



Dear Dance Academy Dancers and Families,

Welcome, and thank you for joining us here at The Community House Dance Academy. For over 50 years the Dance Academy has provided a positive family environment to foster a love of dance in students of all ages. We believe in the value of the arts for all and that the friendships made and lessons learned will last a lifetime. Our interest isn't just building great dancers, it's cultivating great individuals. Concepts such as self-confidence, positive self-image, personal and social responsibility, respect, and community mindfulness are at the core of our mission to make each student not only their best dancer, but their very best self.

As a Liberal Arts studio we emphasize a balance of knowledge when it comes to dance. We encourage our dancers to study the different styles of dance without bias as they all have different roots and history. Every dancer will find their own unique preferences, interests, and skills throughout their dance journey, and we strive to do everything we can to help them in their pursuits.

As dance is a performing art, we provide students with meaningful performance opportunities throughout the year. Our 2018-2019 season culminates in our Annual Spring Recital which gives the students the opportunity to practice performance skills and show off everything they have spent the year learning! We always love to see the sense of pride and accomplishment our students bring to the stage. In addition, we produce a staging of the holiday favorite, The Nutcracker, in December. Auditions for The Nutcracker will be held in the Fall and are open to the public, including actors, musicians and even adults!

Please read through the information and policies outlined in this handbook and sign and return page 7 to the Programs Office on your student's first day of class.

Once again, thank you for joining us for another great season and we hope you are as excited to get dancing as we are! At The Community House, a passion for dance starts here!

Kindly,

Lisa Dietz, Studio Director, Dance Academy  
Lauren Vidak, Assistant Director, Programs and Enrichment



## The Community House Dance Academy 2018-2019 Calendar

Additional events may be added to the calendar throughout the year.

<b>September 10</b>	<b>Fall Session Begins</b>
<b>September 22</b>	<b>Tap it Out! Tap and Rhythm Workshop</b> <i>Intermediate/Advanced Level, 2-3:30 pm</i> <i>Beginning Level, 4-5 pm</i>
<b>September 29</b>	<b>Auditions for The Nutcracker</b> <i>Ages 7-9, 1-2 pm // Ages 10-13, 2-3 pm</i> <i>Ages 14+, 3-4:15 pm // Adults &amp; Musicians, 4:15-5 pm</i>
<b>October 1-6</b>	<b>Bring a Friend Week</b>
<b>October 15-20</b>	<b>Show and Tell Week</b>
<b>October 29-November 3</b>	<b>Spirit Week, Wear your Halloween costume to class!</b>
<b>October 31</b>	<b>NO CLASSES, Happy Halloween!</b>
<b>November 21-24</b>	<b>NO CLASSES, Happy Thanksgiving!</b>
<b>December 3-8</b>	<b>Show and Tell Week</b>
<b>December 9</b>	<b>Sugarplum Tea, 2:30-4 pm</b>
<b>December 16</b>	<b>The Nutcracker, Performances at 1 pm and 5 pm</b>
<b>December 22-January 5</b>	<b>NO CLASSES, Winter Break</b>
<b>January 7</b>	<b>Classes Resume</b>
<b>January 14-19</b>	<b>Bring a Friend Week</b>
<b>January 19</b>	<b>Last day of Fall Session</b>
<b>January 21</b>	<b>Spring Session Begins</b>
<b>February 18-23</b>	<b>NO CLASSES, Midwinter Break</b>
<b>March 4-9</b>	<b>Show and Tell Week</b>
<b>April 1-6</b>	<b>NO CLASSES, Spring Break</b>
<b>April 22-27</b>	<b>Show and Tell Week</b>
<b>May 6-11</b>	<b>Spirit Week, Themes TBA</b>
<b>May 27</b>	<b>NO CLASSES, Happy Memorial Day!</b>
<b>June 6</b>	<b>Last day of Spring Session</b>
<b>June 7</b>	<b>Dress Rehearsal for Annual Spring Recital, Details TBA</b>
<b>June 8</b>	<b>Annual Spring Recital, Details TBA</b>



**Registration**

Though our season is broken up into Fall and Spring sessions, the curriculum is intended to be progressive from September to June just as a regular school year is. We recommend your dancer stay in the same class(es) from Fall through Spring unless otherwise advised by the staff.

- Fall Registration opens August 1
- Spring Registration opens December 1  
*To continue classes in January you must re-register for the Spring session.*
- There is an annual \$10 registration fee per family
- Register online at [www.communityhouse.com](http://www.communityhouse.com) OR call 248.644.5832

**Tuition and Fees**

- Fall Session runs September 10-January 19.
- Spring Session runs January 21-June 6.
- The tuition number that is displayed online represents the total due per class per session.
- Upon registration you have two payment options:
  - Option 1: Pay the full session tuition upon registration.
  - Option 2: Enroll in a payment plan.  
The payment plan will require you save a card on file and have the tuition charged in 4 equal monthly instalments. Monthly withdrawals will be made on the first of the month unless otherwise noted. Families enrolled in payment plans should also note the registration fee will also be divided into monthly increments.
- A \$20 nonrefundable fee will be charged for late payments or failed transactions due to insufficient funds.

