

THE DANCE CO. OF MINOT  
*STUDIO GUIDEBOOK*

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## LETTER FROM THE DIRECTOR

*Dancers and Families,*

*Welcome to our dance family! It is our goal to truly train the whole person, not just the dancer. We want to be the place for every tiny dancer to grow, develop, and progress! Therefore, our policies must be held in the highest regard and followed with strict reverence. We are excited to relocate to a brand-new facility in late September. Due to this, we've got a lot of changes to embrace as a dance family! We want to thank you for choosing our studio and we look forward to providing the highest quality dance education possible. Please read this guidebook carefully for the safety and protection of your dancer as well as all our current dancers, families, and staff. Because this guidebook is lengthy, we will do a set of video series and FAQs on our website for parent convenience. However, parents should seek this guidebook, the FAQs, and all videos on our website for reference throughout each session and/or season with all questions.*

*Thank you for your commitment to our studio,*

*Haley Burchett*

*Director & Owner*

*The Dance Co. of Minot*

### **Our Commitment to You!**

*Our goal is to encourage the full spectrum of dancer well-being. We are invested in our dancers' mental, psychological, emotional, and physical health. Although our main purpose is to provide a quality dance education, we also prioritize the importance of humanitarianism, social development, and group dynamic communication while training our dancers. We train our dancers to represent the highest levels of sportsmanship, dedication, self-motivation and due-diligence. Our dancers represent our brand, and we want our brand to leave an unforgettable legacy of kindness, courtesy, and humility.*

# COMMUNICATION

## **Contact Information:**

We welcome your questions and concerns, and we want to handle them promptly!  
In order to provide you with our best customer service, please follow these channels of communication!

### Chain of Command:

**Instructors:** Our instructors are being paid to teach dance classes. They are not administrative staff and should not be treated as such. Parents with day-to-day questions directly related to classes should reach out via email at [dancecoinstructors@gmail.com](mailto:dancecoinstructors@gmail.com) ATTN: {Instructor Name}. Parents must have already checked the FAQs on the website and studio Guidebook for answers before reaching out to instructor.

Instructors cannot be spoken to before, after or in between classes about anything.

**Office phone: 423.358.2216** (Available always, response within 24-72 hours)

***THIS IS WHERE ALL QUESTIONS SHOULD BE SENT!***

*\*This will also be the phone Director should be contacted on. No other phone number will work to reach Director. A re-direction message will be sent if past studio phone numbers are contacted.\**

**Our Studio Manager**, Katie Ingerson, deals with all questions, concerns, and complaints regarding **anything more than day-to-day class questions via email first and foremost** at [dcassistantdirector@gmail.com](mailto:dcassistantdirector@gmail.com). Parents must have already checked the FAQs on the website and studio Guidebook for answers before reaching out to manager. Manager is available by phone on **Fridays only** and will not speak to parents over the phone throughout the week on any day other than Friday. Phone appointments must be requested via email.

**Our Studio Director**, Haley Burchett, will be available on **Thursdays only**. Emails and phone messages will be filtered through manager. Director should only be contacted if manager could not resolve the issue. All parents contacting Director should have already emailed manager firstly. Secondly, parents must have already checked the FAQs on the website and studio Guidebook for answers before reaching out.

*\*Parents should know that although Tess Jagoe and Brittany Busch are often in charge of several Dance Co. of Minot committees and events, they should NOT be the main source of contact for questions, concerns, or issues regarding the studio. With the new studio location comes new expectations regarding our chain of command and how we will be handling our studio growth. All complaints, concerns, and issues shared with Brittany should be viewed on a friend-basis only. She is not a representative of The Dance Co. of Minot and no longer holds a title with our studio. The same information applies to Tess Jagoe, who will be helping with tasks but will not oversee anything without Manager or Director approval. If fragile information is at risk of being shared with either of these dance parents that threatens the survival/success of the studio, we kindly ask you NOT put Brittany or Tess in that situation regardless of their desire to “help”.\**

### **Parent Communication:**

To truly serve our families, it is fundamental that DCOM has current and updated contact information for all registered dancers. We communicate primarily by email and text message via Jackrabbit Plus. As such, it is *imperative that DCOM has an accurate and frequently checked email address and phone number on file.*

It is each Parent and registered Family member's responsibility maintain updated contact information in Jackrabbit Parent Portal. It is also Parent and registered Family member's responsibility to read all emails, text messages, announcements, video posts, and more. This is especially important in the event of an emergency. Failure to provide current contact information may result in missing important notices and announcements. Also, accounts will be sent to collections if we're unable to be in touch regarding payment issues or concerns.

Upon registration, we will provide registration instructions for our Jackrabbit Plus app. The text system is used primarily as a method to inform families of class updates, cancellations or special events.

### **Speaking with Instructors:**

If you need to talk to an instructor, contact DCOM via email [[dancecoinstructors@gmail.com](mailto:dancecoinstructors@gmail.com), ATTN: {instructor name}]. **Do not try to speak with an instructor between classes.**

Parents are asked to direct any comments, problems, or questions to the studio manager, Katie Ingerson via email [[dcassistantdirector@gmail.com](mailto:dcassistantdirector@gmail.com)]. The staff is not permitted to give out dancer or instructor phone numbers. Faculty and staff members should not be contacted on their personal phones or emails under any circumstance.

## CLOSURES & MANDATORY DATES

### **Studio Closures & Severe Weather:**

In the event of severe weather or unexpected events requiring closure, The Dance Co. of Minot (hereinafter “DCOM”) does its best to keep dance families informed via the following networks:

The Dance Co. of Minot Website

The Dance Co. of Minot Facebook & Instagram

Parents or family members traveling to Minot from a longer distance or those with teen drivers will be asked to use their judgment regarding the safety of travel to DCOM. We understand how temperamental North Dakota weather can be! We kindly ask that you check in habitually throughout the day as class cancelations may change, pending information from our trusted sources. Be sure to check the above resources before calling the studio phone number. If a class is canceled for any reason including weather, we will schedule a make-up class within 30 days.

### **Planned Closures:**

Throughout the year, DCOM will close on certain days. These days are scheduled in advance when possible.

Currently planned studio closures:

*Recreational Classes Only: All weekly dates that Minot Public schools are closed, the studio will not host recreational P/NP classes. Recreational Technique classes will still be hosted.*

*All Dance Co. dancers: Thanksgiving Week (November 21-25), Winter Break (December 19-January 2), Teacher Training Days (February 9 & 10), Spring Break (March 6-10), Easter Break (April 6-10), Memorial Day Weekend (May 25-29)*

### **Class Cancellation:**

No refunds will be given if a student withdraws from a class that is not canceled by DCOM. A teacher may cancel a class session if only one dancer is present with no refunds or credits given to the parent or dancer.

### **Mandatory Dates:**

All shows are mandatory for all competitive dancers. All dates, deadlines, and meetings provided in competitive handbook are mandatory. Recreational, performing dancers must also attend all shows associated with currently registered session. Fall Session classes with performance dancers will perform in a Winter Showcase (we are hoping for December 17). Spring Session classes with performance dancers will perform in Spring Recital (June 3). Please keep in mind our rehearsals are usually the Friday before the show and can begin as early as 4:30 PM.

