

ARLINGTON HEIGHTS PARK DISTRICT

AHPD dance

PARENT MANUAL | 2014-2015



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Park District

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WELCOME TO THE ARLINGTON HEIGHTS PARK DISTRICT DANCE PROGRAM!

The information in this booklet is intended to help you understand the standards we have set for this program. Please read the information and understand these standards. Your support will help ensure your child's success.

Arlington Heights Park District Mission Statement

The Arlington Heights Park District enriches our community by providing quality recreation, parks, facilities and fun.

The Park District's dance program is just one of the quality recreation programs we offer to the community. The basic philosophy of the dance program is to provide skill-building techniques through the various dance forms offered and provide equal attention to learning these dance skills in a fun and creative atmosphere for all participants involved.

We hope our program will bring self-confidence and poise that will be carried throughout all aspects of the dancer's life.

We hope you enjoy our program!



Dance Program Guidelines

- Dancers need to arrive promptly to class and be prepared to dance.
- Proper dancewear and grooming are required. (See page 5)
- Courteous behavior is expected.
- Teachers may have a student sit out if they are disruptive.
- No gum or food is allowed in the Dance Studios.
 - *Water bottles are permitted*
- Parents of preschool dancers should take them to the bathroom before class
- Please be considerate of other programs and do not let children run in the hallways.
- Cell phones must be turned off during class.

Listed below are several safety guidelines the Park District encourages parents to follow when dropping their child(ren) off at a Park District program.

- Parents are encouraged to please escort children to and from the dance studios.
- Parents are also encouraged to take their child directly into the class.
- Parents should try to stay with their child until the instructor arrives/ begins the class. Parents of preschool dancers should remain in the building, if possible, during class.
- On occasion an instructor may encounter an emergency or an unexpected situation which causes them to be late or miss a class. If this occurs, the instructor notifies the program supervisor as quickly as possible and the supervisor addresses the situation as quickly as possible.
- If a parent finds that an instructor has not shown up for a program, please advise staff at the facility or contact the Park District Administration Center at 847.577.3000 during regular business hours Monday-Friday, 8:30 am-4:30 pm or Pioneer Park 9 am-9 pm or weekends at 847.577.3035.

Dancer Placement

During the fall session, the instructor will ensure that each dancer is in the proper level. After the Winter/Spring session each dancer will be evaluated for the appropriate class level for the following fall session. These recommendations will be mailed to your home in late June or early July. **Dancers over the age of five will be advanced based primarily on their ability and may remain in the same level for more than one session.**

The purpose of this evaluation is to ensure that the students are participating in classes that are best suited for them. Just as in any activity, some children develop their dance skills at a faster rate, while others need to take their time. It is important to remember that it takes years to train a dancer, and even professional performers and teachers continue their education and take classes throughout their careers.

Please note: Instructors reserve the right to place children in the correct level class.

Class Recommendations

All of our dance instructors follow a set curriculum. These were established so that each level would have set lesson plans to be taught. This ensures a more cohesive dance program and is a benefit to the students and the teachers.

Each of our levels for tap, ballet, jazz, contemporary/lyrical and hip-hop have been carefully prepared. Students will be required to understand and perform correctly all of the exercises for that level before moving on to the next. As the students' progress, they may spend longer time in certain levels. This is because the material becomes more difficult and they need to develop the physical and mental skills, which requires more time and patience.

Not only does this ensure a solid dance education, but it also helps to prevent injuries. Our teachers understand that serious and sometimes lifelong injuries may result if a dancer's body is not ready for some of the rigors of upper level classes. We are strongly committed to our students and will recommend levels based on our expertise and understanding of each student.

Classes for our younger students are geared toward teaching the basics and providing a foundation on which to build. They will learn rhythm, creative movement, and understanding and appreciation of music, the beginning of dance vocabulary and dance class etiquette. **It should be noted:** Ballet is the foundation of all dance, and for that reason, we strongly encourage all upper level students to take at least one ballet class per week, if possible. Dancers studying jazz and tap can progress successfully if they have a ballet background. The benefits include strength, flexibility, posture, technique, knowledge of dance vocabulary as well as the grace that only ballet training can provide.

