



Team & Company Handbook 2019 – 2020

For more than 30 years our studio has been a leader in dance education. We believe that our success comes as a result of providing solid training and quality service, as well as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibilities as a Team or Company member.

- Dates and/or expenses listed in this handbook are subject to change. Please check the website regularly for updates.

Tentative Event Dates:

Start of Classes: August 19th, 2019

Last Day of Fall Classes: May 21st, 2019

Recital Dress Rehearsal & Recital: between May 26th – 30th
(dependent upon availability of venues)

Heart N Soul Closure Dates:

September 2nd – Labor Day

October 17th & 18th – Fall Break

November 27th – 29th – Thanksgiving

December 23rd - January 3rd – Christmas

January 20th – MLK Day

February 17th – Presidents Day

April 6th – 10th – Spring Break

May 25th – Memorial Day

Team vs. Company: Our companies are comprised of serious dancers ages 8 and up. They are intermediate to advanced dancers and train 7 to 15 hours a week. There is a high level of commitment and time as well as greater costs involved with being on a company. Our non-company teams are for those dancers who would like to compete but are not interested in the higher commitment required of company members. Teams train an average of 5 hours a week. Some teams may come up to 8 hours a week. However, the amount of commitment, time, and money required is lower. If a dancer is working toward being on a company and is placed on a team this season, they should come talk to us about taking extra classes in order to help prepare for a company the following season.

Competitions: We will attend four competitions this season. Teams will be required to attend the Spotlight Competition and 3 other local competitions. Companies will be required to attend the Spotlight Competition, 2 local Convention/Competitions (*see more about conventions below*), and 1 local competition. **Competition season for Companies will run from February through July. Competition season for Teams runs from February through May.** As a team or company member, you are committing to be to all of your classes and competitions during these months. We will have definite dates and locations for each competition by October 15th. Until then, keep each of your weekends during these months open. Be aware, there are fees associated with entering the dancers in these competitions, as well as travel and hotel fees depending upon the locations of the competitions.

Conventions & Camps: Conventions offer our dancers an opportunity to take classes from other teachers with various experiences. They increase students' confidence and exposure to the dance world while also improving their technical skills. All dancers are invited to participate in the conventions we attend (*more info to come*), but only company members will compete there.

Heart N Soul Dance Camp *Required for ALL team and company members

August 5th, 6th, & 7th @ Heart N Soul studio

Ages 8 & up: 8:30 am – 2:30 pm \$200 (Due August 5th)

Ages 5 – 7: 9:00 am – 11:15 am \$100 (Due August 5th)

Classes & Routine Classes: All dancers are expected to attend their regularly scheduled classes in addition to all routine classes and performances. **No more than eight class days per season may be missed.** Any team or company member with poor attendance will be dismissed from their team or company.

Dancers will receive a fall class schedule by the end of July.

All routine classes are dedicated to choreography or “cleaning” the choreography. A dancer who misses a routine class holds back the progress of the entire group. Repeating the choreography from a previous session for those who were absent takes up valuable rehearsal time, which could result in a performance that is not up to par. When we clean choreography, we may also change it. Dancers who miss a cleaning session may not be properly prepared for an upcoming performance and could end up disappointing themselves or their team. One important lesson taught through our Team and Company program is the value of teamwork. Dancers who miss a routine class because of non-emergency circumstances are letting their fellow dancers down in many ways. We expect parents to nurture the values that dance education teaches; therefore, you should never encourage your child to let the group down.

Dancers who need to be excused are required to notify the studio before the scheduled routine class. Any dancer excused from a routine class is responsible for learning any missed choreography before arriving for the next routine class. If parents have a conflict that prevents them from taking their children to a scheduled class, we will be more than happy to assist you in arranging transportation with other parents from the same group. Our goal is the help all children keep their commitments.

♥ Dancers: True progress is made when you look at each class, rehearsal, or performance as an opportunity to become better at what you love to do.

Personal Conduct: Respect for the studio, its teachers, and its choreographers is essential. The teachers and choreographers selected to work with our Team and Company dancers are among the finest and most experienced available. They are selected because of their professionalism and knowledge of what is technically and emotionally right for the dancers.

Guidelines for behavior:

- Leave any personal negativity at the door when entering the studio.
- Arrive at least 5 minutes before the start of every class or rehearsal and begin preparing yourself (emotionally and physically). Once your dance room is emptied of the previous class's dancers, go there immediately – do not wait for the teacher to invite you to class!
- Proper dancewear and shoes are a must in every class and rehearsal.
- Choreography must never be questioned.
- Never attempt to contact teachers or choreographers at home. All contact must be made through the studio office.

- Finish every class or choreography session with a thank-you to the teacher or choreographer.
- When wearing your studio jacket or other apparel to non-dance events, be sure that the activities and your behavior reflect positively on you and the studio.
- If you choose to participate in an extra class, you must participate in all of the class.
- No food in the dance rooms!
- All dancers must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the team or company.

Listen to each correction given, whether it's directed to you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer and a team. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

Tuition: Full monthly tuition is due by the 1st of each month. Please note: tuition is based on the season regardless of how many weeks are in a given month.

**A half-month's tuition will be due the first week of classes in August.

Heart N Soul Payment Policy:

- 1) All outstanding balances must be paid in full prior to registration.
- 2) A valid debit or credit card must be on file for your account. This information is securely stored in an encrypted database within Jackrabbit. It will only be used to process payments for your account.
- 3) All accounts must be paid in full by the end of each month. **No exceptions.**
- 4) Tuition is due by the first of each month and can be paid by cash, check, auto-pay with your debit/credit card, or self-initiated debit/credit card payment. There is a 10 day grace period for tuition payments. If tuition is not paid by the tenth of each month, the debit/credit card we have on file will be charged and a confirmation email will be sent to you.

