



2018-2019 Handbook

2018 – 2019 HIGHLIGHTS

- Looking for some help with payments this year? We have individual fundraising opportunities available. Call MaryKaye at 612 861-9387.
- COMMUNICATION IS KEY! PLEASE CHECK YOUR EMAIL.
Parents are responsible for ALL Richfield dance information mailed and/or emailed. If your phone number, address or email changes please call our office at 612-861-9385.
- Parties are a part of our program. We acknowledge and celebrate Halloween, Valentines Day and a December Holiday Party.
- We are very excited to announce we are returning to the Ives Auditorium in Bloomington for our recital. Check it out online at www.masonicheritagecenter.org
- If you choose to be in the recital it is scheduled for 2 days: April 26 and 27, 2019. Everyone involved will dance both days. First grade and above will stay and participate in the finale. There is a \$50 per participant recital fee which must be paid when you place your costume order.
- When they share a seat, children 3 and under do not need to purchase a recital ticket. Recital tickets are \$5 in advance & \$10 at the door.
- All costumes need to be recital ready. Please take them out of the plastic bag and hang them on a hanger.
- If Richfield Schools are cancelled dance will not be held. Missed classes due to school cancellations will not be made up.
- No cell phone usage during class time for Dancers.
- This Dance Handbook is also available online at www.richfieldmn.gov

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Welcome to the 2018-2019 Richfield Recreation Dance Program.

Richfield Recreation offers dance classes in the study of tap, ballet, kick line and jazz for students of all ages. The goal of our dance program is to teach the proper dance technique in a class setting while maintaining a challenging and fun atmosphere. The lines will be doing performances and competitions outside of the studio!

ABOUT THE LOCATION

Classes will be held at the Richfield Community Center, 7000 Nicollet Avenue. Please enter the building using the glass door on the north side. The stairs or elevator will take you to the lower level. Classes run continuously so please do not come into the classroom until the class before you has been excused. **Please be on time**, and if you know you will be late please contact the Recreation Office at 612-861-9385 prior to the beginning of class. We ask that you hang outdoor wear in the racks provided at the bottom of the stairs and remember, no snow boots are allowed in the dance area.

If you plan to wait for your son or daughter during class, we ask that you sit in the designated area in the upper or lower level. If additional children are with you, we recommend that you bring something for them to do, i.e. coloring books, storybooks or quiet toys. **For everyone's safety, we cannot allow children to run around unattended and would appreciate your assistance in preventing this situation.**

PRIOR TO CLASS

Please have your child use the rest room before class starts.

Your child is encouraged to bring a water bottle. Trips to the water fountain will be limited.

COMFORT AND UNDERSTANDING

On behalf of our instructor, we would like you to know:

During the teaching process, in order to engender correct placement and coordination, it may be beneficial to the student for the instructor to touch the student at various body parts: arms, hands, chest, lower back, abdomen, neck, legs, feet, etc. If you do not wish to have your child touched, please inform the instructor and your wishes will be respected.

CLASS SIZE

We need to have a minimum of (8) students in order to run a class. We will try to make our maximum number of students for classes at (14) *except for Kick and Lines*. At registration we will make a waiting list for full classes. We will try to create a new class should the demand arise and if the framework of our schedule permits it.

PARENT OBSERVATION WEEK

There will be one designated class time for parents, family, and friends of those students in Creative Movement through Grade 2 to observe the dance classes. This week will be combined with Costume Measuring Week, November 12th – November 15th. **We will measure all students before classes begin.**

Third and fourth grade will measure costumes November 12-15 without a parent observation.

MAKE UP DAYS AND CANCELLATIONS

Make up days are established in case a class has to be cancelled, usually due to circumstances beyond our control. If we cancel any class, you will be notified by email. When we know in advance, you will be notified in writing. **Important: We need daytime phone numbers, email and/or cell phone numbers for emergencies and cancellations.**

It is important that you include daytime phone numbers for emergencies and cancellations at registration. Our office staff works until 5:00 pm and if we need to contact you before then these numbers are important for us to have. Also important: if your child goes directly to dance from a daycare setting - we need to be able to contact you prior to your return home (rather than leaving a message).

If after reading this you recognize you didn't register with a daytime phone number or email, please call the Recreation Office at 612-861-9385 and give the clerical staff your number over the phone ASAP. If your address/phone changes, please notify the office immediately.

