



Dance, Raising the Barre
2011-2012 Parent/Dancer Handbook
(Recital Classes)

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Welcome to our Dance Program!

The Carol Stream Park District is dedicated to providing you with private studio dance instruction at an affordable price. This handbook applies to recital dancers only. We ask that you take the time to read the important information contained in this handbook to better acquaint yourself with our program.

We offer a variety of recital dance classes. Dancers are asked to enroll in recital classes according to their age/grade as of September 12, 2011 and continue at the level for the remainder of the school year.

Recital classes run for a full school year from September 13, 2011 through May 11, 2012 and conclude with our year-end recital in May. The costume fees are already included in the price for all recital classes.

Attendance

Regular attendance in recital classes is expected and imperative for the success of the class as choreography and technique are taught weekly to prepare for the recital performance. If your dancer is going to be absent from a recital class, please contact the front desk at 630.784.6100.

Dress Code Requirements

Hair must be secured up and away from face. All dancers are required to wear leotards or unitards, tights and appropriate shoes. No over-sized sweatshirts or t-shirts should be worn. Please do not bring toys, stuffed animals, jewelry or personal belongings to class as the park district is not responsible for lost, stolen or damaged items.

Ballet / Ballet Tech / Pre-Pointe-Pointe: Leotard, tights (preferably pink) and pink ballet slippers; skirts or booty shorts are optional (instructor may require footed tights)

Jazz / Musical Theatre: Leotard, tights, shorts, yoga pants or capris (legs need to be covered to knee), black jazz shoes (no pajama pants or baggy sweats)

Tap: Leotard, tights, capris (legs covered to knee), black tap shoes

Hip Hop: Comfortable clothing (baggy clothes are acceptable), no jeans, street clean gym shoes (no sandals or flip-flops). Color / type specific shoes may be required for recital performance.

Dance-N-Style: Leotard and tights; a black camisole style is preferred and may be needed for performances; ballet skirt or form-fitting jazz pants (flares are acceptable); ballet and jazz shoes

Exceptions for the dress code requirements will be made through mid October to provide our dancers an opportunity to take advantage of our shoe and dancewear sales)

Drop-Off and Pick-Up Policy

Dancers between the ages of 2 and 9 are required to be dropped-off to their classroom and picked-up from their classroom. If a pick-up person is late, the dancer will wait with the instructor in one of the dance rooms. Dancers ages 10 and up can be dropped off and picked up from the various park district doors. Instructors must see the pick-up car prior to allowing them to leave the classroom. Dancers are NOT allowed to meet parents at another location or walk home.

Late Pick-Up Fee (per child)

A \$5.00 late fee for the first ten minutes (or any portion thereof) and \$1.00 per minute after the first ten minutes, will be charged if you are late picking up your child. This late fee must be paid the same day or before your child's next dance class at the Simkus Recreation Center. If late pick-up becomes habitual, you will run the risk of your child being discharged from the program. An example of the form has been provided below should late fee charges become necessary

Potty Patrol

Potty Patrol applies to our Creative Movement and Tiny Toes classes only. We will be requesting for parent volunteers to stay in the building during class times to take dancers to and from the washroom. This assistance is greatly appreciated as our instructors cannot tend to washroom needs without taking the entire class. Please remember parents as well as instructors are not allowed to go into washroom stalls with the dancers. Please encourage your child to try and go to the washroom before they come to class and also teach your child to how to pull up their tights as this is a very difficult clothing item to get on and take off of the body. *Please note that if you are uncomfortable with a parent volunteer taking your dancer to and from the washroom, you will be required to stay in the building during your dancer's entire class time.*

Food / Drinks

Please refrain from bringing food to class. If bringing treats for a celebration, please bring only pre-packaged items due to possible food allergies. Water is the only drink that is allowed in the dance room. If an instructor feels that water breaks are becoming a distraction, dancers will be asked to wait until the end of class for a drink.

Payment Procedures

Payments may be made by the following:

1. You may pay your fees in full at time of registration
2. Drop Off
Simkus Recreation Center
Attn: Dance Program
849 Lies Road
Carol Stream, IL 60188
3. 24 hour drop box at the Simkus Recreation Center
4. EZ Pay: automatic monthly payment debited from credit card or checking/savings account on the 1st of the month September through May

Late Payments

- If payment is not received by the due date (regardless of holiday or weekend), a late fee per family will be applied.
- Late Payments are not considered paid in full unless late fee is paid.
- Consistent late payments and non-payment may result in suspension from one and/or all CSPD Programs.

Demerit System

Regular attendance, required attire and proper behavior are very important to the structure and success of our recital classes. Our demerit system applies to recital classes only. If an instructor feels that a dancer's attendance, attire or behavior is hindering a class, the following system will be followed:

- Demerit One - Verbal warning
- Demerit Two - Reminder/Warning Letter
- Demerit Three - Meeting with parents, instructor and dance supervisor
- Demerit Four - Possible suspension/removal from class

Costumes

Costumes will be ordered the first week of December. Costume fees are non-refundable after the order is completed. If you choose to withdraw from a class after the costume order has been placed, you will be able to keep the costume. There will be NO exceptions to the costume order deadline.

B Level Classes

Our B Level Classes are designed for dancers who are ready for a higher, more advanced level of technique. Enrolling in a B Level Class requires a recommendation form your previous instructor. If your dancer did not attend classes at the park district prior to enrolling in a B Level Class, your dancer will be evaluated on the first day of class. If your dancer's skill level and qualifications do not meet the criteria for a Level B Class, they will be asked to enroll in an alternative class.

Dance-N-Style

Dance-N-Style classes are designed for dancers who enjoy all disciplines and styles of dance. Enrollment in the Dance-N-Style Technique class is required of all members. A variety of choreography is taught with a focus on performance ability. Dance-N-Style members can look forward to approximately four venue performances throughout the season as well as marching in the July 4th parade. Dance-N-Style members will perform three dances in the May recital.

Requirements:

- Excellent attendance; excessive absence is unacceptable including venue performances and the July 4th parade
- Promptness; please be on time as warm-up and stretching are very important
- Dedication - Please take class content and what you learn seriously; practice outside of class is often necessary; stretch, review exercises and choreography at home.
- Proper etiquette; keep talking to a minimum; excessive talking hinders class productivity.
- Review corrections; when you receive a correction, try to fix it immediately but also remember it in the future so it is not repeated; at the end of class, make mental notes of the corrections you received.
- Appropriate dancewear; you must wear a leotard and tights; a black camisole style is preferred and may be needed for performances; you may wear a ballet skirt or form-fitting jazz pants (flares are acceptable); ballet and jazz shoes are required.
- Be role models; there will be opportunities to assist younger dancers and you must set the example by being well-behaved, mature and responsible; they look up to you!
- Technique dance class; enrollment in the Dance-N-Style Technique class is required by all members; additional classes may be recommended by the instructor but are NOT required.

Special Needs

If your dancer has any special needs or receives any special services from WDSRA (Western Dupage Special Recreation Association), please list them in detail on your registration form. Lack of information may adversely affect the Park District's ability to accommodate the needs of your dancer and may necessitate that participant's removal from the program. The CSPD is not responsible for any injuries, complications, damages, or losses due to withheld information.

Instructor Substitution/Class Cancellation Policy

- If an instructor is absent due to illness, the park district reserves the right to staff a qualified substitute or schedule a make-up class.
- Classes may be cancelled if a park district facility is closed due to unforeseen circumstances such as power outages, flooding, etc.

Recital and Rehearsal

Rehearsal - Monday, May 14, 2011: The time of your scheduled rehearsal will be provided closer to the rehearsal date and will last less than a half hour. Your dancer will be required to attend rehearsal to be allowed to perform in the recital. Conflicts should be discussed with your dancer's instructor and need to be approved by the dance supervisor.

Recital - Friday, May 18, 2011: Your dancer will perform in one or two recital shows (Dance-N-Style members perform in both shows). Your dancer is required to stay for the *entire* recital. It is only fair that all classes perform for a large audience. Early dismissal must be approved by the dance supervisor. Siblings *will try* to be accommodated for the same show.

Shoe and Dancewear Sale

For your convenience we offer shoe, dancewear and spirit wear sales. Don't waste anymore time running from store to store, order your dance shoes and dance items through us! Sales will take place the weeks of September 12 and March 5.

Shoes and dancewear is ordered via an order form through Revolution.

**All shoe orders must be sized by instructors*

Spirit wear is ordered via the website below through GTM:

<http://gtmteamstore.com/cspd>

Helpful Hints for Parents

- Be sure your child arrives on time to class
- Be sure to pick-up your child on time
- Be aware of and adhere to the drop-off/pick-up policy
- Teach younger children how to pull up their leotards and tights
- Be sure your child visits the washroom prior to class
- Support the instructor in any discipline actions given to your child or child's class
- Be sure your child is well rested for class
- Be sure your child is dressed appropriately for class including proper shoes
- Be sure your child's hair is styled neatly and secure with their hair away from their face
- Be sure your child has a healthy snack before class
- Try to limit your child's absences; however if your child is not feeling well, please keep them home until they feel better
- Do not send your child to class with any personal belongings
- Do not send your child to class with food or snacks; only water bottles are allowed in the dance rooms
- If possible, try to limit discussions or questions for instructor's prior to class or after class ends
- Return the completed and signed acknowledgement form found on the last page of this handbook to your instructor by September 30, 2011

Important Dates (*Dates are subject to change at the discretion of the Carol Stream Park District*)

September 12	First week of classes Shoe/Dancewear sale
September 26	Shoe/Dancewear sale orders due
October 10	Measurement sheets distributed
October 24	Measurement sheets due
November 21 -27	Thanksgiving Break - No classes
December 1	Costume orders completed
December 21-January 3	Winter Break - No classes
January 4	Classes resume
March 26 –April 1	Spring Break - No classes
Monday, March 5	Shoe/Dancewear sale
April 20	Dance Ticket Day Sales
April 21	Dance Picture Day
May 14	Dance Rehearsal Day
May 18	Dance Recital Day

Dance Program Administrative Staff

Meghan Jourden-Messerich, Program Manager

Contact Number: 630.784.6186

Email: meghanjm@csparks.org

Tammi Matan, Head Dance Instructor

Contact Number: 630.784.6100

Email: tammim@csparks.org

Parent / Dancer Acknowledgement Form

(Please complete form and return to an instructor no later than September 30, 2011)

I have read, understand, and agree to support and follow all guidelines as stated in the Carol Stream Park District Dance Program Parent / Dancer Handbook. I know I am responsible to have my dancer at class and dressed appropriately. I understand that if my child is a Dance-N-Style member, they will be required to attend performances and march in the July 4th parade. I also understand that if I choose to withdraw from a class after costumes have been ordered, the costume fee is non-refundable but the costume is mine to keep.

Dancer's Name

Age

Class Title

Day

Time

Parent Name (please print)

Parent Signature

Date

Parent's email address

(In an effort to go "GREEN" a majority of our correspondence, including monthly newsletters, reminders and the recital packet will now be sent via email or posted on the website)

Please list any additional dance classes the dancer above is enrolled in as well as any classes that his/her siblings may be enrolled in:

Health concerns, allergies and/or important notes about my child:

