



Student & Parent Handbook

Contents

Introduction to DanceCo	3
Contact Information.....	3
DanceCo 2017-2018 Calendar.....	4
Expectation of Students	5
Expectation of Parents	5
Credit Policy.....	5
6 or 8 Week Programs (Ages 18 months to Adult)	6
Full Season & Part Season Dance Programs (3 years to Adult).....	7
Full & Part Season Dance Program Dress Code.....	8
Full & Part Season Dance Program Watch Weeks.....	8
Full Season & Jan to Jun Dance Program Recital & Festival Costumes	8
Core Full Season Program Festivals	9
Core Full Season Festival Class Dress Rehearsal.....	9
Competitive Program Festivals & Competitions.....	10
Competitive Program Dress Rehearsal.....	10
Competitive Program Team Jackets.....	10
DC Pro Team Competitions	11
DC Pro Team Dress Rehearsal.....	11
DC Pro Team Jackets	11
Solo's, Duet's, Trio's	12
Answers to Common Questions about Dance Festival's & Competition's	13
Festival/Competition Procedures & Etiquette for Performers and Audience Members.....	14
Full Season and Jan to June Dance Program Photo Week	15
Christmas Presentation	15
Full Season and Jan to June Dance Program Year-End Recital.....	15
Exams	15
STAR Team	15
Try a Class Week	16
Bring a Friend Week	16

Additional Performing Opportunities.....	16
DanceCo Performing Company	16
DC Wear	17
Dance & Costume Accessories	17
Consignment Dancewear & Shoes.....	17
Birthday Parties	17
Summer Camp.....	18
Summer Dance Intensive	18
Termination of Dance Classes	19
Explanation of fees due and/or refundable upon termination of dance classes	19
Festival & Competition Directions.....	20
Happy Heart Playschool Calendar (Based on St. Albert Public School District Calendar)	22
Happy Heart Playschool Program.....	23
Happy Heart Playschool Fees	23
Happy Heart Dress Code.....	23
Happy Heart Playschool Housekeeping.....	24
Happy Heart Playschool Special Helper	24
Happy Heart Playschool Class Photo Week.....	24
Happy Heart Playschool Costume Photo Week.....	24
Happy Heart Playschool Recital	24
Termination of Happy Heart Classes.....	25
Explanation of fees due and/or refundable upon termination of Happy Heart classes.....	25

Introduction to DanceCo

A Certified Educational Institute since 1995, DanceCo offers training and exams in the Imperial Society of Teachers of Dancing (ISTD), Cecchetti & Royal Academy of Dance (RAD) Ballet, and Al Gilbert Tap, all are internationally recognized methods of study.

Our goal is that ALL our dancers are continually inspired and challenged to learn and improve their dance technique, in a warm and enjoyable environment. We encourage each student to work at their own personal best in a friendly and nurturing atmosphere. Our focus at DanceCo is the life skills that are achieved through participating in dance. Our experienced and professional instructors provide personal attention and positive motivation to all students whether they are working at a recreational or competitive level.

Contact Information

Email: info@danceco.net

Website: www.danceco.net

Online Account: <https://www.thestudiodirector.com/dancecoltd/portal.jsp>

Edmonton Studio - 9104 – 179 Ave. Phone 780.760.1899

Office Hours: Monday – 4:30 to 8:30
Tuesday – 4:30 to 8:30
Wednesday – 4:30 to 8:30
Thursday – 4:30 to 8:30
Friday – 5:00 to 7:00
Saturday – 9:30 to 2:30

St. Albert Studio - 9030 McKenney Ave. Phone 780.460.1899

Office Hours: Monday – 4:00 to 9:00
Tuesday – 4:00 to 9:00
Wednesday – 4:00 to 9:00
Thursday – 4:00 to 9:00
Friday – 4:00 to 8:00
Saturday – 9:15 to 2:15

Stony Plain Studio – 201, 5007 – 48 St. Phone 780.591.0090

Office Hours: Monday – 4:00 to 9:00
Tuesday – 4:00 to 9:00
Wednesday – 4:00 to 9:00
Thursday – 4:00 to 9:00
Friday – 4:00 to 7:30
Saturday – 9:30 to 12:00

Please note: *Office hours may vary slightly throughout the year based on class schedules*

DanceCo 2017-2018 Calendar

September 11	Full Year Classes Commence
October 9	Thanksgiving (Closed)
November 11	Remembrance Day (Open)
December 18 to January 7	Christmas Break (Closed)
January 8	Full-Year Classes Resume / Half-Year Classes Commence
February 19	Family Day (Closed)
March 26 to April 1	Spring Break (Closed)
April 2	Classes Resume
May 21	Victoria Day (Closed)
June 2	Year End Recital (Stony Plain)
June 8, 9, 10, 11	Year End Recital (St. Albert & Edmonton)
October & February	Watch Weeks (Dates TBA)

DanceCo Ltd. will not provide separate make-up classes for those cancelled due to Stat Holiday or weather conditions. Please let us know if you would like an alternate class your child can attend later in the week and we will find a comparable class.

Expectation of Students

Attendance and Punctuality – All students are expected to attend classes regularly and on time, in consideration of the teacher and the other students. If a dancer is continually late, or absent, with no prior notification, they may be asked to sit out. This is particularly enforced in the competitive program.

Conduct – All students are expected to treat their instructors and fellow dancers with consideration and respect. We are aware that bullying is a great concern these days and DanceCo is committed to implementing a bullying policy. We ask that all students respect the DanceCo studio and their fellow dancers by; using the boot racks provided or placing shoes neatly in the front lobby area, remaining quiet, & refraining from running or throwing items in the lobby, change room and hallway areas. Dancers eating in these areas are expected to clean up after themselves. Water bottles are acceptable in the studios. Food, other drinks and gum are not. Cell phones must be turned off while dancers are in class.

There is a **NO NUT or PET POLICY** at DanceCo due to severe allergies.

Dress Code – All Full-Year and Half-Year dancers are expected to adhere to the Specified Dress Code Requirements available on the website and from reception.

Students registered in 6 or 8-week programs may wear loose comfortable clothing such as sweats, leggings, tank tops, t-shirts (no jeans) as well as clean indoor running shoes for hip hop, tap shoes for tap and bare feet, ballet slippers, or jazz shoes for all other disciplines. **Hair** – must be neatly pulled back.

Expectation of Parents

Attendance and Punctuality – It is appreciated if parents advise administration of any dancer absences or if a dancer will be late for class via email info@danceco.net or voicemail (St. Albert) 780-460-1899 (Edmonton) 780-760-1899.

Conduct – At DanceCo we feel that every child is entitled to dance and is to be treated with kindness and respect. We ask that all parents refrain from judging the dancers. We also expect that only positive comments and actions will be relayed between parents as well as toward ALL our dancers. We are aware that bullying is a great concern these days and DanceCo is committed to implementing a bullying policy.

There is a **NO NUT or PET POLICY** at DanceCo due to severe allergies.

Parking - For the safety of the children we request that parents **DO NOT STOP OR PARK in the fire lane in front of the St. Albert studio**. We have had many close calls over the years when dancers are forced to walk in between vehicles stopped in this area. Ample parking is available in the lot. If your dancer is too young to locate your vehicle in the parking lot please come inside the studio to meet them.

Staying Informed – Remaining aware of what is happening within your child's dance life is extremely important. We at DanceCo attempt to do everything possible to ensure that all parents and dancers are well informed. E-mail is our preferred method of communication for newsletters, updates, etc. Should you not have an email account we request that you check our studio bulletin board and website at www.danceco.net on a regular basis to stay informed of all pertinent information.

Supervising Dancers and/or Siblings – A play area is available in the lobby area to assist in keeping siblings occupied. Dancers are also welcome to do homework, eat or visit in the lobby or change room area. However, it is unsafe for children to run or throw items in these areas. Our receptionists are available to assist parents and dancers when necessary, but are not expected to babysit the dancers or siblings. Please ensure your children are aware of ALL rules and that you supervise your children if you are in the lobby.

