



## ***Competition Team***

## ***Parent & Student Handbook***

***2025-2026***

Welcome to Heart of the Valley Dance Academy! We hope you find this handbook informative and helpful. Our handbook includes basic information about our studio and policies, along with answers to those questions most frequently asked. If you ever have any additional questions, concerns to share or suggestions for improvements, please do not hesitate to contact us at 920.462.4479 or info@hotvdance.com.

Sara Musich  
Studio Owner & Director

Kimberly Dercks  
Competition Director

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### **Recital Tickets**

Recital tickets will be ordered online through our online ticket service. Parents will receive online codes to purchase a limited number of tickets during the initial sale. After the initial sale period is over additional tickets can be purchased in unlimited amounts. Tickets will be limited based on the total number of families enrolled at the studio (approximately 6-8 tickets per show). All tickets are reserved seating.

### **MEDICAL AUTHORIZATION, RISK NOTIFICATION, LIABILITY WAIVER AND PHOTOGRAPH POLICY**

In case of illness or injury and a parent cannot be reached, the staff of Heart of the Valley Dance Academy may authorize medical treatment for your child. You understand that because dance involves motion, there is a risk of injury. By registering for one of our programs you and your heirs knowingly and voluntarily, forever hereby release Heart of the Valley Dance Academy, LLC, its employees, instructors, and owners from any liabilities, claims, lawsuits, judgements, costs, expenses, attorney fees, and or any other legal, equitable, or administrative actions and/ or proceedings, damages and/or injury or medical expenses which might occur as a result of your child's participation in and traveling to, all events and activities.

Please inform Heart of the Valley Dance Academy if your child has problems/conditions that might compromise his/her safe involvement.

You are acknowledging that your child's participation in any and all events and classes involves known and unknown risks that may result in injuries that may include, but are not limited to, bruises, cuts, dislocation, fractures, sprains, strains, tears. Also, temporary and/or permanent diseases, illnesses, infections and/ or viruses including, but not limited to, Influenza, COVID-19, EBOLA, MERS, And SARS caused by, but limited to, bacteria, virus, fungi, protozoa and/ or helminths. I hereby release HOTVDA, LLC and it's employees, instructors, owners and representatives from any and all liabilities, claims, actions, directly or indirectly arising out of or related, to any loss, damage or injury or death that may be sustained related to COVID-19 while participating in any activity on or around the premises or while using the facilities .

Heart of the Valley Dance Academy, LLC may use photos of participants for promotional purposes. By registering for one of our programs, you have granted permission to use your child's photograph for promotional purposes unless otherwise noted. If you wish for your child's photo not to be used, please return a written letter to the front desk.

### **Recital**

HOTVDA holds an annual recital in early May. The specific dates for the recitals will be confirmed in early Fall. There are three recitals: Friday evening, Saturday afternoon and Saturday evening. All competition groups will perform in two shows each. Solos, duets, and trios will perform in one show each.

The recitals are held at Kaukauna High School's auditorium. Start time for the Friday evening show is 6:30PM and the start time for our Saturday shows are 1:00PM and 6:00PM.

The week of our recitals there will be dress rehearsals for all developmental classes and production numbers held on Monday or Tuesday at the auditorium. Dancers are expected to attend as these rehearsals as they are what helps make the show run smoothly.

Students will be required to be at the auditorium 20 minutes prior to show time the night of the recital. Anyone wishing to go back stage will be required to show a backstage pass that only parents/guardians of dance students will receive. There will be no video taping or flash photography allowed during the show. Students will not be allowed in the auditorium to watch the show. Parents are asked to remain seated and only leave the auditorium in between numbers. We have a fast paced, professionally run recital. These rules will be enforced to maintain a high level performance. More complete information on dress rehearsals and the recital will be sent home in early April.

### **Dress Rehearsal**

Competitive classes will have their own dress rehearsal in February prior to the first competition of the season. Dates will be communicated once we have confirmation from the high school.

