

Welcome to



We look forward to working with you this dance season. If you have any questions throughout the season, please feel free to stop at our front desk or see your instructor. Every session, the handbook is updated with new information. Please review the handbook at the beginning of each session. Our website is www.footworksdancecompany.com. We may send home handouts throughout the season, post information on our website and post important information at our information/reception desk. We also send out e-mails, which is our primary source of communication, from Footworks Dance Company and Jackrabbit (our billing & registration software portal). Please provide us with an e-mail address. The studio address is 728 Schelfhout Lane, Kimberly, WI 54136 and our telephone number is 920-423-7166. Once your registration/member fee is paid and you have registered for your desired classes, you will access your billing and account information from your student portal (access is available from our website by clicking on "go to student Portal" any time of day, where you can also make payments and register for classes). If you have updates to your account, please log into your portals to make changes. The information that follows is our studio handbook material and information.

Good Luck and Enjoy Your Season!

Kim Mader, Footworks Director and the Footworks Team



A Footworks parent is an important and special advocate in their dancers training and potential in creating resilient, strong and confident leaders and dancers.

Footwork's parents are different and make our studio special. The Footworks management and instructors know that the parents are an essential piece in the puzzle of leading dancers into a life with great purpose. Creating dancers from the inside out takes a team, working together for the same goal. The Footworks philosophy is simple, create great people, and the dancing will follow. There is no person or persons more important to advocate with in this mission than the parents of our dancers. This amazing group is brought together to build each other up. Footwork's parents not only work together to build strong confident children of their own, but have a willingness to create a team atmosphere of leading by example for all studio dancers. They do this by building each dancer's character at the studio, and encouraging each dancer to push to their greatest personal and technical dance achievements. They do this with an unwavering commitment to instilling values of integrity, morals and teaching the dancers to hold themselves to a higher standard in dance, and far beyond dance.

Footworks parents will:

- ✓ Work together to help unlock each dancer's hidden potentials and gifts
- ✓ Be a good role model with good character, and promote good work ethic within the group
- ✓ Reflect intentional gratitude with the dancers
- ✓ Help dancers recognize their own worthiness
- ✓ Work together to help create a positive culture with Footworks staff, students and families
- ✓ Understand that teaching more than dance is important, and they will work together with each other, staff and students to uphold the quality brand that Footworks has become.

Footwork's parents should take note that:

- ✓ When ordering costumes, Footworks will be sensitive to a student's body image and have awareness. We want dancers to know they are creative, unique and have a place in the world of dance while dancing in their costume. When choosing music, careful consideration of lyrics will be considered by instructors. When choosing dance moves, careful consideration of each dancers age, technical abilities and the "studio brand" will be carefully considered.
- ✓ Footworks staff has a goal of creating happy, healthy and safe dancers. Our studio is a SAFE ZONE for EVERYONE. Staff will protect students and direct them with a direction of a good moral compass. Staff will be a safe adult that students can confide in.
- ✓ Dancers are placed in classes after the director and/or staff have carefully evaluated each dancer. Dancers are placed in classes where EACH dancer can safely experience the most growth and they can work on skills they have in common. Our program is graded, therefore, we follow a set skill-set with each class. It is important for dancers to fully learn through our graded program.
- ✓ If a situation occurs, that the parent or student feels wants to address, there is an open-minded and positive channel to address situations. We are all working for the same goal. Please direct your questions/concerns to our reception desk or to studio management. You can email footworksdancecompany@gmail.com or schedule a time to meet outside of class time with Kim or your teacher. Please understand that Footworks will gladly talk with you about YOUR CHILDREN, but we make it a policy NOT TO discuss other people's children without a parent present and we ask you to respect our policy.

Important Footworks Definitions: We strive to teach so much more than dance!

Leader: Leaders inspire people through a shared vision and create an environment where people feel valued and fulfilled.

Confidence: Confident people inspire confidence in others: their audience, their peers, their bosses, their customers, and their friends. And gaining the confidence of others is one of the key ways in which a self-confident person finds success.

Empowerment: a multi-dimensional social process that helps people gain control over their own lives. It is a process that fosters power in people for use in their own lives, their communities and in their society, by acting on issues they define as important.

Integrity: doing the right thing even when no one else is around. It is the ability to act with honesty and be consistent in whatever it is you are doing based on the particular moral value or belief compass you have.

Team: A group of people with different skills and different tasks, who work together on a common project, service, or goal, with a meshing of functions and mutual support.

