

# GRACE ACADEMY OF DANCE AND PERFORMING ARTS

905-338-0210

[www.graceacademy.ca](http://www.graceacademy.ca)

## Performance Handbook – JUNIOR STUDENTS Sunday, May 28th through Saturday June 3rd 2017

This booklet contains important information and details events leading up to and including Show week and is for all of our younger students (Nursery, Pre-Primary, Primary 1<sup>st</sup> Year and Primary 2<sup>nd</sup> Year Ballet, and Primary and Grade 1 Modern, and Primary Tap). It also outlines parent responsibility and dancer commitment to the Show. By agreeing to participate in the Show the Studio assumes that **all families** have read and understand the information as outlined in these pages. Please save your copy to refer to as needed. One copy of this booklet will be handed out to each Grace Academy family. It is also available on our website at [www.graceacademy.ca](http://www.graceacademy.ca). Thank you!

**Watch for regular Newsletters that will outline specific details, regarding any changes to class times, extra rehearsals, dates for costume check, ticket sales etc. and any forms that need to be filled out and returned to the Studio (i.e. volunteer forms, security forms, etc.)**

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# 1. PARTICIPATION AND COMMITMENT

ALL students at Grace Academy are invited to take part in this production. It will be a fun and exciting time for all of the dancers! Show week is the highlight of the dance year for everyone. It is a fabulous opportunity for your child to shine up on stage while learning about teamwork and dedication. The memories that it creates will last a lifetime.

**PARTICIPATION INVOLVES REGULAR ATTENDANCE AT ALL CLASSES IN THE 3<sup>RD</sup> TERM (THESE WILL BECOME REHEARSALS).**

**Please look at your calendars carefully! Due to the large number of students involved, and the great amount of planning and organization that go into the year-end performance, we are UNABLE TO ACCOMMODATE INDIVIDUAL FAMILY SCHEDULES AND CONFLICTS. DANCERS WHO CANNOT ATTEND ALL COMMITMENTS (REHEARSALS AND PERFORMANCES) DURING SHOW WEEK WILL NOT BE ABLE TO PERFORM IN THE SHOW.** Past conflicts have included the following: sporting events, school concerts, job training (senior girls), first communion, parties and music concerts. Please look ahead and remember your commitment to the Show when booking your Spring commitments.

Rehearsing a dance without all of the dancers present is confusing for everyone - dancers rely on the presence of others to work out their spacing and movements. Having a dancer pull out of a number once rehearsals have started is extremely difficult for everyone. Choreography must be re-worked and this can be very hard to do.

While this sounds like a lot, we would also like to encourage you!! IT IS A WONDERFUL AND EXCITING TIME!

# 2. PARENT VOLUNTEERS

We are asking for the assistance of **all parents** to help make our year-end production an enjoyable experience for everyone. Many of you have already volunteered your time to assist with costume preparations. We will contact those who have volunteered as the need arises. Thank you for your time!

**Volunteers are needed for each day that we are at the theatre. Please see the list below that outlines the various jobs that need to be filled and best suit our junior parents. In all areas, experienced volunteers will act as leaders and are there to show you the ropes if it's your first time. Please join the team!**

**PARENTS WHO ARE NOT VOLUNTEERING WILL WAIT UPSTAIRS IN THE LOBBY OF THE THEATRE DURING DRESS REHEARSALS AND WILL BE ASKED TO CLEAR THE BACKSTAGE AREA DURING ALL SHOW TIMES.**

**IT IS IMPORTANT FOR THE ORGANIZATION AND SAFETY OF ALL DANCERS, THAT ONCE DANCERS ARE IN COSTUME, PARENTS WHO ARE NOT VOLUNTEERING WILL NOT BE ALLOWED BACKSTAGE.**

Volunteer forms will be sent out closer to the performance dates. An email will then be sent out to those of you who have offered your assistance, confirming your assigned role and dates.