## REGISTRATION, TUITION, & FEES

### **Registration:**

The undersigned (hereinafter “parent”) agree to pay all tuition fees as shown on the Dance Company of Minot website and or in Jackrabbit Parent Portal. All registration and annual liability fees are non-refundable unless previously discussed with Director and agreed to in writing. Registration is accepted throughout the year for classes with openings. Registration for Fall Session (recreational) is in July and classes are held from August to December. Registration for Spring Session (recreational) is in December and classes are held from January to July. Registration for Annual Session (competitive) is August 2022- July 2023. By registering with us you are securing a space in our studio and are financially responsible for that space regardless of your dancer’s attendance.

Registrations will be processed in the order in which they are received, on a first come first serve basis. Registration is completed online. Rather than requiring a two-month deposit upon registering for our Spring Session (recreational), we’ve extended all tuition payments to July of 2023. This also means summer classes are included at a discounted rate when paying June & July tuition payments. There is an annual liability fee of \$40 per dancer.

Should your dancer’s situation change post-registration, withdrawal options are available (see Withdrawal Policy). We strongly encourage you to read through them carefully.

All dancers must attend the classes for which they originally registered.

All parents and registered family members should manage their classes and account information online using the Parent Portal. They should also use the Jackrabbit Plus app for all communication. Upon registration, registered parent will receive a link and instructions to login for the first time. Contact information can be updated, billing info such as fees and payments can be viewed, and parents can enroll in additional classes in the parent portal!

### **Studio Referrals:**

For every person that refers a dancer, their account will receive a credit of \$20 off their next month’s tuition. The refer-a-friend offer is \$20 per dancer referred. However, referral family first and last name must be referenced on the online web registration form, or the referral is invalid.

### **Tuition Policies & Due Dates:**

The undersigned (hereinafter “parent”) agree to pay all tuition fees as shown on the Dance Company of Minot website and or in Jackrabbit Parent Portal. All tuition fees are non-refundable unless previously discussed with Director and agreed to in writing. Competition Discounts (Tuition Trade) is available only during audition callbacks. No discount is offered without dance parent being willing to dedicate time to the studio. (Whether that is for cleaning, fundraising, or joining any other committee DCOM encourages for “tuition trade”.) DCOM will calculate all discounts while processing registration and discounts are only available to families registered in multiple classes. Competitive discounts are limited and are discussed during audition callbacks if a discount is available. No tuition reductions or refunds are made due to absences. To receive the Multiple Student discount, students must reside in the same residence and have the same legal guardians.

*Recreational Tuition Cost & Charging:*

There will be no price reductions for classes, nor will there be refunds for cancelations or absences. Tuition is due on the due date regardless of studio closings, missed classes, etc. We do not prorate months with 2 weeks of classes or more. If in the unlikely event we have a dance month with only 1 week of classes, tuition will be prorated to half the cost of tuition for that month. Any other month with 2 or more weeks of classes, the total cost of the year is divided into equal monthly payments, meaning tuition remains the same. This also means that tuition will be the same whether there is 2 weeks of classes in a short month or 5 in a long month.

*Competitive Tuition Cost & Charging:*

There will be no price reductions for classes, nor will there be refunds for cancelations or absences. Tuition is due on the due date regardless of studio closings, missed classes, etc. Tuition is not prorated for competitive dancers at any time. Studio drilling and extra practices for all groups are included in tuition, we do not charge extra fees for additional rehearsal time throughout the season unless it is held in a venue that requires compensation. All solo, duet, and trio fees will be charged for every additional private lesson needed unless otherwise instructed from coach.

All families enrolled at DCOM must provide a valid credit/debit card to be kept securely on file. The first tuition payment is due at the time of registration. Remaining tuition payments are due every month. For recreational classes, tuition is processed between the 15<sup>th</sup>-30<sup>th</sup>. For competitive dance families, tuition is processed between the 10<sup>th</sup> and the 15<sup>th</sup>. If payment is not received according to this policy, late fees will be applied as outlined in Late Payment Policy. DCOM will not accept late payment requests. Tuition Assistance applications are available on our website by August 19<sup>th</sup> (see Scholarships). Dancers receiving assistance commit to an attendance policy and agree to complete volunteer hours.

**Payment Methods:** All families must provide a valid credit/debit card to be kept securely on file. It is the responsibility of the customer to keep credit card information up to date through the Parent Portal. Automatic billing is required. DCOM requires **automatic payment plans through Jackrabbit Dance Management**. The credit card on file is run automatically unless a Drop Form is received by DCOM at least three business days prior to the due date. DCOM cannot accept cash or check, only Visa, Master Card and Discover. If a payment for tuition is returned, the dancer will not be allowed to attend classes until tuition is paid in full, including late fees and other necessary penalty fees the bank charges for deducting the tuition deposit.

**Late Payment Policy:**

If tuition is not received according to policies outlined above, late fees will begin to accrue on the past due tuition. If the payment method in parent portal fails, an email will be sent. A \$25 late payment penalty will be applied and charged automatically. If payment is 30 days past due, dancers will not be able to attend class until the account is current. Additional Fees: Any other additional fees not mentioned here, will be provided in advance to parents and all parents will be required to pay whatever other additional fees come up (if applicable) at that time. This includes but is not limited to, shipping cost (not studio's responsibility) on a costume if dancer's costume doesn't fit, any recital fees that may incur due to choice of venue for recital, videographer and or cost of video footage desired by parent of recital, virtual classroom fees if and when a virtual classroom is implemented (zoom online classrooms), and any other fees that might arise during a session or multiple sessions.



### **Insufficient Funds**

A \$30 fee will be charged for insufficient checking accounts or for declined or invalid credit cards. If any account is declined for 2 consecutive months, the student will automatically be withdrawn from The Dance Company of Minot. If any account has an outstanding balance after sixty (60) days from the date at which tuition is due, the parent will be responsible for the outstanding balance as well as the cost of pre- and post-judgment at the interest rate of ten percent (10%) per year and any and all costs of collection, including, but not limited to, reasonable attorney's fees.

### **Recital Fees:**

Recital fees are charged twice per year. \$25 in the Fall and \$25 in the Spring. For anyone only attending Fall Session classes recreationally, they would only pay \$25. For anyone only attending Spring Session recreationally, they would only pay \$25. No one registered for a non-performance placement will be charged this fee. This fee covers the cost of the videography, editing, and communication following recitals and showcases. Videographer emails (via jackrabbit parent portal email) the downloadable link of the video of all performances within 30 days of the event.

### **Costume Fees:**

Costume fees are determined in September and are due on October 1<sup>st</sup>. There are no guarantees that costumes will arrive by any certain time frame due to the massive costume shortage post-covid. All dance accounts will be charged for all costume fees to the method of payment in Jackrabbit Technologies, Inc. Parent Portal account on October 1, 2022.

## CLASS PLACEMENT, WITHDRAWALS, & COMPETITIVE BUYOUT

### **Class Placement:**

The placement process as well as the creation of all class schedules is very time consuming. We take pride in our ability to adequately promote dancer growth in the best possible classroom setting. Each class represents a range of growth and advancement. Therefore, there will be a range of skill and talent in each class.

