
2024 – 2025 Dance Season



Information Handbook

The following manual is a guideline for
Caroline Dance West Dancers & Dance Families.

It contains **information and answers** to important
questions you may have about our club.

Please hold on to it for future reference.

Outline of Caroline Dance West Society

Caroline Dance West (CDW) is a community based, competitive dance club for dancers of all ages. Founded in 1986 by a parent group, CDW continues to be run by an executive and its members. **Fundraising and volunteering are instrumental to the operation of our club**, as are donations from the community of Caroline and its surrounding area. Classes are held in the studio at the Caroline HUB.

Our goal is to provide high quality dance instruction that is affordable to everyone.

Dance Classes

Competitive

During the first part of the year, classes will focus on technique and will be aimed at improving the students overall dance skills. Then the focus will shift to preparing for our festivals. Classes will still work on improving technique but the majority of the class time will be spent on learning and cleaning our routines.

A variety of festivals will be chosen by the teachers and board according to where they feel the dancers will benefit and enjoy themselves the most. Once the festivals have been decided upon, dancers are registered and fees have been included on your registration forms.

Any student(s) wishing to enter additional small groups, solos, or duets in festivals or competitions must apply for these and will be selected by the teacher according to attendance, dedication, behavior, teacher availability and suitability.



It is **extremely important** for a family to let the board and teacher know if your child will not be available for any of the festival/competition/recital dates once they are determined. The teacher needs to prepare the class for this absence and make notification to festival organizers.

Creative Movement / Non-Competitive / Full Year Recreation Classes

Throughout the year the focus remains on technique, fitness and fun. A dance routine will be performed at the yearend recital to showcase the participants' talent and what they have accomplished!

CDW Fee Structure and Payment Policies

Our fees are based on the dance season running from September to May (depending on our recital date) and are not based on a set number of classes.

Membership & Registration Fees

The membership fee is \$10 per family and is nonrefundable after 2 weeks of classes commencing. The registration fee is \$25 per dancer and is nonrefundable. The membership and registration fees are payable in full upon registration.

Class Fees	
30 minute classes	\$160/year
45 minute classes	\$180/year
60 minute classes	\$200/year
75 minute classes	\$220/year
Child 10 week sessions	\$100/10 weeks
Adult 10 week sessions	\$140/10 weeks
Costume Rental	\$25/per costume
Festival Fees	\$45 per festival per dance (not for Creative Movement)
(Special Project festival fees billed separately)	

When applicable, the Technique only class costs are reduced to encourage all dancers to attend without the full cost of an additional class. The technique classes greatly benefit the dancers flexibility, skill, balance, muscle memory and core strength. *(2024/2025 schedule does not include separate technique classes, technique has been built into each class or will have a choreo routine attached with it.)*

When applicable, Adult Dance Classes do not use the Costume Club and are responsible for their own costumes. Adults without children registered in dance classes are not expected to participate in fundraising or volunteer hours.

Recreation classes (10 week sessions) are not required to participate in fundraising or volunteer hours. This class will not incur a costume fee and will not attend festivals or recital.

Once the festivals have been decided upon, dancers are registered, and fees have been included on your registration forms.

Solos and duets are considered Special Projects. Special Project Fees are set by the teacher instructing the Special Project and are paid directly to the teacher, not through Caroline Dance West. Information regarding solos and duets will come out early in the season, watch the bulletin board for announcements. Festival fees and costume ordering will be invoiced accordingly. Deadline to sign up for Special Projects is Oct 7.

Payment Policy

In order to avoid any problems collecting fees, our payment policies are as follows:

