



THE DANCE CONSERVATORY
AT THE ST. PAUL'S SCHOOLS

2020–21 SEASON

PACKET INCLUDES

- Course Descriptions
- Class schedule and Important dates
- Attire
- TDC Covid-19 Protocols
- Etiquette
- Policies
- Health Information Form

2020-2021 CLASS OFFERINGS

Beginner Dancers

Ages 3-8

Pre-Primary: Ages 3-5 (Virtual Only Session 1 and 2)

Pre-Primary supports locomotive skills, flexibility, musicality, and motor development while nurturing creativity and free movement. Students utilize energy, movement, and expression!

Primary: Ages 5-7

Students begin their formal introduction to ballet. Both boys and girls engage in the fundamental elements of classical ballet based on the American Ballet Theatre National Training Curriculum.

Musical Theatre: Ages 5-8

Students are introduced to the tap and jazz styles found on the Broadway stage. From *Annie* to *Legally Blonde*, dance has played an integral role in telling the stories of Broadway shows.

Beginner, Intermediate, & Advanced

Ages 8-18

TDC's Ballet Program

TDC follows the American Ballet Theatre's National Training Curriculum, a program for the development and training of young students that embraces sound ballet principles and incorporates elements of the French, Italian, & Russian schools of instruction. Artistically, the National Training Curriculum strives to provide dance students with a rich knowledge of classical ballet technique and the ability to adapt to all styles and techniques of dance.

Note: Dancers from **ages 10-18** are encouraged to participate in two ballet classes per week to increase kinesthetic memory development.

Prerequisites:

- **Ballet 1A:** Prior movement experience is suggested
- **Ballet 1B:** One or more years of Ballet experience
- **Ballet 1B/2:** Two or more years of Ballet experience
- **Ballet 2:** Three years of Ballet experience
- **Ballet 2/3:** Three or more years of Ballet experience
- **Ballet 3:** Four or more years of Ballet experience
- **Ballet 3/4:** Four or more years of Ballet experience
- **Ballet 4:** Minimum of five years of Ballet experience

Pointe Prerequisites

- **Pre-Pointe:** Two or more years of Ballet experience
- **Pointe 1:** Pre-Pointe and three or more years of Ballet experience
- **Pointe 2:** Pre-Pointe, Pointe 1, and four or more years of Ballet experience

Ballet & Pointe Placement

TDC's ballet program offers classes on a multi-level system, with students progressing from one course to the next at their own individual pace. Students are placed in the level that best suits their needs, with age being a secondary consideration. To successfully achieve the placement necessary to support pointe work, muscle development and form must be practiced in order to become habitual for the dancer. Strength and muscular development are assessed before pointe is started. This placement method is most important to ensure the safety and best possible instruction at the student's level.

Jazz: Ages 8-18

Explore jazz dance from its earliest cultural roots to the present day. Jazz dance is influenced by popular culture, music and events. Students will study all aspects of jazz dance from its historical roots to its current influence. Our jazz program emphasizes proper technique and progression into leaps, turns, and flexibility—minimizing injury and encouraging correct placement and technique.

Prerequisites:

- **Jazz 1:** Prior movement experience is suggested
- **Jazz 2:** Two or more years of Jazz experience
- **Jazz 3:** Three or more years of Jazz experience
- **Jazz 4:** Four or more years of Jazz experience
- **Jazz 5:** Five or more years of Jazz experience

Acrobatics: Ages 8-18

Students will develop the strength, agility, and flexibility to be able to perform various ground and aerial tricks. Students will learn everything from front rolls and cartwheels to handsprings, walkovers, and aerials. (*We will not be offering Acro during Session 1 or 2, due to social distancing restrictions*)

Prerequisites:

- **Acro 1:** No previous training required
- **Acro 2:** Two years of previous acrobatic/tumbling

**In order to participate, students must be concurrently enrolled in one technique class to also learn musicality and rhythm.

Tap 1: Ages 8-12

This course is designed to introduce students to the fundamentals of rhythm tap. Students will explore using the body as an instrument and learn basic rhythms and vocabulary.

**No experience required, students must be at least eight years old or recommended by the Director.

Tap 2 & 3: Ages 10-18

This course is designed to introduce students to the fundamentals of rhythm tap. Students will explore using the body as an instrument and learn basic rhythms and vocabulary.

Prerequisites:

- **Tap/Musical Theatre III:** One or more years, or permission from the instructor.

Modern: Ages 10-14

This class was developed for the dancer who is interested in contemporary dance but is not yet familiar with the theories or concepts that contemporary utilizes. Dancers will work to build their strength, become comfortable and confident with floor work and "fall and recovery." Styles explored may include lyrical, modern, and jazz.

