



ST. ALBERT • EDMONTON • STONY PLAIN

Student & Parent Handbook

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Introduction to DanceCo

A Certified Educational Institute since 1995, DanceCo offers training and exams in 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

Address: 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 - 4:30 to 7:30
 Saturday - 9:30 to 1:30

St. Albert Studio

Address: 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

Address - 201, 5007 - 48 St.

Phone 780.591.0090

Office Hours: Monday - 4:00 to 8:30
 Tuesday - 4:00 to 8:30
 Wednesday -4:00 to 8:30
 Thursday - 4:00 to 8:30
 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 2018-2019 Calendar

| | |
|--------------------------|---|
| September 10 | Full Year Classes Commence |
| October 8 | Thanksgiving (Closed) |
| October 31 | Halloween (Closed) |
| December 17 to January 6 | Christmas Break (Closed) |
| January 7 | Full-Year Classes Resume / Half-Year Classes Commence |
| February 18 | Family Day (Closed) |
| TBA | Spring Break (Closed) |
| May 20 | Victoria Day (Closed) |
| TBA | Year End Recital (Stony Plain) |
| June 7, 8, 9, 10 | 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.

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 - 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.

Expectation of Parents

Attendance and Punctuality - It is appreciated if parents advise administration if any dancer will be missing class two or more weeks in a row via email info@danceco.net or voicemail (St. Albert) 780-460-1899 (Edmonton) 780-760-1899 (Stony Plain) 780-591-0090.

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.

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**. 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 program 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. We also 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. 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.

Costuming

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 \$60-\$70 for our younger dancers, \$70 to \$90 for our Core Program Dancers and \$90 to \$140 for our Competitive Program Dancers.

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.

Dance & Costume Accessories - Dance tights, 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.

Core Program Festival Information

All core full year classes (excluding Junior 1 Ballet and Acro) 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 may 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 your child does not wish to participate in the performance, please inform us 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 \$90 to \$100 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.

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 & Pro Team Program Festivals & Competition Information

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 \$175 to \$225 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.

Solo Information

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 and a set number of private lesson hours. 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 Festivals & Competitions

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.

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

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.

Additional Dancer Opportunities & Miscellaneous

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.

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 2 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.

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.

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. Please see reception for further information on booking a party and payment details.

Summer Camps & Intensives - We offer summer dance camps and intensives during the months of July and August. Camps offer a fun week of Dance, Crafts and Activities for ages 3 and up. Intensives are geared more towards competitive dancers looking to continue their training throughout the summer.

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.

Special Event Information

Full & Part Season Dance Program Watch Weeks - 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. 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.

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.

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.

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. The recital weekend includes several 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.

Fee Schedule

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.

| Hours/Week | Install/Month | Hours/Week | Installment/Month | Hours/Week | Installment/Month |
|------------|---------------|------------|-------------------|------------|-------------------|
| 0.50 | \$ 37 | 7.25 | \$244 | 14.00 | \$358 |
| 0.75 | \$ 47 | 7.50 | \$249 | 14.25 | \$361 |
| 1.00 | \$ 58 | 7.75 | \$254 | 14.50 | \$364 |
| 1.25 | \$ 69 | 8.00 | \$260 | 14.75 | \$367 |
| 1.50 | \$ 81 | 8.25 | \$264 | 15.00 | \$370 |
| 1.75 | \$ 87 | 8.50 | \$268 | 15.25 | \$372 |
| 2.00 | \$ 95 | 8.75 | \$272 | 15.50 | \$374 |
| 2.25 | \$106 | 9.00 | \$276 | 15.75 | \$376 |
| 2.50 | \$112 | 9.25 | \$280 | 16.00 | \$378 |
| 2.75 | \$122 | 9.50 | \$285 | 16.25 | \$380 |
| 3.00 | \$132 | 9.75 | \$288 | 16.50 | \$382 |
| 3.25 | \$139 | 10.00 | \$294 | 16.75 | \$384 |
| 3.50 | \$148 | 10.25 | \$300 | 17.00 | \$386 |
| 3.75 | \$157 | 10.50 | \$304 | 17.25 | \$388 |
| 4.00 | \$163 | 10.75 | \$308 | 17.50 | \$390 |
| 4.25 | \$170 | 11.00 | \$312 | 17.75 | \$392 |
| 4.50 | \$176 | 11.25 | \$316 | 18.00 | \$394 |
| 4.75 | \$182 | 11.50 | \$320 | 18.25 | \$396 |
| 5.00 | \$188 | 11.75 | \$324 | 18.50 | \$398 |
| 5.25 | \$195 | 12.00 | \$329 | 18.75 | \$400 |
| 5.50 | \$202 | 12.25 | \$333 | 19.00 | \$402 |
| 5.75 | \$210 | 12.50 | \$337 | 19.25 | \$404 |
| 6.00 | \$217 | 12.75 | \$342 | 19.50 | \$406 |
| 6.25 | \$223 | 13.00 | \$346 | 19.75 | \$408 |
| 6.50 | \$230 | 13.25 | \$349 | 20.00+ | \$410 |
| 6.75 | \$234 | 13.50 | \$352 | | |
| 7.00 | \$239 | 13.75 | \$355 | | |

* As of September 1st, 2018 late payment fees will come into effect on overdue accounts.

Termination of Dance Classes

Withdrawal from dance class is required to be submitted via email prior to the end of the current month. No further payments will then be charged to your card.

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 clips)