Attendance

Attendance will be taken at each class. Regular class attendance is expected. Classes are not made up due to student absence. Please report any prolonged illnesses to the supervisor. **Dancers missing more than three (3) winter session classes without contacting the supervisor or instructor may be asked not to perform in the recital and no refund will be given for costumes.** Attendance at the dress rehearsal is mandatory. Even if dancers can catch up after prolonged absences and learn recital dances, the other dancers are affected. Please make attending class a priority. **The last two classes before the recital are mandatory for a recital performance.** Please make sure you are attending these days.

Promptness

Dancers arriving late to class must ask the instructor for permission to join the class. Late arrivals disrupt the class and do not allow the dancer to warm up properly. If the dancer is going to arrive late weekly due to another commitment, the dancer or parent must inform the instructor. Dancers should ideally arrive 10 minutes before the start of class. This time allows dancers to take care of any personal needs and be ready for the start of class.



Grooming

Dancers should come to class neat and clean. Females should have their hair pulled away from their face. The only jewelry that should be worn in class is small pierced earrings. At dress rehearsals and recitals, absolutely no jewelry is allowed (unless indicated by the instructor).

Dancewear

Dancers are expected to adhere to the dancewear requirements listed in this booklet. Attire is part of the discipline of dance and assists the instructor in observing the dancer's form and technique.



Please label all dancewear, bags and shoes with the dancer's name. We find many lost items with no name and have no way of finding their owners. A lost and found box is located at each dance studio.

Dancewear for Males/Hip Hop for Boys

- Black or White T-shirt
- Black Shorts, Jazz Pants or Sweat Pants.
- Shoes = Black Ballet, Black Tap, and Black Jazz (follow female levels)



Class	Age	Shoes	Dancewear	Optional Dancewear
Tots in Motion w/ Parent	2.5-3.5yrs	Pink Ballet Shoes or Socks	Clothes that allow free movement	
Ballet & Tap	3-4 yrs = I 4-5 yrs = II 5-6 yrs = III	Pink Leather Ballet Shoes and Black Tap Shoes	Any type of leotard —pink preferred and Solid Tights	Simple dance skirts or non baggy dance shorts
Ballet, Tap & Jazz	6-8yrs = I 7-9yrs = II	Pink Leather Ballet Shoes, Black Tap Shoes and Black Jazz shoes	Solid Leotard & Tights	Simple dance skirts
Tap & Jazz	6-8yrs = I 7-9yrs = II 8-10yrs = III	Black Tap Shoes and Black Jazz Shoes	Solid Leotard & Tights	Simple dance skirts or non baggy dance shorts/ jazz pants
Int Tap Jazz I, II, III Adv. Tap Jazz I & II	9-11 yrs - Int. 12+ yrs - Adv.	Black Tap Shoes and Black Jazz Shoes	Solid Leotard & Tights	Simple dance skirts or non-baggy dance shorts/ jazz pants
Mini & Beginner Jazz	5-6yrs 9+ yrs	Black Jazz Shoes	Solid Leotard & Tights	Simple dance skirts or non- baggy dance shorts
Int Jazz Adv. Jazz I, II	11+ yrs 12+ yrs	Black Jazz shoes	Solid Leotard & Tights	Simple dance skirts or non- baggy dance shorts/ jazz pants
Ballet 1 & 2 Ballet 3 & 4 Ballet 5 & 6	6+ yrs 9+ yrs 12+ yrs	Pink Leather Ballet shoes	Solid Leotard & Tights	Simple dance skirts or non-baggy dance shorts
Pointe	14+ yrs	Pink Pointe shoes – with instructor permission	Solid Leotard & Tights	Simple dance skirts or Non-baggy dance shorts
Jazz/Lyrical	8+ yrs 10+yrs	Black Jazz Shoes and Bare Feet or foot undies	Solid Leotard & Tights	Simple dance skirts or non- baggy dance shorts/ Capri jazz pants
Contemporary Lyrical	12+	Bare Feet	Solid Leotard	Simple dance skirts or non- baggy dance shorts/ Capri jazz pants
Beg. Ballet for Teens	12+ yrs	Pink Ballet Shoes	Solid Leotard & Tights	Simple dance skirts or non- baggy dance shorts
Jazz/Hip Hop	5-12+	Black Jazz Shoes	Solid Leotard	non- baggy dance shorts/ jazz pants



