

2022-2023 Company Handbook
Celebrity Team



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The Company of Dance Academy West is comprised of two main groups. Our **Spotlight** team is a non-competitive team that will represent DAW at community events, festivals, and performances. Our **Celebrity** team is a competitive team that represents DAW at local, regional, and national dance competitions. At times, Celebrity dancers will also perform at local community events. All members of The Company love to dance and have a passion for performing. Spotlight dancers are not required to audition for the team, however, all dancers are expected to have good attendance, remain committed to the team for the duration of the season, and always represent Dance Academy West in a professional manner. Celebrity dancers are required to audition each season and will be placed on sub teams based on skill level, ability, experience, and age.

The Company Dance Academy West	
Spotlight	Celebrity
Lower Elementary Shining Stars	Twinkle - pre comp team ages 3-5 (1) required routine 3 competitions
Upper Elementary + Middle School Super Stars	Sparkle - ages 5-9 (2) required comp routines 2 competitions, 3 conventions
Performance Requirements (include but are not limited to) Fall festivals Senior Living performances & activities Parades Holiday events Community fairs	Glitz - placement by ability (3) required comp routines 2 competitions, 3 conventions
Weekly Class Requirements One Ballet class, one Jazz class, one routine rehearsal	Glam - placement by ability (3) required comp routines 2 competitions, 3 conventions
	VIP - placement by ability (4) required comp routines 2 competitions, 3 conventions
	Refer to packet for weekly class requirements.

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Our Philosophy

Our goal is to help each member of The Company reach their highest potential as a dancer while always remaining focused on the well being of the team. We will instill knowledge, stress correct dance technique, and most importantly encourage an appreciation for the art of dance within our students.

We will do our best to keep communication clear and present important dates in a timely manner. At all times, at the studio and away from the studio, we will represent DAW with grace and professionalism.

Company members will gain an understanding of teamwork, dedication, and dependability. Members of The Company will develop life long friendships and will learn to face challenges with ease as they grow as dancers, as well as on a personal level.

Rules & Expectations

Placement

Any student auditioning must have a \$0 balance on the day of auditions. Dancers are divided into 5 teams (Twinkle, Sparkle, Glitz, Glam, and VIP) based on the following: technique, age, maturity level, ability to listen to and apply corrections, effort, and attitude. Dancers will be placed within classes and competition pieces where they will perform their personal best and best represent The Company and Dance Academy West. Team and group placements are final and should not be challenged by dancers or parents. Audition results will be announced on July 4th and will include team placements, extra dances, solos, and duets / trios.

Solos, Duets, & Trios

Solos - Soloists will be selected at auditions and notified when results are posted. In order for a dancer to compete a solo, he / she must commit to each group dance they are selected for. Soloists will choose their choreographer from a pre-approved list provided by the Director. In addition to entry fees, which will be paid to the studio as part of the company installments, soloists will pay their choreographer and costume designer / seamstress directly. All costumes must be approved by the director.

Duets / Trios - Duets / Trios will be selected at auditions and notified when results are posted. In order for a dancer to compete in a duet / trio, he / she must commit to each group dance they are selected for. Duets / Trios will choose their choreographer from a pre-approved list provided by the Director. In addition to choreography and entry fees, which will be paid to the studio as part of the company installments, duets / trios will pay their costume designer / seamstress directly. All costumes must be approved by the director.

Commitment

Dancer Commitment

Upon signing the company contract, dancers are committing their time to The Company for one year. If a member quits, the parent / guardian will be held responsible for company dues for the remaining season. Dancer commitment is expected in mind, body, and spirit for the entire season.

Parent Commitment

Upon signing the company contract, parents of dancers are committing their time to The Company for one year. Parents understand and agree to the financial commitment and fees as stated in this handbook. Refunds on tuition or company dues will not be granted to any dancer that quits or is asked to leave the program. If a member quits, the parent / guardian will be held responsible for company dues for the remaining season. Parent commitment is expected in mind, body, and spirit for the entire season.

All Hands on Deck Day - Two volunteer days will be scheduled throughout the season. Each Celebrity dancer + one parent are required to attend ONE of these volunteer days. In lieu of volunteering a payment of \$300 can be made instead of donating your time.

Parent Committees - One parent of each Company member should sign up for a minimum of one parent committee. Once the committees are formed, the Director will assign a head of each committee, who will lead the group in their designated tasks.

Committees will include:

- Fundraising
- Party Planning
- Prop Building
- Set Construction
- Costumes
- Convention Lunch Bunch
- Lobby Set Up (Showcase & Recital)

Fundraising Obligations & Opportunities

Each member will be **required to participate** in one fundraiser to benefit The Company. This year we will be raising funds for the prop trailer to be wrapped and for a pull down screen and projector. Additional fundraising opportunities to benefit individuals will be available throughout the season and will be organized by the Fundraising Committee.

Communication

Be sure the email address on your account is correct and checked regularly. Dancer email addresses should be listed on the account if applicable. Parents and dancers should opt in to receive studio texts.

Do not stop DAW staff and ask for an “impromptu” meeting. Do not call, text, or Facebook message any DAW staff or their personal cell phone regarding studio business.

All studio related questions will be handled via email: thecompany@danceacademywest.com
This season, we will be using the BAND app to communicate. Important company news will no longer be part of our website. All communication will happen via BAND and email.

Attendance, Tardiness, and Absences

This season we will be implementing a new attendance policy that will be strictly enforced.

Tardies - If a dancer arrives late to their weekly class or rehearsal he / she MUST check in at the front desk. Three tardies will count as the equivalent of one unexcused absence.

Excused Absences - The following situations will be deemed as excused absences.

- Death in the family or another critical family emergency.
- Contagious illness with fever or vomiting. *IF YOU HAVE THESE SYMPTOMS, DO NOT COME TO THE STUDIO.
- School function, in which case, a MINIMUM of one month notice is required.

Unexcused Absences - Dancers are allowed up to four unexcused absences during the season without penalty, but these absences are not allowed to be taken during a RED week.

Red Weeks - Dancers are not permitted to miss classes or rehearsals during RED weeks for any reason. Red weeks will be labeled in the company calendar and typically be choreography weeks and the week prior to a competition or convention. Missing during a RED week, even if it is an excused absence, could result in a dancer being removed from the next competition or convention. This rule is necessary because sometimes routines may need to be re-blocked, and we will always make decisions for the well being of the team. The Director reserves the right to make decisions regarding re-blocking and dancer removal from a routine on an individual basis.

All absences (excused and unexcused) should be communicated via email with as much notice as possible. Dancers and / or parents should NOT text or private message instructors regarding absences or tardies. Poor attendance and / or excessive absences and tardies could lead to a member's dismissal from The Company, forfeiting all related fees. Any member who misses class or rehearsals the week before a competition may be removed from their piece(s), forfeiting any related fees. If a dancer is removed, they will be reworked back into their pieces when time permits.

Attendance parties or rewards will be given twice per year for dancers with zero absences!

Dress Code

Ballet - black leotard, pink tights, ballet shoes, pointe shoes if applicable

Production Day - all black, any style of dance clothes (top, leggings, shorts, leotard)

All other classes - proper dance attire (baggy sweats, t-shirts, etc. are not allowed)

Hair - must be in a bun for ballet (not a clip), neat ponytail or bun for all other classes

Proper undergarments should always be worn; regular bras and panties are not allowed. **All dancers MUST practice proper hygiene and have deodorant and hair supplies in their bag at all times.**

Closed Rehearsals and Classes

Please note that rehearsals will be closed to viewing. This is to ensure that each dancer is focused and ready for the task at hand. It is also to keep parents from complaining about choreography, placement of dancers, and gossiping. DAW staff members reserve the right to close the observation windows from viewing at any time.

Injury and Illness

If a member becomes seriously injured they are expected to attend all classes and rehearsals to observe. Dancers observing will be expected to condition and stretch. Homework or cell phones are not allowed in the dance studio if a dancer is observing class or rehearsal due to injury or illness. If a dancer sits out of one class she/he may NOT dance in other classes that day. If a dancer becomes injured during the performance/competition season, he/she will be removed from dances, at which time he/she will be worked back into dances for recital if the injury has healed and time permits. If an injured dancer is removed from a performance/competition it is understood that all fees are non refundable. Short term injuries will be handled on an individual basis. The Director reserves the right to handle each injury/illness situation as she believes will best benefit the dancer and the team.

