance. Missing classes during this period could lead to frustration for the students, their teachers, and their classmates. We encourage all students to prioritize their dance education and make attending classes a top priority.

TARDINESS

Dance is a physical activity that requires a properly warmed-up body to ensure safe movement execution. Students who arrive late miss out on the essential warm-up and/or barre exercises, which may increase the risk of injury. To prioritize the safety and well-being of our students, those arriving more than 15 minutes late may be asked to observe the class. We want all our dancers to enjoy their dance journey while staying safe and injury-free.

CLASS VISITORS:



For the safety of our students and to fulfill our legal responsibilities, we are unable to permit visitors in the classroom during regular class sessions. Students should refrain from inviting siblings, relatives, or friends to their classes, except for special events such as "Bring a Friend Week" and in-studio performances. These occasions offer a unique opportunity for sharing the joy of dance with loved ones.

MAKEUP CLASSES:



We understand that unforeseen circumstances may cause a student to miss a class. To ensure they don't miss out on the valuable learning experience, we offer the opportunity to make up the missed class with a similar one. Please reach out to the office, and our team will guide you in determining the best makeup class for your child, and you can then schedule the class in your registration account.

LOST AND FOUND:



We know how easy it is for dance-wear, shoes, and personal items to get misplaced. To avoid any confusion, please make sure to label all your child's belongings with their name. We will make every effort to locate and return lost items; however, we kindly ask for your understanding that we cannot be held responsible for any items your child brings to class. We have a lost and found bin in the dressing room closest to the big studio. 3x/year we will put all lost and found items out on display in the lobby for a week or two and we will email the entire studio to let you know to come and take a look and gather anything that may belong to you. After that 1-2 week period we will donate the remaining items to people in need.

ILLNESS:

The health and well-being of our students and staff are of utmost importance to us. We kindly request your cooperation in keeping our dance community healthy. If your child exhibits any of the following symptoms, we kindly ask that you keep them at home to prevent the spread of illness:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Pink, burning, itching, or discharging eyes
- Diarrhea or vomiting
- Fever

If these symptoms or any other contagious conditions are observed in your child during a class, we will promptly contact you to arrange for their immediate pick-up. When your child has a fever, please keep them at home until their temperature returns to normal. Furthermore, if there are any lingering signs of illness such as glassy or watery eyes, listlessness, or drowsiness, we kindly request that you keep your child at home. This precaution will ensure that the illness has fully passed, and your child will be well enough to fully participate in class activities the following week.

DROP OFF AND PICK UP SAFELY:

At Extensions Dance, the safety of our dance family is our top priority. When dropping off or utilizing on-street parking, we kindly ask everyone to exercise extreme caution. Please be mindful of the presence of children of all ages. It is essential to park only in designated parking areas and be sure to look for posted metered parking signs on Central Park on the north side of the building. We understand that sometimes schedules get pushed or unexpected traffic can cause our students to be picked up late and that's okay! Please contact the front desk and let them know you will be late to pick up and always remind your dancer, regardless of age to wait inside of the dance center until you have arrived downstairs.

At Extensions we prioritize safety, punctuality, and the well-being of our dance community. We appreciate your cooperation in adhering to these guidelines, which contribute to a positive and empowering dance experience for all.

GENERAL POLICIES

At Extensions Dance, we strive to create a positive and focused environment for our dancers. Please familiarize yourself with our general policies below:

1. Respectful Class Atmosphere:

To ensure a productive learning environment, we kindly ask parents and students not to interrupt a class in session. Your cooperation helps us maintain a seamless experience for everyone.

2. Hydration and Nourishment:

Water is the only permissible beverage in our studios. We kindly request that you refrain from bringing food, drinks, or gum into the studios. Let's keep our dance spaces clean and enjoyable for all.

3. Safety and Supervision:

We cherish the opportunity to meet our students' siblings and appreciate your understanding that the safety of every child on our premises is our top priority. To ensure their well-being, please supervise children at all times.

4. Focused Learning:

During class time, we kindly request that all students refrain from using mobile phones, computers, or any electronic devices. Let's stay fully engaged in the dance instruction without distractions.



GENERAL POLICIES

5. Communication Channels:

To streamline communication, we ask students and parents to direct all inquiries, messages, or concerns through the Extensions Dance office and front desk staff. Our dedicated team will be happy to assist you promptly and efficiently to make sure you are directed to the correct person to answer your questions.

