

# MULFORD DANCE COMPANY

## A Guide for Students and Parents

FOR MORE THAN SIX DECADES our school has been a leader in dance education. We believe that our success comes as a result of providing solid training and quality service, along with an underlying belief in the strength of our organization. We have created this handbook to offer our dancers and their parents a clear understanding of their commitments and responsibility to the MULFORD DANCE COMPANY and the school.

➤ Dates and/or expenses listed in this handbook are subject to change. Please check emails for updates.

### For Our Dancers

Congratulations! You have been accepted into the MULFORD DANCE COMPANY. The first step to becoming a successful dancer is making a solid commitment to your classes, rehearsals, and performances. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class, rehearsal, or performance as an opportunity to become better at what you love to do. Dance

full out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers and choreographers you work with is essential. Listen to each correction given, whether it's directed to you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

All rehearsals are dedicated to choreography or "cleaning" the choreography. A dancer who misses a rehearsal holds back the progress of the entire group. Repeating the choreography from a previous session for those who were absent takes up valuable rehearsal time, which could result in a performance that is not up to par. When we clean choreography, we may also change it. Dancers who miss a cleaning session may not be properly prepared for the upcoming performance and could end up letting themselves, their team, or the school down.

Performances and competitions are your opportunity to show the world the results of your dedication and hard work. To make the most of this opportunity:

- Arrive at shows/performances at least one hour prior to the scheduled time, competitions arrive an 1 ½ to 2 hours prior unless otherwise advised by your teachers.
- Be sure you are properly warmed up.

- Present yourself in a professional manner, with costumes pressed, shoes cleaned, and all accessories accounted for.
- Go out there and show the audience how much you love to dance!

### **Injury or Illness:**

I understand that in the event of an injury or illness, to keep my spot on the team there will be no refunds or deductions in tuition or fees for missed time/classes. I am expected to sit and watch class with an injury or illness, when possible.

### **Not Being Able to Dance Full Out in Class**

If a student has an illness or injury, they are still expected to attend their company classes unless their illness or injury is grave. They should try to dance or walk through class, or at the very least watch the class. If students are attending classes, but are for whatever reason, unable to dance full out (meaning giving it their all) with the group for more than 2 classes, we still have the problem that the student is not actually physically dancing with their group members. We will be grateful that the student is there watching and it is expected so (it shows dedication and will give the student a much better chance of catching up), but we still cannot fully work the dances, see what the dances look like, and we cannot make sure their partners are prepared. Even if students are in attendance, if they are not able to dance “full out”, we may have to curtail what they do.

Note: We have seen students trying to hobble through classes with an injury (because they are dedicated, because they want to dance, and because they don't want to let their team down), but who in reality for their own safety's sake and for the team's sake should discuss with us the

possibility of withdrawing from whatever upcoming event we have. We often hear a student or parent say, “I’ll be fine for the performance, I just can’t practice until then, but I know I can do it.” This position although extremely noble, is sometimes just not fair to the other members of the team (who can’t fully prepare), and can be physically dangerous to the student.

If a student has any injury or physical limitation whatsoever, they must notify the staff and let us know the nature of the injury and what limitations the student has, what the doctor has said, when their appointments are, and what the expected duration of the injury and recovery is. We need to know this so we know how to plan. Student’s are responsible for learning what they missed.

**A Doctor’s note is required to sit out of class.**

➤ True progress is made when you look at each class, rehearsal, or performance as an opportunity to become better at what you love to do.

For the Parents: *“We’re in this together”*

We believe that children’s success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child’s dance education.

Our program relies on a positive atmosphere for our faculty, Company participants, and their parents; it

promotes a positive learning experience for all involved. Cooperation between all parents is expected. Showing respect for the other parents, along with the students and faculty, makes an important impression on the children. You are a role model for your child in how to interact with others in a professional setting.

The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, they share a common goal: to assure that every child receives the best possible training, both physically and mentally. Mutual respect between our faculty and our dancers' parents provides the children with the ultimate care and education.

