



DANCE HANDBOOK

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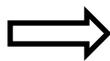
NAU NORTHERN ARIZONA
UNIVERSITY

School of Music

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Signed Handbook Acknowledgment (***due before instruction begins!***)

The NAU Community Dance Academy is a division of the Northern Arizona University Community Music and Dance Academy. The Academy office and dance studios are located in the NAU Ponderosa Building (Bldg 92).

DANCE FACULTY



ANDREW NEEDHAMMER, DANCE COORDINATOR/BALLET INSTRUCTOR
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Andrew Needhammer trained at the New York School of Ballet before joining American Ballet Theatre II and touring the world. He joined the National Ballet of Canada, performing works by Nureyev, Balanchine, and Ashton. With Ballet Arizona, he performed roles in ballets by DeMille and Balanchine as well as in the Nutcracker and Romeo and Juliet. He is an Associate of the Royal Academy of Dance and a Registered Teacher of the Royal Academy of Dance. He has been directing the ballet program at NAU's Community Music and Dance Academy for eight years. In the past few years, Needhammer's students have been invited to participate in the Geneé International Ballet Competition. In addition, his students participate annually in the Youth America Grand Prix ballet competition.



HEATHER CURETON, ASSISTANT DANCE COORDINATOR
heathercureton78@hotmail.com

Heather Cureton is a Flagstaff native. She started dancing at the age of 6 with Maureen Price and Gail Reed, founding members of what is now the NAU Community Dance Academy. She participated in and successfully completed RAD examinations and is a member of the Royal Academy of Dance. During her time as a student of the Academy, she was chosen to dance in multiple productions with both Eugene Ballet Company and Nevada Dance Theater as well as with NAU Opera. Miss Heather started teaching at the Academy in 1997 while attending NAU where she eventually received a Bachelors in Accounting. While she worked for several years in that field, her love has always been in working with children and teaching dance. She considers the Academy her family and has enjoyed watching it grow and change over the years. She and her husband have three wonderful children who are their pride and joy.



MAGGIE MURRAY, JAZZ 1-2 INSTRUCTOR
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Maggie Murray was born and raised in Flagstaff, AZ. She started dancing at age 3 and was trained at the NAU Community Music and Dance academy until she was 18. Maggie has trained in many forms of dance, including ballet, jazz, modern, lyrical and tap. She completed all her RAD exams before continuing as a Dance Major in Washington focusing on Modern. Maggie has since refocused and became a Myofascial Massage Therapist, concentrating her practice on injuries and athletes. She has received teaching certifications in Barre Fitness and Bootcamp Training. Through her schooling she has developed a passion for working with dancers and preventing injury and physical burn out. With a strong passion for dance, she is excited to be back in Flagstaff teaching at the studio she grew up in.



DANIELLE ANGULO, BALLET INSTRUCTOR

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Danielle, previously from Los Angeles, CA, moved to Flagstaff in 2012. She has been dancing passionately since she was three years old, educated in ballet, jazz, lyrical, contemporary, and hula. She has training in RAD, Cecchetti, and the Vaganova ballet methods. She was previously a ballet scholar with Cecchetti USA and is now a member of the Royal Academy of Dance. She has attended summer ballet intensives with Ballet Magnificat and Cecchetti USA as well as accepted to intensives with Long Beach Ballet and ABT. She feels that moving to Flagstaff and finishing her Advanced RAD exams, under the instruction of Mr. Needhammer, has helped broaden her knowledge and ability in ballet technique. Danielle is attending Northern Arizona University as an Exercise Science/Pre-Physical Therapy major and is also a licensed CNA.

DANAE EDWARDS, HIP HOP INSTRUCTOR

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DANCE CLASSES

Pre-School Program

The Pre-school program consists of Tiny Tot, Beginning Ballet and Pre-Primary classes and is geared toward students ages 3-5. Registration is accepted on a first-come, first-served basis. Classes are closed once capacity is reached.

Tiny-Tot Ballet – age 3 by 9/1

This class introduces students to their first year of dance training. Coordination, rhythm, body awareness, and ballet class discipline are emphasized through guided, creative, age-appropriate activities. Students are introduced to elementary ballet terminology, positions, and movements.

Beginning Ballet - age 4 by 9/1

This fun, creative class is full of age-appropriate movement, songs, games, exercises and introduction to ballet steps. Classes consist of activities designed to increase children's awareness, understanding, and control of their bodies in space and time. Exercises develop basic dance skills such as coordination, balance, spatial awareness and the ability to cooperate and dance well with others. Classes include practice in all loco motor steps and creative, expressive dancing to music.

Pre-Primary - age 5 by 9/1

This level of dance consists of both the Pre-Primary set of dance exercises designed by the Royal Academy of Dance—which prepare children for beginning ballet—and the creative exploration of the four elements of dance: body, space, time, and effort. Children will develop coordination, balance, control, and awareness of space, rhythm, and effort qualities. They will also develop their abilities to learn movement combinations and to cooperate and dance well with others. Classes include practice in all loco motor steps, expressive dancing to music, age-appropriate introduction to ballet steps and the preparation of creative dances for a performance for parents during the last class of each semester.

Royal Academy of Dance Ballet Program

Our certified ballet instructors follow the world-renowned Royal Academy of Dance (RAD) method beginning at the Primary class level for all ballet dancers. Founded over eighty years ago, the Royal Academy of Dance is the largest, most influential dance teacher training and examining body for classical ballet in the world. The RAD was initially formed with the objective to improve the standard of Classical Ballet training in the UK and a method of ballet technique was devised for the Academy by a group of eminent European dancers. The RAD curriculum is used in over seventy countries in the world, setting high standards of dance training for over 250,000 students each year. Its international examiners travel the world examining pupils in the syllabus at every level.

Primary - age 6 by 9/1

The beginning of classical ballet technique is introduced in this class which includes the study of proper placement, partner and group work, and musicality.

Graded Syllabus: Grades 1 – 5 and Pre Pointe - at least age 7 by 9/1

A progression of ballet technique and performance qualities based upon the Royal Academy of Dance Grades Syllabus.

Vocational Syllabus: Intermediate Foundation through Advanced 2

An in-depth look at and study of ballet technique; these classes may also include the study of Pointe work. Students generally begin this syllabus at the same time they are taking Grade 5 in the Grades syllabus.

Additional Classes

The Academy offers jazz classes that offer an exciting chance to explore new and different facets of the dance medium with a highly trained instructor who will lead those who are new to these styles as well as those looking to build on past experience. Adult ballet and jazz are offered for adults of all ability levels. Students interested in Jazz 1-3 (age 7-18) should attend an open class for placement before registering with the office.

Jazz 1

This class introduces and develops jazz dance skills for dancers who are new to the jazz medium as well as those looking to develop upon existing skills.

Jazz 2

This class develops jazz dance skills for dancers with some or little jazz dance experience. It accommodates students who are new to the medium as well as those looking to improve existing skills with a focus on specific jazz movement styles, including street jazz.

Jazz 3

This class builds on existing dance skills for dancers with prior experience in jazz. It offers a challenge for those looking to refine their jazz dance style and technique while broadening the jazz dance genre to include musical theatre, lyrical, and street jazz styles.

Adult Ballet

Adults will enjoy learning ballet while developing confidence, mental concentration, physical coordination, and grace. This class is for students who are new to ballet, students who want to dance but never had the opportunity, and those who have danced before and want to begin again.

Adult Jazz

Adults will enjoy learning jazz dance while also improving strength and flexibility. This class is for students who are new to dance, or those who have danced before and want to begin again. Basic technique will be covered and time spent stretching and improving strength, while also practicing various forms of jazz dance such as lyrical and street jazz/hip hop.

Hip Hop

This class introduces and develops hip hop dance skills for dancers who are new to the hip hop medium as well as those looking to develop upon existing skills.

ROYAL ACADEMY OF DANCE EXAMS

During the spring semester, students have the opportunity to participate in the Royal Academy of Dance (RAD) examination process. The exams are designed to recognize the progress and achievement of children and young people.

RAD examiners travel to Flagstaff to conduct several days of examinations. The RAD offers separate examinations of the Grades syllabus and the Vocational syllabus. Examinations are generally held in February or March. Students generally take one examination each spring through Grade 5, and then may take two examinations, one each in the Graded and the Vocational syllabi. The Academy strongly encourages students to take the examinations appropriate to the syllabus they are studying to:

- attain their personal best and have fun
- have a goal to work toward
- receive recognition from the world's largest examining body for ballet

A fee is charged for each examination a student takes. This fee covers the cost of bringing the examiner and accompanist to Flagstaff. The fee for a particular examination reflects its length. Thus, younger students who have a short examination period pay a lower fee than advanced students who may have a 1-2 hour examination. Exam registration forms are distributed in class approximately one month prior to the examination. Students who wish to take the examination must return the form promptly with the fee.

Students who receive a score of “Distinction” on their 2016 exams will have one of their RAD exam fees covered for the following year through Academy scholarship. If the dancer will be taking two or more exams during the 2017 season, the lesser of the exam fees will be covered.

Examination results are received at the Academy approximately 2-3 months after the exam. Results are mailed to the student’s home at the address on file at the Academy office.

REGISTRATION AND FINANCIAL INFORMATION

Registration Information – (September through May)

Students in RAD Primary and above must register for an entire year. Other classes are offered on a year or semester basis. Registration forms, as well as important dates, calendars, event information and more, are available online at the Academy website (nau.edu/music/academy). Registrations are accepted by mail, in person, or via fax.

Registration is accepted on a first-come, first served basis and class sizes are limited. In order to reserve and confirm a spot in class, the Academy must receive all completed registration materials—a 10% deposit for returning students registering during the early registration period in May, at least 25% of year-long tuition, or at least 50% of semester tuition at the time of registration (unless opting for payroll deductions). Please note that registration is not complete and instruction MAY NOT BEGIN until we have a completed registration form on file in our office AND have received initial deposits. A signed acknowledgement of this handbook (found on the final page) must be submitted to the Academy Office within two weeks of the start of instruction. The receipt of a registration form without the initial payment will not reserve a spot in a class. Please read Academy policies (listed on the registration form) carefully before signing and consult the Academy calendar for important dates! The Academy will not prorate tuition fees for late

registrants. If you are interested in a class that is full, please call (928) 523-1889 to be placed on the waiting list.

The student's parent or legal guardian is ultimately responsible for ALL tuition fees, regardless of any anticipated scholarship awards or outside assistance.

Payments

The Academy accepts checks, cashier's checks, traveler's checks, cash, and all credit and debit cards. A student's full year tuition may be paid by the parent/guardian selecting one two options:

1. Payment in full at the time of registration or
2. Installment Plan: First payment (25%) due at the time of registration; remaining balance paid by quarterly installment dates.

A student's single semester tuition may be paid by the parent/guardian selecting one of two options:

1. Payment in full at the time of registration or
2. Installment Plan: First payment (50%) due at the time of registration; remaining balance paid by the second installment date.

Payroll deduction options are available for NAU employees.

The parent(s) or guardian of the registered child will be responsible for ensuring the Academy Office receives payment prior to the end of each billing cycle. Payments may be mailed, hand delivered, or phoned in to the Academy Office.

Discounts

The following discounts are available to Academy dance students:

- NAU full time faculty/staff/student: 10%
- Sibling discount: 15% off second and third child (applied to least expensive child)
- Dance cap—No dancer shall pay more than \$2000 for yearly registration; Pilates is not include in this cap as indicated on the registration form

The maximum discount for any registration is 15%.

Discounts and caps will only be applied for those who do not have outstanding previous balances.

Scholarships

Work scholarships are available for students in Intermediate Foundations and above may apply to receive scholarship in exchange for their help in one of the younger ballet classes. This is a fantastic opportunity for developing dancers to gain experience in the teaching environment. Applicants should display a strong work ethic and a desire for growth in the dance field. Recipients will receive \$100 off of their tuition for the year.

The Academy is also proud to offer scholarship to pay for RAD exam fees for students who achieved a score of "Distinction" on their year prior's exams. These scholarships are available due in part to the outstanding fundraising efforts of Academy parents.

Additional Fees

Accounts ten calendar days or more past due will incur a \$25 late fee for each payment date. Students with a past due balance beyond 30 days will not be allowed to participate in class or performances.

A \$30 fee will be due for all checks returned for any reason. The fee must be paid in cash within one week from the time the owner of the account is notified.

Private lessons are available with the various dance teachers for purchase based on their personal availability. Please inquire in the office for details.

Tutus purchased by the Academy may be available for rent for use during approved off campus competitions and performances. Please inquire in the office for details.

Refunds

Deposits are non-refundable, except in the case of serious illness or injury. Tuition is refundable up to the last day of attendance in a class. If a student is dismissed from the Academy because of unacceptable behavior, no tuition will be refunded. Requests for refunds must be made in writing within 60 days and will be considered at the discretion of the Program Coordinator. The Academy reserves the right to deny any refund request. Should a full refund be granted for a student, all but the deposit may be refunded to the parent's/guardian's account. All refunds and credits must be used and resolved within one year of the registration date. After one year, they will expire.

DRESS CODE

Students are required to adhere to a simple dress code and maintain a neat, professional appearance in the classroom and before and after all performances. Items prohibited in the studio include bare legs, cut off tights, sweats, shorts (for girls), leg warmers, sweaters and wraps. Students should not wear dance clothes as street wear outside the studio. Cover ups should fully cover leotards. Students may not wear jewelry, other than pierced ear studs, in class or rehearsal. Gum chewing is prohibited in class, rehearsal, and performance.

All students with long hair should have it neatly tied back. Classic-styled "buns" are required for girls in ballet classes (Primary level and above). Use a hair net to keep the bun tidy. The following websites have instructions for putting your child's hair in a bun.

- <http://www.oregonballetacademy.com/schedules/wear.htm>
- <http://www.singledad.com/single-parent-advice/how-to/How To Make a Ballet Bun 1217103815.php>
- <http://www.youtube.com/watch?v=oPnYSZ1-WCI&feature=related>

Ladies

Tiny Tot

Choice of leotard, footless tights optional. Shoes optional. Please, no tutus.

Pink leotard of choice, pink socks or tights and pink ballet shoes.

Grades 1 – 5

Beginning Ballet through Primary

Regulation* navy, lavender, or marine blue “Aimeel” style leotard, pink tights, pink ballet shoes, and character shoes+.

Intermediate Foundation

Choice of leotard in a plain dark color, pink tights, and pink ballet shoes.

*RAD regulation leotards may be purchased online at: www.radusa.org, or by telephone at (414) 747-9060. The cost includes a matching belt worn for exams.

+Character shoes may be purchased online at: www.dancesuupplies.com and/or by telephone at (800) 903-2623. The style is “Freed Low Heel Character Shoe” (SKU CCH1).

Gentlemen

Tiny Tot

White T-shirt, dark shorts and optional black or white ballet shoes.

Beginning Ballet through Primary

White T-shirt, tight-fitting black shorts, white socks, and white or black ballet shoes.

Grades 1 - 3

White T-shirt, tight-fitting black shorts, white socks, white or black ballet slippers, black character shoes.

Jazz

Standard jazz dance wear is appropriate for classes. Jazz shoes are available through online through various dance apparel suppliers (such as discountdance.com).

Hip Hop

Fitness clothing such as leggings, sweatpants, t-shirts is acceptable. Sneakers with white or clear sole.

Intermediate through Advanced 2

Choice of leotard in a plain dark color, pink tights, and demi/soft pointe shoes and pointe shoes.

Grades 4 and 5

USA RAD website (www.radusa.org) Exam and Dance Wear. Boys Grades 4-5 and Vocational exams. Sleeveless leotard (ARN/S) OR short sleeve leotard (AARON) and boy’s stirrup tights (R317P) in Navy (Grades 4-5) or black (Intermediate-Advanced 2); white socks and white ballet shoes.

Intermediate Foundation through Advanced 2

USA RAD website (www.radusa.org) Exam and Dance Wear. Sleeveless leotard (ARN/S) OR short sleeve leotard (AARON) and boy’s stirrup tights (R317P) in Navy or black (Intermediate-Advanced 2); white socks and white ballet shoes.

POINTE WORK FOR FEMALE STUDENTS

Students will be notified when the instructor feels that the student has sufficient strength, level of technique, and maturity necessary to begin pointe work. Pointe work can be damaging to the dancer if it is attempted too early. Pre-pointe classes are available starting in Grade 5 as supplemental instruction to begin to prepare the body’s muscles and introduce specific concepts in preparation for pointe work the following year.

The decision to allow a student to begin pointe work will be made on an individual basis with the advice, in some cases, of a physical therapist, even if the student has been on pointe at a previous studio. Instructors will check the fit of the shoes to ensure the students purchase proper shoes for their feet. Students should not sew ribbons and elastics on their shoes until they receive approval from the instructor.

Students usually begin pointe work after completing Grade 5. Students beginning pointe work must be enrolled and attending four classes per week and have passed the Grade 5 RAD exam with a score of Merit or Distinction (55-100) in order to start pointe in the Fall of their Intermediate Foundations year. Students only passing with a Pass score (40-55) may start on pointe during the following January after *The Nutcracker*. New students in these levels should not purchase pointe shoes until speaking with their instructor.

Pointe work is difficult and can be dangerous if practiced unsupervised. Improper floor surface could cause injury to students. The Academy faculty discourages students from practicing pointe work outside the Academy studios unless otherwise approved.

Students who have passed Grade 5 must enroll in Intermediate 1 in order to perform en pointe in Academy dance performances. Students who have passed Intermediate Foundations must enroll in Intermediate 2 in order to perform en pointe in Academy performances. Students who have passed Intermediate may add Advanced Foundations to their class selections for supplemental instructional. Students who have passed Advanced Foundations must enroll in three Advanced 1 or 2 courses in order to perform en pointe in Academy dance performances.

CLASS ATTENDANCE

Good attendance is an integral part of dance training and is necessary to achieve correct technical and physical development. Except in the case of illness, injury, or other excused absence, students are expected to attend all classes for which they are registered. Students who have a contagious illness should stay home. Those who are able should still attend class to watch, unless otherwise instructed by a physician.

A student who has repeated unexcused absences in one semester may be ineligible to take the RAD examination and advance to the next level. He or she may also be ineligible to perform in Academy productions. Students who miss a semester may be asked to repeat the Grade level.

If a student is not able to attend class, it is not necessary to call the Academy Office; however, we do encourage the parent to email the student's instructor to notify him or her of the absence.

Make-Up Classes

Students are encouraged to make-up missed classes. Make-up classes may be done in the same level or one level lower than the registered class. Tuition will not be pro-rated for missed classes. Typically, there are no formalized make-up classes for holidays.

Class Cancellation/Weather

Classes may occasionally be canceled due to severe weather conditions. The Academy typically follows FUSD's closing schedule for inclement weather except for delayed starts or days on which the weather will clear in time for afternoon classes. The Academy will attempt to notify parents by email should

class(es) be canceled. Parents may also call the Academy Snow Line for automated updates at (928) 523-2333. The Academy Office will also update the Academy Facebook page and website home page. Students are encouraged to make up classes missed due to inclement weather.

Student Pick-Up

Students must be picked up after classes on time. The Academy is not responsible for the safety of the students when they are not in class. Parents who anticipate a delay in picking up their children should arrange for another responsible adult to pick up their children. In case of emergency, a parent should contact the Academy office as soon as possible.

PARENT OBSERVATION DAYS

Parents of students in Tiny Tot, Beginning Ballet, and Pre-Primary classes are welcome to observe their child's classes. However, instructors may close these classes if the presence of parents becomes distracting to the students. Primary classes and above are closed to visitors. Parents are welcome to wait in the lounge while their children are in class and to observe through the windows in the studio or classroom doors, although quiet must be maintained.

Parents of students in all levels are invited to observe demonstration classes during the fall and spring semesters. Families with extenuating circumstances, such as visiting grandparents, may request to observe at another time. The class instructor has the final decision with respect to whether to grant the request.

STUDIO PROTOCOL

Students are expected to:

1. Approach all classes with energy, enthusiasm, and the desire to learn.
2. Maintain an open and responsive attitude and apply all corrections given in class and rehearsals.
3. Adopt a respectful attitude toward his or her peers, instructor, and staff.
4. Respect the judgment of the instructor regarding his or her progress in the curriculum, readiness for advancement, pointe work, or performance.

Students may not enter class late or leave class early without permission from the instructor. Injuries are caused by insufficient warm-up and interruptions are distracting to the other students in class. If a student is more than ten minutes late, the teacher must give permission for the student to participate in class.

Food, drinks, and chewing gum are prohibited in the studio. Students may bring water bottles into the studios, but spills must be cleaned immediately. This rule is strictly enforced for the safety of the dancers and the protection of the floors.

Parents and students should respect the need for those working in the building to enjoy a quiet, well-ordered environment. Running, shouting, and horseplay are not acceptable. Parents are responsible for supervising their young children and ensuring that they appropriately control their behavior. Parents will be asked to remove disruptive children.

Older students should be aware that they represent the Academy and are expected to maintain a mature, professional demeanor while in the waiting area or studio. Noise must be kept to a minimum, so that Academy classes and rehearsals are not disrupted.

Unacceptable behaviors include, but are not limited to:

- Violation of any law, Academy rule, policy
- Drug or alcohol use
- Behavior that places other students, staff, visitors, and/or self in danger
- Verbal, written, or physical harassment
- Swearing, cursing, or yelling
- Smoking
- Disrespectful interaction with instructors or other students

The Academy reserves the right to dismiss students from class for inappropriate behavior either in class or in the waiting area. Repeated instances of inappropriate behavior may result in expulsion from the Academy.

PERFORMANCE OPPORTUNITIES

Academy dance students have the opportunity to perform in the Flagstaff Festival of Science, *The Nutcracker*, and a spring performance. The Dance Coordinator assigns parts in all productions, without auditions. These performances are not included in the tuition fee for weekly instruction and may incur additional performance fees for costume purchase, space rental, etc. Performance opportunities are a privilege that is afforded to Academy students and is an additional privilege for students.

Flagstaff Festival of Science

This performance is open only to students in RAD Grades 2 and above. It involves one performance, before the keynote speech of the Flagstaff Festival of Science. Students who wish to perform must register for and attend the Science Festival Workshop, which takes place during three weeks in August.

The Nutcracker

For the past few seasons, the NAU Community Music and Dance Academy has had the honor of being asked by the Flagstaff Symphony Orchestra to collaborate on this special holiday tradition. *The Nutcracker* is an additional opportunity that our dancers are afforded that is not included in the fee structure of weekly class instruction. This performance is open to students in all ballet classes—level Pre-Primary and above (through age 18)—who have rectified all outstanding balances. It involves 2- 3 performances with the Flagstaff Symphony Orchestra and normally takes place during the first weekend of December. Younger children will participate in one performance; older students may dance in all performances.

Roles for *The Nutcracker* will be considered based on a number of factors including, but not limited to, class attendance, class behavior, RAD exam scores, technique, interaction with fellow dancers, interaction with dance instructors, and patterns of dedication to classes and performances.

Spring Performance

A performance fee will be assessed to cover the theater rental, costumes, sets, additional instruction hours, etc.

*Parents of students who wish to perform in *The Nutcracker* or the Spring Performance MUST:

1. Ensure that their child attends his or her regular classes during the two months prior to the performance;
2. Ensure that their child is available for the blocking and dress rehearsals during the week of the performance(s);
3. Rectify all outstanding balances on their child's account.

Additional Collaborations

Academy dancers have collaborated with other organizations in years past including the NAU Symphonic Band and NAU Symphony Orchestra. Opportunities for such collaborations are dependent on the needs of the collaborating organization and may not be open to all dancers.

Dressing Room Protocol

To maintain the safety and privacy of our dancers, the children's dressing rooms are closed to adults other than those volunteering for a particular rehearsal or performance. Occasionally, an exception may be made for a young child who is anxious about being left without his or her mother. Parents who believe their child may need such an exception should contact the appropriate volunteer coordinator in advance, or speak with the dressing room coordinator on duty.

Students younger than RAD Intermediate Foundations must be signed in and out of the dressing room by a parent. Children who arrive without a parent to sign them in will be asked to call their parent. Students in Intermediate Foundations and above have the privilege of signing themselves in and out of the dressing room.

Children are expected to behave with self-control in the dressing rooms, hallways, and theater and to remember that they represent the Academy during rehearsals and performances. Costumes should be hung up after each wear. At no time should students eat or drink in costumes or sit in costumes, except with the permission of the instructor or dressing room chaperone. Any abuse of costumes will result in a dry-cleaning fee of \$30.

Performance Attire

Handouts regarding makeup and hair will be distributed before performances and must be followed. Parents are responsible for ensuring that their child arrives at the dressing room with hair and make-up prepared as directed, and wearing tights, ballet shoes, etc., as instructed.

Hair workshops may be held during the months of October and November. Parents who need help learning to put their child's hair in a bun should plan to attend one of these workshops, as should parents of children in various designated roles who will have a different hairstyle for *The Nutcracker*.

Ticket Policy

Tickets for the Nutcracker are sold under the umbrella of the Flagstaff Symphony Orchestra. The Academy's participation in this production is solely as a hired guest artist organization as we do not share in any of the profits from ticket sales nor do we contribute to direct costs of the production. The Flagstaff Symphony Orchestra extends a discount on all tickets for The Nutcracker purchased by families of Academy dancers.

Two free tickets per dancer will be offered for the spring performance.

A list of performing families will be submitted to the ticket office in the months prior to ticket sales. Families with outstanding balances or have not paid any applicable performance fees will not be considered eligible for complimentary tickets until the balance is rectified with the Academy Office.

PARENT VOLUNTEER EXPECTATIONS

The Academy relies on parent volunteers for many aspects of its performances. Because the dance teachers are very busy choreographing, teaching, rehearsing, fitting costumes, etc., they are not able to perform all the other tasks that are necessary to the production. Without a professional support staff, a performance involving 200+ children, ages 3-18 can only happen if parents lend their support. Therefore, parent volunteers to staff the dressing rooms, alter and steam costumes, usher, and fundraise.

Beginning Ballet through Advance 2 dance students must have a family representative volunteer on their behalf once during the academic year. The dance family representative may be a parent, student, grandparent or friend. The representative may volunteer at any point from August to June of the Academic year. If a family has more than two dancers in the program between Pre-primary and Advance 2 the family only needs to volunteer twice during the year to represent all of their dance students.

If no representative volunteers on behalf of the dance family then an additional \$50 volunteer fee will be charged at the end of the year when Spring Performance fees are collected. Volunteer coordinator positions will receive a \$50 credit to their dance account for every semester they work as a coordinator.

Specific information relating to the volunteer coordinator jobs will be available online during the week prior to the mandatory parent meetings. Parents will have the opportunity at the meeting to sign up to volunteer. The Academy expects each family to provide a minimum of four volunteer hours for each dancer enrolled in the program.

Parents who have questions about how to volunteer time or make a contribution to the Dance Academy Foundation Account should contact the Program Coordinator. Further questions regarding parent volunteer duties may be directed to the appropriate volunteer coordinator.

COMPETITION OPPORTUNITIES

Advanced students may also have the opportunity to prepare solo and ensemble variations for the Youth America Grand Prix competition and the Genée International Ballet Competition.

Youth America Grand Prix Competition

Youth America Grand Prix (YAGP) is the world's largest student ballet scholarship competition that awards over \$250,000 annually in scholarships to leading dance schools worldwide. The competition is held annually around the world and is open to dance students of all nationalities 9-19 years old. Performing at the YAGP is a challenging and rewarding experience. Preparation requires additional hours outside normal class time to learn and rehearse the variations to be performed. The Dance Coordinator will make the final decision regarding whether a particular student is ready to participate in the YAGP in any given year.

Students who wish to attend the YAGP must, at a minimum, have successfully completed the RAD examination for Intermediate Foundations and must be taking a minimum of four classes during the fall semester prior to the competition.

The cost of coaching, registration, and travel to Las Vegas to participate in the YAGP may be substantial. These expenses are the sole responsibility of the student or his or her parent or guardian. Cost will include 4 private lessons with Mr. Needhammer, entry fees, any additional on-site coaching, and the cost of Mr. Needhammer's trip split evenly among competition participants attending from the Academy. Costume rental and accommodation/travel costs will be the responsibility of the competitors.

Advanced students who wish to participate in the competition should contact the Academy Office as early in the fall semester as possible to obtain information regarding the competition. Additional information is available at: <http://www.yagp.org/eng/index.php>

Genée International Ballet Competition

The Genée International Ballet Competition is a classical ballet competition that was first held in London, England in 1931 and which has since been held in major cities around the world. The competition is promoted by the Royal Academy of Dance and is named in memory of Dame Adeline Genée, one of the founders of the Academy. The competition is open to candidates who have studied the Academy's syllabus, having completed the Advanced 2 examination with Distinction, or having been awarded the Solo Seal.

In the past, The Dance Coordinator has coached Academy students and traveled with them to competitions in London and Toronto. Advanced students who achieve a distinction on their Advanced 2 examination may contact the Dance Coordinator about participating in the competition. Additional information is available at: <http://www.facebook.com/GeneeInternationalBalletCompetition>

RAD Dance Challenge Competition

Dancers age 14 (or in RAD Grade 4) through age 19 (or in Advanced classes) will compete for awards. Candidates will be judged on their performance of a ballet solo, or ensemble choreographed by their RAD teacher. Each level will be judged separately. The first day of the event will include a non-syllabus class with focus on technique and a second class that will consist of a run through of competition pieces with feedback from the faculty member. Classes will be conducted by a leading RAD Tutor. The second day will include a warm up class, dress rehearsal, and performances of solos and ensembles in front of an adjudicator from the dance profession and audience followed by the presentation of certificates, prizes, and awards.

Cost will include 4 private lessons with Mr. Needhammer, entry fees, any additional on-site coaching, and the cost of Mr. Needhammer's trip split evenly among competition participants attending from the Academy. Costume rental and accommodation/travel costs will be the responsibility of the competitors. Additional information is available at: <https://www.radusa.org/challenge>

LOST AND FOUND

Students are expected to maintain control of all personal items in the waiting room and studio. A lost and found is maintained in the Academy Office. However, Northern Arizona University and/or the Academy will not be responsible for lost, stolen, or damaged personal property. Items left in the Academy lost and

found (located outside Studio A in the Ponderosa building) more than two weeks after the conclusion of each semester will be donated.

MEDIA POLICY

All media inquiries and requests for interviews and information must be referred to the Program Coordinator. No dancer, student, parent, teacher, employee, staff member, or other person affiliated with the Academy should talk with a member of the media about the Academy or any individual associated with either organization, on or off the record, without prior authorization from the Program Coordinator. All photographs taken of Academy students in classes or photo sessions are the sole property of the Academy.

Occasionally, students are interviewed by journalists and media crews to promote activities of the Academy. By registering their child for Academy classes, parent or legal guardian gives consent for the student to participate in radio, television, audio, and video recordings, and to be photographed without compensation, for use in Community Music and Dance Academy website, publications, and other promotional materials. Minors will not be identified on the website.

PARKING

NAU Parking Services will ticket vehicles parked in lots. On Saturday and Sunday and after Friday 4:30pm, parking in P13 (the large lot between the Ponderosa Building and School of Music Building/Ardrey—except spots labeled “AE”) and the small lot next to the Ponderosa Building on the weekend is free. Below are the three options being offered by Parking Services to Academy families who need to park on campus before 4:30pm:

Daily Passes

- Purchase at the Riordan kiosk for North Commuter parking lot (includes Ponderosa parking lot). In the kiosk options look for “NAU Academy” code#: 181208 for \$3/hr.
- Pay upon exit at a parking garage located on Knoles Drive or San Francisco Street {\$2/hr; \$10/day}.

Semester Passes

- Purchased at the NAU Parking Services Office
- \$3/hr. with a \$110 cap at 19+ hrs.
 - Parking for North Commuter Parking lot (includes Ponderosa parking lot)
 - Prices are calculated per semester class/lesson registration hour plus an additional 30 min per class/lesson for travel time to and from the parking lot (15 min. before and 15 min. after).
 - Mid and end of semester rehearsals/recitals after 4pm are not calculated in price but are included in the parking pass allowance. Fall: Sept. 6, Oct. 10, 11; Nov. 13 (Ashurst); Nov. 19, 26-30 (NC parking lot); Dec. 6, 11, 12, 13, 14 (NC and Ashurst parking lots); Jan. 24, Feb 28, March 6, 7, April 30 and May 2, 7-10, 28-30 (NC parking lot).
 - Fall semester passes must be purchased by Sept. 12, 2018. Spring semester passes must be purchased by January 30, 2019

QUESTIONS OR CONCERNS

If you have a concern, question, or feedback regarding:

- administrative matters, such as registration and financial information: please contact the Academy Office

- development or class/performance experience: please speak directly with the class instructor (to avoid distracting the instructors during class time, please speak with them briefly before or after your child's class. You may also contact them by email to set up an appointment)

If you feel that your concerns were not adequately addressed after speaking with the designated person, please contact the Dance Coordinator or the Program Coordinator.

Handbook policy subject to change.



DANCE HANDBOOK ACKNOWLEDGEMENT

ONE (1) SIGNED ACKNOWLEDGEMENT FOR EACH DANCE FAMILY MUST BE RECEIVED IN THE ACADEMY OFFICE IN ORDER TO PARTICIPATE IN CLASS INSTRUCTION.

My signature below acknowledges that I have received and read the NAU Community Music and Dance Academy Dance Handbook and agree to abide by the policies and procedures outlined herein. I recognize that I (or my child) may be subject to disciplinary action or expulsion from the Academy for violation of the Handbook terms and policies.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Name(s) (Print)

NAU NORTHERN ARIZONA
UNIVERSITY

School of Music