Prerequisites:

- Minimum one simultaneous Jazz class enrollment

Contemporary/Lyrical: Ages 10-18

Dancers will study the development of contemporary from postmodern and jazz dance into what is now an international phenomenon. Styles explored may include lyrical, modern, and jazz. Students will explore the complete movement potential of the body. Modern dance characteristics emphasized will include contact-release, floor work, fall and recovery, and improvisation. Ballet and jazz's leg techniques are also used.

Prerequisites:

- Minimum one simultaneous ballet class enrollment
- **Contemporary:** Two or more years of serious Ballet and Jazz

Hip Hop: Ages 8-18

This course is designed to study both hip-hop dance technique and culture. Students will explore the complexities of hip-hop dance as well as the history behind the art form.

Stretch & Conditioning: Ages 10-18

Students will focus on lengthening and strengthening their leg and back muscles to support proper extension during each class. Emphasis will be placed on improving and gaining flexibility, as well as core and upper body strength. This class will focus on the Progressing Ballet Technique (PBT).

Musical Theatre 2, 3, 4, and 5: Ages 8-18

2. Dancers will explore the fundamentals of Broadway-style choreography, including tap and jazz techniques, partnering, character work, and social/historical dances as seen on Broadway.
3. Dancers continue their tap and jazz techniques with a focus on the range of styles found in Broadway repertory. Dancers will work on basic kick lines, advanced partnering, and social/historical dances.
4. Dancers build on advancing their knowledge of Broadway tap and jazz styles, focusing on combos and repertory. Dancers work on advanced musicality and storytelling through song and dance.
5. Dancers build on advancing their knowledge of Broadway tap and jazz styles, focusing on classical and contemporary repertory. Dancers work on advanced musicality and storytelling through song and dance.

TDC Company

Prerequisites & Electives Required

TDC Company

The 2020-2021 season will mark TDC Company's seventh year. The Company was formed to give TDC's elite dancers performance and leadership opportunities. Past performances include regional competitions in Baltimore, Artscape, Open Marley Night at the Baltimore Theater Project, New York City Dance Parade and Festival, and the Cherry Blossom Festival in Washington, D.C. During our summer season, Company dancers continue their dance education in New York City during an immersive three-day trip taking master classes at Broadway Dance Center and attending live performances. Company dancers are required to take at least two ballet classes per week, one jazz class, one contemporary/lyrical class, one elective class, and attend all rehearsals.

Requirements

Students who participate in TDC's Company are required to take the following technique classes per week.

- Two Ballet (Company and Company Apprentices)
- Three Ballet (Company Elite)
- One Jazz
- One Contemporary/Lyrical/Modern
- One Elective
- Summer Intensive III
- **Electives:** Tap, Musical Theatre, Hip Hop, Jumps Leaps & Turns, Lyrical, & Acro.
- **Rehearsals:** Company members must attend all rehearsals that are scheduled; unless permission from a coach or Artistic Director is granted.
- **Handbook:** Member and Parents must sign TDC Company Member and Parent handbook.
- **Competition Opportunity**
- Small & Large group
- Solo & Duet – *must be asked by coaches or Artistic Director*

2020–21 WEEKLY SCHEDULE

MON	TUES	WED	THU	FRI	SATURDAY	SUNDAY
BALLET 3 W/ POINTE 3:45 to 5:45 p.m.	BALLET 2 3:45 to 5 p.m.	BALLET 4 W/ POINTE 4 to 6 p.m.	JAZZ 3 3:45 to 5 p.m.	JUMPS / LEAPS / TURNS 4 to 5:30 p.m.	PRE-PRIMARY BALLET 9:15 to 9:45 a.m.	JAZZ 1 10 to 11 a.m.
PRIMARY BALLET 4 to 4:50 p.m.	BALLET 1 4 to 4:50 p.m.	MUSICAL THEATRE 1 4 to 4:50 p.m.	MUSICAL THEATRE 2 3:50 to 4:40 p.m.	COMPANY REHEARSALS TBD	BALLET 1B/2 9 to 10:30 a.m.	TAP 2 11:15 a.m. to 12:15 p.m.
JAZZ 1 5 to 5:50 p.m.	BALLET 1A 5 to 6 p.m.	BALLET 1B 5 to 6:15 p.m.	MUSICAL THEATRE 5 4:50 to 5:50 p.m.	BALLET REHEARSALS TBD	PRIMARY BALLET 9 to 9:45 a.m.	MUSICAL THEATRE 3 12:30 to 1:30 p.m.
BALLET 4 5:55 to 7:25 p.m.	LYRICAL 5:10 to 6:25 p.m.	BALLET 3 W/ POINTE 6:10 to 8:05 p.m.	CONTEMP. 1 5:10 to 6:25 p.m.		BALLET 3/4 & POINTE 1/2 10 to 11:50 a.m.	
JAZZ 2 6 to 7 p.m.	TAP 1 6:10 to 7 p.m.	JAZZ 5 6:30 to 8 p.m.	MODERN 6 to 7 p.m.		PRE-POINTE 10:30 to 10:50 a.m.	
MUSICAL THEATRE 3 7:10 to 8:10 p.m.	JAZZ 4 6:35 to 7:55 p.m.		CONTEMP. 2 6:35 to 8:05 p.m.		STRETCH & CONDIT. 11 to 11:45 a.m.	
POINTE 2 7:25 to 7:55 p.m.	TAP 3 7:10 to 8:10 p.m.		MUSICAL THEATRE 4 7:10 to 8:10 p.m.		HIP HOP 12 to 1 p.m.	
					COMPANY 12 to 3 p.m.	
					COMPANY 1:10 to 3 p.m.	

