



Front Line Dance Team Manual

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Welcome to the Plainfield Park District Front Line Dance Team

We hope you find this information helpful and that your child finds enjoyment from his/her classes in the months ahead. If you have questions or concerns throughout your experience with us, please do not hesitate to email Cindy Offerman, Dance Supervisor, at Dance@plainfieldparkdistrict.com

A. FLDT MEMBER RESPONSIBILITIES

1. Dancers must be enrolled in at least one Plainfield Park District dance class throughout the competition season. Your regular class must support the style of dance you perform in competition. Parents may be asked to transfer their child to a different class if necessary.
2. Dancers/parents are responsible for their class schedules, as well as any paperwork that is distributed to them. Email will be used to communicate **all information**.
3. Dancers are expected to bring necessary shoes to classes. If you are practicing a jazz routine, you must have your jazz shoes. Same for hip hop. Pom dancers will require black jazz shoes.
4. Dancers are expected to maintain a professional attitude during class time, choreography sessions and events.
5. As a member of the FLDT, dancers are expected to respect fellow dancers at all times. FLDT is a group effort and there will be zero tolerance when it comes to: disrespect, bad attitudes, negativity, and poor sportsmanship. Any dancer who decides to act in that manner toward fellow teammates, or staff, will be dealt with at the discretion of the Dance Supervisor. This could potentially be a reason for dismissal from the team.
6. Disruptive behavior during regular classes will not be tolerated and will be dealt with by the Dance Supervisor. You are representing Front Line Dance Team so we expect you to set a good example for all students.

B. CLASS ARRIVAL AND DEPARTURE

Classes will be held at the Streams Recreation Center. We ask that you please be prompt in bringing your child to class and picking them up from class. Upon arrival, we ask that you wait with your child in the lobby until the instructor is ready to start class. The instructors are busy preparing for class and are unable to supervise early arrivals. Siblings will not be allowed in the classrooms, we ask that they stay in the waiting area with parents. **There will be absolutely NO EXCEPTIONS to this rule.**

C. ATTENDANCE

Attendance is a prime factor in the development of a dancer. Progress is seriously jeopardized when they are chronically absent or late for class. The beginning of class is devoted to warming up the muscles, an important part of the preparation for dance steps used in class, and is a very crucial part of class which should not be missed. If your child arrives more than ten minutes late to class, he/she must sit and watch. Absenteeism is also difficult for the student, as well as the teacher. When students are absent, it is very difficult for them to catch up. Absences are unacceptable, unless it has been approved by the Dance Supervisor. To be excused from class, you must send an email to Dance@plainfieldparkdistrict.com 24 hours in advance.

1. **Excused absences:** illness (w/fever or vomiting), wake, funeral, school related obligation, school dance.
2. **Unexcused absences:** party, tiredness, a date, etc.

- 3. Dancers can have no more than 3 unexcused absences from competition class and 3 unexcused absences from regular classes. This rule applies to all competition dancers.**
- 4. Dancers will be dismissed from FLDT if they are consistently and consecutively absent and/or late without a refund. This rule applies to both regular and competition classes.**

D. DRESS ATTIRE

Please have the correct shoes and clothing for class at all times. All dancers should wear comfortable clothing so they can stretch and move. Things not appropriate for class include, but not limited to: denim, dresses, skirts, jeggings, hoodies, etc. Students on the dance teams must always bring jazz, and hip hop shoes (not gym shoes). Students on the poms teams must have black jazz shoes.

E. PARENT OBSERVATION

We love parents, but with your child's best interest in mind, parents will only be invited to watch their child's class at the discretion of the instructor. Instructors find that the quality of instruction can be greatly affected by interruptions and distractions of parents and/or siblings. We encourage parents to wait in the lobby area during class time. If parents want to discuss a participant's progress an appointment can be made with the instructor.

F. PARENT BEHAVIOR

We ask the same of the parents as we do of our dancers. As a parent, we ask you to lead by example. Please treat all instructors, dancers, opposing teams, opposing fans, and judges with dignity and respect. Please refrain from making negative comments, using profanity, intimidation tactics, and/or inappropriate remarks. Voicing negative comments can impact your child's, and possibly someone else's child's motivation and overall experience. By not following the appropriate behavior, we may have to remove your dancer from FLDT.