### **Understanding Dance Education**

As a parent, the financial support of your student is important, but of equal—perhaps even greater—value is your emotional support. Encourage your child to be the best that he or she can be without regard to what others may achieve. Dance is an individual art form; each child needs to achieve at a pace that's comfortable for him or her. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage the children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Dance education encompasses far more than technique or the steps your children will learn. We believe the discipline of dance training gives young people a better understanding

of commitment by offering them the chance to learn, experience the spirit of teamwork, and understand what hard work can accomplish. Our goal is to educate the minds, bodies, and souls of our students, to teach them the skills needed for a successful life, whether or not they stay involved in dance.

➤ The financial support of your student is important, but of equal—perhaps even greater value is your emotional support.

### **Class or Choreography Placement**

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some dancers who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with dancers who are more proficient by pushing themselves to work harder.

Placement is highly individual and the factors that go into the decision are complex. Please see the school's director if you have questions or concerns about your child's placement.

### **Dos and Don'ts**

Students **MAY NOT** dance at any other studio at any time as a company member of the studio! This may result in dismissal from the company.

Some parents may compare their child's progress or class or choreography placement to that of others in the program. Watch for this behavior in your children as well, and encourage them to focus on their own accomplishments. Looking to others for inspiration is a good thing; however, a negative focus or comparison distracts from the energy that could be focused on becoming a stronger dancer. In addition, speaking negatively about your child's teachers, fellow dancers, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will react to their parents in a way that imitates the parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring important behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully to their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education, don't panic—and please don't talk only with other parents when questions arise. Make an appointment to speak directly to your child's teachers or the director of the school. Please conduct all communication through the school office rather than approaching your child's teacher

or the director between or during classes or calling them at home.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and can offer expertise in the field of dance education.

➤ **Class placement of students is highly individual and the factors that go into the decision are complex.**

**Conduct** Company dancers must be courteous, kind, and respectful to all teachers and classmates (both those that are in the Company and those that are not) at all times. This certainly includes when you are in the studio classrooms, the studio dressing rooms, and at all of our performances, conventions, and competitions. This also includes when you are out in public, when you email, when you text, and it also includes anything you might post on Facebook or similar websites.

You are role models for the other dancers at the studio, and they look up to you. We are a team and need to work together and treat each other like a team. Always encourage each other and stay positive. If there is ever a problem with students and/or teachers, please bring this (privately) to our attention immediately. We do not want any negative energy in this wonderful group. Please respect all dancers and teachers at the studio and especially at conventions and competitions. We are representing the MULFORD

DANCE STUDIO and want to foster a caring reputation of respect and teamwork. ALL OF THE ABOVE PERTAINS TO PARENTS AS WELL.

### **Facebook, Instagram and all social media**

Facebook can be a great communication tool; it also can be incredibly damaging. You may never under any circumstances post a picture or reference anyone else's name, address, or personal information without that person's expressed permission. You also may never post anything negative about our studio, staff, students, or any people that have any association to us. You may not say anything negative about any of the other dance studios in our area. If our Studio Name is anywhere even remotely posted on your Facebook page, you may not say anything negative about anyone without clearing it with us first. If you wish to post negative comments on your page, please remove all references to our studio before doing so.

### **Company Sisters/Brothers**

We will assign each dancer a sister for the year. We try to match new dancers with previous dancers. It may be someone you know well or not at all. It also may be someone that is older, younger, or the same age. It's merely to have a buddy for the year and a way to get to know each other. In the past, sisters have made cards and/or small homemade gifts that were given at competition. They have also helped each other with hair and makeup during competitions and performances. Please: We cannot accept

requests to assign specific students to one another as sisters. It creates an untenable situation for us. The studio and/or senior dancers will assign sisters/brothers, and we expect that everyone will treat their sisters/brothers with respect, care, and enthusiasm.

