

# The Dance Company

## Studio Handbook





**Phone:**

801-486-4933

**Location:**

2645 E Parleys

Way (84109)

Unit 100 (Studio A & B)

Unit 700 (Annex)





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# Classes Offered

## Creative Movement- Ages 3-5 years

Creative Dance classes at The Dance Company provide an introduction to basic musical concepts (such as rhythm, tempo, pitch and style) while focusing on fundamental coordination (such as hopping, skipping, marching, etc.) The child's imagination is encouraged and strengthened through the exploration of the basic elements of dance, including movement quality, space, body awareness and shape. In addition, valuable social skills are addressed as the students learn standard general and classroom protocol such as taking turns, participating and sharing within a group, leading & following, developing an awareness of personal space and the space of others. **Separation from parents is part of the learning process in the class.**

## Pre-Ballet 1- Ages 4-5 years

These classes are designed to develop coordination, balance, strength, rhythm, correct posture, and creativity. They consist of organized exercises in repetition, floor movements and patterns, specific dance steps, and creative expression.





# **Pre-Ballet 2 - Ages 6-7 years**

Preparatory for classical ballet technique, these classes develop coordination, balance, strength, rhythm, correct posture and agility, using a great amount of mind and body coordination. Minimal ballet exercises are given with great care, along with others that are less demanding, yet highly beneficial in preparing for classical ballet.



# **Pre-Tumble- Ages 4-6**

These classes are designed to build strength in our little dancers while teaching them basic tumbling skills. We work on tuck, pike, and straddle jumps, bridges, forward rolls, backward rolls, cartwheels, and more! With our cheese wedge, octagon, fold out mats and other props our little tumblers have such a fun time!



# Classical Ballet- Ages 8 and up

Classical ballet provides the foundation for all other dance forms. It is the most demanding, most disciplined of all dance forms, but also the most rewarding. With a solid ballet foundation, classically trained dancers can transfer their skills into jazz, modern dance, or any other dance form they might decide to pursue. Accomplishing that solid ballet foundation is crucial to becoming an outstanding dancer in any dance form. Ballet students will improve strength, flexibility, grace and overall coordination. Ballet structure is unsurpassed in training dancers, but inevitable by-products of this training are better posture, and increased ease in everyday movements. Exposure to beautiful classical music is a plus.





# Tap- Ages 6 and up

Tap dancing is a fun style of dance that anyone can learn! Tap dancing is beneficial in many ways including increasing cardiovascular conditioning, strength, and coordination. Tap builds strength in the legs and feet in addition to increasing flexibility in the hips, knees and ankles. Cognitive abilities are also enhanced, as tap dancers must develop both mental and muscle memory to become proficient at tapping. Tap dancing also develops a great sense of rhythm and timing. Best of all, tap is just fun! Our early tappers focus on counting and rhythm, learning to specify toe taps or heel taps in their moves, copying rhythm patterns, and more!



