

# **Company North Crest Dance Handbook**

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# 1. Values & Creed

## Our Values

Welcome to **Company North Crest**. We are honored that your family has chosen to be part of our community. Our mission is *Teaching Character, Influence, & Confidence for every stage of life*. While dance excellence is a priority, our deepest commitment is to developing respectful, confident, and compassionate young people.

### Character

At North Crest, character is demonstrated through daily actions. We intentionally foster manners, kindness, accountability, and mutual respect. Dancers are encouraged to support one another, build lasting friendships, and contribute to an inclusive, family-centered environment. These values extend beyond the studio and into everyday life.

### Influence

True leadership begins with integrity. Our dancers are taught to lead through example by working diligently, embracing challenges, and maintaining a positive, determined mindset. Through this process, they learn how their actions can positively impact teammates, peers, and their community.

### Confidence

Confidence is built through preparation, encouragement, and self-belief. We guide dancers to carry themselves with pride, accept themselves fully, and perform with assurance—on stage, in the classroom, and throughout life.

## CNC Creed

Company North Crest is dedicated to empowering school-age dancers to recognize their abilities and pursue growth with confidence and humility. Our dancers learn to succeed both independently and as members of a team, developing discipline, grace, and resilience. CNC is not solely about creating strong dancers—it is about shaping thoughtful, capable, and courageous young adults. We are proud of each dancer and grateful for the trust families place in our program.

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## 2. Program Structure

### Placement & Grouping

Each dance year begins with placement auditions for returning/new Company and Pre-Company dancers. Evaluations are conducted with care and fairness, considering technique, skill level, work ethic, maturity, and overall readiness. Placements are designed to support each dancer's individual growth while strengthening the group as a whole.

### Pre-Company Program

The Pre-Company program serves as a preparatory pathway for dancers aspiring to join Company North Crest.

- **Groups:** Broadway Babies, Showstoppers
- Dancers participate in practices and performances but do not attend competitions.
- These groups participate in the Company Ballet Production during the Winter Show.

### Company Program

Company dancers commit to weekly core and elective training classes.

- **Levels (progressive):** Novice, Intermediate, Advanced, Superior
- To maintain balance and consistency, Company dancers may not enroll in additional recreational classes.

### Electives & Training Requirements

Elective offerings include Lyrical/Contemporary, Tap, Hip-Hop, and Pre-Pointe/Pointe (with instructor approval).

- Core classes that include Ballet, Jazz, and DDT (Dancer Development Training) are required at all levels
- Tap is required through the Intermediate level.
- Novice and Intermediate dancers must enroll in a minimum of **two electives**.
- Advanced and Superior dancers must enroll in a minimum of **three electives**.

### Dance Year Overview

- **Fall Semester:** September–mid January (Winter Show typically in January)
- **Spring Semester:** mid January–May (Spring Show typically in May and competitions in spring)
- **Summer Session:** Technique development and preparation for the upcoming year

## **Summer Programming - along with weekly classes**

- **Summer Dance Camp:** A day or two of immersive experience replacing regular classes, featuring guest instructors and daily showcases for families.
- **Summer Intensives (August):** Focused training on technique and early-season choreography.

## **3. Company Attire Requirements**

### **Company – Female Dancers**

#### **Required Items**

- CNCD jacket, CNCD tank top, CNCD leotard, CNCD spandex, Winter and spring show shirts, any black pants without holes or rips

#### **Ballet Workshops & Ballet Days**

- CNCD leotard, Black spandex, pink tights, ballet shoes

#### **Rehearsals & Competitions**

- CNCD tank top, CNCD spandex, CNCD jacket

#### **Parades** (*weather dependent*)

- CNCD tank top, CNCD spandex

#### **Tights**

- Both tan and pink tights are required

#### **Undergarments**

- Clear strap bra, Seamless undergarments

#### **Makeup**

- Company dancers will purchase a \$60 makeup kit, which includes:
    - Eyeshadow, lipstick, blush, earrings, Eyelashes
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## **Pre-Company – Female Dancers**

