



Competitive Division Handbook  
Policies & Procedures

# Table of Contents

- 3. Contact Information
- 4. Dropping and Withdrawal
  - 5. Attendance
- 6. Uniform and Costume
  - 7-9. Competition
  - 10. Fundraising
  - 11. Additional Fees
  - 12. Choreography Fees
- 13-16. 2018/2019 Placements
- 17. Competitive Division Intensive Schedule
- 20. Competition Weekends
  - 21. Dancer Contract
  - 22. Parent Contract

# Contact Information

Effective as of July 1, 2019

1. **Jackrabbit Parent Portal** - Please ensure all information in your Parent Portal is correct and up-to-date. We will use the information in your account to submit your child(ren) for competition entries.

# Dropping and Withdrawal

Effective as of July 1, 2019

1. **Dropping** - "Dropping" refers to the lessening of a course load. Should the dropped course affect Competitive Team eligibility, or Examination eligibility, allowances may be reviewed.

Dropped courses offer a pro-rated refund, less discounts, less a 30-day penalty, when notice is given in writing, and Term Two has not yet begun. After January 1<sup>st</sup>, all tuition fees are non-refundable.

Deposits and Reservation Fees are non-refundable.

Costume deposits and payments are non-refundable.

Competitive fees are non-refundable.

Registration fees are non-refundable.

2. **Drop Fees** - When a Competitive Number is dropped or withdrawn prior to completion, a drop fee of \$50.00+hst per hour of rehearsal time already scheduled and/or attended. When a Competitive Number is dropped or withdrawn after completion, no refund is provided.

# Attendance

Effective as of July 1, 2019

1. **Attendance Policy** - In order to remain eligible for the Competitive Division, and all events associated with it, each dancer is required to maintain an 80% rate of attendance in both the Conservatory Division and Competitive Division.

2. **Make-Up Lessons** - Especially in the case of pieces with multiple dancers (duets, trios and groups), attendance is of the utmost importance. Should a dancer miss a scheduled rehearsal without prior notice, (and not for a family or school event), a mandatory makeup lesson is required. There is a \$25.00+hst charge for each Make-Up Lesson (30 minutes) which is remitted to the teacher to come in to the studio on an additional day to teach the missed material, and re-stage if necessary. If your child misses more than four rehearsals throughout the year, without a legitimate reason, we will have to review their potential to continue as part of the team.

# Uniforms and Costumes

Effective as of July 1, 2019

1. **YPAD** - Crystal Lake Conservatory ("C.L.C.") is certified and registered with Youth Protection Advocates in Dance. All C.L.C. Instructors must adhere to the Y.P.A.D. creed, which includes both personal, and professional forthrightness and transparency. C.L.C. follows Y.P.A.D.'s expectation of age-appropriate uniforms and costumes.
2. **Costumes** - Costume choices for both Competitive and Conservatory classes are chosen by the Instructor or Choreographer, in accordance with Y.P.A.D. outlines on age-appropriateness. Each costume will be sourced from catalogues, consignment, and seamstresses. If cost is an issue, and you would like to request a consignment costume (SOLOS ONLY), please indicate this on your audition form. The Instructor or Choreographer has final say in costuming, and discussion with parents and students will not be entered into.
3. **Alterations** - Alterations and special orders for uniform are included in the ticket price. Alterations, rhinestoning, fabric painting, and appliques on competitive costumes are the responsibility of the parent. The parent may wish to delegate these tasks to an Instructor at the rate of \$15.00/hour.
4. **Consignment Costumes** - Competition and recital costume in good conditions are also encouraged to be re-used. Costumes can be tuned in to the Store, and will be washed, dried, steamed, catalogued, and displayed. Upon sale, the seller will receive 60% of the sale price.

# Competition

Effective as of January 1, 2019

1. **Competitive Team** - Dancers wishing to be part of the C.L.C. Competitive Division **MUST** attend the annual audition. Audition dates and times are listed on our web platforms, and usually take place in late August.

2. **Summer Requirements** - Successful applicants are expected to participate in at least one summer program, either at C.L.C. or at another dance training institution with prior approval. It is recommended that the dancer partake in the Competitive Intensive Week. Failure to do so may limit the number of dances a student is selected for.

