



## 2024-2025 PERFORMING COMPANY STUDENT AND PARENT HANDBOOK

### A NOTE FROM MISS MCKENZI

Thank you for your interest in our performing company. I am looking forward to a great season together! Our commitment to you is the following: to demand excellence, promote positivity, and teach accountability.

### PRIMARY GOALS FOR EACH COMPANY MEMBER:

1. Learn how to handle both successes and failures; in the studio, on the stage and in LIFE!
2. Practice what it takes to be successful, both mentally & physically, and broaden the definition of SUCCESS!
3. Grow in technique and performance quality while building relationships to last a lifetime!

### COMMITMENT

Participation on the High Pointe competition team is optional and requires a significant time and financial commitment to dance that parents and students should carefully consider prior to auditioning. Commitment for the 24/25 company season starts with summer intensives and choreography over the summer (June/July/August 2024) and continues through recital in May 2025.

### COMPANY TEAM PLACEMENT

All dancers are required to try out for the competition team annually and are chosen for dances based on their level of technique, work ethic, and maturity.

Before auditioning, each parent must fill out the google form detailing their financial and time commitment for the upcoming year. This information will be used and respected while casting groups. Placing dancers takes lots of time, thought, and discussion. Dances are made with a specific number, age, level, division, and choreography in mind. Our goal is for each dance to be excellent. Dancers will not be allowed to drop a dance after placement. If you wish to drop a group routine, you will forgo your place in all routines.

### EXCLUSIVITY POLICY

Company members - you are representing High Pointe Performing Arts Studio and may not perform or compete for another studio (this does not include school dance teams). Taking master classes or workshops elsewhere is acceptable with permission as long as students aren't performing, competing or representing another studio, and they are meeting all of their class requirements at HPPAS. It is a conflict of interest for any student to represent two studios simultaneously. **High Pointe competition choreography is NOT to be shared online/social media until after the last competition.**

### ATTENDANCE

Class attendance is imperative. You can always make up a class, however, you cannot make a missed rehearsal. Sickness and school commitments such as dance team, choir, etc. will be excused, please just let your teacher know ahead of time. If you are sick and going to miss class, please notify the studio's front desk. It is very important to come to class on time, dressed and ready to dance. If you are tardy or absent frequently, you may be asked to drop from a group dance. You may make up a technique class in another technique class.

- If a dancer has more than 2 unexcused absences from company rehearsals per semester, Miss McKenzi has the right to remove them from a group number without a refund.
- Coming to technique class is imperative for a dancer's growth and technical excellence as a team. If a dancer misses technique more than 3 times per semester it may result in removal from the team.
- Solos/duos/trios are a privilege. Dancers who frequently miss group rehearsals/class will no longer have the privilege of competing their solo/duo/trio.
- If a dancer has missed excessively an understudy may be asked to take their spot in a group dance.

### COMPETITION ATTENDANCE

Competition attendance is required. Choreography has been set and will not work if someone is missing. Parents/guardians are required to make sure their dancer is transported to and from each competition.

## **SOCIAL MEDIA POLICY**

We want to share your photos on our social media! Please make sure to friend us and follow us on Instagram @highpointeperformingarts and Facebook @highpointedance. When you post on your social media – please tag us which will give us permission to feature you on our pages!

Please do not take this lightly: If you post negative things on Facebook, Twitter, Instagram, Snapchat, etc., or exhibit behavior reflecting negatively on our studio, we will consider these grounds for removal from the team. This includes the behavior of the parents. Remember you are a representative of High Pointe Performing Arts Studio. If you have a problem with a parent, instructor, or situation regarding the studio, please see Miss McKenzi. I am happy to address it. Social media is not the place to discuss such issues.

## **BULLYING**

High Pointe is a safe space to make mistakes and celebrate victories. Bullying will not be tolerated by dancers or parents. Offenses include, but are not limited to the following:

- Talking negatively about a dancer in any way.
- Vocalizing your dancer is better than another dancer.
- Encouraging competition between dancers/dances. We are on the same team!
- Vocalizing a negative opinion about a class, rehearsal, or teacher.
- Being rude or non-supportive to other dancers or studios.
- Negative team social interaction or representing High Pointe in a negative way.

Bullying will not be tolerated and can lead to dismissal from the team. Parents: If you have a problem with someone's child, this should be addressed with the parent and/or staff...NEVER approach any student without consent. This is not appropriate.

## **CONTACTING STAFF MEMBERS - COMMUNICATION AGREEMENT**

Please email McKenzi with any questions and/or concerns you have. She will get back to you within 48 business hours (often sooner). Text messages can get lost in the shuffle. Email is preferred. You may also make an appointment to meet with Miss McKenzi during her office hours. You will have the option to schedule a parent/teacher conference once a semester (Oct and March) to discuss your dancer's progress. Contacting other HPPAS staff members should only be for the purpose of scheduling private lessons.

McKenzi's email: [HighPointePerformingArts@gmail.com](mailto:HighPointePerformingArts@gmail.com)

Front Desk email: [office.highpointedance@gmail.com](mailto:office.highpointedance@gmail.com)

## **FEES AND TUITION**

All company members are required to have an account on file (debit card/credit card/checking account). You may choose the auto draft options or choose to pay differently. This will be used as a backup to avoid account balances. All fees and due dates will be clearly communicated via email.

## **TUITION PAYMENTS**

Company members have two tuition payment options:

**1.** Autodraft on the first of the month or **2.** Pay for the semester in full

Monthly tuition will be automatically drafted on the first business day of every month. There will be a \$15 late fee/return fee added to each account if not paid by the 15<sup>th</sup> of each month. Company members must stay current with tuition and competition fees or can result in removal from the company.

