

 **Studio 1 & 2:** 1500 Walker Street (2nd Floor) in Western Springs  
**Studio 3 & 4:** 4211 Grand Avenue in Western Springs

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

708.246.6878

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

**CELEBRATING  
OVER 40 YEARS  
OF DANCE**

Est. in 1984



**2025-2026**

**STUDENT HANDBOOK**

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# Jo's Footwork Studio Handbook

*Welcome*

Welcome to the 2025-2026 dance season! This season marks 42 years of creating dreams and building memories through dance. Over the last 42 years, Jo's Footwork Studio has offered a wide range of dance technique classes. Jo's is a technique-based studio, concentrating on dance methodology, the foundations of dance, multiple styles of dance, and performance-based dance.

From preschoolers and tots all the way through adult...and from beginner to advanced level. With Master/Professional instructors on our esteemed faculty, Jo's is proud to offer a wide range of classes for all ages and levels.

- Shining Stars program for 2-year-old through Kindergarten
- Ballet
- Pointe
- Pre-Demi-Pointe
- Tap
- Jazz
- Technique
- Lyrical
- Conditioning
- Tumbling
- Pom/Jazz
- Contemporary Movement
- Hip Hop
- Performance Company teams: Mini Ensemble, Elite Dance Teams (non-competitive) and Elite Competition Teams.

Our mission is Encouragement, Enthusiasm, and Creativity for the dancers while challenging them to be the best dancer, performer, and person they can be. To give them a place to always enjoy their art or help them to pursue the professional arena. We instill confidence, self-esteem, and love for all who dance at Jo's Footwork Studio.

We are proud of the fact we have experienced, caring and nurturing dance teachers, that give all they can to their students to succeed in dance and life.

We hope that this handbook gives you all you need to know about Jo's Footwork Studio!

**Now let's DANCE!**

*Jay Fagan*  
**Studio Director**



# Jo's Footwork Studio Handbook

## GENERAL POLICIES

### Age limits

Grades specified are school grades entered September 2025. Tots & Preschoolers must be the age specified by 9/1/2025- COPY OF BIRTH CERTIFICATE REQUIRED.

### Children's Class Levels

Levels I, IIA, IIB, IIC, III, IV and V are specific graduated dance levels determined by experience and ability.

### Teen/Adult Class Levels

Beginning, Continuing, Continuing/Intermediate, Intermediate, Intermediate/Advanced, and Advanced are specific graduated dance levels determined by experience and ability. Advanced classes are limited to students who meet the class requirements and maintain consistency in attendance.

### Required Classes

Certain classes in Poms, Company/Team, Contemporary Movement, Ballet, Pointe, Jazz, Lyrical, Tap may require additional technique classes or achieve certain levels to take certain classes. Check with schedule and studio office for any questions or clarifications.

### Instruction Policy

Instructors reserve the right to place all students in their proper class level and to move students to a lower level or remove students from a class due to excessive absences. INSTRUCTORS NOTED IN THE SCHEDULE ARE SUBJECT TO CHANGE WITHOUT NOTICE.

### Food and Drinks

Gum, food, and/or drinks ARE NOT ALLOWED IN THE STUDIOS. Water bottles may be brought into the studio per teacher discretion.

### Dress Code

Failure to dress properly for class could affect a student's ability to participate, and they may be asked to sit or sent home. Please adhere to our dress code requirements, found later in this handbook.



# Jo's Footwork Studio Handbook

## TUITION POLICY / REFUND POLICY

### Registration Fee

An annual \$30.00, non-refundable, family registration fee is required. (Copy of Birth Certificate is required for all Preschool and Kindergarten registrations.)

### Tuition Policy

All families are required to enroll in auto pay and accept recurring billing/charging via a credit card on file. The following fees will be charged on the indicated dates:

- Session I: When registering, a credit card will be required for the first tuition payment and will be filed for future billing/charging (auto pay).
- Session II: Thursday, October 23, 2025
- Recital Costume Fee: Friday, December 5, 2025
- Session III: Thursday, January 22, 2026
- Session IV: Thursday, March 26, 2026

### Late drops and returned checks

There is a \$25 administration charge for a late drop. A late drop is considered the day of billing/charging for next session or fees. Returned checks have a \$30 late fee.

