



2011-2012

# HANDBOOK

Directors:

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**STAFF:**

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**OFFICE STAFF:**

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## MISSION STATEMENT:

Welcome to The Dance Co! We are a studio dedicated to providing the best possible training in all forms of dance in a safe, nurturing and positive environment.

We believe that teaching dance teaches life! While we provide expert technical training for the professionally minded dancer, we promote self-esteem, personal achievement, community, family and a life long love of dance.

Our teachers are excellent role models, accomplished dancers and choreographers who care about students individually. The Dance Co. is "home" to hundreds of young dancers and their families, a place where creativity, self-expression, and personal growth are encouraged.

In an age where competition dancing has become the focal point of many dance studios, The Dance Co focuses on teaching the solid technique needed for each form of dance, age appropriate choreography and the importance of being a healthy, well rounded proficient performer.

Above all, we allow each dancer to find their voice, push boundaries, and explore their potential as we all, at The Dance Co. experience the joy that dance brings.

# STUDIO STANDARDS & RULES:

Only water is permitted in the studios—No food or gum

Class will begin on time. If a student is 10 or more minutes late, they will be asked to check with the teacher before participating.

Behavior: Gossiping will not be tolerated. It is not productive and is harmful to your children. It undermines our efforts to provide a nurturing and safe environment for all to come and experience, parents and students alike.

Talking in class is a distraction to the teacher and fellow students. If a student has a question, they are to direct the question to the teacher and not another student.

Disrespectful or discourteous attitudes toward any staff member, fellow student or parent will not be tolerated.

It is important for the student to help keep the studio clean by taking all personal items with them when they leave. This includes dance bags, clothing, schoolbooks, etc. Water bottles should be disposed in the recyclable bin, and all band-aids and other trash thrown in the trash cans.

Students are not to correct fellow students in class. Corrections are to only be given by the teachers.

Parents may not give corrections or reprimand their child while class is in progress. This can be very distracting for the other students in class and takes the focus of the class away from the teacher. Parents are more than welcome to wait in the foyer or courtyard during the class.

Attendance is very important; however, please do not bring your child if he/she is ill. Please call The Dance Co. desk to inform the staff of your child's absence.

Non-solicitation: A student, parent, guardian, or other immediate relative of a student shall not, during this Agreement and for a period of one (1) year immediately following termination of a student's instruction at The Dance Co., either directly or indirectly, call on, solicit, take away, or attempt to call on, solicit, or take away any current customer, student, teacher, instructor, and/or student's parent/guardian of The Dance Co. for or to another dance studio or dance instruction course.

Non-competition: A student participating and/or performing in The Dance Co.'s performing group shall not compete in another performing group and/or dance group which competes with The Dance Co. without the prior written consent of either Donna Blanchard or Morgan Lightholder.

The Dance Co. may terminate a student's instruction and participation at all Dance Co. events immediately if a parent, guardian, or student does not comply with The Dance Co.'s rules and regulations. The Dance Co. will not issue a refund under these circumstances.

The Dance Co. reserves the right to change information, standards and rules, including class times, teachers and prices when necessary without advance notice.

The Dance Co. reserves the right to refuse service to any person for any reason.

# TUITION, REGISTRATION & FEES:

## REGISTRATION FEE:

A non-refundable registration fee is required upon registration. Before participating in any class a Registration form, Release of Claims/Authorization form, and this Handbook must be signed by an authorized parent/guardian or, if the student is 18 years of age, the student may sign on their own behalf.

## TUITION:

Tuition is due no later than the 10<sup>th</sup> of the month. All payments must be received by the 10<sup>th</sup> to avoid late fees. Tuition can be paid by cash, check, or credit card (MC/VISA). All credit card transactions will include a \$1.50 transaction fee. The Dance Company does not refund tuition payments.

## MISSED CLASSES:

The Dance Company is not responsible for missed classes. A make up class may be substituted in an appropriate level. Please check with your child's teacher or the desk staff for appropriate classes. No tuition will be reimbursed for missed classes.

## LATE FEE:

If tuition is not paid by the 10<sup>th</sup> of the month, a \$15.00 late fee will be added to the next month's tuition if not paid. This fee is not optional. A bill will be sent out on the 11<sup>th</sup> of the month, as well as an email. If payment is not received within a week of receiving the bill you will receive a phone call. If payment is not received within 1 month your child will not be allowed to take class until the account is paid in full.

## COSTUME FEES:

The Dance Company holds two annual performances. These performances include class numbers that our students work on through the year. There is a costume requirement for each class number. The costumes typically cost between \$55.00 and \$80.00 per class number. The range is dependent upon age level, costume style, etc. Custom costumes begin at \$80.00 per costume.

# PERFORMANCES:

The Dance Company has two annual performances:

## FALL/WINTER PERFORMANCE:

Stars/Ballet

Early February

Typically performed at The Downey Theatre

Not all classes perform in this show. Your teacher will let you know if your child's class is included in this show.

## SUMMER PERFORMANCE:

Annual Recital

Typically Late June

Typically performed at the Karen Carpenter Center at CSULB

All classes perform in this annual recital

## DRESS CODE:

### BALLET:

Pink split sole ballet slippers, black leotard and pink ballet tights (No skirts or legwarmers)

### JAZZ:

Jazz Shoes or dance paws (check with instructor), jazz pants, jazz shorts, and a form fitting top or leotard

### CONTEMPORARY JAZZ:

Jazz Shoes or dance paws (check with instructor), jazz pants, jazz shorts, and a form fitting top or leotard

### TAP:

Tap shoe required (Check with instructor for style), jazz pants, jazz shorts and a form fitting top or leotard

### HIP-HOP:

Sneaker preferred, wear cool and loose fitting clothing. Kneepads sometimes required. A baseball or other hat is optional. No jeans, shorts, sandals or bare feet.

### PRE COMBO/COMBO:

Black tap shoes, pink ballet slippers, solid color leotard and pink tights

### LYRICAL:

Jazz shoes or dance paws, jazz pants, jazz shorts and a form fitting top or leotard

### THEATRE DANCE:

Refer to Jazz section

### FIT BALL/PILATES:

Comfortable work out clothes

## STUDIO CLOSURE DATES:

The Dance Company is typically closed on the following dates each year:

- Labor Day Weekend
- Halloween (Affects classes after 5pm or otherwise informed by directors)
- Thanksgiving Weekend (Thursday – Sunday)
- Winter Holiday (Typically two weeks)
- Easter Weekend (Good Friday and Saturday)
- Memorial Day Weekend
- Recital Dates
- Recital Break (Typically the week after recital)

Please check the studio and/or website for the exact dates and the most up to date information.

Please note:

The Dance Company does not follow any school district closure dates.

The Dance Company reserves the right to change and/or add closure dates if necessary.

Make up classes for any of the dates above are highly recommended.



I, the undersigned, have read this Handbook/Rules & Regulations and agree to all of its terms. Furthermore, I agree and warrant that I have the sole authority to register my child with The Dance Co. and to bind myself, the other parent/guardian of my child and my child to these rules and regulations.

On behalf of my child and myself (or if I am over the age of 18 years old, on my own behalf), I agree that both myself, the other parent of my child (if applicable), and my child, if applicable, understand and voluntarily agree to abide by all of the above rules and regulations and any forthcoming amendments to these rules and regulations without notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Student name: \_\_\_\_\_