- STUDIO 322
- WARD CENTER
- VIRTUAL ONLY

ORIENTATION
SEPTEMBER 14
VIRTUAL FORMAT BEGINS

SESSION 1
SEPTEMBER 21–OCTOBER 31

SESSION 2
NOVEMBER 1–DECEMBER 12

SESSION 3
DECEMBER 13–JANUARY 30

THANKSGIVING BREAK
NO CLASSES
NOVEMBER 25–27

WINTER BREAK
NO CLASSES
DECEMBER 21–JANUARY 3

MLK OBSERVANCE
NO CLASSES
JANUARY 18

SESSION 4
JANUARY 31–MARCH 13

PRESIDENTS' DAY
NO CLASSES
FEBRUARY 15

SPRING BREAK
NO CLASSES
MARCH 15–MARCH 22

SESSION 5
MARCH 14–MAY 1

**EASTER
BREAK**
NO CLASSES
APRIL 2-5

SESSION 6
MAY 2–JUNE 6

MEMORIAL DAY
NO CLASSES
MAY 31

TECH REHEARSAL
JUNE 1–2
THE WARD CENTER

DRESS REHEARSAL
JUNE 3-4
THE WARD CENTER

SPRING CONCERT
JUNE 5
THE WARD CENTER
DANCER'S CALL: 10 A.M.
CONCERT: 12 P.M.

JUNE 6
THE WARD CENTER
DANCER'S CALL: 2 P.M.
CONCERT: 4 P.M.

**END-OF-YEAR
CONCERT VIEWING**
JUNE 7, 4 TO 6 P.M.
DANCE STUDIO

THE DANCE CONSERVATORY ATTIRE

STANDARD STUDENT ATTIRE

Students are required to wear the recommended dance attire per the dance genre/program in which they are enrolled. Students entering class without the proper attire will not be able to participate and will be asked to observe.

- No jewelry – included but not limited to watches, rings, bracelets, toe rings, necklaces.
- No dangle, hoop, or large earrings.
- No jeans, pants, ballet skirts, legwarmers, warm-up clothing, or leotards with attached skirts.
- Leotards and tights are the only garments to be worn in class for girls. Tights with built-in shelf lining should be purchased. Please no undergarments under leotard.

STANDARD STUDENT HAIR

BALLET: PRIMARY THROUGH LEVEL 4

- Students' hair should be worn in a bun. Very short hair should be pulled back away from the face with a headband secured with bobby pins.
- Hair must be tightly secured away from face at all times.

ALL OTHER GENRES: MUSICAL THEATRE, JAZZ, LYRICAL, CONTEMPORARY, HIP HOP, & ACRO

- Hair must be tightly secured away from face at all times.
- Students' hair should be worn in a bun during Jazz, Jumps/Leaps/Turns and Acro. Very short hair should be pulled back away from the face with a headband secured with bobby pins.

