

***IMPORTANT NOTE REGARDING CELL PHONES &
ELECTRONIC DEVICES***

Our mission for the Annual Recital is to create a positive and enjoyable experience for everyone in the audience and the performers on stage. Over the years, there has been a significant increase in the use of cell phones, cameras, electronic devices, and anything that emits a glowing screen, flash or noise. The use of these devices in the auditorium during the performance is very distracting to the performers on stage and to fellow audience members. In fact, the use of these devices can ruin the audiences' experience.

If you think that anyone in your group will not be able to resist using their cell phones, cameras or other electronic devices during the show, please do not bring them to the Recital.

Use of these devices is strictly prohibited and you may be asked to leave the auditorium if you use them during the show. Ushers will be standing by during the show to enforce this rule.

If you would like to video record, or take pictures of your dancer on stage, we happily invite you to do so at the Dress Rehearsal - however, no flash photography is allowed at Dress Rehearsal - flashes are dangerous to the dancers on stage. Thank you for your cooperation in this important matter.

RECITAL HANDBOOK

Philosophy, Policies, and Procedures

Dear Parents and Students,

FOR MORE THAN 25 years, Karen's Dance Academy has provided students with an exciting performance experience through its June recital. The recital—that annual staple of the dance school— It's a rite of passage for thousands of youngsters, a chance to shine in front of family and friends that they anticipate with nervous excitement.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress.

A big part of dance training is learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The performing experience helps build self-esteem and self-confidence and can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities.

The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibility to the annual recital, the school, and other students and parents.

Key contact information for Karen's Dance Academy:

100 S Michigan Ave Suite 200
Howell MI 48843
517.546.3450
KarensDanceAcademy.org
KarensDanceAcademy@gmail.com

STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information.

Newsletters and important updates are printed and handed out to our students at the conclusion of class. The same newsletters and updates are emailed to you and posted on the KDA website and Facebook page.

If you have any questions regarding the information distributed, we encourage you to contact the office at 517.546.3450 between the hours of 3-8 pm M-Th.

We answer email on a daily basis, except on weekends. Feel free to email questions to the office at KarensDanceAcademy@gmail.com

Website: KarensDanceAcademy.org

We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

Facebook Page :

www.facebook.com/pages/Karens-Dance-Academy/131197116932325

“Like” the KDA page on Facebook to receive daily updates on school events. Please invite your family and friends to “like” the school.

Please do not post questions on the school’s Facebook page. Instead, please email them directly to KarensDanceAcademy@gmail.com

PART I: The Commitment

Important Recital Dates

By allowing your child to participate in Karen's Dance Academy Recital, you commit yourself and/or your child to the following dates and events.

Date	Activity	Where
September 6	\$50 : Costume deposit	At the school
February 1	Costume Balance Due	At the school
Early May	Recital tickets go on sale	At the school
June 9	Dress rehearsal	Fowlerville Performing Arts Center
June 10	Recital	FPAC

Updates

As the season progresses, additional recital information or updates will be posted on the KDA website, KarensDanceAcademy.org, and on the school bulletin board. Make it your responsibility to keep abreast of this important information. Our goal is to make the recital an organized, exciting experience for everyone involved. It's a team effort: students, their parents, the teachers, and the director are key players in the show's success.

Home Study

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis.

➤ Our goal is to make the recital an organized, exciting experience for everyone involved.

PART 2: Costumes

We spend many hours selecting the costumes for each class. They are always age-appropriate and of the highest quality possible. Preschool students will need one costume; all other students will need one costume for each subject they train in. Costumes include all accessories (hats, gloves, etc.), but not tights or shoes.

NOTE: No jewelry or underwear is to be worn with costumes. This includes during dress rehearsals and performances and when class pictures are taken.

Fees and Payment

In an effort to ensure that costumes are delivered in time for school photographs and an organized distribution to our students, costume orders are placed in November. Costume manufacturers do not accept cancellations or offer refunds; therefore the school does not refund costume deposits.

There will be a \$15 shipping charge and \$10 up charge on all costumes ordered late.

The *estimated* cost of costumes is \$75-\$85 for child sizes and \$85-\$140 for adult sizes. Any special orders, including extra-large sizes, may require an additional charge (determined by the costume company). Additional charges are the sole responsibility of the parent or guardian. Accessories, such as headpieces or gloves, are included in the cost of the costume. Tights and shoes are not included.

Costumes will not be ordered until the non-refundable deposit is paid. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. KDA is not responsible if costumes are not received in time for the recital due to late payments.