### **Events/Dates/Costs**

The students will participate in several events during the year. Parents are responsible for getting their child to and from all events or for making arrangements with another family to do the same.

### **Talk about Problems Privately**

If you feel that we have been unfair, call us privately. To investigate any situation, it is useful if we know the dates, times, who was involved, what happened, what was said, what was heard, and any other pertinent facts and details; and the more private all of this remains, the better.

When problems are prematurely made public without all of the facts being presented from all sides in a calm and clear manner; confusion, gossip, and misunderstandings run rampant among not only the parties directly involved but also among those who hear about the concern second hand.

For this reason, when a problem arises, to resolve it in the quickest way possible, please don't discuss it with other students, other parents, or the teachers of the school. Please just notify Miss Kim as soon as possible and discuss it with no one else. After we have collected facts and discussed possible courses of action, we always have the option of making what we have discovered public.

## For Dancers and Parents

### **Image**

The children and parents involved in the Dance Company participate in many outside activities, each of which becomes a reflection of the school's philosophy.

Please keep the following in mind:

- We never speak negatively about teachers, dancers, or parents from other schools.
- We never create conflict with the directors or judges of events in which we participate.
- We never recruit dancers from other schools.
- The school director handles all communication with the directors of our outside activities.
- No parent or dancer may call or question the directors of any event. If you have a concern, please contact the director of our school.

## **TIPS: DRESS CODE REQUIREMENTS**

Each company will have a set dress code and will be required to wear the same dance clothes for class. You may get your own leotard or purchase them through the studio. Our price for any company leotard listed below is \$28. The booty shorts are \$16. We will accept orders until September 17<sup>th</sup>.

<b>Company</b>	<b>Leotard</b>	<b>Tights + Shoes</b>
SR Company	Any style in black	Black booty shorts for jazz + tap, Black [for jazz/tap] or pink [for ballet] tights, split-sole ballet shoes, oxfords
JR Company	Capezio Adult Tank Leotard in Garnet	Black booty shorts for jazz + tap, Black [for jazz/tap] or pink [for ballet] tights, split-sole ballet shoes, oxfords
Petite Elite Company	Capezio Adult Tank Leotard in Hunter Green	Black booty shorts for jazz + tap, Black [for jazz/tap] or pink [for ballet] tights, split-sole ballet shoes, oxfords
Petite Company	Capezio tank Leotard in Navy Blue	Pink tights, split-sole ballet shoes, oxfords. You may wear navy booty shorts for tap and jazz

Apprentice Line	Capezio tank Leotard in Royal Blue	Pink tights, split-sole ballet shoes, oxfords. You may wear Royal blue booty shorts for tap and jazz.
Sr Crew, Jr Crew or Kid Crew	Hip-hop wear	sneakers

2019-2020- Warmup Suit- All members are required to have a warmup suit.

Prices are below:

Full Warmup Suit- \$130

[On the bi-year, You can order separate pieces if needed.

Jacket only is \$85, pants are \$45]

**ORDER WARMUP SUITS BY SEPT. 15<sup>th</sup>, 2019.**

A company warm-up, rain poncho, T-shirt is required for all members.

Company attire will be ordered no later than September-  
**NO ACCEPTIONS!**

➤ **Company dancers are required to wear appropriate shoes for all classes and rehearsals. Make sure shoes are clean and polished for each performance.**

## **Rehearsal and Other Information**

Rehearsals are an important part of the commitment to the Dance Company. All dancers are expected to work hard and arrive early enough to give themselves time to warm up.

<b>Company</b>	<b>REHEARSAL #1</b>	<b>REHEARSAL #2</b>
All levels	Saturday, 10-5	Sunday, 10-4

\* Additional rehearsals may be scheduled at the discretion of the teacher/choreographer. All dancers are required to participate.