CLASS/GENRE ATTIRE REQUIREMENTS

PRE-PRIMARY

PINK, CAP-SLEEVE LEOTARD
SKIN TONE or PINK TIGHTS
SKIN TONE or PINK BALLET SHOES*

PRIMARY

LIGHT-BLUE TANK LEOTARD
SKIN TONE or PINK TIGHTS
SKIN TONE or PINK BALLET SHOES*

MUSICAL THEATRE 1, 2, 3, 4 & 5

BLACK LEOTARD
BLACK JAZZ PANTS
BLACK JAZZ SHOES
BLACK TAP SHOES
TAN CHARACTER TAP SHOES

HIP HOP

BLACK, LOOSE-FITTED CARGO PANTS
BLACK LEOTARD OR BLACK/WHITE SHIRT
BLACK CONVERSE SHOES¹

BALLET 1, 1A, 1B, 2, & 3

BLACK LEOTARD
SKIN TONE or PINK TIGHTS
SKIN TONE or PINK BALLET SHOES*
SKIN TONE or PINK POINTE SHOES²

BALLET 4

BLACK OR ROYAL-BLUE LEOTARD
SKIN TONE or PINK TIGHTS
SKIN TONE or PINK BALLET SHOES*
SKIN TONE or PINK POINTE SHOES²

CONTEMP./LYRICAL/MODERN

ANY SOLID-COLORED LEOTARD
BLACK SPANDEX (SHORTS OR CAPRIS)
DANCE TURNERS

JAZZ 1, 2, 3

BLACK OR ANY SOLID-COLOR
BLACK SPANDEX³
BLACK JAZZ SHOES

JAZZ 4 and 5

BLACK OR ANY SOLID-COLOR
BLACK SPANDEX³
BLACK or SKIN TONE JAZZ SHOES

ACROBATICS

ANY SOLID-COLORED LEOTARD
ANY SOLID-COLOR SPANDEX SHORTS
BARE FEET

TAP 1, 2, & 3

BLACK LEOTARD – ANY STYLE
BLACK SPANDEX
BLACK LACE-UP DANCE SHOES

*Tights and Shoes should match in color/tone to create a long line

1. Converse shoes are to be worn **in class only**
2. Pointe shoes may be used with instructor permission
3. Shorts, pants, or capris

TDC COVID-19 PROTOCOLS

The Dance Conservatory Daily Health Screening

Each student will be asked the following questions prior to entering the studio.

- Did your child feel feverish or have a measured temperature of 100.0 or greater since leaving the Dance Conservatory yesterday (or in the last 14 days since last at The Dance Conservatory)?
- Has your child had symptoms associated with COVID-19 (e.g. sore throat, nasal congestion, runny nose, new or worsening cough, shortness of breath, fatigue/malaise, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday (or in the last 14 days since last The Dance Conservatory)?
- Has your child had close, prolonged contact (less than 6 feet for more than a few minutes) with anyone (e.g. household or any other person) known to have COVID-19 or who has symptoms of COVID-19 (e.g. sore throat, nasal congestion, runny nose, cough, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell) since yesterday (or in the last 14 days since last at The Dance Conservatory)?

If any of the above statements can be answered positively your child will not be admitted to The Dance Conservatory. Child should quarantine, and if symptomatic the parent should contact the child's health care provider for further guidance.

Note: Children returning to The Dance Conservatory after having a confirmed or probable case of COVID-19 should have a note from their health care provider documenting that they have been released from isolation and may return to care.

TDC Covid-19 Safety Measures

Based on the CDC, Governor Hogan's Executive Order, and Dance USA: Task Force on Dancer Health recommendations, we are adopting the following practices that we hope will help keep your children safe while they are in the dance studio. These may change as knowledge about the virus changes.

In the General Studio

We are keeping classroom doors open/windows and fans on to increase indoor ventilation.

We will clean and disinfect the classroom floors, barres and any surfaces dancers might touch (light switches, doorways and knobs, tables). After each class, we'll clean all common area surfaces.

TDC will use the bathrooms closest to the dance studio on the administrative hallway. It is a single use bathroom and will allow students the privacy and safety, these will be our designated bathrooms. When in the Ward Center the bathrooms closest to the Theater will be our designated bathrooms. Bathrooms will be cleaned hourly.

In the Classroom

We have taped the floors to identify each dancer's dance space with a corresponding number. Dancers must do their best to stay inside their space during class time. There are numbers along the wall taped off that each dancer will put their dance shoes and water bottle. No street shoes or street clothes are allowed in the dance studio.

When in the Ward Center we will identify each student with a seat that has a corresponding number for the student to place dance items underneath.

We will not be using props or equipment.
We will disinfect barres and other surfaces before every class.

Nightly, we will wash and disinfect dance floors in addition to our regular cleaning.

New Practices at the Studio

Students will check in at the front desk with TDC Staff for classes in Studio 322. Students will check in at the double doors in the main entrance to the Ward Center for classes in the Theater. There will be a marked health screening station with a questionnaire and temperature check before you may enter the studio. Only students will be permitted in the building; parents - please escort your dancer to the side door (or main door), main door of the Ward Center then wait elsewhere.

Students will need to bring only a small dance bag that will be in their own designated area. Students will not be permitted to place belongings in a non-designated area.

Dancers will be asked to wash their hands (preferable) or use hand sanitizer when arriving at the studio and before leaving. There will be a hand sanitizing station in every studio.

**It is the current law in MD that everyone over the age of five is required to wear a face covering in the public spaces of all businesses. 8/19/20*

We are observing the Governor's face covering mandate. Everyone must wear a face covering to the check in station, in the hallways, and when in dance class. We suggest that teachers stay more than 6 feet away from students so they will not be considered in close contact with the students. We realize that direct interaction with students and faculty is important to learning especially in dance. Faculty will engage

where they feel appropriate and distance as often as they can. We want both faculty and the students to feel comfortable in the studio. In an emergency faculty would need to get close to a student.

Dancers should try not to touch any surfaces outside of the studio and absolutely observe social distancing from the teacher and other students (at least 6-10 feet apart).

