

Dear Performing Company Students and Parents:

Attached you will find the Performing Company policies and expectations for 2008-2009. There have been several changes this year so PLEASE READ THE POLICIES COMPLETELY AND THOROUGHLY before signing them (changes are highlighted in yellow/underlined). Your signature indicates your intention to honor the Performing Company policies in their entirety. Please return the signed contracts to the office no later than Oct 3, 2008.

These policies only pertain to your regular scheduled Performing Company classes.

We look forward to another exciting and successful year and are thrilled to have each of you as members of the Performing Company. If you have any questions or concerns, or would like to schedule a meeting, you can contact either:

Kathie Meechan	Performance Groups Director	<a href="mailto:kmeechan@westsideacademy.com">kmeechan@westsideacademy.com</a>
Erin Staley	Performance Groups Director	<a href="mailto:estaley@westsideacademy.com">estaley@westsideacademy.com</a>
Polly Webber	Corporate Manager	<a href="mailto:pwebber@westsideacademy.com">pwebber@westsideacademy.com</a>

Or 503-639-5388

In addition, you can pick up a customer service survey in the upstairs lobby (plastic wall hanger) and leave it at the front office anytime.

### **Our Mission**

Providing a safe, fun, positive environment

Promoting creativity and fitness while inspiring students to achieve their goals

Developing self-esteem by instilling the values of good sportsmanship, self-discipline, respect and accountability

Enriching the lives of students and the community through excellence in education, dance and gymnastics

**WESTSIDE PERFORMING COMPANY**  
**EXPECTATIONS ETIQUETTE & POLICIES 2008-2009**

As members of the Westside Performing Company, you will be setting an example for all other students at Westside. This is not a responsibility you should take lightly, but with great pride! Please be sure to read the policies carefully before you sign them. If you have any questions, please contact the Performing Company Directors at 503-639-5388 prior to making this important commitment.

**Definitions:**

**MANDATORY-** You may only miss ONE (1) MANDATORY event in order to be eligible for production. You have until October 10th to notify us IN WRITING of any conflicts.

**REQUIRED-** You are expected to attend all "REQUIRED" events. If you have a prior commitment, you must notify us IN WRITING one month before all scheduled events listed in the PC Calendar. However, these activities, if missed, will not result in ineligibility for productions.

**OPTIONAL-** All events that Performing Co. members are NOT automatically signed up for. If you are interested in these events you must sign up individually and pay any additional fees prior to the deadline.

**1. Be Ready to dance at class time.**

\* Arrive early to be prepared for class. Hair should be up, dance clothes on, and appropriate shoes on your feet before class starts. Be on time, knowing that arriving late disrupts the flow of class. Prior notification is expected if you will be over 15 minutes late. Emergencies are taken into consideration.

\*Know all of your material. If a class is missed, it is your responsibility to learn the choreography before the next class - from a friend or a private lesson with the teacher.

\*Proper attire is to be worn to class. Girls: Ballet- solid color leotard, pink tights (bare legs are not acceptable for ballet), pink shoes. Jazz and tap- leotards, tights, jazz pants or jazz shorts/skirts. Hair must be secured in a bun or a snood. If you have to adjust your hair in class, it is not secured adequately. Boys: Ballet- solid color leotard or shirt (not baggy), black leggings or black tights and black ballet shoes and dance belt. Jazz and tap- leotard or shirt (not baggy), black leggings or jazz pants or bike shorts. PE clothes, cut offs, loose shirts are not considered dance attire. Boys can wear fitted t-shirts if they are tied in the back to keep them fitted and out of the way. It is crucial, especially in ballet, that the teachers be able to see your bodylines. Plus when you look great, you feel great!

\*Proper shoes for each dance discipline. Please note that choreography teachers will attempt to include the cost of specialized shoes in the costume expense. For example, a teacher may require hot pink jazz shoes and will order them for the group as part of the costume.

\*No jewelry (post earrings are acceptable).

**2. Respect your teacher and fellow classmates.**

\*Take advantage of your teacher's explanation by not talking or interrupting. Always raise your hand to ask a question, and please don't dance while your teacher is talking.

