



Michelle Angulo-Pacheco, Director

Policy Handbook

2014-2015

Revised August 2014

Mission Statement:

Image Dance Company & Academy was founded in 1991 to introduce dance as both a cultural and skill enhancement of the art of dance as well as a recreational activity for the children of San Antonio. Since then, the company has expanded towards serving any and all cultural dance aficionados of all ages.

Image Dance Company & Academy prides itself in serving all of San Antonio and the surrounding metropolitan area. We pride our continuity of cultural diversity, achievement of our students along with unique connection with each of them, and a distinguishing presentation which has been our goal as being distinctive from other companies. Image Dance Company & Academy hopes to offer a diverse curriculum to enhance the skills and love for the art of DANCE.

Registration:

Registration is open year round, except for six to eight (6-8) weeks prior to production time; at which time, all classes essentially become rehearsal time.

Fees: Registration fee is \$25.00 per student (effective March 1, 2013). This is a one-time fee. If at any point, a student is absent for more than 4 consecutive classes (one entire month), the student will be withdrawn from the class. Upon re-registration, the registration fee will be charged again. This applies to any reasons for withdrawal due to illness, vacations, etc. There are special promotions throughout the year which may be applicable upon time of registration.

Class Placement:

Based on the client's preferences of dance, the student will be placed in the appropriate age and skill level of that discipline of dance. This placement is at the discretion of the director and/or instructor.

Other factors include the class availability. (There are instances that a class level is filled). It is at this point that the client is given the option of registering in a lower-level of the same discipline or in a complementary class in another discipline. (Example: If our Folk 1 classes are maximized, we would offer the option to the join the Beginner I class, a ballet class or Spanish dance I class). This can be decided upon registration.

Class Policies:

1. In all classes, it is expected that the student bring all appropriate dance attire, props and necessities of the class. (Explained in details under Attire).
2. The teacher expects that the student be able to remain in the class without parental assistance.
 - a. The **only** classes with parental supervision and interaction is Beginner I and Creative Movement.
 - b. Many times, a dance assistant is present to aid the instructor
3. The student shall eventually develop skills that will indicate time for advancement for the student. It is up to the instructor and/or director to recommend advancement. Advancement will normally take place within the

first 6-8 weeks following the showcase or recital. Other instances may occur such as additional space needed for the lower level class **and** readiness of the student, etc.

4. Class instruction will consist of
 - a. warm-up and stretching exercises,
 - b. techniques of body movement, footwork, upper body strengthening, etc. pertaining to the course of study they are studying for the semester,
 - c. combinations to enhance learning and applications to the new dances
5. reviews of previous dances taught

Class make-ups and Guarantees:

1. Tuition paid grants four (4) classes per month. There are some months where classes are added due to monthly scheduling purposes. These extra classes are applied to the following month. These instances are noted on the calendar posted at the studio on the announcement board. Extra rehearsals may sometimes be needed and will be scheduled when necessary. Information shall be relayed by the director/instructors at that time. These are mostly pertinent during major productions.
2. If for any reason, classes are cancelled due to holidays or teaching re-scheduling, these classes are made up through either increments of additional time on the following regular-scheduled classes or on another scheduled day.
3. Performances scheduled on the same day of class are considered a class for those performing. for other students who are not performing, there are options such as equivocal classes or a substitute course (i. e. ballet class, ballet folklorico, or Spanish dance class). Please check schedule on calendar (posting, website, Facebook or Twitter). (See Parent Information).
 - a. If you choose to miss your make-up classes, there is no make-up unless there is a second class of that same level available during the week.
 - b. The same policy applies to tardiness. If the instructor begins late, the lost time shall be made up. If the student is tardy, the student loses his/her time.
 - c. You will be notified of all re-scheduling (See Notification processes under Parent Information).

4. Classes within a semester focus on technique, rehearsal of previous dances & new/current choreographies.
- a. Each semester shall consist of a month of entire technique, months 2-3 shall be technique & initial choreography, month 4-6 final choreographies and rehearsals.
 - b. If the student is not present during the choreography planning and rehearsals, it is up to the parent to schedule private lessons to catch up the student(s) or the instructor will incorporate the student in the choreography to the best of ability, i. e. enter from the point he(r) learned the dance choreography.
 - i. Additional group rehearsals needed to catch up student(s) will be an extra charge for the student at a regular per class rate of \$5.00 per student.

Attire:

Boys/Men: **a)** Image Dance Company shirt, **b)** dance pants (sweat pants, long shorts, lycra pants/bike shorts, etc.), **c)** Dance boots (botines), jazz, ballet or hip-hop shoes, **d)** any accessories/props requested or required for that class.

