

LISA PILATO DANCE CENTER

Lisa Pilato

Sculptors of the world's most beautiful creations ...
your children

COMPETITION TEAM HANDBOOK

FOR PARENTS AND STUDENTS

2023-2024

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1 / INTRODUCTION

We warmly welcome you into our dance family at the Lisa Pilato Dance Center (LPDC) and onto our competition team U*na*T (pronounced Unity). Our team is thrilled to see many familiar faces return to the studio and very excited to see some new faces join our dance community. We have created this handbook to help shed some light on how things will run throughout the year as well as answer questions you may have before the year begins. We have done our best to provide as many dates as possible, for both the duration of the 2022-2023 season and our 2023-2024 season. **New procedures/changes will appear in red.** **Clarification of existing procedures will appear in green.** Please take the time to read this information carefully and keep your handbook in a safe place to refer to as you need: don't forget that our office staff is here to help and will happily answer any questions you may have. Nothing is too big or too small- promise!

QUICK REFERENCE STUDIO INFORMATION

**Lisa Pilato Dance Center
Bridgewood Plaza**

1794 Bridge Street UT24

**Dracut, MA 01826
978-459-LPDC (5732)**

www.lpdc.net

info@lpdc.net

(Studio Email Address)

lpilato@mac.com

(Lisa – Personal Email Address)

*“XSNRG leads to CHAOS resulting in ORGANIZED KONFUSION which ultimately leads to U*NA*T”*

2 / STUDIO AND TEAM MISSION STATEMENT

“Sculptors of the world’s most beautiful creations... Your Children” ~ LPF

To start off, it’s important to us at the LPDC and the Competing Team U*na*T (pronounced Unity) that all members on our team share in our vision, our purpose and the philosophies that encompass everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the myself, the LPDC teachers, choreographers and staff members at our studio; it is the driving force behind every interaction with our students and families.

As faculty of LPDC, we are committed to teaching the arts and love of the arts while shaping our students into intelligent, thoughtful, creative humans! We are dedicated to teaching our students to be objective, think outside of the box, develop communication skills and be independently motivated and self-sufficient. We are teaching them to be excellent listeners; capable of processing and applying constructive criticism. We are also nurturing the ability to question with the tools necessary to firmly stand ground with knowledge and decisiveness. These are important values that will begin to provide a foundation of life skills to take into the great wide world! We value the healthy minds created in this positive atmosphere.

We share this mission with you so that you may understand our goals and ethics and be supportive of our endeavor.

3 / GETTING STARTED

Before getting any new dance attire, it's important that all students and/or parents (whether returning or new) fill out and sign your U*na*T registration paperwork along with communication email address(es) and cell phone number to ensure we have the most up-to-date contact details for you. This information includes your registration form, media release form (so we can show off photos and videos of our amazing dancers in and around the studio), and public liability /insurance form. These forms can be found the at the end of this handbook in section **17 / Forms and Waivers**. Please print, complete, and return to the office. New members will also need to provide a copy_of their birth certificate (abstract is acceptable) when submitting their forms and waivers.

Our team's season begins in June with a two-week mandatory camp (fees below). Fees vary by group/age. Your fee is determined by the group that your dancer is assigned to for the upcoming season. (e.g. if you move from Squirt to Mighty Mite, you will pay the Mighty Mite fee.) During this camp, we have some extraordinary guest faculty that come in to teach, as well as our fabulous LPDC faculty. In addition, the faculty has the opportunity to observe classes which will aide us in the casting process for the competing season ahead. Since camp is mandatory for returning competitors, we cannot prorate camp fees due to missed classes, injury and/or inability to attend. However, you may make that time up during the Fall by taking additional classes that fit your schedule.

TEAM CAMP FEES AND DATES FOR 2023-2024 SEASON

Mini/Petite/Teen/Jr/Sr	June 5-16, 2023	Mon-Fri	4:00-7:00pm	\$395.00
Mighty Mites	June 5-16, 2023	Mon-Fri	4:00-6:00pm	\$295.00
Squirts	June 5-16, 2023	Mon-Fri	4:00-5:00pm	\$195.00

TEAM CAMP FEES AND DATES FOR 2024-2025 SEASON

Mini/Petite/Teen/Jr/Sr	June 3-14, 2024	Mon-Fri	4:00-7:00pm	\$450.00
Mighty Mites	June 3-14, 2024	Mon-Fri	4:00-6:00pm	\$315.00
Squirts	June 3-14, 2024	Mon-Fri	4:00-5:00pm*	\$195.00

***Squirts may come less days for 2 hours/per day to equal 10 hours; this will be pending our guest teachers schedules**

Camp payments will be processed with the credit card on file on June 1, of the current season. If you wish to pay cash or check, please do so prior to June 1, of the current season. If camp is not paid by the end of the first day, the student will not be allowed to take class the following day.

SETTING UP YOUR ACCOUNT

If you are already a student at the LPDC, you have an account that you can use to login to make changes/payments/accept waivers. If you have **not** set up your account, please follow these instructions:

Go to www.lpdc.net and click on "register/pay" in the top right-hand corner. This tab will open a new window where you will be prompted to log in as a returning customer on the left-hand side of the page: "Already Registered with Lisa Pilato Dance Center?" Type in your email and click "Forgot Password." A temporary password will be sent to your email along with a link to reset your password. After resetting your password, you will be able to login to your account portal to view your account at any time. You are now able to register for classes, pay online and accept student waiver. For more help, please contact the office 978-459-LPDC.

