

Academy of Film & Performing Arts
a Division of 1612486 Ontario Inc.

Welcome to the 47th Year at the Academy of Film & Performing Arts!

We are looking forward to another year of educational growth, excitement, and fun.

Our goal with this handbook is to answer as many questions as possible in addition to having a resource for each of our AFPA families.

We have categorized this handbook allowing you to find any information quickly and easily. Should you still have a question after reading this handbook, please feel free to call or email us at the studio at (905) 332-7070/afpaoffice@yahoo.ca

May you and your family have a wonderful season at AFPA!

Office Hours

Please feel free to telephone or email us at (905) 332-7070/afpaoffice@yahoo.ca if you have a question or concern. The office will be open the following days/times:

MONDAY to THURSDAY	12 PM – 4 PM
FRIDAY & SUNDAY	CLOSED

Equipment for classes

Clothing

Dance (Females) : Each student is expected to wear pink tights and a black bodysuit (the particular brand is the choice of the family). We do recommend a tank bodysuit, allowing a student to wear a studio T-shirt or shirt in studio colours-red-black and white, that can be removed after the warm-up. Please remember all students will be asked to remove any extra pieces of clothing after warm-up allowing the teacher to check body alignment. Appropriate dance shoes are expected at all times. Female dancers may also wear tight fitting dance shorts in black or red. Below are a few extras about each class.

Note: For exams, students must wear pink tights & either a black tank or spaghetti strap bodysuit. Fancy backs & bras must not be seen.

Advanced Intermediate/Senior/Pro/Teen Tap, Jazz, Hip Hop and Adv Int/Senior Performance Team (Females): Each student may wear black dance pants tight fitting to the thigh, black AFPA Suit pants or tight fitting black dance shorts. Each student must have proper attire underneath at all times, including pink tights as the student may be asked to remove the pieces at any time to see if they are lengthening their legs.

Advanced Intermediate/Senior/Pro/Teen Ballet Students (Female): Students may wear a black short classical wrap around skirt. Floral prints are not permitted. All Grade/Exam ballet students MUST have a black short classical wrap around skirt.

Ballet/Highland and Performance Team Students (Female): Each student needs a black circular character skirt. This is to allow the student to practice with a skirt before performing with their costume on stage. Students excluded from this guideline are Tiny Stars & Minis, unless your Mini is on the Performance Team.

Dance Students (Male): Each student needs to wear an AFPA or black t-shirt to class. Black pants/shorts are permitted for tap, jazz and the performance team; black shorts are a must for ballet and highland.

Drama/Vocal/Performance Team Students: Each student needs to wear black pants and an AFPA t-shirt/baby tee. The AFPA t-shirt/baby tee is a mandatory uniform piece and can be purchased through the office at registration.

Performance Team Students: Each student needs to wear the respective attire. This will depend if they are in the dance or musical theatre division. As well each student needs an AFPA suit. This is to present a professional, team image when we arrive at the various venues/shows. The suit may also be worn to class over dance/drama attire for warm-up purposes.

Why a uniform? First, baggy clothes & patterns hinder the teachers from discovering problems with body alignment. Secondly, an essential part of being a well-rounded performer is to know how to always have good deportment. And most importantly, students are here to learn, not to show off the latest fashion trends.

Shoes

Ballet: Girls must wear pink ballet shoes. Boys wear black ballet shoes. After purchasing, elastics must be sewn into the shoes. Students in ballet exam level Grade 2 and up also require Beige Cuban Heeled Shoes (Capezio #925), males ~ black tap shoes without taps.

Highland: All students need to wear black highland ghillies. After purchasing, please remove black laces and replace them with black quarter inch elastic. This is to relieve pressure on the tendons of the feet. For more details, see Costumes – Highland. Students at an Advanced Intermediate Level and above should own a pair of jig shoes. The jig shoe colour is the choice of the dancer.

Jazz: All female students need to wear Beige Gore Jazz Shoes (Bloch #S0499). Males should wear Black Jazz Oxfords (Bloch #S403).

Tap: All female students should be wearing Beige Cuban Heeled Tap Shoes (Capezio #927). Males should be wearing Black Tap Shoes (Bloch #389). Senior Tap students must have Beige T-strap 2" heeled tap shoes (Capezio #700).