### **Required Items**

- CNCD jacket, CNCD tank top, CNCD spandex, Liner, Winter and spring show shirts, tan and pink tights

### **Ballet Workshops & Ballet Days**

- CNCD tank top, Black spandex, Pink tights, Ballet shoes

### **Rehearsals**

- CNCD jacket, CNCD tank top, CNCD spandex

### **Parades** (*weather dependent*)

- CNCD tank top, CNCD spandex

### **Tights**

- Both tan and pink tights are required and must be purchased by the family

### **Undergarments**

- Clear strap bra/liner, Seamless undergarments, liner

### **Makeup**

- Pre-Company dancers will purchase a \$60 makeup kit, which includes:
    - Eyeshadow, Lipstick, Blush, Two pairs of earrings
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# Company & Pre-Company – Male Dancers

## Required Items

- CNCD jacket, CNCD compression t-shirt, CNCD shorts, Winter and spring show shirts

## Ballet Workshops & Ballet Days

- CNCD compression t-shirt, CNCD shorts, Dance belt (optional)

## Rehearsals & Competitions

- CNCD jacket, CNCD compression t-shirt, CNCD shorts

## Parades (*weather dependent*)

- CNCD compression t-shirt, CNCD shorts
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## General Dress Code (All Dancers)

- On non-uniform dance days, warm-ups are not required
- Dancers should wear form-fitting attire such as shorts, leggings, leotards, and tank tops
- Belly buttons must be covered
- Plain, non-distracting patterns are preferred.
- Dance-affiliated shirts are allowed on non-ballet days.
- Pink tights and blue leotard/black shorts and black company t-shirt are required for weekend workshops and ballet nights during the school year
- Hair must always be worn back and away from the face; buns are preferred

## Warm-Ups

- One complete warm-up package is required per dancer and must be purchased at registration.
  - Sizing will be available, and the online store will be posted on TeamApp.
  - An order form for this season's warm-ups will also be provided.
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### 3. Company Staff

Our experienced and dedicated staff are committed to providing exceptional instruction and mentorship.

- **Producer:** Paula Stone
- **Administrative Director:** Michaela Stanger
- **Faculty:**
  - Ballet: Kathi Dobbs, Ana Freire (Consultant), Madelyn Shimek
  - Jazz/Lyrical/Contemporary: Michaela Stanger, Erin Nelson, Olivia Hillestad, Maddie Boser-Wohletz
  - Tap: Olivia Hillestad and Maddie Boser-Wohletz
  - Hip-Hop: Erin Nelson
  - Pre-Company: Erin Nelson, Maddie Boser-Wohletz, and Alivia Pappenfus
  - Dancer Development Training: Ali Burk and Alivia Pappenfus

For questions or concerns, please contact [company@northcrestkids.com](mailto:company@northcrestkids.com) and include your dancer's group in the subject line.

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### 4. Policies & Expectations

#### Academic Expectations

Company North Crest values academic success. Dancers are expected to maintain a **minimum 3.0 GPA**. Grade checks may be conducted for Advanced and Superior dancers; schools check to see how academics are to allow their students to participate in any high school dance competitions as well. We believe strong academics and strong work ethic go hand in hand, and we encourage open communication if academic support is needed. It is expected that dancers and/or their parents or guardians promptly inform the studio of any school-related disciplinary actions, such as but not limited to detention, suspension, or expulsion.

#### Tuition Policy

Tuition is based on the number of classes a dancer participates in each month. Fees are based on overhead costs, insurance and instructor compensation. Tuition is divided into monthly payments and is due on the 1st of each month.

All tuition and fees are the responsibility of the registering parent/s or natural guardian/s of the dancer. Private tuition payment arrangements between parents and/or natural guardians in no way alters or affects the obligation to pay full tuition/fees. Our software only allows for one primary billing participant. If private arrangements such as cost sharing, reimbursement or communication between parents / natural guardians is needed, this must be handled privately.

Unless North Crest is provided with a legal document that specifically requires joint consent for the child's participation, the parent registering the athlete will be the parent responsible for all obligations; attendance, financial and otherwise.

