

# Decatur Park District

The Decatur Park District's

2016-2017

*Dance and Drama*

Policy Manual



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This Policy manual is provided so that you may become acquainted with the Decatur Park District's Dance and Drama policies and procedures. Please read this Policy Manual and keep it convenient for regular review. Please sign and return the [policy manual agreement form](#). Should you have any questions, please contact Marie Jagger-Taylor, Cultural Arts Manager, at 217-421-6648 x1 or [mjtaylor@decparcs.com](mailto:mjtaylor@decparcs.com)

## Introduction

Welcome Dance and Drama students to the Decatur Park District Dance and Drama program. For many of you, this is a familiar return to the program and we are glad you are back! We are also excited to have a great group of new dancers and performers! 2016-17 welcomes us into our tenth season of quality programming. It is our highest aspiration to provide our students and their families with a safe, fun program where they are encouraged to grow as artists and people, to gain skills and confidence, develop respect for themselves and others, and to learn what an appreciation for the performing arts and dance can do for their personal growth.

It is our goal to give each student the best possible education and provide students with performing opportunities throughout the Decatur Park District. Through these performing opportunities, students learn responsibility, teamwork, gain confidence and are rewarded with a sense of accomplishment.

The Dance & Drama curriculum is comprehensive and is designed to give each student the best possible education. Technique and discipline are stressed throughout each and every class. The Dance Curriculum includes a vigorous and professional approach in the training of the dancer and focuses on fulfilling national and state standards in the fine arts. As teachers, we continually use various teaching methods designed to provide a "fun atmosphere" through the training. Building confidence in each student's abilities and instilling a sense of commitment to themselves and their peers is an important aspect of the Decatur Park District's training.

Whether the student decides to make a long-term commitment to the Decatur Park District's Dance & Drama program or stays with us only for a year or so, the education provided is important to their overall growth and development. Each dance student is taught the proper techniques of movement fundamentals that will enhance their confidence as they pursue activities from routine walking and running to activities that require complicated movements. Each drama student is taught basic techniques of acting that will stimulate their imaginations and help develop self-confidence and self-esteem. We believe that the arts and the Cultural Arts programs we offer at the Decatur Park District enrich the students' life. Thank you for this opportunity to enlighten and liberate each student through our Dance & Drama Program.

### Meet Our Cultural Arts Full Time Staff

**Marie Jagger-Taylor** (Ms. Marie) is the Cultural Arts Manager for the Decatur Park District and a member of Actors Equity Association, Chicago National Association of Dance Masters and a Certified Dance Educator. She is also a past member of AFTRA and SAG. Prior to the Decatur Park District Marie enjoyed being a professional actress/dancer/choreographer director who performed on Broadway, toured nationally with *A Chorus Line*, and appeared in countless television commercials, industrials and resident theatre companies. She was a freelance director/choreographer until she met her agrarian husband, Jody, and settled down in rural Macon where they reside with their 3 children. Ms. Marie has developed curricula and taught musical theatre and dance in various capacities for the past 30 years. Jagger Taylor served as adjunct professor of dance at Millikin University (Decatur, IL) for 8 years and as Director of Education for the Little Theatre on the Square (Sullivan, IL) for 10 years. In this role, she was intimately involved in all aspects of the theatre, including drama/dance instruction, sets/costumes/lighting for performances, and program syllabi for all workshops, sessions, camps and classes. At the Decatur Park District, Jagger-Taylor has been instrumental in building community interest and involvement in the arts, where she manages all of our Cultural Arts programming. She also served as co-host of the Decatur Park District's Parks at 5 weekly radio shows. Marie was awarded the 2011 Women of Excellence award for her work in the Cultural Arts and, most recently, the 2013 Jennifer Song Community Spirit Award.

#### **Tami Robinson**

Tami is the Cultural Arts Supervisor for the Decatur Park District, joining the staff in January of 2016. Tami holds an Associates of Arts Degree from Richland Community College. Prior to coming on staff with the Decatur Park District, Tami mentored high school students through Future Business Leaders of America (FBLA) for 35 years and was named the Illinois FBLA *Businessperson of the Year* in 1993 and 2005. She also served as the FBLA State Adviser from 1999-2005 and as the Mt. Zion Jr. High Show Choir President from 2007 – 2010 where she served as parent liaison, costumer and fundraising chairperson. Tami served as instructor of dance and drama at the Little Theatre on the Square and currently teaches dance at the Decatur Park District as well as assisting in various capacities to ensure quality programming in the Arts. She has always had a passion for arts and teaching, and at the Park District she has the opportunity to pursue both of her passions.

### **Your Role**

We need your help to ensure that your child's learning experience at the studio is positive; we maintain an open door of communication with all parents and encourage parents to communicate with us any concerns they may have. The arts are a valuable part of your child's overall education. Please take an interest in your child's class or classes:

1. Make class a priority. Please do not permit your student to arrive late or leave early.
2. Have students to class 5 minutes early so they are prepared.
3. Attend the Parent/Family Observation Days. These are held once a semester during class time, 2016 observation will be held October 24-28 and 2017 observation will be the week of February 27 – March 3.
4. Encourage your student to set up a weekly practice schedule even if it is only for 15 minutes a day. Ask them to show you any new steps they have learned. Watch your dancer practice. A student will not excel in the classroom if they do not do their homework, and the same is true in dance if they do not practice.
5. Communicate with your instructor: If your child is ill or you know that they are going to miss a class please speak with the instructor or call Ms. Marie; this way we can arrange for a make-up class.
6. Ballet III, IV and V is to have a copy of *Gail Grants Technical Manual and Dictionary of Classical Ballet*. They can be purchased at Grace's in Decatur or from Amazon.com
7. Please review the guidelines of this handbook with your student.
8. Classes are closed

Your child is in safe hands with our staff. We encourage you to drop off your student and use their class time for yourself! However if you would like to wait for your child, there is a small waiting area. This waiting area is for the convenience of our students and parents/guardians or siblings. Observation is not allowed in the studio while classes are in session with the exception of our Parent/Family observation days. Please be respectful of others and the classes in sessions while in these areas. Quiet conversation is welcome. An adult must supervise siblings of students at all times. Running and misbehavior through the hallways will not be tolerated. The Decatur Park District is not responsible for items that are lost or stolen.

### **Observation**

Parents, friends and relatives are invited to Observation Days; October 24 - 28 & February 27 – March 3 during regular class time. Cameras can be brought to the Observation Day. Because visitors distract the dancers and hinder their ability to learn Class observation is only allowed on these dates (unless the instructor gives permission). It's not unusual for young dancers to be scared on Observation Days. Some will want to cling to their parents, some will sit in the corner and others will entertain the crowd. All of these behaviors are normal and are expected. Instructors will not force your student to dance. It is important that they have a positive feeling about class.

### **Attendance- PLEASE READ**

To reach full potential in class, a student must attend on a consistent basis. We expect regular attendance from all our students. If a student must miss a class please call Marie Jagger-Taylor at 217-421-6648 x 1. If you know in advance that your student will miss two or more consecutive classes, please contact his or her instructor. Students who miss more than 3 classes may be moved into another class or dismissed from the recital piece. Poor class attendance can result in dismissal from the dance recital routine. There are no refunds for classes missed. Please arrive 5-10 minutes early to each class. This will give you time to get your shoes on and use the restroom if needed. **Tuition is not refundable or transferable except in the instance of long-term illness or injury verified by a physician.**

### **Inclement Weather**

You will receive an e-mail notification and/or a phone call/text if classes are cancelled due to bad weather, etc. We will make every attempt to cancel a class prior to 4:00 p.m. but since weather is unpredictable, please check your e-mail prior to class for the latest update. We also have a cancellation notification system called Rainout. To register, go to [www.decatour-parks.org](http://www.decatour-parks.org) and click on cancellations and closures. Under the Rainout line logo on the left side of the page click on e-mail and text alerts. Select how you would like to receive cancellation alerts. You can also download the Rainout Line app and select Decatur park district. You can also call the rainout line directly at 427-3488.

### **Communication**

Please know email is the main source of communication for us but you can always check out our website at [www.decatour-parks.org](http://www.decatour-parks.org) or call the Poage Arts and Recreation Center at 421-6648. If you do not have e-mail please let us know and we will make sure information is sent to your home. "Like" us on Facebook (Arts at the Decatur Park District) to get updates as new and exciting items happen in the Cultural Arts!

