



**North Coast Dance 2015-2016**  
**Handbook of General Information and Studio Policies**  
**Contact: North Coast Dance / 442-7779 / northcoastdance@sbcglobal.net**

**Location:**

Main Studio - 426 F Street    Annex - 455 5th Street  
Phone: 707-442-7779    www.northcoastdance.com    Email: northcoastdance@sbcglobal.net

**Office Hours:**

Reception: Monday-Friday 10:00am-5:00pm / Saturday 9:00am-1:00pm

**Mission Statement**

The mission of North Coast Dance is to provide quality training, education, and performance in dance for the North Coast.

The purpose of North Coast Dance is to provide a productive, positive, healthy, and professional environment for students, teachers, and staff. With a dedicated faculty, administration, and board of directors, North Coast Dance strives to provide a learning environment. To meet this goal, students are expected to be responsible and disciplined and to adhere to North Coast Dance's policies. They need to be aware of acceptable behavior in dance class.

Dance is an art; therefore, it is impossible to take a quick course in it. Only hard work, time, and patience enable students to achieve their potential. North Coast Dance expects the best effort from all students, whether they are professionally oriented or taking dance for health, recreation, or self-enrichment. The remarkable benefits of dance are numerous: fitness, listening and observation skills, balance, alertness, rhythm, coordination, motivation, discipline, agility, and creativity.

**Tuition**

- Tuition is due at the time of registration or by the first class. Please see Kris Marquez if you need to set up payment plans or if you would like scholarship information.
- Tuition is non-refundable except for prolonged illness or emergencies.
- There is a charge on returned checks.
- Before beginning dance, each student must submit a liability release form signed by his/her parent or guardian before beginning classes.

Spring 2016 Tuition Schedule
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Class / week	# of classes	Price / class	Total Spring tuition
1	17	\$10.00	\$170.00
2	34	\$8.90	\$302.60
3	51	\$7.80	\$397.80
4	68	\$6.70	\$455.60
5	85	\$6.05	\$514.25
6	102	\$5.55	\$566.10
7	119	\$5.30	\$630.70
8+	136	\$5.20	\$707.20
<i>Drop in class fee \$12.00 Drop in Pilates fee \$6.00</i>			
<i>NCD requires prior approval before new students enroll in Company or Apprentice classes ~ for details, please call 707-442-7779.</i>			

### Class Level Placement

- Students are placed in the appropriate level determined by their technique, progress, focus, attendance, age, responsibility, and maturity. Class level placement is decided by the teacher, under the direction of the Executive Director.
- Creative Movement and Pre-Ballet classes are usually placed by age and maturity. In most cases, class size is limited to ten students. A waiting list is available for interested students.
- New students need to take a class recommended by the Instructor before being placed in a level.
- Class level placements are made before the fall session. However, changes in levels can occur throughout the year.
- Students are expected to remain in a level for a minimum of one year. They do not necessarily advance every year. It is very important that students are placed in appropriate levels. If advanced too soon, students miss valuable training and struggle in the higher level, leading to frustration and possibly injury.

### Attendance

- Consistent attendance is necessary for growth in dance and therefore must be a priority.
- Each level of ballet has a *suggested* minimum number of classes taken during the week. For students who want to advance more quickly, they may take additional classes below their level.
- If students choose not to take the number of minimum classes recommended for their levels, their advancement and casting in performances may be affected.