Culture: an evolving set of collective beliefs, values and attitudes. Culture influences management, decisions and all business functions

About Footworks Dance Company:

The Beginning: Ms Kim opened the dance studio 17 years ago, after working at various studios and dance programs in the area. She did this after completing a degree in accounting and passing a technical dance examination with CNADM, where she became a member (of the Chicago National Association of Dance Masters and Dance Masters of Wisconsin) who agreed to uphold her dance teaching to a higher standard. Her love for dance came from a long family tradition of dance, having been taught by her great-uncle in her childhood. Instilling the many benefits that dance brought into her life growing up, became a main goal when she began teaching dance. She wanted to share great dancing, while building the character and confidence of young dancers. She wanted students to always have a place they felt safe, and to call their "second home". She wanted to be an advocate for kids everywhere, and a trusted and reliable adult in her dancer's lives. She wanted the young dancers, to feel happy, confident, smart and capable of facing anything the world had to offer. She wanted to teach human acceptance of "all" in a loving and nurturing environment. She wanted dancers to find their value of self, far beyond looks and appearances, and find their value of self within themselves, while helping dancers spread this message to others. **Simply put, Ms Kim wanted to make an inspiring, positive difference in dancer's lives, teach great dance techniques and do this while adhering to great integrity and moral compass.**

What a wonderful journey this dance studio life has taken Ms Kim on, and what wonderful people Ms Kim has had the pleasure of knowing over the years of dance. Today, Ms Kim's desires remain the same. The goals of the ever-growing staff, students and families of Footworks Dance Company remain – "To make an inspiring and positive difference in dancer's lives, teach great techniques and do this while adhering to great integrity and moral compass." Thank you for joining us in this journey.

Our Footworks brand of dance is:

- nurturing & loving
- character-building and confidence-building
- for **"ALL"**
- full of finding self-value
- building each other up
- promoting of academic successes and character achievements
- integrity, good moral compass and values
- positive & inspiring
- safe
- and... teaches great dance techniques

Creating resilient, empowered and confident young leaders since 2003.

What makes Footworks Dance Company different? **Our teachers.** By working as a team to promote the confidence and independence of the young women and men throughout our community, we lead the next generation of leaders! That's a task, but we are up for the challenge.

Our mission is to empower our youth, to become leaders in all areas of their lives, with pride, integrity and confidence in

themselves.

Through our comprehensive dance education program, we strive to encourage and create positive, confident leaders of the next generation.

Footworks Dance Teachers:

- ✓ Have experience working with children in an education setting.
- ✓ Have a passion for children and the performing arts.
- ✓ Aim for excellence in their teaching and strive to receive outstanding feedback from parents, students, and team.
- ✓ Build strong connections with dancers and their families.
- ✓ Thrive to provide an amazing class experience every day.
- ✓ Believe in continuous education for themselves and growing as an educator.
- ✓ Are eager for the challenge of working with students at different stages, levels, and abilities.
- ✓ Care about being part of a team and will enthusiastically participate in all team trainings and contribute to the living of the studio values across every touchpoint in the student experience, while setting an example and promoting the positive culture Footworks is striving for among it's staff, students and families.

Overview of Footworks Policies (details enclosed)

1. **GRADED PROGRAM:** Footworks Provides a graded dance program – We progressively stack on skills to ensure safety and comprehensive progression - graded skills tested may be required for advancement. We teach a set skills-set at each dance level and testing/audition may be required to move to the next level. At home practice and stretching is recommended for your highest success.
2. **COSTUMES:** Costume Fees are due October 15. Costume Sizing is due September 30. Parents are to

choose the costume size. If parents, for any reason, do not choose a size, our policy is to measure and order on the largest measurement. Parents are responsible for minor alterations. Costume fees are non-refundable once paid. Please stop by the front desk or go on your portal on or before October 15 to make your costume payments. **Costume fees not paid on October 16, will incur an additional \$5 per costume late fee/service fee and will be auto paid to the card on file. Costume fees with a remaining balance on October 31 will not be ordered until paid and are subject to a separate shipping and handling fees of \$30 per costume and the delivery date is not guaranteed.** Soloists/duets – your costume ordering deadline is October 24 (costumes ordered on Oct 24 can expect shipment between Jan 30 – March 10, therefore order as early as possible). Costume fees range from \$69.99 to \$110 for group classes. Solo costumes are to be determined.

