

Pantuso Dance

Student Handbook 2018/2019



0832774 BC Ltd.

Welcome to the Pantuso Dance 2018/2019 dance season. Thanks for taking a few minutes to read through this handbook and noting any information that pertains to your family. Please keep this handbook as reference throughout the year.

Pantuso Dance offers an extensive tap dance program alongside jazz, ballet, hip hop, modern and musical theatre classes. Students will benefit from being immersed in many styles since our teachers continue to better their craft and regularly take workshops from the masters and bring this knowledge and repertoire back to share with all enrolled with Pantuso Dance.

Pantuso Dance is committed to providing the highest quality dance training in a respectful, supportive, fun and non-competitive environment. Through our instruction, students gain an appreciation for the art of dance and are given the opportunity to reach their own greatest potential. We foster a community of active and involved teachers, students and family members who are inspired by a love on the performing arts.

Pantuso Dance Faculty

Lindsay Sterk: Musical Theatre, Tap and Ensemble

Paige Fullerton: Hip Hop, Jazz and Modern

Victoria Hanaway: Ballet, Ballet Contemporary and RAD

Christy Kooman: Ballet, Ballet Contemporary and Ensemble

Candice Woloshyn: Lyrical, Musical Theatre and Jazz

Camille Lucas: Ballet and RAD

Administration Staff

Lindsay Sterk, Artistic Director: pantusodance@gmail.com

Kelly McCrea, Program Coordinator: mcreakelly@outlook.com

Our Contact Information

Mail: 2659 Moray Place, Courtenay, BC, V9N 8A9

Phone: 250.702.0432

E-mail: pantusodance@gmail.com

Website: www.pantusodance.com

Tuition Fees, Discounts & Payment Options

Pantuso tuition fees are based on the length of class and number of classes. There is a 10% discount for students taking 2 or more classes. There is a 3% discount on classes paid in full by September 1, 2018 (this does not apply to those getting subsidy through Jumpstart or other programs as there is more than one payment). Note that costume fees are billed separately on November 1, 2018. All tuition fees should now have been submitted, but if you have not submitted yours, the following options are available.

Full Payment by MasterCard or Visa

Payments are processed on September 1, 2018. Please ensure that your current credit card number is on your Pantuso customer portal no later than August 31, 2018. Late payments do not qualify for the 3% full payment discount.

Full Payment by Cheque or E-Transfer

All cheques must be received no later than August 31, 2018 and dated for September 1, 2018. Or, you can send an e-transfer to pantusodance@gmail.com with the password *Pantuso*, no later than August 31, 2018. You can find your tuition total on your e-mailed invoice. Late payments do not qualify for the 3% fully payment discount.

8 Scheduled Payments by MasterCard or Visa

Payments will be processed automatically starting September 1, 2018 and on the 1st of the month thereafter. Please ensure that your current credit card number is on your Pantuso customer portal no later than August 31, 2018.

8 Scheduled Payments by Cheque

All posted-dated cheques dated September 1, 2018 and the 1st of the month thereafter, for 8 months. To determine your payment amount for each month please see your invoice that was e-mailed you and divide the total by 8. All cheques must be received no later than August 31, 2018. E-transfer is not available for scheduled payments.

Refunds

Refunds are dealt with on an individual basis and are only given upon consultation with the director. Refunds will be issued for credit towards the following year's tuition only. No refunds will be issued after November 15, 2018 unless there is a valid medical reason.

Cancelled Classes

Classes cancelled due to snow or illness will be rescheduled only if time permits.

Communication

Our main form of communication is by e-mail. Please take the time to read e-mails that we send and we will do our best to keep them to a minimum. Please add the following e-mails to your contact lists to ensure receipt: pantusodance@gmail.com and mcreakelly@outlook.com. We will also post info on our bulletin boards and a www.pantusodance.com under the "Student Info" tab.

Waivers

Waivers must be signed and returned at your family's first class in September in order for students to be permitted to participate in classes. They can be found under the "student info" tab at www.pantusodance.com, in the Studio Lobby and they will be e-mailed to you as well. Please make sure to initial all the boxes down the side and fill out the bottom section. A new waiver must be signed every year.

Groove 2019

Groove 2019 is our annual showcase of student work at the Sid Williams Theatre. We will hold four performances (evening performances on May 2, 3 and 4 and a matinee on May 4, 2019) and have a number of mandatory rehearsals (April 28-May 1, 2019) before the event. Please note that classes of 4-6 year olds will only be performing in two of the above performance dates each. More information about the performance schedule for 4-6 year olds will be distributed in January. All other students must commit to all four performances in order to participate in Groove 2019. Important information for parents and students will be distributed after Christmas. Please mark all these dates on your calendar! Students that miss their rehearsals or more than 4 regular classes, may not be able to perform in Groove 2019 for safety reasons, at the discretion of the Director.

All students (including adults) enrolled in recital classes MUST participate in Groove 2019 (as stated in our Registration Booklet). This includes all classes except: Ballet Barre & Stretch, Broadway Jazz, R.A.D., Tap Tech and seasonal preschool programs.

Groove 2019 Costume Fees

Groove 2018 costume fees are determined by a tier system for each class as follows below (taxes included). Check your class schedule to see which tier your classes fall under (see the letter directly following the class title in brackets). Payments are due November 1st (billed separately from tuition payments) and we will send invoices out to all families prior to this. Those with credit cards on file will be charge automatically. All others should submit cheques to the red mail box in the lobby.

Tier A: \$74

Tier B: \$78

Tier C: \$84

Tier D: \$92

Tier E: \$98

Dates to Remember

Please take note of the following dates and mark them on your calendar. We will update the website when new events are organized.

November 1:	Costume Fees due for all classes, unless otherwise notified
November 4:	Auditions for Showcase 2018
November 10, 11, 12:	Remembrance Day week-end, no classes
November 18:	Student Showcase 2018, NIC
December 1-17:	Annual Christmas Fundraiser (details to be announced)
December 18-January 6:	Christmas Break
January 7:	Classes start again
February 16, 17, 18:	Family Day week-end, no classes
February 9-15:	Class Viewing Week for Parents
March 9:	Spring Fling 2019 (date to be confirmed and details to be announced)
March 10-11:	Masterclass Festival, Sid Williams Theatre (details to be announced)
March 15:	Performance Works Showcase, "Shine", Sid Williams Theatre
March 15:	No regular classes due to "Shine"
March 18-24:	Spring Break
March 25:	Classes start again
April 19-22:	Easter week-end, no classes
April 21:	Registration starts for 2019/2020 dance season for current Pantuso families only!
April 27:	Groove Picture Day
April 28-30:	Groove Tech Rehearsals & Run-Throughs, Sid Williams Theatre, schedules will be issued after Christmas
May 1:	Grove Dress Rehearsal, Sid Williams Theatre, schedules will be issued after Christmas
May 2, 3, 4:	Groove Performances, Sid Williams Theatre, schedules will be issued after Christmas
May 6-11:	Last week of classes

Student Showcase, Sunday, November 18th, 2:00pm, Stan Hagen Theatre, NIC

Date to be confirmed. This is an opportunity for our experienced students to develop their own choreography and perform it for an audience. Auditions will be held on Sunday, November 4th and an e-mail will be sent with details about how to get involved.

Pantuso Auxiliary Society Spring Fling, Sunday, March 9th, 2:00pm, École Au-Cœur-de-l'île

Date to be confirmed. This is our annual Auxiliary fundraiser. It is a fun afternoon filled with performances, yummy treats and a silent auction. All proceeds benefit the Pantuso Auxiliary Society. Classes that will be performing in this event will be notified after Christmas.

Masterclass, Sunday, March 10th-11th, Sid Williams Theatre

This event is designed for our experienced students to perform their recital piece in front of an adjudicator on the Sid William's Theatre stage. They will receive constructive feedback and get to perform their piece again, incorporating the suggestions. This is an excellent, positive learning opportunity for our students. Our regular classes (mostly Level 2 and up) will be performing on Sunday, March 10th. Our Pantuso Performance Works groups will be performing on Monday, March 11th. Classes that will be participating in this event will be notified after Christmas with a detailed schedule.

Shine (Pantuso Performance Works), Friday, March 15th, 7:30pm, Sid Williams Theatre

Our Pantuso Performance Works students (solos, duos, trios and quartets) will be showcasing the choreography that they have been working on all year with our inhouse and guest choreographers, at this special showcase. Ticket and event information will be released after Christmas. Regular classes do not run on Friday, March 15th.

Class Dress Codes

Please find below information on our dress codes for particular classes. Dance shoes are for indoors only and should not be worn between the car and the studio (shoes with dirt on the soles will not be permitted). We do not mind what style or brand of dance clothing or dance shoes that you wear, but we do ask that you respect the dress codes. Those purchasing shoes at the Used Shoes Sale on September 16th can wear bare feet to the first class.

Please do not wear clothes to dance class that you would wear to school or soccer practice. Please wear proper dancewear. For RAD dress code information, please see information that was e-mailed to you.

Girls	Dance Wear	Dance Shoes	Hair
Ballet	Leotard: black in any style. Tights: ballet pink footed or convertible (Pantuso recital tights are acceptable). Optional: black dance shorts or black chiffon short dance skirt.	Levels 1-3B Ballet Slippers: pink canvas or leather, split or full soles (no gymnastic slippers). Levels 4-6 Pre-Pointe Shoes: pink satin soft blocks with ribbons.	Ages 6 years & under: ballet bun, pig-tails, pony-tail or braids. Ages 7 years & over: ballet bun.
Ballet Contemporary	Leotard: black in any style. Tights: ballet pink or tan footless or convertible (Pantuso recital tights are acceptable). Optional: black dance shorts.	Half soles: skin toned, leather or canvas. (Note that we are no longer using foot undies.)	All girls: ballet bun (high or low).
Hip Hop	Dancewear: comfortable, loose and/or stretchy athletic clothing (no street clothing or jeans).	Hip Hop Shoes: non-marking, lace-up sneakers (ex: Keds, Converse) in black, white or combination of black and white (no colour). All shoes should be tested to ensure they do not mark even if they say	All girls: pig-tails, pony-tail or braids.
Jazz	Leotard: black in any style. Tights: ballet pink or tan footed or convertible (Pantuso recital tights are acceptable). Optional: black dance shorts, leggings or capris (no skirts please).	Jazz Shoes: black, slip-on, leather or canvas (leather preferred). (Note that we are no longer using lace-ups. If you have lace-ups from last season you can use them until they are out-grown or worn-out.)	All girls: preferably ballet bun (high or low) or pig-tails, pony-tail or braids.
Lyrical	See Ballet Contemporary		
Modern	Leotard: black in any style. Tights: ballet pink or tan footless or convertible (Pantuso recital tights are acceptable). Optional: black dance shorts.	Bare feet.	All girls: ballet bun (high or low).
Musical Theatre	Dancewear: comfortable, flexible, slim fitting dance wear preferably in black (no street clothing or jeans).	Jazz Shoes: black, slip-on, leather or canvas (leather preferred). (Note that we are no longer using lace-ups. If you have lace-ups from last season you can use them until they are out-grown or worn-out.)	All girls: ballet bun (high or low), pig-tails, pony-tail or braids.
Pre-Pointe	See Ballet	Pre-Pointe Shoes: pink satin soft blocks with ribbons (do not wear new shoes and keep receipts until they have been checked for sizing at the first class in case of exchange).	See Ballet
Pointe	See Ballet	Pointe Shoes: pink satin with ribbons (do not wear new shoes and keep receipts until they have been checked for sizing at the first class in case of exchange).	See Ballet
Tap	Dancewear: comfortable, flexible, slim fitting dance wear preferably in black (no street clothing or jeans).	Tap Shoes: black, lace-up, hard-soled, 3 screws on the front. No patent ribbon tie shoes are permitted.	All girls: ballet bun (high or low), pig-tails, pony-tail or braids.
Boys	Dance Wear	Dance Shoes	Hair
Ballet	Bottoms: black dance leggings or tights Top: slim-fitting black or white stretchy t-shirt.	Ballet Slippers: black canvas or leather, split or full soles (no gymnastic slippers).	Long hair: secured in pony-tail.
Ballet Contemporary	Bottoms: black dance leggings. capris, shorts or tights Top: slim-fitting black or white stretchy t-shirt.	Half soles: skin toned, leather or canvas. (Note that we are no longer using foot undies.)	Long hair: secured in pony-tail.
Hip Hop	Dancewear: comfortable, loose and/or stretchy athletic clothing (no street clothing or jeans).	Hip Hop Shoes: see girls information.	Long hair: secured in pony-tail.
Jazz	Bottoms: black dance leggings or tights Top: slim-fitting black or white stretchy t-shirt.	Jazz Shoes: see girls information.	Long hair: secured in pony-tail.
Lyrical	See Ballet Contemporary		
Modern	Bottoms: black dance leggings. capris, shorts or tights Top: slim-fitting black or white stretchy t-shirt.	Bare feet.	Long hair: secured in pony-tail.
Musical Theatre	Dancewear: see girls information.	Jazz Shoes: see girls information.	Long hair: secured in pony-tail.
Tap	Dancewear: see girls information.	Tap Shoes: see girls information.	Long hair: secured in pony-tail.

Studio Etiquette

Shoes

Outdoor Shoes are not permitted in Studios A and B and are restricted to the edges of Studio C. Dirt and gravel ruins our studio floor surfaces, so thanks for your help in keeping the floors in good condition.

Dropping-Off Students

The building will be locked until 15 minutes before the first class of the day. Please do not leave your children unattended in the parking lot until Pantuso staff open the building. Students under 10 years old must have parental supervision in the lobby before their classes start. The teachers need to prepare for teaching and are not able to supervise children left in the lobby.

Watching Classes and Picking-Up Students from Class

We would like to make the most of our class time, especially for our 45 minute programs, so we kindly ask that parents watch their children through the viewing windows in Studios A and B (there is no viewing window for Studio C). We understand that parents may want to get a closer look at classes so we will be inviting parents to attend a Parent Viewing session (see Dates to Remember above). During this time, students will get a chance to show their parents all of the skills that they have learned thus far.

We will be opening the outside door of Studio C during the last 2 minutes of classes so parents can collect their children and the next class can get ready. If you could please wait patiently for the teacher to open Studio C door, it would be appreciated. For Studio A and B classes, please wait in the lobby for classes to be released.

Parking Lot

Please use extra caution in the parking lot and watch for children. Please do not park in the spot directly in front main studio doors (parking is allowed in front of the blue garage door). Please, also respect our neighboring businesses and do not park in the gravel lot across the street.

Lobby and Lost & Found

We encourage everyone to help us keep the lobby clean by using the garbage/recycling bins and taking home personal belongings daily. Youth are welcome to use the lobby unsupervised, as long as respectful, mature behavior is exercised. No gum anywhere in the studios or lobby!

Please check the Lost & Found (in the Lobby) regularly as we will be donating the contents to charity on a monthly basis.

Volunteerism & Our Pantuso Family

Pantuso Dance is proud of the community atmosphere that has been developed at the Studio and we pride ourselves on fostering an open, happy and inclusive environment for all of students and their families. This couldn't be done without the support of our dance families. Throughout the year and during recital we will often call on parents and family members to help with a variety of tasks. We thank you in advance for your support as we couldn't provide the same opportunities without your help. If you are interested in volunteering for the Pantuso Auxiliary or would like to help in other ways please contact Kelly at mccreakelly@outlook.com.

Pantuso Code of Conduct

Pantuso Dance prides itself on providing a warm and inclusive environment that fosters the love of dance. All students and their families must be willing to uphold the following guidelines.

Integrity: To conduct oneself with honesty, courtesy and respect. To express consideration for peers, educators, parents and staff. To be a person who leads by example.

Responsibility: To respect and adhere to the policies and procedures of Pantuso Dance. To be a person who interacts with maturity. To question authority in a respectful manner. To speak of any issue or grievance to the person who is able to resolve conflict.

Character: To be a person who represents high levels of personal integrity, leadership and responsibility. To avoid gossip, negative criticism, bullying, denigrating comments or discussions of an inappropriate nature.

If you experience problems with another student, please contact Kelly at mccreakelly@outlook.com.

Pantuso Privacy Policy

Pantuso Dance respects your rights to privacy. Personal information includes, but is not limited to, name, address, telephone number, email address, and financial information, recorded in any form.. Our policy is that personal information provided by you will be safeguarded to the best of our ability and not shared with others except as required by law.

Our obligations apply to anyone who has contact with or is associated with Pantuso Dance, including, without limiting the generality of the foregoing, students and their parents, their teachers, adjudicators, volunteers and staff of Pantuso Dance.

Personal information is stored in our databases and in hard copy files. Only authorized Pantuso Dance personnel have access to the information in order to do their respective jobs. We take appropriate measures to secure this information.

Collection, use, disclosure and retention of personal information must comply with the provisions of the British Columbia Personal Information Protection Act ("PIPA"). Pantuso Dance does not disclose your information to other public bodies or individuals except as authorized by law. We keep your personal information only as long as it is required for the reasons it was collected.

Any photos in Pantuso Dance promotional materials are used with consent via a 'photo release form', signed by the parent. Please note Pantuso Dance has no control over public sharing of images by non-staff members that is done on their own behalf. (example Facebook, YouTube or other).

Pantuso Dance privacy officers are the Artistic Director and Program Coordinator. They can be reached at 250.702.0432 or by e-mail at pantusodance@gmail.com or mccreakelly@outlook.com.

We are looking forward to a fantastic year! Please don't hesitate to contact us if you have any questions or concerns.