



**NORTHERN
PLAINS DANCE**



26|27 HANDBOOK
POLICIES & PROCEDURES

FROM THE DIRECTOR

Students and Families -

We're so glad you're here. Thank you for choosing to be a part of the NPD family.

At Northern Plains Dance, we are committed to excellence—on stage, in the studio, and behind the scenes. Our goal is to provide your dancer with exceptional training in a supportive, inspiring environment where artistry and discipline go hand in hand.

This handbook outlines our policies, practices, and expectations for the season. We ask that you take a few moments to read through it carefully so we can work together to ensure a positive experience for all.

We believe that every dancer plays a vital role in the success of our organization. More importantly, we believe in the transformative power of dance—and the confidence, joy, and pride it brings. That impact is what keeps our studios filled with energy, purpose, and passion.

MISSION & CORE VALUES

Northern Plains Dance is a 501c3 nonprofit organization.

MISSION - To inspire the appreciation of dance through artistic excellence and to enrich the cultural landscape of our community.

In furtherance of our mission, we are committed to maintaining:

- Exceptional and diverse performances
- High quality educational programs
- Outreach to inspire and enrich the community
- A sound financial condition that enables growth and provides a stable viable future

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2026|27 CALENDAR

Auditions
Mandatory Production Date
Fundraiser
Themed Weeks

Student Showcase
Tuition Payment Processing Date
Holiday Breaks

September '26						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '26						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '26						
Su	M	Tu	W	Th	F	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '27						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27						
Su	M	Tu	W	Th	F	Sa
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Notes

Aug 06		<i>Relevé on the Rooftop</i>	Jan 04		Registration for Student Showcase Opens
Aug 13		NPD Open House	Jan 07		Classes Resume
Aug 21		All Payment Plans processed for Semester	Jan 15		All payment plans processed for Semester 2
Aug 24		Start of NPD Classes	Jan 25		Start of Bacon for Ballet Fundraiser
Sep 07		NPD Closed; Labor Day	Jan 25	- Jan 30	Parent Participation Week
Sep 10		<i>Nutcracker</i> Auditions: Pointe Roles Only*	Jan 30		<i>Dance+</i> Cast Meeting*
Sep 12		<i>Nutcracker</i> Auditions: Children and Adult	Feb 06		Mandatory <i>Dance+</i> Rehearsal*
Sep 14		Start of \$10,000x200 Fundraiser	Feb 11		Mandatory <i>Dance+</i> Studio Dress*
Sep 18		4-Installment Payments Processed	Feb 11		Giving Hearts Day
Oct 10		End of \$10,000x200 Fundraiser	Feb 17	- Feb 20	<i>Dance+</i> Production Week *
Oct 16		4-Installment Payments Processed	Feb 19	- Feb 20	4-Installment Payments Processed
Oct 26	- Oct 31	In Class Costume Week	Feb 19	- Feb 20	<i>Dance+</i> Performances *
Nov 07		<i>Nutcracker</i> Mandatory Cast Meeting & Rehearsal*	Feb 21		<i>Peter Pan Auditions: All Roles*</i>
Nov 20		4-Installment Payments Processed	Feb 26		Bacon for Ballet Orders Due (subject to change)
Nov 21		<i>Nutcracker</i> Studio Dress*	Mar 05		Deadline to Register for Student Showcase
Nov 25		NPD Closed at Noon; No Afternoon Classes	Mar 13		The Prince Charming Ball
Nov 26	- Nov 28	NPD Closed; No Classes	Mar 19		4-Installment Payments Processed
Dec 05		<i>Nutcracker</i> Mandatory Rehearsal*	Mar 23		Bacon for Ballet Pickup (subject to change)
Dec 07	- Dec 13	<i>Nutcracker</i> Production Week*	Mar 26	- Mar 27	NPD Closed; No Classes
Dec 11	- Dec 13	<i>Nutcracker</i> Performances*	Apr 03		The Butterfly Ball
Dec 17		<i>Dance+</i> Auditions*	Apr 11		Student Showcase
Dec 17	- Jan 06	NPD Closed; No Classes	Apr 16		4-Installment Payments Processed
			Apr 17		<i>Peter Pan Mandatory Cast Meeting & Rehearsal*</i>
			May 01		<i>Peter Pan</i> Studio Dress *
			May 08		<i>Peter Pan</i> Mandatory Rehearsal *
			May 10	- May 16	<i>Peter Pan</i> Production Week*
			May 14	- May 16	<i>Peter Pan</i> Performances*
			May 22		Last Day of Classes

SECTION ONE: ABOUT CONTACT INFORMATION

We understand communication is key in providing an exceptional experience for students and their families. For questions, concerns or general inquiries, the best ways to get in touch with us are listed below:

Main Telephone:	701.530.0986
Main Email:	dance@northernplainsdance.org
Website:	www.northernplainsdance.org
NPD Parent Page:	www.facebook.com/groups/npdparentpage
Mailing Address:	Northern Plains Dance 1416 East Front Ave Bismarck ND 58504

Because multiple staff members have access to the above communication channels, they give us the best opportunity to respond to you quickly. We also utilize our Facebook page as a way to stay in touch and communicate with our families, so if you're a social media maven, please be sure to follow us on Facebook, LinkedIn, and Instagram.

Need to get in touch with a specific staff member? Below is a list of our staff, their areas of support and relevant

Hollis Mackintosh Heid, Director Phone: 701.530.0986 ext 200 Email: mackintosh@northernplainsdance.org	Marissa Mitzel, Event Coordinator Phone: 701.530.0986 ext 202 Email: carpenter@northernplainsdance.org
Melissa Hyatt, Studio Administrator Phone: 701.530.0986 ext 203 Email: classes@northernplainsdance.org	All Instructors Phone: 701.530.0986 ext 201 Email: dance@northernplainsdance.org

NORTHERN PLAINS DANCE APP

Available on both Google Play and the Apple App Store, the NPD App is your one-stop hub for everything you need. We strongly urge all families to download and start using the app immediately to stay connected and informed.

You'll have instant access to your family's account, schedules, updates, and important announcements. The app is also the fastest way for us to communicate with you—especially when there are time-sensitive updates like class

BOARD OF DIRECTORS

NPD is a proud 501(c)(3) nonprofit organization committed to transparency and community involvement. Our Board of Directors meets six times per year, and all meetings are open to the public. We welcome and encourage community interest and engagement.

If you would like to attend an upcoming Board meeting or are interested in learning more about Board membership

WEATHER & EMERGENCY CLOSURE POLICY

In the event of severe weather or unexpected closures, NPD will keep families informed through the following channels:

NPD App – Push notifications

Website – www.northernplainsdance.org

Facebook & Instagram – @NorthernPlainsDance

Local TV – KFYP, KXMB

Closure status may change throughout the day based on trusted updates, so please check these resources regularly before calling the office.

Families traveling from outside Bismarck or with teen drivers should use their best judgment regarding road safety.

If a class is canceled, students may make up the class within 30 days in another of the same level.



COMMUNICATION

To ensure the best service, it's essential that NPD has current contact information for all enrolled students. We primarily communicate through email and push notifications via the NPD App to reduce paper waste.

Families are responsible for:

- Providing and updating contact details
- Regularly checking email and app notification
- Reading all messages, including newsletters and alerts

Accurate information is especially critical during emergencies. Missing or outdated contact details may result in missed announcements or accounts being sent to collections if we can't reach you regarding billing concerns.

SPEAKING WITH AN INSTRUCTOR

If you need to speak with an instructor, please contact NPD by phone or email before 4:00 PM on weekdays. Instructors are not available to speak between classes.

All questions, concerns, or comments should be directed to NPD staff via our official phone or email.

For privacy and safety reasons:

- Personal phone numbers and emails of students or teachers will not be shared.
- Do not contact instructors or staff on their personal devices under any circumstance.

CONSIDER A GIFT

Did you know that Northern Plains Dance is a nonprofit organization, and tuition covers only a portion of our daily operating expenses? Your tax-deductible gift helps us continue creating innovative programming and expanding access to the arts across the Great Plains.

