

Legacy Dance Company Handbook

2022-2023

Welcome to the new dance season! Please make sure to read this entire document as you will find all of the key information you need for this year. Our policies and procedures are in place to ensure the most successful and positive season for our students, teachers and parents. It is required that all team members (parents & dancers) understand and abide by our policies/procedures to ensure we can facilitate this.



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What Does it Mean to be a part of a Competitive Team?

Commitment

There is a level of commitment required to be a part of the Legacy Dance Company, both for the child and for their family. You must have a desired level of commitment not just for yourself, but for your entire team. Being on this team you depend on all of your other teammates to be at practice consistently and do their part in having the knowledge of their routine. If at any time you are not doing your part as a productive member, you will be suspended from the Dance Team.

Placement Policy

During Dance Intensive, faculty will be carefully placing students in the groups for the year. It is important to remember that a lot goes into this decision, age, height, style, technical abilities, and more. Should you have questions about your child's placement, you may contact the director to discuss. Once decisions on team placements are made, there will not be changes made throughout the year.

Should your child desire more extensive training, we are happy to discuss private lessons with a member of our faculty.

We encourage all of our students to work hard and become the best dancers they can be, but they must work at a level that is suitable for them. Students and parents should understand that corrections given by a teacher are meant to help the student to grow. It is never made with the intention of hurting or discouraging the student. Teachers hope that when corrections are given to dancers that the dancer is going home and working on those corrections and coming back ready to learn more or with clarification questions. This is how progress is made and how learning is accomplished.

Behaviour Expectations

Legacy Dance Company prides itself on having a friendly, family-like atmosphere. The goal at Legacy is for all dancers to grow at their own level and to have fun while learning in a safe and welcoming environment.

We understand that sometimes conflicts arise and we ask that these conflicts be dealt with directly, between the dancer/their family, their teacher and/or studio director by appointment.

We ask that all conversations in change rooms and waiting areas be kept positive and upbeat for our students' learning. If this is not possible, we ask parents/students to leave those areas.

Additional Opportunities

From time to time, our instructors must make decisions whereby certain students are chosen for solos, competition groups or special parts or auditions. These decisions are not easily made and are thought out carefully.

The parents and teachers must work together to help students understand that not all students can be chosen for all things. We want our students to be happy for each other and not to think of

their teammates as competitors. It is our intention to teach the students to learn from each other and to be motivated by each other.

Attendance

Simply, attendance is mandatory. Teachers will not slow the pace of their classes to accommodate a student who misses classes. Repetitive absence may result in being removed from an upcoming competition or recital.

Please refrain from booking any family vacations or other planned absences during the months of January - May. These months are critical for your child's and their team's success at competitions.

Competitive Class Offerings

Mini Company

- Required: Ballet/Jazz Technique, Ballet Choreography, Jazz Choreography, Acro (3 hours)
- Optional: Hip-Hop, Tap, Musical Theatre, Production

Junior (Sapphire) Company

- Required: Ballet Technique, Ballet Choreography, Jazz Technique, Jazz Choreography, Acro (4 hours)
- Optional: Lyrical, Hip-Hop, Tap, Production, Musical Theatre

Intermediate (Diamond) Company

- Required: Ballet Technique, Ballet Choreography, Jazz Technique, Jazz Choreography, Acro (5 hours)
- Optional: Lyrical, Contemporary (must take lyrical), Hip-Hop, Tap, Production, Musical Theatre

Senior (Pearl) Company

- Required: Technique (Jazz/Ballet combo), Ballet Choreography, Jazz Choreography, Plus at least one additional class of choice (4.5 hours)
- Optional: Lyrical, Contemporary (must take lyrical), Hip-Hop, Tap, Musical Theatre, Production

Note: Once the dancer is in Grade 12, Ballet Choreography is optional

19+ Company

- Optional: Hip-hop, Heels, Ballet, Foundations (Tap, Jazz, Lyrical)