3. **SHOES, TIGHTS, ACCESSORIES:** Parents are responsible to check at the front desk for shoes, tights and accessory requirements. We will post requirements at the reception desk in the spring. **All Competition dancers will need earrings & a competition jacket** and **ALL CLASSES** have shoe requirements that are listed on our website at the start of each season.
4. **ATTENDANCE:** 85% attendance is required in competition company classes. 80% attendance is required in all enrichment classes. Dancers who fall below, will be required to schedule a make-up class at a rate of \$28 per half hour. Initial warm-ups are important to dancer safety. Dancers who are late for class may receive a ½ absence and may be asked to sit out for safety reasons at the instructors discretion.
5. **INFORMATION SOURCES:** Parents are responsible to check these sources for studio information: Studio emails, studio handouts/bulletin board postings and facebook. Parents are responsible to read studio policies. Emails are sent from the portal and you can access old emails by logging into to your portals.
6. **TUITION INFO:**
 - Footworks tuition is billed by the session. We offer a fall/winter session and a summer session. We occasionally offer impromptu sessions and camps.
 - Payment options may be available and it is the parent's responsibility to mark their calendars NOW with due dates (regular statements are not handed out).
 - A \$25 late fee is charged each month for any account with a late balance on the 2nd of the month.
 - You are required to keep an updated debit/credit card or bank info on file in your portals
 - (if your account becomes more than 15 days past due, your card on file will be automatically charged for the balance due).**
 - All balances must be paid in **FULL** to participate in the recital week. All balances must be **up-to-date** to receive costumes. **Note: Any accounts with a balance (tuition or other fees) remaining 10 days before the recital: the card on file will automatically be charged for the balance**
 - A \$30 fee is charged on any returned checks.

-NO REFUNDS ARE OFFERED.

-In-studio tuition Credit Vouchers are at the sole discretion of the studio director and must be accompanied by a doctor's note.

- past due accounts, may be suspended from dancing until such time that the account is brought up to date.

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- Monthly payment options are Auto pay and the card on file will be billed during the first week of the month. Any payment that does not go through will automatically be charged a late fee.

7. **REGISTRATION FEE:** All families will be billed a \$30 registration fee upon registration for the fall session and you can pay this upon registering on your own
 - or the card on file will automatically be charged. Only 1 family registration fee will be due.
8. **RELATIONSHIPS & BEHAVIOR:** Please maintain friendly-professional relationships with other parents, families and students. Footworks has an anti-bullying social media policy. Students, parents and teachers are to maintain professional relationships per our policies. We reserve the right to dismiss any parent, visitor or student who is being a harm to oneself or others, or not behaving appropriately for a business environment with children – no refunds. No foul language.
9. **PRIVACY:** Please note, that Footworks respects your right to privacy. Your information, including health information, is to remain in the hands of our staff who needs the information, only. Our staff and teachers are glad to discuss you and your child and their dance progress with you. Please respect our policy not to discuss other dancers with you, as most of our students are minor children. We will not discuss other children with other parents.
10. **NO SMOKING:** Smoking is not allowed on our premises.
11. **RECITAL INFO AND SAFETY:** For your child's safety - parents and visitors will not be allowed backstage during our recital. Dancers will be checked in before show-time and dancers will be released when the show has concluded. NO DANCERS WILL BE RELEASED DURING THE SHOW OR INTERMISSION. No videotaping or pictures of our show are allowed without written consent of the studio director. No videotaping or pictures are allowed in the dressing rooms for children's privacy and protection. Please be aware that our shows are open to the public. The school is also open to the public. The children of Footworks are our highest priority and we will take the necessary measures to keep your child safe during or shows that are open to the public. (students backstage are changing and such and our volunteers do not know family members). We apologize for the inconvenience of any of our policies, but please be aware that these policies are in place **for your child's protection. Volunteers may be subject to background checks.** Tickets for the recital will go on sale in the preceding month.
12. **COMPETITION COMPANIES:** **Competition Companies – please read the studio policies and team contract.** . Look for a calendar to come out with competition & convention dates. Please read competition

company information.