Hip Hop: Students must wear Black Toggle Hip Hop Sneakers (Capezio #DS10).

Lyrical: Students must wear foot undies.

Performance Team: Females must have: Beige Pedini Shoes (Capezio #321), and those in dance must also have & Beige Cuban Heeled Tap Shoes (Capezio #927). Boys require: Black

Jazz Oxfords (Bloch #S403) & those in dance must have Black Tap Shoes (Bloch #389). All other respective footwear should be in their bags at all times.

Drama/Vocal/Film: Female students need Beige Pedini Shoes (Capezio #321) and male students require Black Jazz Oxfords (Bloch #S403).

IMPORTANT!! Proper shoes are required for each discipline (e.g. ballet slippers for ballet, beige Pedini's for drama) as each shoe is specifically designed for the various movements associated with each discipline and thus avoids injury.

Note: If your child has a previous pair of shoes from a different studio that are a different colour, or if their shoes style still fits from last year, he/she may wear them to class but must have the ones listed above for Photo Day.

To purchase clothing please call Stardust on Fairview behind Turtle Jacks or Dancetime, across from Marilu's Market. Both stores are excellent and have treated our students very well. Kiddie Kobbler at Burlington Mall is also great for younger children's needs.

Hair

Dance: Students must have their hair neatly in a bun or French Braided and pinned to their heads for **ALL** classes. This allows the teacher to check their spinal alignment. Students who do not have their hair neatly in a bun with a hair net or French Braided will be required to purchase a hair kit from the Office. An invoice will be sent home with the student. Please remember this is not for the parent to pay for, rather the individual students.

Drama: All students must have their hair off of their face, either by having it clipped back or in a ponytail.

Adults: All adult students are asked to have their hair off of their face (clipped back or in a ponytail).

Note: It is imperative that ALL students have their hair and dance equipment prepared before the commencement of class. This allows the most efficient use of time as well as instilling the proper and necessary discipline in all AFPA students. All students are expected to have all uniform items by October 31, 2008.

IMPORTANT!! At AFPA, we are educating students to be prepared at all times. Any Advanced Intermediate/Senior/Pro students who repeatedly ignore the uniform policy will be allowed to watch the class until he/she has their equipment.

Daily Operations

Discipline: At times, it is necessary for the staff to discipline students. Our goals when disciplining are to teach students responsibility, respect, to develop self esteem & self control, and to accept adult guidance. At AFPA, we believe that through positive reinforcement, a healthy environment and caring staff, all students will have an enjoyable and memorable year. Please note that if a staff member has to discuss behaviour issues with a student after class, parents of

students in Grade 8 and below will be asked to attend. AFPA students in Grade 9 and above will be spoken with individually; however, parents are welcome to call at anytime to discuss the situation.

Cell Phones: Cell phones are welcome in the studio but are not acceptable in class. Please leave all cell phones in the change room.

Notebooks, Binders and Pens: All students Junior and above in ALL disciplines must have a notebook/binder and a pen/pencil. This is to allow the students to write down their class work. It is a practice aid and is expected in every class. Students who continually forget their notebook will have to purchase a notebook kit from the office. Please remember if this occurs it is your child's responsibility to pay the bill, not yours. (house work is always an excellent way to work off any notebook debts!)

Syllabi/Textbooks: Any student taking exams must purchase the appropriate syllabi/textbook. The price may vary depending of the syllabus. A number of the syllabi will last a number of years so please make sure your student takes care of their book.

Water Bottles: It is recommended all students Mini and above bring a bottle of water to class. This is not a must, but it is highly recommended as it allows the student to re-hydrate during class.

Practice CD/Tapes: We ask that each student bring an audiotape to class to record their music for practicing purposes. Please write your child's name and phone number on this tape. A CD may be burned – the student should bring a blank CD to their teacher.

Bathroom Breaks: It is important to have students, especially the young ones, go to the bathroom before class. It can be disruptive during class and we would like all our students to understand the importance of being prepared for class.

Tardiness: We understand that with a busy schedule, a family may run late. We appreciate a phone call if your student will be later than 15 minutes, especially if the student is taking a bus or walking to the studio. We encourage all students to be on time, which means arriving 15 minutes before each class. This allows the student to get dressed, go to the washroom and stretch before class.

