

Student/Parent Handbook  
2019-2020

The  
Dance  
Company

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**RESPONSIBILITY TO BE AWARE OF POLICIES, DATES AND EVENTS.** It is the responsibility of students and parents to be aware of TDC policies and payment schedules, as well as studio activities, performances, and dates the studio is open and closed. Reminders will be posted at the studio, and notices may be sent home with students, but primarily, important information is sent by email. It is the responsibility of students and parents to read all notices, including emails, and to regularly check bulletin boards and our website to ensure you are informed.

**REGISTRATION COMMITMENT.** Registering commits you to the full class season (September through May). If a student must withdraw, written notice must be given prior to the 15th of the month before the next payment is due to avoid being charged. Although the Summer Session and Summer Rainbow of Dance will be charged separately, it is expected that all students participate in order to continue advancement.

**REGISTRATION & TUITION PAYMENTS.** There is a non-refundable registration fee of \$25 per student or \$40 per family per year. This helps cover insurance, bookkeeping and other administrative costs. For your convenience, season tuition is divided into five installments. (Four equal installments throughout the year, and one half-payment in May.)

**Tuition is based upon the total number of classes offered during the season and divided into payments.** Therefore, tuition payments are the same for each payment period, regardless of the number of classes offered or attended. The actual number of classes will vary each month.

Tuition is to be paid by a series of automatic debit or credit card payments or electronic checks. Debit or credit cards will be charged on the 1st of September, November, January, March, and May. Any changes to payment method or accounts must be made **prior to the 15th of the month before the next payment is due** (i.e. updating credit card, bank account information, or student withdrawals.)

A **\$10 collection fee** will be charged to families whose payment is declined for any reason (loss, termination, new card number, new expiration date, etc.) An additional **late fee of \$10** may also be assessed for overdue payments. Tuition is non-refundable and non-transferable. **Tuition is based on reservation of space, not attendance;** therefore, no refunds or credits will be given for absences.

**STUDENT WITHDRAWALS.** If a student withdraws in the middle of a payment period, tuition for the current period is non-refundable. Students are automatically enrolled for each subsequent payment period on the 15th of the month before the next payment is due. After that date, the next tuition payment becomes due and payable. *No withdrawals will be accepted after the 15th of the month before the next payment is due.* To withdraw a student from classes, a parent must:

- **Inform the TDC Office Administration (not the teacher), prior to the 15th of the month before the next payment is due, and**
- **Complete and sign a Class Change form provided by the office.**

**Calling, speaking to someone, telling a teacher or e-mail are not accepted as forms of withdrawal.**

**ATTENDANCE & MAKE-UP CLASSES.** In order to progress properly, regular attendance is necessary. Please make certain that your student attends consistently. Attendance is considered when placing a student in the appropriate class level. Make-up classes are available for you if you wish to take advantage of that program. If you do not take advantage of our make-up program, please note that we do not prorate and no refunds are given. Ask your instructor or office personnel for make-up times.

**DANCE CLASS ETIQUETTE.** Dance classes require an expected decorum that is part of tradition. In ballet classes, an air of formality and discipline reflects the aesthetic quality of ballet as an art. In all classes, the teacher gives the students exercises; the students perform them, and the teacher responds to

their performance with constructive feedback. Individual corrections are often given in class. Students are expected to be accepting and appreciative of these suggestions for personal growth and improvement. Dancers should also listen and apply to their own work corrections given to others. Students are encouraged to ask questions of the instructor. Beyond this, students should not engage in conversation. Be polite and respectful of the instructor and other dancers. Full attention should be given to the instructor. Each student should be serious and work hard so *everyone* can benefit and progress as scheduled. A student who is disruptive in any way may be asked to observe class. If behavior becomes an ongoing problem, the student may be dismissed from our program. Gum is *never* allowed at TDC.

**DISCIPLINE & EXCELLENCE.** The Dance Company provides a positive environment where all students are expected to *strive for excellence* to the very best of their abilities. We, in turn, will always strive to make a positive contribution to the lives of our students by giving them the individualized guidance and attention, while instilling the values of commitment, respect, hard work, discipline and artistry. In this way, an education in dance teaches life lessons far beyond steps and movements. If a student does not wish to learn these principles, we may not be a good fit for you.

