

de*la DANCE CENTER 2023-2024 Trainee Student Handbook

Trainee Classes

Welcome to **Trainee Classes at de*la DANCE CENTER.**

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

Please fill out the form at the end of the handbook and return it to the front desk with your student's signature.

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 Fee applied
April 26,27,28,3,4,5,10,11,12	La Sylphide (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)

Minimum Trainee Requirements

Focus, commitment, and discipline are necessary to participate as a Trainee student. Trainees must attend all classes and rehearsals required by their individual contracts. Trainees receive a maximum of four (4) academy absences per semester.

If a student/family does not think that they can maintain the attendance expectations, it is best to consider not registering for the Trainee Division.

Please note:

Students are only allowed one (1) missed weekend of rehearsals for their Spring Break. Two (2) consecutive weekends of absences from rehearsal is not allowed for any Trainee dancer.

If you do not turn in your Spring Break dates before Spring Series rehearsals begin, those absences will not be excused.

Rehearsals for Company Productions

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 rehearsals is mandatory. Students are only allowed two rehearsal absences during a production.

Student Tardiness and Absence Policies

If you are going to *miss class*:

Please email info@deladancecenter.com with class absence notification.

We would like for Trainee students that are ill or injured to still attend their classes, unless they are contagious. Sitting and watching class due to injury or illness will not be considered an absence.

If you are *late for class*:

The student may be asked to sit out of 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.

**** NEW ** There are NO CLASS ABSENCES allowed during any theater week for Trainees.**

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.

Parent/Teacher/Student Evaluation

Parent/Teacher conferences for Trainee students are available upon request.

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
Ballet Technique	<i>any black leotard or any colored leotard when in company classes, tights worn under leotard</i>
Pilates and Stretch/Strength	<i>sweat pants/leggings and tops (please no crop tops or shorts)</i>
Contemporary/Modern	<i>leotards, tights/leggings (no shorts except over tights), shirts (please no crop tops), bare feet</i>
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.

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.

Spring Showcase

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.

Students work on their showcase piece during class time, so if they are absent for that class they will miss their rehearsal time. Please do everything you can to make sure your dancer attends their class rehearsal time for showcase rehearsals. 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.

*All Trainee students who are registered for the showcase may only miss two (2) classes on the day that their showcase piece is rehearsed, including during Spring Break.

The Showcase Theater/Costume Fee for all dancers is \$65 (\$35 for each additional family member). Tickets (\$25 for adults and \$15 for children) must be purchased to attend the showcase. Unfortunately, no complimentary tickets will be offered.

Summer Intensives

A summer intensive can lead to as much as an entire semester of improvement. It is recommended that all Trainee students take the full five (5) weeks.

In order to keep continuity and quality of the training, there is a **minimum of four (4) weeks** participation. A Trainee student may not be able to maintain his/her Trainee status in the fall if he/she does not continue his/her required summer dance training.

General Summer Intensive Curriculum

- Ballet Technique
- Pointe
- Variations
- Pas de Deux
- Repertory
- Musical Theater
- Stretch/Strength/Core Training
- 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.

Summer Flex-Card

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