During the Show/Rehearsals there is a **table set up in the hallway across from the dressing rooms (beside the drink machines)**. This is where volunteers will gather at the beginning of each night to be assigned to their areas by an experienced volunteer.

### **VOLUNTEER JOB DESCRIPTIONS:**

#### **SUPERVISION OF 3-6 YEAR OLDS:**

Looking after a class of younger dancers as they wait to go onstage and then wait to be picked up by their parents at intermission or the end of the show. Colouring books, story books, puzzles and movies are provided by the Studio. Parents of little ones may choose to volunteer with their child's class on the night that they are not in the audience.

#### **GENERAL BACKSTAGE SUPERVISION**

Making sure all dancers are happy, well behaved and involved in quiet activities. Dancers are asked to stay in their dressing room during the run of the show. It is the policy of The Oakville Centre for the Performing Arts that hallways are kept clear (except for those dancers lining up to go on stage). You may also be asked to assist with hanging up costumes and keeping the change rooms neat.

#### **CHANGING YOUNG DANCERS WHO HAVE MORE THAN ONE 1 DANCE**

Participating volunteers assist dancers (under the age of 10) who are in more than one dance with their costume changes. Volunteer moms will have a list of dancers needing to change and will assist in dressing the children and ensuring that their previous costume items are hung up properly.

#### **HAIR**

Volunteers are needed throughout the run of Show to style dancers hair. The busiest time is before curtain, between 5:30-7:30. Participating volunteers will stay in the hair room throughout the night for those dancers who need assistance in changing their hairstyles. Dancers are typically put into ponytails and buns. A list of styles is provided by the studio, as are all hair products. Hair should be very neat, using hairspray and gel.

**We encourage dancers to arrive at Dress Rehearsal and Performances with Hair already done if possible – you will be informed of your class hairstyle at Costume Check.**

### **SECURITY**

Each dancer must be checked out with our security volunteers before they go home. Volunteers are stationed at the 2 exits of the backstage area. Security volunteers will have a list of all dancers in the performance as well as a list of any dancers who have been given permission to leave with a friend. No dancer will be allowed to leave without an adult (please refer to the security section of the handbook). Security volunteers will also collect DVD order forms and any other envelopes that may need to get to Miss Knapp.

## **3. COSTUMES**

Miss Knapp and Mrs. Van Dunk will design all costumes. Final costume costs usually range from \$85-\$150 per costume – depending on the age of your dancer. All families are responsible for the cost and construction/purchase of their costumes.

### **Catalogue Costumes:**

In some cases, ready-made costumes are purchased. **Alterations to ready-made costumes are the responsibility of each family and we recommend that you book a seamstress in case alterations are needed.**

### **Costumes made by ESTA:**

ESTA is a costume company that sews costumes for complete classes. When this is the case you are sent an email in late February/early March to confirm details. No seamstress is needed.

### **Costumes made by Erica Gilby**

Erica Gilby will be sewing costumes for our Nursery, Pre-Primary, Primary 1st year Ballet and Primary Modern dancers this year. No seamstress will need to be booked.

### **Costumes made by Seamstresses and Parents:**

The Studio will design costumes, purchase fabric, patterns, bodysuits, sequins, socks, hats, ribbons etc. Erica Gilby will then make **prototypes** of each costume along with instructions on how the costume should come together. Fabric and sewing instructions will be handed out to seamstresses at a time arranged by the studio. We strongly recommend that you book one of our seamstresses to sew your costume, but you may choose to sew for yourself or to have a family member sew for you. Please make arrangements immediately and inform the studio of who will be sewing for you. This helps us with the planning and purchasing of fabric and patterns. (See Booking a Seamstress below)

## **COSTUME EXTRAS (SOCKS, SHOES, TIGHTS, RIBBONS ETC.)**

Some classes will also need to purchase tights to go with their costumes. Ballet classes often dye their ballet shoes (with a leather shoe spray) to match their outfit. They are allowed to wear coloured shoes in class next year until they no longer fit.