## Recital

Dance Recitals will be held at the Decatur Civic Center on May 12 at 7 pm and May 13 at 11 am and 5 pm. You will receive a dance recital packet at February's Observation Week. This packet will give you all the important dates and information for the Spring Recital. Students must attend the dress rehearsal in order to participate in the recital. All accounts must be up to date by March 20<sup>th</sup>. Households with balances due will not be allowed to perform in the Recital. Attendance is always very important but especially in the 2nd semester when teachers are working on routines. **Beginning in February 2017, if a student accumulates three (3) or more absences they will be taken out of the recital routine.** Costumes are ordered at the beginning of December. Once a costume is ordered for your student you are liable for the balance due on the costume. Please notify Ms. Marie by November 30<sup>th</sup> if your student chooses not to participate in the Dance Recital, otherwise you will be billed for a costume.

**Senior Spotlights** are recognition of the commitment a high school senior has made to the study of dance. Seniors are responsible for costuming, choreography and music selection & must be approved by Ms. Marie. Decatur Park District is not responsible for ordering costumes. **Submissions for Senior Solos are due no later than December 15th.**

## The Students Role

All students are expected to follow these guidelines:

- Please do not bring gum, food or drinks into the studio.
- Please dispose of any trash into trash receptacles.
- Please remain quiet in the waiting room until your class begins.
- Please be respectful of yourself, your classmates and your instructor.
- Listen and do your best! Remember, you are here to learn.
- Never say "I Can't"

## Discipline Procedures

Discipline is essential to learning; occasionally we may have a disciplinary problem with a dancer. Almost always a word or two from the instructors takes care of the inappropriate behavior. When verbal comments have not stopped the misbehavior, the following disciplinary actions are in place to provide the framework for the instructors to deal with this inappropriate behavior. A positive approach will be used regarding discipline. Staff will periodically review rules with participants. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of the instructor or participants or negatively impacts the recreational experience of other participants. If your child needs a special accommodation for the dance program, please contact Marie Jagger-Taylor.

## Basic disciplinary action includes:

Verbal warning(s) and/ or supervised time-out (1-10 min) from the program, should the behavior persist, a written conduct report will be completed and the parent will be contacted by the instructor to discuss the situation and ask for assistance in helping the child become successful. The program supervisor will be apprised by the instructor of any consistent inappropriate behavior in the class. The supervisor may observe the class and/or speak to the parent. Suspensions from the program can be authorized by the Cultural Arts Supervisor or Cultural Arts Manager for a designated period of time; Dismissal from the program can be authorized by the Cultural Arts Manager. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the activity may be necessary.

## Safety and Security

The following rules are of extreme importance and we strongly urge Parent(s) and/or Guardian(s) to discuss them with their Dancer(s) and/or Actor(s) and make certain that they are fully understood,

1. Please inform the teacher if your student will be walking, riding a bike, etc. to and from their class. (A note from the Parent(s)/Guardian(s) at the beginning of the year would be helpful.)
2. All students must stay in the building after class until their transportation arrives. Parents must be prompt when picking up students. We cannot be responsible for students unless they are participating in class due to class schedules.
3. Absolutely no food, gum or drinks are allowed in the Studio. Only plastic water bottles with lids will be allowed in the studio.

## Dress Code

Dancers are expected to adhere to the dancewear requirements listed in this manual. Attire is part of the discipline of dance and assists the instructor in observing the dancer's form and technique. All Dance Students must have their hair pulled away from their face and secured in place. It is necessary for every student to strictly adhere to the dress code. Students dressed inappropriately may be asked to observe class.

All students in Advanced and Level IV and above classes are encouraged to have a dance bag with the following items: Appropriate dance shoes, comb or brush, bobby pins, barrettes, rubber bands or hair bands, notebook and a pen or pencil. All Ballet Students need their Ballet Dictionary.

Please label all dancewear and shoes with the dancer's name. We find many lost shoes with no name and have no way of finding their owners.

## Class Attire

### Beginning Dance: (Pre-school – kindergarten)

Girls: Pink Tights and any color leotard; dance skirts are allowed, pink ballet shoes. No house slippers please  
Boys: Shorts or sweatpants with a white t-shirt tucked in, white socks and black ballet shoes  
Step Into Dance- will also require tap shoes

### Ballet/Pointe:

Girls: Pink Tights with feet, Black Leotard and ballet shoes (no slippers) required. Ballet skirts are allowed. No baggie shirts or sweatshirts, no jewelry except small pierced earrings allowed. Hair pulled into a bun. NO BAGGY CLOTHES!  
Boys: Black shorts or sweatpants with a white t-shirt tucked in, white socks and black ballet shoes. NO BAGGY CLOTHES!

### Lyrical:

Girls: Ballet attire or dance shorts, capris or dance pants. Colored leotard and tights may be worn. Lyrical theatrical half-sole shoes are required for all lyrical classes. Hair must be pulled away from the face.  
Boys: Black shorts or sweatpants with a white t-shirt tucked in, white socks and black ballet shoes. NO BAGGY CLOTHES!

### Tap, Jazz Hop and Hip Hop:

Girls: Leotard, sweatpants and tights or dance shorts, capris or dance pants may be worn. No Pants past the shin for TAP. No pants dragging on the floor for Jazz. Black Tap shoes for Tap, Black Jazz Oxfords for Jazz Hop. NO BAGGY CLOTHES!  
Boys: Sweatpants, shorts and a t-shirt, Black Tap shoes for Tap and Black Jazz Oxfords for Jazz. NO BAGGY CLOTHES!

### Drama Classes:

Please wear loose fitting clothing that you are comfortable to move around in and tennis shoes. NO OPEN TOE SHOES!

## Dancewear Sources

Grace's Dancewear:	3080 Kandy Lane Decatur, IL 62526 (217)875-4010
Dance Distributors	<a href="http://www.dancedistributors.com">www.dancedistributors.com</a> 1-800-33Dance
Discount Dance Supply:	<a href="http://www.discountdance.com">www.discountdance.com</a> 1-800-328-7107



## **Adult Tap and Hip Hop**

### **Ages 14 - Adult**

The Hip Hop Class encompasses street dance styles primarily performed to hip hop music or that have evolved as part of hip hop culture. It includes a wide range of styles primarily breaking, locking and popping. The Adult Tap Class develops a variety of skill levels and utilizes the teaching of Al Gilbert while focusing on the rhythmic musical theatre tradition of tap dance. Both classes are designed to be fun, energetic and a great work-out!

Moving from one level to the next is determined by the Decatur Park District staff. It is based on age, ability, attendance and attitude. We respect your concerns in regard to your children, but our staff works together diligently placing the students where we feel they are best suited. Most dance levels are multi-year, meaning a student may spend 1, 2 or more years in a level until that student has attained the necessary skills to move to the next level. The purpose of this is to ensure that the students are participating in classes that are best suited for them. Just as in any activity, some children develop their dance skills at a faster rate, while others need to take their time. It is important to remember that it takes years to train a dancer, and even professional performers and teachers continue their education and take classes throughout their careers.

This template covers the basic areas of learning for all youth dance classes at The Decatur Park District. Teachers customize this template with specific terms and activities for each dance discipline and age group. Activities become more complex as dancers advance in age and skill level.

1. Dance etiquette
  - Understand and use proper attire
  - Show respect for the teacher and other dancers
  - Work together with other dancers as an ensemble
2. How the body moves in dance
  - Identify the body parts and muscles used in the dance discipline
  - Understand and describe how body parts are used in the dance discipline
  - Understand and use proper alignment
3. Vocabulary and movement of the dance discipline
  - Understand and use correct vocabulary for movements, positions, and stage directions
  - Understand the role of space and use space appropriately
  - Execute movements and positions in the correct direction within given dance sequences
4. Music and dance
  - Identify the meter and rhythm of a piece of music
  - Understand and identify the tempo and dynamics of a piece of music
  - Understand what music is associated with the dance discipline and why
  - Understand the phrasing of a piece of music and create and perform dance sequences to fit that piece of music
5. History of dance
  - Understand the origins of the dance discipline and how the discipline has developed over time
  - Research historical and current teachers and performers in the discipline
  - Understand how other dance disciplines relate to ballet as a foundational dance discipline
6. Using dance to communicate
  - Identify the emotion(s) associated with a piece of music
  - Identify and use appropriate movements to show emotion
  - Create movement sequences to tell a story (assigned by the teacher or from personal experience)
  - Discuss the meaning and interpretation of dances observed or performed
7. Critical thinking
  - Observe classmates and provide feedback using appropriate vocabulary and correct technique
  - Observe and critique a performance (live, if possible, otherwise on video), discuss technique, style, music, movement, and mood
8. Performance
  - Learn a choreographed dance and perform it for an audience
  - Understand how lighting and costuming can contribute to the meaning of a performance
  - Critique the performance, including the execution of the dance and the integration of costumes, lights, scenery, and the audience with the dance.
9. Auditioning
  - Understand what is expected from the performer during an audition
  - Know what research will help in preparing for an audition
  - Select materials (music or script) of an appropriate length and form
  - Understand how to dress appropriately for an audition, both clothing and dance shoes
  - Develop a resume
  - Understand how the performer should present himself or herself on stage
  - Follow up the audition with a thank you note

