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# FOOTNOTES

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August 2019

## **WELCOME TO THE DANCE FACTORY** **CLASSES BEGIN Monday, SEPTEMBER 9th, 2019**

We would like to welcome you to The Dance Factory. Beginning our 38th season of teaching the love of dance.

“Dancing with the feet is one thing, but dancing with the heart is another.”

Please retain this booklet as it contains information you will need during the season.

### **MANDATORY DRESS CODE**

*2019-20 season*

**Proper dance attire and footwear is expected at all dance classes. Dancers who do not have appropriate attire may not be permitted into class.**

#### **MANDATORY DRESS CODE**

All hair must be tied back neatly off the face and neck at all times, either in a bun, ponytail or headband. All hair must be in a proper ballet bun for all ballet classes. Excessive clothing such as T-shirts and sweatpants, are not acceptable dance attire. **All dancers must come dressed in mandatory apparel for dance class or they will not be allowed to join in.** Proper footwear is required for dance classes as well.

**NO OUTDOOR SHOES ALLOWED IN THE STUDIO.** For dancers who are continually not coming to class dressed properly a reminder notice will be sent home by the teacher.

#### **TINY TOES**

- Purple Dress (available at The Dance Factory)
- Ballerina pink tights without seams (available at The Dance Factory)
- Pink ballet slippers (available to order thru The Dance Factory)
- Hair tied back off face

#### **KINDER KOMBO**

- Blue Dress (available at The Dance Factory)
- Ballerina pink tights without seams (available at The Dance Factory)
- Pink ballet slippers (available to order thru The Dance Factory)
- Black MaryJane style Tap Shoes (available to order thru The Dance Factory)
- Hair tied back off face

## Pre Junior Levels

- Purple Tank style bodysuit (available at The Dance Factory)
- Black Dance shorts (available at The Dance Factory)
- Ballet Pink tights (available at The Dance Factory)
- Hair tied back off face

**Tap:** Black MaryJane style Tap shoes (available to order thru The Dance Factory)

**Jazz and Ballet:** Pink Ballet Shoes (available to order thru The Dance Factory)

**AcroJazz:** Bare feet

## BOYS ATTIRE – ALL LEVELS ALL CLASSES

- White T-shirt, black or navy jogging pants, or dance pants
- Appropriate shoes

## TAP / JAZZ / LYRICAL

### Junior Levels

- Black Cotton tank suit (Mondor)
- Black seamless tights (Mondor)
- Hair pulled back so off the face and neck.

### SHOES:

**Tap:** Black Split Sole Lace Up tap shoe (Capezio CG16)

**Jazz:** Black ballet slippers with black elastics or Black Split Sole Slip On Jazz Shoes

### Pre-Intermediate &Intermediate Levels

- Black Cotton tank suit (Mondor, Capezio )
- Black seamless tights (Mondor)
- Optional to wear black shorty shorts over top of bodysuit and tights
- Hair pulled back the face and neck.

### SHOES:

**Tap:** Black Split Sole Lace Up tap shoe (Capezio CG16)

**Jazz/lyrical:** Black slip on split sole jazz shoe

### Advanced Levels

- Dance top or bodysuit
- tights, leggings or jazz pants
- Appropriate dance attire

### Shoes

**Tap:** Black Split Sole Lace Up tap shoe (Capezio CG16)

**Jazz/lyrical:** split sole oxford

**ABSOLUTELY NO DANCING IN SOCKS**

### **TEEN CLASSES**

- Black bodysuit (any style), with black jazz pants or leggings

#### **Shoes:**

**Tap:** Black **Split Sole Lace Up tap shoe** (Capezio CG16)

**Jazz:** Black split sole jazz shoes

### **MUSICAL THEATRE**

- 6 thru 9 years Black Cotton tank Bodysuit (Mondor or Capezio) with black tights
- 10-15 years: Black Cotton tank bodysuit (Mondor or Capezio) with tights and black dance shorts