Extra Routines (Solo, Duet, Trio, Small Group)

- Extra routines are offered at the discretion of teachers
- In order to do an extra routine (solo, duet, trio, small group), the student must be enrolled in the respective technique and choreography class for that style

- All extra routines include additional costs (competition entries, choreography fees, costumes) as well as require additional time at the studio
- All efforts will be made to maximize dancers time at the studio, adding extra routine practice before/after other classes. But there is the chance that dances will rehearse on a different day of the week based on the teacher's schedule

Dance Intensive

Dance intensive kicks off each new dance season. It is an opportunity for students to get back into the studio, try out new styles, and begin their training for the season.

Dance intensive is mandatory for all returning competitive dancers. Prospective competitive students, whether from our novice program or outside of Legacy Dance Company, are encouraged to attend the intensive. Teachers will use this time to offer a spot on the competitive team to prospective students, as well as consider the best placement for a dancer in our mini/junior/intermediate/senior groups.

The 2022/2023 intensive is **September 6, 7 and 8 from 5 - 8.**

Class Expectations

Arrival Time for Class

- Students should arrive at the studio 5 minutes prior to their first lesson dressed in appropriate attire.
- If a student is consistently late to class, a meeting will be requested to re-evaluate commitment to the competitive company.
- Please note that the studio opens a half-hour before the start of the first class on that day.

Dress Code

All approved dancewear can be purchased at Flair Athletics.

- Ballet: ballet bun, ballet tights, body suit and ballet shoes
- Jazz/Lyrical/Tap/Contemporary/Musical Theatre: bun or ponytail with fitted dance wear (body suit, bootie shorts, leggings, tights, yoga tops)
- Acro: bun or ponytail with fitted dance wear
- Hip-hop: bun or ponytail with fitted dancewear

Reminders:

- Please leave all jewelry at home. Not only is it a distraction when worn but it can be lost or forgotten about.
- No loose objects or clothing that may distract the student or teacher

- Dancers are not permitted to wear jeans, sweat pants, sweatshirts, hoodies or outdoor shoes to any dance class. Students not dressed appropriately will participate at the instructors' discretion.

After October 1st, students without proper clothes or shoes will not be able to participate in class. This is to ensure the safety of both dancers and teachers.

Dance Bag Supply List

- All dancers should have a dance bag that they bring to every class.
 - Suggested items include: Hair ties, Bobby pins, Hair nets, water bottle, Dance shoes & Extra Tights.
 - Dancers MUST have the appropriate clothing and footwear for classes
 - Dancers are encouraged to label everything they bring to class.
- Cell phones and other devices can be useful in class for recording routines and assisting students when practicing at home. If a student wishes to bring their device to class, it must remain in their bag until they are instructed to bring it out.
- Legacy Dance Company cannot be held responsible for lost or stolen items.

Suitable Classroom Behaviour

Excessive talking or other misbehaviour will not be tolerated and may result in the student being asked to observe class instead of participating. All students and parents must respect the structure and teaching style of all instructors. While instances of disruptive behaviour or derogatory comments about others are extremely rare, we must point out that such behaviour will not be tolerated at Legacy Dance Company. Continued issues with a dancer's behaviour will result in the dancer being asked to leave the studio and may include permanent dismissal in extreme cases. We will not tolerate any forms of bullying from dancers or parents and will take appropriate action when dealing with such behaviour. Students will be expected to take corrective action before being allowed back into the class. Similarly, in the unlikely event that there is an issue with the parent, both the dancer and parent will be asked to leave the studio until the parent's behaviour is corrected, and suitable reconciliation has been made.

Parent Observation

All classes are closed to observers. At the teacher's discretion, parents may be invited in to watch for the last 5 minutes of class. Parents are welcome to contact the office/the teacher and request to view the class at any time. The closed-circuit tv in the lobby is always on for class viewing during class time.

