

STUDIO HANDBOOK

2021-2022



Project C Dance Company
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STUDIO OVERVIEW

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.

Thank you for choosing Project C Dance Company as your dance studio home! We are so grateful to provide a space for dancers to learn, love, and grow. We are excited for our first season to begin and look forward to helping create all the opportunities for dancers to come. Owner/Director Cassity Conley, as well as our other seasonal instructors, are excited to share their knowledge, love, and passion for dance with each student. We offer a variety of programs and classes, from recreational to competitive, that are tailored to every age/skill level/interest. We look forward to helping your dancer grow and reach their highest potential in the classroom and on stage. Our studio is considered a family and we greatly welcome you with open arms. Again, thank you for choosing Project C, we really appreciate your decision of where your child receives their dance education.

MEET THE OWNER/DIRECTOR

Cassity Conley has been dancing for 18 years and has over 8 years of competitive training and experience. She was a member of the Creston Peppers Dance Team in high school and the Spartan Dance Team in college at Southwestern Community College, earning many awards along the way. Cassity has an Associates Degree in Business Administration from SWCC and plans to further her dance education by attending various teacher trainings, conventions and workshops, and becoming a certified instructor through Dance Educators of America. She has taught recreational and competitive dance and tumbling for the past 4 years, with her routines winning numerous awards. Some of the best advice Cassity has

been given is to choose a career that you are passionate about and will always enjoy going to. When you truly love what you're doing, you never work a day in your life. Cassity has always wanted to open her own dance studio, and the last 3 years of teaching has truly affirmed that. Her goal is to continue to share the passion she has for years to come, and to inspire others the way she's been inspired by the art of dance.

ACCOUNTS + PAYMENT INFORMATION

AUTO-PAYMENTS

Dance families are encouraged to use our auto-pay feature to pay their monthly tuition. If families choose, monthly payments are withdrawn on the 7th of each month. There will be a **3.5%** convenience fee for all credit 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, as well as any other additional information. 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 the month and due on the 7th. If you choose our auto-pay feature, tuition will be withdrawn on the 7th of each month. Tuition is non-refundable.

LATE FEES

Tuition reminders will be sent monthly through email to remind families to pay tuition. Tuition will be posted the 1st of each month and will be due the 7th of each month. If tuition is not paid by the 7th, 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.

REGISTRATION

You can register for our classes online in your parent portal. We are holding a GRAND OPENING EVENT on Tuesday, Sept. 7th from 4-8pm. This is for anyone wanting to tour the new facility, celebrate our ribbon cutting, get shoes ordered, receive any additional season info, etc. If you attend this event and would like assistance registering, you will fill out a form for what classes you're interested in taking, but will still be asked to register through our online parent portal system on your own terms. This helps our registration process stay efficient and organized as we take care of everything electronically. Every student will be charged \$35.00 for a

registration fee, which includes a Project C t-shirt. Registration fees hold your child's spot in a class. These fees are not refundable. We accept new dancers all season long but dancers must be fully registered no later than March 1st to participate in our Early June recital. Please keep in mind that we are a 9 month (sept-may) regular season studio and that committing to the entire year is most beneficial to dancers. Participating in the full season allows dancers to learn the class curriculum from start to finish, gaining all knowledge for potential growth in every specific style and level. We order costumes in Jan/Feb., so any dancer that joins after risks not being able to participate due to out of stock costumes, even if joining before March. If a dancer joins after March 1st they will not be allowed to participate in our Recital but can learn class curriculum/choreography without being added to recital routines. They are also welcome to participate in summer class opportunities. FALL DANCE & TUMBLING CLASSES BEGIN ON WEDNESDAY SEPTEMBER 8TH.

TUITION

Tuition is listed under the ABOUT tab on our website. Click pricing and then the tuition 2021-2022 tab. From there you may find all of our tuition for each class listed in a chart. There is also a tuition cheat chart to easily calculate the cost of multiple classes. Tuition will be posted onto accounts the 1st of every month and will be charged and due by the 7th of each month, see late fee info above in the late fee paragraph. Tuition payments will remain the same each month whether a month has 3, 4 or 5 lessons. Classes are evened out as some have 3 weeks of class, while others have 5. Tuition can be paid monthly, semesterly, or yearly. If you would like to pay semesterly at 3 months at a time or would like to pay the full 9 months please contact the director for fees to be calculated and posted to online accounts. Because of the online accounting software that we use, we do not prorate or offer partial tuition for any classes. Tuition is also non-transferable and non-refundable,

ATTENDANCE

Attending weekly classes is very important for the learning and progression of each dancer and class as a whole. Attendance of every dancer will be kept on file for our records. If a dancer is or was sick or even stayed home from school, we recommend that parents evaluate their situation to determine if they are physically well enough to attend class. We do feel it is important to eliminate the spread of illness and understand if a child needs to stay home and rest. If a student has to miss class due to an injury please let us know so that we can make note of information to keep on file for future instruction as they heal from the injury when returning to class. If a dancer would still like to be present to observe class rather than participate, in order to still learn anything being taught, we encourage it. For serious injuries a doctor's note is recommended to keep on file. In all cases, parents must notify the studio (call, text, or email) if their child will be absent from class. 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. At any time we feel a dancer is behind from not

attending class we will contact parents in order to help catch them up. We know that many dancers participate in other extra curricular activities outside of dance and that schedule conflicts of events is very common. Please just always communicate when and reason for why a dancer will be missing classes. Dancers are required to be present at all classes held in May along with stage and dress rehearsals.

CALENDAR

Project C is in the process of having a full event schedule and calendar listed onto our website, that will be published very soon. We also plan to have an event monthly calendar hung in our lobby. As we adjust to our first year of owning and operating our brand new facility, we are testing the waters to see how we would prefer to easily accommodate our studio, dancers, and parents. Our website will be updated frequently as we are constantly growing, changing, learning. Our website will have an event list section for the entire dance season with important dates to pay attention to. We also eventually may post weekly newsletters/blogs with studio events, details, and dates for parents that may also be emailed out as well. Thank you for being patient with us at the beginning of our journey and how we navigate through the many decisions of how we like to operate things.

Grand Opening Event: Tuesday, September 7th (4-8PM)

First Day of 2021-2022 Season Classes: Wednesday, September 8th

Bring A Friend Week: September 27th-Oct 1st

Halloween Costume Week: October 25th-29th

Parent Watch Week: November 15th-19th

Thanksgiving Holiday Break (Studio Closed): November 24nd-28th

Christmas Spirit Week Celebration: December 13th-17th

Winter Holiday Break (Studio Closed): December 20th-Jan 4th

Project C Studio Spirit Week: January 17th-21st

Competition Team Showcase: (TBA Jan 23 or 30th)

Valentines Day Celebration Week: (February 13th-17th)

Spring Break (Studio Closed): March 12th-20th

Optional Recital Pictures: (TBA)

Stage & Dress Rehearsals (TBA)

Recital Dates: (Early June TBA)

CANCELLATION

Classes will be cancelled in accordance with the Creston Community School District.

Classes will still be held when there is no school for professional development (unless a holiday) please pay attention to our studio calendar. In the winter, if school is cancelled or let out early, dance classes will be canceled as well. In result of a storm beginning in the afternoon before dance starts, roads will be monitored and parents will be notified if classes need to be cancelled. We will do our best to notify at least an hour prior to class. If a storm starts or progresses while we are in afternoon/evening classes, the studio may close for the

night cancelling later classes if needed. Please make your best judgement of transportation if weather is accumulating while classes are still being held. Parents will be notified via email and through social media about studio closures. Dancers may attend a similar class (same level) within 2 weeks to make up for cancelled classes. Please notify the Director ahead of time if a child will be attending a makeup class.

CLASSES

Here is our 2021-2022 class weekly schedule that can also be found on our website.

[Click Here.](#)

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.

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.

HIP HOP: Students in Hip Hop will enjoy this exciting style with combinations to their favorite music. Hip Hop is a fast paced style that promotes strength, rhythm, groove, and confidence.

JAZZ: Students in Jazz will learn combinations and patterns to various types of music designed to promote sharp movement quality and technique. Jazz classes also focus on stage expression and performance. Enrollment in Ballet is recommended. Leaps, turns, kicks, and jumps are included in advanced jazz classes.

