



PARENT MANUAL

2025
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2026



At the Heart of Community

Village of Lake Zurich Park & Recreation Dept.
200 S. Rand Road, Lake Zurich, IL 60047
(847) 438.5146 | LakeZurich.org



Welcome to the Academy of Performing Arts Lake Zurich (APA)

The information in this booklet is intended to help you understand the standards we have set for this program. Please read the information and understand these standards. Your support will help ensure your child's success.

The dance program is just one of the quality programs that we offer to the community. The philosophy of the dance program is to provide quality instruction at each level and form of dance. Classes focus on skill building, technique and awareness of the art, all while increasing self-confidence. We strive to provide equal attention to those learning these skills in a safe, fun and creative atmosphere.

APA has built a strong foundation of instructors that we believe will take your child to the next level of dance. We encourage you to take classes from all of our instructors at some point, as each instructor has strengths that your child can benefit from.

We hope you enjoy our program!

Molley Johnson
Dance Coordinator
Academy of Performing Arts



Elke Kadzielawski
Recreation Supervisor
Lake Zurich Park and Recreation



Studio Location Buffalo Creek

BUILDING A - STUDIO A 675 Old Mill Road, Lake Zurich, IL 60047

BUILDING B - STUDIO B Located directly behind Studio A

CHALET 160 S. Rand Rd, Lake Zurich (Inside Paulus Park)

Registration

For your convenience we have several options for registration. Registration can be done:

- Online at: LakeZurich.org/dance
- In Person at: The Barn (200 S. Rand Rd, Lake Zurich, IL 60047)
- Fax 847-380-5471 or Email: askparkrec@lakezurich.org

Priority Registration

Those participants enrolled in the program past year and summer classes are given "priority registration". Priority registration means you will have one week to register your child for classes in person before registration is open to all. Your child will be placed in the proper level per their instructors evaluation.

Fees & Payments

Multiple class discount – One dancer discount allowed per family. You will receive a 10% discount on multiple classes. Ten percent is applied to the lesser value classes upon registration.

Payment Options:

- Pay balance in full upon registration
- Pay half of the class upon registration and final payment is due December 15th
- Pay half of the class fees, then make monthly payments until December 15th
- The final full payment for all dance classes are due December 15th

There are 3 easy ways to pay this balance:

1. You can log into your Village of Lake Zurich account and pay the outstanding balance. Visit [HYPERLINK "http://lakezurich.org/"](http://lakezurich.org/) lakezurich.org and select services on the top of the page in black. Select Park and Recreation on the side menu bar in blue. Once you're on this page, select Register Online for Programs at the top of the side menu bar in blue. Click Sign In at the top right corner of the page. Once you are signed in, click on your cart at the top right corner of the page and checkout to pay your balance.

2. Each studio has a payment drop box they can put the payment into.

3. Come into the Barn at 200 S. Rand Rd, between 8:30am-4pm, Mon-Fri and pay in-person.

Waivers

All waivers must be signed on DSP prior to the start of classes. You must log on to your DSP Parent portal and sign. If you are new, a login link will be emailed.

Inclusion Request

We work closely with the Special Recreation Association of Central Lake County (SRACLC). If you feel an ADA accommodation is needed to support an individual within any of the Village of Lake Zurich programs, please check the ADA box accordingly when filling out the registration page. An accommodation can be made for any individual based on their IEP goals and/or diagnosis. Some of the supports available can be, but are not limited to the following: A one-on-one aide, a sign language interpreter, rule modifications or supply adaptation. If you are unsure as to whether or not your child would qualify from assistance with SRACLC, please feel free to reach out to Recreation Supervisor Elke Kadzielawski, at 847.540-5075, and you can talk through your concerns. Once paperwork is received with the marked box and parental signatures, Elke will contact SRACLC as soon as possible to make the proper accommodations. SRA will then directly reach out to the requester for further information.