Observation Days

Parents, friends and relatives are invited to Observation Days. These days are listed on the calendar enclosed and will be the last 15 minutes of that class. Cameras can be brought to the Observation Day. No class observation will be allowed except on these dates (unless the instructor gives permission), because visitors distract the dancers and hinder their ability to learn.

There are monitors at the Administration Center and Pioneer studios to view the dancers while in the waiting room. Parents please do not look through the window on the door of the dance studio during class. The younger children have a tendency to look at the parent versus watching the instructor and this can be disruptive to the class. We thank you for your cooperation.

It is not unusual for young dancers to be scared with all of the strangers on Observation Days. Some will want to cling to their parents, some will sit in the corner and others will entertain the crowd. All of these behaviors are normal and are expected. Instructors will not force any student to dance. It is important that they have a positive feeling about class. Observation Day for the Winter/Spring Session will be the week of dress rehearsals and for the Summer session it will be the last week of classes.

Dance Shoe Sale

Before the start of the Fall session and Winter/Spring session the dance department hosts a used shoe sale and meet the teacher night from 5:30 pm-7:00 pm at the Administration Center Dance Studio, 410 North Arlington Heights Road. Please see program guide for dates. Dance Instructors will be on hand to assist in proper shoe sizing, as well as giving any new dancers an opportunity to meet their instructor ahead of time. Individuals interested in selling their gently used dance shoes (Ballet, Tap, & Jazz) should drop items to be sold prior to the day of the sale between the hours of 8:30 am-4:30 pm Monday through Friday at the Administration Center. Shoe and money pickup takes place the last half hour (6:30-7 pm) of the sale. Any leftover shoes are donated to a charity or saved for the next sale (Fall only). 90% of the price will go directly to the seller and 10% goes to the Park District. Shoe Informational Forms can be picked up either at the Administration Center or on our website at ahpd.org/dance.

Complete the form and drop it off along with your shoes, and we'll do the rest. The price you set is the price we will sell the shoes! (Please price your shoes reasonably for interested buyers).

Student Injury

It is the responsibility of the parent and dancer to inform the instructor before class if a dancer has an injury that will preclude them from any part of the class.

If the dancer receives a mild injury during class, he or she will be offered an ice pack or Band-Aid as needed. For a severe injury, the parent will be immediately notified. Please check with instructor on the first day of class to verify they have a correct parent phone number. Accident reports will be filed with the Arlington Heights Park District.

Discipline Procedure

Discipline is essential to learning. Occasionally we may have a disciplinary problem with a dancer. Almost always a word or two from the instructor takes care of the inappropriate behavior. When verbal comments have not stopped the misbehavior, the following disciplinary actions are in place to provide the framework for the instructor to deal with the inappropriate behavior.

A positive approach will be used regarding discipline. Staff will periodically review rules with participants. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of the instructor or participants or negatively impacts the recreational experience of other participants.



If your child needs a special accommodation for the dance program, please contact the Park District Administration Center office at 847.577.3000.

Basic disciplinary action includes:

Verbal Warning(s) and/ or supervised time-out (1-10 min.) from the program. Should the behavior persist, a program conduct report will be completed and the parent will be contacted by the instructor to discuss the situation and ask for assistance in helping the child be successful.