Absences: Please remember to call us if your child will be away, especially if the student usually walks or takes the bus to the studio. Safety is first and foremost and it is necessary for us to know that everyone is accounted for at all times. Performance Team students must let us know if they will be away, as part of the curriculum of learning is to be a contributing and respectful team member of a performance company.

If your child must be away, he or she is strongly encouraged to make up the class. The student may check with his/her teacher for a convenient time. It is essential for your child that he/she learns the content covered in any missed classes. This information can be found out by taking a private with his or her respective teacher. We feel it is important that students learn the value of communication and respecting their fellow team players. This means being responsible for class content and being prepared for class.

***IMPORTANT NOTE!!** Any student in the Exam stream of their field of study who misses more than three classes **MUST** arrange a private to ensure that they are staying on top of the curriculum. If a student misses classes consistently, they will not be prepared for their respective exam and he/she will have to wait until the next exam session.*

Snow Days: A decision will be made by 2:00 pm on the respective day. Please call the studio, check the website, listen to 102.9 K-Lite FM Radio or watch CHTV.

Levels of skill: AFPA reserves the right to move students to more appropriate class levels at any time. This needs to be done periodically because a student is either excelling in his/her class level or perhaps the student is in need of some extra assistance with his/her techniques. Each student's individual teacher can answer any questions regarding this policy.

Workshops: Often, outside instructors are invited to AFPA to host workshops and give our students different perspectives on techniques used by other professionals. These workshops provide an excellent opportunity to enhance your child's skills and offer them alternative methods of learning. Specific workshop schedules and fees will be announced as they become available.

Mailbox: Every family has a mailbox located in the back vestibule. Please check your mailboxes often for information pertaining to the studio as well as your student's classes.

Communication: In order to keep the channels of communication open, we have monthly newsletters, a web site, a bulletin board, family mailboxes and a handbook. Please feel free to call the studio at any time at (905) 332-7070 or email us at afpaoffice@yahoo.ca

Note: Parents ~ please remember to ask your child if they have received any notices during class as newsletters have a way of hiding in pockets and dance bags (seek and ye shall find!) If your child is absent, please ask for the newsletter (ask and ye shall receive!)

Bank Charges/Late fees: A \$35.00 administration fee will be charged on any NSF cheques. Any payments handed in after the due date is subject to interest and a late fee. A \$10 late fee and interest will be added to all overdue payments.

IMPORTANT! AFPA reserves the right to expel a student or family who is deemed detrimental to the learning experience being fostered at the studio. In the unfortunate event of such an occurrence, a pro-rated refund (minus a \$50.00 administration fee) will be provided to the student or family. No one at AFPA wants to see this happen, but unfortunately sometimes no alternative course of action can be reached.

Costumes

Costume Deposits: All students require a costume deposit per style of discipline. The fee for each deposit is \$75.00 and is non refundable. The only exceptions to this rule are Highland costumes and Acadian Performance Team costumes. These need to be sewn by a seamstress – as arranged by the parent. Remember that the Performance Team has extra costume needs, as these students perform in numerous multi-cultural shows. Please see "Performance Team"

All classes, with the above exceptions, will be provided with a costume to be purchased by the parent. AFPA prides itself in working hard to keep all costume costs as economical as possible. If it is possible, we will do our best to recycle costumes.

All accounts MUST be up to date before recital costumes can be picked up.

If borrowing another student's costume, please remember as a courtesy to wash or dry clean (please ask the preference of the family) the garment before returning it to the respective family.

Renting Costumes: Quite often, costumes are rented from the studio. Anyone is welcome to rent a costume for \$40.00 per costume and the garment must be dry cleaned prior to return. If any damage occurs to the costume, the renter is fully responsible for the cost of the repairs.

Performance Team

The goals of the Performance Team are to teach confidence, performance abilities and leadership skills. Students will learn performance techniques above and beyond that of any other class.

How do you become a member? This class is open to all students Mini and above. The following requirements must be met in order to participate:

1. Must attend a placement audition for the team. Performance Team students apply to be in either the; Musical Theatre or Dance streams. If unsure, the student and his/her parents are more than welcome to discuss this choice with his/her instructor before the auditions. Please remember that the directors will decide which placement is best for the individual student.
2. The student must be studying two (2) disciplines to take this class (e.g.: Tap & Ballet, Vocal & Drama, Tap & Drama, etc).
3. Understand that this class is a commitment. We expect the students to attend every class. If someone absolutely has to miss a class, it is necessary for that student or his/her parent to notify the studio as soon as possible and they must return to the class with the missed work learned.
4. If a child has to miss the last 2 classes before a show or competition, they will not be able to participate in that event unless there is an acceptable reason, i.e.: death in the family. We expect our students to attend all of the shows or competitions that continue all year round. We respect that family engagements may arise. When this is the case, the studio needs to be notified as soon as possible.
5. Each student and parent must sign a contract between AFPA, the student and the parent.

Costumes: All Performance Team students require an Acadian costume. Females: white eyelet dress, slip, reversible skirt/shawl, black bodice, 2 scrunchies, striped apron, white Mondor tights and white underwear. For the Boys: Black Acadian pants, white peasant shirt, black socks, a red toque (borrowed from AFPA) and a fleche (pronounced flesh-ay) is to be purchased from AFPA.

Note: If your child participates in Renaissance Festivals, they are required to wear appropriate footwear for walking around the site. Buckled sandals (Birkenstock-style) are excellent and inexpensive!

All Performance Team students require an AFPA suit for performance purposes. These suits are a great birthday or Christmas gift idea! Students also require an AFPA t-shirt. This is to be worn to and from all show events.

Note: As long as the students fit into their AFPA suit and Acadian costumes they need not purchase a new one year to year. Please remember that students will need their Acadian costumes for the Christmas show-A Christmas Carol.

There will be an annual competition costume each year. For the 2008/2009 season we will be creating a medley from the musical Mamma Mia. We will keep you informed on when the costumes arrive.

Performance Team Competitions: The Performance Team usually enters 3 competitions throughout the year (CDTA, Starcatchers & BATD). Performance Team students will be required to enter all 3 competitions this year (if they so choose). Unfortunately, we have tried to accommodate vacations, etc. but it is simply too hard to re-set the number from week to week. The cost to enter all 3 competitions (Performance Team entries only) is \$120 per student. Competition fees must be handed in no later than December 1st should your student wish to participate. Our competitions this season are:

- CDTA Festival/Competition ~ February 29-March 2
- Starcatchers Competition ~ March 30-April 1
- BATD Festival/Competition ~ April 4-6

Note: We are not given the full schedule of the event, until close to the date. Therefore you must be available on all days listed.

FAQ's about PT

When will the Acadian costumes be used? The Acadian outfits may be used for the recital (and remember the white dress is the same white dress used for the first highland costume) as well as on Canada Day, all Renaissance Faires, BATD Step Dance exams and our Christmas performance. A number of students have used their costumes for school projects, everything from Medieval to Victorian to the French colonists (the Acadians) presentations.

Can I sew my own Acadian costume? The white dress, Acadian pieces and boy's peasant shirt you are welcome to sew. However, please understand that if the costume is not correct, repairs must be made until it matches everyone on the team. We have specific requirements; therefore please speak to us before purchasing your fabric. The Sew Cool School sews all the bodices. This is explained in the next section. To sew your own costume, please speak to the office so we can go through the specific details about the pattern and the fabric with whomever is going to sew the garment. Please remember we have a specific fabric for the white dresses.
Note: Sew Cool School will approve all finished costumes.

Why is it necessary to have the bodices sewn by one person? First, consistency on stage is essential. We need each dancer to match the rest of the team. Second, building a bodice is very difficult work that must be done by a professional. Each bodice has boning, grommets and lining and must be specifically fit to the individual dancer. The Sew Cool School team are professional seamstresses and they have created the pattern from traditional bodice patterns to maintain historical accuracy. Each one requires 10-15 hours work minimum, therefore please be patient while the garment is being constructed. Fees at the Sew Cool school are \$20.00 per hour, plus materials.

Why is it so important that these costumes match so well? Our students are asked to perform in numerous settings and they have a well known reputation in the City for their professionalism and positive attitudes. With regard to competitions, the costumes MUST match or the team will lose marks. If the costume has been poorly maintained or if a piece falls off, the entire group can lose marks or can be disqualified altogether.

