

de*la DANCE CENTER 2022-23

Trainee/Apprentice Dancer Handbook

We are a pre-professional ballet program that offers intensive high quality ballet training combined with other necessary classes to assist in producing the all around dancer interested in pursuing dance as a career. Our highly qualified teachers follow a curriculum directed toward a national standard. Our Trainee/Apprentice classes are geared to the individual dancer, designing a plan for each student's specific needs for pursuing a dance career. Technical training along with de la's incomparable performance training offers a big edge to our students.

Please see the form at the end of the handbook and sign and return to Meridith with your signature.

2022-23 Calendar of Events

June 20-July 3	Early Fall Registration
July 4	Fall Registration
July 24	DEADLINE for Fall Registration (\$75 late fee for fall registration will apply if current student registers after deadline)
	Fall Late Registration Fee Applied
July 25	Fall Semester (18 wks)
Aug 22-Jan 15	Company rehearsals begin
Aug 23	Open House 9:30-11:30
Aug 27	Nutcracker Children's Auditions (Funds-Int/Adv)
Sept 1	5:30-7:00
Sept 5	Labor Day - NO CLASSES (See teacher for makeup times)
Sept 10	Nutcracker Casting posted
Sept 12	Nutcracker Theater/Costume fee due (\$100) (\$25 late fee will apply)
Sept 15	Company Nutcracker Rehearsals Begin (including snow and flowers)
Sept 15	Children's Nutcracker Rehearsals Begin
Sept 30 Oct 1,7,8	Company Fall Rep Series #1
Oct 17-Oct 22	Parent Observation Week
Nov 7-20	Spring Registration
Nov 19 and 23	MANDATORY Dress Rehearsals Nutcracker for all performers
Nov 21	Spring Late Registration Fee Applied
Nov 21-26	Thanksgiving Break
Nov 25,26,27, Dec 2,3,4,9,10,11	Nutcracker Performances
Dec 12-Jan 9	Company layoff
Dec 19-Jan 1	Winter Break
Jan 2	Fall Classes resume
Jan 15	End of Fall semester
Jan 16 - May 20	Spring Semester (18 wks)
Jan 16	Martin Luther King, Jr. Day - NO CLASSES (See teacher for makeup times)
Jan 22	Spring Showcase fee due (\$25 late fee will apply)
Jan 28	Children's Audition for La Sylphide
Feb 6	Recital rehearsals begin
Feb 11	"La Sylphide" Casting posted
Feb 13	"La Sylphide" costume/theater fee due
Feb 17,18, 24,25	DanceCincinnati2022 Performance Series #3
Feb 26 - March 13	Company layoff
March 20	Early Registration Summer Intensive deposit due

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March 20-25
April 3

April 4

April 28,29,30,5,6,7,12,13,14

May 19,20

July 3-30

July 21,22,23,28,29,30

Parent Observation Week

Early Registration Summer Intensive

Balance due

Late Registration Summer Intensive

Co Performance #4 - "La Sylphide"

Spring Showcase

Summer Dance Intensive

"Dance Under the Stars" performance Series #5

Trainee/Apprentice Requirements per semester

Focus, commitment, and discipline are necessary to participate as a Trainee/Apprentice dancer. See below for the maximum amount of absences allowed.

Trainees must attend all classes and rehearsals required by their individual contracts. Trainees receive a maximum of 4 academy excused absences per semester. Anything beyond that might result in your company contract being terminated.

If a dancer does not think they can maintain the attendance expectations it is best to consider not registering for the Trainee/Apprentice position.

If "Academy Trainees" do not turn in your family Spring Break dates before rehearsals for the Spring Series begin, those absences will not be excused.

There are NO CLASS ABSENCES allowed during any theater weeks for Academy Trainees, Trainees or Apprentices.

Conferences

Conferences for Trainee students are available upon request.

Inclement Weather Policy

In the case of bad weather please check the www.deladancecenter.com website. The information about cancellation of classes will be posted by 7:30AM for morning classes/rehearsals and 2PM for evening classes/rehearsals.

Tuition and Fees

Registration Fee

There is a \$65 non-refundable Annual Registration Fee per family for Academy trainees for the calendar year. You pay a one time registration fee that is good for the entire year from date of registration.

Showcase Fee

There is a \$65 non-refundable Showcase Fee for all dancers who wish to participate (\$35 for additional family members). This fee helps take care of extra expenses to make showcase happen; extra work of teachers, the use and cleaning of costumes, technical staff to rehearse and run the performance, etc. This fee does not include tickets for the Showcase. \$25 tickets for adults and \$15 tickets for children must be purchased to attend the showcase. Unfortunately there are no complementary tickets offered.

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**** All Academy Trainees and Trainees and Apprentices are required to participate in the Academy Showcase May 9,10.**

Making a Payment

We have online registration.

Please take advantage of this opportunity as it is the most efficient way to register at deladancecenter.com. You can also pay in person (see Morgan), or by dropping a check in the box as you come in the building. We accept checks, cash, and most major credit cards.

Payment policy

Please be on time with your tuition. There will be a **\$75 late fee** for late payment anytime after the registration deadline.

Refund policy

If a dancer is unable to attend classes during a fall or spring semester that is already paid for, you may receive the following:

1st week of semester or prior - refund of 100% tuition

2nd week of semester - refund of 50% tuition

After 3rd week NO refund will be issued

Summer Intensive Deposit

NO refunds will be given for the Summer Intensive deposit nor the Summer Intensive tuition, nor amount of weeks. We budget our intensive off of the registration deadlines.