Mission Statement & Code of Ethics

We the dancers, faculty and staff of APA are a vibrant community of people who have a high regard for each other, the art of dance, and the respectability and value of the work we do. All who participate are requested to demonstrate the willingness to be held accountable to uphold the values and ethics we declare as the fundamental guidelines stated below. In all of our endeavors to study and perform as an expression of our love of dance, we show respect to the parents, our peers, the staff and faculty of APA and all of the wider dance community, including our competition. We consider it a privilege to participate in a worldwide community for the performing art of dance exemplifying the values of integrity, character, leadership, responsibility and professionalism.

INTEGRITY

To conduct oneself with honesty, courtesy, and respect. To express consideration for one's fellow dancers, educators, parents, staff and competitors. To be a person who leads by example and honors commitments. To be a person other people can count on.

LEADERSHIP

To guide, direct and influence people in achieving their highest goals and ideals. By setting an example through one's actions and speech. To inspire and serve the people of your class, team, or community through full participation in all dance related activities.

RESPONSIBILITY

To respect and adhere to the policies and procedures of the studio or the organizers of any conference, workshop, or competition. To be a person who interacts with peers and authority figures in a mature manner. To question authority in a respectful manner.

To speak of any issue or grievance to the person who is able to resolve any concern. To be willing to receive coaching and direction when deemed appropriate.

CHARACTER

To be a person who represents high levels of personal integrity, leadership, and responsibility for oneself and others. A person who has the courage and willingness to face issues and concerns with maturity and dignity. To avoid gossip, criticism, or denigrating comments for any member of the dance community, parent, or peers.

PROFESSIONALISM

To respect the dance profession and uphold our values and standards of conduct. To support and encourage one another. To voice opinions and initiate change that will elevate the dance community. To recognize oneself as a role model at all times. To love the study and performance of dance as a universal art form.

Refunds and Class Make-Ups

Refunds will only be given due to illness, that requires a doctors note, or if your child has been injured. In situations where a make up class is unable to be fulfilled, a household credit or refund will be issued for that day. Refunds shall not exceed 2 classes.

Meet Your Instructors



Dance Coordinator



Instructor



Instructor



Instructor



Instructor



Emily
Mejicano
Gormley



Instructor



Instructor



Instructor

Staff

The key to a positive dance experience is through our professionally trained and enthusiastic staff. Our staff continues their training through continuing education classes and attending various master classes to ensure your dancer is receiving the best experience possible.

Studio Guidelines

1. Door will open when the instructor is ready for the student to enter the studio
2. Dancers need to arrive promptly to class and be prepared to dance
3. Proper dancewear and grooming is required (list included in booklet)
4. Parents are not allowed in the Dance Studio unless invited by the instructor



- 5. Courteous behavior is expected
- 6. No food or gum is allowed in the Dance Studio's. (Water bottles permitted)
- 7. Parents of preschool dancers should take them to the bathroom before class
- 8. Parents of preschoolers are encouraged to remain on the grounds if possible for the duration of class
- 9. ALL PAYMENT PLANS ARE TO BE PAID IN FULL BY DECEMBER 15TH**
- 10. Refunds are not given after the second week of class
- 11. No Apple watches or jewelry
- 12. No cell phones during class time. Turn them off and store them away
- 13. Parents are not allowed in the studio during rehearsals/classes. Zoom observation for Dance & Move
- 14. Parents cannot record during classes/rehearsals. Only a private session can be recorded

Student and Parent Use of Social Media

Use of Facebook, Twitter, Instagram, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide APA students and parents with guidelines to eliminate any confusion concerning the use of social media. You DO NOT have permission to videotape any other child than your own. You DO NOT have permission to reveal any information that compromises APA. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or APA. Students and parents should neither claim nor imply that they are speaking on behalf of APA. Never post anything that could compromise the self-esteem of students who attend APA. Posting of videos of class or rehearsals, is strictly prohibited; APA owns the copyright to all choreography taught at the school. Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.

As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events. Ensure that your social networking conduct is consistent with all of the policies in this handbook.