**PUNCTUALITY.** We expect our students to be on time for class. In the event that a student is late, she should enter the classroom prepared to dance, and stand in the doorway until the teacher invites her into the classroom. A student arriving more than ten minutes late may be asked to sit and observe the class and write an observation paper. Disruptions are not conducive to good training; but more important, the exercises at the beginning of class are a crucial foundation of good technical training, and a dancer not properly warmed up during the beginning of class is more likely to suffer an injury. Parents must understand that although you are paying tuition for that class, this policy exists to prevent injury and refunds will not be given. If a student is habitually tardy, a conference may be scheduled with the parent.

**CLASS ATTIRE & HAIR.** All students must follow the TDC Dress Code. Dressing like a dancer contributes to performance attitude, which emanates from within the dancer. PLEASE, NO SWEATSHIRTS OR OTHER LOOSE-FITTING CLOTHING. See the current Dress Code section in this handbook for uniform details. Dangle earrings, bracelets, or necklaces are *not* allowed in any dance class. If for reasons beyond her control, a student is unable to be dressed or groomed appropriately, she needs to speak to the instructor before class, and she may be asked to observe. Always have an instructor check new shoes for fit before wearing. **We require that students wear a “cover-up” when outside the building.** Cover-ups consist of a shirt, pants or skirt, and street shoes. **Do not wear any dance shoes outside, and do not wear any street shoes in the studio.** Hair should be NEATLY GROOMED in a bun, French braid pinned up off neck, or pulled back out of the face if too short for the above. Jazz, Tap, Contemporary and Hip Hop students may wear hair in a *neat* ponytail. *Repeated disregard for apparel and grooming requirements will result in a student losing the right to participate in class.*

**CLASS PLACEMENT.** Please understand that our goal is to help dancers reach their fullest potential, and we place students in the classes that will best facilitate their personal progress. We try to keep the age ranges as close together as possible; however, each student's technical capability is the primary indication for placement. One student may differ in age from other students in the same class. Although placement does occur at the beginning of each dance year, we are regularly watching students who are both in need of special attention or mid-year advancement. Sometimes there is a tendency for students to expect to be placed in classes beyond their technical level for convenience or as a status symbol. A student who is placed above her ability not only struggles in class, but also makes it more difficult for the teacher and other students in the class. Imperative to the progress of each student, there needs to be a clear recognition of the criteria and level of each class. *For a student to push into a class ahead of her capacity is a barrier to the improvement for which the student is striving.* “Moving up” should not be expected every year. **Students advance to the next level according to ability, and not necessarily the number of years they have taken classes.** Each level follows a specific curriculum and it is crucial that

each student master the technique of that level before advancing to the next. Since dance builds off itself, if the student has not mastered the syllabus of one level, she is unable to correctly grasp the new concepts presented in the next level. At the end of each year, we as a group place each student according to both her progression and the general ability of each class level. Our faculty knows the student's ability on a daily/weekly basis. Although there will always be a top, middle, and bottom of the class, a student will be placed in the appropriate level for her, and each teacher will work with her according to the level of the class, not the name of the level. Please trust our judgment as professionals in making the decisions that we do.

**ADVANCEMENT & PROMOTION.** Advancement criteria is based on the following:

**Technical Skill Development:** Proper alignment and placement, use of turn-out, physical strength, coordination, classical line, musicality, cleanliness, and clarity of movements and positions, movement quality and performing skills (in class, rehearsals and stage). *The correct execution of steps and movements is much more than simply a knowledge of the steps.*

**Attendance:** Students are expected to attend every class in which they are enrolled. Please notify the office prior to an absence.

**Positive Attitude:** Students must have a positive attitude in addition to following *Dance Class Etiquette* (page 4) guidelines.

**Promotions:** Students are promoted on an *individual* basis. **Students should not expect to advance through levels at the same rate as their friends.** It is not uncommon for a student to remain in the same level for two or more years.