Girls/Women: **a)** Bodysuit, leotard, aerobic wear, **b)** dance tights, **c)** dance skirts: **Mexican folklorico:** two-circled purple, ruffled skirt; **Flamenco/Spanish:** purple, flamenco-flared skirt and/or white petticoat; **Ballet/Jazz:** wrap skirt, **Hip-Hop:** Image shirt, shorts that allow mobility,

d) Dance folklore or flamenco shoes, (ask for what color is being used that semester for that dance level), **e)** Hair in bun bound away from face to enable view of their neck form and inhibit distractions (hip-hop classes may use ponytails), **f)** any accessories requested of that class by instructor

Shows/Performances:

1. Recital: This is the main production of the year that showcases the new dances and costumes of the dancing curriculum year. The event takes place in the Spring months of March or May. You will normally be notified of the exact date 6-8 months prior to event. This will enable you to make appropriate preparations for **mandatory** ticket sales and extra **mandatory** rehearsals the week of the recital. Price range information is available upon request. Recital events consist of: **a)** photo sessions (group & individual), **b)** program books, ads and dedication pages, **c)** awards ceremony for year-round participations and excellence, **d)** appreciation recognitions, and, of course, **e)** the debut of new dances and costuming.
2. Showcases: This is the Fall production, usually in September (September Showcase) which allows all participants who joined following the Spring recital a chance to begin participation in the shows that follow. This show will usually utilize costuming debuted in the Spring, but will enhance their education by offering a chance to learn additional dance numbers. It is a showcase of talents of the new and returning students.
3. Other **productions** may take place during the year. These may only refer to the advanced groups, but are considered of larger scale than a regular show at a private or special event. Examples of **productions** are shows at the Arneson River Theater or special conventions.
4. Shows:
 - a. These shows are usually at such venues as malls, private parties (weddings, debuts, sweet sixteen celebrations), family reunions, festivals, conventions and citywide festivities and special events. These shows are not mandatory, but if they are scheduled on a class day, they take the place of class. Therefore, they are highly suggested. They should be considered important as each show is a learning experience. The children display their talent, receive use of costuming, enrich improvisational skills through varying audiences and stages, and most importantly, they are fun and bring

out their personality. Each show is definitely and experience. Any students who do not participate in shows (do not have costumes or not choreographed in the piece as of that point of time) may receive a make-up at another equivalent level class.

- b. The dance practice **prior** to the show is **mandatory** if performance is intended. Students need to prepare for altering of the dance, if necessary. For example, if the dance is choreographed for eight (8) and only four (4) are going to be attending, the instructor has a chance to prepare the students in attendance for the required alteration of the choreography.
- c. For students who have been advanced to the next level, it is required that you attend your former class for the last 15-20 minutes to rehearse for that dance. Also, if you are in class for that week, you shall only be eligible to perform the dance for that class you attended. No exceptions shall be made. There are numerous performances throughout the year.
- d. Show etiquette as contracted performances- We request that for private functions, **all** clients respect the family/organization sponsored event.
 - i. Some private events do not allow for numerous people to attend other than the performances and one parent. You will be notified of any special requests prior to the performance.
 - ii. Also, at private parties, i. e. weddings, debuts, anniversaries, etc. We ask that everyone consider themselves the entertainment and refrain from becoming part of the private party unless invited by the host(ess). This pertains to sitting at their arranged tables and taking part of the reception. Restrictive shows are not that plentiful, but do occur on occasion. We shall notify you. (See Parent Information)
 - iii. Any concerns, please contact IDC&A management.

Parent Information:

1. Communication: All information shall be provided to clients through channels of:
 - a. Personal conversation: We would like to get to know each of you on a personal basis. We ask that parents feel free to visit in the reception area and ask questions, i. e. when paying tuition fees.
 - b. Calendars-Displayed in the parents' waiting area and in the office. These calendars contain all of the scheduling for the month.
 - i. Please note the number of classes you are receiving each month. Some months are longer and may contain extra classes that are counted toward another month where we anticipate class cancellation, i. e. holidays and Fiesta
 - c. Postings - newsletters and memos- these are posted with Calendars
 - d. Personal calls- If there is a change of classes or a sudden show, you will be notified or reminded through a personal phone call, text and/or Facebook/Twitter notice. FB has a studio general page AND a private studio Group page. You must contact Michelle to be invited to join the Group page for updates.
 - e. Website - This website is managed by an IDC&A webmaster. Please keep yourself informed by checking updates, especially on the Members link. Please contact office or webmaster for usernames & passwords for member's page sign-in. **www.imagedanceco.net**
 - f. E-mail & Social Networking:
 - i. Management of IDC&A may be contacted via e-mail. Please take advantage of this method of communication and keep office posted of recent updates if there are changes on your end.
 - ii. We are also on Facebook (www.facebook.com/imagedance) and Twitter (@imagedanceco)
2. **Tuition:**
 - a. Tuition is due by the 5th of each month. Following this date, there will be a \$10.00 late fee.
 - b. There are four payment plans:
 - i. monthly, quarterly, semi-annually or annually