Ballet 1	Ballet 2	Ballet 3	Ballet 4	Ballet 5	Apprentice/Co
2x a week	2x a week	3x a week	4x a week	4x a week	4-5x a week

- Technique Class minimums for students on pointe: All students on pointe must attend at least 3 technique classes each week. These guidelines are in place for the safety of each dancer.
- Students need to arrive 10-15 minutes before class begins to allow for changing, putting up hair, using the restroom, getting a drink of water, and warming up.
- Students should call ahead if they know they will be late. Tardiness will be allowed only with a valid reason from a parent. Students arriving more than ten minutes late, regardless of the reason, will not be permitted to participate. Students may sit and observe class.
- The first part of class is extremely important, as it prepares students for the rest of the class and helps to prevent injury. The concentration of the whole class is disrupted if students walk in late.
- Students who must miss class because of necessary absence may call the studio and make up the class promptly in a lower level. Please schedule make-up classes by calling the receptionist.
- Please do not come to class sick.
- Too many absences affect students' strength and progress.
- We encourage parents to watch class during the last week of each month.

### **Dress Code**

- Students need to take the responsibility to dress appropriately for ballet by following the dress code policy. Teachers need to be able to see students' silhouettes in order to correct them properly.
- Students should come to class neat and clean to show they have respect for themselves, classmates, and the teacher.
- If students arrive at or leave the studio in their dance attire, they need to wear street clothes over their dance attire.
- Dance shoes should only be worn in the studio. Walking outside in them will damage them quickly.
- No safety pins in shoes or leotards.

### **Children**

**Girls** - leotard (color and style appropriate for level), sheer skirts may be worn for Creative Movement and Pre Ballet classes, pink-footed tights (no shiny/Lycra tights), pink leather ballet shoes with ankle elastic. Shoe drawstrings must be cut short and tucked in. No underwear under leotard and tights.

**Class Leotard Color/Style:** Class colors create unity among students. Levels 1-6 are required to have one cap sleeve style leotard.

**Boys** - white or black close-fitting t-shirt, tucked in, black tights, black ballet shoes with ankle elastic, or white ankle-length socks with white ballet shoes with ankle elastic. Shoe drawstrings must be cut short and tucked in. Dance belts are required for age ten and over.

### **Adults**

**Women**—any color leotard, pink or black tights, pink or black ballet shoes with ankle elastic. Shoe drawstrings must be cut short and tucked in. Skirts are permitted.

**Men**—white or black close-fitting t-shirt, tucked in, black tights, black ballet shoes with ankle elastic, or white ankle-length socks with white ballet shoes with ankle elastic. Shoe drawstrings must be cut short and tucked in. Dance belts are required.

- Ballet warm-ups may be worn in class only through the first two combinations. Warm-ups should be fitted to allow the teacher to see the alignment of the students. They should be worn between classes, rehearsals, and performances.
- Dancers are allowed to wear skirts once a month for class.
- Skirts are allowed during the pointe portion of class.
- Saturday Class for Ballet 3b, 4, & Apprentice is “Choose your own leotard color!”

Ballet attire may be purchased at Threadbare Dancewear (Kevin Sharkey, 668 8th St, Arcata, CA, 95521, 822-7894) or at the North Coast Dance Boutique in the lobby.

#### Student Behaviors with Social Media, Etc.

- Students are expected not to verbally or physically harass one another at any time, whether at North Coast Dance or outside of the studio. Harassment includes any inappropriate comments or conversations about others, the Studio, the North Coast Dance organization, staff and it’s Board of Directors, whether they are in person or in writing - including letters, phone calls, emails, texts, communication via social networking websites or any other forms of communication. Anyone who witnesses or is aware of a violation to this code of conduct is expected to report it to the Executive Director or a member of the NCD Board of Directors. Violations of this code may result in one or more of the following disciplinary actions: a verbal warning, “time out,” dismissal from class, notification of parents/legal guardians, one-on-one meeting with the Executive Director, or meeting with the Executive Director and parents/legal guardians. On-going or serious violations of this code of conduct may result in suspension or expulsion from North Coast Dance.