Classes that have been cancelled by the instructor will be made up by the end of the session. Carrie will communicate make up dates. **Classes cancelled due to Richfield Public School closings will not be made up.**

SUBSTITUTE TEACHERS

The instructor may become sick, have a family emergency or go out of town during the scheduled session. To provide continuity to your child, we do our best to arrange for a substitute teacher. Make Ups (MU) may also be used for this purpose.

DRESS CODE

Dancing, like many activities, has its own characteristic apparel. Appropriate dancewear offers a realistic view of the torso, which aids teaching and correction of dance technique. **Hair MUST BE pulled back and out of the face.**

Requirements for dance classes are as follows:

- Creative Movement, Kindergarten , 1st & 2nd Grade
Tights, socks, leotards and appropriate shoes. Refer to the back of the Shoe Order Form for shoe requirements. Dance skirts are optional.
- 3rd Grade and up
Leotard, unitard, tank or camisole top; "Cropped" or "Capri's", shorts or pants that are form fitting or made of stretch fabric like Lycra, tights or socks and appropriate shoes. Pants may not exceed the ankle or have a flair bottom for safety reasons. Refer to the back of the Shoe Order Form for shoe requirements.
- Lines
See page 5

ABSOLUTLY NO: Jeans, school uniforms, school clothes, street wear, play clothes, baggy pants, baggy t-shirts, sweatshirts or sweat pants, street shoes or stocking feet. These are NOT proper attire for dance class.

- 1st warning: a notice is issued
- 2nd warning: student will sit out of class
- 3rd time: student will be dismissed from the dance program, no refunds will be issued.

- Optional "Richfield" Dance Clothing
Sport Stretch Jacket, Dance or Duffle Bag, or Parent T-shirt.

SHOE REQUIREMENTS

If your child will be participating in our **classes and annual recital**, they will be required to wear pink leather split-sole ballet shoes and tan tap shoes. Light tan neo bootie will be an added requirement for all dancers in kick lines.

If your dancer does not have the appropriate shoes by the third class (unless they are on back order with us) they will not be allowed to participate in class. Please order early or go to Step 'N Stretch in Burnsville. Their address & phone are 13903 Aldrich Ave. S, Burnsville, MN 55337; 952-882-8300.

Creative Movement

Pink Leather Split Sole Ballet Shoes

Kindergarten

Pink Leather Split Sole Ballet Shoes

Bella Tan Tap Shoes

1st- 2nd Grade

Pink Leather Split Sole Ballet Shoes

Bella Tan Tap Shoes

3rd Grade

Pink Leather Split Sole Ballet Shoes

Bella Tan Tap Shoes

4th Grade and above

Bella Tan Tap Shoes

Light Sun Tan Signature Neo Bootie

Kick Lines

Light Sun Tan Signature Neo Bootie

Intermediate Line

Pink Leather Split Sole Ballet Shoes

Light Sun Tan Signature Neo Bootie

Musical Comedy Tap

Tennis or Running Shoes

Advanced Line

Pink Leather Split Sole Ballet Shoes

Light Sun Tan Signature Neo Bootie

Musical Comedy Tap

Tennis or Running Shoes

If boys shoes are needed please contact MaryKaye 612-861-9387

PHOTO DAY AT THE COMMUNITY CENTER

Pictures will be taken on the upper floor of the Community Center on Friday, March 15, 2019. Times will be announced in early March 2019.

RICHFIELD Jr. & Sr. KICK/INTERMEDIATE AND ADVANCED LINE INFORMATION:

Attendance is EXTREMELY IMPORTANT. If you miss class and fall behind, you may be subject to miss an upcoming performance or our competition. If you have three unexcused absences you will be out of the line you are in and no refunds will be given. I highly recommend getting together with classmates to practice outside of the studio!

EXCUSED ABSENCES

Calling Carrie 3hrs before class starts

612-226-4466

Certain School Functions: Examples...

ELC Trip (overnight)

Band Concert

Choir Concert

Emergency Doctor/Dentist Appt.

UNEXCUSED ABSENCES

No Call-No Show to class

Cell Phones!! Please DO NOT use your cell phone in class. If you need to bring your phone to class we kindly ask that you restrict cell phone use to contact your ride or taking Team Pictures!!

Required Clothing for Performances & Competition:

When participating in public appearances, Richfield Dance jackets/sweatshirts must be worn (any year, any style)

2018/19 Dance T-shirt

Black Jazz Pants

Dress Code & Shoes for Class:

Hair must be pulled back and no hair in your face. "Cropped" pants or capris, shorts or pants that are form fitting! Leotards, tank, camisole top or t-shirt! NO large baggy clothes, jeans or street clothes!