If a student is waiting for another class that does not begin directly after their first class, they will be asked to wait in the lobby on marked designated spacers. Parents are always free to pick their student up and bring them back for their next class.

Bathrooms will be cleaned nightly.

We have designed a new method of teaching and moving in the 10x10 space and around the room. It is more important than ever to pay attention to the teacher. The teachers are absolutely dedicated to keeping the dancers safe.

What you can do at home to help

Protect yourself by continuing to observe social distancing. Monitor your family for possible exposure to Covid-19. Notify Mrs. Rhodes if your family or circle has been exposed.

Before coming to the studio check for symptoms that could be attributed to Covid-19, especially:

- Fever > 100.0 or chills
- Cough, shortness of breath or difficulty breathing
- Sore throat
- Congestion or runny nose
- Headache
- Muscle or body aches
- Nausea or vomiting
- New loss of taste or smell
- Fatigue

If your dancer has any symptoms or is feeling sick, please stay home. Seek care from a physician. Please notify the studio.

What to bring & not to bring to the studio

- Bring your own filled water bottle. There will be no open containers in the studio.
- A face covering
- Wear your dance attire, except your shoes, to the studio. Fix your hair at home. The dressing room is temporarily closed. Keep additional clothing to a minimum and do not bring large bags to the studio.

FAQ'S

What is the communication protocol for teachers and families if someone in the community tests positive for COVID-19?

The St. Paul's Schools and TDC will report any known positive test to the Baltimore County Department of Health, who will then share recommendations for next actions. This could include monitoring for symptoms or quarantining some subset of students or faculty, who then would move to remote teaching and learning. Those deemed in close contact will be notified by the health department. Additional disinfecting and communication will take place as soon as we are made aware of a positive test.

What happens if a faculty/staff member, presents in the nursing suite with symptoms?

If an employee presents with Covid-like symptoms, the nurses will ask that faculty/staff member to go home right away. Their classroom will be immediately shut down for deep cleaning. To return to campus, that faculty/staff member should see their physician, be tested, and then provide a note of either negative Covid-19 test, or positive test for another diagnosis, e.g. flu, strep throat, etc.

Have building ventilation systems been checked for maximum airflow?

One important way to minimize virus exposure is to increase airflow in buildings. St. Paul's has taken actions to improve airflow and ventilation in all school buildings, in accordance with the recommendations (ASHRAE standards for acceptable indoor air quality) to mitigate exposure to Covid-19. This work includes an air-balancing procedure to maximize airflow without compromising comfort; ensuring humidity is set at the recommended ranges of 40-60%; cleaning all fan coils, which will be cleaned on a regular basis; upgrading air filters to remove a higher percentage of airborne contaminants; keeping fans running for constant air flow; and adding air purification where appropriate.

Will water dispensers be available to refill water bottles?

Faculty and students will need to bring their own refillable water bottles that can be used at the filling stations that are installed throughout campus.

What is the protocol for hand sanitizer when entering/exiting spaces?

All students and faculty/staff will sanitize their hands when entering and exiting spaces. Every classroom will be equipped with a hand sanitizer dispenser to facilitate this process. Main entryways will also have dispensers.

If students need to blow their nose, what should be the practice?

Students should go to the bathroom to blow their nose and be sure to wash their hands after with soap and warm water.

Will students, faculty, and staff be required to show proof of a negative Covid test before they can come onto campus at the beginning of the school year?

At this time, we are not requiring proof of a negative Covid test in order to return to campus.

Who is cleaning all of the communal spaces during the day, and when?

The St. Paul's Schools has contracted with Healthcare Services Group for cleaning and infection control. Healthcare Services has an established history of mitigating the risks associated with MRSA, influenza, C. difficile, tuberculosis, norovirus, fungal infections, and SARS-CoV-2 (Covid-19). St. Paul's will have 20 Healthcare Services employees as part of the team responsible for the cleaning and sanitization of school buildings during the day as well as in the evenings and on weekends.

Cleaning, disinfection, and sanitization of bathrooms, common areas, and high-touch surfaces will happen continually throughout the day. All buildings will be cleaned, sanitized, and disinfected in the evenings. Healthcare Services uses high-efficiency chemicals and state-of-the-art equipment such as electrostatic sprayers.

THE DANCE CONSERVATORY ETIQUETTE

What to Expect

Studio etiquette is very important. It is the expectation that everyone will physically demonstrate esteem for the art form, the teachers, and other students. All guests, students, and teachers are expected to be courteous and to treat one another with respect and dignity.

Punctuality

Arriving late is disruptive to the students, teacher, and the overall flow of the class. Teachers carefully plan class lessons to build on the exercises done at the beginning of each class. If you must be late, it is very important that you not enter the class unobserved after attendance has been taken. If your presence is not noted, your attendance record will be incorrect and can affect advancement to the next level.

