

Tempo Dance Academy

STUDENT AND PARENT
HANDBOOK



Rules and Regulations

2008 - 2009 Season

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TEMPO DANCE ACADEMY

Hand Book - Rules and Regulations

PLEASE READ THE FOLLOWING INFORMATION FOR YOUR RECORDS

We have prepared this booklet for you, as a parent, or as a student, to understand the Tempo Dance curriculum, philosophy and objectives. Communication is essential for a successful business. We welcome your questions, so please contact the office at 390-2633 when information is not clear.

REGISTRATION AGREEMENT

It is of the utmost importance that every student is placed in the appropriate class and level. In order to meet the needs of every student, it is sometimes necessary to move a student to a more challenging or a less challenging class, or even a more suitable subject. This is discussed with the parents first, and all moves are made as soon as possible at the start of the school year. Proper placement will be determined upon assessment of the child and only the teacher will decide which is best for the child. This will be done during Registration. Since muscles, bones, and co-ordination abilities form at different rates for each child, progress in dance skills will be different for each child. One year progress may be rapid, another it may be slower. It usually takes two years before all of the necessary skills have been acquired therefore; it is prudent not to expect each child in a class to progress to the next level each year. The placement of students in class levels should never be considered a "Pass or a Fail" situation.....We do not have grades Kindergarten through Twelve and parents should not assume that their child is ready to move into the next grade without discussing this with their Instructors first.

REGISTRATION

Pre-Registration is required for all classes. All students are required to fill out a registration form which is to be signed by a parent/guardian. Please inform the office of any changes re: address, phone number, medications and health.

REGISTRATION FEE

There is a \$25 non-refundable registration fee for each student or \$40 per family for the year. Upon registration we require three post-dated cheques for the term fees for the year as well as a \$35 costume deposit for each of the classes. Any exceptions must be made with management. Dance classes are annual fees and the com-mitment of your child's dance class is for the full season, September to June inclusive. Students may register for classes up until the end of December space permitted. The tuition fees will be pro-rated accordingly.

CANCELLATION POLICY

Written notice must be brought into the office one month prior to canceling classes. Refunds will not be given **without** this notice. Once notice is received, one month of fees will be withheld from the day we receive the notice and a refund for the remainder of the year will be issued. We will not accept cancellation after second term has begun, no refunds including costume deposits will be issued out after this time. For new students registered in the Pre-school or kinderdance programs who do not "settle" into their classes and withdraw from the school by the end of September, will receive a refund as of October 1st. From October 1st the one month written notice will take into effect.

CLASS CALENDAR

Classes run from September to May. Regardless of how many (or few) classes take place in a given month each class has the same number of sessions (3). The tuition fees are based on the calendar year and have been divided into three equal payments to accommodate the parents. The school closes for all statutory holidays including two weeks at Christmas and two weeks at Spring Break. Classes are held on all Professional days. **PLEASE NOTE: There is a \$20 charge on all N.S.F. cheques. There is a 5% late charge on all overdue accounts.** We make every effort to run classes as scheduled without any disruptions or changes - although at times instructors do become ill or are called away on other business. The school reserves the right to either cancel class and re-schedule to a later date or bring in a suitable substitute teacher. If parents are unable to attend the re-scheduled class they are to call the office to make other arrangements. Class fees are not refunded for any missed or rescheduled classes.

REGISTRATION FEE **Due upon Registration**

First Term September 15th, 2008

Second Term December 1st, 2008

Third Term March 1st, 2009

COSTUME DEPOSIT FEE Due by September 30th, 2008. Please make this cheque payable to Irene Booth. This is only a deposit.

PAYMENT METHOD Cheques are to be dated for the following months and made out to Tempo Dance Academy. Please be sure to include your child's full name on all the cheques.

FEE STRUCTURE - INCLUDES 6% G.S.T

Registration Fee For the Year \$25.00 **Costume Deposit** for each class \$35.00
30/35 Minute Class \$80.00 **45 Minute Class** \$110.00 **1 Hour Class** \$125
1 Hr. & 15 Minute Class \$145 **Special Classes** based on # of students.

REGULAR CLASS ATTENDANCE

Students are expected to come to class regularly and on time. Students who are more than 15 minutes late for class will be asked to sit and watch. This is to protect them from injuries. Should you require missing a class, being sure to inform the instructor by calling the office and leaving a message. Absence hampers progress and repeated absence will definitely cause a student to fall behind. All absences should be made up within a two week period. There are no refunds for any missed classes. When making up classes please call the office to set up a time that would be suitable. Please do not show up to any classes otherwise. Students who are absent from class on a regular basis will not be permitted to perform in our year end recital.

COMMUNICATION WITH THE OFFICE

Please talk to us! If you have any questions, or concerns throughout the season we would appreciate you letting us know as soon as possible so that we can hopefully avoid any problems. If you have any questions or concerns regarding business (i.e.; your account, schedules or events) please discuss this directly with Irene - she can be reached at the office, or at home. It is difficult to communicate with the faculty when they are in between classes, so if your concerns are regarding your child's dance class or any class behavior problems, please leave a message, including your phone number for the appropriate Instructor and we will have them return your call. Please do not call our Instructors at home unless they have asked you to do so. Good communication with parents and students is vital for the smooth operation of our school. If at some point you left a message with us and a response was not returned please be sure to call us back. Messages left at the studio in regards to your account, or withdrawals is not considered valid unless **written notification** is received in the office, or you have spoken to Irene directly.

MONTHLY NEWSLETTER AND CALENDAR BOOKLETS

Newsletters are issued once a month during the school year to update you on the activities and to communicate important information such as class changes, special events, dates for exams, etc. It is our "official" communication to you! A copy is given to every student, to bring home to you at the beginning of each month. Please read it. Copies of the current and past months' newsletters are posted on the bulletin board in the waiting area and on our website for your convenience. Parents are responsible to keep up with the information handed out and to pick up extra copies if they have not received one. Calendar booklets are given out at the beginning of the season. Check your calendar for important dates.

STUDENT BEHAVIOUR

Tempo Dance will endeavor to handle all student problems or conflicts directly with the student. If this fails, a call will be made to the parents and a meeting will be arranged. We expect all students to be at their best behavior during attendance in and outside of the school. This includes, respect for all teachers & fellow dancers, as well as all property surrounding the building and the tenants around us.

PARENT DANCE COMMITTEE

The Academy formed a Parent Dance Committee in 1994. The committee meets once per term to discuss the school's activities that occur during the year. The committee, who volunteers their time and energy throughout the year, is a valuable contribution to our school. If you wish to be involved in the committee look for the dates and times in the newsletters or call the office to find out more information.

ANNUAL AWARDS AND PRESENTATIONS

The Pac Committee sponsors the presentation of the awards at the conclusion of the year. The recipients are dancers who demonstrate potential and ability in the field of dance, or demonstrate tremendous progress throughout the year with their attitude, technique, or work habits. The committee presents four scholarships, four awards for Most Improved, Best Attitude, Most Reliable and Hardest Worker and four Honorable Mention awards.

OTHER EXPENSES INVOLVED

Aside from class fees, there are additional fees for those students involved in festival, exams, recitals or private lessons. Festival and exams fees are generally pre-paid by the parent in order to participate. Applications for festival will be available in the office at the beginning of the school year and they are to be returned to us with payment by the end of September. Once the applications and fees are sent into the studio, there are no refunds. Please always check deadlines on these applications in order to avoid disappointments.

PRIVATE LESSONS Fees: 60 minutes - \$40.00

These lessons are available to all students. This is recommended for students requiring additional attention to achieve a specific goal, to learn set choreography or to prepare for R.A.D. or C.D.T.A. exams, competition or performances. Private lessons may also be shared with another student. Payment for private coaching is payable to the individual faculty member at the beginning of each lesson.

EXAMS

Classes in Ballet, Tap and Jazz are conducted with the opportunity for students to prepare for examinations or assessments if desired. Exam fees can range from \$50 up to \$130 depending on the grade taken. They can be a delightful experience and are a useful guide for teachers and parents. If successful they will receive a certificate and a report and have something to show for all their hard work. Higher grades from Grade five and up will receive recognition in the high school and can apply for credits. Entrance into examinations are optional not compulsory, and are at the discretion of the teacher who will make the final decision as to whether an examination or an assessment will be taken. Students enrolled in the competitive classes from grade two and up are expected to either take part in the exams or the assessments in order to keep up with those who do. If you decide not to take exams or assessment it will be up to the Instructor as to whether or not the child can continue into the next level or a competitive class.

FESTIVALS

Tempo's philosophy promotes a non-competitive atmosphere amongst the School. Our dancers are trained to work to their own personal potential and ability. However, it is recognized that there are situations which enable students to challenge themselves outside the classroom environment.

Healthy competition is a way of being on top of one's own progress, to better one's self. Do not improve in order to win over someone else. Improve to win over yourself.

Festival offers an opportunity for dancers to recognize and acknowledge other local dancers, teachers, and choreography. The dancers are learning from others while challenging themselves. This, in itself, is a valuable experience. Focus will not be placed on marks. Festival is required for all students registered in competitive classes. Discussion of possible festival entries and group entries will take place early in the fall. Only faculty members will decide which classes will be taking part in the competitions. The Upper Island Dance Festival is in Nanaimo, usually late March or early April. During festival, all groups, solos, duets etc. are entered and adjudicated for marks. All students involved in festival are required to meet extra rehearsals and lessons, full attendance in their regular class times are mandatory.

SOLOS AND DUETS FOR NANAIMO FESTIVAL

Students registered in Ballet classes can apply for an instructor to teach and choreograph a solo or duet for our local competition.

Solos for all students \$ 150 + 5.00 copy of music (3 hrs of instruction)

Duets/Trios \$ 75 per person + 5.00 copy of music (3 hrs of instruction)

THIS FEE IS TO SET CHOREOGRAPHY ONLY. ADDITIONAL PRIVATE LESSONS WILL BE REQUIRED TO COMPLETE AND POLISH ROUTINE. FEES DO NOT INCLUDE THE ENTRY FEE, STAGE & REHEARSAL FEES.

These fees include the choreography time and g.s.t. Students are also given free practice time in the studios closer to competition time. These fees do not include the entrance fees, rehearsal and stage fees which are due closer to competition time. All costumes are designed by the choreographer and the construction of such will be the responsibility of the parent. Students will be responsible to purchase their own materials for their solo or duet costumes. We have a school seamstress available for those who do not wish to sew.

EXTRA REHEARSALS & ATTENDANCE POLICY

Students working on performance or competition choreography, must show good attendance. Three classes or rehearsals missed prior to performance (within two months) will result in the student not being able to participate. No exceptions will be made! All students are required to attend all rehearsals and performances. Students and their parents are expected to be responsible in this regard. We are very open to reasonable requests to be excused from some rehearsals given that sufficient notice has been given. Dance is a discipline and a responsibility. It is your choice as to whether or not you want to be involved but, if you do make that commitment we expect you to follow through. Please show your respect to your teachers, the dance and especially your group! Students who are injured during competition or show times will be asked to step out of the choreography in order to make the adjustments to the dances. Students will only be permitted to dance under the discretion of the Instructor along with written consent from their doctor.

RECITAL Generally scheduled at the beginning of June, the School puts on a year end recital which all dancers are invited to participate in. The recital is for the pure enjoyment of our dancers and their families. Each class has a number in this recital which is rehearsed during their regular class time. Students will have additional rehearsals outside of regular class time, during the last week prior to the show. There are additional fees required (please see costume and ticket fees). We as teachers take a lot of pride in our year end recital; therefore we would appreciate parents not comparing our show and the cost of our show to other dance schools. We have always, considered the Port Theatre as a special place for our dancers to perform. It is our policy to ensure that all dancers have full use of the theatre during recital time. We make special arrangements to reserve the theatre over two days and our policy is this way so all the students are put in a safe environment. Some dance schools in Nanaimo offer ticket prices lower than ours, but for a cost that will affect the dancers and their performance. These schools ask parents to fundraise to cover the cost of the theatre, they do not provide a rehearsal time for the students, no special lighting instructions and no music preparations. As a dance teacher and owner, I feel it is my obligation to our students to give them the best experience there is when it comes to a dance recital. I will not jeopardize the safety of our students, to accommodate lower ticket prices. Our year end show is a reflection of who we are and what we represent.

YEAR END RECITAL TICKETS

Ticket prices are based on the actual cost of the recital. This includes, theatre rental and fees, technician fees, teacher's fees, programs, tickets, scenery costs and advertising expenses. Average ticket prices are based on this amount and that can range from Adults \$18 and Students/Seniors \$16. All tickets are sold at the Port theatre as this is their policy. The ticket prices does not include the g.s.t, MasterCard/visa charges or phone charges and Port Theatre cdf charge.

COSTUMES

Every student will require costuming for the year end performance. Prices for

costumes can range from \$50 - \$90 depending on the design of the costume. A \$35 costume deposit for all fabrics and notions is required by all students at registration time. A separate fee for seamstress, administration and any additional purchases is added to this cost at the end of the season to be paid when costume letters go out. If for any reason your child will not be performing in our year end recital, **written confirmation** must be sent into the office no later than the end of December. Costume deposits are not refunded if notice is not given prior to second term starting. All costumes will be set and designed by the individual faculty member. A costume newsletter is sent out to parents advising them of the additional costs and any props needed closer to competition or recital time. The school will purchase all materials needed for all groups participating. The school will not be responsible for any items lost or stolen after costumes have been sent out. In addition to costumes, all students are responsible for supplying all appropriate dance shoes, tights, undergarments, hair accessories and make-up.

DANCEWEAR

All students are expected to observe the appropriate dress code during attendance at class. Full details are listed below. All ballet students are expected to have their hair in a bun at all times. This does not apply to pre-schoolers, we ask that you put their hair up the best you can. All jazz, tap and other dance classes can wear their hair in a bun, pony tail or French braids. **Please note:** Students will not be allowed to wear big t-shirts, sweatshirts or sweatpants in class. Students will not be permitted to dance if they are not properly dressed. This is the parent's responsibility and not the teachers.

PRE-SCHOOL, PRE-PRIMARY & PRIMARY BALLET Pink tank style leotard, pink tights. Pink ballet slippers with elastic. Pink dance skirt.

GRADE 1-5 BALLET Navy tank style leotard with pink tights.

Pink ballet slippers with elastics. Black character skirt & black character shoes.

GRADE 6-8 BALLET Students choice of tank or spaghetti strap style leotard with pink tights. Matching long chiffon skirt. Matching wrap around skirt (optional). Black character skirt and black character shoes.

JAZZ Navy tank style leotard with pink tights. Jazz oxford shoes for jazz (black). Jazz pants can be worn in class at the discretion of the Instructor.

TAP Black tap shoes for tap. Paten leather for grades up to and including grade one. Oxford shoe for grades two and up.

HIP HOP/MUSICAL THEATRE Black Jazz Pants and Navy bodysuit. Black Jazz Runner. No outside shoes permitted. No Jeans, t-shirts or sweatpants.

There is no jewelry or watches to be worn in class. Small earrings are acceptable. Do not leave any money or valuables in the studio or waiting area. The studio will not be responsible for anything that goes missing.