- When registering for a competition company, you are agreeing to the studio policies and Company/team contract.
- Separate competition fees are due in accordance with the fee schedule. **Fees are non-refundable.**
- **If you breach your team contract, an automatic re-choreography fee is due** (per class), along with hourly fees for any additional time the teacher/director meets with the class due to your absence.
- The Competition Company Season runs from July/August (preceding year) to July (following year – after Nationals).
- Competition schedules come out about 1 to 3 weeks before the competition.
- A Footworks competition jacket is required of all competitors and is to be worn (or Footworks gear) at all awards.
- Specific make-up and shoes are required.
- Shoes are to be only be worn for dance.
- Select dances attend nationals, based on the director's discretion. **National fees are due in April.**
- Many competitions charge an **additional media fee** or their registration will include an additional media fee (meaning their registration fees cost more).
- **Competition fees will be due by the due date listed. Group fees usually range from \$65 to \$85 for regionals (national fee averages are a little more). Remember, a media fee may also be due per dancer. Solos fees usually range between \$115 and \$150 at regionals. Duets/Trios usually range between \$70 and \$120 per dancer at regionals. These fees are estimates, as every competition charges different rates and each year the rates go up. We will bill out per competition this season again, but it is very important to be up to date with your payments.**
- Competition dancers are expected to perform at all performances and competitions with their team.

13. **CHOREOGRAPHY RIGHTS:** Footworks owns all rights to choreography

14. **INCLEMENT WEATHER:** Footworks follows the Kimberly School District. If Kimberly closed early or closes for the day due to inclement weather, we follow their actions.

15. **SEPARATED PARENTS INFO:** We apologize in advance, but our system does not allow us to separate your account. It is the parent/guardian's responsibility to make on-time payments and check for emails and make updates to the account. We do not get in the middle of legal issues or responsibilities.

16. * Footworks is not responsible for children before or after classes or in the lobby. Students are to wait inside for their ride to arrive.

17. **CLASS ATTIRE:** Proper dance attire, shoes and hair are required in classes. Hair must be up (in a bun for ballet. A leotard or a dance bra and shorts are required for classes (a leotard for ballet)(skirts and tights are optional). Proper shoes appropriate for the genre are required. Please see our website under your class for

specifics or ask your instructor. **Your teacher will have final say on attire for their class.**

STAFF AND INSTRUCTORS

Kim Mader (Tap, Jazz, Ballet, Acrobatics, Pointe, Lyrical/Contemporary, Hip Hop, Modern, Shooting Stars) Kim is the owner and director of the dance program at Footworks Dance Company by Kim, LLC. She teaches as much as possible, since teaching is her true passion. She has passed both written and demonstrative examinations in tap, jazz & ballet and is a member of the Chicago National Association of Dance Masters and Dance Masters of Wisconsin. She focuses on teaching proper dance terminology along with proper technique. She wants to provide students with a strong foundation of dance, whether they are hoping to pursue a career in dance or dancing for their own love of the art. She also wants to build each dancer's confidence, character and self-esteem. Kim is committed to continuing her own dance education, to further bring high quality training and choreography to the students at Footworks Dance Company. She works with some of the best instructors, professors and choreographers in the country each year.

Brittany Schroeder (Tap, Jazz, Ballet, Pointe, Lyrical, Hip Hop, Shooting Stars, Modern). Brittany is a Lead instructor at Footworks. She loves teaching students of all ages. She is extremely knowledgeable in most dance forms, and is committed to teaching proper terminology and technique. Brittany wants each of her students to love dance, work to their fullest potential and gain a true passion for the art of dance. She is committed to continuing her own dance education with some of the best instructors, professors and choreographers in the country through conventions such as CNADM.

Nicole Leitermann (Shooting Stars, Inspire Company Instructor, Acrobatics, Assistant Instructor, Shooting Stars Assistant Coordinator, Competition Company Administration). Nicole has a degree in early childhood and is our Assistant Director of our Shooting Star Program and is very involved in helping organize our competitive companies during the spring competition season. Her training and background in early childhood have given her the expertise in helping to develop a fabulous pre-dance program at our studio. As a lead instructor in our pre-dance program, she wants to give our youngest dancers a great foundation and love for dance, and encourage all dancers to pursue their dreams in dance. She regularly continues her own education and brings her knowledge back to her dance students.

Jen Hebbe (Tap, Jazz, Lyrical, Shooting Stars, Pre Ballet) Jen has a degree in education from the University of Wisconsin, Green Bay. She is an administrative assistant to the dance program and our communication director to our families. She works hard on helping organize schedules and communications with families and is very involved with organizing our competitive companies schedules. As a lead instructor, her knowledge and experience in teaching provides her with the skills to be a great dance teacher. She wants to build each dancer's self-esteem and confidence. She is committed to continuing her own dance education with some of the best instructors, professors and choreographers in the country.