Credit Policy

Payment of services rendered may be remitted by Cash, Cheque, Debit, American Express, MasterCard, Visa.

Fees are program/service specific and are outlined within the body of the Parent Handbook

Returned cheques are subject to a \$25 service charge

6 or 8 Week Programs (Ages 18 months to Adult)

6 or 8-Week programs are usually offered two or three times a year, October, January & April, when space is available within the full year schedule. Classes offered may vary from year to year or from session to session based on studio and instructor availability. ****Dancer's must meet minimum age requirement by the start date of the class***

Classes offered may include:

All-Dance – An introduction to ballet, hip hop, jazz and lyrical

Hip-Hop – An introduction to hip hop

Mommy & Me – A parented class introducing music and movement

Pre-school Combo classes – An introduction to ballet, creative movement and jazz

Adult Jazz – Beginner to intermediate levels

Adult Hip Hop – Beginner to intermediate levels

Registration – May be completed in person or online and is usually available as follows:

Fall Session – Mid September

Winter Session – End of November

Spring Session – End of March

Tuition is non-refundable with the only exception being if the required enrollment level of 6 dancers is not met.

The current fee schedule per session is as follows and is subject to change:

	<u>6 - Weeks</u>	<u>8 - Weeks</u>
½ hour Classes:	\$60	\$79
¾ hour Classes:	\$70	\$89
1 hour Classes:	\$80	\$99

Dress Code – Dancers may wear loose comfortable clothing such as sweats, leggings, tank tops, t-shirts (no jeans) as well as clean indoor running shoes for hip hop, tap shoes for tap and bare feet, ballet slippers, or jazz shoes for all other disciplines. All dancers must wear their hair pulled back.

Watch Week – Parents are invited in-studio to watch the last class of each 6 or 8-Week session. This provides an excellent opportunity for parents to get a closer perspective on how things work right in your dancer's studio each week by allowing you to watch and listen to the instructor and dancers in the class and get a feel for how the class typically runs.

Out of respect for the teacher, all dancers, and all parents, we would ask that you display excellent audience etiquette while the class is running. It can be extremely distracting for the instructor and students if there is lots of discussion taking place between parents and/or playtime with siblings, etc. We would recommend that if you would like to socialize with others, it would be best to observe the class from the lobby through the viewing windows, if available. We very much appreciate your consideration in this matter. We look forward to seeing all of you who will be attending this upcoming year and hope that everyone can have the chance to enjoy their dancers class from within the studio classroom.

Full Season & Part Season Dance Programs (3 years to Adult)

Full & Part Season Pre-school Programs - offered to children **aged 3 to 5**. *Dancer's must meet minimum age requirement by October 31st of the current year (Full Season & Sep to Dec programs) and by December 31st (Jan to Jun Programs)*. The programs offer an excellent introduction to dance including **Ballet, Creative Movement, Hip Hop, Jazz, and Musical Theatre**. These classes are offered primarily in our full year program daytimes, evenings and weekend, but may include half-year programs. All Full Season & Jan to June classes participate in our year-end recital. **Please note:** Sep to Dec classes do not participate in a recital

Full Season Core Programs – These classes provide an excellent opportunity for Dancers **aged 5 to Adult** to join us for lessons in **Acro, Ballet, Hip Hop, Jazz, Lyrical, Musical Theatre, Tap, and Ukrainian**. Dancers enrolled in the Core Program may be beginners who are new to dancing, or alternatively, may have several years of experience, but do not wish to commit to the exceptional amount of time and dedication required in the competitive program. The majority of these classes will participate in festivals as well as the year end recital.

Full Season Competitive Dance Program - designed for those dancers **age 7 and older** who have determined that dancing is their passion and who are prepared to increase their commitment level. We offer **Acro, Ballet, Hip Hop, Jazz, Lyrical, Modern-Contemporary, Musical Theatre and Tap**. All dancers in this program are required to take a minimum of one hour of ballet per week (and in most cases, two or more hours are expected). Excellent attendance and effort in each and every class is essential. These classes may be entered into competitions, rather than festivals.

Full Season DC Pro-Team Program - designed for those dancers **age 10 and older** who have who have the ability, desire and commitment to take their dancing to the highest level. Participants are chosen by audition and they will be required to follow a strict set of rules in order to remain in the program. Additional classes will be a requirement including acro, stretch and floor barre. These classes would be in addition to the regular jazz, ballet, and lyrical technique classes. Attendance and effort for all classes will be monitored so as to maintain the strength and integrity within the group. Much of the choreography will be prepared by outside choreographers from various areas in Canada and the US. Jazz, tap, ballet, lyrical, modern, pointe, contemporary and hip-hop will be offered. Choreography groups will be set by the choreographer and studio. These classes will be entered into competitions, rather than festivals.

Full Season & Part Season Program Registration may be completed in person or online. Full-Season & Sep to Dec Program registration is available approximately the beginning of May through the end of June as well as mid-August into September. Jan to Jun Program registration, when offered, is available in approximately November. Specific registration dates will be posted in the year end recital program, newsletter and on the DanceCo.net website as they are scheduled.

Full Season Program Tuition Fees are based on total hours per family per month. The monthly fee schedule is calculated by dividing the **FULL SEASON** tuition by 10 to provide for easy monthly installments. Consequently some months will have more weeks of dancing than other months, but the monthly installment remains the same. A **non-refundable** tuition deposit equal to 2 monthly installments and registration/administration fee is required at time of registration accompanied by either a series of post-dated cheques, or Visa/MasterCard/American Express information for authorization of monthly payments, for the remaining 8 months tuition installments (Oct to May) and recital costume fees.

Part Season Program Tuition Fees (subject to change)

(Sep to Dec Programs) - 1/2 Hour classes \$150 per session (Includes, \$60 Non-refundable Tuition Deposit)

(Jan to Jun Programs) - 1/2 Hour classes \$240 per session (Includes, \$80 Non-refundable Tuition Deposit)

Plus, estimated \$60 to \$70 Recital Costume Fee

(Jan to Jun Programs) - 3/4 Hour classes \$270 per session (Includes, \$90 Non-refundable Tuition Deposit)

Plus, estimated \$60 to \$80 Recital Costume Fee

Non-refundable Tuition Deposit Due at time of enrollment accompanied by a Credit Card set up in our Auto Pay system or a series of Post-Dated Cheques to cover the following:

(Sep to Dec Programs) - Oct 1 to Dec 1 - \$30 each

(Jan to Jun Programs) - Jan 1 - \$50 Non-refundable Recital Costume Deposit

Feb 1 to May 1 - \$40 each – 1/2 Hour Programs / \$45 each – 3/4 Hour Programs

An additional estimated \$10 to \$30 may be due on the balance of the Recital Costume in the Spring, when the costume arrives.

Full & Part Season Dance Program Dress Code - All students are expected to attend class in proper dance attire. ***Specific Dress Code and Footwear Requirements*** are available on the website and from reception. A general description is as follows:

Girls: Bodysuit and Tights are mandatory for all Broadway Bound, Pre-school, Kinder Ukrainian, Wonder and Primary Level classes, a White T-Shirt and Black Shorts are required for Musical Theater. Loose comfortable clothing such as Sweats, Tank Tops or T-Shirt may be worn for hip hop (no jeans or pajama pants are permitted)

Boys: Loose comfortable clothing such as Sweats, Tank Tops or T-Shirt may be worn for hip hop, a White T-Shirt and Black Shorts are required for all classes other classes

Proper footwear for each discipline is mandatory for all classes.

Hair must be in a tidy bun for primary ballet classes and must be pulled back for all other disciplines.

