



Parent Handbook
Policies & Procedures

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Updates and Agreements

Effective as of April 1, 2019

1. **Updates** - Crystal Lake Conservatory reserves the right to update, change, or otherwise adjust these policies at any time.
2. **Agreements** - As a registered and/or enrolled family at Crystal Lake Conservatory, you agree to the policies and procedures outlined in this document. Failure to do so will see the student and/or family dismissed without refund.
3. **Availability** - An up-to-date copy of this Handbook will be included in each weekly newsletter, as well as available at any time on our website, www.crystallakeconservatory.com. As a registered and/or enrolled family, you understand and agree to all changes as they are presented. Please contact the office within 30 days of receipt should you wish to retract your agreement.
4. **Eligibility** - All families must agree and adhere to CLC policies (outlined in this document) to be eligible for enrollment in CLC classes, events and choreography.

Contact Information

Effective as of July 1, 2018

1. **Returning Family Registration** - JASOD families have had a Jackrabbit account created for them during this transition to Crystal Lake Conservatory. Please sign in and check the information.
2. **Online Registration** - New families are encouraged to register online by creating a Jackrabbit Parent Portal family profile. Classes can be chosen through the Jackrabbit app, as well as viewing payments, balances, and tax forms.
3. **Paper Registration** - New families who register via email, phone or brochure form agree to have a C.L.C. office administrator input the information into a Jackrabbit Parent Portal family profile.
4. **Required Information** - All C.L.C. families must have the following information on their Parent Portal. Information must be current and up-to-date:

- Parent Name(s)
- Dancer Name(s)
- Dancer D.O.B.
- Valid Email
- Valid Phone Number
- Emergency Contact
- Health Issues and/or allergies

5. **Recommended Information** - C.L.C. families are encouraged to provide the following information via their Jackrabbit Parent Portal family profile:

- Mailing address
- Postal Code
- Dancer(s) grade level
- Dancer(s) school
- OHIP #
-

6. **Confidentiality** - All information shared with C.L.C. via Jackrabbit or paper registration is kept strictly confidential. Recommended Information can ONLY be accessed by the main login parent, the Artistic Director, and/or the Office Manager. Required Information may be accessed by the above, in addition to Instructors and Office Administrators.

Registration and Reservation

Effective as of July 1, 2018

1. **Registration: Returning Families** - Returning JASOD/C.L.C. families will have priority access to registration each year. Classes may be enrolled via Jackrabbit by April 15th of each year.
2. **Registration: New Families** - Registration opens to new families on May 1st of each year. Classes may be enrolled via Jackrabbit.
3. **Registration Days** - The office will be open throughout the summer to help with registration, uniform orders, questions and information. Please see posted summer hours.
4. **Reservation:** To keep a dancers' space in a class reserved, a deposit of \$100.00 per dancer must be received within 15 days of enrollment. If deposit is unpaid by the 15 day mark, the dancer may be removed from the class list to allow for waitlist registration. Should space be available, the dancer is welcome to re-enroll at any time.
5. **Rolling Registration:** Registration will close when either:
 - a) The class is filled. A Waitlist will begin.
 - b) Term Two has begun. Family will be contacted April 15th for Next-Season registration.

Bullying, Behaviour, Representation

Effective as of April 1, 2019

1. **Bullying** - Crystal Lake Conservatory upholds a “no tolerance” bullying policy. This extends to students, parents, guardians, and faculty. CLC is built on trust, respect, and discipline by providing a physically and emotionally safe and secure environment for dancers, assistants, staff, parents, and extended family members. To protect the rights of students, acts of bullying, harassment, and other forms of aggression and intimidation will not be tolerated. We expect no tolerance for bullying and expect behavior that promotes being respectful, civil and family oriented.

‘Bullying’ or ‘Harassment’ is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - ie; cyber bullying through the use of internet, cell phone, pda, computer, or wireless handheld device), that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to provoke fear of physical harm or emotional distress. Bullying and harassment is conduct that substantially interferes with the opportunities, benefits, and/or programs of one or more students and could adversely affect their participation in these programs. Bullying on the part of any Member (family, student, or staff) may lead to probation or dismissal.

2. **Behaviour** - Should there be evidence or complaint that Members have conducted themselves in a manner that does not reflect the anti-bullying culture, CLC reserves the right to dismiss, without refund. Please observe this anti-bullying policy now posted and effective immediately. Negative and disruptive behavior will be investigated, and appropriate consequences and measures taken to address the situation.

3. **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.

4. **Reporting** - Please report instances of bullying or harassment to studio staff so that violations of this policy can be addressed appropriately.

Private and Semi-Private Lessons

Effective as of July 1, 2018

1. **Tuition Fees** - Current C.L.C. members are offered a rate of \$25.00/30 minutes. This rate is the same, regardless of teacher or style.
2. **Tuition Fees** - Non-Members pay a fee of \$30.00/30 minutes for all private lessons.
3. **Studio Rental** - When looking to rent space for a rehearsal **WITHOUT** a teacher, Members pay \$10.00/30 minutes, while Non-Members pay \$15.00/30 minutes.
4. **Semi-Private Lessons** - In the case of two or more students (up to a maximum of 6), the full rate will be split amongst the participants.
5. **Bookings** - All Private lessons **MUST** be booked and paid for through the Jackrabbit Parent Portal. Teacher and studio availability are discussed directly with the teacher, or with the Artistic Director. It is then the teacher/A.D.'s responsibility to input the class into Jackrabbit for Portal enrollment. **Bookings NOT made through the Jackrabbit are NOT covered under C.L.C. insurance, and therefore the parent and instructor are both liable for injuries and damages.**
6. **Payments** - Private lesson fees must be paid in full **PRIOR** to the start of the class time.
7. **Discounts** - Private and Semi-Private lessons are **NOT** eligible for Volume or Payment Plan Discounts.

Medical and Media Release

The Health Information/Medical Waiver form and the Media Permission Waiver form must be filled out and included with any new student's registration. This form is provided for reference only; agreement was given with Jackrabbit Parent Portal sign-up.

I, the parent/guardian of my child/children, am aware that participation in dancing is potentially dangerous and involves risk of injury. I understand that these risks include, but are not limited to injury to ligaments, muscles, tendons, bones, and other aspects of the body that may include head, neck, or spine. Due to the dangers of this activity, I understand the importance of my child following the teacher's instructions regarding techniques, training, and other rules and agree that my child will obey these instructions. In consideration for allowing my child to participate Crystal Lake Conservatory activities, I hereby assume all the risks associated with the sport of dance, and I agree to release Crystal Lake Conservatory and its employees or agents from any and all liability/responsibility which may arise in connection with my child's participation in activities.

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian, nor emergency contact can be reached in the case of an emergency.

Media Release

I agree to waive all rights relative to the transmission and publication of all images recorded on any media by Crystal Lake Conservatory or its assigns, for the sole use by Crystal Lake Conservatory. I agree that these images may be used for the intended publication, promotion, marketing and any other requirements of the company. Digital photographs and video clips will be collected by the Instructors at Crystal Lake Conservatory for use in social media and the annual yearbook. All media is collected under the Youth Protection Advocates in Dance Professional Creed, outlining appropriateness, laws, and conservatism.

Pickups, Late Pickups, Sign-In/Sign-Out

Effective as of July 1, 2018

1. Pickups: Picking up dancers after their class should happen in our main lobby. Parents are not permitted in the dressing rooms unless accompanying a dancer under the age of 7 who requires assistance. Please alert the teachers if a different person than usual is picking up the child (grandparent, babysitter, carpool, etc).

2. Late Pickups: It is our policy, in accordance with YPAD, that after 15 minutes lateness, the teacher shall call all numbers listed on the Jackrabbit Parent Portal. After 30 minutes (and no answer from the numbers) the police will be called. At no time will a dancer be transported in an Instructor's personal vehicle. Teachers are not permitted to drive the child home. It is a safeguarding policy that the instructor alert the police that they are alone with a child (especially if it is after the last class of the night).

Should the lateness become a problem, an after-care fee may be charged to cover the Instructor's time to sit with the child.

3. Sign-In/Sign-Out: Large events, such as dress rehearsal, gala, recital, picture day, auditions, etc, require a parent or guardian sign the dancer in prior to the event, and sign-out at the end of the event. This is to streamline the busy backstage area for our volunteers, and to ensure each child is safe and accounted for.

Important Dates

Updated Sept. 1, 2019

Event	Start Date	End Date	Details
Delhi Fall Fest	Friday, September 6 th	Sunday, September 8 th	
Free Week(Start of Term 1)	Monday, September 9 th	Sunday, September 15 th	
Competitive Rehearsals Begin	Sunday, September 15 th		
Norfolk County Fair Opening Day	Tuesday, October 8 th		CLOSED
Thanksgiving	Saturday, October 12 th	Monday, October 14 th	CLOSED
Hallowe'en Week (Costumes)	Sunday, October 27 th	Saturday, October 2 nd	
Hallowe'en	Thursday, October 31 st		CLOSED
Parent Appreciation Week #1	Sunday, December 1 st	Saturday, December 7 th	
Last Day of Fall Session	Saturday, December 7 th		
Christmas Party	Saturday, December 21 st		
Closed for Christmas Holidays	Sunday, December 22 nd	Saturday, January 4 th	
First Day Back Term 2	Sunday, January 5 th		
Competitive Div. - Outside Eye	Sunday, January 5 th		
Competitive Div. - In-Studio	Sunday, January 19 th		
Competitive Div. - Dress Rehearsal	Sunday, February 2 nd		
Valentines Week	Sunday, February 9 th	Saturday, February 15 th	
Competitive Div. - Mock Comp	Sunday, February 16 th		
Family Day	Monday, February 17 th		OPEN
Competition #1	Thursday, February 27 th	Sunday, March 1 st	Niagara Falls
March Break	Monday, March 16 th	Sunday, March 22 nd	
Competition #2	Friday, March 27 th	Sunday, March 29 th	Milton
Parent Appreciation Week #2	Monday, March 30 th	Sunday, April 5 th	
Easter Break	Friday, April 10 th	Saturday, April 18 th	CLOSED
Competition #3	Friday, April 24 th	Sunday, April 26 th	Toronto
Competition #4	Friday, May 22 nd	Sunday, May 24 th	Waterloo
Rehearsal Week	Sunday, June 7 th	Sunday, June 14 th	
Dress Rehearsal - Show 1	Saturday, June 13 th		
Recital - Show 1	Saturday, June 13 th		
Dress Rehearsal - Show 2	Sunday, June 14 th		
Recital - Show 2	Sunday, June 14 th		

Holiday Grace Days - Our season is based on 34 weeks, but occurs over 36. One Holiday Grace, and one Snow day are built into the year, without makeup lesson. Additional snow days will have makeup lessons scheduled during March Break and Recital Week.

Holiday Grace Days	
Sunday Classes	Sunday, October 13 th (Thanksgiving)
Monday Classes	Monday, October 14 th (Thanksgiving)
Tuesday Classes	Tuesday, October 8 th (Fair Day)
Wednesday Classes	2x snow days
Thursday Classes	Thursday, October 31 st (Hallowe'en)
Friday Classes	Friday, April 17 th (Easter Week)
Saturday Classes	Saturday, October 12 th (Thanksgiving)

Parent Appreciation Weeks

Effective as of July 1, 2018

“Behind every successful dancer is a supportive parent.” - *Unknown*

Parents are an integral part of a dancer’s artistic journey. We thank you for your time, commitment, and support.

During Parent Appreciation Weeks, we invite you to come sit as honoured guests in any or all of your child’s classes. Enjoy complimentary hors d'oeuvres and drinks while the dancers show you all they’ve learned.

The first Parent Appreciation Week displays classwork and examination syllabi. The second showcases the beginnings of each class’s recital numbers.

Parent Appreciation Week #1: Sunday, December 1st - Saturday, December 7th

Parent Appreciation Week #2: Saturday, March 30th - Sunday, April 5th

Payments and Fees

Effective as of July 1, 2018

1. **Tuition Amounts** - Crystal Lake Conservatory ("C.L.C.") prides itself on being affordable while providing the best possible arts instruction. Tuition fees take into account the cost of building rental, upkeep, equipment, instructors, insurance, and Wi-Fi access. Tuition amounts are calculated on an annual rate per minute. The 2017-2017 (JASOD) rate was \$0.28/minute/year. The 2018-2019 (C.L.C.) rate is \$0.30/minute/year. Each course is listed on the Jackrabbit with the annual tuition fee. A fee chart is attached at the end of this document.

2. **Deposit** - In order to reserve a space within a course, a deposit of \$100.00 per dancer (per year) must be received within 15 days of enrollment. Failure to do so will see the spot released for open enrollment. Deposits for 2018-2019 may be done via Credit Card or E-Transfer.

3. **Membership Fee** - A membership fee of \$20.00(+hst) per dancer, or \$45.00(+hst) per family is required annually to cover the admin required for Jackrabbit setup, and general enrollment. Members also receive discounts on events, master classes, and uniform orders. This fee is non-refundable.

4. **Costume Deposits** - A deposit of \$50.00 per dancer, per course, is required to order a recital costume. Fees are due September 15th. This fee is non-refundable. Costume balances are posted on January 15th and are due before costumes will be released.

4. **Discounts** - C.L.C. offers two on-going discounts to help assist our families. Both are outlined below:

- **Payment Plans:** Overall discounts available based on schedule of payments. Payment plans are for Full Term classes only, and are not applicable to Summer School courses.
 - **Annual Payment:** Save 10% when you pay in full by September 15th.
 - **Term Payment:** Save 5% when you pay in two installments, September 15th & January 15th.
 - **Sessional Payment:** Four quarterly payments, Sept. 15th, Nov. 15th, Jan. 15th and Mar. 15th.
 - **Monthly Payment:** Pay for September and June upfront, and divide the remaining balance into 8 equal payments. Payments due the 1st of each month.
- **Loyalty Discounts:** Discounts are offered based on the TOTAL amount of hours a family incurs in a dance season. Payment plans are for Full Term classes only, and are not applicable to Summer School courses.
 - Save 5% off the annual balance for 5 hours or more, per week.
 - Save 10% off the annual balance for 10 hours or more, per week.
- **Summer Discounts:** Discounts are offered on the TOTAL number of complete camp weeks enrolled by a SINGLE STUDENT. This discount does not include Competitive Division Intensive, Grades Preparation classes, or Vocational Preparation classes.
 - SAVE 10% when a single student is enrolled in 3 or more weeks.
 - Save 15% when a single student is enrolled in ALL camps.