4 / COMMUNICATION AND INFORMATION

Throughout the busy year we will be diligent in keeping all members/parents/guardians of the competition team “in the know”. For convenience, our primary means of communication is via email and the BAND App. Please be certain to add all of the email addresses listed below to your contacts so we don’t end up in the Junk/Spam folder! Likewise, please be certain you have provided us with an up-to-date email address that is regularly checked. We are happy to include multiple email addresses for each family if you would like your correspondence sent to numerous recipients. Since there will be a significant amount of email correspondence, especially at the beginning of the year, please be sure to read all emails. Some may not pertain to your particular dance/group, if so just hit delete! **Recently, our software platform has given us the ability to mass text informational updates. A notification will be sent prior to the start of classes (September 11, 2023) with instructions to opt-in to this feature.**

The chain of communication is very important and there are three addresses you will need to keep on hand:

- For U*na*T matters LPILATO@MAC.COM is the email to use. I (Lisa Pilato-Fuller) prefer email communication as I am able to access that fastest. I do not respond to text messages or answer calls on my cell as it is not a business number. (There is one exception that my cell number may be used; ask the team members). If you need to leave a message via phone, you may do so at 978-459-LPDC (5732). Also, I prefer not to be asked involved questions before I walk in to teach class. My being kept from promptly starting class to answer questions not only takes away from your child’s class time, but all other dancers in the class as well. This also applies to all LPDC teachers.
- For U*na*T fundraising matter UNATPARENTS@GMAIL.COM is the email to use. Heather Pellegrino and Shannon Stevens, President and Vice President respectively, of the U*na*T Fundraising Committee, will assist with all matters to defray competition expenses (separate handbook to follow.)
- For Billing and Studio matters INFO@LPDC.NET is the email to use.

Other important information resources:

- For important dates, please bookmark our Google Calendar: <https://www.lpdc.net/google-calendar/>
- For rehearsal video and other important info, please join our “BAND” ~ Invites will be sent each season
- You can also find information at WWW.LPDC.NET . Competition handbook and various forms can be found <https://www.lpdc.net/unat>
- Facebook. YOU “LIKE US” ... DON’T YOU??????? Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all families to “LIKE” us at LISA PILATO DANCE CENTER.
- Instagram. Follow Us on Instagram @lisapilatodancecenter
- YouTube. Subscribe to our channel: Lisa Pilato Dance Center

We are always happy to chat in more detail about communications you receive from the studio. If you need any clarification, please don’t hesitate to call us at 978-459-LPDC.

5 / CODE OF CONDUCT

To ensure the smooth, safe running of the LPDC and an enjoyable experience by all, below you will find our code of conduct. As always, we are open to feedback; if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further.

- Any questions or concerns must go through the office or directly to Lisa. Parents and students are not permitted to contact the LPDC teachers via phone, in person, via email, or social networking with studio issues unless it has been broached with Lisa first. Personal meetings with Lisa can happily be arranged at the office.
- Our students, team members and family members are representatives of the LPDC/U*na*T competition team. As team members and families of team members, we expect that you lead by example and uphold the LPDC/U*na*T's reputation and mission statement. Any student, team member or family members displaying behavior deemed unfavorable, disrespectful, or dangerous will be subject to restriction from event(s) and/or future events as well as potential removal from LPDC/U*na*T programs with no refund given.
- Team member's attendance in class is vital to the success of our competition season. As a parent/guardian of team members who are unable to transport themselves to and from the studio, we rely on your commitment to ensure your child attends their classes on time each week. Not only do absences impact the routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group. If you know ahead of time that your child will be absent due to holidays/vacations, commitments, school trips, illness or injury, please let us know ahead of time so the class impact is minimal. If your dancer is injured and unable to participate in class, it is preferred that the dancer remains home. If choreography is being taught, it will be at the discretion of the choreographer whether they would prefer the dancer to watch in person or remain at home. Any missed choreography must be learned by the absent dancer (via teammate or video posted in the Band app) prior to returning to the class. In the meantime, the understudy will be put in place.
- As members of the U*na*T competition team, students are expected to only be enrolled in classes at the LPDC. Students are welcome and encouraged to partake in workshops or master classes, however they should not be enrolled in full time programs at other dance studios. This policy does not apply to gymnastics or tumbling classes.
- No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class. If messages or food/drink/medication need to be passed on to a student, it must be done through an LPDC office staff member.
- We are unable to take responsibility for our students before or after their scheduled class(es) . It is the responsibility of the parent/guardian to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until you arrive.
- Choreography, costuming, logos and studio policies remain the intellectual property of the LPDC and may not be reproduced or sold by any students, parents, or staff. Any questions regarding this matter may be brought to Lisa.

6 / SAFETY

The safety of our students is always our top priority. All of our policies and required forms/waivers are made to ensure the safety of everyone at the LPDC- students, parents, and faculty.

MEDIA RELEASE WAIVER

Within this handbook you will have read and signed a media waiver allowing us to proudly use images and video footage of your child for advertising and promotional purposes*. Should you have any concerns whatsoever with signing this waiver, please see the office staff who will be happy to assist you.

*Please see section **17 / Forms and Waivers**, for copies of the media release form.

LIABILITY/INSURANCE

Within this handbook you will find a public liability/insurance-statement*. Please read this document carefully and sign it prior to the commencement of classes so that you fully understand the rights and responsibilities of your dancer(s), your family and our studio. *Please see section **17 / Forms and Waivers**, for copies of the liability/insurance form.

MUSIC AND COSTUMES

The Director and staff of the LPDC are educated in the negative impact of inappropriate music and costume selection. The LPDC faculty is wholeheartedly committed to ensuring that the children in any LPDC programs are not subjected to any inappropriate songs or costuming.

LOST AND STOLEN PROPERTY

The LPDC takes no responsibility for any stolen or misplaced property on the studio premises. We encourage our families to avoid bringing valuable items into the studio when possible.

SCHEDULING

LPDC management reserves the right to change teachers or the schedule, when necessary, at any time throughout the year.

PRIVACY

When you enroll a student at the LPDC, the information we collect: your name, address, telephone numbers, email addresses, medical information and debit/credit card details is stored securely in paper or electronic form, accessible only by authorized personnel, for the primary for the purpose of providing you with our services/products and to administer and manage invoicing and collections. We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further LPDC marketing communications, please contact our office via email: info@lpdc.net.

