

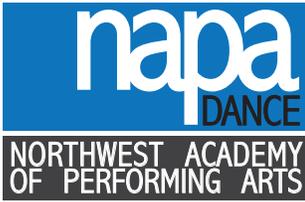
2018-19 DANCE SEASON HAND BOOK

511 Columbia Street,
New Westminster, BC V3L 1B2

p: 604.521.3255

e: nadmin@napadance.com

napadance.com



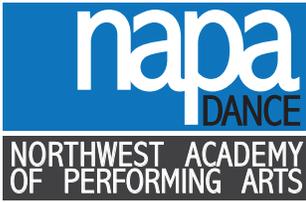
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SCHOOL POLICIES & EXPECTATIONS

Welcome to Northwest Academy of Performing Arts (NAPA) where we are dedicated to the pursuit of excellence in dance. Children who participate in dance learn important life skills such as self-discipline, organization and self-esteem. Our goal is to be an integral influence of your child's development in the arts and fitness discipline.

Regular attendance is essential for the steady progress of each student. If for any reason your children cannot attend class a phone call or email is always appreciated. We expect the children to practice at home and encourage the parents to take an active role in understanding the students dance regime. Teachers will pass on relevant information for you to better help your children at home.

It is required that all students attending classes have their hair done in a classical bun with no bangs. All students must wear leotard and tights in a suitable style and colour for their level. No t-shirts, sweatshirts or baggy clothes are to be worn in class. Pleated toe, leather ballet slippers in pink for girls and white for boys are required. NO OUTDOOR SHOES ALLOWED IN ANY STUDIOS. Please see "Dress code" section for more detail.

All dancewear should be properly labeled with the student's name. Please check "Lost & Found" regularly for lost items.

Students of NAPA are not permitted to take dance lessons at other schools. This is a standard practice at many schools and this policy leads to consistent training and allows teachers to develop the student in all areas of instruction. We do encourage dancers to take Master Classes outside of NAPA, but please discuss this with your teachers and the Director of NAPA prior to attending.

A code of mutual respect between student, parent and instructor is assumed and any abuse or disrespect will not be tolerated. Instructors are to be listened to at all times. If parents or student have any issues with instructors or other students or parents they should raise this issue to Keitha Campeau as soon as possible. Any type of bullying either physical, verbal or cyber will be dealt with by immediate removal of the offending person from the school.

Our environment is meant to be a place of learning and friendship. The lessons learned within our school walls are part of what will shape who your child will be. Our intention is to give the strongest and most positive experience and skills that we can to your child. We look forward to sharing our love of movement with you and your family.

TUITION FEE GUIDELINES

Payment Options

- Full Season - Pay your full season fees by September 1st, 2018 and receive a **5% discount**
 - *Additionally, register for 1.5 hours or more and pay full season fees by June 30th, 2018 to receive a \$100 Credit towards your account*
- Term Fees -- Payable on first day of each term (September 1, 2018 & February 1, 2019)
- Monthly -- Payable the first of each month (total fees for the year are amortized over the 10 month schedule)

There is an annual non-refundable \$35.00 registration fee per family

There will be a \$25.00 NSF fee for any returned cheques.

In the event that the monthly/term fees are not fully paid by the tenth day of the month, there will be a \$25 penalty fee. In addition, 3% per month interest will be added to all outstanding amounts.

Cancelling Classes

- If you wish to cancel a class we require 30 days' notice in writing, this is so that we can properly plan classes and the best possible instructors. A refund will be provided for those months remaining in the season, less 1.
- We reserve the right to cancel a class due to insufficient registration -- another class will be offered or a full refund.

Costume Fees

- For those dancers performing in the year end recital only they will be billed for costumes in October.

Note - ALL FEES INCLUDE 5% GST

What to Know About Payment of the Monthly/Term Fees?

Monthly and term fees must be paid upon submission of your Student Registration form, by way of a VOID Cheque, post-dated cheques or monthly debit. All cheques must be dated for the first day of each dance month (unless otherwise specified), and made payable to "NAPA" or "Northwest Academy of Performing Arts". For term payments, cheques will be dated for the first day of the month that the term begins (September 1, 2018 and February 1, 2019). Any other fees incurred throughout the season, or any outstanding fees from the previous month(s) will be invoiced to you at the end of every month and are payable upon receipt.

We do now accept Visa and Mastercard at an additional charge of 2%.

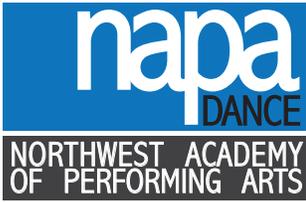
Do We Offer a Sibling Discount?

Yes! When two or more siblings are attending, the child with the most classes will pay full fees, and each sibling will then receive a 10% discount on their scheduled fees. These totals will be calculated and communicated to the family prior to registration completion.

Do You Have to Pay for Holidays, Closures, etc?

NAPA has amortized the dance tuition fees into 10 equal months; therefore all of the tuition fees do take into consideration closures, holidays, longer months, shorter months, etc. With this method, each month costs the same - therefore, a little less on the busiest months and a little more on the months with more closures.

Closures due to snow or inclement will be announced on our Facebook page. If you are unsure whether classes will be running, you can reach Keitha at 604-306-7390 to ask.



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ADDITIONAL INFORMATION

RAD EXAMS

NAPA is a Royal Academy of Dance (RAD) based school. The RAD is a British system of teaching ballet and a globally recognized certification for dance. Students from six years old to pre-professional may take part in ballet exams at the yearly invitation of the teaching staff. The exams are designed to give dancers a disciplined and progressive training that adheres to techniques and structure while encouraging musical and artistic expression through dance. We feel that the exams are extremely valuable. They provide a yearly goal for our students to work towards. (As they get older exams can be used towards school credits). Our exams typically take place in late spring. There is an exam entry fee, pianist fees, and processing fee that you will be notified of if your child is invited to participate.

ATTENDANCE

Please find below the number of classes per week:

Grade 1 & Grade 2	2 Syllabus Classes per week
Grade 3, Grade 4, Grade 5	2 Syllabus Classes & 1 Open class per week
Grade 6 & Up	2 Syllabus Classes & 1 Open class per week
Intermediate Foundation/Intermediate	3 hours of Syllabus Classes & 1 Open class per week
Advanced Foundation and Above	3 hours of Syllabus Classes & 1 Open class per week

All dancers who are participating in the RAD program are required to take the recommended amount of classes beginning at Grade 1 and following through to Advanced 2/Solo Seal.

We understand that every child and family are different. We encourage you to speak with the studio director if the schedule is a challenge for you.

Regular attendance is expected and necessary for progression in all classes and disciplines at NAPA. Attendance will impact team mates preparing for competition and your dancer's personal outcomes for exams.

Please notify the office if you are not going to be at your regular class.

Please remember that 1 ballet class per week is pre-requisite to enrolling in Jazz / Modern / Tap.

Class size minimum is four. If there are not 4 dancers we will decrease the length of the class.



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DOES THE SCHOOL PARTICIPATE IN FESTIVALS/COMPETITIONS?

The Napa competitive team is for students that want to take their dance experience to the next level. Students on the team will participate in 2-4 competitions per season. If your child is accepted and registers for a competitive team, it is mandatory to attend all of the competitions for that particular group. Teachers spend many hours carefully planning choreography, and it is very difficult to perform to our best level if we have even 1 dancer missing.

Our competitive classes require students to take ballet classes to support and enhance their technical ability and continue their development of dance fundamentals. Due to the rising standards at all competitions, we are only offering one premier competitive team at Napa this season. Your child must audition or have a private audition/assessment by a Napa teacher to be accepted to this team. There is a \$10.00 placement fee if your child has missed the audition.

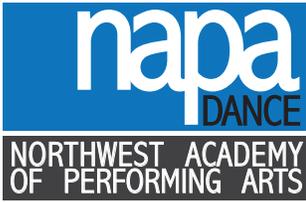
Students will be placed on teams with other students that dance at a similar level.

This creates the even playing field which is now necessary at dance competitions.

The ballet requirements for ALL competitive teams is as follows;

Micro Team:	Minimum 1 ballet classes per week
Mini Team:	Minimum 1 ballet classes per week
Junior Team:	Minimum 2 ballet classes per week
Intermediate Team:	Minimum 3 ballet classes per week
Senior Team:	Minimum 2 ballet classes PLUS one point class per week (3 total)

Dancers must attend the technique class for any competitive genre that they register for.



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2018/2019 - COMPETITION DATES AND LOCATIONS

1. Festival Du Ballet #1 - March 13-16 - Surrey Arts Centre
2. Peak Invitational - April 6th-13th - Burnaby - MJF Theatre
3. Synergy - April 30th - May 5th - North Vancouver - Centennial Theatre
4. Surrey Festival of Dance - March/April (TBA) - Surrey Arts Centre

COSTUMES

Costumes are required for festivals and our year-end recital. Teachers will work with the class parents to discuss costume requirements and budget for each class. Costumes will be ordered by the school.

WHAT NEEDS TO BE COMPLETED BEFORE REGISTRATION IS FINALIZED?

Complete the following;

1. Student registration form, complete with \$35 registration fee
2. Provide form of payment;
 - a) completed PAD form with VOID Cheque,
 - b) full season fees via Cheque or Debit or
 - c) 10 post-dated cheques, dated for the 1st of each month.
 - d) credit card payment for year. (please add 2% fee)

FEES

	Monthly Fees	Term Fees	Annual Fees (-5%)	Discount
30 Min	\$37.40	\$187.00	\$355.30	100%
45 Min	\$56.10	\$280.50	\$532.95	100%
1 Hour	\$74.80	\$374.00	\$710.60	100%
1.25	\$93.50	\$467.50	\$888.25	100%
1.50	\$112.20	\$561.00	\$1,065.90	100%
1.75	\$130.90	\$654.50	\$1,243.55	100%
2 Hours	\$143.62	\$718.08	\$1,364.35	96%
2.25	\$161.57	\$807.84	\$1,534.90	96%
2.50	\$177.65	\$888.25	\$1,687.68	95%
2.75	\$195.42	\$977.08	\$1,856.44	95%
3 Hours	\$204.20	\$1,021.02	\$1,939.94	91%
3.25	\$221.22	\$1,106.11	\$2,101.60	91%
3.50	\$235.62	\$1,178.10	\$2,238.39	90%
3.75	\$252.45	\$1,262.25	\$2,398.28	90%
4 Hours	\$254.32	\$1,271.60	\$2,416.04	85%
4.25	\$270.22	\$1,351.08	\$2,567.04	85%
4.50	\$282.74	\$1,413.72	\$2,686.07	84%
4.75	\$294.90	\$1,474.50	\$2,801.54	83%
5 Hours	\$295.46	\$1,477.30	\$2,806.87	79%
5.25	\$310.23	\$1,551.17	\$2,947.21	79%
5.50	\$320.89	\$1,604.46	\$3,048.47	78%
5.75	\$335.48	\$1,677.39	\$3,187.04	78%
6 Hours	\$336.60	\$1,683.00	\$3,197.70	75%
6.25	\$350.63	\$1,753.13	\$3,330.94	75%
6.50	\$359.79	\$1,798.94	\$3,417.99	74%
6.75	\$363.53	\$1,817.64	\$3,453.52	72%
7 Hours	\$366.52	\$1,832.60	\$3,481.94	70%
7.25	\$379.61	\$1,898.05	\$3,606.30	70%
7.50	\$381.48	\$1,907.40	\$3,624.06	68%
7.75	\$394.20	\$1,970.98	\$3,744.86	68%
8 Hours	\$400.93	\$2,004.64	\$3,808.82	67%
8.25	\$413.46	\$2,067.29	\$3,927.84	67%
8.50	\$419.63	\$2,098.14	\$3,986.47	66%
8.75	\$425.43	\$2,127.13	\$4,041.54	65%
9 Hours	\$430.85	\$2,154.24	\$4,093.06	64%
9.25	\$442.82	\$2,214.08	\$4,206.75	64%
9.50	\$447.68	\$2,238.39	\$4,252.94	63%
9.75	\$444.87	\$2,224.37	\$4,226.29	61%
10 Hours	\$448.80	\$2,244.00	\$4,263.60	60%

DRESS CODE

LEVEL	DRESS CODE
Ballet Shoes:	Full soled leather ballet slippers for all ballet classes.
Preschool Level 1 & 2	Short-sleeved scooped-neck leotard in a polyester-cotton-lycra - pink in colour for girls - matching skirt in pink (elastic waist), pink tights
Pre-Primary	Short-sleeved scooped-neck leotard in a polyester-cotton-lycra - pink in colour for girls - matching skirt in pink (wrap skirt not elastic), pink tights
Primary	Short-sleeved scooped-neck leotard in a polyester-cotton-lycra - lavender in colour for girls - matching skirt in lavender (wrap skirt not elastic), pink tights
Character Skirts	Character skirts are worn from Grades 1-8 (contact NAPA admin if you need to place order) <ul style="list-style-type: none"> ➤ Grades 6/7/8 get the choice of their own ribbon colours to match their body suit colour ➤ Grade 1-5 character skirts will be black with the top row in baby pink, the middle row in baby blue, and the bottom row in navy blue
Character Shoes	Grade 1&2 - lower heel, Grade 3 and up - Cuban heel (higher). Character shoes are not required for vocational grades
Grade 1	Sleeveless RAD leotard in pink for girls same as primary for boys
Grade 2	Sleeveless RAD leotard in light blue for girls same as primary for boys
Grade 3	Sleeveless RAD leotard in navy for girls
Grade 4	Sleeveless RAD leotard in navy for girls
Grade 5	Sleeveless RAD leotard in navy for girls
Grade 6-8	Black leotard for class Mirella, spaghetti strap leotard for exam, colour confirmed by teacher
Intermediate/Foundation thru Solo Seal	Black 5 seam Mirella body suit - Soft blocks/soft point shoes required for Intermediate
Boys Pre-Primary - Grade 2	White fitted short-sleeved leotard, navy blue fitted shorts, white ankle socks, white ballet slippers
Boys Grade 3 and above	White fitted short-sleeved leotard, black tights, white socks, white ballet slippers
Jazz	Leotard and jazz pants, black oxford dance shoes, hair in pony tail
Jazz Lyrical	Leotard and jazz pants, beige oxford dance shoes, hair in pony tail
Musical Theatre	Leotard and tights, black oxfords, hair in bun
Tap Preschool	Leotard and tights, patent leather tap shoes, hair in bun
Tap Pre-primary & Primary	Leotard and tights, Bloch beige Mary Jane strap shoes with taps, hair in bun
Tap Grade 1-4 (6-12)	Leotard and tights, Bloch beige Mary Jane strap shoes with taps, hair in bun
Tap Grade 5+ (13+)	Leotard and tights, Bloch black Oxford shoes, hair in bun <ul style="list-style-type: none"> ➤ Be prepared to have second pair of character heeled tap shoes if choreography and costuming require

Please do not purchase tap shoes from Payless as they ruin the tap floor. Please purchase from Dance Box.

IMPORTANT DATES & SCHOOL CLOSURES

September 10, 2018	Monday	Classes start
October 8, 2018	Monday (Thanksgiving)	No Classes
October 31, 2018	Wednesday (Halloween)	No Classes
December 20, 2018	Thursday	<i>Last day of classes for 2018</i>
December 21-January 7	Holiday Break	Closed
January 8, 2019	Tuesday	Classes Return
February, 2019	Possible 3 day trip to Disneyland (with performance and workshop) for competitive team	
February 18, 2019	Monday (BC Family Day)	No Classes
March 16, 2019	Saturday	<i>Last day of classes before Spring Break</i>
March 17-24	Spring Break	Closed
April 19-22, 2019	-Easter Weekend	No Classes
May 22, 2019	Monday (Victoria Day)	No Classes
June 17, 2019	Monday	Last Day of Classes

OTHER DATES TO REMEMBER

Competition and Costume Fees:	Due Oct 15, 2018
Rad Exam fees:	Due Feb 15th, 2019
Competitive team dress rehearsal 2019 -	Wednesday Feb. 20th, 2019 - MJF Theatre 4:30-9:00
Recital tickets	April 26th tickets and recital DVD orders available to purchase through office
Competitions	Please see Page 7 of handbook for full list
Year End recital dress rehearsal	Wednesday May 22nd, 2019, 4:30-9:00 - MJF Theatre
Year End Recital;	Sunday May 26th, 2019 - afternoon and evening shows so please be available all day