Dancers are placed according to current capability, physiology, psychological growth, and age. Occasionally, dancer potential assists in placement decisions. It is very common for dancers to repeat classes. Dancers should expect to repeat a class at least once during their training. Moving to different classes too quickly without investing the time to master fundamentals can negatively and drastically impact dancer progress and advancement. It is our responsibility to place dancers and we kindly ask that parents rely on the expertise of our staff when placement decisions are made.

Placement of returning dancers is the decision involving all staff members. DCOM faculty reserves the right to re-evaluate a dancer's placement at any time, based on factors including, but not limited to,

presentation, behavior, and attitude. DCOM does not see age as a restriction. DCOM reserves the right to place dancers in a different level than age dictates. Such placement is based solely on the recommendation of staff. Questions regarding placement should be addressed with the studio manager, Katie Ingerson.

### **Choreography**

If choreography does not meet Director's expectations and standards, Director reserves the right to keep dancers from performing and/or competing. The Director has the right to change or modify choreography, costumes, and/or song choices at any time. Dancers should be prepared for the challenges of performing and competing and should be ready to make last-minute changes to any choreography they are associated with in the event of an emergency (i.e. loss of a team member due to health, injury, dismissal, or withdrawal, etc.). Changes made by an instructor without the Director's approval are not permitted. If an instructor is insubordinate, expulsion and termination are possible.

Dancer determination to study and take pointe classes is a delicate matter of discussion. All pre-pointe dancers are continually evaluated, and parents will receive communication regarding proper progression. The final decision to place a student en pointe is based on classroom observation and the expert opinions of the staff. Student safety is the number one priority and their well-being on an individual basis is our focus. We consider technical ability, injury prevention, anatomical structure, strength, and flexibility when making these important decisions.

### **Class Change Request:**

All parents that wish to move their child to a different class must fill out the change request form (located on our website under "forms"). Parents must try the class for at least 4 weeks before filling out this form. Class change requests cannot be completed by phone call, email notification or through a third party.

### **Withdrawal Policy:**

Families are responsible for all tuition payments throughout the year. Any withdrawal of classes, even in the event of a class change must be initiated via the DCOM office. If it becomes necessary to withdraw a dancer from classes, you must notify the office via the Drop Form. (Drop form is located on our website under "forms"). Withdrawal cannot be completed by phone call, email notification or through a third party.

All Drop Forms require two business days of processing time. To avoid charges on the tuition due dates, all Drop Forms must be submitted three business days prior to payment processing.

Withdraw date for Fall session is November 1, 2022. Withdraw date for Spring Session is February 20, 2022. If dancer drops before these dates, and fills out proper paperwork and follows instructions, drop will be accepted. Parent is not obligated to pay remaining tuition, but will not be refunded any tuition paid, unless withdrawing for injury or illness as supported by a doctor's letter of inability to participate. Refunds are given at the discretion of the Director.

Once dancers have withdrawn from all classes, they must re-register to resume classes and pay all applicable fees, including the registration fee.

If a dancer stops attending classes without adhering to this policy, parent must re-register and pay all applicable fees (including the registration fee and all past unpaid invoices) to resume classes.

### **Military Withdrawal Policy:**

A recreational withdrawal based on a military-mandated move will still require a withdraw fee past the set withdrawal deadline. However, DCOM will compensate 50% of the withdraw fee as a thank-you for the service of the military family, provided that the family shows the Director a copy of their orders to move.

Military family would be financially responsible for the remaining 50%.

A competitive withdrawal based on a military-mandated move will still require the competitive buyout. However, DCOM will compensate 40% of the fees as a thank-you for the service of the military family, provided the family shows the Director a copy of their orders to move. Military family would be financially responsible for the remaining 60%.

### **Competitive Buyout**

We hope we wouldn't have any issues with commitment throughout the entirety of the season. However, in the rare occasion that we would, the Competitive Buyout is an option.

Due upon departure for dance family leaving mid-season:

5-6 months or half the session's total cost is due + \$250 inconvenience fee

(Ex. 11-month session at \$120 tuition monthly would be \$600 + \$250.)

In addition to the tuition buyout, a choreography and re-blocking fee of \$60 would be due for each dance/line each dancer participated in.

For all medical emergencies or any other uncontrollable circumstance, this will always be our first go-to. However, we will always do our best to work with special circumstances if we are capable.

## CLASSROOM POLICIES

### **Classroom Behavior:**

Dancers should come to class prepared to learn. Dancers must not enter a studio without being invited by an instructor. Barres are not to be pulled, hung on, or sat on. Mirrors are not to be touched under any

circumstances. Dancers must ask permission before leaving the classroom and raise their hand to ask questions.

Sitting during dance class is NOT ALLOWED. This causes the muscles to cool down and may result in injury.

Dancers must devote concentration to their personal performance; **talking is not permitted during any class or DCOM events inside or outside the studio.**

Food and beverages may be consumed in the lobby/competitive dancer stretching room only. No gum, or hard candy of any kind is permitted in class. Spill-proof water bottles are permitted in the studio dancer is dancing in, against the wall. Cell phones are not permitted in the studios.

Dancers are expected to maintain acceptable behavior for their age. If a student continuously disturbs class, DCOM may inform parent. DCOM will not tolerate angry/emotional outbursts or swearing in the studio whatsoever. If there is a problem, make an appointment with the studio manager to resolve all conflict.

### **Restroom Independence**

To register for a class, DCOM requires all dancers be completely potty trained except for those enrolled in a Mommy & Me or Ages 2 & Below classes (when offered). DCOM defines potty-trained as children who can:

- Tell the teachers that he/she needs to go to the restroom before they need to go.
  - Stop what he/she is doing, to go and use the bathroom.
  - Take his/her clothes off and get them back up without help.
    - Wipe him/herself.
    - Get on/off the potty by him/herself.
      - Wash and dry hands.
  - Hold it if they must wait in line to use the restroom.

### **Teaching Procedures & Corrections:**

Dancers that desire improvement appreciate verbal and physical corrections. As a part of their training, dancers and parents should be comfortable and should expect frequent practical criticism (corrections) throughout the season. Corrections are given to help dancers progress and dancers as well as parents should respond to these corrections accordingly. Dance requires physical contact. We will physically touch our dancers to properly train and teach them important dance concepts. Corrective body positioning and placement are everything when it comes to properly training dancers. Depending on what instructor is teaching, dancer may experience discomfort. It is not unusual for a dancer to come home with sore muscles just as participants in any sport or physical activity might. Communication as well as education for both dancers and parents is prioritized at our studio and we appreciate questions. Parents are welcome to email instructor with any special concerns.

### **Arrival:**

Dancers must always wear clothes (shorts, skirt, pants, etc.) over their dance attire when arriving and leaving our facility. They must also wear some form of street shoes. Dancers should NEVER wear their dance shoes outside of the building as they will pick up debris, which ruins their shoes and the studio floors. Dancers should arrive no less than ten minutes before their class to have enough time to dress, prepare their hair and stretch. DCOM understands that sometimes it is necessary to drop dancers off well before the start of their class due to family schedules. If a dancer causes disruption in the lobby and must be spoken to by a staff member more than once, early drop off by that family will no longer be allowed.

