



**wild card** dance company

**2014-2015  
Performance Company  
Handbook**

## Welcome Company Member

Welcome to WCDC Performance Company! Our purpose is to provide a safe environment for dancers to express themselves, improve their dance technique, and learn the important values of discipline, teamwork, and self-confidence. We want the upcoming year to be rewarding both on and off the stage. To help make the year a success we have put together this handbook as a guide for you to reference throughout the year. This should help dancers, parents, and the Wild Card faculty to communicate more efficiently and keep us on the same page. Please refer to it often.

Best,  
Heather & Dan

## Company Dancer's Responsibilities

As a part of WCDC Performance Company, you represent Wild Card Dance Company and our student community. Appropriate behavior as well as how to dress and conduct yourself in dance classes and at events is a huge part of being a Company Member. By accepting to be a part of Company you make a commitment. We trust that each of you have what it takes to meet these general rules.

*As a member of company (and as a parent), I agree to and understand the following:*

### 1. **Dancing Up**

No dancer will dance with or advance to a higher level without staff recommendation. The philosophy is that even though a dancer may appear somewhat advanced relative to their peers, by moving the dancer up to the next level they may have less performance opportunities and decrease their ability to stand out. Performance opportunities and recognition are important. It may also take away from the fact that the dancer could be a leader and find more success at a lower age level.

### 2. **Be Early! Stay The Whole Time!**

The number one rule when coming to class, rehearsal, convention, competitions, and other events is EARLY is on time, ON TIME is late, and LATE is unacceptable. Leaving early is incredibly unsupportive of your team in the same way arriving late would be, and it restricts the team's progress. Your team is counting on you! Support them!

**Rehearsal:** We cannot clean dances effectively when we do not have a complete group. Do not waste your team's time, do not waste your instructor's time. If rehearsal starts at 12:00pm, you are there at 11:45am warming up. Stay the whole time.

**Class:** Attend all classes on time, A.K.A. be early! If you are late to class for any reason, especially ballet, you may be asked to sit out of class and take notes. You understand that warm-up is a major part of preventing injury and by missing any part of warm-up you may be asked not to participate. If you arrive late and are asked not to participate you will need to make-up the class.

**Convention/Competition:** Arrive early, attend, and stay the entire time for all required conventions/competitions including awards ceremonies and faculty shows. You understand that arriving late and leaving early can lead to probation or loss of solo, duo or trio. Failure to attend a traveling convention will result in probation or termination of your position on Company.

### 3. Absences

Call or email Wild Card if you are going to be absent in advance even if you are using a personal day, do not make us call you. If you have a school event let us know in advance. Letting us know the night before an activity is not in advance!

If you are ill and contagious do not attend class. If you are not contagious (i.e. headache, allergies, injuries) please come and observe class your Company Classes, if you observe class you will not be considered absent. Every dancer is given required classes to attend each week. Below is our attendance policy for those classes:

**Personal Days:** Each dancer will be given a set number of personal days per year based on the number of classes they attend in a week. A dancer may use a personal day to excuse themselves from classes for any reason without being required to makeup the class. A dancer may elect to make up the missed classes to avoid using a personal day. If a dancer is absent and has used all of their personal days, makeups will have to be done for each missed class to avoid violating our attendance policy and going on probation.

**Company Classes:** Only 3 Company Class absences are allowed throughout the year, regardless of personal days. These classes are not offered as make-ups and are critical to the teams' success. *All Company Classes must be attended 2 weeks prior to any performance event.* Violating this attendance policy may result in probation.

**Make Up Classes:** All classes must be made up within 3 weeks of the absence in the same genre of dance and comparable level as the class missed.

**Rehearsal:** Wild Card does an incredible amount of work scheduling rehearsals to avoid as many conflicts as possible. Having ALL dancers present for rehearsal is a critical part of success on stage. Please keep in mind that in sports, if you don't show up for practice, you don't play in the game. Dance is no different. Again, think team! All rehearsal absences need to be cleared through Heather and Dan in advance.

**Mandatory Dates:** Failure to attend a mandatory date may result in not being able to participate in the upcoming competition/performance or possible termination from Company. These dates are given out nearly 6 months or more in advance and should be taken into consideration before agreeing to participate on Company. Failure to attend these dates lets down the team in a very big way and puts the kids and faculty under a lot of unnecessary stress. Please review them and mark your calendars.

### 4. Attitude

Every Company Dancer should represent the highest standard for the studio. Think of how you want to be represented! This applies in and out of the studio. Trash talking will not be tolerated. It takes away from not only our dancing but also the experience that each dancer, even those not involved, is having. Company stands for teamwork, support, and self-confidence. It is our job to work together to protect the environment we dance in so that we can all be free to express ourselves. Your responsibilities include but are not limited to: dancing your best, having a positive attitude, receiving dance related criticism from instructors non-defensively, making others feel welcome, showing respect to all,

communicating effectively with authority, mentoring younger dancers, and being a role model.

5. **Be Prepared**

**Dress Code:** Follow the dress code for each of the dance classes. If not appropriately dressed, you may be asked to sit out of class and take notes. You will be required to makeup this class. If your hair falls out of a bun in ballet, you will be required to purchase a bun kit.