Health and Nutrition

Company members will be dancing for several hours at a time; whether it be in their weekly classes, master classes, or at conventions. You cannot expect to get the most out of your body without fueling it properly. Dancers are expected to make healthy choices when it comes to snacks and WATER should always be your drink of choice. Teas, smoothies, Starbucks, etc. will not be allowed inside of our dance rooms.

Big C / Little C

Big C / Little C is a fun way for our competitive dancers to get to know one another. Big C's will act as a mentor and role model to their Little C. Typically, notes or small gifts are left during

birthdays, holidays, and at the end of the year. It is important to understand that it is not the cost of the gift that matters, but the thought of the gesture. Big C's and Little C's will be revealed early in the season.

Company Classes, Competitions, and Conventions

Weekly Required Classes

Twinkle	<ul style="list-style-type: none"> ● Twirl & Move (Ballet/Jazz combo) ● Routine Rehearsal
Sparkle	<ul style="list-style-type: none"> ● Ballet ● Tap ● Jazz ● Acro ● Stretch & Strength ● Routine rehearsals (min 2)
Glitz	<ul style="list-style-type: none"> ● Ballet / Technique X 2 ● Tap ● Jazz ● Acro ● Stretch & Strength ● Contemporary ● Leaps & turns ● Routine rehearsals (min 3)
Glam	<ul style="list-style-type: none"> ● Ballet / Technique X 2 ● Tap ● Jazz ● Stretch & Strength ● Contemporary ● Leaps & Turns ● Routine rehearsals (min 3)
VIP	<ul style="list-style-type: none"> ● Ballet / Technique X 2 ● Tap ● Jazz ● Stretch & Strength ● Contemporary ● Routine rehearsals (min 4)

Company Kick Off

Our first bonding team event of the season will be our kick off weekend on August 13th and 14th! This event is required for all members of The Company. Sparkle and Spotlight dancers will have a shortened day on August 13th. Twinkle dancers will be required to attend afternoon classes on August 14th only.

Competitions and Conventions

Twinkle dancers will participate in three competitions.

Sparkle, Glitz, Glam, and VIP members will participate in 2 competitions and 3 conventions.

Participation in Convention classes is required. **Dancers will not be allowed to skip or sit out of convention classes for any reason.** During Convention classes dancers should look and act prepared and excited about the opportunity to learn new skills and take classes from guest instructors. Convention weekends can be long and tiring, but it is crucial to remember that it is an honor to be in attendance and that all dancers who are participating are experiencing the same, strenuous schedule.

Additional / Optional Convention & Competitions

We welcome and encourage any additional and optional dance convention or competition. If a dancer wishes to register for an additional event, he / she must register through the studio and not as an independent.

Annual Showcase

The Company will host an annual showcase. It will be at The City of Carrollton Center for the Arts in Carrollton, GA. It is a ticketed event.

Nationals or Summer Trip

We will be attending nationals every other season. Our next nationals will be in June or July of 2024! Nationals will take place out of state and dancers and their families will be responsible for travel costs.

During our off year from nationals dancers will be offered a unique and optional dance opportunity. This event will vary by season. Our first summer trip will be in 2023, and we will be dancing at Disney World in Orlando, Florida!! Additional details about this exciting adventure will be provided very soon.

Financial Commitment, Fees, and Other Costs

Company members will receive a 10% discount on monthly tuition. All members are required to have a valid credit card on file which will be charged automatically as fees become due. All students max out after 6 classes, meaning any additional classes they wish to take will not increase their monthly tuition. Required rehearsals for solos, duets, and trios do not count toward maxed out tuition. Should we experience an act of God and it affects our ability to attend an event that we have already paid to attend, the directors will work on behalf of Company members to obtain a refund or credit. Should these companies refuse a credit or refund, Dance Academy West will not be held responsible. Financial commitment and fees for the season include:

- **Registration**
- **Monthly Tuition**
- **Company Membership / Admin Fee**
- **Prop / Set Fee** - Applicable if a routine uses props or set
- **Non Company Costumes** - Any dance that does not compete
- **Performance Fee** - All DAW students pay this fee to cover recital related costs
- **Miscellaneous Company Expenses** - correct dance attire, proper shoes, flesh colored briefs and bra top, training tools (such as ankle weights), make-up, team jacket, solid black leggings, black bra top, company shirt, and company earrings.
- **Routine Fees + Convention Class Fees** - Routine fees consist of costume, choreography, and entry fees. Convention fees are the cost of the convention classes. Routine fees will be combined with convention fees and the total amount will be divided into 5 equal installments and auto drafted on the 15th of Sept, Oct, Nov, Dec, and January (see chart below).

