

SCDT HANDBOOK - DANCE SCHOOL

CURRICULUM AND TECHNIQUE

Seattle Civic Dance Theatre is dedicated to the professional instruction and presentation of ballet, jazz and other dance forms; each class is taught with a syllabus.

TUITION, CLASS CHANGES AND ABSENCES

Tuition is the first class of each month. A late fee of \$15 will be charged for tuition paid after the tenth of the month and tuition for that month and the next will be due.

Tuition is **not** refundable, nor transferable to other students. For absences, makeup classes need to be arranged through office/scheduling. For planned absences, i.e.: vacation, classes may be made up prior to the absence or with in the next month. Any class changes including changing days or discontinuation needs to be confirmed with office/scheduling. No exceptions without prior approval from Owner/Director.

Please inform the office prior to withdrawal or tuition will still be due.

ATTENDANCE

The number of classes attended per week below level II is optional.

It is required that level II take two classes per week and levels III, IV and Concert are required to take three classes per week, with an option to take more if desired.

Consistency in attendance improves progress. Inconsistent attendance affects the dancer's progress and ability to move to the next level.

REGULATION ATTIRE REQUIRED

Girls Ballet: pink tights and ballet slippers with elastics.

Leotard requirements:

Pre-Ballet- White short sleeve

Ballet I- Pink short sleeve ~ Ballet II- Powder Blue short sleeve ~ Ballet III- Forest Green long sleeve* ~ Ballet IV- Burgundy long sleeve* ~ Concert- Black long sleeve*

*Note- For levels III-Concert: long sleeve is required for stage. You may have any sleeve length in class color during class.

Boys Ballet: black tights and black ballet slippers with elastics with a white short sleeved tee shirt (tucked into tights).

Girls Jazz: black Capri length pants and black jazz shoes.

Leotard requirements:

Jazz I- royal blue scoop neck short sleeve ~ Jazz II- navy scoop neck short sleeve ~

Jazz III- lilac short sleeve* ~ Jazz IV- black long sleeve*/**

*Note- For Ballet levels III and IV long sleeve is also required for stage. You may have any sleeve length in class color during class.

**Note- For level IV: other shoe styles may be required.

Boys Jazz: Black jazz pants, white short sleeved tee shirt and black jazz shoes.

ALL CLASSES: NO TEE SHIRTS, BAGGY PANTS, SHORTS, BOXERS, PAJAMA BOTTOMS ETC. MAY BE WORN DURING CLASS. NO JEWELRY MAY BE WORN DURING CLASS. HAIR MUST BE PULLED INTO BUN FOR BALLET AND PONY TAIL FOR JAZZ.

SCHOOL ETIQUETTE

Please address all teachers by Mr. or Ms. their first name, unless otherwise specified. Please arrive with sufficient time to be prepared before class (use bathroom, get a drink, attire, hair, etc.) and arrive to class on time. Doors will be locked 5 minutes after class begins

Call if student will be absent or late. Please inform the office if student will not be attending classes any longer. If parents need to relay a message to their child(ren), please go to the office, the receptionist will issue a note for the teacher.

No talking in class, please raise your hand if you have questions.

No gum is allowed in the building. Food and drink are only allowed in the hallway; please deposit all garbage in bathroom garbage cans (not the office or classrooms).

Covered water bottles are allowed in class. NO Illegal Drugs, Tobacco or Alcohol.

Keep the restroom/dressing room clean, double check that none of your belongings are left behind. There is a lost/found box in the ladies restroom. Do not leave any valuables in the bathroom/dressing room; take them into the classroom with you.

Do not play in the classrooms or with any SCDT equipment.

The phone is available in the office for students to call for a ride home, no long distance or personal calls.

Do not wander into the other hallways, the playground or upstairs.

While waiting in the hallway, please have respect for classes in session. Do not allow children to run or play loudly in the hall.

Please have your student wait inside the building to be picked up, not on the street.

Please pick your student up on time, do not block surrounding driveways, there is additional parking available down below the playfield (lower parking lot locked after 6:00pm).

We reserve the right to excuse any student from class to the office for inappropriate behavior.

SCHOOL CONSULTATION AND PARENT OBSERVATION

Conferences with your instructor(s), owner/director, or receptionist may be scheduled upon request. Due to our class schedules, faculty members are not free for consultation following class. We have limited space for parent observation. You may observe through the windows or arrange with the instructor to come into the class, only one parent at a time. Please do not bring tape recorders, video cameras/cameras into the classroom. We encourage parents to observe only once a month.

MOVE-UP AND EVALUATIONS

Twice per year a student's progress is evaluated in class and reviewed for possible upper level placement. What determines a student moving to the next level is according to age, accomplishments, maturity, physical makeup, and understanding both the dance syllabus and music.

We are in no hurry to push a child to the next level to maintain confidence and accomplishment. Also note that class changes have a test period to see how the student adapts. There is a possibility of returning to their prior level.

ANNOUNCEMENT BOARDS/NEWSLETTERS

Keep informed by checking the bulletins boards in hallways and our website www.seattlecivildance.com for announcements, upcoming events, notifications etc. School newsletters, informational flyers have a great deal of information regarding rehearsals, pictures, performances etc, please make sure to check on line for updates and information weekly. Be sure we have your e-mail address so you may receive newsletters!