### **All dancers are expected to attend this rehearsal.**

### **Refunds**

No refunds are given for missed or cancelled classes or for withdrawing from a class during the dance season. There are also no refunds given on costumes that have already been ordered. HOTVDA reserves the right to move to online classes as needed for safety at any time. No refunds or deductions will be given for online classes.

### **Our Mission**

To offer a quality dance education while building the self esteem of each student. We strive to reach our goal with a low student-teacher ratio creating quality lesson time. Our studio provides a safe, nurturing and positive environment for our dancers.

### **Competitive Classes**

HOTVDA offers competitive classes for the more serious dancer. Auditions are held in May for any dancer interested in participating. There is a \$20 audition fee. Competitive class placement for all dancers will be decided upon by our staff..

Competition performance classes are offered in tap, jazz, lyrical, contemporary, and hip hop and start the week of September 14th and run through early May. Most competition classes (including ballet and stay strong) are held on Sundays but some classes may be held during the week depending on studio and instructor availability. Group classes are 45 minutes long and all solos duets and trios and 30 minutes long. Solo classes will meet every other week.

### **Technique Classes**

Stay strong and ballet classes are required for all competitive dancers. These classes offered on Sunday (in multiple levels). Each dancer will be assigned to the appropriate level class by the studio staff. Our youngest dancers have a combined one hour ballet and stay strong class, while other dancers will have a one hour ballet class and a 45 minute stay strong class.

### **Summer Classes**

Dancers in our competitive program are required to enroll in at least two summer classes, including one ballet class. Summer classes are a six week session that begin July 7th.

### **Competitions**

Our competition season begins in Spring. We attend four mandatory competitions and an optional regional competition and optional national competition each season. Competitions are held February through May throughout Wisconsin (Green Bay, Madison, Stevens Point, Wisconsin Dells). Once our competitions for the season are chosen, dates will be communicated to families so you can plan accordingly. This information is typically communicate to families at our mandatory team meeting in late June.

### **Contracts and Deposits**

Once audition results are released, dancers/parents will have to sign and return our team contract, along with a \$200 deposit, and \$50 registration fee to confirm they accept the classes they've been placed in.

### **CONTRACTS, DEPOSITS AND REGISTRATION FEES ARE DUE NO LATER THAN WEDNESDAY, JUNE 4th.**

Failure to return the contact and deposit by the deadline will result in your dancer not being placed in our competitive program. This \$200 deposit will go towards dancer's accounts at the end of our dance season unless the team contract has been breached. In that case, the \$200 **DOES NOT** go towards the balance of the account and will be used for the added expenses we incur for having to re-choreograph or re-stage routines and added administrative expenses.

### **Class Fees / Competition Entrance Fees**

Please note class fees are paid in 3 installments (See "Payment" section of handbook). Competition fees are due December 15th.

Dance	Class Fee	Entrance Fee
Solo	\$492	\$180*
Duet	\$492	\$110 *
Trio	\$402	\$105 *
Groups	\$378	\$85*
Ballet—One Hour	\$324	N/A
Stay Strong - 45 min.	\$300	N/A
Ballet/Stay Strong	\$324	N/A

**\*Please note  
all competition  
fees are  
PER  
Competition\***

\* A media / registration fee may apply to some competitions. This fee of \$20-\$40 will only apply to competitions that charge this fee.

### **Registration Fees**

Any dancer on the HOTVDA competition team must pay a \$50 non-refundable registration fee. The registration fee is per child, not per class. Registration fees are due June 5th.

### **Accessories**

Dancers may need to purchase additional accessories to wear with costumes. This will be decided once costumes are chosen for each class. Possible accessories and their prices are listed below.

Earrings.....	\$6.00
Rhinestone Barrette.....	\$10.00
Rhinestone Choker.....	\$12.00
Make Up .....	\$35.00 approximate cost
Tights.....	\$7-\$16 per pair depending on size/style

### **Practice Time**

Our staff works hard during class time to teach choreography and review dances, but practice outside of class is important. Dancers are expected to work OUTSIDE of the studio on their skills and routines. If students are falling behind in class, parents will be contacted to work out a practice plan or arrange for paid private lessons. Students may be asked to record and send videos of practice at home to instructors for accountability.

