



Dance Company Handbook 2021-2022

Dance Starz Director/Supervisor: Nicole Brook

nbrook@roswellgov.com

Phone: 770-641-3987

Dance Starz Assistant Director/Competition Team Director: Katie Owerbach Mulnix

kowerbach@roswellgov.com

Please read the following Handbook carefully. Dancers will refer back to this handbook throughout the season regarding RDS calendar, tuition due dates, and registration numbers.

Important: Email Commitment Deadline is Wednesday June 23rd

Handbook signed, notarized and turned in to Dance Starz office on first day of choreography camp.

COMMITMENT: The Roswell Dance Starz is an opportunity that is not afforded to everyone. We ask in return that parents and dancer take it seriously. Dancers are expected to work hard in class/rehearsal and commit to performances. **A positive attitude is a must. Remember space is limited in this group.** Classes, rehearsals, and performances should take precedence over other extra-curricular activities. Dance Starz Performance Company is a yearlong commitment.

Please read the following information thoroughly as you will be held to the policies in this handbook! Signed handbooks are due the first day of choreography camp. Do not forget to have both Medical Release forms notarized. **A non-refundable \$150.00 Choreography Camp tuition fee is due July 30th. Registration # 47127.**

Our Structure: We have renamed our company levels for this season. Beginning with Company 1 as our beginner and youngest students up to Company 6 as our most advanced and mature. Placement is based on technical skills, physical strength and alignment, social maturity, and how students dance together as a unit.

Dance Starz website: We have a new website which houses a parent portal where you should be able to sign up for volunteer positions, pay for costumes through Paypal, see latest calendar and other important information and pictures. Information will be added and housed there on a regular basis this season. Be sure to check it out for event questions that you may have. www.roswelldancestarz.com

Attendance Policy: *Please read carefully!* Good attendance is essential to the progress of the dancer. *If a dancer misses class often, she/he is not only doing a disservice to themselves but the rest of the group. Tensions between the other dancers in the class and the absent child builds and creates animosity. Please keep this in mind when you are thinking about your commitment.* Dancers are only excused for missing class, rehearsals, and performances and call times for emergencies involving family, religious holiday, and illness. Please note that if a dancer is injured, they are still expected to come and observe the class or rehearsal. They may be asked to take notes to stay on top of information, technique or choreography given that day. **A parent note must be given to instructor if a dancer needs to sit out due to injury.** We ask that you follow up with a doctor's note explaining the injury, excusing dancer from exercise and also releasing them to return to class. Without parent written permission dancer may be asked to participate in class.

Class Make up Policy: Dancers dancing under 6 hours per week will be permitted three (3) absences (days) from technique classes across the board per quarter. Dancers dancing 6+ hours per week will be permitted four (4) absences (days). If a dancer exceeds absences in a quarter, they will need to make up classes missed over their permitted amount. Not doing so may result in dancer being placed on a probationary period.

Tardiness Policy: Please arrive early for class and have shoes on, hair done, bathroom break and snack time attended to prior to stepping into studio. Our policy on class tardiness, rehearsal or performance call time tardiness is the same as our attendance policy. If a dancer is marked tardy more than the allotted 3 or 4 times per quarter, they can be placed on suspension per director's discretion. If a dancer must leave early, written/email notification is required. Three (3) early dismissals are permitted per quarter, after that, dancer will need to make up class time.

Holidays: We typically follow the Fulton County Schools' calendar for Winter and Spring Breaks, but NOT teacher workdays, please refer to the Performing Arts Calendar & Dance Starz Calendar in this handbook. **Subject to change.**

Competition Team: (Optional) Dancer must be in Company 3 or higher. Acceptance to participate on competition team is determined by the Competition Dance Team Director at the Dance Starz auditions. The work this team does is used solely for competition purposes. We do not promise that competition pieces will be performed at any other performance venues including recitals. Dancer in violation of attendance policy, tardiness policy or financial commitment to any area of RDS may be placed on probation from competition team. Please see The Competition Team Handbook for details. **Competition Team Audition is June 16 at 4:30 pm at the PAC Studios.**

Financial Commitment: Once a dancer commits to the company they are committing for the entire year, both physically and financially. The yearly budget is based on the total number of dancers in the company. If a dancer chooses to resign, they must continue quarterly payments through the end of the season ending May 15th. Personal financial emergencies do occur, and will be taken into consideration on an individual basis.

Important Financial Information... All costume fees are non-refundable, even if a dancer decides to terminate her membership prior to completion of any or all pieces.

The Choreography Camp fee of \$150 is non-refundable. Please refer to the Tuition Payment Schedule Reference Page for more detailed information.

Please Note: Dancers behind on any payment may be placed on probation until full payment has been collected.

Miscellaneous Cost: Additional costs will include proper shoes and dance attire for each respected dance style. A dress code will be enforced. Optional opportunities such as a convention and performance opportunities may arise at the discretion of Director. Plan on a Holiday/Winter party, a kickoff party and an end of season party. Parents are often asked to contribute food and supplies.

