



2022-23 Student Handbook

Welcome to de* la DANCE CENTER.

de la offers excellent ballet training as well as other dance forms taught by quality teachers. This handbook will give you details of class expectations, dress code, performing opportunities and the entire year’s calendar of events. Please see the form at the end of the handbook and sign and return to the office with your student's signature.

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2022-23 Calendar of Events

June 20-July 3	Early Fall Registration
July 4	Fall Registration
July 25	DEADLINE for Fall Registration (\$75 late fee for fall registration will apply if current student registers after deadline)
Aug 22-Jan 15	Fall Late Registration Fee Applied
Aug 23	Fall Semester (18 wks)
Aug 27	Company rehearsals begin
Sept 1	Open House 9:30-11:30
Sept 5	Nutcracker Children’s Auditions (Funds-Int/Adv) 5:30-7:30
Sept 10	Labor Day - NO CLASSES (See teacher for makeup times)
Sept 12	Nutcracker Casting posted
Sept 15	Nutcracker Costume Payments due (\$100) (\$25 late fee will apply)
Sept 30 Oct 1,7,8	Company Nutcracker Rehearsals Begin (including snow and flowers)
Oct 17-Oct 22	Children’s Nutcracker Rehearsals Begin
Nov 7-20	Company Fall Rep Series #1
Nov 19 and 23	Parent Observation Week
	Spring Registration
	MANDATORY Dress Rehearsals Nutcracker

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	Childrens Audition for La Sylphide (Funds-Int/Adv)
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
March 20-25	Parent Observation Week
April 3	Early Registration Summer Intensive Balance due
April 4	Late Registration Summer Intensive
April 28,29,30,5,6,7,12,13,14	Co Performance #4 - "La Sylphide"
May 19,20	Spring Showcase
July 3-30	Summer Dance Intensive
July 21,22,23,28,29,30	"Dance Under the Stars" performance Series #5

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 the calendar year. You pay a one time registration fee that is good for the entire year from date of registration.

Spring 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 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. \$25 tickets for adults and \$15 tickets for children must be purchased to attend the showcase. Unfortunately no complimentary tickets will be offered.

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 student 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 student will not be able 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 6 weeks in to the semester.

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

Class/Level	Attire
Dance Funds 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*
Beginning/Intermediate Ballet	black de la camisole leotards, ballet shoes to match tights*
Intermediate/Advanced Ballet	black de la camisole leotards, ballet shoes to match tights*
Pilates	leggings and shirts, no shorts or crop tops
Int/Adv Contemporary	class leotard, tights/leggings (no shorts except over tights), barefoot

Class/Level	Attire
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 with white socks, white shoes

*All ballet students must wear pink or flesh colored dance tights under their leotard with their hair in a bun (No messy bangs). No skirts or warmers.

Hair must be pulled back in a bun for all ballet classes, please see youtube link for 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 by the teaching staff.

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 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.

Student Tardy 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. You do not need to contact the teacher directly. There are two make up classes allowed.

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 class if he/she is more than 10 minutes late. In this instance, the dancer should take notes for participation. It is dangerous for a dancer to come in late without proper warm up. This can cause injury.

**** Students that are cast in a 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 pointe role is required a minimum of 3 pointe classes per week.**

Spring Showcase

We do not order costumes for showcase to save parents the cost. 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 members).

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 piece.

\$25 tickets for adults and \$15 tickets 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 child's dance class for the participation of recital, the teachers choreograph and rehearse for the showcase during a specified class during the spring semester. Therefore, the student's class attendance is very important. If a student misses class he/she will not know what they're supposed to do and where they fit into the group choreography. If excessive absences occur we will have to schedule extra rehearsal time outside of the students class time. **If a student has excessive absences during the spring semester he/she might not be able to participate in the recital 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 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 additional family members). This helps cover the costs 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 on a year 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 to classes and rehearsals is mandatory. Students are only allowed two rehearsal absences during the production rehearsal period as well as two classes.

de la Summer 2023

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 that are exhibiting great interest in their dance training and want to develop more dance experience in a shorter period of time. To get the most benefit we recommend a minimum of 3 weeks for all summer programs to really progress.

See below for general curriculum. Classes vary according to levels.

General Curriculum:

- ballet technique
- pointe
- variations
- pas de deux
- music theater
- repertory
- stretch/strength

- character
- contemporary
- acting/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 21,22,23,28,29,30. Dancers that do not participate in all weeks may not be able to fully participate in the DUS. This decision is up to the staff’s discretion. Please contact the office to schedule a placement class for the summer intensive.

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 4, 2023.

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

de*la DANCE CENTER

Student Handbook
2022-23

Parent/Student Agreement

I have read and clearly understand the policies, rules and my 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

_____ Signature of Student

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