



**North Coast Dance 2023**  
**Handbook of General Information and Studio Policies**  
**Contact: North Coast Dance / 707-442-7779 / northcoastdance.org@gmail.com**

**Location:**

Main Studio - 426 F Street    Annex - 455 5th Street  
Phone: 707-442-7779    [www.northcoastdance.com](http://www.northcoastdance.com)    Email: [northcoastdance@sbcglobal.net](mailto:northcoastdance@sbcglobal.net)

**Office Hours:**

Reception: Monday-Friday 9:30am-5:30pm / Saturday 8:30am-2:00pm

**Mission Statement**

**The mission of North Coast Dance is to provide quality dance training, education, and performance 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 the Managing Director or the Bookkeeper if you need to set up payment plans or if you would like scholarship information.
- Tuition may be paid in one lump sum upon registering for classes, or three equal payments.
- Tuition may be paid online or in person with the Receptionist at NCD.
- Late fees will apply: One week late -\$25.00/ 30 days late- \$100.00
- 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.

**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 Artistic Director, Managing Director, and Education Administrator.
- Creative Movement, Kinder Ballet, and Intro to Ballet classes are usually placed by age and maturity. In most cases, class size is limited to ten 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. Occasionally, changes are made mid-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.

### Scholarships

- Scholarships are awarded on a semester- by- semester basis.
- Scholarship applications are available at the receptionist desk and are due by the end of the first week of each semester.

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

- Technique Class minimums for students on Pointe: All students on Pointe must attend at least 2 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.
- Tardiness: Students arriving more than ten minutes late, regardless of the reason, will not be permitted to participate. Students may sit and observe class.
- Missing class: All students and/ or their family must email or call in advance of a pre-planned absence or if they are sick.
- 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.
- Good attendance is critical to progress.
- Parent Observations will be scheduled once each session.

### Dress Code

- Students need to take the responsibility to dress appropriately for dance by following the dress code policy.
- Students should come to class neat and clean to show they have respect for themselves, classmates, and the teacher.
- 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, Kinder Ballet, and Intro to 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 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.

Ballet attire may be purchased in the North Coast Dance Boutique in the lobby.

### Leotard Class Colors

Class	Leotard Color
Creative Movement	Light Pink
Kinder Ballet	Light Pink
Intro Ballet	Light Pink
Ballet 1	Light Purple
Ballet 2	Light Blue
Ballet 3A	Maroon/Burgundy
Ballet 3B	Red
Ballet 4A	Royal Blue
Ballet 4B	Navy Blue
Ballet 5	Plum
Ballet 6	Forest/Hunter Green
Apprentice	Black
Company	Any color
Saturday class	Co, Apprentice, & Jr 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. No “whispies”. Short hair should be secured away from the face.
- 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.

**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.

**Hip-Hop:** Girls and Boys – Comfortable clothing that allows maximum movement. Tennis shoes, unless they leave marks on the floor. Hair pulled back off of face.

## **Dance Bag Essentials**

All students need to have dance bags and bring them to class.

### Dance Bag Essentials

- Proper dance 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, lamb's wool, ribbon, elastic
- Sewing Kit

### **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 Education Director, Associate Education Director, will determine who is eligible to go on Pointe.
- Pointe shoes must be checked by the Instructor before the ribbons and elastic are sewn on and before they are worn in class. Everyone wearing Pointe shoes at NCD must have ribbons sewn on before dancing in the shoes.

### **Etiquette**

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

- 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.
- 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.
- Students are expected 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 left outside the class room, and either turned off or in silent mode.
- No talking during class or rehearsals, as it is disruptive and discourteous. Only teachers give instructions to the pianists.
- Students having questions 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.
- 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.
- Students behaving in a disrespectful manner in class may be asked to leave class for that day.

### **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 its 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 Managing Director, Education Director, Associate Education 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, meeting with the Managing Director, Education Director, Associate Education Director, or meeting with the Managing Director, Education Director, Associate Education 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.

### **News and Communication**

- Email is the main way NCD communicates. It is essential that parents and students consistently check email.
- Information about classes and rehearsals are generally posted weekly on the NCD website and in the studio.
- Please notify NCD receptionist ASAP if you are not receiving studio emails.

### **Curriculum**

- North Coast Dance offers classes in ballet, jazz, tap, hip-hop, contemporary dance
- The ballet program follows a curriculum, with a separate syllabus for each class level.
- Ballet School Divisions:
  - Children's Division: Creative Movement, Kinder Ballet, and Intro to Ballet
  - 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

### **Beginning Ballet Divisions**

- 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.

- Kinder Ballet—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.
- Intro to Ballet—ages 6-7  
Ballet etiquette, terminology, and concepts are introduced, with increased emphasis on posture, following music, flexibility, control, and strength. Classical ballet arm and foot positions are learned.

### **Performance Opportunities**

#### The Nutcracker at the Arkley Theater

- There are six performances in December.
- Auditions are open to dancers in Ballet 2 and above.
- Auditions take place in August according to age group. Check website for details.
- Basic 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

- There are four performances.
- All students are invited to participate.
- Class time may be used for rehearsal, along with additional rehearsals outside of class.
- All students are responsible for a costume fee.

#### Zombie Ballet at the Arkley Theatre

- We encourage dancers and families to spread the word and attend.
- The event includes NCD dancers performing at the Arkley Center for the Performing Arts.

# Handbook Contract

By signing this document, we acknowledge that we have read and agree to the guidelines described in the North Coast Dance Handbook of General Information and Studio Policies.

**Name of Student:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_

**Class(es) enrolled:**

(Indicate the section if multiples are held in a semester, e.g. Kinder Sat 9am, Hip Hop 8-12)

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**Parent/Guardian (students under 18):**

Print \_\_\_\_\_

Signature \_\_\_\_\_

**Student:**

Print \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_