## Jazz- Ages 6 and up

### Pre Jazz Ages 6-7

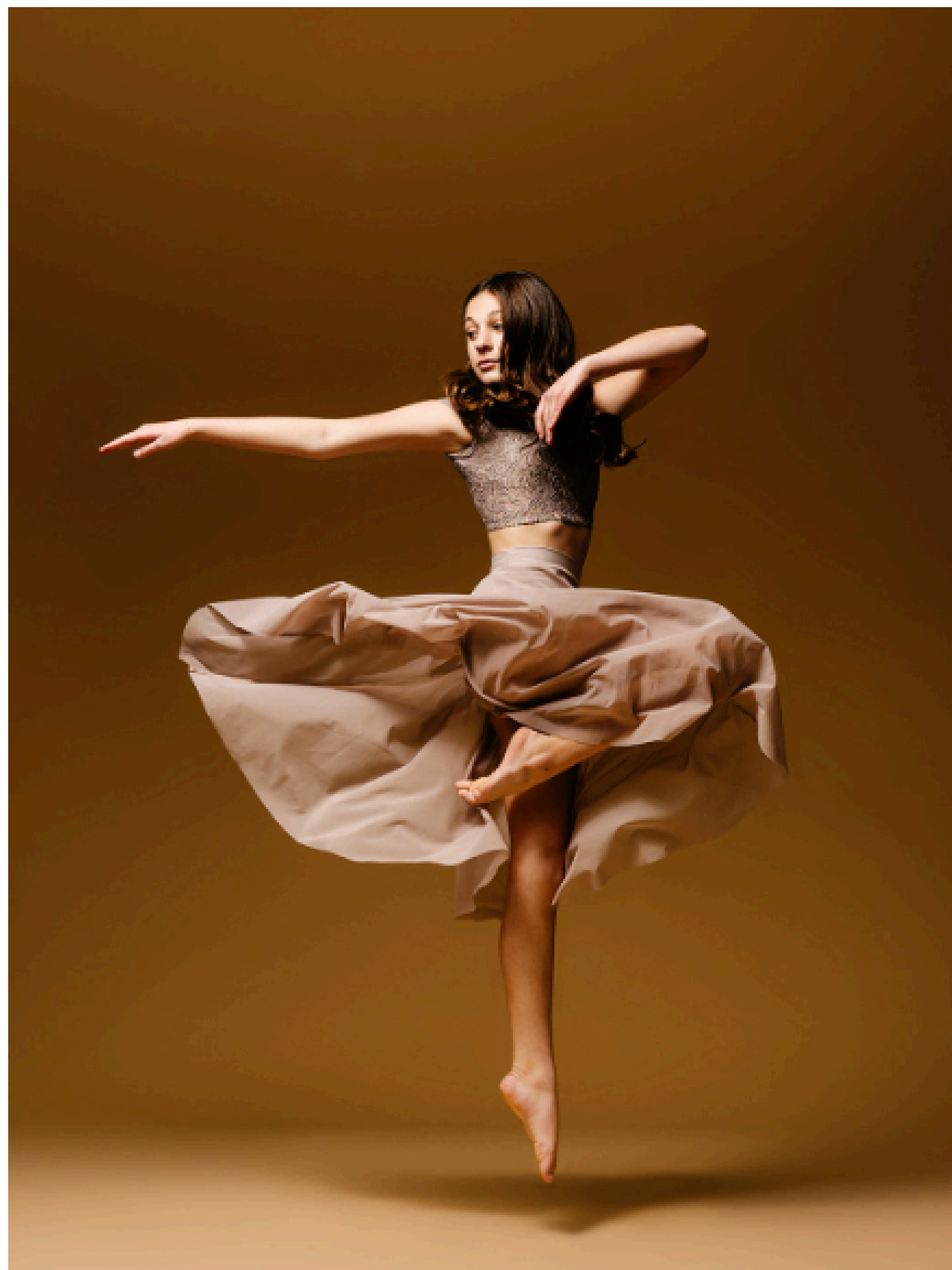
### Leveled Jazz Classes for ages 8+

One of the most popular dance forms is a high energy, healthy workout for the body and mind with excellent technical training. Set to fun, upbeat popular music. Because proficient jazz dancers must utilize ballet technique, we highly recommend, but do not require, that all jazz students enroll in a ballet technique class. Our early jazz dancers work on counting their music, practice dancing to a quicker beat, work on basic jazz steps and technique, and learn basic jazz routines.



# Contemporary- Ages 8 and up

Contemporary dance allows students to work on fluidity and expressionism in their dance, while utilizing jazz and ballet technique to increase their performance and strength in dance. This style allows each teacher or choreographer to bring their own touch and taste to the dance experience, and allows dancers to work on their individualism and deliberation in movement. We highly recommend taking jazz and ballet alongside this style to best develop your technique and growth.



## Salt Lake City Jumps

Periodically, we hold optional Jump and Trick intensives at Gymnastics Training Center. These classes are highly encouraged for our dancers on Performing Companies (Pizzazz and up). Intermediate/Advanced recreational students are also welcome to attend with instructor permission. **Dancers must bring ankle weights, and two yoga blocks to participate in this class.**



# Dress Code

A dancer should always be perfectly dressed and groomed. It is part of the self-discipline which goes hand-in-hand with the dance training itself, and is evidence of the student's serious approach. A dancer's class uniform contributes to professionalism and class atmosphere. Class attire allows a student to move freely and without constraint, while enabling the student and the teacher to see the lines the body creates.

To provide appropriate feedback, the teacher must clearly see each student's body alignment and movement at a glance. From the beginning, students should learn to meet the dress standards of a dancer. Repeated disregard for apparel and grooming requirements will result in a student losing the right to participate in class.

No dance shoes should be worn outside The Dance Company – not even “just from the car” into the building. Those few steps pick up chemicals in the asphalt, oil and auto fluids leaked onto the parking lot, plus dirt and debris. Multiply that by hundreds and hundreds of pairs of feet, six days a week, forty-eight weeks a year, onto our specialized, expensive dance floors and you have a recipe for ruining our floors.

