

# DISCOVER DIVISION

## *Handbook*

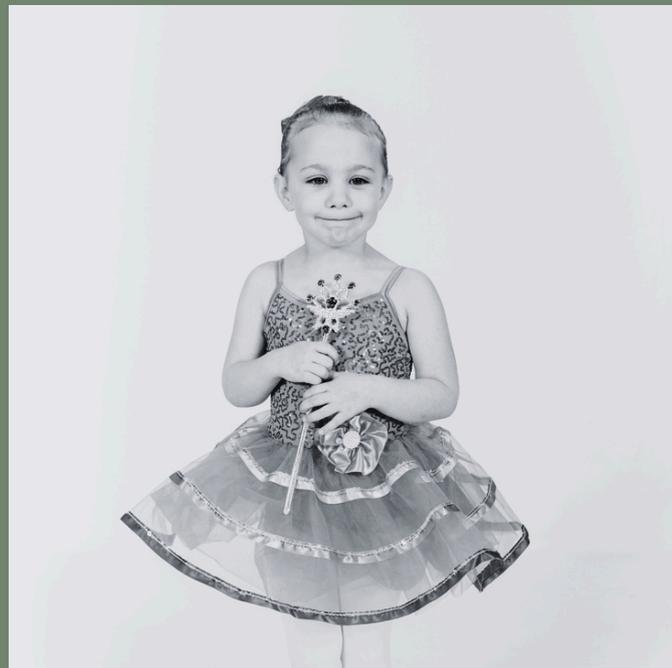
Our Discover Division is comprised of preschool age students who are new to the world of dance. This group is presented with more playful training practices that give attention to rhythm and repetition. DCDC follows the Dancely curriculum dedicated to our favorite little ones, aged 3-5 years old, to get them moving, shaking, and most importantly, having fun! We offer two performance opportunities every year, equating to one performance per term.

This book contains all important information regarding the upcoming 2024/2025 Discover Season



# TABLE OF CONTENTS

Welcome	3
Discover Members	4
Respect & Discipline	5
Rules & Policies	6
Classes	7
Investment	11
Communication	13
Director's Note	14



# WELCOME!



We are excited to have you a part of the Dawson Creek Dance Co. Team! Thank you for your passion towards the arts and putting trust within our studio to help develop your dancer(s) artistry. Please take time to read this handbook in its entirety as it contains valuable information regarding the upcoming season.

Any questions or concerns can be directed to  
[info@dcdanceco.com](mailto:info@dcdanceco.com)

Please add us to your address book to ensure the successful delivery of our emails and information.

## *Mission*

DC Dance Co. is committed to encouraging all dancers to strive for excellence while enjoying the journey along the way. We believe each dancer has the ability to increase her/his physical, emotional, and intellectual well-being through dance and is a main focal point of ours. DC Dance Co. promotes strong self-confidence, self-respect, discipline, and appreciation through the facilitation of the fine arts of dance. We aim to help inspire every dancer to find and develop the creativity inside herself/himself.

## *Vision*

DCDC's Vision is to offer many performance opportunities to both competitive and non-competitive students that will inspire, educate and develop an appreciation of the fine arts within our region. Through our focus towards well-being and community minded practices, we hope to cultivate a studio and its members who leave a positive impact within this world.

# DISCOVER MEMBERS

## **Agreement:**

By joining our Discover dance program, you are committing to your young dancers growth into dance. They will explore movements new to them, learn progressional steps and have the chance to perform on stage. We are committed to creating a safe and inviting space for all our Preschool age students, so they have the best experience possible. Does your child suffer from separate anxiety? Have shy tendencies? or even have trouble hearing? Let us know. We are here to aid in the growth of your child not only in dance but also in social settings. Our coaches are experienced with different emotions and personalities.

All Discover students **MUST** be fully potty trained to join classes.



## RESPECT & DISCIPLINE

All members of DCDC (parents and students alike) are expected to show respect to everyone and everything associated within the studio. Inside our Discover class room we understand child development and expect to see some behaviour that may need to be corrected. We are a gentle and kind facility that will communicate to the parents if any behaviours happen during class time. We will not force friendships and we do our best to keep hands to self. If a parents has any questions or concerns please contact us.

