

EMERALD CITY DANCE EXPLOSION

2025-2026 Handbook

Where Every Student is a STAR!



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Greenwood, SC 29649

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WELCOME BACK TO DANCE!!!

We are so excited about this year and absolutely THRILLED to be celebrating our 25th year with you and your dancer(s)!!!! We are gearing up for a FANTASTIC year and couldn't be happier that you and your dancer are a part of the excitement that IS EMERALD CITY DANCE EXPLOSION!!! Our highly trained, educated, and talented staff is very excited for this season. We are focused on helping your student learn by giving individual attention in a group setting, giving viable corrections, hands on training, and knowledgeable guidance in all the dance styles we offer!! Thank you for choosing us for your child's dance education!! Trust that our program focuses on technique, flexibility, and terminology in each of the dance styles we teach to help your student grow as a person and as a dancer.

Please make sure you read through and save our handbook. It contains everything you need to know for the entire year, including important dates, fees, and policies for the season. You can refer back to it throughout the season to help to make our year run smoothly.

Again, we would like to welcome you to our dance studio as we celebrate 25 years of dance excellence!!! We love each of our students like they are our own children and we are excited to have them in class this year!!

As always, please do not hesitate to contact us with any questions!!

Keep dancing!

Mrs. Suzy

Faculty

Suzy Shaw *Owner/Director*

Suzy founded Emerald City Dance Explosion in 2001 and has grown it into a thriving school that provides high-quality dance training and meaningful performance opportunities.

Trained extensively in all dance genres by leading industry professionals, Suzy was a member of the nationally ranked company The Southern Strutt in Columbia, SC in high school and then the Lander Dance Company during college. While a student at Lander University, she continued her training and education abroad in England studying theatre and dance at Plymouth University.

As a teacher and choreographer, Suzy emphasizes both artistry and the well-being of her students. She is deeply committed to creating a safe and supportive environment, is knowledgeable of childhood development and its role in dance education, and the unique needs of young performers. She also stays current with industry trends, critiques, and evolving practices to ensure her students receive the highest quality training.

Her choreography has received numerous awards and industry recognitions, with her work earning acclaim at regional and national competitions. Under her guidance, ECDE students have become national title holders, professional dancers, and respected educators in the field. With more than two decades of leadership, Suzy continues to inspire dancers to pursue excellence both on and off the stage.

Emily Burch

Emily joined ECDE when its doors opened in 2001 as a student and has remained as a faculty member. In addition to teaching and assisting with studio operations, she directs the ALL STARS Program, an inclusive program for dancers of all abilities. With a background in physical therapy, she enjoys integrating her knowledge of anatomy and injury prevention into her classes. Emily has a strong passion for providing ALL children the opportunity to dance and shine like a STAR!

Rachel Carter

Rachel has been part of ECDE since the age of three, first as a student and competitive dancer and then returned as an instructor in 2024. Rachel teaches dancers of all ages across all genres. Living out her dream as a professional performer, Rachel is currently an Atlanta Falcons Cheerleader, bringing her passion and experience back to inspire the next generation of ECDE dancers.

Barbara English

Barbara is originally from Liverpool, England, and has been teaching dance for over 40 years. She is the owner of English Theatre Arts in Greenville, SC. Her ballet classes follow the IDTA curriculum, and many of her students have gone on to train at the SC Governor's School for the Arts, college programs, and professional dance companies. Barbara brings a wealth of knowledge and expertise to our ballet program, inspiring dancers through high-quality training and opening doors to opportunities in the professional ballet world.

Jennifer Lybrand

Jennifer grew up dancing and cheering, developing a lifelong passion for the performing arts. She first joined Emerald City Dance Explosion as a student in the adult class before becoming part of the faculty in 2009. With her background in early childhood education, Jennifer brings both creativity and developmental knowledge to the classroom. She leads ECDE's Little Stars program, where she nurtures confidence, coordination, and a love of dance in the studio's youngest performers.

Anna Reynolds

Anna was a student of ECDE for fifteen years and began her teaching career at age 17. As a co-founder of the Lander University Rockettes, she has experience in leadership, choreography, and dance education. Anna is a vital part of ECDE's competitive program and continues to share her passion for dance, inspiring students in the very same classrooms where she once trained.

Megan Saylor

Megan discovered her love for dance as a student at ECDE and later returned to teach in 2021. She holds a BFA in Dance Performance and Choreography from Columbia College (SC) and an MA in Dance & Movement Therapy and Counseling from Columbia College (Chicago). In addition to teaching at ECDE, Megan is a member of two professional dance companies in South Carolina. A performer, educator, Pilates instructor, and Dance/Movement Therapist, Megan blends her professional experience and passion for storytelling through movement to inspire her students.