5. **Late Payments** - Payments are due either of the 1st or 15th of the month (depending on your chosen payment plan). Payments later than 3 business days are subject to an Automatic Payment Withdrawal (see below) in addition to a 5% late fee. Two successive late payments will result in the dancer sitting out of class. NSF cheques or declined debit/credit card transactions are subject to a \$40.00 fee, to cover the same amount set by our bank.

6. **Required Goodwill** - As a show of good faith and commitment to C.L.C., all families are *required* to have on file either a Credit Card Authorization or Post-Dated Cheques. These will not be charged/deposited except in the case of Late Payments (see #5 above) or Dropping/Withdrawal (See page 6). Forms are available at the end of this document, or online [HERE](#).

7. **POS Options** - C.L.C. is very excited to accept the following options for the convenience of our families:

- Auto-Pay (Credit Card or Post-dated cheques)
- Credit Cards (Visa, Mastercard)
- Debit Cards
- Cheques
- Cash
- Individual Fundraising Credits (See Fundraising on Page)

Dropping and Withdrawal

Effective as of July 1, 2018

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 1st, all tuition fees are non-refundable.

Costume deposits and payments are non-refundable.

Competitive fees are non-refundable.

Registration fees are non-refundable.

2. **Withdrawal** - “Withdrawal” refers to leaving ALL C.L.C. courses. In cases of withdrawal due to medical or compassionate issue, a pro-rated refund, less discounts, less a 30-day penalty, will be given when notice is provided in writing. In all other cases, refund are available only until the start of Term Two.

Costume deposits and payments are non-refundable.

Competitive fees are non-refundable.

Registration fees are non-refundable.

3. **Refund Policy** - Applicable refunds, minus Membership Fees, Deposits, any partial-payments made, and a 20% re-staging fee, and less a 30-day penalty. Refund requests must be made **IN WRITING** (not online), prior to the beginning of Term 2. Refunds take 4-6 weeks to process, and a cheque is sent via Canada Post.

4. **Credit Policy** - Or, a credit of the full amount can be applied, good for 12 months (at which time, there is no refund).

Uniforms and Costumes

Effective as of July 1, 2018

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. **Uniform Policy** - The Uniform Policy is in place throughout all four “Schools”. Specific uniform requirements can be found [HERE](#), or as an attachment to this document ([PAGE 25](#))

As a conservatory level school of dance, our dress code is an important part of our curriculum. Showing respect for a dress code helps foster the required discipline it takes to learn a classical art form. We want our students to focus on their own individual journey as a dancer, without worrying about “fitting in” or being self-conscious of their dancewear. As such, each class level adheres to the same uniform expectations. Many dance schools require the purchase of a new leotard per level - in an effort to reduce the costs to our families, as well as being cognizant of growing bodies, each uniform colour is kept for two consecutive grade levels.

Styles and colours are chosen in accordance with examination requirements set out by the Royal Academy of Dance (R.A.D.), Acrobatic Arts (A.A.), Imperial Society of Teachers of Dancing (I.S.T.D.), and Associated Dance Arts for Professional Teachers (A.D.A.P.T.).

Uniforms must be worn to each class. In the case of special-orders or alternations, uniform compliance expected no later than the end of the second week of dance.

3. **Philosophy** - C.L.C.’s philosophy on the use of uniform in training is shared among professional dance educators. Simplicity is one of the distinguishing characteristics of a truly fine dancer. While dancers are working on the strength and technique needed to accomplish the goal we start with being simple in dress. As the dancers develop their skills, uniforms allow the Instructor, Choreographer and/or Coach to see the dancers’ alignment and positioning. Baggy or distracting clothing can be dangerous to a dancer’s developing body as the Instructor is unable to see and make corrections. A uniform also allows all students to be equal: no one is standing out, or trying to fit in. This is very important in the creation of the team unity in the class and puts the focus on artistry in that it allows students to express their individuality through movement, rather than fashion.

4. **Store** - Our uniform is available through our convenient on-site store. This allows both for ease of purchase, as well as guaranteeing parents are getting the correct garment style. Parents are able to save them both time and money in not needing to drive to far-away stores, or having to travel a second time to exchange an incorrect item. Fit and colour are guaranteed at our store for C.L.C. students - this is not so if you choose to travel to a different store. The leotards that were chosen were done so after much consideration of price, quality, fit, and Y.P.A.D. age appropriateness. All items in our store are cheaper than the same item for purchase elsewhere and include the cost of professional fittings or alterations/special orders.

5. **Profits** - A portion of store proceeds goes to the Umbrella Arts and Media- Emerging Artist Award which helps offset some of the financial aid we give to deserving dancers annually. All dancers should receive a high-quality dance education regardless of financial hardship and C.L.C. is very proud to have the opportunity to offer this program.

6. **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.

7. 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.

8. Consignment Uniforms - Shoes, skirts and leotards in good condition are encouraged to be passed down when outgrown to save both money and the environment. All articles can be turned in to the Store, and will be washed, dried, steamed, and displayed. Upon sale, the seller will receive 60% of the sale price.

9. Consignment Costumes - Competition and recital costume in good conditions are also encouraged to be re-used. Costumes can be turned in to the Store, and will be washed, dried, steamed, catalogued, and displayed. Upon sale, the seller will receive 60% of the sale price.

Examinations

Effective as of July 1, 2018

1. Importance of Examinations - Crystal Lake Conservatory believes in dance exams as a great teaching tool not only in developing dance technique but also in developing confident individuals. Exams encourage all students to work hard and achieve a goal. They also provide the dancer with an opportunity to demonstrate the work they have been learning each week in class to be evaluated by professional examiners. Dancers who are introduced to examinations from an early age are much better at handling pressure, and this ability to prepare for a challenging situation serves them extremely well in life. Passing dance examinations gives the student an individual sense of accomplishment and is a gratifying reward for the hard work that they put in all season long. It also gives them a certificate to show for all their hard work and accreditation for their dance training. Examinations create a worldwide standard and exam results can also be included on resumes. This will have a great effect of showing your commitment and seriousness to an extra-curricular subject, which is an asset when applying for schools and jobs in any area.

2. Acrobatic Arts - AA Examinations are available from Primary through to Pre-Professional Three. Exams usually fall in March just before March Break. Eligibility for an AA Levels Exam is:

- Completion of the skills in class
- Proficiency and consistency
- Exam fee
- Absence from school (if needed)
- 1 weekend Examination Prep class (1 month prior to exam)
- 1 weekend Mock Examination (2 weeks prior to exam)

Examination uniform is the same as worn in class. Long hair is in two French braids, into a twist; “Acro Hair”. Short hair is held back with clips and hairspray.

3. Royal Academy of Dance - RAD Examinations are available from Pre-Primary to Solo Seal. Exams usually fall in either November or May. Eligibility for an RAD Exam is:

- Pre-Primary - Grade 2 - Enrolled in one ballet lesson per week.
- Grade 3 - Grade 5 - Enrolled in two ballet lessons per week.
- IF - Solo Seal - Enrolled in three ballet lessons per week (One being a PBT class).
- 80% Attendance.
- Proficiency and consistency.
- Exam fee
- Absence from school (if needed)
- 1 weekend Examination Prep class (1 month prior to exam)
- 1 weekend Mock Examination (2 weeks prior to exam)

Examination uniform for Grades Exams (Pre-Primary - Grade 8) is the same as worn in class. Classical bun.

Examination uniform for Vocational Exams (IF-AF) is black leotard. For A1-A2 is white leotard.

4. Invitations - Invitation to participate in an examination is at the sole discretion of the Artistic Director and the Instructor. Decisions will be made base on: readiness, technique, attendance, behavior, attitude, effort in class, rate of progression, proper uniform and hair, preparedness for class, and any outstanding balances. Invitations will be emailed no later than one (1) month prior to the due date.

If an invitation is not received, and you believe it to have been in error, a dancer is welcome to audition the syllabus work in a Mock Exam setting, with both the Artistic Director and Instructor present. Auditions are booked on Saturdays only, and at a rate of \$50.00. Auditions must be booked and completed no later than two (2) weeks prior to the due date.

5. Additional Preparation - In cases of struggle, an Instructor, Parent or Dancer may request additional preparation. Private lessons are booked on Saturdays only, and at a rate of \$25.00/half hour. All Additional Preparation lessons must be booked through Jackrabbit.

In cases of low attendance to the point of ineligibility, Dancers, Parents or Instructors may request Additional Preparation lessons to make up the missed hours. Private lessons are booked on Saturdays only, and at a rate of \$25.00/half hour. All Additional Preparation lessons must be booked through Jackrabbit.

Competition

Effective as of July 1, 2018

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. 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-Ani Cook - Ballet, Acro, Lyrical, Contemporary, Jazz
- Robin Bokla - Jazz, Contemporary, Ballet
- Catina Duscio - Tap, Contemporary, HipHop
- Libby Adams - Jazz, Hip Hop, Acro
- Dottie Dangerfield - Musical Theatre
- Carleen Zouboules - Contemporary, Open, (Senior School ONLY)
- Thomas Peacock - Contemporary, Open, Pointe (Senior School ONLY)

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, 2018. In preparation for competitions we will also be hosting a Competitive Dress Rehearsal, and a Competitive Mock Competition with a *special guest judge!*

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

- Original choreography
- Original costume design
- 12 weeks of 30-45 minute rehearsals
- 2 weeks of "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

Competition Tuition Fees **DO NOT** include:

- Costume deposit
-
- Costumes, props or accessories

- Required dancewear, shoes or tights
- Travel and accommodation
- Competition entry fees

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 competitors
- Mandatory attendance at Comp Sundays (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)
- 80% attendance at FlexTech class (Sundays) or required Make-Up Lesson
- Respect and uphold the standards and values of sportsmanship and teamwork

8. **Contracts** - Successful Audition candidates and their parents/guardians are asked to sign and uphold a Competitive Expectations form.

9. **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.

10. **Entry Fees** - Costume deposits are due October 15th. Invoices for additional fees are distributed December 15th. They must be paid within 30 days. We realize that December is difficult for all due to holidays, to please budget accordingly.

Fees are Per Dance, Per Competition. Additional Fees are outlined below in an attachment to this document.

11. **Gala** - After the last competition and before recital, CLC is proud to host an annual Gala event. This will take the place of the former JASOD Solo Showcase. Top-placing competitive routines are invited to perform for guests. Each competitive family is asked to donate either:

A: A Silent Auction item

B: Volunteer for the evening

C: Sell a table of tickets

Gala event will take place in the evening and will feature a served dinner, themed decorations, silent auction, and bar. This will be our biggest Studio fundraiser each year - monies earned go toward upkeep of the building, props, Travel Trips, and bringing in Guest Choreographers and teachers.

Pointe Work

Effective as of July 1, 2018

1. **Background** - Most girls will be asked to progress en pointe between the ages of 11-13 and of course, this is also a very important time for growth and development of bones in the feet and ankles. A thorough pre-pointe assessment is designed to reduce the risk of damage to the developing body. At CLC we ensure that each student always displays correct technique and adequate strength and flexibility to do pointe work safely.

2. **Our Policies** - At times it may seem like we are being a little tough or conservative, but the reason for this is to ensure the health and longevity of the student's body. As every child has different strengths and weaknesses, started ballet at various ages, has different training and experience and has a unique body - it is difficult to predict how many sessions will be needed to progress en pointe. Most students will not progress en pointe after the first session and may need anywhere between 2-6 months to complete the stages necessary.

3. **Eligibility** - Dancers wishing to be trained for pointe work **MUST**:

- have passed the Grade 4 RAD Ballet Examination.
- Be enrolled in a minimum of two Grade 5 and/or Intermediate Foundation classes per week.
- Be enrolled in one PBT (Progressing Ballet Technique) class per week.

3. **Process** - Throughout the PBT courses, dancers will learn, study and be tested on the 28 pre-pointe skills laid out by the RAD, Perfect Pointe System, and PBT. Our Pointe Work Process Policy follows that of all major ballet schools. It includes four parts:

1. **Pass the 28 tests** - All tests are achievable but do require commitment and practice. How long it takes a dancer to pass the tests is very individual, and cannot be rushed.

2. **See the Doctors** - Once the tests are completed with a grade of 3/5 or higher, the dancer is sent for an x-ray and biomechanical examination of the foot and ankle. The second step is to see a podiatrist. It is important, before progressing on to pointe, that a doctor check the placement and hardness of your growth plates. To injure a growth plate can be very detrimental to the growth of a child, and so we take every precaution to ensure a safe progression to pointe work studies. Minimum age recommended by the Royal Academy of Dance is 12. Younger than 12 or 13, the growth plates in the small joints of the feet are still quite malleable, and permanent damage to the normal use of the foot can result.

3. **Pre-Fit** - Once medically cleared to begin pointe, the dancer will meet with their ballet teacher to choose her shoe brand. Each brand is known for supporting different types of feet. Not all stores carry all brands, so once we know which brand she needs, we can direct you to the store to book an appointment. During this meeting (15-20 minutes) we will measure the shape and size of your feet to recommend the best shoe brand(s) for you. There are many different brands of pointe shoes, each with a multitude of styles and sizes. Not all shoes will fit all feet. By having the teacher(s) assess your foot, we will be able to direct you to a store that carries that particular brand (not all stores carry all brands).

4. **Shoe Fitting Appointment** - The fourth and final step is to attend your pointe shoe fitting. Shoes range in price, approximately \$80.00-\$120.00 per pair. For her first pair, she will also need elastics (\$5.00), ribbons (\$10.00), and padding (\$10.00-\$30.00). Subsequent pairs of shoes will not be as expensive. Elastics, ribbons and padding are reusable, and the above price for a pair of shoes includes the fitter's fee.