3. **Choreographers** - This year's choreographers are:

*\*\*Drumroll, please!\*\**

- Heather-Ami Cook - Ballet, Acro, Lyrical, Contemporary, Jazz
- Miss Hannah - Contemporary, Modern, Open Jazz
- Miss Julianne - Musical Theatre
- Miss Michelle - Hip Hop, Jazz
- Miss Nicole - Ballet
- Miss Sherri - Ballet, Acro, Open, Lyrical, Contemporary, Jazz, Tap

4. **Preparations and Competitions** - We will be attending four dance competitions this season from March thru April. Specific competitions and dates will be available no later than **October 1 of our competitive season**. In preparation for competitions we will also be hosting a Competitive Dress Rehearsal, and a Competitive Mock Competition with a *special guest judge!*

All Competitive Division dancers are **REQUIRED** to be in attendance at the below **MANDATORY** events. Absence from **ANY** of the below dates will result in a re-evaluation of the dancer's participation in **Competitive Division**.

Competition	Location	Dates
Inspire	Niagara, Ontario	February 28 <sup>th</sup> - March 1 <sup>st</sup>
Elevation	Milton, Ontario	March 27 <sup>th</sup> - 29 <sup>th</sup>
Dance Attack	Mississauga, Ontario	April 24 <sup>th</sup> - 26 <sup>th</sup>
Rhythm	Waterloo, Ontario	May 22 <sup>nd</sup> - 24 <sup>th</sup>

In preparation for the above-named competitions, dancers will be expected to participate in Competition Weekend Rehearsals, which are held EVERY OTHER SUNDAY throughout the year. Specific dates are listed below. If you know you are away for an excused event (family, church or school), please let us know **AS SOON AS POSSIBLE** so we may have time to re-adjust the rehearsal schedule.

5. **Competitive Tuition Fees** - Competitive Tuition fees are per dancer, per routine. They include the following:

- Original choreography
- Original costume design
- 6 hours of rehearsals
- “Outside Eye” cleaning and coaching
- Open Studio - free rehearsal days
- 1-2 Run-Through Days
- 1 in-studio dress rehearsal
- 1 Mock Competition with guest judge
- Costume, Props, and accessories
- Competition Entry Fees

Competition Tuition Fees DO NOT include:

- Competitive Division Intensive (Master Class Intensive plus Choreography)
- Required dancewear, shoes or tights
- Travel and accommodation

6. **Absence and Makeups** - Especially in the case of pieces with multiple dancers (duets, trios and groups), attendance is of the utmost importance. Should a dancer miss a scheduled rehearsal, a mandatory makeup lesson is required. There is a \$25.00 charge for each Make-Up Lesson. If your child misses more than four rehearsals throughout the year, without a legitimate reason, we will have to review their potential to continue as part of the team.

7. **Competition Team Requirements** - Commitment, Responsibility and Teamwork are the three pillars of a successful dance group. In order to foster these in our dancers, the following are required:

- Successful audition.
- Participation in at least ONE summer dance program (Intensive Week recommended)
- Studio Wear to be worn over costume during competitions
- 1 group number required for each solo or duet
- No Solos for first-year, Junior School competitors. Intermediate by assessment only.
- Mandatory attendance at Comp rehearsals (or required Make-Up Lesson)
- Be enrolled, and have 80% attendance in, weekly ballet lesson(s). (1x per week for Junior School, 2x per week for Intermediate and Senior School), and any at least one class for each additional competitive style.
- 80% attendance at FlexTech class or required Make-Up Lesson
- Respect and uphold the standards and values of sportsmanship and teamwork - see below.

8. **Representation** - Members of CLC are viewed as representatives of Crystal Lake Conservatory. Members agree to uphold the standards of CLC, and conduct themselves in a professional, respectful manner. Dancers and their families in our Competitive and Pre-Professional Division are not permitted to take class, compete, or own/operate at another dance school, studio or program within the confines of the Grand Erie District School Board. Dancers in our Training, Performance, Conservatory, Competitive, and/or Advanced Training Divisions are not permitted to “Poach”, recruit, or directly advertise of or for another dance school, studio, or program within 30 km. Students shall refrain from posting profanity, illicit materials, sexually explicit content, slander towards our school or teachers, content glorifying illegal activities, alcohol, or drug use, and discriminatory, racist, or sexist remarks.