Check out our faculty's full bios
on our website!

Communication



PHONE: 864-554-4226



EMAIL: emeraldcitydanceexplosion@yahoo.com



WEBSITE: www.emeraldcitydanceexplosion.com



FACBOOK: Suzy Connolly Shaw



INSTAGRAM: @emeraldcitydanceexplosion

The best way to contact us is via email. You can also reach us by call, text, and social media messaging.

Teachers are not available for questions during regularly scheduled class times (Monday-Thursday 4:00-8:30pm).

IT IS NOT OKAY TO INFRINGE ON CLASS TIME PAID FOR BY OTHER STUDENTS!

Important announcements and reminders will be posted on the lobby doors, website, social media and sent via email.



MASTER CALENDAR

Important Dates At-A-Glance

Aug 18 - Dance Starts Back!
Aug 18 - Tuition Payment #1 Due
Sept 1 - Tuition Payment #2 Due
Sept 1 - STUDIO CLOSED
Oct 1 - Tuition Payment #3 Due
Oct 15 - Costume Fees Due
Oct 27-30 - Wear your Halloween Costume!
Nov 1 - Tuition Payment #4 Due
Nov 15 - Parade/Christmas Show Fees Due
Nov 23-29 - STUDIO CLOSED
Dec 1 - Tuition Payment #5 Due
Dec 7 - Greenwood Christmas Parade
Dec 8-13 - Christmas Mouse Rehearsal Week
Dec 14 - The Christmas Mouse
Dec 15-Jan 4 - STUDIO CLOSED
Jan 1 - Tuition Payment #6 Due
Feb 1 - Tuition Payment #7 Due
Feb 15 - Recital Fees Due
Mar 1 - Tuition Payment #8 Due
Mar 29-Apr 4 - STUDIO CLOSED
Apr 1 - Tuition Payment #9 Due
May 1 - Tuition Payment #10 Due

Studio Policies

Please read carefully as some of our policies are new for 2025-2026!

DROP OFF PROCEDURES

Students must arrive on time for class. Parents should remain with their dancer outside until the door opens for class. Upon entering the studio, dancers should remove street shoes and place their belongings in the lobby.

DO NOT OPEN THE STUDIO DOOR DURING CLASS!

You are welcome to use the restroom at T.W. Boons.

This rule is strictly enforced.

PICK UP PROCEDURES

Wait for the teacher to open the lobby door at the end of class. For the safety of your child, we ask that you make every effort to pick up your child promptly at the end of class. You must pick up your child at the door as class is being dismissed. **Children will not be sent into the parking lot to meet you at the car.**

INCLEMENT WEATHER

Should there be severe weather of any kind, ECDE will post announcements on the website, studio voicemail, and social media pages regarding studio closures or altered schedules. We will not be closed just because schools may be closed!

MEDICAL INFORMATION

To ensure the safety of your child, please inform Suzy directly (written or otherwise) of the following situation(s) concerning your child immediately.

- Known medical conditions or injuries
- Allergies
- Medications currently taking and possible side effects

If your child is symptomatic of any illness, DO NOT bring them to dance!

****Sick children will be sent home immediately!****

PHOTO RELEASE

By enrolling in Emerald City Dance Explosion, you grant permission for the studio to photograph and videotape your dancer during classes and studio events. These images and videos may be used for promotional purposes including social media, studio website, and other marketing materials. If you do not consent to this, you must notify us in advance by emailing emeraldcitydanceexplosion@yahoo.com.

Studio Policies

ATTIRE

Dancers!! Cover your bodies on the way in to, out of, and while in the lobby of the dance studio! Wearing only dance clothes is NOT enough coverage.

- Dancers need to wear dancewear that is appropriate for class. (Upper-level ballet classes are required to wear leotard and tights, skirts are optional.)
- Hair should be securely pulled back off the face and neck.
- NO jewelry should be worn during class.

SHOES

- Dance shoes should be purchased through Emerald City Dance Explosion. Shoes may be fitted and purchased at any time during year through The Dancer's Pointe.
- Label all shoes with your dancer's initials on the *inside* of the shoe.
- Dance shoes must be kept in your child's dance bag. Do not wear them outside!!
- Dancers/parents must remove street shoes when entering the dance studio.

FOOD/DRINK

- Small snacks are permitted for dancers with multiple classes. Snacks should be mess-free. Due to dancers with severe allergies, ABSOLUTELY NO PEANUT BUTTER AND NO EGGS are allowed in the studio.
- You may bring bottled water as there is not a water fountain in the building. No other drinks besides water are allowed. Water MUST be in a bottle with a cap/lid.

