

YMCA OF CENTRAL OHIO



Pickaway County Family YMCA Creative Arts Center

2019-2020

Revised 7/2019





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Studio Philosophy

Here at the YMCA Creative Arts Center we provide a climate of love, support, and instruction designed to maximize human, athletic, and artistic development while stressing sportsmanship, friendship, and creativity. This wholesome physical and recreational outlet will provide opportunities for physical, creative, social and emotional development.

We also strive to build independence, confidence, a strong work ethic, and a positive self-image for our actors, artists, and dancers. We are developing classes with a strong, consistent technical base that will give your child a strong foundation in creative arts.

We teach the core values of honesty, respect, and character in every class through positive verbal instruction, correction, and compliments. We have goals to help our students grow and develop their artistry and creativity by allowing them to safely express themselves in an environment that is free from insults, favoritism, and judgment from both other students and teachers.

From our students, we expect them to come to class with a good attitude, to fully participate, and to consistently attend class.

Attitude. Participation. Attendance.

If you or your student feel that any of these standards are not being met, please contact the Associate Program Director (Sarah Zang: sarah.zang@ymcacolumbus.org) or the Program Supervisor (Carrie Augenstein: carrie.augenstein@ymcacolumbus.org) as soon as an issue is recognized.

Welcome to another year at the YMCA! We are so honored you have chosen to place your actor/artist/dancer/twirler at the YMCA Creative Arts Center. Dance, baton, art, and theatre are not just about going through the motions or staying within the lines, as creative arts provide opportunities that help your child to grow mentally and physically stronger, while giving students a chance to strengthen and develop their creativity, self-expression, and self-confidence in a safe environment. As teachers, it is our goal to keep this creative environment open and safe for all actors/artists/dancers as we want to see each and every student succeed and reach their full potential.

Please take a moment to familiarize yourself with the important information in this handbook. Here are some important studio updates and dates to remember:

- Sign your artist up for our amazing **youth art program** with Miss Susan and Miss Anne!
Must pre-register at least one week before session begins
- Sign up for our **theatre classes**! This is the 5th year we have been offering classes!
Must pre-register at least one week before session begins
- This is the 7th year we are offering our **Extraordinary Dance** class for anyone with extraordinary/special needs. This class is **free** so sign up today!
- Look for our next **Adult Art Night** or **Kids Canvas** event!

Important Dates

- Winter Performance: *Alice in Wonderland*
Dress rehearsal: Friday, Jan 10th @ 6pm
Shows: Saturday, Jan 11th @ 1pm & 6pm
- Spring Show: *Adventure Awaits!*
Dress rehearsal: Friday, April 17th @ 6pm
Shows: Saturday, April 18th @ 1pm & Sunday, April 19th @ 2pm

Recital dates subject to change. Plenty of notice will be given.

We look forward to another exciting year and want to thank you for your continued support and a special thank you to our new/returning students and their families for choosing the YMCA Creative Arts Center.

Sincerely,
Sarah Zang, Associate Director
Meghan Marshall, Coordinator

Contacts:

YMCA Pickaway Branch: (740) 477-1661
YMCA Creative Arts Center: 165 E. Main St., Circleville, OH (740) 477-6099
Sarah Zang: sarah.zang@ymcacolumbus.org
Meghan Marshall (Dance): mmarshall594@gmail.com
Website: <http://ymcacolumbus.org/pickaway/creative-arts-center>
Follow us on Facebook and Instagram!

Studio Staff and Contact Information

Jeff Phillips is the Executive Director of the Pickaway County Family YMCA.
jphillips@ymcacolumbus.org

Carrie Augenstein is the Youth Development Director of the Pickaway County Family YMCA.
carrie.augenstein@ymcacolumbus.org

Miss Sarah Zang is starting her second season as Associate Director of the YMCA Creative Arts Center. She joined the YMCA dance family almost 6 years ago when her daughter began dance classes at the studio. Sarah now has three daughters enjoying Theater and Dance classes at the CAC and is passionate about helping to develop the desire of all children to explore their creative sides. She has 18 years dance experience, 4 of which were spent under the direction of a nationally recognized and award-winning student of Martha Graham. Sarah's dance background includes ballet, pointe, modern, tap, and jazz. She is excited to share her love of the arts with the CAC family!