**IF YOU WEAR DANCE SHOES OUTSIDE THE STUDIO WALLS, THEY BECOME STREET SHOES, WHICH ARE ABSOLUTELY NOT ALLOWED ON STUDIO FLOORS.**





# Pre Ballet

## “Powder” / “Copen” Blue Leotard Dress

(Can be ordered through TDC)

Pink Tights

Split Sole Canvas or Leather Ballet shoe  
(Approved brands: Capezio, Weissman & Bloch,)

Hair must be in a neat **bun**



## Ballet (Classes above pre-ballet):

Any solid **black** leotard

Pink Tights (any brand, adaptable sole preferred)

**Split Sole Canvas or Leather Ballet shoe**

(approved brands: Capezio, Weissman & Bloch,)

\*Pointe shoes (for approved dancers **only**) as fitted by the instructor or Pat's/Other Dance Store staff

**Students may not participate in class out of dress code and without hair in a neat bun.**

*Dancers may not wear t-shirts, pants, jackets, hoodies, or other street clothing during class*





# Pre-jazz / Jazz / Contemporary / Creative Movement

Dance clothes such as leotards, leggings, shorts, athletic sets are all great options for these classes.

While we do not enforce a strict dress code in these classes, dancewear must not restrict movement, hide body lines or impede learning in any way.

Bare Feet (optional: dance paws)

Hair Must be pulled up and out of dancers face

## Tap

Dance clothes such as yoga pants, leotards, leggings, athletic sets are all great options for these classes. While we do not enforce a strict dress code in these classes, dancewear must not restrict movement or impede learning in any way.

Younger dancers staying for several classes are encouraged to stay in their ballet leotards.

Hair Must be pulled up and out of dancers face

**Starting Fall 2023: All tap students ages 6+ /Mini will wear BLACK tap shoes**





# Registration

All of our registration and billing is done through **The Studio Director** application



It is important that all information in the family/contact information section is filled out and up to date.

Class schedules are released at least one week prior to registration. From the time open enrolment begins, registration is on a first come first serve basis so it is important to register early.

Registering commits you to the full class season (September through May). If a student must withdraw, written notice must be given prior to the 15th of the month before the next payment is due to avoid being charged. Although the Summer Session will be charged separately, it is expected that all students participate in order to continue advancement.

There is a nonrefundable registration fee of **\$25 per student or \$40 per family per year**. This helps cover insurance, bookkeeping and other administrative costs..)



# Tuition

## Fall

Tuition is based on the total number of classes offered during the season, and divided into payments: (four equal payments throughout the year, and one 1/2 payment in May). Therefore, tuition will be the same each payment period, regardless of the amount of classes offered or taken.



## Summer

A non-refundable payment of **one-half** your summer tuition is due at registration, the remainder will be due on **June 1**. For weekly classes, your summer tuition is based on the weekly class fees below. Example: If your dancer takes 1 hour per week, your total for the entire summer is \$130. \$65 will be due at registration, and the remainder on June 1. Mini Camps are a separate weekly fee due at registration.

\*There is a 2% sales tax charged to all tuition run through credit card\*

## Late Tuition

A \$10 collection fee will be charged to families whose payment has declined for any reason (loss, termination, new card number, new expiration date, etc.) An additional late fee of \$10 may also be assessed for overdue payments.

