

2024-25 Dance Policies & Procedures

Minimum/Maximum Number of Students in a Class

- Each class/workshop has a minimum/maximum number of students that can be enrolled in a class. This is to ensure each child receives the amount of attention from the teacher that is necessary for each child to learn.
- If the minimum number of students for a class is not met, Creative Arts will cancel the class. Staff will make every effort to place students that were enrolled in the cancelled class into another class in order to accommodate all students that want to participate.
- If class enrollment exceeds the maximum number of students, Creative Arts will work to create another class of the same level to accommodate all students enrolling. The new class that was formed must meet the minimum number of students required to make a class in order for the newly developed class to run.

Class Enrollment

- Enrollment is on a first come, first served basis.
- If the class/time requested is not available, the student will have the option to attend a comparable class/level at a different time. Every effort will be made to provide a class for every student that wants to participate.
- There are various factors (age, dance experience, etc.) that are used to decide a student's class placement. Please note that instructors will use the first 3-4 weeks of classes to make sure students are in the proper level class for the student's skill/abilities. Any class changes will be communicated with the student's parents.

Class Schedule/Cancellation

- Creative Arts will **NOT** automatically cancel classes if area schools are closed for the day. Creative Arts staff will decide if classes will be cancelled due to weather conditions.
- Class cancellations will be sent to families via text message (please sign up to receive Creative Arts texts).
- Because students commute from various counties, Creative Arts wants all families to use their discretion as to whether or not the roadways are in acceptable driving conditions to get to and from class. Creative Arts regards the safety of the students and their families as more important than a class or rehearsal.
- If an instructor is ill, every effort will be made to have a substitute teacher available for the regularly scheduled class(es). If necessary, classes will be cancelled due to weather or illness. Instructors can cancel up to three classes due to weather or illness without scheduling an extra day to make up cancelled classes. If more than three classes must be cancelled due to weather or instructor illness, make-up classes will be scheduled.
- Classes that fall on a national holiday will not be rescheduled.

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Class & Rehearsal Attendance Policy

- The best way for a student to receive proper dance training is to attend all classes in which they are enrolled.
- All dance students that attend 75% or more of their classes will be able to perform in the Lecture/Demonstration Performance in April.
- Excused absences include a student being ill/injured or if a student must attend a graded school/academic event. If a student must miss a class due to illness/injury or a graded school/academic event, please contact the Creative Arts office so the instructor(s) can be informed.
- Ballet students that participate in Cecchetti USA exams must attend *at least* 75% of their classes. Participation in Cecchetti USA exams is at the discretion of the ballet instructor(s) and failure to meet the 75% attendance policy will result in a repeated class level.
- Students enrolled in Primary Ballet – Level 6 Ballet will automatically be registered to participate in Cecchetti USA exams (taking place in May 2025). Any student that chooses not to participate in Cecchetti USA exams or misses more than 75% of their classes will pay a fee of \$75.
- Students participating in Creative Arts Youth Dance Company (CAYDC) Fall Repertory and/or excerpts from *The Nutcracker* and/or Spring Showcase must commit to attend all rehearsals and performances (see CAYDC policies/procedures for more information).

Creative Arts Council Class Withdrawal Policy

In the event of an injury, prolonged illness, or other reasons that force a student to withdraw from class(es), Creative Arts will work with the family to establish the best option regarding tuition. Any tuition that was paid but was not used for classes will be credited to the student's/family's account and can be used when the student comes back to class (if injured or ill), used for other Creative Arts class(es) for either the student or other students in the family, or can be used for any future events/programs presented by Creative Arts. Creative Arts will not refund tuition to the family -- only credit it to the family's account for future use.

Dance Tuition & Fees

- Tuition and registration fees are decided and processed by the Creative Arts office.
- A non-refundable \$40.00 registration fee for each family is due before classes begin. There is a discount for multiple classes per family.
- The first tuition payment will be due September 10. Subsequent monthly tuition payments are due on the tenth (10th) of each month.
- If payment is not received by the office within thirty days of the original due date, a late fee of \$25 will be incurred.
- Payment can be made online via credit card at the Creative Arts website or via check, cash, or credit card during Creative Arts' office hours.
- Returned checks will acquire an additional \$25 fee.
- Please Note: The monthly payment amount is a regular installment derived from the annual tuition and is not calculated on the number of lessons in any given month.
- Tuition can be paid in one payment (at the beginning of the year), two payments (at the beginning of each semester) or eight payments (monthly, September-April). Families paying the one-time, full year payment or two semester payments will receive additional discounts (see tuition rate sheet or talk with a Creative Arts staff member to learn more.)

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Dance attire/Supplies

- **Creative Movement**

Girls: Black or light pink leotard (any style); footless tights or leggings tight at the ankle; optional skirt, no longer than at the knee, may be worn. Hair must be in a well-secured ponytail, braid, or high bun before class. Hair style should not interfere with head placement and posture (e.g. no low buns nor very long ponytails- a high bun or a braid(s) will be best for very long hair.)

Boys: Solid color trim t-shirt, preferably white. Dark color slim fit stretchy athletic pants or leggings.

Shoes: Bare feet. Ballet slippers or foot tape is permitted if the student needs to cover a cut or split.