#### Leotard Class Colors

<b>Class</b>	<b>Leotard Color</b>
Creative Movement	Solid Light Pink
Pre-Ballet 1	Solid Light Pink
Pre-Ballet 2	Solid Light Pink
Ballet 1	Orchid/Lilac
Ballet 2	Light Blue
Ballet 3A	Burgundy
Ballet 3B	Navy Blue
Ballet 4	Royal Blue
Ballet 5	Plum
Teen Ballet	Black
Apprentice	Black
Company	Any color
Saturday class for Spring 2016	Ballet 3, 4, 5 & Apprentice may wear the leotard color of their choice.

### Ballet Shoes

- After students purchase new ballet shoes, teachers must check them first for the correct fit before they are worn.
- If students forget their shoes, they will have to sit out during class. There is a limited supply of extra shoes they can try in the ladies' dressing room.

### Ballet Hair & Jewelry

- Ballet hair for girls needs to be put up into a tight, flat bun close to the head using pins and a hair net. If hair is too short to go into a bun, it must be securely held back away from the face. Bangs should be pinned or sprayed back.
- How to make a classical ballet bun: <http://www.youtube.com/watch?v=urVPCuuEYj8>
- Ballet hair for boys needs to be off the face or secured with a headband.
- Jewelry should not be worn in class except for small post earrings and finger rings. No facial jewelry.

### Jazz:

Girls and Boys - Any color leotard or fitted tank top or t-shirt, leggings, tights, or fitted jazz pants, full length or capri (no shorts or sweat pants), ballet shoes or jazz shoes (no jazz sneakers, socks, or bare feet), hair pulled back off of the face.

### Tap:

Girls and Boys - Comfortable, fitted clothing, tap shoes in good condition, without loose screws.

## **Dance Bag Essentials**

All students need to have dance bags and bring them to class. Before they leave for class, they should make sure they have the following items in their dance bags:

### Ballet Bag Essentials

- Ballet shoes
- Water bottle
- Band Aids
- Hair net, elastics, brush, hairspray
- Bobby pins / straight pins
- Deodorant
- Extra leotard / tights
- Legwarmers, sweatshirt
- A healthy snack

### Pointe Shoe Bag Essentials

- At least one pair of pointe shoes
- Toe Pads, toe tape, spacers, lambs wool, ribbon, elastic
- Sewing Kit

### Optional Items

- Theraband
- Tiger Balm
- Foot Roller/Ball
- Foam Roller
- Yoga Mat

## **Pointe Shoes**

- The usual age for serious ballet students to go on pointe is eleven or twelve, as long as they have taken ballet classes consistently for three to four years, at least three times a week.
- After testing their readiness, strength, and placement, the ballet director will determine who is

eligible to go on pointe.

- Pointe shoes must be checked by the ballet director before the ribbons and elastic are sewn on and before they are worn in class.
- Only Bunheads Pro Pads or lambswool are allowed inside the shoes.

### **Etiquette**

Ballet has a long history of tradition and etiquette crucial to making it a productive experience for everyone.

- The time before class begins is a time to quietly warm up, readying the mind and body for learning and working. Getting the body moving with leg swings and gentle jogging is more efficient and safe than holding stretches and the splits.
- Students need to be ready to start class on time.
- Parents must make the effort to get their children to class on time, dressed properly and with hair in the appropriate style. Younger students need to be reminded to check their dance bag essentials hand-outs and pack their dance bags the night before. Please pick up students promptly after class or rehearsal.
- If students must leave class early, they must first mention it to the teacher before class and leave quietly without being distracting.
- Students must practice good behavior in the lobby, hallway, and dressing rooms, being quiet and respectful to teachers, administrative staff, receptionists, and other students. No running in the classroom or hallway.
- Students are expected to keep the dressing rooms, lobby, restrooms, and studios neat and clean. They need to throw away their trash in garbage receptacles.
- Students are not to use studio stereos, pianos, or computers.
- Studio barres are not to be hung on or leaned against.
- Water bottles are allowed in the studios. Students should discreetly take sips of water during the class.
- Cell phones are to be on silent or vibrate mode and are not to be checked during class.
- Studying any form of dance requires full attention and respect to teachers, classmates, and pianists.
- Students need to refrain from whispering and chatting with classmates, as it is disruptive and discourteous. Only teachers give instructions to the pianists.
- Taking the care to learn combinations quickly is a necessary skill and helps students progress. Students should be alert and do their best to learn them as the teachers demonstrate. If they have questions after trying on their own to comprehend material, they must raise their hands rather than calling out to the teacher or asking fellow classmates.
- Teachers expect students to put out full effort by applying corrections addressed to both the whole class and to individual students.
- Students should dance combinations the way they are demonstrated. Changing them is disrespectful to the teacher and to other classmates.
- In class, finishing combinations and being patient instead of showing anger or frustration promotes growth and prepares students for correct behavior onstage.
- Staying in groups and formations in class is important for avoiding collisions and for dancing in groups onstage.
- It is customary to applaud teachers at the end of classes and to thank the teachers and pianists.