Full & Part Season Dance Program Watch Weeks – To provide parents an opportunity to get a closer perspective on how things work right in their dancer's studio each week, we invite you in-studio to watch and listen to the instructor and dancers in the class and get a feel for how the class typically runs. Full Season Dance Class Watch Weeks take place twice per year in October & February whereas part season programs take place once per year in October or February. **Specific dates for each class and instructor are posted online and in the newsletter approximately 1 month prior to the watch weeks.**

Out of respect for the teacher, all dancers, and all parents, we would ask that you display excellent audience etiquette while the class is running. It can be extremely distracting for the instructor and students if there is lots of discussion taking place between parents and/or playtime with siblings, etc. We would recommend that if you would like to socialize with others, it would be best to observe the class from the lobby through the viewing windows, if available. We very much appreciate your consideration in this matter. We look forward to seeing all of you who will be attending this upcoming year and hope that everyone can have the chance to enjoy their dancers class from within the studio classroom.

Full Season & Jan to Jun Dance Program Recital & Festival Costumes – All dancers enrolled in the Full Season & Jan to Jun Dance Program will be required to purchase a costume for each class that includes choreography. (All classes excluding Acro and "Technique" classes offered in the Pre-School, Core and Competitive Programs) A \$50 costume deposit per dancer/per class, excluding Ukrainian Classes (*please see Ukrainian Costume section below*) is payable at time of registration (in the form of a post-dated cheque or pre-authorized credit card). **Costume Deposits are non-refundable** unless written notification is provided to the DanceCo Administration Department **prior to October 15th** for full season classes **or January 1st** for half season classes. **The balance of costume fees** will be charged to family accounts in the spring as the costumes arrive and are **due upon pick up. Once your dancer's costume has been ordered, you are responsible for the full price of the costume.**

We attempt to keep our costuming as economical as possible, however the average price of each costume is \$50-\$60 for our younger dancers, \$60 to \$80 for our Core Program Dancers and \$80 to \$120 for our Competitive Program Dancers. Costumes prepared specifically for us by a seamstress have a much better fit than costumes purchased through a store or catalogue. However, those made by a seamstress are typically more expensive. It is necessary to understand that we cannot provide a costume that is both economical in price, but extravagant in appearance and fit. This concept becomes a struggle each year, but we continue to do our best to offer costuming that is well suited to each child and class.

Please note that costumes are ordered based on a general measurement chart. Therefore, it is possible that minor alterations may be required for your dancer's costume(s). Alteration fees incurred are the responsibility of the parent/guardian.

Ukrainian Costumes – Costuming for the Ukrainian classes is quite elaborate including intricate stitching and head pieces. The costumes are also designed in such a way that they typically may be worn for several years. As a result, they are quite expensive (in the \$300 and up range). Our Ukrainian instructor takes care of all the purchasing of the costumes for the Ukrainian Dancer's. Therefore, deposits and payments are made directly to the instructor rather than to DanceCo.

Costume Requirements – A list of information referred to as "Costume Requirements" will be provided via email and/or posted online for each class costume. This information is forwarded and posted by Instructor and includes all classes for that instructor by class day and time. Therefore, it is important to scroll through the document to each dancer's specific class information. Included in the costume requirements sheet will be; The Instructors Name, Class Discipline, Class Day and Time, Name of the Class Dance (as listed in the recital program), general performance dates, a description of the costume, as well as detailed information regarding the tights, shoes, hair, makeup and accessory requirements for each dancer.

The costume requirements will be provided approximately the same time as costumes are released.

Core Full Season Program Festivals

All core full year classes (excluding primary level, Junior 1 Ballet, Beginner 1 Ukrainian, Ballet Technique and Jazz Technique classes) participate in two festivals in the Edmonton area. The Festivals take place in the spring. They provide the dancers the opportunity to perform their class dance on stage in front of an audience, and have an adjudicator (judge) assess their performance. All participants of Festivals will receive a medal for each performance based on the adjudicator's assessment. Each class will perform once at each of the Festivals and will likely be required to perform during the school/workday. An estimated 2 to 3 hours will be required at the venue for each performance.

Participating in festivals is optional for Core Program Dancers. If the class (as a whole) is going to perform, but your child does not want to participate in the performance, that is perfectly acceptable. **The only stipulation is that we are informed, in writing, prior to November 15th.**

Core Full Season Program Festival (Performance) Fees - There is an additional fee to participate in festivals and these fees come due approximately November 1st. The average cost for two festivals is **\$80 to \$85 per student, per class**. A \$70 festival deposit (per dancer/per class) is required by post-dated cheque or pre-authorized credit card at time of registration – payable November 1st. **Festival (Performance) Fee Deposits are non-refundable unless written notification is provided to the DanceCo Administration Department prior to November 15th,** that the dancer will not be participating in Festivals. The balance of festival (performance) fees will be posted to family accounts between mid-November and early-December. Payment in full is required by the end of January and is non-refundable.

Additional information regarding festivals for core full-year classes including general dates of each Festival will be included in our fall newsletter. Specific dates and times are set by each Festival's organizers and usually provided to DanceCo for posting within 3 to 4 weeks of the start of each Festival. These schedules will be distributed via email and posted online and at the studio upon receipt.

Core Full Season Festival Class Dress Rehearsal – a mandatory **FULL DRESS REHEARSAL** is held at the Arden Theater in early spring **for all dancers participating in Festivals.**

Performing on a stage is quite different than dancing in-studio. We feel it is important for our dancer's to have the opportunity to dance on a stage prior to performing at Festivals or Competitions. Doing so can increase their comfort level on festival or competition day by providing them with a sense of what it is like to perform under the bright lights of a stage in front of an audience while giving them a better understanding of instruction they have received in-studio in regard to which curtain's to enter and exit through, where center and quarter stage marks are located and how they relate to the spacing of their dance. It also allows for any unforeseen issues with props, costumes, hair and makeup to be worked out. A nominal fee is included in each dancer's Performance Fees to cover the cost of the Theater rental.

Competitive Program Festivals & Competitions

All competitive choreography classes participate in a minimum of 4 festivals/competitions each year. These entries may include travel to one out of town venue. The Festivals/Competitions take place in the spring. They provide the dancers the opportunity to perform their class dance on stage in front of an audience, and have an adjudicator (judge) assess their performance. All participants of Festival's will receive a medal for each performance based on the adjudicator's assessment. Whereas, at a competition, only those participants achieving a 1st, 2nd, or 3rd place standing within their category will receive a medal. Each class will perform at each of the Festivals/Competitions and will likely be required to perform during the school/workday. An estimated 2 to 3 hours will be required at the venue for each performance.

Participating in LOCAL festivals/competitions is MANDATORY in the competitive program.

Participating in OUT OF TOWN Festivals/Competitions is OPTIONAL in the competitive program but **requires written notification** to be submitted to the administration department prior to November 15th **if the dancer will not be participating.**

Competitive Class Festival/Competition (Performance) Fees – There is an additional fee to participate in festivals/competitions and these fees come due approximately November 1st. The **average cost for four festivals/competitions is \$170 to \$190 per student, per class.**

A \$70 festival deposit (per dancer/per class) is required by post-dated cheque or pre-authorized credit card at time of registration – payable November 1st. **Festival/Competition (Performance) Fee deposits are non-refundable unless written notification is provided to the DanceCo Administration Department prior to November 15th,** that the dancer will be withdrawing from the Competitive Program. The balance of festival/competition fees will be posted to the family accounts between mid-November and early-December. Payment in full is required by the end of January and is non-refundable.

Additional information regarding festivals and competitions for the competitive classes including general dates of each Festival/Competition will be included in our fall newsletter. Specific dates and times are set by each Festival's organizers and usually provided to DanceCo for posting within 3 to 4 weeks of the start of each Festival. These schedules will be distributed via email and posted online and at the studio upon receipt.

Competitive Program Dress Rehearsal – a mandatory **FULL DRESS REHEARSAL** is held at the Arden Theater in early spring **for all dancers participating in Festivals & Competitions.**

Performing on a stage is quite different than dancing in-studio. We feel it is important for our dancer's to have the opportunity to dance on a stage prior to performing at Festivals or Competitions. Doing so can increase their comfort level on festival or competition day by providing them with a sense of what it is like to perform under the bright lights of a stage in front of an audience while giving them a better understanding of instruction they have received in-studio in regard to which curtain's to enter and exit through, where center and quarter stage marks are located and how they relate to the spacing of their dance. It also allows for any unforeseen issues with props, costumes, hair and makeup to be worked out. A nominal fee is included in each dancer's Performance Fees to cover the cost of the Theater rental.

