

The Carousel Dance Centre Inc.



Student Handbook

Inspiring the love of dance for 35 years.

August 2011

How to sew elastics on ballet shoes.

When you purchase your ballet shoes, you will be given a piece of elastic. Please be sure to sew elastics on prior to your first class.

Step 1: Fold heel over the base of the sole. That is where you sew elastic (not half way up the shoe). Mark this point.



Step 2: Measure the amount of elastic on the foot allowing an extra half inch on each end to form a square to sew around. Sew the elastic on the inside of the shoe by



hand. The elastic should be sewn in a square through the inside lining. Not through the leather. Elastics should give support without being too tight or too loose.

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Welcome to The Carousel Dance Centre. This handbook is designed as a ready reference for everything you need to know about dance classes at Carousel. Read through it for important information and keep it handy for future reference. Should you have questions about our program at any time, please refer to our website or contact us by *e-mail*: admin@carouselcentre.ca or by phone: 519-746-8877

Program History

The Carousel Dance Centre was originally founded in 1970 by Dr. Ruth Priddle, a University of Waterloo professor. With her Masters in Dance and a PhD in Developmental Psychology, Dr. Priddle was very interested in researching motor learning in relation to dance. In addition to serving as a catalyst for research, Carousel served as a practicum for students taking University dance courses related to the teaching of dance, anatomy and motor development. The school, which was originally located in the Physical Activities Complex, serviced children in the community. For several years, Carousel continued its operations at UW in East Campus Hall where it was closely linked with the University's Dance Degree Program until its phase out in 1996. From 1996-2008, Carousel continued to operate at the University of Waterloo and serviced the University community through its offering of credit technique courses and recreational classes for University students. In 2008, Carousel relocated from the facilities at the University to a newly renovated, fully accessible, 8, 650+ square foot facility at 550-D7 Parkside Drive. The school continues to offer quality dance education for children and teens.

Program Philosophy

Our first and foremost goal at Carousel is to offer an educational dance program in which all students can experience success and enjoy the art of dance. While emphasis is placed on the development of strong technique in ballet and modern dance, we strive to go beyond the traditional training of the body and supplement our program with dance history, music and creative dance. Students at Carousel develop physically, socially and intellectually in a safe and non-competitive environment. As educators, we strive to ensure the highest quality of teaching, providing instructors who are educated, certified and experienced. Together, we work to ensure that each child develops a love of the *Art of Dance!*

Program Information

E-Mail Notices

All of our correspondence including newsletters, account statements and class notices are sent to families by e-mail. To ensure that you receive all of this important information, please log on to your registration account <http://www.thestudiodirector.com/carousel/register.jsp> and be sure that your account preferences are set to "It's OK to send me e-mails". You can also add our e-mail address to your address book "admin@carouseldancecentre.ca" to be sure that our e-mails are not inadvertently directed to your bulk or junk bin.

Cancellations

From time to time, a class at the Carousel Dance Centre may be cancelled due to weather conditions, special events or instructor illness. We always make every effort to avoid the cancellation of classes, but if we are required to cancel a class, we will notify each student by e-mail or phone, UNLESS the cancellation is due to weather conditions, under which circumstances, students should call the office 519-746-8877 or listen to the CHYM FM Snowdesk cancellation report. In the event that programs are cancelled, there will be no refunds or make-up classes. Fees for the term are calculated with the possibility of a class cancellation. However, we guarantee that each term will consist of a minimum of 10 classes. If due to some unforeseen reason, classes are cancelled and less than 10 classes are offered during a term, we will schedule a make-up class.

Attendance

Regular attendance at class is important and allows students to receive the most benefit from their dance program. All classes will start and end promptly at their scheduled times. If students will miss a class, please call the office and leave a message. Please note that there will be no refunds or make-up classes given to students who miss classes.

Tuck Shop

Juice & snacks are available for purchase in the student lounge. The funds raised from the sale of snacks helps to support our dance company.

Parent Viewing Days

Parent viewing days are scheduled twice per year to provide you with the opportunity to view your child's accomplishments. Dates for parent viewing can be found on the annual calendar.

Fees

Registration Fee

A non-refundable registration fee is due at the time of registration. This is an annual fee.

Program Fees

Program fees are due in three installments payable in August, November & February (please refer to the annual calendar for payment due dates). Payments can be made on-line using a credit card or in person by cheque or cash. There will be a late payment charge on all past due accounts as follows:

1 week overdue - \$5.00 surcharge

2 weeks overdue - \$10.00 surcharge

4 weeks overdue - \$20.00 surcharge

6 weeks overdue - student will be withdrawn from the program

All cheques returned NSF will be subject to a \$25.00 fee. In addition, you will be responsible for late payment surcharges. Program refunds will only be given when withdrawal is due to illness or injury. Monthly payment plans can be arranged. There is a \$15.00 fee to set up monthly payment plans.

Refund Policy

Registration fees are non-refundable. Tuition fees will only be refunded in the event of illness or injury OR if a registration is cancelled a minimum of 2 weeks prior to the start of the term. Once a term commences, no refunds will be provided for that term.

The Carousel Facility

Carousel is located in a newly renovated, bright, spacious 8650+ square foot facility. The new space has four studios and is fully accessible. The accessible entrance is located at the back of our unit. The dance floors are sprung and studios are equipped with pianos, mirrors and large windows for viewing. Carousel is located at 550-D7 Parkside drive which is located at the northeast corner of Weber and Parkside Drive between Northfield Drive and Weber Street across the street from the VW Dealership.

Parking/Drop Off & Pick Up

Parking is available in any of the spaces located in the lot surrounding our unit. We request that all students remain inside the building while waiting for their rides to arrive. Children under the age of eight must be dropped off and picked up directly from the studio in which their class takes place. Classes at Carousel begin & end promptly at their scheduled times. Please be sure to pick students up immediately following their class. Teachers at Carousel teach back to back classes and therefore are unable to provide supervision before and after class.

Outdoor Footwear

We request that all outdoor footwear is removed in the reception area and is placed on the shelving units provided. Please assist us in keeping the muck and dirt OUT of the studios by adhering to our outdoor footwear policy.

Change Facilities

There is a girls change area with change cubicles, cubbies and lockers. Please assist us in keeping the change room tidy by keeping your locker area clean. The Carousel Dance Centre will not be held responsible for lost items. There is also a designated boys washroom & change area.

Student Lounge

Our student lounge area is equipped with a microwave and full size fridge. This comfortable area has couches and chairs as well as a table for eating lunches and/or doing homework. Students are welcome to bring lunches and/or snacks and to make use of the kitchen facilities. We ask that all students tidy up after themselves and that all lunches are marked with student's name and date brought to Carousel. Any lunches left for longer than one week will be disposed of. We hope students enjoy the lounge area and assist us in keeping it tidy.

Parent Viewing Area

There are two parent waiting area. Our main waiting area has windows to each of the four studios. Our secondary waiting area is located at the front of the building. Occasionally, when Carousel hosts special workshops and/or examinations, the viewing windows may be closed and parents asked use the waiting area at the front of the building. We request that young children are supervised at all times. Although we provide a parent waiting area, parents are not required to remain in the building during their child's class.

Lost & Found

Please be sure to mark all dance shoes and clothing with your name to help minimize lost items. If you do lose something, check our Lost and Found which is located in the hallway. Be sure to check the lost and found regularly. All unclaimed items are donated to charity at the end of each term.

Other Programs at Carousel

Carousel Dance Company

The Carousel Dance Company provides students with the opportunity to perform, work with guest and faculty choreographers and to create dances for one another. To join the company, students must be enrolled in both ballet and modern dance classes at Carousel and be a minimum of 10 years of age. The Company is open to students of all levels of ability providing that they are willing to make a strong commitment. The Dance Company presents a Holiday themed performance each December and a showcase of contemporary dance works each spring. In the past, the company has performed locally, nationally and internationally attending CAHPERD (Canadian Association for Health, Physical Education, Recreation and Dance), daCi (dance and the Child international - Finland, Regina, Utah & The Netherlands) and the opening ceremonies of the Ontario Summer Games in London.

Dance for EveryBODY!

At Carousel, we believe that all children should have the opportunity to experience the art of dance! We have developed an adapted dance program for children and adults with physical and/or developmental disabilities. Additionally, we encourage integration in our regular programs whenever possible.

Royal Academy of Dance Examinations

Carousel provides the opportunity for students to pursue examinations through the Royal Academy of Dance from Grade 1 through to the Solo Seal Level. Additional weekly classes are required for students choosing to pursue examinations.

Assistant Teacher Training Program

Students who are 12 years of age or older are invited to join our Assistant Teacher Training Program. This program provides students with the opportunity to assist with children's classes within the school, to develop leadership skills, and to learn about teaching dance.

PD Day & SummerDance Programs

A variety of exciting PD Day, March Break and SummerDance programs are offered at Carousel for students ranging in age from 3 to 17 years. Additional information regarding these programs will be posted in our quarterly newsletter.

Carousel Spring Performance

Each Spring, the Carousel Dance Centre provides the opportunity for students to perform at the Humanities Theatre. All students in Units 1A and above are eligible to participate (participation is not mandatory). Students registered in the pre-school program do not participate in the Spring Performance; these students will instead learn a short dance to perform for family and friends in the studio during their last class of the term.

Costume Deposits

Students who choose to participate in the Spring Performance will be required to provide a costume deposit prior to the end of November. A \$25 deposit for each class that a student is enrolled in is required. Costumes will not be ordered for students unless costume deposits have been received.

Rehearsals & Performance Dates

Please refer to our annual calendar for a list of performance and rehearsal dates. Please note that not all students will be required for all rehearsals or perform in all of the shows. Families should keep all rehearsal and performance dates free, and watch for the specific dates for each student which are posted in our March newsletter. Parents are required to purchase tickets for the performance.

Dress Code

There is a dress code in effect at Carousel. It is very important that all students come to dance class prepared and with hair tied back. If students do not come to class with hair tied back, elastics will be available for purchase for 50 cents in the student lounge. The full dress code is listed on page 9 of the handbook. All items can be purchased at:

THE DRESSING ROOM

55 Erb St East, Waterloo
(519) 886-5185
www.thedressingroom.ca

OR

INSPIRATIONS DANCWEAR

54 Queen St. South, Kitchener
519-743-6699
www.inspirationsdancewear.com

Level/Age	Bodywear	Tights	Footwear	Hair
Pre-School (3-4 yrs)	pink mondor tank leotard & pink skirt	footless pink optional	bare feet	neatly off face - ponytail, braid or bun
1A & 1B (5-6 yrs)	purple mondor tank leotard & purple skirt	footless pink optional	bare feet	neatly off face - ponytail, braid or bun
1C (7 yrs)	light blue mondor tank & light blue skirt	footless pink optional	bare feet	neatly off face - ponytail, braid or bun
Level 1 (8 yrs)	light blue tank leotard	pink convertible foot tights	BALLET: pink full sole ballet shoes & Character shoes MODERN: bare feet	bun for ballet ponytail for modern
Levels 2-3 (9-10 yrs)	navy tank leotard	pink convertible foot tights	BALLET: pink full sole ballet shoes & Character shoes MODERN: bare feet	bun for ballet ponytail for modern
Levels 4-5A (11-12 yrs)	slate tank leotard	pink convertible foot tights	BALLET: pink full sole ballet shoes & Character shoes MODERN: bare feet	bun for ballet ponytail for modern
NOTE:	LEVEL 1 TO 5A BALLET STUDENTS WILL ALSO REQUIRE Character skirt (full circle skirt hemmed to 2" below the knee) with royal and light pink ribbon. * Black party shoes may be worn instead of character shoes.			
Levels 5B+ Ballet (13+ yrs)	dark solid coloured leotard	pink convertible foot tights	pink ballet shoes NOTE: exam candidates MUST purchase full sole ballet shoes	bun
Levels 5B+ Modern (13+ yrs)	dark solid coloured leotard	Beige/Black convertible foot tights (black shorts optional)	bare feet	neatly off face - ponytail or bun
Levels 2+ Jazz (9+ yrs)	any colour leotard - bare midribs not permitted	any colour tights/ dance pants	black split sole slip-on gore boots (jazz shoes)	hair neatly off face - ponytail

BOYS: Pre-School to 1C - white T-Shirt & black shorts
Levels 1 and up - white T-Shirt & black shorts, black ballet shoes (ballet), black jazz shoes (jazz)

Help with hair . . .

It is very important for all dancers to have neat and well-secured hair for class. All age groups MUST come to class with hair worn off face and ALL ballet students (Levels 1 and up) must wear hair in a bun.

For Very Short Hair - Please neatly brush off face or use hair clips.

For Medium Length Hair - Bangs should be neatly trimmed or clipped off face. A headband may be worn to hold short hair back. If hair is too short for a full ponytail, try just putting the top half up in an elastic.

For Long Hair . . . **How to do ponytail/Ballet Bun** . . .

1. For a basic ponytail, first lightly spray hair with water for better control. Gather hair and pull it back (use hair gel if more control is needed).
2. Use a brush or the "tail" end of comb to smooth out bumpy or uneven areas. Form a ponytail by brushing hair up from the jaw-line and towards back of head (this will form a high bun). Placement of the ponytail determines placement of the bun. (High buns are ideal; however, mid and low buns may be worn to accommodate a performance headpiece or short hair).
3. Use a hair elastic to secure ponytail. A tidy ponytail with hair drawn back snugly is the key to a good ballet bun!
4. Apply more water or gel to keep the hair neat. Twist or braid the ponytail to start the bun (it may be easier to achieve a desirable "flat" bun by twisting hair).
5. Coil the ponytail into a tight circle. Instead of stacking coils on top of each other, try to coil hair outwards to increase the diameter of the circle formed. This will help keep the bun flat.
6. Use hair pins (the "U" pins) all around the coil to secure it to the rest of the hair. Slide each hair pin through the outer part of the coil and into the base (centre) of the bun.
7. When hair is secure enough that it stays in a bun on its own, wrap a fine hair net around the bun, twisting & wrapping until hair net tightly secures bun.
8. Large buns may protrude too much; to flatten bun, carefully remove some of the pins (the hair net will hold the bun). Then flatten the bun and re-pin around the bun.
9. For extra hold, when hair and bun are secure, spray with hairspray and secure loose hairs with bobby pins.
10. Avoid the use of hair scrunchies around the bun. The bun should be secure on its own, without the use of a hair scrunchie.

HAIR SUPPLY CHECKLIST

- Spray bottle with water
- Brush and tail comb
- Hair spray
- Hair Gel
- Hair pins ("U" shaped pins used for securing bun)
- Bobby pins (flat pins used for securing stray hairs)
- Fabric covered hair elastics
- Hair net (should be same colour as hair, with an elastic edge)

**All supplies can be purchased at the drugstore or any store carrying hair accessories. Extra supplies should be kept in the dancer's bag.*



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DANCE CENTRE INC.

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