No Company dancer may miss more than TWO rehearsals [with the exception of mandatory rehearsals, no missed rehearsals allowed] during the season. A season starts and ends in August. There will be no exceptions to this rule. Dancers who need to be excused are required to notify the school 24 hours prior to the scheduled rehearsal. Any dancer excused from a rehearsal is responsible for learning any missed choreography prior to arriving for the next rehearsal.

All Company dancers must attend rehearsals in proper dance attire and appropriate shoes. Team members are required to wear their hair pulled back or in a bun for all rehearsals. Ballet rehearsals require the color-coded leotards.

➤ It is expected that all dancers will be on their best behavior during rehearsals and work as team players at all times.

## **Tuition and Expense Policy**

Part of the commitment to the Dance Company is being up-to-date with all accounts related to participation.

- **Entry fees for competitions or conventions are generally due 8-10 weeks prior to an event. Please refer to the competition schedules included in this handbook.**
- **All competition costumes must be paid in full before costumes are ordered.**
- **ONCE THE COMPETITION SCHEDULE IS HANDED OUT, YOU WILL HAVE 24 HOURS TO NOTIFY US OF ALL VACATIONS THAT CONFLICT.**
- **IN SEPTEMBER, PLEASE HAND IN VACATION DATES FOR THE ENTIRE YEAR.**

## **The Focus Is Not Simply on Competition**

Since it is our goal to instill a passion for performing rather than merely the desire to win awards, Company dancers have performance opportunities other than competitions. They perform for nursing homes as well as local parades. There are lecture-demonstrations at local schools and other similar performance opportunities. We believe the lessons learned through concert performances are just as valuable as the competition experience.

Our solid reputation for quality reflects our attitude toward competition and our goal to develop in each student a genuine respect for dance as an art form. We consider

participation in competitions not simply part of our students' training as dancers; it's also an important part of how we influence them as people. With the right focus, the experience gained in competition can be an excellent source of self-confidence. If the dancers feel good about a performance and understand that they become better each time they go onstage, they are truly growing through the competition experience. Hitting that stage and doing the best they can is what it's all about; whether they win—or which award they win—is secondary.

Through participation in competitions, we hope to instill in our students an appreciation for other dancers and schools. We are not out to beat anyone; instead, we hope to motivate both students and faculty by exposing them to the highest caliber of talent available. Only then can we produce the best dancers and teachers possible. For us, competition is an education!

➤ We believe the lessons learned through concert performances are just as or even more valuable than the competition experience.

➤ **Class Requirements**

➤ Enrollment in specific classes is required to participate in the Company. These are the minimum requirements. Sometimes students may be required to take more technique classes.

➤ **JR/SR CLASS REQUIREMENTS ages 12+up:**

➤ **STUDENTS MAY PARTICIPATE IN ONE, TWO OR THREE ENSEMBLES:**

- *BALLET ENSEMBLE, JAZZ ENSEMBLE, TAP ENSEMBLE*
- EVERY DANCER MUST TAKE AN EXTRA CLASS OF THEIR CHOICE.
- EVERY DANCER MUST TAKE THE COMPANY CHOREO CLASS.
- THESE ARE THE MINIMUM ENSEMBLE REQUIREMENTS:
- **Sr Co:**
- ALL 3 ENSEMBLES- 3 BALLET, 2 JAZZ, 1 TAP, 1 EXTRA, ALL CHOREO CLASSES
- BALLET ENSEMBLE- 3 BALLET CLASSES, 1 EXTRA, CO CLASS
- JAZZ ENSEMBLE- 2 JAZZ, 1 BALLET, 1 EXTRA, CO CLASS
- TAP ENSEMBLE- 1 TAP, 1 BALLET or JAZZ, 1 EXTRA, CO CLASS
- BALLET AND JAZZ ENSEMBLES- 3 BALLET, 2 JAZZ, 1 EXTRA, CO CLASSES
- BALLET AND TAP ENSEMBLES- 3 BALLET, 1 TAP, 1 EXTRA, CO CLASSES
- JAZZ AND TAP ENSEMBLES- 2 JAZZ, 1 TAP, 1 BALLET, 1 EXTRA, CO CLASSES
- Extra rehearsals may be needed are required- no extra fees for these rehearsals.
- Taking extra classes weekly are always encouraged.
- **Jr Co:**
- ALL 3 ENSEMBLES- 2 BALLET, 1 JAZZ, 1 TAP, 1 EXTRA, ALL CHOREO CLASSES