## News

- Parents and students need to consistently check email and the lobby bulletin board for news and information about the school.

## Curriculum

- North Coast Dance offers classes in ballet, jazz, modern, hula, and ballroom.
- The ballet program follows a curriculum, with a separate syllabus for each class level.
- Ballet School Divisions:
  - Children's Division: Creative Movement, Pre-Ballet 1 and 2
  - Student Division (ages 8-teen): Divided into 6 levels
  - Apprentice and Company: More advanced students may be asked to join this division.
  - Adult: Beginning through intermediate levels
- Creative Movement—ages 3-5 (pre-kindergarten)  
This class exposes children to dance and music, motor skills, body awareness, socialization, and self-expression, prompting the imagination through movements.
- Pre-Ballet 1—ages 5-6 (kindergarten)  
This class exposes children to dance and music, further emphasizing coordination, rhythm, and creative movement. It introduces balance and strength through standing exercises, as well as flexibility. Classical ballet movements are not yet begun.
- Pre-Ballet 2—ages 6-7  
Ballet etiquette, terminology, and concepts are introduced, with increased emphasis on posture, following music, flexibility, control, and strength.
- There are many levels of ballet, as well as apprentice and company. Each has a defined list of steps and concepts to be learned before moving on to the next level. The school Instructors determine advancement under the direction of the Executive Director.

## Calendar 2016

2016 Dates to Remember * <i>subject to change</i>	
Martin Luther King Day	Jan 18
Spring Session Begins	Tuesday, Jan 19
Presidents Week - No Classes	Feb 15-21
Daylight Savings Time	March 13
Easter Holiday	March 27
Spring Break - No Classes	April 11-17
Rhododendron Parade	April 23
HSU & CR Graduation	May 14
Last Day of Spring Classes	May 28
Memorial Day - Studio Closed	May 30
Performance Theatre Week	May 31 - June 2
Spring Performance 2016	June 3-5

### Performance Opportunities

#### The Nutcracker at the Arkley Theater

- Five performances. Ages 5 and up are invited to audition.
- Auditions take place on two Saturdays according to age group.
- Rehearsal and theater week schedules will be available at the auditions.
- All students are responsible for a costume and production fee.
- Casting decisions are final and non-negotiable.
- All rehearsals are mandatory and held outside of class.
- Nutcracker costumes belong to North Coast Dance and are to be handled with care.

#### Spring Performance at the Arkley Theater

- Three performances. All students are invited to participate.
- Class time may be used for rehearsal, along with additional rehearsals outside of class.

#### Membership Gala Performance

- One performance in the studio. Ballet 2 and up are invited to participate.

Please refer to this handbook and go over the information with your child. This information is very important in preparing students for class. North Coast Dance is committed to each student's success, and we appreciate you choosing North Coast Dance for your child's dance education. Please sign and return this page to North Coast Dance, please keep the handbook for your reference.

We have read and agree to the guidelines of this handbook.

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Parent / Guardian

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Student