If we are unable to process your card because it has become invalid or has insufficient funds, a \$15 late fee will be assessed and you will be required to submit payment and provide a valid debit/credit card for your account by the last day of the month.

Additionally, we offer a 7% discount on annual tuition that is paid in full *with cash or a check* by September 1st.

- 5) If you are unable to pay your account balance in full by the end of the month, an email will be sent to you informing you of the situation. Your dancer will be automatically un-enrolled from Heart N Soul until such time as the account balance has been paid and a valid debit/credit card is provided for your account. Un-enrolled students will be required to re-enroll and pay a registration fee to participate at Heart N Soul Dance.

Please understand the only purpose of this payment policy is to properly enforce receiving payment for services rendered. We wish we didn't need to have a strict policy, but it has become clear that we must in order to continue offering quality instruction in an affordable way. The time and effort required to collect past due payments and the balance of our accounts receivable are making it difficult to run the business. We do our best to be up front and clear with the costs involved so you can decide if participating in dance at Heart N Soul is feasible to you and your family.

Costumes: Dancers on teams will require 2 costumes. Those on companies will need 3 costumes. Note: audition or optional dances will add more costumes, depending on the number of dances they will compete. The typical cost of a costume is \$100 - \$125.

Choreography: We are planning to bring in a few guest choreographers for our companies. Be aware that there are choreography fees associated with this opportunity. Depending on the choreographer, those fees range from \$40 - \$175.

Warm-ups: Warm-ups are mandatory for all team and company members. You should wear your warm-ups to all performances and competitions. We will be using the same jackets and pants as last year. The cost for warm-ups will be \$200 - \$220.

Competition Make-up: Each dancer will need a make-up kit. We will be using the same make-up, lipstick, hair jewel, and earrings as last year – plan on about \$100.

Dress code: Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

In ballet, a **solid colored leotard (no prints), pink footed ballet tights, and pink split-sole ballet shoes with the elastic sewn on (canvas or leather)** are required. These are your responsibility to get.

Each team and company member will also be required to have a practice outfit to wear to ALL of their routine classes. This outfit consists of **dance shorts (a required purchase – plan on \$35), dance top (a required purchase – plan on \$42) and leggings (plan on \$45)**. Dancers who are placed on a team or company will be fitted for these items as well as the warm-ups during the Heart N Soul Dance Camp in August.

Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents.

Payment Due Dates: Listed below is the payment breakdown for costumes, competition, and convention fees.

Companies

\$275.00 due each month August – January 1st
(6 total payments)

*There will be a few specialty dances that each dancer can choose to audition for and participate in. These costs are not included in the payment breakdown above. For each additional dance, add the cost of the costume and about \$195 for competition fees.

Teams

\$120.00 due each month August – January 1st
(6 total payments)

Audition Fee: \$35.00 per dancer – due the first day of auditions. NOTE: this fee is required even if you will not be attending the days set for auditions.

2019 – 2020 Registration Fee: \$35.00 per dancer or \$50.00 per family – due with August tuition.

Recital: All teams and companies will perform in the end of year recital, which takes place the end of May or beginning of June. The recital offers students an opportunity to present to their families and friends the results of a year's hard work, dedication, and progress. A recital fee of \$60 per dancer or \$100 per family will be due March 31st. This fee includes a flash drive recording of the recital for your family and enables us to not charge admission to the show.

Solos, Duos, & Trios: Be aware, any dancer may choose to participate in a solo, duo, or trio (all ages and ability levels). The dancer(s) and their parent(s) are responsible for contacting the choreographer as well as entering most competitions. Fees associated with solos, duos, and trios will be paid directly to the choreographer and the competitions you chose to enter. We can assist you in finding a choreographer as well as accessing entry forms for the competitions we attend as a studio. We are also available to answer any questions you may have. Please remember that a solo, duo, or trio is done by your choosing and will require extra time and practicing which should not take away from your team or company commitments and responsibilities.

Studio Rental: Studio rentals are available for privates, solos, duos, trios and small groups for extra rehearsal time. Studio rentals need to be scheduled in advance at the front desk. You must check in and pay the rental fee before you can use the dance room you have reserved. Studio rental rates are \$10 per hour for single/duo/trio and \$5 per hour for each additional dancer using the room at the same time.

Photo Release: The studio is hereby granted permission to take photographs or video of the students to use in brochures, web sites, posters, advertisements, and other promotional materials the studio creates. Permission is also hereby granted to the studio to copyright such photographs in its name.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parents and students to be aware of all studio activities, such as competitions, recitals, extra classes, and dates the studio is open or closed. All such notices will be emailed home and also posted on the *Teams* page of the website and blog. It is the parent's responsibility to regularly check their email, the website, and the blog to ensure they are informed. It is also the responsibility of the parent to inform the Heart N Soul front desk staff of any email address change, address change, or telephone number change.

Staying Informed: We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Newsletters and important updates are printed and handed out to the dancers. Updates are also emailed to you and posted on the Heart N Soul website and/or blog where news, important parent and student information, contact information, and more are available online 24 hours a day.

Website: www.heartnsouldance.com

If you have any questions regarding the information distributed, we encourage you to contact the office at 801-794-1084. We also answer email on a daily basis, except on weekends. Feel free to email questions to the office at info@heartnsouldance.com

We, as staff of Heart N Soul Dance, are looking forward to an exciting and rewarding year with our
Teams & Companies.

We are grateful for the opportunity to share our passion for and knowledge of dance with your dancer!