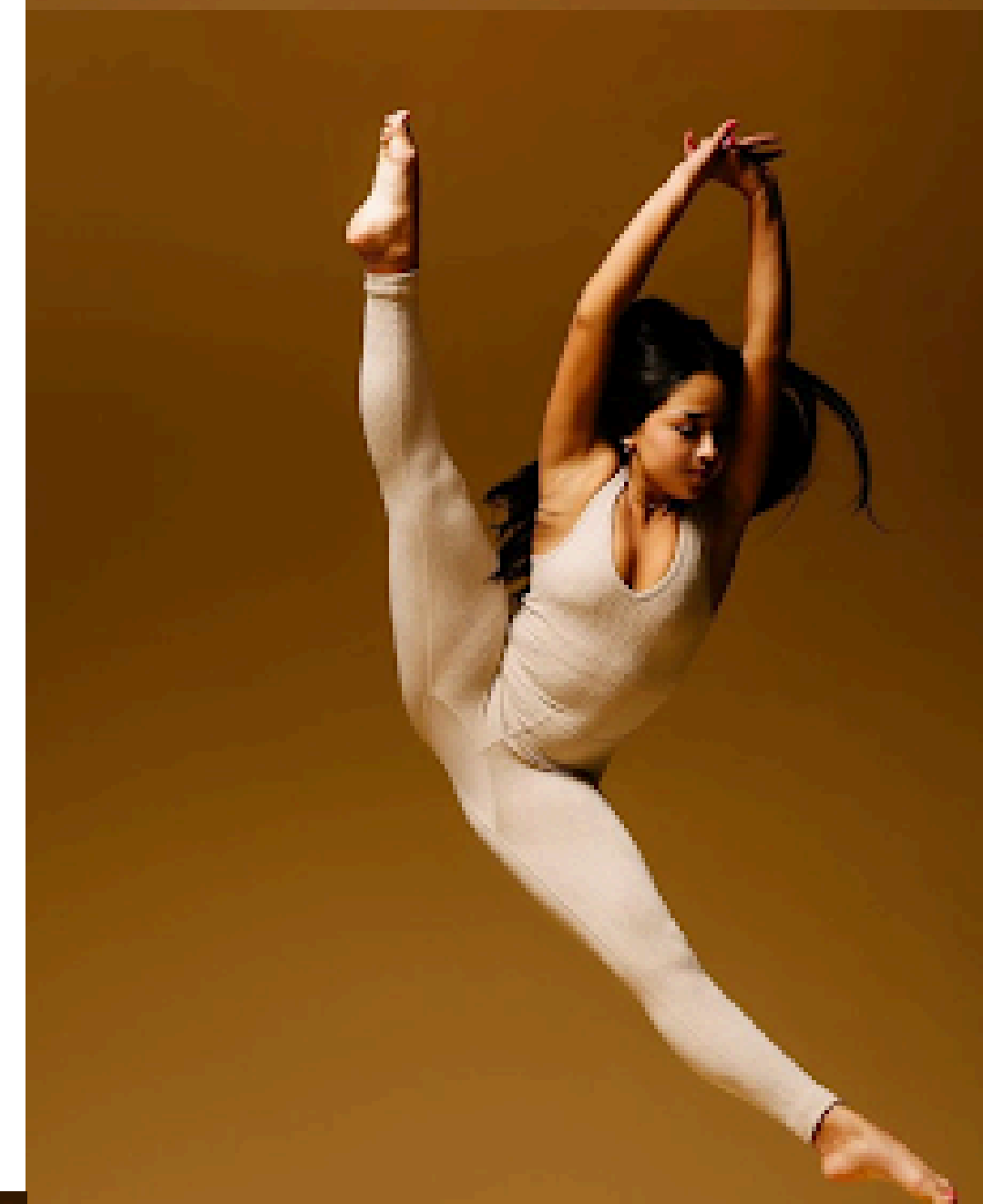
# Weekly Class Fees (Fall and Summer)

## Total hours per family Tuition Installment

### Amount (covers 2 months)

WEEKLY HOURS	TUITION (covers 2 months)
0.75	\$120.00
1	\$140.00
1.25	\$165.00
1.5	\$190.00
1.75	\$220.00
2	\$245.00
2.25	\$265.00
2.5	\$285.00
2.75	\$300.00
3	\$330.00
3.25	\$350.00
3.5	\$370.00
3.75	\$390.00
4	\$410.00
4.25	\$425.00
4.5	\$440.00
4.75	\$460.00
5	\$470.00
5.25	\$480.00
5.5	\$495.00
5.75	\$510.00
6	\$525.00
6.25	\$545.00
6.5	\$565.00
6.75	\$580.00
7	\$590.00
7.25	\$600.00
7.5	\$615.00
7.75	\$630.00
8	\$645.00

WEEKLY HOURS	TUITION (covers 2 months)
8.25	\$660.00
8.5	\$675.00
8.75	\$690.00
9	\$705.00
9.25	\$720.00
9.5	\$735.00
9.75	\$750.00
10	\$765.00
10.25	\$780.00
10.5	\$795.00
10.75	\$810.00
11	\$825.00
11.25	\$840.00
11.5	\$855.00
11.75	\$870.00
12	\$885.00
12.25	\$900.00
12.5	\$915.00
12.75	\$930.00
13	\$945.00
13.25	\$960.00
13.5	\$975.00
13.75	\$990.00
14	\$1,005.00
14.25	\$1,020.00
14.5	\$1,035.00
14.75	\$1,050.00
15	\$1,065.00





# Absence Policy

We ask that parents call or email **The Front Desk** as soon as a time conflict or illness arises. Classes missed due to unforeseen or unavoidable circumstances can be made up within a month of the date of absence. Students are permitted to attend a class of the same or lower level. An email requesting a make-up class can be sent to the front desk. Tuition will not be discounted due to missed classes.