\*Listen to corrections given to others (they can help you, too!), and concentrate on taking corrections positively- we're here to make you a better dancer.

\*Remember that you are not the teacher and should not be giving corrections to your classmates or suggesting a "better way" to do choreography.

\*Always ask your teacher for permission to leave the room during class, regardless of the reason for leaving. This is a sign of respect for your teacher and your classmates and it is to insure the safety of the students.

\*Use the restroom either before or after class. You will have one water break during class.

### 3. Attendance

**\*You are EXPECTED to attend** all of your scheduled classes. All missed classes MUST BE MADE UP, including technique classes. The attendance policy is as follows:

NO MORE THAN FIVE ABSENCES FROM ANY ONE CLASS IS ACCEPTABLE- missing more than 5 of any one class (i.e.-5 of the Monday ballet class or the Tuesday tap class) will constitute one "mandatory" event). What this means is:

If you miss more than 5 of any one class (i.e. Wednesday tap), then this is equal to missing one mandatory event. So if you exceed the attendance policy, you need to be sure you do not miss any of the mandatory events (competitions, conventions, trips). If you miss one mandatory event and also exceed the attendance policy, you will be ineligible for production. Exceptions may be made for severe prolonged illnesses or injuries, provided there is a doctor's note. Also, excused absences include mandatory academic events that would affect grades (i.e. choir/band concerts and leadership class-related events). Unexcused absences would include any elective activities such as sports, dance teams, theater groups and productions.

If you have to miss a class please work on your own or with a friend at the studio for make-ups OR ask a teacher for a recommended class to take. You can only use the regularly scheduled PC classes for make-ups; you cannot use the optional PC classes for make-ups.

Remember all students will perform according to "teacher discretion" only. An unreasonable number of absences, or the inability to perform your routine according to the standards set for your age and ability level may result in your removal from a routine for a performance or competition.

If you sit out in a class due to illness or injury, you cannot dance in another class that same day. (i.e.- if you sit out of ballet, you will not be allowed to take tap or jazz that day). In addition, if you sit out of class you may be asked to work on your splits, stretch, or take notes if it is a choreography class. It is not acceptable to do homework or sleep in a class. You need to be an active participant.

**\*Show/Competition rehearsal attendance**- No absences are allowed the week before any competition. It is **MANDATORY** to attend all choreography classes for their group. The teacher has the authority to remove a dancer from a routine if the dancer is not ready to perform.

**\*Show attendance**- All shows are **REQUIRED** with advance notice of one month or more. Members are expected to do their best to attend all activities. Students who miss too many required shows may be put on probation. Probation means dancing as an "alternate" in your group. Students who are out of the area at the time of a show due to a custody arrangement or family sabbatical are excused from the show attendance requirement, providing that they have made pre-arrangements. Performing is one of the best experiences that this program has to offer-take advantage of it! If you wish to perform your solos, duos, or trios, there will be a sign-up sheet in the performing company book for each show

**\*Recital Attendance**- It is **MANDATORY** to be at ALL recital performances. This includes ALL dress rehearsals, and any mandatory extra production rehearsals. It is **MANDATORY** that you remain at the entire rehearsal. Special exceptions may be made by a director only. This is to ensure every dancers safety! If you are unable to participate in every recital, you may be excluded from choreography for your group. Dancers are not allowed to leave the recital until the entire show is over. Any dancer who is not able to commit to all rehearsal as and recitals during recital week will not be included in the productions.

**\*Clinic/Workshop attendance**- ALL members must participate in every clinic listed as "**Mandatory**" in your yearly calendar in order to maintain production eligibility. Clinic/Workshops are an important part of your dance training. Missing more than one **MANDATORY** activity (for any reason) will cause you to be excluded from production at recital.

**\*During the summer** you are EXPECTED to take all of your scheduled dance classes. We understand that you may miss classes for family vacations, however, missed classes must be made up. If you are unable to make up all of your missed summer hours before school starts, then you may continue to do make-ups in early fall. All Performing Co. members are required to attend classes for the entire summer (a leave of absence is not an option). If you will be gone all summer we will help you arrange make-ups or help you find a good dance studio in your location to take classes.