Michelle Jansen (Tap, Jazz, Ballet, Pointe, Lyrical/Contemporary, Hip Hop, Modern, Shooting Stars) Michelle is the assistant director of the studio, as well as an administrative assistant and lead instructor. She is committed to bringing the best dance training and choreography to the Appleton Area. She is a very talented dancer and competitor herself... But on top of that, Michelle is a very talented and creative choreographer. She has received scholarships for her dancing with CNADM based on her dance merit. She brings many fresh and cutting edge dance steps to our dance program. She is committed to continuing her own dance education each year with some of the best instructors, professors and choreographers in the country.

Megan Jansen – (Tap, Jazz, Ballet, Acrobatics, Pointe, Lyrical, Hip Hop, Modern, Shooting Stars) - Megan Jansen has danced for 16 years at Footworks. She has progressed through our student mentorship teacher training program. She is an accomplished choreographer and is known for motivating & training her students in technique improvements. She has experience in all major dance genres. She has attended numerous conventions with some of the leading dancers, choreographers and professors in the county each season. She was an extremely accomplished competitor with numerous awards and accolades. She regularly received top placements with her own solos while competing in the Elite division. She has earned a bachelor's degree in dance and a bachelor's degree in psychology, where she was named with the distinguished award of "Freshman Dancer of the Year" and "Senior Dancer of the Year". She graduated Summa Cum Laude. She is excited to dance with you!

Paige Jansen -- Paige Jansen has studied dance and competed with Footworks since she was a young dancer. She has progressed through our student mentorship teacher training program. She is an accomplished choreographer and is known for her ability to bring her dancers to their best performance level with her unique and innovative choreography. She is experienced in all major dance genres. She has attended numerous conventions with some of the leading dancers, choreographers and professors in the county each season. She has been an extremely accomplished elite competitor having won numerous awards and accolades. She regularly received top placements, both regionally and nationally. She is currently pursuing a psychology degree at UW LaCrosse, but comes back to teach classes and choreograph for Footworks. She is excited to bring out the best in you.

STAFF

Terri Smith.....Assistant Instructor/Administration/Substitute Instructor
Aubree Leitermann, Tiahna Smith, Makayla Mitala.....Dance Instructors
Allyssa Aykens.....Administration/Receptionist
Todd Weyenberg.....Custodial Services
Kahlie, Ashleigh, Carly Student Mentors

MORE ON COMPETITION

Competition Hair & Make-up

Hair

Competition companies will have a standard hair style. Most teams will wear the studio style. **Some select teams will be given a unique style designed just for their dance, as time allows and with director approval.** Adequate time before and after the dance for hair style/makeup changes need to be allowed for. The staff of Footworks is not responsible for the hair or make-up of the dancer. Parents are to do their child's hair & Make-up or make arrangements to have the hair/make-up done.

Make-up

Competition Dancers will need a specific supply of blush, lipstick, foundation, eye shadows, black mascara, fake eye lashes and black eyeliner. Students will need to outline their eyes with the black eyeliner. Mascara is to be worn on the top and bottom lashes. **Students must wear fake eyelashes (exception – ages 4 - 8).** (we recommended: Ardell style 101 demi black with Glue (duo eyelash adhesive in a white box) (dark tone is the color) or Eylure 020 (other eyelashes may be approved with director or teacher). **Please plan to purchase new make-up each season, as make-up can get old and has an expiration.**

2020/2021 make-up (this will be update for 2020/2021)

- Eyelashes - recommended – Ardell style 101 demi black or Eylure No020
 - Foundation (any brand is acceptable but it will need to adequately match your skin tone)
 - Black Mascara (any brand)
 - Black liquid eyeliner (recommended – Revlon Color Stay, Sephora Liquid Liner, Too Faced Liquid Liner)
 - Blush (recommended – Cover Girl Pretty Peach, Sephora Shame on You or Too Faced Pappa Don't Peach)
 - Lipstick (REQUIRED – Sephora – ?)
 - Eye Shadow (REQUIRED – Sephora – Eye Love Palette Light Cool)
 - Contour (recommended – Wet 'n Wild Contouring Palette, Sephora Contour, Hoola Matte Powder)
 - Powder foundation (any brand – match your skin tone)
 - Concealer (any brand – this should be 1 shade lighter than your skin)
 - Highlighting powder – gold color - (recommended – Wet 'n Wild Highlighting powder, Milani 03 Sunlight, Sephora golden hour, Too Faced You light up my life Gold)
 - Brows – optional
- Highlighting powder, contour and blush may be bought together sometimes

Contract Breach: Students who breach their contracts, who are unable, unwilling, have changed their mind or have **failed to meet the requirements of the company/team** (without a physician's note stating their inability to dance, or the director's prior written approval), **will be charged an automatic re-choreography fee of \$100 per dance and will be charged an additional \$56 per hour for the additional time required of the instructor to work with the class to teach the new choreography and formations & administrative fees.** Also, students failing to meet team requirements, or choosing not to compete, **will be required to pay for any replacement dancers competition fees, and will be required to supply their costume to the replacement dancer.** NO EXCEPTIONS.