Routine Fees

Routine	Cost	Includes
Small Groups	\$775 per routine	Costume, choreography, and competition entry fees
Large Groups & Production	\$675 per routine	Costume, choreography, and competition entry fees
Duet / Trios	\$850 per routine	Choreography and competition entry fees *does not include costume
Solos	\$915 per routine	Entry fees ONLY *does not include choreography or costume

Convention Class Fees - Tentative

Hollywood Vibe Feb 24-26 Montgomery, AL	Ages 5-7 \$150	Ages 8 and up \$315
AHS March 10-12 Atlanta, GA	Ages 4-6 \$235	Ages 7 and up \$330
Adrenaline April 21-23 Atlanta, GA	Ages 5-7 \$240	Ages 8 and up \$315

Convention dates are subject to change and convention fees are subject to increase. The prices above are 2021-2022 prices and conventions are known to increase prices by \$10-\$25 per year. We will make parents aware of any potential price changes as soon as possible.

Scholarships

Frequently conventions will award scholarships to select dancers to attend future conventions or other dance events. We will try our best to accommodate dancers who wish to use their scholarships. However, The Company schedule must be honored first and foremost and the attendance rules still apply.

Cash Awards and Credits

Cash awards and credits for duets, trios, and group dances will benefit The Company as a whole. A soloist who earns a cash award or credit will receive the full benefit of the award in the form of a credit on their account.

Travel Cost

Travel costs are not included in your company dues. Hotel accommodations, gas, food and any other travel expenses for out of town conventions / performances are the responsibility of the individual family.

Payment Schedule

Due Date	Description / Action	Fee
June 25, 2022	Enroll in optional classes *make payment in portal	\$55 Registration fee
July 15, 2022	Enroll in pre-approved classes *make payment in portal	\$55 Registration fee (if not already paid)
July 15, 2022	Membership + headshots *auto drafted	Twinkle & Spotlight - \$315 Celebrity - \$365

August 1, 2022	Kick Off fee *auto drafted	Spotlight - \$35 Twinkle - \$35 Sparkle - \$160 Glitz, Glam, VIP - \$195
August 15	Misc. company expenses- *jacket, dancewear, etc.	TBD
September 15	Company Installment 1 *auto drafted Prop / Set fee *auto drafted	TBD
October 15	Company Installment 2 *auto drafted	TBD
November 15	Company Installment 3 *auto drafted ½ Non company costume(s) *auto drafted	TBD
December 15	Company Installment 4 *auto drafted Remaining non co costumes *auto drafted	TBD
January 15	Company Installment 5 *auto drafted	TBD
March 15	Year end celebration *auto drafted	\$25
April 15	Performance Fee *auto drafted	\$100

This chart does not include monthly tuition, which will be drafted on the 1st of each month, except for the month of August when it will be drafted August 15th.

Mandatory Important Dates - June 18, 2022-Jan 15, 2023

Important dates January 16, 2023 - end of season will be provided once the season begins.

All company dancers must be available for the following rehearsals, performances, and extras.

Company Auditions	June 18, 2022
Company Kick Off	August 13-14, 2022 Twinkle dancers will only attend on August 14th *Parent meeting TBA August 13
First Week of Classes	August 15-19, 2022
Headshots + team photos	September 10, 2022
Company Rehearsals	September 9-11, 2022
Company Rehearsals	September 17, 2022
Music & Arts on the Plaza	October 2, 2022
Company Rehearsals	October 7-8, 2022
Dancing with the Stars	October 16, 2022
Company Rehearsals	November 4-5, 2022
Pretty and prepared workshop	November TBA
Company Christmas Party, Lock in, and Rehearsals	December 3-4, 2022
Company Rehearsals	January-April TBD as needed
Costume Week	January 4-10, 2022
Company Showcase	January 15, 2022