- a. Ballet: Pink tights, black leotard, hair in a neat bun (with hairnet)
- b. Jazz: Tight fitting clothing; hair in pony tail or away from the face (no flowy tops)
- c. Tap: Any appropriate dance clothing provided that feet and knees are showing; hair in pony tail or away from the face
- d. Hip Hop: Tennis shoes and any appropriate dance clothing (no bare feet or jazz shoes); hair in ponytail or away from the face
- e. Breakin': Tennis shoes, no shorts; hair away from the face

**Knowing Your Routines:** You will rehearse all of your competition routines using in studio instruction, videos of routines and at home practice so that when you attend the next rehearsal you remember and show progress in your choreography. You will also document your routine's corrections so that each week you can review them PRIOR to attending rehearsal. Work smarter, not harder!

**Costumes:** You will responsibly manage your costumes by making a checklist to ensure each piece is present for every performance and returns home safely. You understand that if you forget costume pieces for performances you may be asked not to compete in that routine. You also understand your team is counting on you to be organized.

6. **Probation**

Probation means that you have violated a behavior or attendance policy to the point where allowing you to perform with Company is no longer fair or in the best interest of your team. While on probation you are required to attend classes and rehearsals but will not be allowed to perform with the group. Dances will be restaged to remove dancers on probation and any fees paid towards tuition, competition entry fees, choreography, rehearsals, and costumes are NON-REFUNDABLE. A meeting will need to be arranged to discuss the steps needed to restore the faith of your directors and team members and to prove that you are capable of contributing to the team. Failure to do so will result in termination from Company.

## **Parents' Responsibilities**

Leadership and support comes from the parents, which is why we have devoted this section to helping you help your dancer! Your number one job is to support your child's efforts and to help them grow as a person by teaching them to communicate with adults, be punctual, unselfish, and hard working. Below are details of the commitment you are agreeing to and also tools how you can offer support.

*As a parent/guardian of a Company Member, I understand the following:*

1. **Enthusiasm!**

Be enthusiastic! Support your child before and after class, rehearsals, performances etc.! Attend performances, give words of encouragement, help overcome setbacks...you get the idea!

2. **Support The Whole Team**

YOU PLAY A MAJOR ROLE IN THE POSITIVE EXPERIENCE OF EVERY CHILD AT THIS STUDIO. While being enthusiastic about your child, please show support for children who are not your own. Your kids are watching you, and when they see you support others they want to do the same thing. The number one thing to keep in mind is that your child is provided instruction and is improving their skills. Every dancer goes through growth periods, learning curves, set backs, and plateaus. Allow all dancers the space to do so and continue to show your enthusiasm for their efforts, try not to be too critical. Support means celebrating every dancer for where they are.

3. **Sit Back & Relax**

Many times a dancer does better when a parent allows things to unfold rather than directing their child. It gives the dancer space for natural consequences to guide them to success, and for them to feel like they have an area of their life to express more independence.

4. **Hold Your Dancer Accountable**

You are not doing your child any favors by advocating for them when they are not meeting requirements that other students are held to. Think team, team team! Teach your dancer the importance of being early to rehearsal, make them responsible for packing the appropriate dance attire and support the studio's consequences when they do not bring the appropriate attire. Make the consequences for missing a mandatory event clear to your dancer. Let them know, yes, they must stay until the very end of convention. By holding them to the rules you are teaching them accountability for their choices, how to be a team player, and responsibility. These are amazing life skills to learn!

5. **Support Your Studio**

Agreeing with and believing in the studio, directors, and faculty who are working with your child is important. Your dancer spends too many hours each week in the program working with these people to not trust how and what we are trying to teach them. If you have questions or concerns, please ask. We want to be on the same page with you. If you believe in your studio encourage others and your dancer to follow the rules. Encourage others to help be direct with conflict and communication. Encourage others not to gossip. The directors and faculty cannot find solutions to issues if we do not know about them. Please remember that your behavior says more than we ever can to the children and fellow parents and sets a precedent for our studio culture.

6. **Keep Your Account Current**

You are responsible for budgeting your expenses. A detailed list of expenses affiliated with your commitment and payment due dates are outlined in this handbook. At the end of each month any outstanding balance on your account will be charged to the bank account or card we have on file to ensure timely payment. Any emails offering notice of charges or payment options are a courtesy only. They are not always guaranteed which is why you are

ultimately responsible for managing your account. There is an online customer portal to assist you. Please inquire with the office for details. Failure to keep your account current may result in suspension of your dancer.

7. **Check Your Email**

Majority of our communication is through email. If you feel like you do not know what is going on with upcoming events or haven't heard from us in a while, LET US KNOW. We are constantly sending out rehearsal reminders, upcoming event notices and payment info via email. Make sure you're on the list!

I have read the Wild Card Dance Co. Performance Company Handbook and reviewed it with my parent/child. I am aware of all mandatory dates for the year and understand my part as an individual and a team player.

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Parent Signature: 2014-2015 Season

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Student Signature: 2014-2015 Season