**\*Notice of Absence-** All absences must be pre-approved by the PC Directors and Staff (except illnesses).

#### **4. Administrative Matters**

**\*All administrative matters must be handled outside of class time-not during or between classes.** Each PC faculty member has a box in the dance office or an e-mail at Westside. You are welcome to contact them if you need further assistance. Please allow a few days for response as some of the staff come into the office on a limited basis. If you need immediate assistance, please contact the PC Directors.

\*A notice will be posted on the website ([www.westsideacademy.com/perfco](http://www.westsideacademy.com/perfco)) the first week of every month. You will be notified by e-mail that the notice has been posted. The notices have information on upcoming events, policies, etc. Any additional notices each month will also be e-mailed to your home and titled as notice #2, etc. Additional copies of all notices are posted on the PC bulletin board, in the PC book in the office, and posted on the website ([www.westsideacademy.com/perfco](http://www.westsideacademy.com/perfco)). "Not receiving a notice" is an unacceptable excuse for non-compliance with the policies of the Performing Company. It is your responsibility to remain informed. All administrative contact information (phone #, email address, emergency contact, etc.) must be kept up-to-date. If you have any changes, please notify the office immediately so we can update your file. Changes of phone number or e-mail address should also be reported to your group's parent representative.

\*In order to participate in PC activities, accounts must be up-to-date. EFT's are done between the 1<sup>st</sup> and the 4<sup>th</sup> of every month (depending on the calendar week).

\*All optional competitions and clinics must be paid for by the required deadlines. If payment is not received by the deadline, you will not be entered in the competition. A studio fee has been included per student/per activity to cover the cost of administrative hours. The amount of the studio fee depends on how many routines you are entering at that particular competition. Please see the PC expense fee explanation to determine what your expense fee will be for each competition.

#### **5. Physical Requirements**

\*We like you the way you are! There are no special physical requirements you must live up to. We always want to promote good health so be sure that you are making wise dietary decisions, drinking plenty of water and getting plenty of rest. However, you must have your splits all the way down (both right and left) or you are required to take flexibility classes for an extra charge. "All the way down" means front thigh on floor, back leg is turned under, and your hands are off the floor without falling over. This flexibility class is MANDATORY. We offer classes two times per week and you may enroll in whichever class best suits your schedule. If you are unable to attend one of the offered classes, you must contact the P/Co. director in order to arrange for private lessons. **IF YOU DO NOT FOLLOW THE POLICIES FOR SPLITS, YOU WILL NOT BE ELIGIBLE FOR PRODUCTION.**

\*Splits will be tested the first week of every month in your jazz technique class. If you do not have your splits down, you will automatically be enrolled in Flex class. A written notice of enrollment will be mailed to your home as confirmation.

\*You must have your splits down for 3 consecutive weeks before you may stop attending the flex class and the instructor must approve your "graduation out of the class".

## 6. Competitive and Team Spirit

\*Team camaraderie is very important, and we are glad you are on our team! All of Westside Performing Co. belongs to one group. You need to support every group, and cheer them on. Encourage and challenge each other to work your hardest and be the very best you possibly can!

\*Parents: please remember that you set the tone for your child's attitude. Please try to be positive and encouraging at all times. If your child hears you complaining and criticizing they will think it is acceptable behavior. It's your job to be the "cheerleaders" and our job to be the "coaches".

\*Support your little or big sister/brother in all their activities! Everyone will get a different sister/brother each year that they can cheer on, encourage and build a friendship with.

\*All Performing Company members are required to watch the competition from the audience unless you are changing costumes or 30 minutes prior to performing to allow for stretching and warm-up, routine reviews and line up.

\*Go into all competitions knowing you are prepared and will do your best. Review your routines before you go on stage and make sure you are warmed up completely.

\*Respect dancers from other studios. There is a lot to be learned from other styles and many friends to be made!