Shoes: Pink Split Sole Ballet Shoes. Light Suntan Signature Neo Bootie. Musical Comedy Tap. Tennis or Running Shoes.

All costumes need to be hung up in a garment bag to and from ALL performances, events, competitions, rehearsal and recital!

Mark your calendars (tentative, more dates might be determined):

- Performance at a Nursing Home. December & February
- Feed My Starving Children
- Culvers Family Night

All Classes will be doing one competition. There will be an extra cost for the competition.

FUNDRAISING

If you are interested, please contact MaryKaye at 612-861-9387

COSTUME MEASUREMENT

Held at start of class in November. See page 2. Parent Observation

We will take measurements during parent observation to help answer questions, and to ensure accuracy in ordering.

We will have a picture of the costume, the sizing chart and the measuring page. Make sure your child wears a leotard and tights to ensure accurate measurements.

Those of you, who do not need help in measuring your children, feel free to take measurements at home. In such a case you will need:

Bust (chest) –

Waist (over belly button)–

Girth (start at shoulder, through the legs & back up to the same shoulder) –

Hips (over bottom) –

You will need to attend the class to match the measurements to the sizing chart of the costume catalog company. If you can not make the class it is your responsibility to measure your own child and complete the necessary paper work prior to the deadlines.
Questions should be directed to MaryKaye at 612-861-9387.

TO ENSURE CORRECT COSTUME SIZE IS ORDERED –

- 1) Parent will measure their child.
- 2) Parent will match measurements to sizing chart.
- 3) Instructors may make sizing suggestions but it is the parent who makes the final decision.
- 4) Parent will sign the bottom of the order form after making sure correct information is documented.

We do not know if the costumes will run big or small. The information we have, we will share. We do the best we can to ensure the correct size is ordered!

COSTUME PRICES

In the past our goal has been to keep costume prices for one dance around \$50 and if a child is in two dances to keep the cost to about \$100 for both costumes.

We need to remember that with these low costume prices, we may sacrifice the perfect fit of a costume.

A custom made costume would fit your child perfectly but would run upwards of \$100-\$200 per costume. We are getting beautiful costumes sometimes for half that, so let's make the best of what we have!

If the price of costumes or timeline for costume payment is a problem, please contact MaryKaye directly to make arrangements at 612-861-9387. Due to the production of costume catalogs we are unable to alter our timeline.

IF YOUR COSTUME DOES NOT FIT:

We are unable to exchange costumes unless the mistake is the fault of the company we ordered from.

Alterations will be your responsibility, as well as finding somebody to do the alterations by photo night.

Instructors will not do alterations.

As you can see it is very important to take your time when measuring. When in doubt bigger is better.

COSTUME MONEY

All costume money must be turned in by Thursday, November 29, 2018. If the instructor knows your child plans to be in the recital, but she does not have notification that you've paid, she will not be permitted to order a costume or hold up an order for your payment. **No phone orders please.** Credit cards are accepted.

NOTES ABOUT COSTUMES

- Letters will be handed out in Mid-November regarding costume prices.
- **New tights will be required for the recital.** This additional cost will be added to your costume price (generally around \$5 a pair). You will have the option of purchasing more than one pair.
- Props may also be used and the cost will be added to your order form.
- Dance style and costume selection is up to the instructor.
- **There is a \$50 per participant recital fee that will be added to your costume order.**
- **When costumes get sent home, they MUST be hung up and not left in the bag. All costumes either need to be worn or arrive hanging when coming to an event (picture day, rehearsal & recital).**

RECITAL CLASS PARENTS

WHY YOU SHOULD BE A CLASS PARENT

- It makes your child proud!
- It allows you to be involved in all aspects of your child's recital.
- The recital is a very big day for your child and having you there will mean a lot.
- You get a free shirt.

THE REASONS WE NEED YOU AS A CLASS PARENT

- Instructors are unable to stay with individual classes. They need to be available for staging and questions.
- In past years we have had 60 class parents between the dress rehearsal and the recital. Unfortunately we are unable to hire the number of people necessary. **We need your help!!**

HOW TO SEE YOUR CHILD DANCE

- As a class parent you have to be with the class at all times until all children have been picked up (Creative Movement & Kindergarten will leave at intermission). You will bring children to the stage and you can watch them dance from there. If you would rather watch from the auditorium, here are some available options for you:
 - 1) Find a responsible adult that all parents agree to hire for your class.
 - 2) Dress rehearsal is an open performance. If you are a recital parent, feel free to watch dress rehearsal.