LYRICAL: Students in Lyrical will use technique from ballet and skills from jazz to create delicate and emotional movement. Dancers in Lyrical will learn grace and poise all while telling a story through their dancing. Enrollment in Ballet is recommended.

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 dancers 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 MUST TURN THE CORRECT REQUIRED AGE BY OCTOBER 1ST TO BE ELIGIBLE FOR CLASSES, unless teacher evaluates differently. (Appropriate

adjustments may be made at any time and approved by teachers/staff/owner).

Please understand that children are placed into the correct appropriate levels based on age, individual readiness, previous training or experience, work ethic, maturity, and skill. At any time through the season if the teacher feels the student is not growing or fitting their best into a particular class, students may be reevaluated and adjusted into the appropriate classes. Our goal is to provide training for every dancer to meet the needs of their highest potential in class and on stage. Please note that at any time dancers may be asked to switch classes so that they can continue their training where they fit best, and will continue to grow at the level needed for them individually. We make these adjustments as we want each dancer to gradually increase their skills and achieve goals at their own speed. Some students progress faster than others even while being instructed in the same courses. Please understand that every dancer is different, while some may stay at a certain level for a few years, others progress through a level within a year. Moving dancers up to a level they are not prepared or ready for could result in an injury due to them not having proper technique training, and will also affect the instruction of the rest of the class. Advancing levels from year to year depends on physical, mental, and emotional maturity. Dancers are often evaluated by teachers in order to demonstrate that they have mastered certain requirements of each style. Dancers will always experience being at the younger or older end of the class, however dance training is based on more than just age. Please trust our staff, as we have each student's best interest at heart, and want to instill the correct training needed for each and every dancer.

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. Please see our Studio Handbook for all policies and prerequisites for our classes.

Introductory Curriculum:

MINI DANCE: (ages 3-5)

Mini Dance is a 30 minute weekly ballet and tap class for children in Preschool.

Students will learn the basic movement of dance with fun filled activities and creative movement. Students will discover their love for dance while being introduced to

ballet and tap fundamentals and terminology. Students in Mini Dance are also welcome to join Level I Tumbling.

BEGINNER DANCE: (ages 5-7)

Beginner Dance is a 30 minute weekly ballet and tap class for children in Kindergarten and 1st Grade. Students will be introduced to the ballet barre and develop a solid ballet foundation. Students will also learn complex tap rhythms and patterns. Students in Beginner Dance are also welcome to join Level II Tumbling and Beginner Jazz. Beginner Jazz (ages 5-7) is a 15 minute supplement to the Beginner Dance Class. Students will increase their flexibility, balance, and movement quality in this exciting class. Enrollment in Beginner Dance is required.

Intermediate Curriculum:

-Ballet, Tap, Jazz Combination:

This combo class is a way for dancers to learn 3 core genres of dance in 1 class. Students will develop their ballet technique with ballet barre and center floor work, improve their tap skills with patterns and complex rhythms, and concentrate on expression and performance with the jazz portion of the class.

Petite (ages 7-10) | 90 minutes · Junior (ages 10-13) | 90 minutes

-Lyrical, Hip Hop, Pom Combination

This combo class is a perfect way for students to become a well rounded dancer and explore dance genres. Students will learn grace and poise with lyrical, develop their hip hop skills with fun combinations, and benefit from pom with emphasis on precision and musicality.

Petite (ages 7-10) | 90 minutes · Junior (ages 10-13) | 90 minutes

-Clogging

Students will learn basic clogging steps and learn clogging fundamentals, all while improving their rhythm, musicality, and precision.

Petite, Junior | 30 minutes

-Elective Classes

Students are able to join any of the 30 minute classes in the Combination classes if they choose. For example, students may enroll in the 30 minute portion of Petite Jazz without taking ballet or tap.