**If a long term injury or illness occurs to a dancer mid-semester there are ways a dancer can learn and participate (i.e. taking notes in class and working on other aspects of her dancing). With written medical proof of injury, credit towards the following semester can be considered.

Late Payment Fee

Late fee for Semester tuition\$75

Late fee for Costume/Theater\$25

We ask that the costume/theater fee to be paid on the day of Auditions.

Balance on accounts

A dancer will not be able to return to classes the following semester if there is a balance owed from the previous semester.

A dancer will not be allowed to participate in any performance if there is a balance due from any previous semester of classes.

Splitting Tuition Payments

de la offers the convenience to it's students to split tuition payments for a service fee of \$40. This fee must be paid at the beginning of the term. Tuition payments will be due at the beginning of the semester and 6 weeks in to the semester.

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Scholarships may be available to dancers with financial need. We give up to 50% scholarships. Please see the office for forms. To maintain scholarship status the student must attend all semesters: fall, spring, summer, and summer intensive.

Class Attire for Academy Trainee/Trainee/Apprentice

Class/Level	Class	Attire
Academy Trainees	Academy Ballet Classes and Company classes	<i>De la black leotard, pink tights worn under leotards and under shoes*</i>
Academy Trainees	Company rehearsals	<i>Any leotards but still tights under Leo and shoes, skirts are allowed.</i>
Company Trainees/ Apprentices	Academy Classes	<i>De la black leotard, pink tights worn under leotards and under shoes</i>
Company Trainees	Company classes	<i>any colored leotard when in company classes (tights under leotard and under shoes).</i>
Apprentices	Company classes	<i>any colored leotard when in company classes, any tights. No shorts, skirts in center are allowed</i>
Company Trainees/ Apprentices	Company rehearsals	<i>Any leotard and tights, shorts, skirts- unless asked by director not to.</i>
	Boys	<i>White t-shirt or tank, black tights with white socks, white shoes</i>

*All Academy dancers must wear pink or fleshed toned dance tights under their leotard and in their shoes with their hair in a bun/twist (No messy bangs). No skirts or leg warmers.

Dance Class Rules

- * Be on time - Make it a habit to arrive early to dance class to stretch.
- * Any dancer more than 10 minutes late will be asked to sit out of class.
- * If you are late for class, please ask teacher for permission to enter the class.
- * No talking in class, please raise your hand.
- * Follow directions of instructor.
- * No sitting in class unless you have been given permission by the teacher.
- * Always ask for permission to leave class.
(i.e. for bathroom, to get something in the dressing room, or to leave class early)
- * No stretching during barre - please stand at attention during teacher demonstration.
- * No chewing gum.
- * No food or drinks (except water) in the studio.
- * No eating in the studio. Please use lounge.
- * Always thank your teacher at the end of class with a bow/curtsy or a verbal thank you.

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Spring Showcase

All Trainees and Apprentices are involved in Spring Showcase work on their Showcase choreography during afternoon Academy class time so if they are absent for that class they will miss their rehearsal time. Please do everything you can to make sure you attend your class rehearsal time for recital rehearsals.

If a dancer has more than 4 absences during spring semester she/he might not be able to participate in Showcase nor Dance Under the Stars Series.

**All Trainee/Apprentice students who are registered for Showcase can only miss 2 classes on the day that their recital is rehearsed. (including spring break for Academy Trainees)

The Showcase Theater/Costume fee for all Trainees is \$65. (\$35 for each additional family members). \$25 tickets for adults and \$15 tickets for children must be purchased to attend the showcase. Unfortunately there are no complementary tickets offered.

The Spring Showcase is scheduled for **May 19th and 20th, 2023.**

The performance will be a class demonstration to showcase the classwork throughout the year, along with their showcase choreography.

Summer Intensives

All Trainee and Apprentices are required to participate in the Summer Intensive as well as "Dance Under the Stars" series as per their company contract.

All Trainees are required to pay the full Summer Intensive Tuition, Apprentices at a 50% discount . Please follow the payment guide lines for tuition payment.

Early Registration for Summer will give you a discount on tuition of 10%. At the time of registration you will be asked to determine how many weeks your are planning to take for our planning needs. A 50% tuition deposit is due for early registrants March 20th. At this time we ask for specific dates of participation. This helps us with scheduling guest teachers and staff.

Late registration for Summer will allow you more flexibility and time for planning. For late registration, a 50% tuition deposit is due on April 3, 2021. Please remember there are **no refunds** for Summer Intensive deposit balance or amount of weeks registered for.

Summer Flex-Card

Trainees are required to take advantage of the summer flex-card to stay in shape at the Trainee level throughout the summer. The summer flex card can be bought at the beginning of the summer and used throughout the June and August months on your own schedule.

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Trainee/Apprentice

Dancer Handbook

Please keep the above handbook for reference and return the signed form below

de*la DANCE Academy

Student Handbook

2022-23

Dancer Agreement

I have read and clearly understand the policies, rules, and my commitment level to de la Dance Center . I promise to fulfill my obligation to de la, to uphold the integrity and discipline of the dance art form, as well as the de la dance community.

Student (Print)

Level

Dancer signature

Signature of Parent or Guardian (if under 18 years of age)