

Morton Grove Park District



*Morton Grove Park District
Dance Program Handbook
2011-12*

September 2011

Dear Parents & Dancers,

Welcome to the Morton Grove Park District Dance Program. Dance does so many things to enrich the lives of our children. It can instill confidence, improve flexibility and balance, develop rhythm, create a sense of freedom to express one's self, provide an outlet for socialization, and enhance memorization skills and so much more. The Morton Grove Park District is proud to provide such wonderful experiences for your child through dance.

For the younger dancers (3-6 years) the first half of the year is geared towards practicing techniques and developing skills. After the winter break the classes concentrate on learning the dance for the recital. The older classes are fine-tuning techniques and developing more advanced skills, however they begin work on recital routines immediately as there are more dances to learn with more difficult combinations. For all the classes, the entire year is focused on enjoying the art of dance and enjoying the benefits the program has to offer. One of the roles of the teacher is to work with the students and the parents to create a passion and enthusiasm for dance that will last a lifetime.

Please read through these pages completely. This handbook provides detailed information regarding proper attire, staff information, attendance policies, disciplinary policies, recital information and more. If you have any questions regarding our program, please call me at (847) 965-1200 ext. 3006 or email ksmith@mortongrovesparks.com. I look forward to an enjoyable year of dance.

Sincerely,

Kelly Smith

Kelly Smith, CPRP
Facility & Recreation Manager

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MEET OUR STAFF

Helen Lazicki, *Dance Coordinator*, has been teaching at the Morton Grove Park District since 1981. She earned her Bachelor of Arts Degree in Dance and Theater from Barat College. She is also a member of Dance Olympics Association for dance teachers and has attended numerous dance conventions including Dance Olympus, Project Motivate and Dance Makers. Helen has also taught at college level, private studios and Montessori School.

Lindsay Skarbek, *Teacher*, fifth year as instructor with Morton Grove Park District. Lindsay earned her Bachelor of Arts Degree in Dance from Columbia College in 2007.

Lori Andel, *Teacher*, third year as instructor with Morton Grove Park District. She earned her Bachelor Degree in Elementary Education from NIU in May 2009.

Megan Foley & Shana Ariaz, *Assistants*, this is their first year assisting with classes. Megan began dancing at the Park District in 2001 at the age of 5 and is a junior at Maine East High School. Shana began dancing at the Park District in 2000 and is a senior at Niles North High School. They are members of the Senior Starbound Company.

PARENTAL RESPONSIBILITY

It is the responsibility of the parent or guardian to notify and inform the Park District, at the time of registration, of any medical condition or disability or other situations that may require special consideration by the Park District Staff. Our goal is to serve your child in the most effective manner possible. Your confidentiality will be respected.

FAMILY BEHAVIOR

Please be considerate of others while waiting for your dancer outside the studio. The hallway must be kept clear to allow people to pass to the restrooms and gymnasium. Trash must be thrown away before departing. Children should be supervised. It is not safe or appropriate for dancers or siblings to run around the building, play around the elevator or go to the second floor without parental supervision. Your cooperation is appreciated.

ARRIVAL

Children should arrive at least five minutes prior to the class starting time to ensure that coats can be put away and shoes can be put on before class begins. Coat racks are available in the dance studio for your convenience. **NOTE:** *Shoes should be changed in the hallway – please do not walk through the dance studio with outside shoes.* All belongings (including outside shoes) should be kept in the dancer's "dance bag" in the dance studio at the coat rack area. ***Please remember to label dancer's shoes and bag.*** The hallway to the studio is in the general use area and items should not be left in this area. ***PLEASE HAVE DANCER GO TO THE RESTROOM AND dispose of chewing gum before entering the studio.***

PROMPTNESS: Class will start at the time listed in the brochure, and all dancers should be present at the start of class. When a dancer is late, they must ask the instructor permission to join the class. Late arrivals disrupt the class and do not allow the dancer to warm up properly which could lead to injury and then the teacher must stop class to bring the tardy dancer up to speed on what the rest of the class has already accomplished. This is unfair to the other children in the class. **PLEASE BE ON TIME.**