Advanced Curriculum:

-Senior Ballet + Technique

Ballet is the foundation for all dance training. Students will refine their ballet technique with ballet barre and center floor work to improve balance, posture, and grace. Students will also work to improve their leaps, jumps, and turns with drills and across the floor repetitions.

ages 13+ | 60 minutes

-Senior Jazz

Students in Jazz will learn combinations and patterns to various types of music designed to promote sharp movement quality and technique. Enrollment in Ballet is recommended.

ages 13+ | 30 minutes

-Senior 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.

ages 13+ | 30 minutes

-Senior Hip Hop

Students in Hip Hop will enjoy this exciting style with combinations to their favorite music. Hip Hop is a fast paced style that promotes strength, groove, and confidence.

ages 13+ | 30 minutes

-Senior Clogging

Students in clogging will learn advanced clogging steps and improve their sound quality and musicality. Senior Clogging will incorporate a buck-style, sometimes considered power tap, into our curriculum.

ages 13+ | 30 minutes

Tumbling Program:

(Students are fit into tumbling classes based on skill level, experience/training, physical readiness, rather than by age. There are requirements for each level and if a student registers in an incorrect level they will be adjusted to the correct class).

-Level I Tumbling

Our introductory tumbling class is perfect for first-time students ages 3 and up. This 30 minute class develops basic tumbling skills and provides an outlet for children to let their energy out!

-Level II Tumbling

This 30 minute class is designed for students 5 and up. Students will learn tumbling fundamentals and build upon skills learned in Level I. First-time students welcome.

-Level III Tumbling

Our Level III Tumbling class is a 30 minute class for students who have mastered their back bend and are ready to work on intermediate skills, like walkovers. Students should have a strong tumbling foundation upon reaching this level.

-Level IV Tumbling

Level IV Tumbling is a 30 minute class that introduces students to handsprings, power skills, and acrobatics. Students in this class have mastered skills learned in Level III.

-Level V Tumbling

This 45 minute class focuses on the development of advanced tumbling passes and skills. Students in this class build upon skills learned in Level IV.

-Boys Tumbling

This 30 minute class is for boys ages 5-9. Tumbling is beneficial for male athletes, improving strength, flexibility, and body awareness.

PRIVATE LESSONS

We offer one-on-one private dance and tumbling training lessons for all ages/styles. Private lessons are \$35 an hour, \$26.25 45 min, or \$17.50 for 30 min.

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 Competitive Program begins in the summer with a placement audition in order to fit dancers into the correct competitive groups for the season. Dancers will be required to attend the Team Bootcamp, Choreography Days, and 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. Competition team dancers must attend 3-4 practice a month and if they miss, a private lesson is recommended and encouraged, sometimes required. During competing months dancers must attend class every week, if missed privates are mandatory. Dancers must attend class the week of a competition, no exceptions. Our Team is a group of hardworking, dedicated dancers who use their love of dance to help build lifelong friendships and achieve their performance goals. During the year, the Project C Competition Team will schedule team parties, team building exercises, and other team-bonding activities to help strengthen our Team. 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. Please Note: Competition Team has already begun for the 2021-2022 season and team spots are already filled. If you are interested in joining next season's team, please express interest to Cassity so she can evaluate and encourage your dancer to take certain classes in order to help them train to be ready for next season.

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 may get blocked from receiving information. Communication through email is most successful as printing handouts sometimes result in children leaving them behind, and not making it home to parents. This also helps for those parents who choose to not sit in the studio during evening classes. Often handouts may still be provided but the majority of the time we will communicate electronically. Communication is a priority to us, so please always contact us through the season if necessary. Email, phone, or facebook are all forms of our preferred

communication. Project C is looking further into getting a studio phone number as the current number listed is Miss Cassity's personal number. This will allow parents to contact the studio/front desk while classes are being held. Once we have a studio number we will publish it and send out info to parents within the first few weeks of class, however please understand that at first, in person communication with our desk associate during classes will be most effective. Please make note that studio teaching hours are from (3pm-930pm) and that most likely Cassity will not be able to communicate during those hours. During the day office hours (8am-3pm) Mon-Fri will be the best time to contact personally with any questions. While Miss Cassity teaches classes, most of the time there will be a front desk associate that can help guide you or answer any questions. On rare occasions, there may not be a front desk associate, so please understand to communicate hours before or after class or at a later date with Cassity as she can answer any questions or help assist when needed, just not during class hours. Thank you!