CELL PHONES/ELECTRONICS

All student cell phones must be silenced and are not allowed to be used during class. No Apple Watches or other smart watches are allowed to be worn during dance class. Electronic devices will be taken from the student if this rule is broken. If you need to reach your dancer during class time, please contact us on the studio phone line directly at 864-554-4226.

CLASS & STUDIO ETTIQUE

Dancers are expected to be on time and prepared for class each day. Dancers waiting in the lobby or other common areas should remain quiet and not disrupt classes in session. All dancers are expected to clean up after themselves and throw trash in trashcans. No writing or marking on walls, railings, windows or equipment is allowed. Dancers should not pick or pull up tape on the dance floors. We expect students to respect the studio space and ensure it is clean and safe for all dancers!

Tuition & Fees

REGISTRATION

- Registration is \$35.00 for the first child and \$25.00 for each additional child.
- Registration fees are due when registration form is turned in.
- Registration fees are non-refundable.

TUITION

- Tuition payments are calculated by total number of dance weeks and divided into ten equal payments (August - May).
- Tuition is due on the 1st of each month.
- Tuition is considered late after the 10th of each month. A late fee of \$15.00 will be applied to all overdue accounts on the 11th of each month. (Late fees will begin with payment #2 in September.)
- Tuition is not prorated at any time during the year.
- No refunds for missed classes will be given.

**Should you need to withdraw your dancer from class, the studio must be notified in writing. Students will continue to be billed until proper notification has been given.*

COSTUME FEES

*Costume fees are non-refundable. Costumes will be sent home with dancers AFTER the May recital.

- The FIRST costume is \$135.00 (this includes recital tights)
 - Additional costumes are as follows:
 - Hip Hop: \$147.00
 - Tap: \$117.00
 - All other genres: \$97.00
- Costume fees are due on October 15, 2025. A costume fee invoice will be sent out in September with the breakdown of fees for each dancer.
 - Payment for costumes received after October 15, 2025 will have a late fee of \$15.00 per costume.
 - Costumes will not be ordered until you have paid for them.
- Camisoles: \$25.00
- Additional tights: \$16.00 child sizes; \$18.00 adult sizes

Tuition & Fees

CHRISTMAS MOUSE/CHRISTMAS PARADE FEE

- Christmas Mouse/Christmas Parade Fee is \$75.00 per dancer.
- Christmas Mouse/Christmas Parade fees are due by November 15, 2025.
- These fees cover the costs for the parade (registration, float, t-shirt, accessories, etc) and the Christmas show (venue, event staff, rehearsals, costume rentals, etc)
- Any adult walking or riding the float in the parade must purchase a Christmas t-shirt. T-shirt pricing will be available in November.

RECITAL FEE

- Recital fees are due by February 15, 2026.
- Recital fees are as follows:
 - Single student/First child - \$85.00
 - Second child - \$75.00
 - Third child - \$65.00
- Recitals fees cover recital t-shirt, medal, and digital recording of the show. These fees also assist with covering the venue, event staff, rehearsals, etc.

TICKETS for both The Christmas Mouse and the Recital will be sold through dancerecitalticketing.com and are not included in the above fees. Every attendee (not performing) will be required to purchase a ticket.

Tuition & Fees

ECDE utilizes QuickBooks for invoicing and processing electronic payments.

How do I know what I owe?

Monthly tuition will be stated with your dancer's class schedule upon registration. All other fees are discussed in this packet.

Monthly invoices will be sent via email. Text messages with a link to your invoice is also available if you choose.

How do I pay?

Payments can be made through QuickBooks, check or cash.

Quickbooks: Acceptable forms of payment include Visa, Mastercard, Discover, American Express, Apply Pay, Venmo or PayPal. Pay directly from your phone or computer via the link emailed to you each month!

**AUTO-PAY: If you would like to enroll in auto-pay for monthly tuition payments, please contact us via email. Please note that recurring tuition payments are eligible for auto-pay, but costume fees, Christmas Show/Parade fee, and Recital fee will be billed in separate invoices and need to be paid manually through the email link provided with the invoice.*

Check: If paying by check, please include dancer's name and month/fee you are paying in the memo line. *Place directly in the payment box located in the downstairs studio!

**Note: There will be a \$35 fee for returned checks.*

Cash: Please place cash in a sealed envelope with your dancer's name on the front, date payment is submitted, and month/fee you are paying for. *Place directly in the payment box located in the downstairs studio! (Please submit exact cash amount only, as no cash/change is kept in the studio.)

What if I have a question?

Please email ecdeaccountquestions@yahoo.com for any questions regarding your dance account, balance, and payments.