## **COSTUME INVOICES**

You will receive an invoice for costume costs in early May. This invoice will be for all items paid for by the Academy (including costumes sewn by ESTA, catalogue orders and nursery, pre-primary, primary 1st yr ballet and primary modern costumes sewn by Erica Gilby). It will include costs for fabric, patterns, bodysuits, shoes and accessories.

**It will NOT include sewing costs by the seamstress of your choosing. This will be paid for separately by you. ALL COSTUMES MUST BE PAID FOR IN ORDER TO DANCE ON STAGE.**

**LABEL ALL COSTUME PIECES AND ACCESSORIES with first initial and last name!**

## **BOOKING A SEAMSTRESS**

When booking your seamstress you should discuss at least the following:

**1. Typical costs** – We have found in the past that costume sewing costs range from \$45 - \$100 each. Higher amounts are typically for the costumes for older dancers that are more complicated or involve more than one piece. Your seamstress will most likely not be able to give you the exact cost until they know what they are making but should be able to give you an estimate. Please discuss when they would like to receive their payment

**2. Which class(s) your child attends**

**3. Fitting** – When will they need to see your dancer for measuring and fittings? Do they want to do this at their home or at the Studio? **Please make sure that your seamstress measures your child themselves.**

**5. Finished Product pick-up** – You should have picked up your costume prior to **Costume Check (check newsletter for dates)**. Once Costume Check is complete you may need to return to your seamstress to finish hemlines and/or final details. **AN ADULT MUST BE PRESENT WITH YOUR DANCER AT COSTUME CHECK.**

## 4. COSTUME CHECK

During the week of Costume Check (MAY 18<sup>TH</sup> -24<sup>th</sup> ), costumes will be checked in the Studio at the **beginning** of each class to ensure that all dancers look the same, this includes costumes made by ESTA and catalogue costumes. **A parent/adult/ seamstress must be present with your dancer on this day.**

Any additional hair/costume accessories will be handed out at that time and dancers will be given the hairstyle for the class.

PLEASE ARRIVE ON TIME AS WE WILL STILL BE REHEARSING OUR DANCES ON THESE DAYS AND DO NOT WANT TO TAKE UP TOO MUCH CLASS TIME.

## 5. STUDIO REHEARSALS

All regular classes become rehearsals after the March Break. Regular attendance is EXTREMELY IMPORTANT. Please inform the studio right away of any planned holidays/missed classes.

EASTER WEEKEND: classes run as usual on Saturday, April 15th but are cancelled on Good Friday (April 14th ) and Easter Monday (April 17th ).

MAY LONG WEEKEND: ALL CLASSES RUN AS USUAL. PLEASE PLAN TO ATTEND THESE IMPORTANT REHEARSALS!

## 6. HAIR AND MAKE-UP

You will receive a junior information sheet detailing your costume, hairstyle and make-up closer to the performance.

Volunteers will be at the theatre to help dancers have their hair done. If you choose to do your dancer's hair at home it needs to be very neat, off the face (gel and hairspray) and in the appropriate style noted on your junior information sheet.

### **Make-Up**

All junior dancers should have light brown/beige eyeshadow, pink blush and red lipstick. We want them to look like children, but not have their faces washed out under the strong stage lights.

We encourage dancers to arrive at dress rehearsal and performances with hair and make-up already done if possible, to avoid long lineups in the hair/make-up rooms.

NO JEWELRY OR NAIL POLISH (fingers or toes) PLEASE (also –no stick on tattoos!)

## 7. THEATRE REHEARSALS

**\*ALL REHEARSALS ARE CLOSED TO SPECTATORS\***

**LOCATION: THE OAKVILLE CENTRE FOR THE PERFORMING ARTS  
130 NAVY STREET  
OAKVILLE, ONTARIO**

### **Junior Dress Rehearsal – Monday, May 29th 2016– FULL COSTUME, HAIR AND MAKE-UP**

This rehearsal is for the younger dancers ONLY (**those listed on the cover page of this letter and grade 1 tap**). Senior students who assist with junior classes will need to attend.