DRESS CODE

Please understand that 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. This includes leotards, tights, tanks, dance crop tops, bra tops, athletic shirts, spandex/dance shorts, ballet skirts, tight fitted athletic joggers or leggings. No loose fitted clothing (this includes baggy t-shirts). Boys are allowed to wear athletic clothing such as form-fitted t-shirts and athletic shorts. No excessive jewelry or hair accessories should be worn. (Earrings are allowed excluding dangly or large hoops). Hair must be UP and out of the dancer's face (buns, braids, ponytails). Any street clothing such as jeans, denim/ khaki shorts, loose sweatpants, jackets etc. are not allowed. Clean shoes are required for all classes, NO street shoes allowed in the studio rooms.

SHOES REQUIREMENTS & ATTIRE

All shoes can be ordered through Project C if needed. Shoes **MUST** be worn in class at all times, excluding tumbling as dancers will go barefoot. Senior Ballet/Tech and Contemporary dancers may go barefoot at times depending on the curriculum being taught during class, but please always bring correct shoes. For those who already may have dance shoes from previous training: **(any brand of each style of shoe may be worn in the fall for classes, however correct brands for exact shoes of each style are required for recital and need to be worn to class to participate starting no later than Jan 1st 2022. If you need correct shoes ordered at any time please contact Cassity or front desk)**. This allows dancers to adjust to correct shoes and also allows for uniformity on stage at recitals so that all dancers match with their costumes. NOTE: Clean tennis shoes that have not been worn outside may be worn to HIP HOP OR POM classes until you purchase the correct hip hop shoe/jazz shoes for pom. Jazz shoes may also be worn in hip hop until correct hip hop shoes come in.

List of correct required shoe styles & brands of each shoe for recital/classes starting Jan 1st. If at any time a change occurs, these will be updated. Due to low or out of stock items within companies, it is best to order early on, however we will help assist in finding similar styles if an issue occurs.

Please contact Project C if you need the correct shoes ordered.

PARENTS PLEASE WRITE YOUR CHILD'S FIRST AND LAST NAME IN ALL SHOES!!

Dance Shoes should not ever be worn outside.

MINI DANCE & BEGINNER DANCE

TAP: **CAPEZIO JR. TYETTE TAP SHOES IN BLACK (GIRLS)**

CAPEZIO TIC TAP TOE SHOE IN BLACK (BOYS)

BALLET: **BLOCH CHILDRENS PERFORMA STRETCH CANVAS BALLET SHOES**

Color: **THEATRICAL PINK (GIRLS) BLACK (BOYS)**

BEGINNER JAZZ: **BLOCH PULSE JAZZ SHOES (GIRLS TAN) (BOYS BLACK)**

PETITE & JUNIOR BALLET, TAP, JAZZ

BALLET: **BLOCH CHILDRENS PERFORMA STRETCH CANVAS BALLET SHOES**

Color: **THEATRICAL PINK (GIRLS) BLACK (BOYS)**

TAP: **CAPEZIO TIC TAP TOE SHOE (BLACK)**

JAZZ: **BLOCH PULSE JAZZ SHOES (GIRLS TAN) (BOYS BLACK)**

PETITE & JUNIOR LYRICAL, HIP HOP, POM

LYRICAL & POM: **BLOCH PULSE JAZZ SHOES (GIRLS TAN) (BOYS BLACK)**

HIP HOP: **BALLERA CANVAS HIGH TOP SNEAKERS (BLACK STYLE WL9381)**

(COMPETITION TEAM KIDS WILL HAVE A DIFFERENT HIP HOP SHOE FOR TEAM DANCES, THEY CAN PURCHASE REGULAR CLASS SHOE FOR HIP HOP OR JUST WEAR TEAM ONES FOR RECITAL AS THEY ARE VERY CLOSE IN STYLE, JUST DIFFERENT BRANDS)

CLOGGING:

BLACK CLOGGING SHOES WILL BE PURCHASED THROUGH PROJECT C.

TUMBLING:

ALL CLASSES WILL PRACTICE/PERFORM BAREFOOT

SENIOR BALLET/TECH:

DANCERS CHOICE OF BALLET/JAZZ SHOE/TURNERS/BAREFOOT **(This is a technique class and will not perform in the recital).**

SENIOR JAZZ: **BLOCH PULSE JAZZ SHOES (GIRLS TAN) (BOYS BLACK)**

SENIOR CONTEMPORARY:

BLOCH LADIES ECLIPSE LEATHER HALF SOLE TURNER SHOE (LIGHT SAND) (jazz shoes may be worn to class until Jan 1.)