**PICK-UP POLICY.** To ensure the safety of our students, no student should be waiting to be picked up longer than 5 minutes after class has ended, unless arranged with TDC. The parents are solely responsible for their student after class ends. All instructors, staff, guests, students and any and all parties of liability are absolved once the student's class has ended. If your student attends one of the last classes of the day, please be considerate of staff members by being prompt so the studio can be closed.

**PARENT OBSERVATION.** Parents are invited to observe one class during the last week of each payment period. Parents need to check in with the office and teacher before observing class. Young students have a very difficult time concentrating when parents and siblings are watching through the studio or making a lot of noise outside the doorway.

**OPEN COMMUNICATION.** At The Dance Company we value your input. It is through productive parent involvement that our program continues to improve. If a student or parent has any concerns, we would like to discuss them in person in order to come to a viable solution. Anonymous comments or complaints are thrown away, unread. We ask parents to be supportive of our teachers and their artistic decisions. When you enroll your dancer in a class, you voluntarily put yourself in that teacher's hands. We do not tolerate negativity or undermining of a teacher's artistic authority. We work hard to maintain a positive caring environment.

**SPRING CONCERT. THIS IS A CONCERT YEAR!** The year of the Spring Concert we emphasize technique, but we also use class time to learn and rehearse performance choreography. **This year is our concert year at Kingsbury Hall. Because of this, there are costume and concert fees associated.**

Each dancer is expected to perform in the concert, unless his/her class is not a concert performance class. It is indicated upon registration and on the schedule which classes will not dance in the concert. If your dancer is unable to participate in the concert, prior notice has to be given in writing to TDC staff in September.

Each performing class will have a costume fee of \$80. Keep in mind dancers may be in multiple

performing classes and therefore have multiple costume fees. **Each dancer enrolled in ballet will be auto-charged their costume to the card on file on OCTOBER 1st. All jazz and contemporary costumes will auto-charge NOVEMBER 1. All hip hop costumes will auto-charge DECEMBER 1st. Any remaining costume (Tap/Ballroom/Musical Theatre, etc.) will be charged on January 1st.** If you do not wish to have the costume fees automatically charged, you are required to make arrangements with TDC staff prior to the first billing date. Costume fees are non-refundable.

**CONCERT FEE:** The concert fee is \$50.00 per family. This goes directly to help defray the expense of facility rental, insurance, technicians, etc. This fee will be automatically charged on MARCH 1st. If you do not wish to have the concert fees automatically charged, you are required to make arrangements with TDC staff prior to the billing date. Your concert fee includes 2 tickets to 1 concert show. Concert fees are non-refundable.

**PHOTO RELEASE.** TDC is hereby granted permission to take photographs and videos of students to use in brochures, web sites, posters, advertisements and other promotional materials it creates. Permission is also granted for TDC to copyright such photos and videos in its name.

**ASSUMPTION OF RESPONSIBILITIES AND RISK.** Dancing is a potentially dangerous activity. Although it is not expected for students to sustain injuries, the possibility exists. Parents assume responsibility for the safety of their student, understanding and accepting the risks involved with dance training. By assuming this risk, parents and students completely absolve all directors, instructors, staff, guests, students, and any and all other parties of liability for risk of harm. Parents and students waive the right to any legal action for any injury sustained on TDC property resulting from normal class activity or any other activity conducted by students before, during or after class time.

## **DRESS CODE**

*A dancer should always be perfectly dressed and groomed. It is part of the self-discipline which goes hand-in-hand with the dance training itself, and is evidence of the student's serious approach. A dancer's class uniform contributes to professionalism and class atmosphere. Class attire allows a student to move freely and without constraint, while enabling the student and the teacher to see the lines the body creates. To provide appropriate feedback, the teacher must clearly see each student's body alignment and movement at a glance. From the beginning, students should learn to meet the dress standards of a dancer. Repeated disregard for apparel and grooming requirements will result in a student losing the right to participate in class.*

**No dance shoes should be worn outside *The Dance Company* – not even “just from the car” into the building.** Those few steps pick up chemicals in the asphalt, oil and auto fluids leaked onto the parking lot, plus dirt and debris. Multiply that by hundreds and hundreds of pairs of feet, six days a week, forty-eight weeks a year, onto our specialized, expensive dance floors and you have a recipe for ruining our floors. IF YOU WEAR DANCE SHOES OUTSIDE THE STUDIO WALLS, THEY BECOME STREET SHOES, WHICH ARE ABSOLUTELY NOT ALLOWED ON STUDIO FLOORS.