Fundraising

Effective as of July 1, 2018

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.

There are three (3) to four (4) GFE's per year:

1. **Crystal Gala – Early June.** Cocktail affair. Families are asked to donate either a Silent Auction item, a business sponsorship, or to volunteer for the evening.
2. **Yearbook – End of June.** Yearbooks and souvenir programs are a great way to commemorate each dancer's time at the studio. Great for grandparents, too! Sponsorship opportunities available.
3. **Calendar – December.** Miss Gesila, our Resident Photographer, puts together an annual calendar featuring artistic photographs of our dancers in costume. Pre-sales begin October 15th, and calendars are available for pickup anytime in December. They make GREAT Christmas gifts for friends and families. Sponsorship opportunities available.
4. **Gift Wrapping Boutique – December.** Held either at Simcoe Town Centre mall or at the studio. Shoppers drop off their gifts for classy and tasteful giftwrapping.
5. **Recital Pop-Up Shop and Concession - June** – Sales of snacks, drinks, and accessories at recital go towards the fees for use of the stage.

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. A quarterly update of your individual account will 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, see our webpage [HERE](#).

Internet Usage

Effective as of July 1, 2018

1. **Basis of Access** - Crystal Lake Conservatory ("C.L.C.") grants you the right to gain access through this public access network (the "Network") to the Internet and other electronic resources, on the following terms and conditions. Your use of this Network is subject to these terms and conditions, to which you agree. You agree that the Network is provided on an AS IS and AS AVAILABLE basis. C.L.C. disclaims all responsibility and liability for the availability, timeliness, security or reliability of the Network. C.L.C. also reserves the right to modify, suspend or discontinue your access to the Network with or without notice at any time and without any liability to you.

2. **Accuracy of Registration** - You represent and warrant that

- (a) all of the information provided by you to C.L.C. in order to log onto the Network is correct and current; and
- (b) you are not prohibited by any law, order or judgment (whether civil or criminal) from accessing the Internet.

3. **Internet Content** - The Internet is an unregulated, global environment and should be used with care. Information found on the Internet may not be accurate, complete or current. When using the Internet, you must carefully assess the information received from this medium. C.L.C. does not control the information on the Internet and assumes no responsibility for any direct or indirect claims, damages or costs sought by users or third parties arising from the C.L.C.'s provision of access to Internet services through this Network. C.L.C. takes no responsibility for third party content (including, without limitation, any viruses or other disabling features), nor does C.L.C. have any obligation to monitor such third party content.

4. **Public Use** - Your access to C.L.C.'s Network is subject to current registration in a C.L.C. class, as well as up-to-date Jackrabbit contact information. C.L.C. assumes no responsibility for the security or privacy of any on-line transactions you conduct.

5. **Security** - C.L.C. does not provide encryption or other security measures to protect information you send or receive over the Internet. As with any Internet connection, there is no inherent security; prudence should be exercised in the transmission of confidential or sensitive information over the Internet.

6. **WiFi Hotspot Service** - If you are connecting to the Network through our wireless access service, be aware that wireless telecommunications connections are, by their very nature, more prone to loss of connection, due to limited broadcast range, interference caused by physical structures and external interference (including interference with the radio signal through jamming, competing broadcasts on same frequency and temporary electro-magnetic influences). This instability can result in the loss or corruption of data in transmission. In addition, any wireless transmission is capable of interception, even if you are sending data through a secure website (an "https" URL). C.L.C. has no responsibility or liability resulting from any such loss or corruption of data, or from data interception or other consequences of your use of an unsecured wireless communications service.

7. **Privacy** - Your use of this Network is subject to C.L.C. Policies and Procedures. As a condition of use of this Network, you agree to the terms of this Policy as it may be updated from time to time. You agree that C.L.C. may monitor, edit or disclose the material you have viewed or accessed through this Network, if required to do so in

order to comply with both Parent and Dancer Policies and Procedures, and any valid legal process or governmental request (such as a search warrant, subpoena, statute, or court order), or as otherwise provided in these Terms of Use.

8. **Limits on Privacy** - C.L.C. reserves the right to access, read, preserve, and disclose any information accessed on this Network which C.L.C. reasonably believes is necessary to (a) satisfy any applicable law, regulation, legal process or governmental request, (b) enforce these Terms of Use, including investigation of potential violations hereof, (c) detect, prevent, or otherwise address fraud, security or technical issues (including, without limitation, the filtering of spam), (d) respond to user support requests, or (e) protect the rights, property or safety of C.L.C., its families and the public.

9. **Legal Compliance** - In accessing the Internet, you are subject to federal, provincial, and municipal legislation related to Internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition, and the incitement of hatred. You must not use this Network for any illegal purposes. You agree that you will use the Network in compliance with all applicable municipal, provincial, federal and international laws, rules and regulations, including any laws regarding the transmission of technical data. You shall not use the Network to upload, transmit or otherwise distribute any content that is unlawful or contains viruses; or that infringes upon another party's intellectual property rights or other proprietary, contractual or fiduciary rights or obligations;.

10. **Copyright** - Copying or distributing material found on the Internet may infringe on copyright or other intellectual property rights of others. C.L.C. is not responsible for such infringements by you.

11. **Terminal Limitations** - If you are accessing the Network through a Library Terminal you shall not download or install any software program on this Terminal. This includes studio Ipad, Office Computer, and Store POS.

12. **Time Limits and Reservations for Use** - Access to the Network on wired and wireless devices provided by C.L.C. is offered on a first-come, first-served basis and may be subject to time limits. While every effort is made to have Wi-Fi available for patron use, C.L.C. may at times reserve network usage for specific programs, services or upgrades and repairs.

13. **Filtering Software** - C.L.C. does not employ filtering software.

14. **Choice of Access for Children** - It is the responsibility of parents or guardians to monitor and guide their children's Internet activity. Parents or guardians are able to determine the Internet permissions of their children. At the discretion of parents or guardians, two Internet access options are available for dancers: the default setting of unrestricted Internet access or no Internet access whatsoever. Dancers with no Internet access will not be given login information access to C.L.C.'s wireless network. However, C.L.C. does not monitor the dancer's use of peer's devices.

15. **Breach of these Terms of Use** - If you breach any provision of these Terms of Use, damage this Network, modify or attempt to modify any software program used by this Network, or subvert or attempt to subvert any security devices that C.L.C. has installed for this Network, then C.L.C. may terminate your right to use any part of C.L.C.'s Networks, or suspend C.L.C. privileges generally, or both, for such length of time as C.L.C. considers appropriate. In addition, your breach, damage, modifications or security subversion may result in civil or criminal

proceedings being commenced against you. C.L.C. reserves the right, but shall have no obligation, to investigate your use of the Network in order to determine whether a violation of these Terms of Use has occurred or to comply with any applicable law, regulation, legal process or governmental request.