## **CHOREOGRAPHY FEES**

Each Company team will owe varying amounts for choreography fees.. These fees will be due before the dancer learns the routine or dancer's account on file will be charged for fees. All choreography will be scheduled through McKenzi including solos/duos/trios.

## **COSTUME FEES**

Each group routine will have a costume deposit of \$100 due on July 1st. The remaining balance will be due upon costume pickup. You will not be allowed to take costumes home if you have a balance.

We order costumes based on the dancer's measurements. They often come in sizes small/med/large and are not a perfect fit. You are in charge of any alterations needed, however I will communicate anything that needs to be completed.

## COMPETITION FEES/CONVENTION FEES

Any outstanding non-tuition fee (competition, convention, costume, recital, company pictures, etc.) more than 30 days will incur a 10% late fee. If competition fees are not paid past 45 days, a dancer will be pulled from all routines until the account is up to date. The studio cannot cover your competition fees.

### 4 Options for Competition and Convention Payments

- 1- Payment Plan by Autodraft (Sept 15, Oct 15, Nov 15, Dec 15)
- 2- Payment Plan by check/cash (Sept 1, Oct 1, Nov 1, Dec 1 due dates)
- 3- Payment In Full by check/cash (Oct 1st due)
- 4- Payment in Full by Autodraft (Oct 15th)

In the unlikely event that a dancer chooses to leave or is dismissed from High Pointe Company, the dancer will not be allowed to perform solos, duos, trios and/or group dances at competitions and/or conventions. All dances are owned by High Pointe and performance without contractual obligations will not be permitted. Refunds will not be extended to any company members who miss classes, competitions, private lessons, and/or conventions. All fees obtained by High Pointe for private lessons, conventions, competitions, and/or classes are distributed upon receipt and are non-refundable. **Your financial obligations and commitments to High Pointe Performing Company are for the period of June 2024-May 2025.**

Parents and/or students in breach of a High Pointe contract will be required to permit High Pointe to utilize costumes (if contract is dismissed prior to the end of the dance season) for the remainder of the season. Costumes will be returned to customers after the final performance of the season.

## SOLOS

Solo placement is at the discretion of Miss McKenzi.

A dancer must place in an overall lineup in the Elite division to receive two solos. A dancer may not compete more than 2 solos at a competition unless they are a senior in high school.

Solo choreography and genre will be discussed with the dancer/parent to determine what the staff and I feel will make the dancer most successful.

Solo costumes must be approved by Miss McKenzi. I am happy to help with solo costuming.

## SOLO FEES

Dancers with a balance on their account will not be allowed to have a solo. If a dancer has an account balance 45 days prior to competition their solo may be pulled from competition.

Solo private lessons must be paid for at the time of the private. If an instructor has not been paid for their solo private, they will schedule no more lessons with the dancer until payment is up to date.

## COMPETITION RULES & ETIQUETTE

High Pointe Company dancers are expected to always exhibit good sportsmanlike behavior. This includes congratulating the other dancers at awards and accepting awards on stage gracefully with gratitude.

- Please arrive at the competition site **two hours before your dance, with hair and makeup completed, ready to warm up. Competitions often run EARLY! Be prepared to go on early!**
- High Pointe Company members must always wear company jacket on stage for awards.
- During a dance, please refrain from leaving your seat or talking. Always enter and exit the audience during a break between dances.
- Competition companies do not allow any form of videotaping during the competition. Please remember that your studio or dance can be disqualified from the competition for breaking this rule.
- **Parents will not be allowed backstage!** Once a dancer is ready, please leave them with their teacher so they can focus on warming up and their upcoming performance.

## PARENTAL SUPPORT & GUIDELINES

### YOUR ROLE:

- Support: Your encouragement helps build your dancer's confidence and skills.
- Stay Informed: Check email, BAND or the Facebook page for updates and info.
- Positive Vibes: Promote positivity in your dancer and among peers. Celebrate all achievements.
- Role Model: Your actions guide young dancers. Show respect, patience, and understanding.

### COMMUNICATION:

We will use Dance Studio Pro as our main means of communication via e-mail. Please make sure you have your correct email address on file and are accepting emails from our dance studio pro account. We may also post emails sent out to the band app and facebook group to make sure you see the email.

Multiple Households: Ensure effective communication. Please put multiple e-mail addresses on your DSP account so everyone stays informed!

### REMIND APP

Please text @hppasco to 81010 to join our remind app. This will be an easy way for me to communicate with you at competitions if they are running ahead of schedule, and let you know where I will be to warm up!

### ENGAGING WITH JUDGES PROTOCOL:

- Keep Distance: Dancers and parents should not directly approach competition judges.
- Questions?: Direct all competition-related inquiries to Miss McKenzi.

### PHONE IN STUDIO & RECORDING GUIDELINES:

- Students may not be allowed to have phones in the studio unless instructed for video purposes.
- Begin recording only after receiving a signal from the instructor.
- To maintain a focused environment, students may be asked to remove smart watches if it becomes a distraction/hindrance during class.
- Parents please wait outside until the instructor gives an invitation to video.

### CLOSING NOTE FROM McKenzi

Thank you for choosing High Point Performing Arts Studio! I am happy you are here!

By endorsing the agreement, you're expressing trust in me as a business proprietor and respect for the manner in which I manage my establishment. Should this trust or respect be breached at any point during the season, it would result in immediate discontinuation of your affiliation with High Pointe. **PLEASE SIGN BELOW**

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Student Name (Please print)

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Parent Signature

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Date