30 Minute Class	45 Minute Class	60 Minute Class
\$45/Month	\$55/Month	\$60/Month

**Discounts**

We offer discounts for those dancers enrolled in multiple classes per season; the more classes you take the higher the discount! The discounts apply to single students and are only valid for Dance Academy classes.

Number of Classes	2	3	4	5	6	7
Total Discount	4%	9%	15%	22%	29%	36%

**Class Cancelations**

In the event of inclement weather, The Dance Academy may cancel classes for the safety of students and staff. Parents will be notified of cancelations via email at least one hour before class was scheduled to begin, and all closures will be posted on our Facebook page!



Please Note:

- Cancellations may not necessarily follow school closures.
- If inclement weather forces more than two cancellations per class throughout the year, make-up classes will be scheduled and parents will be notified via email of the make-up class schedule.

### **Credits and Refunds**

The Dance Academy abides by the credit and refund policy set forth by The Community House, which can be viewed below:

*If you cannot attend a class, you may request a class credit before the class is to be held. Class credits may be applied toward the cost of any future Community House (TCH) class within the next year from the date of issuance of the credit.*

*A refund will only be given if TCH cancels a class or TCH is given a note, within one week from the scheduled class, from a doctor or medical facility stating the class taker had a medical emergency. TCH reserves the right to change class locations, schedules, fees, and instructors when necessary.*

### **Substitutes**

All of our teachers are contracted and committed to teaching their scheduled classes for the year. With that said, unavoidable situations may arise in which the scheduled instructor is physically unable to attend class. In that event the Dance Academy reserves the right to fill in an appropriate substitute for class instruction. In the unlikely event an appropriate substitute cannot be found a makeup class will be scheduled with the regular instructor and parents will be notified via email of the makeup class schedule. Having a substitute teach class is not grounds for a refund, as stated in The Community House's refund policy.

### **Attendance**

Students are expected to be on time and ready to go at the start of every class. Excessive absences may lead to gaps in a student's knowledge and hinder progression. If a student misses an excessive amount of classes they may be prohibited from participation the Spring Recital.

### **Parent Viewing**

The Dance Academy does not allow parents in the classroom for several reasons. In our experience the presence of a parent forces the child to split their attention between the teacher and their parent and can inhibit learning. We want dance classes to be a complete educational experience, and part of that experience is allowing children to build relationships with their peers and instructors and gain independence. We do offer Show and Tell dates throughout the session where parents will be invited into class for the last 15 minutes to view their child's progress and discover skills they are working on mastering! All Show and Tell dates are listed on the Dance Academy calendar.

### **Bring a Friend Week**

Two times a year we host a "Bring a Friend Week" in which students are able to bring a friend along to class free of charge! Friends do not need to strictly adhere to the dress code, but please make sure they are prepared to have no street shoes in the studio. (Bare feet are okay). Please be sure to share this fun opportunity with family, friends and neighbors.

### **Contact and Communication**

Email is the primary form of contact and communication used by the Dance Academy, so please ensure



that we have the most up to date email information for you on file. Please direct all inquires to the Studio Director or the Programs Office. For the privacy of our staff we do not provide personal phone numbers or email addresses.

**Dress Code**

A dress code ensures that a teacher will be able to see a dancer’s alignment and positions. Improper clothing can mask bad habits, making corrections impossible, and hindering improvement. Dress codes also teach students discipline, helping with overall focus. By “dressing the part” dancers feel like dancers. Dress codes go a long way in students’ outlook and make it much easier on parents!

- Street shoes are not permitted on the dance floor and parents should ensure that children do not wear their dance shoes outside. Shoe debris can be hazardous to dancers and decreases the life of the flooring.

Class	Attire
<b>Grownup and Me</b>	Pink (girls) or Black (boys) leather or canvas ballet shoes OR bare feet; Comfortable clothing or dance attire; Hair preferred out of face.
<b>Ballet/Creative Movement, Pre/Ballet</b>	<b>Girls:</b> Pink leather or canvas ballet shoes; Any color or style of dance leotard; Pink ballet tights; Hair pulled back/out of face. <b>Boys:</b> Black leather or canvas ballet shoes; White t-shirt; Black shorts or dance/sweat pants.
<b>Ballet Level 1 and Above</b>	<b>Girls:</b> Pink leather or canvas ballet shoes; Solid black dance leotard (no skirt attached); Pink footed or convertible ballet tights; Hair in a secure bun. <b>Boys:</b> Black leather or canvas ballet shoes; White t-shirt; Boys black ballet tights.
<b>Pre-pointe, Pointe</b>	Solid black dance leotard; Pink convertible ballet tights; Pointe shoes upon approval from instructor and/or Studio Director; Hair in a secure bun <i>Shoes MUST be approved by instructor and/or Studio Director after purchase but before ribbons or elastic are sewn on.</i>
<b>Jazz, Jazz/Hip Hop, Musical Theatre Jazz</b>	<b>Girls:</b> Tan slip-on jazz shoes; Solid black dance leotard; Pink or tan dance tights; Black spandex shorts over tights permitted; Hair pulled up/back securely <b>Boys:</b> Black slip-on jazz shoes; White or black t-shirt; Black shorts or dance pants/tights. <i>No sweat pants or baggy clothing permitted.</i>
<b>Contemporary</b>	<b>Girls:</b> Tan “foot paws” OR bare feet; Solid black dance leotard; Pink or tan dance tights; Black spandex shorts over tights permitted; Hair pulled up/back securely <b>Boys:</b> Tan “foot paws” OR bare feet; White or black t-shirt; Black shorts or dance pants/tights; <i>No sweat pants or baggy clothing permitted.</i>