## 2016 DRAMA OFFERINGS & Descriptions

**Actor's Playground/Improv I** (Ages 7 – 10) September 10 – October 29 @ 9 – 10 am (Cost: \$65/\$60 R)

Improvisation is acting without a script! In this 8-week session actors ages 7- 10 will explore a style of acting that encourages spontaneous character and conflict choices. Actors work with theatre games and short scenes, which address important theatre skills such as active listening, clarity of choices and intent, confidence, timing, and teamwork.

**Introduction to Technical Theatre** (Ages 12 – 18) September 15 – November 13 @ 7 – 8 pm (Cost: \$55/\$50 R)

Have you ever wondered how things are made or done behind the scenes? In this class, students will learn the basics of carpentry, lighting and painting.

**Park Players** (Ages 9 – 14) September 10 – October 29 @ 10 - noon (Cost: \$90/\$80 R)

Park Players returns for its third season. Park Players will develop and advance skills in vocal work, character creation, ensemble building and stage movement. Participants will present their one act show on October 29 at 11:00 am at the PARC. Participants will create set, props and costumes for this final class presentation. Fee includes script, basic set/prop and costume needs. Actor may need to provide costume accessories.

**Stage Make-Up** (Ages 9+) October 10, 17 & 24 @ 6:15 – 7:15 pm (Cost: \$65/\$60R)

Students will learn fundamental principles of stage make up including how to exaggerate, diminish and create facial features to help an actor portray a character. Class A, students will learn fundamentals of highlight and shadow. Class B will feature "old age" make-up. Class C will feature how to create simple bruises and cuts, just in time for Halloween! Fee includes personal make-up kit. Deadline to register is October 3<sup>rd</sup>.

### Drama Tuition

Drama Rates are for the fall semester which begins September 10. Drama Rates are due in full. There is a 15% sibling discount.

<i>Drama Classes</i>	<i>Fee</i>	<i>Resident Discount</i>
Actor's Playground	\$65	\$60
Stage Makeup		
Technical Theatre	\$55	\$50
Park Players	\$90	\$80

### Class Locations

Poage Arts & Recreation Center (PARC), 2020 N. Oakland

# 2016-17 SCHEDULE:

Classes begin September 7

## MONDAY-Studio II (MM Instructor)

**NO CLASSES Dec. 19, 26, Jan. 2, March 13, April 17**

6:00 – 6:30 Tu Tu Toddler Section I  
6:30 – 7:15 Ballet I

## TUESDAY-Studio II (SC Instructor)

**NO CLASSES Dec. 20, 27, Jan.3 March 14**

4:00 – 4:30 Tu Tu Toddler Section II(TR)  
4:30 – 5:15 Hip Hop 8 – 13 (SC)  
5:15 – 6:00 Jazz Hop I (SC)  
6:15 – 7:00 Jazz Hop II (SC)

## WEDNESDAY – Studio II (MC Instructor)

**NO CLASSES NOV 23, Dec. 21, 28, Jan. 4 March 15**

4:30 - 5:30 Step Into Dance Section I  
5:30 - 6:30 Ballet II\*  
6:30 – 7:15 Tap II\*  
7:15 – 8:15 Ballet III\*  
8:15 – 8:45 Beginning Pointe\*

## THURSDAY – Studio II (VR INSTRUCTOR)

**NO CLASSES NOV 24, Dec. 22, 29, March 16, Apr 13**

5:30 – 6:15 Boyz Hip Hop  
6:15 – 7:00 Boyz Tap  
7:00 – 7:45 Hip Hop (14 and up)

### **\*Placement Approved by CAM**

**PLEASE NOTE:** Due to the design of our syllabus, dancers should expect to remain in the same class level for a **minimum of two years.** Some exceptions apply.