The competition session runs from Aug 15, 2020 to July 2021 (after the nationals competition has commenced). All choreography rights belong to Footworks Dance Company by Kim, LLC. Upon registering for classes/competition company, you are agreeing to full session fees, regardless of payment option or number of classes attended. You are also agreeing to timely full payments of your competition and costume fees.

- At competitions, students will go backstage on their own or with their teacher or studio representative. Per competition rules and guidelines, parents are not to be backstage with students.

Competition Time announcements

Please keep the entire weekend from Friday at 7 a.m. to 11:59 pm Sunday open for scheduled competition weekends. Competitions announce the exact times about 4 to 9 days prior to a competition. We will email these times out as soon as they are available.

Competition Etiquette

Students are expected to behave with respect and professionalism at competitions at all times. Students are not to question judge's decisions or put down other dance studios in any way. Please be sure to include dancers from our companies/teams in your activities. Please clap respectfully for all dancers and dances from all studios. Please be polite and courteous at all times. Have fun, but do not act obnoxious in a way that could disturb others. If you see anyone from our studio or another studio that needs help with anything, please be willing to offer your assistance. How you act and treat others at a competition is just as important as your performance or an award. Please always do your best and follow the competition rules. To represent our team spirit and unity, warm-up jackets/Footworks attire is required to be worn at competitions when not performing.

About Competitions

The competition reserves the right to decide the judges, the scoring and the times and days dancers compete. Each competition has their own set of rules. All competitions have a limit on time allowed for each dance. Dancers must be prepared to compete at least 2 hours ahead of their scheduled time and they occasionally run behind. Scoring is different at every competition. Each team may receive 1 trophy or award and occasionally a pin for each dancer. Team trophies are the property of the dance studio. All awards are the property of the dance studio and cash prizes are written out to the studio only. Cash awards for solos will be credited to the dancer in accordance with the studio policy and checks will be written out to the studio only.

CHOREOGRAPHY

ALL Choreography is copyrighted and owned by Footworks Dance Company and is only allowed to be performed with studio permission.

Absolutely no videotaping or photography is allowed at any competition. Teams can get disqualified or points taken off their score.

Students are expected to be on-time for their competition performance and arrive 2 hours ahead of the performance time ready to dance in costume, hair and makeup. Dancers are responsible to find their team when they arrive. Dancers are expected to properly warm-up and stretch on their own.

National competition requirements

Not all classes or competitors will compete at Nationals, although most students will have at least one dance attending nationals. National competitors will be announced sometime in spring and National fees will be due in the spring (usually in April).

Hotel and Meals

Hotels and meals are the responsibility of the parents/students. Sometimes parents consult with each other and stay at a common hotel with their teammates.

Extra Rehearsals

Extra practice times are at the teacher's/director's discretion and may be subject to additional fees.

Regional Competition fees and Due Dates

Your Competition fees cover your dancers entrance to the selected competition, your free attendance for audience guests at a competition and at least 1 (one) **studio staff representative(s)** will attend the competition with the team/studio. Fees include costs for props, transportation of props, studio representative and/or instructor travel (hotel & gas), instructor salary while at competitions for group routines, administrative costs associated with the team along with other competition associated expenses. Fees are due in accordance with your payment plan option.

If there is a behavior problem, the instructor will try to handle the issue in class. If it is necessary, parents will be contacted and a plan will be discussed.

We reserve the right to dismiss Parents or students whose behavior or language is not appropriate for a business or children; or who is a danger to oneself or others. No refunds or credits will be offered.

COMPETITION COMPANY/TEAM CONTRACT

You must pay a \$30 registration fee upon acceptance. All audition decisions are final. Special rates or discounts may be available if you pay your tuition early or on time. Your company/team commitment is from Aug 2021 to July 2022 (nationals). Initial costume fees are due in OCTOBER 15 (solo costumes must be ordered by mid October) and national fees are due in the spring. Regional competition fees will be due upon receipt. Once registered, your spot in class is reserved for you for the **entire season** (Aug 2021 – July 2022), and full tuition & competition fees (for regionals and nationals) will be due regardless of the number of classes attended. Students are expected to attend **all** assigned regional and national competitions, meet attendance requirements and pay all fees in a timely manner. Please read the studio handbook and welcome letter. **Failure to comply with the competition team contract guidelines may result in suspension or removal from a team/company or another disciplinary action may be enforced.**

Name: _____

Participation on a competition company/team is privilege, not a right. Instructors and/or the Studio Director have the final say in any and all matters concerning these groups.

