

STUDIO HANDBOOK

2022-2023



Project C Dance Company

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ABOUT

Welcome to Project C Dance Company! Our goal is to provide a welcoming environment that offers opportunities for every age through all styles of dance. From the learning of basic movement to advanced technical training, we aspire to provide it all. At Project C, we strive to offer every child the chance to dance. We seek to equip dancers with knowledge and opportunities necessary for growth and success.

At Project C, we believe that dance is for everyone. We strive to provide a curriculum for all ages and skill levels that focuses on individual growth and finding passion for the art of dance. We believe dance lessons provide students with the opportunity to express themselves and create lifelong friendships and memories, as well as skills that go beyond helping achieve dance goals. We strongly feel that every child benefits physically, mentally, and emotionally from dance classes and all the rewards and lessons that come along with them. At Project C, we strongly value hard work, loyalty, kindness, dedication, and growth. We strive to instruct elements in each class that will build life skills in order for each student to achieve success within the dance studio as well as beyond our walls and throughout the community.

ACCOUNTS + PAYMENT INFORMATION

AUTO-PAYMENTS

NEW THIS SEASON: All dance families will be required to keep a bank card on file and enroll in tuition auto-pay. Auto-pay will withdraw monthly payments on the 7th of each month. Families may pay monthly tuition by check if they choose, however, this **MUST** be paid prior to the 7th, or auto-pay will be run. No exceptions. There will be a **3.5%** convenience fee for all cards and **1.55%** convenience fee for bank accounts. If payment is declined, you will receive a courtesy notice email and will have 2 days to make your payment. If the payment is not paid, your account will incur a late fee of \$20. There will be a recurring charge of \$3 per day until the tuition payment and late fee is paid. Dancers may be asked to not attend class until payment is made.

ONLINE ACCOUNTS/PARENT PORTAL

Every family will be required to register an online account through Dance Studio Pro. This account allows all parents to make payments, register for classes, obtain transaction records and access their monthly tuition and other fees. This link can be found on our website, or [here](#). Tuition is charged monthly in 9 equal payments September-May. Tuition will be posted on the 1st of each month and due by the 7th. Tuition is non-refundable.

REGISTRATION

All class registration for the 2022-2023 season will be done online, via Dance Studio Pro. All families will be charged a Registration Fee of \$35/dancer or \$60/family. Competition Team members will be charged an additional \$100.00 Team Fee.

REGISTRATION LINK

TUITION

Mini Ballet+Tap	\$48.00
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Add on Level 1 Tumbling for \$15.00

Beginner Ballet+Tap+Jazz \$55.00

Add on Level 2 Tumbling for \$15.00.

Petite Ballet+Tap \$62.00

Add on Jazz, Lyrical, Clogging, Hip Hop, Pom, or Tumbling for \$15.00/each.

Junior Ballet+Tap \$62.00

Add on Jazz, Lyrical, Clogging, Hip Hop, Pom, or Tumbling for \$15.00/each.

Electives

Choose from Jazz, Lyrical, Clogging, Hip Hop, Pom, Tumbling, Contemporary, or

Technique for \$48.00. Each additional elective is \$25.00/each. Please note that at this

time Technique classes are only open to Competition Team members.

Unlimited Tuition: \$120.00

ATTENDANCE

Attending weekly classes is very important for the learning and progression of each dancer, as well as the class as a whole. Attendance of every dancer is kept on file. If a student will be unable to make it to class, please notify the studio via text, phone, or email. If a student is sick, please stay home and rest. If a student had to miss school for sickness, please do not come to dance class. Please inform instructors of all injuries a student has, so we can ensure they stay as safe as possible. We encourage injured students to continue to come to class to observe, learn, and interact with their classmates.

Missed classes are not refunded. Missed classes can be made up with private lessons, which are \$35.00/hour. If a student misses 3 or more classes per month after January 1, students are required to schedule private lessons to make up for missed classes, as attendance is very important as we near our spring recital. Dancers are required to be present at all classes held in May, including all stage and dress rehearsals.

CLASS CANCELLATION POLICY

Classes will be canceled in accordance with the Creston Community School District. Classes will still be held when there is no school for professional development (unless a holiday). If school is canceled or let out early due to inclement weather, dance classes will be canceled as well. If classes need to be canceled for any reason, Project C will notify families as soon as possible. If a student's class is canceled, they are encouraged to attend a similar class within the next 2 weeks to make up for their missed class. Please notify Cassidy prior to attending a makeup class.