**Dancers must be out of costume before leaving the theatre and must be signed out with Security. (See: Security)**

All dancers should arrive at 5:30 p.m. and enter through the Stage Door at the back of the theatre, near the swimming pool entrance. Please note the following:

- Please do not send more than one parent with your dancer if possible.
- Dancers should be out of costume when arriving AND leaving the theatre.
- **Dancers should come with hair and makeup done, if possible.** Your hairstyle is listed on your updated Junior Information Sheet. Volunteers will also be at the theatre to help with hair and makeup if you are unable to do this at home.
- **If you send a snack make sure that it is NUT FREE and not messy – no chocolate or red juices please.**
- **Dancers must be signed out with Security volunteers before going home**



## **UPON ARRIVAL:**

Proceed to the dressing area/room posted on your updated Junior Information Sheet. Dancers should change into costumes and organize any other costumes they may be changing into during the Show.

Once all dancers are dressed, they will be organized by their senior class helpers (listed on your information sheet). At this point and time we will ask all parents who are not volunteering to head upstairs to the lobby of the theatre. This will help to keep the backstage area clear and organized and will help us to keep your dancer safe and happy without large crowds of parents. Tables and chairs will be set up for you to wait in the lobby.

Once dancers have completed their rehearsal, a volunteer “runner” will make an announcement to inform you that you may pick up your dancer from the backstage area. (ex. “the Saturday nursery ballet class with Miss Natasha, Miss Sophie and Miss Elizabeth is now finished”). Dancers will be kept together with parent volunteers and student assistants until parents come down to pick them up.

We aim to keep the dress rehearsal running as quickly as possible. Any delays are simply to ensure that all children feel comfortable and happy dancing on stage! This will be the first time on stage for many of our dancers. Please be patient!

## **8. PERFORMANCES**

**LOCATION: THE OAKVILLE CENTRE FOR THE PERFORMING ARTS  
130 NAVY STREET  
OAKVILLE, ONTARIO**

Your junior information sheet will list the performance date(s) that your dancer is to participate in.

Evening Performances: Dancers in the 1<sup>st</sup> half of the Performance should arrive at the theatre at 5:30 p.m. (Doors will not be open prior to this). Dancers in the 2<sup>nd</sup> half of the Performance should arrive at 7p.m.

Saturday Matinee: Dancers in the 1<sup>st</sup> half should arrive at 11:30 a.m. and dancers in the 2<sup>nd</sup> half should arrive at 1pm.

Please follow the same guidelines given for the Dress Rehearsal. **Dancers must be out of costume before leaving the theatre and must be signed out with Security. (See: Security)**

\*REMINDER – children who dance in the 1<sup>st</sup> half only – may purchase a ticket to watch the 2<sup>nd</sup> half. Children who dance in the 2<sup>nd</sup> half only – may NOT watch the 1<sup>st</sup> half, as they will need time to prepare to go onstage.

#### **AUDIENCE MEMBERS:**

IF YOU ARE WATCHING THE PERFORMANCE, PLEASE DO NOT LEAVE THE THEATRE UNTIL INTERMISSION. IT IS VERY DISTRACTING FOR THE DANCERS ON STAGE AS WELL AS OTHER AUDIENCE MEMBERS. **Parents, if possible, please stay until the end of the Performance to support ALL of the Dancers (and ask that your family members/friends do the same!)** Your children will be looked after backstage. ALL DANCERS have worked extremely hard and it can be very upsetting when audience members leave part way through the performance. Our senior girls volunteer many, many hours during the year to assist your little ones (and to make it possible for them to dance on stage). PLEASE STAY TO SUPPORT THESE GIRLS! You will be glad you did!