Competitive Program Team Jackets – All members of the competitive dance program are required to wear a DanceCo Competitive Team Jacket to all Festivals, Competitions as well as any additional performances. Jacket orders are placed on a yearly basis in the fall. Information including sizing and pricing will be sent to the competitive team as available each year.

DC Pro Team Competitions

All DC Pro Team classes participate in a minimum of 4 competitions each year. These entries may include travel to one out of town venue. The Competitions take place in the spring. They provide the dancers the opportunity to perform their class dance on stage in front of an audience, and have an adjudicator (judge) assess their performance. Participants achieving a 1st, 2nd, or 3rd place standing within their category will receive a medal. Each class will perform at each of the Competitions and will likely be required to perform during the school/workday. An estimated 2 to 3 hours will be required at the venue for each performance.

Participating in all competitions is MANDATORY in the Pro Team program.

Pro Team Class Competition (Performance) Fees – There is an additional fee to participate in competitions and these fees come due approximately November 1st. The average cost for **four** competitions is **\$180 to \$200 per student, per class**.

A \$70 performance fee deposit (per dancer/per class) is required by post-dated cheque or pre-authorized credit card at time of registration – payable November 1st. **Competition (Performance) Fee deposits are non-refundable unless written notification is provided to the DanceCo Administration Department prior to November 15th**, that the dancer will be withdrawing from the DC Pro Team. The balance of competition fees will be posted to the family accounts between mid-November and early-December. Payment in full is required by the end of January and is non-refundable.

Additional information regarding competitions for the Pro Team classes, including general dates of each Competition, will be included in our fall newsletter. Specific dates and times are set by each Competition's organizers and usually provided to DanceCo for posting within 3 to 4 weeks of the start of each Competition. These schedules will be distributed via email and posted online and at the studio upon receipt.

DC Pro Team Dress Rehearsal – a mandatory **FULL DRESS REHEARSAL** is held at the Arden Theater in early spring **for all dancers participating in Competitions**.

Performing on a stage is quite different than dancing in-studio. We feel it is important for our dancer's to have the opportunity to dance on a stage prior to performing at Competitions. Doing so can increase their comfort level on competition day by providing them with a sense of what it is like to perform under the bright lights of a stage in front of an audience while giving them a better understanding of instruction they have received in-studio in regard to which curtain's to enter and exit through, where center and quarter stage marks are located and how they relate to the spacing of their dance. It also allows for any unforeseen issues with props, costumes, hair and makeup to be worked out. A nominal fee is included in each dancer's Performance Fees to cover the cost of the Theater rental.

DC Pro Team Jackets – All members of the DC Pro Team are required to wear a DanceCo Team Jacket to all Competitions as well as any additional performances. Jacket orders are placed on a yearly basis in the fall. Information including sizing and pricing will be sent to the DC Pro Team as available each year.

Solo's, Duet's, Trio's – Dancer's interested in performing a solo, duet, trio, etc. at Festivals/Competitions are required to be enrolled in a minimum of two classes of dance per week in the Full-Year Core or Full-Year Competitive program. One of these classes must be in the discipline that they are performing the solo, duet, trio, etc. in.

Instructor / Studio Approval – is required for all Solo's Duet's, Trio's, etc. Therefore, it is important for the parent/dancer to discuss the dancer's interest in performing this type of entry. Should the instructor/choreographer or studio feel that the dancer(s) have not met the proper maturity level **both mentally and technically** to participate in this type of Festival/Competition Entry they may not provide the required approval for the current Season. However, they will provide recommendation on how the dancer(s) may work toward participating in this type of entry in the future.

Prior to providing permission for your dancer to participate in an approved Solo, Duet, Trio, etc. it is important for the parent and dancer to understand the time and financial commitment required.

Solo, Duet, Trio, etc. Instruction Fees - Choreography is taught outside of regular class time and will be charged at a flat rate ranging from \$225 to \$350 (subject to change) based on the instructor's level (Junior, Intermediate or Advanced). The fee is due prior to the commencement of any private lessons and includes music selection and splicing, choreography, a set number of private lesson hours (3 for solos, 4 for duets and trios, small groups as set by instructor and management), and a teacher in attendance at a maximum of three festivals to put your dancer on stage. Additional cleaning time after all private lessons are complete may be arranged directly with the instructor at an additional fee. However, the time allotted for lessons and cleaning should be sufficient as long as the dancer is actively practicing on their own.

It is the dancer's responsibility to ensure that they are in attendance and on time for their scheduled private lessons. If the dancer(s) is/are late or does not show up for their private lessons, they will forfeit that time. ***It is at the teacher's discretion as to whether they will reschedule a new rehearsal time at no charge.***

Private Rehearsal Space - It is absolutely imperative that each dancer is prepared to commit a substantial amount of their own time reviewing and rehearsing their dance from home as taught by their choreographer. Studio space may be booked by dancer's at no charge to rehearse solo's etc. taught by DanceCo instructors. However, dancers may be bumped should the space be required by DanceCo personnel or management. Dancers may book private rehearsal space a maximum of 1 week in advance.

Solo, Duet, Trio, etc. Festival Entry (Performance) Fees are charged separately and ***may range from \$55 to \$75+ per dancer per solo, duet, trio, etc. at each Festival.*** **A non-refundable \$70 Festival (Performance) Fee deposit will be required by post-dated check or pre-authorized credit card dated Nov 1st for each solo or special group.** The balance of fees will be charged to accounts in mid-November to early-December. Payment in full is required by the end of January and is non-refundable.

Outside Choreographers - If you wish to have a dance instructor outside of DanceCo prepare your choreography, but you wish to enter through DanceCo, there will be a \$100 charge which includes \$75 for 3 hours of studio time and \$25 for preparation of paperwork for festivals.

All Solo, Duet, Trio etc. forms must be submitted to Administration including Instruction Fees by mid-October. (Specific date will be noted on the form)

Solo, Duet, Trio etc. costuming – Costuming for solos, duets, trios etc. are the sole responsibility of the dancer and their parent or guardian. Costuming should be discussed and approved by the instructor and may be ordered through DanceCo costume catalogues if preferred. Priority of costume selection is given to regular classes and DanceCo special groups. Costume orders are required by early November (specific date will be advised via email). **A \$50 non-refundable costume deposit is required at the time of the order with the balance due upon receipt.**

All Dancers performing in a Solo, Duet, Trio etc. at a Festival or Competition will be required to attend the **Mandatory Full Dress Rehearsal** held at the Arden Theater in the Spring.

Answers to Common Questions about Dance Festival's & Competition's

The following classes DO NOT participate in dance festivals/competitions: Acro, Broadway Bound, Preschool Dance, Kinder Dance, Wonder Dance, Primary Jazz, Primary Tap, Primary Ballet, Junior 1 Ballet, Beginner Hip Hop Ages 4 & 5, Beginner Hip Hop Ages 5 & 6, Pre-Beginner Ukrainian, Beginner 1 Ukrainian, 6-week, 8-week and half-year programs.

What Is The Difference Between a Festival and a Competition?

The easiest way to explain a Dance Festival is to say that it is a Dance Competition with the competitiveness taken out. At a Dance Festival each child receives recognition for his/her performance – typically in the form of a bronze, silver, or gold medal. (In some instances a merit, or a high gold, may be awarded.) At a Dance Competition only those dancers receiving a 1st, 2nd, or 3rd placing in their category receive recognition in the form of a medal for their performance.

How Do They Work?

The group or soloist is placed in a category with dancers of similar age and ability. They perform their dance number on stage and an adjudicator (judge) awards them a percentage based on their performance. This percentage determines what type of medal or placement they will receive. The adjudicator bases their decision on what expectations he (or she) has of dancers at the age and ability level. At a Festival, he (or she) does not base their decision on other groups in the category as is done in a competition. Scheduling is broken down into time slots (or categories) that are usually ½ hour to 1 hour of various performances. At a Festival, all the dancers go back up on stage for adjudication after their category/time slot has been completed. At this time the adjudicator comes up on stage with the dancers and provides them with some feedback on their performance, as well as informing them of what their medal standing was. The festival organizers will distribute the medals at this time. At a Competition, medal placements typically take place a couple times per day. Only dancer's receiving recognition for their 1st 2nd or 3rd place standing in a category are awarded a medal on stage.