### **Pictures**

Pictures are taken in early March by professional photographer Debbie Daanen. We will schedule all competition pictures throughout the week (Monday—Thursday). A detailed schedule will be emailed out two weeks in advance. Competition classes that are held on Sundays WILL still have class this week, classes held during the week are cancelled as the photographers will have their equipment set up in the studio.

The purchase of pictures is optional and no money is due upfront. Orders will be placed after viewing photos online. We do ask all students to participate in the class photos as we post there during our annual recital in April.

### **Newsletters**

Heart of the Valley Dance Academy will publish a monthly newsletter with information on upcoming events, reminders and other information. Families that have included an e-mail address will receive a newsletter via email.

Kim will also email updates to competitive families each month specifically regarding the competitive program . Updated information will also be posted at the "Parent Information Center" at the studio.

### **Dress Code**

**Ballet / Lyrical / Contemporary / Pointe** - Students are required to wear fitted dancewear so instructors can see body lines. Leotards, fitted tanks, and dance shorts are preferred (no color requirement for clothing).

**Tap / Jazz / Hip Hop** - Leotards, tights, leggings, dance shorts, fitted t-shirts, tank tops and dance pants are all acceptable for class. All pants worn during class must not touch or drag on the floor.

**Absolutely no jeans or dress are allowed in any dance class!**

Dancers must wear the correct dance shoes to class.

Long hair must be tied back away from the face. Hair longer than shoulder length should be in a bun so eyes are protected when turning.

Our dress code is strictly enforced. The first time a student comes to class in clothing that does not follow the code for their dance medium they will receive a verbal reminder. The second time a student comes to class without proper attire, a reminder letter will be sent home. Anytime after that warning, a child not wearing clothing that follows the dress code for their dance medium will be asked to not participate and only observe class.

### **Student and Parent Conduct:**

All dance students and their parents are expected to conduct themselves in an orderly manner and with respect for our instructors, student teachers and all other students, both in person and online. This includes at the studio and at competitions. Any student acting out in manner that is disruptive to class or jeopardizes their safety or the safety of others will be dismissed from class.

**If we have issues with students or parents ( behavior, attitude, etc.), parents will be notified. If the problem persists, we reserve the right to remove the students from our competitive program. No refunds will be given!**

### **Food & Drink**

No food or drink is allowed in the dance studio except for water! No chewing gum is allowed during class time. Students are expected to be respectful and pick up after themselves in the dance studio and waiting room. Failure to do so will result in the ban of all food and drink, other than water, from the waiting room as well!

### **Costumes**

"Costume Week" will be held the week of October 19th during regular class time. During this time, students will be measured and sized for their costumes. All costume payments are due at this time. Competition dancers WILL still have practice this week! One parent must be present for each dancer. After your child is measured you will be able to look over the costume sheet and sign off indicating the size you would like ordered. Costume prices are as follows:

SIZE	PRICE	SIZE	PRICE
Child Small	\$80	Adult Small	\$90
Child Medium	\$80	Adult Medium	\$90
Child Large	\$90	Adult Large	\$90
Child X-Large	\$90	Adult X-Large	\$95
Teen	\$90	Adult XX-Large	\$100
Add \$5 for each additional size larger than an Adult XX-Large			

Please remember that costumes are not sized or meant to fit like street clothes. When in doubt on sizing, we recommend you go up a size. Any cost to alter a costume will be the parents responsibility. Costume prices are for the costume and accessories only. Tights can be purchased separately anytime from the front desk.

### **Shoe Requirements**

Each style of dance requires the correct footwear for comfort and performance. New shoes may be purchased at the studio the week of our Open House in August.