7 / SOCIAL MEDIA POLICY

The LPDC's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Be mindful that your behavior on Social Media remains in keeping with the LPDC 's mission statement and code of conduct as outlined in **sections 2 and 5** of this hand-book.
- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts include images or videos identifying children in your care.
- Should you wish to engage on Social Media while identifying as a studio member, parent/guardian, volunteer or employee of LPDC/U*na*T, you may only do so with integrity and respect adhering to our privacy and confidentiality policies.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online. Likewise, the studio name, Lisa Pilato Dance Center and "LPDC" are owned under LPDC, Inc. and may not be used online unless permission is obtained by Lisa.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in the LPDC uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio, whether it be Zoom links, fees, scheduling, placements or performance opportunities, may not be communicated via Social Media. We have an open-door policy and encourage all communication, feedback, complaints (compliments as well) to be communicated to the Lisa directly.
- We consider all studio members to be family and ,as such, feel the obligation to respect and monitor personal boundaries. We discourage parents/students and teachers from becoming "friends" or "followers" on Social Media, unless there is an existing relationship.
- Families found to be engaging in 'hidden' or 'private' groups formed for the specific purpose of discussing studio matters will not be tolerated.
- Parents are welcome to join our closed FB group, U*na*T Parents Association which is monitored.
- Dancers are invited to join our "BAND."
- Photos or videos legally purchased from performances are acceptable for posting. When posting video, we ask that you only post a clip, to protect the choreographer's rights.
- **Photos or videos may not be taken during performances or in/near dressing rooms.**
- You may not post photographs / videos that feature the LPDC dancers, other than your own child, online without the proven consent of their parent/guardian.
- Identifying information of any featured minors (including full names, ages or location) must be removed when posting on Social Media.
- The LPDC reserves the right to dismiss or take disciplinary action on any students or parents who breach our studio's Social Media Policy or Code of Conduct. In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

8 / AUDITIONS/TEAM INVITES

Each year, auditions *may* be held in preparation for the upcoming season. These auditions may be for current members wishing to compete in the upcoming season, as well as any potential new members. At the discretion of the Director, auditions *may not* be held and castings (dances) for the upcoming competition will be made by the Director.

In addition, each year, invites may be sent out to potential new team members. These new members may be forming a new group or may be placed within existing groups. Summer camp is not a mandatory requirement for these dancers, however, it is a requirement if they wish to continue competing the following season.

In the event of injury or illness on the date of audition, we ask that the dancer who is auditioning still come and do as much as he/she can. More information on casting is included in section **9 / Castings** on the following page.

9 / CASTINGS

Castings are the dances that each team member is placed in for the upcoming season. Each group (Squirts, Mighty Mites, Mini, Teen, etc.) will have one, two or three mandatory dances. These castings are emailed to all competitors after camp. Each dance is labeled either *mandatory* or *optional*. *Mandatory* dances are the dances that each team member must take part in for the upcoming competition season. *Optional* dances are the dances that the team member must accept or decline. The castings will include fees and instructions along with a response deadline to accept or decline any optional castings. Failure to respond by the deadline will result in removal of optional dances. **By accepting a casting, you are responsible for all fees associated with the dance for the entire season (choreography fee, costume fees and all 4 competition entry fees) regardless of your ability to perform, withdraw from an optional dance that has begun or withdraw from the team.**

ACCEPTING/DECLINING OF OPTIONAL DANCES

A large amount of time is taken when designing the competition year. This is so that we may cover as many categories as we can in the best possible way, at each competition we attend. Once the deadline to decline optional dances has approached, the optional dances are recalculated for group size and average age. If the intended optional dance has made the average age change or the group size change, thus removing its original place in our competition season format. In this event, you will be notified immediately and the options and procedures for **Dissolve/Active** will be put into place.

DISSOLVE/ACTIVE OPTIONS

- We have the option to dissolve the dance and the dance will not compete in the upcoming season
- We have the option to keep the dance with the remaining dancers and keep the choreographer
- We have the option to keep the dance with the remaining dancers and change the choreographer
 - If the size of the group changes, (large group becomes a small group) the new corresponding choreography will then apply

DISSOLVE/ACTIVE PROCEEDURE

Dissolved Procedure: You will receive notice that optional dance has changed from its original place in the competition format and that the dance has been dissolved. The dissolved dance will be removed from the season format and will not be competed for the upcoming season and all charges associated with the dissolved dance will not be posted to your account. Additionally, if you prepaid for the now dissolved dance all fees will be refunded.

Remaining Active Procedure: You will receive notice that the optional dance has changed from its original place in the competition format. You will be given the updated information of dancers, choreographer and choreography fees with a new response date to accept/decline. Once all responses are received you will be given final details if the dance will then remain active or be dissolved.

10 / UNDERSTUDY

UNDERSTUDY ROLE

An understudy (in dance) is a dancer who learns the choreography of a specified dance and is able to act as a replacement, sometimes on short notice. The role of an understudy is demanding as the understudy must be able to learn all the choreography and be able to take the place of *any* dancer in the specific dance if need be. Understudy castings are made with most dances. The understudy casting will appear on the casting sheets as “US” or “Understudy” under each dance on the bottom line. Alternatively, the understudy casting may be selected after final acceptance of optional dances are complete. As this role is just as important as the roles of the casted dancers, the understudy must accept or decline the understudy role (regardless if the dance is labeled mandatory or optional) by the specific date listed. The understudy can be used in several ways:

- if a dancer is absent (in rehearsal)
- if a dancer is injured (rehearsal, performance or competition)
- if there is an extenuating circumstance (performance or competition)

UNDERSTUDY B-ROLL

Regarding the understudy, there are scenarios that may arise, which did not foresee, but need to have to plan in place. Thus, the inception of the **B-ROLL Understudy**, which a choreographer may to choose the option of for his or her dance. The B-ROLL understudy fulfills all the obligations of an understudy (listed above) however, the B-ROLL understudy has the chance to be cast in the dance at a later date. Alternatively, the B-ROLL understudy does not guarantee that you will be cast. Scenarios for B-ROLL casting could be for a specific event/competition or a permanent casting for the year. The B-ROLL Understudy castings will appear on the casting sheets as “USB” or “Understudy B-ROLL” under each dance on the bottom line. Alternatively, the B-ROLL understudy casting may be selected after final acceptance of optional dances are complete. As this role is just as important as the roles of the casted dancers, the understudy must accept or decline the understudy role (regardless if the dance is labeled mandatory or optional) by the specific date listed.