How Are They Scheduled?

Festivals/Competitions are run slightly different depending on the company organizing each one. However, they usually operate from 9 am to 9 pm during the designated days. All dance studios are required to have their information (regarding which classes and dancers are going to participate) and all their funds, submitted prior to specific deadlines. The organizers review all the submissions and develop a timeline from that point. In early spring they will send out exact dates and times as to when each class will dance. There is always the chance that your child may end up being scheduled during school / work hours.

Are Performance (Festival/Competition) Fees Refundable?

The only way Festival/Competition Organizers are able to prepare a working schedule is to require studios to guarantee participation at time of registration. For this reason, studios are required to remit a non-refundable payment of all entries at time of registration to each organization, by a specific cut-off date. As a result, we cannot provide refunds to customers should their dancer be unable to perform.

How Much Time Does It Take?

We expect our dancers to arrive at the festival/competition location at least one hour prior to their performance time, with hair, make-up, and costuming complete.

Most festivals are divided into ½ hour to 1 hour increments. At the end of each section, adjudication takes place. Dancers do not have to stay for adjudication, but it is highly recommended. Depending on whom the adjudicator is, this process can take from 10 minutes to 20 minutes. So overall, we suggest to all our families that they allow at least three hours for being at each festival.

Most Competitions are divided into ½ hour to 1 hour increments. However, award presentations may only take place a few times a day. Should, the next scheduled award presentation take place shortly after the dancers perform we recommend the dancer's stay. However, dancers are not expected to remain for a presentation that is scheduled several hours after a performance.

Why Do We Participate in Them?

Dance Festivals/Competitions provide excellent opportunities for dancers to enhance their performing abilities by dancing on stage, in front of an audience. They also receive feedback from the adjudicator with regards to their strong areas, as well as areas where there is room for improvement. The feedback is always given in a positive manner and often the adjudicator will provide the dancers with some excellent tips and techniques as to how to further develop and improve their performing skills.

Can I Take Photo's or Video of My Dancer's Performance?

Festival/Competition organizers do not allow any type of photography (video or still) in the theatre. *Doing so can result in disqualification of the entire group and/or studio.* Some festivals have videos and still photos available for purchase.

Is Admission Charged?

Most Festivals/Competitions now charge admission. Rates may range between \$5 and \$15 per person. Multiple day & weekly rates may be offered.

Are Programs Available?

Programs are usually available for a minimal fee

Festival/Competition Procedures & Etiquette for Performers and Audience Members

TIME FRAMES - All dancers are required to be at each festival AT LEAST ONE HOUR PRIOR to the time they are scheduled to go on stage. Their hair, make-up and costuming should be complete by this time. **Full stage make-up is required.** Costumes should be clean and neat.

MEETING PLACE - Dancers will meet outside the auditorium (in the main lobby area). If the teacher is not right there, please be patient, as he/she may be backstage putting another group or soloist, on stage. If you are late arriving, the teacher may have already proceeded with the group to the rehearsal hall.

PERSONAL ITEMS & CELL PHONES - All personal items should be left with a parent, or in the change room. Valuable items should be left at home. The teachers are unable to look after everyone's various items so we would ask everyone to have their jewellery, hair ties, sweaters, etc. stored away prior to going to rehearsal hall. This is especially relevant with cell phones. The teachers are asking that all cell phones are either left at home, or with a parent, for the duration of the time that the dancers are with their teacher.

ABSENTEEISM - If a situation arises wherein a dancer is unable to attend a festival, or will be late, please advise the teacher so that the group can proceed with their rehearsal.

PROCEDURE BEFORE PERFORMING - Once all members of the group have arrived, the teacher will proceed to the rehearsal hall so they can run through their number prior to their performance. From this time forward, the teacher will take charge of the students and family members may proceed to the theater.

PARENTS ARE NOT ALLOWED IN THE REHEARSAL HALL

PROCEDURE AFTER PERFORMING - After they have performed, the dancers will either remain with the teacher, (dependent on the age of the performers, and how many numbers remain before adjudication), or they can enter the auditorium to watch the remaining dances. The festival organizers will announce when they want all dancers backstage for adjudication. Once adjudication is complete, all dancers are free to leave.

ON STAGE EXPECTATIONS – Dancers are to remain in their costume until after adjudication unless they have another dance coming up soon after. In this case they are permitted to change into their next costume before going on stage for adjudication. However, **Dancers must not be in the theatre, or on stage for adjudication, in a costume that they have not yet danced in** – unless it is covered up. They can slip on their DanceCo jacket or hoodie for this. **Dancers are required to stand still and remain quiet on stage** while waiting for the adjudicator, and while the adjudicator is speaking.

OFF STAGE EXPECTATIONS – Dancers are required to stay with the group at all times, unless the teacher has given them permission to do otherwise. **We expect all our dancers to always be respectful of other performers and to refrain from any foul language or negative comments.**

AUDIENCE MEMBERS – PLEASE ABIDE BY THE FOLLOWING RULES

When entering or exiting the theatre, **WAIT UNTIL THE MUSIC STOPS.** This allows fewer distractions in the theatre when a performance is in progress.

TAKING PHOTOS AND VIDEO IS STRICTLY PROHIBITED. *Groups can be disqualified if this rule is violated.*

Food & drinks (other than water) are not allowed inside any of the theatres.

MOST IMPORTANTLY - RESPECT ALL DANCERS - Every dancer getting up on stage to perform deserves respect and appreciation from audience members, and other dancers. Festivals should be a positive learning experience for all involved. Please encourage and congratulate your dancer, her group members, and even other "competitors". Having fun and performing on stage is our main purpose for entering festivals. Please make us proud by displaying **EXCELLENT SPORTSMANSHIP** at all festivals and/or competitions.

Full Season and Jan to June Dance Program Photo Week

Class photos are taken in the spring. Dancers are required to wear their costume with hair and makeup complete to class during photo week. A group and individual shot will be taken of each dancer. Photos and other merchandise may be ordered directly with the photography company during photo week at the DanceCo Studio. Dancers not able to attend their regular class during photo week are welcome to schedule a time during photo week to have their photo taken at the studio. Reception will have a list of available times to schedule private photo sessions a minimum of one week prior to photo week. It is possible to have the dancers photo super imposed into the group photo for a fee if the photographer is aware **prior** to the group photo being taken during regular class time.

Specific dates for photo week will be posted online and included in the Newsletter distributed by email.

Christmas Presentation

ONLY DANCERS enrolled in Full Season - Broadway Bound, Pre-School Dance, Pre-Primary Ballet, Kinder Dance, 4/5 Hip Hop, and Wonder Dance, and Sep to Dec - Ballet/Jazz Combo classes will be involved in a Christmas presentation.

Parents of dancers enrolled in the **weekday daytime** dance programs listed above will be invited to attend a Christmas Tea during the last day of classes prior to the Christmas Break. Dancers will perform a short Christmas Dance and then participate in a couple games followed by refreshments. Further information will be emailed to parents.

Parents of dancers enrolled in **evening and Saturday** dance programs listed above will be invited in to watch a short Christmas Dance during the last 10 minutes of the last class prior to the Christmas Break. Further information will be emailed to parents.

