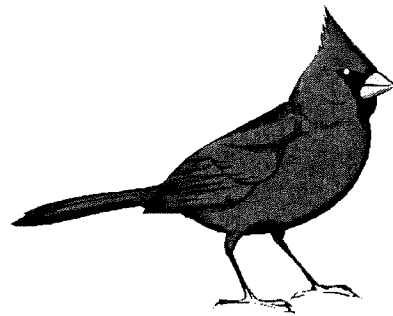


**St. Matthew  
Catholic School  
Cardinalette Dance  
Team  
Handbook  
2018-2019**



# **DANCE TEAM HANDBOOK**

## **MISSION STATEMENT**

The St. Matthew Dance Team purpose is to build poise, confidence, leadership, and school spirit through the expression of dance. We are a school sponsored team and therefore follow our St. Matthew School Mission Statement of spiritual, moral, intellectual, social, and physical development of each team member.

## **DANCE TEAM MEMBERSHIP**

Dance Team membership is open to girls in the 5<sup>th</sup> – 8<sup>th</sup> grade who are able to meet and maintain the requirements for membership.

- ❖ Be present and **on time** to practices, performances, and any other events.
- ❖ Be dressed appropriately (attire for practices and performances).
- ❖ Maintain all parts of dance attire and keep in good condition.
- ❖ Maintain the Cardinal Rules and grades.

## **ATTENDANCE / PRACTICES**

All members must attend all scheduled practices, dress rehearsals and performances. Any reason for absences must be valid (e.g., illness, medical emergency, or death in the family). It is the principal's and sponsor's decision to determine whether the reason is valid. If a dancer is absent for the school day, the dancer **may not** attend practices, performances, etc. on that day. An absence will be excused if a note is brought from a doctor or guardian stating that there was an illness, medical emergency or death in the family. If you are absent from school on an event day, please contact the sponsor through the team email in the morning so that accommodations can be made for the remaining team. Practices are on Wednesdays from 3:15- 5:30 p.m. **If you miss a practice before a performance, you may not be allowed to perform. Extra practices may be**

**called when needed.** (The School Calendar for Holidays is followed.)

## **ELIGIBILITY**

A student enrolled in St. Matthew Catholic School who is in good standing is permitted to participate in and/or practice for any extra-curricular activity. Students:

- ❖ Must have a 70 or better cumulative average of all subjects and are not failing more than one subject at progress report grading periods.
- ❖ Must maintain 75 or better cumulative average of all subjects and no grade lower than a 70 in any subject at report card grading periods.

A student's ineligibility caused by failure, low grade-point average, or conduct grade below "S", lasts until the deficiency is removed as indicated by the progress report or regular report card.

Students are expected to display Christian behavior at school and at all school related activities.

## **PERSONAL APPEARANCE**

Because a dancer is regularly in the public eye, the dancer is both a representative of St. Matthew School and a leader in the school. Therefore, the dancer's personal appearance must reflect the positive, respectful attitude instilled at St. Matthew School.

- ❖ Jewelry - ONLY CZ studded earrings are allowed during performances. No other jewelry is allowed unless part of the performance attire.
- ❖ Make-up - All Performances (except those during school hours) – Stage Make-up; All make-up will be discussed and must be approved by sponsor and choreographer.
- ❖ Nails - No colored polish allowed. Clear polish is acceptable.
- ❖ Hair - Dancers must always be neatly groomed. At practice, all hair must be put up in a ponytail or bun. At performances, dancers will receive instruction from sponsor/choreographer on how to wear hair and hair accessories.

## **FEES**

### **❖ Monthly payment**

*Monthly payment* of \$27.00 is billed on your school tuition bill and is due by the 10<sup>th</sup> of the month. Any payment received after the 10<sup>th</sup> is considered past due.

*Other fees (Costume, Camps, Clinics, Etc.)* must be paid by set deadlines.

**\*If a dancer is on probation due to a failing grade, payment must still be made in order to hold her place on the dance team.**

**\*Money is not refundable. Members who quit at any time will lose all they have invested.**

### **❖ Practice Uniform and Costumes**

Dancer attire (uniforms, costumes, dance shoes, socks and accessories) are purchased by the dancer. The school does not pay for any part of the uniform or costume. Uniformity equals unity. St. Matthew Catholic School promotes unity; therefore all dancers are to be in proper uniform while at practice and at performances. It is the dancer's responsibility to maintain all parts of the dance attire and keep them in good condition.

### **❖ Dance Team Summer Camp**

Summer Camp is mandatory. If a dancer is unable to attend camp, arrangements must be made to schedule a session with the instructor to learn the routines taught at the camp. The charge for this session will be \$25.00 per hour.

### **❖ Fundraising**

Depending on whatever type of fundraiser we do, each dancer will be required to meet a certain minimum for the fundraiser. If the dancer is unable to complete the minimum requirement then the responsibility of the fundraiser will fall on the parent.

## **CONDUCT AT SCHOOL RELATED FUNCTIONS**

Respect must be shown for sponsor(s), choreographer, dancers, parents, and all others involved in any activity. As a dancer for St. Matthew Catholic School, every dancer is expected to attend every required function. While in and out of uniform, every dancer is expected to display appropriate behavior at school and at all school related activities. The St. Matthew Dance Team must always be on their best behavior. Dancers are expected to follow the Cardinal Rules.

## **OTHER EXTRA CURRICULAR ACTIVITIES**

Any parents with dancers participating in other SCHOOL related extra curricular activities such as sports, clubs, academic teams, etc., will need to workout an agreement with the dance team coach and the other extra curricular sponsor. If for some reason the dancer must miss a dance team practice to attend a game or competition for the other activity it will be excused unless it is the practice before a performance. Then the dance team coach may pull said team member from the performance if need be.

## **PROMPTNESS**

All dancers are expected to be prompt to every practice, performance, and any other dance team function. Dancers must arrive at the specified time for each event. While at an event, dancers may not leave early unless prior notice is was given to the sponsor. **We arrive as a team and we leave as a team.**

## **PICK-UP POLICY**

The sponsor, choreographer or designee will pick up dancers after school and walk them to practice. Dancers not picked up by a parent/designated person after practice will be sent to the Extended Day Program. (Sponsor will give a 10 minute grace period). In the event that the activity extends beyond the 6:00 p.m. time frame, the sponsor will remain with the student up to fifteen minutes after the close of the activity. Parents of the child not picked up within this time period will be charged a ‘per

minute" fee according to the current Extended Day Program guidelines for children left after 6:00 p.m. This policy applies to all activities, including those held off campus.

### **DANCE TEAM YEAR PERFORMANCES**

The Dance Team year runs from late July through February. We will participate in football games, pep rallies, and other events. Other performance opportunities may arise. **All performances and competitions are mandatory.**

# St. Matthews Cardinalettes Try-out Agreement

## **RULES AND REGULATIONS:**

- Candidates must be in 5th through 8th grade and enrolled at St. Mathews Catholic School to participate in the try-out.
- Parents/ Guardians may watch the pre-tryout clinic but must understand that the actual tryout is closed to the public.
- Parents/ Guardians may request their own child's score sheets after the results have been announced, but may not request to see anyone else score sheets.
- All candidates must have the correct and completed paperwork turned into the coach in order to tryout.
- Candidates and parent/guardians must understand that the posted results are FINAL. No changes will be made once they are posted.

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I, \_\_\_\_\_ give my child permission to try-out for dance team and agree with all rules and regulations listed above.

**We have read the above rules and regulations as well as the guidelines in the Dance Team Handbook, and agree to abide by them.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate # \_\_\_\_\_

# SMCS Dance Score Sheet

<b>Criteria</b>	<b>Judges Comments</b>	<b>Score</b>
<b>Appearance</b> Meets all requirements and looks clean cut.		/10
<b>Flexibility</b> Has or is close to having all three splits		/10
<b>Showmanship</b> Able to maintain a smile throughout entire try-out		/10
<b>Technique</b> Jumps, leaps, and turns are at an acceptable level		/20
<b>Memory</b> Able to remember choreography		/25
<b>Performance</b> Overall entertainment and quality of the try-out.		/25

**Total:** \_\_\_\_\_



# Cardinalettes Payment Breakdown — New Members

Monthly fee of \$28 will be deducted with your tuition from August 2018-February 2019.

Summer Camp Fee - \$175

## Uniforms:

- Red sequin Pep top - \$73
- Skort w/ rhinestones - \$50
- Jazz pants w/ rhinestones - \$70
- Earrings - \$10
- Red Jersey - \$38
- Team Jacket - \$46

## Additional Required Items:

- Poms - \$34
- Backpack - \$43
- Stadium Seating - Approximately \$35

**Total: \$574**

\*Summer Camp Fee is due on the first day of camp. (Date TBD)

\*All uniforms (excluding the red jersey and team jacket) and poms will need to be paid for at the time of our team fitting.

\*All payments for the rest of the items will be due when we have received them from the company.

\*All accounts MUST be up to date in order for you to receive your items. You can pay in separate payments if that's easier for you.

# Cardinalettes Payment Breakdown — Returning Members

Monthly fee of \$28 will be deducted with your tuition from August 2018-February 2019.

Summer Camp Fee - \$175

## **Uniforms:**

- Earrings - \$10

## **Additional Required Items:**

- Poms - \$34

**Total: \$219**

**\*\*Plus any items you need to re-order**

\*Summer Camp Fee is due on the first day of camp. (Date TBD)

\*All uniforms (excluding the red jersey and team jacket) and poms will need to be paid for at the time of our team fitting.

\*All payments for the rest of the items will be due when we have received them from the company.

\*All accounts MUST be up to date in order for you to receive your items. You can pay in separate payments if thats easier for you.

**St. Matthew Dance Team**  
**Consent for Emergency Room Treatment**  
**Consent to Administer Over-the-Counter Medication**

We hereby warrant that to the best of our knowledge, our child is in good health, and we assume all responsibility of our child.

**Emergency Medical Treatment:** In the event of an emergency, we hereby give permission to chaperones, representatives, agents, volunteers, and employees of the St. Matthew Catholic School and others selected by the adult chaperones at their discretion, to transport my daughter to a hospital for emergency medical care. We wish to be advised prior to any further treatment by the hospital or doctor.

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Mother's Cell: \_\_\_\_\_ Father's Cell #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Other #: \_\_\_\_\_

Email: \_\_\_\_\_

**In the event of an emergency, if you are unable to reach us at the above numbers, contact:**

Emergency Contact Name: \_\_\_\_\_

Phone #'s: \_\_\_\_\_

**Physician Information:**

Name of Family Physician: \_\_\_\_\_

Family Physician Phone #: \_\_\_\_\_

**Please provide the following information about your Health Care Insurance:**

Health Care Insurance Company	Insurance Policy Number	Phone #
_____	_____	_____

\_\_\_\_\_  
Signature of Parent or Guardian                      Date

\_\_\_\_\_  
Signature of Parent or Guardian                      Date

**Medications:** Our daughter is taking medications at present. Our daughter will bring all such medications necessary and such medications will be well labeled. Names of medications and concise directions, including dosage and frequency of dosage are as follows:

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**Specific Medical Information:** Please provide the following information concerning your child's health.

Specify any Allergic reactions (medications, foods, plants insect bites, etc.)

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**General Questions:**

Any physical limitations? \_\_\_\_\_

Has your daughter recently been exposed to a contagious disease or condition, such as mumps, measles, chicken pox, etc.? If so, date and disease or condition:

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Other special medical conditions we need to be aware of:

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**Permission to Receive Over-the Counter Medications:**

My daughter has permission to receive Tylenol, Aleve, Advil, or other non-prescription medication as a member of the St. Matthew Dance Team.

\_\_\_\_ Yes, please sign and date \_\_\_\_\_

\_\_\_\_ No, not without parental notification.

**Release of Liability**

The undersigned as Parent or Guardian of the above named student covenants and agrees to release and hold harmless St. Matthew Catholic School, Christine Gaspard, Stacy Jones, their employees, and agents from and against any and all claims, and/or causes of action for property loss or personal injury sustained on St. Matthew Catholic School premises or any other premises, and arising out of the activities performed by the students during dance team class/performances.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_