



# Tribe Company Handbook

2021-2022

Tribe Dance Company is a competitive dance company designed for the serious dancer who is highly motivated in the performing arts. Those selected for company will possess the following:

- Must be self-motivated and able to self-evaluate
- Must have solid technical and performance skills
- Strong desire to grow and develop as a dancer
- Must have a sense of humor, bright smile, and positive attitude
- Have respect for the team and staff
- Show support for the studio, teachers and fellow dancers
- Must have a supportive family base that shows respect for the teachers and students at all times

**Commitment:** Company participants are required to participate from September 2021 through June 2022. This is a serious commitment and will not be taken lightly. Participants are expected to fulfill this commitment. All students and their parents will be required to sign a parent/student agreement. The Tribe Dance Company attends two mandatory regional competitions and one mandatory competition in the season of 2021-2022. All other requirements will be based on the company you have been chosen for. All dancers are required to participate in all regional and national competitions, exceptions to Mini Company. All are mandatory, unless noted otherwise. Any violation of this handbook/commitment/contract may result in the dancer's immediate removal from the Tribe Dance Company. If a dancer quits Company mid-season, said dancer is never allowed into Company again, unless special circumstance, which is approved beforehand by the director. For any reason, at any time Jenna has the right to dismiss a dancer/family from Tribe Dance Center. If said dancer/family were to be dismissed and/or quits Company no refunds will be given, this includes and is not limited to costumes, costume fees, tuition, privates, and competitions fees.

**Office Hours:** Jenna will be available for email discussions between the hours of 9-3 Monday-Thursday. All emails must be sent to [tribedancecenter@gmail.com](mailto:tribedancecenter@gmail.com). All emails sent outside of these hours will be answered on the next business day. Please do not text/call Jenna's personal cell phone unless it is an **emergency**. If a phone call is needed, please email to schedule a time. **Absolutely no personal phone calls will be answered unless scheduled.** Absolutely **no** competition forms can be submitted via text/email.

**Attendance:** Attendance is mandatory for all **Company** classes. Ballet, technique, conditioning, stretch, and rehearsal classes are extremely important! When it comes to school and family activities you will find Tribe Dance Center to be accommodating and flexible. However, by accepting placement in this program, you have agreed that this is a priority in your schedule. In addition, any time guest teachers/choreographers are provided for Company dancers – attendance is mandatory. Missed classes for any reason other than illness or emergency must be cleared personally through Miss Jenna. Student absences will be recorded. Being a well-rounded individual is important, and Tribe Dance Center supports students pursuing other activities. However, if a student chooses to participate in school sports, it is asked that a printed schedule is provided to Tribe Dance Center at the beginning of their season. **Any student under the age of 18 must have a parent/guardian email Miss Jenna if they are not going to be present at classes for a given night!** When it comes to participation on a competitive team, skills are constantly being taught....students must be present!

**Financial Commitment:**

Being in a program such as this requires a certain financial commitment.

**Mini Company:** Yearly Tuition: \$1,215

Monthly Tuition: \$135

Tuition Includes: 2 hrs of training per week (45 min jazz, 20 min ballet, 20 min technique, and choreography classes)

Other Optional Classes: Acro, Ballet LI, Modern LI,

**Petite Company:** Yearly Tuition: \$1,890   Monthly Tuition: \$210

Tuition Includes: Lyrical, Ballet, Tap, Hip Hop, Thursday classes.

Other Optional (and highly recommended) Classes: Jazz, Modern, Acro, and additional Stretch/Conditioning/Technique classes.

**Junior Company:** Yearly Tuition: \$1,890   Monthly Tuition \$210

Mandatory Classes: Lyrical, Ballet, Tap, Hip Hop, Jazz, Thursday classes.

Other Optional (and highly recommended) Classes: Modern, Acro, and additional Stretch/Conditioning/Technique classes.

**Teen Company:** Yearly Tuition: \$1,890   Monthly Tuition \$210

Mandatory Classes: Stretch & Strength, Ballet, Thursday classes.

Other Optional (and highly recommended) Classes: Lyrical, Jazz, Tap, Hip Hop, Modern, Acro, & additional Stretch/Conditioning/Technique classes.

**Senior Company:** Yearly Tuition: \$1,890   Monthly Tuition \$210

Mandatory Classes: Stretch & Strength, Ballet, Thursday classes.

Other Optional (and highly recommended) Classes: Tap, Hip Hop, Modern, Acro, & additional Stretch/Conditioning/Technique classes.

**Tuition:** Full monthly tuition is due by 7th of each month. First month processed on October 7th and processing monthly with the last payment being on June 7th. Tuition is paid through automatic withdrawal from your credit or debit card account. *If you prefer a weekly or an annual payment plan, please check with the school office.* We will accept cash, checks, or money orders for tuition payment if received by the 6th of the month. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt. We offer a 5 percent discount on annual tuition that is paid in full by October 31, 2021.

Please note: tuition is based on the season regardless of how many weeks are in a given month. Tuition payments average out to four classes each month. Tuition includes all classes, group choreography, and rehearsals.

**Competition Fees:** Fees associated with each competition are based upon prices set by the competition itself. These generally run around \$50-\$65 per person per group routine. Duet/Trios/Solos are \$120-\$145 per competition routine. Fees for competitions are due to the studio weeks before the event. Entry fees will be paid through automatic withdrawal from your credit or debit card account on the due date of the event. *If you prefer a weekly or an annual payment plan, please check with the school office.* We will accept cash, checks, or money orders for entry fee payment if received before the due date. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

**Missing an assigned due date will result in a \$15 late fee.** Please note that there will be a \$15.00 administrative processing fee placed on each invoice per competition. **No competition fee will be processed unless a hard copy of the registration form is delivered to the office before the due date.**

While Tribe Dance Company knows how hard each individual works throughout the season, if tuition and competition fees are not up to date, said students will be allowed to compete in groups only. All solos will be pulled from competing until tuition and competition fees are up to date. This said student will also not be allowed to participate in optional competitions until tuition and competition fees are up to date. This includes and is not limited to costumes, costume fees, tuition, privates, and competitions fees.

**Solos:** Jenna has final approval of solo choreography, costuming and optional competitions. You are only allowed to receive choreography from an outside source if it is approved. Solo costumes will be discussed by the choreographer, Miss Jenna and the student. If on the Senior Teen Company, all students are allowed to submit their suggestions for solo costuming.

**Jewelry, Make-Up and Costumes:** All Company members are required to purchase Company jewelry. Cost is usually around \$10.00. Specific make-up is required for the Company, and will also need to be purchased by you. Everyone is required to purchase the same eye shadow, blush, and lipstick. A separate costume will be chosen for each routine that a dancer is selected. By accepting placement in this program, you agree to purchase and wear the costumes designed by the director or choreographer. No alterations/additions must be added to the costume unless approved by the Director. We usually try to keep the cost of costumes between \$70-\$100 a piece. (These numbers do not include sales tax.) Dancers will not receive a costume until paid in full. **Missing an assigned due date will result in a \$15 late fee.** If a costume needs alterations or repairs after they've been passed out, parents are responsible for those alterations. **There are to be no additions added to the costume ex: rhinestones, appliqué's etc. without the permission of Miss Jenna.** In doing so will result in breach of contract.

**Please note the costume deposit schedule:**

- All Routines: Three scheduled payments- the first payment due **October 18th of \$40.00**, the second payment of **\$40.00 due December 6th**, and the final payment of the **remaining balance due February 7th**.
- We will accept cash, checks, or money orders for costume deposits up to the date before said due date. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

**Missing an assigned due date will result in a \$15 late fee. This includes all fees & invoices**

PLEASE NOTE that these are costume *deposits*. The additional cost per costume will be billed at a later date. The additional invoicing may begin as early as October and continue through February. If a Company member violates this handbook/ commitment/ contract and quits or is dismissed, there will be NO refunds on any costume deposits and/or costume amounts paid. Tribe Dance Center owns the costumes and also maintains the right to keep any partial or completed costumes.

**Every dancer is required to have each and every piece of their costume when attending competitions.**

**Tights:** All dancers are required to purchase their tights through the studio for Competition and Recital.

**Team Warm-Ups:** All Company members are required to purchase team apparel. Company members must have on Tribe apparel at all times during competitions. There is no required style for Company members to purchase, we just ask that they always have on Tribe apparel at competitions.

**Prop Fee:** If your dancer is in a routine with a prop, you will be billed a prop fee. This fee will be in the range of \$5-\$20.

**Dress Code:** Class dress code is to be followed by all Company dancers at all times, unless otherwise stated by a teacher. Dress code information is listed on the studios website. **Rehearsal dress code:** any black, tight dance wear- hair must be neatly pulled away from their face. 12 & under must have their hair in a high/low bun. 13+ have the option for their hair to be in a high/low bun or ponytail, unless otherwise stated by the rehearsal teacher.

**Opportunities Available:** Students who meet the necessary technical/performance requirements are placed into specialty small group routines, at the parent's discretion. Those students who meet or exceed the technical/performance requirements are given opportunities in solo and duo/trio work. Tribe Dance Center will select the choreographer for all routines. The choreographer will select the style of dance and the music. If an inside choreographer has been chosen the student, age 13 plus, has the option to learn their routine in a three hour session in the month of August/September, or three-one hour sessions throughout the month of September. The rehearsal schedule will be suggested by the choreographer. These schedules will be presented after auditions.