SENIOR HIP HOP: SHOES TBA: WILL BE CHOSEN IN EARLY FALL WHEN COSTUME CHOICES ARE MADE, CLEAN TENNIS SHOES OR JAZZ SHOES ARE TO BE WORN FOR NOW

Throughout the season, Project C apparel and merchandise will be added to our walls behind the front desk. These items are available for order or purchase. If you ever have an item or dance clothing you would like to get the Project C logo put on, please reach out as you can purchase clothing to be customized. Eventually we plan to have occasional online orders of apparel that anyone, dancers or family can order. We plan to have stock items like shirts, jackets, sweatshirts, shorts, tanks, leotards, backpacks, etc!! (More info to come).

STUDENT BEHAVIOR/EXPECTATIONS:

We are SO very excited to share this beautiful space of Project C with all of our dancers, for years to come. We want to keep our brand new studio home clean and nice. Please be respectful to yourself, and to others, to the staff and the facility. Please remember to act appropriately and to not be disruptive in the lobby if you have a dance break, as other classes are still being instructed. Our front desk staff may contact parents if behavior is not appropriate or respectful in the lobby. Please pick up all food, wrappers, or trash after yourself and throw away. Please also clean up anything that may be spilled. A water bottle filling station will eventually be present in the studio, please use it gently and do not overuse or waste the cups. We recommend bringing your own water bottle to use and fill up. Snacks and drinks will not be for sale at this time at Project C. If you have a break and want to bring a light snack you may, again though, please pick up all trash. Water bottles are to be left in the lobby as we will provide drink breaks. Senior students may bring water bottles into class however that is the only drink we allow in dance rooms. NO CELL PHONES IN CLASS: unless the teacher is allowing you to record something or use it appropriately, or if needed for emergency. Please do not sit right in front of the doorways or put dance bags out in the open. There will be lots of seating as well as cubby spaces for dance bags and shoes. The studio is not responsible for lost or stolen items and is the dancers responsibility to keep track of their belongings. A lost and found basket will be in the lobby however items will be tossed or donated if not claimed within 4 weeks. We recommend putting your dancer's name on all items including dance bags, shoes, jackets, coats, water bottles, etc. Please be respectful to our bathroom making sure you always turn the light and water faucet off and never throw foreign items in the toilet. Please always place hand towels in the "toss" basket in order to be washed after use as we use this method instead of paper towels. Parents please supervise young children in the bathrooms. Our studio is equipped with brand new state of the art sprung marley dance flooring, so we ask please no street shoes ever in dance rooms. During dance breaks, students should

never be in another dance room without a teacher. While lessons are taking place students may only sit in the waiting room. Senior students may use the other room not holding class, only by permission. All students should wait inside the studio lobby until their parents arrive for pick up, thus ensuring the safety of all dancers. NO GUM ALLOWED IN THE STUDIO. 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. All students and parents must act appropriately and respectfully within our studio or at events in attendance with Project C. Parents/siblings are only allowed to sit in dance rooms during watch week and should never be in dance rooms besides those times unless teacher gives permission. Parents may be asked by the teacher to step in after lessons to watch or after private lessons as we feel students learn more when instructors have their direct and full attention (shoes may be asked to be removed). No horseplay or tumbling tricks in the waiting room, this is to keep all dancers from getting hurt while not supervised by teachers. Our front desk staff will remind you of these rules if you forget. Parents are to pick up dancers at correct times. Please call and communicate to us if you will be late for pick up. We try to eliminate the amount of dancers we have hanging around in the lobby so we prefer dancers not to stay more than 15 min after class is dismissed.

STUDIO/LOBBY/FACILITY RULES:

Children 6 and under are NOT to be left in the lobby ever without parent/adult supervision (whether they are dancers or siblings of dancers). Our staff will not be responsible to watch over children left unaccompanied for long periods of time, even if they are waiting for an older sibling's class to get done. Please understand our rules as they are set in place for the safety and well being of all dances and facility. Parents who have children 6 and younger please plan to stay for the entire time your child is in class. You may wait from our lobby or from your cars. This is to ensure that behavior is always appropriate and instructions are always followed by the dancers. We want to make sure that proper behavior is followed at all times and leaving young children unattended in our lobby will result in a phone call. Children 7 and older are allowed to be dropped off at the studio as we realize they might have dance breaks between classes. Please make sure you remind your child to act appropriately during their breaks. If a child is not acting responsibly enough, we may ask that a parent is in attendance with them at all times.

