

# **Dance Sensations**

# **Dance Company**

# **Handbook**

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1. **Payments, Late Fees & Mandatory Credit Card**

- A. Parents must follow the payment schedule handed out in the beginning of the dance season.
  - All payments over due by TBD days will have a TBD late fee applied
  - All payments over due by TBD days will have a TBD late fee applied
  - Any dancers with a payment over due by TBD days will be asked to sit out in class and will be unable to compete or perform until the account is brought up to date
- B. All Company Members are Required to have a VALID Credit Card on file
  - Any payment over due by 70 days will automatically be charged to the card on file
  - By signing your dancer and parent company contract you are agreeing to the terms above
  - Any dancer without a credit card on file will be asked to sit out in class and will be unable to compete or perform until a VALID Credit Card is on file
- C. All tuition and charges in the dance account before May 1<sup>st</sup> must be paid in full to hand in your recital ticket envelope
- D. All National, WDC and all other charges made after May 1<sup>st</sup> must be paid in full to receive recital tickets

2. **Auditions & Dancer Placement**

- A. All dancers wishing to join our competitive team (company) are required to audition
  - Existing Company members are mandated to attend June Company Auditions
  - New Company members must attend June Company Auditions
  - Private Auditions may be set up for new Company members
  - Dancers must audition for each style they would like to be placed in
  - Dancers are mandated to participate in each style they audition for
  - Dancers must not audition for styles they do not want to participate in
- B. Dancers will audition according to Age
  - Dancers will be placed according to level, NOT AGE
- C. Dancers will be placed where they belong according to level in each style
  - Dancer placement is FINAL
  - Dancer placement is determined by the DSDS Staff ONLY
  - Phone Calls, Messages and Emails regarding Dancer Placement WILL NOT BE ENTERTAINED
  - Dancers may politely approach their teacher if they would like advice on how to place higher the following dance season

- D. The DSDS staff may make changes in any dancer's placement at anytime
  - If a dancer is falling behind or becomes lazy in class they can be dropped down in level at any time
  - If a dancer is showing exceptional growth before the season has ended they can be moved up in level at any time
- E. Dancers must be in company in order to participate in ANY EXTRAS
  - Dancers may not solo unless they are registered in a company class of that style
  - Dancers may not Duo/Trio, participate in Small Groups, Large Groups, Lines or Productions unless they are registered in that style
  - Only students 18 and older may choose to only participate in Production Numbers
- F. All Dancers are required to take 3 hours of Ballet each week
  - This does not matter what style you are taking
  - Academy Students take Academy Ballet in addition to their 3 hours of ballet training
- G. All Dancers are mandated to participate in Lauren's Saturday Technique Classes
  - There will be an additional cost for these classes

### 3. Dance Sensations Dance Academy

- A. Academy is for those students who are exceptionally dedicated to the art of dance
  - Students are allowed only 6 absences from each academy class
  - After reaching 6 absences the dancer will be removed from the class
  - If a dancer reaches 6 absences in Ballet they will be removed from all of Academy
- B. Academy students pay tuition for their additional Ballet Class Only
  - Academy Ballet is mandatory no matter how many additional ballet classes a dancer attends
  - All other Academy Classes are included with the Ballet tuition
  - Academy Tuition is in addition to company tuition
  - All payment rules from our company handbook apply to all academy payments
- C. Dancer's academy classes must correspond with their company classes
  - Example: A dancer cannot be in Academy Lyrical if they are not in Company Lyrical

4.

#### **Class and Routine Drop**

- A. Dancers are required to commit to each of their numbers before classes begin in August
- Any dancer who wishes to drop a class may do so before October 1<sup>st</sup>- there will be a 50.00 drop fee
  - Any dancer who drops from any class or routine after October 1<sup>st</sup> will be removed from company
  - Dancers removed from company for class drop are welcome to continue with Company Ballet and non-competitive Classes
  - Dancers removed from company for class drop may re-audition in June for the following dance season

5.

#### **Spacing and Combination Placement**

- A. Once accepted into a routine for a company or academy number- the choreographer will decide how much of the dance each dancer will participate in
- Every routine is different and should not be compared to each other
  - Every dancer is different and should not be compared to each other
  - ONLY the DSDS Staff may decide how, where and when a student is showcased
  - Phone Calls, Messages and Emails regarding spacing and combination placement will not be entertained

6.

#### **Extras and Productions**

- A. Dancers are to fill out and hand in their Extra Form BEFORE they audition
- Extras are: DUO, TRIO, SMALL GROUP, LARGE GROUP & LINE
  - Dancers are to place a check next to the number they DO NOT want to participate in
  - Dancers are required to participate in any extra they are chosen for if they did not OPT OUT on the form
  - All extra fees must be paid in full by August 31<sup>st</sup>- please take this into consideration BEFORE filling out your form and auditioning
  - Any dancer who has not paid in full by August 31<sup>st</sup> will be removed from the number- There will be no exceptions
  - To participate in an extra the dancer MUST be registered in the Company class of the corresponding style. EXAMPLE: to participate in a lyrical duo/trio you must be in a Company Lyrical class
  - Extras will meet every other Sunday for the entire season, excused absences will be made with a doctor's note or copy of the invitation to an event (Any other reason must be approved by Miss Dina)
- B. Dancers are to fill out and hand in their Production Forms before they audition

- Dancers are to place a check next to the numbers they would like to participate in
- To participate in a production number the dancer **MUST** be registered in a Company class of the corresponding style. Example: to participate in Jazz production you must be in a Company Jazz class
- The **ONLY** exception to this rule is for dancers 18 years of age and older. Once a dancer is 18 they may choose to only participate in Productions
- ALL production practices are **MANDATORY**. Dancers must have each date clear before they sign up for a production- If they cannot make even just **ONE** practice **NO MATTER THE REASON** they cannot sign up for that Production unless approved by Miss Dina
- Productions will meet every other Sunday for the entire season, excused absences will be made with a doctor's note or copy of the invitation to an event (Any other reason must be approved by Miss Dina)

## 7. Solos

- A. To participate in a solo, the dancer must audition
- B. If a dancer cannot attend auditions a video will be accepted with approval by Miss Dina
- C. Every soloist must be registered in the corresponding company class. Example: to receive a Jazz solo the dancer must be in a company Jazz class
- D. Solo cost is 1000.00 CASH ONLY- please take this into consideration before auditioning
  - 50% is due no later than AUGUST 31<sup>st</sup>
  - Final payment is due no later than SEPTEMBER 25<sup>th</sup>
- E. Soloist must audition in the style they would like to solo in
- F. Soloist are limited to 2 solos (must be in different styles)
- G. Competition Level Placement will be determined by Miss Dina and The DSDDS Staff ONLY
- H. Due to the new competition rules the qualification rules to advance a solo to Nationals has yet to be determined. The rule is set by Miss Dina and will not be bent for ANYONE
- I. Solo teachers are responsible for music selection and choreography
- J. NO ONE is to change the choreography of the dance except the choreographer or Miss Dina

- K. \$1000.00 Payment will include ten 1 hour session with the choreographer and two 1 hour sessions with The Dance Tutor- Hip Hop will receive twelve 1 hour sessions with the choreographer
- L. All additional session will cost 40.00 cash only to be paid BEFORE the session begins
- M. Costume will be chosen by the choreographer