If choosing a one-three hour session, choreography fees are as follows: Solo/Duo/Trio fees are: \$150 per routine.(all must be paid prior to the start of the routine choreography—no exceptions!). At the start of the competition year, these routines will be placed into group rehearsals.These group rehearsals will take place from the months of October-June. Group rehearsal fees are \$60/month/solo, \$30/month/duo and \$20/month/trio. If a child chooses to participate in more than one solo group rehearsal fees are as followed: \$25/month for each additional solo.

If choosing three-one hour sessions throughout the month of September, choreography fees are as follows: Solo/Duo/Trio fees: \$150 due before October 1st. If choreography is completed before their scheduled time is up, the remainder of the time can be used to schedule Friday cleanings. Come October, these finished routines will then be placed into group rehearsals. These group rehearsals will take place from the months of October-June. Group rehearsal fees are \$60/month/solo, \$30/month/duo and \$20/month/trio. If a child chooses to participate in more than one solo, group rehearsal fees are as follows: \$25/month for each additional solo.

Dancers who are invited and accept placement into routines that are choreographed by an outside guest choreographer, please note additional varying fees will apply.

**Privates:** Privates are offered to Company dancers on Friday's throughout our 2021-2022 season. We highly recommend each dancer take advantage of these to work one on one with Tribe Staff to clean their solo/duo/trio. Group privates can be scheduled as well. Please discuss with all members of the group before booking a group private. Private fee is \$20 per dancer per half hour for solo/duo. Group private fees \$10/dancer. At month end all privates will be totaled and added to Jackrabbit, which will be due the following month on the 7th. If no alternative payment is arranged, private fee will be automatically processed with the following month's tuition. If for any reason a private is cancelled within 24 hours, the private will be still charged. All privates must be booked using the 10to8 website, no exceptions allowed.

**The Competition Experience:** It is important to understand that the "competition" aspect of being a member of The Tribe Dance Company should be considered a "performance" opportunity. Competition results are strictly a subjective opinion, and your child's growth should not be completely gauged by their scores or achievements at competitions. It is important to keep your competition experience positive and most importantly, be proud of the growth and development that takes place within your child. We do not foster competition within our Company, and all we ask from our students is that each child works to their full capacity. We understand that each child is a gift to us, and each is uniquely different.

**Extra Practices:** On occasion a teacher may find it important to add additional mandatory rehearsals before a competition. We make every effort to give enough notice so families are able to coordinate their schedules. These practices do not cost extra money. They usually take place on Friday afternoons and/or on Sundays. Remember these are to benefit the dancers. We all want them to be comfortable and to dance their best. Sometimes due to weather cancellations or other issues a routine just needs some extra time.

**Competitions:** The competition schedule for the 2020-2021 season will be announced in September 2021. All dancers are required to participate in all regional and national competitions. Failure to attend may result in expulsion. Regional competitions will take place locally. Families are responsible for their transportation and hotel to all competitions (in and out of state). Every effort is made to select competitions that will provide our dancers and their families with the best experience possible. Any cash prize awarded at a competition will go to the studio, with the exception of a cash prize for a solo. Any issue or disgruntlement with a competition or convention needs to be brought to the attention of Jenna Kelley. Dancers, parents, or family members are not allowed to contact or complain to the competition or convention staff or management.

Tribe Dance Center approaches competition with a few things in mind:

- Educational Opportunity- competition against the finest teams allows our teachers and students the opportunity to “see what is out there” and grow from there.
- Pre-professional Opportunity- students who wish to pursue the professional world of dance have an opportunity to grow and develop their performance skills through competition.
- Fun Family Activity- Tribe Dance Center wants to attend competitions that are fun for the whole family. Students learn team-building skills, performing arts skills, and develop self-confidence that will last a lifetime. Having fun is the number one priority for this program.
- Please note that permission must be obtained from Miss Jenna if your child enters any Tribe Company routines or solos at an additional competition not scheduled through Tribe Dance Center.

**National Competition:** Nationals always take place out of state and are mandatory for all Company dancers every other year, starting in the year 2022. Families are responsible for their transportation and hotel. The studio will try to give recommendations and guidance regarding lodging if needed. Nationals are typically 4 to 7 days (depending on the nationals we are attending) and you need to be able to stay all those days. Dancers need to arrive sometime the day before they begin and leave the day after the final day. Some families choose to room and/or carpool together to save money. Nationals is a fun activity for the whole family and a great way to conclude a fabulous season! It is a great opportunity to meet and watch dancers from throughout the United States. Jenna will announce the national's location for the new dance season at the parent only meeting that happens at the start of that competition year.

**Parent Roles:** Tribe Dance Center is a **drama free zone!** We have a zero tolerance for all drama regarding both dancers and parents. Parents are expected to be supportive, respectful, and courteous to all team members and their families at all times. This studio will not tolerate rudeness, jealousy, resentment, or disrespect to another team member, their family, a teacher, nor the director. It makes no difference to this studio how good your child is or who you are...you are not permitted to bring any negativity whatsoever into this facility, which is full of fabulous families and kids.

Your role is the following:

- Lift up and support all of our children
- Teach your child that there is always going to be someone better than they are
- Teach your child to be happy for others
- Give a hand to those who may be behind or struggling
- Stand firmly behind the teaching staff
- Work with the teaching staff, showing your child that you are behind their coaches

#### **Student and Parent Use of Social Media**

Use of Facebook, Twitter, LinkedIn, blogging, and other online social media vehicles is commonplace. This policy is intended to provide Tribe Dance Center's students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Tribe Dance Center. We mean any information that pertains to the director, Tribe employees, other students or their families, or anything that is proprietary and or confidential should not be shared.
- Students and parents should neither claim nor imply that they are speaking on behalf of Tribe Dance Center.
- Never post anything that could compromise the self-esteem of students who attend Tribe Dance Center. If you post videos of class or rehearsals, don't post any choreography in its entirety; Tribe Dance Center owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors at those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.
- Parents have NO right to post other dancers on social media without permission.

**Logo Use:** Tribe Dance Center does not grant any parent/student access to use Company Logo without the permission of the Director/Owner. A logo request must be submitted before applying the Company logo to any apparel, merchandise, or object.

**Endnotes:** Teaching is our utmost passion and Tribe Staff can't imagine doing anything else. Thank you for trusting us and giving us the opportunity to work with your children. We take our job very seriously, your child and their success in the program is our priority. Making decisions regarding placement in The Tribe Dance Company and in the many routines that we produce is a long, difficult, and well-thought out process. No child is ever "held back," but instead, encouraged to develop their skills to their fullest. We want each child to reach their full potential as a dancer.

### **Company Letter of Commitment**

*This correspondence serves as an agreement between you and The Tribe Dance Company, as produced and directed by Jenna M. Kelley, Owner and Director of Tribe Dance Center. Your child has been selected to be a member of the 2021-2022 Tribe Dance Company, an honor as well as privilege. Your signature below indicates that you have read and fully understand all of the requirements associated with participating in the program, as outlined in your Tribe Dance Company Handbook. Furthermore, your signature and that of your child indicates your acceptance of those terms and conditions, and that you are well aware of the commitment involved in this program.*

**Dancer:** As a member of the 2021-2022 Tribe Dance Company you will actively participate in all scheduled events from October 2021 through summer of 2022. Your commitment to this program means that you will be participating in all classes, rehearsals, performances, competitions/conventions, and showcases that are required of your specific company and are scheduled during this time period. Your commitment to this program means you will come to class each time dressed appropriately with proper shoes, attire, and ready to learn. Your commitment to this program means that you will honor attendance requirements for all classes, rehearsals, performances, and all competitions/conventions, showcases and Nationals. Your commitment to this program means you will be respectful to all teachers and teammates at all times.

*In addition to the above, I grant permission to Tribe Dance Center, to use my image (photographs and/or video) for use in media publications such as, but not limited to: videos, email, marketing, general publications.*

*In addition to the above, I understand a violation of my commitment to this program/contract has serious consequences that may result in my being permanently dismissed from the program.*

X

Date \_\_\_\_\_

**Parent:** Please be sure you feel comfortable with your ability to handle the fees incurred for this activity, as with most competitive activities, there are many uncontrollable circumstances and we don't want to catch anyone off guard.

*Monthly tuition, convention/competition fees, costume deposits, costume fees, choreography fees etc., all have due dates. Monthly Tuition is due at the beginning of each month and is late after the 7th. All other fees are late after the posted due dates. A late fee of \$15 will be added to any late payments. A \$35 bank fee will be assessed for a non-sufficient funds payment, as well as corresponding late fee of \$15. It is each parent's responsibility to be aware of fees due, schedule changes, etc. We suggest coming in to the studio at least weekly to check for news, and to check emails for studio information and updates daily. Commitment to this program means that you will honor attendance requirements for all classes, all conventions/competitions, and Nationals.*

*I have read the above information and will be responsible for my child's account and activity requirements.*

X \_\_\_\_\_

Date \_\_\_\_\_

***Please return this signed agreement to the front desk with registration fees. Please complete one form for each of your children who have accepted placement in The Tribe Dance Company.***