

# LEGACY DIVISION

## *Competition Handbook*

Our Legacy Division is comprised of beautifully passionate individuals who strive for excellence in their craft. This team is presented with more intense training practices that give attention to the dancer as both an athlete and artist. We offer multiple performance opportunities every year for both national and international travel experiences. We believe in our Legacy Team's power and connection of Dance as an art form and are committed to supporting their growth. By offering this division within our studio, we are able to ignite the unique identities of our legacy members.

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



# TABLE OF CONTENTS

Welcome	3
Legacy Team	4
Respect & Discipline	5
Rules & Policies	6
Classes	7
Genre Info & Dress Code	9
Competition/Festival	11
Training Opportunities	13
Parent Involvement	14
Investment	15
Communication	18
Director's Note	20



# WELCOME



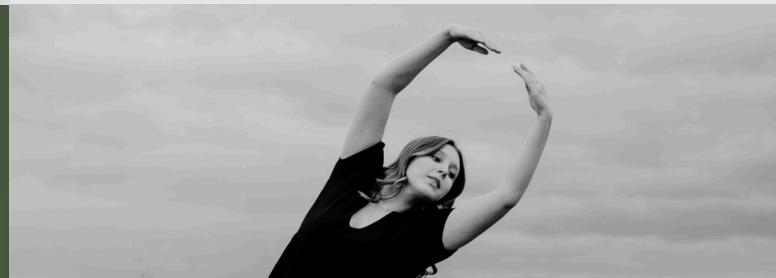
We're so excited to have you a part of the Dawson Creek Dance Co. Legacy Team! Thank you for your passion towards the arts and putting trust within our studio to help develop your dancer(s) athleticism and artistry.

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

# LEGACY TEAM

## ***Agreement***

By agreeing to join our competitive Legacy Division, you are committing to a team. All dancers are expected to do their best in creating a positive and encouraging atmosphere for their teammates, their teachers, their supporters and most importantly themselves. As mentioned above in our vision statement, we are working towards cultivating a studio and its members who leave a positive impact within this world. All of which starts with you; please be mindful of your actions, your dialogue, and your mindset.

## Legacy Team Dancers

Taking on the title of a competitive Legacy dancer at DCDC means that you will be viewed as a role model to others. It is our hope that you treat this role with the respect it deserves and always act with grace, gratitude and professionalism inside and outside of the studio.



# RESPECT & DISCIPLINE

All members of DCDC are expected to show respect to everyone and everything associated within the studio. This includes but is not limited to; yourself, fellow classmates, directors/instructors, parents, studio space, building facilities, etc. We also hope that this respect and modelled behaviour does not stop at the studio doors but instead continues and extends to those persons and spaces surrounding your everyday life.

We understand human nature and the concept that we all make mistakes. Minor to Moderate circumstances requiring disciplinary actions will follow a "fix it" solution involving all persons associated while Major infractions will follow a more strict approach. We do not take bullying lightly and will treat each situation with the necessary care it requires.

## Minor - Moderate Infractions:

**Step 1:** Student(s) will be approached with a warning and expected to change behaviour.

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

**Step 3:** All personnel involved will be required to attend a meeting with directors. This includes student(s), parent(s), instructor(s), etc. From that meeting a written solution will be developed to ensure that all persons involved understand the situation and implications.

*\*\*Students with minor-moderate infractions will be allowed to finish off the current season. However, if positive changes in behaviour do not occur, the student may not be invited back the following season. Please see major protocols if behaviour persists and turns into a major infraction\*\**

## Major Infractions:

Severe Infractions towards studio rules, policies and/or values will follow the process below:

**Step 1:** All personnel involved will be required to attend a meeting with directors. This includes student(s), parent(s), instructor(s), etc. From that meeting, a written agreement will be developed to ensure that all persons involved understand the situation, it's severity and the actions needed to upkeep our studio values and safety.

