Parent Handbook

Please read through the information below. All these guidelines have been put in place for the safety of all our dancers. We hope you will find all the information you need about the upcoming spring performance. If you have ANY questions about anything, please don't hesitate to ask and staff member. We know there is a lot to remember! We want to help you make this time a very special moment in your child's life and are looking forward to another spectacular show!

During Dress Rehearsal, dancers will have assigned rows in the auditorium that they must be seated in at least 6 routines before their dances and 2 routines after their dances. Rows will be designated with a piece of paper and the costume picture. Our Tiny Tots, Intro to Dance, & Jazz/Tap families will not be using the café for dress rehearsal. All personal items should be brought into the auditorium. Families are welcome to sit with their dancer in the designated rows. Families should check their dancers in at the Check In Table at the Café (Level 1 and below) or the Back Hallway (Level 1 and above) on both days.

On Show Day, Tiny Tots, Intro to Dance, & Jazz/Tap dancers should assemble in the café. Parents are allowed in to assist their dancer, but should leave to watch the show. There will be chaperones and activities in the café to keep the dancers occupied so you can sit back and relax!

Because families and dancers are welcome to watch the show during dress rehearsal, we are allowing non-flash photographs and videos to be taken from a seat. This is a live run-thru of the show so ABSOLUTELY NO RUNNING or TALKING WILL BE TOLERATED in the auditorium. Anyone disrupting the rehearsal will be asked to leave and only the dancer will be allowed back into the auditorium to be collected by the runner to go back stage. Dancers and families may enter and exit the auditorium as they like during dress rehearsal.

Entering and Exiting During the Performance - This year we are doing the same new thing we did last year as it worked very well. Based on numerous requests, we are not allowing dancers to enter and exit the auditorium at will during the performance. Dancers may enter the auditorium during the show only when escorted by a parent. Dancers who are only in Act 2 may watch all of Act 1 and up to 5 dances previous to their dance from the auditorium. They must then exit the auditorium and go to their designated dressing areas (café or band room) to be collected by the runners. All dancers below level 1 must be escorted by a parent to their designated area in the café. Since all dancers Level 1 and above are in the Finale, they will need to remain in the band room until after curtain call. Parents may pick up their dancer at the front end of the hallway leading to the band room (just to the left of the auditorium doors) after the curtain call.

COSTUMES

Costumes will be handed out the week before pictures. Students whose accounts are up-to-date will be allowed to take their costumes home after signing them out at the front desk. Parents/dancers are responsible for making any minor alterations to costumes such as strap length, taking in sides, etc. Costumes that are too small may be exchanged to ensure proper fit.

Dancers who have paid costume fees will be provided with one costume per class along with a costume guide including information about hair, makeup, tights and shoes. Costumes will be handed out the week prior to picture day (Saturday, March 25th), in your child's class. Parents/dancers are responsible for providing the correct pair of specified performance tights and shoes for each class. Dancers not dressed in proper attire will not be allowed to participate. PLEASE WRITE YOUR CHILD'S NAME IN EVERYTHING.

DANCER'S PERFORMANCE ELIGIBILITY

Dancers are eligible to participate in the performance once they have attended all rehearsals and accounts are paid in full. Regrettably, a dancer who misses a rehearsal for an unexcused absence or whose account is not paid in full will not be permitted to participate in the spring performance. Please speak with the studio director if you feel your dancer is eligible to receive a rehearsal excused absence. Excused absences are extended for religious reasons, family emergency, illness with a note from a physician, or a one-time family event (wedding, 1st communion, bar mitzvah, etc.).

HAIR & MAKEUP

Hairstyle instructions are listed in the guide included with your dancer's costume.

For Level 1/Beg dancers and up - Please remember to pull bangs off your face and secure hair neatly according to the guide, using gel, hair spray and bobby pins. Use only brown and black bobby pins and elastics to secure hair. No colored elastics or any other hair accessories.