Minor to moderate circumstances requiring disciplinary actions (hitting, pushing, unkind words, disruptive behaviour) will follow a “fix it” solution involving all persons associated. We In saying that, do not take bullying lightly and will treat each situation with care. Infractions towards studio rules, policies and/or values will follow the steps below:

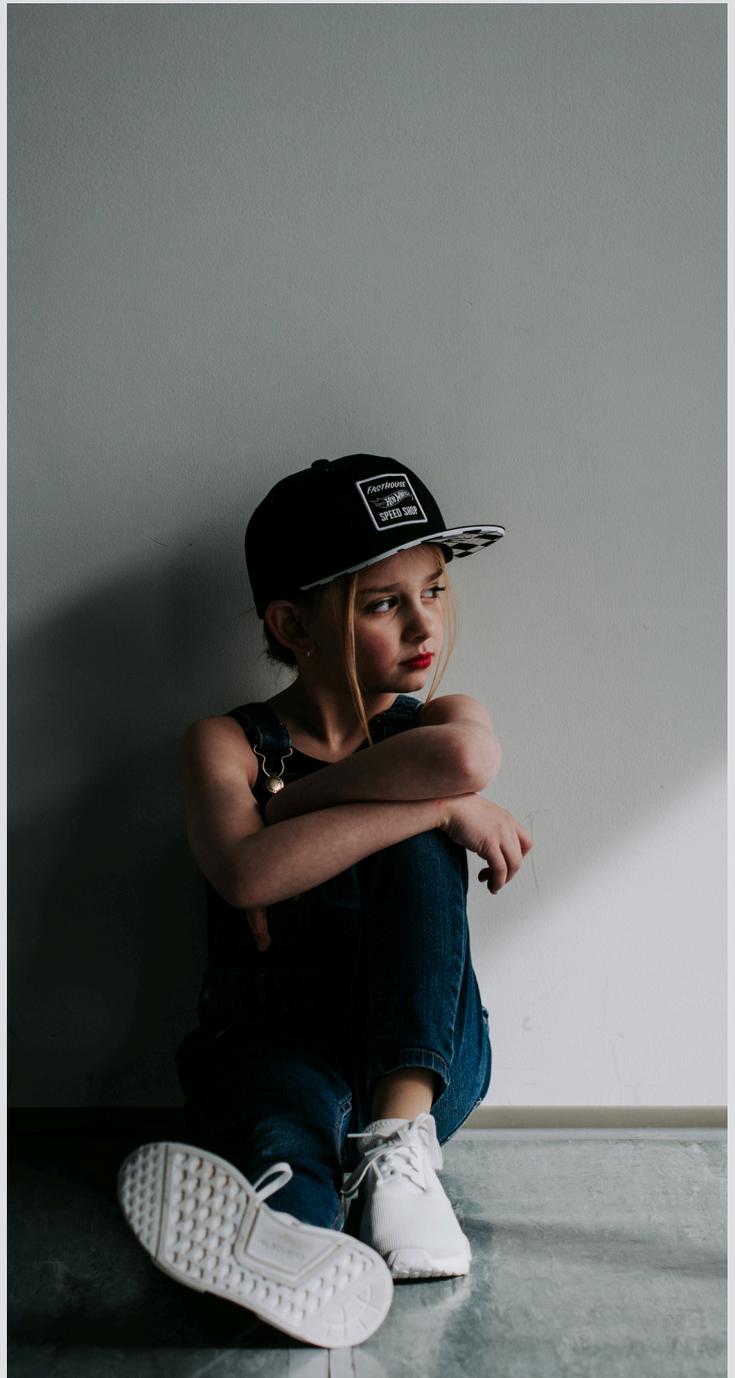
Minor to Moderate Incidents:

Step 1: Student(s) will be kindly approached with a warning and explained why their behaviour is inappropriate.

Step 2: If behaviour does not change, parents will be notified and given the opportunity to work through at home.

Step 3: Teacher and Parents will have a meeting regarding student so discuss a strategy for the success of the child.

\*\*Student will be allowed to finish off the current season, however if we do not see changes in behaviour the student may not be invited back to join the team in the following year.\*\*



# RULES & POLICIES

## **Student pick up/Drop off:**

Students can be dropped off up to 5 mins prior to class start time and must be picked up within 5 mins of class end time. Students will wait inside the classroom until parents arrive. No Discover student will be left alone in the lobby at anytime. Please ensure prompt pick up as another class may be starting after your dancer is finished.