Every donation—big or small—makes a difference. We're proud to provide a tax receipt for your records.

Join us in shaping the future of dance in our region through our ongoing capital campaign, The Next Step. Learn more about this exciting initiative and explore naming opportunities at: www.northernplainsdance.org/the-next-step

Thank you for helping us move forward—one step at a time.

FUNDRAISING & SPECIAL EVENTS

All students are asked to participate in four fundraisers per year to generate support for the various programs that take place outside of the regular class schedule like outreach efforts and scholarship funds. Participation is strongly **ENCOURAGED**, but not mandatory.

Information about fundraisers can be found at www.northernplainsdance.org/fundraisers

\$10,000 x 200: Each student is asked to raise at least \$50 by sending out request letters for donations to friends and family with a studio goal of \$10,000. Held in September/October.

Giving Hearts Day: Students are asked to promote NPD on February 11, 2027, the annual state-wide giving day sponsored by the Impact Foundation. Held in January/February.

Bacon for Ballet: Students are asked to sell and distribute bacon and meat products. Held in March/April.

In addition, NPD hosts a number of public special event fundraisers throughout the year, please visit the website for exact dates. If you would like more information on how to get involved, contact us.

Sugar Plum Fairy Tea Party:

A pre-performance party complete with holiday sweets, story time, and the chance to meet the Sugar Plum Fairy and other favorite Nutcracker characters.

The Prince Charming Ball:

A special night out for moms and their Prince Charmings ages 5-12.

The Butterfly Ball:

A dance for girls ages 5-12 and that special guy in their lives, whether it be dad, uncle or grandpa.

Spring Performance Brunch:

A pre-performance party with treats, story time, and a meet-and-greet with favorite characters.



SECTION TWO: CLASS POLICIES

Students should arrive for class ready to learn—with focus, energy, and a positive attitude. Please wait outside the studio until your teacher invites you in. Once class begins, raise your hand to ask questions and always request permission before leaving the room.

Inside the studio, phones are not allowed. Only water is permitted—please leave food, gum, candy, and cough drops in the lobby. Mirrors should not be touched, and barres are for dancing only—they should never be sat on, pulled, or used to hang things.

During class, students are expected to stay standing and engaged. Sitting can increase the risk of injury when movement resumes. Talking is not allowed unless directed by the teacher. Everyone is expected to stay focused on their own work and help maintain a respectful, distraction-free environment.

All students must demonstrate behavior that is appropriate for their age. Respect for teachers, staff, and classmates is essential. Emotional outbursts, swearing, or repeated disruptions will not be tolerated. If behavior continues to interrupt class, a parent or guardian may be contacted to help resolve the issue.

If a concern arises, we encourage families to follow the Communication & Concerns guidelines so we can work

CLASS PLACEMENT

At NPD, we take great care in placing students in the class that will best support their development. Each level includes a range of abilities, and it's normal for students to progress at different rates. Being in a class with a mix of experience levels is part of the learning process.

Placement decisions are made by our faculty team and are based on multiple factors, including initial and ongoing assessments, classroom performance, and overall readiness. Our instructors may adjust placements during the year if a different class would better serve the dancer's growth.

Students often spend more than one year in a level. Advancement is not tied to age or a set timeline, and placements should not be compared between students. Our long-term goal is to prepare each dancer to reach their full potential by the end of high school.

Dancers in Level 2 and above will be considered for pointe work when they demonstrate the necessary strength, technique, and physical readiness. These decisions are made thoughtfully and with safety as the top priority.

TOILETING

To enroll in classes at NPD (with the exception of Dance Together, Discover Dance and Kindermusik), students must be fully potty trained. This helps us create a positive, safe, and independent classroom experience for all children.

By enrolling your child, you acknowledge that if you leave the building during class time, your child may be assisted by NPD faculty or staff if needed. NPD considers a child potty trained when they can:

- Let a teacher know they need to use the restroom before it's urgent
- Stop what they're doing and get to the bathroom on time
- Pull down and pull up their clothes independently
- Use the toilet and wipe themselves without help
- Get on and off the toilet on their own
- Wash and dry their hands properly

TEACHING METHOD & CORRECTIONS

At NPD, corrections—both verbal and physical—are a regular and important part of dance training. Students who are eager to improve should be open to receiving corrections as a positive tool for growth.

Dance instruction often includes gentle, hands-on guidance from instructors to help dancers understand alignment and positioning. This is a standard and necessary part of teaching correct technique. Like any physical activity, it's normal for muscles to feel sore as dancers build strength and body awareness.

We value open communication and want everyone to feel supported. If you ever have questions or concerns, we

NON-TUITION CLOSURES

These include scheduled breaks when NPD is closed. These dates are not included in tuition calculations, and no make-up classes are offered for them.



SPECIAL CIRCUMSTANCE CANCELLATIONS

These occur when a regular class is canceled due to production needs, certain holidays, weather, or other unforeseen circumstances. These classes are included in tuition and may be made up in an age- and level-appropriate class within the same semester.

PARENT PARTICIPATION WEEK

Once each year, parents are invited to join their dancer in class for a special opportunity to experience the joy and structure of dance class first hand. Please wear something comfortable you can move in, and make arrangements for

COSTUME DRESS-UP WEEK

During the week leading up to Halloween, NPD invites dancers to wear costumes to class. Please help your dancer choose something they can move in safely. Costumes should allow for full range of motion, have minimal accessories, and keep the dancer's face visible.

CLASS OBSERVATION

To support student focus and maximize class time, NPD does not allow class observation. Children often behave differently when a parent is present—seeking approval, watching for reactions, or becoming distracted. For your dancer to receive the full benefit of their training, they need to concentrate fully on their instructor without outside distractions. This allows teachers to make the most of each class and helps your child progress more effectively.

STUDENT SHOWCASE

All students will participate in our end-of-year Student Showcase on April 11, 2027. This event celebrates the growth and progress students have made throughout the year. Dancers in Creative Movement A and above will perform pieces that reflect their developing technique and classroom work.

Registration opens on January 5, 2027 and closes on March 5, 2027. Students enrolled in semester-based classes must be enrolled by February 14, 2027 in order to be eligible to participate. Students enrolled in session-based classes must be enrolled in the February and April sessions to be eligible to participate.

No extra rehearsals are required—students simply attend their regular classes to prepare. Additional details will be shared throughout the year, and full information is always available at www.northernplainsdance.org/student-showcase.

ATTENDANCE

Students are expected to regularly attend the classes for which they are registered. Instructors take attendance at the beginning of each class. If your child will miss a class, please report the absence in advance through the Parent Portal so it can be considered excused.

Excused absences may be made up in a class of the same or lower level within 30 days. Unexcused absences are not eligible for make-ups. Make-up classes are optional, not required, but they help students stay on track with the curriculum, build strength safely, and get the most out of their tuition.

Please note:

- Missed classes are not eligible for refunds or prorated tuition, regardless of the reason for the absence. Once a dancer is registered, tuition will not be adjusted for classes they are unable to attend.
- Absences must be reported before the missed class to qualify for a make-up.
- Students in once-a-week classes may make up up to 3 classes per semester.
- Students in twice-a-week or more classes may make up up to 5 classes per semester.

Excessive unexcused absences that are not made up may result in repeating a level, at the discretion of the instructor and Director.

ARRIVAL

Students should arrive at least 10 minutes before class to allow time to dress, prepare their hair, and stretch. Dancers must wear street clothes (shorts, skirts, pants, etc.) over their dance attire and wear proper street shoes when entering and leaving the building. Dance shoes should never be worn outside, as they pick up debris that can damage the studio floors and the shoes themselves.

We understand that some families may need to drop students off early. However, if a student is disruptive in the lobby and needs to be addressed by staff more than once, early drop-off will no longer be permitted for that family.



TARDINESS

Arriving on time is just as important as regular attendance. Students should arrive at least 10 minutes early to get dressed, stretch, and be ready when class begins. Late arrivals can be disruptive and limit a dancer's ability to warm up safely.

If a student is late, they should go straight to their studio. Students arriving more than 15 minutes late will be asked to observe rather than participate, for their safety. If your family is having trouble getting to class on time, let us know—another class time may be a better fit.

PICKING UP YOUR DANCER

Students must be picked up within 15 minutes of their last class. Our staff cares deeply about your children, but they are not available for extended supervision beyond scheduled hours. If you are running late, please call the office.

Repeated late pick-ups (more than once) may result in a charge of \$20 for every 15 minutes or portion thereof, to cover staff time outside regular hours.

SUMMER STUDY

Students in advanced levels, currently dancing en pointe, part of (or intending to join) the Student Company, or who wish to be considered serious dancers are required to continue their training over the summer. To meet this requirement, students must complete at least 50% of NPD's Drop-In Classes, attend the NPD Summer Dance Intensive, or train at another approved summer program.

Students who do not meet these expectations may be held at their current level or moved down for the upcoming year. They will also not be allowed to dance en pointe—including auditioning for *The Nutcracker*—for the first 12 weeks of the season.

Dancers with professional goals are encouraged to audition for national summer intensives. Even if a student is not planning to attend, the audition process itself builds confidence and is a valuable part of a dancer's development. Please talk to your teacher or schedule a meeting to explore your options.

INJURY PROCEDURE

If a student is injured during class or rehearsal, they must notify their teacher immediately so the appropriate steps can be taken. Depending on the nature and severity of the injury, faculty may recommend that the student be evaluated by a medical professional before returning to dance.

If a student sits out of any class due to injury, they may not participate in any other classes or rehearsals for a full 24 hours to allow for proper rest and monitoring and at the instructor's digression, parents may be contacted. This applies regardless of the class level or style.

Students are encouraged to attend and observe class while recovering, as valuable learning can still occur through observation. If a student sits out of two classes for the same injury, a doctor's note is required before they may return to physical participation.

These policies are in place to support the long-term health and safety of our dancers and to ensure a responsible return to activity.

ILLNESS/INFECTIOUS DISEASE POLICY

To protect the health of all students, faculty, and staff, students who are ill must stay home from class. This includes the early, most contagious stages of colds or other communicable illnesses.

If a student comes to class showing signs of illness, such as a fever, cough, flu-like symptoms, rash, or pink eye—they may be sent home at the discretion of NPD staff. In some cases, we may require a doctor's note before the student can return to class.

We ask all families to follow this policy out of respect for our shared learning environment. If public health guidelines change, NPD will provide updates and any necessary policy additions.

PHOTOGRAPHY & VIDEOTAPING

To protect the privacy of all students, photography and video recording of classes, rehearsals, or performances is not permitted unless explicitly authorized by NPD faculty. When available, official performance photos and videos will be offered for purchase or distributed directly by NPD.



CLASS CLOSURE

If a class has fewer than four students enrolled after the fourth week of the session, NPD may cancel the class. In that case, students will be placed in another class of the same level. If no suitable alternative is available, tuition for the remaining classes will be refunded, minus the registration fee.

If enrollment drops below four students later in the year, NPD will work with families to find an appropriate class at the same level.

Please note:

- Refunds are only issued if NPD cancels the class and no alternative is available.
- If a student withdraws from a class that is not canceled, no refunds are given.
- If only one student attends a on a given day, the teacher may shorten or cancel that class without a refund or credit.

SECTION THREE: REGISTRATION & PAYMENTS

REGISTRATION

Registration secures your child's spot in class for the full Academy year (August/September–May). Classes are filled on a first come, first served basis. By enrolling, you are financially responsible for that spot, regardless of attendance. Registration is completed online and must include the first full tuition payment and an annual family registration fee.

Students must attend the classes they originally registered for unless an official class change request is submitted and approved. Each student is allocated one complimentary schedule change request during the school year. If your plans change after registering, please review our Withdrawal Policy (see page 9) for options.

After registering, families will receive access to the Parent Portal, where they can manage contact information, payments, enrollments, and more.

REFERRALS

We believe that the joy of dance is meant to be shared. If your family has had a positive experience at the NPD, we invite you to refer friends or relatives who may be interested in joining our community.

When a new family enrolls in classes for at least on esemester and lists you as the referring family on their registration form, you'll receive a \$10 gift certificate for in-stock dancewear.

This program is our way of saying thank you for helping grow a supportive and enthusiastic dance community. Please note that the gift certificate will be issued once we have received both the new family's completed registration and full tuition payment.

TUITION POLICIES

Tuition rates are available on our website on each of the respective class listings and in the Parent Portal. Tuition prices listed are for each semester as a whole as well as the four payment amounts. Special discounts are available for families with multiple students, students who take multiple classes and for those students registered in the Student Company Program. In order to receive the Multiple Student discount, students must reside in the same residence and have the same legal guardians.

Students are enrolled for the entire school year, which consists of the Fall and Spring Semesters. No deductions or refunds will be made for absence or withdrawal, voluntary or involuntary, unless for medical reasons with documentation from your doctor. See Withdrawl Policy. Each student is allocated one complimentary schedule change request during the school year. All schedule change requests must be submitted in writing. See Class Change Policy.

All families enrolled at NPD must provide a valid credit/debit card to be kept securely on file. The first tuition payment is due at the time of enrollment. Remaining tuition installments are due prior to the due dates listed on the calendar and below. **Tuition must come from one source unless other arrangements have been made prior to tuition due dates.** If payment is not received according to this policy, late fees will be applied as outlined in Late Tuition Penalty. NPD will not accept late payment requests.

Tuition is based on the number of times each class will meet each semester and varies between levels and sections. Refer to the Non-Tuition Closure & Special Circumstance Cancellation list below. NPD will communicate these dates to the appropriate families as they arise. **Non-Tuition Closures:** These include scheduled breaks when NPD is closed. These dates are not included in tuition calculations, and no make-up classes are offered for them. **Special Circumstance Cancellations:** These occur when a regular class is canceled due to production needs, certain holidays, weather, or other unforeseen circumstances. These classes are included in tuition and may be made up in an age- and level-appropriate class within the same semester.



PAYMENT PROCESSING SCHEDULE

Fall Semester

Fall Payment #1: Prior to the start of classes
Fall Payment #2: September 18, 2026
Fall Payment #3: October 16, 2026
Fall Payment #4: November 20, 2026

Spring Semester

Spring Payment #1: Prior to the start of classes
Spring Payment #2: February 19, 2027
Spring Payment #3: March 19, 2027
Spring Payment #4: April 16, 2027

TUITION PAYMENT METHODS

All families are required to provide a valid credit or debit card at the time of registration. Card information is securely encrypted and stored through our system. It is the responsibility of the account holder to ensure that card information remains current via the Parent Portal.

NPD requires enrollment in an automatic payment plan. Tuition will be charged to the card on file two business days before the scheduled due date, unless a Drop Form following the Withdrawal Policy. Families will receive an invoice approximately one week before the charge is processed.

We accept cash, check, Visa, MasterCard, Discover and ACH. American Express is accepted with an added convenience fee. Credit/debit card payments may be made online, by phone, or in person. Note that there is a \$15 minimum for all credit/debit card transactions.

Returned checks are processed through Check Control and are subject to a \$30 fee, in addition to any fees assessed by Check Control. If a tuition check is returned, the student may not attend class until the full balance, including late and returned check fees, is paid.

NON-TUITION CLOSURE & SPECIAL CIRCUMSTANCE CANCELLATION

Non-Tuition Closures: These include scheduled breaks when NPD is closed. These dates are not included in tuition calculations, and no make-up classes are offered for them.

Special Circumstance Cancellations: These occur when a regular class is canceled due to production needs, certain holidays, weather, or other unforeseen circumstances. These classes are included in tuition and may be made up in an age- and level-appropriate class within the same semester.

18-weeks per semester: Creative Movement A & B, Discover Dance, Mini-Movers, Pre-Ballet, Pre-Dance, Pre-Tap, Ballet 1A, Ballet 1B, Contemp/Modern 1, Beg Contemp/Modern, Beg Tap, Tap 1, Jazz 1, Beg Jazz,

Non-Tuition Closures (cannot be made up): Holiday Break

Special Circumstance Cancellations (may be made up in an age- and level-appropriate class within the same semester): Friday before Easter, Saturday before Easter, Labor Day, afternoon classes on Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Saturday after Thanksgiving

17-weeks per semester: Boys in Motion, Hip Hop

Non-Tuition Closures (cannot be made up): Nutcracker production week, Spring Performance production week, Holiday Break.

Special Circumstance Cancellations (may be made up in an age- and level-appropriate class within the same semester): Friday before Easter, Saturday before Easter, Labor Day, afternoon classes on Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Saturday after Thanksgiving

16-weeks per semester: Ballet 2, Ballet 3, Ballet 4, Ballet 5, Ballet 6, Beginning/Intermediate Ballet, Pre-Pointe, Pointe 1A & 1B, Pointe 2, Pointe 3, Pointe 4, Open Pointe, Contemporary 2, Intermediate Contemporary, Modern 2 & 3, Contemp/Modern 4, Tap 2 & 3, Musical Theater

Non-Tuition Closures (cannot be made up): Labor Day, Wednesday before Thanksgiving, Thanksgiving Day, Friday after Thanksgiving, Saturday after Thanksgiving, Nutcracker production week, Dance+ production week, Spring Performance production week, Holiday Break.

Special Circumstance Cancellations (may be made up in an age- and level-appropriate class within the same semester): Friday before Easter, Saturday before Easter

14-weeks per semester: Cross Training

Non-Tuition Closures (cannot be made up): Saturday after Thanksgiving, Nutcracker Studio Dress, Nutcracker Cast Meeting, Nutcracker production week, Dance+ production week, Spring Studio Dress, Spring Performance production week, Holiday Break.



LATE TUITION PENALTY

Tuition must be paid in full by the deadlines listed in the installment payment schedule. Accounts not paid by 12:00pm on the due date will be considered delinquent and assessed a \$25 late fee. An additional \$5 fee will be charged at 12:00pm each following business day until payment is received, up to a maximum of five late fees.

After five late fees, the student will be dropped from all classes. To resume enrollment, families must re-register, pay the annual registration fee, and bring the account current, including all past-due balances and late fees.

Declined card transactions will incur a 5% fee per occurrence and returned checks will incur a \$30 processing fee. For help managing an overdue account, please contact the Studio Administrator.

CLASS CHANGE REQUEST

To request a change to your student's class schedule, a Class Change Request Form must be submitted. This form is available on our website under Student Resources and in the Parent Portal. Speaking with an instructor does not replace this required process, and all changes must be reviewed and approved by NPD staff. Each student is allowed one complimentary class change per school year. Any additional changes made after the semester has begun will incur a \$25 fee per class change. All requests must be submitted in writing using the official form.

WITHDRAWAL POLICY

Families are responsible for all tuition payments unless a formal withdrawal is submitted through the NPD office. To withdraw from a class, you must complete the Drop Form, available on our website under Student Resources or in the Parent Portal. Withdrawals cannot be accepted by phone, email, or through a third party.

Students are enrolled for the full academic year (Fall and Spring semesters). Tuition will continue to be charged until the Drop Form is received and processed. Forms require two business days to process. To avoid being charged for an upcoming tuition installment, the Drop Form must be submitted at least three business days before the payment due date.

Students who withdraw with a completed Drop Form are not responsible for future tuition but will not be refunded any payments already made. In the case of illness or injury with a doctor's note, see Medical Leave.

Classes missed before withdrawal cannot be made up. Any remaining funds will be held on the student's account as a credit for up to 90 days. Once withdrawn, students must re-register to return and pay all applicable fees, including the registration fee and any past-due balances.

Failure to follow this process will result in continued charges and a loss of class placement.

MEDICAL LEAVE

NPD understands that injuries and medical conditions may occasionally prevent students from participating in class. If a student is unable to dance for an extended period due to medical reasons, families may request a medical leave by submitting a doctor's note specifying the duration of restricted activity.

If the period of restricted activity is longer than four weeks, the student's place in class will be held for the full duration recommended by the doctor. Tuition will be frozen starting from the date noted in the medical documentation, and a credit for any missed classes during that period will be applied to the family's next bill.

If the doctor's note indicates fewer than four weeks of restricted activity, students are encouraged to make up missed classes in an age- and level-appropriate class during the same semester.

Medical leave requests must be submitted in writing along with the required documentation. All credits are granted at the discretion of the Director.

SCHOLARSHIP PROGRAMS

NPD is committed to sharing the joy of dance with students across our region. Based on available funding, a variety of scholarships may be offered throughout the year to support student participation. Scholarships include Tuition Assistance, Boys Scholarship, Performance Scholarship, and Summer Scholarship. Each program has specific eligibility requirements and guidelines. Scholarships are available to students enrolled in Pre-Ballet and above.

Students who receive scholarship awards serve as ambassadors for NPD and are strongly encouraged to participate in School and public events throughout the year. Award notifications will be sent via email two weeks after the application deadline and will include an agreement that must be signed and returned.

For more information and to apply, please visit: northernplainsdance.org/scholarships



ADULT CLASSES/CLASS PUNCH CARDS

Punch cards are available for students age 18 and older. Please refer to our website for the list of eligible classes. To purchase a punch card, you must first create an account in the Parent Portal; the card may then be purchased through our app. All punch cards expire six months from the purchase date.

Parents or guardians of currently enrolled NPD students may attend adult classes at no cost but must request a punch card from a staff member before participating.

Class length is determined by attendance. If three or more students attend, class will last 1 hour and 15 minutes. If two students attend, class will be 1 hour. If only one student attends, a 45-minute private lesson will be offered.

SECTION FOUR: FACILITY USE

The studios are shared by students, staff, families, and community partners. Respect for the space and each other is expected at all times.

- Dispose of trash and clean up after using any common spaces.
- No running or playing in the studios.
- The studio is a quiet space for focus and concentration.
- Students in Level 2 and above are encouraged to arrive early to stretch in the hallway outside their studio.
- Wait outside the studio if another class is in session.
- Street clothing must be removed before entering the studio.
- Only ballet or dance shoes are allowed on studio floors—no street shoes.
- Eating is allowed only in designated areas; no food, gum, or open containers in studios.
- Water bottles must be spill-proof. Disposable bottles left overnight will be thrown away.
- Behavior in the halls and dressing rooms should be quiet and respectful.
- Dressing rooms must be kept clean and are shared by all students.
- Dressing rooms cannot be used for stretching, eating or socializing.
- Lockers are available for rent for storing dance items.
- Items left behind will be placed in Lost & Found and donated monthly. Label all belongings.
- Students should not enter administrative offices or work areas unless invited.
- Keep hallways and entryways clear while waiting for class.

We appreciate your help in maintaining a safe, welcoming, and professional environment for all.

STUDENT ARRIVAL/PICK UP & PARKING

All families, students, and guests are expected to fully comply with NPD's parking procedures. Our location can become congested, and proper parking is essential for safety and maintaining good relationships with our neighbors. If you have questions about where to park, please speak directly with an NPD staff member.

- The area directly in front of the building is for immediate drop-off and pick-up only. Do not park or leave your vehicle unattended.
- NPD's designated parking lot is located kitty-corner from the studio.
- Faculty and staff are not responsible for supervising students outside the classroom. Families must ensure students are dropped off and picked up on time. Please do not leave young dancers unattended before or after class.

WAITING AREAS DURING CLASS TIME

Seating in the lobby is provided as a courtesy for families while students are in class. All furniture and shared spaces must be treated with care and respect.

Parents who remain at NPD during class must wait in the lobby and meet their child there after class. Students in Pre-School and Children's Division classes are to wait in the lobby before their class begins. Quiet behavior is expected from all students, parents, siblings, and guests in order to respect classes already in session.

Children brought along to wait must be supervised at all times. This space is intended to be safe and welcoming for all. The following guidelines apply at all times:

- Be considerate of others.
- No running, roughhousing, throwing objects, or climbing on furniture.
- Clean up snacks and personal belongings before leaving.
- Maintain appropriate and respectful behavior in all shared spaces.



STUDIO RENTAL

Studio space is available for rent when not in use for NPD programming. Availability is subject to the current class and rehearsal schedule. Rental rates vary depending on whether the rental occurs during business or non-business hours. For rates and scheduling inquiries, please contact the NPD office directly.

SECTION FIVE: STANDARDS AND CONDUCT

In a world where informality is common, dance class offers a space for discipline, focus, and respect. At NPD, students are part of a learning environment that values courtesy and dignity. A respectful relationship between students, instructors, and peers is essential to ensure everyone's growth, safety, and enjoyment.

Students, parents, and guests are expected to show consideration and respect at all times, both inside and outside the studio. The following values guide the behavior and mindset of our entire community:

Quality – We uphold high standards in teaching, performance, safety, and how we treat one another.

Alignment – We work together toward shared goals through clear expectations and strong organization.

Professionalism – We represent NPD through our conduct, attire, and commitment to excellence.

Fundamentals – We value strong classical training as the foundation for creativity and innovation.

Investment – We give our time and energy to pursue growth, develop skill, and reach our goals.

Love of Dance – We cultivate joy and passion for dance in every class and rehearsal.

STUDENT CONDUCT

Every student plays a part in maintaining a respectful and professional atmosphere at NPD. NPD is a community built on mutual respect, discipline, and shared responsibility. All students are expected to uphold a high standard of conduct both in and out of the classroom. Behavior should reflect a commitment to personal growth, support for peers, and respect for the art of dance.

The following expectations apply at all times:

Be Prepared – Arrive on time, dressed appropriately, and ready to learn. Bring all required shoes, attire, and materials to every class or rehearsal.

Be Focused – Listen attentively, stay engaged, and avoid distractions. Use time before class to stretch and prepare your mind and body.

Be Responsible – Take care of personal belongings, clean up after yourself, and use shared spaces respectfully.

Be Positive – Contribute to a safe and encouraging environment for all. Speak and act with kindness.

Failure to meet these expectations may result in disciplinary action. Repeated or serious misconduct may lead to dismissal from class and/or productions without refund.

PARENT CONDUCT

Every parent plays a part in maintaining a respectful and professional atmosphere at NPD. NPD is committed to fostering a respectful, supportive, and positive environment for all students, families, and staff. Parents and guardians play an important role in helping maintain this standard and are expected to:

- Encourage participation without pressure and support their child's growth in a positive manner.
- Refrain from negative comparisons, gossip, or disrespectful behavior toward students, staff, or other families.
- Focus on effort, improvement, and commitment rather than casting, placement, or competition.
- Celebrate the progress of all students and avoid criticism or public embarrassment of any dancer.
- Respect and trust the artistic staff's decisions regarding class placement and casting.

Communication Guidelines

- Address concerns through the appropriate channels and in a professional manner.
- Schedule meetings in advance; do not interrupt classes, rehearsals, or staff during active instruction.
- Reach out promptly and respectfully when a concern arises—timely communication helps resolve issues more effectively.
- Inappropriate behavior, including the use of disrespectful language or confrontational conduct, will not be tolerated and may result in removal from the program.

Failure to uphold this code of conduct may lead to the dismissal of both the student and family from NPD, with no refund of tuition. NPD values open, respectful communication and will respond to concerns in a timely and thoughtful manner.



COMPLAINT POLICY

Written complaints may be submitted by email to: dance@northernplainsdance.org. Verbal complaints may be shared by phone or in person with a staff member. Please contact the office to schedule an appointment.

BANNED SUBSTANCES

The use of alcohol, drugs, or tobacco is strictly prohibited on NPD property and at all NPD-sponsored activities. Any student found in violation of this policy will face disciplinary action, including suspension or expulsion. Any student, parent, or guest suspected of being under the influence or of providing a prohibited substance to another individual will be reported to the appropriate authorities. NPD also adheres to Bismarck Public Schools' policy regarding students in possession of a prohibited substance, including incidents that occur off NPD property.

NON-DISCRIMINATION & NON-HARASSMENT POLICY

NPD believes in the power of dance to connect people and is committed to providing an inclusive environment rooted in equity, dignity, and respect. All individuals—students, staff, faculty, parents, and visitors—are entitled to participate in NPD programs and events free from harassment, discrimination, or intimidation.

Harassment of any kind is strictly prohibited. This includes, but is not limited to, harassment based on race, gender, national origin, disability, age, religion, sexual orientation, or economic status. In addition to legally defined harassment, this policy also prohibits behavior that is commonly understood to be abusive, disrespectful, or degrading—such as slurs, jokes, rumors, or comments targeting another person's identity or background.

This policy applies to all in-person and virtual spaces, including social media and other digital platforms (see Social Media Policy). Bullying, intimidation, or threatening behavior in any form will not be tolerated.

All individuals are responsible for exercising good judgment and treating others with respect. Anyone who believes they have experienced or witnessed discrimination or harassment should report the incident promptly. Reports may be made to any staff member, who will ensure the information is shared with appropriate personnel. If a student feels more comfortable speaking with a parent, the parent is encouraged to report the concern to NPD directly.

All reports will be handled discreetly, with information shared only as needed to resolve the matter fairly and appropriately.

Failure to comply with this policy may result in disciplinary action, including possible removal from the program.

SOCIAL MEDIA POLICY

Social media includes any online platform that allows interactive communication, such as Facebook, Instagram, Twitter, TikTok, YouTube, blogs, forums, and more.

Digital Footprint

Your online presence reflects your reputation and remains accessible even after deleting content. Be mindful of what you share, as colleges, employers, and others may review your profiles. Use social media to positively represent yourself as a student and dancer.

Guidelines for Students and Parents

- Do not share confidential or personal information about NPD staff, students, families, or proprietary information.
- Do not speak or post as a representative of NPD.
- Use discretion when posting images, especially of other students, and respect copyright laws.
- Avoid posting disparaging or harassing remarks about NPD community members or other schools, teachers, or events.
- Never post content that could harm the self-esteem of NPD students or others.
- Respect all laws related to defamation, discrimination, harassment, copyright, and fair use.

Prohibited Conduct

Students may face discipline for:

- Using vulgar, sexually explicit, discriminatory, or hateful language or gestures.
- Posting disrespectful or inflammatory comments toward NPD or its community members.
- Engaging in cyberbullying or any harmful online behavior.

NPD reserves the right to take disciplinary action, including dismissal, for violations of this policy or any behavior online that contradicts NPD's mission and values.



SECTION SIX: STUDENT DRESS CODE

Dance is a disciplined art form that requires focused preparation. To support concentration and proper instruction, all students must adhere to the dress code.

Clothing and shoes should be clean (washed after every class), clearly marked with the student's name inside, and stored in a dance bag ready for class.

- Female dancers should wear pink tights and shoes to ballet class. Dancers of color may choose pink or flesh-tone tights and matching shoes. Tights should closely match skin tone and be matte.
- Male dancers should wear black tights and black shoes.
- Shoes matching the color of tights help maintain the visual line of the leg; leotards outline the body for proper technique assessment.

Uniformity in dress allows instructors to spot technical details and provide effective feedback. All students are required to wear the dress code unless specific permission is granted otherwise. Repeated failure to comply will result in the student sitting out during class.

Dancewear and shoes are not available to borrow from NPD. Students not dressed properly will receive one warning; further infractions will require them to observe class instead of participating.

NPD gladly accepts clean, gently used dancewear donations.

ALL STUDENTS

The following dress code applies to all students, regardless of age or level:

- Arrive at the studio in street clothes or cover-ups.
- Use dressing rooms or private changing rooms; the lobby is not for changing or storing clothing.
- Bathrooms are not for changing or hairstyling.
- Keep fingernails trimmed short.
- Only clothing that complies with the dress code is permitted.
- Mark all dancewear and the inside of shoes with the student's full name.
- No jewelry or watches are allowed in the studio.
- Dance-specific warm-up clothing is permitted.
- Do not wear dance shoes outside the studio.
- Underwear should not be worn under leotards and tights.
- Boys age 8 and older must wear a dance belt (specialized athletic supporter).
- Flesh-tone leotards purchased for performances are not allowed in class or rehearsals.
- Ballet shoes must have elastic sewn across the instep; tights must cover the feet.
- Skirts and leg warmers may be worn only by students in Level 3 and above.
- Hair must be neat and secured away from the face.
- Dancewear must be clean, laundered, and in good repair.

HAIR

One of the cardinal rules of being a dancer is having the hair groomed so that it is immobile and not distracting.

- Hair must be fixed in place, close to the head, without exception.
- There are to be no hanging braids or beads of any kind.
- Girls must wear their hair in a bun with NO BANGS.
- Buns must have rubber band, hairnet, and hairpins.
- Please use long hairpins with long hair.
- If there is no possible way for a dancer's hair to be fixed this way, please see the teacher for instructions.
- Students should learn how to fix their own hair. It will take practice, but soon they will be able to do it easily.
- Students are expected to meet hair requirements. A hair tutorial can be found online under Student Resources.

WHERE TO PURCHASE DANCEWEAR

Dancewear can be purchased through NPD with a \$15 minimum for credit card payments. To charge the card on file, a Charge Permission Form must be completed (available on our website).

Most items are available online for studio pickup within 24 hours; some may take up to two weeks.

Only dress code-approved items are stocked. Special orders require full payment and a \$10 fitting fee charged at fitting if multiple items are ordered.



FEMALE DRESS CODE: LISTED ALPHABETICALLY BY CLASS

Class	Leotard	Legs	Shoes	Hair	Other
Ballet 1, 2, Beginning Ballet	Any solid color except flesh tone	Pink footed tights (flesh-tone tights optional for dancers of color)	Pink ballet shoes (or flesh-tone shoes that match the color of tights)	Proper Ballet Bun	*no skirts
Ballet 3, 4, 5, 6, Intermediate Ballet	Any solid color except flesh tone	Pink footed tights (flesh-tone tights optional for dancers of color)	Pink ballet shoes (or flesh-tone shoes that match the color of tights)	Proper Ballet Bun	Skirts are optional
Contemporary (all levels)	Any solid color except flesh tone	Black footless tights/ leggings	Socks	Secured off of face	
Creative Movement	Any solid color except flesh tone	Pink footed tights (flesh-tone tights optional for dancers of color)	Pink ballet shoes (or flesh-tone shoes that match the color of tights)	Proper Ballet Bun	*no skirts or tutus
Discover Dance	Any solid color except flesh tone	Pink footed tights (flesh-tone tights optional for dancers of color)	Pink ballet shoes (or flesh-tone shoes that match the color of tights)	Proper Ballet Bun	*no skirts or tutus
Hip Hop (all levels)	Any solid color except flesh tone	Solid color fitted pants, no snaps or zippers	Clean sneakers not worn outside	Secured off of face	
Jazz (all levels)	Any solid color except flesh tone	Black footless tights/leggings	Black jazz shoes	Secured off of face	
Mini-Movers	Any solid color except flesh tone	Black footless tights/ leggings or Pink footed tights (flesh-tone tights optional for dancers of color)	Pink ballet shoes (or flesh-tone shoes that match the color of tights)/Black tap shoes	Secured off of face	
Modern (all levels)	Any solid color except flesh tone	Black footless tights/leggings	none	Secured off of face	
Pointe (all levels)	Any solid color except flesh tone	Pink footed tights (flesh-tone tights optional for dancers of color)	Pointe Shoes	Proper Ballet Bun	Skirts are optional
Pre-Ballet	Any solid color except flesh tone	Pink footed tights (flesh-tone tights optional for dancers of color)	Pink ballet shoes (or flesh-tone shoes that match the color of tights)	Proper Ballet Bun	*no attached skirts
Pre-Dance	Any solid color except flesh tone	Black footless tights/ leggings	Pink ballet shoes (or flesh-tone shoes that match the color of tights)/Black jazz shoes	Secured off of face	
Pre-Pointe	Any solid color except flesh tone	Pink footed tights (flesh-tone tights optional for dancers of color)	Pink ballet shoes (or flesh-tone shoes that match the color of tights) or demi-pointe shoes	Proper Ballet Bun	
Tap & Pre-Tap	Any solid color except flesh tone	Black footless tights/ leggings	Black Tap shoes	Secured off of face	

MALE DRESS CODE: LISTED ALPHABETICALLY BY CLASS

Class	Top	Shoes	Legs	Other
Ballet 1, 2, 3, Beginning Ballet	Solid color fitted shirt with no logos or slogans	Black ballet shoes	Solid color fitted pants, no snaps or zippers	*all boys over the age of 8 must wear a dancebelt to class for proper support
Ballet 4, 5, 6, Intermediate Ballet	Solid color fitted shirt with no logos or slogans	Black ballet shoes	Solid color dance tights	*all boys over the age of 8 must wear a dancebelt to class for proper support
Boys in Motion	Solid color fitted shirt with no logos or slogans	Black ballet shoes	Solid color fitted pants or shorts, no snaps or zippers	*all boys over the age of 8 must wear a dancebelt to class for proper support
Contemporary (all levels)	Solid color fitted shirt with no logos or slogans	Socks	Solid color fitted pants, no snaps or zippers	*all boys over the age of 8 must wear a dancebelt to class for proper support
Creative Movement	Solid color fitted shirt with no logos or slogans	Black ballet shoes	Solid color fitted pants or shorts, no snaps or zippers	
Discover Dance	Solid color fitted shirt with no logos or slogans	Black ballet shoes	Solid color fitted pants or shorts, no snaps or zippers	
Hip Hop (all levels)	Solid color fitted shirt with no logos or slogans	Clean sneakers not worn outside	Solid color fitted pants or shorts, no snaps or zippers	*all boys over the age of 8 must wear a dancebelt to class for proper support
Jazz (all levels)	Solid color fitted shirt with no logos or slogans	Black jazz shoes	Solid color fitted pants or shorts, no snaps or zippers	*all boys over the age of 8 must wear a dancebelt to class for proper support
Mini-Movers	Solid color fitted shirt with no logos or slogans	Black ballet shoes/Black tap shoes	Solid color fitted pants or shorts, no snaps or zippers	
Modern (all levels)	Solid color fitted shirt with no logos or slogans	none	Solid color fitted pants, no snaps or zippers	*all boys over the age of 8 must wear a dancebelt to class for proper support
Pre-Ballet	Solid color fitted shirt with no logos or slogans	Black ballet shoes	Solid color fitted pants or shorts, no snaps or zippers	
Pre-Dance	Solid color fitted shirt with no logos or slogans	Black ballet shoes/Black jazz shoes	Solid color fitted pants or shorts, no snaps or zippers	
Tap & Pre-Tap	Solid color fitted shirt with no logos or slogans	Black Tap shoes	Solid color fitted pants or shorts, no snaps or zippers	*all boys over the age of 8 must wear a dancebelt to class for proper support



SECTION SEVEN: PRODUCTION POLICIES

For every aspiring dancer, performance is a vital part of exceptional training and essential to growing not only as a skilled technician but as a true artist. At NPD, our commitment to professional standards shines through the many performance opportunities we offer. Depending on age, students can audition for up to four exciting productions each season. All auditions and rehearsals take place outside of regular class times—please refer to the calendar for specific dates. Some performances are exclusive to NPD students, while others welcome the broader community. The following policies apply to all productions within our performance season.

AUDITIONS

There is no fee to audition. Attendance at auditions is required to be considered for a role; however, auditioning does not guarantee casting.

Mandatory pre-audition meetings are held the morning of auditions for students new to NPD productions. Both the student and at least one parent must attend. During this meeting, we review the rehearsal and production process, expectations, and important details. If either the student or parent misses this meeting, the student will not be eligible for casting.

At the audition, students must provide all known conflicts with rehearsal dates. Only absences listed at the time of audition will be excused. Unexcused absences from rehearsals are grounds for removal from the production.

Rehearsals are scheduled Thursdays from 5:30 PM to 8:30 PM and Saturdays from 11:30 AM to 6:00 PM, with daily mandatory rehearsals during production weeks. Students with more than two Saturday conflicts during the rehearsal period will not be cast. Missing any required rehearsals or costume fittings will result in dismissal from the production.

Audition information can be found at www.northernplainsdance.org/auditions

CASTING

Casting is determined by the NPD faculty to facilitate the best possible production. Casting decisions are not up for discussion or negotiation. Students may not be cast in the same roles as their classmates.

Once the casting agreement has been signed, students are expected to attend all rehearsals. Understudies are expected to attend all scheduled rehearsals and know the parts in which they are cast. When the cast list is posted, all deadlines must be met in order to maintain participation in the production.

PRODUCTION FEES

Each cast member is required to pay a non-refundable \$85 Production Fee, which covers costume costs and production expenses. The fee structure is as follows:

- First role: \$85 (includes two Level D tickets for a specific performance)
- Second role: \$15 (no additional tickets)
- Third role: \$10 (no additional tickets)

In addition, each family must provide a Volunteer Deposit check held until the production concludes. This deposit ensures family participation in volunteer activities and proper care of costumes. The Volunteer Deposit amounts and required volunteer hours are:

- First cast member: \$75 (minimum 3 volunteer hours)
- Second cast member: \$50 (minimum 2 volunteer hours)
- Third cast member: \$25 (minimum 1 volunteer hour)

Volunteer hours must be completed in this order to receive the deposit back. If volunteer requirements are not met or costumes are mistreated, the Volunteer Deposit will be forfeited. Families who fulfill the volunteer hours and maintain costumes will have their deposit returned after the performances.

Cast members are also responsible for purchasing required undergarments and shoes for their role. All performance attire must be in excellent condition—no holes, runs, or damaged shoes will be permitted on stage. Additional performance items such as cast photos, videos, party tickets, and shirts may be purchased separately.



Scholarships are available to assist with production participation. Visit www.northernplainsdance.org/scholarships for more information.

ADVANCED ROLES

Dancers receiving roles on pointe in *The Nutcracker* and *Peter Pan* as well as any role in *Dance+* will be required to take warm-up class each Saturday prior to rehearsal, and prior to all Production Week rehearsals and performances. Dancers receiving pointe roles who are not members of the Student Company will be required to pay for these classes in addition to other Production Fees.

The Nutcracker: \$324

Dance+: \$170

Peter Pan: \$262

REHEARSALS

Rehearsal schedules will be posted on the production website and the production bulletin board every Monday of rehearsal week. Rehearsals are held on Thursdays and Saturdays, with additional rehearsals on Sundays as performances approach. During production week, rehearsals will also take place on Wednesday evenings. While we understand Wednesdays may conflict with “church night,” attendance at these rehearsals is required.

It is vital that every dancer attends all rehearsals. Missing even one rehearsal can cause confusion and uncertainty, affecting the entire cast’s performance. Consistent attendance helps dancers feel confident and relaxed, creating a more enjoyable experience for everyone. Please ensure your child arrives on time, well-rested, and having eaten a light, nutritious meal beforehand.

All dancers are expected to maintain the same respectful behavior and etiquette during rehearsals as in class. Please note: Eyeglasses are not permitted during rehearsals, on stage, or in performances.

MANDATORY DATES

Below are the mandatory dates for each specific performance. Cast members must attend all listed dates to participate in the production. After auditions, additional mandatory dates—such as costume fittings—will be scheduled based on excused absences noted on audition forms.

The cast meeting is held on a Saturday, except for *Dance+*, which meets on a Thursday. This meeting provides important information about production week, costumes, makeup, and general guidelines. Both the cast member and an adult must attend. It is the adult’s responsibility to share all rules and schedules with anyone responsible for transporting the cast member to rehearsals. The cast meeting day also includes mandatory rehearsals for all cast members.

The Studio Dress Rehearsal is required for all cast members to run through the performance in costume and to take cast photos. The Final Run-Through is the last full rehearsal at the studio and often the first time lighting and production staff see the performance in full.

During Production Week, rehearsals will be scheduled daily, and cast members are expected to attend all rehearsals.

THEATER REHEARSALS AND PERFORMANCE EXPECTATIONS

Theater rehearsals give every dancer the opportunity to feel comfortable onstage and help ensure a smooth, enjoyable performance. While every effort will be made to keep rehearsals on schedule, unexpected delays may occur. Please avoid scheduling appointments close to rehearsal times.

All cast members must respect others and follow directions from adults and theater staff. If negative behavior occurs backstage, the performer will receive one warning; further incidents may result in dismissal from the performance.

Costumes must be treated with care; cast members are responsible for hanging their costumes after each use. This is not the duty of room monitors. Failure to properly care for costumes may result in forfeiture of the Volunteer Deposit. All costume guidelines must be strictly followed.

Makeup and hair guidelines will be provided before performances and must be adhered to.



Please do not bring valuables to the theater, as NPD is not responsible for lost or stolen items.

- Please put your name inside all dancewear. Shoes and tights must be spotless and free of holes or runs.
- No safety pins or writing on the soles of shoes are allowed.
- Absolutely no jewelry or pierced earrings may be worn onstage.
- Do not bring money or valuables to the theater.
- No running, jumping, or rough play is permitted backstage or in dressing areas.
- Children must remove eyeglasses for stage rehearsals and performances.
- No photos or videos are allowed during the performance.
- Eating or drinking backstage or in dressing rooms is prohibited, except for water.
- Costumes must never be taken home.
- On days with multiple performances, dancers must be picked up between shows for a light meal and rest before returning.
- Arrive prepared and dressed appropriately for the theater.
- Be quiet and respectful of rehearsals already in progress.
- Treat all students, instructors, choreographers, staff, and theater employees with courtesy and respect.
- Staff are available by email or phone for questions but please do not interrupt rehearsals to ask questions.

While these rules may seem many, they are essential for a smooth and successful performance. We appreciate

THE NUTCRACKER -DECEMBER 7-13

Auditions

Auditions for pointe roles will be held on September 10, 2026 at 5:30PM. Pointe Role Auditions are open to anyone who has been dancing on pointe for three month or more. Attendance is required for consideration for a role. Attendance at auditions does not guarantee a role.

Auditions for all other roles will be held September 12, 2026 from 12:00-6:00PM. Auditions are open to the public ages 4 and up. Attendance is required for consideration for a role. Attendance at auditions does not guarantee a role.

Mandatory pre-audition meetings are held the morning of auditions for those who have not previously participated in NPD productions (see audition dates below). Both the auditioner and at least one parent must attend. During the meeting, we will review the rehearsal and production process, expectations, and other important details. Attendance by both is essential; if either the auditioner or a parent does not attend, the student will not be cast.

At the time of audition, students are required to list any specific dates they will not be available for rehearsals during the production period. These specific dates are used for detailed scheduling rehearsals and costume fittings. Be aware that rehearsals are held on Saturdays between 11:30AM-6:00PM and Thursdays between 5:30-8:30PM. See Auditions for further explanation of our rehearsal attendance policy.

Casting

The cast list will be posted in the studio, emailed, and posted on *The Nutcracker* production website on the Tuesday following auditions. Do not call the studio to inquire about your casting. Casting is not up for discussion or negotiation and is subject to change. All cast paperwork and fees must be signed and returned by the due dates.

Rehearsals

Rehearsals will be held on Thursdays and Saturdays from September 17, 2026-December 5, 2026 for cast members ages 7+. **Cast members ages 4-6 will not start rehearsal until, October 10, 2026.**

For all cast members, dates listed below are mandatory. There are no rehearsals on Thanksgiving weekend (Thursday or Saturday). Performance week is December 7-13. No absences will be allowed during this week. If a cast member is absent from rehearsal, their understudy will perform in their place.

September 10, 2026.....	Pointe Role Auditions	<i>*Once auditions are complete, additional mandatory dates (such as costume fittings) will be determined based on excused absences listed on audition forms.</i>
September 12, 2026	Auditions	
November 7, 2026	Cast Meeting	
November 7, 2026	Rehearsal	
November 21, 2026	Studio Dress	
December 5, 2026	Final Run-Through	
December 7-13	Production Week & Performances	

Auditions

Auditions for roles will be held throughout the year. Master class/Auditions with Guest Choreographers will be announced on an ongoing basis and are open to all NPD students ages 11 and up as of January 1, 2026. There are additional costs beyond the Production Fee and Volunteer Deposit associated with working with guest choreographers. Attendance at auditions is required for consideration for a role. Attendance at auditions does not guarantee a role.

Fees for working with Guest Choreographers are as follows:

Master Class/Audition (open to everyone)	\$30
Technique Classes with Guest if not cast	\$20/per class
Technique Classes and Rehearsals with Guest (if cast)	\$250

Auditions for NPD faculty works will be held on December 17, 2026 from 5:30-7:30PM. Auditions are open to the public ages 11 and up. Attendance is required for consideration for a role. Attendance at auditions does not guarantee a role.

Mandatory pre-audition meetings are held the morning of auditions for those who have not previously participated in NPD productions (see audition dates below). Both the auditioner and at least one parent must attend. During the meeting, we will review the rehearsal and production process, expectations, and other important details. Attendance by both is essential; if either the auditioner or a parent does not attend, the student will not be cast.

At the time of audition, students are required to list any specific dates they will not be available for rehearsals during the production period. These specific dates are used for detailed scheduling rehearsals and costume fittings. Be aware that rehearsals are held on Saturdays between 11:45AM-6:00PM and Thursdays between 5:30-8:30 PM. See Auditions for further explanation of our rehearsal attendance policy.

Casting

The cast list will be posted in the studio, emailed, and posted on the *Dance+* production website on the Tuesday following auditions. Do not call the studio to inquire about your casting. Casting is not up for discussion or negotiation and is subject to change. All cast paperwork and fees must be signed and returned by the due dates.

Rehearsals

Rehearsals for guest choreographers works will be held on Thursdays and Saturdays throughout the year. Rehearsals for faculty works will be held on Thursdays and Saturdays from January 7-February 20, 2027. Additional rehearsals may be scheduled for Sundays or Wednesdays during the rehearsal period.

Additional rehearsals may occur to accommodate for Guest Choreographers or Guest Musicians. Dates listed below are mandatory for all cast members. Performance week is February 17-20, 2027. No absences will be allowed during

December 17, 2026	Faculty Work Auditions
January 30, 2027	Cast Meeting
February 6, 2027	Rehearsal
February 11, 2027	Studio Dress
February 17-20, 2027	Production & Performance Week

**Once auditions are complete, additional mandatory dates (such as costume fittings) will be determined based on excused absences listed on audition forms.*



Auditions

Auditions will be held on February 21, 2027 from 12:30-6:00PM. Auditions are open to students who have been enrolled and participating in classes at NPD since January 25, 2027. Attendance is required for consideration for a role. Attendance at auditions does not guarantee a role.

Mandatory pre-audition meetings are held the morning of auditions for those who have not previously participated in NPD productionsx (see audition dates below). Both the auditioner and at least one parent must attend. During the meeting, we will review the rehearsal and production process, expectations, and other important details. Attendance by both is essential; if either the auditioner or a parent does not attend, the student will not be cast.

At the time of audition, students are required to list any specific dates they will not be available for rehearsals during the production period. These specific dates are used for detailed scheduling rehearsals and costume fittings. Be aware that rehearsals are held on Saturdays between 11:45AM-6:00PM and Thursdays between 5:30-8:30PM. See Auditions for further explanation of our rehearsal attendance policy.

Casting

The cast list will be posted in the studio, emailed, and posted on the Peter Pan production website on Tuesday following auditions. Do not call the studio to inquire about your casting. Casting is not up for discussion or negotiation and is subject to change. All cast paperwork and fees must be signed and returned by the due dates.

Rehearsals

Rehearsals will be held on Thursdays and Saturdays from February 25-May 8, 2027 for ages 7+. **Cast members ages 3-6 will not start rehearsal until March 20, 2027.**

Dates listed below are mandatory for all cast members. Performance week is May 10-16, 2027. No absences will be allowed during this week. If a cast member is absent from rehearsal, their understudy will perform in their place.

Mandatory Dates

February 21, 2027Auditions
 April 17, 2027Cast Meeting
 May 8, 2027Rehearsal
 May 1, 2027Studio Dress Rehearsal
 April 17, 2027Production Week & Performances

**Once auditions are complete, additional mandatory dates (such as costume fittings) will be determined based on excused absences listed on audition forms.*



SECTION EIGHT: ADDITIONAL ACTIVITIES

COMMERCIAL DANCE COMPETITIONS

Northern Plains Dance does not participate in commercial dance competitions. Students are welcome to attend competitions independently but may not use NPD's name in association with their participation.

STUDENT COMPANY

NPD's Student Company consists of intermediate and advanced dancers who demonstrate dedication and commitment to the art of dance. Company members perform throughout the year in main stage productions as well as community events.

Members are required to attend a minimum number of weekly classes and actively participate in all scheduled performances. They are encouraged to broaden their skills in ballet, pointe, and contemporary modern dance through collaborations with local and national guest choreographers.

AUDITION VIDEOS

NPD offers videography and editing services to assist dancers with audition videos for summer and college programs. Rates vary between spring and fall semesters based on faculty and space availability. For more details, please contact us.

SECTION NINE: GLOSSARY OF TERMS

Excused Absence: An absence that the faculty is aware of ahead of time. Missed classes must be reported prior to class time to be considered excused and be eligible for makeup classes. Rehearsal absences must be reported at the time of auditions; only dates listed at the time of audition will be considered excused.

Unexcused Absence: Any absence not reported ahead of time. Unexcused absences from class cannot be made up. Unexcused absences can be grounds for removal from a production.

Mandatory: Any meeting or rehearsal that must be attended. Missing these will result in a dismissal from the production.

Understudy: Person who learns another's role in order to be able to act as a replacement at short notice. The understudy is required to be at all rehearsals for this role.

Non-Tuition Closures: These include scheduled breaks when NPD is closed. These dates are not included in tuition calculations, and no make-up classes are offered for them.

Special Circumstance Cancellations: These occur when a regular class is canceled due to production needs, certain holidays, weather, or other unforeseen circumstances. These classes are included in tuition and may be made up in an age- and level-appropriate class within the same semester.

HANDBOOK DISCLAIMER

The contents of this handbook serve as guidelines and supersede any previous handbooks. Neither this handbook nor any other policy or practice creates a contract or guarantees continued enrollment at NPD. Enrollment is not guaranteed; NPD reserves the right to terminate a student's enrollment at any time, for any reason, with or without notice. NPD may also modify or change any policies, guidelines, or practices at its discretion, with or without prior notice.

CHANGES IN POLICY

Change is inevitable. NPD reserves the right to interpret, modify, suspend, cancel, or dispute any or all policies, procedures, and guidelines at any time, with or without prior notice. Changes take effect on the dates specified by NPD, and all previous policies will then be null and void. No individual instructor may alter these policies. Students or parents with questions should consult the Director for clarification.

QUESTIONS OR CONCERNS

Our goal is to provide you and your student with a safe and rewarding training experience. We welcome any questions or concerns you may have. Please send them to dance@northernplainsdance.org or call 701.530.0986 so we can address them promptly.