Tiny Tots, Intros 1 & 2, and Jazz/Tap - Please try your best to secure hair neatly using gel, hair spray and/or bobby pins – bangs are ok. No colored elastics or any other hair accessories.

Boys – Please have hair styled & combed neatly. Longer hair must be pulled away from the face.

The bright stage lights and distance from seats to stage wash out a dancer's features. Stage make up should be heavier than every day make up in order to bring out your dancer's natural features on the stage. Parents/dancers are responsible for applying their own make up. Suggested make up includes: foundation, blush, eyeliner, mascara, eye shadow, lip liner, and lipstick (may vary according to age). Body glitter is optional. Be sure to keep a tube of lipstick handy during the performance for "touch ups!" Boys are not required to wear make up.

CLASS PHOTOGRAPHS

Photo Day - Saturday, March 24th – Academy of Creative Arts
Photo Pick Up/Purchase – Saturday, May 5th - Littleton High School

PREPARATION

On photo day, there will be limited space available for costume changes and fixing hair. When possible, dancers should arrive in costume with hair and makeup completed. NEVER WEAR DANCE SHOES OUTSIDE. Please do not use bathrooms for costume changes. Please save the bathrooms for people who need to use the bathroom! It is suggested that students with several costume changes wear a skin tone bodysuit/leotard underneath so they can change easily in the dressing room. Dancers should arrive at the studio at least 15 minutes prior to their scheduled line up time.

VENDOR INFORMATION

Starshine Photographics will photograph each dancer and class in their costume(s) and print a sample package of professional photographs for each student AT NO COST TO YOU and NO OBLIGATION TO PURCHASE. Parents will be able to see photographs prior to ordering at the dress rehearsal at LPAC. We encourage ALL dancers to participate in class photos. There is no make-up date for the photographs.

SCHEDULE

Because the schedule was created in a specific order so as not to schedule any one dancer with any back-to-back photos, we cannot move or adjust the order of assigned class times. The schedule is very tight in order to fit in all the classes. A student who is registered for more than one class will likely have some quick costume changes for photos. What a great time to practice quick changing for performance! The complete detailed schedule is available at the studio or available for download from the Spring Performance web page.

INDIVIDUAL PHOTOS

Dancers will have the opportunity to have individual, friend, or small group shots taken, but all friend shots will need to pay $5/photo at time of sitting. The photographer should be paid directly before the photo is taken. There is no charge for sibling pictures. These photos will be taken as time is available in between the group/class photo times.

TAKING VIDEOS & PHOTOGRAPHS

Media Creations will film the spring performance and offers you a professional video so you can enjoy this special day in your dancer's life again and again. Order forms are provided at the studio and on the Spring Performance web site. Attitudes families are permitted to film their own child during the dress rehearsal from a seat. Please be respectful of families sitting near you and do not block anyone's view. Recording during the performance is not allowed. According to the building fire code, filming while occupying the aisles is strictly forbidden. Due to copyright laws, videos that are taken during the performance may not be posted on the Internet.

PERFORMANCE "EXTRAS"

There will be an opportunity to purchase several items in conjunction with the performance. **These items must be paid for in advance of the show.** Order forms are available for download from the website and at the studio front desk.

PERFORMANCE T-SHIRT

T-Shirts are $15 and can be ordered at the studio until April 7th. No extra performance shirts will be available at the show.

PROGRAM ADS

Program ads for families and businesses will be available for purchase. Advertise your business or say congratulations and good luck to your dancer! Various prices for various sized ads. Deadline for placing your ad is April 7th.

FLOWERS

Presenting flowers to your dancer(s) is traditional and a beautiful way to tell them that they did a great job! Add a tree frog, jewelry or chocolates for a truly special gift.

ATTITUDES SWAG & DANCE GIFTS

Give your dancer a cool Attitudes t-shirt for class or rehearsal, or purchase one of our other dance gifts like: t-shirts, dance bows, water bottles, jewelry, dance bags, and other great items. These items will also be available for purchase day of show.

TICKETS

Tickets will be sold online on www.tututix.com and at the door. Tickets will not be available for sale at the studio. The auditorium has a good view from all seats. You will be able to choose your seats at the time of purchase may buy an unlimited number of tickets. Children under 3 years of age will be admitted to the auditorium without a ticket, but they must sit on an adult's lap. Anyone who would like a seat, will need a ticket. This includes dancers who will sit with you in the auditorium. Tickets will be sold April 1, 2017 - 10:00am through May 5, 2017 - 12:00pm. Tickets are non-returnable and non-refundable. If the performance is rescheduled due to bad weather, your tickets will be transferred to the rescheduled date.

- Adult = $18*
- Student = $9*
- Children under 3 = FREE

* plus ticketing service fee

VOLUNTEERS

Putting on a show is a true community effort. Volunteers play a huge role in maintaining a well-organized and smoothly run rehearsal and performance. It is a rich and rewarding experience to feel like part of the show and all volunteers earn a free and much coveted CREW t-shirt! Volunteers will be assigned to help with auditorium seating, ticket table, check-in table, changing room, or backstage. Please refer to volunteer flier or inquire at the studio front desk for more details and to see how you can help!

STUDIO REHEARSALS

REHEARSAL "TECH" WEEK

Monday April 30th – Thursday May 3rd

During Rehearsal "Tech" Week (Two weeks after April vacation week), regular class schedules ***will not be followed***. We will be practicing for the performance and a full show schedule will be used. The full rehearsal schedule is available for download from the Spring Performance web site or at the studio. Printed schedules are subject to change so please use the web site for the latest information.

FINALE REHEARSALS

April 7th – 1:30pm – 3:30pm – Academy of Creative Arts (Curtain Call Rehearsal: 1:30pm – 2pm)
April 30th AND May 2nd - 7:30 pm – Academy of Creative Arts
May 1st AND May 3rd – 6:45 pm – Academy of Creative Arts
May 5th – 1:30pm - Dress Rehearsal - Littleton High School

The finale is the closing number of the performance. Dancers who are Level 1 and up will learn finale choreography during regular dance class and during the combined finale rehearsals. It is the only time all the dancers will practice together. These rehearsals are very important to pulling the number together and also helping each student feel prepared. Finale rehearsals are required attendance for all Level 1 and up dancers. Only those who attend rehearsals will be eligible to perform in the finale. All dancers below level 1 will be joining us for the curtain call. Attendance is encouraged, but not required.

ATTIRE
Finale dancers should wear their regular dance attire and shoes for rehearsals. Finale dancers will wear the costume of the class they are representing for the performance.

DRESS REHEARSAL

Saturday, May 5th - 1:30pm - Littleton High School

ATTENDANCE
Dress rehearsal is required attendance for all students. Only dancers who attend dress rehearsal will be eligible to perform in the spring performance.

ATTIRE
Please have dancers wear their performance costume and appropriate dance shoes on the stage. Please pull hair off face. Make up is not necessary.

START TIME
There is a prompt start time of **1:30pm** for ALL dancers. Dancers should arrive by 1:00pm to set up and get prepared for the stage. This will be a straight run through of the show with only occasional stopping. If a dancer is not in his or her designated row when the runner comes to get them, there will be no opportunity to run the dance again. We should be done with the rehearsal by 4:00pm.

CHECK IN
Tiny Tots, Intro to Dance, Hippety Hop, and Jazz/Tap dancers should check in at the check-In table located at the café. Dancers Level 1/Beg and above should check in at the table in the hall leading to backstage. Level 1 dancers and above may use the band room for changing. All younger dancers should arrive in costume and wait in the auditorium. Volunteers will staff the changing rooms and backstage areas. For your child's safety, to limit the number of people backstage, to limit the amount of noise in the auditorium, and to keep rehearsal running on time, only volunteers and staff will be permitted backstage. Please consider volunteering if you would like to help your child, and others, backstage and in the auditorium.

PHOTOGRAPHY
Non-flash photography and non-tripod videos will be allowed during the dress rehearsal although we request that you be considerate to those around you. There is no flash photography allowed at any time during any rehearsal or performance. This is extremely dangerous and distracting to the dancers. Anyone using flash photography will be asked to leave.

The complete rehearsal schedule is available for download on the Spring Performance website.

Sunday, May 6th - 1:30pm at Littleton High School

COSTUMES

Dancers are responsible for changing into their own costume(s). Backstage volunteers will assist Intro to Dance and Jazz/Tap dancers change from their first costume into their second costume in between their numbers. This will be done backstage by the volunteers for that class. Parents will not be permitted backstage during this time.

CHECKING IN AND DRESSING ROOM INFORMATION

Tiny Tots, Intro to Dance, Hippety Hop, and Jazz/Tap dancers should check in at the Check-In Table located at the Café door. Level 1 and above dancers should check in at the table located in the hall adjacent to the auditorium. Dancers and parents can then proceed to their respective dressing areas. There will be three dressing areas:

1. **Café** – Tiny Tots, Intro I, Intro II, Jazz/Tap, Hippety Hop
2. **Band Room** – Level 1 and above
3. **Back Hallway Bathroom** - Boys

The café is located at the far end of the main hall opposite the auditorium. One parent/guardian per dancer may enter the band room and/or café to help set up your dancer's belongings. Any parent not volunteering will be asked to leave the backstage area 30 minutes prior to start of performance. After the start of the performance, only volunteers, dancers and staff will be permitted backstage. One parent per dancer may come into the band room after finale to help collect the dancer's belongings.

SAFETY AND COURTESY DURING THE PERFORMANCE

All patrons wishing to sit in an assigned seat must purchase a ticket. If you would like your dancer to join you during the performance, a ticket must be purchased for him/her. We request everyone please give your utmost respect to ALL our dancers, their family and friends by moving about the auditorium at intermission, and between dances to leave for your dance during Act II, only. Dancers watching from the audience should be backstage 5 numbers prior to their dance.

PERFORMANCE ORDER

The Magic of Toys

ACT 1

1.	Team Opening	Toys
2.	Intro 1 - Ballet (Wed/Sat)	Yo-Yos
3.	Hippety Hop	Bubbles
4.	Jazz/Tap – Jazz	Kites
5.	Intro 1 - Tap (Wed/Sat)	Rubber Duckies
6.	Ballet IV/V/Pointe	Rag Dolls
7.	Jazz/Tap – Tap	Crayons
8.	Ballet III	Paper Dolls
9.	Beg/Int Lyrical	Dominoes
10.	Beg/Int Tap	Barrel of Monkeys
11.	Adv Lyrical Contemporary	Watercolors
12.	Intro 2 – Ballet (Sat)	Play-Doh
13.	Jazz III	Troll Dolls
14.	Ballet II	Music Box Dancers
15.	Intro 2 – Tap (Sat)	Legos
16.	Tiny Tots (Tue/Sat)	Stuffed Unicorns
17.	Team Cliffhanger	Factory Workers

ACT 2

1.	Jazz IV/V	Lite Brites
2.	Intro 2 – Ballet (Tue)	Paddington Bears
3.	Jazz II	Tic-Tac-Toes
4.	Adv Hip Hop	Robots
5.	Intro 2 – Tap (Tue)	Matchbox Cars
6.	Int Hip Hop	Jacks
7.	Int/Adv Tap	Green Army Men
8.	Beg Hip Hop (Sat)	Jacks-In-The-Box
9.	Musical Theatre	Barbies
10.	Int Lyrical	Slinkies
11.	Beg Hip Hop (Wed)	Toy Dinosaurs
12.	Ballet I	Tops
13.	Finale	Toys

New information may be posted to the Spring Performance web page on a daily basis as it becomes available. Please check there and the studio bulletin boards on a regular basis. If you have any questions, please ask us!

Thank you for the honor of sharing this wonderful experience in your child's life with us!