\*Winning "First" is not what counts-your best performance does! Good Sportsmanship is VERY, VERY IMPORTANT!!! You may be disappointed with your performance or competition results; however, negative behavior can ruin the excitement for other dancers. Remember to congratulate ALL other dancers on a job well done. This includes parents also!

\*"Bad Sportsmanship" in any form is unacceptable whether it comes from the student or the parent. If you are disappointed or upset about your performance, your score or award, we expect you to rise above and handle it with grace and maturity.

\*Competitions are judged on the following:

1. Content 2. Technique 3. Precision 4. Showmanship 5. Difficulty 6. Enthusiasm 7. Entertainment

\*Taking classes at other studios is fine with us as long as your schedule does not conflict and you don't miss any Westside Performing Co. activities or classes. However, competing or performing with another dance studio can cause conflicts and hard feelings within your group and will not be allowed. If you take classes at another studio, you may perform in their year-end recital, but not at shows or competitions. We need to maintain our group unity!

\*Concentrate on doing your personal best, be a good sport, and HAVE FUN!

\*We know that many of you are involved in other activities (athletic teams, dance teams, cheerleading, theatre, etc.). We support your choice to have a "well-rounded" life. However, your signature on the Performing Company contract indicates your intention to make Performing Company your primary commitment when and if a conflict arises. Westside will work hard to help smooth out conflicts where it's possible or "personalize" a schedule to make other activities possible. Talk to a director immediately if you see any conflicts with your schedule or calendar that will affect your P/Co. participation.

\*If you have questions or do not understand something at any time throughout the year, please call a Performing Company director immediately. The best way to stop rumors is to get the facts. In other words, "If it's not in writing, it's not a fact".

## **7. Solos, Duos, and Trios**

**WHAT:** A solo, duo, or trio (S/D/T) is a specialty routine choreographed for students who have worked hard, progressed accordingly and have the dedication required. All routines are expected to be perfected and performed for 2 years.

\*All S/D/T routines are choreographed by teachers of Westside Academy. They are personally created by each teacher and are an artistic expression. If a student leaves Westside, they forfeit the opportunity to continue performing any routines choreographed by Academy teachers, unless they obtain written permission.

**WHO:** Students who have been selected for Performing Company and/or Elite Acro are eligible to sign up for S/D/T's. Elite Acro students may receive 1 new S/D/T per year.

Students can request a specific teacher (if they have a preference), however please remember the final assignment to a choreographer will depend on the teacher's schedule and availability. If the teacher you requested is unavailable, you will be contacted.

If you would like to sign up for a solo, duo, trio, please leave one of the S/D/T request forms (available in the plastic wall file in the upstairs lobby under Performing Company Notices) in Kathie's box in the front office.

### **WHY:**

Performing a S/D/T is a very rewarding experience. The amount of extra time you will be practicing can really enhance your dance technique and performance skills. A S/D/T can provide many opportunities for students to build self-confidence through goal setting and performance.

### **MUSIC SELECTION/CHOREOGRAPHY:**

Teachers are responsible for music and choreography. If you have a special idea, a preferred style or a piece of music, please let your teacher know. This doesn't mean that is what you will do: however, it is always nice to share ideas.

\*You will need to give your teacher 6 blank CD's at your first practice. CD's should be completed by the 4<sup>th</sup> practice. CD's are available in the office if you would like to purchase them here.

### **COST:**

\*Payment for privates should be paid directly to the teacher. Solos- \$22-48/hr, Duos \$11-\$24.00/hr, Trios \$7.35- \$16/hr. Amount varies per teacher. The student pays the \$8.00 room rental fee which is charged to their account at the end of the month.

\*In addition to the hourly private lesson charge, there is also an administrative fee for music selection, splicing, dubbing and costuming. An hourly rate of \$15 will be billed by the teacher to the student. Expect 2-5 hrs for this service.

\*Costumes can range between \$60-\$400. They can be ordered from a catalog or custom made. If you need the name of a seamstress, your teacher can provide you with the names of the seamstresses we have on file.