10a/UNDERSTUDY OBLIGATIONS

UNDERSTUDY/UNDERSTUDY B-ROLL OBLIGATIONS

The understudy/understudy B-ROLL is expected to attend all the choreography sessions. If the understudy/understudy B-ROLL cannot make a choreography session, it is their responsibility to learn the choreography from video or teammate. The understudy/understudy B-ROLL is expected to attend as many rehearsals as possible while the dance is being cleaned and attend any rehearsals specified for that particular dance. As an understudy/understudy B-ROLL, situations may arise where the understudy/understudy B-ROLL is not used (e.g. insufficient rehearsal time). In this case, the dance is either left as is or reset with the existing dancers. This decision is made at the discretion of the choreographer and Director.

UNDERSTUDY FEE RESPONSIBILITIES

As an understudy, you will not be responsible for/charged for any of the fees listed below as these fees are the responsibility of the originally cast dancer regardless of their ability to perform.

- choreography fee
- costume deposit
- costume balance
- competition entry fees

UNDERSTUDY B-ROLL FEE RESPONSIBILITIES

As the B-ROLL understudy, you will be responsible for/charged for any of the fees listed below in the event you are cast

- competition entry fees

If you are called upon to fulfill your understudy/understudy B-Roll in a performance or competition, a costume will be provided to you that must be returned to the Director upon completion. More information can be found in section **13 / Injury and Refunds**.

11 / MANDATORY FALL CLASSES AND FEES BY GROUP

As you will see our competition team, U*na*T, is divided into seven age groups: Squirts, Mighty Mites Minis, Petites, Pre-Teen/Teen, Junior and Senior. Each group has cycles with each cycle having specific class requirements which will determine your monthly tuition (23-24 cycle highlighted in blue). Pending inception cycle, a member typically remains in their assigned group between 2- 3 cycles (dance seasons). At the end of a cycle the group moves on to the next cycle resulting in new requirements/tuition for the upcoming season. On rare occasions, a member may get moved from their original group due to age or skill level, regardless of the cycle. As the groups progress through these cycles, there comes a time where the groups 'graduate' (e.g. Mighty Mites move to Minis) resulting in a name change along with the new requirements/tuition. The 2023-2024 season marks the most recent name change. The next name change is most likely scheduled for the end of the 2026-2027 season. We ask that you please be aware of this as it will affect your mandatory summer camp class schedule and fees for the new season beginning in June (please refer to section 3/Getting Started).

Group	Mandatory Classes per Week <i>(Length of each class indicated in parenthesis)</i>	Weekly Hours	Monthly Tuition
Squirts	Tap (.75), Rep (.75) inception team year (2022-2023)	1.50	120.00
Squirts (cyl 2)	Ballet (.75), Tap (.75), Rep (.75)	2.25	160.00
Squirts (cyl 3)	Ballet (.75), Tap (.75), Acro (.75), Jazz (.75) Rep (.75)	3.75	225.00
Mighty Mites	Ballet (.75), Tap (.75), Acro (.75), Jazz (.75), Rep (.75)	3.75	225.00
Mighty Mites (cyl 2/3)	Ballet (.75), Ballet (.75) Tap (.75), Jazz (.75), Acro (.75), Rep (.75)	4.50	255.00
Minis	Ballet (1.00), Ballet (.75), Tap (.75), Jazz (1.00), Acro (.75), Rep (.75)	5.00	255.00
Minis (cyl 2/3)	Ballet (1.25), Ballet (1.25), Tap (.75), Jazz (1.00), Acro (.75)	5.00	255.00
Petites	Ballet (1.50) Ballet (1.50), Tap (.75), Jazz (1.50), Acro (.75) <i>(Modern 1.25 suggested)</i>	6.00 7.25	310.00 350.00
Petites (cyl 2/3)	Ballet (1.50) Ballet (1.50), Tap (.75), Jazz (1.50), Acro (.75), Modern (1.25)	7.25	350.00
Teens/Pre-Teens	Ballet (.75), Tap (.75), Jazz (.75), Rep (.75) <i>(Acro .75 suggested)</i>	3.00 3.75	195.00 225.00
Juniors	Ballet (1.50), Ballet (1.50), Tap (.75), Jazz (1.50), Modern (1.25), Acro (.75)	7.25	350.00
Seniors	Ballet (1.50), Ballet (1.50), Tap (.75), Jazz (1.50), Modern (1.50), Acro (.75)* *Acro not mandatory for the prior 2020-2021 Petites moving to Jr group	8.50 7.25	370.00 350.00

TEAM MEMBER ACCOUNTS AND AUTO PAY

A registration fee of \$40/dancer will be due upon enrolling for the upcoming season. Fees for mandatory Fall classes (registration fee, monthly tuition, recital costume deposits/balances) are separate from U*na*T competition fees (competition choreography, competition costume deposits/balances, competition entry fees).

Tuition fees are determined by each group's required weekly hours (please refer to the **2023-2024 mandatory classes and tuition** chart on prior page page). There are nine monthly tuition payments beginning September and ending in May (30 weeks of classes excluding vacations and holidays). Monthly tuition is automatically processed the first of each month with the card on file. Some of the Fall classes will have recital dances, which will incur a recital costume deposit and recital costume balance fee. Recital costume deposits (\$75/class) are processed on November 1st along with your November tuition. Recital costume balances (tba/class) are processed on February 1st along with your February tuition.

Tuition that is overdue, will incur a \$15 service fee after the 10th of the month. This fee applies to both recreational and competitive students. We accept the following options for fee payment: cash, check or credit card.