CLASSES

CLASS DESCRIPTIONS

BALLET	Ballet is the foundation for all dance training. Students will refine their ballet technique with ballet barre and center floor work to improve balance, body alignment and posture, core, and grace.
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CLOGGING	Clogging is a folk-influenced percussive style of dance where students learn complex and rhythmic patterns. Clogging differs from tap dance, as clogging shoes have an additional tap riveted to the ball and heel, and steps feature a strong downbeat. Our clogging style is a form of power tapping that includes hip hop movements and is performed to upbeat music.
CONTEMPORARY	Students in Contemporary will use skills learned in ballet and jazz to create artistic movement. Classes will feature combinations and improvisation. Enrollment in Ballet is recommended.
JAZZ	Students in Jazz will learn combinations and patterns to various types of music designed to promote sharp movement quality and technique. Jazz classes focus on stage expression and performance, as well as leaps, turns, kicks, and jumps. Enrollment in Ballet is recommended.
LYRICAL	Dancers in Lyrical will learn grace and poise all while telling a story through their dancing. Skills in Lyrical are derived from Ballet technique and skills, thus enrollment in Ballet is strongly encouraged.
POM	Students in Pom will use pom poms to create sharp movements. Dancers will improve upon their precision and musicality in this exciting class. Enrollment in Jazz is recommended, as it will help accelerate your dancer's understanding and skill level for pom.
TAP	Students in Tap will learn complex rhythms and patterns and learn traditional tap steps with correct terminology.
TUMBLING	Students in Tumbling will learn tumbling and acrobatic skills in a safe environment and brand new facility, featuring a variety of sprung and shaped mats. Students learn skills with drills and other strength building exercises. Students will repetitively work on muscle memory, body alignment, core strength, flexibility, stamina, and drills to target certain muscle areas for specific tumbling skills. We recommend taking other dance classes as it will accelerate your child's learning and understanding of tumbling technique

CLASS PLACEMENTS

Students are placed where teachers feel they best fit and will learn the best. Every class will have a range of ages, skill level, and experience levels. Every dancer will experience being on both ends of the spectrum; being the youngest/least experienced in class will push them to grow and set new goals for themselves, and being the oldest/most experienced in class will allow students to take on a leadership role and grow in confidence. Dancers grow at their own pace, and may need to stay at the same level for a few years. Moving a student up too quickly could result in injury or could affect the instruction of the rest of the class. At any time during the season staff feel like a dancer needs to be moved, adjustments may be made. Project C instructors will always have the student's best interest at heart, as we want to ensure that they are correctly trained and learning in the best way possible.

RECREATIONAL PROGRAM

Our Recreational Program is a weekly class program designed to meet the needs of every dancer. Recreational classes are perfect for students who want to have fun learning the art of dance in a friendly environment. Our curriculum develops technical excellence and artistic movement quality all while fostering a nurturing space for students to grow as people and

dancers. Our recreational classes begin at the top of the school year and finish with a recital production in the spring.

INTRODUCTORY Program

MINI: Preschool

MINI BALLET+TAP 30 minutes

BEGINNER: Kindergarten-1st Grade

BEGINNER BALLET,TAP,JAZZ 45 minutes

INTERMEDIATE Program

PETITE: 2nd-4th Grade

PETITE BALLET+TAP 60 minutes

PETITE JAZZ 30 minutes

PETITE LYRICAL 30 minutes

PETITE HIP HOP 30 minutes

PETITE POM 30 minutes

JUNIOR: 5th-7th Grade

JUNIOR BALLET+TAP 60 minutes

JUNIOR JAZZ 30 minutes

JUNIOR LYRICAL 30 minutes

JUNIOR HIP HOP 30 minutes

JUNIOR POM 30 minutes

ADVANCED PROGRAM

ADVANCED: 8th Grade +

ADVANCED JAZZ+HIP HOP 30 minutes

ADVANCED CONTEMPORARY 30 minutes

ADVANCED POM 30 minutes

TUMBLING PROGRAM

LEVEL 1 TUMBLING 30 minutes ages 3-5 | beginners welcome

LEVEL 2 TUMBLING 30 minutes ages 5-7 | beginners welcome

LEVEL 3 TUMBLING 30 minutes ages 7+ | beginners welcome

LEVEL 4 TUMBLING 30 minutes ages 7+ | back bend required

LEVEL 5 TUMBLING 30 minutes ages 8+ | back/front walkover required

LEVEL 6 TUMBLING 30 minutes ages 9+ | back handspring required

CLOGGING PROGRAM

LEVEL 1 CLOGGING 30 minutes ages 7+ | beginners welcome

LEVEL 2 CLOGGING 30 minutes ages 9+ | approval from director

COMPETITION TEAM

Our Competitive Program is our elite program for dancers wanting to take their training to the next level. Competition Team dancers gain dance knowledge and expand upon their technical training with increased weekly dance classes, performances, conventions, and competitions. Our Team is divided into three levels: Novice, Prestige, and Elite.