1. Membership fees, registration fees and volunteer bond \$200 (refundable if you work your 20 hrs) are due upon **registration**, as are any outstanding fees. **No student will enter the studio without his or her membership fee paid and his or her waiver signed.**
2. **All class fees and costume fees are due in full by November 1, 2024.**
****If you would like to make a payment plan, you may do so before November 1st. You will be required to pay 50% of your fees by November 1st and make a payment plan with the Admin/Financial Assistant (*Chantelle Foesier 403.846.0175*) by this date for the remaining 50% of fees due. Your child will not be allowed into the studio until a plan is in place. We will not make payment arrangements that run past February 1st of the current dance season. Payment arrangements can be decided and complete payment plan form available from Chantelle, 403.846.0175 or treasurer.carolinedancewest@gmail.com ****
A fee of \$20 per week will be charged to any late payment plan payment dates.
3. All Festival Package (make-up, earrings, tights) orders must be paid in full upon ordering, approximately November. More information will be coming.
4. Festival/competition fees are due immediately upon registration process. Festival/competition money must be paid by CDW to the festival/competition organization by dates set out by the organizers. If your festival fees have not been paid, your child will not dance.
5. All other fees will have set deadlines for payment on any given year (i.e. Pictures, CDW clothing, recording codes (1 per family required), recital tickets, etc.)
6. Any family who has had unpaid or late fees in the prior dance seasons, will be required to pay any outstanding fees and one half of all current dance fees at registration, and the balance of their fees paid in full by the sixth week of classes. No exceptions.
7. There will be a \$45 charge on all NSF cheques or etransfers not accepted and need to be reissued.
8. **After November 1st there will be no refunds under any circumstances.** You will be responsible for the full class fee. Festival registrations have been paid by the club to a festival you will also be responsible to cover that fee.
9. There are **no refunds** of any kind on festival/competition fees for any reason whatsoever. This money is paid to the festival/competition organizations and cannot be recovered.
10. This club keeps its fees extremely low through parent volunteer work and fundraising. Each family is required to complete 20 hours of volunteer work. There will be a list of volunteer tasks to sign up for. The volunteer bond will be prorated/refunded according to the number of volunteer hours you have completed by the end of the season.

For late registrations, a \$20 fee will be charged for each fundraiser missed before joining CDW.

Fundraising and Volunteering

(there is an option to pay a fee in lieu of volunteering (\$300) and fundraising (\$150))

****\$200 volunteer bond due at registration* ONLY completed volunteer hours of 10 hours and above will be prorated at the end of the season. If volunteer hours are below 10, you will be invoiced \$100 to cover the 'in lieu of volunteering' fee of \$300.***

As mentioned earlier, CDW operates solely off fundraised money and parent volunteer work. Class fees are set to cover teacher base salaries only, so **all operating costs must come from fundraising**. Fundraised money enables us to maintain the studio, purchase new costumes, pay rent, insurance, music tariffs, workshops, etc.

Your fundraising requirements for the season are:

- 1) **Apple Fundraiser** - Each family is required to purchase a minimum of **1 box** of apples which are delivered to the studio late Fall, prices may vary. Canvas your friends and neighbors; spread the word on FB about the fundraiser. Every box makes the club money! If you do not order you will be invoiced for the equivalent of 1 box of apples.
- 2) **Ladies Night Out** is a **major fundraiser** for our club. Each dance family is required to participate in at least 1 of 2 ways (*you can do more than 1 if you so choose*):
 - a. Purchase a ticket to attend the fun evening of dinner, diamonds and entertainment; or
 - b. Provide a Silent Auction or Raffle Item (valued at a minimum of \$50)
- 3) **Bacon Fundraiser** – popular fundraiser requested by the community, no minimum requirement
- 4) **Dance-a-thon** in February is a fun, 1-day dance event. Your dancer(s) collect pledges and dance all day with fun instructors. If you are unable to attend the event a donation of \$20 is required or an equivalent prize for the dancers. Prizes are awarded for top pledge amounts collected.
- 5) At the **Year End Recital**, we reward dancers with a scholarship payment and we host a raffle table in the lobby of the theatre. Each family is required to **EITHER** provide a payment toward the scholarship funds (\$25) or a raffle item (valued at a minimum of \$25)
- 6) **Casino** (every 3-4 years) we receive the privilege of working an AGLC Casino Fundraiser. This is a huge benefit to our club. At that time each dance family will be asked to fulfill a shift.
- 7) **AG Society Fundraisers** – Our lease agreement with the AG Society gives us the option to lower our rent by volunteering at/for an AG fundraising event. This could be anything from selling raffle tickets to helping at an event. This will be announced during the dance season.

These are subject to change depending on the decisions made by the fundraising committee.

Each family is required to complete 20 hours of volunteer time over the course of the year. Sign up lists for different committees will be posted by the beginning of the dance season. There are a variety of jobs, such as, Communications, Meat Draws, Ladies Night Out positions, Financial Auditing, Picture Day Helper, Costume Returns, Christmas Party, Rehearsal and Recital positions, etc. **It is very easy and simple to obtain your volunteer hours. Please hurry to sign up quickly so you can have your pick of dates and jobs!** (If not voluntarily signed up you will be delegated jobs)

Each time we complete a fundraiser, if you have not participated in that fundraiser you will be billed accordingly.

Costume Club

CDW Society has a costume club that has been built up gradually over the years. Every dancer pays **\$25 per costume for rent**. The costume will be given to the student prior to the first festival and it will be returned after the year-end recital or last festival, whichever is the latter of the two.

Dance costumes can range in price from \$50-\$150/costume, so the costume club was created to try to keep costs down and keep dance affordable. New costumes are ordered, and old costumes are recycled and re-vamped and altered.

Costumes must be returned in the same condition in which they were received. Please **do not wash** costumes, as they often need special laundering. Parents with sewing experience may be asked to help with sewing sequins, hemming and other simple alterations.

Costume Rules:

1. Inspect your costume upon pick and bring any issues to the board/teacher attention asap
2. A garment bag is required when picking up costumes and all costumes must be kept in garment bag when not in use
3. If your costume needs repair, please bring it to our attention asap
4. When you have your costume at home, there are only 3 reasons why you would put it on:
 - a. to ensure costume fits and has no flaws
 - b. to show family
 - c. to show friends
5. You can **never** eat or drink or play in your costume
6. Each parent is responsible for their own child's costume. Please DO NOT pick up/take other dancers costumes, let a board member or teacher know if a costume has been left behind.

If you are not following the costume rules throughout the year or there is damage to your costume (not regular wear and tear) you will be subjected to a fine determined by the board/teaching team, to be paid prior to recital or your child will not dance.

Lice & Wart Procedures

If you suspect your child has head lice, please notify the board immediately. The board will contact other dancers in the class to notify them of the issue. The dancer must be free of ALL LICE AND VISIBLE NITS (EGGS) BEFORE RETURNING TO THE CLASS – NO EXCEPTIONS. The student will NOT be identified to the rest of the studio, so no one will be uncomfortable or embarrassed.

A plantar wart is a contagious virus that invades the skin and can spread with skin to skin contact or by leaving the virus where others can pick it up, like a dance floor. Plantar warts can be stubborn and usually require medical intervention. If your dancer has a wart, please have the area covered with bandages and or tape until it is cleared up to prevent the spread to other dancers.

These procedures are in place to protect dancers and to ensure that their learning environment is safe and healthy. Thank you for your attention and cooperation in these matters.

Membership and Meetings

CDW Society requires each family to pay \$10 membership fee, this membership entitles you to vote at our meetings. The registration fee is used to help cover the administration costs incurred to operate the society.

Please mark these dates below on your calendar and plan to attend!

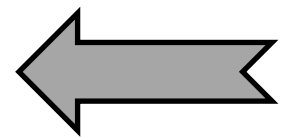
To **stay informed** with what is happening in your club please attend the meetings. This is where we discuss festival information, costume budgets, fundraisers, club events, etc. They are also the appropriate place to raise any questions or concerns pertaining to the club, as well as, to help in the decision making. Your opinions are welcome and suggestions encouraged!

General Membership Meetings

7:00pm



Thursday, September 12, 2024
Thursday, November 7, 2024
Thursday, January 9, 2025
Thursday, March 6, 2025
Thursday, May 1, 2025



Annual General Meeting ~ January 9, 2025

Elected Executive Board Members

President	Aftyn Reum	403.846.3453
Vice President	Desiree Olson	403.895.5916
Secretary/Treasurer	Heather Nutting	403.895.1414
Directors	Ashlee Hurt-Schrader	403.844.5616
	Patty Tricker	403.636.0603
	Jaclynn Roy	250.300.0876

All communication between members and teachers is handled through the Board. If your child is sick or going to be absent, please contact a Board member and they will let the teacher know.

Please contact the CDW executive members at any time with questions, concerns, suggestions, and for more information. The executive will work together with you.

***The CDW Executive Board wishes all dancers and
their families a fun and successful year!***

Dance Attire

Proper dance attire is **MANDATORY**. It is important to dress properly for every class in order for the teacher to properly assess and correct posture and technique. These outfits can also be used as a base for costumes. Bodysuits must be black bodysuits, no fashion bodysuits allowed. Bodysuits and dance shorts can be purchased through the studio. Please check the style of dance shoe needed. Shoes ordered online may not be the proper style. Pack Deodorant in all dance bags.

