

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. 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, access info and register for classes). We do **not** send out regular monthly statements, therefore, please mark your billing information on your calendars now, or log in to your portal for this information. If you choose to pay by semester or monthly, **full session fees** will still be due in accordance with your payment plan chosen for the session; semester and monthly payers will automatically be set up on auto pay payments. You can also choose to pay ahead of time in your portal, in person when a receptionist is at the desk, by telephone or by mail (postmarked by the due date) by cash or check. If you have updates to your account, please log into your portals to make changes.

Good Luck and Enjoy Your Season!

Kim Mader, Footworks Director



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

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 taken into account 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 needs to be addressed, 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 Kim at footworksdancecompany@gmail.com or schedule a time to meet outside of class time. Please understand that Footworks will gladly talk with you about your children, but we make it a policy to not 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. 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.
2. Costume Fees are due September 30. 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 order on the largest measurement. Parents are responsible for minor alterations. Costume fees are non-refundable once paid. **Costume fees not paid on October 14, will incur an additional \$5 per costume 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). Extra-large size costume and up will incur an additional fee starting at \$12 and up, per costume. Any costume ordered after October 31 will not have a guaranteed shipping date and subject to a \$30 separate shipping and handling fee.
3. Parents are responsible to check at the front desk for shoes, tights and accessory requirements.
4. 85% attendance is required in competition company classes. Competition dancers are expected to attend all performances and all competitions with their team. 80% attendance is required in all enrichment classes. Dancers who fall below classroom attendance expectations, may be required to schedule a make-up class at a rate of \$28 per half hour (competition dancers WILL be required). We ask that dancers who are sick with anything that may be contagious stay home and check out our video library from your welcome folders. Dancers who are late, may be asked to observe class if the teacher deems necessary, as warm up exercises can be extremely important for dancer safety.
5. 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. Footworks tuition is billed by the session. 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 is more than 12 days past due, your card may be automatically charged the balance due).** All balances must be paid in full to participate in the recital or receive costumes. **ALL FEES MUST BE PAID IN FULL PRIOR TO THE RECITAL WEEK - any accounts with a balance (tuition or other fees) remaining the week before the recital: note that 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. Students more than 45 days past due, may be suspended from dancing until such time that the account is brought up to date. Payment options are Auto pay with full session fees due.

7. *All families will be billed a \$30 registration fee upon registration in the fall.*
8. *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.*
9. *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. *Smoking is not allowed on our premises.*
11. **Recital:** *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 protection**. **Volunteers may be subject to background checks.***
12. **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 1 (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, along with black and nude garments. Shoes should only be worn for dance classes. Select dances attend nationals, based on the director's discretion. **National fees are due in SPRING** Many competitions charge an **additional media fee** or their registration will include an additional media fee. Any media fees are due in January. **COMPETITION FEES WILL BE DUE UPON RECEIPT.** **A deposit will be due in late fall/early winter, with the balance due sometime in January or February.***
13. *Footworks owns all rights to choreography*
14. **Inclement weather:** *Footworks generally follows the actions of the Kimberly School District in the case of inclement weather. If this occurs, you can check out one of our video references for this week (you can find this in your welcome folder).*

Other Notes and Info:

Competition and Performance attendance

Students on a team are expected and required to keep competition weekends and dates available and dancers are expected to compete with their company/team at **ALL** competitions and performances. If a dancer fails to meet this requirement, dancers may be suspended from the team or subject to disciplinary actions or **additional fees**. Please see the company guidelines and policies on attendance.

All dancers are expected to keep the recital weekend open and are expected to perform at the recital in the spring, along with rehearsal days.

Parent/Customer Info

Studio Information

Parents/customers are expected, and it is their responsibility to periodically check for information postings. Parents should look for notes to be sent home and emails. It is the parent/guardian's/customers responsibility to pay all tuition/fees on time and mark their calendars at the beginning of the year, as we do not send home monthly invoices. Please write your dancers name/info in the memo section of every check.

If you are a divorced or single parent family, we apologize, but we cannot separate your account. It is the parent's/guardian's responsibility to make on-time payments to the account. We will not get in the middle of the legal responsibilities of each parent (it is the parent's responsibility to work through payment arrangements with each other and make sure the account is paid in a timely manner). Those on the account are responsible for on-time payments. Thank you ahead of time for your cooperation in this matter.

Foul language at the studio or at any event representing the studio is discouraged. Please do not talk negatively about dancers at our studio or another dance studio. Please represent our studio well at any studio event. Parents should help their dancers attend class regularly and on time. Please cheer on your child's classes and other studio classes. Please supply us with an e-mail address.

It is the parent's responsibility to pick dancers up immediately following their classes. Footworks staff is not responsible for children outside of class or for children in the lobby. Dancers are to remain inside the building until their ride arrives. Each parent is responsible for their own children.

Parents are responsible to read the studio policies and etiquette.

Refund Policy

Footworks does not offer refunds.

Professional Relationships Between Students and Teachers

Teachers **and studio volunteers** are to follow proper employee/student relationship protocol. Footworks believes in providing a solid foundation of leadership and role models with our staff and student relationships, and follow a policy much like those found within the school systems. For more information on this policy, see the director. All events between teachers and students are to be approved with the studio director. Private gatherings between students and teachers without the director's **and** parent's consent are not allowed. This is for the safety of both staff and student.

Age appropriateness and Industry Guidelines at Footworks

In an effort to be a dance industry leader and role model, Footworks believes in providing age appropriate music, costuming and choreography, among more, and holds itself to a higher standard. We take the responsibility of your children seriously.

Social Media and Anti-bullying

All social media postings are to be free of any type of bullying. Failure to comply may result in disciplinary action or removal from teams/classes (or termination or disciplinary action). FOOTWORKS PROMOTES TEAM SPIRIT, INCLUSION AND FRIENDLINESS.

Class attire and shoes and Behavior

No Baggy street clothes. No Jewelry or hoop earrings. Proper dance shoes must be worn at all times. Female dancers are required to wear a leotard or Sports Bra top at all times. Dance shorts and/or tights are allowed in all classes. Your body lines, including your center/stomach, legs and arms, must be seen at all times in tight fitting dance clothing. Your dance instructor/studio director has the final say on class attire. We recommend purchasing your dance shoes through the studio to ensure the correct style and fit.

Proper dance shoes must be worn. Competition dancers should wait to purchase new shoes until September when your instructor has informed you of the required shoes with your costume. Special shoes may be required for competition dancers.

Please follow the class dress code. Teachers may have dancers sit out of class if they are not dressed properly.

Competition Company Information

Placement for Competition Company dancers and information

We offer several competition companies/teams; each one with specific requirements and different commitment levels. WE offer a team for dancers of many commitment levels, interests and skill levels. Our teams are for ages 5 thru 19. For more information, see your teacher, studio director or check out our competitive information handouts.

Instructors will place dancers on the appropriate teams based on a skills evaluation, audition, previous class participation, commitment interests and age considerations.

Students interested in a competition company, should start their training by enrolling in regular ballet classes and focus on technique training in tap, jazz, lyrical, acrobatics and hip hop. Your teacher and our front desk can give you more information on our teams.

All dancers are required to purchase a pair of competition earrings and dance jacket. Specific shoes, tights and hair pieces will be announced and the responsibility of the dancer. Specific make-up will be required of competition dancers. Competitors are expected to have a black leotard, sports bra and shorts along with a nude leotard, sports bra and undergarments (these garments can be worn to class and should be kept in their costume bag at competitions just in case a circumstance should arise. Some competitions require a media fee along with competition fees to be paid. Media fees will allow you access to photos and/or videos.

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)

- **Lipstain (REQUIRED – Sephora – ? – 2021 was Rosewood 42) – REQUIRED BRAND AND COLOR OF ALL CO. DANCERS**
- **Eye Shadow (REQUIRED – Sephora – Eye Love Palette Light Cool) - REQUIRED BRAND AND COLOR OF ALL CO. DANCERS**

ADDITIONAL RECOMMENDED MAKE-UP (ALL DANCERS WILL NEED FOUNDATION, BLUSH, LINER AND MASCARA, AT A MINIMUM, AND FAKE EYELASHES IF ON ANY TEAM BUT TWINKLERS).

- 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 Cheekers Peach, Sephora Shame on You or another appropriate color)
 - Contour (recommended – Wet ‘n Wild Contouring Palette, Sephora Contour)
 - 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, Sephora golden hour)
 - Brows – optional
- Highlighting powder, contour and blush may be bought together sometimes

Solos & Duets: Dancers pay an initial fee for a solo/duet for 4.5 hours of rehearsal/choreography time with an instructor. Additional private practices can be purchased. **Dancers** are responsible to remember their choreography from week to week, therefore we recommend they videotape their dance at the end of their rehearsals and practice at home. We suggest you set time aside each week to practice. You can use your rehearsal times to learn new choreography, go over techniques/tweaking the dance or review. Your time is best used with your instructor learning new choreography and correcting techniques/tweaking the dance. **Please review your choreography prior to your class time.**

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 July to July of the next summer (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 (and make your first tuition payment as required). All audition decisions are final. Your company/team commitment is from July 2022 to July 2023 (nationals). Initial costume fees are due in September (solo costumes must be ordered by mid-October) and national fees are due in the spring. Regional competition fees will be due upon receipt with a deposit due in the fall and the balance due 65 days before the competition (upon receipt of invoice). Once registered, your spot in class is reserved for you for the **entire season** (July to July), 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.**
Footworks does not offer refunds.

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 July 2022 to July 2023, 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**, technique and an **enrichment ballet/pointe class**, 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. Stars and twinklers are recommended to take technique but not required.
- **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 and competition earrings. Ordering information will be made available in September. Competition dancers will be required to purchase shoes for their class. Dancers will need a supply of nude and black garments (leotard, sports bra, shorts).
- _____ **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)