The program supervisor will be apprised by the instructor of any consistent inappropriate behavior in the class. The supervisor may observe the class and/ or speak to the parent.

Suspension from the program can be authorized by the program supervisor for a designated period of time. Dismissal from the program can be authorized by the Superintendent. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the activity may be necessary.

Cancellation of Classes

Classes may, at times, be canceled due to teacher illness or weather. We will make every effort to contact you by phone if the instructor is ill.

Classes canceled due to **inclement weather** will be announced on the radio (WGN 720 and WBBM 780), on TV channels 2,5,7,9,32 (Fox), CLTV. You can also call the Park District recorded message 847.577.3003 (press 7), or look online at **EmergencyClosing.com**.

If classes in School District 25 are canceled for the entire day due to inclement weather, Recreation Department programs will be canceled until 1:00 p.m. Decisions on classes held after 1:00 pm will be made by noon. **For cancellation information and updates, participants should call the Park District hotline at 847.577.3003 (press 7).**

Classes may be made up after the last week of classes depending on instructor and studio availability. Letters will be sent home with any make-up day information. Refunds will be given if a make-up is not possible.

Winter/Spring Session Registration

In a way similar to regular school, dancers do not advance class levels between Fall and Winter sessions. Our class requirements are based on the dancer's age as of September 1.

Dancers are encouraged to enroll in the exact same class for the Winter session. To facilitate this, dancers enrolled in a Fall session may enroll in the exact same winter session class during Pre-Registration. Pre-Registration information will be mailed in mid-October. After Pre-Registration is over, you will no longer be guaranteed your place in that class.

Winter/ Spring Session

The Winter/Spring session begins the week of January 2 and concludes the week of May 14. Winter/Spring session concludes with our annual recital. Winter class fees include the cost of the costume and the fee for the 18 week session. **No classes over School District 25 Spring Break.**



Recital Information

A recital packet with all of the information will be mailed to the dancer's house at the end of March during the Winter/Spring session. Please look for this packet in the mail then. Signs will be posted when they are distributed.

In this packet you will receive:

- 2 Complimentary Tickets to the recital
- Dress Rehearsal Schedule
- Additional Ticket Order Form and Show Schedule
- Dance Recital T-Shirt Order Form
- Recital DVD Order Form
- Flower Information
- Photography Envelope
- Costume Needs Sheet from the Instructor
- Directions to Recital and Dressing Room Information

Volunteers are a very important part of the recital. We will need volunteers for the following classes: Ballet and Tap 1, 2, & 3; Ballet, Tap, and Jazz 1& 2; Mini Jazz, Tap and Jazz 1& 2; and Ballet 1& 2. If you are interested in helping, please fill out a volunteer form in March to help at the recital. They will be available at the dance studios or from any instructor. Volunteers will sit with the students backstage during the show and will receive two complimentary tickets to the recital. There will be front row seats reserved for volunteers to watch while their class is performing on stage. A volunteer informational meeting will be scheduled for the week prior to the last week of classes.

Dancers who plan to be in the spring recital must be measured during the last couple weeks of class in the Fall or the first week of the Winter/Spring classes at the studio where they attend classes. Dancers must be enrolled in Winter/Spring session to order a recital costume. If you are not registered, you will be asked to enroll prior to measurement.

Recital fee is included in the cost of the Winter/Spring class and includes a costume which are yours to keep! Please understand that you may need to attach straps, bows, ribbons, etc. to the costume. Costumes come in standard sizes and will not fit perfectly. You may need to alter them.

Costumes are ordered in early January and can take 10+ weeks to arrive. If you are not measured at the end of the Fall session or during the first week of classes in January, there is no guarantee that your costumes will arrive in time. Please make sure you get your child's measurements done on time.

Recital Information cont'd.

Costume distribution begins in April. As the costumes arrive, instructors will pick them up and distribute them to the students. Please take into consideration we order costumes from several different companies. Some companies will deliver quicker than others. Please try not to have your child wear the costume before dress rehearsals to help keep them clean and ready for the recital.