All team members will need to set their accounts up, on autopay with a credit card for your monthly tuition and recital costume deposits and balances. Your monthly tuition fee will be run on the first calendar day of the month beginning with September 1, 2023 and each month thereafter with an ending date of May 1, 2024. Recital costume deposits will be processed with November and February tuition respectively. If you do not wish to pay tuition via the autopay method you may still pay in cash/or check prior to the 1st of the month, *however, we will still require a credit card on file.*

Any **fee(s)** that are unable to be processed on the specified due dates listed, grants the Director access to your fundraising account for the overdue amount. You will be cc'd on all correspondence regarding collections of the overdue amount via the use of your fundraising account. In the event of an extenuating circumstance, please contact the office to set up an alternative payment schedule.

All fees, including outstanding choreography, costume and competition entry fees, 30 days overdue will be run on the credit/debit card provided. In the event of an extenuating circumstance, please contact the office to set up an alternative payment schedule.

If you wish to withdraw from the LPDC or U*na*T competition team at the LPDC, it is a requirement that you notify the studio in writing; otherwise, all collection processes in place (auto-pay) will continue without refund.

12 / ASSOCIATED COMPETITION FEES AND INFORMATION

COMPETITION CHOREOGRAPHY FEES AND COMPETITION COSTUME DEPOSIT

Each dance in the competitive season has a one-time competition choreography fee (fees vary- see table below) and a \$75 competition costume deposit **due on or before the start date of the choreography**. (e.g. if choreography for a dance is scheduled to begin on July 10th, choreography fee and costume deposit fee will be due prior to July 10th). Student's whose fees are not paid will not be permitted to attend choreography sessions or rehearsals. If a dancer drops out of competition after a dance has been started all fees (choreography, costume and **all competition entry fees**) are still the responsibility of the original dancer and will be charged to the card on file.

Choreography Fees:

SOLOS (1 dancer)	\$450/dancer	
DUO (2 dancers)	\$300/dancer	
TRIO (3 dancers)	\$200/dancer	
SMALL GROUP (4 -8 dancers)	\$150/dancer	
LARGE GROUP (9-15 dancers)	\$125/dancer	
CLASS (16+ dancers)	\$115/dancer	
PRODUCTION	\$115/dancer	
RE-SET/RE-STAGE	\$55/dancer	(applies to a dance that has already been performed/competed by the same students)

COMPETITION COSTUME BALANCE

In competition, your costume is judged as part of your overall score. As you might imagine, these costumes can be more expensive than recital costumes. A *typical* competition costume on average runs approximately \$150.00- \$175.00. Once the costume is selected by the choreographer the order is placed and you will be emailed a balance which is due upon receipt. Once the accessories and stones are selected and ordered you will receive a final balance which is also due upon receipt. In the event that we are able to order costume, accessories and stones all at once you will only receive a second and final bill.

COMPETITION ENTRY FEES

Each competition that we enter has associated entry fees for each dance that a dancer will compete on stage. These entry fees vary in two ways: 1) They vary by each competition and 2) They vary on the number of dancers in each dance. For each entry, there is a \$15 admin fee per dance to cover LPDC administrative costs when entering a competition. In the event a competition cancels, you will get a refund, less the administrative fee. In the event of a sold-out competition, we will do our best to find a competition that same weekend. If we are unable to, we will either: find a competition on a new weekend based on available dancers, or you will get a refund, less administrative fees.

Note: *Most often, competitions refrain from holding events during school hours. However, in the circumstance of an overbooked competition expanding its schedule to include school hours, the LPDC Director will gather information, pass it on to parents for input, but will ultimately make the decision as to whether or not it is in the studio's best interest to attend.*

13 / INJURY, ILLNESS, REFUNDS AND RETURNING

INJURY/ILLNESS

As stated in section 9/ **CASTINGS**, by accepting a casting, **you are assuming responsibility for all fees associated with the competition dance(s), for the entire season. The responsibility of the fees associated with the competition dance(s) is regardless of ability to perform due to injury, illness or extenuating circumstance.** In the event of an injury lasting more than a week, the designated understudy/B-ROLL understudy will assume the role of the injured dancer until the injured dancer is able to return. In some instances the understudy/B-ROLL understudy will not be used and the dance is reset.

RETURNING

When the ill/injured dancer has been medically cleared and ready return to the dance, the dancer must be back in classes a minimum of two weeks prior to the upcoming competition. The Director and/or choreographer reserve the right to waive the two-week window, if they see fit that the original dancer is ready to return. Since the competition season is such a short window of time, it may be impossible to have the injured dancer return to the dance for the remainder of the competition season.

If the returning ill/injured dancer has a solo, the solo will not be competed unless the returning ill/injured dancer is able to perform/compete in their mandatory competition dances. In the event of extenuating circumstance, the Director may waive this guideline. More information can be found in section **18 / Solo Addendum.**

REFUNDS

With the understudy system in place, the studio will only ask competitions for refunds regarding solos. In order for a competition to refund your payment for a solo, you must provide a doctor's note. The doctor's note should be brought to the office, and the studio will handle getting the refund. You will be reimbursed once the competition reimburses the studio. *Note: Not all competitions will honor refunds for solos regardless of reason.*

14 / COMPETITION ETIQUETTE

- **Under no circumstances are parents or students allowed to contact the competitions:** this is the job of the Director and the Director only. In the event that a parent or student attempts to contact the competition, the studio Director is notified. Any questions or concerns that cannot be answered by visiting the competitions website must go through the Director of the LPDC.
- **It is imperative that you arrive at a competition at the stated arrival time.** You will be asked to arrive two hours prior to your dance. This may seem like an excessive amount of time, but please take it seriously as there have been instances where competitions were running early and the dancers were not ready. If you are late, the LPDC Director reserves the right to put a dance on stage without you. There are no refunds in this situation, and the dancer may be permanently removed from the dance.
- **Taking photos while dancers are performing on stage is not allowed** at any competition and may result in the studio being disqualified. Competitions will often have professional photos or videos available for you to view and/or purchase.
- **Taking photos in or near dressing rooms is not allowed to respect the privacy of those who may be caught in the background changing.**
- **Please do not move around the theatre while a dance is on stage,** regardless if it is our studio or not. Entering and exiting the theatre should only be done in between dances during applause.
- **Parents of young dancers are responsible for their child's whereabouts at competition at all times.** Young dancers should not be allowed to roam unsupervised. Parents of young dancers should help their child get ready in the dressing room. Likewise, parents (female) are always welcomed in the dressing rooms regardless of your child's age, but these places are often crowded and chaotic, so please limit your time in the dressing room if you are not helping your child. Having fewer parents in the dressing room allows for more space and gives dancers the opportunity to help each other as a team and to grow more independent. REMINDER: do not take photos in the dressing areas in efforts to respect the dancers that are changing!
- **In general, no food or drinks are allowed in the theatres.** On occasion, there might be a competition where no outside food or drinks are allowed in the building. We understand that this is inconvenient but must do our best to abide by the rules of the competition.
- Aside from supporting and rooting for fellow LPDC dances, it is just as important to respect other dance studios and their dances as well. **Parents and dancers should never make negative comments about their own dancers/dances or other dancers/dances: you never know who is around!**