*\*\*We have the right to temporarily or permanently withdraw student(s) from all classes when seen as necessary. Current term fees are non-refundable, but any future term payments will be returned. If after costume orders have been submitted, costume fee(s) will still apply and costume(s) will be given to family upon arrival. If after festival deadline, festival fees still apply.\*\**

# RULES & POLICIES

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

Students can be dropped off up to 15 mins prior to class start time and must be picked up within 15 mins of class end time. Parents should encourage dancers to wait inside the building for pick up, not in the parking lot. Please note the spaces outside of the studios are unsupervised spaces: hallway, lobby, change-rooms, washrooms etc, any dancers using this space must be quiet, tidy and responsible (no horseplay, dancing, running, etc.). Parents and Guardians are encouraged to leave once classes are in session so as to not distract their dancer(s).

## **Punctuality:**

Be on time! The first 5-10 minutes of class is when the warm-up occurs. This is extremely important to prevent injuries. If you are late, you must ask the instructor how you can warm your body prior to joining class. Minor disciplinary actions will be taken if you are late more than 3 times.

## **Lost & 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. Company dancers have access to lockers, however they are not monitored or checked by staff. Any belongings left inside lockers is done so at your own discretion.

## **Cell Phones & Social Media:**

Use of technology is not permitted inside the studio/lobby. Students must ask permission to use their cell phone to make a call or text their parent/guardian. Upon entering the studio building, cell phones must be kept inside dance bag or placed in students locker on silent. Any misuse of cell phones or social media within the studio building is considered a major incident and will be dealt with accordingly. Senior students may use cell phones for training purposes upon teachers request.

For the safety and comfort of our Legacy Division members; technology rules stated above also apply within dressing rooms at competitions/festivals/conventions. Please exit the dressing room to call/text your parent or guardian and/or take pictures.



# CLASSES

## **Student Placement:**

Legacy students are required to register for a minimum of 3 classes to participate on this team. This is equivalent to 3-4.5 hours of training per week. Ballet and Jazz are mandatory.

All new and returning students will be placed in the appropriate level according to not only their ability, but also, age, maturity and social dynamics. As a safety precaution, dancers must meet all the necessary technical requirements of the class to ensure no injuries occur. Please respect your director and teachers' choice in their decision on where your dancer(s) is/are placed.

There is no benefit for a child to be placed in a class that is not suited to their need. During the first two weeks of the season, all students will be evaluated by their respective coaches during the classes in which they have been placed. We reserve the right to move students to alternate classes if necessary. All class placements will be final after the first two weeks of the season.





### **Attendance:**

Being a part of our Legacy Division is a privileged responsibility. Please understand that a team requires all of its components to perform at its most optimal capacity. Classes scheduled are mandatory and we expect your dancer(s) to uphold an ambitious attitude with the willingness to learn throughout. When classes are missed, extra time is required in future classes to re-teach and review the important information previously provided. This is a common example of wasting your teammates, your teachers and your time. Dancers must attend all classes during the two weeks leading up to any performance/competition/festival. Should you miss classes during the two weeks prior to a performance/competition/festival, our directors and/or teachers reserve the right to pull you from any performance/competition/festival. Decisions will be made based on the impact it makes on the team.

Acceptable absences may occur due to illness, injury or family events. Please provide the studio with as much notice in advance for these reasons. Depending on sickness or injury level, the dancer(s) may be asked to sit in class to watch if important information/choreography is being taught during that time. Our students mental and physical health is our top priority.

### **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.

### **Withdrawal:**

The deadline for withdrawal for any Legacy Division classes is October 15th. Written withdrawal notice by email must be received prior to this date. Current monthly fees will be forfeited and any withdrawals after this date will be charged the full season/term tuition.