We will also place new shoe orders in December for anyone who may need new shoes mid dance season. We strongly recommend putting your child's name in their shoes in the case the shoes are misplaced. Shoes styles and pricing are as follows:

Dance Style	Shoe	Price
Lyrical	Half soles	\$24
Ballet	Canvas Ballet	\$24
Beg/Int Tap	U-Shell Tap	\$31
Advanced Tap	Jazz Tap	\$60
Jazz	Jazz Boot	\$40
Hip Hop	Dance Sneaker	\$54

\* Instructors will confirm the style and color of shoe needs for competition performances in October once costumes have been selected. All prices subject to change\*

### **Warm Ups**

Any dancer enrolled in the competitive program will be required to purchase a dance warm up, or at minimum, a warm up jacket. These will be worn to all dance competitions we attend at the awards ceremonies. Pricing is as follows but is subject to change:

Warm up piece	Price
Jacket	\$110
Pants	\$70

### **Payments**

Class payments can be made in three installments or monthly payments. Installment due dates are September 15th, January 15th and March 15th. Monthly payments are due the first week of each month, September—April.

### **All Accounts must be paid in full no later then April 15th.**

A \$35 charge will be applied to any check returned for NSF.

Since the competitive program has numerous fundraising opportunities, we will add up all class fees and divide the amount 3 or 8 (depending on your preferred payment plan). That total is due at each payment. Any amount fundraised prior to the payment due date can be taken off the total due. Any families also participating in our developmental program can include those class fees in this payment schedule as well. These families also have the option to pay for developmental classes in full to receive the "payment in full" discount. There is no discount for competitive classes. Costume fees are due week of October 19th and competition entrance fees are due December 15th. Payments can be made by cash, check or credit card or Venmo and PayPal.

### **DANCE STATEMENTS ARE NOT MAILED OUT BUT YOU CAN CHECK YOUR ACCOUNTS ONLINE USING THE LOG IN AND PASSWORD SENT IN SEPTEMBER AT :**

[http://clients.dancestudiomanager.com/hotvdance/online\\_client/](http://clients.dancestudiomanager.com/hotvdance/online_client/)

### **Fundraising**

Numerous fundraising opportunities are available throughout the dance season. Any profits earned may be used towards class fees, costumes, competition entrance fees, shoes, tights, dance attire, recital tickets, etc. **There are no cash refunds for fundraising money earned.**

Fundraising opportunities are determined by our parent volunteers but may include:

- Kwik Trip Gas Cards (5% profit on cards sold)
- Paperfest—Sunset Park Kimberly—July 17-20, 2025

### **Absences**

If your child is unable to attend class, it is your responsibility to contact the instructor prior to class. Staff emails and phone numbers are included on the contact list that is distributed at the parent meeting in June.

Dancers are allowed **four** absences from each class over the course of the dance season. Practices held the week before a competition are **mandatory** for all dancers. Any dancer missing a mandatory practice due to illness will be required to turn in a doctor's note. Of the allowable 4 absences, no dancer shall exceed one absence per month from Jan to May.

Any dancer with five or more absences from performance-based classes may be removed from the group. Any dancer with five or more absences from a ballet or stay strong class will be required to make those classes up at another time during the week.

Dress rehearsal and our annual recitals are also **mandatory** events for our competition team members. When possible, injured dancers are expected to observe class.

### **Tardiness**

Please be prompt for classes. Each class goes through a series of warm ups, stretches and/or barre work at the beginning of class. Students missing this portion of class may not be properly warmed up for class. This is important as it reduces the risk of injury and muscle strain.

### **Cancellations**

If the Kaukauna Area School District closes early or cancels, classes at Heart of the Valley Dance Academy will also be cancelled.

In the event we need to cancel classes due to bad weather, we will notify all families via email, and post on all social media pages as well as our website. Please be sure your email is current in our contact information to ensure you receive notice.

### **Class Observation**

Parents are welcomed in the classroom for the last 10 minutes to observe classes the first full week of every month starting in November. There will be no viewing the month of January.