If you would like a copy of your dance recital song, bring a blank CD to class and we will try to get a copy to you by the next class.

Recital Schedules are posted by the end of March. All of the shows last approximately one hour with each class performing in only one of the shows (with the exception of the dance companies).

Since there are several shows to schedule, staff does their best to try to accommodate conflicts and siblings. We will provide Recital Request Forms that can be picked up at the dance studios at the end of January and will be due in February. Any request submitted after the deadline will not be accepted. **There is a lot of planning involved and we do the best we can to get everyone's requests filled, however it is impossible to accommodate everyone's request. So, we appreciate everyone's understanding in this matter.**

Summer Sessions

Summer is a perfect time to try a new form of dance or continue in your progression of technique. These mini-courses give our dancers a chance to see if they would enjoy a new form of dance without investing a lot of time and money. New students and current students who wish to sharpen their skills are always welcome! Current students are encouraged to check with their instructor to determine appropriate class levels before enrolling. Students will need to stay in current levels and not advance over the summer unless indicated by their instructor.

Our summer session begins in June and runs for eight weeks. Proper dance attire is required for this session also.

Vibe Dance Company at Arlington Heights Park District

Dancers (8 yrs+) who are interested in the Arlington Heights Park District dance company are asked to audition in late May. Three levels are offered. All levels teach discipline, proper technique, body placement and flexibility exercises. Dancers will be trained to compete in local dance competitions and/or perform in local shows as well as most of the recital shows. A low absence rate, proper dress attire and positive attitude is mandatory at all times.

Students must audition for each of the Park District Companies. ****Auditions have already taken place for this year. The next audition is scheduled for May/June 2015**** All of the Park District dance companies will perform in several performances throughout the year and may also compete and attend dance conventions during the year. All members must be enrolled in an additional dance class (Ballet is required for level I). The company's curriculum is jazz based with some hip-hop and lyrical. It is designed for the versatile and dedicated dancer, who also loves to perform. Members will focus on technique and flexibility while learning to appreciate and develop their ambition to grow as a dancer. Company members are given multiple opportunities to perform and share their love of dance.

Vibe Dance Company Directors

Level I Tammy Zach
Level II Jennifer Hicks
Level III Carla Ricchio

For more information, please contact the Administration Center at 847.577.3000



2014 Fall Session Class Schedule

First Week of Classes	Aug. 28 – Sept. 9
No Classes: Labor Day	Sept. 1
Vibe's Autumn Harvest Show	Oct. 11
Jump-In Registration Begins	Oct. 15
Pre-Registration for Winter/Spring Session	Oct. 22 – Nov. 7
Jump-In Session Begins	Nov. 4 – 10
No Classes: Thanksgiving Weekend	Nov. 27 – 29
Last Week of Classes/Observation Week	Dec. 9 – 15

2015 Winter Session Class Schedule

(No Classes Spring Break, March 22 – 28)

Registration Dates

Pre-Registration	Oct. 22 – Nov. 7
Residents	Dec. 4
Non-Residents	Dec. 15
Winter Dance Shoe Sale	Tuesday, December 30 at 5:30-7:00 pm Administration Center Dance Studio



2014/2015 IMPORTANT DANCE DATES Fall Session: August 28 – December 15, 2014



Registration Dates

Residents	Aug. 7
Non-Residents	Aug. 15
Fall Dance Shoe Sale	Tuesday, Aug. 19, 5:30-7:00pm at the Administration Center Dance Studio
Jump-In Registration	Oct. 15
Jump-In Begins	Nov. 4 – 10

Spring Dance Recital 2014/2015 (May 2015)

Dance Recital Information will be forthcoming. Sorry for any inconvenience.

Summer Session 2015: Jun. 8 – Aug. 1, 2015

Registration Dates

Residents	May 7
Non-Residents	May 22
Vibe Dance Company Auditions	May/June 2015 (TBD)

