



MAINE DANCE CENTER  
ELITE COMPETITION TEAM  
Team & Parent Handbook  
2023-2024 Season

207-655-1600

[mainedancecenter@gmail.com](mailto:mainedancecenter@gmail.com)

[www.mainedancecenter.com](http://www.mainedancecenter.com)



Welcome to MDC! We are looking forward to another amazing year in dance and we are so glad that you have chosen to be a part of it. In the following pages you will find an outline of our Rules, Parent/Dancer Code of Conduct and Policies for the 2023-2024 season. The goal of MDC Elite is to train athletes to be their best self through competition dance & performance. Each and every dancer is important to us and our program. MDC Elite provides a renowned coaching staff, promoting safety and proper instruction. You should expect to achieve great things as a team member!

After you have read your entire packet, please complete the Commitment Contract and Release Form (due immediately upon audition).

We are so excited that you have joined our MDC family! Get ready for an amazing experience!

*Rhiannon Pelletier-Guerrette*

And the entire MDC Staff



This handbook will cover the audition process and general guidelines for the season as well as lay out the rules to participate in the Elite Team. All handbook rules apply to all members of MDC Elite.

We look forward to a fun, positive and rewarding season. Thank you in advance for your dedication.

## Company Auditions

June 29th 3:00 ages 6-10, 5:00 ages 11+

All dancers interested in joining MDC Elite must audition. The audition day listed above is divided by age. Please attend the appropriate time. Following auditions, the MDC staff will meet to discuss choreography and the dancer's placement based on each dancer's results along with the dance styles that you have trained in and your maximum number of dances. All results will be emailed and are final. Being a part of MDC Elite is much like being on a sports team where the "coach" will assign each athlete to a position where staff feel they are the strongest and will benefit them as an individual and the team as a whole.

Please use your best judgement when filling out the audition form so your student can be cast in a way that best benefits your family. Casting decisions are never taken lightly. Please ask staff for assistance if you have any questions when filling out the Elite audition form. You will be contacted within 2 weeks of the audition date with your dancer's final casting.

### Audition Attire:

Appropriate dance attire is required. Dancers should arrive in a black leotard and pink tights for ballet. Fitted dance shorts or skirts/wraps will be allowed for ballet, lyrical, contemporary, tap, and jazz auditions. Dancers may wear loose fitted clothing for the hip hop audition only. Appropriate shoes will be required. Hair should be up in a ballet bun.

\*Parents are not allowed to view auditions.

## Attendance

As a member of MDC Elite, we expect a level of commitment not only for yourself, but for your fellow teammates/dance family. The Elite team is a year round commitment. Beginning with auditions, camp, and Nationals (if the team is attending) in the summer, and ending with competitions and recital in the spring. It is expected that Elite students will make class attendance a priority over all other commitments. Absences from any classes or rehearsals are not allowed without permission. For important life events (weddings, prom, etc) you must submit the dates to MDC at auditions or

as soon as known. Absences for illness must be confirmed with Miss Rhiannon prior to the absence.

You must have written or verbal permission from Miss Rhiannon before any absence occurs. If you do not have written or verbal permission, the dancer is not excused from class/rehearsal. Every class or rehearsal absence needs to be made up in a comparable class/private lesson at the dancer's expense. If staff needs to take a personal day to schedule this private lesson, dancer is subject to additional fees. If you are repeatedly late or leave early, it will count as an absence. Please plan your absences wisely when scheduling appointments, rides, etc. and always call MDC/Miss Rhiannon if you are going to miss a class.

If students are too ill to participate in class (or contagious), they should remain at home and rest. If a dancer has a fever/temperature, they **SHOULD NOT COME INTO THE BUILDING**. If they are injured, they should come to class and observe. This will keep them apprised of the class progress. Please try to be sure your outside commitments do not conflict with your dance schedule. Extra-curricular activities and other sports are next to impossible to participate in if you are on MDC Elite. Elite team rehearsals will be mostly held on Fridays and Saturdays. Rehearsal dates and times will be released a minimum of 2 weeks prior but we strive to release them a full month ahead of time. All veteran MDC Elite participants are required to attend 3 weeks of summer dance intensive either at MDC or at a program that is approved by Miss Rhiannon. Summer interim classes and master classes may also be required. Elite team members must get permission from Miss Rhiannon before attending other local master classes/camps/programs.

**\*\*\*No class/rehearsal absences are allowed 2 weeks prior to competition or performance.\*\*\***

If a student sustains an injury or illness that requires long term recovery they must be back to class within 2 weeks of the competition/performance. If a student is unable to commit fully to class within 2 weeks they will be removed from the dance until they are able to return and perform safely at full capacity.

## Class Requirements

The purpose of the Elite team is to develop strong, versatile, and educated dancers. For that reason we require that all Elite dancers train in the styles of ballet, jazz and acrobatics at a minimum. All students level C and up are required to take a minimum of 2 ballet classes, 1 jazz class and the appropriate acro class assigned to their level. If you are on the ballet team you must take ALL ballet classes assigned to your level. Missed classes can be made up in a lower level at Miss Rhiannon's discretion. All other levels are required to take one ballet technique class, one jazz class, and one acro class per week except student's ages 6-7 who are required to take ballet and 1 acro class. All students must be enrolled and active in the discipline they are competing in. (i.e. jazz team must attend a jazz class etc.)

## Apparel

MDC Team jackets are mandatory for all company members and need to be the most recent style. All apparel orders must be handed into the office no later than November 1<sup>st</sup>. If a company member does not have the correct team apparel he/she will not be allowed on stage at award ceremonies during the competitions. (all students will be professionally dressed to go on stage...no street shoes or winter coats...MDC approved apparel only)

## **MDC Company Apparel and Accessories**

Team Jacket (Glitterstarz version) \$110

Team Pants

Team Bra Top

Competition Earrings (clip or pierced) \$17

**Costumes:** All students are required to purchase costumes, tights, and required shoes for each piece directly through Maine Dance Center. Costume costs can be anywhere from \$70-\$120 (plus tax). Solo/Duet/Trio costumes can be \$95+. A \$50 non-refundable deposit is due by September 15<sup>th</sup> for each costume that the studio will be purchasing. The remaining balance will be due in full on October 15<sup>th</sup>. Any costume payments not received by then will incur a \$15 late charge per costume per month. Due to the size of the program we are unable to carry balances on our account and thus, the late fee will be enforced. MDC will not order a costume if the deposit has not been paid.

\*All Costumes are selected and purchased through MDC. Parents are not permitted to buy their own costume unless given permission by the director and choreographer.

## **Make-Up List**



## Performances

There will be four competitions and one showcase performance throughout the 2023/24 academic calendar year that will be mandatory. When attending a competition, dancers should leave the entire weekend open. The specific competition times are not posted until a week before the competition. Most competitions begin at 8 am and we ask our dancers to stay and support teammates whenever possible. Dancers are expected to attend the awards ceremony that is held at the end of the day. Attending Nationals competitions is at the discretion of MDC. We have been attending Nationals as a team bi-annually. 2024 is a Nationals year and all will be required to participate. We will hold an Elite Showcase in late Jan/Feb so dancers can perform their pieces on stage prior to competition as well as give families and friends a chance to see their work. Throughout the season there will be optional competition opportunities that the team is not attending as a whole but that individual dancers could attend. MDC will assign a team representative to be in charge for these non-team events. No optional competitions will be allowed the weekend prior to a team competition or performance.

\*If the Elite team attends a competition that is also running a convention, every participating team member is required to attend at least one convention in the season. Team members wishing to attend a convention outside of team commitments is encouraged as well.

## Financial Policies

**Setting Fees:** The cost of setting each group piece will be determined by the number of dancers in each routine. 4-7 dancers \$100 each -- 8-10 dancers \$95 each -- 11 or more dancers \$85 each. These fees cover the costs of choreography, setting, and some cleaning up until January 1st. Setting Fees are due upon submission of the Commitment Contract. If you withdraw from any piece after submitting the Commitment Contract, you will still be charged the Setting Fees.

**Cleaning Fees:** Cleaning fees cover all rehearsals from January 1<sup>st</sup> through the end of the competition season. These fees are based on the number of pieces a student is in. 1-3 pieces \$75, 4-7 pieces \$100, 8-10 pieces \$125, 11+ \$150. This fee is due January 8<sup>th</sup>, 2024.

**Solos/Duets/Trios:** For dancers interested in learning and performing a competition solo there is a choreography fee of \$150. Choreography for a duet or trio is \$180 which is divided amongst the participants and is paid directly to the instructor. Cleaning fees will be paid directly to the teacher as outlined below under "Private Instruction". No choreography will be taught until the payment has been received. To be cast in a solo/duet/trio, the dancer must also be participating in a group piece of the same or similar style as determined by the director.

**Competition Fees:** Entry fees for competitions average between \$55-\$85 for group dances, \$70-\$90 per dancer for duets/trios and \$115-\$150 for solos. Competition fees will be posted in the fall and are due **60 days prior to the competition date**. If competition fees are not paid on time, your entry may not be sent and teachers will be notified to determine if the piece needs to be re-worked. If there is availability at the venue, any late entry will be charged a \$10 late fee to register per entry.

**\*\*\*These fees are subject to change. Competitions do raise their prices slightly every year.\*\*\***

\*All comp fees are non-refundable.

In the event of a medical emergency we will notify the comp ASAP and work with them on refund or credit depending on their policy. Your account with MDC must be current in order to participate in competitions. The Studio includes a small admin fee to each entry that is registered. This covers the administrative costs for MDC staff to register the dancers for the event along with any faculty costs for attending the event which are intended to cover the teachers' reimbursement for hotel, travel, and other related expenses. This fee is subject to vary depending on venue location and how many dancers are attending etc.

**Prop Fee:** Dances using props will be subject to a prop fee. The studio will bill each dancer as needed to cover the cost of these additional items.

**Private Instruction:** Private instruction and/or small group instruction is available at the cost of \$60 per hour, \$45 per  $\frac{3}{4}$  hour and \$30 for  $\frac{1}{2}$  hour. This fee can be split between 2 or 3 students for small group instruction. There is no choreography fee for private technique lessons. A 24-hour notice is required to cancel a private lesson. If no notice is given, the student will be charged for the time reserved. If a student arrives at an appointment late, the teacher will conduct the lesson within the appointed time and receive full payment. **\*\*Private instruction payments must be paid in full by the end of the scheduled rehearsal.** Any payments not made on time will accrue a late fee of \$15 to be paid directly to the instructor. This is their livelihood, this is their professional atmosphere, and they count on that income to live their lives.

**\*\*Tuition payments for regular weekly classes must be current prior to applying any payments toward private lesson fees, costumes, or competition fees. Any payments received are applied to past due amounts first.**

***\*\*All fees are subject to late fees. \*\*\*If your student drops a piece after rehearsals have begun, a re-choreography fee will be incurred. This fee will be dependent on how long it will take the choreographer to reset the number. The further into the season you drop, the higher the fee will be. (\$100-\$250 per piece) Drop fees apply if dropped after the parent has signed the commitment form.***

## **Fundraising**

Some fundraising opportunities may arise through the school year. Any funds acquired will be applied to the participating student's accounts. All ideas must be run by Miss Rhiannon.

\*Because each family has various levels of need, being involved with fundraising is not mandatory.

## **Code of Conduct**

The possession or use of tobacco, drugs or alcohol either on or off Maine Dance Center premises will not be tolerated. If it is determined that a student has violated this policy, they will be removed from the dance team for the remainder of the season without refund. Any civil action that the Director feels is detrimental to the studio, team and community may also mean denial or removal from the Elite team and Maine Dance Center school. This includes, but is not limited to, inappropriate discussion or posts on social media about the studio or other students, inappropriate representation of the studio, bullying, etc.

MDC maintains a "complaint free" facility. It is our intention to create a low-stress and productive environment for all athletes and patrons. The waiting area is NOT the place to voice team concerns. We want to create the best experience possible for everyone, therefore, if you have a problem please contact our staff to solve it. We are here to help you!

No parent or team member is to challenge the expertise of our coaching staff. Negative behavior will not be tolerated. No inappropriate pictures or language is to be used on the internet. No profanity or abusive language.

Team members and parents are never to post any negative comments on any website or chat room or social media of any kind. Anyone threatening to quit or pull their child from a routine/or the team will be dismissed from the program immediately without refund.

## Communication

We will get performance dates to you as soon as they are finalized. Dancers and parents will need to check their emails on a regular basis for updates and changes as well as checking the Band Calendar. I recommend looking at the calendar every Sunday to make sure you didn't miss something.

**All publicity and offsite performance communications will be conducted by MDC staff. Please do not contact any competitions, newspapers, sponsors, or hosts of performance events. Please do not approach or speak with the judges when attending competitions.**

Please do not contact MDC faculty directly or through Facebook or other social networks unless the conversation is initiated by the faculty member. All correspondence should be mailed to [mainedancecenter@gmail.com](mailto:mainedancecenter@gmail.com). Please do not post questions on our Facebook page. Please email them directly to MDC.

Only MDC ownership can approve the use of the MDC name and logo and anything created without approval cannot be used. The Maine Dance Center name and logo are protected under the federal trademark law.

All routines/choreography should be highly protected and shall not be shown or discussed with others. MDC choreography should not be taught to anyone or copied without the consent of MDC. NO VIDEOS of routines, choreography, or audition material should be uploaded to any public social network sites such as YouTube, Facebook, Instagram, TikTok etc.

## Competitions

Dancers of MDC Elite company may not compete as a member of another competitive dance studio or take technique classes at other studios without the permission of the Director of MDC. Competitions are not optional and all members are expected to participate in every competition. Competitions will require travel. Parents will be responsible for their dancer's travel arrangements and cost. If a parent is unable to attend a competition, they must make arrangements with other parents for transportation, and for chaperoned accommodations if an overnight stay is required. No minors are allowed to stay overnight in a hotel without an adult in attendance.

### **\*\*Rules At Competitions**

Please arrive at least 2 hours before your first scheduled dance completely ready to perform (hair, costume, make-up, warmed up, etc). Competitions can and do run early, this ensures that dancers will be ready to perform in case they do. If dancers are missing at the time of their dance, we will perform without you. Also, failure to arrive early to warm up before dancing will result in not being allowed to perform.

It is the dancer's responsibility to make sure they have all parts of their costume before leaving for competition. If you are missing ANY parts of your costume, the choreographer/director has the right to pull you from the routine.

The dressing room is always home base. When looking for other dancers from MDC or a faculty member, start there!

Dressing rooms can be very crowded at competitions and it is not a place to congregate. If you are not dancing or helping your child get ready to dance, please do not be in the dressing room. Men are not allowed in the girls dressing rooms. Boy's dressing rooms will be separate.

Dancers are not supervised by MDC faculty unless taken backstage by a teacher or director to perform. Dance competitions are a public event, dancers must always be with a parent or buddy. MDC is not responsible for unsupervised children.

No parent or family member is allowed backstage

We will send out the schedule for each competition as soon as it has been provided to us. Please do not email and request the schedule in advance. Believe me...we want it much as you do!

No Nail Polish (fingers or toes). No fake nails. No jewelry unless it is part of the costume.

Do Not eat or drink in costume! Costumes cannot be replaced if damaged.

All trophies (except solo) won by MDC Elite members are to be turned into the staff after each competition.

**Behavior at Competition/Performance:** Dancers are expected to act in a professional and respectful manner at all times to their peers, parents, and MDC staff. Any crying or inappropriate behavior will not be tolerated. Dancers are expected to be cordial and friendly to all other studios.

**Audience Behavior:** Please follow all competition rules. Absolutely no videos or photography during the performances. Do not walk around the theater during routines. No costumes are to be worn in the audience.

## **\*\*MDC Rules and Regulations:**

Parents and dancers should remember to be respectful and courteous to others at all times. A positive attitude and good sportsmanship are integral parts of the program. The behaviors below, as well as all others mentioned in the handbook, encourage teamwork and must be followed.

1. Social Media – comments regarding MDC, team members, other studios, etc...should be made only in a positive fashion. NO NEGATIVE COMMENTS! If you see inappropriate comments at any time please report them to the Director immediately. Do not respond.
2. No gossip about any other company members or schools.
3. NO smoking, drinking of alcoholic beverages, or use of drugs. This will warrant immediate dismissal from the MDC team.
4. Challenging the authority of a teacher or person in charge, by student or parent, will be automatic dismissal from the MDC team.
5. Abusive behavior, lying or any other negative form of behavior is grounds for dismissal.
6. Each member will follow all the rules and guidelines given by their teachers or person in charge.
7. Any negative behavior towards a member of another studio will result in dismissal from the Team.
8. Be respectful of the faculty and always pick up after yourself. Set an example to others by being respectful at all times.
9. All dancers must wear appropriate attire for classes and have their hair in a bun for ballet and pulled back for other classes. Failure to do so will result in your not being able to participate in class. Which will be logged as an unexcused absence.
10. No profanity or abusive language.

## **Parental Obligations**

1. Make sure your student is **on time** and attends all classes, rehearsals, and events.
2. Parents are to contact the director of MDC if the student is to be late or absent from class.
3. Parents need to check email and Band for any new information and schedules.
4. Please do not send messages of importance through someone else. If you have any questions please make sure to ask the office, not other parents.
5. Parents are to fulfill all financial obligations on time.
6. Parents are to encourage and support their child to be the best they can be.

7. Any negative behavior towards MDC member, staff member, or to another studio, via any medium, will result in dismissal from the team.
8. All choreography, music, and costume selections are made by the choreographer with approval from the Director. Parents are not permitted to select or purchase their dancer's costume without consulting the choreographer AND director.



## **MDC Elite Team**

Please make sure you are ready for this!

This team requires a lot of dedication, support, cooperation, hard work and team unity.

If you answer “no” to any of the following questions, please re-evaluate your decision to join our Dance Team Program and make sure you will be able to fulfill your commitment.

- ++Can you dedicate 100% effort at rehearsals and competitions?
- ++Will you be able to travel to all dance competitions?
- ++Are you a positive person?
- ++Are you able to meet the financial obligations for the entire season?
- ++Can you handle constructive criticism without being negative towards choreographers?
- ++Can you always demonstrate good sportsmanship?
- ++Are you willing to help fellow company dancers when needed and show them respect?

If you have answered YES to the questions above, then we welcome you to our MDC Elite Dance Family! We look forward to helping you achieve all your goals in dance and be a part of your journey to achieve success from your hard work!

# MDC Elite Team

## Family Agreement and Commitment Contract

\_\_\_\_\_ Dancers/Parents are responsible to conduct themselves in a professional manner at all times, both in the studio and at all events.

\_\_\_\_\_ I am not allowed to have unexcused absences. All absences will be cleared through the MDC Director.

\_\_\_\_\_ Attendance at all competitions and MDC performances (Showcase, Recital...) is mandatory. Only approved conflicts and serious illness are excusable.

\_\_\_\_\_ Dancers and parents are responsible for paying all costume fees, competition entry fees, and tuition on time. If a dancer's payments are overdue, MDC reserves the right to withhold the dancer from performing.

\_\_\_\_\_ Competition fees are non-refundable, regardless of the reason for their absence from the event.

\_\_\_\_\_ Company members must be prepared and on time for classes and rehearsals. Dress code is expected to be followed at all times. If they are not prepared and compliant with the school's dress code, they will be asked to leave class, which will count as an unexcused absence.

\_\_\_\_\_ Dancer and parent are responsible for all of their costume pieces at performances and competitions. This includes hair pieces, tights, shoes etc. If they are not prepared, the instructor reserves the right to remove the dancer from the piece.

\_\_\_\_\_ Should Dancer receive a solo, duet, or trio and is unprepared for performance, the dancer may be removed from the piece and/or the solo pulled from performance and competition.

\_\_\_\_\_ I understand that MDC director and staff make all costuming selections and costume purchases unless otherwise directed by the director of MDC.

---

Dancer's Signature

Date

---

Parent's Signature

Date

Please return this form to Maine Dance Center

# Release Form

I recognize that this dance program may involve strenuous physical activity including, but not limited to, muscle strength and cardiovascular conditioning. I hereby affirm that I am in good physical condition and do not suffer from any known disability or condition which would prevent or limit my participation in this dance program. I acknowledge that my enrollment and subsequent participation is purely voluntary and in no way mandated by Maine Dance Center staff, Rhiannon Pelletier-Guerrette - Director, or Maine Dance Center.

I fully understand that I may injure myself as a result of my enrollment and subsequent participation in this program, and I release Maine Dance Center and/or staff from any liability now or in the future for conditions that I may obtain. These conditions may include, but are not limited to, muscle strains, muscle pulls, muscle tears, broken bones, shin splints, injuries to knees, injuries to back, injuries to foot, or any other illness or soreness that I may incur.

I have read and agree to the policies outlined above. It is agreed that the studio will make every effort to address any concerns that may arise and if the concerns are not resolved, the studio reserves the right to withdraw the student from a performance number and/or the school.

I understand and agree to comply with all pages of the MDC Elite handbook.

\_\_\_\_\_ (parent initials) \_\_\_\_\_ (dancer initials)

I have read and fully understand my financial commitment to Maine Dance Center outlined in this packet. I understand that my commitment is for the 2023/24 season. I understand that there are no refunds and I will forfeit any monies paid if I choose to leave the team or if I am asked to leave the program. I understand that if I choose to leave the team or if I am asked to leave the program, I am still required to pay all fees, including tuition, costumes, competition fees, etc. I understand that by leaving the program I will forfeit any physical items. I understand that I am entering into this program of my own free will.

By signing this form, I agree to pay Maine Dance Center the designated fees associated with being a member of the competition team.

Dancer Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Dancer Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Parent/Guardian Name \_\_\_\_\_

Please return this page to MDC. Keep the handbook for your record.