All dancers must have and wear the specified dancewear to classes by November 1st. Failure to follow the dress code will result in the student **not being able to participate in class**.

June's Fantasy Costumes in Red Deer gives our club members 10% discount, so be sure to let them know you are with CDW when you go in! (#6 - 6200 67A Street, Red Deer)

Hair must be tied up and off the face securely for all classes!

This includes bangs out of eyes. Those in Ballet classes must have a ballet bun or French Twist.

Really long ponytails or pigtails or long braids are not acceptable for any classes, please put them into a bun. (ie. When doing floor work they can be stepped on, when doing turns they can be distracting and a hazard to other dancers). Please have a "hair kit" in your dance bag. This should include EXTRA hair ties, bobby pins, hair net, brush, hair spray. Failure to have proper hair will result in the dancer **not being able to participate in class**.

Creative Movement & Pre-Competitive

Black Lycra Sleeveless body suit

Mondor Ballerina Pink Tights, no seams

Bloch brand leather, full sole, soft pink ballet shoes

Ballet skirts optional, if they become a distraction to dancer, they will be asked to not wear them.

Ballet 1 & 2

Mondor Ballerina Pink Tights (no seams)

Black Lycra sleeveless bodysuit

Bloch brand, leather, full sole soft pink ballet shoes

Ballet skirts optional, if they become a distraction to dancer, they will be asked to not wear them.

Ballet (3) Technique

Mondor Ballerina Pink Convertible Tights (no seams)

Black Lycra sleeveless bodysuit, Skirt Optional

Black Nylon Jazz shorts – must be fitted – **FOR WARM UP ONLY**

Pink Canvas Ballet Shoe

Black Sports Bra A Must

Lyrical

Mondor Tan Matte Convertible Tights

Black Lycra sleeveless bodysuit or fitted tank top (black, navy, grey, or white; no colors or logos)

Bloch or Capezio Beige Jazz shoes (split sole, no laces)

Fitted Jazz shorts – appropriate length dance shorts, no knee length or cheeky shorts

Technique (Contemporary Choreo)

Mondor Tan Matte Convertible Tights

Black Lycra sleeveless bodysuit or fitted tank top (black, no colors or logos)

Fitted Jazz shorts – appropriate length dance shorts, no knee length or cheeky shorts

Beige Toe Undies (Optional)

Dance Attire continued...

Pointe (Not offered 2024/2025)

Mondor Ballerina Pink Convertible Tights (no seams)

Black Lycra sleeveless bodysuit, Skirt Optional

Black Nylon Jazz shorts – must be fitted – **FOR WARM UP ONLY**

Toe tape

Pointe shoes (first pair to be purchased after November 1st, teacher can assist, just let her know)

Student must be 12+ as of September 1st; Student must have ballet experience; Student must be currently enrolled in ballet for the current season.

Classes will be working on strengthening and pre-pointe exercises until the end of October. It will be determined by November 1st if dancer is safe to continue Pointe class by the discretion of the instructor.

Tap

Mondor Tan Matte Convertible Tights

Black Lycra sleeveless bodysuit or fitted tank top (black, navy, grey, or white; no colors or logos)

Fitted Black nylon jazz shorts – appropriate length dance shorts, no knee length or cheeky shorts

Black split sole Tap shoes – Bloch or Capezio brands ONLY

Inter & Senior: **Black Sports Bra A Must/no regular bras**

Acro

Hair must be in a **French braid or braids**, long braids should be pinned underneath

Mondor Tan Matte footless or convertible tights (no socks or shoes)

Black Lycra sleeveless body suit

Black fitted, Jazz shorts (no skirts or long pants)

Inter and Sr: **Black Sports Bra A Must/no regular bras**

Jazz 1, 2 & 3

Mondor Tan Matte Convertible Tights

Black Lycra sleeveless bodysuit or fitted tank top (black, navy, grey, or white; no color or logos)

Bloch or Capezio brands **Beige** Jazz shoes (split sole, no laces)

Fitted Jazz shorts – appropriate length dance shorts, no knee length

Inter: **Black Sports Bra A Must/no regular bra**

Jazz 4

Mondor Tan Matte Convertible Tights

Black Lycra sleeveless bodysuit or fitted tank top (black, navy, grey, or white; no colors or logos)

Bloch or Capezio brand Jazz shoes (split sole, no laces) To be determined (Black or Beige)

Fitted Jazz shorts – appropriate length dance shorts, no knee length or cheeky shorts

Black Sports Bra A Must/no regular bras

Dance Attire continued...

Hip Hop

NO STREET Shoes/No SKATER Shoes/No Flat Shoes

Clean, Indoor, Athletic Style Runners with tie up laces are necessary – velcro/elastic laces are okay for regular classes. Shoes for festival will be determined by November 1. Hip Hop Festival shoes will need to be purchased by the parent once decided.

NO Jeans or cargo pants.

Plain white, black, navy, grey or club t-shirt with leggings or sweatpants. Sports Bra – No regular bras please. Please check with a board member if you have any questions regarding shoe requirements. Hair requirements are the same as other classes.

Boys (All Genres)

Black t-shirt, Black shorts or pants, Black tap, jazz or ballet shoes (depending on discipline)
Black socks

Studio Rules/Regulations

- **Waiting Area:** Please ensure you have cleaned up after yourself; personal items, food, garbage etc. Dancers are permitted to eat in the waiting area. This is a privilege that can be revoked if it is abused. Garbage must be picked up and thrown away in the garbage cans. Please avoid bringing junk food to the studio, as we would like to promote healthy eating at CDW. Please keep benches clear, use hooks and cubbies for storing your things on/in while at the studio.
- Please be mindful of classes in progress and keep the waiting area quiet.
- Please sit quietly if waiting in hallway areas outside of the studio. **No running/playing/dancing loudly in hallway areas.** No handstands against the walls! No playing in the washrooms.
- No drinks except water will be allowed in the studio.
- ***Appropriate Language:*** *CDW families and extended families are all ages, please conduct yourself accordingly in the studio or anywhere you represent CDW. Language and conversations need to be courteous and respectful at all times.*
- **Cell Phones:** **Cell phone use is prohibited by dancers during class time.** A safe location will be provided in the studio for cell phone storage during class times.
- **Jewelry/Gum:** Both of these can be a serious hazard when dancing and will not be allowed in the studio at any time. Only stud earrings will be allowed. Please leave all jewelry at home for class and festivals as the studio is not responsible for any valuables lost.
- **Changing and Washrooms:** There are two change rooms located in the waiting area. Changing in washrooms is allowed; please ensure personal items are not left in the public washrooms.
- **Communication:** Please use our communication station for any concerns or suggestions. We will use TEAMS for club communication. Please read the Whiteboard and check the Bulletin Board weekly!
- **Attendance:** **Please ensure you are dressed, hair done and ready for class.** Dancers will be expected to be at all classes on time. Please arrive 15 minutes early and begin stretching, so you are ready at class time. Any dancers arriving late for class must wait until the exercise being done in class is finished before entering the class. Please enter quickly and quietly. Absences during Festival/Recital season (January-May) will be monitored closely. After 2 absences, dancers will be put on probation and a meeting will be set with teacher, parent(s) and board member(s) to discuss private lessons to ensure dancer does not fall behind. Private lessons are through CDW and fee's will be the responsibility of the dance family.
- **Attitude:** We will not tolerate any bullying, rudeness, or attitude from anyone. If a problem arises with a dancer, the parents will be contacted. Dancers disrupting the class will be issued one warning. A second interruption will result in the dancer sitting on the sidelines of the class. After the third warning, the parent will be contacted and an attempt will be made to resolve these issues at a parent/teacher/board meeting. Final warning will result in the dancer being permanently removed from class with no fee refund.
- **Team Spirit Events:** These events are organized by the teachers and the Board to build Studio and Community awareness. A studio that is closely bonded will perform well at Festivals, as well in community events. We all want the studio to be a place where our dancers come to have fun, work hard and feel a part of something very special.

- ***Excellent attendance*** is necessary for all dancers. This is how you become a better dancer, keep up with new instruction; your teacher and team mates are counting on you to be there. If you are unable to make a class for any reason you must contact a board member and they will let the instructor know.
- ***Respect for teachers, families, and peers is expected at all times.***