By enrolling your child in the Academy of Performing Arts dance class you are hereby granting permission to the Village of Lake Zurich, the rights of your child's image, in video or still, and of the likeness and sound of your child's voice as recorded on audio or video tape without payment or any other consideration. You understand that your child's image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein your child's likeness appears. Additionally, you waive any right to royalties or other compensation arising or related to the use of your child's image or recording. You also understand that this material may be used in diverse educational settings within an unrestricted geographic area. Photographic, audio or video recordings may be used for ANY USE which may include, but is not limited to: Presentations, Courses, Online/Internet Videos, Media, and News (Press). By signing the parent handbook acknowledgment which includes this release, you understand this permission signifies that photographic or video recordings of your child may be electronically displayed via the Internet or in the public educational setting. I will be consulted about the use of the photographs or video recording for any purpose other than those listed above. There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. This release applies to photographic, audio or video recordings collected as part of the Village of Lake Zurich's Dance Program. You acknowledge that you have completely read and fully understand the above release and agree to be bound thereby. You

hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Rights to Choreography

While dancers commission the creation of the choreography, all rights to the dance remain the choreographers own. This means you must request permission to perform routines anywhere other than what the choreographer arranged for you. The choreographer must be credited in printed programs, photos, etc. This includes social media posts. No studio choreography should be posted on any social media sites without the permission of the choreographer.

Dancer Evaluation and Placement

During the Fall session, the instructor will ensure that each dancer is in the proper level. The first two weeks are used to evaluate and dancer may be moved. After the Winter/Spring session each dancer will be evaluated for the appropriate class level for the following session. These recommendations will be posted on your DSP Parent Portal and emailed. Dancers may remain in the same level for more than one session. Just as in any activity, some children develop their dance skills at a faster rate while others need to take their time.

Understanding Class Levels

All of our dance instructors follow a set curriculum. These were established so that each level would have set lesson plans to be taught. This ensures a more cohesive dance program and is a benefit to the students and instructors.

Each of our levels have been carefully prepared. Students will be required to understand and identify correctly all of the steps and terms for that level before moving on to the next. As the students progress, they may spend longer at certain levels.

This is because the material becomes more difficult and they need to develop the physical and mental skills, which require more time, dedication and patience.

Not only does this build a solid foundation for the dancer's education but it also helps to prevent injuries. Our instructors understand that serious and sometimes lifelong injuries may result if a dancer's body is not ready for some of the rigors of the higher levels. We are strongly committed to our students and will recommend levels based on our expertise/understanding of each student.

Classes for younger students are geared toward teaching the basics and providing a foundation on which to build their dance education. They will learn rhythm, creative movement, the understanding of music, the beginning of dance vocabulary and dance class etiquette.

*** It should be noted that ballet is the foundation of all dance, and for that reason, we strongly encourage all upper level students to take at least one ballet class in addition to their other classes. Dancers studying other forms will progress successfully if they have a ballet base. The benefits include strength, flexibility, posture, technique, knowledge of dance vocabulary as well as the grace that only ballet training can provide.

Private Lessons

APA offers private lessons for those for those students needing extra support aside of class instruction. For more information and eligibility contact Mollee Johnson.

Attendance

Attendance will be taken at each class. Regular class attendance is expected. Classes are not refunded or made up due to student absence. Please report any prolonged illnesses to the coordinator. Dancers missing more than (3) winter session classes without contacting the coordinator or instructor may be asked not to perform in the recital and no refund will be given for costumes. Attendance at the dress rehearsal is mandatory or student may not be able to perform at recital. If you have a conflict, please discuss with your instructor. The last two classes before recital are mandatory for a recital performance. Please make sure you are attending these days.

Promptness

Dancers should arrive 5-10 minutes before class. Instructor will open the door promptly at the start of class. Late arrivals disrupt the class and do not allow the dancer to warm up properly. If the dancer is going to arrive late weekly due to another commitment, the dancer or parent needs to inform the instructor.

Studio A Drop Off

For Studio A, you will enter through the front door of the building, located on the north side. All doors will remain locked throughout the entire time the building is occupied with students and teachers. If you arrive early, you will need to wait in your car until the door is opened. We need to minimize the number of students and parents in the building at one time.

Studio A Pick Up

You will pick up your dancer from the south side door of the building that exits directly out of the dance studio. The door will open as soon as class ends, and students will be dismissed to parents. You can drive or walk up to the door.

Studio B Drop Off

Drop off will be on the north side of the building (with the purple door). The door will open when the teacher is ready for the class. There is NO early entry into the building. All doors will remain locked throughout the entire time the building is occupied with students and teachers. If you arrive early for any reason, you will need to wait in your car until the door is opened. We need to minimize the number of students and parents in the building at one time.

Studio B Pick Up

You will pick up your dancer from the same north side glass door of the building that exits directly out of the dance studio. The door will open as soon as class ends and students will be dismissed to parents, one at a time, for our younger students we ask parents exit their cars and come up to the door area for pick up. Parents are not permitted to enter the studio space.

Chalet Drop Off

Drop off will be at the main gate of Paulus Park near the water tower. The dance aide will escort student to the Chalet. No late arrivals will be held for the aide, you will have to walk your dancer to the Chalet.

Chalet Pick Up

All dancers will walk up to the main gate after class to be picked up, with the dance aide.

Bathroom Use

All studios are equipped with washrooms. We encourage all dancers to use the washroom before the start of class. Our 3-4 year old dancers must be fully toilet trained and tend to their own bathroom needs. Instructors are not allowed to change a child or assist in the bathroom. If your child has a bathroom accident, you will be called to come and change them.

Grooming

Dancers should come to class neat and clean. Females should have their hair pulled away from their face. The only jewelry that should be worn in class are small pierced earrings. At the dress rehearsals and recitals, absolutely no jewelry including Applewatch and Fitbits (unless indicated by the instructor), or nail polish, allowed. We encourage your student to wear deodorant if they are at that appropriate age.

Dress Code and Class Attire

All dancers are required to wear attire appropriate for their particular class. This is so instructors can see the movement and placement of the dancers body as to be able to instruct and correct them properly. Hair must be pulled away from face. No jeans or oversized clothing should be worn. There is no gum allowed in any class. Dance attire can be purchased from our supplier Discount Dance. Your child can be sized at our studio by one of our instructors and then you can order direct at discountdance.com, click on Find Your Teacher and enter teacher code 106971.

→ **Dancers are expected to adhere to the dancewear requirements. Attire is part of the discipline of dance and assists the instructor in observing form and technique.**

Specific Dance Attire

**Purchase at www.discountdance.com, find a studio - our studio code is: 106971*

Dance & Move

Girls: Pink or black leotard or pink or skin tone tights, pink or skin tone ballet shoes. No Skirts.

Boys: Black pants, white t-shirt, black ballet shoes.

Ballet/Tap I, II

Girls: Pink or black leotard or pink or skin tone tights, black tap shoes. Pink or skin tone leather ballet shoes. No Skirts.

Boys: Black pants, white t-shirt, black leather ballet shoes, black tap shoes.

Jazz

Girls: Leotard, skin tone tights, dance shorts may be worn, or fitted leggings. Skin tone jazz shoes.

Boys: Black pants, white t-shirt, black jazz shoes.

Tap

Girls: Leotard, skin tone tights. Fitted shirt and dance shorts may be worn, or fitted leggings. Black tap shoes.

Boys: Black pants, white t-shirt, black tap shoes.

Contemporary/Lyrical

Girls: Leotard, skin tone tights, socks, half soles or bare feet.

Boys: Black pants, white t-shirt, socks (half soles) or bare feet.

Musical Theatre

All Dancers: Comfortable clothing consisting of long pants (leggings or sweatpants), skin tone jazz shoes.

Hip Hop

All Dancers: Comfortable clothing consisting of long pants, leggings, sweatpants, shorts, or t-shirts, Black gym shoes used only for class.

Leaps, Turns, Jumps

Girls: Leotard and skin tone tights, skin tone jazz shoes

Boys: Black pants, white t-shirt, skin tone jazz shoes.

Ballet LBP

Girls: Leveled colored leotard and pink tights, hip alignment belt, pink leather or canvas ballet shoes.

Hair MUST be in a bun. Bun kits and hip alignment belts are purchased at APA.

Boys: Black pants, white shirt, black leather, or canvas ballet shoes.

Pointe/Pre Pointe

Girls: Leveled leotard and pink tights. Hair MUST be in a bun. Pre Pointe shoes, or pointe shoes.

Do not purchase shoes without talking to instructor.

Dancer Injury

It is the responsibility of the parent and dancer to inform the instructor before class if a dancer has an injury that will preclude them from any part of the class.

Lost and Found

Lost and found items accumulate very quickly. Please label your child's belongings. The Village of Lake Zurich is not responsible for any lost or stolen items. Each studio is equipped with a lost and found box. All unclaimed items will be donated at the end of the session.

Communication

APA believes that communication is the key to a successful program. Please make sure that we keep the open lines of communication current with updating any changes in your contact information online at lakezurich.org. If you have any issues with updating online, please call 847-438-5146 and a VOLZ Guest Service Representative will assist you. We have several ways that we communicate with our program participants:

- 1.** APA newsletters with important and relevant dance information are emailed every Monday morning during Sept-May session. Please add Academy of Performing Arts Lake Zurich to your email and please check your spam.
- 2.** Email via DSP (Academy of Performing Arts Lake Zurich/Mollee Johnson)
- 3.** We send text messages via DSP/Band App and/or Everbridge
- 4.** Through the Village of Lake Zurich's Website: lakezurich.org/dance
- 5.** Facebook: Search Academy of Performing Arts LZ
- 6.** Dance Studio Bulletin Boards
- 7.** Handouts at class

If ever you have a question or concern, we encourage you to ask your child's instructor, if their instructor is unable to address your question or concern please contact Mollee Johnson at mollee.johnson@lakezurich.org. In order to run an organized program with open lines of communication, all correspondence must go through our office and from there the messages will be delivered to the appropriate parties.

Cancellation of Classes/Inclement Weather

On occasion, an instructor may encounter an emergency or an unexpected situation, which causes them to be late or miss a class. If this occurs, the instructor notifies the Dance Coordinator as quickly as possible and she addresses the situation as quickly as possible. We will make every effort to contact you by phone and/or email. If a parent finds that an instructor has not shown up for a program, please contact The Barn at 847-438-5146 x 1 during office hours or email mollee.johnson@lakezurich.org

For weather, if classes in school district 95 are cancelled for the entire day due to inclement weather, we will hold classes via Zoom. In the event that a virtual class is unable to be conducted we will hold a make up date for missed classes. You will be notified via email whether or not your class will be virtual or made up. For cancellation and updates, participants should check the

Academy of Performing Arts Facebook page, email, or call the Barn at 847-438-5146 x 1 or email: mollee.johnson@lakezurich.org.

Class cancellations will be posted on our Facebook page: Academy of Performing Arts. You will also receive a text from Everbridge with closure information.

Medication

If your child has emergency medication, such as an epipen, it is his/her responsibility to keep it in a bag and bring it into the dance studio during their class time each week. Please make sure that your instructor or any substitute instructors are aware. You can also add this information to your parent portal.

Recital Information:

Dance & Move, Ballet, and Tap I and II. These classes will have a dress rehearsal during their weekly dance class in the dance studio. More detailed information will be sent in the weekly newsletter.

Dress Rehearsal: Mandatory

- When: TBD
- Where: TBD
- Students are expected to be on time, dressed in full, make-up ready to dance.

Recital:

- When: TBD
- Where: TBD

Recital schedules are posted and emailed in February.

Staff do their best to try to accommodate conflicts and siblings. If you have a conflict of a wedding, communion, etc. please email Mollee Johnson by January 5, 2026 at Mollee.Johnson@lakezurich.org Any request turned in after the deadline will not be accepted. We do our best to accommodate everyone's request, however it is impossible to accommodate everyone. We appreciate your understanding in this matter.