Miss Meghan Marshall is the Program Coordinator for the YMCA Creative Arts Center, and this is her 9th year teaching with the Y. She started dancing at the age of 3 here at the YMCA where she studied Cecchetti ballet technique and Fosse-style jazz. She continued her training at BalletMet Columbus' Pre-professional Program and at Pinellas County Center for the Arts in Florida where she studied Vaganova ballet technique, Horton and Graham modern techniques, dance choreography, dance history, and repertoire from Alvin Ailey, Lar Lubovitch, and Paul Taylor. She has studied various forms of dance including ballet, pointe, modern, jazz, tap, and folk dances. Meghan has directed the studio's productions of *The Sleeping Beauty*, *The Nutcracker*, and *Alice in Wonderland*. Meghan has also choreographed musicals for both Roundtown Players and Circleville High School. When Meghan is not dancing at the studio, she works as a Respiratory Therapist in Nationwide Children's Hospital's NICU.

Miss Anne Allen was born and raised in Pickaway County. Her daughters participated in the YMCA Dance program for 16 years. She has personally had a love and admiration for the arts her entire life. When she was asked to develop and teach a visual arts class for the Creative Arts Center she jumped at the opportunity. Anne started the children's art classes in a small room at the CAC many years ago. The program has grown and been moved to a bigger space to accommodate more children. Anne also participates in the adult program as well as designing and creating the artistic backdrops and structures needed for the annual Dance program recitals.

Anne has a Bachelor of Arts degree in psychology from Wittenberg University. She also has a Masters degree in Social Agency Counseling from the University of Dayton. In addition to her responsibilities at the Creative Arts Center, Anne is employed by the Pickaway County Board of Developmental Disabilities as a Service and Support Administrator.

Anne is thankful for the past ten years that she has been involved at the Creative Arts Center Art program and is looking forward to many more years of teaching art to both children and adults.

Miss Sue Bialy is an established baton instructor who has been in and out of the circuit for over 35 years. As an instructor, she has gained fame through her Baton and Drum Corp marching unit of years ago, "The American Cadettes" and "Eaglettes" which consisted of over 60 members participating in baton, flag or rifle instruction. They earned numerous titles through participation in parades and competitions throughout the state of Ohio, including The Ohio State Fair. Sue was the Guard Advisor for the Circleville High School Marching bands from 1973 to 1993 and was a guest instructor at band camps held in Marion, OH. As Head Majorette for the Logan Elm High School Marching band, Sue enjoyed twirling fire, hoop and streamer. In addition to twirling, Sue has 14 years of dance experience in jazz and

tap and was a 4 year competition Ballroom Dancer. She resides here in Circleville with her husband and has two amazing children. Her pride and joy are her 7 grand-children. After a battle with cancer, Sue knows that all things are possible if only you BELIEVE and TRUST in HIM. This is Sue's fourth year as an instructor for the Y.

Miss Susan Little is a long time resident of Pickaway County. She has taught child and adult art classes for the YMCA since 1998. Susan joined the Creative Art Center program in 2014 and is involved in the children's art classes as well as teaching classes for adults and participating in the creation of the art needed for the CAC dance recitals.

Susan has a Bachelor's degree in Fine Arts and a Master's degree in Art Education/ Art Therapy from The Ohio State University. She also has a Master's degree in Counseling from The University of Dayton. Susan has been involved in the artistic process in many different settings including mental health facilities, hospitals and community outreach programs. She has held different public school positions teaching art with the most current being the Logan Elm school district.

Susan's core belief is that we are all artists in our own way with each piece of artwork unique to each individual. This is the beauty of the creative process and that which nurtures our mind, body and spirit.

Miss Deanna Miller is in her 2nd season as an Instructor here at YMCA Dance. She began dancing and theatre at the age of 4 in her hometown of Springfield, OH. She was a member of the Ohio Performing Arts Theatre until the age of 18 studying: classical ballet, tap, jazz, pointe, and musical theatre. Some of her favorite performances she had roles in are: The Nutcracker, A Tribute to the music of Elton John, The Velveteen Rabbit, and Seven Brides for Seven Brothers, to name a few. After that she continued to teach at OPAI for 2 years. She is now able to share her dance background with our students and her 3 daughters, who also attend YMCA Creative Arts Center. She is passionate about teaching children how to use dance/creativity as an outlet to be proud and confident in all aspects of life, focusing on the art of dance.

Miss Jenny Rhoads is the instructor for our theatre class. This is her fifth year as an instructor. She is a Pickaway county native and a graduate of Logan Elm High School and Capital University. Miss Jenny has studied acting, stage management, and also has a degree in English Education. Miss Jenny loves the community she lives in, and enjoys the students she meets at the CAC. Jenny also danced at the YMCA as a child herself!