**Mom and Tot:** Clothes to move in. **Bare feet.**

**Creative Dance:** *Girls:* Leotard and footless tights of choice. Bare feet. *Boys:* Leotard or t-shirt and shorts of choice. **Bare feet.**

**Jazz, Contemporary & Pre-Jazz:** *Girls:* Any dance top or dance leotard of choice (no midriff) paired with black dance shorts, capris, or dance pants. Tan jazz shoes (see chart below) are required, dance paws are optional. We highly recommend that each student own a dance sweater for cold weather, as other clothing such as t-shirts and sweatshirts are *not* allowed over the uniform. Black sweatpants *only* may be worn over the uniform *for the warm-up*. Hair should be worn in a neat ponytail, with any loose strands secured to the head with pins or clips.

*Boys:* Black jazz shorts or pants and white tank or t-shirt.

**Ballet & Pre-Ballet:** *Girls:* See chart for leotard and tights assignments. *Uniform dance sweaters* are required during cold weather. No underwear; wearing a leotard is like wearing a swimsuit. No rolled up tights; they should be worn to cover feet. Hair should be worn *neatly* in a bun, using a hairnet and hairpins, with any loose strands secured to the head with pins or clips. Keeping hair off the neck allows the teacher to visually assess alignment and how the dancer holds the neck in relation to the head and torso.

*Boys:* Black shorts or tights, white t-shirt or tank top. Black ballet slippers.

**About Ballet Slippers:** PLEASE DO NOT BUY BALLET SLIPPERS AT WALMART, TARGET, PAYLESS, OR ANY SIMILAR STORE! Shoes from the above listed stores will not shape to the foot; nor will the thick soles allow the student to fully stretch and point her feet. They often slip off

**at the heels and cause other frustrations, both for the student and for the teacher. You will save only a few dollars and have an inferior shoe. New ballet slippers must fit like a glove because the leather stretches to conform to the foot. Before buying the slippers, make sure all five toes reach the end of the shoe, without the toes curling under. Ballet slippers are usually one to two sizes smaller than regular shoes. Always have a teacher check new shoes for fit before you decide to keep them.**

**Tap:** Form-fitting dance top or leotard. *No bare midriffs.* Black shorts, capris or dance pants that show the lower leg. Lace-up tap shoes with split-sole or leather between the toe and heel (no plastic). Bloch or Capezio brand recommended. Color of shoe is depending on class placement. Elite Company, Prodigy Company and Intermediate/Advanced Tap need black tap shoes. All other levels and companies need tan tap shoes. PLEASE DO NOT BUY TAP SHOES AT WAL-MART, TARGET, PAYLESS, OR ANY SIMILAR STORE! Good quality shoes and taps produce far better sounds, and the rivets/nails of low-end tap shoes sometimes work their way out, scratching and gouging the dance floor. In order to maintain the high quality of our dance floors, we cannot allow this type of tap in the studio.

**Hip Hop:** Black or gray hip hop pants, capris or shorts. Form-fitting dance top. *No bare midriffs.* Dance sneakers (shoes specifically worn for the class, not street shoes that are worn outside). Pants should be loose & unrestrictive, but not overly baggy.