- BALLET ENSEMBLE- 3 BALLET CLASSES, 1 EXTRA, CO CLASS
- JAZZ ENSEMBLE- 2 JAZZ, 1 BALLET, 1 EXTRA, CO CLASS
- TAP ENSEMBLE- 1 TAP, 1 BALLET or JAZZ, 1 EXTRA, CO CLASS
- BALLET AND JAZZ ENSEMBLES- 2 BALLET, 1 JAZZ, 1 EXTRA, CO CLASSES
- BALLET AND TAP ENSEMBLES- 2 BALLET, 1 TAP, 1 EXTRA, CO CLASSES
- JAZZ AND TAP ENSEMBLES- 2 JAZZ, 1 TAP, 1 EXTRA, CO CLASSES
- Extra rehearsals may be needed are required- no extra fees for these rehearsals.
- Taking extra classes weekly are always encouraged.
- **PETITE ages 9-11///PETITE ELITE ages 10-15**
- **TWO ENSEMBLE MINIMUM**
- **Dancers in two ensembles must take 4 hours minimum per week- this includes the company hour.**
- **Dancers in three ensembles must take 5 hours minimum per week- this includes the company hour.**
- STUDENTS MAY PARTICIPATE IN TWO OR THREE ENSEMBLES.
- *BALLET ENSEMBLE IS REQUIRED FOR ALL DANCERS.*
- *CHOOSE ONE OR BOTH- JAZZ ENSEMBLE, TAP ENSEMBLE.*
- EVERY DANCER MUST TAKE AN EXTRA CLASS OF THEIR CHOICE.
- EVERY DANCER MUST TAKE THE COMPANY CLASS.

- Extra rehearsals may be needed are required- no extra fees for these rehearsals.
- Taking extra classes weekly are always encouraged.
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- **JR ages 9-13 AND SR HIP-HOP CREW ages 12+up**
- ONE HIP-HOP CLASS
- CHOREO CO CLASS
- ONE EXTRA CLASS OF YOUR CHOICE
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- **KID HIP-HOP CREW ages 8-11**
- THE ONLY CLASS REQUIREMENT FOR KID CREW IS ONE HIP-HOP CLASS.
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- **APPRENTICE LINE ages 7-9**
- **TWO ENSEMBLE MINIMUM**
- **Dancers in two ensembles must take 3 hours minimum per week- this includes the company hour.**
- **Dancers in three ensembles must take 4 hours minimum per week- this includes the company hour.**
- **STUDENTS MAY PARTICIPATE IN TWO OR THREE ENSEMBLES.**
- *BALLET ENSEMBLE IS REQUIRED FOR ALL DANCERS.*
- *CHOOSE ONE OR BOTH- JAZZ ENSEMBLE, TAP ENSEMBLE*
- **EVERY DANCER MUST TAKE THE COMPANY CLASS.**
- Extra rehearsals may be needed are required- no extra fees for these rehearsals.
- Extra classes are always encouraged.
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- **MULFORD MINI'S- AKA M&M'S ages 5-7**
- -Girls- classes must include minimum ballet and jazz.
- -Boys- either hip-hop, musical theater, tap or any other genre.

## **ABOUT COMPETITIONS**

### **Attendance**

When a competition runs over the entire weekend, we expect our Company dancers to attend the full event whether or not they are competing on a particular day. We work as a team, always available to support each other.

### **Independent Entries**

No dancer may compete in any competition as an independent entry without the permission of the school director.