Miss Brittany Scott is a 7th year instructor here at the Creative Arts Center. She began dancing at the Y at age 3 where she studied Cecchetti ballet technique, Fosse-style jazz, and tap. Brittany competed with a competitive dance team for 2 years, was a member of Teays Valley's award winning Prominent Rendition show choir for 4 years where she worked with former Broadway choreographer Andy Haines. She has also studied modern, hip-hop, ballroom, pointe, and lyrical forms of dance and has participated in many master dance classes. She continues to use her dance and gymnastics backgrounds to choreograph floor routines and competitive dance routines, including a routine for a local Miss Ohio contestant. Brittany has worked in professional productions at the Palace Theater including *Joseph and the Amazing Technicolor Dream Coat*, she was one of the wives and was featured as a lead dance soloist. Brittany wants to encourage her students to "Follow your dreams and be yourself, because anything is possible."

Miss Natalie Smith has had a passion for the performing arts for over 20 years. Beginning in the small town of Canal Fulton, Ohio she began studying ballet and jazz at the age of 3. A few years later she began competing with the Theater Dance Center competition team and appearing in shows at

Theatre 8:15 community theatre. After graduating from Northwest High School she began her professional career dancing with the Cleveland Cavaliers and the Cleveland Gladiators. Teaching and choreographing are her passions and she feels beyond blessed to have the opportunity to pass on her love of dance to young dancers! Natalie holds a certification from Mini Yogis for teen/tween yoga and still expands her knowledge by attending adult dance classes. Natalie holds a Bachelors of Arts in Communication from the University of Akron and is currently employed as the Residential Marketing Coordinator with CASTO. This is her 6th year teaching at the Y.

Class Descriptions and Prices

Please note that some of our dance classes require teacher approval. If you have any questions about placement, please contact Sarah at sarah.zang@ymcolumbus.org

Due to necessary Recital preparation we will accept new Dance students until October 31 of each year, after which Registration is cut off to prepare for our Winter production. After our Winter show, the CAC can accept new dancers until January 31. After that time we cut off registration to prepare for Spring Recital. Please note, Baton registration is only open at the beginning of the season.

Intro to Theater (ages 6-18): Fees vary based on session length

(\$10 discount with any dance class)

This is our newest class here at the YMCA Creative Arts Center! This class includes instruction in theater skills such as Creative Acting, Public Speaking, Stage Design, Make-up Design, and Storytelling. (Specific classes determined prior to each session.) Please wear comfortable clothes you can easily move in and closed-toe shoes.

Art (ages 6 - Adult): Y Member - \$40/4 week session; Non-Member - \$50/ 4 week session

(\$10 discount with any dance class)

This class is for anyone who loves art! Each week students will participate in projects that explore various art mediums. Supplies are provided. Please do not wear your best clothes to class. Art classes run on a 4 week session, so there will be sessions that will start in one month and end in another depending on holiday weeks.

Baton Beg/1/2/3/Advanced (1st grade+): Y Member - \$40/month; Non-Member - \$50/month

Students will learn fundamentals of twirling (handspins, flat and horizontal twirls, tosses, etc.) and marching. Hand/eye coordination and rhythm are developed while combining twirling with basic dance steps. Partner and group formations are utilized. Teacher approval is required for Baton 2 and 3 & Advanced. Baton registration is open at the beginning of the season only.

Extraordinary Dance (age 5-28 yrs): Free!

This class is specially designed for students with any extraordinary/special needs. Every class will have warm-up, stretching, and center exercises. Our goal is to help to develop social skills, coordination, balance, self-expression, creativity, and flexibility all while having fun!

Creative Movement (ages 2-3): Y Member - \$30/month; Non-Member - \$40/month

A 45 minute ballet and creative movement class to develop coordination, balance, self-expression, and creativity. Parents are welcome to stay in the class, but only if they participate.

Pre-Dance 1 (age 4): Y Member - \$30/month; Non-Member - \$40/month

A 30 minute ballet class and 15 minute Intro-To-Tap class. Begin to learn fundamental ballet and tap terminology by using creative movement and imaginative play.

Pre-Dance 2 (age 5): Y Member - \$35/month; Non-Member - \$45/month

A 45 minute ballet class and a 30 minute tap class. Dancers are introduced to the ballet barre where they begin to build on their ballet fundamentals and are introduced to fundamental tap steps.

Pre-Dance 3 (age 6): Y Member - \$35/month; Non-Member - \$45/month

A 45 minute ballet class and a 30 minute tap class. Dancers continue to use the ballet barre and begin to learn more complicated ballet terminology and tap steps, while developing rhythm and proper body placement.