**9. Contracts** - Successful Audition candidates and their parents/guardians are asked to sign and uphold a Competitive Expectations form. Forms are expected prior to the first rehearsal, and can be found at the end of this document.

**10. Choreography Fees** - Competitive Choreography fees are outlined in an attachment to this document. Fees can be paid in full at the beginning of the dance Season (10% discount), in 2 Term Installments (5% discount), or in 4 Installments. Fees must be up-to-date, i.e. first payment received prior to October 1<sup>st</sup> for costumes to be ordered. Overdue accounts will not have costumes ordered, and may incur additional shipping and duties.

**11. - Make-Up & Hair Tutorial** - We will have a basic hairstyle & facial make-up tutorial on our first outside eye day January 5<sup>th</sup>, 2020. This gives parents a chance to ask questions regarding hair and make-up for all of your routines and to see the basic dance make-up & hairstyle chosen for most routines. Other hairstyles may be discussed with your teacher during this meeting. Hairstyles may remain in the studio style in the event of quick change issues due to dancer's schedule at competition.

**12. Team Building Event** For Dancers Hey Potluck Moms. We need you. We would like to have a team building support network. Today is the day we will be picking Big Crystal Mentors and little Crystal Huggers.

Each Little Crystal will pick from a hat a name to find out who their Big Crystal Mentor will be for our competitive season...you will be the audience, the supporter, the helper, the warrior for your dancer to become the Best Crystal Team You can Be! By being there for each other you are building momentum in the studio for the next Crystal Generation.

**13. Cash Prize Policy** - Occasionally, competitions may reward a high-scoring routine with a cash prize in addition to a trophy, ribbon, pin or certificate. Based on the nature of the prize, and the number of dancers in the routine, Crystal Lake Conservatory has in place a Cash Prize Policy:

- Choreography Award - 100% to the Choreographer.
- Costume Award - 50% to the Choreographer, 50% to the Team Event (See below)
- Solos - 50% to the Dancer, 50% to the Choreographer
- Duets - 33% to each Dancer, 33% to the Choreographer
- Trios - 25% to each Dancer, 25% to the Choreographer
- Groups - 50% to the Choreographer, 50% to the Team Event (See Below)
- Top Placing Studio - 100% to the Team Event (See Below)

All prize money shall be received at the competition by an Instructor. Monies are then turned in to the office following a competition, where a CLC cheque in the dancer's name will be available for pickup within 7 days.

**14. Team Event** - Funds from the above Cash Prize Policy, will be contributed as a donation from the team toward scholarships for dancers.



# Fundraising

Effective as of July 1, 2019

**1. Fundraising Types** - Crystal Lake Conservatory believes fundraising is an integral part to the longevity of the school and its dancers. C.L.C. offers two different types of fundraising opportunities: GFE's and IFC's.

**2. Group Fundraising Efforts (GFE's)** - Group Fundraising Efforts are large-scale events which benefit the school as a whole. Events are run by the Artistic Director and Instructors, with help from Parent and Community Volunteers. Each Member family is required to volunteer for at least one event.

**3. Individual Fundraising Credits (IFC's)** - Individual Fundraising Credits are small-scale sales or marketing opportunities that benefit the worker directly. IFC opportunities are put forth, and run by, the Parent Fundraising Committee. Past opportunities have included: Comedy Night, Chocolate Sales, and Bottle Drives. Any profits brought in are divided amongst the volunteers who worked.

Credits earned by families are held at C.L.C. and are used to pay down C.L.C. balances. Credits CAN NOT be used for competitive division fees, uniforms, shoes, entry fees, or any other charges for out-of-house amounts. Credits are used for in-house tuition ONLY. A quarterly update of your individual account can be emailed. To apply a credit to a balance, please fill out the form at the end of this document, or see Miss Heather-Ami in the office.

Credits are not good for cash, and cannot be refunded, but ARE transferable. If you would like to donate your credits anonymously to another family or dancer, please see Miss Heather-Ami in the office.

