

Hickory Hills Park District Dance Program

Parent & Student Manual

2017 – 2018



8047 W. 91st Pl.

Hickory Hills, IL 60457

708-598-1233

hhppdance@sbcglobal.net

www.hhparkdistrict.org

Welcome to the Hickory Hills Park District Dance Program!

Dear Parents and Dancers,

We are pleased that you will be joining us for the 2017-2018 Dance Season. This will be an exciting year for all students, parents, teachers, DIIT (Dance Instructor In Training) and administrators to dance, grow, learn, and succeed together.

This parent and student manual has been designed to provide the participants and parents/guardians with the references you need to be comfortable and familiar with our program. Please take a few minutes to read through this manual as it contains valuable information about our program, including new rules. We recommend referring to this manual throughout the year to help answer any questions you may have. Review this information with your dancer so they are also informed.

The attitude, creativity, and energy of participants and staff are what will make this a successful year for everyone. Come prepared to share, learn, and experience a memorable dance season.

Our dance program is 29 weeks long with a recital in mid May.

All registrants of the program are expected, but not required, to participate in the recital in May. Please notify your instructor by November 1 if you do not plan on participating in the recital.

If you have any questions, comments, or concerns with our program, please reach out to the Administrative Assistant/Dance Coordinator Ms. Tammy Muth at 708-598-1233 ext. 0 or email at tmuth@sbcglobal.net.

Sincerely,

Tammy Muth
Administrative Assistant/Dance Coordinator

Table of Contents

Dance Staff	3
Registration and Payment Plan	5
Class Description	5
Hickory Hills Park District Performance Team	6
Class Placement Guidelines	6
Dress Code	7
Class Attire Suggestions	7
Pick Up Policy/Drop off Procedure	8
Snow Day/Cancellation of Classes	8
Illness	8
Student Injury	8
Bathroom Use/Leaving the Classroom	9
Class Room Etiquette	9
How to Succeed in Dance	10
Parent Behavior	10
District Behavior Policy	10
Dance View Days	10
Communication	11
Student/Teacher Relationship	11
Recital Costumes	11
Spirit Wear	11
Fundraising	11
Volunteer Parents	12
Dress Rehearsal	12
Picture Day	12
Recital Information	12
Recital Tickets	13
Performance Classes/Poms	13
Attendance Policy	13
Solos/Duets/Trio	14
Dance Instructor In Training	14
Calendar/Schedule of Days off	15
Confirmation	16



Hickory Hills Park District Dance Staff

2017 – 2018

Philosophy: Dancers, like everyone, come in all different shapes, sizes and abilities. We all have our strengths and weaknesses and our goal at the Hickory Hills Park District is to help each individual dancer SHINE through their strengths, and improve upon their weaknesses. Teaching dance is about more than teaching steps, technique, and choreography. Students who enroll in our dance program also learn discipline, posture, confidence, and how to overcome challenges. These are lessons that will help our dancers succeed in whatever they choose to pursue, be it in the arts, sports, or academics. Our staff is motivated to teach dance for all aspects of life.

Our hope is....

That everyone continues to have their love for dance.

Miss Liz

Ms Liz Dynowski has been the lead instructor for HHPD for over 18 years. She has an extensive background in dance and student mentoring. Ms Liz has studied dance since she was three years old and starting teaching dance, at the Diana School of Dance, at age 14. She also studied under Billy Siegenfield, at Northwestern University, where she pursued her degree in Psychology. Throughout the years, Ms. Liz has performed professionally as a Saberette, she has danced on WGN's morning Bozo Show, Kidding Around, and a local cable's TEEN Talk Show. Her students have also danced professionally at many venues, including performing in the Joffrey's Nutcracker. Her love of dance has passed on from one generation to another. Her choreography has been showcased in several local and national venues. During the competition season, the HHPD Company Dancers have won many awards and platinum trophies, and she has come home with national titles and awards. The HHPD Company Dancers have also performed in New York City, Disney World, Disneyland and Royal Caribbean Cruise. It is during those Company trips that her dancers have had the opportunity to work with renowned choreographers from BDC, Joffrey Ballet and Disney's professional dancers. Ms Liz's goal is to always provide a dance class that is both fun and challenging for her students. She thrives to give her dancers the best dance experience possible so that they may pursue their dreams of becoming professional dancers, teachers or choreographers. Miss Liz loves not only sharing her knowledge of dance but the friends and contacts she has made in the dance world with her HHPD students. She has worked with choreographers from Disney, Las Vegas, the New York City Joffrey Ballet and finalist from So You Think You Can Dance. Some of our HHPD advance competition students had the privilege of taking class with Dareian Kujawa and Ade Obayomi from SYTYCD. Miss Liz looks forward to continuing to challenge her students, bring guest artists to the HHPD and promote the love of dance with all her students.

Miss Gianna

Ms Gianna Agozzino has been a dance instructor for three years, has danced with the Hickory Hills Park District for 15 years and with the competition team for 10 years. Her dancing experiences include tap, jazz, ballet, hip hop, lyrical, competitive dance, gymnastics, cheerleading, poms, and two years performing in the Joffrey Ballet's Nutcracker. She was a Chargerette for the pom team for four years and was a part of the Orchesis Dance Club where she was a choreographer. She is very excited to be teaching with the Hickory Hills Park District again.

Miss Danielle

Ms Danielle Priorello has been a dance instructor for one year and has been dancing at Burbank Park District since she was four years old where she took classes in jazz, tap, ballet, hip hop, point, and lyrical. She also performed at Argo Community High School for their Argo Sailorettes Poms team for four years while in high school and was in the Argo Show Choir her junior and senior year as well. Danielle would choreograph dances for her choir teacher and she would always be there to assist when she is needed. Whether someone needed her assistance for show choir competitions, a substitute teacher for Burbank, or even help with the Sailorettes, Danielle is always there when you need the help. During her summer in 2016, Danielle was on a semi-professional dance team called The Lincoln Way Patriots. Everyone on The Patriots was at least 18 and older, and all have some kind of dancing experience. When it comes to dance, Danielle has no likes or dislikes. She loves everything about dance. One of the things that Danielle loves the most is being around children of all ages and talking to new people and getting to know them. She is a very outgoing person, has a lot of energy and loves to take some risks here and there.

Miss Kasia

Ms Kasia Sidor has been dancing at HHPD for seven years and her first dance class ever was at HHPD! Along with her dedication to HHPD for seven years, she has been tumbling for the same amount of time. Upon entering high school she has participated in the school poms team and Orchesis dance club for the past four years. Over the past summer she has also attended summer dance classes at other dance centers with the dance scholarship money she earned. With having experience in ballet, jazz, hip hop, tap, lyrical, contemporary, modern, pointe, acro, and pom, her favorite styles are pointe, pom, and hip hop. High school is now coming to an end and Kasia can't be more excited for what the future holds! She hopes to continue dancing on a college team or at least to continue dance as a hobby.

Miss Eirene

Ms Eirene Campobasso has been dancing since the age of three with a extensive ballet experience and throughout the years she has been experiencing other types of styles as well. She started dancing at HHPD when she was a freshman and has loved every moment of dancing here since then. She is also dancing in Orchesis, the Dance Troupe at school. She loves working with kids and teaching what she loves to do.

Registration & Payment Plan Information

Registration begins in July for any students returning to our program from the previous year & in the current summer program first.

Registration begins in August for residents of Hickory Hills who are new to the program.

All classes must be PAID IN FULL before the first dance class. Class starts the week of September 11. ANYONE who is not paid in full before the first class will NOT be allowed in class. There are no refunds after the class has begun. No Refunds for illness and doctor notes.

New enrollment WILL NOT be accepted after December 1. If you are unable to attend classes until January due to IHSA regulations please see the office before December 1.

Class Descriptions

PRE-BALLET (Ages 3 - 5 Years): In this level we focus on dance and rhythm using exercises that enable the child to discover musicality and creative movement. We will also concentrate on the beginnings of ballet such as skips, gallops, walks, plies, port de bras and attention to clean and consistent footwork.

BALLET (Ages 5 & Up): In these levels we use floor exercises that promote coordination, strength and flexibility. As the levels increase additional focus will be placed on the following ballet technique: proper body placement and carriage of the arms and head, free movement, jumps and traveling across the floor. It is also important that a student learns how to feel and correctly utilize the center core of their body which is the basis of balance and strength in dance. Higher level students should understand advanced concepts of ballet such as placement and alignment of the body, clean footwork, positions of arms and feet, and correct muscle use. The training and expectations, both technical and behavioral, intensifies as each level increases. ***Please note:** Ballet is the foundation for all forms of dance. It provides strength, balance, flexibility, posture, technique and knowledge of terminology critical to success in other dance forms, including jazz, lyrical, tap, poms and hip-hop. *(It is strongly recommended by the Dance Staff that all dancers take ballet in conjunction with any other dance genre.)*

POINTE (Instructor Permission): Students in ballet who are interested in Pointe will be allowed on pointe only at the discretion of the teacher. The teacher must be sure the child has strong ankles, feet, and center core. Pointe work takes a great deal of strength and focus and should only be taken by students willing to apply these concepts in class. *Must be enrolled in an additional ballet class.*

LYRICAL (Levels 3 & Up): This class is defined by a fusion of jazz, ballet and contemporary dance techniques. Lyrical dancing is performed to music with lyrics to inspire movements or to express strong emotions the choreographer feels from the lyrics in the chosen song.

TAP (Ages 5 - 9 Years): Children will have fun learning basic tap steps emphasizing basic motor control and rhythmic concepts.

TAP (Ages 9 & Up): Students will progressively build upon fundamental tap techniques arranged in combinations and performed in the recital. Students will improve the speed and articulation of their footwork in these levels. They will demonstrate ability to dance with equal emphasis on the musicality, posture, and sounds.

