



2023-24 Student Handbook

Welcome to de*la DANCE CENTER.
de la offers excellent ballet training, as well as training in other dance forms, by quality teachers. This handbook will give you details on dress code, class expectations, performing opportunities, and the entire year’s calendar of events.
Please fill out the form at the end of the handbook and return it to the front desk with your and your student's signatures.

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2023–2024 Calendar of Events

June 5–19	Early Fall Registration
June 20	Fall Registration
July 10	DEADLINE for Fall Registration (\$75 late fee applied if current student registers after deadline)
July 11	Fall Late Registration Fee applied
Aug 21 – Jan 14	Fall Semester (18 weeks)
Aug 22	Company rehearsals begin
Aug 26	Open House 9:30-11:30am
Sept 4	Labor Day - NO CLASSES (See teacher for makeup times.)
Sept 9	Nutcracker Children’s Auditions (FUNs–Int/Adv) 5:30–7:30pm
Sept 16	<i>Nutcracker</i> Casting posted
Sept 18	<i>Nutcracker</i> Costume Payments due (\$100) (\$25 late fee applied after deadline)
Oct 12	Children’s <i>Nutcracker</i> rehearsals begin
Sept 29 – Oct 8	Company Fall Rep Series #1
Oct 16–28	Parent Observation Week
Nov 6–19	Spring Registration

Nov 18 and 22	MANDATORY <i>Nutcracker</i> Dress Rehearsals
Nov 20	Spring Late Registration Fee applied
Nov 20–26	Thanksgiving Break
Nov 24,25,26, Dec 1,2,3,8,9,10,	<i>Nutcracker</i> Performances (Company Series #2)
Dec 11 – Jan 15	Company lay-off
Dec 18 – Jan 1	Winter Break
Jan 2	Fall Classes resume
Jan 14	End of Fall Semester
Jan 15 – May 18	Spring Semester (18 weeks)
Jan 15	Martin Luther King, Jr. Day - NO CLASSES (See teacher for makeup times.)
Jan 29	Spring Showcase Fee due (\$25 late fee will applied after deadline)
Feb 5	Showcase rehearsals begin
Feb 10	Children’s Audition for <i>La Sylphide</i> (FUNs– Int/Adv)
Feb 17	<i>La Sylphide</i> Casting posted
Feb 19	<i>La Sylphide</i> Costume/Theater Fee due
Feb 23 – Mar 2	DanceCincinnati 2024 (Company Series #3)
Mar 3–10	Company lay-off
Mar 4	Early Registration Summer Intensive deposit due
Mar 18–30	Parent Observation Week
April 1	Early Registration Summer Intensive balance due
April 2	Summer Intensive Late Registration applied
April 26,27,28,3,4,5,10,11,12	<i>La Sylphide</i> (Company Series #4)
May 17–18	Spring Showcase
July 1 – Aug 4	Summer Dance Intensive
July 26,27,28, Aug 2,3,4	Dance Under the Stars 2024 (Company Series #5)

Inclement Weather Policy

In the event of bad weather, please check the deladancecenter.com website. Information regarding cancellation of classes will be posted by 7:30AM for morning classes/rehearsals and by 2:00PM for evening classes/rehearsals.

Tuition and Fees

Registration Fee

There is a \$65 non-refundable Annual Registration Fee per family for one calendar year. This one-time registration fee 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 in the Spring Showcase (\$35 for each additional family member). This fee helps take care of extra expenses to make the 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. Tickets (\$25 for adults and \$15 for children) must be purchased to attend the showcase. Unfortunately, no complimentary tickets will be offered.

Making a Payment

We operate using online registration through deladancecenter.com. Please take advantage of this opportunity as it is the most efficient way to register. You may also pay in person at the front desk or by dropping a check in the box as you come into 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** applied for any payment made after the registration deadline.

Refund Policy

If a student is unable to attend classes during a fall or spring semester that has already been paid for, you may receive the following dependent on the time of cancellation:

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

2nd week of semester – 50% tuition refund

3rd week of semester or after – NO refund issued

Summer Intensive Deposit

NO refunds will be given for Summer Intensive deposit nor Summer Intensive tuition, regardless of at what point the cancelation occurs. (We budget our intensive based off of the registration fee 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, working on other aspects of his/her dancing). With written medical proof of injury, credit towards the following semester may be considered.

Late Payment Fee

Late fee for Semester tuition.....\$75

Late fee for Costume/Theater Fee.....\$25

We ask that the Costume/Theater Fee be paid on the day of auditions.

Balance on Accounts

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

A student 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 its 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 six (6) weeks into the semester.

Scholarships (up to 50% of tuition) may be available to dancers with financial need. Please see the office for forms. To maintain scholarship status, the student must attend all sessions (fall, spring, summer, and summer intensive).

Class Attire

Class/Level	Attire
Dance FUNs and Intro to Ballet 1	light pink camisole/tank leotard (no skirt/tutu attached), ballet shoes to match tights*
Ballet 1 and Ballet 2	light blue camisole/tank leotard (no skirt/tutu attached), ballet shoes to match tights*
Ballet 3 and 4	black de*la camisole leotard, ballet shoes to match tights*

Class/Level	Attire
Intermediate/Advanced Ballet	black de*la camisole leotard, ballet shoes to match tights*
Pilates and Stretch/Strength	leggings and shirt
Int/Adv Contemporary	class leotard, tights/leggings (no shorts except over tights), bare feet
Tap, Jazz, Musical Theater	class leotard, tights/leggings (no shorts except over tights), tap shoes for tap, jazz shoes for jazz and musical theater
Boys	white t-shirt or tank, black tights, white socks, white shoes

*All ballet students must wear pink- or flesh-colored dance tights under their leotard. No skirts or warmers.

*Hair must be pulled back in a bun (with no messy bangs) for all ballet classes. Please see this YouTube link for a tutorial: <http://youtu.be/S-bXrkWw8vY>

Class Leveling

Students will be placed in a class according to their ability to maintain the level of the class. Class placement will be made solely by the teaching staff's discretion.

Dance Class Rules

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

Student Tardiness and Absence Policy

If you/your child is going to *miss a class*:

Please email info@deladancecenter.com The teacher of that class will be able to advise you on the best times to make up the class (two make-up classes allowed per semester). You do not need to contact the teacher directly.

Sitting and watching class due to an injury or illness can be beneficial for the dancer to learn from watching the other dancers in class.

If you/your child is going to be *late for class*:

The student may be asked to sit out of the class if he/she is more than ten (10) minutes late. In this instance, the dancer should take notes for participation. It is dangerous for a dancer to come in late without a proper warm up, and this can cause injury.

**** Students that are cast in De La Dance Company's productions will be held to a class absence policy for the duration of the rehearsal and performance period in a separate company contract.**

**** Students that are cast in roles on pointe will be asked to take a required number of classes during the rehearsal period of the company production to maintain the level of technique needed to perform that specific role. Any student cast in a role on pointe is required to attend a minimum of three (3) pointe classes per week.**

Spring Showcase

We will no longer be ordering costumes for the showcase. We will instead use skirts and tutus from our stock worn over the students' class leotards.

The Showcase Theater/Costume Fee for all dancers is \$65 (\$35 for each additional family member).

The Spring Showcase is scheduled for **May 17th and 18th, 2024.**

The performance will be a class demonstration to showcase the classwork throughout the year, along with their showcase piece. Tickets (\$25 for adults and \$15 for children) must be purchased to attend the showcase. Unfortunately, no complimentary tickets will be offered.

Because we do not require extra time outside of the student's dance class for participation in the showcase, the teachers choreograph and rehearse for the showcase during specified classes during the spring semester. Therefore, the student's class attendance is very important. If a student misses class, he/she will not know what he/she is supposed to do and where he/she fits into the group choreography. If several absences occur, we will have to schedule extra rehearsal time outside of the student's class time. **If a student has excessive absences during the spring semester, he/she might not be able to participate in the showcase if the teacher feels he/she is not able to perform properly.**

Other Performance Opportunities

Students are welcome to audition for roles in De La Dance Company's productions including *The Nutcracker: Jazzed Up* and this year's spring production of *La Sylphide*. Student contracts will be issued per production when casting is posted.

There is a \$100 Costume/Theater Fee for all company productions (\$85 for each additional family member). This helps cover the cost of teachers; use, alterations, and cleaning of costumes; technical staff to rehearse and run the shows; etc.

Rehearsals for Company Productions

The De La Dance Company rehearsals are run in a professional manner. Company members are professional adults hired by De La Dance Company with a yearly contract. Company Directors train the students of de*la DANCE CENTER to understand and learn the qualities and skills of a professional performer. There is an expectation of the students to handle themselves responsibly and professionally. Attendance at classes and rehearsals is mandatory. Students are only allowed two rehearsal absences during the production rehearsal period as well as two class absences.

de*la Summer 2024

Summer dancing is available to your dancer throughout June, July, and August by purchasing a Summer Flex-Card that allows flexibility with summer plans and vacations. The Summer Programs in July are for those students who are exhibiting great interest in their dance training and want to gain more dance experience in a short period of time. There is a minimum registration of three (3) weeks for all summer programs. See below for our general curriculum.

General Curriculum

- Ballet Technique
- Pointe
- Variations
- Pas de Deux
- Musical Theater
- Repertory
- Stretch/Strength
- Character
- Contemporary
- Acting, Mime, and Stage Presentation
- Health and Physical Therapy
- Seminars/Journaling/Reflection

NEW To culminate the Summer Programs, the students will be involved in De La Dance Company's outdoor performance series "Dance Under the Stars." The performances are the last two weekends of the programs: July 26, 27, 28 and August 2, 3, 4. Dancers who do not participate in the full program may not be able to fully participate in DUS. This decision is up to the staff's discretion. Please contact the office to schedule a placement class for the summer intensive and join us!

Early Registration for summer offers a tuition discount of 10%. At the time of registration, you will be asked to determine how many weeks you/your student is planning to attend. A 50% tuition deposit is due for early registrants on March 4th. At this time, we ask for specific dates of participation, as this helps with scheduling guest teachers and staff.

Late Registration for summer allows more flexibility and time for planning. For late registration, a 50% tuition deposit is due on March 18th.

Please remember that there are **no refunds** for the Summer Intensive deposit or tuition.

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

de*la DANCE CENTER

**Student Handbook
2023–2024**

Parent/Student Agreement

We have read and clearly understand the policies, rules, and expected commitment level to de*la DANCE CENTER. We promise to fulfill our obligations to de la, to uphold the integrity and discipline of the dance art form, as well as the de la dance community.

Student	Level
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Signature of Student

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