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



# DANCER HANDBOOK

WELCOME TO THE NWBC FAMILY!

# Welcome Message



**Sabrina Han**  
**NWBC Studio Owner**

**Dear Dancer,**

Welcome to the Northwest Ballet Center Family! We at NWBC are excited to get to dance with you. The world of dance is filled with positivity, hard work, passion, and so many amazing experiences. We hope that your training here at NWBC is enjoyable and rewarding!

Sincerely,

Sabrina Han

Studio Owner, Dance Team Director, & Teacher



# NWBC Overview

## What We Do

NWBC is a dance school located at the intersection of Shoreline, Lake Forest Park, and Mountlake Terrace. We work with dancers ages 2.5 through adults in all different levels and styles of dance. The studio is open to anyone who wants and/or needs to dance, and are ready to make the commitment of coming to class. We teach that dance is a performing art that is to be practiced, treasured, and shared. We want to constantly keep fueling our dancers with a passion for this amazing art form/sport. Training at our studio focuses on developing strong technical skills in many styles of dance, with quarterly opportunities of performing in front of an audience. There are also competition opportunities with our NWBC Dance Team. Every class is geared to who is in the room, and we work hard to make every class engaging and exciting!

## Our Mission

NWBC strives to create a safe, welcoming, and collaborative environment. Dancers are taught how to better understand and appreciate the different techniques, histories, and origins of dance, as well as, ways to use them. The content we teach produces ways of building community, self-expression, and producing meaningful art. More than being a means of healthy and positive exercise (physically, mentally, emotionally, etc.), This studio prides itself in creating a family of dancers and performers. We work to inspire our dancers and community to become creative and innovative. Each day is another chance to move and help someone grow



# Types of Classes



## My Ballet/Pre Ballet 1, 2, 3

Dancers ages 2.5–6 years old will develop foundational Ballet and motor skills. Each class consists of a variety of activities and exercises that teach technique, coordination, and artistry. Dancers must be able to stay on the floor without the assistance of a parent.

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## Dance Basics 1, 2, 3

Dancers ages 2.5–6 years old will develop foundational movement and motor skills. Similarly to our My Ballet or Pre Ballet classes, Dance Basics introduces the beginning steps and vocabulary to different styles of dance. Primarily focused on Jazz. Dancers must be able to stay on the floor without the assistance of a parent.

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## Ballet Levels 1–5/Pointe

Dancers ages 6 and up will learn variations of barre, foundational techniques/skills, vocabulary, and great choreography by our teachers! Each level adds on to the previous with more attention to detail, technique, and artistry. These classes provide opportunities for dancers to be challenged and grow.

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## Jazz Levels 1 – 4

Dancers ages 6 and up will get to further their understanding of the different techniques in Jazz dance. While learning combos to popular music, they will also work on developing their strength, coordination, and musicality

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# Types of Classes



## Contemporary Levels 1 – 3

Dancers ages 8 and up will learn to connect to the music and their own bodies more in depth. Technique, musicality, and self-expression come together to make movement. They will learn how to tell stories and express themselves through dance and music.

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## Jazz Funk Levels 1 – 3

Dancers ages 8 and up will get to further their understanding of the different techniques in Jazz and Street Style dance. This is our newest style that takes Jazz dance and combines with different Street Style dances (Hip Hop, House, Waacking, etc.). While learning combos to popular music, they will also learn about where dance comes from, it's true history, and how we use it today!

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## Stretch & Strength

Dancers ages 8 and up can pair these classes with other technique classes. Dancers will learn and practice ways to keep the body flexible, strong, and healthy. Each 45 minute class will end in a good sweat! We will sometimes have Adult classes, as well.

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## Turns & Leaps

Dancers ages 8 and up can focus on advancing their skills in turns and leaps. This 45 minute class is a great one to pair with your weekly technique classes. In this class dancers will work on and figure out how to use their different turns and leaps in their dances! We will sometimes have Adult classes, as well.

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# General Information

## Registration

All dance families will need to create a profile (parent/student) in our new Dance Portal. Adult dancers can just put the same information for both parent and student slots. Links can be found on our website ([northwestballetcenter.com](http://northwestballetcenter.com)). Just click on the DANCE PORTAL button and it will take you directly to the login page. Set up your profile and begin registering for classes! There is a yearly registration fee for all dancers due by the first month of the new dance year (September). Registration fees are \$30 for new dancers and \$10 for returning dancers (discounts applied once classes start).

\*Note: Registering for a class means you/your dancer are enrolled for the full dance year (September–June). Drop-In dancers must register for each individual class, weekly, before attending.

## Tuition

Tuition is due by the 10th of every month. All dancers are required to be on the auto-pay system in the portal. Payments will be processed on the 10th of every month. If you would like to pay by cash or check, payments must be in the studio's money box by the 9th of every month (no exceptions). Tuition is broken into 10 monthly installments for the dance year (Sept.–June). All months of instruction are considered a full month. Summer quarter tuition may run at a different rate depending on what is planned for that particular quarter.

### Monthly Rates

30 min class: \$55 per month,  
45 min class: \$60 per month  
60 min class: \$65 per month  
90 min class: \$75 per month.

### Drop-In Rates

30 min class: \$18 per class  
45 min class: \$20 per class  
60 min class: \$22 per class  
90 min class: \$24 per class



# General Information

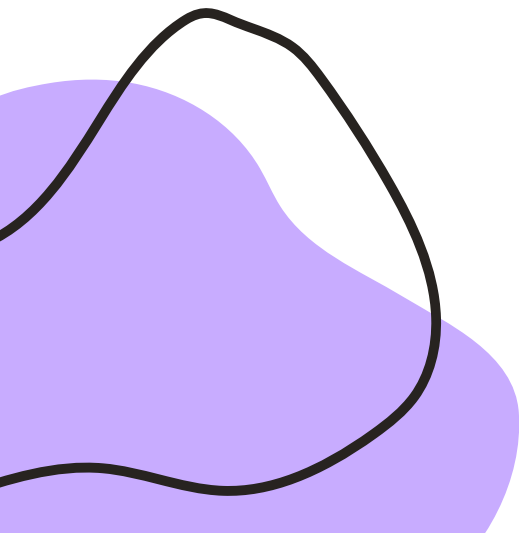
## Dress Code

All dancers are required to wear appropriate dance attire (leotard, tights, jazz pants, athletic wear, dance shoes) that matches the style of dance they are taking. Dress codes for each style is listed on our website. No restrictive and/or distracting clothing. Hair (buns, braids, ponytails) should be out of the face and secure for the entire class. Dancers should be coming to class ready to dance!



## Parent/Caregivers

Parents/caregivers are to wait outside the studio or in the lobby during class times. Those who choose to wait in the lobby must remember to be respectful of ongoing classes and others in the space. Causing any distractions, disruptions, and/or drama in the lobby will result in being asked to exit the lobby. Parents/caregivers who chose to follow our drop-off system must be ready to pick up their dancers no later than 5-7 minutes after their class has ended. Class transitions are typically back to back and teachers have time sensitive schedules. Dancers under the age of 10 must have a parent/caregiver physically in the building to be picked up, unless another system has been pre-arranged with NWBC.



# General Information

## Tardy/Absences

Dancers who are more than 10–15 minutes late may not be able to participate in class (depends on the teacher and how far along the class is). They can still be in the studio and watch/take notes. If you or your dancer knows you/they will be absent please let your teacher/the studio know so they can plan accordingly. Make up classes are available if there is space in another class of a similar time frame/level and must be made up within the same quarter.

## Fall Holiday Recital

Every Fall Quarter NWBC has a Fall/holiday/Winter themed recital. This gives our dancers a chance to perform and allows families to see what kinds of moves they are learning. This recital is very simple and relaxed, especially since it's held the 3rd month of the new dance year. Every rec. class will put together a dance for the show. Participation is optional for all dancers, however, we encourage everyone to try it out!

Dancers ages 6 and up also have an opportunity to learn our annual dances, Thriller (6+) and Kids On Christmas (8+). Practices dates for these extra dances will be dependent on the year/interest.

**General Dates:** The Saturday between Veteran's Day and Thanksgiving

**Show Times:** 1 pm and 3 pm (depends on your class)

**Dancer Call Times:** Between 12–12:30pm and 2:20 – 2:50PM

**Location:** Third Place Commons Stage \*Lake Forest Park Town Center\*





# General Information

## Spring Recital

Starting January, the studio begins moving into Spring Recital mode. We announce our big theme, dancer recital commitment contracts are due, costume orders/payments are made, and choreography is taught/learned all in the Winter/Spring quarters (January – June). Participation is optional for all dancers, however, we encourage everyone to try it out

### January

NWBC announces their Spring recital theme. Some of our past themes have included: Disney, Broadway, Decades, and many more! All participating dancers will fill out and turn in commitment contracts along with paying a \$50 deposit (due January 31st and no refunds once paid). Deposits go toward administrative, partial costume fees, and photography fees. There is a lot that goes into Spring recital and we want to ensure that all dancers AND families know what they are signing up for.

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### February

Teachers and/or the studio will notify you of remaining costume fees once orders have been made. We order all our costumes during Winter quarter to ensure they come in by May/early June. Once a costume is paid for, there are no refunds. The costume will be yours to keep after recital (unlike the Fall recital where dancers and teachers put costumes together with items they already have)! Costume payments are all due by February 28th.

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### March

Teachers may start teaching choreography this month, depending on the class. We also continue our big sign-ups for our Parent Teacher Organization (PTO) this month. The more help we can get, the smoother the show runs. There are many ways to help out, so do not hesitate to ask questions and join! We will also have our annual T-Shirt Design contest open. Dancers will have a chance to get their design print on our Spring Recital T-Shirt.

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## April

All classes will begin choreography if they haven't already. PTO meetings will happen this month to discuss/sign up for areas we will need help with. Pre-orders for Spring Recital T-Shirts and studio merch will open.

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## May

All classes will begin choreography if they haven't already. PTO meetings will happen this month to discuss/sign up for areas we will need help with. Pre-orders for Spring Recital T-Shirts and studio merch will open. Photography week also happens at the end of this month, before Memorial Day.

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## June

Spring Recital is filled with lots of dates and times. There will be dress rehearsals and the show itself. All tuition and fees must be paid in full for dancers to perform. Be sure to pay attention to all the information and emails that will be going out. Schedules for class times are usually adjusted the week of recital.

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# Code Of Conduct

Dance is an art form and sport that requires focus and discipline. Dancers are expected to come to every class ready to learn, improve, and be challenged. Teachers may enforce the studio's rules/code of conduct when needed. This includes warnings/reminders (verbal and/or written), dancers not being permitted to do certain parts or all of class, dancers being dismissed from classes, and other alternatives that the teacher/studio sees fit. NWBC is also a drama-free studio, dancers and parents/caregivers will be excused if they show inappropriate behavior in the studio.

The NWBC studio and our teachers have the right to refuse service to anyone.



# Studio Rules



**Come to class ready to dance (Be on time and dressed appropriately).**

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**No chewing gum or bringing food/drinks onto the studio floor.**

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**Phones should be on silent and not used during class time (unless it's an emergency).**

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**Pay attention to the teacher and avoid side chatter.**

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# Studio Rules



**Listen First, then ask relevant questions**

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**Respect the personal space of others (be safe).**

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**Respect the dance space (clean up after yourself and don't mess with equipment).**

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**No inappropriate behavior, profanity, and/or illegal substances.**

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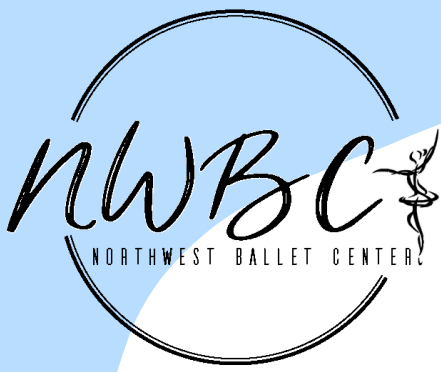
**Be aware of negative body language (don't hang, slouch, or sit on barres).**

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**Work hard and Have fun!**

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# STUDIO POLICIES

**Class Size:** Classes can have 8-10 dancers (depending on the class). All classes need at least 2 dancers to run.

**Tuition:** There is a yearly \$30 registration fee for all new dancers and \$10 for returning dancers (discounts applied once classes start). Tuition is due by the 10th of every month. All dancers are required to be on the auto-pay system in the portal. Payments will be processed on the 10th of every month. If you would like to pay by cash or check, payments must be in the studio's money box by the 9th of every month (no exceptions). Tuition is broken into 10 monthly installments for the dance year (Sept.-June). All months of instruction are considered a full month. Payments for the month are to be paid even if dancer is absent that month. If a dancer has an outstanding balance for over 2 months, and no communication/payment plan has been made, NWBC will unenroll said dancer from the class. The dancer will not be permitted into classes until the balance has been paid. We also encourage quarterly payments for those who can and/or prefer.

**Dress Code:** Dancers are required to wear appropriate dance attire (leotard, tights, jazz pants, athletic wear, dance shoes) that matches the style of dance they are taking. No restrictive and/or distracting clothing. Hair (buns, braids, ponytails) should be out of the face (especially the eyes) and secure for the entire class.

**Tardy/Absent:** Dancers who are more than 10-15 minutes late will not be able to participate in class (also dependent on the teacher). They can still be in the studio and watch/take notes. Make up classes are available if there is space in another class of a similar time frame/level. You can schedule make up classes with the studio, as long as it is within the same quarter.

**Health and Safety Guidelines:** If you or your dancer are sick please stay home until symptoms are in their recovery stages (24hrs or more with no fever/medication/progressing symptoms). Dancers who test positive for Covid-19, please stay home for 5-7 days (following the CDC guidelines) and return once tests are negative. If you or your dancer are injured please let your teachers know at the beginning of class. NWBC/teachers are not reliable for any injuries.

**Studio Withdrawal:** If you/your dancer wish to withdraw from NWBC, a notice of withdrawal must be provided in writing. The notice must be delivered in person at the studio or by email at least one month in advance of your official withdrawal date. All balances for tuition and fees must be paid in full by the time of the official withdrawal date. Please note that if you/your dancer choose to rejoin, entry may not be in the same level/class. Re-entry will not be permitted for those with an outstanding balance.

NWBC MAY ADD/CHANGE POLICIES AS WE SEE FIT. OUR MISSION IS TO CREATE A SAFE, CREATIVE, AND WELCOMING ENVIRONMENT FOR OUR DANCE FAMILY. WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE.