



## **Policies & Procedures**

**2016/17**

### ***Our Philosophy***

Our goal is to support and inspire students as they move through their Journey of Dance! Using the Art as a platform to teach beauty, appreciation, discipline, self-love and tolerance.

### ***Etiquette/Conduct***

**Dance Arts Gillette** is best suited for the serious and focused dance student. We expect a high level of maturity from our students and they must be able to keep focused during the duration of classes. Our dance program is based in Classical Ballet, which is very strict in nature. It's imperative that the students truly enjoy ballet. If they do not, this is probably not the right program for them.

**Dance Arts Gillette** reserves the right to release any student/family from the program if we feel this is not the right atmosphere for them. We also reserve the right to release a student whose behavior disrupts the learning environment of others.

**Dance Arts Gillette** will hold our selves, our students and families to a high standard of etiquette and conduct. It is of utmost importance that our students feel safe and respected while at the studio and at any dance related function. We expect our students/families to represent our school in a professional and gracious manner at all times. Any form of disrespect to other students, teachers or parents will not be tolerated. This includes behavior toward other dance studios, their staff and students.

**Dance Arts Gillette** reserves the right to release any student/family from the program if their behavior does not support our standard of conduct.

### ***Attendance/Tardiness***

**Dance Arts Gillette** requires its students to maintain an 85% attendance rate. If a student is unable to make attendance requirements, DA Gillette may release the student from the program. The only possible exceptions are in cases of serious injury/illness or a unique family situation.

Consistent tardiness will not be tolerated. Students arriving late are disruptive to the class. More importantly warm-up exercises are designed to safely prepare the body for dancing. For the safety of our dancers, and respect for each other, we will not allow consistent tardiness. Please make every effort to be on time for classes.

## ***Tuition/Payment Information***

- Tuition is paid monthly and is due the first **Friday of the month**.
- Tuition received later than **7 days after the due date is considered late** and a \$15 fee will be added to your DA account automatically.
- Payments are accepted by CASH or CHECK. Checks to be made out to **Kara Felmlee**.
- A **\$30 Non-Sufficient fee** will be assessed to returned checks. If more than one check is returned, future payments must always be made in CASH.
- **Tuition is not pro-rated** for missed classes, Holiday closures or weather closures. A dancer may attend another class (recommended by teacher) to make up missed classes.
- **NO refunds will be given for tuition, workshops guest teachers or costumes.** Exceptions will be considered in cases of serious injury/illness or a unique family situation. Refunds will be considered on an individual basis in these situations.
- All accounts must be in **good standing by May 15<sup>th</sup>** or Dance Arts will not allow participation in our annual Showcase performance at the end of May.

## ***Monthly Tuition Rates: September 2016 – May 2017***

### **Full Program Required Classes**

<b>Dancer Level</b>	<b>Hrs Per Week</b>	<b>Monthly Tuition</b>
Beginning	2	\$84
Level I	4.25	\$158
Level II	6.0	\$203
Level III/IV	6.75	\$210
Pointe <i>(by teacher invitation only)</i>	1	+ \$28
Unlimited Classes	8+	\$232

*\*Levels I-IV Full Program Tuition **includes ALL Repertoire Rehearsals** held on Fridays from 6:30-8:30 when scheduled.*

### **Teen/Open Classes**

<b>Class</b>	<b>Hrs Per Week</b>	<b>Monthly Tuition</b>
Teen Ballet	1	\$48
Teen Ballet + Jazz OR Contemporary	2	\$84
Teen Ballet + Jazz AND Contemporary	3	\$115
Modern <i>(by teacher invitation only)</i>	1.25	+ \$43
Additional Classes	1	+ \$28 (for Full Program Students)

### **Discounts**

<b>Type of Discount</b>	<b>Discount</b>
Family w/ 2 Dancers	5% off monthly total
Family w/ 3 Dancers	10% off monthly total

### ***Other Costs/Fees***

We have an **annual registration fee of \$20 per student**. This fee is put toward administration, printed information such as newsletters, packets, forms, etc.