# 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/Pointe:**

Bodysuit - Black or Grey - a certain style may be required for exams

Sports Bra - If needed

Ballet Tights - Convertible

Ballet Slippers - Age 7-9 Pink Leather / Age 10+ Pink Canvas Split Sole

Hair must be pulled back into a neat bun

Pointe shoes may be required for pre-pointe/pointe students; your instructor will let you know when it's time. These types of shoes must be professionally fit in person, please do not purchase until directions have been given.

## **Stretch & Strength:**

Bodysuit or Form Fitting Tank Top

Sports Bra - If needed

Tights, Leggings or Bike Shorts

Bare Feet

Hair up & out of face

## **Jazz**

Bodysuit or Form Fitting Tank Top - Black bodysuit required for exams

Sports Bra - If needed

Tights, Leggings or Bike Shorts

Beige Jazz Shoes

Hair up & out of face



DC DANCE CO.



**Tap:**

Bodysuit or Form Fitting Tank Top - Black bodysuit required for exams  
Sports Bra - If needed  
Tights, Leggings or Bike Shorts  
Black Tap Shoes  
Hair up & out of face

**Hip Hop:**

Activewear  
Sports Bra - If needed  
Indoor white running shoes  
(all white - no other colours on them at all)  
Hair up & out of face

**Lyrical:**

Bodysuit or Form Fitting Tank Top  
Sports Bra - If needed  
Tights, Leggings or Bike Shorts  
Beige Jazz Shoes  
Hair up & out of face

**Contemporary:**

Sweatpants and t-shirt - bring sweater for warmups  
Sports Bra - If needed  
Sock feet  
Hair tied back into low pony

**Acro:**

Bodysuit or Form Fitting Tank Top  
Sports Bra - If needed  
Tights, Leggings or Bike Shorts  
Bare Feet  
Hair up & out of face

**Choreography & Rehearsals:**

**ALL BLACK** clothing, hair slick low pony, no jewelry. If dancers arrive without proper attire to choreography, students will be asked to sit until proper clothing is available.



# COMPETITION/FESTIVAL

Our competition choreography will be completed within Term 1, during designated rehearsal classes which will be input on weekends. A schedule depicting which days/times your dancer will learn their choreography will be released at the start of the season. Dancer's attendance in these choreography classes are 100% mandatory.

Choreography, music selection, costuming and spacing of all routines are at the choreographers discretion and are not up for discussion. These decisions are made from our talented teachers' expertise and will be overseen by our directors to ensure level of appropriateness and studio standards are upheld. All staff take pride in their work, as well as each student's ability. Inappropriate and/or demeaning comments from parents or students will not be tolerated.

Our Legacy Division Team members can expect to attend 1-5 competitions/festivals per season. A list of dates and locations will be sent out at the beginning of the season to give detail into which competition/festival each group will attend. All info will be released by October 1st.

All Solo/Duo/Trios will be enrolled into DCDC selected competitions/festivals pertaining to each dancers' group location(s) unless otherwise notified. If you wish to participate outside your group selection please contact your directors.

## *Sportsmanship*

Teamwork is required by all Dawson Creek Dance Co Dancers, instructors and families. Respect for adjudicators, organizers, volunteers, other studios, teachers, parents and fellow classmates is absolutely necessary. We hope to foster a healthy atmosphere that celebrates everyone involved.



## Note to Parents

All opportunities and experiences provided to the students are meant to be fun and exciting for everyone. Please keep things in perspective and maintain a positive attitude at *ALL* times. To ensure the least amount of stress is built up, please come to us first before your dancer(s) if you have any concerns. Our dancers will already be putting themselves under enough pressure and stress with their arduous training and courage in performance. Please help us set healthy atmospheres for these brave young lads and ladies by keeping your comments positive and encouraging *ONLY*. Let's put our efforts towards fostering great sportsmanship examples by putting precedence on your dancer(s) bravery, confidence, work ethic and kindness towards others throughout the season.

## Note To Dancers

Prior to performances, please remember to be respectful to other dancer(s), instructors, volunteers, building staff and any others involved. Present yourself in a professional manner at all times and be courteous to your surroundings. If competing, please remember that an adjudicator's decision is only *ONE* opinion of your routine(s) and will change from day to day. It is your job to understand that art is subjective. Be easy on yourself and channel your focus to doing your best on that given day. Please be supportive and humble towards each other's successes and upsets. Treat others as you'd like to be treated.

### **Studio Representation:**

While at competitions/festivals and community performances please remember the agreement you have committed to at the beginning of this handbook. Be proud to be a Legacy Division dancer at DCDC and act with grace, professionalism, and kindness. Dancers will be required to wear their team gear at all competitions/festivals to present a unified team. To ensure a professional appearance from our studio, dancers will be required to adhere to mandatory hair, make up and attire standards. Therefore, there will be a mandatory hairstyle and makeup for all groups, solos, duos, trios entered in competition from our studio. A list of which tights and shoes needed for each routine will be sent out in the fall.

# TRAINING OPPORTUNITIES

## **Summer Intensive:**

Summer Intensive is mandatory for all students wishing to be a part of our competitive Legacy Division. This is a great time to jump back into training by getting a head start on the new season! The intensive schedule will include classes from guest instructor(s) as well as your upcoming seasons faculty, speakers from experts in their field, and fun team building activities to start the year off right! Group choreography and student evaluations may be completed during this time. Summer Intensive will be held in August 2024.



## **Workshops & Conventions:**

Workshops and conventions are not our focus throughout the competitive season, however they are a great way for your dancer to be exposed to different teachers and choreography. If you wish to attend a workshop or convention we encourage you to do so. Please contact your directors prior to enrolling to ensure dates do not interfere with previously scheduled DCDC events. All enrolments will be independent.

## **Exams:**

Annual dance exams offer our students the opportunity to have their skills measured by a set of nationally recognized standards. These exams provide students with a clear set of goals to work towards and a sense of accomplishment when completed. Higher levels of exams may be recognized by the School District as Fine Arts credits towards graduation, please confirm with your school. When able, DCDC will offer Jazz, Tap and Ballet exams pertaining to the coaches' qualifications. All dancers will learn syllabus exercises during their regular classes and can choose to register in an exam if they and their instructor feel they are ready and will be successful. Exam students will be required to attend additional classes in the spring.

# PARENT INVOLVEMENT

We believe the success of each student is a result of great teamwork between the dance studio and their families. Dawson Creek Dance Co. may require parent involvement for events throughout the year. We continue to praise the success of our studio to the contribution of everyone's help and we appreciate any and all support!

The Pirouetting Parents Dance Society organizes fundraisers to raise money for individual dancer fees, as well as some studio contributions. Any family registered with DCDC is invited to join!

Membership in this society is optional but encouraged. Our monthly newsletters will keep you up to date on all Society fundraising efforts.

A \$25 annual membership fee is charged to all members.

Please contact  
[Parentsdancesociety@gmail.com](mailto:Parentsdancesociety@gmail.com)  
for more information.



# YEARLY FEES

- Based on a 33 week Season -

GENRE	TIME / CLASS		
	45 Mins	1 Hour	1.25 Hour
Ballet	\$720	\$945	\$1170
Jazz	\$405	\$495	\$630
Tap	\$405	\$495	-
Hip Hop	\$405	\$495	-
Contemp	\$405	\$495	\$630
Lyrical	\$405	\$495	-
Stretch & Strength	\$405	\$495	-
Pre-Pointe & Pointe	\$405	\$495	-
Acro	Run in two terms similar to our Evolve Division Term 1 - 14 Weeks ( \$255 ) Term 2 - 14 Weeks ( \$255 )		

## DISCOUNTS:

4 Genres = 5% off      5 Genres = 10% off      6 Genres = 15% off  
7 Genres = 20% off      8+ Genres = 25% off

*\*Extra 5% off Full & Half Year Payments\**



# PAYMENT PLANS

## **Monthly Payment:**

Fees split into equal payments due the 5th day of each month September-May. Post dated cheques or credit card information must be stored on file and will be automatically deposited.