JAZZ (Ages 6 & up): This is a high-energy dance class, which develops flexibility, rhythm, extension, balance, speed and strong movement in dancers, preparing them for a lifetime of dancing. Students who continue in jazz classes build upon the movements and technique that students have already learned.

HIP-HOP (Ages 6 & up): Students will learn different hip-hop techniques. We will use the latest sounds in R&B, alternative rock, acoustic, and pop music.

JUMPS, LEAPS, TURNS, & TRICKS: This class consists of focusing on the foundation of dance technique. The class hopes to improve technique in all steps and styles of dance including Ballet, Jazz, and Lyrical. These classes offer practices for jumps, leaps, and turns but they will also use the ballet barre to improve the over all technique and flexibility to perform every dance step. This is not a recital class.

Hickory Hills Park District Performance Teams

DANCE: A performance dancer will be able to take part in the following activities depending on your own schedule and commitment. Performance classes focus mostly on Jazz, with the exception of the Performance Lyrical class for higher level dancers.

Level A & B - Clean single turns, working on or having mastered clean doubles, pointed toes on all leaps, battement (kicks) etc.

Level C - Clean doubles, pointed toes on all leaps, battement (kicks) etc., leaps in 2nd are mastered; switch leaps are clean, fute turns are clean in 2nd position.

Performance Jazz & Lyrical - Clean triples, pointed toes on all leaps, fully extended legs, all of the following leaps/jumps are mastered: switch, C, calypso, 2nd, ring. Spotting fuetes without losing center will be expected of this level.

Required Performances: Weekend dance performance in Chicago (approximately cost is \$46 per dance per dancer), Midwest Nationals (approximately cost is \$50 per dance per dancer plus transportation and lodging). There will also be three – four Park District competitions at a cost of approximately \$13 each (for performance A, B and C).

Optional Performances: Weekend dance convention in Chicago (approximately cost per dancer is \$200), a performance at Great America (approximately cost per dancer is \$35), a performance and masters class at an out of state trip (cost per dancer for the entire trip is approximately \$1,500 for 10 days). In the past HHPD dancers have performed at Great America, Disney World, Disneyland, Universal, the children’s division of The Nutcracker in various professional dance company and Dance Chicago.

POMS: All poms teams will be performing at the HHPD Fall Festival & Children’s Christmas Party, along with four park district competitions (3 regular and 1 state). There is an additional fee approximately \$13 each. Poms girls are also included in the annual recital.

MINI DIVISION (K - 2nd): They will be learning performance skills and dance techniques with pom arms and jazz incorporated combos and routines.

JUNIOR DIVISION (3rd - 5th): The participants will gain performance skills and pom techniques along with jazz techniques.

VARSITY DIVISION (6th & Up): These participants will learn a variety of advanced skills to help them improve their performance, pom, and overall dance skills to further themselves in junior high and high school dance teams.

In order to be on one of our performance teams it is required that you take at least one other class (tap, ballet, lyrical, jazz, hip hop, or technique) with us. You cannot take just performance. You also cannot take just Poms & Performance. A supplemental class must be taken as well.

Class Placement Guidelines

In July, all students enrolled in the program will receive a note card (with their picture order) for the following year, with the instructor’s placement, based on classes taken in the previous year. If you do not receive your note card, please call the office before registering for fall classes. Adhering to the class placement guidelines, along with these helpful tips, will ensure that each student is receiving the appropriate training at the appropriate level:

- Participants must be the appropriate age by the first day of class.
- It is necessary for parents to follow the instructor’s placement recommendation. Please trust their expertise and respect their decision. Our instructors are trained professionals who have your child’s best interest in mind.
- The Park District reserves the right to transfer students into a different class that will be more suitable to their skill level.
- If you have questions regarding what level your child is qualified for, please contact the office prior to registration.

Please note: Due to the design of our syllabus, dancers should expect to remain in the same class level for a *minimum* of two years. Some exceptions may apply.

Hickory Hills Park District Dance Program Dress Code

Proper attire is vital for the dancer's safety and will maximize the dancer's learning experience. It is necessary for the instructor to see the shape and line of the dancer's body and will assist in the proper assessment of the advancement of each student. The Park District staff will enforce the dress code. If these following requirements are not followed, parents will be notified by the instructor or office, and the student may not be permitted to participate in class until the proper dance attire is worn. We appreciate your cooperation and compliance with the dress code for our program.

Dance Attire Requirements for all classes.

- Hair must be secured away from the face in all classes!
- Proper shoes must be worn to each class. If you forget one day, it is ok to go in bare feet (in dance room only), but should not be a habit.
- No gum or candy of any kind is allowed during class.
 - ALL jewelry must be removed before any class. Stud earrings in your ears are acceptable.
- There must be no articles of clothing attire or bag that promote any other dance program, team, class, etc.
- ABSOLUTELY NO: Jeans, jean shorts, dresses, bra tops, or bare midriffs.
- Water is allowed in the dance room (no other beverages)

Class Attire Suggestions:

Pre-Ballet – Level 3: Leotard and tights. No elaborate skirts, tutus, or dance costumes. Simple skirts or shorts/pants over leotard are allowed. White, leather ballet shoes, no satin ballet slippers.