Food and Drink

- Due to serious allergies, Legacy Dance Company is a peanut-free facility. Absolutely no nuts or nut products are allowed in the studio.
- Only Water is allowed during classes and in the studio
- Please ensure that you clean up after yourself following any snacks

Absences

If a dancer will be away or late for any reason, please phone the studio at least one hour before the scheduled class to let us know. Extenuating circumstances (i.e. bad weather) will be taken into consideration.

If your child is excessively absent for any reason, they may not be allowed to participate in our performances or competitions. Excessive is defined as missing more than 4 classes in our 9-month dance season. If a student misses more than 4 classes without written notice, the studio reserves the right to terminate lessons.

Excused Absences

Excused absences are very limited but may include: contagious illness/doctor excuse a death in the family, CERTAIN school functions.

*** any potential COVID symptoms should remain at home and get tested before returning****

Unexcused Absences

1. Work - you have plenty of notice to rearrange work schedules!
2. Doctor's Appointment- please schedule these on off days.
3. Couldn't get a ride, was grounded, had homework, didn't know about it, etc.
4. Simply "not feeling well", and injuries - the student is still expected to attend class and take notes

These excuses all come down to one word, responsibility. We understand things happen and we will take individual circumstances into account, but the studio/competition team director(s) have the final say on whether the absence is excused.

Extreme Weather/ Unexpected Closure/ Class Cancellations

If the studio is unable to hold classes due to extreme weather or other events beyond our control, the missed lesson(s) will be rescheduled at a later date. Please stay up to date with our Facebook page as it is the most immediate form of communication.

Classes may be cancelled during the dance year at the discretion of the teacher & director, notice will be provided via email and/or through your team's Facebook page. All classes will be made up during the makeup period or at another date set by the teacher.

Solo, Duet, Trio and Small Group Absences

If attendance becomes an ongoing issue in regular classes and a dancer is a part of a duet, trio, and small group or has a solo, the dancer will not be allowed to continue with the extra routine.

Regular attendance is reported to the office on a regular basis and communication amongst the teachers is always ongoing.

Competitions

Expectations

For all competitions, dancers are expected to be at the venue, in full hair and makeup, at least one hour before their first dance. A hair and makeup tutorial will be provided in advance of the competition season.

There is no excuse for missing costume pieces, being late or unprepared for competition day.

Out of Town Travel (Within Canada or the United States)

Legacy Dance Company competes out of town at least once per dance year. Every member of the competitive team is required to attend this competition. Information about the selected out-of-town location will be communicated as early in the season as possible to allow for planning.

All competitive dancers must stay at the hotel where the group booking is made and abide by the itinerary provided.

All competitive dancers are to travel with their full tracksuit (jacket & pants) and have all pieces to their costumes.

Cash Awards/Dance Scholarships

All competitive dancers who attend participate and potentially win cash awards at either the local or out-of-town competition understand that all cash awards are issued directly to the studio and will be used at the studio owner's discretion to benefit the studio (i.e., renovations, improvements, workshops etc). Cash awards are directly issued to the studio/director by the competition in order for the funds to be used at the studio/director's discretion. Cash awards are NOT scholarships or bursaries and recognize the success of a team effort (dancer, studio, teacher etc).

All competitive dancers who have a paid membership to an organization (i.e., Lakehead Music Festival), submit an application or receive a dance scholarship that is directly issued to the dancer may use it at their discretion with the hopes that the funding is put towards their continuing dance education. Dance scholarships are issued directly to the specific dancer based on either an obtained paid membership, application to receive a scholarship or a dance-directed scholarship.

