

473 Hudson Street
Oakland, CA 94618

(510) 420-0920

www.danspace.com

Danspace473@gmail.com

info@danspace.com

Information Handbook



Founder: Beth Hoge

Director: Claudine Naganuma

Manager: KT Mower



History

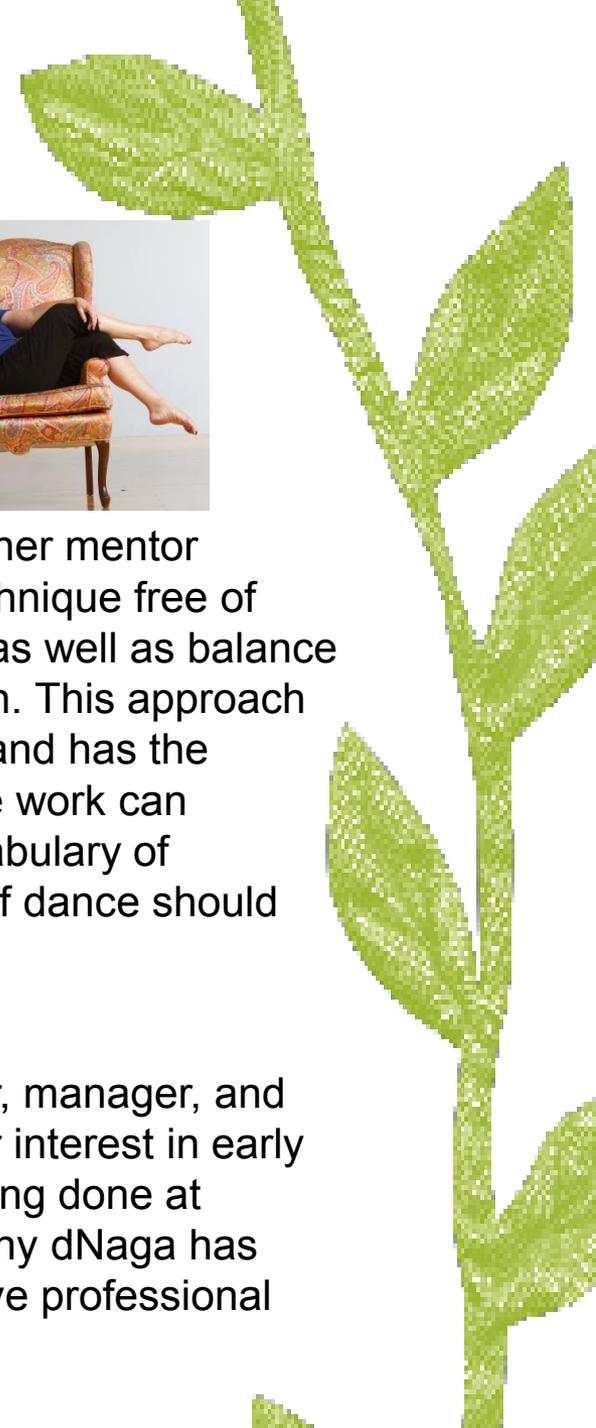
Danspace was founded by Beth Hoge in 1974 with the concept of *teaching Ballet for Real Bodies*. The school offers a positive learning experience in a caring and supportive environment. The school is dedicated to teaching the art of dance while respecting the individual.



This approach to dance stems from the ideologies of Beth Hoge and her mentor Alfredo Corvino. The Corvino approach teaches a clean, classical technique free of mannerism, with great emphasis on musicality, artistry, purity of line, as well as balance and coordination which ultimately leads to more flexibility and strength. This approach is taught in the areas of ballet, modern, jazz and creative movement and has the necessary elements to offer a unique approach to dance training. The work can develop technicians while helping students expand one's natural vocabulary of movement, inspire one's own creative voice and to learn the culture of dance should they want to pursue a career in the field.

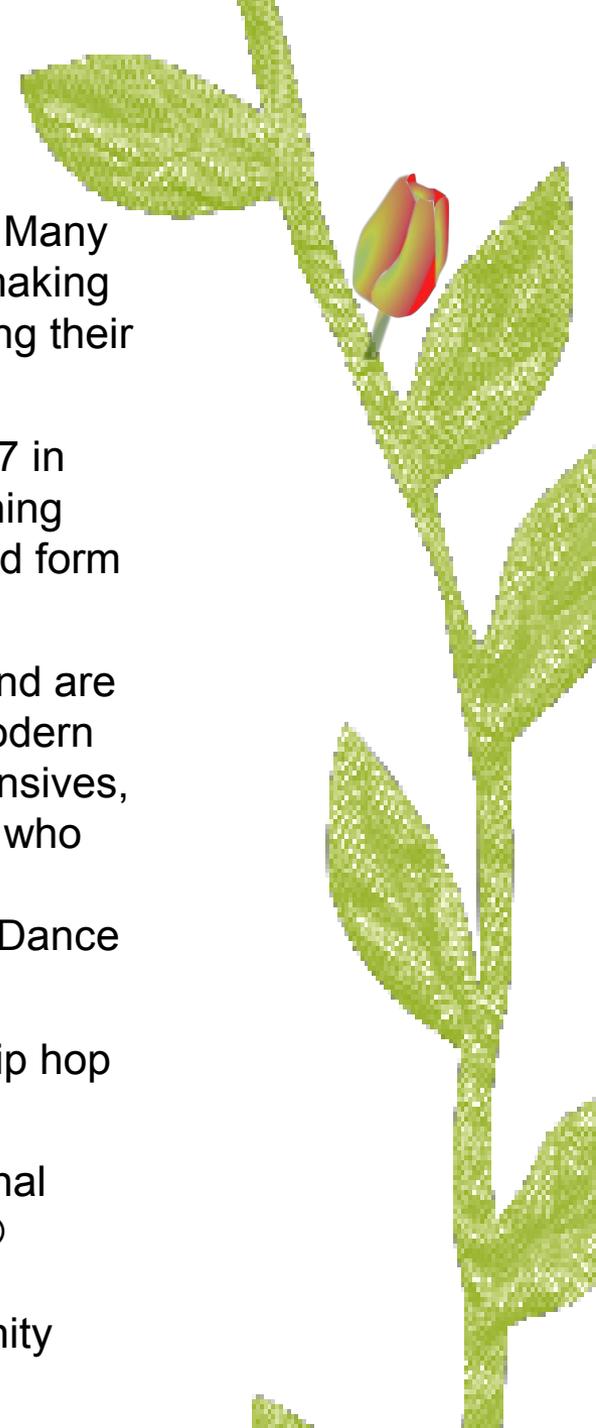


Claudine Naganuma came on as a student, teacher, manager, and then became the Director of the school in 2011. Her interest in early childhood education enhanced the work already being done at Danspace in the Children's Division and her company dNaga has become an avenue for students at Danspace to have professional production experience



Classes

- ❖ All instructors at Danspace have studied at fine academic institutions, have experience in dancing and choreographing professionally in the field and are highly creative individuals. Many of our instructors are actively working in the field of dance, making work, touring, teaching and directing, enhancing and informing their teaching at Danspace.
- ❖ Danspace offers classes for children beginning at age 3 ½ to 7 in creative movement. These classes are child centered in teaching approach and lay the foundation for learning the technique and form of the dance arts.
- ❖ Students 8 and up are enrolled in a vigorous study of ballet and are encouraged to also study choreography, hip hop, jazz and modern classes throughout the year and/or in our summer dance intensives, which offer world renowned teachers and dancers in the field who hail from such institutions as the Juilliard School, Joe Goode Performance Group, Project Bandaloop and the Mark Morris Dance Group.
- ❖ The school also offers classes for adults in ballet, modern, hip hop and jazz informed by the Corvino approach.
- ❖ In 2007, Naganuma worked in partnership with David Leventhal of the Mark Morris Dance Group to create the Dance for PD® program and since then has been offering weekly dance classes for people with Parkinson's Disease with our community partner PD Active.

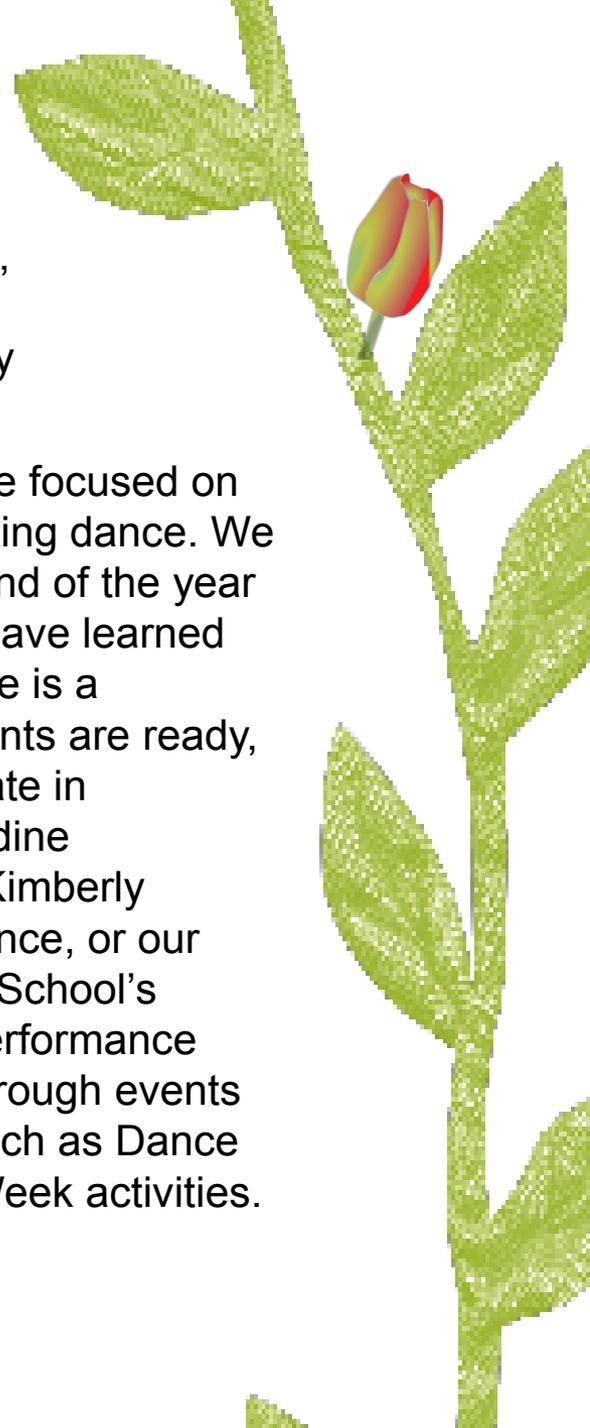
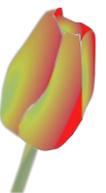


Classes

❖ Danspace programs offer weekly classes for children through elders with the same dance philosophy and creative approach. Although ballet makes up the core set of the Danspace curriculum, students are highly encouraged to take our courses in other styles to help expand creativity, find their artistic voice, cultivate versatility and to participate in productions.



❖ Throughout the year, classes are focused on the process of learning and making dance. We have informal showings at the end of the year to share what information they have learned throughout the year. Since dance is a performing art form, when students are ready, they are encouraged to participate in productions either through Claudine Naganuma's company dNaga, Kimberly Valmore's company COterie DAnce, or our partnership with Oakland Ballet School's production of the *Nutcracker*. Performance opportunities are also offered through events that Danspace participates in such as Dance Anywhere or Bay Area Dance Week activities.



Class Descriptions and Dress Codes

Key:

a – Adult Division

c – Children's Division



c-Serendipity

Class Description: Serendipity is designed to introduce young children to the creativity and artistry of dance. Classes include work on basic motor skills, coordination, flexibility, rhythm, spatial awareness and design. Stories, games, props, and music of all kinds are used to inspire the imagination.

Self-expression is fostered and self-discipline is encouraged. Class size is limited.

Dress Code: Any color leotard or unitard, tights, and ballet slippers (with bows tucked into shoes). No unattached skirts or tutus. Hair pulled back completely off face and neck. For short hair, dancers may modify with a sturdy headband, low pigtails, and/or other styles discussed with your teacher.



c-Pre-Ballet

Class Description: Pre-Ballet combines the free spirit of Serendipity with a gentle introduction to the fundamentals of Ballet. Usually for ages 6 to 8.

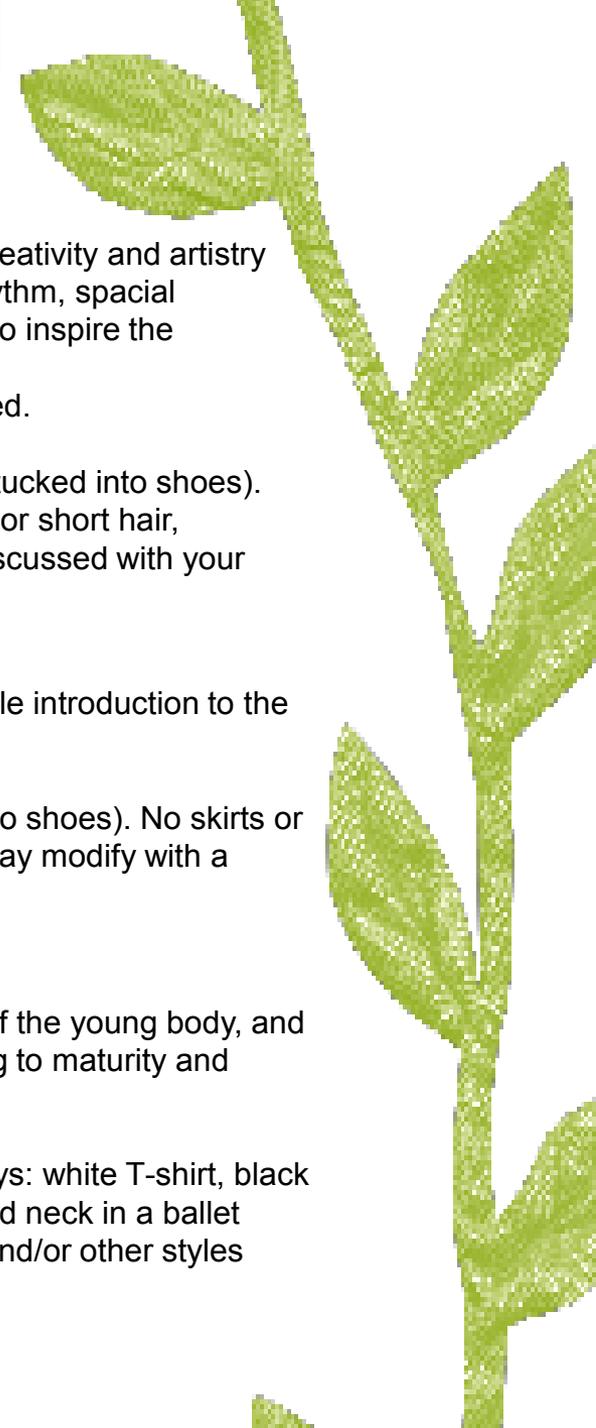
Dress Code: Black leotard, pink tights, and ballet slippers (with bows tucked into shoes). No skirts or tutus. Hair pulled back completely off face and neck. For short hair, dancers may modify with a sturdy headband, low pigtails, and/or other styles discussed with your teacher.