Company/team dancers have read, understand and agree to the following participation guidelines upon their registration and team acceptance:

_____ We will be committed to our team from Aug 1, 2021 to July 31, 2022, putting forth our best efforts to meet the demands and requirements as set forth by Footworks Dance Company. All practices and performances will take place at Footworks in Kimberly, or at studio sponsored events.

_____ Regular attendance and participation in classes is required by all company/team members. Members must maintain 85% attendance throughout the year. Tardiness may be counted as a full or partial absence/demerit. Absences exceeding those mentioned will require make-up classes at the availability of the instructor, at the cost of \$28 per half hour session. Failure to comply will result in suspension from competitions or removal from the company/team without refund or account credits. **Instructors may not have make-up times available during competition season.**

_____ All tuition, costume, and competition registration fees, as well as any other related fees and expenses, are required to be paid in full by the dates set by Footwork Dance Company. All payments are the sole responsibility of the company/team member. Failure to comply will result in suspension from competition. I have read

the policies on payments, late fees and refunds. **Footworks does not offer refunds.** Account tuition credits are available on a prorated basis only, for dancers with a serious medical condition accompanied by a doctor's signed statement of your inability to dance.

Competition company/team members must follow the Footworks Dance Company dress code at all times. Dress code is not solely attire, but includes wearing appropriate shoes at all times. Students coming to class not properly dressed may receive a ½ absence/demerit for each class.

Competition Company/team members are expected to set an example in technique and performance in all classes. Students are expected to give 100% effort during all class periods. Students not performing to the best of their abilities may receive a ½ absence at the discretion of the instructor.

Participation in your initial **Performance Company** (AND technique) and an **enrichment ballet**, is required of competitive dancers in accordance with their team requirements, along with any required or desired competitive focus companies and enrichment classes. Please see your instructor regarding specific company/team requirements. Company/Team members are automatically enrolled in spring/summer dance classes or camps, in addition to the fall session in their dance genres.

- **Twinkler dancers ages 4-9, are required to take a ballet class (a combination class with ballet, bunheads, ballet, or tappers and tutus are acceptable classes to meet the ballet requirement)**

All company/team members must have or purchase an official team jacket. Ordering information will be made available in September.

Competition company/team members and their family and friends are never to degrade or put down any other dancer's ability, performance, appearance or personality, or put any one down in general, either at Footworks Dance Company or at any public team event or on any public media source such as facebook (among others). We are representing the studio whether we are on or off the stage, and need to do so with professionalism and good sportsmanship. Working as a team and not degrading each other is required of all Team members. Failure to work together as a team in accordance with the director, studio and instructor's guidelines may result in suspension or removal from a team. BE NICE!

Participation in scheduled regional competitions is required of competitors. Participation in nationals (as determined in the spring, along with fees due) is required of selected teams. If any dancer is unable or unwilling to compete for any reason at regionals or nationals, other than those accompanied by a doctor's note or prior written consent, will be subject to a re-choreography fees of \$100.00 per dance **and** for any substitute dancer's competition fees in accordance with the fees **and** for additional time the teacher must work with the class at a rate of \$56 per hour **and** will be suspended from select future competitions or the entire company, without refund or credit. We will always listen to extenuating circumstances before making a final determination on suspension or team removal, for example, a close family member's funeral will constitute extenuating circumstances.

I have read, understand and will abide by the studio policies available at the studio and on the Footworks website. I have read and agree to my select team requirements.

COMPETITION COMPANY FEE SCHEDULES AND PAYMENT DUE DATES: Fall tuition fees are due in full for the entire session/season in accordance with your payment option due dates, Costume deposits/fees are due September 30, Regional competition fees are due (see payment options), National Competition fees are due in April (on a designated date to be announced)

PURPOSE

The purpose of this policy is to provide all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adult. This policy applies to all Footworks staff and volunteers. For purposes of this policy and procedure, the terms FDC staff includes volunteers.

GENERAL STANDARDS

The Footworks Director expects all FDC staff to maintain the highest professional standards when they interact with students. FDC staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Professional staff/student boundaries are consistent with the legal and ethical duty of care that FDC employees have for students.