### **LEVELS:**

**Tiny Dancer** Ages 2.5 – 5  
**Tu Tu Toddler** Ages 3-5  
**Hip Hop Tot** Ages 4-5  
**Step Into Dance** Ages 5-6  
**Level 1** Ages 6 – 9  
**Level II** Ages 8 – 11  
**Level III** Ages 10– 13  
**Level IV** Ages 11 – 18 or by invitation  
**Level V** Ages 14 – 99 or by invitation  
**Beg/Interm.** Ages 10 – 19  
**Advanced/Adult** Ages 14 -99

### **DANCE SEASON:**

9/7/2016 – 12/16/16, Thanksgiving 11/23-27. Christmas Break December 19 – January 4, 2017. Resume January 5, 2016. Spring Break: March 13 -18, Recital May 12 and 13. Parent Observation: 10/24 – 10/28 and 2/27 – 3/03.

## MONDAY – Studio I (MJT)

**NO CLASSES Dec. 19, 26, Jan. 2, March 13, April 17**

4:00 – 4:30 Hip Hop Tot  
4:30 - 5:30 Beg/Int Lyrical (ages 10 – Adult)  
5:30 – 6:00 Pre-Pointe  
6:30 – 9 GDC

## TUESDAY – Studio I (MJT Instructor)

**NO CLASSES Dec. 20, 27, Jan.3 March 14**

4:30 – 5:30 Adult Tap  
5:30 – 6:30 Ballet Tech (ages 11 - 19)  
6:30 – 7:15 Tap IV  
7:15 – 8:00 Jazz Hop IV

## WEDNESDAY – Studio I (MJT Instructor)

**NO CLASSES NOV 23, Dec. 21, 28, Jan. 4 March 15**

5:00 – 5:45 Jazz Hop III  
5:45 – 6:30 Tap III  
6:30 - 7:15 TAP V\*  
7:15 – 8:15 Ballet IV/V\*  
8:15 – 8:45 Advanced Pointe\*

## THURSDAY – Studio I (TR Instructor)

**NO CLASSES NOV 24, Dec. 22, 29, March 16, Apr 13**

5:15 – 5:45 Tiny Dancer  
5:45 – 6:45 Step Into Dance Section II  
6:45 – 7:30 Tap I  
7:45 – 8:45 Advanced/Adult Lyrical (VR)

### **DRAMA:**

**MONDAY: 3 WEEKS: OCT. 10, 17, 24**

6:15 – 7:15 pm STAGE Make-up

**THURSDAY: 8 WEEKS: 9/15 – 11/3**

7:00 – 8:00 pm TECH THEATRE

**SATURDAY – 8 WEEKS 9/10 – 10/29**

9 – 10 AM ACTOR'S PLAYGROUND  
Ages 7-10  
10 – 12 noon PARK PLAYERS  
Ages 9 – 15

### **INSTRUCTORS:**

**MC – Michele Collingwood**  
**SC - Spencer Clark**  
**MJT – Ms. Marie**  
**MM- Malone Moretti**  
**TR - Tami Robinson**  
**VR - Victoria Rossi**

## Dance & Drama Fees

### Dance Tuition

Dance Rates are per family for the entire year. The program runs September 7, 2016 – May 13, 2017

<b><i>Dance Classes</i></b>	<b><i>Fee</i></b>	<b><i>Resident Discount</i></b>
30 minutes	\$170	\$160
1 class	\$270	\$260
2 classes	\$460	\$450
3 classes	\$650	\$640
4 classes	\$830	\$820
5 classes	\$1010	\$1000
6 classes	\$1180	\$1170
7 classes	\$1350	\$1340
8 classes	\$1520	\$1510
9 classes	\$1710	\$1700
10 classes	\$1890	\$1880
11 classes	\$2070	\$2060
12 classes	\$2250	\$2240
<i>Costume Deposit</i>	\$50/class	\$50/class

### Class Locations

Poage Arts & Recreation Center (PARC), 2020 N.  
Oakland

### Costume Deposit per Student per Class

There is a \$50.00 costume deposit per class due at the time of registration. Dance recital costumes will be ordered in December. If a costume deposit has not been paid a costume will not be ordered for the student. You are responsible for the balance of any costume ordered. Please notify Marie before November 30<sup>th</sup> if your student will not be dancing in the recital. Balance of the costume costs will be billed in February and are due by March 15, 2017.