### **Tardiness:**

Just as attendance is very important, so is being timely. Please schedule sufficient travel time to avoid arriving late for class. Children need time to dress and stretch before class. All dancers should arrive a minimum of ten minutes early for each class. Dancers that arrive late are frequently out of step for half of the class. Habitual tardiness is discouraged as it is disruptive to the class and the teacher.

If a dancer is more than fifteen (15) minutes late, he/she will be asked to observe the remainder of the class. Dancers who are late, are encouraged to come and observe class, since much can be learned by observation. This is for the physical safety of the dancers. Dancers may not enter class late or leave class early without the instructor's permission. If you are having difficulty getting your dancer to class on time, please notify DCOM and another class will be suggested for you if one is available.

### **Attendance:**

Dancers must attend the classes for which they are registered. Official attendance is taken by instructors at the beginning of class. Should a dancer need to miss class, please report your absence **ahead of time** using the parent portal, so his/her absence can be considered excused. Excused absences will permit the dancer to attend a make-up class if one is available in the same or a lower level. Unexcused absences cannot be made-up at all and will negatively impact dancer success and progression.

Making up missed classes is an option, not a requirement. Tuition will not be refunded for any absence or cancellation.

Please note:

- Missed classes for any reason are not eligible for refunds.
- Absences must be reported prior to the missed class to be eligible for a make-up.
- Excessive unexcused absences that are not made up may, at the discretion of the instructor, manager, and Director, result in a dancer being removed from a class or repeating a class at a lower level depending on regression.

**Excused Absence:** An absence that the staff is aware of ahead of time. Missed classes must be reported prior to class time to be considered excused and be eligible for makeup classes.

Unexcused Absence: Any absence not reported ahead of time. Unexcused absences from class cannot be made up. Unexcused absences can be grounds for removal from a show.

Mandatory: Any meeting, rehearsal or recital that must be attended. Missing these will result in a dismissal from the show and possibly even the studio.

### **Quarterly Parental Observation:**

Once every quarter (3 months) parents are invited to observe their dancer(s) in class! Parents must focus solely on their dancer with minimal to no distractions. All siblings must remain outside the classroom (at home preferably). Disruptions of any kind due to parental observation during dance class can be tolerated.

DCOM has a strict policy of not allowing class observation on a weekly basis. Dancers do not give full attention when there is an audience to distract them. Some dancers behave differently when their parents are watching. Others simply want to wave or keep their eye on their parent for support or participation. For you to receive full value for your dancer's class time, they need absolute concentration. The fewer distractions available to them, the more progress the instructors can make in each class.

### **Once-a-Month Creative Expression!**

During designated times of the month, dancers are invited to arrive for their class in a specific theme or costume! Dancers must choose attire that they can easily move around and dance in.

### **Summer Classes:**

All competitive dancers are required to remain in classes throughout the summer to continue training and proper progression.

All recreational dancers enrolled in the Spring Session (January-July) are not required to take summer classes but will be paying tuition until the end of July. Summer classes are optional, but we encourage dancers to take them.

### **Adult Classes:**

Adult classes are offered according to instructor availability and will not be offered until Spring Session. Adult classes are a flat fee, meaning tuition for them will be charged upon registration and it is up to the adult whether they attend the class or not. We do not wish to host an empty class. If adult registers and pays but is a no-show, a \$25 inconvenience fee will be charged to dance account unless notification of absence was sent in advance.

PICKUP/DROP-OFF, WAITING ROOM, & FACILITY USE

### **Picking up your dancer:**

Dancers must be picked within fifteen (15) minutes after their last class or at class end if it is the last class of the day. We care intensely for our dancers, but our limited staff cannot be responsible for childcare duties that take them beyond their job descriptions and normal working hours. If you are running late, please call the manager. Should there be repeated tardiness (more than one (1) occurrence) from the same family, DCOM will charge the family twenty dollars (\$20) for every fifteen (15) minutes or portion thereafter, to retain staff past their regularly scheduled hours.

### **Student Arrival/Pick-up Parking:**

Our customers are expected to cooperate with all parking procedures. It can get very busy at DCOM, and we expect full compliance from all dancers, parents, siblings, and guests in this matter. DCOM appreciates your cooperation in helping us get along with our neighbors. If there are any questions, please speak directly with an DCOM staff member.

*The faculty and staff are not responsible for dancer supervision outside the studio. As such, it is imperative families adhere to the arrival and pick up guidelines below to ensure each dancer's safety and well-being*

CURRENT 105 1<sup>ST</sup> ST LOCATION: Parallel parking is available outside of Studios I & 2. All parents MUST COME IN to pick up dancer. Dancers are not permitted to walk into the street to parents in a moving vehicle. Upper lot parking is available outside of Studio 3, but no parents are permitted to park in the lower lot (this is condo parking only). Cars will be towed if they park in this lower lot. Drop-off and pick-up protocol must be followed. All drop-off and pick-ups will happen at Studio 3 location until relocation to new studio. Parents can park in upper lot to come get dancer but must walk back up to upper lot to leave. If dancer has been texted and parent is ready to drive by and pick them up, no parking is required, and parent is welcome to pick-up if dancer remains on black dance ramp and does not walk into the parking lot unsupervised.

NEW OAK PARK LOCATION: Parking is available in front of the studio; parents should avoid parking in neighboring lots of other businesses. Parents understand they will be towed if they are parked in a different lot than The Dance Co. of Minot's.

### **Waiting Areas During Class Time:**

We provide seating in the lobby as a courtesy to the families of our dancers to wait while their dancer is in class. Our lobby must be respected.

Parents who stay at DCOM during their dancer's class must wait in the lobby and meet their dancer there after class. Dancers may wait for class to begin in the lobby. Dancers, parents, siblings, and all guests are to be quiet when waiting for their class to begin, showing respect to those classes already in session. We will use our intercom system to make noise announcements asking all guests to respect our class time. All parents and guests must adhere to all noise announcements and if they do not, they accept that they may be asked to leave the facility altogether.

If there are other children involved when picking up a dancer, they must be supervised. We strive to make our studio a safe and comfortable environment for everyone. With this in mind, we ask:

- Be considerate of those around you. At no time should someone be throwing objects, running, climbing on furniture, or roughhousing in the lobby and restroom areas.
  - Be sure all children clean up snacks and always behave appropriately.

### **Facility Use:**

The studios are used by dancers, staff, families, and community partners. Everyone is expected to take care of the facility, dispose of trash, and clean up after using any common spaces.

- The studio is a place to work quietly and with concentration.
  - Running and playing in the studios is not allowed.
- Dancers should wait outside the classroom prior to their scheduled time if another class is inside.
  - All street clothing and shoes must be removed before entering the studios.
  - Behavior in the halls and the dressing room should be polite and quiet.
- Respect for the instructor and for one another is essential to a successful classroom environment.

Eating is permitted only in designated areas. No chewing gum, eating or drinking is allowed in the studios. Soda cans, bottles, cups, or mugs will NOT be permitted in the studios. Dancers may have a spill-proof water bottle in the studio, against the wall during class time. Any disposable bottles left in the studio overnight will be thrown away. Students should only wear ballet or dance shoes on the studio floors – street shoes are not allowed.