## **Punctuality:**

Be on time! It is very distracting to young students when classmates are dropped off late. This creates chaos for the coach to try and regain focus from the class.

## **Lost and Stolen Items:**

Dawson Creek Dance Co. Ltd. (and affiliates) are not responsible for any lost, stolen or damaged property. Please leave all valuables at home and bring minimal belongings to the studio.



# CLASSES

Discover students who are wishing to perform are required to register for Ballet, with tap as the other option. Non performance classes are available for those looking for classroom exposure only. These classes are Jazz and Hip-Hop. All new and returning students will be placed in the appropriate level according age and number of years experience. Classes are offered to ages 3-5 years. Please respect your director and teachers' choice in their decision on where your dancer(s) is/are placed.



## **Withdraw:**

The deadline for withdrawal for any Discover Dance classes is October 15th for Term 1 and February 1st for Term 2. Written withdrawal notice, preferable by email, must be received prior to this date. Reimbursement for remainder of term will be issued upon withdrawal. If student withdrawals after withdraw date no reimbursement will be issued.

## **Class Cancellations:**

Classes will not be cancelled due to weather conditions or non-bus days unless a major safety concern is presented. In the event a class has to be cancelled, we will make every effort to notify all students/parents via email and/or phone.

## **Viewing Classes:**

We will have one 'Guest' week before December Holidays in Term 1 and another before Spring Break for Term 2, where each dancer may bring up to 2 guests into the class to observe and participate! Please keep an eye out through our social media pages and newsletters for when these will take place, dates to be determined.



## GENRE INFO & DRESS CODE

All dancers must be dressed in the appropriate attire requirements listed below for each class genre. This includes shoes, hair, and tights. Students will be given 3 written warnings if they come unprepared and will be asked to sit out if the problem persists.