DEPARTURE

Children must be picked up promptly. Parents are free to wait for children on the benches in the hallway or in the lounge located in the lobby. Please be considerate of others and do not move the benches and remember that the Prairie View Community Center is a place of business. It is difficult to conduct business when office entrances are blocked and the noise level makes telephone conversations challenging. The teacher will open the door when class has finished and all children will be dismissed. *Students may not leave the building during or between classes without parent consent and a permission note presented to teacher.*

CLASS PLACEMENT

The ages listed in the park district brochure are a guideline. When registering, class selection should be based on the dancer's age as of September 1 (beginning of dance). A child who is 6 and will be 7 after dance begins should register for a class with age range of 6-7 or 6-8, a 3 year old should register for 3-4 class etc. Again ages are a guideline; it is the discretion of the instructor if a dancer is capable of moving to a higher level. It is the intent of the dance staff to place dancers in classes that are equal to the dancer's skill level – trust that the instructor bases any class movement on an individual basis and has the foundation of experience and education to make the assessment.

It should be noted: Ballet is the foundation for all dance, and for that reason, it is strongly recommended that students over the age of 8 who plan to continue with dance, take ballet in addition to other classes. A dancer studying jazz and tap will develop more 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. *Well rounded dance experience (ballet, tap & jazz) and advanced technique and skills are pre-requisites for consideration to participate in Spotlight and Starbound Dance Company.*

SUMMER DANCE

Summer is the perfect time to try a new form of dance or continue in your progression of technique. These mini-sessions provide dancers opportunity to try different dance forms without the time and expense of full year. It is ***strongly recommended*** that any dancer who wishes to be considered for placement in Spotlight or Starbound Companies in the upcoming dance year attend summer dance.

REPORTING ABSENCES

We encourage your child to come to class every week. Parents and students are reminded that any absence from class hampers a student's progress and that repeated absences will likely lead to the inability to learn routines for the end of the year recital. If your child is ill or will not be attending class for other reasons, you may call Kelly Smith and she will give the teacher the message. The number to call is 847-965-1200 ext. 3006.

A dancer who misses more than **three (3) classes** after January 1st jeopardizes the privilege to be in the recital. A note will be sent home with a dancer after each absence so parents and dancers know their status.

It is the discretion of the teacher if a dancer is prepared for the recital. If a dancer has not learned a dance routine due to repeated absences, they will be removed from the dance for the recital. It is a difficult decision, but it is not fair to dancers who attend class regularly and know the routine. The dance program requires commitment and dedication. If there is a conflict that will keep a dancer from attending class, a decision must be made on which is the priority.

ILLNESS

If your child is ill or has a fever we discourage their participation. The instructor reserves the right to not accept a child due to illness. If a child becomes ill during the program, a parent will be notified and requested to pick up their child. (*Illness is an extenuating circumstance with the absence policy – please do not bring an ill child to class.*)

MAKE-UP POLICY

If a dancer misses class and cannot make up the progress the class made in their absence, a make-up class may be scheduled. The make-up class is optional for the dancer, but if the teacher feels it is necessary it is an opportunity to participate in the recital. The make-up class is at the discretion and convenience of the teacher and an additional fee of **\$10.00** is paid to the teacher at the time of the make-up. Make-up classes are a last resort to bring a dancer up to speed.

MEDICAL EMERGENCIES

In the event of a medical emergency or accident, we will call 911 for immediate emergency care and then contact the parents of the child. Should emergency treatment be required, the child will be taken to Lutheran General Hospital. You will be responsible for the medical charges upon receipt of the statement. Your authorization for the Park District to secure emergency medical care for your child is part of your registration agreement. **NOTE:** *Park District employees are not permitted to transport any program participant or injured parties in Park District or private vehicles.*

FIRST AID

Staff will administer first aid to a child on a limited basis for small accidents such as minor cuts, scrapes, small bumps on head, and bloody noses. Your consent for the staff to administer first aid to your child is part of your registration agreement.

LOST AND FOUND

Items left behind after class are kept in a Lost and Found box in the dance studio. Please put names on shoes and clothes so they can be easily identified.

HYGIENE & GROOMING

All children must be completely capable of taking care of their toileting needs. We realize a child might have an accident and take this into consideration; however we cannot be responsible for a continual problem. Teachers are not allowed to assist children in the washroom. Repeated accidents will result in dismissal from the program. Please take your child to the bathroom before class begins to avoid repeated bathroom breaks during class time.

Hair should be neatly styled. Dancers with long hair should have their hair back in a ponytail, bun or braid (to prevent from falling in eyes and face). Dancers 10 and older should wear deodorant.

CELL PHONE USE

Use of cell phones is prohibited during dance class. This includes text messaging. If dancers are in multiple classes they may check for messages during break. Any dancer found to be using cell phone during class will have phone confiscated until the end of class. Second occurrence will result in call to parent. Third occurrence may result in suspension or termination from class.

CLASS PARTIES

Throughout the year classes will enjoy three class parties. Notes will be sent home the week prior to the parties. The parties are a reward for hardwork and celebration with dance friends. Please refer to the chart below for dates and activities. Please send HEALTHY individually wrapped options for treat exchange (100 calorie packs, fruit snacks, pretzels, granola bars, etc.). NO BAKED GOODS (cupcakes) with sprinkles. Please inform your teacher if your child has certain dietary needs prior to the party. Recognition of a dancer's birthday with exchange of *healthy* birthday treat is acceptable but should be discussed with the teacher in advance

Occasion	Dates	Activity
Halloween	October 18-25	Costume, Games, Healthy Treats
Winter (December)	December 16-22	Games & Book/Gift Exchange#
End of Year	May 7-12	Games & Healthy Treats

#NON-HOLIDAY books/gifts PLEASE consider the diversity of cultures and religion

DRESSING FOR DANCE

The Park District suggests attire that will allow for maximum movement and the least amount of distraction. Leotards and tights are preferred for girls. Older students may wear attire that is dance specific. **Jeans are not appropriate for any dance class.** Dance shoes should be brought to class each week.

INFORMATION FOR SPECIFIC CLASSES

Class	Shoe	Suggested Attire
Beg. Creative & Ballet (3-8 yrs)	Pink Ballet Slipper <i>Leather soles</i> (not satin)	Leotard & tights
Adv. Creative, Showbiz, Musical Theatre, Tap/Ballet	Black Tap Shoe & Pink Ballet Slipper <i>Leather soles</i> (not satin)	Leotard & tights
Jazz/Tap, Variety, Pre-Rep, Repertoire	Black Tap Shoe & Black Jazz Shoe	9 and Under – leotard & tights; 10 + dance jazz pants acceptable
Jazz/Ballet	Black Jazz Shoe & Pink Ballet Slipper or Beige Lyrical Shoe	Leotard & tights
Hip Hop	Black Jazz Shoe (5-9 yrs) Black HH Sneaker (9+ yrs)	Jazz pants & top
Lyrical Ballet	Beige/Neutral Lyrical Ballet Shoes or Bare Feet	Leotard & tights (footless)
Contemporary	<i>Bare Feet</i>	Leotard & tights (footless)
Pointe Ballet	<i>Upon Instructor Approval</i> – purchase Pointe Shoes	Leotard & tights
JR Starbound	Black Tap Shoes & Black/White Converse sneaker	Jazz pants & top
SR Starbound	Black Tap Shoes, Pointe Shoes, Paws, Jazz Shoe (color TBA)	Jazz pants & top

NO TE:
Boys should wear Black Ballet slippers for classes that indicate Pink Ballet

slippers.

Boys attire: wear gym shorts, sweatpants or jazz pant with a t-shirt.

Discount Dance Supply, www.discountdance.com carries all dance shoes and accessories.
Local suppliers for larger shoe sizes and the advanced ballet and jazz/hip hop shoe:
Leo's Dancewear, 1900 Narragansett, Chicago 773-889-7700 or www.leosdancewear.com
Famous Footwear, Payless Shoes, Target & Sports Authority carry ballet slippers and tap shoes for younger dancers and some dance attire.