Students are encouraged to arrive in dance attire under their street wear. Dancers can change in restroom stalls. Restrooms must be kept clean. We expect all dancers, families, and staff members to clean up after themselves in the restrooms. Recreational dancer belongings must be hung on hooks on benches in hallway. Competitive dancer belongings must be stored in competitive dancer stretching room only.

Items left in the studios and restrooms at the end of the day will be placed in the lost and found bin, which will be emptied and donated at the end of each quarter. We recommend all dancers label their dancewear and shoes to ensure that personal items are recovered.

Classes take place during regular administrative office hours. With respect for the business of employees, dancers are asked not to enter the administrative offices or work areas unless invited to do so. Dancers should also be sure to keep all pathways clear when waiting for classes to begin. We ask that families respect and be conscientious of business being conducted.

## DANCER DRESS CODE



Dancers are participating in a disciplined art form that requires disciplined preparation. The dress code encourages concentration. Clothes (washed after every class) and shoes should be marked INSIDE with the dancer's name and kept in a dance bag to ensure that all items are ready for class. Leotards, tights, and spanks (if required in the class) outline the body so the physique can be clearly seen and are required.

For the benefit of uniformity in the classroom and to allow instructors to appropriately spot technical errors and offer constructive feedback, DCOM requires all dancers to wear the dress code as outlined unless specific permission is granted to do otherwise. Repeated failure to comply will result in a dancer being asked to sit out during class.

Dance clothes, including shoes, are available to borrow from DCOM but must be requested 30 minutes prior to a class. If dancers are not dressed in the proper attire, they will be given one warning. If they attend again without proper attire, they will sit out and observe class rather than actively participate.

DCOM accepts donations of previously owned dancewear. Please ensure that all donated dancewear is clean.

#### **All Dancers:**

The following dress code policies apply to all dancers regardless of age or level: Dancers should arrive at the studio in appropriate clothing and cover-ups. All of the classes will follow a strict dress code via our Nimble online dance store (accessed via our website).

- **Restrooms are provided for changing. Please do not use the lobby for changing or storing clothing items. All items must be stored in a dance bag and must hang on a hook. Floors cannot be covered and congested with belongings and stuff.**
  - Fingernails that extend significantly past the tips of the fingers must be cut.
  - Clothing items that do not align with the dress code are not permitted.
  - Mark all dancewear and the inside of shoes with dancer's full name.
- No jewelry, watches, sweatpants, baggy shirts, etc. are permitted inside the studio.
  - Do not wear your dance shoes outside.
- Do not wear underwear with your leotard and tights (ages 4 and under are an exception).
  - Boys must wear all black shorts and t-shirt, tight-fitting as possible please.
- Black leotard, light suntan stirrup tights and black spanks are required for all competitive classes.
- Black leotard, light pink transition tights ballet shoes (must be the ones we require) and ballet skirt (optional), are required for all ballet classes.

- For recreational dancers, all dancers must wear black leotard and light pink transition tights to all classes. If different tights are required for a performance, it will be reflected via class requirements on Nimbly.
- Pointe shoes will be approved of solely by staff and parents will be shown how to sew them properly.
  - Skirts and leg warmers may be worn only by students in Levels 3 and above.
    - Hair must be neat and secured away from the face.
    - Dancewear is to be kept laundered and in good repair.

### **Hair:**

One of the cardinal rules of being a dancer is having the hair groomed so that it is immobile and not distracting.

- Hair must be fixed in place, close to the head, without exception.
  - There are to be no hanging braids or beads of any kind.
  - Girls must wear their hair in a bun with NO BANGS.
- Buns must have hairpins and secured hair ties, hairnets are recommended.
  - Please use long hairpins with long hair.
- Dancers should learn how to fix their own hair. With practice, it should be possible quickly.
  - Dancers are expected to meet hair requirements.
  - A hair tutorial video will be posted on November 11, 2022.

### **Where to Purchase Dancewear:**

Nimbly Online dance store (launching soon).

Unfortunately, we live in a world with a variety of different people. Sometimes we must accept and deal with folks that have less-than-perfect manners. We want to reiterate that a creative environment, such as our dance studio, should provide a utopia of kindness and consideration of others constantly. A good working relationship based on mutual respect between dancers and instructors. Dancers must focus on the respect and consideration of everyone around them always.

The following values should serve as guidelines for proper behavior of not only students, but parents and other guests. Courtesy and good manners are expected and encouraged.

### **The Dance Family Oath:**

Exists to ensure that all dancers experience dance in a respectful, happy, supportive, and safe environment. We are a community of empowerment. All parents and dancers should review this before agreeing to dance at The Dance Company.

#### ***I WILL:***

1. Conduct myself with professional behavior at all studio-related events physically inside and outside the studio
2. Respect and follow advice and direction provided by the dance instructors
3. Follow Dance Company Hierarchy when emailing any questions, comments, or concerns
4. Abide and respect all policies and procedures set forth by The Dance Company of Minot as outlined in all Dance Company Policies
5. Encourage my dancer(s) to dance if he/she is interested in dancing
6. Ensure to bring my dancer(s) to class on time to avoid disrupting the instructor and other students
7. Ensure my dancer(s) are "warm". Warm-up is conducted at the start of every class, and it is imperative that all dancers participate in warm-up to ensure that their body is ready for physical activity
8. Ensure my dancer is dressed in the appropriate clothing and shoes for each class in accordance with the Dance Company Dress Code, including having hair in the appropriate style and removing all jewelry and accessories before each class
9. Focus positively on my dancers' performance rather than the overall outcome of the performance or audition
10. Encourage my dancer to follow the rules of The Dance Company and any competition they enter
11. Support all efforts to remove any verbal and physical abuse from all dance activities
12. Inform the staff and dance instructors of any extended vacations or absences which will affect my dancer(s)

#### ***I WILL NOT:***

1. Raise an issue with or question a teacher's judgment, EVER
2. Ridicule or yell at my dancer, or any other dancer, for ANYTHING
3. Make disparaging remarks of any type regarding instructors, choreographers, costumes, other parents and dancers, other studios or publicly criticize them publicly or privately, inside or outside the studio when participating in studio events.

#### ***I UNDERSTAND THAT:***

1. If myself, or my dancer exhibits inappropriate behavior my dancer may be removed from all dance classes.
2. I agree to partner with instructors and the Director to resolve behavioral issues immediately so my dancer may return to class promptly
3. Parents/Guardians must supervise their dancer(s) while waiting at the studio to ensure that they do not disrupt classes, injure themselves or other dancers, or cause damage to the premises.

### **Dancer Conduct:**

All dancers and parents are expected to always conduct themselves in a courteous and respectable manner.

Disrespecting a faculty member or another dancer or being discourteous to a fellow dancer is grounds for disciplinary action that may result in probation, suspension, or being asked to leave the studio permanently.

If you are asked to not return to the studio, there will be no reimbursement for any classes, collected fees for the revue, collected choreography fees, or any other fees collected by the studio.