15 / IMPORTANT DATES

We understand how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. However, we cannot include everything at the moment as some competition dates for regionals are still unavailable- but we will get this information to you as soon as we have it! Below we have listed some of our most important “Save the Dates” with more specific information to be communicated via email as we get closer to the events.

2023-2024 Competition Team Calendar

(schedule subject to change)

DATE	EVENT	DESCRIPTION	WHO IT INVOLVES
6/2023	Returning Team Acceptance Day	Deadline to accept your spot on the 2022-2023 competition team	All Returning Team Members
6/2023	Team Camp	Mandatory Competition Camp	Returning Team Members
7/2023	Castings	Castings sent out via email	2023-2024 Team Members
7/2023	Accept/Decline Response	Response to optional competition dances	2023-2024 Team Members
7/2023	Choreography Begins	Dates and details emailed	Team Members
8/31/2023	Anticipated Arrival of Competition Bills	Competition entry fee bill will be mailed to you	Team Members
9/1/2023	September Tuition Due	Auto Tuition Run	All Students
9/11/2023	Opening Day	LPDC opens #Season37 Regular classes begin	All Students
9/11/2023- 9/16/2023	Team Forms Week	Release Forms/Birth Certificates Uniform Orders & Earring Orders	Team Members
9/14/2023	Competition 1 Bill Due	Entry Fees Due Comp #1 (Kaleidoscope Dance Awards)	Team Members & PG
9/16/2023	Team Forms Deadline 12:30pm	Release Forms/Birth Certificates Uniform Orders & Earring Orders	Team Members
10/1/2023	October Tuition Due	Auto Tuition Run	All Students
10/9/2023	Columbus Day	LPDC Closed	All Students
10/14/2023	Competition 2 Bill Due	Entry Fees Due Comp #2 (Kids Artistic Revue – KAR)	Team Members
10/31/2023	Halloween	LPDC Closed	All Students

DATE	EVENT	DESCRIPTION	WHO IT INVOLVES
11/1/2023	November Tuition Due Recital Costume Deposits Due	Auto Tuition Run Recital Costume Deposits Run \$75/Class - See email for specifics regarding which competition classes have separate recital costume deposits	All Students
11/11/2023	Veteran's Day	LPDC Open	All Students
11/14/2023	Competition 3 Bill Due	Entry Fees Due Comp #3 (Leap!)	Team Members
11/tba/2023	Project Santa (PJS)	Project Santa Performance 7:00pm TBA	Team Members Dances performing TBA
11/19/2023-11/26/2023	Thanksgiving Break	LPDC closed	All Students
12/1/2023	December Tuition Due	Auto Tuition Run	All Students
12/14/2023	Competition 4 Bill Due	Entry Fees Due Comp #4 (American Dance Awards - ADA)	Team Members
12/22/2023-1/4/2024	Christmas Break	LPDC Closed	All Students
1/1/2024	January Tuition Due	Auto Tuition Run	All Students
1/5/2024	LPDC Re-Opens		All Students
1/15/2024	MLK Day	LPDC Open	All Students
1/27/2024-1/29/2024	Kaleidoscope (Competition 1)	Kaleidoscope Dance Competition Derry, NH (Pinkerton Academy)	All Team Members & PG
2/1/2024	February Tuition Due Recital Costume Balances Due	Auto Tuition Run Recital Costume Balances Run	All Students
2/9/2024-2/11/2024	KAR (Competition 2)	KAR Nashua Center of the Arts	All Team Members

DATE	EVENT	DESCRIPTION	WHO IT INVOLVES
2/18/2024 2/25/2024	February Break Massachusetts Vacation	LPDC closed	All Students
3/1/2024	March Tuition Due	Auto Tuition Run	All Students
3/8/2024- 3/10/2024	Leap! (Competition 3)	Leap! Lowell Memorial Auditorium	All Team Members
3/14/2024- 3/17/2024	American Dance Awards (Competition 4)	ADA Tewksbury 1 Tewksbury High School	All Team Members
4/1/2024	April Tuition Due	Auto Tuition Run	All Students
4/7/2024	Recital Tickets	Recital Tickets on sale 12:00pm online	All Students
4/14/2024 4/21/2024	April Break	LPDC closed	All Students
4/29/2024 5/4/2024	Parent Recital Info Week	Review of recital packet	All Parents
5/1/2024	May Tuition Due	Auto Tuition Run	All Students
5/6/2024- 5/8/2024	LPDC Recital Rehearsals	In Studio Recital Rehearsals	All Students
5/14/2024 5/15/2024	TMHS Recital Rehearsals	Recital Rehearsals at TMHS	All Students
5/16/2024	Recital Prep	LPDC closed	All Students
5/17/2024	Recital Tech Rehearsal	Recital Rehearsal at Tewksbury Memorial High School	All students
5/18/2024 5/19/2024	Recital Weekend	Recital at Tewksbury Memorial High School	All Students
6/3/2024- 6/14/2024	Team Camp	Mandatory Team Camp and Team Auditions 2023-2024	All Team Members and Those Wishing To Audition

Schedule subject to change

16 / UNIFORMS, EARRINGS AND MAKEUP

COMPETITION DRESS CODE ITEMS

Dress code items that are needed for competition are sometimes a little different from what dress code is in your regular class. A list of all competition dress code items can be found on the following pages. You are not required to purchase all of these items, though you may need some of these items depending on your competition costume.