Costume Payment Schedule

Size	September 6	February 1
Child Size	\$50	Approx: \$25
Adult Size	\$50	Approx: \$35
X-Large Size	\$50	Approx: \$45

Costume deposits are due by September 6.

We accept cash, checks, or money orders for costume deposits. Please write your child's name in the memo portion of the check. If you pay with cash, please ask for a receipt.

No refunds will be made if a parent or guardian withdraws a child from the school after costumes have been ordered and prior to the recital. Purchased costumes may be picked up at the school during the costume distribution period and up to 15 days after the performance. Costumes not picked up after 15 days will be donated to charity.

➤ Costumes are always age-appropriate and of the highest quality possible.

Sizing

Costume measuring begins during the first week in November, during scheduled class times. All children will be measured in order to determine their proper costume size(s). We do our best on sizing, but if there is a size issue it's your responsibility for any necessary costume alterations.

Alterations

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Please contact KDA office for recommended dressmakers.

Distribution

Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full.

Please try on all costumes and accessories (except for tights) as soon as you bring them home. This allows you to account for all accessories and determine whether alterations are needed. Doing this well in advance of the recital minimizes stress at performance time.

Costume care

We recommend that you label all costumes, shoes, accessories, and tights with your child's name. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag (labeled with your child's name). Hats should be stored in a hatbox or similar container to prevent damage. Press all costumes prior to the dress rehearsal and the performance. Please do not wash costumes in your washing machine; dry clean them only (after the recital).

Remove any tags that could hang out of the costume.

If costume straps do not have snaps or are not attached, please sew them prior to picture day. Never cross the straps unless specified by the teacher.

Many costumes come with headpieces or hats. We will determine how the headpieces will be worn at picture day.

NOTE: To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performance.

Costumes with fringe

You will notice a string at the bottom of most fringe skirts or trim, which is to keep the fringe from getting tangled before pictures or performance. Please do not pull the string until picture day. After that date, please place fringe skirts on a hanger to keep them from getting tangled.

Ironing

We do not recommend using a traditional iron when pressing costumes. Silks can burn, sequins can melt, and fabric colors may change. Please use only a steam iron. Iron costumes with caution because of glues that may have been used to attach appliqués and/or trim.

Tutu maintenance

Grasp the waist and give it a gentle shake, then use your fingers to "comb" out any pieces of tulle that are wrinkled. To store a tutu, put it on a hanger upside down. To help remove persistent wrinkles, hang the tutu in the bathroom during a shower or use a handheld steamer.

- We recommend that you label all costumes, shoes, accessories, and tights with your child's name.

Costume racks

A wheeled clothing rack is a smart investment if your child has several costumes. It keeps the costumes organized, prevents wrinkles, and provides some privacy during costume changes. Hang costumes on the rack in the order they will be needed during the show.

TIPS: COSTUME COMMON SENSE

- ✓ Always have a second pair of tights available.
- ✓ Place costumes in a garment bag for travel.
- ✓ Carry hats in a hatbox or container to prevent them from damage.
- ✓ Hang and press costumes before each performance.
- ✓ Place your name in all costumes and shoes.

Quick costume changes

During the recital, some students may have quick costume changes. A special team will assist these students, whose costumes and accessories will be placed in the backstage area.

Costume cover-ups

We recommend students wear a cover-up when in costume but not performing. A bathrobe, oversized button-down shirt or sweats work best. The cover-up helps keep the muscles warm and prevents costumes from becoming soiled.

PART 3: Tights, Shoes, Hair, and Makeup

Tights

To ensure that there are no discrepancies in color and style, tights are provided with your costume. Having a second pair of tights on hand offers students and parents a great sense of security.

Shoes

The following shoes are required for all students. All girls' tap shoes must have tan elastic (remove all ties). You can purchase tan elastic or dip white elastic in a cup of tea to achieve the desired color.

Be sure that all shoes are cleaned prior to the recital.

If you purchase dance shoes just before the recital, please break them in (indoors) so that they are pliable and comfortable for the recital.

Girls	Boys
Pink ballet shoes	Black ballet shoes
Black tap shoes	Black tap shoes
Black jazz shoes/Black jazz sneaker	Black jazz shoes
Sr. Co TBD	
Sr. Co TBD	
Jr. Co TBD	

Hair and makeup

All female students are required to wear makeup for the recital: red lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush works well.

Uniform hairstyles are required. All female students must wear their hair in a bun unless told otherwise by their teacher. No bangs or beads are allowed. Dancers with short hair must pull their hair away from the face and slick it down.

➤ Having a second pair of tights on hand offers students and parents a great sense of security.

PART 4: Be Prepared

Planning

The recital isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing the costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the theater.

Bring at least one extra pair of tights of each color. Also bring extra hair gel, hairnets, bobby pins, and hairspray.

TIPS: OTHER HANDY EXTRAS

- ✓ Baby wipes/Shout wipes (to fix makeup mistakes or wash hands)
- ✓ Baby powder (for itchy costumes)
- ✓ Safety pins (for emergency costume repairs)
- ✓ Clear nail polish (to repair minor holes or runs in tights when there isn't time to change them)
- ✓ Your pain reliever of choice
- ✓ Band-Aids (the "invisible" kind)

PART 5: Dress Rehearsal

Participation in the dress rehearsal is *mandatory*. The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression possible.

Why a dress rehearsal?

Often parents question the importance of the dress rehearsal for their child. In fact, the key to a successful performance for your child is the dress rehearsal. Here's why:

- The stage is much larger than the classroom and is often intimidating to the children.
- The stage lights can be frightening and disorienting to young children.
- Modifications to the choreography can be made at dress rehearsal. A student who misses the rehearsal will not have the chance to practice any of the changes onstage.
- Students often rely on the classroom mirrors to help them with spacing and formations. Having the chance to dance without the security of the mirror *before* the performance is very important for their confidence.
- Students have the chance to practice their stage entrances and exits and get used to being in such a large space.
- The dress rehearsal is the only time of the year when the finale, which involves hundreds of students, is rehearsed in its entirety. Those who miss the dress rehearsal will have a hard time keeping up with their classmates during the finale.
- Confidence is critical to a successful performance. The dress rehearsal offers your child the chance to feel ready for the show.
- The dress rehearsal is the only opportunity for parents to videotape or take pictures of the show.

And there's another big reason why the dress rehearsal is important. One of the main objectives of our curriculum is to teach the spirit of teamwork and commitment to classmates. When children miss the rehearsal, the result can be confusion for the remaining students (an absence affects spacing and timing).

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 30 minutes before curtain time. Students may arrive in their first performance costume or may change in the dressing room.

Finale

All students are required to participate in the finale. A run-through of the finale will take place at the dress rehearsal. All students will remain in their last performance costume for the finale.

Dressing-room etiquette

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean. No food or drink is allowed in the dressing rooms.

Dress-rehearsal guests

One parent or guardian may accompany each student to the dress rehearsal. Please, no siblings who do not dance! Additional attendees at the dress rehearsal must pay the full cost of a recital ticket.

Audience etiquette

Enthusiastic applause is encouraged; however, it is never appropriate to scream out a child's name or yell in any way.

Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members.

Because we present a professional performance, we ask that everyone remain seated during the entire performance. If you do leave the auditorium during the show you will be allowed back into the auditorium only between dances. This rule is strictly enforced; please do not create a disturbance with the auditorium ushers in regard to this policy.

Children must remain seated for the entire performance. If you think they will have a hard time remaining seated during the performance, please do not bring them to the recital. Allowing children to run around or otherwise disrupt the performance is not fair to other audience members.

Parents who bring infants to the performance should quickly exit the auditorium if the infant begins to cry or create a distraction for the audience.

The use of video or flash photography is strictly prohibited during the recital. It is important that you pass this policy on to your recital guests.

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| <p>➤ One parent or guardian may accompany each student to dress rehearsal. Please, no siblings who do not dance!</p> |
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PART 6: Student Drop off and Pickup

Dress Rehearsals

Parents or guardians should bring the students to the check-in area, where they will be checked in and placed under the supervision of the class mom(s). Parents or guardians must remain in the auditorium until their children have been dismissed.

Students will be dismissed from rehearsal once they have completed all of their routines, including the finale. Parents are not allowed in the dressing rooms once the children have been checked in for the rehearsal. Parents

Recital Performances

Parents or guardians should bring the students to the check-in area, where they will be checked in and placed under the supervision of the volunteers. Parents are not allowed in the dressing rooms after the children have been checked in for the recital. Students will remain backstage for the entire performance. After the finale, one parent is allowed to pick up students at the check in area.

➤ Parents are not allowed in the dressing rooms after the children have been checked in at the theater.

NOTE: Please do not attempt to pick up your child during the performance. All students will be under the supervision of responsible adults and will be safe for the length of the performance. The dressing rooms will be stocked with various activities.

PART 7: Recital Photography, Videos, and T-Shirts

Recital photos

Picture Day will be scheduled sometime in April. The date is TBD at this time. Once the schedule is finalized, you will be notified and asked to confirm your child's time slot(s). Students may choose to have solo portraits made in any or all of their costumes. There is

no obligation to purchase photos. Please arrive at least 15 minutes before your child's scheduled time.

Hair and makeup

Hair and makeup should be done as for a performance. All female students are required to wear makeup: red lipstick, blush, eye shadow (not blue), and mascara. For the boys, a little blush works well.

Uniform hairstyles are required. All female students must wear their hair in a bun or according to the teachers' instructions. No bangs or beads are allowed. Dancers with short hair must pull their hair away from the face and slick it down.

Photo purchase

Pricing information will be distributed at the photo shoot. Photo packets will be distributed approximately two weeks prior to the photo shoot date.

Recital DVD purchase

Karen's Dance Academy works with Pulse Media Productions to produce a professional DVD of the entire recital, including finale. The DVD is available for purchase at the recital. Order forms will be available prior to recital at the front desk.

PART 8: Recital Tickets

Ticket Policies

Tickets go on sale in early May and cost \$15 each. All studio accounts (tuition, costumes, etc.) must be paid in full before family members may purchase recital tickets.

Each audience member must have a reserved seat. Children are not allowed to sit on adults' laps. Our recitals are considered family entertainment and are less than two hours in length.

PART 9: Recital Policies

Video and photography

Parents or guardians may videotape or photograph their children at the dress rehearsal. No electrical outlets will be available, so be sure your batteries are fully charged. **Please note: No video or photography will be allowed at the recital.** You will be asked to bring any cameras back to your car.

Auditorium rules

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. During the dress rehearsal and recital, when the dancers are not onstage they must remain in the dressing rooms with their class moms.

Backstage

Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital, including during intermission and before and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are private areas. Please remind your family and guests to be respectful of these areas. Those who wish to greet performers after the show or present flowers may do so in the lobby areas.

Props

All props are the property of KDA and are to be returned to the backstage prop master after the performance. Props include such items as canes, parasols, beach balls, etc.

➤ No video or photography will be allowed at the recital.

PART 11: Volunteer Information

Recital volunteers

Anyone interested in volunteering to help backstage is welcome. A volunteer form is required and is included in this handbook. There will be an orientation for all volunteers, who must abide by the policies set forth by Karen's Dance Academy. The recital weekend is a hectic experience and all volunteers must work in a cooperative manner at all times. Our backstage managers work very hard to put an efficient system in place, and we ask that all volunteers rely on their experience and follow their instructions.

All volunteers will receive an identification badge at the dress rehearsal, which must be worn in the theater at all times. Please do not bring guests, including children, with you while you are volunteering.

Class moms

Class mothers are needed for each class to supervise the dancers and keep them safe and accounted for. Class moms do not need a recital ticket. They are responsible for making sure that each child is in the proper costume, has the proper accessories and shoes, is backstage at the appropriate time, and returns to the appointed dressing room after the performance.

The number of volunteers needed for each class will be determined by the number of students (1 to 9 students = 1 volunteer; 10 to 19 students = 2 volunteers; 20 or more students = 3 volunteers).

If there are too many volunteers for one class, some may be asked to work with children from another class.

Volunteer Preference Form

Karen's Dance Academy relies on the assistance of many dedicated volunteers to provide a high-quality performance experience for your child(ren). The children benefit from this volunteer effort, so we hope that you will become an enthusiastic member of our volunteer pool.

Most jobs require limited commitment at a specific time during the dress rehearsal and/or recital. There are many positions available for men as well as women. **We encourage every family to volunteer and welcome any contribution you are willing to make.**

Please check any of the items listed below that you are interested in. **Filling out this form does not obligate you to volunteer.** At the appropriate time, we will contact you with more information about the opportunities you have expressed an interest in. Return this form with your registration. If you have questions, please contact the school office at 517-546-3450. Thank you for your involvement with your child at KDA.

Class mom: Ensure that children are safe and accounted for when not onstage. Check for proper attire and escort children to and from the stage for their performances.

Security: Check dancers in as they arrive at the theater and release them when they are picked up. Ensure that only authorized personnel volunteers are backstage and in the dressing rooms.

Usher: Escort ticket holders to their seats, distribute programs, and open doors for intermission.

Lobby: Ticket and Bouquet sales.

The Recital Is for Everyone

When everyone puts the children first, the recital experience is one they'll never forget. We appreciate your compliance with the rules and guidelines in this handbook and hope that the Karen's Dance Academy annual recital will be as fun and exciting for you as it is for all of our staff. Thank you for working with us to create a memorable educational experience through performance for all of our students.