Our Competitive Program begins in the summer with a placement audition. Dancers will be required to attend the Team Bootcamp, Choreography Days, and other rehearsals in the summer. Dancers start learning their season routines early and begin training to further their technique for the season in order to achieve the team and individual goals throughout the year.

Dancers will also have weekly recreational class obligations in the Fall and throughout the entire season in addition to their Team routine classes. Attending weekly class is mandatory, and missed classes must be made up with a private lesson. Dancers must attend class the week of a competition, no exceptions.

Our Competition Team is a huge commitment and takes many extra hours of training besides weekly rehearsals as well as extra requirements throughout the entire season. Weekend technique and choreography rehearsals are scheduled through the season. All competition and costume fees must be paid on time for dancers to perform at events and competitions. For more information regarding our Competition Team, contact Cassity.

COMMUNICATION

At Project C, we strive to be very organized and efficient with communication. Every parent must have their email and a reliable phone number on file within their parent portal account. Please list all contact information you would like us to have within the account. We will send out all important information through email and will also update our Facebook page and social media accounts with any additional information throughout the season. Make sure you have a personal email on file as sometimes work emails get blocked.

Communication is a huge priority of ours! Please contact Cassity (641-247-1882) with questions, comments, and concerns from 8am-3pm, as these are the hours she is not teaching. From 3-9:30pm, she most likely will be teaching. The front desk will not always be staffed during teaching hours for questions, so we apologize in advance if you come to the studio to find the front desk empty.

COSTUMES

Costumes for recreational classes will be anywhere from \$60-\$85/each. Costumes for the Competition Team will be no more than \$120.00/each. Tumbling leotards will be around \$65.00, plus the cost of black spandex shorts or leggings. All Recreational Costume Fees are posted to accounts on November 1st and are due by February 1st. Late fees may be applied if not paid by the due date. Costumes must be paid for before the dancer gets to take home. Costume fees are nonrefundable, even if the dancer drops the class after the costume fee is paid. Some classes will perform multiple routines in the recital, but will only have 1 costume payment. These costumes will have different accessories to set them apart on stage.

DRESS CODE

Our dress code is implemented into our classes in order to train dancers correctly and to focus on the technique and alignment of our body and our movements. Dressing appropriately for classes helps the

teacher correct their form and helps the overall performance of dancers. Form fitting dancewear is REQUIRED for all Project C classes. Absolutely no street clothing, baggy clothing, or excessive jewelry.

GIRLS

Allowed: Leotards, tights, tanks, dance crop tops, bra tops, athletic shirts, spandex/dance shorts, ballet skirts, tight fitted athletic joggers or leggings. Hair must be up.

BOYS

Allowed: Form fitting athletic shirts/tanks, athletic shorts, dance pants

SHOES

Correct shoes **MUST** be worn in class at all times, excluding tumbling as dancers will go barefoot. If dancers have other shoes that aren't the specific style listed, they may wear them to class prior to January 1, 2023. We want to allow time for shoes to be "broken into" and ensure every dancer on stage is uniform. Clean tennis shoes that have not been worn outside or jazz shoes may be worn to HIP HOP OR POM classes until you purchase the correct hip hop shoe/jazz shoes for pom. Please make sure dancers' names are written in all shoes. Please contact Project C if you need the correct shoes ordered. *Dance Shoes should not ever be worn outside.*

MINI/BEGINNER TAP+BALLET:

Girls CAPEZIO JR. TYETTE TAP SHOES (BLACK)
 BLOCH CHILDRENS PERFORMA STRETCH CANVAS BALLET SHOES (THEATRICAL PINK)
 Boys CAPEZIO TIC TAP TOE SHOE (BLACK)
 BLOCH CHILDRENS PERFORMA STRETCH CANVAS BALLET SHOES (BLACK)

PETITE/JUNIOR BALLET+TAP

Girls CAPEZIO TIC TAP TOE SHOE (BLACK)
 BLOCH CHILDRENS PERFORMA STRETCH CANVAS BALLET SHOES (THEATRICAL PINK)
 Boys CAPEZIO TIC TAP TOE SHOE (BLACK)
 BLOCH CHILDRENS PERFORMA STRETCH CANVAS BALLET SHOES (BLACK)

ALL JAZZ, LYRICAL, & POM CLASSES

Girls BLOCH PULSE JAZZ SHOES (TAN)
 Boys BLOCH PULSE JAZZ SHOES (BLACK)

ALL HIP HOP CLASSES

CLEAN TENNIS SHOES/JAZZ SHOES. RECITAL SHOES TO BE PURCHASED LATER.