#### **SHOES:**

- Black ballet slippers or black split sole slip on jazz shoes
- Hair tied back off face and neck

### **ADULT TAP**

- Comfortable attire
- Appropriate footwear

### **HIP HOP / STREET JAZZ**

- Black jazz pants or sweat pants
- Tank top or t-shirt
- Jazz runners OR Hip Hop shoes (**NO OUTDOOR FOOTWEAR ALLOWED IN THE STUDIOS, CLEAN INDOOR SHOES ONLY**)

### **BALLET CLASSES**

#### **► Primary**

- Ballerina pink cotton lycra tank suit
- Ballet Pink Tights (Mondor)
- Pink chiffon ballet skirt (available at Bodythings)
- Pink ballet slippers with elastics
- **Hair in a proper ballet bun, secured tightly**

### ► **Grade One- Two**

- **Lilac scooped** tank cotton bodysuit (Mondor Style #1645) with matching waist elastic
- Ballet Pink Tights (Mondor)
- Pink **full sole** canvas ballet slippers with elastics
- Black character shoes, canvas style low heel Grades 1-2
- Black cotton character skirt with studio ribbon colours
- **Hair in proper ballet bun, secured tightly**

### ► **Grade Three, Four & Five & All Open levels**

- **\*\*NEW\*\*** Navy Ainslie Wear Bodysuit #101P (Bodythings)
- Ballet pink tights (Mondor)
- Pink canvas **full sole** ballet slippers with elastics
- Black character shoes, canvas style with Cuban heel
- Character skirt black cotton with studio colours ribbons
- **Hair must be in a proper ballet bun**

### ► **Grade Six, Seven and Eight**

- Black Bra Tech Bodysuit
- Exam Bodysuit: Teal Custom made Bodysuit by Goose and Boo Designs
- Ballerina pink tights (Mondor)
- Canvas split sole ballet slippers with criss cross elastic
- Long chiffon ballet skirt (to match bodysuit, will purchase thru studio)
- Chiffon Free Movement Scarf (to match bodysuit, will purchase thru studio)
- Character shoes, Black Canvas Cuban heel, pink elastic across top
- Character skirt black cotton with studio colour ribbons

### ► **Major Levels**

- Dark coloured ballet leotard (Black Ainslie Wear Bodysuit #101P (Bodythings))
- Black Tutu or Short Circle Skirt (Purchase through studio)
- Ballet pink tights **only** (Mondor Convertible)
- Pink ballet slippers, and/or soft Blochs
- Pointe shoes (when advised by the teacher to purchase)
- **Hair must be in a proper ballet bun**

**Character Skirts: Available at Bodythings without ribbons: Junior size \$40.00 (approx)**

Should your child be chosen for a RAD ballet exam, they will be required to purchase a RAD exam outfit. This purchase is not compulsory until your child is chosen to do the examination. Shoes should be next to new for the exam as well.

### **LOCAL DANCE SHOPS AND SUPPLIERS**

**All dance outfits, shoes and tights may be purchased at any dance supply shop in Calgary.**

	<b>Address</b>	<b>Phone</b>
<b>Bodythings</b>	Avenida Place 12445 Macleod Trail South	278-5440
<b>Classique Dancewear</b>	6624-Centre St South (3 blocks east of Chinook Centre)	263-4828

### **OFFICE HOURS**

**Monday 5:30-7:30pm,  
Tuesday thru Friday from 3:45 P.M. to 6:30 P.M.  
(Hours Subject To Change)**

**Office closed Saturday & Sunday**

Teachers do not have time between classes or on their breaks to assist you in the office.

### **STUDIO HOURS**

When classes are held during the daytime when office is not open, the doors will be open **10 minutes** prior to classes starting. If arriving prior to that you will find the doors locked.

- When the office closes at night, sometimes the teachers may lock the inside front door. Should you arrive and find it locked please use the doorbell that is on the wall at the INSIDE door.

**Parents are asked to pick up children on time after classes are finished, especially if it is the last class of the day**

## **RESCHEDULING OF CLASSES**

The Dance Factory will schedule a dance class to another time if it should not meet the standard class capacity. If the enrolment for your dance class drops during the season, you will be notified in advance. In the event *The Dance Factory* cancels your class, it will be rescheduled. In the event of unforeseen circumstances that result in classes being cancelled. All make-up classes will be left to the discretion of The Dance Factory.

## **ATTENDANCE AND ABSENTEE POLICY**

If your child is not able to attend a class because of illness, etc., please notify the office prior to class. All missed classes can be made up at another time by calling the office and making arrangements. Please see policy letter for more details.

## **PAYMENT**

Any customer paying bills in cash **must** do so only during office hours and **must** obtain a receipt to cover their payment. This is the only way a lost payment can be traced. Please refer to your policy letter for further payment policies.

## **VALUABLES**

Dancers are asked **NOT** to leave valuables lying around. Please take them into the studio with you OR best to leave at home. **Valuable runners, shoes, winter boots and coats should be looked after in the same manner. Please ensure your name is on all of your articles.** The Dance Factory is **NOT** responsible for any items that are lost or stolen from the studio. Please note that the change-room, reception area and boot rack are not supervised. Last season a **TREMENDOUS** amount of boots and shoes went missing and mixed up. Please ensure your child's shoes are well marked as well as checking when they arrive home that they have the proper footwear. Should your child's shoes/boots go missing the office WILL NOT call students for you, however will help you in hopefully having your items returned to you. We will allow you to post a sign on the bulletin board as well as give you phone list of dancers who dance around the same time that your child's shoes/boots went missing.

## **HOUSEKEEPING ITEMS**

To help keep the studio cleaner, we have boot racks at the front door. **Dancers AND parents are asked to leave street shoes and boots on these racks before proceeding.** Street shoes are not permitted in the studio lobby, change areas, or studios, dance shoes only. NO tap dancing on the floor in the change room OR lobby.

**No chewing gum** in class and **no food or drinks** are allowed in the dance studios. Please be aware that food and drinks are only allowed in reception area, **not in back change room.**

Dancers are asked to bring their own water bottles if they feel it necessary, as a drinking fountain is not provided. It is recommended that the bottles be filled with water to best quench the thirst and replenish the body properly from the workout.

Siblings waiting for their brother/sister while in class we ask that they have parental supervision at all times. Our change-room and waiting area are quiet areas as not to disrupt the classrooms.

**DANCERS ONLY in the change-room.** Parents are more than welcome to sit in the main lobby and wait for their dancer. **PLEASE do not sit and wait in the change-room, it is for DANCERS only.**

Last season we had a **tremendous** amount of vandalism in the washrooms located off the lobby and student change room. We ask that parent's supervise their children so we can hopefully eliminate the problem. The Dance Factory **WILL NOT** tolerate any vandalism and anyone caught doing so may be dismissed from the studio

## **COSTUMES YEAR END SHOW**

**It is expected that each student will participate in *The Dance Factory's* year end show.** See calendar for dates. There are extra costs for costumes as well as tickets for the performances. Attendance is very important to dance classes in order to be able to participate. Poor attendance in classes will result in a dancer **NOT** being allowed to participate in the Year End Show.

Your child's teacher will choose a costume for the Year-end Show. All items with the exception of tights will be gathered that are necessary for the costume. We realise that not everyone has the knowledge/and or the time to sew costumes, so we will strive to find the most efficient way for each and every group, depending upon the age, size and experience of the children within each class. Approximate costs for the Year-end Show can range from **\$90-\$130** for each child in the group. We order most costumes from various suppliers and most costumes come ready to wear. All orders **MUST** be placed as a group to enable us to get the best price for all supplies. **Fees for Year-End costume will be due in February.**

## **COMPETITION**

Competition work will begin in November. Students, who are interested in joining our competition program or adding numbers, **watch for details for evaluations that will be held September 21st.** Competition work is not for every student as it does require a lot of extra work and time, as well as additional costs. Ballet should be considered if you want to do group competition work. All competition work is in addition to regular classes, and all choreography is done on Saturday's.