ECDE PAYMENT CHECKLIST

2025-2026

✓	Due Date:	Payment/Fee
	upon registration	Registration
	8/18/25	Payment #1
	9/1/25	Payment #2
	10/1/25	Payment #3
	10/15/25	Costume Fees
	11/1/25	Payment #4
	11/15/25	Christmas Show/Parade Fee
	12/1/25	Payment #5
	1/1/26	Payment #6
	2/1/26	Payment #7
	2/15/26	Recital Fee
	3/1/26	Payment #8
	4/1/26	Payment #9
	5/1/26	Payment #10

Nutcracker Tea



We are delighted to share that this year, the beloved holiday tradition of **The Nutcracker Tea** is coming to the Emerald City!

In collaboration with English Theatre Arts, led by our ballet teacher Barbara English, this magical production has been performed for years in Greenville, SC. Several of our ECDE dancers have had the joy of participating in the past, and now by bringing it to Greenwood, even more of our students as well as other students in our dance community will have the opportunity to experience this special holiday performance.

We can't wait to share the magic of this tradition with our community! Stay tuned for details on dates, tickets, and how to join us for this festive celebration.

Greenwood Christmas Parade

**Uptown Greenwood's Annual Christmas Parade
will be on Sunday, December 7th at 2:30pm.**

Younger students will ride the float in the parade. Older students may walk and perform for the judges. There will be extra rehearsal time scheduled 1-2 weeks prior to the parade for the dancers that are walking and performing.

Any parent/adult that wishes to ride the float or walk with their child will need to purchase a parade t-shirt from the studio!

Details regarding rehearsal time, parade packet pick-up, and drop off/pick up on day of parade will be sent out at a later date!

The Christmas Mouse

ECDE's annual Christmas show "The Christmas Mouse" will be on Sunday, December 14th at the Greenwood Community Theater.

All ECDE students will perform in The Christmas Mouse!

Dancers must have a zero balance to participate in the Christmas show!

REHEARSAL WEEK: December 8 - 12th

Rehearsal schedule will be sent out in November.

COSTUMES: All costumes will either be borrowed from the studio or something from your dancer's closet.

All dancers in costumes will need tights. Dancers in more than one dance will be required to have a camisole to wear under their costumes. No dancer should be naked at any point during the Christmas show. *Tights and camisoles are available for purchase at The Dancer's Pointe!

SHOWTIME: There will be 2 shows on December 14th. Your dancer may be assigned to one or both shows. Detailed information and show assignments will be sent out in November.

TICKETS: ALL attendees will be required to purchase a ticket, regardless of age. Tickets are sold per show with assigned seating. Tickets will be sold via dancerecitalticketing.com. For the safety of all dancers, a full list of attendees must be turned in before purchased tickets will be released for printing. Detailed information and instructions for ticket sales will be sent out in November.

Recital 2026

ECDE's annual recital will be held in May 2026 at Lander University.
Date of recital will be announced in early 2026.

Dancers must have a zero balance to participate in the recital!

REHEARSAL WEEK: Dress rehearsal will be the week prior to the recital. A detailed schedule will sent out once dates are confirmed.

SHOWTIME: There will be two shows on the day of the recital. Your dancer may be in one or both shows. Show assignments will be sent out once dates are confirmed.

COSTUMES: All costumes will be kept at the dance studio until the recital. Costumes will go home with dancers at the end of their last show.

All dancers will receive a pair of tights for the recital. Dancers in more than one dance will be required to have a camisole to wear under their costumes. No dancer should be naked at any point during the recital process.

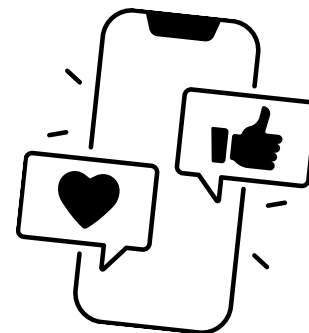
Camisoles and additional tights are available for purchase at The Dancer's Pointe!

TICKETS: ALL attendees will be required to purchase a ticket, regardless of age. Tickets are sold per show with assigned seating. Tickets will be sold via dancerecitalticketing.com. For the safety of all dancers, a full list of attendees must be turned in before purchased tickets will be released for printing. Detailed information and instructions for ticket sales will be sent out in April.



The Dancer's Pointe is located upstairs and accessed by the front entrance on the 2nd floor from the outdoor stairwell. Come see us for all your dance shoes, tights, camisoles, and dancewear needs!

Check out our website and social media for the most up-to-date hours!



Website: www.emeraldcitydanceexplosion.com/dancer-s-pointe

Instagram: @thedancerspointe