**DA Gillette** will hold an annual Student Showcase Performance. Costumes will need to be purchased for this event. Tickets will be needed to attend the Showcase.

**DA Gillette** will hold workshops with guest artists throughout the year. Most of these will be **highly recommended** but will be *optional* for students.

**DA Gillette** will host one Cecchetti Ballet workshop per year given by Ms. Betty Seibert of Cecchetti International and Cecchetti USA. This may be a **REQUIRED** workshop for all **DAYC students**. Ms. Seibert is a critical part of our ballet program. There will be an additional fee.

**DA Gillette** will hold ballet exams each year. When Dance Arts instructors hold the exams, there will be a \$25.00 exam fee per student. When outside examiners come to us, the fee will change. More information will be provided to you when that time comes.

Our New **DA Student Library** we will have books, magazines and DVDs available for check out to any DA Student. A Library card is **\$10 per year** and **ALL** the funds collected from the Library cards will go into building our collection.

### ***Costumes***

**Students will purchase and/or rent Costumes for our Annual Student Showcase.**

The majority of the costumes used for our Annual Showcase will need to be purchased. Items such as high quality tutus or dresses may be rented to students for a low fee. Costumes fees for the Showcase will be due in February/March. **Detailed pricing information will be provided to you prior to due date.**

**Students involved in Competition Dances will purchase Costumes for each routine.**

Costumes for competitive dances with 4 or more dancers will be chosen solely by your choreographer/teacher. Costumes selected for Solos, Duos and Trios may include input from dancers and families. **Each competition costume will require a \$50 deposit due October 1<sup>st</sup>.**

*NOTE: Your costume costs include shipping fees, return fees, exchanges and administrative hours. Your teachers spend ample time from conception to completion choosing, sizing, ordering and distributing your costumes. Please know, Dance Arts Gillette is mindful in structuring our costume pricing and will not take advantage of your dollar!*

### ***Dance Competition Information***

**Dance Arts Gillette Youth Company** students will have the *option* to participate in local Dance Competitions. DA Youth Company students will be eligible to compete in **1-3** routines per season. During a dancer's Senior Year in High School, they will be allowed to compete in up to **4** routines. Most first year DA Youth Company students, as well as Level I dancers, may only be offered 1 competitive routine. In addition, dancers may choose to compete in "Interpretive" categories and enter in "title" division.

Costumes, Entry Fees and Choreography/Rehearsal fees will be additional. **Routines/Dances** choreographed by **Dance Arts Gillette** teachers are **\$400** per original routine. All dancers in the routine split the fee. **Example:** A dance choreographed for a group of 5 dancers will cost \$80 per dancer, a duet would cost \$200 per dancer, and a solo will cost \$400.

This covers choreography, teaching and rehearsal times from **Sept. 15<sup>th</sup> – Jan. 15<sup>th</sup>**. After this time period, additional rehearsals outside of repertoire rehearsals will be \$30 per hour. This is also a shared/split cost by all dancers practicing within the hour.

*Other choreographers are more than welcome at **DA Gillette**!* If you hire another choreographer, he/she will have their own fees and you will pay to them directly. To use studio space, the rental fee is \$10 per hour for **DA Gillette** students (space rental outside of **DA Gillette** families is \$20 per hour). This is payable to **Kara Felmlee** and studio space must be reserved in advance. **DA Gillette** teachers are happy to rehearse and clean these dances for \$30 per hour and \$18 per ½ hour.

### ***Class Attire***

**Dance Arts Gillette** wishes to offer its students the best possible learning environment and proper attire is a large part of creating that experience. Students must be dressed appropriately in order to participate in classes.