6. Promoting Positivity:

It is important that we create a supportive and encouraging atmosphere within our dance community. We kindly request that you refrain from speaking negatively about teachers, students, or parents from other studios. Let's celebrate the talent and efforts of all dancers.

7. Respect for Teachers:

Showing respect for our teachers is fundamental to maintaining a positive learning environment. Let's cultivate an atmosphere of mutual respect and appreciation for all!



STUDIO SHOWCASE

We call our annual recital our "Studio Showcase" and it is an exciting opportunity for students to showcase their hard work and progress on stage with all the bells and whistles of a professional dance performance. Here are some important details:

1. Rehearsals:

Our faculty will start choreographing their showcase pieces in the new year and they will spend a portion of class time each week adding on and rehearsing the choreography. The dress rehearsals for each class will take place on stage in the morning of the Studio Showcase.

2. The Power of Performance:

Our Studio Showcase provides a professionally directed platform for students to present their achievements to family and friends. It not only enhances their dance training but also contributes to their overall personal development. The experience builds self-esteem, confidence, social skills, and prepares them for future endeavors. Through rehearsals, students learn the importance of teamwork and the joy of creating something remarkable together.

3. Studio Showcase Handbook:

At Extensions we create a QR code to the Studio Showcase handbook where we share all the necessary information for a smooth and enjoyable process and experience for everyone. It serves as a guide for parents and students, ensuring everyone is well-informed and prepared for this exciting event. We post the QR code around the studio and we send via email to the studio as soon as information starts to become available, so please keep your eyes peeled for this in the new year and then keep it easily accessible!



STUDIO SHOWCASE



Costumes:

We devote significant time and effort in selecting appropriate and high-quality costumes for our dancers. Please take note of the following costume-related details:

1. Costume Orders:

To ensure timely delivery and organized distribution, costume orders are placed during December & January. Please understand that costume manufacturers do not accept cancellations or offer refunds. Consequently, the school does not refund costume deposits after they are billed in February.

2. Payment Schedule:

Costume charges are \$100/studio showcase costume. Costumes will be distributed only when accounts are paid in full. It is the responsibility of parents or guardians to ensure timely payments to avoid any complications. Extensions Dance is not liable if costumes are not received on time due to late payments.

3. Age-Appropriate and High-Quality:

Rest assured, our costumes are always carefully selected to be age-appropriate and of the highest quality. We prioritize the comfort and aesthetic appeal of our dancers.

STUDIO SHOWCASE

PERFORMANCE CLASSES



ALL CLASSES THAT WILL PERFORM IN OUR YEAR END STUDIO SHOWCASE ARE HIGHLIGHTED IN RED ON OUR SCHEDULE, LOCATED ON OUR WEBSITE.

PLEASE BE SURE YOUR EMAIL ADDRESS LISTED AS THE MAIN CONTACT IN YOUR JACKRABBIT (REGISTRATION) ACCOUNT IS UP TO DATE AND IS AN EMAIL ADDRESS YOU CHECK REGULARLY.

WE COMMUNICATE ABOUT ALL THINGS EXTENSIONS DANCE USING THAT ADDRESS AND WE DON'T WANT ANYONE TO MISS VALUABLE INFORMATION!



EXTENSIONS DANCE
STUDIO HANDBOOK

A Final Note:

We are thrilled to have you on board for an extraordinary dance journey filled with passion, growth, and boundless possibilities!

Our team of dedicated, enthusiastic, and talented teachers considers it an honor to be part of your family's dance education. We are wholeheartedly committed to supporting and guiding you every step of the way. Whether you have questions about registration, tuition, or the overall structure of our program we are here for you. Let's maintain open lines of communication and work together to ensure a positive and uplifting dance experience for everyone involved.

Thank you for choosing Extensions Dance as your dance home. We are dedicated to providing a joyful, enriching, and empowering experience for all our students and families. Together, let's embark on this incredible dance journey, brimming with happiness, growth, and endless possibilities!

Welcome to our family, where dreams take flight and where you'll find a home for your passion, talent, and love of dance!

WELCOME TO THE EXTENSIONS DANCE FAMILY!



Email Address
lizzie@extensionsdance.com



Address
3933 N Elston Avenue,
Chicago IL 60618



Phone call
773-299-9202



Website
extensionsdance.com