### Refund Policies

- Registration fees and costume fees are NOT refundable.
- A **full refund** of tuition - minus registration fee and credit card fee (if used) - will be granted if the drop occurs prior to the beginning of a session (09/02/25; 11/03/25; 01/26/26; 04/05/26).
- A **50% refund of tuition** will be given only IF the drop occurs on or before:
  - Saturday 09/06/25 (Session I)
  - On or before Saturday 11/08/25 (Session II)
  - On or before Saturday 01/31/26 (Session III)
  - On or before Saturday 4/11/26 (Session IV)
- **No refunds will be given after the 1st week of each session.** NO EXCEPTIONS! There will also be a \$25 admin charge for a late drop. All families are required to enroll in recurring billing via credit card on file for future billing.



# Jo's Footwork Studio Handbook

## TUITION POLICY / REFUND POLICY (continued)

### Change of class or not continuing class

In order to avoid incorrect payment/charges, if your student is not continuing with a class at the end of a session or there will be a change of class, you *must* email the Studio Office directly to [josfootwork@gmail.com](mailto:josfootwork@gmail.com) with details of the change. The request must also meet the following:

- Must be **8 DAYS** prior to the billing of the next session
- No later than October 16, 2025 (Session II), January 15, 2026 (Session III), and March 12, 2026 (Session IV)

Failure to advise the studio in writing, and the subsequent charging, will result in a \$25 administration fee charged. **There are no refunds, credits or transfers of any administration fees.**

### Absences

There are no refunds or credits for absences. Any/All absence(s) may be made up (at parent option) by:

- Attending a class of equal or higher level OR another class during a session only with permission by Instructor or Studio Office.
- Studio Office must be called (708) 246-6878 to permit attendance in another class.

### Recital Drop

When you pay your recital costume fee, it is assumed that your dancer will be present and participate fully in our annual recital.

However, if you choose to withdraw your dancer from recital during the last 5 weeks of Session IV (May 4th - June 6th, 2026), the account holder will be charged a \$50 late drop fee per class to compensate the teacher(s) for their time needed to re-stage/choreograph their piece.

Please note all costume/recital fees are nonrefundable.



# Jo's Footwork Studio Handbook

## DRESS ATTIRE REQUIREMENTS AND OUR DANCEWEAR STORE

Jeans, street clothes or outer clothing are NOT ALLOWED IN CLASS. Proper dance shoes MUST be worn on dance floors (dancing in socks is strictly prohibited). Jewelry & smart watches are not permitted in class. The studio is not responsible for lost or stolen items, so please leave all jewelry at home. **Hair must always be up, pinned back, and away from the face.** *Please note that students may be required to buy a leotard for their recital costume(s).*

### Jo's Footwork Studio Store

All dance attire and dance shoes may be purchased online via our convenient Nimby Dancewear store. [Click here](#) to visit our store and make your purchases!



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### SHINING STARS (Ages 2 - 6)

**Girls:** Sparkle Tutu Dress (order through [Jo's Footwork Studio Store](#) or at the studio), light pink tights, pink ballet shoes (and black patent leather tap shoes for combo class).

**Boys:** Black jazz pants & white t-shirt, black ballet shoes (and black leather tap shoes for combo class)

### KINDER – JAZZ/TAP & BALLET/TAP

**Girls:** Leotard, Black Jazz Pants OR Black Spandex Shorts. Tights. Pink ballet shoes, tan jazz shoes, black patent leather tap shoes.

**Boys:** Black jazz pants and white t-shirts. Black ballet shoes, black leather tap shoes.

### KINDER – HIPHOP

**Girls:** Fitted T-Shirt, fitted shorts, joggers, leggings or sweatpants.

**Boys:** Fitted T-Shirts, joggers or sweatpants.

All dancers need a pair of gym shoes to only be worn in the studio during class and not to be worn outside.

### MINI POMS & POM/JAZZ

Leotard with jazz pants or spandex shorts with tan tights, or Capris, and tan pull-on jazz shoes. Dancers will need to purchase pom poms from the office prior to the start of class.

### JAZZ & LYRICAL

Leotard or fitted athletic tops with jazz pants, leggings, OR spandex shorts with tan tights and tan pull-on jazz shoes.