EVENTS

Project C will hold several additional studio events in the season such as holiday or themed dance parties, pop up classes/tumbling, etc. We also are looking forward to future community events to get involved while engaging our families and growing the connection of the studio. These event details will be posted onto our website and shared onto our studio social media accounts. Facebook: Project C Dance Company. Instagram:

@projectcdanceco. Fundraising opportunities (whether it may be this year or next) will also be arranged in the future and whenever details are finalized they will be sent out. Fundraisers are a great way to help raise money to pay for some of your dance bills. Optional Recital Photos will be arranged and more details are to come as we begin the dance season. These photos will happen in April or May, date TBD. We plan to participate in the Fourth Of July Parade again as well as other celebrations, more info to come and please reach out if interested.

RECITAL

Please understand that when registering for the 2021-2022 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. We strongly encourage every child to take part, as we want to have a fabulous first season, ending with our recital production in order to showcase our hard work, talent, dedication, achievements, and growth throughout the year. Participation in our spring recitals is required for those enrolled in any weekly classes within our studio. Recitals will be held at the beginning of June. Date TBA. We are in the works for establishing an awards ceremony for dancers who have been recognized by our staff throughout the season. Selected dancers will be awarded special awards within certain categories and recognized at dress rehearsal. All students will be recognized with a recital ribbon, pin, or some type of certificate or award during the last week of class. A detailed packet of information for our 2022 recital will be available early 2022. Each student will be charged a \$50 recital fee, (family fee \$75 for 2+ dancers) which includes a pair of tights to be worn in the recital. This fee is nonrefundable and posted in January and Due by April 1st. If paid late, a late fee will be charged and the family fee will be charged as a normal fee per child. Children do not get to participate in stage, dress rehearsals or recitals if fees aren't paid. This fee helps cover the cost of recital production and staff, props, venue, lighting and backdrop scenery, advertising, photo/videography hire, ticket and program production, end of the year awards, and all other recital costs. Recital shirts will be required to purchase for all dancers for our ending finale routine, and will also be for sale for parents/family and friends to purchase. Recital tickets will be available for purchase or sold at the door for \$6. Dance parents may purchase tickets beginning in April. Additional recital information will be finalized and published early on in the season.

(All tuition and additional account fees must be paid up before the child can participate in the recital).

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 cost of black spandex shorts (levels 1-4, level 5 will wear black leggings of choice). These are custom made leotards and may be worn for multiple seasons. We do our very best when selecting, to choose costumes that are affordable but also great quality. We

realize that students in multiple classes will have larger costume bills, therefore we are finalizing details to hopefully set up a fundraiser throughout the season. More info to come. All Recreational Costume Fees are posted to accounts on November 1st and by Due Feb 1st. Please note that we have spread out and given plenty of time to get costumes paid as you can pay them whenever needed after they are posted. 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 that class after 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.

Mini Dance (tap+ballet): 1 costume

Beginner Dance (tap+ballet): 2 costumes

Beginner Jazz: 1 costume- same as beginner tap

Ballet, Tap, Jazz Combo: 2-3 costumes

(tap and jazz may (or may not) be same with accessories to separate: depending on selection)

Lyrical, Hip Hop, Pom Combo: 2-3 costumes

(hip hop and pom may (or may not) include same pieces with accessories to separate: depending on selection)

Petite/Junior Clogging: 1 costume

Senior Jazz: 1 costume

Senior Clogging + Hip Hop: 1 costume: different accessories to separate

Senior Contemporary: 1 costume

All Tumbling Classes: 1 Custom Project C Leotard + black spandex shorts, (black leggings for level 5)

SUMMER

Our first summer season was a hit! Thank you to everyone who participated in any of our summer opportunities, classes, or camps. We look forward to continuing growing our summer interest and are already planning our summer schedule for next year. Summer class registration will open in early spring and more info to come. **SUMMER FEES MUST BE ALL PAID UP BEFORE DANCERS CAN ATTEND FALL CLASSES.**