c-Ballet (level 1 and up)

Class Description: Ballet begins at age 8. Classes emphasize careful training of the young body, and a solid foundation for further study. Students move through the Levels according to maturity and technical ability.

Dress Code: For girls: black leotard, pink tights and pink ballet slippers. For boys: white T-shirt, black tights and black or white ballet slippers. Hair pulled back completely off face and neck in a ballet bun. For short hair, dancers may modify with a sturdy headband, low pigtails, and/or other styles discussed with your teacher.



Class Descriptions and Dress Codes



c/a-Intermediate and Advanced Ballet

Class Description: Three classes per week required; four for advanced pointe work.

Dress Code: For girls: black leotard, pink tights and pink ballet slippers. For boys: white T-shirt, black tights and black or white ballet slippers. Hair pulled back completely off face and neck in a ballet bun. For short hair, dancers may modify with a sturdy headband, low pigtails, and/or other styles discussed with your teacher.



c/a-Pointe

Class Description: Dancers must demonstrate the appropriate physical strength, classroom etiquette, and focus to be approved for pointe shoes. Pointe students begin to be evaluated for pointe at about 11 years of age (Ballet 2B). In order to be evaluated, students must be consistently attending two classes per week, then once on pointe, students must consistently be in class three times per week.

Dress Code: For girls: black leotard, pink tights and pink ballet slippers. Hair pulled back completely off face and neck in a ballet bun. For short hair, dancers may modify with a sturdy headband, low pigtails, and/or other styles discussed with your teacher.



c-Performance Class

Class Description: Performance offers students an opportunity to focus on the performing aspect of dance and production. Students learn basic stage and spacing vernacular used in the theater, as well as tools for projecting and interacting with an audience. During the second semester of this class, students have opportunities to practice performing in front of live audiences.

Dress code: Hair pulled back unless it's short (in which case a headband or pins to keep hair out of the face), bare feet or foot paws, leggings or some kind of stretchy bottoms (no jeggings), and a comfortable top that allows for upside down movement without having to adjust and fidget with it. Skirts are fine as long as they are ballet/ dance skirts with shorts or leggings underneath.



Class Descriptions and Dress Codes



c-Hip Hop

Class Description: Hip Hop dance started in the 1960's as a combination of African and street dance and is set to the complex rhythms of music. Hip-hop music can bring about political awareness and call out injustices in our community and our planet. We carefully select music for class that promotes positivity. Dancers taking Hip Hop will learn current trends of movement and musicality and will find that hip hop dance can provide them additional skills in becoming a versatile dancer.

Dress Code: Sweats and a T-shirt, kneepads are recommended; CLEAN sneakers are permitted in the studio for Hip-Hop.



c-Modern

Class description: Modern continues in the vein of Serendipity, encouraging coordination, flexibility, rhythm and spatial awareness. The basics of Modern Dance technique, choreographic tools and performing skills are introduced, accompanied by eclectic musical styles, rhythms and meters.

Dress code: Hair pulled back unless it's short (in which case a headband or pins to keep hair out of the face), bare feet or foot paws, leggings or some kind of stretchy bottoms (no jeggings), and a comfortable top that allows for upside down movement without having to adjust and fidget with it.

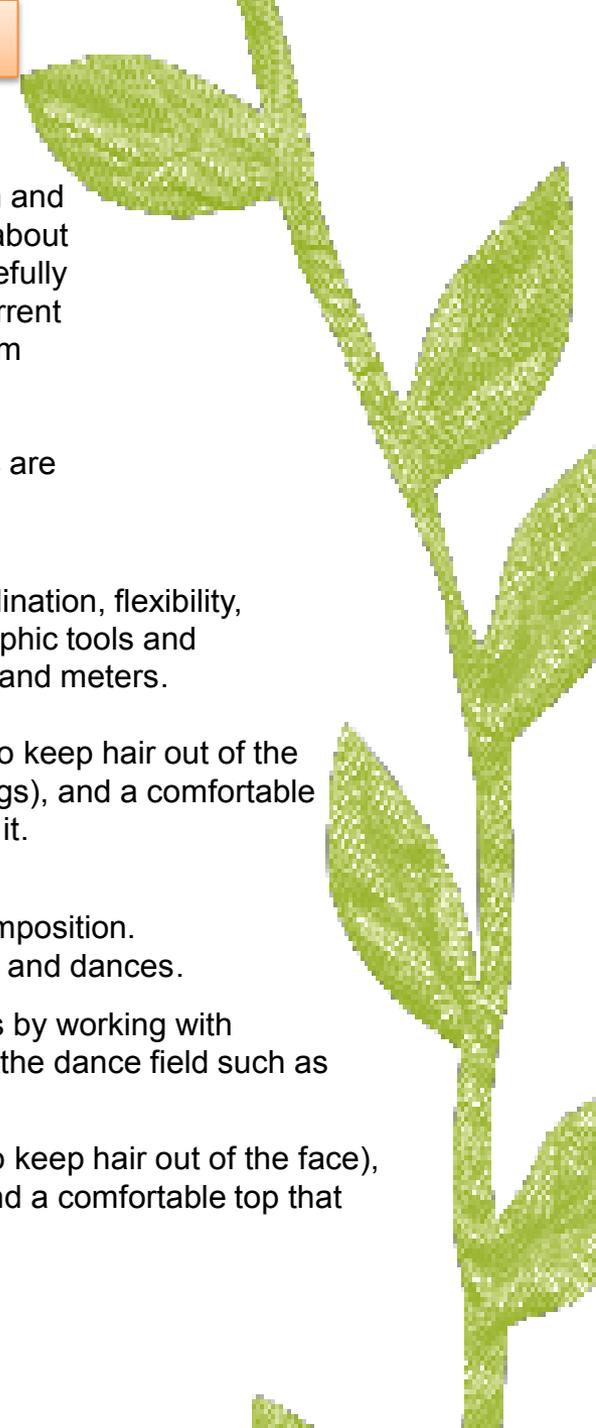


Choreography

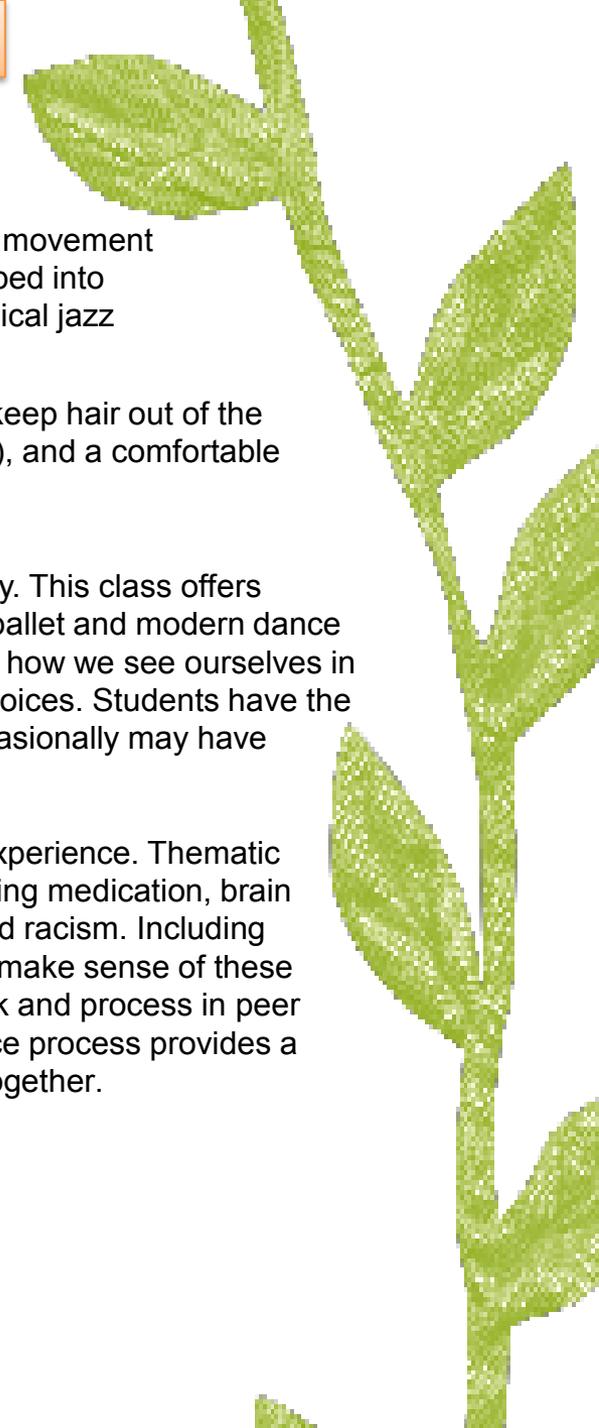
c-Class Description: **Choreography 1/2** students are introduced to basic dance composition. We will learn tools and choreographic devices to turn our movements into phrases and dances.

a-Class Description: **Choreography 3/4** students build upon their composition skills by working with sophisticated choreographic tools and devices. We also bring elements outside of the dance field such as music, text, objects, and the environment into our compositions.

Dress code: Hair pulled back unless it's short (in which case a headband or pins to keep hair out of the face), bare feet or foot paws, leggings or some kind of stretchy bottoms (no jeggings), and a comfortable top that allows for upside down movement without having to adjust and fidget with it.



Class Descriptions and Dress Codes



c/a-Modern Jazz

Class Description: Modern Jazz emphasizes strength, coordination and style. A jazz movement vocabulary, including jumps, turns, leaps and progressions across the floor is developed into dance combinations. Students sample a wide range of styles from Broadway to classical jazz and funk inspired choreography.

Dress code: Hair pulled back unless it's short (in which case a headband or pins to keep hair out of the face), bare feet or foot paws, leggings or some kind of stretchy bottoms (no jeggings), and a comfortable top that allows for upside down movement without having to adjust and fidget with it.



c/a-dNaga Company

Class Description: dNaga Company class is available for enrollment by invitation only. This class offers students an opportunity to engage in the process of the creation of work, employing ballet and modern dance techniques as well as a sense of improvisation and deep critical thinking. We explore how we see ourselves in the world and how through dance, we take up space and influence others with our choices. Students have the opportunity to perform in informal showcases during Bay Area Dance Week, and occasionally may have opportunities to perform at additional venues.

dNaga's mission is to create work that reflects our culture and explores our human experience. Thematic material that has been covered in class includes living with Parkinson's Disease, testing medication, brain surgery, loss of loved ones, gang violence, incarceration, gender bias, oppression and racism. Including children in these discussions in a mindful way allows students the time and space to make sense of these difficult subjects and how they relate to their own lives. We create a safe space to talk and process in peer groups, followed by journaling and developing work. As tomorrow's leaders, this dance process provides a unique embodied experience within a trusted community for these dancers to grow together.

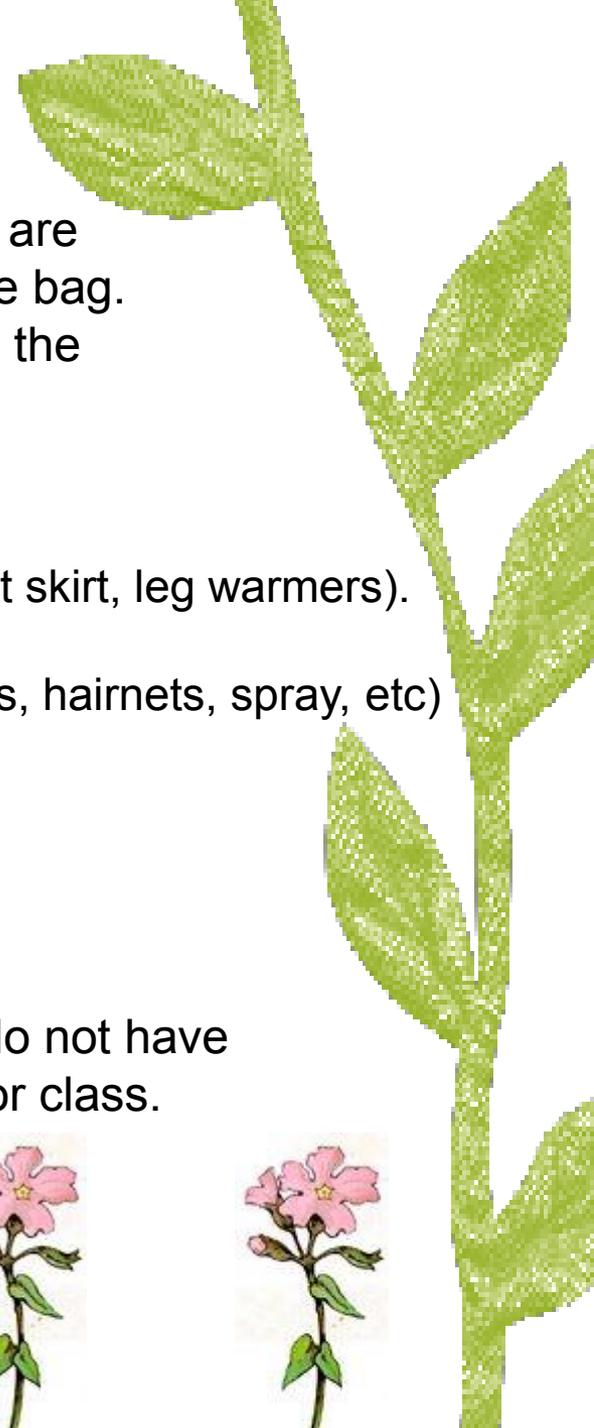
Dance Bag



All students in Ballet 1 and above are encouraged to have a small dance bag. In this bag, you may want to keep the following:

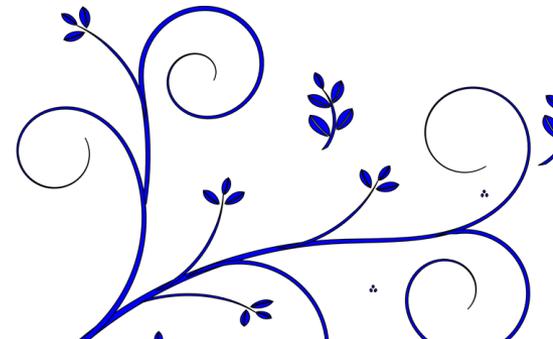
- ❖ Water Bottle
- ❖ Warm-ups (socks, sweater, ballet skirt, leg warmers).
- ❖ Hair supplies (extra hair ties, pins, hairnets, spray, etc)
- ❖ Extra dance shoes
- ❖ Tights and leotards

Having a dance bag helps limit the number of times dancers do not have shoes, dance clothes, or the other supplies they might need for class.



Classroom Etiquette

Dancers should arrive to class on time and be prepared to learn. This means wearing proper dance attire to class (see dress codes in Class Descriptions), listening to the teacher, not speaking out of turn, not side talking and refraining from disruptive behavior in the classroom. Dancers should use the restroom before they enter class and turn off their cell phones. If a student is late, they should stand by the door when they enter and wait for the teacher to place them at the barre or in the classroom. If the dancer is entering a ballet class late, they should never enter during the middle of an exercise. They should wait until the exercise is completed and find a place at the barre where they will be the least distracting. The dancer should take time to warm up by doing opening barre exercises that they missed so as not to injure oneself.



Registration Information

The Danspace year begins in SEPTEMBER and ends in JUNE

We close for two weeks in December and two weeks in the Spring. There are 17 weeks of classes in each session. Students may enroll anytime during the year with the permission of the teacher and if space allows. Summer sessions take place during the months of June, July and August. Please review our class schedule for this year's specifics.



Holidays

Holidays are posted on the bulletin board and the studio's outgoing telephone message. We close for two weeks in December and two weeks in the Spring. Only selected Monday holidays are observed. Traditionally the school is closed in August. *Holidays will also be emailed to our students who opt into receiving the monthly newsletter.* Mailing lists will not be shared and are used for the sole purposes to distribute information to students who have filled out a registration form.

Communication

There are bulletin boards in the lobby that offer important information for both children's and adult division. Those boards will include information about schedule, upcoming events, holidays and other important updates. This information is also emailed in the monthly e-blast. Students are responsible checking the bulletin board and reading the e-mails for information. Front desk and office staff are available to help with any questions. Occasionally, students may be sent home with important information via School memos, but the majority of communication will occur through e-mail.



Placement

Students are placed in the class suitable to his/her age and ability. If necessary, the teacher will determine if a class is not a suitable level for the student and will recommend an alternate class placement as he/she sees fit.



Registration Information

c-Visiting Day

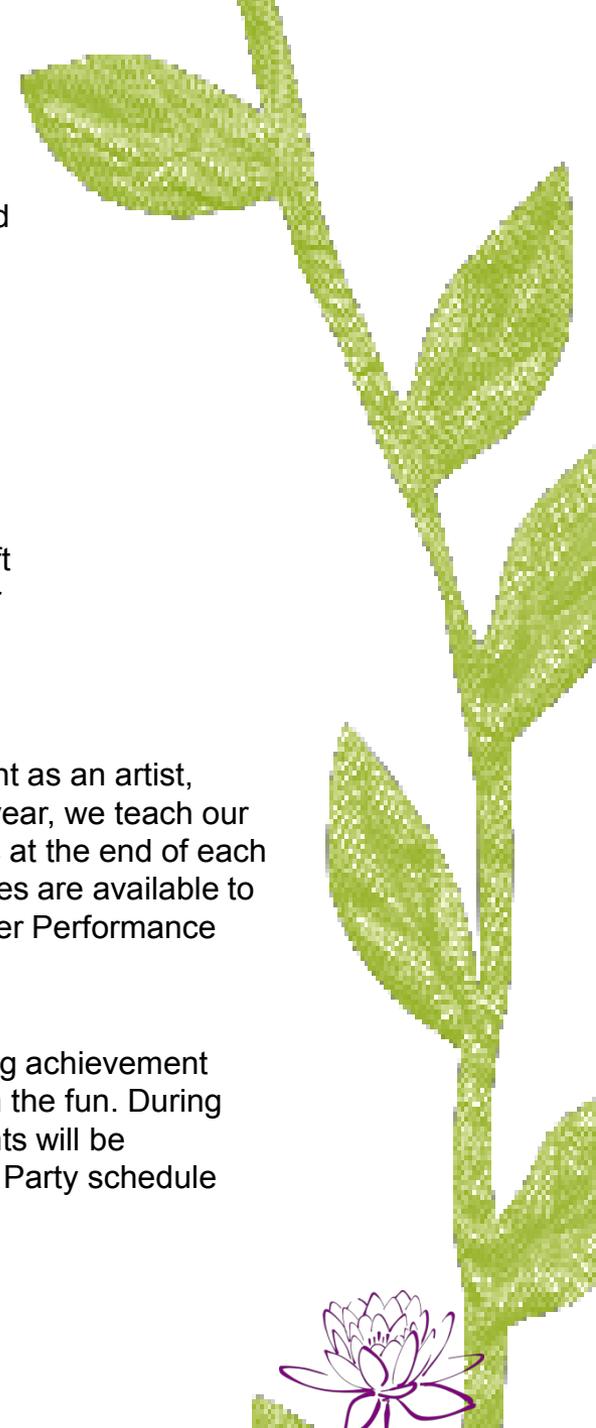
Danspace has two visiting days in the fall semester and two visiting days in the spring semester. Visiting Days for the school year are posted on our website and in the lobby prior the start of each semester. Visiting Day is an opportunity for parents to observe class and for the students to share what they have been learning in an informal classroom setting. We ask that you support the children and the teachers by not remaining in the foyer except on Visiting Day. By respecting this policy, parents give the students and teachers an opportunity to develop their own relationship while encouraging the student to focus on their physical explorations rather than on performing for an audience. Exceptions are made for the first few classes of very young children with the permission of the teacher. Please be mindful that if exceptions are made, other students will be left out of having their own parents in the room. Exceptions can cause difficulties for the classroom dynamic. Visiting "dignitaries" such as grandparents may visit by prior appointment.

c/a-Performances

Danspace is a process-oriented studio that focuses on the growth of the student as an artist, emphasizing the process of learning dance technique. Throughout the school year, we teach our students what it is like to be a dance artist. Parents are invited to dance parties at the end of each school year to share accomplishments made in class. Performance opportunities are available to interested students when they are ready but are not mandatory. See more under Performance Opportunities later in this document.

c-Dance Parties

Dance parties are held in the spring, in our studio, to celebrate a year of dancing achievement in a lighthearted atmosphere. Immediate family members are invited to share in the fun. During the month of May, please plan on attending each of your classes, as the students will be working on a class dance to show at the Dance Party. You will receive a Dance Party schedule in May with information about the day of your party.



Registration Information

c-Missed Classes

If you know you will be absent from a class, email or call the front desk to let us know the date(s) you will be absent. If your child is sick or injured we encourage them to attend class and watch. This is customary practice in the dance field. The opportunity to watch class allows the dancer to see how students take corrections from the teacher. It is a highly informative experience. It is particularly important to watch rehearsal in order to see the overall picture and hear choreography notes and changes; this is the process of studying dance. This rule does not apply if your child is in major pain or contagious. If you think your child is too sick to come to class, please call to let us know as far in advance as possible.

c-Make-up Classes

Students are encouraged to make up classes they have missed. Contact the front desk at least one week prior to the date of the make-up class. Schedule the make-up class during the semester in which the absence occurred. Three make-up classes are permitted per semester per class. Classes are not transferrable. No make-ups will be scheduled during the final 3 weeks of the spring semester. Students are not allowed to take two make up classes in one week unless granted permission by the teacher. Plan ahead. There are limited spots in a classroom for student make-ups.

c/a-Registration Forms

Registration forms are required for students who attend class at Danspace.

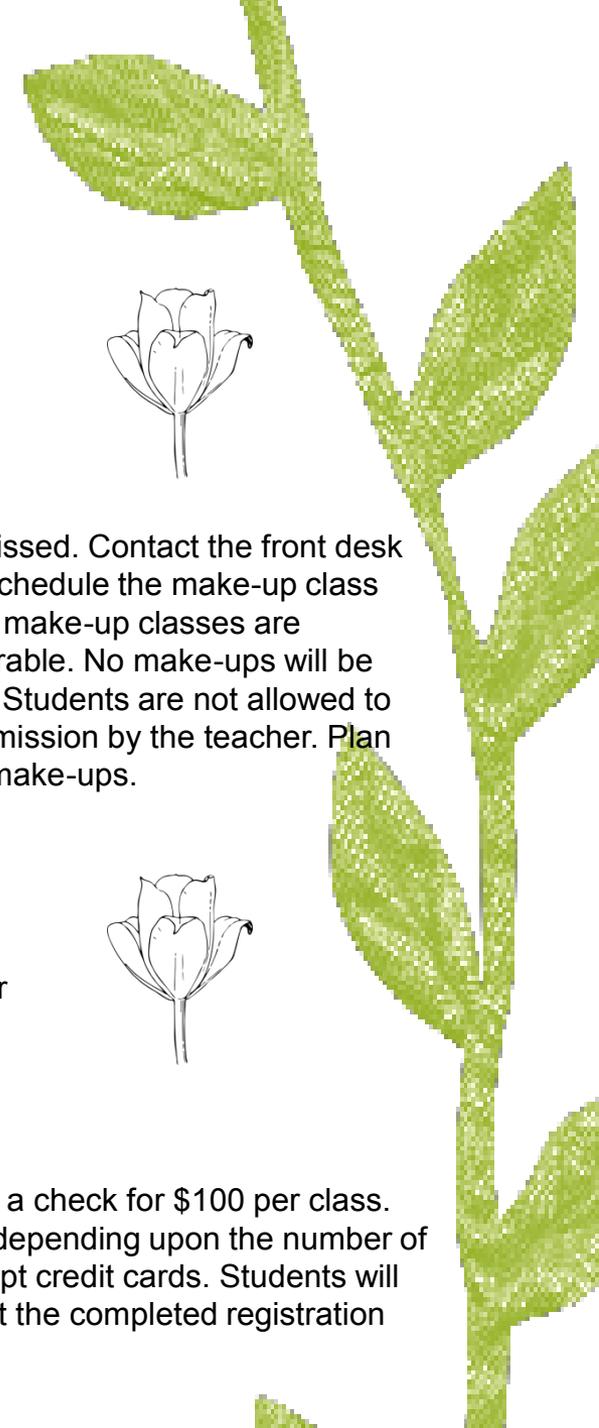
Registration Forms are available at www.danspace.com.

The best browsers to use for viewing the form are either Safari or Chrome.

Select the appropriate form for either children's division (children and teens) or adult division (adult classes and Dance for PD®). Print out and complete our registration form. Students will not be permitted into the classroom without the completed registration form.

c-Mail

Mail your registration form to us along with a check for \$100 per class. You will be billed for the balance of tuition depending upon the number of classes left in the session. We do not accept credit cards. Students will not be permitted into the classroom without the completed registration form and the deposit.



Registration Information

c-You may also call us

at (510) 420-0920 to schedule your first class. Once at the school, our staff will help you fill out a registration form. If you are enrolling in the middle of a semester, your tuition due will be based on the number of classes remaining in the semester and the full amount of tuition is due at the time of registration.

c-Refund Policy

Danspace teachers and students have three classes to assure a suitable fit. Within these three weeks, if the student decides not to return, he/she will pay only for the classes attended at the rate of \$20.00 per class. If the student has attended more than three classes, there are NO REFUNDS.

If a teacher decides that the class is not suitable, the student will be placed in another class more suitable. If the student is moved to an alternate class, he/she has another three weeks grace period to make sure that the class is a good fit. If the student decides to leave, student will be refunded the remaining balance minus the classes attended at the rate of \$20.00 per class.

c-All requests for refunds must be submitted in writing and either be mailed or e-mailed to Danspace. If approved, the balance will be refunded within 3 weeks of receipt of refund request. Requests for refunds must be submitted by the end of week five of the given semester in order to meet the cost of running the program. No exceptions.

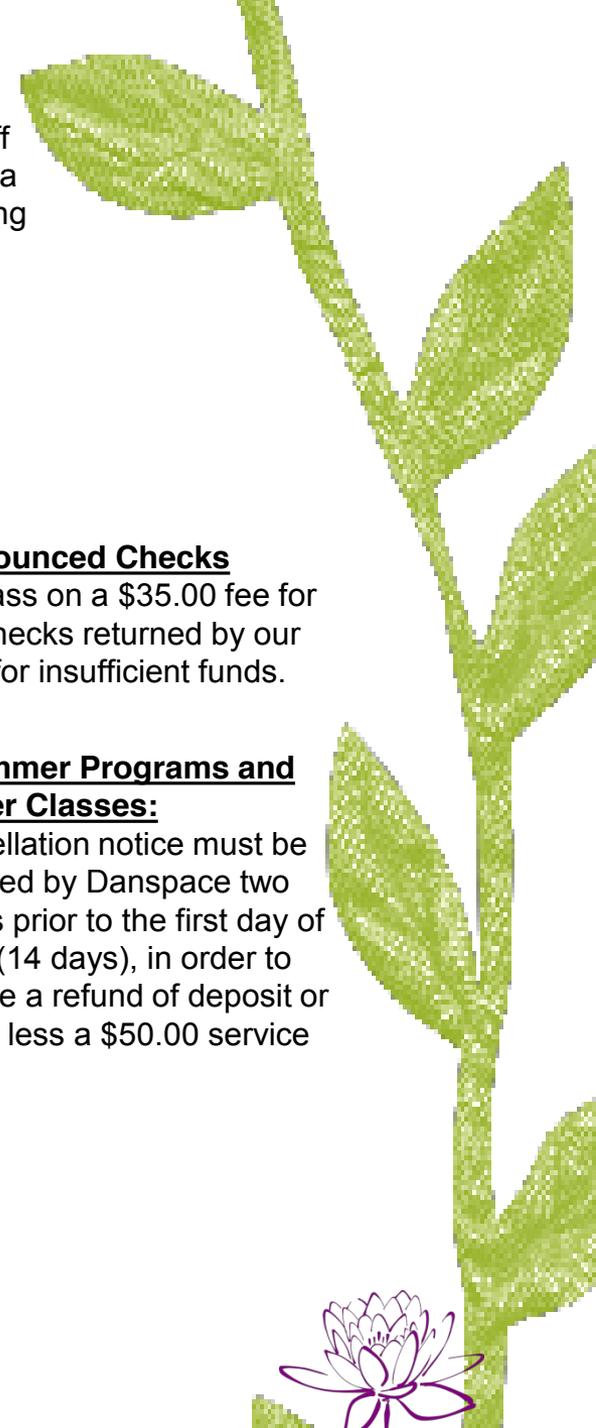
c-In lieu of a refund, students may request a credit. Credits are valid for the next semester or can be used towards a summer session. If the credit is not used, student forfeits their credit.

c/a-Bounced Checks

We pass on a \$35.00 fee for any checks returned by our bank for insufficient funds.

c-Summer Programs and Master Classes:

Cancellation notice must be received by Danspace two weeks prior to the first day of class (14 days), in order to receive a refund of deposit or tuition less a \$50.00 service fee.



Registration Information

FALL: Mid-September through January

SPRING: February through Mid-June

Children's Tuition:

For the purpose of children's tuition payment, the year is divided into two sessions. Current tuition is posted in the lobby and on our website.

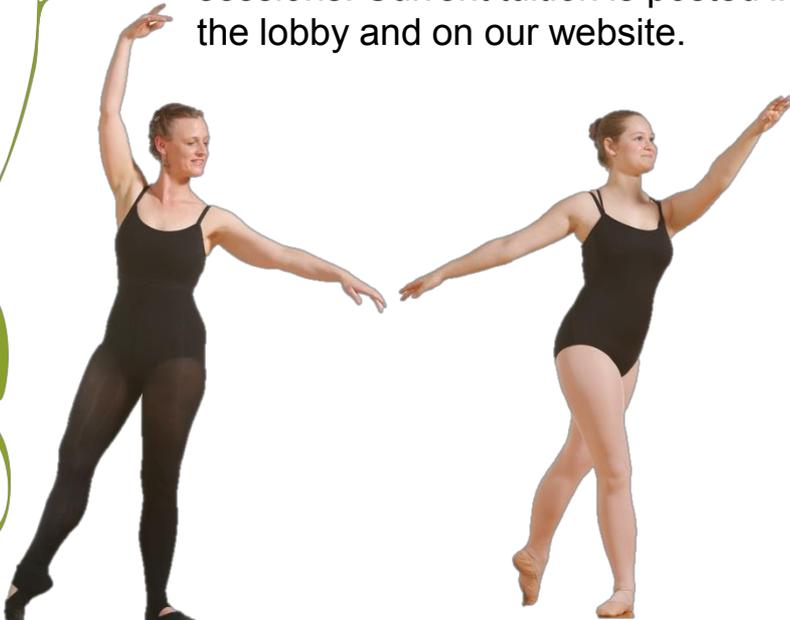
Adult Division Tuition

Drop-in Class: \$15 per class

Series: \$98

There are no drop-ins for series classes and full tuition is due on the **first day of class.**

During each series, if you need to miss a class, you may take up to 3 make-up classes during the series. No make-up classes can be scheduled after the end of the series. Please consult the instructor for class make-up options.



We accept Cash or Check as forms of payment.

All Sales Final/No Refund or Exchange

Bounced Checks:

We pass on a \$35.00 fee for an checks returned by our bank for insufficient funds

Registration Information

c-Drop-off and Pick-up

To ensure the safety of children and staff, children must be dropped off and picked up inside the studio unless otherwise arranged. Dancers are not allowed to wait in front of the studio for pick up.



c/a: Injuries

In case of injury occurring during dance class, family member (named on the registration form) will be notified first. In case of emergency, paramedics will be called first and family member will be notified second. Emergency contact information must be filled out on the student registration form.

c/a: Communication

Students and parents sometimes have questions and the best way to communicate is via email or setting up a separate time to talk either in person or by telephone. Please refrain from asking these questions of your teacher in between classes unless it is specifically about something that was taught in class. (ie. problem with a step or question about how the material relates to one's body.) It is always best to ask logistical questions (such as placement, scheduling or a larger philosophical question) through email or to ask your question to the front desk person. Please respect that your teacher is focused on how best to teach dance material and is often problem solving as to how to offer the same material to several different students with several different learning styles. Logistical and administrative questions will best be answered when he/she is outside of the classroom setting.



c/a: Grievances

How to file a grievance: Danspace must be notified via email or in writing in the case of a grievance and include the following information: Student's Name, Reason for Grievance, Detailed description of Grievance. Response to grievance will be answered within one week of receipt.

Registration Information

In case of an Emergency

c/a: First Aid and Ice Packs

Ask your teacher if you need a first aid kit and/or an ice pack. First Aid kits are located in the lobby under the bench and at the front desk, second drawer from the top. Instant ice packs are available in each studio. Studio 1: in the cubby under the cd player. Studio 2: in the drawer labeled "first aid". There are reusable ice packs in the attic refrigerator.

c/a: Fire Extinguishers and Exits

Studio 1 and Studio 2 have fire extinguishers mounted on the wall. Emergency exits are labeled, there are 3 exits: Front door, Studio 1 and Studio 2.

Earthquake

Look to your teacher for instructions. If you are inside, stay inside. DO NOT run outside or to other rooms during shaking.

In most situations, you will reduce your chance of injury from falling objects and even building collapse if you immediately: **DROP** down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.

COVER your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.

HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

Examples of need to evacuate

In these cases teachers are instructed to call 911

Building is on fire-

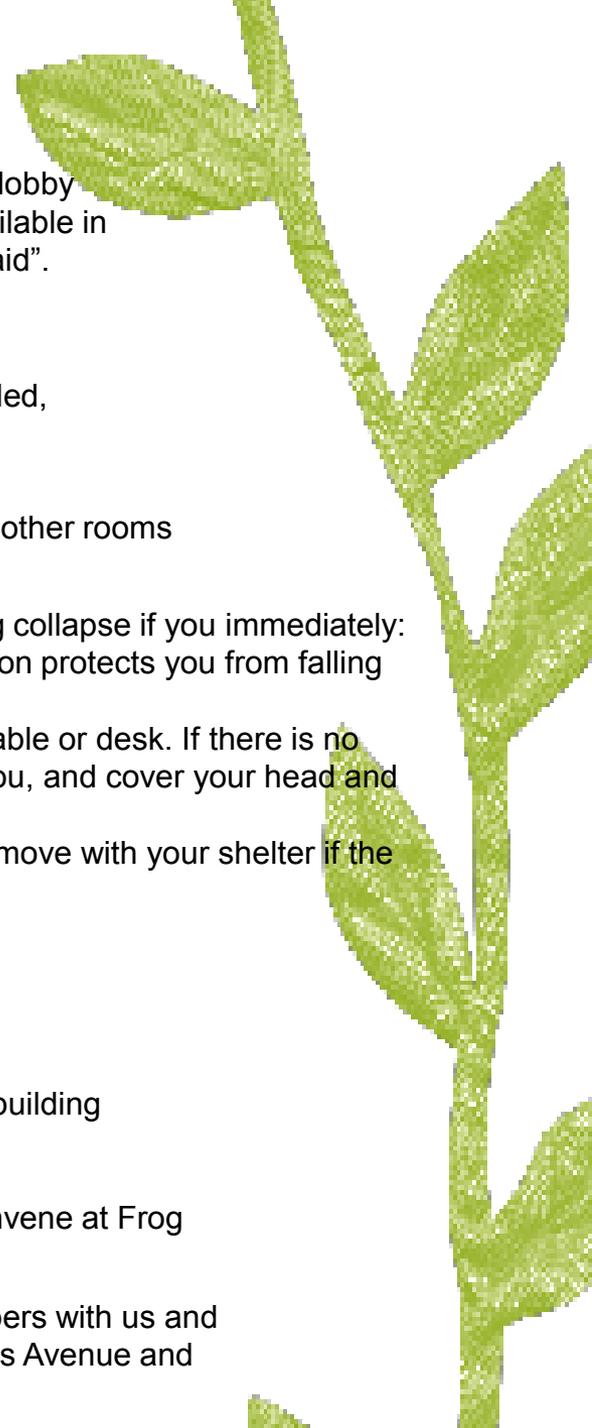
Turn to your teacher for instructions.

Do not run to get your belongings. Teachers are instructed to secure roll book and evacuate building through safest exit.

Intruder on site- building unsafe/ in danger

Students should be evacuated through the street side of the building. Once exited, safely convene at Frog Park located at 5500 Claremont Avenue.

Should we need to evacuate the building because it is unsafe, we will bring emergency numbers with us and convene at Frog Park. The park is an uncovered area located across the street between Miles Avenue and Claremont Avenues and between Clifton and Hudson Street.



Registration Information

c-Performance Opportunities:

We offer performance opportunities during the school year for those who are interested. Not all students choose to perform. These opportunities are presented at various times during the school year through participation in The Nutcracker, dNaga and COterie DAnce Summer Performance Opportunity. Permission slips are required to be signed by the parent. Performance fees may apply.

c-Philosophy on Selecting Dancers for the Nutcracker

Danspace students have been invited to participate in Oakland Ballet School's production of the *Nutcracker* for the past several years. Children enrolled in Ballet 1 and up are considered to participate in the production. Decisions on who is cast in the Nutcracker are dependent on age, height, ability, attendance and commitment to class and the rehearsal process. Because we have a limited number of rehearsals, students must commit to attending all scheduled rehearsals. We understand that illness does occur and trust the integrity of our parents to determine if absence is necessary.

Casting takes place within the classroom during the first two weeks of the fall semester. We attempt to invite as many dancers as we can and we try to offer children who have not participated before the opportunity to be a part of the performance. Danspace does not audition children. We understand that students have school and family responsibilities as well as other outside curricular commitments and we take this into consideration so as to avoid over scheduling students. *Dancers who are performing with Oakland Ballet Company's Nutcracker may not be cast in order to avoid over scheduling.*

Each of the dances, choreographed originally by Ronn Guidi, requires a set number of dancers in stair-stepped height. More challenging steps and patterns are required of the taller dancers; this means that casting is based primarily on height and ability. There are a specific number of dancers for each group dance.

Registration Information

c-Rehearsals

Dancers are expected to attend all scheduled rehearsals. Regardless of individual dance experience, rehearsals allow dancers to work as an ensemble and provide a professional learning experience.

c-Dancer's Checklist for rehearsal and performance process

Dancers should be prepared to perform by packing a dance bag with sufficient and practical supplies. These items should be brought to each performance venue with your dancer.

Hair supplies- brush or comb, ponytail elastics, bobby pins, clips and hairspray

Ballet slippers

Extra pair of tights

Extra leotard

Socks

Water bottle with name visible

Non-messy snack

Sweater- preferably with a zipper for ease of taking off without disturbing the hair

Call Time

Call time is typically 1-2 hours prior to the performance time. You will be notified of call time via email prior to performances.

c-Backstage Rules:

Dancers should arrive to the performance venue prepared to perform. This means having a calm demeanor, being ready to properly warm up and refraining from rambunctious behavior. Dancers may not wear costumes or stage make-up to and from the performance venue. Dance attire must be covered by 'street clothing' when arriving and departing from the performance venue. Students must check in and be checked out with Danspace Staff at every rehearsal and performance. Students will not be released without a parent present.

Thank you for taking the time to review this Handbook.
Should you have any questions please contact us.

Please Print, Sign and Return

By signing this registration form I agree that I have read and reviewed this handbook and agree to the policies set forth.

I understand that dance is a physical practice. I agree to release Danspace, the teachers, and its community partners from any liability resulting in the natural practice of dance. To prevent injury, I understand that reasonable care should be taken including properly warming up and preparing before class and refraining from rough housing in the studio. _____ (Please initial)

Danspace works hard to create a safe and fun place to learn and develop as a dancer. I understand the expectations for me [dancer]/for my dancer [parent/guardian], and I agree to follow all instructions the teacher and front desk staff give me. I understand that if I do not meet Danspace's standards of behavior, someone at Danspace will contact me to discuss how I can be a more successful dance student/parent/guardian. _____ (Please initial)

_____ Date

_____ Student's Name (print)

_____ Parent's Name (print)

_____ Signature