Facility Care;

Dancers along with family and friends are asked to be respectful of the property and other parties within the facility. We ask that dancers utilize their lockers for their personal belongings and keep the lobby free of garbage and left over snack items and the like. We ask that family and friends keep the lobby clean. Running and shouting will not be tolerated. This can cause injury, chaos and can be a distraction to those in the studios and gyms.

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## **Dancer Responsibilities**

Dancers are expected to:

- Arrive prepared, focused, and positive
- Show respect toward instructors, teammates, and competitors
- Participate fully and attentively in all practices
- Follow dress code (no belly shirts/sport bras above the belly button) and studio guidelines (found on the code of conduct)
- Uphold social media and phone policies

## **Parent Responsibilities**

Parents play an essential role in a dancer's success and are expected to:

- Ensure timely arrival to practices and events
  - Support instructional decisions and studio philosophy
  - Communicate questions or concerns respectfully and directly with staff
  - Remain current on all financial obligations
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## **5. Dress Code, Shoes, Costumes & other expenses**

Clear and consistent dress standards help maintain professionalism and focus.

- **Annual Registration Fee:** \$65 per dancer (due June 1)
- Uniform/warmup requirements are specified by program level and gender (found under uniform order form and a link will be posted about warmups on TeamApp)
- Hair must be secured neatly and away from the face
- Proper footwear is required for *each* class - Pointe shoes require instructor approval and professional fitting
- Costumes payments are July-October that is added on top of tuition

- Costume alterations will be your responsibility if desired and if you need additional help it will come with a cost. Please reach out to an instructor if you need a referral
  - Performance Package fees will be from September-May
  - Show bundles are required for your dancer to receive their show shirts (winter and spring). Also includes photos and video package for the shows
  - Company competition fees will be posted on TeamApp once competitions have been fully established, Competition fees typically are split in two sections (Half in November and half in January)
  - Makeup kits are required for all female dancers to ensure the groups are unison
  - Performance Program fees - includes choreography, all weekend workshops, school shows, show weeks, additional added practices, Christmas party, sleepover. Payment will be divided in 4 monthly installments (July-October)
  - Solo/Duets/Trios if desired
  - Optional CNCD apparel and fan wear
  - Optional apparel from Competitions or Performances
  - Tickets for performances
  - Hotels/meals at competitions
  - Annual Banquet tickets for Family
  - All accounts must be paid in full to begin a new season
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## **6. Attendance, Injuries & Physical Commitment**

### **Attendance**

Consistent attendance is essential for both individual progress and team success. Absences should be reported in advance whenever possible. Excessive absences may require additional private instruction at the family's expense.

### **Injuries**

Injured dancers are expected to attend class unless restricted by a medical professional. Tuition adjustments may be considered for extended injuries with appropriate documentation. Before your dancer is able to return to normal practice we must receive a doctor's note that says they are cleared. Please fill out the health questionnaire located on TeamApp labeled "Annual Sports Health Questionnaire 2025-2026".

### **Physical Commitment**

Dance is both physically and mentally demanding. Dancers are expected to commit fully to scheduled rehearsals, performances, and competitions, and to communicate openly about health concerns. Dancers will be asked to have a physical completed by their providers every 2 years starting 2026-2027 - required to be completed/scheduled before September 1st.

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## **7. Performances & Additional Opportunities**

### **Performances**

Company and Pre-Company dancers participate in a variety of performances throughout the year, including:

- Local high school dance shows
  - Winter Show
  - Competitions (no Pre-Company)
  - Spring Show
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### **Solo, Duet & Trio Opportunities**

Optional specialty performances are available to eligible dancers following instructor approval and are subject to additional fees. Availability will be on a first come, first serve basis, and dependent upon instructor availability. If your dancer has a scheduled time with an instructor and does not attend the practice that will be taken from part of one of your sessions. North Crest staff must approve all choreography, costume, and music. Performance/competition readiness of specialty choreography is at the instructor's discretion. These are optional, extra costs and time commitments.

