

DASH Center for the Arts



Student Handbook Policies and Procedures Manual

1504 MLK Jr Way, Tacoma, WA 98405
(253) 507-9466
www.thedashcenter.org

Welcome to DASH Center for the Arts

The DASH Center for the Arts is a home for people to develop natural talent and acquire the skills necessary for a career in the performing arts. The goal of the DASH Center is to provide training in all aspects of the arts. The Center is a vehicle, primarily for youth, to develop talent, confidence, and self esteem.

DASH Center is known to many as a quality “talent incubator”. DASH Center is a non-profit organization with the mission of providing quality performing arts instruction, education, and mentoring to underserved communities and lower income families, offering programs to directly counteract gang and drug influences and empower inner city youth through honesty, positivity, and creativity. The DASH Center also provides access to the works of under-represented minority artists.

Our Primary activities include:

- 1) creating Arts programming that engage and empower youth in the ethnic communities within Tacoma and Pierce County.
- 2) providing quality performing arts instruction (dancing, acting , music, digital media) at affordable prices;
- 3) recruiting youth into community outreach services, utilizing music and dance
- 4) creating a non-competitive atmosphere while cultivating each students self-esteem;
- 5) Providing an outlet of healthy activity for community members.

Class Offerings and Placement

Before a student is placed in class, completed registration form, signed parent/student agreement forms, registration fee, and paid tuition are all required.

Class levels are determined primarily by the students age; however, each students skill level will be assessed by the instructor during the class process. Class times range from 45-90 minutes, and class offerings are subject to change by demand and instructor availability. A class must have at least five students enrolled in order to remain open. Ballet is fundamental to all forms of dance. All dancers are strongly encouraged to

enroll in a ballet class. All music students are strongly encouraged to enroll in piano class.

Students are expected to be dressed and ready for class to *start on time*. Students will not be allowed in class if more than 10 minutes late.

Registration Fees and Tuition

Registration fees help defray administrative costs, supplies, studio time and upkeep. Registration fee is \$50 for the year per student. For families of two or more students, registration is \$50 for the first and \$25 for each additional student, up to \$100. No family will be charged more than \$100 for family registration.

Classes are \$30-\$45 per month per class. Tuition is due on the first of the month and late if not received by the fifth of the month.

Statements will not be mailed out unless account is past due. Past due payments will incur a \$15 late charge if received after the fifth of the month. Past due payments not received by the 15th of the month will result in student having to *observe* class. Past due payments not received by the last day of the month will result in the dancer being dismissed from class, not able to return until all monies due are paid. Don't be late with your payment!

Payments are accepted by cash, check, or credit card. Parents are encouraged to sign up for monthly automatic payment. A fee of \$35 will be charged for returned checks.

Tuition is non-refundable and remains the same regardless of absences, vacations, holidays, or inclement weather. Students may participate in make-up class, the week following their absence only, with arrangement by instructor or director.

Applicable Discounts:

- ◇ Two or more family members registered: 10% off each student *after* the 1st fully paid student (of greater cost)
- ◇ Monthly class card paid quarterly (ex. Jan-Mar): 10% off
- ◇ Monthly class card paid annually (Sept-June) : 20% off

Dress Code & Supplies

Proper attire and shoes are required for all students at the DASH Center. A dress code gives a sense of professionalism. For dancers, it allows more freedom of movement and helps ensure the safety of the studio. Instructors are better able to detect and correct posture, alignment and muscle use. Dressing rooms with lockers are provided.

No street shoes are permitted on studio dance floors.

DANCE

Pre-Dance: Pink Leotard, Pink Tights, Pink ballet Shoes, Hair secured bun

Elem Ballet: Black Leotard, Pink tights, Pink ballet shoes, Hair bun

Ballet 1-4: Black Leotard, Pink or Nude tights, Black ballet shoes, hair bun

Adv. Ballet: Black Leotard, Pink or Nude tights, Black ballet shoes, hair bun

Jazz 1-4: Leotard, Tights /jazz pants, Black jazz shoes, hair in ponytail

Contemporary: Leotard, jazz shorts/pants/footless tights, bare feet, hair in ponytail

Tap 1-4: Loose Fittings clothes, flat tap shoes, hair in ponytail, no denim

Hip Hop: Loose Fitting clothes, sneakers NOT worn outside, hair in ponytail, NO denim or street shoes

**Boys should wear black athletic (lycra) style shirts, jazz pants or sweats

MUSIC/MULTIMEDIA/THEATRE

Acting: Loose fitting clothes, no denim, no shoes worn outside, hair off face

Music: No specific attire, No denim, no shoes worn outside, hair off face

The following pertains to all classes: No bare midriffs will be allowed. Form fitting warm-ups (legwarmers or sweaters) may be worn on colder days at the instructor's discretion. Extraneous jewelry (anything other than small earrings) may not be worn at any time. All hair must be worn completely off the face. Professional shoes are very important to keep dancers safe and studio floors in good condition.

Recital Rules and Costume Guidelines

We host two recitals per year, in-studio Recital in December and finale Recital in June. Costumes are only ordered for the June recital. We have in place guidelines for our students and parents to ensure our show runs smoothly, safely and on time. Each parent will be given these rules and guidelines in December with your recital commitment and costume payment form.

These rules and guidelines must be strictly adhered to.

Every student performing in our recital must have this consent form signed by a parent and on file with us in order to participate in the performance.

You will be notified prior to January 15th of your child's size and the balance due on your child's costume(s).

- Please note that a costume order will not be placed if the first deposit is not made.
- Costumes will not be distributed to anyone who has an outstanding costume or tuition balance.
- Costumes are not custom made, the students are measured with room to grow and we compare them to a size chart. Slight alterations will have to be made after you get them. (Alterations are the responsibility of the parent/guardian) We will only return a costume if a larger size is needed, not a smaller one.
- Please also note that if your costume is ordered late it will not be here in time for picture day and may not be here in time for the recital.
- If your child leaves the studio for any reason after the costumes have been ordered the costume is yours to keep and cannot be returned.

Food and Drink

Food, drink, candy, and gum, are NOT allowed in the studios. Water in a clear, spill-proof bottle is acceptable. Snacks are to be confined to "The Cage". Snacks should be labeled and everyone must clean up after themselves.

Disciplinary Actions

All students are expected to behave respectfully toward their teachers and fellow students. We do not tolerate bullying or any other type of intimidation toward teachers or other students. We want classes to be fun and stress free for all involved. If this is not the case, please

inform us and we will take care of the situation swiftly. Any student not following the rules of the DASH Center or proper class etiquette will be asked to leave class for that day. If behavior does not improve in timely fashion, the student will be dismissed from the DASH Center and all monies are non-refundable.

Performance Teams and Programs (PAEP, AOHH, Reality Check)

Being a member of DASH Teams and programs is a major commitment. Members must maintain a 2.7 GPA, rehearse a minimum of 10 hrs. per week, and perform four community service projects per year. Parents are required to volunteer 15 hours per month toward DASH activities.

Reality Check: Reality Check members must attend two 3-4 hours rehearsals each week, and one hour community class. Junior members who don't receive letter grades must receive 85% "s" or better on their report cards. Dancers must pay \$50 registration by end of 1st month and \$20 per month membership dues.

Reality Check the Company (RCO) is the performance group which represents the DASH Center for the Arts in major showcases and competitions. Dancers are invited to audition by teacher selection. Appointment to RCO is by audition only. RCO dancers perform a large array of dance genres, and must be well versed in the core genres taught at the Center. Therefore, RCO dancers must take core ballet, jazz, hip hop, and one elective class. RCO requires an even greater time commitment. Auditions are held end of Oct. Season runs Nov-July. **Art of Hip Hop:** Students work each week to create songs, poetry, and music that speak to the community at large about issues in the lives of our youth. AOHH members must fully commit to the entire year. Special workshops and events will be hosted for youth enrolled in this special program

Performing Arts Excellence Project (PAEP): Participating in PAEP is the greatest commitment at the DASH Center. PAEP is the college and/or professional preparatory program for artistic youth. There is an interview and audition process for acceptance into this program. Accepted students must choose a discipline (Dance, Music, or Multimedia), then attend 3 core classes and up to 2 electives. Students and parents must commit to the program for one year. Special workshops and events will be hosted for youth enrolled in this program. Registration is \$100 for the year. Program is \$120 per month. Full and partial scholarship are available .

Volunteer Opportunities

Parents have the opportunity to volunteer in several capacities:

- ◇ Working at reception desk
- ◇ Cleaning the Center after hours
- ◇ Leading a street-teaming day
- ◇ Attending committee meetings
- ◇ Attending neighborhood/council meetings
- ◇ Participate in event planning and some fundraising events
- ◇ Working during performances and productions

Penalties for Lapse in Volunteer Commitment

Parental volunteer hours help keep the cost of expenses at the DASH Center at a minimum, thus allowing us to keep cost low *and* offer scholarships for youth in need. Hours not fulfilled puts a serious strain on those working and volunteering at the Center. The following are penalties for hours not met:

PAEP: 1st Time—\$50 Fine; 2nd Time—\$100 Fine; 3rd Time—Scholarship Revoked

RC/RCO: 1st Time—\$50 Fine; 2nd Time—\$100 Fine; 3rd Time—Dismissed

AOHH: 1st Time—\$50 Fine; 2nd Time—\$100 Fine; 3rd Time—Dismissed

Committees

Parents and Community Members are able to volunteer for the following committees:

- ◇ **Fundraising Committee**

This committee is responsible for creating opportunities to raise money needed to continue DASH operations and offer scholarships, as well as opportunities for youth to raise funds needed to participate in DASH center events locally and abroad.

- ◇ **Community Presence**

This committee is responsible for promoting the DASH Center in the community. Members of this community will attend community meetings, events, and plan opportunities to promote DASH at local events.

- ◇ **Events**

This committee is responsible for creating events for the DASH Center members, volunteers, and supporters.

- ◇ **Operations**

This committee is responsible for ensuring the smooth daily operations of the DASH Center.

All staff and instructors are here for your family and your students. Please feel free to arrange to speak to anyone of us if you have a concern or suggestion.

Exec. Director: Candi Hall—(253) 324-6768; chall@thedashcenter.org

Ops Manager: Damishe Greenwood (253) 507-9466;
info@thedashcenter.org

Dir. Of Community Relations: Shelia Scott; sscott@thedashcenter.org

Dir. Of Dance: Charles Simmons — csimmons@thedashcenter.org

Dir. of Music: Mike Cole — mcole@thedashcenter.org

Dir. Of Multimedia: Darren Spencer — dspencer@thedashcenter.org

PAEP Director: Tiffany Sanders — tsanders@thedashcenter.org

Thank you for supporting the DASH Center for the Arts. Look forward to



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