## **9. TICKET SALES**

A separate newsletter will be handed out regarding when and how you will be able to purchase tickets and the cost of the tickets. On the date that tickets go on sale WE RECOMMEND THAT YOU DO NOT DELAY IN PURCHASING YOUR TICKETS. TICKETS SELL OUT QUICKLY!

\*REMINDER – children who dance in the 1<sup>st</sup> half only – may purchase a ticket to watch the 2<sup>nd</sup> half. Children who dance in the 2<sup>nd</sup> half only – may NOT watch the 1<sup>st</sup> half, as they will need time to prepare to go onstage. You will receive an Order of Performance so that you will know which half of the program you are in.

#### **PLEASE....**

IF YOU ARE WATCHING THE PERFORMANCE, PLEASE DO NOT LEAVE THE THEATRE UNTIL INTERMISSION. IT IS VERY DISTRACTING FOR THE DANCERS ON STAGE AS WELL AS OTHER AUDIENCE MEMBERS.

**AGAIN, PARENTS, IF POSSIBLE, PLEASE STAY UNTIL THE END OF THE PERFORMANCE TO SUPPORT ALL OF THE DANCERS.** Your children will be looked after backstage and can be left with us until the end of the show on the night that you are watching

Video cameras and flash photography are NOT permitted in the theatre. This will be strictly enforced by theatre ushers during the performance.

## 10. DANCERS WITH MORE THAN ONE NUMBER

Dancers who are in more than one dance in the show (ex. Primary modern and primary 1<sup>st</sup> year ballet) will need to have a costume change. In most cases, they will make this change in the Studio Theatre area backstage. There will be a designated area set up on the stage in the Studio Theatre for your child to hang their costume. Volunteer moms will have a list of dancers needing to change and will assist in dressing the children and ensuring that their previous costume items are hung up properly. If the amount of time between your child's dances is very short, they will change in a special area backstage. If this is the case, your child's teacher will discuss this with you personally. Please label all costume pieces with first initial and last name.

## 11. COMMAND CENTRAL/LOST AND FOUND

During the show there is a **table set up in the hallway across from the dressing rooms (beside the drink machines)**. This is where Volunteers will gather at the beginning of each night to be assigned to their areas by an experienced Volunteer.

**Please label ALL costume pieces with first initial and last name!**

Any extra shoes, tights, socks, hair accessories, hairbrushes etc. that are found will be placed on this table. We have never lost a costume but with over 300 families, occasionally a costume goes home in the wrong garment bag, or shoes/accessories get mixed up. As it is usually someone from your own class a quick exchange at home/theatre before the next show usually solves the problem. If you find that you have a costume or accessories belonging to another dancer when you get home, please leave a message on the Studio answering machine (905) 338-0210 or email Miss Knapp at [graceacademy@sympatico.ca](mailto:graceacademy@sympatico.ca), so that we can put the other family's mind at ease.

DVD orders and any other envelopes/information that you need to have delivered to Miss Knapp can be left with the Security Volunteers at the Stage Door.

## 12. SECURITY

Each dancer must be checked out with our security volunteers before they go home. Junior dancers (nursery/pre-primary/primary 1<sup>st</sup> year ballet/primary 2<sup>nd</sup> year ballet/primary modern/grade 1 modern and primary tap) have 2 sign outs. Dancers must first be checked out with the parent volunteers in charge of each class. Security Volunteers will then be stationed at the 2 exits of the backstage area. Security volunteers will have a list of all dancers in the performance. No dancer will be allowed to leave without an adult (SEE BELOW) .

**WE ASK FOR EVERYONE'S PATIENCE AT THE END OF THE SHOW - we ask that only one parent/guardian should come backstage to check their dancer(s) out at security.** Security volunteers will also collect DVD order forms and any other envelopes that may need to get to Miss Knapp

1. Dancers enter and exit through the Stage Door that is located at the back of the Oakville Centre for the Performing Arts. Security check out for all dancers will be at the Stage Door. Enter quietly so that noise does not carry up to the stage.