- 1. District Behavior Policy** - Appropriate behavior is expected from all patrons, participants and observers in programs and in facilities to protect the enjoyment and safety of all patrons. Behaviors that will not be accepted include, but are not limited to, the following:
 - Endangering the health and safety of other participants, patrons, observers, staff, or volunteers.
 - Disrupting a program or creating a disturbance at a facility.
 - Continuous refusal to follow program and/or facility rules and guidelines.
 - Use of verbal harassment, profanity, vulgarity, obscenity or racial slurs.
 - Blatant disrespect of staff, volunteers and program or facility rules and guidelines.
 - Damage, vandalism, or theft of private or Park District facilities, equipment or supplies.
 - Possession or use of illegal substances or medication, including the use of alcohol or smoking where prohibited.

- Inappropriate or offensive dress, including, but not limited to dress which is too revealing and clothing which displays obscene or offensive words or pictures.
- Possession or threat of a weapon.
- Gang activity including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening any individual, wearing or displaying colors or items of dress, etc.
- Inappropriate display of affection, including but not limited to prolonged kissing and touching or any private area of the body.

The following outlines steps that may be used with patrons who are not behaving appropriately. Membership or program fees will not be refunded for any person removed from a program or facility due to violation of this behavior policy. Some programs or facilities may have stricter or more detailed behavior policies.

Program Participants

All program participants are expected to behave appropriately and follow the rules of the program and facility. A participant will receive written notice for inappropriate behavior, and in the case of a minor, a copy of the notice will be provided to such minor's parent/guardian. If a participant receives three notices of inappropriate behavior, or if the participant is involved in one severe incident, as determined by Park District staff, the participant may no longer participate in the program until a meeting is scheduled and held. The participant, a parent / guardian if the participant is a minor, the program instructor, the program supervisor and any other persons, whom the Park District considers necessary for a resolution of the inappropriate behavior, shall be present at such meeting. At the meeting, the question of continued participation in the program will be considered and, primarily for minor participants, a Behavior Contract may be prepared as a condition of continued participation. Such a Behavior Contract will be personalized to the circumstances and the participant, and will include specific expectations and consequences for failure to meet such expectations, including possible suspension and/or termination from program participation. Inappropriate behavior by any participant over 18 years of age may result in more rapid progress toward suspension or termination from program participation. Any participant that receives a suspension and is permitted to return to the program does so on the "zero tolerance" basis. Any further incident will result in immediate termination of that individual. Termination of participation may carry from program to program pending the severity of the issue as determined by the Park District.

Observers

Observers of programs are also expected to behave appropriately. Parents, friends and any observers are held to the same standards of behavior as participants. If inappropriate behavior of a program observer is reported to or observed by a staff person or volunteer, the observer will be asked to leave by the staff person, volunteer or police, if necessary.

Appeals

Any participant who is suspended or terminated from program participation shall have the right to appeal to the Executive Director within fourteen days of any notice of suspension or termination. The Executive Director shall thereupon schedule a meeting concerning such appeal, and the appellant shall be entitled to present his or her version of the facts at such meeting. Within five days after such

meetings, the Executive Director shall notify the appellant in writing that the suspension or termination has been affirmed, modified, or reversed.

It is a vision of the Park District to provide safe and wholesome programs in well-maintained facilities for our residents and guests. Rules must be followed and policies such as this must be established to protect this vision for all involved. Our goal is not to remove patrons from programs or facilities, but to work together with participants and parents/guardians to the best of our ability to correct or deal with a problem. The Park District asks for your cooperation in behaving appropriately and teaching your children the importance of appropriate behavior and following rules.

G. PRACTICING AT HOME

From time to time, instructors may ask students to practice certain steps or moves at home. This is acceptable; however, we strongly urge that unfamiliar moves are not attempted, as they need to be done under the expert eye of the instructor. Stretching exercises that have been carefully taught are permissible, as these exercises are a daily part of the regime to improve flexibility. Basic exercises and other movements that can be harmful, if not done correctly, shouldn't be practiced away from the dance studio.

