



EMPIRE DANCE COMPANY

NELSON/TASMAN'S LEADING DANCE STUDIO

OFFERING THE LARGEST RANGE OF
DANCE GENRES WITH EXPERT TUITION
IN QUALITY DANCE PROGRAMS



WHERE EVERY STUDENT GETS THE OPPORTUNITY TO

DANCE IN AN ENVIRONMENT
OF TRUST & ACCEPTANCE

PERFORM IN THE
END OF YEAR SHOW

DANCE CASUALLY
OR COMPETITIVELY

DANCE WITHIN THEIR OWN ABILITY LEVEL

PRE-SCHOOL
2 TO 5 YRS

MINI
6 TO 7 YRS

PRE-JUNIOR
8 TO 9 YRS

JUNIOR
10 TO 11 YRS

INTERMEDIATE
12 TO 14 YRS

SENIOR
15 & OVER

QUALIFY WITH INDUSTRY RECOGNISED EXAMINATIONS

NZAMD - JAZZ &
CONTEMPORARY EXAMS



GLENN WOOD
TAP EXAMS



RBM
HIPHOP EXAMS



ABT
BALLET EXAMS



WWW.EMPIREDANCECOMPANY.ORG



What has changed for 2020?

*** Open Classes –**

We decided that due to the major growth within our studio that it was time to offer more classes, disciplines and to break away exam classes. Now you can enroll into an open style class or an exam style class. We have also added some extra disciplines in our open style classes.

In our open style classes we will still follow various styles of curriculums and also open choreography, combination, technique and much more. Our open style classes are none exam sitting classes.

(All open style dance classes except stretch & conditioning will all still be classes that perform in the end of year recital each year)

*** Exam Classes –**

From 2020 we have split our exam classes to be their own classes. You would only enroll into these classes if you have the intentions to sit exams in 2020. These are now a compulsory exam sat class. What that means is if you are enrolled in an exam class it will be compulsory to sit the exams unless our teachers feel your student may need some extra time learning these.

We will now only sit specific levels each year so if for any reason you have already sat a level you would be able to take a break and just attend some open classes until your next grade becomes available. We will continue to sit NZAMD Jazz & Contemporary, RBM Hip Hop, GWT tap and now we are offering American Ballet Theatre exams to all 8+ years empire students.

We are so excited that the ladies from Canterbury ballet are coming up to run these amazing professional ballet classes. Please note from 2020 there will be no more NZAMD Ballet exams sat we feel the ABT ballet exam classes are more suitable for our students.

(For all students who only have 1 or 2 more major NZAMD exams to complete including ballet NZAMD before they move on from empire please contact us directly if we do not have these grades scheduled into the current timetable and we will book privates for these to be completed before you leave empire. All exam classes will be exam classes all year and these classes will not work on recital work each year if you wish to be in recital work you will be required to be enrolled into an open style class)

Empire Dance Company 2020 Timetable

All Classes held at 2/36A Beach Road Richmond

Please be sure to check the DSP Portal calendar, Class Schedules, Announcements for all class information