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EMAIL

In effort to “go green”, convenience and accessibility the park district will be collecting email addresses for all dancers during the first weeks of class. The email will be used to distribute information throughout the year including newsletters, recital information, as well as health and weather alerts. The Parent Handbook and Recital Information are also available on the park district website www.mortongroveparks.com.

CODE OF CONDUCT

Dancers of all ages will benefit from following the expectations listed below.

- Be prompt, have a positive attitude and Have Fun!
- **Respect** all classmates and instructors and treat others as you would like to be treated this is called the “*Golden Rule*” and should always be practiced.
- No talking in rehearsals or classes
- No FOOD, DRINK or CHEWING GUM allowed in the dance studio. *Water bottles are permitted.*
- No gossiping or negative comments to or about anyone. See “*Golden Rule*”.
- Come to classes and rehearsals prepared. This is called “*Work Ethic*”. Always give 100% effort. This is called “*Heart*”. This will pay off in the end, I promise.
- No sitting down in class or rehearsal, unless authorized by your instructor. Even if you are not dancing during a particular sequence, you should be practicing in the back of the class.
- No use of cell phones during class including texting.
- No hanging on barres or touching mirrors. Respect the facility.
- Tell your instructor before rehearsal if you are ill or have an injury.
- Work together as a team. Support each other with positive feedback. Remember that everyone will have his or her time to shine.

DISCIPLINE POLICY

It is the goal of the Morton Grove Park District to provide quality park and recreation services. Participation in District activities and facilities shall be considered a privilege, which may be denied.

Therefore, the Park District reserves the right to suspend or dismiss from a program any participant whose behavior disrupts a program or in any way endangers him/her or other participants.

The procedure for handling discipline situations involving children (12 years and younger) shall be as follows:

1. First Occurrence: Instructor will attempt to control the participant and warn of the potential consequences.
2. Second Occurrence: Instructor will report disruptive behavior to parent and supervisor. The supervisor will send correspondence to parent with return acknowledgement required.
3. Third Occurrence: Instructor will notify parent of behavior. The parent(s) and participant will be notified in writing that the Park District can no longer be responsible for the actions of the participant and she/he must therefore be dropped from the program. The registrant will receive the program fee prorated for the length of the participation in the program. *Costume fee will not be refunded after November 1.*

Types of behavior that would warrant disciplinary actions include but are not limited to the following: refusal or intentional failure to follow instruction, intentional actions to disrupt class, fighting, arguing, misuse of park property/equipment, conduct that is aggressive in nature and potentially harmful to others and abusive or inappropriate language.

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RECITAL INFORMATION

Two dance recitals (12:00pm and 3:30pm) will be held at the end of the session on Sunday, May 20, 2012, at the Niles West High School Auditorium. The recitals provide a wonderful opportunity for the dancers to showcase what they have learned in their classes. Participation in the rehearsal and recital is not mandatory; however, please note that class time is spent preparing routines for this end-of-the-year performance. Family and friends will be allowed to view these performances with the purchase of tickets.

NEW FOR 2011-12: In response to the growing dance program and extended length of the recital performances, the classes/ages will be divided between the shows. Attempts will be made to keep siblings in the same show, but we can no longer guarantee this in effort to equalize the number of routines in each show. *In the situation that siblings (under age of 9) are in different shows, four (4) complimentary tickets will be provided to the family for the inconvenience.*

Dancers will be notified concerning which recital they will be performing in by January 9, 2012. NOTE: Older dancers (10 years +) may perform in both shows. Dress rehearsals and pictures will be held Saturday, May 19, 2012. Pictures will be taken in conjunction with the dance rehearsals.

The afternoon of the recital dancers report to the balcony at Niles West High School 30 minutes before the performance. All dancers remain in the balcony or backstage during the performances. The 3-4 year old classes are dismissed at the intermission and are not included in the finale. Dancers are encouraged to stay for the finale or final bow; however, if a dancer needs to leave before the finale please inform the helping parent. All dancers will be systematically dismissed and should be picked up in the south hallway following the finale.