Registration, Payments and Refunds

Forms of Payment Accepted

- All accounts must have an up-to-date credit card on file, regardless of how payments are being made.
- Payments can be made by credit card (in person or over the phone), post-dated cheque by e-transfer to paymentsldc@gmail.com

- Failure to maintain the dancer's financial account will result in the dancer being removed from classes until payment is made

Payment Schedule

There will be no exceptions from the payment schedule listed on page 11. Should you need to set up a payment plan, please contact the office

Average Competition Fees

Solo	\$80
Duet/Trio	\$50
Small Group (4 - 9 Dancers)	\$40
Large Group (10+)	\$40
Costumes	\$100/costume
Accessories & Associated Materials (tights, earrings, undergarments, hair/makeup etc.)	\$200
Track Suit	\$120

Discounts

- If a \$250 tuition deposit is made by July 29, 2022, receive 10% off tuition payments (before HST). Deposit is non-refundable. This deposit/discount is per dancer
- Emergency Services (EMS, Fire, Police, Military) save 10% off the total tuition before HST when enrolled in two or more classes. Can not be combined with any other offers or discounts. Only applicable for novice, kinder and adult classes. Contact the office for more information.

NSF Cheques

A \$40 (non-negotiable) fee will be charged for cheques returned NSF. Late fees will be charged on all accounts if payment arrangements are not made within seven days of the NSF Cheque.

Any NSF cheques returned will require an alternate form of payment immediately; the studio will advise a family if they are unable to pay via cheque due to NSF cheques.

Late Fees

A \$30 (non-negotiable) late fee will be charged for all late payments. This includes all competition fees, costume deposits and balances and term fees. If you are unable to make a payment on time, please contact the office prior to the due date.

Interest will be charged on all accounts 30 days or more past due. At this point, the credit card on file will be charged.

All dancers who have outstanding balances that have not been discussed with the office for payment retrieval will be removed from the upcoming competition or recital and not permitted to participate. Families who have had balance issues in the previous dance season will be required to set up payment plans prior to the start of the following season.

Refund Policy

Upon receipt of written notification, our refund policy applies as follows:

- Full refund within 7 days of Registration signing, if before classes are attended (Term One Only)
- There will be no refunds on costume deposits once costumes have been ordered.

Term 1 is non-refundable. Withdrawal from Term 2 or Term 3 must be done in writing to paymentsldc@gmail.com one week prior to the start of the next term. Failing to provide a written request for withdrawal may result in term fees continuing to be withdrawn.

Legacy Dance Company reserves the right to terminate lessons to any student without notice. In such cases, a full refund for unused lessons will be given.

Fundraising

Fundraising is mandatory as a member of the competitive team. We run two types of fundraising events, studio fundraisers and individual fundraisers. Funds raised through studio-wide fundraisers go toward studio needs (banquet, recital, facility needs, etc.). Individual fundraisers are for YOU! These fundraisers help to offset your dance fees (costumes, competition fees, tuition, studio clothing, competition makeup and more!)

There are two ways you can contribute to your fundraising.

1. Pay a non-refundable fundraising fee (Payable to the Parent Association) before the end of September. This allows you to participate in all fundraisers throughout the year. The benefit of this option is that your family and friends who participate in fundraisers will be helping to offset your dance bill.
2. Pay a non-refundable fundraising fee (Payable to the Parent Association) and pay the higher “non-fundraiser” ticket price at the year-end banquet. The benefit of this option is that you do not have to worry about fundraising throughout the year.

Other Important Information

Photo Release

The studio is hereby granted permission to take photographs of the students to use in brochures, websites, posters, advertisements, social media and other promotional materials. Permission is also granted for the studio to copyright such photographs in its name.

Injury Release

Parent/ Legal Guardians of minor students and adult students waive the right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the student before, during or after class time.

Comments, Compliments and Concerns

Legacy Dance Company has an open-door policy. Please contact the office manager or administrative staff at the studio with any concerns or comments. We do ask that for the sake of the students, instructors not be contacted during class time. Please refrain from contacting instructors by personal cell phone, texting, emailing and/or Facebook. Please call ahead to schedule a meeting time to address any concerns with the studio director and instructor.