### **Ballet: Performance Class**

Bodysuit - Any Color, Avoid glitter or sparkle

Ballet Tights -White

Ballet Slippers -Pink Leather

Hair must be pulled back into a neat ballet bun

### **Tap: Performance Class**

Bodysuit - Any Color, Avoid glitter or sparkle

Ballet Tights - White

Black Tap Shoes

Hair must be pulled back tight and out of face

### **Jazz: Non Performance Class**

Bodysuit or Form Fitting Tank Top

Tights, Leggings or Bike Shorts

Bare Feet

Hair must be pulled back tight and out of face

### **Hip Hop: Non Performance Class**

Bodysuit or Form Fitting Tank Top

Tights, Leggings or Bike Shorts

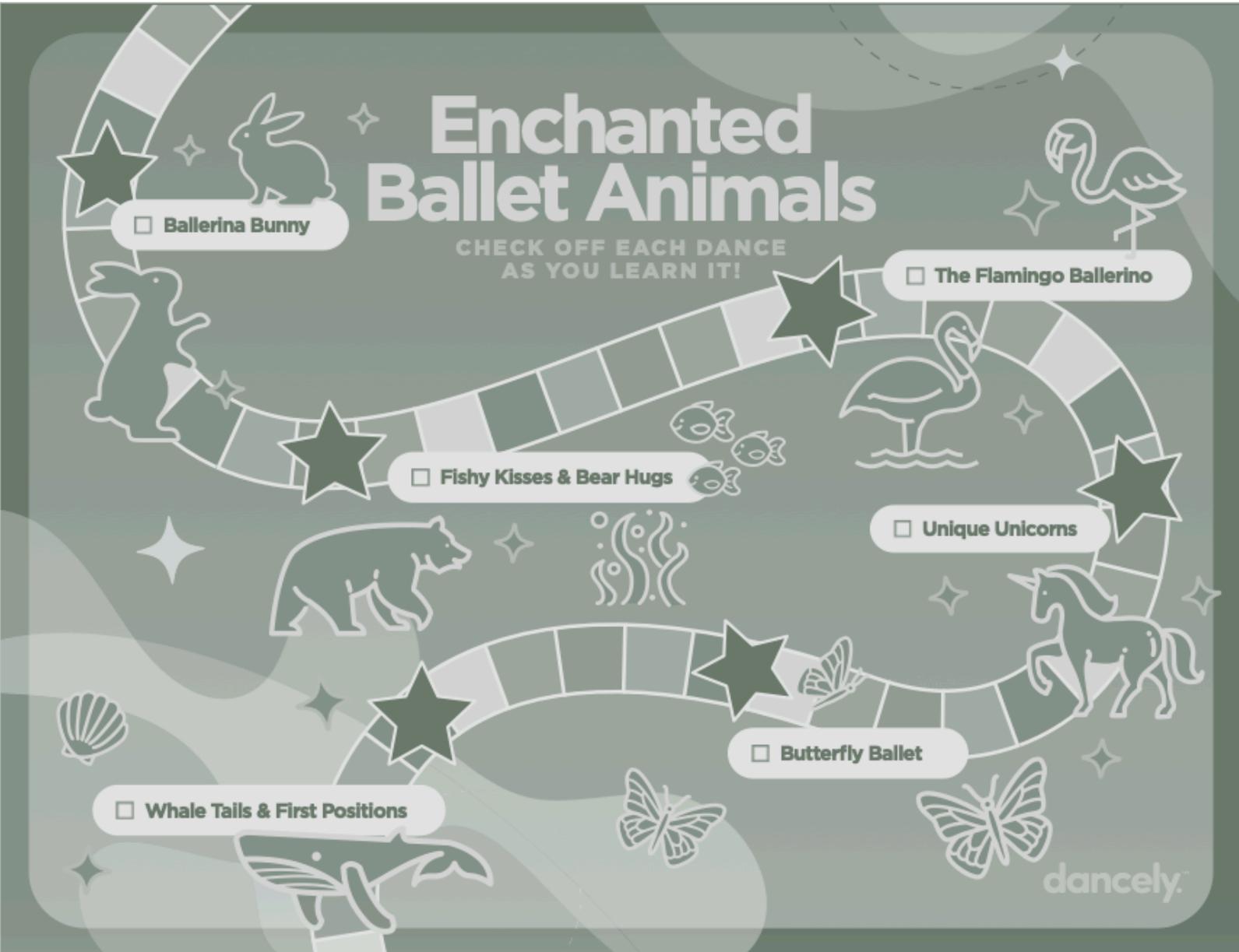
Bare Feet

Hair must be pulled back tight and out of face

# CLASSROOM TRACKER & MUSIC

See below an example of a Ballet class tracker. Once a child completes a song and dance they will get a star showing completion. One unit will complete the entire track.

Song examples are below for different genres chosen.



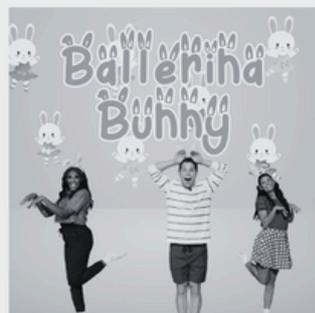
A WORLD OF KINDNESS



ANIMAL FREEZE



BUNNY BALLERINA



BALLOON BOP-POP



## OTHER INFO

### **Performances:**

The exciting part about participating in our Discover Dance Program is the Term End Recitals! Term 1 recital will happen in December while Term 2 Recital will happen in May. Dates of each will be released closer to said months. These are a wonderful way to showcase all our dancer's hard work throughout the year.

Mandatory rehearsals will take place the week prior to the recital – if a dancer fails to attend rehearsals, they will not be permitted to perform in the show. We have a limited amount of time on the stage all together, and all dancers must be present. Our Discover dancers will be accompanied on stage by their coach and will have lots of support back stage prior to performing. All Discover students share a room backstage where they can sit and color, watch a movie or play quietly as they wait for their turn to dance. The Discover room is always under supervision with multiple coaches and helpers present to assist with anything the dancer may need. Parents are asked to leave child at theatre doors and allow coaches to take students to the Discover room. If a child is having difficulty or needs extra attention parents are allowed to briefly escort child to dressing room and take the time to say good bye.