## **Half or Full Year Payment:**

A 5% discount will apply to all Half Year or Full Year Payments.

Half Year fees due October 1st & January 1st (fees split into 2 equal payments)

Full Year fees due October 1st.

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 ([accounting@dcdanceco.ca](mailto:accounting@dcdanceco.ca)), Mastercard, and Visa. We do not accept Debit/Interac.

All credit card payments will be charged a 1% fee.

A \$25 NSF fee will be charged on any returned cheques.

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 are using society fundraising money, please email ([accounting@dcdanceco.ca](mailto:accounting@dcdanceco.ca)) by the 1st day of the month.

## **Registration Fee:**

\$ 25.00 for Returning students | \$ 35.00 for New students

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.

# EXTRA FEES

## **Competitions & Festivals:**

Each competition/festival we attend sets their own event fee requirements. Group fees vary between \$6-60/dancer per group. Solo/Duo/Trio fees range between \$25-120/dancer per routine. New competition/festival fees such as event/media fees may be applicable dependant on location.

So that coaches can be present during competitions/festivals to support our dancers, DCDC charges each family the exact event fee plus a \$25/dancer per competition/festival Administration Fee to cover the coaches travel, accommodation and wages. Competition/festival fees will be due December 1st and are non-refundable.

## **Costumes:**

A \$50 deposit will be required for all groups, as well as solo, duo, trio if ordering from one of our studio approved catalogues. Costumes range from \$65-100 per dancer; the remaining balance will be invoiced once the costumes arrive and must be paid prior to receiving your costumes. Costumes are non-refundable after they have been ordered. Dawson Creek Dance Co team wear will be ordered in the fall of each competition season with the aid of sponsorship involvement.

## **Exams:**

Dancers can choose to enter exams and class awards if they and their teacher feel they are ready. Extra fees can include spring classes, exam fee, specific dance wear, shoe/skirt/prop rental fee, etc.

## **Studio Rental:**

Studio space will be available to rent for a fee of \$10.00 per every half hour. An email with link to our booking system will be sent out to all Legacy members.

## **Misc:**

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



# COMMUNICATION

We strive to provide an open communication relationship with all dancers within the studio. Parents, please use your judgment before coming to us with issues, concerns 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, respect of our directors and instructors personal time outside of the studio is appreciated. Please do not personally contact DCDC faculty during weekends - unless they are actively working.

Please address all studio concerns to *info@dcdanceco.ca*. Our Office Admin will respond to inquiries as promptly as possible. Contact via phone is *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, our Facebook Group Page found under Dawson Creek Dance Co. Dancer & Parent page as well as The Parent Portal Noticeboard. Please read through our newsletters released at the beginning of each month with detail to obtain and comprehend all important upcoming information.

We encourage you to tag us throughout your dance journey

#Dawsoncreekdanceco | #DCDC | #DCdanceco

Contact us:

*info@dcdanceco.ca*

*accounting@dcdanceco.ca*



# CALENDAR

The Competition season for Dawson Creek Dance Co runs from September to May, with exams taking place end of June. Class schedules will be released in the fall upon confirmation of all expected dancers' registrations. The earlier you register, the sooner we are able to organize the season's details.

Competition/Festival dates and locations will be released at the beginning of the season to allow dance families time to prepare. These dates are subject to minor changes to which you will be notified about as soon as possible.

All group, solo, duo, and trio choreography will be completed by the end of term 1 and our general competition/festival season runs between January to May.

Please refer to the Important Dates tab on our website and stay connected on our social media pages for all studio closures and holidays.

# 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 while administering experiences and opportunities to our dance families 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 fine arts and for choosing Dawson Creek Dance Co.

With Love,

*Melanie Reitsma*

Ms Melanie

*JC*

Ms Jeannie