16. **Indemnification** - You agree to hold harmless and indemnify C.L.C., its directors, officers, employees and agents, from and against all third party claims and legal proceedings of every kind whatsoever arising from or in any way related to your use of the Network, including all legal costs incurred by C.L.C. in the defense of such claims and proceedings.

17. **Law and Jurisdiction** - These Terms of Use are governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. All legal proceedings respecting these Terms of Use must be brought in courts, to whose jurisdiction you irrevocably attach. C.L.C. may commence legal proceedings in other jurisdictions to enforce a judgment, order or decree originally granted by a court.

18. **Granting of Access** - Login information will be updated with each new dance session (quarterly). Network name and key will be posted on your Jackrabbit account.

18. **Entire Agreement** - These Terms of Use are the entire agreement between C.L.C. and you regarding your use of this Network.

Updated on April 8, 2018

Attachments

Effective as of July 1, 2018

1. **Tuition Fees** - Fees are all-inclusive. The fee is laid out per-year, which can be divided for monthly or sessional payments. Fees include: tuition, recital, rehearsal, stage time, costume, exam, competition, performance, musician fees, piano rental, tutu rental, mock exams, exam preparations classes, and workshops. Fees do not include uniform.

2. Class Cards - Sessional Classes

Class-Cards are available to non-members who wish to save money on drop-in rates. Class cards are good for 10 classes, and are equal to the price of 9 classes. (Buy 9 Get One Free). Class cards are available for purchase from the office during normal office hours. Class cards are non-refundable, and non-replaceable - please keep them in a safe place. Cards ARE transferable, and all classes must be used within the dance season (July - June). All class cards expire on June 30th of each year.

3. Tuition Fees - Conservatory Division - Full-Term Classes (34 week classes)

Weekly Class Length	Annual Tuition Amount	Additional Included
30 minutes	\$306.00 + hst	-Examination -Competition -Performance -Costume -Recital -Staging
45 minutes	\$459.00 + hst	
1 hour	\$612.00 + hst	
1 hour 15 minutes	\$765.00 + hst	
1 hour 30 minutes	\$918.00 + hst	
Competitive FlexTech (1 hr)	\$100.00 + hst	

4. Session Dates - Conservatory Division

Full Session - 36 Weeks

Week	Fall Session	Winter Session	Spring Session
1	Sept 9 th		
2	Sept 16 th		
3	Sept 23 rd		
4	Sept 30 th		
5	Oct 7 th		
6	Oct 21 st		
7	Oct 29	Feb 4	May 13
8	Nov 5	Feb 11	May 27
9	Nov 12	Feb 25	Jun 3
10	Nov 19	Mar 4	Jun 10
11	Nov 26	Mar 11	Jun 17
12	Dec 3	Mar 18	Jun 24

5. **Additional Fees** - Conservatory Division

Additional fees are due no later than September 15th, 2018:

- Registration Fee (\$20.00/dancer; or \$45.00/family)
- Tuition Deposit (\$100.00/dancer)
- Uniform

7. Required Goodwill Form - Post-Dated Cheques





Either fill out and submit the form below, or enter your details on our secure site [HERE](#).

Cheque #	Date	Payment Schedule	Date Submitted	OFFICE USE ONLY

8. Required Goodwill Form - Credit Card Authorization

Either fill out and submit the form below, or enter your details on our secure site [HERE](#).

CREDIT CARD AUTHORIZATION FORM

CARD TYPE:    

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____ **AMOUNT TO BE CHARGED \$** _____

COMPLETE MAILING ADDRESS

CITY: _____ **STATE** _____ **ZIP** _____

NAME ON CARD: _____

AUTHORIZED SIGNATURE _____

Description of what is being paid for:

9. Choreography Fees - Competitive Division - Please see Competitive Division Handbook

10. **Uniforms** - Conservatory Division

Style #'s and ordering information coming soon.

School	Grade Level	Uniform Requirements	
		Girls	Boys
PreSchool	Wiggle + Giggle	Tight-fitting clothing that allows for ease of movement.	
	First Steps Preschool		
	Parented Play	Suggestion: leotard with shorts, tights, or leggings.	
	Pre-Junior	Combo A (Ballet & Tap)	Combo A (Ballet & Tap)
	Junior	<ul style="list-style-type: none"> • Leotard • Pull-On $\frac{3}{4}$ Skirt • Scrunchie or Headband • Ballet pink tights (Convertible) • Pink leather ballet shoes • Black tap shoes • Wrap Top 	White dance top
	Pastel Pink		Black shorts
			White dance socks
		White leather ballet shoes	
		Black tap shoes.	
		Combo B (Acro + Jazz)	Combo B (Acro + Jazz)
	<ul style="list-style-type: none"> • Pink Leotard • Pull-On Shorts or Capris • Scrunchie or Headband • Tan tights (Convertible) • Tan Jazz shoes • Wrap Top 	White dance top	
		Black shorts	
		Tan Jazz shoes	
Pre-Primary	Combo A (Ballet & Tap)	Combo A (Ballet & Tap)	
Primary	<ul style="list-style-type: none"> • Leotard • Pull-On $\frac{3}{4}$ Skirt • Scrunchie or Headband • Ballet pink tights (Convertible) • Pink leather ballet shoes • Black tap shoes • Wrap Top • Waist Elastic 	White dance top	
Yellow		Black shorts	
		White dance socks	
		White leather ballet shoes	
		Black tap shoes.	
	Combo B (Acro + Jazz)	Combo B (Acro + Jazz)	

		<ul style="list-style-type: none"> • Leotard • Pull-On Shorts or Capris • Scrunchie or Headband • Tan tights (Convertible) • Tan Jazz shoes • Wrap Top 	<p>White dance top</p> <p>Black shorts</p> <p>Tan Jazz shoes</p>
		<p>Hip Hop</p> <p>Comfortable clothing.</p> <p>Shoes with non-marking soles.</p>	<p>Hip Hop</p> <p>Comfortable clothing.</p> <p>Shoes with non-marking soles.</p>
Junior School	Grade 1	<p>Ballet</p> <ul style="list-style-type: none"> • Leotard • Pull-On $\frac{3}{4}$ Skirt • Scrunchie or Headband • Ballet pink tights (Convertible) • Pink leather ballet shoes • Waist Elastic • Wrap Top • Character Skirt (w/ Ribbons) • Ballet pink tights (Convertible) • Pink leather ballet shoes • Black canvas character shoes (2" heel) 	<p>Ballet</p> <p>White dance top</p> <p>Black shorts</p> <p>White dance socks</p> <p>White leather ballet shoes</p>
	Grade 2		
	Lavender		
		<p>Tap</p> <ul style="list-style-type: none"> • Leotard • Pull-On $\frac{3}{4}$ Skirt • Tan Tights (Convertible) • Tan Tap Shoes 	<p>Tap</p> <p>White dance top</p> <p>Black shorts</p> <p>White dance socks</p> <p>Tan Tap Shoes</p>
		<p>Jazz</p> <ul style="list-style-type: none"> • Leotard • Pull-On Shorts or Capris • Scrunchie or Headband • Tan tights (Convertible) • Tan Jazz shoes • Wrap Top • Tan Tights (Convertible) 	<p>Jazz</p> <p>White dance top</p> <p>Black shorts</p> <p>White dance socks</p> <p>Tan Jazz Shoes</p>