If your costume is paid in full but has not come in yet, we will call you when it comes in and you can come to pick up the costume or costumes.

All competition dancers and their parents will be expected to both read and sign the Competition Guidelines.

### **Competition Guidelines:**

- Everyone is expected to work as a team player and help in the growth of their fellow dancers.
- Gossiping will not be tolerated amongst the dancers or parents about other dancers or parents within The Dance Co. of Minot.
  - Gossiping will not be tolerated amongst the dancers or parents about other dance studios.
- Gossiping will not be tolerated amongst the dancers or parents about other competitors during competitions as well as conventions.
  - While representing The Dance Co. of Minot, dancers and parents are expected to display good sportsmanship conduct to everyone they are in contact with.
  - During competitions, whether we win or lose, we are expected to have a winning attitude.
- It is mandatory for all dancers to come to all rehearsals unless approved 48 hours prior to the rehearsal with permission from the manager or Director.
- All competition fees must be paid on time; otherwise, unpaid fees result in no competition participation.
- All Regional and National competition participation is decided a year in advance and cannot be changed or re-negotiated mid-season.
- It is mandatory for all 2<sup>nd</sup> year competing dancers to wear a Dance Co. of Minot competition jacket at all competitive events.
  - All dancers must adhere to dress code, no accessories permitted, at all times.
  - All dancers are to respect instructors and to do what is asked of them.
  - All dancers and parents must abide by the Dance Family Oath and Parent Protocol
- All dancers and parents understand that Haley Burchett has the final say about placement and all other matters concerning the studio and competition-related topics.

### **Competitive Dancer Obligations:**

If a dancer is selected for a competitive dance, there will be evening and weekend practices involved, as well as several competitive fees bundles due on certain dates throughout the season. All dancers and parents will be expected to make all practices and all competitions including solos.

When competition parents sign their competitive tuition contracts, it is with the understanding that their dancer is a member of the competitive division at The Dance Co. of Minot. This means that their dedication to competitive dance inside and outside the studio comes before all other activities in which they may be involved. We suggest that dance be their only activity – but we will accommodate as much as possible.

Competition is extremely time-consuming and to commit to outside activities has a strong effect on the dancer as well as the other team members when a dancer is absent. Remember the team is judged as a TEAM when competing, and one dancer with bad attendance hurts the entire team.

Occasionally there are required school events that may interfere with rehearsals, if this is the case, please email the school calendar and other arrangements will be made.

Of course, classes may be missed due to illness or a death in the family. **If any dancer or parent feels they cannot see this commitment through without a substantial number of absences, we suggest they bow out of the competition team before the year begins.**

Competitive dancers (except for some minis) are required to take all required technique and ballet classes. Attendance in these classes is mandatory. An unexcused absence from a technique or ballet class will count the same as an absence from a competition class.

We do offer recreational classes for those who wish to pursue other activities outside of dance.

Competitive dancers are not allowed to back out of numbers that they are already in for any reason whatsoever.

### **Studio Dancer Conduct:**

Part of the tradition of dance is the etiquette passed down between generations and DCOM expects its dancers to be a part of this tradition; the primary value being respect for the study of dance, the studio, teachers, and fellow dancers, and displaying a professional attitude every time they enter the building. Older dancers are role models and must represent the highest standards of morals and ethics. They are to set a good example for the younger dancers. Any violation of etiquette will be addressed by the manager or Director to the parents of the dancer. Repeated or extreme violations could result in expulsion with no refund of tuition.

Dancers are expected to be always courteous and respectful and to adhere to the following:

**Respect for Others:** Dancers are expected to respect other's space, property, rights, well-being, and dignity.

Dancers will be straightforward and honest, having integrity in their dealings with each other, other dancers, their teachers, and other adults. Competition, though encouraged within the classroom, should not be felt within the studio walls. Each dancer should help and encourage all the others to do their best and set a good example for others. Dancers are to be respectful and considerate of other groups using DCOMs studios and performance venues.

**Respect for Authority:** Dancers must listen to and follow instructions given by faculty and staff.

**Respect for Self:** Dancers are expected to care well for themselves and to refrain from any activity that could threaten their physical, emotional, or mental health.

### **Parent Conduct:**

Please be a good role model! Negative or inappropriate language and/or behavior will not be tolerated and may result in dismissal of both parent and/or dancer. Please communicate concerns sooner rather than later by contacting the studio via email at [dancecoinstructors@gmail.com](mailto:dancecoinstructors@gmail.com). **Staff must not be interrupted before, during, or between classes.** Every effort will be made to address your concerns in a timely manner via email.

Any parent acting as a volunteer at the Dance Company or at a Dance Company affiliated event is not to be construed as an agent, employee, or representative of Dance Company for any purpose. A parent acting as a volunteer does not speak for Dance Company in any capacity. Any parent acting as a volunteer who is found to have misrepresented themselves as an agent of The Dance Company in any capacity is subject to expulsion in addition to any applicable legal ramifications.

### **Dance Industry Bullying:**

Bullying is not tolerated and refers to verbal acts, physical acts, or other acts of harassment in classes, rehearsals, performances or anywhere in and around the studio or in a theater.

Dance Industry Bullying includes:

1. Spreading rumors, "trash talking anything related to the studio publicly or privately" or posting degrading, harmful, or explicit pictures, messages, or information using social media or other forms of electronic communication, (also known as cyber-bullying).
2. Name-calling, joking, or making offensive remarks about a person's religion, gender, ethnicity, or socioeconomic status.

3. Disrupting class or rehearsal with yelling at dancer and or participating in inappropriate conversation or comments with other parents and or studio-related acquaintances.

## AUDITIONS, PERFORMANCES & SPECIAL EVENTS

### **Audition Policy:**

All dancers with intentions to compete with The Dance Co. of Minot must audition with The Dance Co. of Minot unless a special circumstance has been exclusively offered. Audition policy is given before auditions and anyone auditioning with The Dance Co. of Minot must honor the behavior guidelines and protocols set forth in this Guidebook.

### **Performance Policies:**

All parents must adhere to all recital/showcase and rehearsal announcements and updates. If a dancer is tardy or absent to rehearsal or recital/showcase without prior knowledge or proper notification of absence in advance, dance family will incur a \$25 fee for taking up the staff's time to locate and track down dancer before a performance. We cannot take calls and give specific instructions that we've already sent to everyone in advance when trying to plan, prepare for, and present a professional show.

### **Rehearsals:**

Rehearsals are required and cannot be missed without an authorized and excused absence. Any absence should be sent with advanced notification and dancer should expect to be replaced with another dancer if needed.

### **Venue Rules:**

Venue rehearsals are most important as each dancer gets a chance to rehearse onstage to be relaxed and enjoy the performance experience. Every effort will be made to get the dancers out early, but unforeseen circumstances may cause delays. Please do not plan appointments close to rehearsal time. Dancers are expected to respect others and obey all adults and venue personnel. All dancers are expected to respect their costumes and to place them on hangers after each use; this is the dancer's job. All costume guidelines are to be followed, no exceptions.

Makeup and hair guidelines will be provided before performances and must be followed. Do not bring valuables to the venue. DCOM takes no responsibility for lost or stolen items.

- PUT NAMES ON INSIDE OF ALL DANCEWEAR. Shoes and tights must be spotlessly clean and without holes or runs of any kind. NO pins. No writing on soles of shoes.
  - Absolutely no jewelry may be worn onstage, no pierced earrings.
    - Do not bring money or valuables to the venue.
    - No running, jumping, or rough play.

- Dancers must remove their eyeglasses for stage rehearsals and performances unless they have a strap that secures them for safety.
  - No videos are to be taken during the performance
- Absolutely NO eating or drinking backstage or in the dressing rooms except water
- Come to the venue prepared and dressed appropriately or be ready to change into the appropriate dress.
  - Be quiet and respectful of any rehearsals already taking place.
- Treat all dancers, instructors, guest choreographers, room attendants, venue employees, and others with courtesy and respect.
- DCOM staff does work during while in rehearsals and while preparing for shows. They are only available via e-mail for questions. Please do not approach staff with questions during rehearsal times or at recital.

The rules are numerous, but they are essential to a smooth-running performance. We ask for your cooperation and patience, should schedules not go quite as planned. Every effort will be made to make rehearsals and performances run as smooth as possible.

#### **Fundraising & Special Events:**

This section mainly applies to competitive dance families. All fundraisers are optional currently and we will discuss all of them during competitive parent meetings. The meetings are scheduled for September 6 & 7, 2022. Competitive parents must attend their designated meeting according to the level their dancer is registered under.

#### **Studio Rental:**

Studio space is available for rental, schedule permitting. Different rates apply for business and non-business hours. Contact us for more information.

Renters are required to adhere to all restrictions and regulations as prescribed by the building's lease agreement. If renter is uncertain of whether their intended activity is acceptable under the lease provisions, it is the renter's responsibility to consult with Director.



## RELEASES, POLICIES & PROCEDURES

### **Release of Liability:**

As the legal parent or guardian, I agree to indemnify and hold harmless The Dance Company of Minot, LLC, (hereinafter “DCOM”) its owners and operators from any and all liability, claims, damages, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of The Dance Company of Minot, LLC, its owners and operators or in route to or from any of said premises. Medical Emergency The undersigned gives permission to The Dance Company of Minot, LLC, its owners, and operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. I hereby declare any physical/mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health. I hereby release The Dance Company of Minot, (DCOM) and its agents and employees from all liability for personal injury, illness (including exposure, infection and/or spread of COVID-19) or property damage occurring on or off premises used, rented, leased, or owned by DCOM. I certify that my dancer and I are in good health and capable of participation in all activities and classes.

To the maximum extent allowable by law, DCOM shall not be liable to the undersigned for any incidental, consequential, indirect, special, punitive or exemplary damages arising out of or relating to this agreement, DCOM’s performance hereunder or disruption of any of the foregoing, even if the undersigned has been advised of the possibility of such damages and regardless of the cause of action, whether arising from contract, tort, or otherwise.

### **Medical Release:**

In an emergency, I authorize DCOM, its employees and agents, if I cannot be reached by telephone at the number(s) listed above, to transport and admit my dancer or myself to a local hospital for the purpose of emergency medical treatment. I release DCOM, its employees and agents, from any liability incurred for the transportation and admission of myself or my child to a local hospital for emergency treatment.

### **Injury Procedure:**

Should a dancer injure themselves in class they must inform instructor immediately so the proper procedures may be followed. Depending on the severity of the injury, faculty may encourage them to be seen by a doctor before continuing class. In the event of injury, dancers are encouraged to attend and observe class. If a dancer sits out of class twice due to the same injury, a doctor’s note is required to resume participation in class. Dancer **MUST** still attend regularly scheduled classes for observation when impacted by an injury. If this is not possible, a doctor’s note must specifically say so.

### **Illness/Infectious Disease Policy:**

We understand dancers will incur illnesses that make them unable to participate fully in their scheduled class(es). To protect both the individual and their classmates, parents must keep a dancer at home during the highly infectious first stages of a cold (first two days) or other communicable issue. In the event of illness, dancer MUST stay home for the first two days upon further evaluation. We ask your respect in adhering to this policy in the interest of the safety and wellness of all dancers, faculty, and employees.

DCOM reserves the right to remove a dancer from class in the event the dancer exhibits any signs of illness, including but not limited to, flu-like symptoms or other symptoms of a contagious illness, such as pink eye or rash. DCOM also reserves the right to require a statement from a physician verifying that dancer's condition is no longer contagious. We must have confirmation of dancer's restored health condition before returning to the studio for classes.

#### **COVID-19 Policies:**

In the event the state issues mandates regarding the prevention of Covid-19 transmission, DCOM will release an addendum to this document detailing DCOM's policies.

#### **Photography and Video Policy (*release included*):**

In respect of the privacy of the dancers, DCOM does not allow photography or videotaping of classes, events or performances unless specifically permitted by staff. Performance photos and videos may be purchased when available.

Dancer and Parent agrees that The Dance Company of Minot may take photographs and may make videos and audio material of dancer, classes and school events, and that these materials may be used for display, promotions and/or advertising. If a minor is pictured in anything presented by the studio, the parent approves and consents to said appearance. The Dancer and Parent hereby waive any compensation to which Dancer may otherwise be entitled for appearing in such materials. This includes, but is not limited to, Facebook, Instagram, and [dancecompanyofminot.com](http://dancecompanyofminot.com) announcements and or promotional photographs used to promote events.

#### **Class Agreement:**

I understand that I have committed to DCOM to attend all the classes and activities associated with this registration. I agree that I have registered, and I am liable for the full contract. If circumstances arise that prevent me/my dancer from continued attendance in classes, I will fill out a drop form according to the terms in the studio guidebook. No tuition reductions or credits are made due to absence. Classes may be made up within 30 days of an excused absence. If DCOM cancels class for any reason including weather, I understand that DCOM will continue to invoice and charge tuition until a Drop Form is received and that my registration fee is non-refundable if I cancel participation at DCOM prior to or during any session. I also understand that unexcused absences, tardiness, and inappropriate behavior are grounds for immediate dismissal from DCOM with no refund of tuition per the DCOM Guidebook.

#### **Complaint Policy:**

Complaints should be sent to manager via email at [dcassistantdirector@gmail.com](mailto:dcassistantdirector@gmail.com). Complaints must not be sent to any DCOM staff other than manager and should not be sent in any format other than email.

Manager reserves the right to ignore any complaint sent to any staff member other than themselves or through any platform other than email. If properly addressed, at the **CORRECT EMAIL ADDRESS**, a complaint will be responded to via email within twenty-four to seventy-two business hours.

### **Social Media Policy**

Social media is any form of an online publication or presence that allows interactive communication. This includes social networks, blogs, and photo sharing platforms, websites, forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, TikTok, and Snapchat.

#### **ALIGN YOUR IMAGE WITH YOUR GOALS**

A digital footprint is the reputation you leave online. Your online actions leave a permanent record and remain online, even if you click “delete.” Be thoughtful about what you share and consider how it would appear to family, friends, colleges, and future employers. Because many colleges and employers search social media before making admissions and hiring decisions, you might want to use social media as a tool to demonstrate your interests in positive ways. For instance, social media allows you to show who you are as a student and a dancer by sharing what you think about and what matters to you.