UNIFORMS

At the LPDC we believe that wearing studio uniforms give students a sense of belonging to our family as well as creating an identity for our studio in the greater community. Our uniforms also:

- Encourage discipline
- Help identify non-students when participating in events
- Diminish economic and social barriers between students
- Increase a sense of belonging and school spirit

The most important thing about our uniform is that it shows respect by looking neat, presentable and purposeful. The LPDC has three choices when going onstage for competition awards ceremonies:

- Your entire uniform (pants and jacket)
- Your costume and uniform jacket
- Your costume

Team members of the LPDC are not permitted to wear jeans, sweats, street clothes, slippers, pajamas or the like on stage for the awards ceremonies. You are also not allowed to bring family members, stuffed animals or engage on cell phones during these ceremonies. Think of this as showing up to your quarterly review at work.

Competition team uniforms can be purchased **once a year** at the studio office. If you wish to order a uniform or any part of a uniform, a size run will be available at the office **9/11/2023-9/16/2023** form enclosed at the end of this handbook. Please note that the jacket is required for all Team members. The pants are optional. If you are not ordering pants, you must wear a pair of black leggings with your uniform. The uniform order form must be filled out and paid for in advance. Reminder to first time team members that a uniform is not mandatory for your first season. Deadline to order is **9/16/2023 at 12:30pm.**

Once uniforms arrive at the LPDC we have a small, very informal, presentation ceremony which takes about 5 minutes. This ceremony date will be given out once the uniforms come in. We generally try to schedule the uniform ceremony at the end of a rehearsal when all dancers are present. Whether you ordered a uniform or not, all members should be there to support one another.

EARRINGS

Each competitor is required to wear the LPDC earrings! Oh, you have no idea how much Miss Lisa loves sparkles! These earrings are available in pierced or clip and are **\$20**. The earring order form is included at the end of this handbook. Deadline to order is **9/16/2023 at 12:30pm.**

MAKEUP

All competitors will receive a detailed list which will let you know everything you need to order.



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LPDC's 23-24 Competition Season Info/Release Form
Please fill out and return this form by **9/16/2023 at 12:30pm.**
New competitors will need to provide a copy of Birth Certificate

Dancer's Full Name: _____

Dancer's Date of Birth: _____

Parent's Full Name: _____

Parent Cell: _____

Parent Email: _____

Parent Release Form for Photography and Videography

I, the undersigned, give permission for LPDC/U*na*T to use video footage and / or photographs of my child/ward, _____ . This usage may include (but is not exclusive to) displaying publicly, distributing, or publishing. Photographs, and/or video of my child/ward may be used in materials that include, but may not be limited to: printed materials (eg - brochures and newsletters) online and offline advertising and promotion, videos and digital images for use on Social Media. By signing this form, I acknowledge that I am giving unrestricted permission for my child's/ward's image to be used in print, video, and digital media. I agree that these images may be used by LPDC/U*na*T for a variety of purposes and that these images may be used without further notification. I do understand that any identifying information including surname and location will not be used in conjunction with any video or digital images.

Parent/Guardian signature _____ **Date** _____

Public Liability/Medical Release Waiver Form

I, _____, the parent/guardian of _____, acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved. In allowing my child to participate in LPDC/U*na*T activities, I hereby assume all the risks associated with the performing arts and COVID-19. I understand the importance of myself and my child following the instructions and rules set by their instructor/s, and I agree to release LPDC/U*na*T and its employees of any and all liability which may arise as a result of my child's participation in activities at the LPDC.

Parent/Guardian signature _____ **Date** _____



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LPDC's 23-24 Competition Team Uniform Order Form

Please fill out and return this form by **9/16/2023 at 12:30pm.**

Sample uniforms will be available for sizing the week of 9/11/23 during studio hours

PARENT NAME: _____

STUDENT NAME: _____

PHONE NUMBER: _____ **EMAIL:** _____

JACKET (\$160)

Please circle one size:

Youth XSmall

Youth Small

Youth Medium

Youth Large

Adult XSmall

Adult S

Adult M

Adult L

Adult XL

Adult 2XL

Adult 3XL

NAME TO APPEAR ON _____

(Keep in mind you can use first and last initial or nickname)

PANT (\$70)

Please circle one size:

Youth Small

Youth Medium

Youth Large

Adult XS

Adult S

Adult M

Adult L

Adult XL

Adult 2XL

Other

INITIALS or NAME TO APPEAR ON PANT: _____

Total Items _____

Total Cost _____



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LPDC's 23-24 Competition Team Earring Order Form
Please fill out and return this form by **9/16/2023 at 12:30pm.**

PARENT NAME: _____

STUDENT NAME: _____

PHONE NUMBER: _____ **EMAIL:** _____

GROUP NAME

Please circle one size:

Squirts	Mighty Mite	Mini	Petite	Teen	Junior	Senior
Small	Small	Large	Large	Large	Large	Large

PIERCED OR CLIP ON (\$20)

Please circle one

Pierced Clip-On

QTY: _____ x \$20

TOTAL: _____

PAID: _____

(office use only)

Notified to pick up: _____
(via phone, email) (Staff Initials)

Given out to: _____
(parent, dancer) (Staff Initials)

18 / SOLO ADDENDUM

What is a solo? A solo is the opportunity to perform/compete a genre of dance alone. This opportunity is given when a student/dancer has attained technical skills, performance skills along with the confidence necessary to perform/compete alone.

As the solo opportunity is not offered to every team member, it is considered an extra special privilege. With this privilege comes the understanding that your responsibility is always to your team first. In the event of injury/illness once the dancer has been medically cleared and ready return to the dance, the guidelines listed in section **13 /Injury, Illness, Refunds and Returning**.