## Company Absence Policy

As we expect our Performing Company dancers to uphold the standard of behavior and technique, we also hold them to a stricter absence policy. For weekly classes: All mandatory classes must be made up within 2 weeks. Follow above policy. All absences from company classes **must** be approved with your child's coach **and** communicated with the desk.

Missing **any** class the week of a competition without proper approval will result in the dancer being blocked out of all company pieces for the upcoming competition.





# Student Withdrawals

If a student withdraws in the middle of a payment period, tuition for the current period is non-refundable. Students are automatically enrolled for each subsequent payment period on the 15th of the month before the next payment is due. After that date, the next tuition payment becomes due and payable. No withdrawals will be accepted after the 15th of the month before the next payment is due. To withdraw a student from classes, a parent must inform the TDC Office Administration (not the teacher), prior to the 15th of the month before the next payment is due.

## Pick Up Policy

To ensure the safety of our students, **no student should be waiting to be picked up longer than 5 minutes after class has ended, unless arranged with TDC.** The parents are solely responsible for their student after class ends. All instructors, staff, guests, students and any and all parties of liability are absolved once the student's class has ended. **If your student attends one of the last classes of the day, please be considerate of staff members by being prompt so the studio can be closed.** **Please park in the parking lot for pick up, do not park and wait on Stringham ave.** If your dancer is in any of our Creative Movement, Early or Pre levels please meet your dancer at the door for pick up.

## Drop Off Policy

We ask that dancers are dropped off no more than 15 minutes prior to the beginning of their class. If a dancer has class in the main studio, **parents may use Stringham Ave for drop off only.** The parents are solely responsible for their student before class begins. All instructors, staff, guests, students and any and all parties of liability are absolved prior to the student's class. Parents of dancers in Creative Movement, early, micro and pre-levels should walk their student to the door.





# Punctuality

We expect our students to be on time for class. In the event that a student is late, she should enter the classroom prepared to dance, and stand in the doorway until the teacher invites her into the classroom. **A student arriving more than ten minutes late may be asked to sit and observe the class, and write an observation paper.** Disruptions are not conducive to good training; but more important, the exercises at the beginning of class are a crucial foundation of good technical training, and a dancer not properly warmed up during the beginning of class is more likely to suffer an injury. Parents must understand that although you are paying tuition for that class, this policy exists to prevent injury and refunds will not be given. If a student is habitually tardy, a conference may be scheduled with the parent.

## Discipline and Excellence

The Dance Company provides a positive environment where all students are expected to strive for excellence to the very best of their abilities. We, in turn, will always strive to make a positive contribution to the lives of our students by giving them the individualized guidance and attention, while instilling the values of commitment, respect, hard work, discipline and artistry. In this way, an education in dance teaches life lessons far beyond steps and movements. If a student does not wish to learn these principles, we may not be a good fit for you.



**It is the responsibility of students and parents to be aware of TDC policies and payment schedules, as well as studio activities, performances, and dates the studio is open and closed.** Reminders will be posted on social media and announced in studio, but primarily, important information is sent by email. It is the responsibility of students and parents to read all notices, including emails, and to regularly check social media and our website to ensure you are informed.



# Parent Observation

Parents are not permitted to enter the studio at anytime during class hours unless invited by the instructor. We also ask that parents do not wait in the lobby as our space is limited. Remember that this is as a courtesy to your dancer and all other dancers in the studio. Their dance education is of utmost importance to us and parents in the studio or lobby is often a distraction for the entire class.

However, during years when we are not putting on a concert, we will hold **Parent Demonstrations** towards the end of the year to give parents the opportunity to see what their dancer has learned in class.

## Lobby Expectations

Be considerate of other customers as well as our students while in the lobby or viewing areas of the studio. Just as you can hear some of the instructions coming from inside the studio, dancers and instructors inside the studio can hear loud noises from the lobby. Siblings of students must be supervised at all times within the walls of The Dance Company. There should be no running, yelling or playing with water fountains, candy machines or merchandise in the lobby.

## Photo Release

TDC is hereby granted permission to take photographs and videos of students to use in brochures, social media, web sites, posters, advertisements and other promotional materials it creates.

Permission is also granted for TDC to copyright such photos and videos in its name.





# Dance Class Etiquette

Dance classes require an expected decorum that is part of tradition. In ballet classes, an air of formality and discipline reflects the aesthetic quality of ballet as an art. In all classes, the teacher gives the students exercises; the students perform them, and the teacher responds to their performance with constructive feedback. Individual corrections are often given in class. Students are expected to be accepting and appreciative of these suggestions for personal growth and improvement. Dancers should also listen and apply to their own work corrections given to others. Students are encouraged to ask questions of the instructor. Beyond this, students should not engage in conversation. Be polite and respectful of the instructor and other dancers. Full attention should be given to the instructor. Each student should be serious and work hard so everyone can benefit and progress as scheduled. A student who is disruptive in any way may be asked to observe class. If behavior becomes an ongoing problem, the student may be dismissed from our program.

Gum is never allowed at TDC





# Class Placement



Please understand that our goal is to help dancers reach their fullest potential, and we place students in the classes that will best facilitate their personal progress. We try to keep the age ranges as close together as possible; however, each student's technical capability is the primary indication for placement. One student may differ in age from other students in the same class. Although placement does occur at the beginning of each dance year, we are regularly watching students who are both in need of special attention or mid-year advancement. Sometimes there is a tendency for students to expect to be placed in classes beyond their technical level for convenience or as a status symbol. A student who is placed above her ability not only struggles in class, but also makes it more difficult for the teacher and other students in the class. Imperative to the progress of each student, there needs to be a clear recognition of the criteria and level of each class. For a student to push into a class ahead of her capacity is a barrier to the improvement for which the student is striving. "Moving up" should not be expected every year. Students advance to the next level according to ability, and not necessarily the number of years they have taken classes. Each level follows a specific curriculum and it is crucial that each student master the technique of that level before advancing to the next. Since dance builds off itself, if the student has not mastered the syllabus of one level, she is unable to correctly grasp the new concepts presented in the next level. At the end of each year, we as a group place each student according to both her progression and the general ability of each class level. Our faculty knows the student's ability on a daily/weekly basis. Although there will always be a top, middle, and bottom of the class, a student will be placed in the appropriate level for her, and each teacher will work with her according to the level of the class, not the name of the level. Please trust our judgment as professionals in making the decisions that we do.



# Advancement and Promotion

Advancement criteria is based on the following: Technical Skill Development: Proper alignment and placement, use of turn-out, physical strength, coordination, classical line, musicality, cleanliness, and clarity of movements and positions, movement quality and performing skills (in class, rehearsals and stage). The correct execution of steps and movements is much more than simply a knowledge of the steps. Attendance: Students are expected to attend every class in which they are enrolled. Please notify the office prior to an absence. Positive Attitude: Students must have a positive attitude in addition to following Dance Class Etiquette (page 4) guidelines. Promotions: Students are promoted on an individual basis. Students should not expect to advance through levels at the same rate as their friends. It is not uncommon for a student to remain in the same level for two or more years.



# Open Communication

At The Dance Company we value your input. It is through productive parent involvement that our program continues to improve. If a student or parent has any concerns, we would like to discuss them in person in order to come to a viable solution. Anonymous comments or complaints are thrown away, unread. We ask parents to be supportive of our teachers and their artistic decisions. When you enroll your dancer in a class, you voluntarily put yourself in that teacher's hands. We do not tolerate negativity or undermining of a teacher's artistic authority. We work hard to maintain a positive caring environment.

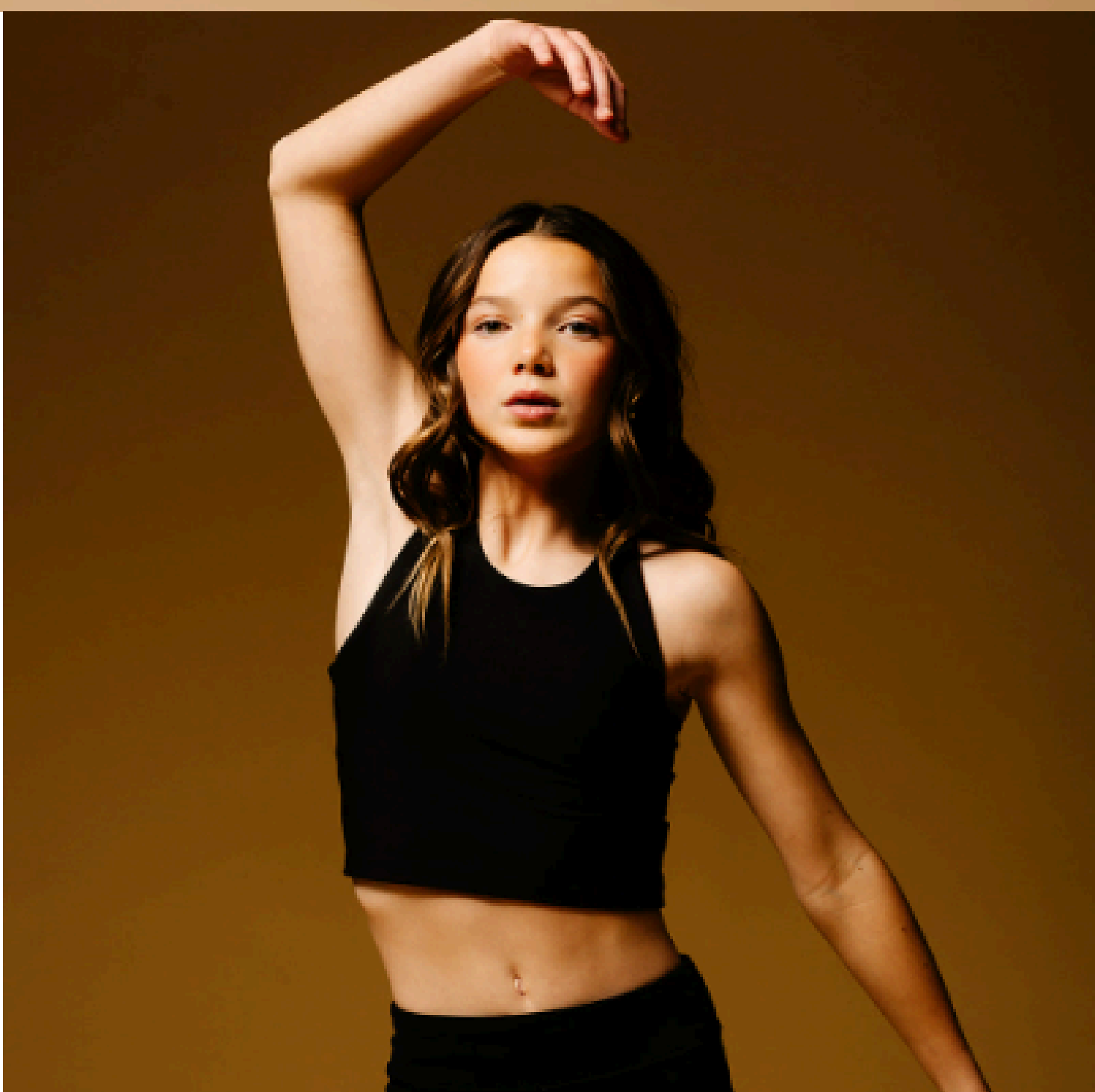
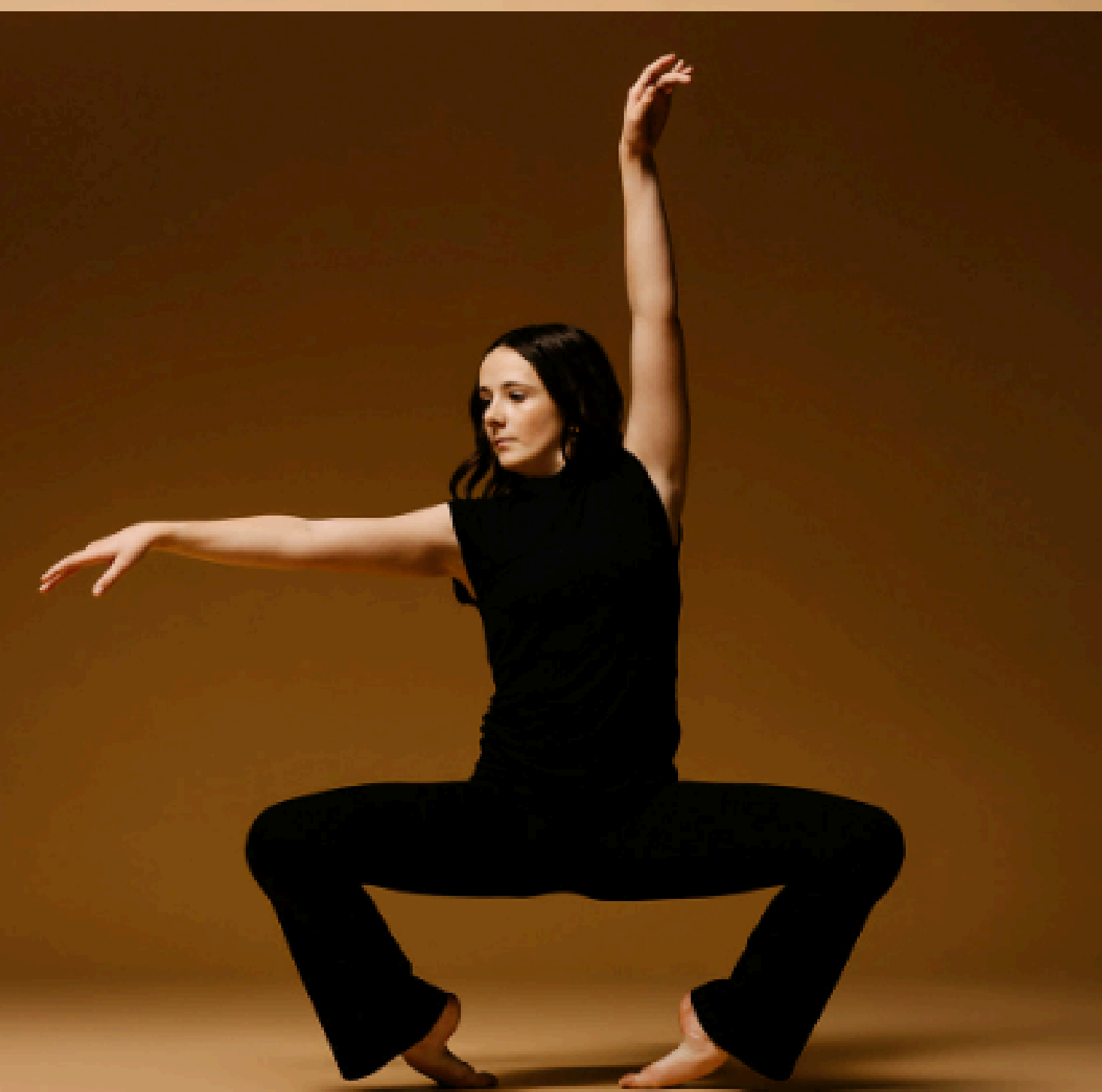
## Assumption of Responsibilities and Risk