### **Senior Solos**

Senior dancers are invited to perform a solo during the Spring Performance as a celebration of their journey with North Crest. Information will be given to all of the seniors regarding when choreography and costumes will be due. Parents should prepare to digitally send approximately 30 photos that can be used for a backdrop slideshow. Dancers often choose a selection of pictures ranging from 1<sup>st</sup> dance classes to Senior photos. Seniors can ask an instructor to choreograph for the price of a solo if desired. All choreography, costume, and music must be approved by Miss Paula and/or Miss Michaela.

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## **8. Competitions & Travel Expectations**

Company North Crest emphasizes professionalism, sportsmanship, and teamwork.

- Dancers are expected to arrive prepared and on time!!!!

- Company attire is required while traveling as a group (must be wearing NC attire in order to be on stage for awards)
- Respectful behavior and positive representation of North Crest are expected at all times

## How We Choose Competitions

Our Company staff carefully select competitions based on past experience and overall quality, including organization, scheduling, and award ceremonies. We also explore new competitions each season, as they can offer fresh perspectives and valuable experiences for our dancers.

Competition schedules will be posted on **TeamApp** as soon as we receive them. Please note that schedules can occasionally be moved earlier by the competition, which is why we ask all dancers to **arrive at least 2 hours early**, fully prepared with **hair and makeup done**. **False eyelashes are mandatory**, and dancers should be show-ready upon arrival. \*\*Potential to have comps start on Thursday night

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## Important Competition Information

Competitions can be busy and exciting days! To help everything run smoothly:

- Only parents of **younger dancers** may enter the changing room to assist with costume changes.
- When parents are no longer needed, we ask they step out from the changing area and do not come backstage
- All dancers are expected to attend **every scheduled competition**, unless prior arrangements are made with the **head instructor** and the **booster club treasurer**.
- Instructor per diem fees are still required even if a dancer does not compete.
- A **3% convenience fee** will be added to competition fees paid by credit or debit card.

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## Traveling to Competitions

### Regional Competitions

- All regional competitions will take place **within Minnesota**.  
Unless otherwise noted, families are responsible for providing transportation to and from the competition.
- If you are unable to provide transportation, you will need to arrange a **carpool**.
- Regional competitions are typically held in the **Twin Cities or Duluth areas**.
- If the competition spans multiple days, families are responsible for booking their own hotel accommodations.

## Team Attendance

We recommend all dancers attend and support **every team performance**, even if they are not competing that day. We believe in being a team and showing support for one another.

## Competition Expectations

To ensure a positive and safe experience for everyone, all dancers are expected to:

- Show respect to instructors, chaperones, and fellow dancers.
- Follow all social media and phone usage guidelines.
- Adhere to all established curfew times.
- Make healthy food choices while traveling.
- Respect others' space and belongings—if it isn't yours, please do not touch it.
- Act responsibly at all times, remembering that your actions reflect your team and **North Crest**.
- Follow all instructions given by adults who are acting in your best interest.
- Wear **Company North Crest attire** when traveling and in public.
- Understand that at no time should a coach/chaperone be alone with a single athlete.

Failure to follow these expectations may result in the dancer being sent home from the competition. These rules are in place to ensure the **safety, well-being, and respect of all dancers**, and they will be strictly enforced by the competitive staff.

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## Number of Competitions

- **Novice & Intermediate dancers** will have the opportunity to participate in **two competitions** for group dances and will have the opportunity to be at a third competition for their solo/duet/trio if desired.  
**Advanced & Superior dancers** will have the opportunity to participate in **three competitions**.
- **Two of these competitions will be full Company competitions.**

## 9. North Crest Performance Dance Club

The North Crest Performance Dance Club serves as our booster organization. While participation is optional, families are encouraged to attend meetings and support program initiatives.

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## 10. Team App Communication

The **Stack Team App** is our primary communication platform for schedules, newsletters, and important updates.

### How to Join:

1. Download the Stack Team App
2. Create an account
3. Search for **CNCD**
4. Select the appropriate level
5. Submit dancer name(s) and await approval

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Thank you for being a valued part of the Company North Crest family. We look forward to a positive, successful, and inspiring season together.