H. INJURED DANCERS

We take injuries serious and will always follow doctor's orders. You must supply a doctor's note stating the type of injury, with the length of time off, in order to be excused from classes. If injured, it is mandatory that you still attend team classes as usual so you can observe all new choreography and any changes being made. A doctor's release is necessary to return to classes.

I. CLASS FORMAT

The format of our classes is to teach the discipline and technique of dance, while instilling the love for the art. This will help provide an environment for both the serious student and the student that prefers it as a recreational activity. Please understand that in competition classes, dancers will receive respectful but direct constructive criticism, this is done to try to help the student become a more confident dancer.

J. THE 3 A's

Appearance, Attitude, Attentiveness. Good appearance means dressing appropriately for the class. Positive attitude means you are supportive of others. Attentiveness means paying attention to your instructor and willing to learn. Applying these elements means you are showing respect.

K. TEACHING STAFF

Our teachers come from different backgrounds with different types of training. But all teachers share the common desire to teach dance and to teach it well. They are happy to discuss concerns, or questions, you may have. You can contact Cindy Offerman, Dance Supervisor, at Dance@plainfieldparkdistrict.com

L. IN ADDITION TO THE DISTRICT BEHAVIOR POLICY THE FOLLOWING CODE OF CONDUCT IS TO BE FOLLOWED:

- A. A member of the FLDT is always:
 - 1. Courteous and respectful to everyone
 - 2. Respectful of other's ideas and opinions

3. Behaving appropriately and using good judgement
4. A good role model to students by conducting themselves accordingly
5. Respectful to peers by attending classes, arriving on time and remaining for the duration of the class
6. Supportive and gives encouragement to other dancers, as well as attending performances when scheduled
7. Dressed appropriately for classes by wearing correct dance shoes and clothing

M. DANCE SCHEDULE

Classes for the FLDT will be held at the Streams Recreation Center.

All tentative rehearsal, recital and competition dates are available at the start of the competition season and will be distributed by instructor.

Times for both dance and pom teams are:

Mini 5:00-6:00pm, Junior 6:15-7:15pm, Senior 7:30-8:30pm.

A full dance calendar will be provided to you.

N. Front Line Dance Team Information Sheet

This document will be kept on file throughout the FLDT season. If information changes, please let us know.

Please circle the appropriate dance team

Dance Mini

Dance Junior

Dance Senior

Poms Mini

Poms Junior

Poms Senior

PARTICIPANT'S INFORMATION

First Name _____ Last Name _____

Home Address _____

City, Zip Code _____ Home Phone _____

Email Address _____

Birthdate _____ Gender: Male Female

Medical Concerns _____

PARENT/GUARDIAN & EMERGENCY INFORMATION

Parents/Guardians Information

Mother's Name _____ Work Phone _____

Cell Phone _____ Email Address _____

Father's Name _____ Work Phone _____

Cell Phone _____ Email Address _____

In an emergency, if parent/guardian cannot be reached, please contact:

Name _____ Relationship _____

Home Phone _____ Cell Phone _____

Name _____ Relationship _____

Home Phone _____ Cell Phone _____

**O. Front Line Dance Team
2016-2017 Letter of Agreement**

FOR PARENTS:

I have thoroughly read and understand the FLDT program handbook and schedule. I agree to adhere to the requirements, rules, policies and procedures implemented for the program.

I understand that this is a year-long commitment from September 2016 to May 2017 and will make the commitment for the entire year.

FOR PARTICIPANT:

I have the support and understanding of my family in my decision to participate in this program. My parents/guardians have read the requirements for this commitment.

I understand all the benefits I may gain, as well as sacrifices I may have to make, throughout the year for the program.

I also understand that my participation depends upon my positive attitude and commitment.

I understand that my position on the team is earned, and that it may be relinquished at any time, without a refund, if the Dance Supervisor deems necessary.

It is very important that you understand how these expectations will affect you. Make sure you are ready and eager to abide by them. If you agree with these terms, please sign and date below that these expectations will be followed.

Participant's Signature

Date

Parent/Guardian's Signature

Date



Recreation/Administration Center
23729 W Ottawa Street, Plainfield
815-496-8812