

2022-2023 Company Handbook  
Spotlight Team



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**The Company** of Dance Academy West is comprised of two main groups, Spotlight and Celebrity. Our **Spotlight** team is a non-competitive team that represents DAW at community events, festivals, and performances. Our **Celebrity** team is a competitive team that represents DAW at local, regional, and national dance competitions. 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.

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

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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 wishing to participate in our Spotlight team must have a good financial history (no significant late payments, etc) and must have their account current. Spotlight dancers must also have a history of good attendance and good sportsmanship. Spotlight members will be expected to follow directions, accept and apply corrections, and have an eagerness to grow and improve as a dancer and performer. If we have enough members on our team, Spotlight dancers may be divided into two levels. Also, if enough dancers commit to the team, we will likely be able to grant our Spotlight teams their own personal group class times during the week. Those wishing to be a part of our Spotlight team should turn in their commitment form no later than July 31, 2022.

## *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.

**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
- Props & Costumes

## *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](mailto: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 equal to 1 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. Unexcused absences are not allowed during Red Weeks.

**Red Weeks** - Dancers are not permitted to miss classes or rehearsals during RED weeks for any reason. Red weeks are typically considered to be the week prior to a performance. Missing during a RED week could result in a dancer being removed from the next performance.

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 performance 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

**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 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.

## *Classes*

### *Weekly Required Classes*

Spotlight	<ul style="list-style-type: none"><li>• Ballet</li><li>• Jazz</li><li>• Routine Rehearsal</li></ul>
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### *Company Kick Off*

Our first bonding team event of the season will be our kick off weekend on August 13th and 14th! Spotlight dancers will have a fun class on Saturday and then join in on a team bonding party on Sunday. This event is required for all members of The Company.

## *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.

## *Financial Commitment, Fees, and Other Costs*

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. 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** - Costumes for Ballet, Jazz, and any additional classes
- **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 Fee** - Routine fee consists of costume, choreography, and entry fees and will be divided into 2 equal installments and auto drafted on the 15th of September and October (see chart below).

## *Routine Fee*

<b>Routine</b>	<b>Cost</b>	<b>Includes</b>
Performance Routine	\$300	Costume, choreography, and entry / participation fees

## *Payment Schedule*

<b>Due Date</b>	<b>Description / Action</b>	<b>Fee</b>
June 25 - July 31, 2022	Enroll in required and optional classes *make payment in portal	\$55 Registration fee



August 1, 2022	Membership + headshots *auto drafted	\$320
	Kick Off fee *auto drafted	\$35
August 15	Misc. company expenses- *jacket, dancewear, etc.	TBD
September 15	½ Routine Fee *auto drafted	\$150
	Prop / Set fee *auto drafted	TBD
October 15	Routine fee balance *auto drafted	\$150
November 15	½ Non company costume(s) *auto drafted	TBD
December 15	Remaining non co costumes *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*

We do not have performance dates yet, but we are working hard to get these on the calendar asap. As soon as we become aware of these dates we will let you know. We anticipate most festivals and other community festivals to take place in the fall and spring.

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

Company Kick Off	August 13-14, 2022
First Week of Classes	August 15-19, 2022

Headshots + team photos	September 10, 2022
Extended Spotlight Rehearsals and Hair & Make Up Workshop	September 9, 16, 23, and 30
Music & Arts on the Plaza	October 2, 2022
Spotlight Christmas Party	December 10, 2022 after rehearsal
Company Showcase	January 15, 2022