

PREMIERE / DANCE
PROJECT

STUDENT MENTORSHIP
PROGRAM HANDBOOK

2025-2026

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Welcome!

We are thrilled to have your dancer join our team of Student Assistants in the Student Mentorship Program. This program is designed to help dancers develop leadership skills, gain hands-on teaching experience, and make a positive impact in the classroom while continuing to grow in their own dance journey.

In this handbook, you will find all the essential details you need for the upcoming season, including important dates, expectations, and guidelines to help you and your dancer navigate the year successfully.

At Premiere, our programs are more than just dance classes—they are opportunities to develop confidence, responsibility, and skills that extend far beyond the studio. This season, your dancer will learn how to support and inspire younger students, build strong communication and leadership abilities, and deepen their understanding of dance education. Being a part of the Student Mentorship Program means becoming part of a community where dancers build meaningful connections and grow both as individuals and role models.

We are excited for the year ahead and cannot wait to see your dancer flourish in this new role!

Amanda + Aurica

Owners, Premiere Dance Project

STUDENT MENTORSHIP DIRECTION

Premiere's Student Mentorship Program is directed by Melissa, who provides guidance and support to our Student Assistants throughout the season. This program offers dancers the opportunity to develop leadership skills, gain teaching experience, and build confidence in the classroom. Melissa is here to help assistants navigate their roles and make the most of their experience. We're looking forward to a great season!

CONTACT -

- Melissa - melissa@premieredanceproject.com

PREMIERE MISSION

At Premiere, we are dedicated to developing students through dance by nurturing their confidence, discipline, and lifelong friendships. We inspire dancers to dream big, empowering them to be successful in whatever they choose to do in life.

STUDENT MENTORSHIP PROGRAM MISSION

Our mission is to help dancers develop leadership skills, responsibility, and confidence while fostering a love for dance in a supportive and positive environment. Through hands-on classroom experience, Student Assistants build meaningful connections, gain valuable mentorship skills, and learn the importance of teamwork and communication—helping them grow both in and out of the studio.

COMMITMENT

The Student Mentorship Program requires dedication and commitment from all participants and their families. This is a season-long commitment from August 2025 to June 2026. Student Assistants are expected to attend their assigned classes consistently, participate in all scheduled trainings, and be present at dress rehearsals and recitals to fulfill their assistant responsibilities.

PROGRAM EXPECTATIONS

At Premiere Dance Project, we expect our Student Assistants to be positive role models and leaders. Assistants should always show respect to their teachers, fellow assistants,

and students. Being part of this program means staying engaged, completing assigned tasks, having a great attitude, and showing dedication in and out of the classroom.

Student Assistants are also expected to set a good example in their own dance classes by attending regularly, following the dress code, and demonstrating respectful behavior in the studio, hallways, and dressing rooms. If an assistant does not follow the expectations outlined in this handbook, they may be asked to leave the program.

APPLICATION PROCESS

Any students over the age of 10 may submit an application to our Student Mentorship Program. Applications must be submitted by July 1st, 2025 to be considered for the 2025-2026 season. Application forms can be found on our website and submitted electronically. Assistants will reapply each year.

Student Assistant Application Criteria -

- Ages 10+
- Dedicated to the studio
- Great attendance
- Positive role model
- Interested in learning more about leadership & teaching dance

Application Process -

- Application submitted by July 1st, 2025
- In-Person Interview (director will reach out to schedule) - *new applicants only*

COMPENSATION

Students participating in the Student Mentorship Program will be credited based on their assigned "tier" (see chart below). All assisting hours must be documented via the Student Mentorship binder at the front desk. Student Assistants are responsible for logging all hours and will learn how to properly document hours during the first training session in August. Hours not documented by the assistant will not be compensated. Student Assistant credits will be posted at the end of each month and can be spent on apparel, recital fees, costumes, snacks, etc. Student Assistant credits will **NOT** be

deducted from monthly tuition. Credits remain in-studio and never expire as long as the dancer is enrolled at Premiere. They are not redeemable for cash. Parents will indicate their preference in how their dancer's credits will be applied at the start of the season.

ATTIRE

All Student Assistants will be expected to wear all black, form-fitting dance attire and their Student Assistant T-Shirt to all assistant classes. One t-shirt will be provided to each assistant at the start of the season. Additional shirts may be purchased; *required to purchase if lost in the season*. All appropriate dance shoes are required depending on the classes assigned - the shoes required for dancers in the class are also required of the assistant (i.e. ballet and tap shoes)

APPROPRIATE ATTIRE -

- Provided Assistant T-Shirt (required)
- Black Leggings
- Black Bike or Dance Shorts
- Leotards & Tights
- Correct Shoes

INAPPROPRIATE ATTIRE -

- Sweatpants / Running Shorts
- No Assistant T-Shirt
- Loose Sweatshirts
- Colorful or patterned clothing
- No Shoes

RESPONSIBILITIES

GENERAL RESPONSIBILITIES

Student Assistants will be expected to fulfill all responsibilities & expectations outlined below -

- Attend semesterly training sessions
- Attend weekly assigned classes -
 - Wear appropriate attire (including shoes)
 - Arrive to class 5 minutes early & greet students
 - Be engaged in class & interact positively with all students, staff, and peers
 - Listen to & follow through with instructor's preferences / asks
- Log all assisting hours in the Student Assistant binder at the front desk
- Notify director of all class absences; excessive absences will be discussed as regular attendance is important

CLASSROOM RESPONSIBILITIES

Student Assistants may be asked to assist with the following tasks during class -

- Getting students into circle / on stickers when prompted
- Getting / putting away props
- Demonstrating skills for students while the teacher gives directions
- Redirecting excessive talking
- Redirecting distracted students - unfocused, crying, sitting down, etc.
- Monitoring students leaving / entering the room (bathroom breaks, etc.)
- “Catching” lines during across the floor skills
- Changing shoes, helping dancers return their personal belongings to their dance bags

MEETINGS & TRAININGS

SEMESTERLY TRAINING

Student Assistants will be required to attend two training sessions throughout the year - one pre-season and one mid-season. Students must attend training to participate in this program. If unavailable, an alternate date must be scheduled with the program director.

- Fall | Monday, August 11th
- Winter | TBD

Additional meetings may be scheduled for the group or individuals as needs arise. These will be communicated through email. Attendance for extra meetings will be encouraged but not required.

Student Assistants will also have the opportunity for periodic observations and feedback from the director. Observations may be by drop in or by student request if there is something in particular they would like feedback on. This is highly encouraged.

COMMUNICATION

Communication will be through email. Questions, concerns, and absences may be sent to Melissa at melissa@premieredanceproject.com. Notes may also be left for assistants

in the front desk binder. Assistants are expected to check this regularly when signing in for classes.

SCHEDULING

Assistant schedules will be finalized by mid to late July, based on the availability and preferences submitted by applicants. Please ensure you only select classes that you are both available for and willing to accept, as schedule changes will not be possible after assignments are released. Priority will be given to returning and experienced assistants.

New in the 25-26 season, whenever possible, two student assistants will be scheduled together in each class. Assistants will be placed in Discover Dance, KinderCombo, and select Creative Concepts classes only. With two assistants assigned per class, subbing will not be required as long as one assistant is present. Assistant partners will be expected to communicate directly with one another to coordinate coverage and ensure consistent attendance. Absences must be communicated with Melissa as well.

ADDITIONAL OPPORTUNITIES

Premiere Student Assistants will have additional opportunities throughout the season to assist with Short Term Classes, Monthly Student Events, and Studio Community Events. Participation in additional opportunities may be required of students in Levels 2 or 3 in the Student Mentorship Program.

TIERED PROGRAMING

In order to promote development & growth, the Student Mentorship program is divided into 3 levels. Student Assistants do not automatically advance through the levels based on years, nor is advancement required for participation in the Student Mentorship Program. Student Assistants wishing to advance levels should schedule a meeting with the program director to discuss next steps.

Level 1	Level 2	Level 3
<p>\$5 / Hour Account Credit</p> <p>QUALIFICATIONS FOR LEVEL 1</p> <ul style="list-style-type: none"> - Meet age requirements - Timely application submission - Complete interview process - Currently enrolled as a Premiere student <p>REQUIREMENTS</p> <ul style="list-style-type: none"> - Attend fall training - Assist weekly classes - Attend bi-monthly meetings - Submit bi-monthly assignments - Remain in good standing following code of conduct and following expectations of the program 	<p>\$8 / Hour Account Credit</p> <p>QUALIFICATIONS FOR LEVEL 2</p> <ul style="list-style-type: none"> - 3+ years experience in Mentorship Program - Strong teacher recommendations - Self-Reflection & Action Plan (available upon request from program director) <p>REQUIREMENTS</p> <ul style="list-style-type: none"> - Attend fall training - Assist weekly classes - Attend bi-monthly meetings - Submit bi-monthly assignments - Maintain regular attendance - Remain in good standing following code of conduct and following expectations of the program - Assist w/ 1 additional opportunity throughout the season - Lead sections of class (i.e. warm-up, stretch, attendance, game) - Complete 1 student assistant viewing hour and written reflection 	<p>\$12 / Hour Account Credit</p> <p>QUALIFICATIONS FOR LEVEL 3</p> <ul style="list-style-type: none"> - 5+ years experience in the Mentorship Program - Strong teacher recommendations - Complete 5 instructor viewing hours and written reflections - Complete 2 continuing education hours (planning with program director) - Assemble portfolio (portfolio requirements available upon request from program director) <p>REQUIREMENTS</p> <ul style="list-style-type: none"> - Assist weekly classes - Alternate teaching w/ Premiere Instructor - Attend bi-monthly 1:1 meetings w/ Mentorship Program Director - Substitute when needed <p>ADDITIONAL TRAINING REQUIREMENTS</p> <ul style="list-style-type: none"> - Attend Premiere Teacher Training - Complete 5 instructor viewing hours per semester - Complete 2 continuing education hours per semester - Maintain / update Co-Teacher Portfolio