### Scholarships

There are a limited number of Youth Scholarships available. Scholarship applications are available at the Poage Arts and Recreation Center. Questions regarding scholarships should be directed to Barb Kessinger at 422-5911 or at [bkessinger@decparcs.com](mailto:bkessinger@decparcs.com).

### Payment

The Decatur Park District accepts Visa, MasterCard, Discover, American Express, check (payable to the Decatur Park District) and debit cards. There is a \$25 fee for any returned checks. Payment plans are available and can be set up by contacting Tami Robinson at 421-6648, Ext. 3.

# ***Arts Calendar***

2016-2017

August 17 and 18	Open House Dance/Drama Registration
August 26	Online Registration begins
September 7	Dance Program begins
September 10	Drama Classes begin
September 15	Tech Theatre classes begin
October 10, 17, 24	Drama "Make-up" Classes
October 24 – 28	Parent Observation for Dance
November 14	Refund for Costume deposit
November 14 - 18	Costume Measurements taken
November 23 – 27	Thanksgiving Break
December 12	Costumes ordered
December 19 – January 4	Christmas break (Dance studio closed)
January 5	Dance classes resume
January 28	Daddy/Daughter dance
February 27 – March 3	Parent Observation
March 11 – 19	Spring Break (No Dance Classes held)
March 20	Dance resumes
March 27	Parent ticket sales for Dance
April 13 – 17	Easter Break (Dance studio closed)
April TBA	Dance Picture Day
May 8 – 11	Tech Week at Civic Center.
May 12	Performances at 7 p.m.
May 13	Performances at 11 am and 5 pm

## **Decatur Park District Arts Code of Conduct**

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Our Arts programs operate on the following code of conduct. All violations will be handled on an individual basis.

1. I will accept responsibility for myself.
2. I will respect the rights of others.
3. I will treat property with respect.
4. I will solve all problems peacefully.
5. I will always do my best.

## **ARTS Discipline Policy: the following situations are considered violations of the Arts Code of Conduct**

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### **1. Disruptive Behavior/Horseplay**

### **2. Physical Confrontation/Physical Violence with Staff or student**

*Causing or attempting to cause physical injury to any staff or student*

### **3. Theft**

*The taking or using of public or private property without permission or authorization*

### **4. Use or Possession of Alcohol, Tobacco, Illegal Drugs, or Weapons**

*The use or possession of alcohol, tobacco, or illegal drugs during any Park District activity/excursion trip is prohibited. Possession of an object intended to be used in a menacing manner for the purpose of intimidating or injuring others is prohibited.*

### **5. Vandalism**

*Showing disrespect for the property of others, games, equipment, studio, ballet barres, etc. is prohibited.*

### **6. Verbal Abuse/Profanity/Obscenity to Anyone**

*Profane and obscene language or gestures, or possession of magazines/literature or articles of clothing that suggest an overt sexual nature are not tolerated. If you have to ask if it is "bad", don't say it.*

### **7. Willful Defiance of Authority**

*Failure of a student to STOP doing/saying something that a staff member has directed them to stop doing is prohibited.*

We have a three strikes rule in regards to violations of the Code of Conduct, although consequences dependent upon the severity of the infraction:

- Three verbal warnings = A written warning
- Three written warnings = A suspension
- Three suspensions = Expulsion

# Policy Manual Code of Conduct Agreement Form

Must be signed by both the parent/guardian (for students under 18) as well as the student

## Student

I understand and will abide by the Decatur Park District's guidelines and rules outlined in the Dance and Drama policy manual. I further understand that any violation of these policies may result in consequences outlined in the Discipline Procedures portion of this policy manual, including suspension or expulsion from the Decatur Park District's Dance and Drama Program.

Date: \_\_\_\_\_ Student's Name (please print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_  
(For students who are unable to sign their name a Parent or Guardian may sign)

## Parent or Guardian

As a parent or guardian of this student, I have read the policy manual and discipline policy. I understand that this policy is designed to ensure the safety and well-being of each student. I further understand that any violation of this policy may result in consequences outlined in the policy manual, including suspension or expulsion from the Decatur Park District's Dance and Drama Program.

Date: \_\_\_\_\_ Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

This sheet must be returned by the first day of your student's class.