► Ballet must be taken if performing a solo, duet or trio. **Dancers competing for The Dance Factory may not compete for any other dance studio or organization.**

## **EXAMS**

The Dance Factory offers exams in Tap, Jazz and Ballet. Students selected for exams will be sent a form home the end of November. Fees for exams are charged.

Any dancer being considered for a ballet exam **MUST** be attending two classes per week and be in a syllabus class. Any dancer doing a Pre Inter. 3 or higher jazz exam must be taking at least one ballet class per week and be attending on a regular basis a minimum of two jazz classes a week.

## **MESSAGE BOARD/LOST AND FOUND BOX**

There is a message board on the wall in the change room. The teachers hand out numerous notices over the year. Should your child miss a handout, it will be put on the message board. If your child is too young to check the board, then we ask that a parent periodically check.

**Lost and Found** box is kept in the change room. Each year it is overflowing with items. Please check it if your child has lost something. December Break, Spring Break and Summer Break the lost and found items are placed in a donation bin.

## **ADDRESS/TELEPHONE/EMAIL CHANGE**

If over the course of the season you should have an address, telephone or change in email, we ask that you notify the office immediately. **Please keep in mind most correspondence will be made by email, an up to date email address is required to ensure you are receiving all notifications.**



## **INJURY**

Should a dancer be injured during dance class or rehearsal teachers will do their best assessment by the following procedures.

1. Assess the injury by talking to the dancer (if serious enough 911 will be called immediately)
2. Phone the parents/guardian immediately (1<sup>st</sup> home number 2<sup>nd</sup> cell number 3<sup>rd</sup> alternate emergency number)
3. Call an ambulance. Only if this is necessary and an ambulance be called the expense of the ride is the responsibility of the parents/guardians.

## **PARKING**

**DO NOT park in the areas with 5 minute parking signs** unless of course you are only going to be 5 minutes. More parking can be found around the north & south sides of the building or across the street. Please pull into a parking stall when dropping off and picking up. This will ensure that dancers crossing the parking lot will be able to do so safely.

## **S.T.E.P TEAM**

Student Teacher Education Program. You will see these young dancers around the studio daily. They volunteer their time at the studio in assisting teachers with various dance classes, being role models for all the dancers at the studio by sharing their dance knowledge with the dancers at The Dance Factory. The program helps guide and develop dance instruction skills and builds character. Look for the many contests and events the STEP Team holds each season, or dancers if you ever need extra help over the season these young ladies would be thrilled to work with you on a one on one basis.

## **TDF PARENTS PARENTS PLANNING COMMITTEE**

The Dance Factory is home to a parents organization in which they provide an opportunity for parents and dancers in our competitive program of The Dance Factory to come together for the primary purpose of fundraising. Also, to give the dancer's additional opportunities to enhance their dance training. Information and registration forms will be posted in early September on the bulletin board. Check it out for more information on the association.

## **Understanding Dance Education**

As a parent, the financial support of your student is important, but of equal-perhaps even great-value is your emotional support. Encourage your child to be the best that he or she can be without regard to what others may achieve. Dance is an individual art form; each child needs to achieve at a pace that's comfortable for him or her. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage the children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Dance education encompasses far more than technique or the steps your children will learn. We believe the discipline of dance training gives young people a better understanding of commitment by offering them the chance to learn, experience the spirit of teamwork, and understand what hard work can accomplish. Our goal is to educate the minds, bodies and soul of our students, to teach them the skills needed for a successful life, whether or not they stay involved in dance.

## **Dos and Don'ts**

Some parents may compare their child's progress or class placement to that of others in the studio. Watch for this behaviour in your children as well and encourage them to focus on their own accomplishments. Looking to others for inspiration is a good thing; however, a negative focus or comparison distracts from the energy that could be focused on becoming a stronger dancer. In addition, speaking negatively about your child's teacher, fellow dancers or other parents in front of your child – or other students-could result in problems far beyond your original concerns.