Hip Hop 1 & 2 (ages 5+): Y Member - \$30/month; Non-Member - \$40/month

A 45 minute class that includes a wide range of styles, including 'popping, locking, breaking' and social dances.

Beginner (age 7): Y Member - \$45/month; Non-Member - \$55/month

A 45 minute ballet class, 35 minutes of tap, and 30 minutes of jazz. Full ballet barre class is introduced. Beginning jazz moves are introduced.

Intermediate (age 8): Y Member - \$55/month; Non-Member - \$75/month

A 45 minute ballet class, 45 minutes of tap, and 45 minutes of jazz. More advanced terminology is introduced in ballet, tap, and jazz.

Advanced 1 (age 9): Y Member - \$55/month; Non-Member - \$75/month

A 45 minute ballet class, 45 minutes of tap, and 45 minutes of jazz. Dancers begin to learn multidimensional ballet, tap, and jazz terminology and combinations. In ballet, pre-pointe exercises are used to strengthen feet for future pointe work.

Advanced 2 (age 10): Y Member - \$55/month; Non-Member - \$75/month

A 45 minute ballet class, 45 minutes of tap, and 45 minutes of jazz. Dancers continue to prepare for pointe work in ballet while continuing to advance their tap and jazz terminology.

Experienced 1 (Teacher Approval): Y Member - \$30-80/month; Non-Member - \$40-100/month

A 1 hour ballet/prepointe class, 45 minutes of tap, and 45 minutes of jazz. Dancers will receive deshank/pointe shoes only with teacher's approval. Please note, not all dancers receive deshank/pointe shoes at the same time.

Experienced 2 (Teacher Approval): Y Member - \$30-80/month; Non-Member - \$40-100/month

1 hour of ballet/pointe, 45 minutes of jazz, 45 minutes of contemporary, and 45 minutes of tap. Dancers continue learning pointe work, while self-expression and artistry are being developed in classes. Please note, not all Exp 2 dancers will have pointe shoes. Dancers will receive them with teacher's approval.

Experienced 3 (Teacher Approval): Y Member - \$30-80/month; Non-Member - \$40-100/month

Our most advanced level of dance. 1 hour ballet/pointe, 45 minutes of jazz, 45 minutes of contemporary, and 45 minutes of tap. Dancers will continue to learn advanced terminology, continue to develop their performance skills and artistry. Please note, not all Exp 3 dancers will have pointe shoes. Dancers will receive them with teacher's approval.

Payments

Payments are made on a monthly or annual basis. Payments are due by the first week of each month and can be placed in our payment box located in our waiting area along with a payment coupon. Checks should be made out to the YMCA *Creative Arts Center*. Students with a full Y membership receive a discounted rate. A 10% discount may also be applied for siblings. A late fee of \$10 is charged for payments 60 days past due. If you are having difficulties making payments on time please contact Sarah Zang to set up a payment schedule.

We do offer payment assistance for those who qualify. Just fill out an application at the Y and they can let you know if you qualify and what percentage you will receive off of membership and classes. Every little bit helps so please take advantage of the scholarship program that we offer.

Annual Performances

Every year we have a Pumpkin Show performance and Winter and Spring performances that showcase our actors, artists, and dancers and what they have learned. We ask that students come to all classes and/or rehearsals so they will be able to learn the proper routines they will be performing. Please contact the studio and/or their teacher if the actor, artist, or dancer will be absent for any show and/ or rehearsal.

Pumpkin Show

This is a small showcase we perform during the week of the Pumpkin Show on one of the stages. Students from Beginner to Experienced 3 and Baton 3 will be performing routines. We, as a studio, also march in the Wednesday evening parade. More information will be sent out as these dates approach.

Winter Show

Please remember the Winter performance is **not mandatory** for dancers/twirler. If a dancer/twirler does not wish to participate in the Winter Show, they must inform their instructor and Sarah as soon as possible.

- For the younger classes (Creative Movement - Intermediate) there may be 10-15 minutes of classes in November and December devoted to their dance. If a dancer is not participating in the show they may leave class early that day.
- For the older students (Advanced 1 - Experienced 3, Baton) there will be weekend rehearsals. A schedule of these dates will be sent home before roles are assigned so everyone will know what the commitment will be. These classes may have more difficult roles, solos, duos, trios, or multiple roles which means more rehearsals. If your dancer/twirler should receive a large role (or understudy role) you will both receive a contract to sign stating you understand the responsibilities that come with the part.

Please make sure you can make the time commitment. If you cannot make the commitment or would like reduced roles please contact Sarah.