### **Ballet & Pre-Pointe:**

**Ballerinas:** Pink Convertible Tights, Pink Bloch Synchrony Canvas Ballet Flat, Solid Color Leotards, Ballet Wrap Skirts (short length)

**Hair:** Tightly Secured Bun or Braid with Ends Tucked.

**Cavalier Attire:** Black Dance Pants (fitted, not loose around the ankles), dance belt, Black Bloch Men's Pump Ballet Shoes, White, Grey or Black Fitted T-shirt or Tank

### **Jazz, Contemporary, Lyrical & Modern:**

**Female:** Solid Color Leotards or Dance Top (no ¼ tops please), Fitted Dance Shorts, Legging or Capri, Tan Bloch Flow Slip on Jazz Shoe or Bare Feet

**Hair:** Tightly Secured Bun or Braid with Ends Tucked.

**Male:** Solid Color Dance Pants, Sweat Pants or Shorts, White, Grey or Black Fitted T-shirt or Tank, Bloch Men's Super Jazz Split Sole Shoe or Bare Feet

### **Rehearsals:**

**Female:** Solid Color Leotards or Dance Top, Fitted Dance Shorts, Legging or Capri, Tan Bloch Flow Slip on Jazz Shoe or Bare Feet

**Hair:** Tightly Secured Bun or Braid with Ends Tucked.

**Male:** Solid Color Dance Pants, Sweat Pants or Shorts, White, Grey or Black Fitted T-shirt or Tank, Bloch Men's Super Jazz Split Sole Shoe or Bare Feet

*\* Please wear only "balletic" leotards to ballet. Please no briefs in classes or rehearsals.*

*\* Baggy shirts and tank tops are NOT considered dance attire.*

*\* Guest teachers and choreographers may have different rehearsal attire preferences.*

## ***Required Purchases***

*\*Links to these items are provided on our website in the Student/Parent Portal*

**Female:** Bloch Synchrony Stretch Canvas Ballet Slipper – Pink  
Block Flow Slip on Jazz Shoe – Tan  
Bunheads Theraband (Levels I/II Purple, Levels III/IV Blue)

**Male:** Bloch Mens Pump Ballet Shoe – Black  
Bloch Mens Super Jazz Split Sole Shoe – Black  
Bunheads Theraband (Levels I/II Purple, Levels III/IV Blue)

*\*All items can be purchased at Discount Dance, use discount code **TP101876***

## ***Studio Safety***

### **Dancer Drop Off & Pick Up**

The safety of your children is of utmost importance to us! For parents of younger dancers, we ask you come into the building both to drop off & pick up your dancer. We will have dancers wait inside the studio until their ride has arrived.

### **Classes After Dark**

The Main Entrance to the Lakeway Professional Center has 2 double door entries. For safety, the second double door entry will be LOCKED after dark.

### **Restroom Breaks**

Our restrooms are located just around the corner from our studio. If a dancer needs to use the restroom during class, the teacher will keep the studio door open and wait by the door until the dancer has returned to keep them in our supervision.

### **Studio Phone Numbers**

We do not have a business phone at the studio! Please keep Kara & Maggie's cell phone numbers with you at all times in case you need to get in touch with us! We will only answer phone calls / texts during classes in emergency cases. **Kara 720.364.3595 • Maggie 307.680.3375**

## ***Additional Information***

**Dance Arts Gillette** is fortunate to share studio space with Kerry Byrd, owner of Backward and in Heels. Please be mindful of Kerry's needs and how we care for our shared space.

Our shared facility is not equipped for viewing. **Parent observation days** will be held the first class of each month in October, November and December. We kindly ask that you plan to observe classes on these reserved dates only.

We ask you help us to keep a **POSTIVE & SUPPORTIVE** vibe at the studio at all times! Dancers & Parents, please refrain from any type of **NEGATIVE talk** in the Studio, Hallways, Restrooms and surrounding areas!

## ***Communications***

**Dance Arts Gillette** wishes to keep its teachers focused on the students and the classes. We are dance teachers first, and business owners and directors second. Therefore, we wish to keep communications streamlined and convenient and need your help in doing so!

**STUDENT FOLDERS:** Each student has a file folder where important papers will be placed.

**MAKING PAYMENTS:** DA accepts CASH or CHECK payments, payable to **Kara Felmlee**. The Payment box is located at the Student/Parent station. Please be sure your dancers name is on the check. When paying cash, please place in a sealed envelop with dancers name and AMOUNT written on the envelope.

