

Kim Thomas Dance Project: A Youth Dance Company

General Policies

No street shoes permitted past the reception area.

The lounge is primarily meant to be an area for company members and faculty. Parents are asked to respect this as much as possible and limit their time in the lounge to assisting young students.

No food or drink permitted in dance studios (except water).

No gum chewing will be permitted in any dance class.

There is no smoking permitted inside the building, in front of the studio or on studio property. We are trying to set an example for the company members and wish to promote a professional and healthy environment.

Company members leaving valuables or money in the facility do so at their own risk. We suggest not bringing valuables to the studio, as we are not responsible for lost or stolen items.

Any personal items left in the facility will be put in a lost and found box in the office. Items will be thrown away at the end of each month if not retrieved.

All company members will be placed in a class level as determined by the artistic director and faculty. Placement is based on ability and age. The month of September will be used to evaluate company members. Classes may change at the request of the artistic director and faculty.

It will be the artistic director and faculty's decision as to placement of students in competitive dances (solos, duets, trios, groups, productions) and any performance related choreography.

Children who are not company members may not be left unsupervised at the studio.

Please do not bring products containing nuts into KTDP!

Everyone who enters the premises must treat the facility (furniture, washrooms, studios, kitchen, change rooms, lounge, equipment, electronics) with care and respect. Vandalizing or misuse of the facility will not be tolerated.

Company members only are allowed in studios. Parents/Guardians, family and friends are not permitted in studios unless invited by a member of the faculty.

All company members must purchase the KTDP uniform and custom accessories. There will be some additional accessories available that are not mandatory.

No pets allowed in the facility.

Solos, duets, and trios keep competition prize money. Prize monies for small groups, groups, lines, and/or productions go to the studio development fund (includes group props, facility upgrades etc.).

The upstairs viewing areas (Studio 1 window and Studio 2 gallery) are off limits to students, parents and others, without the permission of a faculty member. Children 8 years of age and younger should never be left unsupervised in the viewing areas.

All company members and parents are expected to be respectful of our neighbours in adjoining suites (e.g. no peering in the windows of the martial arts studio, no parking directly in front of other tenant suites).

No loitering outside the entrance of KTDP studio or other tenant entrances.

Parents and students must obtain permission from a KTDP staff member to use any of the facility telephones.

Kitchen facilities must be kept neat and tidy at all times. Please clean up after you've used the kitchen (e.g washing the dishes, cutlery etc. that you have used).

Parents and students must maintain the confidentiality of the interior door lock code. Do not give the code to any non-KTDP person. This is for the safety and security of everyone at KTDP.

KTDP company members are expected to take all dance classes at KTDP only. If a member wishes to take dance classes in a style not offered by KTDP, the member and parent must discuss this with the artistic director first before exploring options outside of KTDP. If a member wishes to attend a workshop at another studio, they must discuss this with the artistic director first.

Company Member Policies

Dress code for classes is mandatory. Company members must wear required dance clothing for all classes and must have all required shoes for every class. Company member's hair must be secured tightly away from the face in the required hairstyle for that class. Please see class dress code outline if you are uncertain of the dress code.

All company members should be aware of good grooming and hygiene.

There will be no jewellery or watches allowed in class.

If the faculty member finds grooming and/or dress inappropriate for class, the company member will be asked to leave.

Company members are not permitted to leave the dance studio during class – unless it is an emergency.

Bathroom breaks are to be taken before and/or after class time, unless it is an emergency.

Drugs and/or alcohol use is prohibited.

Company members under the age of 10 are not permitted in the dance studios unsupervised.

Company members are not permitted to hang on barres, touch mirrors, or operate any sound systems. Any damage to the KTDP facilities will not be tolerated.

Absolutely no cell phones or other personal belongings are allowed inside the dance studios.

Company members should arrive at least 10 minutes before their first class begins (if possible) in order to warm-up before classes.

Company members should bring bottled water to class.

Company members must bring any required shoes for specific classes into the dance studio.

Dance shoes and attire are for classes only. Company members are expected to wear street shoes and clothing over their dance attire to and from the studio.

Company members should check the studio bulletin board frequently for rehearsal dates and times.

Company members must show respect to faculty, Parents/Guardians and peers at all times. They must also demonstrate a positive and supportive attitude in all situations.

Company members are expected to behave in a professional manner during all classes, workshops, seminars and rehearsals.

Parent Policies

Parents/Guardians must notify the office of any change in address, telephone number or email address.

Parents/Guardians are asked to conduct all business in the office with the administrator.

It is the responsibility of the Parents/Guardians to make sure they check their child's personal mailbox frequently for newsletters and information. Parents/Guardians and company members are required to regularly check the bulletin board for rehearsal dates and times.

Parents/Guardians must be prompt in picking up company members after classes. If you are going to be delayed in picking up your child, please contact the office immediately. Company members must wait for pick up in the facility and not outside. (COMPANY MEMBERS ARE NOT ALLOWED TO WAIT IN THE PARKING LOT). We are not responsible for children once they leave the building.

Parents/Guardians must also demonstrate a positive and supportive attitude in all situations.

Class Cancellations, Absences and Late Policies

All company members must be committed to their team! This means regular attendance at classes is expected as well as participating in extra rehearsals, all competitions, and all required performances. Attendance is not mandatory at workshops/seminars and company field trips for which there is an additional fee, although these activities and events are highly recommended. Attendance is mandatory at seminars/workshops that are offered with no additional fee.

Company Members who are more than 10 minutes late for class may not enter class without permission from the faculty member.

The office must be informed as soon as possible if a company member is going to be late or absent from class.

Company members are expected to observe classes and rehearsals when unable to dance so as not to miss any new choreography or technique. This would apply to injury and/or mild illness.

If a company member misses excessive rehearsals and/or classes they may, at the discretion of the teacher, be either moved down a level in class and/or removed from certain competitive/performance choreography.

There will be no refunds for missed classes and no make-up classes except when the studio cancels the class. In this event, we will do our best to re-schedule, if possible.

The studio reserves the right to cancel classes due to inclement weather or other emergencies. There will be no refunds for cancelled classes due to severe weather conditions. We advise you to call and/or check the website when there are severe weather conditions, to see if classes have been cancelled.

The studio reserves the right to combine or cancel classes in the event of low attendance.

Competition/Performance Policies

Company members must be on-site and ready for all competitions and performances, in full makeup, hair and costume, no less than 1 hour before they are scheduled to perform.

KTDP company jackets (t-shirts and pants when able) must be worn at all times when not on stage performing. Remember, we are representing the Kim Thomas Dance Project at all times.

No company member is allowed to eat or drink (other than water) in costume without a cover up. Stained costumes are not acceptable!

Company members must wear the required company make-up and apply it as instructed during the studio make-up session.

Company members must wear their hair in the appropriate hairstyle required for each individual dance. All hairstyles will be neat and tidy (i.e. use hairspray!)

Company members are expected to show respect to all fellow studio's (including students, parents and teachers) and competition/performance/venue faculty and staff. Our company members and our parents/guardians are to be supportive of other performers as well as fellow company members at all times!

All company members are expected to take care of their costumes by hanging them up after use and keeping them in order.

All company members must remember that we are there for dance – not to spend time shopping, lounging, swimming, playing etc. unless there is appropriate down time. Company members must let artistic director know if they are planning to leave the venue for any reason while the competition/performance is in progress.

All company members must take a suitable amount of time to stretch and warm-up before all performances.

Company members are expected to run through their dances before performing. If there are no teachers available, the company members must take it upon themselves to run their number(s). Company members must also be present to run group numbers before performing. All members must let the artist director or teachers know if they are planning to sit in the audience at any time.

All company members must bring extra tights and dance shoes (if possible) to all competitions and performances in case of emergencies.

All company members must go on stage for award ceremonies (if they had performed in the last session). This includes all company members that may have performed in a group number. Few exceptions will be made and if there is a conflict with quick changes after awards and/or early mornings, they must be addressed with the artistic director and/or teachers.

Company members will not be allowed to leave the stage during the awards until the awards ceremony is complete. They are also expected to sit together and be supportive of all other dancers (e.g. clapping for others).

All company members will be responsible for their own props/sets for solos, duets and trios. Company parents will be assigned to share the responsibility of group related props/sets.

It is hoped that company members and parents will support each other by attending competitions and performances, even when they are not specifically scheduled to perform themselves.

All company members and parents will refrain from making any negative comments towards other dancers, parents or staff. This includes fellow company members.

All KTDP company members and parents/guardian are expected to represent the Kim Thomas Dance Project in a professional and courteous manner at all times when in public settings.