For the soloist, additional guidelines are followed to ensure the team's well-being first. This means, that in the event you are unable to fulfill your obligation of performing/competing your mandatory group dances, your solo will not be performed/competed in that event. If the soloist can fulfill their mandatory group dance responsibilities, the next step will be fulfilling the obligation of all optional groups/trio/duos before the solo privilege is fulfilled. In the event of extenuating circumstance, the Director may waive this guideline.

A solo is an undeniably exciting (expensive - ballpark figure \$1176) experience for approximately two minutes on stage by yourself! So here it is: THE BIG F-WORD.... FINANCES.

SOLO CHOREOGRAPHY	\$450
SOLO COSTUME (low average)	\$200
2022 Entry fee Kaleidoscope	\$120
2022 Entry fee ADA	\$135
2022 Entry fee Groove	\$144
2022 Entry fee Star Quest	<u>\$127</u>
Total	\$1176

This approximate figure of \$1176 doesn't factor in additional rehearsals (if booked) at \$30/half hour, or if you enter the title portion of a competition (usually an *additional* \$25-\$100) or if you participate in additional optional competitions. I believe it is important for the dancer of a solo to an understanding of how much it costs to do a solo. I think it is helpful to have the dancers be aware of the expense in this way. *If they had to pay for the solo themselves, working at minimum wage (15/hr and I'm being nice not taking out taxes lol), it would be approximately 78.40 hours of work. I then like to ask them: "Could you commit to practicing 78.40 hours on your own"?*

*There are only 30 weeks of dance from start to finish. Let's bank on 18 weeks available to rehearse their solo before their first competition. Breaking that down further means practicing their solo, **on their own**, approximately 5 hours a week, Monday - Friday; or one hour a day (so if they misbehave – send them to their room for an hour to practice their solo). Then ask them if they'd be willing to do 78.40 hours of chores around the house. You can see what I'm getting at; it's important for the soloist to know THEY have a responsibility in this adventure as well. Not to mention, that it's just one dance; they still have a responsibility, first and most importantly, to their team and group dances. Certainly, a solo is an experience like no other and it does teach*

valuable skills and lessons along the way. However, for in order for the solo experience to be successful, we must be sure the way is paved and maintained in a well-balanced and realistic fashion.

SOLO AND TEAM RESPONSIBILITY

As the solo opportunity is not offered to every team member, it is considered an extra special privilege. With this privilege comes the understanding that your responsibility is always to your team first. This means, that in the event you are unable to fulfill your obligation of performing/competing your mandatory group dances, your solo will not be performed/competed in that event. In the event of injury/illness once the dancer has been medically cleared and ready return to the dance, the guidelines listed in section **13 /Injury, Illness, Refunds and Returning.**

If the soloist is able to fulfill their group dance responsibilities, the next step will be fulfilling the obligation of all optional groups/trio/duos before the solo obligation is fulfilled. In the event of extenuating circumstance, the Director may waive this guideline.

WHAT THE SOLO FEE COVERS:

Solo fee (\$450) covers a total of three hours of choreography, one 30-minute cleaning session and open studio time (space to run your solo without a choreographer.)

SOLO CHOREOGRAPHY:

Solo choreographers may book their time according to their schedules and how it will benefit the soloist, (some teachers may schedule two 1.5-hour sessions, three 1-hour sessions, four 45-minute sessions, etc.), with the end result totaling three hours of choreography. If the choreography is not finished in the allotted three hours, there will not be any additional fee for the choreographer to finish the choreography. If a dancer finishes learning their choreography in under three hours, the remaining time will be used to practice the dance with the choreographer.

NOTE: Each dancer is expected to remember/write down/video their solo choreography at the end of each session. If a soloist forgets their choreography and the choreographer has to re-teach or re-choreograph a section of the solo, this time will NOT be included in the three-hour choreography fee. In the case of a soloist coming to their choreography session having forgotten their choreography, the choreographer will have the choice on how to proceed: either by moving ahead with the choreography that was planned and skipping the forgotten choreography, or using that particular session to re-choreograph. If re-teaching forgotten choreography goes over the allotted three-hour choreography session, the soloist will be asked to book an additional rehearsal at the cost of \$30/half-hour session.

30 MINUTE SOLO CLEANING:

One 30-minute solo cleaning session is included with your fee. This 30-minute slot should be booked directly with your solo choreographer. This slot can be used anytime. Additional solo cleaning times can be booked if you wish (see **Additional Solo Cleaning**).

OPEN STUDIO TIME:

Open studio time is available free of charge for soloists who wish to practice their solo independently or with a buddy. Please note that choreographers will not be present at this time. If you are interested in attending any open studio times, please email Miss Lisa in advance stating when you would like to rehearse and if you plan

to rehearse independently or with a buddy. She will reserve the room for you and post it on the google calendar.

Beginning in October, open studio space will be available Monday-Thursday from 3:30-4:00pm, and thirty minutes prior to the studio closing (pending the Fall schedule). Additionally, open rooms may be available throughout the week: please check the Fall schedule for these times.

NOTE: Minis and younger must attend open studio time with a Petite, Teen, Junior or Senior buddy. Please email Miss Lisa a list of three potential buddies, along with why you think you would benefit from having them as a solo buddy. Additionally, if you are a JR/SR and know that you would be a good buddy to someone, please email Miss Lisa.

ADDITIONAL SOLO CLEANING:

Please ask your choreographer directly how they would like to be contacted in the event that you would like to set up additional rehearsal(s). If at any time during the season you wish to rehearse your solo with your specific choreographer, \$30/half-hour slots may be reserved pending choreographer and studio availability. Please contact your choreographer directly to schedule a date and time, and email Miss Lisa in order to reserve the studio space. Payments are to be paid in cash only and given directly to the choreographer.

OUTSIDE CHOREOGRAPHERS:

An outside choreographer is a choreographer who does not teach at the LPDC. Please note that outside choreographers' fees may be different from LPDC fees as they are not bound by LPDC solo guidelines. Soloists with outside choreographers will still have the opportunity to book additional solo privates with an LPDC faculty member for \$30/half hour. To book that time, please contact the LPDC faculty member of choice.

~Hoo-Rah! To a great season!