



**Parent / Student Handbook**

## **Mission Statement**

DancExpo, Inc. is a Non-Profit Organization specifically focusing on the Performing Arts. We provide quality instruction and application in dance, musical theater, and stage performance. We accomplish this by providing top level instruction with highly qualified instructors who are at the top of their field in their respective disciplines. We provide a fully equipped, safe environment where each student will be allowed to learn and master skills appropriate to their level of progression. We offer classes in levels from beginning to pre-professional. As students' progress through these levels, it is our goal to educate them on career opportunities available through universities and professional companies. It is our objective that every child be afforded the opportunity to develop their abilities and talents regardless of their financial situation.

## **Founders**

Mr. Von K. Auna

Mrs. Shari D. Auna

Mr. Tad Coon

Mrs. Terri Coon

Mr. Blaine Wright

Mrs. Tifanie Wright

## **Dear Parents,**

Welcome to DancExpo, Inc. We are excited to have you as part of our studio family. The following handbook is designed to help our parents and students navigate the policies and procedures of our studio. Our friendly office staff is always available to answer questions.

## **Staff**

- Von Auna: CEO
- Tifanie Wright: CFO
- Shari Auna: Artistic Director
- Terri Coon: Front Office

## **Instructors**

- Shari Auna 907-947-4321
- Tara McMurdie
- Katrina McCloud

- Sarah Stevenson
- Curtis Walker
- Leilany Ramos
- Chase Brendel

### **Contact Information**

Phone (623) 215-7105

Email [mydancetroupe@gmail.com](mailto:mydancetroupe@gmail.com)

Website [www.dxpo.org](http://www.dxpo.org)

### **Class Schedule Information**

The '19-'20 Season Class Schedule is on our website.

Hard copy Class Schedules are available at the studio front office.

### **Registration**

Welcome to our registration process. It is quite simple, just a few steps secure a spot for your child in the classes you have selected.

Your registration form ensures our front office has all required contact information. This ensures parents stay informed with updates and current events that apply to them. It also ensures we have addressed health concerns and can quickly contact the appropriate party in the event of an emergency. Student safety is paramount.

Our season is ten months from the 1<sup>st</sup> of August through the 31<sup>st</sup> of May.

Competition Season: January through May (one (1) Competition in November)

Christmas Holiday Show: December TBA

Annual Spring Recital: TBA

Step 1:

Fill out the studio registration form completely.

Fill out the media release form.

Step 2:

Annual Registration Fee of \$15.00 per student @ time of registration

Submit registration form to our front office along with registration fee (non-refundable).

### Step 3:

Understand the commitment and deadline requirements for all Fees:

#### Costume Fees\*:

\$140.00 for two (2) costumes:

(1) Costume for Christmas Show / Fee Due No Later than November 10th

(1) Costume for Annual Spring Recital / Fee Due No Later than February 15th

If your child is in multiple classes each class has a \$70.00 costume fee.

*\*See Competition Team Section for Competition Team Costume Fees*

#### Recital Fees:

There is a \$15.00 performance fee for each student per recital/show

#### Late Fee:

Tuition is due on the 1<sup>st</sup> and a late fee of \$15.00 is assessed after the 5<sup>th</sup>.

### **Studio Dress Code**

DancExpo, Inc. enforces a dress code that maximizes your child's ability to move adequately and to learn to perform without encumbrance. It is our expectation of each student to uphold the dress code and arrive for class in appropriate attire and hair. Please have your child's hair pulled up and away from their face and eyes.

#### **Ballet:**

Black Leotard, Pink Tights, Pink Ballet Shoes

Hair: Ballet Bun

\*If student is also taking Lyrical during a dance block, please purchase convertible tights

#### **Tap or Hip-Hop:**

Comfortable dance shorts or pants (leggings or sweatpants)  
shirt that student can easily move in.

Appropriate footwear: Tap shoes

**Jazz, Contemporary, Lyrical:**

Dancewear: Leotard, dance shorts, sports bra with cover, leggings etc.

Hair: Must be pulled up and out of eyes

Footwear: Turning shoes or socks, jazz shoes

**Tumbling:**

Comfortable dance shorts, leggings, tank top, leotard

No footwear

**Musical X-Press:**

Comfortable pants and shirts that will allow for dance and movement.

**Hula:**

Shorts and T-shirt or tank top. Practice skirt (called a Pa'u)

These are available for \$20.00 through the studio.

**Student Tuition\***

At DancExpo, Inc., we do our best to provide a safe, clean studio that our students and parents enjoy coming to. In order to continually maintain and provide great service to our clients, we rely on timely payments of tuition. We greatly appreciate your cooperation in paying your student tuition on or before the due date.

Monthly Tuition per class: \$55.00

Tuition is due by the 1<sup>st</sup> of each month. A late fee of \$15.00 is automatically assessed after the 5<sup>th</sup> of each month. First class is full price. Each additional class taken receives a 10% discount (\$49.50)

Family Cap Rate: \$250.00

Family Rate - A combination of immediate family members taking up to (6) classes combined qualifies for this rate.

\*Competition Team Tuition: See Competition Team Handbook

We do have a Tuition Assistance Program and applications are available upon request. Approval is based upon qualification. A review can be requested if financial situations change.

### **Attendance**

Attendance in class is very important. For your dancer to be well prepared for stage and performance, each dancer must understand their importance in each class. It is important that your dancer understands their role in the team effort to achieve a successful performance. Excessive absences result in setbacks for the entire class. Please make every effort to be prompt and attend class.

DancExpo, Inc. follows the Dysart Unified School District Holiday Calendar. Due to scheduled holidays on specific weekdays, those classes missed for holidays will be made up on months with 5 scheduled classes instead of 4. In the case that DancExpo, Inc. cancels a class, we will schedule a make-up date for that specific class period.

Competitive Teams have mandatory attendance requirements. See Competitive Team Handbook.

### **Social Media**

DancExpo, Inc. operates a website, as well as social media accounts for advertising purposes. These sites are open to parents to join and follow. We have a social media waiver for parents to sign for any pre-approved images of their child to be used in advertising. No images will be used without prior consent of the parent/ guardian. See Registration requirements.

Facebook Page: Dance XPO

Instagram: dxpo\_tribe

Webpage: <https://www.dxpo.org>

## **Studio Rules and Regulations**

Studio Rules and Regulations will be posted. We ask that all students observe these rules for their safety and well-being while on the premises of the studio. We appreciate parents helping us to uphold these rules.

## **Studio Use Policy**

It is studio policy that during regular business hours and classroom instruction an Instructor and the Front Desk personnel are always on site. Instruction for students outside of regular business hours requires two adults on the premises:

Solo	Parent-Guardian/Coach
Duet	Parent-Guardian/Coach or Keyholder/Coach
Trio	Same as Duet
Small Grp	Same as Duet

## **Picking Up and Dropping Off Students**

Students may be dropped off 10 minutes prior to their class.  
Students must be picked up NO LATER than 10 minutes after class.

It is important that all parents and students observe the Pick-Up / Drop Off Policy. We have a very limited amount of space in the waiting area. Our program is not designed to watch children for any extended amount of time. Please DO NOT drop your child off early. Please be on time to pick up your child. Your child's safety is our priority. We have a very busy parking lot. No child under the age of 10 will be allowed to walk out into the parking lot without an adult. Your child will be instructed to wait inside the studio until your arrival. If your child is under 10, please come to the door and escort your child to the car.

## **Water Bottles**

It is very important that our students stay hydrated during class time. Per Arizona State Law, we provide water available at no cost. We have water bottle filling

station in the lobby of our studio. Please remember to send your student with a water bottle\* to fill as needed.

\*Water Bottles are available for sale at the studio.

## **Recital and Performances**

Every dancer attends class, perfects skill, learns choreography, rehearses countless hours to achieve one thing...PERFORMANCE! The goal for our dancers, singers, and tumblers is to take what they learn each season and present their talents and progress on stage. This is their opportunity to shine and gain real life experience through performance on stage. This is where dance, singing, costume design, and stage sets come together.

DancExpo, Inc. presents two (2) major performances each year.

- Annual Christmas Show:  
Held in December, this Review is an annual favorite. It focuses on the Holiday Spirit. Tickets are issued at a discounted price so that all may attend. Guest performers are invited along with our own dancers and singers to present a spectacular Christmas show.
- Annual Spring Recital:  
Held in April or May (depending on venue availability), this Recital is the culmination of a year of hard work and dedication by your dancers. This recital gives our dancers the opportunity to perform new works of art, studio choreography and competitive routines. It is the highlight of every year!

Recital/Show - Performance Fees: \$15.00 per student

Ticket Price: TBA

Performance: Willow Canyon High School