**4. Fundraising Committee** - The C.L.C. Fundraising Committee is run by our talented Parent Volunteers. Members of the Fundraising Committee have first dibs over volunteer shifts at GFE and IFC events. For more information, or to join the committee, please email the office.

# Additional Fees

## Choreography Fees

	Full Amount Due: September 15 <sup>th</sup> <b>Save 10%</b>	Term Installments Due: September 15 Due: January 15 <b>Save 5%</b>	Seasonal Installments Due: September 15 Due: November 15 Due: January 15 Due: March 15
ATD Variation 1 dancer *.50% Discount already applied to ATD Tuition*  Choreography: ATD Tuition Costume Rental: \$75.00 YAGP Classes: \$110.00 Competition 1: \$95.00 Competition 2: \$88.00 Competition 3: \$108.00 Competition 4: \$100.00 HST: \$74.88 <hr/> <b>TOTAL: \$650.88</b>	<b>TOTAL: \$650.88</b>	<b>TOTAL 1: \$325.44 (Sept 15)</b> <b>TOTAL 2: \$325.44 (Jan 15)</b>	<b>TOTAL 1: \$ 162.72 (Sept 1)</b> <b>TOTAL 2: \$ 162.72 (Nov 1)</b> <b>TOTAL 3: \$ 162.72 (Jan 1)</b> <b>TOTAL 4: \$ 162.72 (Mar 1)</b>
Solo 1 dancer Choreography: \$456.50 Costume: \$115.00 Competition 1: \$95.00 Competition 2: \$88.00 Competition 3: \$108.00 Competition 4: \$100.00 HST: \$126.56 <hr/> <b>TOTAL: \$1100.06</b>	<b>Discount: \$45.65</b> <b>TOTAL: \$1,054.41</b>	<b>Discount: \$ 22.83</b> <b>TOTAL 1: \$550.03 (Sept 15)</b> <b>TOTAL 2: \$527.2 (Jan 15)</b>	<b>TOTAL 1: \$ 275.02 (Sept 1)</b> <b>TOTAL 2: \$ 275.02 (Nov 1)</b> <b>TOTAL 3: \$ 275.02 (Jan 1)</b> <b>TOTAL 4: \$ 275.02 (Mar 1)</b>
Duet 2 dancers Choreography: \$396.00 Costume: \$115.00 Competition 1: \$70.00 Competition 2: \$63.00 Competition 3: \$93.00 Competition 4: \$60.00 HST: \$103.61 <hr/> <b>TOTAL: \$900.61</b>	<b>Discount: \$39.60</b> <b>TOTAL: \$861.01</b>	<b>Discount: \$19.80</b> <b>TOTAL 1: \$450.31(Sept 15)</b> <b>TOTAL 2: \$430.51 (Jan 15)</b>	<b>TOTAL 1: \$ 225.15 (Sept 1)</b> <b>TOTAL 2: \$ 225.15 (Nov 1)</b> <b>TOTAL 3: \$ 225.15 (Jan 1)</b> <b>TOTAL 4: \$ 225.15 (Mar 1)</b>
Trio 3 dancers Choreography: \$330.00 Costume: \$115.00 Competition 1: \$70.00 Competition 2: \$63.00 Competition 3: \$93.00 Competition 4: \$60.00 HST: \$95.03 <hr/> <b>TOTAL: \$826.03</b>	<b>Discount: \$33.00</b> <b>TOTAL: \$793.03</b>	<b>Discount: \$16.50</b> <b>TOTAL 1: \$ 413.02(Sept 15)</b> <b>TOTAL 2: \$ 396.52(Jan 15)</b>	<b>TOTAL 1: \$ 206.51(Sept 1)</b> <b>TOTAL 2: \$ 206.51 (Nov 1)</b> <b>TOTAL 3: \$ 206.51 (Jan 1)</b> <b>TOTAL 4: \$ 206.51 (Mar 1)</b>
Small Group (4-6 dancers) Choreography: \$269.50 Costume: \$115.00	<b>Discount: \$26.95</b> <b>TOTAL: \$673.09</b>	<b>Discount: \$13.48</b> <b>TOTAL 1: \$ 350.02 (Sept 15)</b> <b>TOTAL 2: \$ 336.54 (Jan 15)</b>	<b>TOTAL 1: \$175.01 (Sept 1)</b> <b>TOTAL 2: \$175.01 (Nov 1)</b> <b>TOTAL 3: \$ 175.01 (Jan 1)</b>