Hair

Keep your hair pulled back off your face and neck and firmly secured. Hair flying about can be distracting, get in the eyes and cause problems with spotting freely during pirouettes. Ponytails and braids can be dangerous, hitting you or someone else during class.

Jewelry

Do not wear jewelry to the studio or during class. Necklaces, bracelets, and dangling earrings can fly off and hit someone, become caught during partnering class and ripped out or cut your partner, or break into pieces on the floor creating hazardous dancing conditions. We do allow small earrings.

Hygiene & Cleanliness

Being respectful to others means wearing clean clothes and clean smelling shoes. Attend to your personal hygiene. Shower and use antiperspirant or deodorant (keep some in your dance bag) before coming to class. Avoid strong perfumes or colognes. Expression of the hands is very important in dance. Please keep them clean, with no chipped fingernail polish. Show others you have respect for yourself by coming to class clean, neat, and well put-together.

Attire

Follow the dress code policy. The dress code allows the teacher to see your physical movement and make the proper corrections. Being properly dressed shows the teacher you are serious about your art form. You will feel more confident and dance better when properly dressed for class.

Wear proper street clothes as well as proper street shoes when arriving and leaving the studio. Dance shoes should never be worn outside on concrete or asphalt surfaces, as it will ruin them very quickly. Remember, how you enter an establishment or room says a lot about who you are as an individual and what you are there to do.

Manners

Dancers are polite ladies and gentlemen. They should not lean against the wall, barre, or mirrors. Sitting down unless directed to do so is not acceptable; and dancers should never chew gum during class.

Rudeness to teachers, peers, and guests is absolutely unacceptable in dance, for which you may be dismissed from class. Yawning, talking, whispering, or having private giggle sessions with your friends is considered rude behavior.

Be Attentive

Dancers are in class to work, watch and listen, especially when combinations are being demonstrated. At higher levels, students are expected to know the proper vocabulary and be able to pick up steps quickly and correctly. Focus is important. Teachers may not show the combination more than once.

Follow Directions

It is not only distracting but is also disrespectful to your teacher to do combinations other than the way the combination was given. Any physical problems should be discussed with the teacher before the class begins so the teacher understands why you may not be doing a step to your fullest potential.

Finish every combination no matter what. Even if you are having difficulty, dance discipline requires that you finish a combination to the best of your abilities and with as much grace as you can. Stomping your feet, making faces, making rude verbal noises or comments, or showing your frustration or other negative emotions is considered inappropriate.

Where to Stand

If you are new in class, notice whether the other dancers have a set place at the barre or in the studio. Ask the teacher to suggest a spot for you to stand. Otherwise, find an empty place or ask your fellow classmates if there is room for you to stand next to them. Make sure you have enough room to extend your legs fully in front and behind yourself without hitting the person standing next to you.

When class moves to the center, the teacher may find a place for you in line. In most schools, lines rotate when repeating combinations so all students get the opportunity to check their technique in the mirror (this is what the mirrors in class are for). In class, no one is allowed to hide in the back and become

a habitual follower. All must take a turn at being in front and on their own. If lines do not rotate, it means the teacher trusts you to be an example and a leader to others. Working hard to stand in the front of the class is considered an honor and usually is given to the best students.

When moving across the floor or from the back to the front of the room, take your position in line and be ready to go. If you're not intending to go, make it clear to others by getting out of the way.

Personal Items

Dancers should always take their dance bags with them to class or properly kept in a locked area. Do not take a chance by bringing expensive items to the studio. Take your dance bag with you into the studio and look for the designated area to put your dance bags. Make sure it is safely out of the path of dancers and put it where you can keep an eye on it.

Drinking Water During Class

It is good to drink water before and after class ends. Drinking water between barre exercises or center exercises is generally not allowed. It is inappropriate to drink water while a teacher is giving a combination. If the teacher allows, students may drink water from a water bottle between barre and moving to the center. Drinking water from a bottle with a secure closable lid is very important. If water spills on the dance floor the flooring could quickly and easily be ruined, requiring expensive repairs and causing class to be canceled for those repairs.

Permission to Leave Class

Dancers should always ask permission to leave the studio while class is in progress, even if ill. To disappear from class without permission is unacceptable. If you must leave class early, quietly catch the teacher's attention at the end of a combination, wave thank you or curtsy and silently leave. Always try to speak with the teacher before class begins to let them know you will have to leave early. This will cause less distraction and not disrupt the flow of class when you leave.

THE DANCE CONSERVATORY POLICIES

Attendance & Commitment to Class Policy

We truly expect our students to attend every class in which the student is registered. Dance is a disciplined art form that requires a student to be completely committed. Students who do not attend class on a regular basis will quickly fall behind, and not build the necessary skills and strength needed to succeed and move to a higher level.

- Students are expected to notify the TDC office in the event they will be absent from class.
- The **ONLY** acceptable excused student absences are illness, injury, observance of a religious holiday, or family emergency.

TDC expects all classroom work, in all forms of dance offered, to be taken very seriously. The accumulation of class absences and tardiness will be strongly considered and will hinder a student's eligibility to be promoted to the next level of training, go on to pointe, or may impact a student's ability to perform in productions. Consistency and focus during classroom training are the most important components in the progress of our students.

It is very important for students to warm up their muscles before class and rehearsals properly to prevent potential injury. The teacher reserves the right to ask the student to sit and observe the rehearsals only. This is for the safety of our students. If a student must absolutely miss a rehearsal or class, it is the responsibility of the student to inform the teacher and to arrive as early as possible to properly warm up before being allowed to dance.

- Students should **NOT** attend class or rehearsal in the event of illness, to reduce the possibility of making others ill.
- Students who may have an injury are should observe their classes or rehearsals.
- During preparation for performances some regularly scheduled class time may be used for rehearsal.
- If a student must miss a class or rehearsal, he/she should leave a note or call the office and leave a message for the instructor and Artistic Director.

Punctuality Policy

Students are expected to arrive on time and be in complete uniform, including proper dance shoes and hair secured neatly before their scheduled class is ready to begin. **For students arriving more than 10 minutes late** for any scheduled class, the teacher reserves the right to ask the student to sit and observe the class only. This is for the safety of our students. Exercises at the beginning of all classes at all levels are very important and designed to warm up the student's muscles properly. Missing these exercises could cause injury. Please notify the school as soon as possible if you find you will be late for class so the Registrar can inform the appropriate instructor.

Non-Discrimination Statement

TDC is an equal opportunity employer.

Class Level and Promotion Policy

TDC's Artistic Director and faculty make all decisions regarding the placement and promotion of all students to a higher level. The decision to move a student to the next level of training is based on the student's own merit, understanding of vocabulary, technique, and the ability to demonstrate those skills. Overall strength and maturity are factors as well. Students with absences totaling more than 10 percent of their enrollment who have **NOT** made up those missed classes may seriously jeopardize their eligibility for promotion to the next level of training.

Class Observation Policy

TDC has one scheduled parent observation week throughout the year, as well as studio demonstration for semester or trimester long sessions. Please check your TDC School calendar for these scheduled dates. Teachers of individual classes reserve the right to open or close classroom doors and windows at all other times throughout the school year.

Student Class Make-up Policy

- Students may make up a missed class by attending another class of the **SAME LEVEL** or a **LOWER LEVEL**.
- Students and/or parents must call the Artistic Director and pre-arrange a make-up class.
- Students must make up missed classes within the same calendar month. Make-up classes may be scheduled in advance of the excused absence.
- Classes missed the last week of a month should be made up within the first week of the next calendar month when a student returns to class.
- Missed classes do not accrue from one month to another month, nor from one session to another.
- Missed classes not made up will be lost classes.
- Tuition will not be refunded for unattended classes or classes that are not made up.
- Students must check in and let both the Artistic Director and the instructor of the class know they are attending a make-up class.
- TDC reserves the right to add additional classes or extend the calendar school year to make up for classes missed due to inclement weather or emergency/unexpected school closings.
 - **Emergency Closings**
The Dance Conservatory at the St Paul's Schools follows SPSG. In the event St. Paul's School for Girls is closed TDC classes will be canceled.

Student Class Make-up Policy – Cont'd

Students with prolonged absences due to illness or injury must bring a doctor's note upon returning to class stating student has recovered medically and is physically healthy enough to return to class. Student may then resume his/her regular schedule of classes.

Students should make every effort to make up all missed classes. Students missing more than 10 percent of their enrolled classes, and **NOT** making up those missed classes may result in the student **not** being promoted to the next level or being able to perform.

Behavioral-Management Policy

TDC requires all students and parents to sign and verify upon registration and entrance into our school program that they have received, read, understand, and agree to the terms of the TDC Standard Code of Conduct: Rules and Regulations, Dress Code, Attendance and Commitment to Class, Punctuality, Student Class Make-up, Class Level and Promotion, Class Observation, Production, Behavioral Management, Tuition and Withdrawal, and Inclement Weather Policies. Once signed, the regulations and conduct agreement is then kept on file in each student's record.