<p><b>Tap/Ballet, Ballet/Jazz</b></p>	<p><b>Girls:</b> Any color or style of dance leotard; Pink or tan dance tights; Pink leather or canvas ballet shoes; Black tap shoes (Velcro closure preferred); Tan slip-on jazz shoes; Hair pulled back/out of face  <b>Boys:</b> Black leather or canvas ballet shoes; Black lace-up tap shoes; Black slip-on jazz shoes; White or black t-shirt; Black shorts or dance pants  <i>No sweat pants or baggy clothing permitted.</i></p>
<p><b>Tap 1 and Above</b></p>	<p><b>Girls:</b> Black lace-up tap shoes; Solid black dance leotard; Pink or tan dance tights; Black leggings or dance pants over tights permitted; Hair pulled up/back securely.  <b>Boys:</b> Black lace-up tap shoes; White or black t-shirt; Black shorts or dance pants/tights;  <i>No sweat pants or baggy clothing permitted.</i></p>
<p><b>Adult Classes</b></p>	<p>Please adhere to the shoe guidelines listed in children’s classes; however adults may feel free to make changes to the given attire.</p>

**The Nutcracker**

All students ages 7 and up are able to audition for our annual production of The Nutcracker! Enrollment in a Dance Academy class is not required so be sure to invite your friends to join you! Upon casting, a rehearsal schedule will go out that details when students will be expected to be at rehearsal. More details will be announced throughout production.

**Auditions: Saturday, September 29<sup>th</sup>**

Ages 7-9: 1:00-2:00 PM

Ages 10-13: 2:00-3:00 PM

Ages 14+: 3:00-4:15 PM

Adults and/or Musicians: 4:15-5:00 PM

**Dress Rehearsal: Saturday, December 8, 9 am - 1 pm**

**Performances: Sunday, December 16, 1-5 pm**

*These dates are mandatory for all performers.*

*There is a \$100 production fee for all cast members.*

**Annual Spring Recital**

An annual event, the Spring Recital gives students the opportunity to perform! Dances and choreography will be developed and polished each week in class and will display the skills that the dancers have been learning throughout the year. The Annual Spring Recital is a fun culminating event and the highlight of the year. Dancers will feel the pride and accomplishment that come with showcasing their talents for family and friends! Specific times and details will be announced.

**Dress Rehearsal: Friday, June 7**

**Performances: Saturday, June 8**

*These dates are mandatory for all performers. A costume fee will be required. Details TBA.*



**Student Care and Illness**

TCH is not responsible for student care **before or after class**. Students are not to be left at the studio for excessive time periods. We ask that parents of children under 5 stay on site while class is in session. A student, who is ill, must stay home if they are contagious, have a fever, excessive cough, or are vomiting.

**Release of Liability**

As the legal parent or guardian, I release and hold harmless The Community House Dance Academy , its owners and staff from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of The Community House Dance Academy, its owners and operators or in route to or from any of said premises. The Community House Dance Academy is not responsible for lost, stolen, or damaged items.

**Medical Emergency**

The undersigned gives permission to The Community House Dance Academy, its owners and staff to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. I hereby declare the participant to be in good physical and mental health.

I have fully read, understand, and agree to abide by all of the above policies.

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**PHOTO RELEASE**

I hereby warrant that I am the parent or legal guardian of the minor child \_\_\_\_\_. In consideration of my minor child \_\_\_\_\_'s participation in \_\_\_\_\_ by/with The Community House ("TCH"), I hereby consent to any photographing, images, or audio of my child on videotape, film, audio tape, paper, digital medium, or otherwise (herein referenced as "Images"), by TCH, its officials, employees, members, agents, contractors, consultants or representatives (collectively, the "TCH Parties"). I acknowledge TCH's ownership of the Images and I authorize the use and publication of such Images by the TCH as it deems appropriate, including, without limitation, for educational or promotional purposes by TCH and the TCH Parties, either on public or commercial outlets including, but not limited to, standard television, non-standard television, in print, the internet and other forms, and hereby on behalf of myself and my minor child release and discharge TCH and the TCH Parties from any claims I or my child may have against TCH or the TCH Parties, including, without limitation, claims for libel or violation of any right of publicity or privacy, arising from the use and publication of such Images.

I warrant and represent that all material and information furnished by me is mine or for which I have full authority for such purposes. I understand that neither I nor my child will be monetarily or in any other manner compensated for my child's participation in these Images.