### TAP

Leotard or fitted athletic tops with jazz pants, joggers, capris OR spandex dance shorts with tan tights. Levels IIA and below wear black patent shoes. Levels IIB & Up wear black full sole shoes.



# Jo's Footwork Studio Handbook

## DRESS ATTIRE REQUIREMENTS (continued)

### HIP HOP

Fitted T-Shirt, jazz pants, joggers, capris, OR spandex dance shorts with tan tights. All dancers need a pair of gym shoes to only be worn in the studio during class and not to be worn outside.

### POM DANCE

Leotard or fitted athletic tops with jazz pants or spandex shorts with tan tights, or capris, and tan pull-on Jazz Shoes. Dancers will need to purchase pom poms from the office prior to the start of class.

### TUMBLING/CONDITIONING

Leotard or fitted athletic tops with jazz pants, leggings, OR spandex shorts with footless tan tights. Dance Shoes are NOT required.

### BALLET CLASSES - Each Ballet level requires a specific color leotard (order through Studio Store)

- Ballet I thru Ballet IIA - Light blue leotard, pink tights, full sole pink ballet shoes
- Ballet IIB/C – III - thru Ballet V - Lavender leotard, pink tights, pink ballet shoes (split sole – canvas or leather).
- DemiPointe (ages 11 - 13yrs) – Wear attire noted for regular/assigned ballet class
- Beginning Ballet (Teen/Adult) through Continuing Ballet - Burgundy leotard, pink tights, pink ballet shoes (split sole – canvas or leather).
- Continuing/Intermediate through Intermediate/Advanced Ballet - Navy blue leotard, pink tights, pink ballet shoes (split sole – canvas or leather).
- Boys/Mens Ballet - Black jazz pants or black spandex shorts, white t-shirt, black ballet shoes
- Pointe Classes - Dancer to wear designated Ballet class leotard

### HAIR AND TIGHTS NOTE FOR BALLET CLASSES

- Footless tights are not allowed in any ballet class. Only footed or convertible are allowed
- Hair must always be in a bun



***Remember to purchase all your dancewear and dance shoes from our Jo's Footwork Studio Store!***

**[CLICK HERE](#)**



# Jo's Footwork Studio Handbook

## 2025-2026 STUDIO CALENDAR

**Tuesday September 2, 2025.** Classes begin! Registration is accepted now through Session II (based on class availability and dancer ability). Registration is accepted on-line, 24 hours-a-day 7 days/week!

**Monday September 1, 2025.** Labor Day – NO CLASSES – Studio Closed

**Thursday, October 16, 2025.** Notification to review account for Session II

**Thursday, October 23, 2025.** Auto Billing/Charging for Session II Tuition

**Tuesday, November 25 - Sunday, November 30, 2025.** Thanksgiving Break (Monday, November 24 classes are in session as a “make up” for Labor Day holiday 9/1 ~ Studio is then closed starting on Tuesday 11/25/25 – Sunday November 30, 2025 – classes resume Monday, December 1, 2025)

**Friday, December 5, 2025.** Costume Fee Billed

**Monday, December 22, 2025 - Sunday, January 4, 2026.** Christmas/Winter Break – Studio is CLOSED

**Thursday, January 15, 2026.** Notification to review account for Session III

**Thursday, January 22, 2026.** Auto Billing/Charging for Session III Tuition

**Thursday, March 12, 2026.** Notification to review account for Session IV

**Thursday March 26, 2026.** Auto Billing/Charging for Session IV Tuition

**Sunday, March 29, 2026 - Sunday, April 5, 2026.** Spring Break (Studio closed – NO CLASSES)

**Monday, May 25, 2026.** Memorial Day – Studio Closed – Classes Resume 5/26/26

**Monday, June 1, 2026.** Make up class for 5/25/26 Memorial Day Holiday

**June 5 -7 , 2026.** Dress Rehearsal & Recital! Exact days and times TBD.

## SESSION DATES

- SESSION I: Tuesday, September 2, 2025 through Sunday, November 2, 2025
- SESSION II: Monday, November 3, 2025 through Sunday, January 25, 2026
- SESSION III Monday, January 26, 2026 through Sunday April 5, 2026
- SESSION IV: Monday, April 6, 2026 through Saturday, June 6, 2026