2 - 5 Years	<u>Ready Set Dance</u>	10 - 11 Years	<u>Junior Classes</u>	Joint Age Class	<u>Combined Age Classes</u>
6 - 7 Years	<u>Minis Classes</u>	12 - 14 Years	<u>Intermediate Classes</u>	Competitive	<u>Competitive Teams</u>
8 - 9 Years	<u>Pre Junior Classes</u>	15 + Years	<u>Senior Classes</u>		
Monday	Studio One	Wednesday	Studio One	Friday	Studio One
3.45pm-4.30pm	Pre Junior ABT Ballet - Exam 1A	3.45pm-4.30pm	Pre Junior Jazz - Open	3.45pm-4.30pm	Intermediate Jazz - Open
4.30pm-5.30pm	Junior ABT Ballet - Exam 2B	4.30pm-5.15pm	Junior Jazz - Open	4.30pm-5.15pm	Senior Jazz - Open
5.30pm-7.00pm	Intermediate ABT Ballet - Exam 3A	5.15pm-6.00pm	Pre & Junior Contemporary - Open	5.15pm-6.15pm	Intermediate Contemporary - Open
7.00pm-7.45pm	Intermediate / Senior ABT Pointe	6.00pm-6.45pm	Pre & Junior Acro - Open	6.15pm-7.15pm	Senior Contemporary - Open
7.45pm-9.15pm	Senior Ballet ABT Ballet - Exam 3B	6.45pm-7.30pm	Advanced Acro - Open	7.15pm-8.15pm	Advanced Jazz - Open
Monday	Studio Two	7.30pm-8.15pm	Intermediate Acro - Open	8.15pm-9.00pm	Senior Tap - Open
3.45pm-4.15pm	Mini Hip Hop	8.15pm-9.00pm	Senior Acro - Open	Friday	Studio Two
4.15pm-5.00pm	Intermediate Hip Hop RBM - G7	Wednesday	Studio Two	5.15pm-6.15pm	Senior Musical Theatre Open
5.00pm-5.45pm	Senior Hip Hop RBM - G9	3.45pm-4.30pm	Junior Contemporary - NZAMD G1	6.15pm-7.15pm	Intermediate Musical Theatre Open
5.45pm-6.30pm	Pre Junior Hip Hop RBM - G3	4.30pm-5.15pm	Pre Junior Contemporary - NZAMD Prep		
6.30pm-7.15pm	Junior Open Hip Hop RBM - G5	6.00pm-6.45pm	Intermediate Contemp - NZAMD G3	Saturday	Studio One
		6.45pm-7.30pm	Pre & Junior Ballet & Technique - Open	9.00am-10.00am	Pre&Junior / Intermediate Stretch & Conditioning
Tuesday	Studio One	7.30pm-8.15pm	Senior Contemp - NZAMD G5	10.00am-11.00am	Senior Stretch & Conditioning
3.45pm-4.15pm	Mini Tap	8.15pm-9.00pm	Senior Jazz - NZAMD Adv 2	11.00am-12.00pm	Senior Ballet & Technique - Open
4.15pm-4.45pm	Mini Ballet	Thursday	Studio One	12.00pm-1.00pm	Intermediate Ballet & Technique - Open
4.45pm-5.15pm	Mini Jazz	3.45pm-4.30pm	Pre & Junior Musical Theatre - Open	1.30pm-5.30pm	Competitive Squad / Troupe
5.15pm-6.00pm	Pre Junior Hip Hop - Open	4.30pm-5.15pm	Pre Junior Tap - Open	Saturday	Studio Two
6.00pm-6.45pm	Junior Hip Hop - Open	5.15pm-6.00pm	Junior Tap - Open	9.00am-10.00am	Senior Cabaret - Open
6.45pm-7.45pm	Intermediate Hip Hop - Open	6.00pm-6.45pm	Intermediate Tap Open	10.00am-11.00am	Intermediate Cabaret - Open
7.45pm-8.45pm	Senior Hip Hop - Open	6.45pm-7.30pm	Junior Tap - GWT G4		
Tuesday	Studio Two	7.30pm-8.15pm	Intermediate Tap - GWT G6		
4.00pm-5.00pm	Ready Set Dance 2 - 3 Years	8.15pm-9.00pm	Senior Tap - GWT Grade 7 & 8		
5.00pm-6.00pm	Ready Set Dance 4 - 5 Years				
6.00pm-6.45pm	Pre Junior Jazz NZAMD - G1				
6.45pm-7.30pm	Junior Jazz NZAMD - G5				
7.45pm-8.30pm	Intermediate Jazz - NZAMD Elementry				

Welcome empire parent portal instructions,

Step 1:- Log into your portal <https://dancestudio-pro.com/online/enrolempire/> if you require to add additional dancers this can be done via the manage students tab. *(Special Note - you can create a desktop link like a app on most mobile devices for quick access to the portal while we wait for our App to be created ask your children how this is done I am sure they will all know)*

Empire Dance Company

LoginClassesContact

Please sign in

Email Address:

Password:

Passwords are Case-Sensitive

Sign in

Forgot your password?


DanceStudio-Pro Privacy Policy

First time here?

Create your account today! Don't worry, it's quick and easy!

Create Account

Welcome Empire Families




Welcome to our Empire Dance Company portal please contact us via above contact function if you require any assistance.
Please refer to our website for loads on important information
www.empiredancecompany.org

Step 2:- Once logged into the parent portal which will allow you access to the full empire parent portal where you can manage your student, Add other students in if you have more then 1, Shared files has allot of our important information along with the website.

Empire Dance Company

HomeAccountMore

Log Out



Welcome Empire Families

Today's Schedule

4:00pm - - Show Reserve Day


Other Days >>

Your Account


You owe \$0.00.

Current Students: Belle , Betty


1 New Notes to Read
[Go to Bulletin Board >>](#)




1 Bulletin Board




Register for classes




Manage Students




Shared Files




Waivers



[Account Settings](#)



Attendance



Calendar

Step 3:- Enrol - You do not have to trial classes if you do not wish or if you have already been enrolled in the class before. Please just enrol into the class. Simply go to **REGISTER FOR CLASSES** and click on tap “Empire 2020” tick the classes you wish to enrol into then scroll to the bottom of page and hit submit. Once this is complete you will receive a confirmation email of your enrolment.

Empire Dance Company
Home
Account
More
Log Out

Class Registration

Scroll down the page to see all of the classes available for each of your students. As you scroll, check the boxes for each class in which you would like to enroll. When you are done choosing classes, scroll all the way to the bottom and click the "Submit" button.

To enroll a student (your child or yourself), they must first be added as a student in the system. If you have not done that yet, click "Add a Student."

Add a Student

Show:
Richmond Only

2020 Trial Days 8th & 10th Feb
Empire 2020

Belle Carter

	Class	Location	Days	Tuition
<input checked="" type="checkbox"/>	Mini Hip Hop Open	Richmond Studio Two Chloe Kemp	Monday 3:45 PM to 4:15 PM Feb 10 - Dec 6	\$0.00
<input checked="" type="checkbox"/>	Mini Tap Open	Richmond Studio One Okwi Hawkins	Tuesday 3:45 PM to 4:15 PM Feb 10 - Dec 6	\$0.00
<input type="checkbox"/>	Mini Ballet Open	Richmond Studio One Okwi Hawkins	Tuesday 4:15 PM to 4:45 PM Feb 10 - Dec 6	\$0.00
<input type="checkbox"/>	Mini Jazz Open	Richmond Studio One	Tuesday 4:45 PM to 5:15 PM	\$0.00

OR

Step 3:- Schedule a trial by going to **REGISTER FOR CLASSES** select the tab that says “2020 Trial Days 8th & 10th Feb” this is our 2020 trial day, select the appropriate class for your age you wish to trial and click on schedule a trial and select the date you wish to trial the class. You can do this step for multiple classes then scroll to bottom of screen and submit them all at once or you can submit them individually. Once this is complete you will receive a confirmation email of your trial please be sure to read this as it does contain loads on important information. You will also receive a trial reminder email the day prior to your trial.

Empire Dance Company
Home
Account
More
Log Out

Class Registration

Scroll down the page to see all of the classes available for each of your students. As you scroll, check the boxes for each class in which you would like to enroll. When you are done choosing classes, scroll all the way to the bottom and click the "Submit" button.

To enroll a student (your child or yourself), they must first be added as a student in the system. If you have not done that yet, click "Add a Student."

Add a Student

Show:
Richmond Only

2020 Trial Days 8th & 10th Feb
Empire 2020

Belle Carter

	Class	Location	Days	Tuition
	Mini Tap Trial Schedule Trial	Richmond Studio Two Okwi Hawkins	Saturday 10:00 AM to 10:15 AM Feb 8 - Feb 10	\$0.00

For this class you can schedule a trial for **1 session**, and there is **no charge** to schedule that trial. Select the date that you would like to start your trial:

Saturday Feb 08, 2020

Submit

Please keep in mind that each student is allowed to trial 15 classes.

EMPIRE DANCE COMPANY CLASS PRICE LIST



Multi Class Discount Price Options - PER TERM

All prices are GST inclusive

<input type="checkbox"/> PRE SCHOOL	2 – 5 Years	\$120	<i>Per Term / 60 min Classes</i>
<input type="checkbox"/> MINIS	6 – 7 Years	\$200	<i>3 or more / 30 min Classes</i>
<input type="checkbox"/> PRE JUNIORS	8 – 9 Years	\$800	<i>7 or more / 45+ min Classes</i>
<input type="checkbox"/> JUNIORS	10 – 11 Years	\$800	<i>7 or more / 45+ min Classes</i>
<input type="checkbox"/> INTERMEDIATE	12 - 14 Years	\$1000	<i>7 or more / 45+ min Classes</i>
<input type="checkbox"/> SENIORS	15 and Over	\$1000	<i>7 or more / 45+ min Classes</i>

To qualify for the multi class discount you must be enrolled in the minimum amount of disciplines stated.

Or

Individual Open Discipline Price Per Students - PER TERM

All prices are GST inclusive

	<u>Pre-school</u>	<u>Mini</u>	<u>Pre/Junior</u>	<u>Intermediate/Senior</u>	
<input type="checkbox"/> Pre-School	\$120				<i>60 min Classes</i>
<input type="checkbox"/> Ballet / Technique		\$80	\$120	\$150	<i>30+ min Classes</i>
<input type="checkbox"/> Jazz		\$80	\$120	\$150	<i>30+ min Classes</i>
<input type="checkbox"/> Tap		\$80	\$120	\$150	<i>30+ min Classes</i>
<input type="checkbox"/> Hip Hop		\$80	\$120	\$150	<i>30+ min Classes</i>
<input type="checkbox"/> ABT Ballet Exam			\$170	\$240	<i>45+ min Classes</i>
<input type="checkbox"/> Musical Theatre			\$120	\$150	<i>45+ min Classes</i>
<input type="checkbox"/> Contemporary			\$120	\$150	<i>45+ min Classes</i>
<input type="checkbox"/> Stretch & Conditioning			\$120	\$150	<i>45+ min Classes</i>
<input type="checkbox"/> Acrobatics			\$120	\$150	<i>45+ min Classes</i>
<input type="checkbox"/> Cabaret / Heels Class			n/a	\$150	<i>45+ min Classes</i>

(Sibling Discount will be applied to invoice on term fees only (5% for 2 or more siblings per sibling))

All exam classes DO NOT include exam entry fees – Exams will be entered at the discretion of the empire director –ABT Ballet exam may require families to travel to Christchurch to sit these exams at student expense.

We require a FULL payment to be paid by the 1st week of the start of each new term an invoice will be sent once your registration form completed online.

Each term is charged at an eight week term if extra weeks danced in a term these may/will be transferred for students to another term that may fall short of classes due to absence of the teacher. This does not apply to a dancer when the teacher is absent due to been away at competitions with the dancer. We will not refund any Tuition Fees if students miss classes or if students leave studio before end of term. If Tutors cancel class then classes will be made up later on in the term. If extra classes such as workshops, specialty classes or rehearsals are called there may be an extra charge for this. Please note Private Solo Competition work is separate from the fees above. Solos, Exam Fees, Extra exam classes, costumes and/or hire and studio uniforms are not built into the above fees.

Welcome to



A Handbook for both Guardians and Students

2/36a Beach Road
Richmond Tasman / Nelson

Email:- empiredance15@gmail.com

Email:- empiredanceinfo@gmail.com

Website:- www.empiredancecompany.org

Portal:- <https://dancestudio-pro.com/online/enrolempire/>

Okiwi Hawkins - Empire Director - 027 955 69 65

Anthony Carter - Empire Manager - 027 930 04 10

WHY...

Empire Dance Company is a performance based Dance Company focusing on training students 2 years to any age, with a desire to perform. We are a successful pre professional and competition company having had successes both nationally and internationally with students achieving the goals, careers and dreams. We work alongside each student to mold and create work that best suit each student. We know that no two students are alike our curriculum is personalized so each student gains the most out of their learning experience. Artistic Director Okiwi Hawkins has tackled the performing Arts Industry both here in New Zealand and Australia.

Okiwi trained under the watchful eye of JK Danceworks. Okiwi trained in all styles of dance receiving his Solo Seal Diploma and Teachers Cert with NZAMD and completed 2 years on a Musical Theatre Diploma.

Okiwi comes from a Musical Theatre Background, in the past having the opportunity to be apart of Musicals such as Rent, Cats Miss Saigon, High School Musical, Joseph, Godspell, Oliver and Music Man.

As Artistic Director Okiwi endeavors to bring years of on stage and off stage, life lessons and experience to his students. With teaching credits both in NZ and Australia, Okiwi's style is a unique and energetic style that pushes the students to explore their own personal limits.

Dancer's will not only get full dance education in technique and performance skills, but learn life lessons of commitment, responsibility and work ethic taught through dance and theatre.

I personally look forward to meeting you and working together to create opportunities for your children to become the stars within.

Take care, and I will see you soon

Okiwi Hawkins

Empire Dance Company - Artistic Director

Class Information (Ages are determined at 31st December of the current year)

Pre-school 2-5 Years – (Ready Set Dance – Program) This program combines jazz, hip hop, Music, Tap and singing to help form a strong foundation of dance movement for our wee ones. This program is also aired on Nickelodeon JNR.

Mini 6-7 Years classes offered an open style & NZAMD for our Mini's in Jazz, Tap, Ballet and Hip Hop.

Pre Junior 8-9 Years & Junior 10-11 Years classes offered are Jazz Open & Exam, Tap Open & Exam, Musical Theatre Open, Contemporary Open & Exam, ABT Ballet Exam & Ballet/Technique Open, Hip Hop Open & Exam, Stretch & Conditioning Open, and Acrobatics Open.

Intermediate 12-14 Years & Seniors 15+ Years classes offered are Jazz Open & Exam, Tap Open & Exam, Musical Theatre Open, Contemporary Open & Exam, ABT Ballet Exam & Ballet/Technique Open, Hip Hop Open & Exam, Stretch & Conditioning Open, Acrobatics Open and Cabaret/Heels Open.

Multi Class Discount Students can train in up to 16 classes as above.

To qualify for the multi class discount you must be enrolled in the minimum amount of disciplines stated below for appropriate age group.
[Senior or Intermediate 7 or more] [Junior 7 or more] [Mini 3 or more]

ABT Classical Exam Training (*Partnered with Canterbury Ballet*)

American Ballet Theatre exam classes are taught by Canterbury ballet instructors who have trained in ABT via New York. This program is designed for those dancers who wish to pursue or add a more serious classical technicality to their repertoire. In their weekly classes they will establish ABT exam work, Classical technical training, Pointe work, Technique and much more.

Please note if taking part in this ABT program Empire will not support the attendance to any other ballet studio's as this would be a conflict of interest to a dancers growth and learning in this program. We feel this training is more aligned to the training offered at Empire Dance Company

Exams Are offered to every student at Empire Dance Company. We encourage every student to strive to sit their exams in the allocated exam classes provided. If a student is enrolled in an Empire Exam class you will be expected to sit these exams unless an instructor feels the student may not ready (*Some students may require to spend longer learning their exams*) Exams are a great way for students to feel proud of their development over the year. If you do not wish to sit exams then please enroll into our open style classes.

ABT American Ballet Theatre Exams – These exam take place yearly normally around mid December and students may be required to travel to sit these in Christchurch at Canterbury ballet information will be provided about these towards the end of term 3 of each year.

NZAMD Jazz & Contemporary – These exams can take place once to twice a year in July or September.

GWT Glenn Wood Tap Exams – These exams take place yearly and normally in August.

RBM Rhythm Beats Movement Hip Hop Exams - These exams take place yearly and normally in August.

Competition Solos We would like to offer as many opportunities for the students to perform and compete. We have a selection of local, national and international competitions that we travel too. Becoming a competition soloist does not mean that every student is required at all competitions. We feel competitions are a great learning experience for the students. If your child is interested in competitions please make us aware of this and look out for auditions through the year if you miss these please still let us know and we will work something out.

Duos, Trios, Hip Hop Crews & Troupe Routines here at Empire Dance Company all duo, trios and group competition routine dancers are selected by Okiwi the Artistic Director. We do charge a levy fee to be apart of group routines to help cover studio running costs and costume hire. Every student has a fair chance to be auditioned for

routines and if selected would be required to travel to competitions that we are taking our competitive groups to. If your child is not selected this does not mean that they are incapable of being in the routine, as many routines are chosen on the group look, i.e. spacing, symmetry, and then I will look at technique and ability. Teams are a big commitment at Empire Dance Company and if chosen the rehearsal and competition schedules are compulsory. Many students had to forgo other sports or hobbies please keep this in mind.

MOVITAE is our online at home learning aid. This smart device app will mean that your student is able to practice what they have learnt in class at home. We video any choreography or exercises that students learn in class and upload them to MOVITAE so that the students can carry on the learning at home. This is also helpful if for some reason a student cannot make a class they will be to catch up with watching the videos.

Class Placement

Placement decisions are derived from many years of teaching experience. A child is placed in the particular group or class where we feel he or she will feel confident enough to develop self-esteem. Some students who are placed in a higher level will become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

Classroom Observation

In-class observations take place during the first and last week of each term. This is the chance for you to see firsthand what the classroom experience is like for your child. Please do not bring infants or other children to the in-class observation week if they will cause distraction. No in-class observation will be permitted and you will be asked to leave the studio space. We find that in class viewing causes distractions to all students and can also pose as a safety issues unless in our arranged viewing weeks or trial periods.

Medical Information Current & Preexisting

Parents must notify Empire by email regarding any current illness that can be contagious and/or caught by other dance students. A dancer may be asked not to attend classes while they are still contagious. If we are not informed this may result in an on charge of expenses lost by other students/parents. Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Empire Dance Company. It is also important to inform Empire about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year these can be noted in your parent portal. Our teachers are trained professionals who are willing to work with all children and personalities, and the more we know about your child, the better.

Dress Code Requirements

Empire Dance Company maintains a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all of its contents.
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Watches, jewelry, and hair bows should not be worn to class.
- Female students should wear their hair tightly in a bun secured and styled away from the face.
- Students are expected to observe good personal hygiene habits. Deodorant is required for student's age 10 years and older.

All empire dancewear can be purchased through our online store
www.empiredancecompany.org just click on the shop tab.

[Our uniform is compulsory including shoes unless approved by our director](#)

Class	Girls	Boys
All Classes Unless Stated Below	Empire Stock, Mesh Back Leotard, AVA Crop, Lattice Crop, V Front shorts, Shimmer Pants, Two Tone Shimmer Pants, Empire Leggings, Current Empire Logo Tops, Empire Jacket, Empire Winter Wear, Show tops	Plain Black Shirt Empire Stock:- Boys Singlet, Shorts, Hot Pants, Empire Long Pants, Current Empire Logo Tops, Empire Jacket, Empire Winter Wear, Show tops
ABT Ballet	Mesh Back Leotard, Ballet Wrap Skirt, Ballet Tights, Elite Ballet Flats blush. Pointe Shoes- Int/Snr Only	Empire Stock:- Boys Leotard, Hot Pants, Elite Ballet Flats Black, Black Tights
Ballet / Tech	Mesh Back Leotard, AVA Crop, Lattice Crop, V Front shorts, Shimmer Pants, Two Tone Shimmer Pants, Empire Leggings, Elite Ballet Flats blush	Boys Singlet, Shorts, Hot Pants, Empire Long Pants, Elite Ballet Flats Black
Tap	Slick Black Tap Shoes	
Jazz	Black PW Jazz Neo Bootie	
Contemporary	Toe Pads Or Bare Feet	
Acro	Socks or Bare Feet	
Stretch & Conditioning	Black PW Jazz Neo Bootie, Bare Feet, Socks, Street Shoes.	
Musical Theatre	Black PW Jazz Neo Bootie	
Hip Hop	Street Shoes	
Cabaret	PW Carmen Chorus Shoe Grecian T Bars – Junior Only	Black PW Jazz Neo Bottie
Pre-school / Mini Classes	Comfortable Black Clothing that students can move in EG, leggings and singlet's, leotards & sport shorts etc.	

Tuition and Expense Policy

We will accept Credit Cards or internet transfer for tuition payment.

We require a FULL payment to be paid by the 1st week of the start of each new term. Any students that we have not received payment from may be asked to sit out of the class until the payment has been made. If you are having trouble paying please make contact with Anthony before the payment is due via empiredanceinfo@gmail.com we do offer discounts for early term fee payments instructions will be issued at the time term fees are emailed out.

All invoices balances over 30 days will accrue a 10% interest charge on balance every 30 days the invoice is overdue.

Additional Fees

Tuition does not include the competition entries, levy fees, privates, teams, dancewear, shoes, costumes, recital tickets, uniforms, exam entries, exam day fees, special events or any extra classes requested by the Empire Director.

Fees

Each term is charged at an eight week term if extra weeks danced in a term these may/will be transferred for students to another term that may fall short of classes due to absence of the teacher. This does not apply to a dancer when the teacher is absent due to been away at competitions with the dancer. (Please refer to prices online at our website www.empiredancecompany.org)

Classes are based on age first then ability. A company member can be moved up a level to better them or be moved down a level if member is not showing sufficient amount of improvement or lack of understanding of the work given. (This is all determined by the director of Empire)

Refunds / Extra Charges

We will not refund any Tuition Fees if students miss classes or if students leave studio before end of term. If Tutors cancel class then classes will be made up later on in the term. If extra classes such as workshops, specialty classes or rehearsals are called there may be an extra charge for this. Please note Private, Solo Competition work is separate from term fees. Solos, costumes and/or hire and studio Uniforms are not built into term fees. There will be absolutely no refunds on competition fees, classes, costumes, and conventions. There will be absolutely no refunds on privates unless 12 hours notice is given in writing via email *(Unless due to illness and a Dr note can be presented for a credit)*

Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents.
- Abuse of other children, staff, or property.
- A child's capacity to learn dance, through coordination, musical timing, and memory recall etc, where EDC will do everything to meet the child's needs. But every child has different attributes and EDC may not be the right fit.
- Harassment or Bullying, by way of damaging comments and/or abusive nature directed towards teachers, Students, Other parents or against the studio or other studios or dancers at an event such as competitions.

Communication with Empire Dance Company

Under no circumstances are students or guardians allowed to communicate with our student & Contract teacher's via their personal devices or media this includes text, phone calls and all social media which includes – facebook, instagram, snap chat messages, comments or tagging. All communication is to be made with Empire Dance Company Director and

Manager which are **Okiwi Hawkins or Anthony Carter** our contact details are provided at the start of this hand book. We will only accept email, empire facebook messages or phone calls as appropriate point of communication. All other communication made using text messages or our private social media accounts which includes – facebook, instagram, snap chat messages, comments or tagging will not be excepted as appropriate communication via these devices and will be deleted and no response provided. Our only exception is when an empire director or manager creates a group chat using facebook to provide fast blast communication (This is generally only used for our competitive parents and students) Failure to comply may result in termination of the student and guardian.

Parent Portal

When you enrolled you would have done this via our portal this should be used by all families as it is the best way to see what is going on for your students it holds special functions like, your students class schedules, calendars, events, shared files, bulletin/notice board, you can report your students absences, drop classes, register for classes, update your personal details and loads more. Portal link - <https://dancestudio-pro.com/online/enrolempire/>

Arrival and Departure

We encourage students to arrive 15 minutes before class starts. For their safety, children under age 10 should be picked up immediately after class.

Students are to be warmed and ready to start when class starts. Not all classes will be given warm ups at the start of class. Please factor this into your travel time.

Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. Choreography for the recital and competitions will be taught and rehearsed. It is important for children to feel completely confident with the choreography. Missing class

could result in frustration for the students and their teachers and classmates. It is also to the teacher's discretion that if a student may miss a certain section of choreography the student may not be re taught that section.

Tardiness

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

Conditions of choreography

Choreography for classes, performances and competitions remain the artistic and intellectual property of Empire Dance Company and/or outside choreographers. Choreography must not be copied or used without prior permission of the Empire Dance Company Director. Students who leave the Company are not permitted to perform choreography that was developed specifically for them by Empire Dance Company teachers as a solo or as part of a team/group without prior permission.

Groups

The Empire director selects dancer's to join competition teams, Trio's or Duo's. This is not a charged class and all rights to these classes remain the sole decision of the Empire Director. Dispute over this category may result in a dancer been asked to leave the group or in extreme circumstances the studio. Please appreciate that groups are a privilege for dancers not a right.

Timetabling

The Empire director and support staff may change a timetable with only 24 hours notice this includes all timetables for example class, private, competitive and exam timetables.

Student and Parent Use of Social Media

Use of Instagram, Snapchat, Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace.

This policy is intended to provide Empire Dance Company students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises Empire Dance Company. By that, we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or Empire Dance Company
- Students and parents should neither claim nor imply that they are speaking on behalf of Empire Dance Company.
- Never post anything that could compromise the self-esteem of students who attend Empire Dance Company
- If you post videos of class or rehearsals, don't post any choreography in its entirety; Empire Dance Company owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances, or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

Appropriate representation of empire Dance Company must be shown at all times. *(In the event the EDC feels something is not an appropriate representation of Empire Dance Company we may ask for this to be deleted or removed. In the event Empire Dance Company deems the information to break any of our handbook rules termination from the competitive team or even the studio may occur)*

General Policies

- Classes finish and start straight away please do not interrupt the teacher's in between class change over's or you may be billed extra.
- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks, or gum.
- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- No cell phones or computers may be used during class time. (This means no emailing, Internet use, or text messaging.) In the waiting area you are welcome to use your electronic devices.
- Students and parents are restricted from contacting teachers by phone, text messages, etc. Please contact Anthony in administration for any questions.
- Never speak negatively about teachers, students, or parents from other schools.
- All students and parents must show respect for their teachers at all times.

This handbook is agreed to upon joining the Empire Dance Company Limited.

Inappropriate behavior will result in immediate dismissal from the school. Failure to comply both guardian and/or dancers with Empire Dance Company, policy's, handbook or agreement's may result in termination from the competitive team or in serious instances from Empire Dance Company.

COMPETITIVE TEAM QUALIFICATIONS AND AGREEMENT

QUALIFICATIONS

1. Students & Guardians attitude/attendance from all classes and shows will be reviewed prior to placement.
2. Students ability.
3. All competitive troupe & Crew students are required to take a Ballet & Technique Open Class and a Stretch & Conditioning classes with Empire Dance Company.
(Please note that troupe and crew dancers are required to take either an exam or open class at EDC in their troupe or crew style/discipline unless approved by EDC. EXAMPLE:- If your dancer wishes to be in a hip hop crew and a jazz troupe they are required to take the above specified classes plus an exam or open hip hop and jazz class at empire)
4. EVERY student who becomes a member of the team agrees to his/her commitment to dance with Empire Dance Company Competitive Team for the entire block/s season of 2020.
5. All classes are mandatory and may not be missed for any reason other than illness (contagious, vomiting or fever), family emergency, pre approved leave and approved school activities. *(Please seek approval at least 4 weeks prior to the date you wish to be absent from troupe set practices, unless due to illness or emergencies – We may request a Dr Note in some cases)*

COMPETITION ATTENDANCE AND BEHAVIOR

1. Students must be supportive of fellow dancers. Competitive team members must stay to support their team the entire session they are performing. *(Meaning they stay to watch and support the other groups from our studio until the end of those awards unless EDC approves an early finish)*
2. Students and parents are expected to behave appropriately at all events. Parents *(unless pre- approved by EDC)* should not be in the back stage area or dressing rooms during troupes. A Dance Captain or parent will be designated by the director of Empire so all students have the ample help required during troupes.
3. Traveling competitions (Nationally/Internationally) students are required to be in the city the night before the day of competitions.
4. Empire Competition Uniform to be worn traveling to and from competitions. Uniform also to be worn around the competitions. *(NO Exceptions unless pre approved by EDC)*

Uniform Requirements:- *(Hip Hop Crew Uniform Still officially to be confirmed)*

FEMALE - Empire Black and Gold Jacket and Bag, Competitive Tops, Winter Hood or Crew Jumpers, Crop Tees / Kids Tees, Black Jeans and Black boots. Hair to be Left side Part and low Straight Pony Tail, 12 Years and Over to wear Base make up at all times.

MALE - Empire Black and Gold Jacket and Bag, Competitive Tops, Winter Hood or Crew Jumpers, Kids Tees, Black Jeans and Black Shoes. Hair to be groomed and tidy.

Undergarments – 12 Years and Over Nude G String must be worn, Under 12 Full Seamless brief to be worn under costumes

Students are expected to treat their guardians/family members/instructors/classmates/competition patrons with respect!

ATTENDANCE AND ADDITIONAL COMPLIANCE INFORMATION

1. Practices are mandatory unless student is sick and/or has made arrangements with Okiwi Hawkins. Students whom are not in class the week of a competition or show will not be allowed to compete or perform. *(Unless approved by EDC)*

2. Competitive team students must purchase a team jacket and competitive tops to be worn at all competitions and shows.

3. Social Media Discussion. Appropriate representation of empire dance company must be shown at all times. *(In the event the EDC feels something is not an appropriate representation of Empire Dance Company we may ask for this to be deleted or removed. In the event Empire Dance Company deems the information to break any of our handbook rules termination from the competitive team or even the studio may occur)*

4. Empire Dance Company offers each competitive family to be apart of the Fundraising Committee, on accepting placement in teams you will be added to this committee only if you request to be added. (For more information email empireyouthtrust@gmail.com)

5. Conditions of choreography

Choreography for classes, performances and competitions remain the artistic and intellectual property of Empire Dance Company and/or outside chorographers. Choreography must not be copied or used without prior permission of the Empire Dance Company Director. Students who leave the Company are not permitted to perform choreography that was developed specifically for them by Empire Dance Company teachers as a solo or as part of a team/group without prior permission.

Failure to comply both guardian and/or dancers with Empire Dance Company, policy's, handbook or agreement's may result in termination from the competitive team or in serious instances from Empire Dance Company.

QUESTIONS/COMMENTS/CONCERNS

* If you have any, please contact Okiwi Hawkins directly by email to set up a conference. Please do not voice your concerns, questions or comments to the other parents or students as this only creates unnecessary issues and problems.

* Please remember that all teachers have different requirements and different styles of choreography. They all teach differently. It is the teacher's discretion on routines, completion, progress, etc. All competition pieces are property of Empire Dance Company, permission must be given to use competitive pieces elsewhere.

* IT IS YOUR RESPONSIBILITY TO READ ALL COMPETITIVE TEAM RELATED EMAILS, TO CHECK THE PORTAL CALENDAR AND SHARED FILES, TO STAY UP TO DATE WITH WHAT IS GOING ON. Please utilize these areas before calling or emailing us!

Compulsory EVENT / COMPETITION'S

1. Students will have to commit to all competition's in the below allocated competition block/s and boot camp dates. If the student cannot make one of the competitions in the below block/s then the student will not be in duo/trios/troupes/hip hop crews for all competitions listed. *(This is not the case for soloist)*

2. Parents will need to either commit to travel with students or families will need to work together to help with looking after each other's students. *(This requires organization via the dancers guardians and is not the responsibility of EDC)*

3. We often get asked to showcase routines locally for half time entertainment at sporting events like giants basketball games or corporate events, we ask that all competitive students are available for these events – Sufficient notice of a week minimum will be provided about such events.