**Acro:** Your choice of leotard and jazz shorts, or unitard. No loose clothing or jewelry. Bare feet.

**Please feel free to purchase the specified uniforms wherever is most convenient for you! Dancewear Inc. offers a 15% discount to our students. The Dance Company does *not* receive any payment or kickback for referring our students to the store. We recommend that you call the store prior to making a trip to check if items are in stock.**

**Dancewear Inc.**  
3269 E. 3300 S.  
Salt Lake City, UT 84109  
(801)466-3049

8922 S. 700 E.  
Sandy, UT 84070  
(801)255-0449

CLASS	LEOTARD/TOP	TIGHTS/BOTTOM	SHOES	*SWEATER	*OPTIONAL
MOM & TOT	Leotard or top of choice	Pants, shorts or footless tights of choice	No shoes—bare feet only		
CREATIVE DANCE	Leotard of choice (girls) or shirt of choice (boys)	Footless tights of choice (girls) or shorts of choice (boys)	No shoes—bare feet only		
PRE-BALLET 1	Mirella M201C2 in light blue	Pink or salmon on ballet tights, adaptatoe or full footed	Pink Split Sole Ballet Slipper: Dansoft S0205G/L, Prolite II S0203G/L Pump Canvas S0277G/L	Cross Over Knit Cardigan or ballet sweater of choice.	
PRE-BALLET 2	Mirella M201C2 in light blue	Pink or salmon on ballet tights, adaptatoe or full footed	Pink Split Sole Ballet Slipper: Dansoft S0205G/L, Prolite II S0203G/L Pump Canvas S0277G/L	Cross Over Knit Cardigan or ballet sweater of choice.	
BEGINNING BALLET	Solid Black Leotard of choice	Pink or salmon on ballet tights, adaptatoe or full footed	Pink Split Sole Ballet Slipper: Dansoft S0205G/L, Prolite II S0203G/L Pump Canvas S0277G/L	Ballet Sweater of Choice	Pink or Black Legwarmers
BALLET 1	Solid Black Leotard of choice	Pink or salmon on ballet tights, adaptatoe or full footed	Pink Split Sole Ballet Slipper: Dansoft S0205G/L, Prolite II S0203G/L Pump Canvas S0277G/L	Ballet Sweater of Choice	Pink or Black Legwarmers
BALLET 2	Solid Black Leotard of choice	Pink or salmon on ballet tights, adaptatoe or full footed	Pink Split Sole Ballet Slipper: Dansoft S0205G/L, Prolite II S0203G/L Pump Canvas S0277G/L	Ballet Sweater of Choice	Pink or Black Legwarmers
TEEN BALLET	Solid Black Leotard of choice	Pink or salmon on ballet tights, adaptatoe or full footed	Pink Split Sole Ballet Slipper: Dansoft S0205G/L, Prolite II S0203G/L Pump Canvas S0277G/L	Ballet Sweater of Choice	Pink or Black Legwarmers
BALLET 3	Solid Black Leotard of choice	Pink or salmon on ballet tights, adaptatoe or full footed	Pink Split Sole Ballet Slipper: Dansoft S0205G/L, Prolite II S0203G/L Pump Canvas S0277G/L Pointe Shoes as fitted by instructor	Ballet Sweater of Choice	Pink or Black Legwarmers
BALLET 4 and BALLET 5	Solid Black Leotard of choice	Pink or salmon on ballet tights, adaptatoe or full footed	Pink Split Sole Ballet Slipper: Dansoft S0205G/L, Prolite II S0203G/L Pump Canvas S0277G/L Pointe Shoes as fitted by instructor	Ballet Sweater of Choice	Pink or Black Legwarmers

\*It is highly recommended that students have the specified dance sweaters and dance pants for when temperatures drop, as students are not allowed to wear sweatshirts or other clothes over their dance uniforms.