NOTE

- Instructors are not responsible for your class parent arrangement.
- Please do not assume another parent will sign up – be the first!
- It is up to you to sign up by the deadline. **If your class does not have class parents by Friday, March 15th, 2019, they will not dance in the recital.**
- It is not the Class Parents job to feed the dancers. Please bring your own individual snacks that don't stain or ruin the costume(s).

Guidelines for Rehearsal and Recital Class Parents Ives Auditorium, Bloomington MN

**We'd like to begin by thanking you for volunteering.
We count on your help to make the performance run smoothly.
We couldn't do it without you! Good Luck and Enjoy!**

- ◆ Please wear your red Richfield Dance shirt provided on your assigned day so everyone can find you.
- ◆ Please report to Evergreen Hall 15 minutes earlier than your class' assigned time so you can prepare for their arrival.
- ◆ Please put on the nametags that are waiting at your table.
- ◆ Please be in charge of handing out dance pictures if they are waiting on your table.
- ◆ Please bring some activities for the kids to do. Books, stickers or crayons etc! Bottled water or snacks if you want.
- ◆ **Don't allow the young dancers to crawl on the floor, drink red juice or use magic markers in their costumes.**
- ◆ Please keep the dancers together and organized at your class' area while they are waiting to dance. There should be no running around or climbing on tables.
- ◆ If one child needs to use the rest room, please see if there are others that might need to go at the same time. Have one class parent stay with the class and the other take the group that needs to go. Please try to have all bathroom breaks done by four dances before they are scheduled to perform.
- ◆ A major responsibility of the class parent is to help dancers in two or more dances get changed as needed. Check to see that pins are fastened and hidden. Also check to see that hair is correct and bows on ballet slippers are tucked in. You may want to bring extra pins, hair spray, etc.
- ◆ Please be alert as to what dance is on stage so that you will know when to keep an eye out for the staff runner who will be looking for your group.
- ◆ Stay with your class when it is time to proceed down the hall and backstage. Keep the dancers quiet as you get closer to the backstage area. Stay backstage while others are performing.
- ◆ **No tap shoes in the building.** Help the dancers put their shoes on before they come through the stage door.
- ◆ **Refer to your class lineup and be sure the dancers are in the correct lines and on the correct side of the stage to begin their dance.**
- ◆ Collect all the participants in your class before exiting the stage area. Return to Evergreen Hall to begin getting ready for their next number or for the finale.
- ◆ All classes will use ballet or jazz shoes for the finale.
- ◆ Please see that all your dancers are picked up by an adult before they are allowed to leave.
- ◆ Please don't leave until everyone in your group has been picked up.
- ◆ Please have the dancers pick up their own garbage before they leave.
- ◆ Make sure you don't leave any items behind

RECITAL

Our annual recital is held on April 26th and April 27th, 2019. This is an optional performance for dancers at the end of the season. This requires a costume fee and participation in dress rehearsal at the Ives Auditorium. **Attendance at dress rehearsal is mandatory.** It is important for the dancers to have everyone on stage to rehearse. Please be courteous.

Information regarding pictures, dress rehearsal and tickets will be communicated in March 2019. See the Dance schedule for 2018–2019 dates and check your email. We are trying to cut down on paper copies.

RECITAL DANCES – EVERYONE DANCES BOTH DAYS!

Creative Movement through Kindergarten will rehearse and perform one dance at both recitals. These dancers will only need to purchase one costume.

1st Grade and above will be taught two dances and will need to purchase two costumes. If a parent chooses to have their child participate in one number only, please let the instructor know by mid October.

Recital dates are Friday, April 26th, 2019 and Saturday, April 27th, 2019. All dancers will perform both days. Creative Movement and Kindergarten classes will be assigned a number before intermission. If they choose not to be in the finale they may leave at intermission. **First grade and above will stay and participate in the finale.**

Extra rehearsal Thursday April 25th for 1st grade through Advanced Lines. Times to be determined.

Rehearsal classes might not fall on your normal dance class night. We will have the schedule for rehearsal in early March. Reminder: Rehearsal is MANDATORY if dancing in the recital.