8. Company Absences

- A. All company dancers will be allotted SEVEN (7) absences for the entire dance season (September to June) per class
- B. There will be NO excused absences- dancers must use their absences wisely
- C. Dancers will no longer be excused for school functions/events
  - Exceptions Prom, Graduation, Awards Night
  - Dancers will no longer be excused for “Sing”
- D. Dancers will not be penalized for wakes/funerals or participating in a bridal party
- E. Dancers are responsible to learn all material missed during their absence
- F. If a dancer becomes disruptive in class they may be asked to leave or sit out
  - Those dancers will lose an absence
  - If this should happen in a Ballet class; it must be made up
- G. If a dancer is sick, they should still attend class to observe
  - Dancer will only be excused for being sick with a doctor’s note
  - A dancer who is observing class must pay attention and may not use a cellphone
  - If a dancer sits out in one class of the day they must sit out in all class of that day
- H. There are ZERO absences allotted for ballet class- meaning each absence must be made up
- I. Dancers who are more than fifteen minutes late will lose half an absence
- J. Dancers not in FULL uniform will lose half an absence

K. Dancers must inform their instructor of their absence in advanced via the department email

L. Dancers are NEVER excused from company rehearsal

M. Dancers are NEVER excused from competition

**9. Uniforms and Awards Attire**

A. All company and Academy members are mandated to follow the required uniform

-This includes the correct colors and styles

-All female company members are required to purchase 2 Black Leotards, 2 Hot Orange Leotards, 2 Royal Blue Leotards, SOLID black shorts, SOLID black sweat pants

-All other shades of Blue and Orange will not be accepted

-For all additional company rehearsals (Hip Hop)- added sweatpants must be Solid Black

B. All female company members are required to have:

One ROYAL Blue Leotard

One HOT Orange Leotard

One Black Leotard

Pink Stirrup Tights

Ballet Shoes- Body Wrappers- Style- 246A (Adult) 246C (Child) Color: PEACH

\*\*Shorts are never permitted in Ballet Class

\*\*Hair is to be pulled back in a secure ponytail or bun for ALL classes

C. All male company members are required to have:

-One ROYAL Blue Tank Top (No Graphics or Words)

-One HOT Orange Tank Top (No Graphics or Words)

-One Black Tank Top (No Graphics or Words)

-Black Basketball Shorts (No Graphics or Words)

-Ballet Shoes- Body Wrappers- Style- 246A (Adult) 246C (Child) Color: Black (to be worn with black socks)

D. Each day will be a different color

-Students are to wear their uniform to ALL COMPANY CLASSES

-For Hip Hop students MUST add sweat pants and sneakers

-For all other styles (Other than ballet) students may add solid black shorts

-Day and Color (All students will need ALL 3 Colors) \*\*Purchase 2 of each

-Monday- Black

-Tuesday- Orange

-Wednesday- Blue

-Thursday- Black

-Friday- Orange



- Saturday- Blue
- Sunday-Black
- Sunday (Academy Students Only)- Academy Leotard & Pink Stirrup Tights

E. Shoe Requirements: MUST BE WORN IN CLASS

- All Jazz & Musical Theatre Classes- Capezio Jazz Shoe- Style EJ2 in Black & Carmel
- All Tap Classes- Bloch- Style Number 0388 in Tan or Black
- All Contemporary & Lyrical Classes- "Dance Paws" in Light Nude

F. Competition/Performance Uniform

- Dance Sensations Jacket - must be purchased online August 1st to ensure its arrival before first intensive - Girls must purchase the bedazzled jacket
- Black shorts

ALL components of your uniform are available at:

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

Password: dsds

- Students have until August 15th to have all proper attire - After that anyone not in proper uniform will lose an absence

G. Anyone dancer not in proper uniform (completely) will lose half an absence

H. All dancers must have their hair SECURE in a tight ponytail or bun

- A bun is strongly preferred for ballet class
- Secure means it will not fall out during class and become a distraction or cause the teachers to have to stop the class and wait for a dancers hair to be fixed
- Hairspray, Gel, Bobby Pins and Hairnets are a great way to ensure your hair is secure