### **PRACTICE/PRIVATE LESSONS:**

\*S/D/T's require a minimum of 8 hours with instructor and a maximum of 24 hours with instructor. (Per Year)

\*In efforts to make things fair for all dancers, teachers have allowed for 10 practices per student for initial sign-up. You may sign up for 8-10 lessons. After the list has been passed around, you will have a 2<sup>nd</sup> chance to sign up for more lessons if desired. There is a limit of 2 hours per day, with the exception of trios, which may schedule up to 3 hours per day.

\*S/D/T's require a minimum of 12 hours of individual practice per year and no maximum.

\*Students are given a schedule to sign up for private lessons with their choreographer. Students have the opportunity to sign up for times on a "Seniority" basis. "Seniority" for sign-ups are determined in this order: Sr. Grads, Sr. Elite, # of yrs in P/Co. or Elite Acro, and level of dancer.

#### **WHERE:**

\*S/D/T's are **OPTIONAL** at all competitions. You need to sign up in the PC book in the front office by the entry deadline dates or you will not be entered to compete.

\*S/D/T's are encouraged to compete at any optional competitions, and to perform at all shows. You need to sign up in the PC book in the front office by the entry deadline date or you will not be entered to compete.

\*S/D/T's are selected on a "Seniority" basis for Recital and limited-entry competitions.

#### **8. Alternates**

\*Alternates are chosen from students who have indicated an interest in writing prior to Sept. 30th. Alternates will pay for the class they are an alternate in, but will not be charged for the costume. The cost of the alternate's costume will be divided among the members of that group. It is to everyone's advantage to have an alternate, who is able to step in and cover for a missing member, thereby maintaining the integrity of the routine, and reducing stress for the rest of the group.

\*1-2 alternates per routine will be chosen by the directors/teachers.

### **PERFORMING COMPANY ETIQUETTE**

OUR GOALS for you include becoming a better performer, enjoying your dance experiences, having fun, and learning the proper etiquette of a dancer from Westside. Good sportsmanship, positive attitude, and a common appreciation for the accomplishments of ALL dancers, are just a few of the goals we have for you. Remember that dance is an art form where you can express yourself and set personal goals without putting down other dancers.

#### **9. Appearance, Grooming and Costumes**

\*Come to ALL activities in a Westside uniform. This does not include the picnic or the Performing Company Christmas party.

\*Come to ALL activities with your hair in a bun with all bangs completely out of your eyes. Buns should be at "ear level" if you do not wear a hat in your routines, or at the nape of the neck if you do wear a hat in one of your routines. Make arrangements ahead of time for someone to assist you if you are unable to do your hair by yourself.

\*Anytime you are in the audience you need to have your uniform on.

\*You should not wear jewelry of any kind (earrings, watches, friendship bracelets, etc.) that is not a part of your costume. Nails (both fingers and toes) must be polish free.

\*As a member of Performing Company, each of you are required to have your own make-up case. Make-up is just one part of your kit. You also need bobby pins, hairnets, hair spray, hair gel, safety pins, a small sewing kit, rubber bands, nail polish remover, cotton balls, nail clippers, extra rhinestone earrings, false eyelashes (if required) and more bobby pins. You are required to wear the "group" makeup as set and explained by the P/Co. director or your teachers.

**\*IF ANY PART OF YOUR COSTUME IS MISSING YOU MAY NOT BE ABLE TO DO THE ROUTINE.** If a teacher feels that "all" can go without that costume part and it will not affect the integrity of the performance they may choose to go without. This is subject to teacher discretion. To avoid this situation, make a checklist for your costumes that includes: costumes, headpieces, tights, accessories (gloves, socks, hats, masks) make-up, bobby pins and most importantly dance shoes. We also suggest that you carry an extra pair of tights with you at all times in case of emergency.

\*Keep your costumes and shoes in good condition and get them fixed in a timely manner if necessary. Clean, ironed, no stray threads or parts missing are a must!

\*Be organized. Some students pack all of their belongings the night before the event, finding that this allows them to be mentally and physically prepared for the competition or show.