Full Season and Jan to June Dance Program Year-End Recital

All Half Year (January Start) and Full Year Dance Classes excluding "Technique" classes will perform at our year-end recital which takes place approximately the first or second weekend in June at the Arden Theatre in St. Albert. *Please see the Studio Calendar located on page 3 of this handbook for specific dates.* The recital weekend includes, several ½ to ¾ hour shows each day. Each class will perform in one of these shows. Although, we do our best to insure that dancer's with more than one class or families with more than one dancer are scheduled within the same show or in shows within the same day, this is not always possible. Therefore, it is important to be prepared to have your dancer(s) available for any of the shows. The recital schedule is usually posted online and distributed via email approximately the first week of May. Tickets are sold through Ticketmaster and the Arden Theater Box Office. **A 6 ticket limit is in place for each family per participating show** for the first few weeks of ticket sales. **ALL CHILDREN 2 YEARS AND OVER require a ticket.**

DANCERS DO NOT REQUIRE a ticket to the show(s) they are performing in as they will be required to remain in assigned areas until the end of their show.

Additional information regarding recital day including arrival time, dressing room assignments, costume changes and supervision will be provided prior to recital weekend via email.

Exams

We offer exams at various levels and in various disciplines. They are not compulsory, however in certain circumstances, they are highly recommended. Please do not hesitate to talk to your dancer's instructor, or leave a message for Management, if you are interested in finding out more about our exam policy.

STAR Team

This is a program that has been set up for our younger dancers (minimum age 12) to assist in classes. It is an excellent opportunity for our dancers to learn firsthand what is involved in becoming a dance instructor while providing assistance to the instructor. A short biography on each STAR team member is posted on the bulletin board. We are continually looking for new members and encourage those wishing to join the program to call or stop by reception for further details.

Try a Class Week

For one week in the spring, usually in May, we offer dancers the opportunity to try a new dance discipline and receive an evaluation regarding placement should they choose to register for the program in the next dance season. As our instructors are continually evaluating dancers in their existing classes we do not allow dancer's to try a class of a discipline they are currently enrolled in. However, it is possible that an instructor may invite dancer's to attend a different class level for evaluation should they feel the dancer may be eligible to move to a different level than their existing class will be moving to or if they would like to see them enroll in a new discipline at a specific level.

It is important for parents and dancers to understand that the instructors are professionals and have the best interest of the dancers in mind when making decisions regarding proper class placement. As with any sport, dancers develop at different rates, and are placed in specific levels according to their personal strength and ability. For this reason it is very possible that dancer's may be separated from their friends as they continue their training. Although, this can be socially difficult, it allows each dancer to learn at a safe and appropriate rate for their age and physical ability. It is not uncommon for dancer's that are separated at one level to end up dancing together again in the future.

Bring a Friend Week

For one week in the spring, usually in May, dancers are allowed to invite one friend to attend their dance class with them. Their guest is welcome to participate in the class. The class is normally taught at a rate similar to the first few weeks of class allowing the guests to participate at a comfortable level. The guests will also be given an opportunity to watch your dancer perform their recital dance.

Additional Performing Opportunities

Occasionally DanceCo may contact specific classes to perform at venues in and around the St. Albert and Edmonton Communities. Past performances have included the St. Albert Expo, the Festival of Trees, the Mayor's Gala and the St. Albert Children's Festival. Classes are selected by Management and Instructors for these performances based on what the venues are looking for and if the dancers are prepared to perform at the time of the event. Should your dancer be chosen to participate in these performances you will receive notification via email requesting you advise of your dancer's availability. These performances are optional. However, groups will only perform if enough dancers are available to participate.

DanceCo Performing Company

The DC Performers is a group of dancers that perform at various venues throughout the year. Members are selected by audition, with pre-requisites being a minimum of 8 years of age and enrolled in a minimum of 3 hours of dance per week with a strong technical and performing background. The performing company provides excellent opportunities for dancers to perform in front of audiences for entertainment only with no judging panels. Many former members of the Company have gone on to professional careers in the dance community.

DanceCo Dancer Performing Company Auditions – Auditions may take place at the end of a dance season for the following season or in September/October of the current dance season.

Prior to providing permission for your dancer to audition for the performing company **it is important for the dancer and parents to understand that selection is done by an audition process** where dancers are selected (by either in-studio or outside-studio instructors) based on specific criteria that may include; technique, ability to pick up and retain choreography quickly; overall performance level, attitude and stamina. **Auditions are a great learning experience for dancers and it is important for them to understand that NOT ALL dancers will be chosen for the company.**

In addition, it is important for the parent and dancer to understand the time and financial commitment required.

DanceCo Ltd. does not operate the Performing Company every year.

DC Wear

Various items are available from year to year which include the DanceCo logo. Items may include; socks, shirts, hats, jackets, garment bags, sport bags. We strongly encourage dancer's and family members to show their team spirit at festivals, competitions or simply on a day to day basis by adorning their DC Wear proudly! New items and stock usually arrive before Christmas. All DC Wear items are non-refundable.

Dance & Costume Accessories

Dance tights, hair nets, hair pins, performance hair clips, performance earrings, makeup, eyelashes and lash adhesive are available for purchase at reception prior to Dress Rehearsal, Festivals and Recital. All purchases are non-refundable.

Consignment Dancewear & Shoes

Those interested in purchasing and/or selling used dancewear &/or shoes may do so through the St. Albert DanceCo Consignment Shop. Lightly worn bodysuits and shoes which are included in the DanceCo Dress Code Requirement List may be consigned. All sales are final and non-refundable. Please see reception for further information.

Birthday Parties

We provide studio space, a qualified dance instructor and a party area for those wishing to have a Dance Birthday Party. The non-refundable fee is \$100 for up to 10 children and \$10.00 extra for each additional child. A \$50 non-refundable deposit is due upon confirmation of the booking. The balance is due the day of the party based on the number of guests. (Fees are subject to change) Currently birthday parties are available on Sunday's at our St. Albert location and Saturday or Sunday's at our Edmonton location. Please see reception for further information on booking a party and payment details.

Summer Camp

We offer Monday to Friday summer dance camps during the months of July and August. These camps offer a fun week of Dance, Crafts and Activities for Dancers Age 3 and up. The dance portion of the half day 3 to 5-year old camps s will include an introduction to dance through ballet, jazz and creative movement. Whereas the dance portion of the full day and evening camps for Dancers age 6 and up may include Hip Hop, Jazz, Lyrical, Musical Theater & Tap.

Camp Presentation – Families are invited in-studio on the Friday evening to watch a presentation by the campers of the dances learned throughout the week.

Optional Pizza Party – Campers registered in the FULL DAY camp are invited to an optional pizza party immediately following their camp presentation on the Friday evening.

Registration may be completed in person or online and is available approximately Mid-March through the start of each camp. Specific registration dates will be posted in the newsletter, online, in the St. Albert Gazette and Edmonton Examiner.

Summer Camp Fees (subject to change)

Half Day Program 3 to 5 yrs (2 ¼ hours mornings or afternoons)
\$99 early bird, \$125 regular

Evening Program 3 years & up (2 hours)
\$99 early bird, \$125 regular

Full Day Program 6 yrs. and up (approx. 6 hours per day)
\$199 early bird, \$225 regular

A non-refundable \$50 deposit is required at time of registration with the balance due the first day of camp

Further information regarding camp dates and registration will be; distributed via newsletter in the spring, posted online and advertised in the St. Albert Gazette & Edmonton Examiner.

Summer Dance Intensive

Designed to offer dancers age 8 and up a jump start to the new dance season. This intensive week of dance invites your dancers to a fun filled week where they can push their limits with guest choreographers from throughout the dance world in a variety of disciplines. Classes may include Acro, Ballet, Contemporary, Hip Hop, Jazz, Lyrical, Musical Theater and Tap as well as fun and informative classes in nutrition and injury prevention.

Registration may be completed in person or online and is available approximately May through the end of June. Specific registration dates will be posted in the newsletter, online and in the St. Albert Gazette.

Summer Intensive Fees (subject to change)

Full 5-Day Program 8 yrs. and up (approx. 6 hours per day)
\$299 early bird, \$350 regular

Payment in full required at time of registration

\$50 of tuition is **non-refundable or transferable**

Drop in Fees: \$15 per class (if space available and upon instructor approval)

Further information regarding intensive dates and registration will be; distributed via newsletter in the spring, posted online and advertised in the St. Albert Gazette & Edmonton Examiner.

Termination of Dance Classes

Withdrawal from dance class is required to be submitted on a DanceCo Ltd. Class Withdrawal Form and must be received prior to the 15th of the current dance month. *(Notice received after the 15th of a month would require payment for the following month)*

Explanation of fees due and/or refundable upon termination of dance classes

Registration Fees – Non-refundable or transferable

Tuition Deposits – Non-refundable or transferable

Costume Fees:

Deposits – Non-refundable or transferable after October 15 (Full Season) / January 1 (Half Season)

Balance of Costume Fees (over and above Deposit amount) – Non-refundable or transferable – customer is responsible to pay the balance of the costume fees once the costume has been ordered for the Dancer (normally ordered by the end of October for Full Season and middle of January for Half Year)

Performance (Festival/Competition) Entry Fees:

Deposits – Non-refundable or transferable after November 15th

Balance of Performance Fees – Non-refundable or transferable – customer is responsible to pay balance of the performance fees once the funds have been remitted to each Festival/Competition Organization by DanceCo on the customers behalf (normally by the end of November)

Yearly Tuition Paid in Advance – The unused portion of tuition paid from the 1st of the month following withdrawal through May **less** any outstanding fees on account and all Costume and/or Performance (Festival/Competition) Entry Fees, will be refunded once Final Costume and/or Performance Fees have been calculated.

Monthly Credit Card Auto Pay– processing of monthly tuition installments will stop on the 1st of the month following withdrawal (for those withdrawals received prior to the 15th of the previous month)

Monthly Post-Dated Checks – post-dated checks remitted for payment of tuition installments dated from the 1st of the month following withdrawal through May will be returned or destroyed upon receipt of written termination

6 or 8-Week Classes – Non-refundable or Transferable upon registration

Solo, Duet, Trio and/or Special Group Fees – Non-refundable or transferable

Exam Fees – Non-refundable or transferable once remitted on customers behalf to examiner unless refundable to DanceCo Ltd.

Workshop Fees – Non-refundable or transferable once remitted on customers behalf unless refundable to DanceCo Ltd. by the Workshop Organizer's.

Consignment Items – Non-refundable

DC Wear – Non-refundable (Includes but is not limited to - all DanceCo merchandise, tights, eyelashes, make up, earrings, hair pins, hair clips, hair nets)

Festival & Competition Directions

The Arden Theatre, St. Albert

#5 St. Anne Street – Downtown St. Albert

From Edmonton North

- Follow the Anthony Henday west to Mark Messier Trail/St. Albert Road exit
- Head north on St. Albert Road (Hwy 2)
- At the bottom of the first long hill there is a 7 Eleven – this is St. Anne Street.
- Turn left onto St. Anne Street and follow the road - It curves in front of St. Albert Place.

There are various free parking areas around the venue. Some is restricted, so please check signs and be aware of times, etc.
(Especially on weekdays)

Dow Centennial Building, Fort Saskatchewan

From St. Albert (approx. 30 minutes)

- Follow St. Albert Trail (Highway 2) north to Highway 37
- Turn right (east) onto Highway 37
- Remain on Highway 37 until Highway 15 (It is a T intersection with lights)
- Turn left onto Highway 15 and follow until Highway 21
- Turn right (south) onto Highway 21 and continue for a few minutes (Dow Centennial Building is on the left hand side)

From Edmonton North (approx. 20 minutes)

- Straight out Manning Freeway.
- Manning Freeway turns into Highway 15 which will take you directly into Fort Saskatchewan.
- Follow Highway 15 until Highway 21
- Turn right (south) onto Highway 21 and continue for a few minutes.
- Dow Centennial Building is on the left hand side.

****Alternatively 97 Street** can be taken (North) to Highway 37.

- Turn Right onto Highway 37 and remain on it until Highway 15.
- Turn left onto Highway 15 and follow until Highway 21.
- Turn right (south) onto Highway 21 and continue for a few minutes.
- Dow Centennial Building is on the left hand side

The theatre is at the south end of the building. There is no fee for parking

Festival Place – Sherwood Park

Drive time from St. Albert is approx. 30 minutes

- Take St. Albert Trail south to the Yellowhead
- Turn left (east) onto the Yellowhead and follow until Sherwood Drive
- Turn right onto Sherwood Drive and follow until Festival Way

Festival Way will lead you directly to Festival Place
There is no charge for parking

Meyer Horowitz Theatre, University of Alberta, Edmonton

From St. Albert (approx. 20 minutes)

:

- Follow St. Albert Road (Mark Messier Trail) south to Groat Road and continue south on Groat Road
- The left lane on Groat Road will take you across the river and up the hill past Hawrelak Park
- At the top of the hill turn left onto 87th Avenue
- Follow 87th Avenue until 116th Street (the Jubilee Auditorium will be on your right hand side), then turn left onto 116th street
- Follow 116th Street for less than a minute and you will see a parkade on the right hand side.
- There is a pedway from the parkade into the University. Once inside there are stairs leading up to the Myer Horowitz Theatre

Meyer Horowitz Theatre, University of Alberta, Edmonton

From Edmonton (approx. 30 minutes)

- Take Anthony Henday (or Yellowhead) West to St. Albert Road (Mark Messier Trail)
- Follow St. Albert Road south to Groat Road and continue south on Groat Road
- The left lane on Groat Road will take you across the river and up the hill past Hawrelak Park
- At the top of the hill turn left onto 87th Avenue
- Follow 87th Avenue until 116th Street (the Jubilee Auditorium will be on your right hand side), then turn left onto 116th street
- Follow 116th Street for less than a minute and you will see a parkade on the right hand side.
- There is a pedway from the parkade into the University. Once inside there are stairs leading up to the Myer Horowitz Theatre.

Parking ranges from \$5/day to approx. \$15/day, however this is typically the easiest place to park. (There are many parking restrictions in effect around the University Area.) Once inside there are stairs leading up to the Myer Horowitz Theatre.

Northern Alberta Jubilee Auditorium, Edmonton

- Follow St. Albert Trail south to Groat Road
- Continue south on Groat Road
- The left lane on Groat Road will take you across the river and up the hill past Hawrelak Park
- At the top of the hill turn left onto 87th Avenue
- Follow 87th Avenue until approx. 116th Street (The Jubilee Auditorium will be on your right hand side)

Parking is available in the Jubilee parking lot/parkade approx. \$5/day.

Northlands Expo Center, Edmonton

From St. Albert:

- Follow St. Albert Trail South to Yellowhead Trail
- Turn left (east) onto Yellowhead Trail
- Follow Yellowhead Trail to Wayne Gretzky Drive
- Turn right onto Wayne Gretzky Drive
- Stay on Wayne Gretzky Drive until 116 Avenue
- Turn right onto 116 Avenue into Parking Lot.

From Edmonton (North):

- Take 97 Street to Yellowhead Trail
- Turn left (east) onto Yellowhead Trail
- Follow Yellowhead Trail to Wayne Gretzky Drive
- Turn right onto Wayne Gretzky Drive
- Stay on Wayne Gretzky Drive until 116 Avenue
- Turn right onto 116 Avenue into Parking Lot.

Parking is approximately \$15 per day

Happy Heart Playschool Calendar (Based on St. Albert Public School District Calendar)

September 18 or 19	Session 1 classes commence
October 9	Thanksgiving Day (No School)
October 30 or 31	Halloween Party
November 12 & 13	Fall Break (No School)
November 30 or December 1	Christmas Party – Last day of Session 1
December 4 to January 5	Christmas Break
January 8 or 9	Session 2 Classes commence
February 8 & 9	Teachers Convention (No School)
February 19	Family Day (No School)
March 22 or 23	Last day of Session 2
April 3 or 4	Session 3 Classes Commence
May 21	Victoria Day (No School)
June 8, 9, 10, 11	Year End Recital at the Arden Theatre
June 14 or 15	Last day of Session 3

Happy Heart Playschool Program

DanceCo offers *half-day 2 & 3 day programs for 3 & 4 year olds* incorporating a Play based Curriculum as well as an Integrated Arts based approach to playschool. Children are exposed to arts and academics in a relaxed environment, with a focus on music and art as it relates to a theme.