### **Cash Scholarships**

Soloists will receive a school credit for the amount of any cash scholarship awarded. It will be applied to lessons, costumes, entry fees, or other expenses related to dance training.

Cash scholarships awarded to dancers who perform duos, trios, or ensemble pieces will be divided equally and placed in student's account as a credit.

## **MANDATORY OR OPTIONAL EVENTS-**

**There will be a certain # of required events for all dancers. If a student does not participate in an event**

**without express prior permission from the director they will be asked to sit out of next event, but they must attend the event as part of the team. If fees were paid for that event there will be no refunds.**

**We will also offer optional events for the dancer interested in doing more than the required events. They may only do these events as long as they participate in all mandatory events.**

### **PARTICIPATION IN EVENTS**

- **Please attend meetings, sign up for Remind texting and read all e-mails, newsletters, facebook postings to keep updated about any additional commitments. It is the sole responsibility of the dancer to keep updated with all information including changes in dates, times, events, etc.**
- **From time to time dates can change. We will most likely replace the changed date to another date. Dancers are still expected to participate in the event of a date change. Only exceptions would be immediate response and the reason must be approved. Other activities not excused, dr's appointments [if there is an adequate amount of time to change the date), ungraded school functions- we require a note for absence for graded school events, parties, driving vacations like the shore, etc are not excused. Exceptions may include high school sr events such as prom and graduation, flying vacations. WE RECOMMEND VACATIONS NOT BE TAKEN DURING COMPETITION**

SEASON. THE DANCERS WORK SO HARD FOR THIS AND IT IS NOT BE FAIR TO THE REST OF THE TEAM TO HAVE TO REARRANGE DANCES. THE DANCER MAY BE ASKED TO NOT PARTICIPATE IN COMPETITIONS IF YOU CAN NOT PARTICIPATE IN ALL COMPETITIONS.

When we have company members not participating in events it makes it very difficult for the dancers remaining.

- SUMMER INTENSIVE IS REQUIRED FOR COMPANY DANCERS.

**SUMMER 2019 SUMMER INTENSIVE  
DATES ARE JULY 6-10, 2020**

- We understand you may choose to take your child out of a mandatory event but we hope you understand there may be consequences.
- REMEMBER DANCES ARE CHOREOGRAPHED WITH A CERTAIN # OF DANCERS IN MIND.
- PLEASE DO NOT PARTICIPATE IN THE COMPANY IF YOU CAN NOT FOLLOW THE RULES OF PARTICIPATION.

### **Competition Entry Fees**

Entry fees vary with each competition. A flyer will go home for each individual competition.

All entry fees include an additional \$5 per dance charge to cover expenses associated with the school's participation in competitions, including mailings, entry processing, office staff, music editing, etc.

➤ **Entry fees are due in the school office 8-10 weeks prior to each event.**

## **TUITION**

Tuition must be up-to-date at all times. We cannot accept payments for competition/conventions if you are behind in your tuition.

## **Costumes**

Costume payments are the sole responsibility of the parent or guardian. Team members compete in ballet, tap, lyrical, theater jazz and jazz. Additional costumes may be required for the production number, which includes all Company dancers from all levels. The average cost of a costume is \$80 to \$110, plus props.

If a Company dancer is dismissed or leaves the program, an understudy will replace him or her. The student leaving the team is expected to turn in all costumes to the school office; they will be returned to the student after the last performance of the season.

## **TIPS: COSTUME COMMON SENSE**

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a garment bag for travel.
- ✓ Carry hats in a hatbox or container to prevent them from damage.
- ✓ Hang and press costumes before each performance.
- ✓ Place your name in all costumes and shoes.

## **Summer Program**

The Summer Intensive Program is a mandatory activity for all Company dancers. Classes will take place at the studio.

➤ All Summer Program tuition is due a week before recital.

Changes can be made to any policy at any time.

## **A Final Note**

Welcome to the MULFORD DANCE COMPANY! We look forward to an exciting, rewarding season!