

## *Philosophy, Policies, and Procedures*

Dear Parents and Students,

For 52 years, Jan's School of Dance has provided students with an exciting performance experience through its June recital. The annual staple of the dance school, the recital, conjures images of childhood and Americana for many. It's a rite of passage for thousands of youngsters, a chance to shine in front of family and friends that they anticipate with nervous excitement.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress.

A big part of the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a sense of confidence. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. That onstage experience can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibility to the annual recital, the school, and other students and parents.

## **Jan's Staff**

## The Commitment

### Important Dates

By allowing your child to participate in the Jan's School of Dance recital, you commit yourself and/or your child to the following dates and events.

<b>Date</b>	<b>Activity</b>	<b>Where</b>
December 1	\$25.00 Costume Deposit	Office
December 1	Recital Contract Due	Office
January 1	Recital Fee \$65.00 Due	Office
February	Fundraiser Starts	Office
March 1	Remaining Costume Fee Due	Office
June 1	Rehearsal Times: 4:00 – 9:00 Adv. Classes, Partnering and Production	The Centre
June 2	Solos begin at 12:00 Friday night show rehearsal begins at 4:00	
June 3,	Rehearsal begins at 8:30 until 4:00	The Centre
<b>June 3 and 4</b>	<b>Recital : Friday Show at 7:00 and Saturday at 2:00</b>	<b>The Centre</b>

\*Watch office for information regarding summer sessions.

### Updates

As the season progresses, additional recital information or updates will be posted on the Jan's School of Dance website, [[www.jansschoolofdance.net](http://www.jansschoolofdance.net)]. Make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved. It's a team effort; students, their parents, the teachers, and the director are key players in the show's success.

### Home Study

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. A

copy of your child's dance music will be available at the start of the choreography season. A charge of \$2 per cd is required to cover expenses.

➤ **Our goal is to make the recital an organized, exciting experience for everyone involved.**

## **Costumes**

We spend many hours determining the correct costumes for each class. They are always age-appropriate and of the highest quality possible. . Costumes include all accessories (hats, gloves, etc.), but not tights or shoes.

### **Costume Deposits**

In an effort to ensure that costumes are delivered in time for rehearsals and an organized distribution to our students, costume orders are placed during the December holiday break. Costume manufacturers do not accept cancellations or offer refunds; therefore the studio does not refund costume deposits.

### **Costume Payment Schedule**

<b>Costume</b>	<b>December 1</b>	<b>March 1</b>	
Amount Due	\$25.00	Balance	

*Jan's School of Dance is not responsible if costumes are not received in time for the recital due to late payments.*

➤ **Costumes are always age-appropriate and of the highest quality possible.**

## **Sizing**

Costume measuring begins first week of December, during scheduled class times. Each child will be measured in order to determine his or her proper costume size(s). During the first week in December you will be required to sign a confirmation form stating that you agree with the size(s) to be ordered for your child. You can make adjustments on the

form; however, your signature indicates that you take full responsibility for any necessary costume alterations.

### **Alterations**

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Please contact the Jan's School of Dance office for recommended dressmakers.

### **Distribution**

Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full. The deadline for all balances due is May 15. Class photos will be taken June 2 and 3 by Erik at rehearsal. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to studio dress rehearsal, recital dress rehearsal, or performance.

### **Withdrawal**

No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. Parent or guardians may pick up purchased costumes at the studio at the time of general costume distribution and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

### **Costume expense**

The estimated cost of costumes is \$45 for child sizes and \$75 for adult sizes. Any special orders, including extra-large sizes, may require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent or guardian. Accessories, such as headpieces or gloves, are included in the cost of the costume. Tights and shoes are not included.

### **Costume Care**

We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage. Press all costumes prior to the dress rehearsal and the performance. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

- We recommend that each student's name be placed in his or her costumes, shoes, accessories, and tights.

**TIPS: COSTUME COMMON SENSE**

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a garment bag for travel.
- ✓ Carry hats in a hatbox or container to prevent them from damage.
- ✓ Hang and press costumes before each performance.
- ✓ Place your name in all costumes and shoes.

**Tights, Shoes, Hair, and Makeup**

**Tights**

To ensure that there are no discrepancies in color and style, students are required to have the following tights for their classes. Tights are available at the studio or from dancewear stores. Be sure to purchase the correct style. Please purchase new tights for the recital, and do not wear or wash them before the dress rehearsal or performance. (Note: Having a second pair of tights on hand offers students and parents a great sense of security.)

Level	Required Tights
ALL	TBD by instructor

**Shoes**

The following shoes are required for all students. All girls' tap shoes must have tan elastic (remove all ties). You can purchase tan elastic or dip white elastic in a cup of tea to achieve the desired color.

Girls	Boys
Pink ballet shoes	Black ballet shoes
Tan/black tap shoes/with strap	Black tap shoes/tie
Tan/black jazz shoes	Black jazz shoes

**Hair and Makeup**

All female students are required to wear makeup for the recital: red lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush works well.

Hair style: Instructors c

- Having a second pair of tights on hand offers students and parents a great sense of security.

## **Be Prepared**

### **Pre-Planning**

The recital isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing their costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater.

Bring at least one extra pair of tights of each color. Also bring extra hair gel, hair nets, bobby pins, and hairspray.

#### **TIPS: OTHER HANDY EXTRAS**

- ✓ Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- ✓ Baby powder (for itchy costumes)
- ✓ Safety pins (for emergency costume repairs)
- ✓ Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- ✓ Your pain reliever of choice
- ✓ Band-Aids (the "invisible" kind)

## **Dress Rehearsal**

Participation in the dress rehearsal is **MANDATORY**. The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible.

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 45 minutes prior to curtain time. Students may arrive in their first performance costume or may change in the dressing room.

## **Finale**

Students are encouraged to participate in the finale. All students will remain in their last performance costume for the finale.

## **Dressing-Room Etiquette**

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean.

## **Dress-Rehearsal Guests**

One parent or guardian may accompany each student to the dress rehearsal.

## **Student Drop-Off and Pickup**

### **Dress Rehearsal Drop-Off and Pickup**

Parent or guardian should bring the students to their assigned dressing rooms. Parent or guardian must remain with their student during entire rehearsal time.

### **Dress Rehearsal Dismissal**

Students will be dismissed from rehearsal once they have completed *all* of their routines.

### **Recital Performance Arrival and Dismissal**

Parents or guardians should bring the students to their assigned dressing rooms, where they will be checked in and placed under the supervision of their class by assigned helpers. Students will remain backstage for the entire performance. After the finale, the assigned helper will remain in assigned dressing room until authorized parent or guardian picks up. Parents are not allowed in the dressing rooms after the children have been checked in for the recital. Please make sure you use the sign out sheets when taking your student out, this provides the studio with record of student removal. Wrist bands with matching numbers will also be used as a safety measure. Students that are of the age of six (6) and under can be picked up by parent or guardian at intermission by signing them out with a photo I.D.

➤ Parents are not allowed back in the dressing rooms after the children have been checked.

**Special note:**

**Please do not attempt to pick up your child during the performance.** All students will be under the supervision and will be safe for the length of the performance. The dressing rooms will be stocked with various activities as well as a video input of the performance. Students 6 and under will be allowed to leave **ONLY AT INTERMISSION.**

## **Recital Photography and Videos**

### **Recital Photos**

Erik Photography will be available during rehearsals, on a first come bases.

### **Photo Shoot Hair and Makeup**

Consider it the same as a performance. All female students are required to wear makeup: red lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush works well.

### **Photo and Video Purchase**

DVD and/or videos will be available for purchasing. No personal video cameras are allowed in the auditorium during the actual recital performance.

Forms will be available at the dress rehearsal and the recital for those who would like to purchase videos or DVDs.

### **Recital Tickets**

Tickets will be \$6.00 each. If your child is in both performances, one ticket will be marked to get you into both shows. Jan's donates \$1.00 a ticket to support Easter Seals, to assist the children and adults in our area who need our help. We do this in honor of Owen George, who has a sister that is a student at Jan's

### **Recital Policies**

## **Video and Photography**

Parents or guardians may videotape or shoot photographs of their children at the dress rehearsal. Due to the large number of cameras, no electrical outlets will be available, so be sure your batteries are fully charged. **Please note: No video or photography will be allowed at the recital.** Security guards will ask you to bring any cameras back to your car.

## **Auditorium Rules**

Please obey all posted rules. When they are not onstage, dancers must remain in the dressing rooms with their assigned helpers during the recital.

## **Backstage**

Family members and friends don't belong backstage or in the dressing rooms during rehearsals or the recital. The same applies during intermission and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are a private area. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer after the show or present flowers should do so in the lobby areas.

## **Props**

All props are the property of Jan's School of Dance and are to be returned to the backstage prop master, Deon after the performance. Props include such items as canes, parasols, beach balls, etc.

<p><b>No video or photography will be allowed at the recital.</b></p>
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## **Volunteer Information**

### **Recital Volunteer Information**

Anyone interested in volunteering to help backstage is welcome. The recital weekend is a hectic experience; all volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions.

All volunteers will receive an identification badge at the dress rehearsal, which must be worn in the theater at all times. Please do not bring guests, including children, with you while you are volunteering.

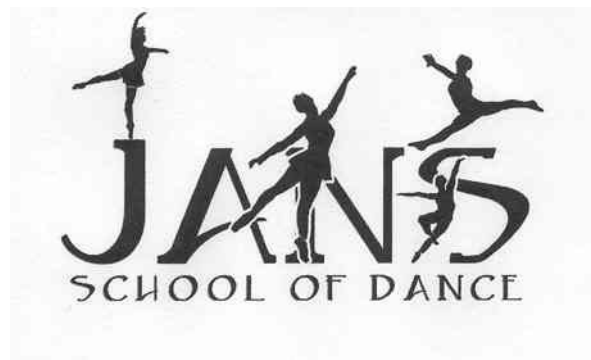
## **Class Moms**

Class helpers and/or mothers are needed for each class to supervise the dancers. Class helpers and/or moms must assure that each child in her care is safe and accounted for. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, and is backstage at the appropriate time. They are also responsible for seeing that all children return to their appointed dressing room after their performance. The number of volunteers needed for each class will be determined by the number of students (1 to 9 students = 1 volunteer; 10 to 19 students = 2 volunteers; 20 or more students = 3 volunteers).

The staff at, Jan's School of Dance, hopes this recital handbook will provide all the necessary information that is needed for recital and help answer any questions you may have. If for some reason you still need information please contact the studio at 477-6878.

[dance@jansschoolofdance.net](mailto:dance@jansschoolofdance.net)

**Our mission is to make your child(s) dance and recital a memorable experience.**



## PART 11: Recital Yearbook-Program

Jan's School of Dance issues an annual yearbook-program for the recital. "Well-wisher" and commercial ads are available. All students have the opportunity to purchase and sell ads, but participation is not required.

### Specs and Rate Card for Program Advertising

Booster ad	Names or sentence, 10-word maximum, \$10. (Extra charge for more words.)
Box ad (2.5" x 1.5")	\$25 (Text only; no photo or business card.)
1/6 page (3.5" x 3.5")	\$65 (Text and one photo or business card only.)
1/4 page (5" x 3.5")	\$85 (One photo or business card included. \$10 charge for each additional photo or business card, 2-picture max.)
1/2 page (7.5" x 5")	\$150 (One photo or business card included. \$10 charge for each additional photo or business card.)
Full page (10" x 5")	\$250 (One photo or business card included. \$10 charge for

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**Jan's School of Dance Ad Submission Form**  
Please submit a separate form and a disk (if applicable) with each ad.

Student Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Company Submitting Ad: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Company Telephone: \_\_\_\_\_

Ad size: Booster Box 1/6 Page 1/4 Page 1/2 Page Full Page

Submission Date: \_\_\_\_\_