



## COMPANY HANDBOOK 2022-2023

*A guide for our students and parents*

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## **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
- 1 Tap class per week (Petite, Mini, Junior. Apprentice/Protege Tap starts in Spring)
- 1 Leaps & Turns class per week
- 1 Stretch/Strength class per week
- 1 Bonus class per week (Acro, Improv, Student Choreo, Hip Hop, Journaling, Team Building, etc.)
- 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 dancers 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
- Bandaids
- Bobby Pins, Ponytail Holders, Hairspray/Gel, Brush
- Pinky Ball
- Tennis Shoes

### 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.)
- Required 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 2022-2023 DGI Company must attend a minimum of 4 days, or 3 days if you were a member of the 2021-2022 DGI Company. Classes are held July 25-28 & August 1-4.

## 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 *typically* follows the Lafayette Parish Public School system for closing. 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 (Monday/Tuesday 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 \$250 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	<a href="mailto:lainey@dancegraphicsinc.com">lainey@dancegraphicsinc.com</a>
Shantelle	<a href="mailto:shantelle@dancegraphicsinc.com">shantelle@dancegraphicsinc.com</a>
Sydney	<a href="mailto:sydney@dancegraphicsinc.com">sydney@dancegraphicsinc.com</a>
GiGi	<a href="mailto:gigi@dancegraphicsinc.com">gigi@dancegraphicsinc.com</a>
Carmen	<a href="mailto:carmen@dancegraphicsinc.com">carmen@dancegraphicsinc.com</a>

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 or current after June 18
  - \$50 for returning students before June 18
- Annual All-Level Company Fee \$300 *due August 15*
- Annual All-Level Convention Admin Fee \$100 *due November 1*
- Company Tuition Fees (September - June):
  - Petite Company \$275/Month
  - Mini Company \$340/Month
  - Junior Company \$370/Month
  - Apprentice Company \$415/Month
  - Protege Company \$415/Month
- DGI Company Jacket \$100 *Estimate*
- DGI Backpack \$50 *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: Varies by choreographer, selections made when you register for auditions.
    - Costume Fee: cost of costume
  - Duo/Trios
    - Choreography: Varies by choreographer
    - Costume Fee: cost of costume
  - Small Groups
    - Costume Fee: \$80-\$100 (estimate)
    - Choreography + Rehearsal Fee
      - Varies by age group, estimate of \$200-\$300
      - \$20/month rehearsal fee (September-June), billed to account
  - All choreography/rehearsal fees will be made payable to Dance Graphics by cash, check, or Venmo only. If paid by credit card, a \$15 processing fee per dance will be added to your account.
  - Competition Entry Fees
    - Solos \$160 per dancer
    - Duos/Trios \$80 per dancer
    - Small Groups \$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. A fee of \$10/hour is paid from that teacher's rate to Dance Graphics as a facility fee.
- 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 - 7.75 hours per week
- Apprentice Company - 8.0 hours per week
- Protege Company - 8.0 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 Dance rehearsals or Choreography.

## Convention/Competition

We will be attending 3 Competition/Conventions and 1 Competition Only Event this season.

1. December 9-11: West Coast Dance Explosion, Biloxi
2. January 13-15: Streetz, Houston
3. March 10-12: Velocity, Houston
4. March 17-19: VIP, New Orleans (Competition Only)

*\*Dance Graphics has the right to change events if necessary.*

## 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.
- Nude or light pink fingernail polish is allowed, no other colors.

## Revue

All Company dances and Small Groups will perform in the Dance Revue.

## Nationals

DGI Company attends Nationals every other year. 2022-2023 is NOT a Nationals year.



## Photoshoot

We will be doing a DGI Company photoshoot. This is a Company requirement and the costs are included in your tuition. All dancers will take a headshot, 2-3 action shots, and a group shot. Each level will be assigned a specific day/time.

## **AUDITIONS**

- Requirements
  - Must be registered for 2022-2023 dance year
  - Zeroed balance as of August 1
  - Acknowledgment/Google form signed and turned in prior to Audition
  - Meet Summer class requirement
- Date and time – Saturday, August 6, 2022
  - Ages 12+, 9:00-11:30 AM (includes Master Class)
  - Ages 9-11, 12:30-3:00 PM (includes Master Class)
  - Ages 6-8, 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 25-28 & August 1-4	Summer Classes
August 6	DGI Company Auditions, \$10 Audition Fee Cash only
August 15	Company Fee Due (\$300)
September 12	First Day of Fall Classes
October 15-16	Company Photoshoot (Tentative)
November 10	Convention Admin Fee Due (\$100)
December 9-11	West Coast Dance Explosion - Biloxi
January 13-15	Streetz - Houston
March 10-12	Velocity - Houston
March 17-19	VIP - New Orleans
March 25-26	Program Picture Weekend #1
April 1-2	Program Picture Weekend #2
April 10-14	Opening Choreography ( <i>Protege + Apprentice dancers only</i> )
June 21-23	Heymann Week (Revue)
June 24	Dance Revue

### Optional Convention/Competitions

*You must get approval from Mrs. 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 18-20	Radix - Biloxi
December 16-18	Adrenaline - New Orleans
January 6-8	Revel - Houston & Streetz - Baton Rouge
January 20-22	Revel - Dallas & Hollywood Vibe - Dallas
January 27-29	JUMP - Houston & Hollywood Vibe - New Orleans
February 17-19	Radix - Houston
February 24-26	West Coast Dance Explosion - Houston & 24Seven - New Orleans
March 3-5	West Coast Dance Explosion - Dallas & LADM - Baton Rouge
March 24-26	Dupree - Baton Rouge & NUVO - Houston
March 31-April 2	Streetz - Beaumont & Intrigue - Houston
April 21-23	Streetz - New Orleans & Dancemakers - Baton Rouge
April 28-29	Streetz - Mobile & 24Seven - Dallas
May 12-14	24Seven - 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