

June Recital 2017 Information

Our Recital preparations are fully underway. Here is vital information about our June Recital. Those who have been with us before will find that most of the information here is similar to last year; however, each year there are always changes, so please read this letter in full. If this is your first recital, the amount of information provided may be overwhelming, but we are always here to help you. Please call us at (610) 494-4610 with any questions or concerns that you might have.

Note: There are is a Recital Permission Form that requires your signature that is included as an attachment with this email. Please print this form and turn it into the front office by Saturday, January 14th

Student Classes

Note: We have sent in prior emails the specific Recital classes in which all students are participating (these should be, or the most part, the classes you are already enrolled in). If you have not yet received any of these class confirmation emails, please contact the studio.

Important Dates

Jan. 3 (Tue.)	All Weekday Classes resume.
Apr. 8 - 9 (Sat. & Sun.)	Costume Distribution Weekend. Note: This is a change from last year. In the past, we distributed costumes in classes over a two-week period. This year, we will be distributing costumes over the weekend of April 8 & 9 instead of during classes. A schedule of the specific times each class will be given their costume will be sent later. This weekend, costumes will be distributed and instructions given on how to assemble the costumes, how to do make-up, and how to properly fix hair and headpieces. Parents must either plan to attend their specific time, or send another responsible adult (e.g. the mother of a classmate) who can attend and give you information. All tuition and costume fees must be up to date before the studio can hand out costumes and/or Recital tickets.
April 10 - 18	Spring Break. No Classes are being held.
May 30 & 31 (Tue. & Wed.)	Dress Rehearsal at Swarthmore College. All numbers will be run at a time to be later specified. Students may leave after their dances are done or stay and watch. There is a chart on page 5 that lists specifically what day each class is rehearsing. Circle this date on your calendar and let the studio know immediately if you have any conflicts.
June 2 (Fri.) June 3 (Sat.) June 4 (Sun.)	Performances at Swarthmore College. There will be one show on Friday, one show on Saturday and two on Sunday. Please see the class chart on page 6 to note which performance or performances your child is in. Please make sure your child attends their classes in the months prior to the recital, when the dances will be taught and practiced. In the final weeks, even if a child says that they know their dance, corrections are still given and there are still things to work on. Please plan your vacations after the recital; all students need to be in class the weeks before the performance.

Important Policy and Rules

Photo Policy

Parents may take Photos and Videos at the Dress Rehearsal only. No cameras and/or video equipment of any kind can be used during our actual performances; anyone using cameras will be asked to leave. There will also be professional videos of the performances available for sale.

Dismissal Policy

Our staff and volunteers care for our students backstage, and dismiss them during intermission (if they are finished dancing) or at the end of the show. Families who have serious prior conflicts and who need to leave the show early must notify us in advance. We will provide more details on this policy later in this letter. This policy is necessary so that we can take the best possible care of your children during the show.

Attendance Policy

The percentage of time a child spends on stage in their Recital Dance is dependent upon their attendance in classes leading up to the Recital. We cannot teach students dances if they are not in class.

Multiple Shows Policy

Several classes perform in more than one show. Please check to see if your class is in more than one show. We choreograph dances based upon the assumption that students are participating in all of the shows that their classes are in. If students unexpectedly notify us at the last minute that they are not participating in all of the shows, it can seriously negatively impact the other students they are paired with. Students who notify us that they are not participating in all of the shows their class is supposed to be in may have to be removed from sections of their dances to make the dances work.

It is not a simple matter to re-choreograph a dance so that a student can perform a routine in only one show when they are supposed to dance that same routine in a second show. Please let us know early if you have conflicts.

Attendance & Stage Time

In order for us to teach and prepare the students for the Recital, students must attend their classes regularly.

Excessive absences make it extremely difficult for the teachers to set and rehearse dances. Being on stage is about building confidence, developing teamwork, and working together as a group; excessive absences prevent this and negatively impact those students who do attend class regularly.

We often hear from the students who are absent a lot that they are quick studies and know that they can catch up, or that they'll learn the steps from a friend, or that the dance is easy for them and that it doesn't matter that they are not there. All this might be true; however, what is lost is that learning and performing a class dance is a team endeavor not an individual one.

Learning to do the steps of a dance with your teammates in various spacings and groupings, and making sure that all are doing the same steps at the same time and in the same way in the correct formations without running in to each other, is the other part of what the students accomplish in class. Students cannot do this if their teammates are not there.

We usually try to give each student about 2-3 minutes of dancing on stage for each class they are in; however, in planning this, we make the assumption that the students will be in attendance for at least 75% of their classes.

To be fair to our teachers and to the students who regularly attend class; we are basing the amount of stage time we feel we can reasonably prepare any individual student for upon the percentage of time that they are actually in class. Please call us to discuss possibilities if you feel attendance in any class might be an issue.

Costs

Costume Fees

\$60-\$75 Rising Star 1, 2; Ballet/Tap Child 1, 2, 3; Jazz 2, 3; Tumbling, 2; Hip Hop 1.

\$65-\$80 Ballet/Tap/Jazz 4-5, Intermediate thru Advanced; all Modern, Lyrical, Adult, Hip Hop 2-4.

Rented Costumes

Occasionally the studio rents costumes to classes (for \$35) instead of having the students buy their own (for \$55-\$80). We will notify you if this applies to your class.

Recital Fee

\$75.....Per family. This fee is due March 15th and helps pay for the theater. It also includes 4 complimentary tickets. Additional tickets, if available, may be purchased at \$15 per ticket.

Discounts

Costume companies offer discounts for early orders and payment. We have already included these discounts in the amounts listed. Costume payments received after our due dates will be assessed an additional fee to cover the loss of these discounts.

Special Notes

Rising Star 1&2, Child Ballet/Tap 1, 2, 3:

These classes will present either a tap or a ballet dance in the recital but not both. They will need one costume. Although we try to alternate from year to year, there may be years where the students do the same style twice in a row.

Child 4 & 5 Ballet/Tap: These students will perform both tap and ballet in the recital and will need two costumes.

Pointe Students: Students only perform pointe in the recital if they have reached a certain level of proficiency. We try to have pointe students wear the same costume they are wearing for ballet; however, if this is not possible, there may be a costume rental fee of \$35 for an alternate costume. Selected pointe students will be notified at a later date.

Costumes

Costume Alterations

Even though careful measurements are taken of each student in November, we cannot predict how much a student might grow by the time of the recital, nor whether the costume companies will size costumes on the small or large side. We intentionally try to order costumes slightly larger to allow for growing room; however, it is impossible to expect that the costumes will fit perfectly. Each family should assume that they will need to sew and make alterations on their costumes.

IF YOU NEED SEWING HELP!

Several of our parents go to either "Scissors" located at 3411 Concord Road in Aston (610) 494-5635, or Fida's Tailoring located at 2423 3rd Avenue in Marcus Hook (610) 485-5958.

NOTE: We used to send our business to Cimino's in Aston. They have had an increase in their prom business and have requested that we not go there.

We know that there are many people who dread the thought of sewing. We have occasionally been asked if there is any way that the studio could make sewing alterations for the students. Some studios do this; however, they also typically charge \$20 more per costume (on everyone's costume whether they need the service or not) to cover this additional cost. We have not wanted to charge our families this added amount.

Costume Accessories

All students will need to obtain specified tights and footwear for the recital. More information will be included in the March Recital Information Letter. Specified tights will be available for purchase during our costume distribution weekend.

Changing in the Dressing Room

Students who are in two or more classes will have to change their costumes and tights during the recital. In order to keep track of children during the recital and ensure their safety, all costume changes must be done in the dressing room and not in the bathrooms.

Bodysuits - Students concerned about modesty should obtain and wear a nude colored camisole leotard under their costume; when they take off their costume, they are still covered. These are available at local dance stores, such as the Brandywine Dance Shoppe. Nude camisoles come in a few different skin tones, although the range is somewhat limited. Ask at the dance store to find a suitable color.

Some older students (who have more than one number) may also have very quick costume changes. Swarthmore College has limited dressing areas. To handle these quick changes, students often have to change in areas that are accessible to Swarthmore's stage crew. These students must wear these bodysuits.

Tights- Students in multiple dances may need to change the color of tights (lt. tan and/or pink) during the show. For ease of costume changes, these students may need to wear both pairs of tights at the same time. The students will wear pink tights on top of tan.

Dream Duffle Bags

Swarthmore College, in the past, has wanted us to ban Dream Duffle Bags because they are big and they were blocking access areas in violation of fire codes. Last year, several parents graciously offered to police the dressing room areas to keep the bags out of fire code areas. If parents are again available to police the dressing rooms, Dream Duffle Bags will be allowed this year. If parents are not available to police the dressing areas then Dream Duffle Bags will not be allowed at the recital.

Hair

For the sake of neatness, students will need to have their hair neatly pulled back into a specified hairdo with no bangs. You will be shown how to do this. Students must use a hair net, hairpins, and gel. If your daughter has short hair, we will help you. Tumbling students will need to have double buns.

Dress Rehearsal Dates – May 30 & 31

Our Dress Rehearsal is on Tuesday and Wednesday (May 30 & 31). This is a change from last year. Last year our Dress Rehearsal was on a weekend -this was not possible this year. We will send a detailed Dress Rehearsal order with specific times in the coming weeks. The Dress Rehearsal will be held sometime between the hours of 5:00p and 9:30p on these days. We have listed below the days that each class will have its Dress Rehearsal on.

Class	Dress Reh	Class	Dress Reh	Class	Dress Reh
Mon. 4:15 Ballet Adv Int B	Tue. May 30	Tue. 7:45 Lyrical 4	Wed. May 31	Thr. 7:30 Jazz Adv. A	Wed. May 31
Mon. 4:15 Child 2 Jazz	Wed. May 31	Tue. 8:00 Modern 3	Tue. May 30	Thr. 7:30 Hip Hop 2/3	Tue. May 30
Mon. 4:15 Lyrical 2	Tue. May 30	Tue. 8:00 Teen Adv Int Jazz	Tue. May 30	Thr. 7:45 Tap Adv B	Wed. May 31
Mon. 5:00 Child 2 Tap	Wed. May 31	Tue. 8:45 Teen Adv Int Lyrical	Tue. May 30	Thr. 8:30 Adult Tap 2	Tue. May 30
Mon. 5:15 Ballet Adv Int A	Tue. May 30	Wed. 4:15 Lyrical Gems	Wed. May 31	Fri. 4:30 Child 2 Tap	Wed. May 31
Mon. 5:15 Pointe Adv Int B	Tue. May 30	Wed. 4:15 Child 3 Jazz	Tue. May 30	Fri. 4:30 Child 1 Ballet	Tue. May 30
Mon. Performing Amethyst Jazz	Before Perf.	Wed. Performing Topaz Jazz	Before Perf.	Fri. 5:30 Child 2 Jazz	Wed. May 31
Mon. 6:00 Lyrical 1	Wed. May 31	Wed. 5:00 Jazz Int B	Tue. May 30	Fri. 5:30 Hip Hop ½	Wed. May 31
Mon. 6:15 Pointe Adv Int A	Tue. May 30	Wed. 5:00 Child 3 Ballet	Tue. May 30	Fri. 6:15 Child 3 Ballet	Wed. May 31
Mon. 6:45 Modern 4	Wed. May 31	Wed. 5:45 Lyrical 3	Tue. May 30	Fri. 6:15 Child 4 Ballet	Wed. May 31
Mon. 7:00 Teen Adv Int Ballet	Tue. May 30	Wed. 6:00 Tap Int.B/Adv.Int.A	Tue. May 30	Fri. 6:15 Child 5 Ballet	Wed. May 31
Mon. 7:00 Modern 1	Wed. May 31	Wed. 6:00 Child 1 Ballet	Tue. May 30	Fri. 7:00 Child 5 Tap	Wed. May 31
Mon. 7:45 Ballet Adv A	Wed. May 31	Wed. 6:45 Modern 5	Wed. May 31	Fri. 7:00 Child 4 Tap	Wed. May 31
Mon. 9:00 Pointe Adv A	Wed. May 31	Wed. 6:45 Jazz Adv Int A	Tue. May 30	Fri. 7:15 Child 3 Jazz	Wed. May 31
Tue. 12:45 Rising Stars 1	Tue. May 30	Wed. 7:00 Teen Int Jazz	Tue. May 30	Fri. 7:30 Child 4 Jazz	Wed. May 31
Tue. 1:45 Rising Stars 2	Wed. May 31	Wed. 7:45 Jazz Adv B	Wed. May 31	Fri. 7:30 Child 5 Jazz	Wed. May 31
Tue. 4:15 Ballet Adv B	Wed. May 31	Wed. 7:45 Teen Int Lyrical	Tue. May 30	Sat. 9:00 Rising Stars 1	Wed. May 31
Tue. 4:15 Ballet Int A	Wed. May 31	Wed. Performing Pearl Jazz	Before Perf.	Sat. 9:30 Child 1 Ballet	Wed. May 31
Tue. 4:15 Child 4 Ballet	Wed. May 31	Wed. 8:45 Adult Tap 3	Tue. May 30	Sat. 9:45 Rising Stars 2	Tue. May 30
Tue. 5:00 Child 4 Tap	Wed. May 31	Thr. 4:15 Jazz Int A	Wed. May 31	Sat. 10:30 Tumbling Stars	Wed. May 31
Tue. 5:30 Pointe Adv B	Wed. May 31	Thr. Performing Silver Jazz	Before Perf.	Sat. Performing Topaz Lyrical	Before Perf.
Tue. 5:30 Child 4 Jazz	Wed. May 31	Thr. 5:15 Tap Int A	Wed. May 31	Sat 11:15 Hip Hop ½	Wed. May 31
Tue. 5:45 Lyrical 5	Wed. May 31	Thr. 5:15 Teen Adv Int Hip Hop	Tue. May 30	Performing Emerald Contemp.	Before Perf.
Tue. 6:00 Child 5 Ballet	Wed. May 31	Thr. 5:30 Jazz Adv Int B	Tue. May 30	Performing Emerald Lyrical	Before Perf.
Tue. 6:15 Rising Stars 2	Wed. May 31	Thr. 6:00 Ballet Int. B	Tue. May 30	Performing Emerald Jazz	Before Perf.
Tue. 6:45 Child 5 Tap	Wed. May 31	Thr. 6:00 Rising Stars 1	Tue. May 30	Performing Sapphire Lyrical	Before Perf.
Tue. 7:00 Modern 2	Tue. May 30	Thr. 6:30 Hip Hop 4	Wed. May 31	Performing Sapphire Contemp.	Before Perf.
Tue. 7:00 Tap Adv A	Wed. May 31	Thr. Performing Gold Jazz	Before Perf.	Performing Sapphire Jazz	Before Perf.
Tue. 7:15 Child 5 Jazz	Wed. May 31	Thr. 6:45 Tap Adv Int B	Tue. May 30		

Performances – June 2, 3, 4

How Classes are Divided between the Shows

The chart below lists how the classes are divided between the shows. The next section of this letter talks about tickets. Please use the chart below to assess what shows you are involved in and what tickets you might need.

On our regular class schedule, we denote each class with a color (Y-Yellow, B-Blue, R-Red, G-Green, and P-Purple). Each color denotes what show or shows each class is in. The shows will be run in the order as follows:

P - June 2nd Fri. 7:00p	R - June 3rd Sat. 7:00p	B - June 4th Sun. 1:00p	Y - June 4th Sun. 5:30p
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Class	Fri 700	Sat 700	Sun 100	Sun 530	Class	Fri 700	Sat 700	Sun 100	Sun 530	Class	Fri 700	Sat 700	Sun 100	Sun 530
Mon. 4:15 Ballet Adv Int B			B	Y	Tue. 7:45 Lyrical 4	P	R			Thr. 7:30 Jazz Adv. A	P	R		
Mon. 4:15 Child 2 Jazz				Y	Tue. 8:00 Modern 3			B	Y	Thr. 7:30 Hip Hop 2/3			B	Y
Mon. 4:15 Lyrical 2	P		B		Tue. 8:00 Teen Adv Int Jazz		R		Y	Thr. 7:45 Tap Adv B			B	Y
Mon. 5:00 Child 2 Tap				Y	Tue. 8:45 Teen Adv Int Lyrical		R		Y	Thr. 8:30 Adult Tap 2	P			
Mon. 5:15 Ballet Adv Int A	P		B		Wed. 4:15 Lyrical Gems	P				Fri. 4:30 Child 2 Tap	P			
Mon. 5:15 Pointe Adv Int B			B	Y	Wed. 4:15 Child 3 Jazz		R			Fri. 4:30 Child 1 Ballet		R		
Performing Amethyst Jazz	P		B		Performing Topaz Jazz			B	Y	Fri. 5:30 Child 2 Jazz	P			
Mon. 6:00 Lyrical 1	P	R			Wed. 5:00 Jazz Int B	P		B		Fri. 5:30 Hip Hop ½	P			
Mon. 6:15 Pointe Adv Int A	P		B		Wed. 5:00 Child 3 Ballet		R			Fri. 6:15 Child 3 Ballet			B	
Mon. 6:45 Modern 4	P	R			Wed. 5:45 Lyrical 3			B	Y	Fri. 6:15 Child 4 Ballet		R		
Mon. 7:00 Teen Adv Int Ballet		R		Y	Wed. 6:00 Tap Int.B/Adv.Int.A	P		B		Fri. 6:15 Child 5 Ballet		R		
Mon. 7:00 Modern 1	P	R			Wed. 6:00 Child 1 Ballet	P				Fri. 7:00 Child 5 Tap		R		
Mon. 7:45 Ballet Adv A	P	R			Wed. 6:45 Modern 5			B	Y	Fri. 7:00 Child 4 Tap		R		
Mon. 9:00 Pointe Adv A	P	R			Wed. 6:45 Jazz Adv Int A	P		B		Fri. 7:15 Child 3 Jazz			B	
Tue. 12:45 Rising Stars 1				Y	Wed. 7:00 Teen Int Jazz		R			Fri. 7:30 Child 4 Jazz		R		
Tue. 1:45 Rising Stars 2			B		Wed. 7:45 Jazz Adv B			B	Y	Fri. 7:30 Child 5 Jazz		R		
Tue. 4:15 Ballet Adv B			B	Y	Wed. 7:45 Teen Int Lyrical		R			Sat. 9:00 Rising Stars 1	P			
Tue. 4:15 Ballet Int A	P				Performing Pearl Jazz		R		Y	Sat. 9:30 Child 1 Ballet				Y
Tue. 4:15 Child 4 Ballet	P				Wed. 8:45 Adult Tap 3				Y	Sat. 9:45 Rising Stars 2				Y
Tue. 5:00 Child 4 Tap	P				Thr. 4:15 Jazz Int A	P				Sat. 10:30 Tumbling Stars				Y
Tue. 5:30 Pointe Adv B			B	Y	Performing Silver Jazz		R	B		Performing Topaz Lyrical			B	Y
Tue. 5:30 Child 4 Jazz	P				Thr. 5:15 Tap Int A	P				Sat 11:15 Hip Hop ½		R		
Tue. 5:45 Lyrical 5			B	Y	Thr. 5:15 Teen Adv Int Hip Hop		R		Y	Performing Emerald Contemp.	P	R		Y
Tue. 6:00 Child 5 Ballet	P				Thr. 5:30 Jazz Adv Int B			B	Y	Performing Emerald Lyrical	P	R		Y
Tue. 6:15 Rising Stars 2	P				Thr. 6:00 Ballet Int. B	P		B		Performing Emerald Jazz	P	R		Y
Tue. 6:45 Child 5 Tap	P				Thr. 6:00 Rising Stars 1				Y	Performing Sapphire Lyrical		R	B	Y
Tue. 7:00 Modern 2	P		B		Thr. 6:30 Hip Hop 4		R	B		Performing Sapphire Contemporary		R	B	Y
Tue. 7:00 Tap Adv A	P	R			Performing Gold Jazz	P	R			Performing Sapphire Jazz		R	B	Y
Tue. 7:15 Child 5 Jazz	P				Thr. 6:45 Tap Adv Int B			B	Y					

Tickets

Children age 4 and under who can sit on your lap do not need a ticket. Volunteers do not need a ticket for the show they are volunteering in; however, they do need a ticket for any shows they are not volunteering in. Everyone else needs a ticket to get into the theater.

Complimentary Tickets

Each family pays a recital fee (\$75) and receives 4 complimentary tickets for the performances. NOTE: This \$75 fee is assessed once per family (it does not matter how many children you have); likewise 4 complimentary tickets are allotted to each family (they are not allotted based upon how many children you have – 8 tickets are not allotted if you have 2 children). If you are in more than one show, you have a choice as to how you may divide your four tickets between the shows. Some classes are performing in only one show, some in more. See page 6 for details on how classes have been divided between the shows. If your family is split between shows, you have the possibility of obtaining additional complimentary tickets (see below).

Families in Multiple Shows

It is not possible to schedule the performances so that all families have all of their children's dances in the same show.

If your family has students involved in more than one show, but you can see all of your children's numbers in at least one of the shows, you will be given four (4) complimentary tickets. Families who cannot see all of their children in at least one show will be given the option of obtaining additional complimentary tickets to defray the added costs of family and relatives needing to attend two shows.

4 Complimentary - Example 1: If a family has one child in a ballet number at the 1:00 Sunday show and another child (or the same child) in jazz class which is in both the 1:00 and 5:30 Sunday shows, this family has the option of attending both shows, but family and relatives can see

all of their children's dances in the Sunday 1:00 show. They will therefore be entitled to a total of 4 complimentary tickets.

Additional Complimentary - Example 2: A family with a child in a jazz dance only in the Saturday 7:00 show and another child (or the same child) in a ballet dance that is only in the Sunday 1:00 show has to come to both shows to see both dances.

To help this family, we offer them 2 additional complimentary tickets to help them defray the added cost of family members and relatives needing to come to two shows. Note: families can split these complimentary tickets either 3-3, or 4-2 between the shows: however, we will give no more than 4 complimentary tickets for any one show. Additional tickets may be purchased.

Students in Three, Four, or Five Shows: Any family that needs to buy tickets for three or more shows, will be given the option of obtaining, in addition to their four complimentary tickets, two additional complimentary tickets for each additional show.

Extra Tickets

Extra tickets (those in addition to your complimentary tickets) may be obtained at \$15 per ticket. Last year, three of our shows sold out, and we were unable to give extra tickets to all who wanted them. Because there is always the potential of a show selling out, we initially have to limit to one (1) the number of Extra Tickets we can guarantee to each family until we have an accurate count of who desires extra tickets.

Account Balances

All costume, recital, and tuition fees must be paid in full before tickets or costumes can be distributed.

In Closing

The recital is an exciting time for the students. If you have any questions about the performance, dates, costumes, or whatever, please call us; we are there for you.

Note: Swarthmore College, our Insurance Company, and the State of PA are now all requiring that we tighten up how we "Sign-In" and "Dismiss" students at our Recitals. Please read the following pages and contact us if you have any questions.

Recital Sign In & Dismissal Policies

Swarthmore College, our Insurance Company, and the State of PA are now all requiring that we tighten up how we Sign-In and Dismiss students at our Recitals. Please read the following and contact us if you have any questions.

Before Recital Day:

- Read this document and then explain the basic sign-in/out procedure to your dancer. Let them know that they are expected to remain backstage until you come to the sign out table to get them, either at Intermission (if they are finished dancing) or at the end of the show.
- If your student will be driving herself to the theater, please send us an email stating that you give your minor permission to sign himself or herself in and out. Explain to your teen that he/she will still need to sign in when she arrives, that she may only sign herself out at the appropriate time (intermission or the end of the show) and that she may not leave the backstage area at any other time during the show.
- If you have a Very Special Situation (such as having to leave early to attend a Wedding or Prom), and will need your dancer to leave the theater early (rather than waiting for Intermission or the end of the show), send us an email immediately explaining your situation in detail so our volunteers and the security guard will be aware of your situation.

Signing In at the Theater

- When you arrive at the theater on the day of the performances, you should head from the lobby down the main stairway to our sign-in table, which will be located at the base of the stairs.
- A Security Guard will be stationed at the Sign-In Tables.
- All dancers must sign in at our Sign-In table.
- Dancers should sign in at least one half-hour before the show begins, whether they are in the first act of the show, the second act of the show, or both. We need to check that all dancers are present and to get them ready to go on stage.
- If the student is under age 18, a parent or guardian must come to the table with the student to sign them in, (The exception to this is 16 and 17 year old students whose parents have emailed us in advance giving permission for their child to sign themselves in and out.
- Dancers who are 18 or over may sign themselves in and out; however, they may only sign themselves out at the appropriate time (the intermission or the end of the show) and they may not leave the backstage area at any other time during the show.

Wristbands:

- As part of the sign-in process, we will give each parent a wristband with a number on it, which will be needed for sign-out. We will make a note of this number on the sign-in form.
- At sign-in, we will ask who will be signing the student out, and record this on our sign-in/out form.
- When it is time to dismiss, the sign-out parent, with the wrist band (with the correct number), must come to the sign in/out table to pick up their child.
- If one parent is signing in and another is picking up, you may pass the wristband from the sign-in parent to the sign-out parent.
- If a circumstance arises where one parent or guardian needs to drop off, and a different parent or guardian will be picking up (and you are not going to see one another to pass the wristband), tell the staff when you sign in. They will record the name and contact information of the person picking up.

Parents & Dressing Rooms

- After signing in, we "generally" prefer that the students head back to the dressing rooms by themselves. We will have volunteers to escort younger children to the correct place. However, there are two main exceptions to this:
- If your child has several costumes and needs help setting up in the dressing room, we will allow a (female) parent to sign in on our "visitor log" and go to the dressing room to help the dancer. You should leave the dressing room once you are finished helping the child set up.
- If you think your child might be frightened or anxious about heading back to the dressing room without you, we will allow you to sign in on our "visitor log" and go back to the dressing room with your child. You may stay for as long as your child needs you.
- Once the show begins, only parents with volunteer wristbands (they will be a different color) will be allowed in the Dressing Rooms.

Picking Up Your Dancer and Signing Them Out

- Students will be dismissed at Intermission (if they are only dancing in the first Act), or at the end of a show (and at no other time).
- We will have a large number of staff on hand during Intermission and at the end of the show to handle dismissals.
- When you sign your child in, we will ask when you plan to pick up your child:
 - At intermission (if they are only in Act 1)
 - After the show (If they are in Act 2)
 - At intermission of the next show (if you are in two shows on the same day and wish to pick up at the intermission after Act 1 of the second show)
 - At the complete end of the next show (if you are in two shows on the same day and wish to pick up at the end of the second show after Act 2).
 - (Students in both shows may also be signed out after the first show and signed in again before the second show.)
- Students who are only in the first Act of the show need to be picked up at Intermission
- Students who are in the second act of the show may not leave the signed-in area at Intermission; they must stay in their dressing rooms. These students will need to be picked up at the end of the show.
- If students are staying for two shows on the same day, we will take care of the students in between shows if a parent or guardian has not signed them out. If they are signed out after the first show, they must be signed back in for the second show and have the wristband number either re-recorded or re-issued.
- , Please do not tell your children to just meet you in the lobby. We cannot dismiss children without someone to sign them out. A parent or guardian with a wristband must come to the sign-out table to pick up the child.
- **If you have a Serious Last-Minute Emergency** and need us to dismiss your child at a time other than Intermission or the end of the show, please let the sign-out staff know and give them a detailed explanation. They will need to clear it with Mr. Paul. We will work with you when you have extreme emergencies.

Special Notes:

- **Students Purchasing Food** - Dancers are welcome to purchase food items at the concession tables *before* they sign in. Please eat this food either before you sign in, or at lunch time in the hallway. Do NOT eat in the dressing rooms. Note that once signed in, students will not be allowed to go to the concession tables, even at Intermission, so plan ahead and purchase your food before signing in.
- **Volunteers** - Please set a good example by respecting the sign in/out rules and the security of the backstage area. Volunteers need to follow the same rules and may not take your children out of the backstage area until Intermission or the end of the show. Volunteers also need to sign their children in and out, so that our sign in/out records are accurate.
- **Older Students** - Need to respect the security of the backstage area. Students who are in the "Stage Right Dressing Room" (the old Quick Change Room), there is a door to the Lobby off this dressing room – you are not allowed to walk out that door. Students in the downstairs' "B, D, and E" Dressing Rooms, there is an exit door in the Vending machine area – you are not allowed to walk out that door. You are only allowed to exit the backstage area via the sign-in/sign out table at the appropriate times. If you need something from the lobby, DO NOT GO TO GET IT. Ask a volunteer or a teacher for help. (*Obviously, in case of fire or other serious emergency, you may use the nearest exit.*)
- **Adult Students (age 18 and older)** - Please also set a good example and follow our sign in/out process and the security of the backstage area. Do not wander in and out of the backstage area during the show. Send us an email in advance if you have an emergency requiring you to leave at a time other than the Intermission or the end of the show.

If your Child is in Two Shows on the Same Day

- You may Sign your child out after the first show and Sign them back in for the second. Note: If your child is in the second act of the first show, there generally is not a lot of time (about 1 hour) to take them out to a restaurant before you have to return for the second show. We recommend that you pack a lunch and eat at the theater.
- You may give another adult permission to sign your child out, but you must notify us when you sign your child in.
- If a student is in two shows and needs to eat lunch in between shows and has not been signed out, the teachers and volunteers will bring the students to the Stage Left Hallway/Lobby to eat lunch. We do not eat in the dressing rooms or the auditorium. Students are not allowed to wander off, and students must stay in the area where they are placed. STUDENTS CANNOT GO OFF BY THEMSELVES.

If a Friend or Relative wishes to greet a Dancer

- Parents and/or Relatives who have children in both shows, and who want to see their children in-between shows, but who do not wish to sign them out; should plan on visiting with them in the Stage Left Hallway where we will be having them eat lunch. (Note: Stage Left is the Dancer's Left not the Audience's Left – If you are in the lobby facing the theater, the Hallway where you can meet is to the right). Students who have not signed out may not leave this hallway.
- We are not able to accommodate requests to greet dancers at the intermission of any show (that is in between act 1 and Act 2 of the same show). We are too busy getting the students ready for the second act.