		<ul style="list-style-type: none"> • Tan Jazz Shoes 	
		Acro <ul style="list-style-type: none"> • Leotard • Pull-On Shorts or Capris • Scrunchie or Headband • Tan tights (Convertible) • Wrap Top 	Acro White dance top Black shorts
		Hip Hop Comfortable clothing. Shoes with non-marking soles.	Hip Hop Comfortable clothing. Shoes with non-marking soles.
		Modern/Lyrical <ul style="list-style-type: none"> • Leotard • Pull-On $\frac{3}{4}$ Skirt • Ballet pink tights (Convertible) • Foot Undeez 	Modern/Lyrical White dance top Black shorts Foot Undeez
	Grade 3 Grade 4 Tangerine	Ballet <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Ballet pink tights (Convertible) • Pink leather ballet shoes • Waist Elastic • Wrap Top • Character Skirt (w/ Ribbons) • Ballet pink tights (Convertible) • Pink leather ballet • Black canvas character shoes (3" Cuban Heel) 	Ballet White dance top Black shorts White dance socks White leather ballet shoes
		Tap <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Wrap Top • Tan Tights (Convertible) 	Tap White dance top Black shorts White dance socks

		<ul style="list-style-type: none"> • Tan Tap Shoes 	Tan Tap Shoes
		Jazz <ul style="list-style-type: none"> • Leotard • Pull-On Shorts or Capris • Scrunchie or Headband • Tan tights (Convertible) • Tan Jazz shoes • Wrap Top • Tan Tights (Convertible) • Tan Jazz Shoes 	Jazz White dance top Black shorts White dance socks Tan Jazz Shoes
		Acro <ul style="list-style-type: none"> • Leotard • Pull-On Shorts or Capris • Scrunchie or Headband • Tan tights (Convertible) • Wrap Top 	Acro White dance top Black shorts
		Hip Hop Comfortable clothing. Shoes with non-marking soles.	Hip Hop Comfortable clothing. Shoes with non-marking soles.
		Modern/Lyrical <ul style="list-style-type: none"> • Leotard • Pull-On $\frac{3}{4}$ Skirt • Ballet pink tights (Convertible) • Foot Undeez 	Modern/Lyrical White dance top Black shorts Foot Undeez
Intermediate School	Grade 5 Intermediate Foundation Forest Green	Ballet <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Ballet pink tights (Convertible) • Pink leather ballet shoes with ribbons • Waist Elastic • Wrap Top • Character Skirt (w/ Ribbons) • Ballet pink tights (Convertible) 	Ballet White dance top Black shorts White dance socks White leather ballet shoes Dance belt (Nude)

		<ul style="list-style-type: none"> • Pink leather ballet • Black leather Mary Jane style character Shoes 	
		Tap <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Wrap Top • Tan Tights (Convertible) • Black Tap Shoes 	Tap White dance top Black shorts White dance socks Black Tap Shoes
		Jazz Forest Green Leotard (Style #G5G) Forest Green Shorts (Style#G5S) Tan Tights (Convertible) Tan Jazz Shoes	Jazz White dance top Black shorts White dance socks Tan Jazz Shoes
		Acro Forest Green Leotard (Style #G5G) Forest Green Shorts (Style#G5S) Tan Tights (Convertible)	Acro White dance top Black shorts
		Hip Hop Comfortable clothing. Shoes with non-marking soles.	Hip Hop Comfortable clothing. Shoes with non-marking soles.
		Modern/Lyrical <ul style="list-style-type: none"> • Leotard • Pull-On $\frac{3}{4}$ Skirt • Ballet pink tights (Convertible) • Foot Undeez 	Modern/Lyrical White dance top Black shorts Foot Undeez
		Grade 6 Intermediate Deep Purple	Ballet <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Ballet pink tights (Convertible)

		<ul style="list-style-type: none"> • Soft Block ballet shoes with ribbons • Pointe Shoes with Ribbons • Waist Elastic • Wrap Top • Character Skirt (w/ Ribbons) • Ballet pink tights (Convertible) • Pink leather ballet • Black leather Mary Jane style character Shoes 	<p>White dance socks</p> <p>White leather ballet shoes</p> <p>Dance belt (Nude)</p>
		<p>Tap</p> <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Wrap Top • Tan Tights (Convertible) • Black Tap Shoes 	<p>Tap</p> <p>White dance top</p> <p>Black shorts</p> <p>White dance socks</p> <p>Black Tap Shoes</p>
		<p>Jazz</p> <p>Forest Green Leotard (Style #G5G)</p> <p>Forest Green Shorts (Style#G5S)</p> <p>Tan Tights (Convertible)</p> <p>Tan Jazz Shoes</p>	<p>Jazz</p> <p>White dance top</p> <p>Black shorts</p> <p>White dance socks</p> <p>Tan Jazz Shoes</p>
		<p>Acro</p> <p>Forest Green Leotard (Style #G5G)</p> <p>Forest Green Shorts (Style#G5S)</p> <p>Tan Tights (Convertible)</p>	<p>Acro</p> <p>White dance top</p> <p>Black shorts</p>
		<p>Hip Hop</p> <p>Comfortable clothing.</p> <p>Shoes with non-marking soles.</p>	<p>Hip Hop</p> <p>Comfortable clothing.</p> <p>Shoes with non-marking soles.</p>
		<p>Modern/Lyrical</p> <ul style="list-style-type: none"> • Leotard • Pull-On $\frac{3}{4}$ Skirt • Ballet pink tights (Convertible) 	<p>Modern/Lyrical</p> <p>White dance top</p> <p>Black shorts</p> <p>Foot Undeez</p>

		<ul style="list-style-type: none"> • Foot Undeez 	
Senior School	Grade 7 Advanced Foundation Wine/Rhubarb	Ballet <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Ballet pink tights (Convertible) • Soft block ballet shoes with ribbons • Pointe Shoes • Waist Elastic • Wrap Top • Character Skirt (w/ Ribbons) • Ballet pink tights (Convertible) • Pink leather ballet • Black leather Mary Jane style character Shoes 	Ballet White dance top Black shorts White dance socks White leather ballet shoes Dance belt (Nude)
		Tap <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Wrap Top • Tan Tights (Convertible) • Black Tap Shoes 	Tap White dance top Black shorts White dance socks Black Tap Shoes
		Jazz Forest Green Leotard (Style #G5G) Forest Green Shorts (Style#G5S) Tan Tights (Convertible) Tan Jazz Shoes	Jazz White dance top Black shorts White dance socks Tan Jazz Shoes
		Acro Forest Green Leotard (Style #G5G) Forest Green Shorts (Style#G5S) Tan Tights (Convertible)	Acro White dance top Black shorts
		Hip Hop	Hip Hop

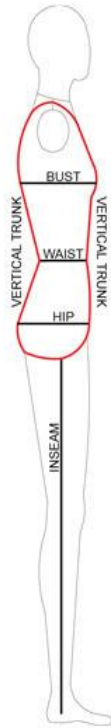
		Comfortable clothing. Shoes with non-marking soles.	Comfortable clothing. Shoes with non-marking soles.
		Modern/Lyrical <ul style="list-style-type: none"> • Leotard • Pull-On ¾ Skirt • Ballet pink tights (Convertible) • Foot Undeez 	Modern/Lyrical White dance top Black shorts Foot Undeez
Grade 8 Advanced 1 Royal Blue	Ballet <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Ballet pink tights (Convertible) • Soft block ballet shoes with ribbons • Pointe Shoes • Waist Elastic • Wrap Top • Character Skirt (w/ Ribbons) • Ballet pink tights (Convertible) • Pink leather ballet • Black leather Mary Jane style character Shoes 	Ballet White dance top Black shorts White dance socks White leather ballet shoes Dance belt (Nude)	
	Tap <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Wrap Top • Tan Tights (Convertible) • Black Tap Shoes 	Tap White dance top Black shorts White dance socks Black Tap Shoes	
	Jazz Forest Green Leotard (Style #G5G) Forest Green Shorts (Style#G5S) Tan Tights (Convertible) Tan Jazz Shoes	Jazz White dance top Black shorts White dance socks Tan Jazz Shoes	

		<p>Acro</p> <p>Forest Green Leotard (Style #G5G)</p> <p>Forest Green Shorts (Style#G5S)</p> <p>Tan Tights (Convertible)</p>	<p>Acro</p> <p>White dance top</p> <p>Black shorts</p>
		<p>Hip Hop</p> <p>Comfortable clothing.</p> <p>Shoes with non-marking soles.</p>	<p>Hip Hop</p> <p>Comfortable clothing.</p> <p>Shoes with non-marking soles.</p>
		<p>Modern/Lyrical</p> <ul style="list-style-type: none"> • Leotard • Pull-On ¾ Skirt • Ballet pink tights (Convertible) • Foot Undeez 	<p>Modern/Lyrical</p> <p>White dance top</p> <p>Black shorts</p> <p>Foot Undeez</p>
Senior School	<p>Advanced 2</p> <p>Solo Seal</p> <p>White</p>	<p>Ballet</p> <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Ballet pink tights (Convertible) • Soft block ballet shoes with ribbons • Pointe Shoes • Waist Elastic • Wrap Top • Character Skirt (w/ Ribbons) • Ballet pink tights (Convertible) • Pink leather ballet • Black leather Mary Jane style character Shoes 	<p>Ballet</p> <p>White dance top</p> <p>Black shorts</p> <p>White dance socks</p> <p>White leather ballet shoes</p> <p>Dance belt (Nude)</p>
		<p>Tap</p> <ul style="list-style-type: none"> • Leotard • Wrap Skirt • Scrunchie or Headband • Wrap Top • Tan Tights (Convertible) • Black Tap Shoes 	<p>Tap</p> <p>White dance top</p> <p>Black shorts</p> <p>White dance socks</p> <p>Black Tap Shoes</p>

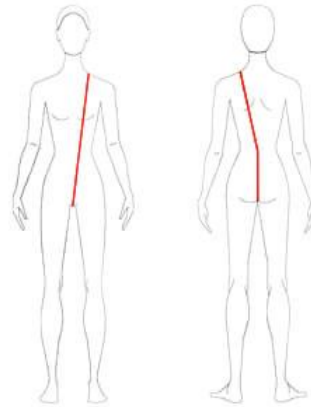
		Jazz Forest Green Leotard (Style #G5G) Forest Green Shorts (Style#G5S) Tan Tights (Convertible) Tan Jazz Shoes	Jazz White dance top Black shorts White dance socks Tan Jazz Shoes
		Acro Forest Green Leotard (Style #G5G) Forest Green Shorts (Style#G5S) Tan Tights (Convertible)	Acro White dance top Black shorts
		Hip Hop Comfortable clothing. Shoes with non-marking soles.	Hip Hop Comfortable clothing. Shoes with non-marking soles.
		Modern/Lyrical <ul style="list-style-type: none"> • Leotard • Pull-On ¾ Skirt • Ballet pink tights (Convertible) • Foot Undeez 	Modern/Lyrical White dance top Black shorts Foot Undeez
Adult + Alumni		Cardio Booty Barre, Butts+Guts, Hip Hop/Heels, Jazz, Tap Comfortable clothing you can move in Appropriate footwear to the style	

11. Uniform Order Form - 2018-2019

Also available [HERE](#).



Most Important Measurement Vertical Trunk



Middle of front shoulder to back shoulder
around and following the contour of the body.

We make every effort to compensate for different
stretch, however fit may vary with fabric.

Female Measurement Chart

Size	4	6-8	8-10	10-12	12-14		XS	SM	MED	L	XL
Bust	22	24	26	28	30		32	34	36	38	40
Waist	20	21	22	24	26		24	26	28	30	32
Hips	24	26	28	30	32		34	36	38	40	42
Vertical Trunk	38-40	41-43	44-46	47-49	50-52		53-55	56-58	59-61	62-64	65-67
Inseam	17	19 ½	22	24 ½	27		28	29	30	31	32

The Inseam length of the loose fitting pants 1515, 1517, 1520, 1523, 1524, 1525 have approximately 3 to 6 inches added to allow for hemming, settling and shoes. This extra length does not alter the original style of the pants. This also applies to unitards ending in 15 and 23.

Important: Size charts are based on a competitive Fit. For a more relax Fit add 1" to 2" to your measurements.

<i>Dancer Grade:</i>				<i>Contact Email:</i>											
<i>Contact Phone:</i>				<i>School:</i>	<i>Junior</i>	<i>Intermediate</i>	<i>Senior</i>								
<i>Bust</i>	<i>Waist</i>	<i>Hips</i>	<i>Vertical Trunk</i>		<i>Inseam</i>	<i>Shoe Size</i>	<i>Leo Size</i>								
Number Requests															
<i>Maximum Number of Dances</i>				<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>
<i>Would you like to be considered for:</i>				<i>Solo</i>		<i>Duet</i>			<i>Trio</i>						
<i>Which styles do you prefer?</i>		<i>Modern</i>	<i>Ballet</i>	<i>Acro</i>	<i>Jazz</i>	<i>Hip Hop</i>	<i>Tap</i>	<i>Lyrical</i>	<i>Contemp</i>						
<i>Have you competed before?</i>				<i>NO</i>			<i>YES -JASOD</i>			<i>YES - Elsewhere</i>					
<i>Anything else we should know:</i>															
OFFICE USE ONLY															
<i>Title</i>				<i>Type</i>	<i>Style</i>	<i>Choreographer</i>			<i>Other Dancers</i>			<i>Fee</i>			
<i>1</i>															
<i>2</i>															
<i>3</i>															
<i>4</i>															
<i>5</i>															
<i>6</i>															
<i>7</i>															
<i>8</i>															
<i>9</i>															
<i>10</i>															
<i>11</i>															
<i>12</i>															
												<i>Subtotal</i>	<i>\$</i>		
												<i>Discount / Credits</i>			
												<i>Total</i>	<i>\$</i>		

Competition Audition Form

Audition Notes: