



P.O. Box 43770 Charlotte, NC28215
Phone: (704) 449 8868 / Fax (704) 992 2245
Latindancecompany@CLDCCharlotte.org
www.CLDCCharlotte.org

POLICIES AND PROCEDURES 2017-2018 HANDBOOK FOR PARENTS AND STUDENTS

It is a pleasure to welcome you to The Carolinas Latin Dance Company (CLDC). We are excited to start the year with your interest, support and collaboration. We strive to bring our Latin American audience as close to their roots as possible through our authenticity and at the same time teach the rest of the community about the beauty and richness of this vibrant Culture, through our performances.

CLDC was founded in 2001 as a Non-Profit 501(c) 3 organization, in Charlotte, NC to satisfy the need of children from different Latin American Countries, who expressed an interest in learning more about each other's' diverse origins, music, and dance.

OUR MISSION is to promote cultural understanding and acceptance through the performance of folkloric dances from Latin American countries.

We teach children and young adults of all backgrounds the dances and history of those dances. The teachers of the different folkloric dances are either natives of the specific country, or have learned the dance from a native of that country. Our dances are a very authentic representation of Latin American Folklore. We share these dances with the community at various cultural events, and at our yearly theatre performance.

Our objective is to provide opportunities for cultural enrichment through performances and lectures that bring together not only people of Latin American backgrounds, but people of all cultures. This creates an enjoyable environment of mixed cultures and traditions, where the community can learn about each other and at the same time children are preparing for the global society of the near future.

YEARLY SEASON

CLDC follows the Charlotte Mecklenburg Schools System's calendar. Our 2017-18 season begins August 26, 2017 and ends with our annual performance May 5, 2018.

REGISTRATION

Children and young adults interested in joining CLDC must register first. Registration begins with our annual performance. Registration fee is **\$40.00** per student, due at the time of registration (non-refundable). In person registration for the 2017-18 school year will take place at Spirit Square, 345 N. College Street; Charlotte, NC on the following dates:

- **April 15, 2017** during our annual performance
- **Saturdays: August 5, 12, and 19, 2017** from 10:00am to 12:00 pm

Please register your child in person on the dates above as there will be no late registration. You can also register your child by completing the registration on our website, www.CLDCCharlotte.org, or by downloading it and sending by e-mail to LatinDanceCompany@CLDCCharlotte.org. The registration packet consists of three pages found at the end of this document. Please note that all three pages must be completed in full, initialed, signed and dated in order to be considered registered.

SCHOLARSHIPS

CLDC offers a number of scholarships to students who meet eligibility requirements. To be considered for a scholarship, parents must complete the Scholarship Application and turn it in by September 16, 2017 for review and consideration. The applications are available on our website or you can ask for a copy to complete.

AUDITIONS

Every student is required to audition. This is done so we can assign each dancer to the proper class level. Auditions will take place on Saturday, August 26, 2017 from 10am – 2pm at Spirit Square. Please be prepared to attend your audition at your designated audition time. There will be no auditions make-up. An e-mail will be sent to all registered students confirming date and time of the audition.

CLASS LEVELS

Classes are divided into five levels and students are assigned to a level according to dancing ability. Students will be notified via e-mail of their class level assignment and schedule after the audition and prior to the first day of class.

CLASS SCHEDULE

Classes are held for one hour once a week on Saturdays from 9:00am to 2:30pm (pending on class level assignment) at Spirit Square. The first day of class will be September 9, 2017. Starting in March 2018, there will be mandatory practice on Fridays from 6:00pm to 8:00pm. These additional practices are designed to finalize preparations for our annual performance. Times and dates will be announced weekly via e-mail. CLDC is not responsible for classes cancelled as a result of extreme weather conditions or other circumstances beyond the control of the dance company officials.

DRESS REHEARSAL

There will be a mandatory Dress Rehearsal on **Friday, May 4, 2018** from 12:00pm to 9:00pm.

ANNUAL PERFORMANCE

Our annual performance is scheduled for **Saturday, May 5, 2018**. Attendance is mandatory.

EXECUTIVE ARTISTIC LEADERSHIP

| | | |
|----------------|--|--------------|
| Gladys Gomez | Executive Director and Artistic Director | 704-449-8868 |
| Gina Mallay | Choreographer and Principal Instructor | 704-654-2741 |
| Emily Cloutier | Instructor | 518-763-2081 |
| Cristina Lima | Instructor | 704-641-5400 |

ATTENDANCE AND PUNCTUALITY

Students are expected to attend all classes and rehearsals to which they are assigned. To minimize absences, we ask that parents take into consideration appointments and family vacations and schedule them around dance class. Consistent attendance is vital in maintaining the student's mastery of dance technique. Attendance is taken every class by the teachers. CLDC does not offer make-up classes.

Punctuality is crucial and expected of all students. Plan to arrive 10 minutes prior to your class time. Students should be dressed and ready to begin at the scheduled class time. Additionally, we ask that parents pick-up children promptly at the end of their dance class. There is no one available to watch the children after class. CLDC is not responsible for watching children who have not been picked up timely.

*****Parents must contact the instructors a minimum of 3 days in advance to excuse a student from class.**

DRESS ATTIRE FOR CLASS:

Students must wear proper attire for dance classes. All dress code requirements are mandatory for students of all levels.

Girls/Women:

- CLDC Red Shirt (issued by CLDC)
- Black leggings or shorts (preferred)
- Ballet slippers – Beige color
- Black 1 ½ inch heel shoes with strap and buckle around ankle (teachers will advise when to purchase).
- 10-13 yards gathered colored skirt (dancer can choose their favorite color)
- Bandana / Pañuelo (teacher will advise when to purchase)

Boys/Men:

- CLDC Gray Shirt (issued by CLDC)
- Pair of comfortable cotton/sweat pants or shorts
- Ballet slippers for men – Beige Color
- Mexican boots (teachers will advise beginners when to purchase)

*****It is suggested that all items are marked with student's name and that each student have a bag to keep his/her belongings together. CLDC is not responsible for any forgotten or lost items.***

CLASS BEHAVIOR

- All dancers are expected to behave respectfully and demonstrate discipline
- Talking or chewing gum during class is not allowed
- Students must raise their hands before speaking to minimize interruptions to the class
- Students who are disruptive in class are given a consequence

- No food or drinks allowed inside the studio (only water)
- The use of cell phones during class is not permitted

PARENTS' RESPONSIBILITIES

CLDC and its students can only be successful with the active participation, support and collaboration from parents.

- **Children outside of class:** Each parent is responsible for their child's or children's behavior outside the class studio. Student (s) who is not being controlled by their parent (s) while not in class may be suspended from attending classes. CLDC is not responsible for any accident, injury, property loss or damage.
- **Volunteering:** It is crucial that all parents volunteer for a minimum of 2 activities. This help is needed to keep costs down by not having to hire personnel to complete these tasks. There will be a \$100.00 fee for parents who do not wish to commit to two volunteer functions/events throughout the school year. Parents will have an opportunity to sign up during parent's first meeting.
- **Care of their child/children's costumes:** parents are responsible for washing, dry-cleaning, and for making any necessary adjustments to the costumes provided by CLDC for your children. This includes before and after any special events. Parents will be responsible for any damages caused during the cleaning, usage or adjustments of the costumes.
- **Social Events:** It is very important for CLDC that all dancers and parents are integrated; therefore, we need volunteers to organize and provide (by requesting other parents to collaborate) for the Halloween, Christmas, and After-the-show celebration and awards. Three volunteers for each social event is ideal.
- **Meetings:** Parent are required to attend parent meetings held at Spirit Square from 11:00am-12:00pm on:
 - Saturday September 16, 2017
 - Saturday November 18, 2017
 - Saturday February 17, 2018
 - Saturday March 24, 2018
- **Students:** Parent's support is crucial for a student to be successful at CLDC. Parents are expected to bring their student(s) to class every Saturday, punctually, and prepared for class. Parents are also expected to encourage their student(s) to practice at home on a regular basis.

TUITION, FEES, AND PARTICIPATION COSTS

| | DESCRIPTION | COST | DUE DATE |
|--|--|---|--|
| REGISTRATION | Non-refundable fee per child per year. | \$40.00 | Due at time of registration. |
| MONTHLY TUITION | Tuition payments are per student. There is a \$10.00 discount for siblings. *Boys do not receive the \$10.00 sibling discount. | Girls \$50.00 Boys \$25.00 | Due by the 5th day of the month |
| LATE PAYMENT FEE | There is a penalty for not paying monthly tuition by due date. | \$10.00 per student | Due with monthly tuition |
| PERFORMANCE FEE | The performance fee provides 10 tickets per family plus costume rental for each student. Fee can be prorated within the first four monthly tuition payments (September, 2017-December, 2017). Must discuss with Treasurer to set-up prorate option. Tickets will be dispersed in January, 2018 only to those who have paid performance fee in full. Priority choice of seats will be given to parents who have paid in full on a first pay first serve basis. | \$130.00 per family, plus \$25.00 per each student | Due by 12/31/17 |
| PENALTY FOR LATE PERFORMANCE FEE | A penalty for late performance fee has been set for students whose fee is not paid in full by 12/31/17. Students will not receive costumes until fee is paid in full, and will not be allowed to perform at the annual show. | \$25.00 per each month late | Immediately |
| Unscheduled Costume Pick-up | Penalty fee for scheduling costume pick-up on a date other than scheduled. | \$50.00 | Due before costume pick-up |
| Volunteer Function | This is only for those parents who do not wish to commit to 2 volunteer functions. | \$100.00 | Due by 3/31/18 |
| Costume Dry-Cleaning | Estimated cost for costumes that need to be dry-cleaned prior to the annual performance | \$45.00** | As needed |
| Damaged or lost costume | Cost of costumes vary | \$200.00-\$400.00** | Due immediately |
| Class Attire | Costs vary by brand and size (shorts, skirts, dance shoes, boots, bandana) | \$40.00 - \$150.00** | Needed for Classes |
| Performance Accessories; Personal Items | Costs vary (lipstick, mascara and base; tights; shoes; loop earrings; hair products; other necessary products and accessories). | \$30.00 - \$100.00** | Needed for the annual performance |
| Performance Video | Cost for video purchase (OPTIONAL) | \$20.00 | Due at time of purchase |
| Social Events | Potluck contributions for Halloween, Christmas, and End of Year Social Events. | \$10.00 - \$20.00** | Due at time of event |
| Donations and Sponsorships | Voluntary contributions, donations, and sponsorships | \$10.00 - unlimited | Throughout the year |

**** Costs are only approximations**

IMPORTANT DATES

REGISTRATION

| | |
|----------------------------------|---|
| Saturday, April 15, 2017 | \$40.00 Non-Refundable Fee Due at the time of Registration Registration must be fully completed and signed to be considered complete. |
| Saturday, August 05, 2017 | |
| Saturday, August 12, 2017 | |
| Saturday, August 19, 2017 | |

AUDITIONS

| | |
|----------------------------------|--|
| Saturday, August 26, 2017 | At Spirit Square - 345 N. College Street All students must audition |
|----------------------------------|--|

CLASSES AND REHEARSALS

| | |
|-------------------------------------|--|
| Saturday, September 09, 2017 | First day of Class |
| Saturday, April 28, 2018 | Full Performance Rehearsal 9:00 a.m. to 2:00 p.m. |
| Friday, May 04, 2018 | Dress Rehearsal 12:00 to 9:00 p.m. Attendance Mandatory |
| Saturday, May 05, 2018 | Annual Performance 12:00 to 9:00 p.m. Attendance Mandatory |

COSTUMES PICK-UP

| | |
|---------------------------------|---|
| Saturday, March 31, 2018 | Costumes to be picked-up at Storage. Scheduled times to be announced by e-mail. Performance Fee must have been paid in full. *\$50.00 Fee for pick up at unscheduled time |
| Saturday, April 07, 2018 | |

PARENT MEETINGS

| | |
|-------------------------------------|---|
| Saturday, September 16, 2017 | ***Parents are required to attend all meetings. |
| Saturday, November 18, 2017 | |
| Saturday, February 17, 2018 | |
| Saturday, March 24, 2018 | |

SOCIAL EVENTS

| | |
|------------------------------------|---|
| Saturday, October 28, 2017 | Halloween - Location to be disclosed |
| Saturday, December 16, 2017 | Christmas - Location to be disclosed |
| Saturday, June 02, 2018 | End of Year Party - Location to be disclosed |

REGISTRATION 2017-2018

(Complete one for each student)

Please Note: All pages must be completed and signed to be considered as registered.

Date: _____

DANCER'S INFORMATION:

First Name Middle Name Last Name(s) Age (beginning of the school year)

Date of Birth (m/d/y) Grade, School / or Company's Name

Address: Street Apt. # City State Zip Code

Please list any medical condition(s) that the instructor should know about: _____

Allergies: _____

T-Shirt Size (Circle One): Youth Small Adult Small
 Youth Medium Adult Medium
 Youth Large Adult Large Adult XL

FAMILY CONTACT INFORMATION:

Father's Name Last Name Profession

Mother's Name Last Name Profession

Main Phone number to be contacted Main E-mail Address to be contacted

EMERGENCY CONTACTS

Name Last Name Relation to Dancer Telephone #'s

Name Last Name Relation to Dancer Telephone #'s

2017-2018 AGREEMENT

In accordance to our Policies and Procedures, the following agreement should be completed, initialed, and signed for each student:

I have read the Policies and Procedures attached to this registration.

I agree to bring my child to every class on time and ready to start.

I agree to watch and control my child before and after class.

I agree that I will pay the monthly tuition on time by the fifth day of the month every month from September 2017 to April 2018.

I agree that I will pay for the performance fee by 12/31/2017.

I agree to volunteer for a minimum of 2 activities, or to pay the exclusion fee of \$100.00.

I agree to attend all parents meetings as scheduled.

I agree to pick up my child (children) costumes on the scheduled date.

I, _____, parent of _____, agree and commit to all marked above. I have read the CLDC Policy and Procedures and commit to the company and my child.

Child's Full Name

Parent's Signature / Date

PARENT RELEASE FORM FOR MEDIA RECORDING AND PHOTOGRAPHY

I, the undersigned, do hereby grant permission to the Carolina Latin Dance Company to use the image and/or voice of my child. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, audio, and/or video taken of my child or his/her work for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, audio, recordings, podcasting, vodcasting, and digital images such as those on the Carolina Latin Dance Company's website and social media.

Child's full name (First and Last): _____

Parent / guardian printed name: _____

Parent / guardian signature: _____ **Date:** _____