*Although colors are permitted in class, Creative Movement and Modern Dancers should obtain "all black" rehearsal wear to keep ready for special rehearsals or photo days: Black tank or plain camisole style leotard with black footless tights or leggings. Short or long-sleeved leotard may be permitted in approved circumstances- please discuss with Ms. Kelly.

Things to avoid: Large logos, words, or any shirt or tank that reveals the midriff or any part of the torso past the arms in any posture. Necklaces, headbands, bandanas, large earrings, bracelets, or distracting rings or jewelry of any kind are not permitted. No shorts without tights or leggings underneath.

- **Primary Ballet A and Primary Ballet B**

Girls: Pink leotard (Eurotard, style 10527), pink footed or convertible tights, and pink ballet slippers (Eurotard Assemble split sole canvas slippers recommended); hair must be in a pony-tail or bun.

Boys: White t-shirt, black footless tights/leggings, black socks, and black ballet slippers (Eurotard Assemble split sole canvas slippers recommended).

- **Ballet 1 students**

Girls: Light blue leotard (Eurotard, style 10527), pink footed or convertible tights, and pink ballet slippers (Eurotard Assemble split sole canvas slippers recommended); hair must be in a pony-tail or bun.

Boys: White t-shirt, boys footed or convertible tights/leggings, black footless tights/leggings, black socks, and black ballet slippers (Eurotard Assemble split sole canvas slippers recommended).

- **Ballet 2**

Girls: Lilac leotard (Eurotard, style 10527), pink convertible tights, and pink ballet slippers (Eurotard Assemble split sole canvas slippers recommended); hair must be in a bun, optional black wrap sweater (Bloch wrap cardigan).

Boys: White t-shirt, black footless tights/leggings, black socks, and black ballet slippers (Eurotard Assemble split sole canvas slippers recommended).

- **Ballet 3 B**

Girls: Black leotard (Eurotard, style 10527), pink convertible tights, and pink ballet slippers (Eurotard Assemble split sole canvas slippers recommended); hair must be in a bun, optional black wrap sweater (Eurotard, style 72523 recommended).

Boys: White t-shirt, black footless tights/leggings, black socks, and black ballet slippers (Eurotard Assemble split sole canvas slippers recommended).

- **Ballet 4 A and Ballet 4 B**

Girls: Purple leotard (Eurotard, style 4402), pink convertible tights, and pink ballet slippers (Eurotard Assemble split sole canvas slippers recommended); hair must be in a bun, optional black wrap sweater (Eurotard, style 72523 recommended).

Boys: White t-shirt, boys/men's footed or convertible tights/leggings black footless tights/leggings, black socks, and black ballet slippers (Eurotard Assemble split sole canvas slippers recommended).

- **Ballet 5 B**

Girls: Fuchsia leotard (Eurotard, style 4402), pink convertible tights, and pink ballet slippers (Eurotard Assemble split sole canvas slippers recommended); hair must be in a bun, optional black wrap sweater (Eurotard, style 72523 recommended).

Boys: White t-shirt, black footless tights/leggings, black socks, and black ballet slippers (Eurotard Assemble split sole canvas slippers recommended).

- **Ballet 6 B**

Girls: Red leotard (Eurotard, style 4402), pink convertible tights, and pink ballet slippers (Eurotard Assemble split sole canvas slippers recommended); hair must be in a bun, optional black wrap sweater (Eurotard, style 72523 recommended).

Boys: White t-shirt, black footless tights/leggings, black socks, and black ballet slippers (Eurotard Assemble split sole canvas slippers recommended).

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- **Pointe classes**

Solid color leotard, pink convertible tights, and pointe shoes.

- **Adult Ballet**

Comfortable, form fitting athletic attire e.g. leotard and tights, t-shirt and leggings, tank top and yoga pants, etc.

- **Modern, Foundations in Dance, and Conditioning classes**

Girls: Dark colored leotard with black footless tights or leggings, or dark colored tank or short fitted short-sleeved shirt with leggings that are tight at the ankle. Each student will need their own yoga mat. Hair must be in a well-secured ponytail, braid, or high bun, BEFORE CLASS, and bangs of any length may not cross the line of vision in any direction. Hair style should not interfere with head placement and posture (e.g. no low buns nor very long ponytails- a high bun or a braid(s) will be best for very long hair.)

Boys: Solid color, form-fitting t-shirt or tank shirt, solid color slim fit athletic pants or leggings. Each student will need their own yoga mat.

Shoes: Bare feet. Foot tape is permitted if the student needs to cover a cut or split- discuss with Ms. Kelly for help.

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Things to avoid: Large logos, words, or any shirt or tank that reveals the midriff or any part of the torso past the arms in any posture. Necklaces, headbands, bandanas, large earrings, bracelets, or distracting rings or jewelry of any kind are not permitted. No shorts without tights or leggings underneath.

**Students in conditioning classes should plan to bring their own exercise/yoga mat with them to class.

- **Tap classes**

Girls: Solid color leotard, tights or leggings tight at the ankle; optional skirt; Black tap shoes (black oxford or Mary Jane style tap shoes).

Boys: Solid color t-shirt, black shorts or slim fit athletic pants, black oxford-style tap shoes.

Class attire can be purchased at Standing Ovation in Fort Wayne or at standingovationfw.com or on Eurotard's website at www.eurotard.com/v4/classuniform.aspx (search for "Creative Arts Council")