Phone Policy: When calling Roswell Dance Starz please use number for the PAC front desk, 770-641-3987. On occasion, the company directors will provide their personal cell phone contact numbers when the company is traveling off property. **Please use office phone only except when dancers are dancing off property.**

Personal dancer cell phones should be left at home or securely in dance bag.

Release Forms

Photo/Publication: On occasion throughout the year, Roswell Dance Starz may be featured in the media. When you register for a Roswell Recreation & Parks program, you sign a photo release.

Medical: The Director must be notified immediately of any injuries sustained at any Dance Starz event or gathering. If a dancer is unable to participate in class, rehearsal or a performance, a

written note must be sent from a parent or doctor explaining the injury and guidelines for Director to follow. Dancers are still expected to attend class, rehearsals and performances even if they are not physically able to participate.

***Attached are 2 medical release forms which should be signed, BOTH notarized and returned to the dance office by 1st day of Choreography Camp.

Studio Conduct: Please be aware that instructors and choreographers are responsible and held accountable for Roswell Dance Starz company dancers following customary dance studio rules and etiquette. We pride ourselves on raising young dancers that are above reproach, courteous and respectful of both people and property.

Instructors have the authority to ask dancer to leave, change dance choreography or sit out if they are not following rules and proper studio etiquette. If dancer is asked to leave class for rude behavior or blatant disrespect of studio rules, dancer will be counted absent for that class!

***If a member of Roswell Dance Starz shows blatant disrespect to an instructor, choreographer or fellow dancer at any time in the classroom at an event or performance, that dancer may be asked to leave the classroom etc. If this behavior persists the dancer will be placed on probation and a parent director meeting set to discuss issue.

Volunteer Hours

Roswell Dance Starz relies heavily on volunteer involvement from both dancers and their families. **We are asking each family to sign up for only ten (10) hours per year, per family.** The hours can all be at one time or spread out over the season. A \$100.00 contingency fee per dancer will be collected with your costume payment. Upon completing the minimum 6 hours of volunteer time Dance Starz will reimburse you for the \$100.00 or you can choose to roll it over to the next season. If volunteer hours have not been completed by end of season, you will forfeit the \$100.00. Our Booster Club Officers will be sending out information regarding Volunteer sign up and will have a form for each volunteer to fill out each time they volunteer. Thank you in advance for your participation.

Summer

We will have drop in classes to take over the summer. We highly encourage all our dancers to take class. Classes will run in end of May and June/July. Tuesdays/Thursdays 3:30-5:30 and Wednesdays 4:30-6:30pm. A schedule of classes will be provided shortly.

Ticket Policy for 2021-2022 Season

New this season, each family must sell a minimum of 10 tickets for our Spring Concert assuming there are no Covid-19 restrictions limiting the theater capacity.

Dance Re Blocking Fee

If a dancer will be missing a mandatory performance, a \$50 re blocking fee/per dance will be applied. (This does NOT include injury/illness/family emergency)

Company 2

Weekly Schedule

Monday 4:15-6:15(Ballet/Jazz),
Wednesday 4:30- 6:30(Ballet/Tap)

Fall/Winter/Spring Tuition to City of Roswell:

Roswell City Residents: \$340.00 (\$1,020 per year), Non-Residents: \$510.00 (\$1,530 per year)
www.roswellgov.com/performingarts Fall Registration # 17122-01; Winter 27122-01; Spring 37122-01

Costume fee and Volunteer Deposit \$240.00 + \$100 volunteer fee if not rolled over.

Company 3

Tuesday 5:30-7:30 (Ballet/Contemporary);
Wednesday 5:30-7:30 (Tap/Jazz);
Thursday 5:30-6:45 (Ballet)

Fall/Winter/Spring Tuition to City of Roswell:

Roswell City Residents: \$460.00 (\$1,380 per year), Non-Residents: \$690.00 (\$2,070 per year)
www.roswellgov.com/performingarts Fall Registration # 17128-00; Winter 27128-00, Spring 37128-00

Costume fee and Volunteer Deposit: \$292.00 + \$100 volunteer fee if not rolled over.

Company 4

Monday 5:30-8:00 (Ballet/Hip Hop);
Wednesday 6:30-8:30 (Tap/Jazz);
Thursday 5:30-8:00 (Contemporary/Ballet)

Fall/Winter/Spring Tuition to City of Roswell:

Roswell City Residents: \$480.00 (\$1,440 per year), Non-Residents: \$720.00 (\$2,160 per year)
www.roswellgov.com/performingarts Fall Registration # 17123-03; Winter 27123-03; Spring 37123-03

Costume fee and Volunteer Deposit \$292.00 + \$100 volunteer fee if not rolled over.

Company 5

Monday 6:15-8:45 (Ballet with Co. 6/Jazz);
Tuesday 6:00 -8:15 (Tap /Ballet);
Thursday 5:45-7:30 (Contemporary /Hip Hop with Co. 6)

Fall/Winter/Spring Tuition to City of Roswell:

Roswell City Residents: \$480.00 (\$1,440 per year), Non-Residents: \$720.00 (\$2,160 per year)
www.roswellgov.com/performingarts Fall Registration # 17123-04; Winter 27123-04; Spring 37123-04

Costume fee and Volunteer Deposit \$292.00 + \$100 volunteer fee if not rolled over.