ALL CLOGGING CLASSES

BLACK CLOGGING SHOES WILL BE PURCHASED THROUGH PROJECT C

ADVANCED CONTEMPORARY

BLOCH LADIES ECLIPSE LEATHER HALF SOLE TURNER SHOE (LIGHT SAND)

ALL TUMBLING CLASSES

STUDENTS WILL PERFORM BAREFOOT

FOOD ALLERGIES/MEDICAL NEEDS/INJURY

PLEASE notify Project C if your child has any food allergies or medical needs. Sometimes a treat will be provided after class to celebrate the success and achievements of our dancers, and other times students will bring treats to celebrate their birthdays, so it is important that staff is aware of any issues.

At Project C, we do not offer any type of medication to students, including aspirin/ibuprofen. If a child must have an epinephrine auto injector (epi-pen) with them, it is the parent's responsibility to always remain seated within the lobby in case of any emergency situation. We are here to instruct dance lessons only and are not responsible for any serious medical assistance.

If a child becomes injured within our dance or tumbling classes, we will do our best to accommodate to the child's needs by providing ice, bandages, water, wraps, etc, and may ask the child to not participate for the remainder of the night. We have a first aid-kit that may be used when needed, however in case of any serious injuries, parents will be notified through phone call by staff. Parents must give permission to Project C Dance Company staff to seek any emergency medical treatment they deem appropriate for the participant in the event they are unable to reach a parent or guardian. Parents must waive the right to any legal action against Project C Dance Company for any injury sustained on studio property or at any Project C Dance Company event.

PHOTO RELEASE

Photos are often taken in class or at Project C events, and will be posted to social media or the studio website. Photos will only be posted if the parent gives permission when registering for classes at Project C.

RECITAL

When registering for our dance season, you are making a 9 month commitment. Students enroll in classes at Project C Dance Company with the intention to participate in our spring recital.

Recitals will be held sometime at the end of May or the beginning of June. Dancers are required to attend all stage and dress rehearsals. Each student will be charged a recital fee (\$50/student, \$75/family with multiple students). This includes a pair of tights to be worn in the recital. Recital fee will be posted in January and due by April, and is non-refundable. Dancers will not be allowed to participate in stage rehearsals, dress rehearsals, or recitals unless all fees are paid.

For detailed information regarding the 2023 Recital, please see our Recital Packet to be published early 2023.

STUDIO RULES+EXPECTATIONS

LOBBY RULES

- Always be respectful to yourself and others.
- Please stay quiet and well behaved in the lobby. No horseplay or tricks allowed.
- Store dance bags and other belongings in the cubbies or under benches and chairs.

- Project C is not responsible for lost or stolen items. A lost and found will be available, but items will be donated if not claimed within 4 weeks. We recommend putting your name on important items.
- Keep our brand new space clean! Please pick up all food, wrappers, and trash you may leave.
- Students under the age of 6 are not to be left in the lobby unsupervised.
- Please follow bathroom etiquette by turning the light and water faucet off before you leave. Never throw foreign items in the toilet. Please place hand towels in the “toss” basket.

CLASSROOM RULES

- No cell phones in class.
- No street shoes in the dance classrooms.
- Students aren't allowed in dance rooms unless supervised by a teacher.
- No food or gum allowed in dance classrooms.
- Please always come to class with a positive attitude and be ready/willing to always try your best and learn and encourage other classmates to do the same!
- Good behavior is expected and necessary in our classes. Poor behavior may be disciplined by asking dancers to sit out of class, dismissal from the classroom, or dismissal from the studio as a whole. Parents will be notified if necessary.

WITHDRAWING OR ADDING A CLASS

If a class does not have 4 students by October 30, it will not be allowed to continue. Dancers will be given the opportunity to change to a different class, or have the option to have tuition updated. If a student would like to withdraw a class, parents must notify Project C before the 6th of the month to avoid Tuition from being charged. Even if a child has not attended a class in the month, Tuition will be charged if staff was not notified before the 6th of the month. If a child attends even 1 class in the month, a full month of Tuition will be charged. If a student wishes to drop any class after March 1st, your account will still be billed 25% for the remainder of the year for that class. As recital routines come together and a student drops, it causes inconvenience for the class instructor and all students. If a student must drop a class for prolonged illness, serious injury, or other uncontrollable circumstances, Tuition adjustments may be made and other policies may not apply.

New students are able to join classes until February 1. We encourage students to join new classes if they wish as the season progresses, and Tuition will be updated respectively.



a place for dancers to learn, love, and grow