Ballet Levels 4 and up: Leotard and tights. No elaborate skirts, tutus, or dance costumes. Simple skirts or shorts over leotard are required. Pink Elastosplit X Canvas Split-sole Ballet Shoes.

All Pointe: Leotard and tights. No elaborate skirts, tutus, or dance costumes. Simple skirts or shorts over leotard are required. Must see instructor for pointe shoe fitting.

Jazz Levels 1 - 3: Form fitted clothing preferably HHPD dance shirt or any other non-dance (no competitors) program attire with shorts. Black E Series slip on jazz shoes.

Jazz Levels 4 and up: Form fitted clothing preferably HHPD dance shirt or any other non-dance (no competitors) program attire with shorts. Black E Series slip on jazz shoes.

Tap Levels 1 - 4: Form fitted clothing preferably HHPD dance shirt or any other non-dance (no competitors) program attire with shorts. Black slip on tap shoes no ties.

Tap Levels 5 and up: Form fitted clothing preferably HHPD dance shirt or any other non-dance (no competitors) program attire with shorts. Black slip on tap shoes, no ties.

All Levels Hip-Hop: Dancers should preferably wear HHPD dance shirt or any other non-dance (no competitors) program attire with long leggings or sweat pants. For practice they should wear gym shoes, preferably shoes not worn outside as daily shoes. Shoes for recital will be decided after classes begin.

All Levels Lyrical: Leotard and tights. No elaborate skirts, tutus, or dance costumes. Simple skirts or shorts/pants over leotard are allowed. Shoes should be Capezio Pirouette II Canvas Lyrical Shoes or Footndaez

All Levels Poms: Form fitted clothing preferably HHPD dance shirt or any other non-dance (no competitors) program attire with shorts. Tights or leggings are highly recommended. Tan E Series slip on jazz shoes.

All Levels Performance: Leotard and tights. No elaborate skirts, tutus, or dance costumes. Simple skirts or shorts over leotard are required. Tan E Series slip on jazz shoes.

If your child is in multiple classes they do not need to change anything but their shoes for each class.

Pick up / Drop off Procedure

Students should arrive NO MORE than 10 minutes prior to the start of class. Our instructors have many duties to attend to prior to beginning a class or will be teaching another class; therefore they will not be responsible for any child who is dropped off early. Children are not allowed to enter the dance room before their class time and cannot stay in the room during classes that they are not in. Any student who arrives more than 15 minutes late for a 30 or 45 minute class will not be allowed in class. It is stressful on the child when they arrive to a class late and their friends are already halfway through their class. It is also a distraction to have a student arrive late and have to catch up. Any student who arrives more than 30 minutes late for an hour class will also not be allowed in class (the only exception is if they are in multiple classes). If you intend to accompany your child into the building, please park in the designated areas. If you wish to simply drop off or pick up your child, please DO NOT PARK OR LEAVE YOUR CAR UNATTENDED IN THE DRIVE THRU AREA. Children under the age of 10 must be walked into the building and must be accompanied at all times in the lobby. Classroom doors will open promptly at the time class is scheduled to begin, and no earlier, and will reopen at dismissal. Please be on time for arrival and dismissal. If you will be extremely late, due to uncontrollable circumstances, please contact our office at 708-598-1233 ext 0. Again, please make every effort to be on time. The first occurrence will be considered a warning, every occurrence after this there will be a late charge of \$5 for every 5 minutes late at pick up. That fee must be paid prior to the participant being admitted to the next class. These times will be based on end of class time.

Snow Day Policy/Cancellation of Classes

The Hickory Hills Park District follows School District 117 in the event of a snowstorm. If District 117 schools are closed, due to weather, and the weather is still not clear after school hours, classes may still be held. You can always check the Park District website www.hhparkdistrict.org or Facebook for up-to-date class cancellations. If classes are canceled we will email the participants. Classes may at times be canceled due to teacher illnesses or conflicts and a substitute is not available. We will attempt to contact you by phone, but a mass email will be sent out and it will be posted on Facebook. Please make sure the Park District has your current contact information on file.

Illness

If your child becomes ill while at dance class, they will be asked to sit out the duration of the class, or if they become severely ill, a phone call will be made to the home for the child to be picked up. Please make sure the office knows the best way to reach you in an emergency. We ask that if your child sustains an injury, or is not feeling well before class begins, that they still come and observe class. Watching a dance class is very beneficial to becoming a better dancer. Please note: If they have a fever or are contagious, we ask that they stay home from class so as not to infect other participants. In the case of severe illness please notify the office if other dancers may have been exposed. A doctors note may be required to return to class after an extended illness. Please call the office at 708-598-1233, and leave a message for your child's instructor if they have to miss a class. You may also email hppdance@sbcglobal.net. PLEASE NOTE: If a dancer sustains a long-term illness or injury, that prohibits them from participating in class full-out for multiple, consecutive weeks, they MUST be cleared from a doctor to dance full-out by the Friday before the recital. There are NO refunds if a dancer misses class for illness or any other reason.

Student Injury/ Insurance

It is the responsibility of the parent and dancer to inform the instructor before class if the dancer has an injury that will preclude the dancer from any part of class. If a dancer receives a mild injury during class, he or she will be offered appropriate first aid treatment as needed. For a more severe injury, the parent will be notified immediately. Accident reports will be filled out by staff and given to the office.

The Park District is committed to conducting its Dance Program in the safest manner possible. The Park District continually strives to reduce risks and insists that all participants follow safety rules and instructions. Please recognize that the Park District does not carry medical accident insurance for injuries sustained in its programs. The cost of this insurance would make program fees prohibitive. Please check your personal/family health insurance.

Bathroom Use/Leaving the Classroom

All children must be fully toilet-trained and tend to their own bathroom needs. No pull-ups or diapers are allowed. Teachers or Instructors in Training will walk your child to the bathroom. Teachers and Instructors in Training are not allowed to change your child or assist them in the bathroom. If your child has a bathroom accident, you will be called to come and change him/her. Please be sure the people listed on your emergency phone list are aware of this policy. Please emphasize with your child the importance of telling their teacher when they need to use the bathroom and bring your dancer to the bathroom before class.

It is very important that they do not leave the classroom to use the bathroom unless it is an absolute emergency. This is a distraction to other students, and once one child leaves, everyone suddenly needs to use the restroom. Also, please make sure your child brings a water bottle to class to avoid them leaving the classroom to go to the drinking fountain. Not only is it a distraction to the other students it is not safe for students to be constantly leaving the locked dance room. When your child is ready to return to the classroom, they must ask the office to be let into class. Students and instructors in the dance room **ARE NOT** allowed to open the door from the inside. We have this policy for safety reasons.

Classroom Etiquette

All cell phones must be turned off. No texting, phone calls, or social media will be allowed during class time.

- Please label shoes and other personal items.
- Do not bring valuables to dance class. Anything left will be placed in the Lost and Found box in the office.
- Do not leave any backpacks or any items in the lobby unattended. The public uses the washrooms frequently.
- Never say anything negative about another dancer or teacher in person or post negative comments to social media outlets. See Ms. Tammy if you have comments or improvements.
- No sitting in dance class unless you are instructed to by your teacher. Always stay focused in the classroom and practice as many times as you can! Parents are not allowed in the dance room unless it is a view day.
- Let your teacher know if you feel ill or have an injury. Keep your instructor informed.
- Please visit the restroom before class; bathroom breaks during class are a distraction to the teacher and other students.
- Arrive at least 10 minutes early to prepare yourself appropriately for class. You will be let into the classroom at your schedule time.
- Please be on time for class! Arriving late can be disruptive to the teacher and other students. If a student is more than 15 minutes late to a 30 – 45 minute class, they will not be allowed in and 30 minutes late to a one hour class. A dancer's body must be properly warmed-up to avoid injury. This policy is strictly enforced and counts as an absence.
- No running in the building or hanging on the dance barres at any time.
- No wet shoes on the dance floor or gum chewing. Eating or drinking (water is ok) is NOT allowed in the dance room.
- Parents, please **do not** stay in the room with your child during class. It is disruptive to other students.
- The following will be view days: First class in September, November, February, April. In February and April you will be able to videotape to help practice for the recital.
- In order to maximize your child's learning experience, we ask that parents refrain from addressing issues with the instructors before, during or after class. Please call 708-598-1233 to discuss it with Ms. Tammy and leave a message or email hhpddance@sbcglobal.net, and the instructor will get back to you in a timely fashion. It is very difficult for the teachers to maintain their tight class schedules if they are answering parents' questions in between classes. We appreciate your understanding of this matter.

- Please inform the instructor if you have to leave the building during your child's class and how they can reach you in an emergency. We prefer that parent of pre-ballet students or a one 30 minute class stay in the hallway or lobby during class.
- Students are encouraged to bring a water bottle into the classroom to avoid multiple trips to the water fountain, as this takes away from class time.

How to Succeed in Dance

Here are some helpful ideas and thoughts to guide your child to be the best dancer they can be!

- Be Ready – on time and prepared for class.
- Be Responsible – for yourself and your belongings.
- Be Smart – don't chew gum, run in class or hang on the barres.
- Be Attentive – listen quietly when the instructor is speaking.
- Be a Pro – work hard and always give 100%.
- Be Positive – never judge yourself or others.
- Be Safe – take care of your body in all that you do during the day.
- Be Brave – take risks so you can learn new skills.
- Be Respectful – of yourself, your fellow classmates and your instructor.
- Believe – in yourself!

Parent Behavior

We ask the same of the parents as we do of our dancers. As a parent we ask you to lead by example. Please treat all instructors, dancers, staff, volunteers, opposing teams, opposing fans and judges with dignity and respect. Please refrain from making negative comments, using profanity, intimidation tactics, and/or inappropriate remarks. Voicing negative commitments can impact your child, and possibly someone else's child's motivation and overall experience. By not following the appropriate behavior, we may have to remove you or your dancer from HHPD.

District Behavior Policy

Appropriate behavior is expected from all patrons, participants and observers of programs and in the facilities, to protect the enjoyment and safety of all patrons. Behaviors that will not be accepted include, but are not limited to, the following

- Endangering the health and safety of other participants, patrons, observers, staff, or volunteer.
- Disrupting a program or creating a disturbance at a facility.
- Continuous refusal to follow program and/or facility rules and guidelines.
- Use of verbal harassment, profanity, vulgarity, obscenity or racial slurs.
- Blatant disrespect of staff, volunteers and program or facility rules and guidelines.
- Damage, vandalism, or theft of private or park district facilities, equipment or supplies.
- Respectful to HHPD by not promoting another dance studio and a teacher who does not teach at HHPD.
- Respectful to peers by attending classes, arriving on time and remaining for the duration of the class.
- Be supportive and give encouragement to other dancers, as well as attending performances when scheduled.
- We expect everyone to be a good role model to students by conducting themselves accordingly.

Dance View Day

There are four designated weeks where parents are encouraged to come and observe their child's dance class(es). It is the first class in September, November, February and April. In February and April you will be able to videotape to help practice for the recital. This is a great opportunity to witness your child's progress in class. We ask that all visitors be respectful and courteous to the instructor and students by turning off all cell phones. No talking while class is in session. If possible please leave small children at home. If this is not possible they should be sitting on your lap or next to you in

a chair. They should not be running around the dance room or lobby. No food or drinks are allowed in the dance room. If you intend on observing class, we ask that you stay in the dance room for the duration of the class, in order to minimize any distractions to the instructor and class. Important announcements and updates may be made to the parents during these weeks. Please refrain from correcting your child or any other child/instructor who are dancing while class is being taught. If you have a concern please leave a note in the office and the instructor will contact you within 24 hours to discuss it with you.

Communication

We encourage parents to maintain open communication with our dedicated dance staff, in order to avoid any misunderstandings. Please check in with your child's instructor on a semi-regular basis, for any announcements and information about the program. All concerns will be addressed in a manner that is fair to all participants. In order for the office to maintain proper communication and notification with its participants, all registrants will need to have an email address on file. Most notices will be sent electronically and will be handed out in class. Make sure your email address is current and checked periodically, especially in the months leading up to the recital. If you are not receiving emails, please check your junk or spam box.

Student / Teacher Relationships

The Park District is committed to the principle of protecting the integrity and objectivity of its staff members in the performance of their duties and to maintaining a fun, safe and educational environment. It is fundamental to the overall mission of the Park District that the professional responsibilities of its staff be carried out in an atmosphere that is free of conflicts of interest and favoritism that compromise these principles.

- The Park District has a policy regarding on-line social networking. The staff, if asked, cannot "Friend" any of their students or parents on Facebook, Twitter, etc.
- Staff members, if asked, will not give out any personal contact information, i.e. cell phones, email addresses. Contact can be made with the Dance Staff by calling the office at 708-598-1233 or via email at hppddance@sbcglobal.net. If you already have a staff member's information please refrain from using it (Exception is for Miss Liz's email address mslizardance@aol.com)

Recital Costumes

Spring recital costumes average between \$55.00 and \$65.00 per class. Nude leotards are required for all children who have costume changes. The cost of the leotard is approximately \$12.00. Tan tights are also required and the cost is approximately \$6.00 - \$13.00. Costume fees will be due in November. Any costume order turned in after December 1 will be charged a late fee per costume.

All measuring for costumes will take place during the costume day in November. It is important that you work closely with the instructor to determine what size costume you want to order for your child. Each parent or participant must initial the costume measuring sheet to make sure we order the correct costume size. It is the responsibility of the parent to bring your child to the costume day in November to be sized and approve the costume size that will be ordered. If a parent does not stop in and check with the instructor to approve the size of the costume, the instructor will use their own discretion to determine what size to order. Sizing is determined by using the dancer's measurements and cross-referencing them with the costume company's sizing leotard. Please note that costume sizing is generic and alterations may be required in order to fit the costume appropriately to your dancer's body. The Park District is **NOT** financially responsible if you need to make alterations.

Spirit Wear

The Park District will be selling t-shirts, long sleeve t-shirts, hoodies, and jackets with the dance/pom logo on it. We usually do this in the beginning of the year.

Fundraising

The Park District is offering Savory Sweet fundraising and Taffy Apples in the fall to help offset the cost of your costumes. We will also be offering Butter Braids in the spring. Information will be sent home when available.

Volunteer Parents

Calling all Volunteer Parents! We are always looking for volunteers to help out at the recital as designated “Backstage Mommies” and room supervisors during the performance. Every class will need to have 1-3 dedicated adults, per show, depending on the age and size of the class. The duties of the stage parents will include helping dancers, from your child’s class (usually only your child’s class), on and off stage and planning quiet activities in the backstage areas. Every volunteer will receive a volunteer t-shirt. Volunteer Parents are critical to helping our dance recital run smoothly otherwise we have to pay staff and increase the cost of the recital tickets! There is a required Volunteer Stage Parent meeting (date to be determined) to discuss/review expectations.

Dress Rehearsal Information

All students should arrive at the Performing Arts Center at Carl Sandburg High School, located at 131st and LaGrange Road. You will enter off of LaGrange on to Circle Drive and proceed to the parking lot. Once you enter the building you will go into the Performing Arts Center and will sit in the Center and wait for your child’s class to be called up. We will then call them up in the order of the show to have them perform on stage.

- Attendance at Dress Rehearsal is MANDATORY to all students participating in the recital. Any unavoidable conflicts should be addressed with the instructor prior to the rehearsal.
- The rehearsal will follow the order of the show. Drafts of the show order will be posted on the office windows in early March, with the final show order posted by April.
- Tentative rehearsal date and times: Thursday, May 18, 2017 – Time between 4:00 – 9:30 p.m.
- All dancers should not come in costume, but bring props if any. This includes hats and hair pieces.
- For safety reasons, dancers will not be allowed to sit in the area in front of the stage, or side of stage or in the aisles.
- Everyone will need to be in chairs! NO RUNNING in the building.
- NO FOOD OR DRINKS are allowed in the theater!
- Parents, we ask that you DO NOT bring siblings with you.

Picture Day

Picture Day will be tentively held on May 11 starting at 4 p.m. A schedule of picture times will be included in the recital handouts. Dancers will be asked to be in the Dance Room in full costume, until their class is called. Pictures will be taken at the Cynthia Neal Center, and the Dance Room will be available as a dressing room, for dancers with multiple costumes, so please make sure students who need to change are wearing a nude leotard under their costumes. We would like only dancers and dance moms in the Dance Room. The group will be called into the preschool room to take their pictures; only photographers, dance staff, and dancers will be allowed into the preschool room. No parents will be allowed in the preschool room. Please make sure you go over your child’s hair, makeup, pose, etc before they go into preschool room.

Recital Information

- To avoid lengthy recitals, classes are divided into 3 shows (1 ,2 & 3). Each class is assigned to one of these shows.
- Families with two or more dances should expect to participate in multiple shows.
- All dancers must arrive at Carl Sandburg High School a ½ hour before their show begins and go directly to their assigned dressing room. There will be signs posted directing students to the correct areas.
- Please pack all belongings the night before and double check to make sure that you did not forget any part of your costume! Make sure to label each item of the costume, including headpieces, shoes and any other belongings. The Park District is not responsible for lost or stolen property.
- Food **is not** allowed in the dressing rooms/backstage areas. This is for the safety of the children. We have children with severe food allergies. Water bottles with the sports top lid are allowed in the dressing rooms. For dancers in multiple shows, we will have a designated eating area.

- Dancers are expected to stay backstage during the whole show. Dancers will not be allowed to leave after their dance to watch the show in the theatre.
- Videotaping and flash photography are not allowed at the performances! Professional videos will be available for purchase.
- Parents, please wait at least 10 minutes after the show before picking up your child. This gives the dancers time to get back to their dressing rooms and makes it less crowded in the hallways. We ask that family and friends wait in the lobby area.
- Please be advised that you will not be permitted to re-enter the theatre if you leave during the show. This rule is in place in order to secure the safety of our participants and audience.
- We need mommies/aunties to be helpers back stage taking children to the washroom, helping with costume/shoe changes, escorting children to/from stage, and entertaining the children between dances. Dads/uncles are also welcome to help collect tickets, hand out programs, and help seat audience members.
- Doors to the auditorium open approximately one half-hour prior to the start of the recital. **DO NOT ENTER EARLY.**
- Parents will only be allowed backstage if they are a backstage helper and have their name tag on.

Recital Tickets

- There will be a limit of 5 tickets per child per show. (All tickets are reserved seating).
- If you have someone else purchasing your five tickets, you must send a note with them or email to us stating they have your permission to purchase your tickets. Please state that the ticket is being purchased for you or you are giving your tickets to them.
- Ticket price is \$7.00 each. All Sales are Final (**NO REFUNDS**). We can't resell your ticket prior to the show or at the show.
- Show times are Show One 11:30 a.m. and Show Two 2:00 p.m. and Show Three 4:30 p.m.
- Show tickets will go on sale in April. More information will be sent out when available.
- Remaining tickets for shows go on sale three weeks after Show 1 tickets. Remaining tickets are first come first serve.
- Tickets will be randomly pulled out of a basket as you purchase your tickets. **This is not first come, best seating. You can choose from balcony, floor right, floor center, or floor left.** This is the best method to avoid hiring extra staff which increases the cost of the tickets.
- Tickets will only be sold at the Cynthia Neal Recreation Center Monday – Friday 9 am – 5 pm unless otherwise stated. If you have an outstanding balance for dance classes, dance costumes, or any other program, you will not be able to purchase any tickets until those fees have been paid in full.
- Office staff will be staying until 6:00 p.m. on various days to sell tickets, dates will be posted sometime in April. If you are unable to purchase your tickets with the stated times, please call Tammy at 708-598-1233 or email us at hhpddance@sbcglobal.net. We will pull your tickets and leave them at the front desk for later purchase and pick up.
- **All people entering the auditorium must have a ticket and a separate seat – including infants (even if the child is on your lap).** As a courtesy to audience members and performers, please use discretion regarding a young child's ability to sit quietly and enjoy a performance.
- Wheelchair seating is available. You must mention a wheelchair seat is needed when purchasing tickets.
- Food and drink are not allowed in the auditorium.