- Rehearsals can be anywhere from 45 minutes to 4 hours. The times depend on what roles are scheduled to be there, whether we are doing a full Act run through or not, and how close to the show date we are. **If a dancer misses more than 50% of their weekly classes, 50% of rehearsals and/or 50% of the mandatory rehearsals** (the schedule will say which ones are mandatory) he/she may be asked to step down from their role.

Spring Recital

- The Spring Show is **mandatory** for students, unless a family emergency has come up. **If a student misses more than 50% of their classes** between March 1 and the week before the show, the dancer's/twirler's instructor and Program Director will decide whether or not the student can perform. This is to ensure fairness to the other dancers in class who have come to classes and worked hard on their piece(s). For Baton students there will be extra rehearsals for a group production number, which will be assigned based on skill level and ability to attend extra rehearsals. A schedule of these dates/times will be sent home before roles are assigned so everyone will know what the commitment will be. *Please make sure you can make the time commitment.* If you cannot make the commitment or would like reduced roles please contact Sarah.

Costumes

Costumes are an important part of choreography and telling a story. We pride ourselves in ordering affordable costumes for our students to use during for the Spring Recital.

Required Items: Students in Beginner, Intermediate, Advanced 1 & 2, Experienced 1,2, & 3 will need nude leotards for both Winter & Spring Recitals. A student without one will not be able to participate in the show. Please ask Sarah about ordering them.

Pumpkin Show: Students usually wear our studio shirt, black jazz pants/legging/capris, and their dance shoes (ballet slippers, jazz shoes, or tap shoes). Specific guidelines for costumes will be sent home by instructors.

Winter Performance: Costumes for this show are property of the CAC and must be returned after the second show and therefore are not allowed to go home with the dancer.

Spring Recital: Costumes will be ordered by the studio then purchased and taken home by the individual dancers. Please see the calendar in the lobby for the payment due dates.

New for the 2019-2020 season: All CAC dance/baton families are required to pay a non-refundable costume deposit of \$30 per costume by October 17, 2019. Costume choices will be decided by each instructor and displayed the first week of December 2019. Costume balances are due by December 12, 2019. All costumes must be paid in full by the specified date to ensure delivery for picture day and recital. *Any costume not paid by the due date will be subject to late fees and will not be ordered until it is paid in full.* There is no guarantee late costume orders will arrive in time for pictures or recital. NO EXCEPTIONS. Please remember, the more classes your dancer/twirler is taking, the higher the costume cost.

Hair and Make-Up for Performances

For shows and rehearsals there may be certain make-up and/or hair requirements that an instructor would like to make for a class. Information will be sent out to parents regarding the possible purchase(s). Hair, make-up, and basic dance clothing needed for each show will be sent out in a newsletter to the parents. Here is an outline of the basic hair and make-up needs for each class.

Extraordinary Dance, Creative Movement, Pre-1, 2, & 3:

Make-Up: very light - lipstick or lip gloss, blush

Hair: ballet bun

Beginner, Intermediate, Advanced 1 &2:

Make-Up: light – lipstick, blush, eye shadow, mascara

Hair: ballet bun, hairspray, hair net to wrap around bun

Experienced 1,2, & 3:

Make-Up: full – lipstick, blush, eye shadow, mascara, eyeliner, foundation, powder

Hair: ballet bun, hairspray, hair net to wrap around bun

Boys:

Make-Up: no make-up required, but can revert to the ‘very light’ make-up if needed.

Hair: brushed hair, out of face

Dress Code

Dancers & twirlers are participating in a disciplined art form that requires disciplined preparation. Dance clothes and shoes must be worn in class according to their level. Marking your name somewhere in your shoes, class clothes, and warm-ups is highly recommended. Dancewear is available for purchase at the YMCA Creative Arts Center.

Boys: We suggest basketball shorts or fitted sweatpants with a plain colored T-shirt for class (gray, black, or white).

Shoes: ballet -white or black ballet slippers; tap -black tap shoes; jazz - black jazz shoes

Creative Movement: Students may wear any color of leotard and tights, but it is not required. Pink ballet slippers are recommended.

Pre-Dance 1: Pink leotard, pink tights, and pink ballet slippers, black tap shoes with elastic to close instead of ribbon. Hair should be up and out of the face in a bun, braids, ponytail, etc.

Pre-Dance 2 and 3: Pink leotard, pink tights, and pink ballet slippers. Students will need black tap shoes with elastic to close instead of ribbon. Hair needs to be up and out of the face either in a bun, ponytail, etc.

Beginner/Intermediate/Advanced 1 and 2: Black leotard, pink tights, pink ballet shoes, black tap shoes, and black jazz shoes. Jazz pants, capris, and shorts may be worn in jazz and tap. Warm-ups may be worn in ballet, but they must come off before center exercises or at teacher's discretion. Hair is to be pulled back into a bun. Hair nets and bobby pins are a great way to keep the hair from falling out.

Experienced 1/2/3: Leotard, pink tights, pink ballet shoes, black jazz shoes, and black oxford tap shoes. Jazz pants, capris, and shorts may be worn in jazz, contemporary, and tap. Warm-ups may be worn in ballet, but they must come off before center exercises or at teacher's discretion. Hair is to be pulled back into a bun. Hair nets and bobby pins are a great way to keep the hair from falling out.

Baton: Comfortable clothing (no long sleeves or baggy clothes), sneakers. Batons will be purchased through the Instructor. Hair needs to be up and out of the face either in a bun, ponytail, etc.

Hip Hop: Comfortable clothing, sneakers or black jazz shoes. Black jazz shoes will be used for all stage performances (i.e. Pumpkin Show, Winter recital & Spring recital).

Extraordinary Dance: Students can wear any comfortable clothing, as long as it is not too baggy. Dance shoes or sneakers are recommended. Hair needs to be up and out of the face either in a bun, ponytail, etc.

Intro to Theater: Students can wear any comfortable clothing as they may be moving during class. Closed toe shoes are highly recommended.

Cell Phone Policy

During class time or rehearsals, all phones should remain in a student's bag. Phones should **NOT** be used during class or rehearsals to:

- Text
- Call
- Post on social media: SnapChat, Instagram, Twitter, Facebook, etc.
- To take photos or videos

Instructors have the right to implement the "Phone Box" rule where all students in the class must place their phone into a designated box within their classroom. Students will not be able to use their phones during class/rehearsal and can get their phones back at the end of their classes.

If there is an emergency, a situation going on at home, or an issue with a family member, the student must let the instructor know so that he or she may get permission to check their phone during breaks or to answer a phone call.

****Phones and other electronic devices can only be used with permission from the instructor****

Social Media and Bullying Policies

In today's world, social media is a very large part of it. Here at the YMCA Creative Arts Center, we strive to build and create an environment that is free from negativity and bullying. We encourage all staff, students, and parents to only post positive, informational, and inspiring posts, photos, etc. about our studio and its students.

Please note that anything posted about the studio or a student that is seen as negative, degrading, or is considered bullying, will result in a meeting with the Associate Director and Director of Youth Development to discuss further discipline or ramifications. This policy applies to all parents, staff members, and especially our students.

Any bullying seen online, on social media, or in class by a YMCA student to another YMCA student, will be discussed with the offending student and their parent. Any violation of our social media or bullying policies could result in expulsion from the dance team, removal from winter and or spring recitals, or removal from the program.

Class and Studio Etiquette

The YMCA Creative Arts Center prides itself on being a studio with a fun and professional atmosphere. All of the staff, students, and parents are a family so please treat each other with the utmost respect at all times. Like other sports or extracurricular activities dance, baton, art, and theater have their own set of rules, expectations, and uniforms.

General Center rules and guidelines

- Instructors use their time before class to prepare class materials. All CAC students must wait in the lobby area until their teacher (dance/art/baton/theater) come to get them
- Per YMCA policies, CAC students under 12 yrs MUST have a parent or other adult with them in the Center when not in class
- CAC students MUST be picked up from class by a parent or other responsible party **within 10 mins** after class is over. Students will wait for their parents in the lobby

Classroom Discipline

Dance/Baton is a disciplined art that requires good class behavior, full participation during class, and consistent attendance. Students are expected to come to class and follow the student responsibilities in this handbook.

Creative Movement – Intermediate, Baton 1

Students in these levels are expected to come to class in proper class attire and be ready to listen to the instructor. We expect our younger students to:

- Listen to and follow all instructions from the instructor

- To participate to their full ability while in class
- To respect other students, the instructor, and themselves
- To remember that no one is perfect and to always try their absolute best while in class

Any disrespect towards other students or the instructor will not be tolerated, like:

- Calling another student a name
- Pushing, shoving, hitting, etc. of another student
- Talking back to the instructor
- Not following directions

If students fail to meet classroom requirements, who disrupt class, or misbehave will result in:

First Offense: Verbal Warning from instructor

- Instructor will write up a small report about the incident in class and the Associate Director will be notified.

Second Offense: Verbal Warning from instructor

- Instructor will write up a small report about the incident in class and the Associate Director will be notified.
- Parents may be notified of incident, depending on severity.