Production Policy

- The Artistic Director makes all decisions concerning casting, choreography, and costuming.
- Casting for Company members is done by auditions, class observation, and rehearsal observation.
- Students who **DO NOT** attend all assigned rehearsals will be asked to understudy the role except in some cases of absence due to illness, injury, observance of religious holidays or family emergencies.
- TDC Company Members who compete, must pay a costume fee (up to \$150) and will be provided with costumes and accessories (except for shoes and tights.) Fees cover costs for costume maintenance including alterations, repairs, and expenses for cleaning after each use.
- Non-Company dancers will be provided with costumes and accessories except for shoes, nude leotards, and tights. All of these costumes and accessories are the property of the TDC and are loaned to students in advance of performances. Students are expected to return costumes in the same condition that they received them. No alterations are allowed without permission.
- Students and parents are responsible for checking and noting their own rehearsal schedules, as well as any updates or changes posted.
- The week leading up to the spring performance all classes and rehearsals will be held on The Ward Center stage. These are mandatory classes and rehearsals.

TDC Ballet and Jazz Seasonal Repertory Choreography

TDC is fortunate to bring new guest artists and choreographers to our students each summer. During the summer and fall, guest artists and TDC faculty collaborate on new choreographic works for our Ballet and Jazz classes. These large group numbers will be performed at the end of the year and outside opportunities in the community. These pieces require an extra time commitment and rehearsals, which are built into the year calendar. Students who are asked to be in each piece will have to sign a rehearsal agreement; this ensures that everyone in the piece is fully committed to the process both to the choreographer and other dancers in the piece.

Tuition Policy

- Students must decide on a tuition payment plan and remain on this plan throughout the school year.
- No refunds are given on classes missed due to inclement weather or emergency school closings.
- Tuition rates will be prorated when students register for classes for a term that is already underway.
- No student will be admitted to class after the 15th of the month if his/her account is not current.
- Delinquent accounts must be settled before a student may register for a new session/semester or attend production rehearsals.

Withdrawal Policy

Classes and staffing are established based on enrollment at the beginning of the term. Therefore, student withdrawal has an impact on the expenses of the school, a non-profit institution. Students at or below the Level 1 classes may withdraw upon 30-day's notice (in writing with no penalty). Students above the Level I classes may withdraw but will forfeit the remaining tuition. Registration fees are **NOT** refundable. The registration fee is **NOT** refundable or transferable, and tuition at Levels II through Advanced is **NOT** refundable. Exceptions may be made only in the case of serious illness, injury or transfer outside the Baltimore County area.

Student of the Month

The recognition of Student of the Month is designed to showcase any student in the program from any age or level. The entire faculty in the program will decide upon this student.

The requirements for this recognition include:

- Perfect attendance (no unexcused absences)
- Eagerness to learn
- Willingness to help fellow dancers
- Dedication to their classes and growth
- Proper etiquette in class
- Presenting oneself and TDC in the best way in and outside of the community

The student will be recognized on the Bulletin Board outside of Studio 322 and on the TDC webpage each month.

TDC EMERGENCY & ILLNESS INFORMATION

STUDENT INFORMATION

Student's Name _____ Date of Birth _____

Home Address _____ City _____ State _____ Zip _____

Name of Parent/Guardian to contact during class/rehearsal hours _____

Cell Phone _____ Work Phone _____

Parent/Guardian Place of Employment _____

If parent/guardian listed above is unavailable, who is the next person to call?

Name _____ Relationship to Student _____ Phone _____

HEALTH INFORMATION

Does your child have a health condition we should be aware of at SPSG? (Circle one) YES or NO

IF YES, PLEASE INDICATE:

_____ ASTHMA	_____ INTERNAL IRREGULARITIES
_____ ARTHRITIS	_____ KIDNEY/BLADDER
_____ SURGICAL	_____ WEARS GLASSES
_____ BEE-STING ALLERGY	_____ DEAFNESS
_____ HEART	_____ CONVULSIVE SEIZURES
_____ FRACTURES	_____ DIABETES
_____ SIGHT IMPAIRMENT	IF YES, IS AN INSULIN PUMP USED? (Circle one) YES or NO
	ARE THEY INDEPENDENT? (Circle one) YES or NO

***If your child has diabetes, please provide a copy of physician's orders for diabetes management.*

Please list all allergies _____

***If your child has an allergy that could warrant the use of an epipen, please provide it, along with an "allergy action plan".*

Are vaccinations up to date? (Circle one) YES or NO

Date of last tetanus shot _____

Please list all medications the child will be taking during the time of class, how often, dosage, etc. It will be the parent's responsibility to bring the medication each day, in original packaging (not sandwich baggie), and reviewed with nurse at time of drop off.

PHYSICIAN INFORMATION

Family Doctor _____ Phone _____

***Please also attach a copy of the child's insurance card with this form.*

RELEASE

If emergency treatment is required, and the parents or legal guardian cannot be reached immediately, your signature in the space provided below empowers the school authorities to exercise their own judgment in calling the physician indicated above, or if not available, to transport the child to a hospital emergency room. Your signature also gives the school permission to administer any medications noted above at the noted times and dosage amounts. Likewise, your signature below is not sufficient for the release of confidential information protected by Federal Law.

Parent Signature _____ Date _____