The interactions and relationships between FDC staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of Footworks Dance Company.

FDC staff will not intrude on a student's physical and emotional boundaries unless the instruction is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member's duties in the dance studio. Additionally, FDC staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their director or supervisor whenever they suspect or question whether conduct is inappropriate or constitutes a violation of this policy.

The Director recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violation of this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their director or supervisor. These situations may arise most often when a staff member has a child in the dance program. Special consideration to staff with children in the dance program is given if handled professionally, but should be discusses with the director or supervisor.

USE OF TECHNOLOGY

The Director supports the use of technology to communicate for educational purposes. However, FDC staff are prohibited from inappropriately communicating with students online or from engaging in any conduct on social networking websites that violates the law, studio policies or procedures, or other generally recognized professional standards.

Staff whose conduct violates this policy may face discipline and/or termination, consistent with the studio's policies and procedures and acceptable use standards of Footworks, as applicable.

The Director/designee will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

PROCEDURE

BOUNDARY INVASIONS

In a professional staff/student relationship, staff maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.

A boundary invasion is an act or omission by a staff member that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship.

An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a staff member that does not have an educational purpose and results in abuse of the staff/student professional relationship.

Inappropriate Boundary Invasion Examples with minors and any student under age 19

Examples of possible inappropriate boundary invasions by staff members include, but are not limited to the following:

- Any type of inappropriate physical contact with a student or any other conduct that might be considered harassment under Footworks policies or sexual harassment by the law; prohibition of harassment, intimidation and bullying;
- Showing pornography to students. Displaying or being displayed in inappropriate pictures with students. Pictures that violate the descriptions listed at docs.legis.wisconsin.gov for child abuse, policies 948.01 to 948.99.
- Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship.
- Socializing where students are consuming alcohol, drugs or tobacco.
- Sending students on personal errands unrelated to any educational purpose.
- Banter, allusions, jokes and innuendos of a sexual nature with students.
- Disclosing inappropriate personal or sexual or employment matters with one or more students.
- Maintaining personal contact with a student outside of school by phone, email, instant Messenger, internet chat rooms, social networking web sites, letter or among others (beyond dance practice or other legitimate business) without including the director/supervisor and parent/guardian.
- Exchange personal gifts, cards or letters with individual students. Group/team efforts will be considered okay with director approval.
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events, except as participants in organized community activities.
- Giving a student a ride alone or being alone in a vehicle in a non-emergency situation. If a situation should arise where a student needs a ride for something, the director may give approval based on individual circumstances only, with a written parent approval form (such as attending a convention or competition and a student needs a ride).
- Unnecessarily invading a student's privacy (example: walking into the restroom)
- Soliciting phone, email, text messages or other forms of written or electronic communication to students without director and parent permission when the communication is unrelated to dance class or other legitimate studio business.
- Any other conduct that fails to maintain professional staff/student boundaries.

APPEARANCE OF IMPROPRIETY

The following activities are boundary invasions and can create an actual impropriety or appearance of impropriety. Whenever possible, staff should avoid these situations. If unavoidable these activities should be pre-approved by the director. If not pre-approved, the staff member must report the occurrence to the director as soon as possible.

- Being alone with an individual student out of the view of others
- Inviting or allowing individual students to visit the staff members home
- Visiting a student's home or other locations outside of school for non-educational purposes
- Sending or soliciting email, text messages or other electronic communications to the student, even when the communication relates to studio business, except where the parent/guardian and the director has consented to such communications and receives a copy of the communication. Staff should use school email addresses and phone numbers and the parent/guardian phone numbers for communications with students, except in emergency situations.

REPORTING VIOLATIONS

Students and their parents/guardians are strongly encouraged to notify the director or supervisor if they believe a staff member may be engaging in conduct that violates this policy or procedure.

Staff members are required to promptly notify the director if an employee is suspected of engaging in inappropriate conduct that violates this policy or procedure.

All professional FDC staff who have reasonable cause to believe that a student has experienced sexual abuse by a staff member are required to make a report to Child Protective Services or law enforcement. You should also report suspected abuse to the director, however this does not limit your responsibility to report to the proper authorities in a timely and responsible manner.

DISCIPLINARY ACTION

Staff violations of this policy may result in disciplinary action or termination. The violation may also be reported to the appropriate authorities as required.

PROTOCOLS OF THIS POLICY

This policy and procedure will be included on the website and in the FDC employee handbook. Annually, or upon any changes, all staff will receive emails with the policies and protocol.