**EMAIL:** DA will send an informative email every Monday (occasionally Tuesday) of each week outlining any pertinent information for the week and upcoming events.

**TEXT:** DA will utilize text messages for studio closures, last minutes changes in schedules. Text messages will also be used for payment reminders.

**WEBSITE:** Important paperwork will be available on our website under the student/parent CENTER. (Password: DANCERS ROCK) As well as on your Dance Studio-Pro portal.

**CALENDAR:** We have a calendar on the CENTER where we will keep up to date information on classes, rehearsals, workshops and events! Please refer to this calendar often!

## ***Fundraising***

**Dance Arts Gillette** has a fundraising bank account for our families.

Our account is located at **Campco Federal Credit Union** 1110 East Boxelder Road.

*We can accept checks for **FUNDRAISING ONLY** written to: **Dance Arts Youth Company***

## ***Account Details***

**PARENT MANAGERS:** 2-3 willing parent volunteers will manage our fundraising endeavors and finances.

**ACCOUNT FEES:** This account has been set up on behalf of our students and families therefore we will divide the responsibilities of the account evenly. Any fees required to keep the account active and in good standing will be divided evenly amongst all participants. These fees include (but not limited to) account set-up, ordering checks, and IRS Tax Filing.

**ACCEPTING CHECKS:** We are dividing the duties for returned checks due to non-sufficient funds by asking you to handle this responsibility on the checks **YOU** collect.

If a check were returned, you would need to contact the individual or company who wrote the check and simply ask them for a NEW check or CASH for the amount due. You will also need to add **\$5.00** to that amount to cover the fee the bank charges for returned checks.

If for any reason, you were unable to obtain the funds, we would need to subtract those funds plus the \$5.00 fee from your fundraising account.

I hope everyone agrees this is the fairest and simplest way to handle this situation. Please know we will do our best to avoid this by not holding checks for longer than necessary.

***When accepting checks, please make sure there is valid phone # on the check.  
You always have the option to accept cash payments only when fundraising.***

**ACCOUNT ACTIVITY AND FUNDS AVAILABLE:** We ask you limit the Transfers/Payments of your funds to one time per month. Notification on account activity will be **due on the 25<sup>th</sup> of each month**. If you wish to use your funds for an activity in February, you would need to provide notification by the 25<sup>th</sup> of January. If we have special event that we need to use fundraising for, there may be a different due date.

After each fundraiser, your account balance will be emailed to you. When wanting to use your funds, please fill out the necessary paperwork needed to indicate how your funds are applied.

*The money deposited into this account are your funds and will remain in the account until you ask us to apply them. If you are no longer enrolled at the studio, your funds MUST be applied upon your leaving. By law, the funds need to be used for a dance related activity (workshop, competition, tuition). We will issue a check to any dance related entity you choose. We cannot issue you personally a check or cash.*

**VALUE VILLA:** We have an on going fundraising account at the Value Villa Consignment Store. The Account is under Kara Felmlee/Dance Arts Gillette, Account # 15011. They will only except Boxed, Clean & Organized clothing or house hold items. Call 307-686-2823 to schedule a drop off appointment. OR you may bring your boxed items to the studio.

The money from this fundraiser will go towards buying supplies to enhance our school! We will use these funds to buy supplies or items that everyone can benefit from.

*EXAMPLE:* This year we aim to raise funds to purchase a stall bar (\$300-\$500), which is an excellent apparatus for core strengthening and deep stretching.

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### ***Our Commitment***

As teachers, our goal is to reach every dancer in every class! Each student deserves to feel valued! We look at our students as individuals, and aim to do everything we can to support them in their personal growth.

Every dancer progresses at a different rate, and although level placement is a crucial to provide the right environment and pace for learning, it is not the only gauge of their progress and talents.

We are very proud of our dance program, but it does have its challenges. When you see changes taking place in the program, we ask you trust our decisions. In return, we will do our best to provide a challenging supportive and FUN dance program where you see RESULTS!

*We aim to give you our BEST TODAY, and will work hard to give you even BETTER TOMORROW!*