**10. Costumes & Performance Wear**

- A. All costumes and performance wear will be chosen by the DSDS staff only
- B. Many costumes may require alterations- these must be taken care of in a timely matter
- C. Every single piece of the dancer's outfit must be labeled on the INSIDE (this includes shoes and accessories)
- D. All costume payments must be paid according to the schedule below:
  - August 25: Costume Deposit 1 due: 55.00 per costume
  - September 15<sup>th</sup>: Costume Deposit 2 due: 25.00 per costume
  - October 1<sup>st</sup>: Costume balance due (this will vary from costume to costume)

- E. All new members are required to purchase a DANCE BAG and they must wear the make-up supplied
- F. All female dancers are required to wear eyelashes
- G. In the event that DSDS has an additional performance; example: A benefit walk; additional performance/attire fees may apply

**11. Sportsmanship & Insubordination Clause**

- A. All Company/Academy Members are to respect their teammates, the DSDS staff and the studio space
- B. All parents are to respect the dancers, the DSDS staff and the studio space
- C. Dancers must never disrupt a class in session by talking or making unnecessary noise
- D. All Dancers and Parents are to practice good sportsmanship when representing DSDS at competition, special events, performances, rehearsals and when wearing DSDS gear independently.
- E. Dancers and Parents must never post negatively about fellow dancers, fellow parents or the DSDS staff on social media (online)
- F. Dancers and Parents must never post our competitive work online/on social media unless okayed by Miss Dina
- G. Failure to comply with our rules can and will result in the following (not limited to)
  - Loss of absences
  - Extra ballet class
  - Workout
  - Sit out or “benched” for upcoming competition (no refunds)
  - Removal from company (no refunds)
  - Removal from DSDS (no refunds)

**12. Competition and Mandatory Rehearsals**

- A. All competitions are mandatory- THERE ARE ABSOLUTELY NO EXCUSES FROM COMPETITION
  - Those who miss competition will not be welcome to finish the dance season on the team (no refunds)
- B. All competition fees must be paid in full by due date- any dancer with a balance WILL NOT compete and will not finish out the dance season

- C. Dancers are mandated to arrive to competition on time and prepared
  - Dancers who arrive late may be removed from their routine (no refunds)
  - Dancers not fully prepared may be removed from their routine (no refunds)
- D. Dancers and Dance families must understand that we attend Competition for one reason; to dance to the best of our ability
  - Dancers may be required to rehearse before and after competition
  - Dancers will be required to stay at the venue for full days and long nights
  - Dancers will not be excused from the venue for any reason
- E. Dancers and Parents must represent DSDS in a respectful manor at Competition
- F. Any dancer not in their Awards uniform will be removed from the stage
- G. All competition rehearsal are mandatory- THERE WILL BE NO EXCUSES FROM REHEARSAL
  - Dancers must arrive to rehearsal on time
  - Dancers must be dresses in proper uniform
  - Any dancer who misses rehearsal will not attend competition or finish out the dance season with their team (no refunds)
- H. Any SERIOUS conflicts must be brought to Miss Dina's attention as soon as the schedule goes out in August

### 13. Conventions

- A. All company members are required to attend one to two dance conventions per dance season (this may differ year to year)
- B. Payments for conventions must be paid in full by due date on company calendar
- C. Dancers are required to attend mandated conventions in order to participate in competition for the rest of the season
- D. Dancers will not be excused from convention for any reason
  - Should a dancer run into a conflict and it is brought to Miss Dina's attention in advance, an additional make up convention will be assigned
- E. Dancers must wear proper dance attire, bring all dance shoes, come prepared with food and drinks and must arrive on time
- F. Parents are responsible for their dancers and must be there for drop-off, pick-up and breaks

**14. Recitals & Showcases**

- A. All company/academy members are required to participate in all recital shows and showcases
  - Dancers will be excused for the following reasons only:
    - Prom
    - Graduation
    - Participation in a bridal party
  - Dancers will not be excused for (not limited to)
    - Other classes
    - Prom weekend
    - Parties
    - Vacations
- B. Full company make-up is required for all shows
  - Dancers will not change earrings during shows

**15. Fundraising**

- A. All Company/Academy members are required to participate in our annual March Lottery fundraiser
  - Those who do not hand in paperwork are still required to hand in the 100.00 payment
  - THIS PAYMENT IS CASH ONLY
- B. All money raised by our fundraisers will be used for props, transportation of props, show enhancements, dance accessories, purchasing of music and more
- C. Dance Sensations encourages dance families to fundraise for dance opportunities such as Power Pak
  - Dancers may set up bake sales and offer raffle tickets at shows, ect.