#### **Dancer and Parent Use of social media:**

- You do not have permission to reveal any information that compromises DCOM This includes the sharing of personal information about the staff, dancers and/or their families or any proprietary and/or confidential information is strictly prohibited.
- Dancers and parents should neither claim nor imply that they are speaking on behalf of DCOM.
  - Use discretion when posting pictures, including those of other students at DCOM. Obey copyright laws.
- Dancers and parents may not use social media sites to publish disparaging or harassing remarks about DCOM community members, including, but not limited to, faculty, staff, and dancers.
  - Never post anything that could compromise self-esteem of dancers attending DCOM.
  - Respect the law, including those laws governing defamation, discrimination, harassment, copyright, and fair use. Parents and students should never post negative comments about other schools, teachers, or events, including competitions, conventions, and performances.

#### **Dancers will be subject to discipline for:**

- The use of and/or reference to vulgar, sexually explicit, or discriminatory language, actions, and/or gestures.
- The use of disrespectful or inflammatory remarks or gestures directed at the DCOM organization, staff, faculty, dancers, parents, or any other associated person(s).
  - The use of anything deemed negative or hateful to another individual or organization.

- Anything deemed as cyberbullying.

DCOM reserves the right to dismiss dancers based on the above and any other actions considered unacceptable on all social media platforms in accordance with DCOM's mission and values.

### **Banned Substances:**

Alcohol, drug and tobacco use is prohibited on DCOM property or at any DCOM activity. Dancers disregarding this policy will face suspension and/or expulsion. Any dancer, parent, or guest who is suspected of being under the influence or of providing any substance to another party will be reported to the authorities.

### **Non-Discrimination and Non-Harassment Policy**

DCOM believes in the power of dance to connect all people and as such is dedicated to the equitable, dignified, and respectful treatment of all people in an environment free from harassment or discrimination. DCOM prohibits harassment of any kind to or by any persons including, but not exclusive to, teachers, staff, dancers, parents, and persons doing business within the building. This prohibition includes harassment for any unlawful or discriminatory reason such as race, gender, national origin, disability, age or religion. This policy also prohibits actions which, while not serious enough to constitute harassment in a legal sense, are nevertheless commonly understood to be abusive and disrespectful to others. Slurs, jokes, comments, or rumors which are derogatory of a person's race, ethnic background, religion, gender, disability, sexual orientation, economic status or age are inappropriate for any DCOM related event or activity. This policy extends beyond verbal harassment to include any form of online or digital harassment (see social media Policy) or bullying. Bullying also includes, but is not limited to, acts of intimidation or threatening behavior. Each person is responsible for exercising good judgment to avoid engaging in conduct which may be in violation of this policy. A person who believes themselves to be the victim of discrimination or harassment should report the incident to the manager. If a dancer only feels safe informing a parent, the parent should notify the manager immediately. The matter will be dealt with confidentially with disclosure only to the extent necessary for fair resolution and only to those requiring immediate knowledge. Failure to comply with this policy will result in disciplinary action, which may include removal from the program.

### **Non-Compete Requirements:**

DCOM recognizes that competitive dancers may wish to take the techniques learned at The Dance Studio of Minot with them, should they choose to relocate to a new studio. However, competitive dancers are prohibited from competing with more than one studio at a time. Should dancer compete with any studio in addition to DCOM, they will be subject to discipline at the Director's discretion.

### **Dancers from Competing Studios:**

We have a strict non-compete policy (shown above) regarding our competitive division dancers. Dancers taking technique classes recreationally, competing elsewhere, are not held to the restrictions of those competing with The Dance Co. of Minot. However, sharing any information including but not limited to curriculum, lesson planning, class or studio structure, staff teaching methods, or any other information deemed confidential by The Dance Co. of Minot staff or Director would serve as a breach of this guidebook and legal action will be taken against the responsible parent. The Dance Co. of Minot reserves the right to take legal action against the parent or the responsible parent of a dancer that compromises the integrity of its programs, classes, staff, or instruction by sharing it with competing studios. It is imperative that dancers and parents from competing studios, taking recreational classes at The Dance Co. of Minot, understand that agreeing to this guidebook means all policies apply to them with the exception of the non-compete policy. We expect all dancers taking classes at The Dance Co. of Minot to represent The Dance Co. of Minot professionally, following the same principles, procedures, and guidelines.

### **Confidentiality and Nondisclosure:**

Parent understands that all information gained by the dancer or parent during dancer's engagement at DCOM must remain confidential. This includes, but is not limited to, teaching methods, DCOM choreography, music selections, curriculum, lesson plans, syllabi, and DCOM costumes. Neither parent nor their dancer will acquire or seek confidential information for the purpose of conveying such information to other dance companies, dance parents, or dancers. Parent will not reveal any information pertaining to DCOM acquired during dancer's engagement with DCOM. Parent will put forth reasonable effort to ensure that their dancer does not reveal any information pertaining to DCOM acquired during the dancer's engagement with DCOM.

Should the dancer withdraw from DCOM for any reason, it is the parent's responsibility to ensure that any information gained by either the parent or the dancer during the dancer's engagement at DCOM remains confidential. Neither dancer nor parent is permitted to share confidential information with any dance companies the student may join. Failure to adhere to this clause will result in legal action.

### **Mediation:**

Parties agree to mediate any dispute or claim arising between them out of this Agreement before resorting to court action. Mediation fees, if any, shall be paid by the party bringing forth the dispute. The parties agree to use a mutually agreed-upon mediator. If, for any dispute or claim to which this section applies, any party commences an action without first attempting to make reasonable efforts to resolve the matter through mediation or refuses to mediate in good faith after a request has been made, then that party shall not be entitled to recover attorney's fees even if that party eventually prevails in the court proceeding. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a waiver of the mediation provision.

### **Choice of Law:**

This Agreement and all claims or cause of action arising hereunder shall be governed by and construed in accordance with the laws of the State of North Dakota. In the event of a dispute arising under this Agreement, the Parties hereby submit to exclusive jurisdiction in the federal or state courts located in Ward County, North Dakota, and agree that venue is proper and convenient in such forum.

**Severability:**

If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, it shall not affect the enforceability of any other provision of this Agreement.

**Disclaimer:**

The contents of this Guidebook are a binding contract between DCOM and the undersigned parent. Digital signature (on our online web registration form, via Jackrabbit Technologies, Inc.) upon this Guidebook and any ancillary agreements signals an acceptance of the terms of this Guidebook. Enrollment and registration with DCOM are not guaranteed; this means DCOM may terminate a student's enrollment and registration at any time, for any reason, with or without cause or advance notice. DCOM reserves the right, with or without notice, in an individual case or generally, to change any of the policies in this Guidebook, or any of its guidelines, policies, or practices, at any time.

**Changes in Policy:**

Change is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and guidelines at any time with or without prior notice. Changes will be effective on the dates determined by DCOM, and after those dates, all superseded policies will be null and void. No individual instructor has the authority to alter the foregoing. Any dancer or parent who is unclear on a policy or procedure should consult the Director.