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Competition Team

Parent & Student Handbook

2019-2020

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 TuTu Tix 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 5-6 tickets per show). All tickets are reserved seating.

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.

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 hereby release Heart of the Valley Dance Academy, LLC, its employees, instructors, and owners from any liability for damages and/or injury or medical expenses which might occur as a result of your child's participation. Please inform Heart of the Valley Dance Academy if your child has problems/conditions that might compromise his/her safe involvement.

Heart of the Valley Dance Academy, LLC may use photos or video of participants for promotional purposes. By registering for one of our programs, you have granted permission to use your child's photograph and/or video for promotional purposes unless otherwise noted.

Recital

HOTVDA holds its annual dance recitals on May 1st and 2nd. each dance season. 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. 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, April 27 and Tuesday, April 28 at the auditorium. Dancers participating in developmental classes and production numbers 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 on February 16 from 11:00-6:00—prior to the first competition of the season. A detailed schedule for the day will be available prior to rehearsal.

This rehearsal is mandatory as it is your child's only on stage run through prior to our first competition.

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. Try outs are held in mid-May for any dancer interested in participating. There is a \$5 audition fee. Competitive class placement for all dancers will be decided upon by our staff and audition judges.

Competition classes are offered in tap, jazz, lyrical, contemporary, and hip hop and start the week of September 8 and run through early May. Most competition classes (including competition technique) 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

Strength and conditioning and ballet classes are required for all competitive dancers. These classes offered in multiple levels on Sunday. Each dancer will be assigned to the appropriate level class by the studio staff.

Summer Classes

Dancers in our competitive program are required to enroll in at least one ballet class and one summer class of their choice for a total of 2 classes. Summer classes are a six week session that begin June 17.

Competitions

Our competition season begins in Spring. We attend 4 mandatory competitions each season. Competitions are held March through May throughout Wisconsin (Green Bay, Madison, Wausau, Wisconsin Dells) as well as Chicago and Minneapolis. Once our competitions for the season are chosen, dates will be communicated to families so you can plan accordingly (most likely early summer). We may also discuss the possibility of attending a National level competition.

Contracts and Deposits

Once audition results are released, dancers/parents will have to sign and return our team contract, along with a \$150 deposit, to confirm they accept the classes they've been placed in. **CONTRACTS AND DEPOSITS WILL BE DUE NO LATER THAN THURSDAY, JUNE 6.** Failure to return the contact and deposit by the deadline will result in your dancer(s) not being placed in our competitive program. This \$150 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 \$150 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 quarterly (See "Payment" section of handbook). **Competition fees are due Dec. 15th, 2019.**

Dance	Class Fee	Comp. Fee
Solo	\$395	\$130*
Duet	\$365	\$85*
Trio	\$310	\$75 *
Groups	\$300	\$65*
Ballet/ S & C	\$275	
Media fee	<i>If required by comp.</i>	\$22-\$25

*** Please note all competition fees are PER dancer, PER routine, for each Competition.**

Registration Fees

Any dancer on a HOTVDA competition team must pay a \$25 non-refundable registration fee. The registration fee is per child, not per class. Registration fees are due by the first class in September.

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.....\$5.00**
- Rhinestone Barrette.....\$8.00**
- Rhinestone Choker.....\$9.00**
- Make Up\$25- \$50 approximate cost**
- Tights.....\$7-13.00 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 at any time during the season a dancer falls behind the rest of the class (meaning the dancer is not performing at the same level of ability as the rest of the class), they may be removed from that class.

If students are falling behind in class, parents will be contacted to work out a practice plan or arrange for paid private lessons.

Pictures

Pictures are taken the week of March 2nd 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 May.

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 throughout the year specifically regarding the competitive program . Updated information will also be posted at the "Parent Information Center" at the studio.

Dress Code

Ballet—Dancers must wear a leotard and tights, hair should be worn in a bun.

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!

Long hair should 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 Conduct:

All dance students 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. Any student acting out in manner that is disruptive to class or jeopardizes their safety or the safety of other 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 20 during regular class time. At this class, students will be measured and sized for their costumes.

All costume payments are due on this date. Any leftover class time will be used for instruction. 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	\$70	Adult Small	\$75
Child Medium	\$70	Adult Medium	\$75
Child Large	\$75	Adult Large	\$75
Child X-Large	\$75	Adult X-Large	\$85
Teen	\$75	Adult XX-Large	\$90
<i>Add \$5 for each additional size larger than an Adult XX-Large</i>			

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 and shoes straps 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 on August 20-22.

We will also place new shoe orders in December and March 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	\$22
Lyrical	Jazz Boot	\$35
Beg/Int Tap	U-Shell Tap	\$26
Advanced Tap	Jazz Tap	\$48
Jazz	Jazz Boot	\$35
Hip Hop	Dance Sneaker	\$48

* 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	\$90
Pants	\$50

Payments

Due to the number of fundraisers that are offered during the course of the dance season, competition payments are structured differently than our recreational program. Payments must be made quarterly (September, November, February, April) on the 15th of the month.

All Accounts must be paid in full no later than April 15th, 2020.

A \$35 charge will be applied to any check returned for NSF. Each and any payment received after the due date is subject to a \$25.00 late fee. This includes class fees, each installment payment, costume fees and competition fees.

We will add up all class fees and divide the amount by 4. That total is due at each quarterly payment. Any amount fundraised prior to the payment due date can be taken off the total due. Any families also participating in our recreational program can include those class fee in this payment schedule as well. These families also have the option to pay for recreational classes in full to receive the "payment in full" discount. There is no discount for competitive classes. **Costume fees are due the week of October 20. Competition fees are due December 15th.**

Payments can be made by cash, check or credit card.

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

Fundraising

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.

Fundraising opportunities are:

- Kwik Trip Gas Cards (5% profit on cards sold)
- Other fundraisers determined by team

Please refer to our "Calendar of Events" for frequency of orders, due dates and pick up dates. Other fundraisers may be offered as parents volunteer to head up additional opportunities.

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 was distributed at the parent meeting in June.

Regular attendance is not only important for individual growth, but also for the dance class as a whole. Therefore, dancers are allowed only 4 missed classes (excused or unexcused) each dance season.

Students who miss class are responsible learning choreography or skills that were covered during the absence. Instructors will not back track for students with excessive absences.

Any dancer exceeding the maximum missed classes during the dance season will be removed from the competitive program—no exceptions!

Dancers CANNOT MISS practice in the week leading up to a competition

All choreography and formations will be based not only on effort, but on attendance as well.

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. Posts will be made on our website home-page banner, Facebook page, Instagram, Twitter and SnapChat. 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.