**Welcome!**

Welcome to the Premiere Academy competition teams! We are so happy to have

you as part of our family!

In this Handbook you will find information on our rules, policies, procedures, and

much more. Please review this Competition Team Handbook thoroughly and let

us know if you have any questions or concerns.

All students and parents must sign and date the page at the end of this handbook prior to learning any competition choreography.

Premiere Academy promotes a positive environment for all dancers. Competition

Team requires 100% commitment from the studio, students, parents, and staff.

Premiere Academy will provide you with the information you need to make informed decisions regarding your dancer(s) and the competition program. Please make sure you are able to commit to all rehearsals, competitions (including Nationals), and other requirements outlined in this handbook prior to accepting a position as a competition team dancer/parent.

We ask that the parents and dancers put their trust in Premiere Academy and its staff to make the best decisions for the studio and competition teams as a whole.

The bar in the competitive dance world is constantly being raised. Premiere Academy must not only meet the new challenges, but we strive to exceed them. We also intend to make dance a fun, learning, and character-building program – with winning results!

Premiere Academy has an open door policy, and is happy to discuss and work with dancers and parents regarding any questions or concerns that arise.

We look forward to a successful, rewarding experience for the upcoming dance

year and competition season!

Thank you for putting your faith in Premiere Academy! 

**Mission Statement**

* To provide quality dance education in a positive environment.
* To provide a venue for dancers to express themselves.
* To provide opportunities for dancers to advance their dance training and

 dance careers.

* To provide some of the best instruction and choreography from some of the best instructors in the area.
* To provide diversified instruction in numerous genres.
* To provide one of the finest dance facilities in the area.
* To provide a fair, reasonable, and consistent dance competition team environment.
* To do what is in the best interest of the team as a whole.
* To work together with students and parents to achieve our goals.

**Premiere Dance Team**

**Workshop/Intensive**

Premiere Academy will have its competition team Workshop / Intensive in summer months of each year. This year the Workshop/ Intensive will be June 23rd 1pm – 6pm. . Competition team members are asked to participate in their respective teams Workshop/Intensive every year unless it is absolutely necessary to miss. This Workshop/ Intensive will be used by Premiere Academy to teach dance numbers (entire team routines) for outside performances and competitions, as well as make decisions on placement in routines

**Technique Summer Classes**

Premiere Academy will provide preparation classes in a 6 week session. Please see summer 2019 Summer Schedule for classes available.

**Schedule and Attendance Policies**

Attendance at all classes and rehearsals is mandatory unless it is absolutely necessary for the student to miss. In certain cases, according to attendance policies listed below, student absence may result in disciplinary action or removal from the team. If attendance by a dancer (or lack thereof) becomes detrimental to the team as a whole, Premiere Academy reserves the right to remove the dancer from that portion of the choreography, remove the dancer from that particular dance, or remove the dancer from the competition teams - whichever is in the best interest of the team as a whole.

If a student must miss due to illness or other emergency, it is the parent’s responsibility to call and notify the studio and instructors. We will not accept calls to miss any class, rehearsal, etc. from the student.

If absence is due to illness – especially if it is for multiple days – a doctor’s note may be required. Any scheduled absence (i.e. vacation, etc.) must be emailed or given in writing to Libbi as soon as the parent/student is aware of the possibility – and is required no less than three weeks prior to the event. Premiere Academy reserves the right to deny approval for a scheduled absence if it is detrimental to the team as a whole and/or the dancer(s).

\*Generally - unless it is the week prior to a competition or an important choreography session - we are happy to try and work with most requests...we just need plenty of notice for scheduling purposes.

Dancers are required to attend all classes and rehearsals the **seven days prior** to any competition, **including Nationals**, and are required to participate in all year end concerts, or performances. Students may be required to make up absences through other technique classes or Private lessons as deemed necessary by the instructor(s) and Competition Directors. Generally, if a dancer misses a scheduled choreography class, the dancer will not be choreographed into that portion of the dance. If, however, it is agreed by the staff and Competition Director that the choreography can be made up, any missed choreography must be made up before the next practice. It is the **student’s responsibility** to make sure this happens and Premiere Academy cannot schedule a separate time to get the dancer caught up.

\*\*Any decision regarding absences and how to handle any re-staging, etc. that may arise are the sole discretion of the instructors, choreographers and Directors and will be made in the best interest of the team as a whole.

Multiple absences that cause a need for major re-choreography, re-staging, etc. will result in the assessment of additional fees to the student’s account. These fees are due 30 days from assessment and are not-negotiable.

Premiere Academy tries to be reasonable regarding a dancer’s other, non-dance related, activities. However, being on a competition team requires 100% commitment in the interest of the team as a whole. Competition team members must agree to make Premiere Academy competition teams and **all** required dance-related choreography sessions, classes, practices, rehearsals, etc. their first priority. We are happy to try and work with dancers who are part of other organizations with regard to their requirements and performances, etc. All dancers on all competition teams are required to attend all dance competitions as assigned by Premiere Academy, including Nationals.

**Choreography and Fees**

Choreography for competition routines is paid to instructors at a different rate than regular classes. All competition team dancers will pay a choreography fee for any routine choreographed for competition purposes that is not a leveled class routine.

The choreographer for each dance and the studio director choose the participants for each competition routine. Many factors go into these decisions, including but not limited to: overall concept of the dance and the dancer’s ability to relate, the dancers overall technical ability and strengths, the dancer’s ability to adapt, the dancer’s communication, respectfulness, drive, determination, attitude, performance level, emotional maturity and overall age range of the dancers.

The choreographer will construct each piece based on their ideas and music choices.

Much work goes into the choreography of each and every dance. The concept, music choice, editing of music, staging, use of props if applicable, countless hours of preparation, etc. are all part of the bigger picture. Please respect the artistic creativity of the instructors and choreographer and trust that they will do what is best for each dancer and routine.

Any special requests regarding groups, solos, duets, and trios should be made on the dancer’s “Wish List” and must be filled out and turned in by the end of the Workshop/Intensive.

The staff will take these requests into consideration when selecting solos, duets, trios, and groups, but Premiere Academy cannot guarantee placement and pairings.

Routine assignments will be given out by the first Parent Meeting of the dance year.

Please remember that some routines are best learned in “bulk” while others take a different flow. When scheduling and working on choreography of routines, the instructors will do what is in the best interest of the dancer(s) and team as a whole. Our goal is for all choreography – group, solo, duet, and trio – to be complete by the end of October each year, with the exception of the Large Group routines.

Please note that we make every effort to keep choreography to outlined schedules, but we must adjust accordingly from time to time, due to outside circumstances or when guest choreographers are booked. When guest choreographers are scheduled, if you are not able to make a rehearsal, you will be responsible for learning the choreography via video, and scheduling private lessons with a staff member.

Choreography fee due dates are due directly to Premiere Academy and due dates apply regardless of when the choreography actually begins. (Due dates are set up per individual account after wish lists have been filled)

All choreography fees are paid as follows: $100 deposit due by August 1st, or your first session with your choreographer. Choreography fees are as follows and are per routine:

**Routine Choreography Fees** - all fees are per dancer

Small Group Choreography (4-9 dancers): $40

Large Group Choreography (10+ dancers): $30

Production Choreography: $30

Solo Choreography: $175

Duet/Trio Choreography: $90\* (per person)

 \*Solo/Duet/Trio choreography fees include 5 choreography sessions with the instructor- and all music editing. Run trough’s will be with varying Premiere Academy instructors and are for the purpose of retention and cleaning the choreography and are payable by the hour depending on the staff member.

 In addition to the choreography session(s), dancers doing a solo, duet, or trio that averages age 11 or under, are strongly recommended to schedule a bi-weekly Private to rehearse their routine. The Private may be with an instructor other than the choreographer.

 Any competitive level solos, duets or trios for dancers age 12 or older are strongly encouraged to have a minimum of a bi-weekly or monthly Private scheduled with a Premiere Academy instructor (not necessarily the choreographer) to clean and rehearse their routine.

 All others are responsible for rehearsing and practicing their solo/duet/trio routine on a regular basis on their own.

Sometimes (rarely), when a guest choreographer comes in, fees are slightly higher, but dancers will be notified with plenty of advanced notice if this arises.

**Cost Guidelines –Costumes, Comp Fees, Etc.**

Costume fees for duets, trios, and groups range from $40-$60 for per dancer per routine.

Costume fees are billed on an approximate basis and will be split equally as part of the monthly payment. Solo costumes are the choice of the student and instructor jointly. Fees vary depending upon the costume(s) chosen, but are generally within the guidelines listed above.

Solo costumes must be selected by November 1st of each year. Premiere Academy Management must approve all final costumes/looks, and costumes may not be altered or changed after approval.

There are currently hundreds of dance competitions operating in the United States. Premiere Academy diligently researches every competition in which we participate. Competition fees charged by Premiere Academy include a nominal markup to help cover the cost of paperwork, entry forms, instructors, travel fees, etc.

**Competition fees** Local, State and Regional Competitions (varies with each comp)

Group Entry Fee (per person) = $35-$45

Solo Entry Fee = actual cost plus $95-$125

Duet/Trio Entry Fee (per person) = $35-$50

\*National fees may run $10-$20 more per routine.

Non-payment of competition fees in a timely manner may result in suspension - temporary or permanent - of a dancer and will result in a delinquent fee of $10 per piece the dancer is in. Solo entries will not be sent in until the entry fee(s) are paid by the dancer/parent. Premiere Academy is not responsible for omission of any solo entries in a competition if account balances are not current sixty days (60) prior to the competition start date.

Competitions do not give refunds. Therefore, competition entry fees are not refundable for any reason.

Signing the agreement at the end of this handbook, commits you to paying for the entry fees for your dancer’s routines for the entire competition season.

All fees paid are non-refundable and are not negotiable.

**Choreography & Private Instruction**

A student taking a Private and/or receiving any level of choreography from any

Premiere Academy staff member must not compete for, or be on the competition team of any other dance studio.

Any student receiving choreography and instruction from Premiere Academy, any staff member of Premiere Academy, or any guest choreographer or agent of Premiere Academy may not use said choreography to compete in any event unless under the name of Premiere Academy or by written approval from the studio owner(s). (For example, school talent shows, community performances, etc.)

Any music used in choreography by Premiere Academy or its agents cannot be used by the student for any other or performance, private or public.

Any choreography taught by a Premiere Academy employee or agent for the purpose of a competition routine remains the property and creative workmanship of Premiere Academy and dancers are not to share, show or post said choreography for anyone outside the studio staff or team members without the express written consent of Premiere Academy management.

Upon violation of these provisions the student and his/her legal guardian agrees that Premiere Academy shall be entitled to an injunction, compensatory and punitive damages, and reimbursement for its counsel.

Our creative concepts, choreography, and techniques are what will set us apart. We do not copy or use creative concepts, choreography, or techniques from other artists and strive to keep the industry professional and honest by encouraging others to do the same.

**Extra Classes, Ballet, Etc.**

Ballet is a required part of the technique schedule for all team dancers. All attendance policies and rules apply to ballet as apply to technique and choreography classes.

To prepare for concerts and opening number for the recital, additional - extra - rehearsals will be scheduled during the month of April. These could be during the week in the evening, or on weekends. We ask that dancers and parents prepare for extra rehearsals and keep their schedules open and flexible during the month of April to accommodate these schedule changes.

**Financial Responsibility**

As the parent/guardian (and by signing this agreement), you accept financial responsibility of all fees associated with being on a competition team.

You are the only person who can decide at what level you can participate in respect to time, energy, and finances. We ask that you carefully consider all aspects of what you commit your child to participating in – before making the commitment to do any dance(s).

We want the entire Premiere Academy competition team experience to be a positive, rewarding experience. Undue financial stress is not necessary for this to be possible.

If, after you commit to dances you decide to drop or change for any reason, you may be subject to additional charges for re-choreography, re-staging, etc.

Once you have committed, there will be no refunds, credits, pro-rations, etc. So please consider all information and fees carefully on the front end.

Tuition, choreography fees, costume fees, and all other financial responsibilities have pre-set due dates and are provided to you at the beginning of the dance year.

In addition, competition students with seriously delinquent accounts **WILL** be suspended until accounts are brought to current status.

All financial matters are to be handled with Libbi Kostelac. Please do not discuss money matters with your dancer, the instructors, staff members, or other parents.

Premiere Academy will do everything in our power to keep you informed, and control costs as much as possible.

**Communication Policy**

Premiere Academy makes every effort to keep all parents well-informed regarding all issues of the competition team. Our primary source of communication will be **EMAIL, Face Book** and handouts at the studio.

 Email is often the easiest and most timely way to discuss issues with Premiere Academy staff. This allows private and thoughtful response, without interruption and disclosure.

 When you need to contact a Premiere Academy staff member, we ask that you contact them via email, face book message or a message at the studio.

 Calls to staff cell phones should only be made in an emergency or when it is a matter of timeliness.

 It is your responsibility to keep up with any and all correspondence. Ask your dancer on a regular basis if he/she has received any memos in class.

If your child misses class it is up to you to call or stop by the office to see if you have missed any important information. (Remember that we need as much notice as possible when a dancer is going to miss a class, as this allows us to plan accordingly.)

Do not interrupt instructors or choreographers when they are teaching. Please respect the fact that all dancers deserve the staff’s utmost attention and concentration at that moment. There are few issues that cannot be dealt with after class, etc.

Parents, other family members, friends, etc. are **not allowed** inside the classrooms when choreography or rehearsal sessions are in progress.

Premiere Academy has a mandatory parent’s meeting at the beginning of the competition dance year (usually in September). We cover a lot of important information in detail at this meeting. Therefore it is very important for someone from your family - who has the authority to make decisions, etc. - to attend this meeting.

Competitions, workshops, costume companies, and other professionals Premiere Academy works with prefer to deal only with the studio owners/directors. We ask that parents and dancers do not contact professional organizations we are affiliated with regarding Premiere Academy related issues.

**Fundraisers**

Premiere Academy conducts fundraisers each year to help competition team students with their bill. Dancers are not required to participate in the fundraiser(s). Any monies earned from the fundraiser(s) will be posted to your Premiere Academy account, and applied to the oldest balance(s) due.

Fundraisers are strongly recommended, but not required.

**Backstage, Props, Extra help, Etc.**

Backstage Crew members are parents (mostly dads) who help out behind the scenes at our competitions and performances. They design, build, load and unload, etc. props and special needs that our competition teams may have. Sometimes this need is great, sometimes it is minimal. If you are interested in being part of this exciting and helpful team, please let Libbi know as early in the dance year as possible.

We appreciate so much this level of support, and our dancers could not do without this vital part of our organization!

Our moms, grandmothers, aunts, etc. are sometimes asked to help put the finishing touches on costumes and accessories by rhinestoning, gluing, glittering, pinning, and even sewing. Please be aware that you may be asked to do small finishing touches on some of your dancer’s costumes. If you have never done this before, we have a lot of experienced and helpful parents at the studio. Don’t be afraid to ask for help!

*Some of our choreography may require special props to be custom built/designed for that particular routine. Please be assured that Premiere Academy will do everything possible to keep these costs in control. However, it may be necessary to access a prop fee to cover these costs. If this is necessary, a written explanation of the fee as well as a description will be provided a minimum of thirty (30) days prior to the fee assessment.*

**Parental Support**

Parental support is important both inside and outside the studio. Parents, students, staff, and friends should do all we can to keep things positive at all times. Your help at home with this will be in the best interest of your dancer as well as the team as a whole.

**Rumors and gossip feed BAD ATTITUDES, and BAD ENVIRONMENTS. Please do not start, listen to, or repeat any gossip or small talk. “Please take responsibility for the energy you bring into this space”…**It is CRITICAL to keep the energy high and positive inside and outside of our studio walls.

The Premiere Academy staff is available to you. **However, we will not stop or interrupt the flow of classes at the studio to discuss any issue with you**. Please email or call us – or set a time to talk away from classes if you have any issues you want to discuss.

You may write and drop notes, suggestions, or comments to us at any time by placing them in the Payment Box at the back door. Feel free to sign the note, or leave it anonymous.

**Awards, Prizes, Trophies, Etc.**

Trophies received at competitions will remain the property of Premiere Academy, except for solo routines only. All group, duet, and trio trophies will be put on display at the studio.

Premiere Academy is not responsible for maintaining or distributing ribbons, pins, medals, or other awards to dancers who **do not stay** for their respective Awards Ceremony at a competition.

Any monies received as part of an overall award for a Premiere Academy competition team duet, trio or group will become the property of Premiere Academy. Solo entries will retain 100% of their winnings, which will be credited in the manner below.

All winnings earned will be posted as a credit to the student’s Premiere Academy account, and will not be paid to the dancer as a check, cash, or other funds. Winnings will be posted within ten (10) business days of Premiere Academy receiving the funds from the competition or governing organization.

Dancers must be present at the awards ceremony for their routine to be eligible to receive any prize monies.

**Rules and Requirements**

Please go over this handbook and these important rules and requirements with your dancer(s). It is important that we are all on the same page and are all working together to achieve the same goals on the competition teams.

Premiere Academy and its staff members have reviewed these items and will work to achieve the same goals under the same rules and requirements.

All rules and requirements are created for the betterment of the team. **Any continuous infractions** will be considered detrimental to the team and reprimand and/or dismissal will result.

I. **Always accentuate the positive**. We continually strive to keep our instructors up-to-date on current techniques and styles and continually strive to raise the bar in the dance industry. And, we will continuously look to bring new talent into the studio so that our dancers are constantly being exposed to new styles and techniques.

II. **Premiere Academy works to promote a fun, healthy environment.** Our students do well at competitions – not because we are drill sergeants – but because we lead by example and provide more than just dance classes. 

III. Premiere Academy team members are not allowed to compete at any unscheduled competition or workshop without the specific written consent of Libbi. Dancers who receive written approval to attend or compete at any event other than those on the Premiere Academy schedule do so at their own risk, and must register as an independent entry, not from Premiere Academy.

**A few reminders**: (as team members are “ambassadors and role models” for the studio)

 Students are given shoe requirements for their respective classes early in the dance year. All dancers are expected to have the required shoes by October 31st. In addition, students must wear the appropriate dance shoes to each class, rehearsal, performance, etc. so that shoes are properly broken in by competition season.

 For the safety of the dancers, no jewelry is allowed in class, at rehearsal, or at competition except for required stage jewelry.

 Dancers are required to wear the appropriate dance attire to every class.

These items should be brought to every class and rehearsal to be used as needed.

 Hair must be secured out of the face for all classes, choreography, and rehearsals.

 Dance team members are required to bring all shoes to every class, as you never know when we will switch gears and work on another dance style.

 **Cell phones are not allowed inside the dance rooms**. In addition, phones left in the lobby must be turned off or to silent mode.

 No gum is allowed inside the dance studio, or lobby.

 No food or drinks are allowed inside the dance rooms, except for bottled water in a re-sealable container. Any other food or drinks must be kept in the lobby.

 Dancers must clean up after themselves with regard to food and drink. If this becomes a problem, Premiere Academy will prohibit all food and drinks in the studio except for water in a re-sealable container.