## **10. Shows, Competitions and Clinics**

**\*Be at all activities at your given "CALL TIME" hair and make up done.** Be on time wearing your PC uniform. "Call times" are usually 45 minutes-1 hour before you will perform. Use this time to stretch out and review your dances. **Some competitions can run up to an hour ahead or behind schedule-be prepared!**

\*Students and parents are expected to be on their best behavior at all times at any PC activity. This means being polite, courteous, keeping your voices down (unless cheering of course) and being aware that you are representing Westside at all times. Refrain from talking while other dancers are performing, and wait until a routine is over before you enter or exit the audience. DO NOT talk about dancers in our group or from other studios unless you have something nice to say, this includes parents.

\*All questions should be addressed before the day of the competition or performance. CALL THE PARENT REPRESENTATIVE FROM YOUR GROUP WITH QUESTIONS OR CONCERNS OR EMAIL KATHIE OR ERIN. Please do not call the office.

**\*Under no circumstances should a parent or dancer approach the directors or judges from a competition with questions or concerns.** If there is a problem, please talk to one of your teachers or directors, and they will handle it for you.

\*At a competition you have a "CALL TIME" for every routine. This means that if you need something to eat, do it before your required call time. If there is not enough time to go out between routines and be back in time, then either come prepared with a sack lunch or send your parent out for something. Most competitions have a concession stand. Please do not leave between routines unless you have asked a Performing Company teacher for permission.

\*P/Co. members are required to stay until awards are completed. If there are unusual circumstances and you must go, you must get permission from the P/Co. director in advance.

\*P/Co. members are expected to clap or cheer for EVERY competitor during awards- regardless of which studio they represent. Your attention and respect during awards is a direct reflection on your sportsmanship and appreciation for the efforts of every dancer.

**\*You must wear your costume or your full Performing Company uniform during awards at all dance competitions.** Hair must remain up and dance shoes on. NO jeans on stage for awards.

**\*NO GUM CHEWING!** This is not allowed while you are dancing or during awards.

\*It would be nice to see each group supporting our other groups by being out in the audience cheering them on. When cheering, refrain from screaming or shouting out any names of the performers. This can be very irritating to the judges and influence scores.

**\*Students/Parents are ultimately responsible for being ready to perform and to the performance area at the correct time for all shows and competitions. Parents are responsible for transportation (or setting up a carpool). Teachers are available to advise and make decisions as needed, but are not responsible for getting each individual dancer to an activity or ready to perform.**

### **11. Clinics**

\*While attending all dance clinics it is expected that you will be on your best behavior and dressed according to dress code. NO T-SHIRTS, SWEATSHIRTS, BOXER SHORTS OR SWEATPANTS. Students from other dance studios will be dancing with you in class-what they do, how they behave and how they dress is not our business and does not affect the standards we set for our students. It is important that you be courteous to other dancers, be quiet in classes, try your best in every class and pay attention. Scholarships are given away to students at most clinics we attend- and you don't have to be the "best" dancer there to get one. You have to try your hardest at every class, ask questions when you need to, try to dance near the front so you can see your teacher (and they can see you!) If you want more room to dance AFTER you understand the combination, then go to the back.

\*DO NOT SIT DOWN DURING CLASSES. This applies to ALL students, whether at a clinic or at Westside. It is disrespectful to your teachers and is not acceptable behavior. Make sure you have a "Buddy" at every clinic. All "Buddies" need to dance together, accompany each other to the restrooms, eat lunch together and wait for your parents together.

Our goal at Westside is to make you the best dancer you can be. To be good at anything takes commitment, hard work and dedication. Performing Co. should be fun, but not to the detriment of your goal. That means: MAINTAINING a positive attitude: DEDICATING yourself to hard work: and STRIVING to be your best!

\*\*NOTE: These policies are a commitment to your team through recital 2009. Please make sure you have read all information in this packet completely so you understand what Westside Performing Co. is all about prior to signing this contract. If for any reason you are having problems with scheduling or keeping your grades up in school, please let us know immediately. All problems can be solved with a little creative planning and we know school is the priority.

Congratulations and welcome aboard! We are excited to have you on the Westside Performing Company!