HELPING PARENTS

Helping Parents are essential to the success of the recital. *A minimum of two adult helpers per class is required during the rehearsals and recitals.* **Your instructor will have a sign up sheet closer to the recital time. During the rehearsal, the helping parents sit with the class in the auditorium and following their rehearsal take the class to have pictures taken. During the recital, the helping parents sit in the balcony with the class and assist the Facility & Recreation Manager in moving the class**

backstage for their performance. Helping Parents will be able to watch the performance from the auditorium. After the performance, the helping parents and class return to the balcony and await the finale. *Helping Parents do not need to purchase tickets, as they will be seated in the balcony and not the auditorium. More detailed information will be distributed closer to the recital.*

COSTUMES

The fee for one costume is included in the registration fee. Dancers will be measured for costumes in early November – when measuring take into consideration dancers will grow and it is better to have costume bigger for comfort. Forms are distributed through classes. Each class will be provided with a costume and this is what the class will wear for pictures at the dress rehearsal. It is the discretion of the teacher if an additional costume or accessories are needed for classes that perform more than one routine (example: Jazz/Tap, Variety, Repertoire and Companies). These items are ***not included*** in the registration fee and will be invoiced once the costume and additional fees have been finalized. Payment is to the Morton Grove Park District. Dancers in the Repertoire class are responsible for their “Choreographer’s Showcase” costume – the costume selection and purchase is the responsibility of the dancers involved. Costumes will be distributed during a parent meeting in March (see calendar for dates).

Note: Costumes come in standard sizes and may not fit perfectly. You may need to alter them. In the situation where an exchange is necessary, a **\$5.00** fee will be charged to cover the additional expense of the exchange process.

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TICKETS

Tickets go on sale **Monday, January 16, 2012** at Prairie View Community Center for a cost of \$8.00 each. There is no ticket limit for the 2012 recital – you may purchase all tickets needed beginning Monday, January 16th. If special accommodations are required (*wheelchair*) please make note of your needs on the Ticket Order Form. Tickets are only sold at the Customer Service Desk at PVCC. Tickets will be mailed out by the first week of May. *After Wednesday, May 16, recital tickets may only be purchased at the door on Sunday, May 20th.*

FLOWERS

Carnation bouquets will be sold in the lobby of the auditorium before each performance. The bouquets are sold for cost of \$5.00.

VIDEOTAPING (DVD)

A professional company will be recording the performances on DVD and will be available for purchase. Details on pricing were being finalized due to the changes in the recital performances. Please look for information at the parent meeting in March and the spring brochure. Families may purchase copies at Prairie View Community Center beginning February 6, 2012 or at the recital on May 20th. Fee is TBA for DVD which will be mailed directly to homes.

REMINDER: ABSOULTELY NO FLASH PHOTOGRAPHY IS PERMITTED DURING THE PERFORMANCE. The flash from cameras is disruptive to dancers and audience members and diminishes the quality of the recording. Please be considerate of others. Please attend the dress rehearsal and take pictures at that time if it is your wish to capture your child on stage.

PICTURES

New photographer for 2011-12 Mitchell Studios will be taking the class pictures following rehearsals. Information will be distributed in March with costumes and rehearsal schedules. Pictures are not mandatory; however, we request that all dancers be available for the class picture as they are part of the group.

NOTE: *Parents may take pictures of dancers and classes OUTSIDE the area designated for pictures. Parents are not allowed in the picture area and are not permitted to use the photography company's backdrops for pictures. The park district will station an employee with the photographers to assist with poses and organizing dancers.*

Families and friends will have the opportunity to take pictures during the dress rehearsal and after the recital. NO **FLASH** Photography is permitted during the performance.

RECITAL T-SHIRTS

The 2012 "Together Again" Dance Recital t-shirts will be on sale April 2-May 5. All dancers and teachers names will be included on the back of the t-shirt with graphic on full front. T-shirt fee is \$10 and all orders will be taken at the Customer Service Desk. Order form included in Recital Packet distributed March 17-23. T-shirts will be distributed at May 19 rehearsal. **ORDERS ARE PRE-SALE** – a very limited number **MAY** be available at recital.