- ii. Discounts are provided for advanced payments
 - c. Always make sure you receive your receipt.
3. Boys may be granted FREE dance lessons in a designated couple's class only*. Tuition rate is applicable for all other disciplines and levels.
- *These free classes are offered on the basis of an agreement. This agreement shall be signed at time of registration. These boys who are offered scholarship couples classes shall maintain scholarship status as long as enrolled in one (1) paid course.
- a. In exchange for free classes, the boys are required to attend the majority of performances with an allowance of only 3 absences as well as practices.
 - b. **All** activities related to and preceding the recital and/or showcase shall be **mandatory**. These include photo sessions, practices, rehearsals, and the recital/showcase itself. **Boys with FREE classes do not have the option of the performance.** They are required to perform as long as the instructor views his performance and skills are adequate.
 - c. Upon withdrawal from any classes, all specials and promotions at your registration time become void. Upon choice of re-registering, only those promotions at that time are applicable.
4. Waiting room/reception area is provided for all parents. This allows for students to solely concentrate on the instructor and their lessons. Also, the parents will have easier access to read all communication memos. ***Only first time viewers will be allowed in the studio classroom.***
- a. If you choose to leave your children off instead of waiting in the reception area, we ask that you be prompt in picking them up. Please notify the office if there is an emergency or concern for a rare occasion of not arriving at a punctual time to pick up your child.
 - b. We also ask that there be no children left unattended, especially those not enrolled in classes. There is **no** assigned supervision to the waiting area. **We are not responsible for children not enrolled in our programs.**

All comments and questions can be addressed to the office manager. imagedancesylvia@gmail.com. If additional information is needed or your require further specifics, appointments can be made with Michelle. Her studio

time is dedicated toward the students. Sylvia can help make arrangements for appointments with Michelle or you may contact her directly at mangulo@imagedanceco.net

5. Parents are asked to volunteer as class parents for backstage help and/or parade workers and helpers (if you are involved). Volunteering helps all. It allows for a common goal to be reached and for all to receive credit for the positive results we hope to achieve as a 'team' or, as many consider, our 'family' at the studio.

Extra Events:

Throughout the year, various activities will be offered to and scheduled for the parents and children. These events include:

- a) Performances, b) parades, c) fund-raiser activities, d) talent shows, e) photo sessions, f) additional activities that may be scheduled whether suggested, requested or called mandatory. (Please inquire as to which status each event is considered).

See Parent Information for supplemental information regarding parades, fund-raisers and volunteer opportunities. See Shows regarding performances.

Costuming:

Costuming is necessary for the student to participate in a) recitals, b) showcases, c) parades, and d) extra performances. Costuming is mandatory if you wish your child (yourself) to perform at the above events. The costuming (materials, thread, zippers, buttons, laces, ribbons, fringe, etc.) is organized and provided by the studio. The purchase of the costume will be the reimbursement to the studio.

1. Payment plans: You will be notified of a *price range* for the costuming 3-4 months prior to the date needed for the event. At this time, a **non-refundable deposit** will be required in order to begin production or order. Payments may be made in the remaining months prior to event.
 - a. The seamstress **will not** begin sewing the costume and order will not be made until **required** deposit is given. (*See Seamstress*) When costume or accessory/prop is paid in full, you will receive your merchandise.

2. Costumes through mail order, i. e. jazz costumes, have a deadline for deposit. If you decide to give the deposit after the deadline and order has been made, it is sometimes possible to still order the costume, but however, you will need to carry the shipping charges.
 - a. Please remember to pace yourself in your payments. I will hold costumes until it is paid in full. For certain cases, if the costume is not completely paid for, usage of the costume will be allowed on a rent-to-own basis for no more than sixty (60) days. Following these 60 days, a \$5.00 monthly fee will be added to the costume account. (In actuality, this is 5-6 months allowed for payment in full).
 - b. Remember, all costumes are pre-paid by the studio. Please be considerate and repay the studio as promptly as possible. It would also be convenience to you to have possession of your own costume.
3. Seamstresses: The studio provides assigned seamstresses for ALL costuming. Personal seamstresses may not be utilized for group costuming.
 - a. You may use your own seamstress for Mexican folklorico practice skirts, however, if it is not sewn properly, we will ask you to have it fixed and/or altered--such as the case of possibly needing more fullness.
 - b. Please not that making your own or having your child's costume made by someone else is NOT allowed.
 - c. Accessories/Props: Most accessories will be provided by an assigned craft person, florist or will be ordered. There may be instances that you are required to create, provide or buy your own accessory or prop necessary for that costume. Again, all information will be relayed through memos, personal conversations and messages through volunteer class parents (usually class parents).

Any additional information may be asked of Michelle or Sylvia Angulo. Jesse Angulo is always available for assistance or he may arrange meetings with Michelle.

Location:

4105 Avenida Prima

San Antonio, TX 78217