Performance Classes/Poms

Attendance Policy

In order to maximize each student's experience, it is necessary to enforce the following attendance policy for all performance classes. If the need arises, a student may miss a total of 7 classes, with no penalty. Students and parents will be periodically notified by the instructor on the status of their attendance. After missing an 8th class, the parent will be notified and the student will be placed on probation. At this point, participation in recital/competition is at the instructor's discretion. If a student reaches the maximum of 10 absences from September through May, participation in recital/competition is prohibited. This policy will be strictly enforced! Parents and students are reminded that frequent

absences may slow down a dancer's progress, and lead to uncertainty with recital choreography. The dancer is prohibited from performing in the recital/competition due to repeated absences to be fair to dancers who attend class regularly and know the choreography. The only exception where a dancer who has missed more than 10 classes and can participate again is if the student takes private classes with their instructor at an additional fee. No refunds will be given if you miss 10 classes and do not take your private to get caught up on the choreography. This includes classes, costumes and any other fees that are due.

Solos/Duets/Trio

Below are the procedures performing in IPDDC competitions for solos, duets and trios.

- The supervisor of dance (Ms. Tammy) is the one that approves solos, duets and trios for IPDDC. This is not Ms. Liz or any other dance instructor. Any and all questions should be directed to Ms. Tammy.
- In order to qualify for solos/duets/trio you must be registered in either Performance A, B, C, Jazz or Lyrical.
- Ms. Tammy must see costumes and hear the music from the parents before we set up one of two privates with Ms. Liz. All costumes should be approved before ordering them or you risk the chance of it not being allowed.
- All privates must be registered and scheduled in the office before taking a private lesson. Privates usually will be done on Saturday between 10:30 am – 11:30 pm. Other times may be available.
- Pay your competition fees by date required on form.
- Music should be no longer than 3 minutes.
- In order to compete at IPDDC state, you must perform in at least two other IPDDC competitions.
- There will be a limited number of solos/duets/trio allowed.
- We will only be able to show three of the solos/duets/trios in the recital. That is one at each show. The way we will determine who gets to perform and choose which show, will depend on the score at the IPDDC (formally IPDGC) state competition. If there is a tie, the name will be drawn out of a hat.

Dance Instructor in Training

Anyone interested in being DIIT (Dance Instructor in Training) should fill out an application and return it to office. The following are the requirements for DIIT:

- Level 4 and 10 years of age.
- The Administrative Assistant/Dance Supervisor will schedule where the DIIT will help.
- The DIIT should submit a bio and a picture with their application for the DIIT listing that is displayed in the hallway.
- No DIIT will be in group shots on picture day however we will take a group picture of the entire DIIT and each DIIT will receive a free copy.
- Model the stretching technique, and any other move that the teachers instructs them to do.
- The teacher is the only one to correct other students. If you see something wrong you should inform the teacher to handle it.
- The teacher may ask you to assist a student on a movement or technique that he/she is struggling with.
- While helping in the classroom you should not be talking with other helpers and you should not be on your phone.
- If you are on a break or need to go and eat you are to leave the dance room and go to the lobby or hallway.
- If you are unable to attend due to an illness or schoolwork you must notify the office of this as soon as possible. If you have too many absences you may be asked to leave.
- Only helpers in pre-ballet will be allowed on stage for the recital. You will be required to purchase a black leotard along with a black wrap around skirt for recital.
- DIIT should follow the same dress code as classes.

For our updated yearly calendar, please visit www.hparkdistrict.org/dance.php.

Confirmation of Receipt of Parent/Student Handbook
(Parent/Guardian, Student Signatures Required)

Due: Week of September 25, 2017

This handbook offers important information, procedures and policies relating to the day to day activities for the Hickory Hills Park District Dance Program. Please read the entire handbook carefully, and go over it with your child/ children. Please keep it and use it for future reference. Sign below that you have read and understand the information within.

Parent/Guardian signature: _____

Parent/Guardian Print Name: _____

Student signature: _____

Dance Class(s) Enrolled In: _____

Yes, I acknowledge that all important information regarding the dance program will be sent out via email.

Parent's E-mail Address: _____