Competition 1: \$58.00 Competition 2: \$53.00 Competition 3: \$68.00 Competition 4: \$56.00 HST: \$80.54 <hr/> <b>TOTAL: \$700.04</b>			<b>TOTAL 4: \$ 175.01 (Mar 1)</b>
Medium Group (7-10 dancers) Choreography: \$258.50 Costume: \$115.00 Competition 1: \$58.00 Competition 2: \$53.00 Competition 3: \$68.00 Competition 4: \$56.00 HST: \$79.11 <hr/> <b>TOTAL: \$687.61</b>	<b>Discount: \$25.85</b> <b>TOTAL: \$661.67</b>	<b>Discount: \$12.93</b> <b>TOTAL 1: \$343.81 (Sept 15)</b> <b>TOTAL 2: \$330.88 (Jan 15)</b>	<b>TOTAL 1: \$ 171.90 (Sept 1)</b> <b>TOTAL 2: \$ 171.90 (Nov 1)</b> <b>TOTAL 3: \$ 171.90 (Jan 1)</b> <b>TOTAL 4: \$ 171.90 (Mar 1)</b>
Large Group (10-14 dancers) Choreography: \$247.50 Costume: \$115.00 Competition 1: \$58.00 Competition 2: \$53.00 Competition 3: \$68.00 Competition 4: \$62.00 HST: \$78.46 <hr/> <b>TOTAL: \$681.96</b>	<b>Discount: \$24.75</b> <b>TOTAL: \$ 657.21</b>	<b>Discount: \$12.38</b> <b>TOTAL 1: \$ 340.98 (Sept 15)</b> <b>TOTAL 2: \$ 328.60 (Jan 15)</b>	<b>TOTAL 1: \$ 170.49 (Sept 1)</b> <b>TOTAL 2: \$ 170.49 (Nov 1)</b> <b>TOTAL 3: \$ 170.49 (Jan 1)</b> <b>TOTAL 4: \$ 170.49 (Mar 1)</b>
Extended Line/ Production (15+Dancers) Choreography: \$236.50 Costume: \$115.00 Competition 1: \$58.00 Competition 2: \$53.00 Competition 3: \$68.00 Competition 4: \$62.00 HST: \$77.03 <hr/> <b>TOTAL: \$669.53</b>	<b>Discount: \$23.65</b> <b>TOTAL: \$645.88</b>	<b>Discount: \$11.83</b> <b>TOTAL 1: \$ 334.77 (Sept 15)</b> <b>TOTAL 2: \$ 322.94 (Jan 15)</b>	<b>TOTAL 1: \$ 167.38 (Sept 1)</b> <b>TOTAL 2: \$ 167.38 (Nov 1)</b> <b>TOTAL 3: \$ 167.38 (Jan 1)</b> <b>TOTAL 4: \$ 167.38 (Mar 1)</b>

## Competitive Division Intensive

PLEASE NOTE\*\* Dancers not rehearsing at any given time will have activities planned for them including craft, games, splash pad field trip, and a dance film.

Please refer to the **highlighted numbers** on the above chart when reading the below schedule.

**Team Building Event** For Dancers Hey Potluck Moms. We need you. We would like to have a team building support network. Today is the day we will be picking Big Crystal Mentors and little Crystal Huggers.

Each Little Crystal will pick from a hat to find out who their Big Crystal Mentor will be for our competitive season. You will be their audience, their supporter, their helper, their warrior for your dancer to become the Best Crystal Team you can become! By being there for each other you, are building momentum in the studio for the next Crystal Generation.

Solos, Duets, and Trios are encouraged to rehearse during the week, pending Instructor availability. This keeps Competitive Sunday Rehearsals for group numbers, and therefore a shorter day for everyone.