FOOD ALLERGIES/MEDICAL NEEDS/INJURY

Sometimes a treat will be provided after class on special occasions or around holidays to celebrate the success and achievements of our dancers working so hard. Please understand that we like to reward our dancers from time to time, however it is very important that we know of ANY food allergies or complications. Our snacks will always be pre packaged but teachers must know ahead of time of any allergies. Please make note of it in your parent portal accounts so that we can keep on file if needed. We will try our best to never provide anything with nuts, however we also realize many dancers also cannot have dairy, gluten, etc. PLEASE COMMUNICATE THIS TO US, so that we know ahead of time. Please list all other medical concerns in your parent portal that we may need to be aware of. At Project C, we do not offer any type of medication to students, including aspirin/ibuprofen. Under any

circumstances, if a child must have an epinephrine auto injector (epi-pen) with them, it is the parents responsibility to always remain seated within the lobby in case of any emergency situation. At Project C, we are here strictly to instruct dance lessons only, and are not liable 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.

WAIVERS

A photo release form and liability waiver must be signed when registering students online. If you would not like your child's photograph posted anywhere on our social media for any circumstance, please make note of it in your account AND communicate that to us so we can keep on file and make sure photos of them are never published. By participating in any Project C dance lessons, activities or events, you acknowledge that this sport can be a strenuous activity and accept responsibility for any injuries your child may incur while participating. Project C Dance Company, our facility, employees, staff/students, or volunteers are not liable for personal injury, or loss of damage to personal property. By signing our waiver when registering, you are giving 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 and you 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.

WITHDRAWING OR ADDING A CLASS

If a student would like to withdraw a class, they must fill out the Withdraw a Class form on our website under the "About" section at the bottom of the page. These forms can also be filled out in person, please ask the front desk associate. **FAMILIES MUST FILL OUT THE FORM BEFORE THE 6th OF THE MONTH TO AVOID CHARGES AND FOR TUITION TO BE TERMINATED.** If a student attends at least 1 class in the month, full tuition will be charged, please keep in mind when dropping a class. 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. We encourage this fee to be paid in full at the end of the current month so that your account can be cleared until next season. This rule is set in place as it is only fair to our dancers that are gearing up for our recital performances. We feel that every dancer is considered a "teammate" and just how the absence of one player affects a sports team, the absence of one dancer affects each of our classes and recital dances, especially right before the show. It takes extra time and practice not only for teachers but for students as well to rearrange and adjust choreography when one dancer is missing. This puts a lot of strain and stress on the entire class so please take it into consideration before dropping a class so late in the season. Please remember that dancing at Project C is a 9 month commitment with classes from September - May followed by a recital beginning of June. To add a class at any time of the month, a full month of tuition is charged. Please keep this in mind when adding classes.

We suggest that students drop at the end of the month and add at the beginning of the month to receive the full value of the class. If any student adds or joins any class after March 1st, they will not be allowed to participate in recital routines for that particular class but can still learn the class curriculum. Although tuition is non-refundable, if a dancer must withdraw from a class at any time due to a prolonged illness or serious injury, we will certainly work with your family as we understand life happens, and there are circumstances that no one can control. If monthly tuition is paid and a situation arises before a dancer attends the first class of the month, please communicate all info. with us. Tuition may fully be refunded or credit may be applied for future classes, depending on circumstances. If a dancer attends half of the monthly classes before prolonged illness or injury occurs, we may provide a 25%-50% refund or apply credit for monthly tuition. If a family has paid semesterly or yearly before illness/injury occurs, refund percentage or credit may be applied.

PARENT WATCH WEEK

At Project C Dance Company, we schedule a watch week (November 15th-19th) for students to demonstrate all they are learning to parents, siblings, guardians, etc. We consider this week to be fun, rewarding, and similar to school conferences as students will demonstrate their warmup and stretching exercises, basic and essential skills, and anything they have learned thus far in the season. Then they will perform short pieces of choreography to the classroom audience of parents. Students are encouraged to dress in Project C attire.



a place for dancers to learn, love, and grow