### **Photography:**

Dance photos will be taken for each dance performed in the Term 2 Spring Recital. Costumes, hair and make-up must be done prior to arriving for photos. If your child is in multiple dances, their photos will be scheduled back to back for quick turn around. Hair must be worn as stated on the costume sheet but make up is optional and should be worn naturally, not as stage make-up.

### **Spring & Summer Sessions:**

DCDC host's annual spring and summer sessions where your dancer(s) have the opportunity to continue their training past the regular season. These sessions are a great option for any dancer(s) who are interested in trying out the variety of the dance genres we offer without the commitment to a longer term. Crafts and outside play are also included in our summer sessions!



# YEARLY FEES, PAYMENT & ADDITIONAL FEES

GENRE	30 Mins	45 Mins	
BALLET	\$160	\$205	
TAP	\$145	\$190	Term 1 & Term 2 pricing is the same.
JAZZ	\$115	\$140	Each Term is 14 weeks
HIP HOP	\$115	\$140	Costume and performance fees included.

Discover Division Fees are to be paid in full prior to the first day of classes. Term 1 payments due September 13th and Term 2 payments due January 15th. A Financial Agreement Form will be attached to your welcome email and must be completed and returned with payments on or before your first class.

We accept Cash, Cheque, E-Transfer (info@dcdanceco.ca), Mastercard, and Visa. We do NOT accept Debit/Interac. A \$25 NSF fee will be charged on any returned cheques. 1% charge will be applied to those using credit card payment.

If your term fees are 30 days past due, there will be a 5% interest charge on your balance owing.

If you need to use an alternate payment method or use of fundraising money, please contact us via email. If your child is taking more than three genres and you wish to do monthly payments, please contact us to set up your payment plan.

\$ 25.00 for Returning students

\$ 35.00 for New students

Registration fee must be paid at time of registration or you risk losing your spot. Spaces are limited and are taken on a first-come, first served basis. Registration fees are non-refundable and non-transferable, unless DCDC has to cancel classes due to the minimum participant requirements not being met. We reserve the right to refuse or cancel registration.

### **Additional Fees**

On top of the regular class charges, there are additional fees that come up throughout our season. To prepare yourself financially, please be aware of the following extra costs that are associated with registering for our Discover Dance Program.

### **Team Dance wear**

Dawson Creek Dance Co merchandise will be ordered in the fall – this will be an optional extra expense but is a great option for Christmas gifts!

### **Misc Fees**

Shoes, dance wear, tights, hair supplies, photos, souvenirs, NSF charges, recital tickets, DVDs, etc. are some of the other miscellaneous fees that occur throughout a season that also must be considered.



# COMMUNICATION

We believe communication is the key to success at DCDC. We strive to provide an open communication relationship between all dancers. Parents, please use your judgment before you come to us with any issues or comments regarding the studio or your dancer(s). If the information you'd like to provide will cater to your dancer's needs, we are happy to listen. With this being said, please respect our directors and instructors personal time outside of the studio. Please do not send text messages to our personal phones during weekends - unless we are actively working.

We will be available for response regarding studio concerns, Monday - Friday 9:00am - 6:00pm via email. Office staff will be available Tuesdays and Thursdays 1:00pm - 6:00pm. Please contact us via phone ONLY for emergencies or while traveling to and from Competitions/festivals. All important information and studio updates will be released through our several means of communication to suit the needs of all. This includes Email, Facebook, Instagram, Website and our Facebook Group Page found under Dawson Creek Dance Co. Dancer & Parent page and Portal Noticeboard. Please read through our newsletters released at the beginning of each month to obtain and comprehend all important upcoming information.

Feel free to tag us throughout your dance journey

#Dawsoncreekdanceco | #DCDC | #DCdanceco

Contact US:

[info@dcdanceco.ca](mailto:info@dcdanceco.ca)

[accounting@dcdanceco.ca](mailto:accounting@dcdanceco.ca)



## NOTE FROM DIRECTORS

We are incredibly grateful to be apart of such a beautiful community of dancers. It is our promise to provide you with a high level of instruction and care. We hope to bring experiences and opportunities that will last a lifetime. We are committed to cultivating a safe space for our dancers to learn and grow. We would not be here without you and we would like to thank you for your passion towards the arts and for choosing Dawson Creek Dance Co.

With Love,

*Melanie Keitsma*

Ms Melanie

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Ms Jeannie