All of the shows last approximately one hour with each class performing in one of the shows (Impulse Dance Company performs in all recitals).

Costume pick up will be during classes

Do not worry if your child's costume is late coming in. All classes will have their costumes in time for the recital. Please understand that you may need to attach straps, bows, ribbons, etc. to the costume.

Costumes come in standard sizes and will not always fit perfectly; you may need to alter them. Please do not have your child wear their costume until the dress rehearsal.

Picture Day: April 26th

Picture day schedule will be emailed and posted. You will need to pay an online deposit for any individual photos that will be put towards your photo order.

Summer Session

Our summer dance session is 6 weeks and will run June-July. Students should stay in the level that they finished the year in unless otherwise indicated by their instructor.

Impulse Dance Company

This is for the dancer who is ready to commit to taking their skills to the next level. Company members are required to take company class as well as additional technique classes at APA.

Dancers who are interested in participating in Dance Company will be required to audition. Not all dancers that tryout for the company are not guaranteed a spot. Tryouts are based on a point structure.

Auditions for 2026/27 will be held May 2026.

Companies will learn discipline, goal setting, proper technique, body placement, responsibility, performance, and choreography. Companies will also perform more often throughout the year as well as attend a dance conventions and competitions. A low absence rate, proper attire and positive attitude are mandatory at all times.

Leveled Ballet Program

APA offers a leveled ballet program for the more serious dancer. An evaluation will be held at the end of the spring session. Due to the ongoing nature of the ballet program entrance is only permitted in the Fall. Please contact your instructor or email molley.johnson@lakezurich.org with questions.

Class Viewing

All class observations for Dance & Move, BT I and II will be on ZOOM. This is a class observation only so no sound is available.

Changes and Errors

The Village of Lake Zurich Park & Recreation Department makes every effort to ensure the accuracy of information in our brochures, website and print materials. Occasionally, there may be an error that appears regarding days, times, fees or other information. When this occurs, we reserve the right to make corrections and adjust the information such as price, location, etc. We appreciate your patience and understanding when these situations arise. We also reserve the right to move class locations between studios A & B if necessary.

DANCE CALENDAR

* DATES ARE
SUBJECT TO
CHANGE

September 8	Classes Begin
October 31	No Classes
November 24 - 29	Thanksgiving Break Begins (No Classes)
December 1	Classes Resume
Dec. 22 - Jan. 4	Winter Break Begins (No Classes)
January 5	Classes Resume
Mar. 23 - 28	Spring Break Begins (No Classes)
March 30	Classes Resume
April 3	No Class
TBD	Impulse Showcase
TBD	Dance Recital Tickets Available
April 26	Picture Day
TBD	Recital Dress Rehearsal
TBD	Dance Recital
TBD	Impulse Tryouts

APA EMERGENCY CONTACT INFORMATION

This information **must be filled out** and returned to your APA Dance instructor. We will use this information to contact you in case of an emergency, class cancellation, or important reminders, etc. If you have any changes in contact information, please let your instructor know.



Dancer's Name _____

Home Address _____

Home Phone _____

PRIMARY EMERGENCY

Contact Name _____ Relationship to Dancer _____

Cell Phone (must be able to receive text messages) _____

Email Address

SECONDARY EMERGENCY

Contact Name _____ Relationship to Dancer _____

Cell Phone (must be able to receive text messages) _____

Email Address

ALLERGIES/MEDICATIONS/NOTES

Video Release Form

I hereby grant permission to the Village of Lake Zurich, the rights of my child's image, in video or still, and of the likeness and sound of my child's voice as recorded on audio or video tape without payment or any other consideration. I understand that my child's image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my child's likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my child's image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for ANY USE which may include, but is not limited to:

- Presentations
- Courses
- Online/Internet Videos
- Media
- News (Press)

By signing this release, I understand this permission signifies that photographic or video recordings of my child may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the Village of Lake Zurich's Dance Program.

By signing this release, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

If this release is obtained from a participant under the age of 19, then the signature of that participant's parent or legal guardian is also required.

Parent's Signature _____ Date _____