**16. Dance Company Captains**

- A. Two dance captains will be elected every dance season
  - Nominations will take place from August 1<sup>st</sup>-August 31<sup>st</sup>
  - Voting will take place the first week of classes in September
- B. Must be 12 years of age as of December 31<sup>st</sup>
- C. Must have incredible studio spirit
- D. Must be enrolled in two or more dance styles

- E. Dance Captains must set the example for company members. Any captain not fulfilling their duties or not setting a good example for all other dancers will lose their position
  - Should a Captain be removed the dancer with the next highest number of votes will take their place
- F. Dance Captains will receive a BLUE Captain's Jacket
- G. The following are Dance Company Captain requirements:
  - 1 Fundraiser
  - 1 Team building event
  - Taking attendance
  - Boosting team moral
  - Helping run rehearsals
  - Handing out Holiday goodie bags with a Captains note inside
  - Assisting at competition
  - Helping with pins and trophies
  - Assisting will younger dancers at rehearsal and competition
  - Holding the "Captains Binder" and answering any company related questions as possible

**17. Cellphones, Electronics & Toys**

- A. Any dancer who takes a cellphone out in class will have it taken away
  - Parents will have to pick up the cellphone after class
  - Dancers are more than welcome to borrow the studio phone if they need to contact a parent
- B. NO ELECTRONICS, NO TOYS, NO NON-DANCE RELATED ITEMS are permitted during class
  - These items will be taken away

**18. Dancer Drop Off and Pick-Up**

- A. Dancers should arrive ten minutes prior to class time to get ready for class
  - dancers may arrive at any time before their first class as long as they sit in the waiting area and respect the classes in session
- B. Dancers should be picked-up on time from dance class
- C. Dancers in the last class of the night MUST be picked up within 15 minutes of the ending class time
  - Any dancers not picked up within 15 minutes of the end of class will have a 20.00 late pick up fee added to their account to accommodate the staff member that must stay behind \*\*\* THIS IS FOR THE LAST CLASS OF THE NIGHT ONLY

### Company Handbook Dancer and Parent Contract

I, \_\_\_\_\_ and my legal guardian, \_\_\_\_\_ have read the  
Company

(name of dancer)

(parent/guardian)

handbook in its entirety. We have gone over the rules and regulations for being part of the company and dance academy. We understand that all of the rules stated in the company handbook are to be followed and in the event that they are not followed, we understand that there are consequences. We understand that there are no refunds giving at any time. We understand that if rules are broken, dancers may be asked to sit out of competition or removed from company altogether.

I, \_\_\_\_\_ promise to practice good sportsmanship and be respectful to my

(name of dancer)

teammates, my competitors, the DSDS staff and all dance parents.

I, \_\_\_\_\_ understand that there is a payment schedule that is handed out in

(parent/guardian)

August that must be followed carefully to ensure a smooth dance season. I also, understand that there are late fees, drop fees and that dancers may not compete when entry fees have not been paid in full.

After reading the company handbook we agree to all of the terms that go along with being a Company/Academy member.

Dancer Signature: \_\_\_\_\_ DOB: \_\_/\_\_/\_\_ Date of  
Signature: \_\_/\_\_/\_\_

Guardian Signature: \_\_\_\_\_ Date of Signature: \_\_/\_\_/\_\_

Competition Season: August 20\_\_\_\_ to July 20\_\_\_\_