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STARBOUND DANCE COMPANIES

In 2011-12 there will be two levels of Starbound Dance Company (SDC) and Junior Starbound (JSB). The Companies are extensions of the dance program designed for advanced dancers by invitation or audition (*for dancers new to MGPD*). Commitment of dancers is mandatory for Company dancers. The group will learn routines with advanced techniques which require attendance at classes and practices as well as dedication and support of the group. ***Dancers who cannot make Company their priority should not register.***

Spotlight Dance Company is a performance troupe. These first year Company dancers have the enthusiasm and/or skills required for the performance level of company. They are well rounded – having taken tap, jazz and ballet and need to continue to work on greater flexibility, technique, precision and stage presence to move to the competition level. Spotlight will perform at community events and recital. They do not attend the convention or competition. Spotlight is pre-requisite for Starbound. ***The Spotlight Company may return in 2012-13 depending on enrollment and experience levels.***

Junior Starbound Dance Company (JSB) is an intermediate competition troupe. These dancers have demonstrated fundamentals (advanced skills, dedication and enthusiasm) required for competition troupe. The JSB dancers have taken advanced classes in all forms of dance – tap, jazz and ballet. JSB will attend the workshop and compete in Hip Hop/Jazz. Tap dance and ballet classes are required as continued preparation for SSB. There are some additional expenses associated with JSB.

Senior Starbound Dance Company (SSB) is the advanced competition troupe. These dancers have Company experience and have demonstrated the advanced skills, enthusiasm and confidence required for the highest competition level. They continue to work on flexibility, technique, precision and stage presence. Starbound dancers have taken advanced classes in all forms of dance – tap, jazz and ballet. Tap dance and ballet classes are required. There are some additional expenses associated with SSB.

NOTE FOR STARBOUND COMPANIES: Competition fees are not included in the class fee, fundraising opportunities are provided to the group to reduce additional costs. Other costs not covered: hotel rooms, travel expenses, meals, *Starbound* gear and some accessories.

The Morton Grove Park District expects members of the Starbound Dance Company to maximize all opportunities to continue learning. This includes active participation in all classes, conventions, etc. Company Dancers will be asked to sign an agreement outlining the expectations.

Additional Company Information will be distributed to dancers.

2011-12 DANCE CALANDAR

Wednesday, September 7	Dance Classes Begin
Wednesday, September 28- Thursday, September 29	No Class (<i>Rosh Hashanah</i>)
Saturday, October 8	No Class (<i>Yom Kippur</i>)
Monday, October 10	No Class (<i>Columbus Day</i>)
Tuesday, October 25 – Monday, October 31	No Class (<i>MGPD Halloween Festival</i>)
Tuesday, November 1-Monday, November 7	Measurements for Costumes Due
Tuesday, November 22-Saturday, November 26	No Class (<i>Thanksgiving</i>)
Friday, December 23-Thursday, January 5	No Class (<i>Winter Break</i>)
Monday, January 16	Recital Tickets go on Sale
Monday, February 6	Recital DVDs go on Sale

Saturday, March 17-Friday, March 23	Parent Meetings & Costume Distribution
Saturday, March 24-Friday, March 30	No Class (<i>Spring Break</i>)
Friday, April 6	No Class (<i>Eggstravaganza</i>)
Tuesday, April 17 (<i>tentative</i>)	Parent Meeting & Rehearsal for SB Competition National Park Fieldhouse 6:00-8:00pm
Friday, April 20-Sunday, April 22	Starbound Dance Competition/Conference
Monday, May 7-Saturday, May 12	Final Classes
Saturday, May 19	Recital Rehearsal at Niles-West High School Pictures taken after rehearsal times
Sunday, May 20	Recital at Niles-West High School 12:00pm and 3:30pm
Wednesday, May 23	Deadline to order Recital DVD at PVCC
After June 9	DVDs will be mailed

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