Dancing is a potentially dangerous activity. Although it is not expected for students to sustain injuries, the possibility exists. Parents assume responsibility for the safety of their student, understanding and accepting the risks involved with dance training. By assuming this risk, parents and students completely absolve all directors, instructors, staff, guests, students, and any and all other parties of liability for risk of harm. Parents and students waive the right to any legal action for any injury sustained on TDC property resulting from normal class activity or any other activity conducted by students before, during or after class time.





# I attest that:



I hereby release and agree to hold The Dance Company harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of the studio, or that may otherwise arise in any way in connection with any services received from The Dance Company. I understand that this release discharges The Dance Company from any liability or claim that I, my heirs, or any personal representatives may have against the salon with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from The Dance Company. This liability waiver and release extends to the salon together with all owners, partners, and employees.



## FALL CALENDAR 2024/25

September 1..... Tuition Installment #1 due

September 3..... Classes Begin

October 1..... Company Solo/Duo Trio  
Entry Form due

October 11.....Company Solo/Duo/Trio  
costume order form due

October 15..... Last day for class  
changes/withdrawals before next tuition installment is  
due.

October 16-18..... Fall Recess – no classes

October 31..... No evening classes

November 1..... Tuition Installment #2 due

November 25-29..... Thanksgiving Break – no classes

December 15..... Last day for class changes/  
withdrawals before next tuition installment is due

December 23- January 5..... Winter Break—no classes

January 1..... Tuition Installment #3 due

January 6..... Classes resume

January 18 ..... Company Showcase

January 20..... Civil Rights Day—no classes

February 15..... Last day for class changes/withdrawals  
before next tuition installment is due.

February 17..... Presidents Day –no classes

March 1..... Tuition Installment #4 due

March 31-April 4 ..... Spring Recess – no classes

April 15.....Last day for class changes/withdrawals  
before next tuition installment is due.

May 1..... ..Tuition Installment #5 due

May 31.....LAST DAY OF SESSION