CLASS	LEOTARD/TOP	TIGHTS/BOTTOM	*SWEATER	SHOES	*OPTIONAL
EARLY JAZZ/ PRE-JAZZ	Leotard or dance top of choice; no midriff.	Black dance shorts, dance pants, or dance capris.	Bloch cardigan or shrug in Black	Tan slip-on jazz shoes (Capezio Gore Boot recommended) or Bloch S0675L Foot Thong III	Black fitted jazz pants, shorts or capris. Black Sweatpants of choice may be worn during warm-up only
BEG & BEG/INT JAZZ	Lectard or dance top of choice; no midriff.	Black dance shorts, dance pants, or dance capris.	Bloch cardigan or shrug in Black	Tan slip-on jazz shoes (Capezio Gore Boot recommended) or Bloch S0675L Foot Thong III	Black fitted jazz pants, shorts or capris. Black Sweatpants of choice may be worn during warm-up only
TEEN JAZZ	Lectard or dance top of choice; no midriff.	Black dance shorts, dance pants, or dance capris.	Bloch cardigan or shrug in Black	Tan slip-on jazz shoes (Capezio Gore Boot recommended) or Bloch S0675L Foot Thong III	Black fitted jazz pants, shorts or capris. Black Sweatpants of choice may be worn during warm-up only
INT/ADV JAZZ	Lectard or dance top of choice; no midriff.	Black dance shorts, dance pants, or dance capris.	Bloch cardigan or shrug in Black	Tan slip-on jazz shoes (Capezio Gore Boot recommended) or Bloch S0675L Foot Thong III	Black fitted jazz pants, shorts or capris. Black Sweatpants of choice may be worn during warm-up only
COMPANY JAZZ	Lectard or dance top of choice; no midriff.	Black dance shorts, dance pants, or dance capris.	Bloch cardigan or shrug in Black	Tan slip-on jazz shoes (Capezio Gore Boot recommended) or Bloch S0675L Foot Thong III	Black fitted jazz pants, shorts or capris. Black Sweatpants of choice may be worn during warm-up only
HIP HOP (All Levels)	Form-fitting dance top. No bare midriffs	Black or gray hip hop pants, capris or		Hip Hop shoes of choice. ( <b>To be worn in studio only!</b> )	
TAP	Form-fitting dance top (dance tank or leotard of choice)	Dance or athletic shorts/capris or tights		<b>Early Tap through Beg/Int TAN Tap shoes Int/Adv, Elite Co, Prodigy Co.</b> Black lace up tap shoes, taps should be screwed in (no bolted in taps)	
ACRO	Choice of leotard or unitard	Jazz shorts if wearing leotard		Bare Feet	

\*It is highly recommended that students have the specified dance sweaters and dance pants for when temperatures drop, as students are not allowed to wear sweatshirts or other clothes over their dance uniforms.

## CALENDAR 2019/2020

- September 1..... **Tuition Installment #1 due**
- September 3..... Classes Begin
- October 1..... ALL BALLET COSTUMES AUTO CHARGED
- October 15..... Last day for class changes/withdrawals before next tuition installment is due.
- October 17-21..... Fall Recess – no classes
- October 31..... Halloween – no classes
- November 1..... **Tuition Installment #2 due**  
ALL JAZZ/CONTEMPORARY COSTUMES AUTO CHARGED
- November 27-30.. Thanksgiving Break—no classes
- December 1..... ALL HIP HOP COSTUMES AUTO CHARGED
- December 15..... Last day for class changes/withdrawals before next tuition installment is due.
- January 1..... **Tuition Installment #3 due**  
ALL REMAINING COSTUME BALANCES AUTO CHARGED
- December 23-January 4..... Christmas Break—no classes
- January 6..... Classes resume
- January 20..... Civil Rights Day—no classes
- February 15..... Last day for class changes/withdrawals before next tuition installment is due.
- February 14-17th..... Presidents Day Weekend—no classes
- March 1..... **Tuition Installment #4 due**  
**CONCERT FEE AUTO CHARGED**
- March 23-27th..... Spring Recess – no classes
- April 15..... Last day for class changes/withdrawals before next tuition installment is due.
- May 1..... **Tuition Installment #5 due**
- May 9 .....Concert Rehearsal (be prepared for all day rehearsal)
- May 16 .....Concert Rehearsal (be prepared for all day rehearsal)
- May 25..... Memorial Day – no classes
- May 26-28.....**CONCERT-Kingsbury Hall**
- May 26-28.....No regular classes
- May 28.....LAST DAY OF SESSION
- June -August .....**Summer Session**

Dates and schedules are subject to change.  
Please check for updates online at [TheDanceCompanySaltLakeCity.com](http://TheDanceCompanySaltLakeCity.com).