Communication

- Please refer to this handbook, Website and Facebook page before directing questions to a teacher or director. Most times answers are provided in these detailed documents. Dancers & parents are responsible for reading, calendaring & replying to as necessary all emails, newsletters and/or information given out in their classes.
- LDC shall be notified of all email, phone, & address changes. Parents & dancers may not contact LDC staff about studio matters on their personal cell phones, Facebook or other social media, unless permission is granted from the LDC staff member.
- Any questions/issues about the studio, classes/teams, instructors, the director or any other aspect of LDC shall be addressed at an appropriate time by calling 807-343- 2623 or email paymentsldc@gmail.com Please read all emails, newsletters, notes and/or view the website – www.legacypa.ca – before calling.
- We want to make sure all dancers have the most up-to-date studio info so please add “Legacy DC” as a friend on Facebook, the picture is the Legacy crown with orange background. This way we can invite you to all the appropriate groups/pages. Parents and dancers are welcome in all groups. Feel free to message “Legacy DC” and she can help get your questions answered as well. Think of her as your virtual friend.

Theft

- Legacy Dance Company is not responsible for lost or stolen items. Please refrain from bringing items of value to the studio and/or leaving them in dance bags in the change room.
- Anyone caught stealing will be reported to the police and immediately and indefinitely removed from the studio.

Important Dates/Studio Schedule

At Registration	Non-Refundable Registration Fee
September 6 - 8, 2022	Competitive Team Dance Intensive (Mandatory) & Payment Due
September 12, 2022	Classes Begin & Term One Payment Due
October 3, 2022	Costume Deposits Due
October 10, 2022	Studio Closed - Thanksgiving Monday
October 29, 2022	Halloween Dance
Novemeber 1	Dance Canada & Dance Fest Fees Due
December 5, 2022	Term Two Tutiion & Festival Fees Due (Optional Competition)
December 18, 2022	Christmas Showcase
December 19, 2022 - January 1, 2023	Studio Closed - Winter Break
Feburary 1, 2023	Phoenix & Versastyle Fees Due
Feburary 12, 2023	Competitive Showcase (tentative date)
February 16 - 19, 2023	Dance Canada Competition @TBCA
February 20, 2023	Studio Closed - Family Day
February 28, 2023	Term Three Tuition & Remaining Costume Fees Due
March 2 - 4, 2023	Dance Fest Competition @ TBCA
March 13, 2023	Out of Town Competition Fees Due
March 12 - 19, 2023	Studio Closed - Spring Break
March 24 - 26, 2023	Pheonix Dance Competition @ TBCA
TBD	Lakehead Festival of Music and the Arts (Optional)
April 7, 2023	Studio Closed - Good Friday (Open all weekend)
Out of Town Travel (Mandatory)	TBD - Anticipated to be April - May
Out of Town Travel (Optional)	TBD - Anticipated to be April - May
May 4 - 7, 2023	Versastyle Dance Competition @TBCA
May 27, 2023	Last Day of Classes
May 28, 2023	Full Studio Dress Rehearsal @ TBCA
May 29, 2023	Full Studio Recital @ TBCA
TBD	Year-end Banquet

Legacy Dance Company 2022/2023 Dancer/Family Contract

We have read the Team Contract and agree to participate on the Team indicated above. We understand and agree to abide by all the rules, stipulations, and policies of the selected team. We are firmly committed to the Important Dates and Times indicated and will be available as required.

We understand the fees we are submitting with this contract are non-refundable. We agree that any failure on our part to abide by the contract may result in dismissal from the team. We understand that following the rules is vital to the success of the Team.

We commit to being motivated, to work full-out in our classes and rehearsals, and to take and implement corrections from our teachers without complaint. We commit to always representing our Team and Studio in a positive manner.

I have read and understand Legacy Dance Company's policies and procedures as listed on this page and agree to abide by them. I have made note of the payment deadlines, requirements and refund policies.

Parents signature:

Date:

Dancers signature:

Date:

STUDIO COPY

I, _____, have read and understood Legacy Dance Company's policies and procedures as listed on this page and agree to abide by them.

Parents signature:

Date:

Dancers signature:

Date:

Office signature:

Received: