



COMPANY HANDBOOK 2021-2022

A guide for our students and parents

TABLE OF CONTENTS

About This Handbook	2
DGI Mission Statement	2
Introduction	2
Company Structure	3
Benefits & Responsibilities	3
General Policies Dress Code Attendance/Absences Discipline Schedule Arrival Dropping Out	4
Communication BAND App Contacting Teachers	6
Fees	7
Requirements Conventions/Competitions Classes Summer	8
Auditions	9
Other Information	9
Important Dates Optional Conventions	10
Final Note	11
Acknowledgment Form - Electronic Signature via Google Form	GF

ABOUT THIS HANDBOOK

DGI Company Members, welcome to a new year. This handbook will provide structure for our DGI Company's understanding of their expectations, obligations and policies. We are providing our company with a condensed yearly DGI Company Handbook that contains the MOST IMPORTANT information to provide a smooth, successful year for our dancers. This handbook offers our competition dancers and their parents a clear understanding of their commitments and responsibility to DGI Company. It is your responsibility to read this entire handbook. Dates and/or expenses listed in this handbook are subject to change. Please check DGI Company Band App for updates. Dancers and Parents are responsible for keeping up with their BAND App accounts each week for detailed rehearsal schedules and other information and notes.

DANCE GRAPHICS MISSION STATEMENT

DANCE GRAPHICS MISSION

Our mission is to provide your dancer with a quality dance education while instilling confidence, maintaining discipline and a safe & welcoming environment, and providing a family-oriented atmosphere. We believe these values not only contribute to success in dance, but are also carried forward into other life experiences.

DGI COMPANY MISSION

DGI COMPANY is a dance competition program that is focused not only on rigorous dance technique and performance, but also on creating a supportive and creative environment where dancers can learn responsibility, leadership skills and the importance of teamwork. Our goal is for our students to learn and grow as dancers, performers and most of all people, with the goal of preparing dancers for the next step in their lives.

INTRODUCTION

DGI Family,

We are so excited for a new year of DGI Company. We know that your dancer will grow both in skill and love of dance, as well as develop into responsible, kind, hard-working young women. We want this to be a positive, fun experience for you and your dancer. This handbook will be a great guide in times of confusion. Please read through it carefully, and let us know if you have any questions. Thank you for trusting us with your dancer's education!

Best,

Mrs. Lainey

COMPANY STRUCTURE

DGI Company will be made up of the following levels, depending on the number of dancers:

1. Petite Company
2. Mini Company
3. Junior Company
4. Apprentice Company
5. Protege Company

**Depending on the number and skill level of dancers, levels may be added or removed.*

BENEFITS AND RESPONSIBILITIES

Benefits

- Provides a fun, safe environment for your dancer to learn new dance skills/technique and develop/express their passion for dance
- Keeping your child active, fit and healthy
- Learn more about the artistry of dance
- Learn to connect body and mind through hard work and dedication
- Teaches organization, commitment, accountability and time management
- Helps to build confidence and self-esteem
- Provides positive expressive outlet emotionally and physically
- Additional Performance Opportunities
- Meeting dancers/new friends outside of their dance class and studio
- A nurturing and ensuring environment for your dancer to grow
- Teachers intend to instill qualities of positive character, self-discipline and responsibility
- Allows them to join a second family and build friendships that last a lifetime!

Responsibilities

- 2 Ballet classes per week (1 Ballet class if Petite)
- 1 Jazz class per week
- 1 Lyrical class per week (if offered at your level)
- 1 Tap class per week (if offered at your level)
- 1 Leaps & Turns class per week
- 1 Stretch/Strength class per week
- 1 Acro class per week
- Weekly Rehearsals, including Hip Hop production (Petites not in Production)
- Make DGI Company a priority among your commitments
- Commitment to the Team and your teammates
- Commitment to attend all rehearsals and competitions
- Know rehearsal & performance schedules
- Be a great example to other studio dancers
- STAY INFORMED- Read all emails, company handbook, Band App Calendar/Notifications

GENERAL POLICIES

Dress Code

- Rehearsals - Dancers must wear their hair in a proper ballet bun. Form-fitting dance attire is required. No baggy shorts, skirts or sweats are allowed, with the exception of Hip Hop. ALL DANCE SHOES are required for rehearsal.
 - Protege and Apprentice dancers are allowed to wear their hair in a ponytail on any non-ballet day.
- Awards - During convention/competition awards, Company dancers MUST wear their DGI Company jacket and any black bottoms.
- Ballet Classes - Pink tights, ballet leotard, pink ballet shoes and buns are required.
 - All Company levels must wear a solid BLACK leotard on Tuesdays. Any solid color is acceptable for the other Ballet day.
- Convention Classes - any dance attire that is form fitting and/or appropriate to the class they are taking. Example for hip hop, dancers can wear baggy clothes, but for ballet they should be down to a form fitting layer of dance attire. ALL DANCE SHOES are required. ABSOLUTELY NO "CRAZY" SOCKS IN LIEU OF SHOES!
- Convention Scholarship Auditions- Hair must be pulled back, light makeup, form fitting dance attire required. You MUST look presentable. This gives dancers confidence and is noticed by convention faculty.

Items to Have in Dance Bag

- Notebook
- Band-aids
- Bobby Pins, Ponytail Holders, Hairspray/Gel, Brush
- Pinky Ball
- Tennis Shoes
- Hand Sanitizer

Items to Bring to Studio

These items will be kept at Studio - please label all items:

- Yoga Mat
- Ankle Weights
 - Protege/Apprentice = 2.0-2.5 lbs (depending on dancer)
 - Juniors 1.5 lbs
 - Minis 1 lb
- Exercise Ball
 - 4'8 or shorter = 45cm ball
 - 4'8-5'3 = 55 cm ball
 - 5'4-5'8 = 65 cm ball

Attendance

Company Rehearsals/Classes: Weekly dance classes and extra rehearsals are mandatory. Any and all prior obligations are to be uploaded on the Google Form pinned to the top of your BAND App. Approval of all obligations is at the discretion of the Studio Owner and DGI Staff.

Absences

- A dancer will be dropped from a dance if absent when the dance is being taught by the choreographer
- A dancer will be dropped from Company on the third **unexcused** absence....NO EXCEPTIONS
- Dancers and their parents should contact DGI Staff for makeup class opportunities. Dancers must make up for unexcused absences.

Excused Absences

- Sick (may require Doctor excuse)
- Injured (Doctor excuse required, will still be required to attend rehearsals, classes, etc.)
- School/Church activity (ex: Confirmation)
- Previously approved dance related events
- Written documentation may be required. Dancer must notify DGI Staff as soon as possible.

Summer

Dancers auditioning for the 2021-2022 DGI Company must attend a minimum of 4 days, or 3 days if you were a member of the 2020-2021 DGI Company. Classes are held July 26-29 and August 2-5.

Convention/Competitions

All conventions/competitions are mandatory. All classes at conventions are mandatory. You are not allowed to be late. You are not allowed to sit unless given permission by DGI Staff. Dancers are to practice the same class etiquette as they do at DGI. No running, tricks, or any kind of misbehavior will be tolerated. Dancers must wear the appropriate shoes for each Convention Class. ABSOLUTELY NO SOCKS!

Protege, Apprentice, Junior, and Mini Company dancers will have 3 Competition Dances: Jazz, Lyrical, and Hip Hop Production. Petite dancers will have 2 Competition Dances: Jazz & Hip Hop.

Following Competition Awards on Friday and/or Saturday, please remind your dancer to stay on stage for a group picture.

Convention/Competition schedules will be emailed to you once received.

All dancers must stay until the end of the Faculty Show/Scholarship Presentation held on Sunday. Exceptions are sometimes made, but you must get approval from Mrs. Lainey.

Cell Phones

Cell phones should be turned off or placed on silent during class. If a student is caught texting while in class, the cell phone will be confiscated and will only be returned to the parent.

Emergency Closings

In the event of a hurricane, flood, freezing conditions, etc. Dance Graphics will follow the Lafayette Parish Public School system for closing. If all public schools are closed, we will also close. Sometimes, we still have Company classes in the event of closures. Check the BAND App for confirmation.

Schedule

Your dancer's weekly schedule will be posted in the BAND App and is also available in Jackrabbit. Weekly regular classes are held on Monday, Tuesday, and Thursday for Company dancers (Tuesday/Thursday only for Petite Company). Calendars covering Extra Rehearsals are sent out monthly, where applicable. You must use the Obligation Form located in the BAND App to submit any prior obligations for your dancer. Please update this form by the 1st of every month. Vacations **MUST** be planned around Dance unless already approved by Lainey. Once a calendar is sent out, no obligations for that month will be accepted.

Arrival Time

Dancers must arrive 5-10 minutes before class. Dancers need to be stretched and ready to go when class begins. Doors will open 5-10 minutes before the first class.

Dropping Out of Company/Dances

If a Company Member drops out of Company or is dropped from a dance due to conduct or absences they will be responsible for paying a dropping fee of \$100 along with all associated costume/choreography fees and/or any expenses incurred for the dancer as of drop date. If a dancer drops from a dance before the dance is taught, a drop fee will still be assessed. **Any dancer who drops out will not be allowed to audition for DGI Company the following year.**

COMMUNICATION

BAND App

Our main source of communication will be the BAND App. It is required that you leave your notifications on. BAND will have our calendar, chatrooms for communication, polls when needed, Obligation Form, etc.

Contacting Teachers

If a parent or dancer has any questions (regarding scheduling, conflicts, general administration questions, etc.), concerns, comments, etc. they must contact Mrs. Lainey via email or the BAND App.

If a dancer will be late to class, please contact your teacher for that day directly. Teachers are listed in your Parent Portal.

Lainey	lainey@dancegraphicsinc.com
Shantelle	shantelle@dancegraphicsinc.com
Sydney	sydney@dancegraphicsinc.com
GiGi	gigi@dancegraphicsinc.com
Carmen	carmen@dancegraphicsinc.com

All registrations for Conventions, Competitions or Classes at other studios must go through the studio. Contact Mrs. Lainey if interested in a convention, competition or classes at other studios. Parents and Dancers are not allowed to contact convention/competition or guest teachers EVER.

FEES

Tuition is paid September - June and is due on the 10th of each month. Tuition includes 10 months of classes, costumes, choreography, group program fee, Revue fee, Convention/Competition fees, and Company headshots.

- Annual Registration Fee
 - \$60 for new students
 - \$50 for returning students after June 19
 - \$40 for returning students before June 19
- Annual All-Level Company Fee \$300 *due August 15*
- Company Tuition Fees (September - June):
 - Petite Company \$250/Month
 - Mini Company \$310/Month
 - Junior Company \$340/Month
 - Apprentice Company \$375/Month
 - Protege Company \$390/Month
- DGI Company Jacket \$75
- DGI Backpack \$45 *Optional but recommended*
- Competition Earrings \$10 *First year members get first pair free*
- Specialty Dances (Solo, Duo/Trio, Small Group - by invitation only)
 - Solos
 - Choreography: \$550, unless choreographed by a DGI Staff member
 - Costume Fee: cost of costume
 - Duo/Trios
 - Varies by choreographer, estimate \$300-400 per dancer, unless choreographed by a DGI Staff member
 - Costume Fee: cost of costume
 - Small Groups
 - Costume Fee: \$80 (estimate)
 - Choreography + Rehearsal Fee
 - Varies by age group, estimate of \$300-400 for the year.
 - New this year: fee includes all rehearsals for the year.
 - All choreography/rehearsal fees will be made payable to Dance Graphics by cash, check, or Venmo only. If paid by credit card, a \$10 processing fee per dance will be added to your account.
 - Competition Entry Fees
 - Solos \$125-150 per dancer
 - Duos/Trios \$75 per dancer
 - Small Groups \$55-60 per dancer
- Solo + Duo/Trio Rehearsals
 - 1 hour of rehearsal per month required
 - You may rehearse your solo with any DGI Company Staff member. All teachers charge their own private lesson rates. You may contact them directly.
- Extra fees for Conventions and Competitions are due one week prior to attending a Convention/Competition or will have a \$25 late fee added. If the fees are not paid by the day before the Convention/Competition date another \$25 fee will be added and the dancer may be taken out of that Convention/Competition. Accounts must be zeroed at the deadline when fees are due.
- After the first NSF check you will be asked to pay cash only and fees must be paid by deadline.

*DGI has the right to change fees if an outside party changes their fees.

REQUIREMENTS

Regular Classes

Each level trains a specific amount of hours per week:

- Petite Company - 4.5 hours per week
- Mini Company - 7.25 hours per week
- Junior Company - 8.0 hours per week
- Apprentice Company - 8.75 hours per week
- Protege Company - 8.75 hours per week

Weekend rehearsals are scheduled as needed in preparation for Competition. There is no additional cost, as they are factored into the tuition price. The above hours do not include Specialty Dancer rehearsals or Choreography.

Convention/Competition

We will be attending 3 Competition/Conventions.

1. Hollywood Vibe - New Orleans - January 14-16, 2022
2. 24Seven - New Orleans (or NUVO - Houston) - March 11-13, 2022
3. Velocity - Houston - April 1-3, 2022

*Dance Graphics has the right to change events if necessary. COVID guidelines are still a factor.

Competition Appearance

- Company Makeup – All dancers are required to wear specific Company makeup. This includes eye shadow, eye liner, eyelashes and lipstick. A YouTube link/sample photo will be provided to everyone as a guide via the BAND App. NO glitter or abstract colors. We have a specific lipstick that we use. Please do not share lipstick with your friends.
- Company Jacket & Backpack – DGI Company jacket is required for all company members. This will be mandatory to be worn during awards. Backpack is optional but recommended. See pricing information above.
- Company Jewelry – Company earrings can be purchased for \$10/pair. These are the only earrings/jewelry allowed. First year Company members will receive the first pair free.
- Company Hair -- All dancers will wear their hair in a slick back low ballet bun, with the part down the middle. Absolutely no fly-aways or messy buns.
- No fingernail polish will be allowed for competition. The only polish allowed will be nude toenail polish. No polish allowed on fingers.

Revue

All Company dances and select Specialty Dances will perform in the Dance Revue.

Nationals

DGI Company attends Nationals every other year. 2021-2022 is a Nationals year. More information to follow.

Photoshoot

We will be doing a DGI Company photoshoot at a later date. This is a Company requirement and the costs are included in your tuition. All dancers will take a headshot, an action shot, and a group shot.

AUDITIONS

- Requirements
 - Must be registered for 2021-2022 dance year
 - Zeroed balance as of August 1
 - Acknowledgement/Google form signed and turned in prior to Audition
- Date and time – Saturday, August 7, 2021
 - Ages 13+, 9:00-11:30 AM
 - Ages 9-12, 12:30-3:00 PM
 - Ages 6-9, 3:30-5:00 PM
- Audition form
 - A Google Form to fill out will be sent out prior to Auditions. You will select the maximum number of dances your dancer would like to be in, however the dancer may be in fewer dances than the amount requested. There is no guarantee your dancer will be selected for a Specialty Dance (Solo, Duo/Trio, Small Group). A dancer will not be able to pull out of a dance, because they don't want to be in that dance. You must TRUST US!

OTHER INFORMATION

What do the teachers look for?

- Technical ability:
 - Proper placement
 - Flexibility
 - Ability to pick up choreography quickly
 - Leaps & Turns
 - Splits
- Showmanship:
 - Excellent stage presence/performance
 - Musicality
- Enthusiasm:
 - Dance is a priority
 - Commit to being present and focused in every class/rehearsal during the week, as well as at every convention/competition
 - Being on time
 - Wearing the proper attire
 - Accepting & fixing corrections
- Class Etiquette:
 - Focused & paying attention
 - Showing respect for their teachers & classmates
 - No talking/becoming a distraction in class, keeping comments to yourself, no eye rolling to teachers or classmates
 - Fully participating at conventions
 - Never sitting on the side, skipping class, or talking/acting up in class

Solos

When competing solos at Mandatory Convention/Competitions, if solo entries are limited, we will choose solos by the following:

1. Seniority (how many years dancer has competed a solo)
2. Class Attendance
3. Soloists will perform solo in front of company faculty; company faculty will choose soloist who will compete

Cash Winnings

Policy for distribution of award money earned at a competition is as follows:

1. Solo - entirely to soloist
2. All other Dances - cash winnings used towards Company dance education

IMPORTANT DATES

Dates are subject to change. Check Company BAND App monthly for updates.

July 26-29 & August 2-5	DGI Summer Classes
August 7	DGI Company Auditions
September 13	First Day of Classes
January 14-16	Hollywood Vibe- New Orleans
March 11-13	24Seven - NOLA or NUVO - Houston
March 19-20	Program Picture Weekend
April 1-3	Velocity - Houston
April 9-10	Program Picture Weekend
June 15-17	Heymann Week (Revue)
June 18	Dance Revue

Optional Convention/Competitions

You must get approval from Lainey to attend these. Weekend rehearsals take priority over these. Lainey will register you and collect payment. Cash, Check or Venmo only for optional conventions.

November 19-21	Radix - Biloxi
December 3-5	West Coast Dance Explosion - Biloxi
January 7-9	Revel - Houston

January 7-9	Streetz - Baton Rouge
January 28-30	JUMP - Houston
February 11-13	Radix - Houston
February 18-20	West Coast Dance Explosion - Houston
March 25-27	Heat - Baton Rouge
April 8-10	Intrigue - Houston
April 22-24	Dancemakers - Baton Rouge
April 29-May 1	Hollywood Vibe - Houston

FINAL NOTE

We are so excited for a new year with our DGI Company! We believe this company gives dancers the opportunity to be pushed to the next level while having fun and making life-long memories & friends. DGI Company prepares these dancers for college (dance minor/major, dance teams, etc.) and professional dance careers (commercial, Broadway, professional dance companies, etc.). We know this will help our dancers grow in talent and will grow their love for dance. It teaches them how to be a part of a team, give back to the community and to work hard towards achieving goals. We can't wait!

With love,

Mrs. Lainey & DGI Staff