2. NO DANCER will be allowed to leave the theatre without an adult. DO NOT ASK YOUR DANCER TO MEET YOU IN THE PARKING LOT. You must come to the Stage Door to meet them.

3. **The Theatre will be CLOSED between performances on Saturday.** All dancers, parents and teachers must leave the building. **PLEASE BE AT THE THEATRE ON TIME TO PICK UP YOUR DANCER.** It is a very short break before call time for the evening performance and each year we are left waiting on parents who fail to pick up dancers until well after the performance has ended. Arrange to carpool with another family if you are unable to arrive on time.

4. **A Security Form MUST be filled out and handed in to the Studio PRIOR to the show by parents of ALL dancers. It will acknowledge your permission of the following for your child:**

- To sign out of the theatre after the Saturday matinee without an adult (an option provided for older dancers during the quick turn around between shows)
- To leave the theatre unaccompanied (student is 16 years old or older)
- To carpool home with adults other than parents or guardians. You will be asked to provide the first and last name of each driver and to include your first and last name on this sheet.

**NO EXCEPTIONS – IF RECEIPT OF THIS FORM IS NOT ON FILE WITH SECURITY, YOUR CHILD WILL NOT BE ALLOWED TO LEAVE WITHOUT YOU PRESENT**

### **13. APPROPRIATE BACKSTAGE BEHAVIOUR**

Please remind your dancer of the importance of good behaviour at the theatre. With the large number of dancers involved, it is easy to get carried away in the excitement and forget that running, climbing and loud voices are not acceptable.

Remind your dancer that we are guests in the theatre and that they should treat the property of the theatre (changerooms/bathrooms) with care and respect.

Also, please be patient and listen to the parent volunteers. We are confident that our dancers will make us very proud!!

### **14. DVD/PHOTOS**

**Video cameras and flash photography are NOT permitted in the theatre.**

This will be strictly enforced by the ushers during the performance. IT IS EXTREMELY DISTRACTING TO OTHER AUDIENCE MEMBERS AND TO THE DANCERS ON STAGE! **While we live in a world where everything is immediately recorded and posted to social media, we ask that for this performance, you sit back and enjoy the moment, and allow others to do the same!!** A professional video will be filmed during one of our performances. All dances will be included in this video – junior dancers will be filmed during dress rehearsal to ensure that we have footage of everyone. Our videographer, Gregson Lodge, will also be filming “behind the scenes” footage during dress rehearsal – he will have a name tag on so that you will know who he is.

Order forms for DVDs will be sent home closer to the performance and will be accepted back until June 25<sup>th</sup>. The cost is \$40 for a double DVD set. Orders received after June 25<sup>th</sup> are \$45. Cheques should be made payable to Gregson Lodge and cash should be sent in an envelope marked clearly with your name.

Orders can also be left with the Security Volunteers at the Stage Door during performance week. DVDs are usually ready for pick up during registration dates at the end of the summer.

Drop by to see a preview showing of the DVD at our annual Lemonade Party on Saturday, June 10<sup>th</sup>, 11am-1pm.

#### **Photos**

A professional photographer will also photograph each dance “in action” at the dress rehearsal. Photos will be available for purchase – information will follow. In addition, a volunteer Grace Academy mom will take photos “behind the scenes”

during the week. These photos will be kept in a photo album at the studio and copies can be made for dancers as requested.

## **15. BORROWED ITEMS**

Please remember to return all borrowed sewing patterns to the Studio prior to the Show. In addition, if you have borrowed any costume pieces from the Academy, please leave these at the theatre at the end of the Saturday evening performance. Items can be left on the table in the hallway across from the dressing room.

**PLEASE DO NOT HESITATE TO ASK IF YOU HAVE ANY QUESTIONS.  
NEWSLETTERS WILL BE SENT HOME REGULARLY WITH ALL THE  
SPECIFIC DETAILS REGARDING DATES AND TIMES FOR INFORMATION  
LISTED ABOVE. THANK YOU 😊**