Schedules for Sundays will be sent out with the first September newsletter. If you have any planned absences (for family, church or school), please let Miss Sherri know PRIOR to September 14<sup>th</sup>.



## Dancer Contract

Placement in Crystal Lake Conservatory – Competitive Division, is based on the following criteria: technique, potential, commitment level, enthusiasm, attitude and behavior in class, attendance and stage presence. We place students together in groups that we feel will work best together in rehearsals and performances.

**I, \_\_\_\_\_, agree to stand by the instructors placement decisions, that were made in my best interest. Signed: \_\_\_\_\_**

Absences will not only affect the individual dancer, but the Company as a whole. Each dancer must adhere to a minimum of 80% attendance in both Conservatory Division classes and Competitive Division rehearsals. Punctuality is just as important as attendance, please be on time, in proper dance attire/uniform and prepared for class.

\*Excused absences receive prior approval from the director; advance notice of absence does not mean it is excused. The following are considered “excused” absences:

- Death in the family
- Scheduled school programs or performances required for credit
- Wedding or religious dedication of you or a member of your family
- If you are seriously ill or infectious

Dancers will watch company class/rehearsal in the case of injury or mild illness.

**I, \_\_\_\_\_, agree to be present and committed in all my classes and rehearsals.**

**Signed : \_\_\_\_\_**

All Competitive Division dances will be held to the highest standards of conduct. Communicating negatively about anyone in or outside our studio will not be tolerated. Crystal Lake Conservatory upholds a very strong “no bullying” policy. All Dancers are expected to show courtesy and respect to all instructors and other students. Any student who exhibits repeated negative or disrespectful behavior will have their continued involvement re-evaluated. CLC dancers are always respectful, supportive, encouraging and are positive in spirit, attitude and behavior.

**I, \_\_\_\_\_, agree to be respectful, positive, and supportive of my instructors, choreographers, and fellow dancers. Signed : \_\_\_\_\_**

**I, \_\_\_\_\_, agree that any breach of this contract may see my involvement in Competitive Division re-evaluated. Signed: \_\_\_\_\_ Date: \_\_\_\_\_**



## Parent Contract

Tuition for dancers varies depending on the number of classes they take, and how many competitive numbers they are in. It is mandatory that all Competitive Division members attend a bi-weekly rehearsals as well as their prerequisite classes. Competitive Division dancers must have their account and balances up-to-date throughout the season. Failure to do so may see their pieces not submitted for competition.

**I, \_\_\_\_\_, agree to financially support my Competitive Division dancer through on-time payment of our family's tuition and choreography fees. Signed : \_\_\_\_\_**

Crystal Lake Conservatory will attend (4) competitions this year. The first installment of at least \$100 is due at registration as a deposit and is non-refundable. Please Note: Competitive Division may also have the opportunity to travel to locations overnight or even over a weekend. Please be aware of any extra expenses that may occur, such as gas, hotel, food, and missing work.

**I, \_\_\_\_\_, agree to bring my child to all booked competitions, or find a carpool to do so. I agree to have my child in attendance by the required arrival time, and that lateness may see the piece(s) disqualified or barred from performing. Signed : \_\_\_\_\_**

Choreography fees are non-refundable. Conservatory Division tuition may be refundable (following guidelines in our Parent Handbook), less a 30-day penalty. This penalty is applied to the instructor to re-choreograph and rearrange the competition, recital, or examination routines. Costumes are at the sole discretion of the choreographer, in accordance with YPAD. Any change of the costume without approval will see the piece pulled from competition.

**I, \_\_\_\_\_, agree that choreography fees are non-refundable, and that I agree the drop or withdrawal of my child in such cases as listed above. Signed : \_\_\_\_\_**

**I, \_\_\_\_\_, have read and understood all that is expected as a member of Conservatory, Competitive, and Performance/Pre-Competitive divisions, and all policies therein. I understand that my actions as a parent will directly affect the family as a whole. We understand that these policies are created to ensure the absolute best training and most positive and rewarding experience for everyone. I understand that failure to meet the conditions set forth in this contract, and in all posted could result in my dancer's dismissal from all or part of Competitive Division routines and events, and/or my family's dismissal from Crystal Lake Conservatory.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**