Can I buy a used costume? Yes! Please check with us to see if there are any used costumes for sale. The Sew Cool School is also willing to hold anyone's used costume, please see below.

Note: Neither AFPA nor Sew Cool makes any profit on used clothes. The price is agreed upon by the person selling the outfit.

What if I would like to sell my child's Acadian? It is very easy! The Sew Cool School will hold onto any used costume. Pin the price onto the costume and parents can look at the used one, and if you wish, Sew Cool School will give the recommendations on the repairs/hem changes that may be needed. At that point you have a choice to let Sew Cool fix the garment or if you wish, to do it yourself.

Why do I have to bring my child's white dress in with her bodice fitting? This is to make sure the bodice fits over the dress.

Why does the costume have to be checked each year? Students grow in many different ways each year. The Sew Cool School will check the costumes each year and let you know of any changes, the hem being let down, etc. Please remember that the specs were decided by AFPA. Alterations to the costume may be done however, as stated; the costume must match the rest of the team. All changes must be completed for the Christmas Show.

How much does it cost to have my outfit(s) made by Sew Cool School? Sew Cool School charges \$20 per hour plus materials. Please ask for an estimate!

REMEMBER – A professional image creates professional performing artists!!

Highland Information

The pieces that make up these outfits are noted below in more detail. Please speak to Ellen or Caroline for details on boy's highland and jig.

National Females: white dress, slip, plaid, brooch, beige light suntan Mondor tights, white underwear AND/OR aboyne ~ tartan full skirt, slip, white blouse, velvet vest with loop holes, laces/ties, plaid, brooch, suntan Mondor tights, white underwear. Two national dances require a full kilt outfit.

Highland Males: Full kilt outfit or tartan trews
Females: kilt, white blouse, velvet waistcoat/jacket, socks to match kilt, black underwear/bodysuit, suspenders (optional)
Males: kilt, white dress shirt, Prince Charlie Jacket, socks to match kilt, black underwear, and suspenders (optional)

Hornpipe Females/Males: navy top and pants, cap, navy socks
Irish Jig Green skirt and bodice-one piece, separate blouse and slip a white dress may be used, white apron, beige light suntan Mondor tights, white underwear

Males: Knickers, red vest, green jacket, hat, schelaleigh,

Both sexes: red/green/black jig shoes

Note: Jig/Hornpipe: Please check with office before ordering.

REQUIRED COSTUME(S) PER LEVEL

- Tiny Stars/Mini/Junior/Teens – white dress and plaid

- Intermediate/Advanced Intermediate – white dress and plaid, full kilt outfit. We would like students who have their full kilt outfit to begin working on getting full aboyne outfit.
- Senior/Pro – white dress and plaid, full kilt outfit, aboyne, hornpipe. We would also like Senior/Pro students who have all of the above to begin working on getting full jig outfit.

Note: Please start ordering these pieces as soon as possible.

COMPETITIONS

A SCOTDANCE Registration Card is needed to compete. Applications are available at the studio. Once the application is completed and signed by the teacher, the following items are enclosed: annual fee is required, 2 identical (passport size) photos of the dancer with teacher's signature on reverse and a self-addressed stamped envelope. You will receive your card in approx. 2 weeks.

Note that you must inform teachers of competitions that you have entered at least two weeks prior to the event. Also, please remember that you MUST have private lessons before competing.

There are competitions throughout the year including summer, therefore you may pick and choose. Please speak to your highland teacher for entry forms. Below is an approximate time frame for Competitions.

SEPT-JUNE	<u>Indoor</u> at designated locations (gym/auditorium atmosphere) with seating available
JUNE-AUG	<u>Outdoor</u> "Highland Games" (fairground atmosphere). Bring lawn chairs, blanket, shade umbrella, cooler with snacks and drinks

Dance Associations

There are currently 3 associations in Southern Ontario that generally run their competition indoors. (note fees may have changed for 2008)

- Eastern Canada Highland Dancers Alliance (E.C.H.D.A.)
- Western Ontario Highland Dancer's Association (W.O.H.D.A.)
- The Highland Dancer's Association of Ontario (H.D.A.O.)

If you are going to enter 2 or more competitions with a specific association, then membership would be beneficial, otherwise you will be required to pay a fee non-member fee (please note that there some associations are no longer allowing entry into their competitions if you are not a member). Once you have joined, newsletters and competition entry forms will be mailed directly to you.

Competition Tidbits

Upon arrival, register and pick up number. Hair should be in a bun (exception – National dances and Irish Jig). Levels under Premier (top level) are Primary, Beginner, Novice and Intermediate. Split days refer to particular levels grouped together starting at designated time frames (e.g. Primary, Beginner and Novice would start the day off bright and early and Intermediate and Premier would follow approx. 3-4 hours later).

HIGHLAND MERCHANDISE

There are many sources available to you to have outfits or pieces of an outfit custom made or purchased second hand. We recommend that you call for an appointment and give yourself plenty of lead time. Please ask Ellen or Caroline for a list of contacts that we have dealt with or heard about.

Shows and Performances

Shows are primarily for the Performance Team students. Occasionally additional opportunities arise for students not on the team, i.e.: Canada Day. When this occurs, all students are expected to arrive one hour early to the venue. Students must wear their AFPA suit/AFPA t-shirt to and from the event. Each performer should have all of their costumes with them and hair and makeup should be done BEFORE the arrival time. On some occasions, we are required to take a bus. If there is a fee, we will notify you as quickly as possible.

Live performances are an excellent opportunity for personal growth, confidence building and teamwork. We encourage students to be involved in as many as possible, allowing them to develop life skills as well as build a personal resume.

Christmas Show

This year, our Christmas show is A Christmas Carol. Everyone in the studio is welcome to audition including parents/grandparents, as there are a few adult roles. Performance team students will be the only class automatically included in this production and their casting will be based on their auditions.

Note: There are no extra fees for rehearsals. Students not in Performance Team will be asked to make their own costumes.

Auditions:

- October 9 – 5-9 p.m.

The audition is to include up to 2-3 pieces using material from A Christmas Carol or the Victorian period. Students need to show acting, singing and dance/movement. Students may pick 2 of the three styles, i.e.: acting/dance or singing/acting. We encourage students to show all three styles, but this is not a must.

Please sign up on bulletin board in the back entrance for the auditions.

- Rehearsals: Full schedule to be posted on the bulletin board, and they are listed on the calendar. Please remember that the final dress rehearsal is mandatory, unless there is a family emergency.

Dress Rehearsal/Performances location will be at Theatre Burlington, which is part of the Music Centre, beside the Burlington Public Library on New Street.

Tickets will go on sale December 3rd at 6 p.m. at the studio. *Note: All ticket sales are final.*

Please note – At the Staff's discretion, a cast member may be asked to leave the show for one of the following reasons: missing more than 3 rehearsals or consistently showing disrespect at rehearsals to staff and cast members. If a cast member cannot be at the final rehearsals (excluding a family emergency), then the student may participate however, all lines/dance parts will be given to the understudy actor.

Private Lessons

This is a MUST for the competitive dancer or auditioning performer. It is an opportunity to have a one-on-one class to fine tune for any upcoming event. It is essential to practice for these classes, as it is part of the discipline of competing. Privates are also excellent for a student who may be struggling with his or her technique and may need a little assistance catching up to class progress. These lessons are booked with the individual teacher. Additional fees are required – please consult with your student's teacher for fees and bookings.

Note: If you need to cancel a scheduled private lesson, 24 hours notice must be given to avoid being charged for a missed lesson. Failure to give 24 hours notice will result in you being charged for the full lesson.

Competitions

Competitions are great opportunities to have an experienced professional artist provide you with an adjudication/critique. These events can be rewarding and an opportunity for growth as an artist. It is a commitment to yourself or if working with a group, your team. Each student must be in class and practicing at home. If you have the desire to compete, speak to your teacher about getting on a program that is right for you!

Ballet is essential for the competitive dancer as it is the backbone of all styles of dance. Students entering solos, duets/trios and highland competitions should be taking ballet to fine tune their technique.

Everyone should aim for his/her personal best. The student must know in his/her heart that they have practiced, attended class and privates. In the end it really doesn't matter if you win or lose, its how you play the game!

If your child is crying or having temper tantrums for not winning, then he or she is not ready to compete. Learning to lose is as important as learning how to win!

All competition entries must be paid before the stated deadline or your child will not be permitted to participate. The price includes: entry fees, administrative costs and teachers fees.

Fees will be announced once the entries have arrived.

Note: For highland students, please see the Highland section for further information on competitions.

Exams

Dance: Exams are another “perk” at AFPA. We belong to a number of associations including the BATD (British Association of Teachers of Dance), CDTA (Canadian Dance Teachers Association) and the SDTA (Scottish Dance Teachers Association). The majority of our exams are with the BATD, which has its head office in Glasgow, Scotland. It is recognized throughout the world and has one of the longest histories in the dance world, as it is 116 years old!

Drama: We have had many successful seasons with the Royal Conservatory of Music Speech Arts Exams. This is a highly reputable association and is an excellent opportunity for students to develop their theatrical and speech skills!

FYI: Students begin preparing for their work at the beginning of the year in preparation for the big day. Everyone is welcome to work towards an exam. Separate exam classes begin at a Grade 1/Bronze level. Any student in dance Grade 1/Bronze and above must take a separate class. Drama student's exam classes begin at Grade 1. We believe wholeheartedly in taking exams, as it is an excellent opportunity to work towards a teaching certificate (plus it allows you, the parent, to deduct your child's lessons from your taxes as we are a registered educational institution). Exams are held in February and June.

Note: We have no control over the date of exams as it is at the discretion of the respective association. Also, all exams MUST be paid for before an exam is taken.

Sometimes students are not ready for their exams. This is because everyone is on his or her own journey and it is not a race to take exams. Sometimes it is just better to wait for the following year. A private may also be taken to assist the student with any necessary catching up.

Attire – Dance/Drama students must wear all equipment listed at the beginning of the book. Please remember absolutely no holes in tights/bodysuits! Female dance students must have hair in a bun, no bangs! Female drama females and male dance/drama students must have hair neatly groomed. Please remember no jewellery or nail polish. Drama students must have all text works typed neatly and in a folder. All Highland and Step dance exams must wear their respective costumes.

Syllabi/Textbooks: Any student taking exams must purchase the appropriate textbook. The price may vary depending of the syllabus. A number of the syllabi will last a number of years. Drama students also need to acquire copies of the books that their performance pieces come from.

Reminders for exams:

- Ballet is essential for students in Grade 3/Gold and above as it is the backbone of all dance.
- You may be asked to or wish to take privates closer to the date. This is an excellent way to fine-tune your technique.
- There is an extra fee to take the exam. The initial fee is decided by the respective association and we will inform you of the rate and payment deadline closer to the date. AFPA reserves the right to modify the fee to accommodate travel/housing costs, meal expenses, teacher fees and administrative costs. Students will only be permitted to take their exams if their account is up to date and their fees are paid by the deadline.

Note: Please remember that an exam is a privilege, not a right. The AFPA Faculty has the final decision concerning who will participate and at which exam levels they will participate.

Associate Level: Students participating in Associate teaching exams must be taking their regular class as well as a separate Associate class. Also, in order to prepare associate students for their future teaching endeavours, they must assist a certified teacher in one class per week. Dance students must be taking ballet, drama students must take a separate theory class.

Recital

Our annual recital is scheduled for May 9th at Redeemer College on Hamilton Mountain. We will have final dress rehearsal in the morning and the performance in the evening. Each year a theme is chosen for the recital and your child's class presentation is geared towards this theme. This year's theme is Broadway. The annual recital is a terrific opportunity for our students to showcase their talents and apply what they've learned in class. We are confident that you'll be pleased with the results! At AFPA, we try to give each child their own special moment.

Reminders for the recital:

- If your child is unable to participate in the annual recital, the studio must be notified by October 15, 2008 in order to avoid paying the full price for a costume. Costume deposits are non refundable. If students register after October 15, 2008, they will need to inform the studio at the time of registration if they will be performing in the recital.
- Tiny Stars participating in the first 15 week session will participate in the Christmas show. Students participating in the second 15 week session will participate in the recital. If your student is signed up for both 15 week sessions, they will participate in both shows.
- **IMPORTANT!** Unless you are helping backstage at the performance, you will NOT be permitted backstage. This is for security reasons. We may need volunteers for the recital but we will inform parents of this closer to the recital date.
- It is essential that all hair and make-up be complete before arriving at the performance and dress rehearsal. Dancers must have all of their hair in a bun – NO BANGS! Actors/Vocal students may have hair appropriate to their character. All female students Junior and above must have false eyelashes.
- If your child is only in one number please have him/her arrive in his/her costume.
- Recitals are a great opportunity for your child to meet new friends and experience a professional style show!
- **NOTE!!!** Students will not be permitted to leave during the show. All students must stay for the finale of the show. This is for security reasons and to ensure that each child gets their applause!

Rehearsals:

- Saturday May 2nd- First Dress Rehearsal ~ All Assistants/Apprentice Teachers arrive at 8:30 a.m. at the studio. Tiny Stars/Minis to arrive at 9:30 a.m. Remaining cast will follow a posted schedule.
- Monday May 4th - Act One Rehearsal ~ 5:00 to 9:15 p.m. at the studio.
- Tuesday May 5th – Tiny Stars/Minis Rehearsal ~ 5:00 to 6:00 p.m. at the studio.
- Wednesday May 8th - Act Two Rehearsal ~ 5:00 to 9:15 p.m. at the studio.
- Thursday May 9th - Performance Team-5:00 to 8:00 p.m. at the studio.
- Saturday May 9th - SHOWTIME! ~ Schedule: All staff to arrive at 8:00 a.m. Apprentice Teachers and Assistants to arrive at 8:30 a.m. Tiny Stars & Minis should arrive no later than 9:30 a.m. Remainder of the studio to arrive by 10:00 a.m. Finale will be run at 10:30 a.m. and then we will run the show from beginning to end. Once your child's numbers are run, they are free to be picked

up. Rehearsal will run until 4:00 p.m. A dinner break will follow. Call time for everyone to return is 6:00 p.m.

Note: Tiny Stars/Mini parents may watch the rehearsal at the stage in the morning however, only volunteers will be permitted backstage before/during the show.

Costume Pick-up Day: Costumes may be picked up with full payment of your child's costume and an up-to-date account. Remember, your non-refundable costume deposit must be given into the office by October 15/08. Any late payments are subject to interest and a late fee.

Photo Day: In order to preserve precious memories of your child, the AFPA staff arranges for a photographer to come in and take your child's picture. Full hair, make-up and costume are expected. Please remember, this is an outside service offered and AFPA cannot be held responsible for late or missing pictures. Please contact the photographer directly. The Photo Day Schedule will be posted approximately 2 weeks prior to the shoot day, which has been scheduled for April 25, 26. We will be welcoming back Fred's Photography and look forward to their fine work. Photos can be purchased at the recital as Fred's Photography will be on location at Redeemer on May 9th during the dress rehearsal (morning).

Tickets: Will be sold through the box office of the theatre. All sales are final. Watch the newsletter for details.

"New" Parents Meeting

We will be having our meeting October 28 at 7:30 p.m. We invite everyone to attend. This is an excellent way to get to meet other parents in the studio as well as go over a brief account of events/activities that the studio schedules throughout the year.

Leaving the Building

Only students with permission will be allowed to leave the building. Permission was included on the registration form. Students under the age of 16 will not be allowed to leave the building in between classes unless permission has given in form of a letter or email.

Healthy Artists

It is important that everyone prepares his or her body with good nutrition. Please send energizing snacks and water with your children.

If your child needs assistance with healthy choices, please speak with someone in the office so that we can help. We are blessed to have a number of parents in the medical industry who are willing to help.

If your child is permitted to receive Tylenol, a letter from home is required.

IMPORTANT! A number of our students have peanut/nut allergies therefore please leave all these products at home!

Please let staff know if there is any medical information you feel we should know about your child. Staff has been trained in First Aid/CPR and, as a result, knows proper medical procedures (e.g. using an EpiPen).

Lock In

Our annual Lock In will take place on November 22nd from **8 p.m. to 9 a.m.** Students spend the whole night here at the studio! Fun activities, snacks, movies & games provide a fun-filled night while parents can take the night off or get some Christmas shopping done! Cost is \$35 per student prior to November 15th or \$45 after this date.

Thank you for taking the time to review our handbook. Please remember if you have any questions do not hesitate to call or email. May you and your family have a wonderful year!