Dance will be an integral part of the preschool class. A strong creative dance focus as well as the Primary Level of the ISTD modern syllabus will be taught. Like all of the other visual and performing arts it will be integrated into our thematic units!

Our goal is to inspire a desire to learn, and to continue to facilitate the development of each child's unique abilities in a loving and creative environment. We believe that children should have ample time to imagine, play and explore the world around them. Learning through dance, song and creating is not only beneficial to the early development and growth of children, but it is fun!

The Happy Heart program is offered in three sessions starting September, January and April.

Happy Heart Playschool Registration may be completed in person or online and is available starting in approximately January/February of each year. Students must be **3 by October 31st** to enroll in the September Session and **3 prior to January 1st** to register in the January and April Sessions. Specific registration dates will be posted in the newsletter, online and in the St. Albert Gazette.

Happy Heart Playschool Fees

Tuition Fees are based on a per-session basis. A \$100 non-refundable deposit (including a \$25 admin fee and \$75 tuition fee) is required at time of registration accompanied by either a series of post-dated cheques, or Visa/MasterCard/American Express information for authorization of the balance of fees. Tuition payments may be for all 3 sessions at one time, on a per-session or monthly installment basis.

Arts Enrichment Fees – All students will be charged a **\$30 Arts Enrichment Fee per session** to cover in-school field trips that both enrich and integrate hands-on experiences with highly qualified professionals into the Happy Heart Program. Guest artists include: dance instructors, yoga instructors and musicians. In-school field trips include WEM Marine Life Education and Paradise Pets. Parents will be notified of other opportunities as they arise. Payment of the Arts Enrichment Fee is required at time of registration by post dated check or pre-authorized credit card to be processed with the first tuition installment of each session.

Costume Fees – All children registered in the Happy Heart April session will participate in the DanceCo Year End Recital at the Arden Theatre. Therefore, they will be required to purchase a recital costume. A \$50 costume deposit per child/per class, is payable at time of registration (in the form of a post-dated cheque or pre-authorized credit card). **This amount is non-refundable unless written notification is provided to the DanceCo Administration Department prior to April 15th**, that the dancer will not require a costume because they will not be performing. **The balance of costume fees** will be charged to family accounts in the spring as the costumes arrive and are **due upon pick up. Once your dancer's costume has been ordered, you are responsible for the full price of the costume.**

Costume Requirements – A list of information referred to as "Costume Requirements" will be provided via email and/or posted online for each class costume. This information is forwarded and posted by Instructor and includes all classes for that instructor by class day and time. Therefore, it is important to scroll through the document to each dancer's specific class information. Included in the costume requirements sheet will be; The Instructors Name, Class Discipline, Class Day and Time, Name of the Class Dance (as listed in the recital program), general performance dates, a description of the costume, as well as detailed information regarding the tights, shoes, hair, makeup and accessories requirements for each dancer.

The costume requirements will be provided approximately the same time as costumes are released.

Happy Heart Dress Code – There is no need to purchase special dance attire as the children can wear 'danceable' clothes (Girls- t-shirts, leggings, dance pants etc. Boys- sweat pants and t-shirts). However, many of the girls love to wear their own dance bodysuits and tights to class. If the girls are wearing tights they must wear pink ballet slippers on their feet for safety reasons as the studio floors are quite slippery. Girls may dance bare foot or in pink ballet slippers. Boys may dance bare foot. However, those students enrolled in the spring session will require proper footwear for the year-end recital. Girls will need pink ballet slippers. Boys **may require** special footwear, such as black slippers, dependant on costuming. ***If special footwear is needed for boys***, notice will be given prior to recital.

Happy Heart Playschool Housekeeping

- Please leave outdoor footwear on the shelves in the front foyer of the studio.
- Please bring your child's indoor shoes each day in his/her backpack to put on at the studio. As well, please leave an extra change of underwear and pants (to stay in the backpack in case needed).
- Each child will have a coat hook for his/her backpack and coat.
- Please bring a t-shirt to leave at school (adult small) as a paint shirt. I will collect all of these when they arrive and keep them in our room.
- Please take your child to the washroom prior to class starting.
- Please pack a nutritional peanut/nut free snack for your child each day

Happy Heart Playschool Special Helper - Each child will have a day where they are the designated special helper. **The parent of the special helper is encouraged to volunteer in the class on that day.** The special helper may wear their favorite outfit, bring a favorite toy or book to share with the class and of course bring mom or dad! Children will be encouraged to share their creations and ideas during center time as well; this will be one of many opportunities to share with classmates. This is a SPECIAL DAY for the children, and they are always very excited to be the special helper!

Happy Heart Playschool Class Photo Week - Individual and class photos will be taken in the fall. Information packages will be sent home at that time.

Happy Heart Playschool Costume Photo Week – Class photos are taken in the spring of all classes that include choreography. Dancers are required to wear their costume with hair and makeup complete to class during photo week. A group and solo shot will be taken of each dancer. Photos and other merchandise may be ordered directly with the photography company during photo week at the DanceCo Studio. Dancers not able to attend their regular class during photo week are welcome to schedule a time during photo week to have their photo taken at the studio. Reception will have a list of available times to schedule private photo sessions a minimum of one week prior to photo week. It is possible to have the dancers photo super imposed into the group photo for a fee if the photographer is aware **prior** to the group photo being taken during regular class time.

Specific dates for costume photo week will be posted online and included in the Newsletter distributed by email.

Happy Heart Playschool Recital - All Happy Heart Spring Session classes will perform at the DanceCo year-end recital which takes place approximately the first or second weekend in June at the Arden Theatre in St. Albert. *Please see the Happy Heart Calendar located on page 21 of this handbook for specific dates.* The recital weekend includes several ½ to ¾ hour shows each day. Each class will perform in one of these shows. Although, we do our best to insure that dancer's with more than one class or families with more than one dancer are scheduled within the same show or in shows within the same day, this is not always possible. Therefore, it is important to be prepared to have your dancer(s) available for any of the shows. The recital schedule is usually posted online and distributed via email in mid to late April. Tickets are sold through Ticketmaster and the Arden Theater Box Office. **A 6 ticket limit is in place for each family per participating show** for the first few weeks of ticket sales. **ALL CHILDREN 2 YEARS AND OVER require a ticket.**

DANCERS DO NOT REQUIRE a ticket to the show(s) they are performing in as they will be required to remain in assigned areas until the end of their show.

Additional information regarding recital day including arrival time, dressing room assignments, costume changes and supervision will be provided prior to recital weekend via email.

Termination of Happy Heart Classes

Withdrawal from Happy Heart is required to be submitted on a Happy Heart Class Withdrawal Form and must be received prior to the 15th of the month. *(Notice received after the 15st of a month would require payment for the following month)*

Explanation of fees due and/or refundable upon termination of Happy Heart classes

Registration Fees – Non-refundable or transferable

Tuition Deposits – Non-refundable or transferable

Arts Enrichment Fee – Session Portion non-refundable after start of session (one session = \$30)

Costume Fees:

Deposits – Non-refundable or transferable after April 15th

Balance of Costume Fees (over and above Deposit amount) – Non-refundable or transferable upon receipt of payment – customer is responsible to pay the balance of the costume fees once the costume has been ordered for the Dancer (normally ordered by the end of April)

Session Tuition Paid in Advance – The unused portion of tuition paid from the 1st of the month following withdrawal through the end of the session(s) paid **less** any outstanding fees on account and all Costume Fees, will be refunded once Final Costume Fees have been calculated when applicable.

Credit Card Auto Pay – processing of full session or monthly tuition installments will stop on the 1st of the month following withdrawal

Post-Dated Checks – post-dated checks remitted for payment of tuition installments dated from the 1st of the month following withdrawal on will be returned or destroyed upon receipt of written termination

Consignment Items – Non-refundable

DC Wear – Non-refundable (Includes but is not limited to - all DanceCo merchandise, tights, eyelashes, make up, earrings, hair pins, hair clips, hair nets)