Third Offense: Student will be asked to sit out of class and watch

- Student will be asked to sit out and watch class
- Instructor will write up a small report about the incident in class and the Associate Director will be notified.
- Parents will be notified immediately after class and a meeting between instructor, parents, student, and Associate Director may be scheduled.

Advanced 1 – Experienced 3, Baton 2 and 3

Rudeness and disrespect towards an instructor or another student will not be tolerated in any level or in any class. Nor will any class disruptions be tolerated, like:

- Refusal to fully participate in class (complaining, saying “I can’t,” “I won’t”, etc.)
- Talking not related to class
- Talking about a student or an instructor behind their back
- Eye-rolling, giving attitude
- Talking back to an instructor
- Teasing or putting down another student
- Not wearing the proper attire to class as listed in our Dress Code section

If a student fails to meet the three student classroom requirements of **Attitude-Participation-Attendance**, the following action will be taken:

First Offense: Verbal Warning from instructor

- Instructor will write up a small report about the incident in class and the Associate Director will be notified.

Second Offense: Student will be asked to sit out of class and watch.

- Parents of the student will be notified, instructor will write up a report of the incidence, and the Associate Director will be notified.

Third Offense: Loss of Class Participation

- Instructor will write up a report of the incident, program coordinator will be notified, and will contact parents to set up a meeting.
- Student will not be able to participate in class until they have attended a meeting with the Associate Director, the instructor, and parents about the issues that have arisen in class.

Our goal at the YMCA Creative Arts Center is to create an atmosphere of respect, love, and creativity.

Please review these policies with your student so they know what to expect while in class. Instructors will review these policies with their students during the first week of classes.

If there is any confusion or questions about our disciplinary system, please contact Sarah for more information.

Class Observations

Parent observations are an opportunity for parents, caregivers, and other guests to come watch their dancer's/twirler's progress and development in the classroom. During observation week please remember that cell phone use is prohibited, unless you are taking pictures or video of your dancer/twirler. If you must answer your phone, please quietly step out of the studio. Check the calendar in the lobby for dates. Please remember:

- Instructors have the permission of the Associate Director to ask any observer to leave at any time if they are becoming a distraction
- No flash photography
- No food or drinks, only water is allowed in the studios
- No talking or chatting while the class is in session, it is disrupting and disrespectful to the other parents, the students, and the instructor
- Please try and not leave during class, but if you must please be respectful and quiet
- Please be respectful to other students in class, other observers, and the instructor at all times

Student Responsibilities

Dance, art, theater, and baton are just like any other sport or extracurricular activity so please come to class prepared to work hard and be ready to learn. Please follow the dress code and the rules and the guidelines listed below.

- Absolutely NO phone or electronic device use during class or rehearsal time.
- There will be NO chewing gum in ANY class. It is a choking hazard.
- If you come in late, please be respectful and ready to join class. As late arrivals can be disruptive to the rest of the class, continued tardiness may result in you being asked to sit and watch for that class.
- If you are coming from another sport or activity, please take the time to get into your dance attire. It is up to your instructor whether or not you will be able to participate in class that day without the proper dance attire.

- If a student repeatedly does not follow the dress code or class etiquette, his/her parents will be notified. If it continues to happen the student may be asked to sit and watch class instead of participating and other disciplinary action may be taken.
- Come to class prepared to work hard and learn, have a positive attitude, and always keep an open mind.
- Remember, corrections from instructors are to help you and not to hurt you. They are meant to help you improve and are helpful. Please do not get upset. If you feel that one was wrongly given or do not understand it, please talk to your instructor for clarification.
- If you have any concerns or issues with your instructor, please inform the Associate Director as soon as possible.
- Clean up after yourself in the studios, waiting areas, and rooms at dress rehearsals and shows.
- Be respectful to all students, instructors, and staff.
- If you are unable to attend class or rehearsal, please contact your teacher as soon as possible.
- Maintain open lines of communication among all actors, artists, twirlers, dancers, parents, instructors, Director, and all YMCA staff.