 All dance bags and gear must be kept in the cubby room, and clear of any foot traffic. Dance bags and gear may not be left or stored at the studio.

 **Only staff members** are allowed to be in the offices, behind the desks, or in the staff only areas at either facility. In addition, only staff member bags or goods are allowed to be in these areas.

 **Respectful behavior** is expected at all times from the staff, parents, and students. This includes attitude, language, good sportsmanship, etc.

 **Treat others as you wish to be treated.**

 Students, parents, and staff will maintain sportsmanlike attitudes at all times…towards other team members, parents, staff, dancers and studios at all times. This includes dancers and staff from other studios, etc.

 You are representing Premiere Academy at any time you are wearing or carrying anything with a Premiere Academy logo on it. We will not tolerate poor attitudes or inappropriate conduct at anytime you are representing Premiere Academy.

 Respect the studio property, equipment, etc. at all times. **Any student who damages any studio property or equipment will be required to pay any fees associated with repairs or replacement**.

 **Tardiness is not an option**. Three class tardies will count as an absence. You must be dressed and ready – with shoes and attire on, and hair secured – at the scheduled start time of class. If you need to get ready for class at the studio, arrive in plenty of time to do so.

 **Talking is not allowed in class** unless you are invited to do so by the instructor. This is disrespectful to the instructor and costs the entire class valuable time.

 **Parents, students, and friends are not allowed inside the dance room for any class they are not participating in.** This is distracting to the dancers and staff.

 The fifteen minute rule applies to **all team classes**, practices performances, etc.: allow fifteen (15) minutes either side of the scheduled time for early beginning, holding class over if necessary, etc.

 All competition team dancers are required to supply the studio with a copy of their birth certificate by October 15th of each year.

 **Competition schedules are subject to change**. Premiere Academy will give parents and dancers “black out” dates at the beginning of the regular competition season. In addition, we will give a window of time (or two “black out” dates for National Championships.) …These dates are dates that all dancers **MUST BE AVAILABLE** for, even after we set our competition dates and events.

 Premiere Academy and its staff members must abide by the rules and regulations of any competition we compete in. We will not engage in unfair, illegal, or dishonest practices to better any dancer or team. We believe in fair and honest competition!

 Dancers attend Premiere Academy at their own risk Premiere Academy is not responsible for injury, loss or theft at the studio or any premises as part of any Premiere Academy performance, competition or event.

 Dancers and their family members are **not allowed** to share any Confidential Dance Team information with anyone outside the studio. This includes, but is not limited to music choices, choreography, policies, written information, etc. Failure to comply with this will result in dismissal from the Premiere Academy Teams.

 Competition team members and their parent(s) are required to abide by all rules, regulations, policies, etc. of Premiere Academy.

 Each dancer and a legal parent/ guardian must sign the release form and agreement at the end of this Handbook in order to compete for Premiere Academy.

In closing, we want to tell you how excited we are about this competition season, and the future of Premiere Academy. We appreciate your commitment to being part of the best competition team in the area, and we look forward to a long, successful relationship with you!

Thanks for all your support! –Premiere Academy Staff

**Contact Information**

Libbi Kostelac

Email: premiereacademyofdance@gmail.com

Cell: 618-781-2260

Tori Hall

Cell: 618-974-0236

SAVE THE DATES

October 20th, 2019- KAR Convention (No Competition)-STL

December 26-30th, 2019- Camping World Bowl Orlando, FL

January 10th-12th, 2020- Velocity Convention (Solo's Only/Invite Only) STL

February 14-16th, 2020- Stage One (Entire Team) STL

March 6-8th, 2020- KAR (Entire Team) STL

March??- Positive Vibes -Carbondale or Peoria (no schedule yet) - Entire Team

April 3-5th, 2020-Rainbow (Entire Team) STL

April 17-19th, 2020-Applause (Invite Only) STL

May 15-16th, 2020- Premiere Recital

June 14-20th, 2020- Stage One Nationals-(Entire Team) Branson, MO