Company 6

Monday 6:15-8:45 (Ballet with Co. 5/Contemporary);
Tuesday 5:15-7:30 (Ballet /Tap);
Thursday 6:45-8:30 (Hip Hop with Co. 5/Jazz)

Fall/Winter/Spring Tuition to City of Roswell:

Roswell City Residents: \$480.00 (\$1,440 per year), Non-Residents: \$720 (\$2,160 per year)
Fall Registration 17123-02; Winter 27123-02; Spring 37123-02

Costume fee and Volunteer Deposit \$292.00 + \$100 volunteer fee if not rolled over.

CALENDAR *Subject to Change

June 23rd	Email commitment due
July 30th	<ol style="list-style-type: none"> 1. Payment for choreography camp week due www.roswellgov.com/performingarts # 47127 2. Costume fees and volunteer deposit due to Roswell Dance Starz (check or paypal)- check Tuition Payment Schedule page for more information
June/July	Drop-In Dance Starz Classes
August 9th-13th August 16th-20th	Choreography Weeks- MANDATORY FOR ALL
Thursday August 19th	Company Parent meeting 5:30-6:30. One parent per family.
August	Shoe Sale at Dance Fashions!
August 16th	Quarterly Tuition Due; www.roswellgov.com/performingarts
August 23rd	Regular Classes begin
September 6th	Labor Day -no classes
September 18-19	Roswell Arts Festival- select company members perform
October 9th- TBD	Roswell Youth Day Parade. 8:45am-Noon. TBD
November 1st	Quarterly Tuition Due; www.roswellgov.com/performingarts
November 22nd-26th	Thanksgiving Break- no classes
December 13-17	Dress Rehearsal in theatre and company photos- theatre schedule will be released closer to the day
December 18th	Holiday Show: Roswell City Spectacular
December 20th- January 2nd	Holiday Break –no classes
Monday January 3rd	Classes Return
Monday January 17th	MLK Day- No Classes
February 11	Quarterly Tuition Due www.roswellgov.com/performingarts
Monday February 21	President's Day- No Classes
March 7-11	Dress Rehearsal in Theatre and company photos
March 12	Spring Concert
April 4-8th	Spring Break- No Classes
Week of April 25th	Recital Dress Rehearsal in theatre
April 29, April 30	Recitals

Medical Treatment Release

I, _____, do hereby grant permission for my child, _____ to travel and participate in performances and/or activities associated with Roswell Dance Starz and the Roswell Recreation & Parks Department – Performing Arts Division, Supervising Director. I also give my permission for any necessary emergency and medical treatment that may be required due to injury during the above activities.

Notary Public

Parent/ Guardian Signature

Date

Medical Treatment Release

I, _____, do hereby grant permission for my child, _____ to travel and participate in performances and/or activities associated with Roswell Dance Starz and the Roswell Recreation & Parks Department – Performing Arts Division, Supervising Director. I also give my permission for any necessary emergency and medical treatment that may be required due to injury during the above activities.

Notary Public

Parent/ Guardian Signature

Date

***Please notarize both copies**

Photo and Publications Release Form

I, _____, hereby consent that photographs of my child taken by City of Roswell or Roswell Dance Starz may be used by the City of Roswell or Roswell Dance Starz for publications, public relations, education, training, news media, social media and any other purposes that will promote City of Roswell Recreation, Parks and Historical Affairs Department without further consideration from me.

Parent/Guardian Signature

Date

RDS Member Signature

Date

***Please sign and return**

Emergency Contact Information

Please fill out and return with handbook agreement by first day of choreography camp.

It is very important that you print legibly please!

Dancer: _____

Birthdate including year: _____

Age: _____

Parent Information:

Mother: _____

Father: _____

Home Phone: _____

Home Phone: _____

Cell Phone: _____

Cell Phone: _____

Dancer Cell Phone: _____

Best Email: _____

Additional Email: _____

* Please note if both parents need to be on email list!

Dancer Information:

Phone: _____

Email: _____

Class Cancellation Contact:

In the event that we must cancel a class or a rehearsal at the last minute and need to get in touch with you, please provide us with ONE phone number in which you would like for us to use. Please only list one number – we will not have time to call more than one number per dancer. We suggest that you provide us with a number that also has some sort of answering service or voicemail.

Phone number: _____

Email communication:

Please provide us with an email address that you check on a frequent basis so that we may use this as a form of communication throughout the season.

Email: _____

Handbook Agreement 2021-2022 Season

Please sign the following, detach, and turn in by first day of choreography camp.

I have read the Roswell Dance Starz Company Contract for 2020-2021 season and understand my responsibilities as a Parent/Company Dancer.

Dancer: _____
Signature

Parent(s): _____
Signature

Date: _____

By signing this form, you and your dancer agree to the guidelines laid out in this packet.