Parent Responsibilities

The YMCA Creative Arts Center's program is designed to benefit your ACTOR, ARTIST, TWIRLER, or DANCER. Instructors and parents must maintain their separate responsibilities to ensure the most positive experience possible for these artists. Parents and family should provide love, understanding, and encouragement. Let your actor, artist, twirler, or dancer know that no matter what you will love them and that you appreciate every effort and are not disappointed in what they attempt to do. Be the person in your actor, artist, twirler, or dancer's life who provides constant positive reinforcement. The following are responsibilities parents should be willing to accept:

- Must be willing to accept the financial responsibilities associated with the Creative Arts Center. The YMCA does have sponsorship programs available to those with financial need. Please ask Sarah for more information.
- Must treat all staff, dancers, twirlers, artists, actors, and other parents with the utmost respect at all times.
- Be your actor, artist, twirler, and dancer's number one fan and supporter!
- Keep open communication with instructors and program coordinators if there are any questions or concerns about your dancer/twirler, their progress, or any issues you are having.
- Please come straight to the Associate Director with any issue with an instructor or other student. It is our job to help you and your actor, artist, twirler, and dancer fix any problems you have.
- Bring your CAC student to class on time and prepared for class. As late arrivals can be disruptive to the rest of the class, continued tardiness may result in your dancer/twirler being asked to sit and watch for that class.
- The CAC lobby is not the place for complaints and gossip. If you have questions or concerns, please contact Sarah as soon as possible.
- We love our volunteers! So please help out with being a chaperone, or help with tickets, flowers, concessions, etc. Your help is greatly appreciated and always needed.

- Instructors reserve the right to remove parents from Observation days.
- Parents are discouraged from conversing with an instructor during class or rehearsal time and are encouraged to arrange a time before or after to discuss matters with an instructor and/or Associate Director.
- Must be willing to abide by all the rules and policies specified herein.
- Maintain open lines of communication among all instructors, program coordinators, and all YMCA staff.

Instructor Responsibilities

Each instructor knows how to properly teach the dance/twirling/art/theater technique they teach, can properly and safely correct bad habits and mistakes, all while promoting creativity and self-expression. As an instructor here at the YMCA Creative Arts Center: we properly develop fundamental dance steps, twirling skills, acting skills, and art techniques; encourage actors, artists, twirlers, and dancers to creatively express themselves; and create classrooms of creativity, friendship, and good sportsmanship. An instructor here is a good listener, a positive motivator, a role model, and a leader. We will:

- Not play favorites with students and will give every actor, artist, twirler, and dancer the opportunity to learn and perfect their skills.
- Provide a climate of love and support in which each artist can develop to their greatest potential as an athlete, an artist, and as a human being.
- Create an atmosphere in which good sportsmanship, friendship and creativity are valued.
- Help actors, artists, twirlers, and dancers develop their goal setting skills, technique, class attitudes and to truly value their art form.
- Encourage the concept that dancing, twirling, art, and theater is not about being the best turner, jumper, painter, twirler, actor, etc. Everyone can be an artist in their own special, unique way. We want to help the artist's acceptance of self in relation to her/his abilities.
- Promote physical fitness through codified techniques, proper body placement, creativity, and self-expression.
- Work harmoniously with all individuals involved with the program.
- Attend assigned YMCA performances, rehearsals, and studio events.
- Improve personal knowledge by attending workshops, conferences and clinics.
- Represent the YMCA
- Aid in the recruitment of new participants
- Keep rosters up-to-date while tracking attendance for each student.
- Be supportive of all YMCA programming, operations and staff.
- Enforce all rules and policies specified herein.
- Design and implement well-rounded classes and choreograph appropriate dances & routines.
- When promoting students to the next level, we will take into consideration if the dancer/twirler/artist has met the required goals and is able to perform skills required for promotion.
- Maintain open lines of communication among all instructors, YMCA staff, parents, actors, artists, twirlers, and dancers.

Associate Director & Program Coordinator Responsibilities

We strive to create a studio environment full of creativity, art, life, fairness, and friendship. We want every student to leave here happy and with a love for dance, theater, and art. We want parents to see their actors, artists, and dancers grow into healthy, happy, well-rounded individuals, and we hire staff who love what they do, who have a strong background and training in the style(s) that they teach, and who have the same goals that we do. Our job is to:

- Communicate with our teachers, parents, and YMCA staff like our Supervisor and Branch Director
- Interview potential coaching staff
- Support all teachers in meeting their responsibilities and all decisions
- Supervise the instructors and staff
- Ensure that all objectives and goals for the program are met
- Assist in providing information pertaining to the YMCA Creative Arts Center to the parents, staff, actors, artists, dancers, and the community at large.
- Provide information regarding classes, competition team, performances, rehearsals, studio events, studio and YMCA updates.
- Be at and assist with coordination of studio events, rehearsals, performances, and competitions.
- Maintain open lines of communication among all instructors, YMCA staff, parents and actors, artists, and dancers.
- Will also follow the Responsibilities of Instructors

By signing below, I/we acknowledge that I/we have read and agree to abide by the rules and expectations laid out in this handbook.

CAC student's Name(s) _____

Parent signature(s) _____ Date _____

_____ Date _____