Children learn important lessons from their teachers and parents, acquiring important behaviour patterns through their example. Our school's faculty takes that responsibility seriously. It's the Dance Factory's philosophy to encourage our students to feel, think, and act respectfully to their peers, the adults in their lives, and themselves. If you have questions or concerns about your child's dance education, don't panic—and please don't talk only with other parents when questions arise. Make a phone call or appointment to speak directly to your child's teachers. Please conduct all communication through the school office rather than approaching your child's teacher or Miss Karen (director) between or during classes or calling them at home.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and can offer expertise in the field of dance education.

## **NEWSLETTERS**

Newsletters are published every two months. This season again we are going to have the newsletter available on our website instead of a paper copy that gets lost in the dance bag. First newsletter will be online in November, with a reminder sent out for you to check out our website for the latest news. For those who do not have access to a computer paper copies will be left on the desk.

## **MEET THE TEACHER WEEK**

**Sept. 30- Oct. 5** (MARK YOUR CALENDAR) is your opportunity to meet your dancers new dance teacher for the season. The LAST 10 minutes of all the classes will open there doors to the parents for a VERY quick orientation. This is only for the teachers to briefly explain there plans for the season. **NOT a viewing opportunity and NOT a one on one with the teacher.** If you feel you need to speak to your teacher in detail please follow the procedure below.

## **QUESTIONS**

If you have any further questions regarding your child's progress over the year, please feel free to call the studio at 403-278-1817. Your teacher will return your call at their earliest convenience. We ask that you handle your problems and concerns at the 403-278-1817 number and not your teacher's personal number. We would like to remind you that teachers do not have time to handle grievances between or during classes. Please do not pass your grievances on to the office staff. Please leave a message and your teacher will be happy to call you back to discuss matters at a quieter moment and time convenient for both. Listed below is the main email for The Dance Factory, emails for specific teachers may be sent to this and they will be passed onto the appropriate teacher.

**dancefactory1@shaw.ca**

Enjoy your season at The Dance Factory, we know it will be fun!

**Visit our WEB site!**

[www.thedancefactory.ca](http://www.thedancefactory.ca)

**Change room is for dancers ONLY**

**Parents who are waiting for their dancer's please wait in the lobby NOT the change room.**

## 2019 - 2020 CALENDAR

Aug. 28, 29, Sept 4, 5	Office Open 4:30-6:30pm
<b>September 9</b>	<b>Classes Begin</b>
<b>Sept. 30 – Oct. 5</b>	<b>Meet the Teacher Week</b>
October 12,13 & 14	Thanksgiving ( <b>STUDIO CLOSED</b> )
September 21	Competition Evaluations
October 19 & 20	Triple Threat Dance Convention
November 9	Competition Rehearsals Start
November 25- Dec. 7	Open House - viewing of classes begins (teachers exact dates will be in November newsletter, as it is split into different weeks for the teachers)
December 21–January 5	Christmas Holiday ( <b>STUDIO CLOSED</b> )
January 6	Classes Resume
February 13,14 & 15	Teachers Convention ( <b>STUDIO OPEN</b> )
February 17	Family Day ( <b>STUDIO CLOSED</b> )
March 22- 29	Spring Break ( <b>STUDIO CLOSED</b> )
March 30	Classes resume
April 10	Good Friday Studio Closed
March	Tap and Jazz Exams (to be announced)
Feb –April	Ballet Exams (TBA)
May 16 & 18	Victoria Day Weekend ( <b>STUDIO CLOSED</b> )
June 20	Competition Show
June	Dress Rehearsal’s Year-End Shows (location /time TBA)
June 15	Last day of classes for the 2019-20 season
June 20	Year-End Show’s (Jubilee Auditorium)

**ALL DATES SUBJECT TO CHANGE**