COLLEGE OF MUSIC AND FINE ARTS

Preparatory Arts Program

Dance Handbook

2018 - 2019

cmfa.loyno.edu/prep-arts/ballet

The Loyola Preparatory Arts Program is one of the few comprehensive arts programs in the metropolitan New Orleans are, offering a structured program of art studies in piano, dance, voice, guitar, and string instruments with additional areas as needed and available. Loyola Prep participants are offered a well-rounded education that prepares them to participate in and appreciate public performances as well as for entrance into college degree programs. With the arts as a humanizing force in life, the Jesuit ideals of truth, wisdom, and virtue are enhanced through study of and enjoyment in the performance of music. The Preparatory Arts Program provides the community with life-long learning opportunities for professional artistic study and enrichment activities in an academic environment.

CONTACT INFORMATION

Preparatory Office……(504) 865-3627

Director….…….Karen B. Smith

Dance Office……..…….(504) 865-2778

Coordinator….……...…….Alyssa Stover
Loyola Preparatory Arts Dance Program

Office Hours…Mon.—Thurs., 2:00—6:30 p.m.

E-mail…….……...prep@loyno.edu
(Checked only once a day. To relay information to a teacher, please use a telephone message.)

College of Music and Fine Arts (504) 865-3037

Loyola Emergency Information Line
(for university closings)……..(504) 865-2186

TUITION

The Loyola Preparatory Arts Program is operated independently of the Loyola College of Music and Fine Arts and is sustained entirely by student tuition. Tuition for the academic year is billed in thirds and is due the first week of each trimester (trimesters begin in September, December, and March). To meet our financial obligation to our teachers, payment must be received on time or lessons/classes will be suspended until the account is current. Lessons that are missed as a result of the suspension will not be made up or credited. A $25 late payment fee is assessed if tuition and fee charges are not paid by the tuition bill due date.

BOOKS AND MATERIALS

You are responsible for the purchase of any materials requested for your dancers dance lessons. Please make every effort to purchase these materials promptly and bring them to the lesson(s) each week. All dance students should have in their bags at all times, beyond their regular class attire of dance leotard, tights, and shoes:

A. HAIR CARE ITEMS:

   Bobby Pins, Hair Elastics, Barrettes, and One Brush or Comb; hairspray

B. THERA BAND (Medium to Strong Strength): Ballet 3 and up

C. TRAVEL SEWING KIT: Ballet 3 and up

D. BAND AIDS: All levels

STUDENT ARRIVAL AND DEPARTURE TO AND FROM LESSONS AND CLASSES

It is the parents' responsibility to ensure the safe arrival/departure of their child! While we encourage parents to walk their children into the prep area of the building, we realize that this isn't always possible. If you must drop your child off, please do so in the "U-Shaped" drive at the St. Charles Avenue entrance of the building.

Parents are encouraged to pick children up at the door of the lessons. Doing so prevents children and parents from being separated in the building and allows teachers to quickly pass on important information regarding the lesson. If you are unable to come into the building for pick-up, please do so in the "U-Shaped" drive at the St. Charles entrance of the building. **Children must wait inside the building to be picked up.** Please DO NOT park on campus any time. University police do patrol the parking lots regularly and have been known to immobilize unauthorized vehicles.

Should circumstances arise and you cannot pick up your child on time, the prep department is to be notified immediately at 865-3627. Should an emergency occur after office hours (2:30 – 6:30 p.m.), University Police may be contacted at 865-3434 and an officer should be able to get word to someone in our department. Beginning 30 minutes after the end of the lesson, you will be billed a $50 per hour "child-care" fee while the student is in our care. After the occurrence of one such incident, we reserve the right to expel the student(s) from the program.

WAITING AREAS

Students arriving early to lessons should wait in the hallway nearby their assigned room. Please remain quiet in the halls as college lessons and classes may be in session. Our teachers spend their time teaching lessons and are not available as hall monitors.

Concession machines are located in the student lounge area of the building. Should you choose to consume snacks outside of this area, please discard all trash in the proper receptacles.

USE OF FACILITES

The prep program depends on the generosity of the University for allowing us the use of their facility and equipment. It is of utmost importance that students of the prep program respect the instruments and equipment in the ballet studio and Roussel Performance Hall. Parents will be held responsible for any damage to equipment caused by their child. Please note that the practice rooms in the music building are reserved for currently enrolled Loyola music students and are not to be used by students of the prep program.

PRACTICE/ PROGRAM REQUIREMENTS

While we encourage our students to think about, practice and review at home, what they have learned in previous lessons, without specific hands-on instruction from a dance faculty member, it can be difficult to practice specific steps at home, especially with younger students.

However, our dance instructors from time to time will send students home with homework, most often in the shape of watching class or performance videos online at home, or working on specific tasks, such as stretches, splits, backbends, or sewing ballet or pointe shoes. We do request that when homework is sent home, that the parent supervises these activities to make sure that the homework or practice environment is conducive to learning and achieving.

PARENT VISIT

We open our doors to our parents in December before holiday break. We treat this glimpse into the studio as a small performance, and ask that the parents respect the children's learning

environment by not distracting the teacher or the student. Specifically, we ask that cell phones be turned off or to vibrate, no flash photography is taken, and finally, that parents or family members who arrive late, please wait in the hallway outside the studio until there is a break in the music to enter the studio.

This performance means quite a bit to our dancers. While parental attendance is not required, we strongly encourage you to support your dancer by attending this in studio class.

Should you have a family member visiting from out of town who will not be able to make one of our open door classes, please speak with your individual teacher well before class to find out if that guest may sit it on a class, if possible.

MAKE UP/ MISSED CLASSES

Missed classes will not be refunded for any reason. If the teacher must cancel a class, a make-up lesson will be offered. Casting for the recital may affect students who miss several classes in a row or are consistently absent. Final casting and/or participation in the recital will be at the discretion of the faculty.

PRIVATE LESSONS

Private Lessons are scheduled by the individual teacher, in conjunction with the Preparatory Office. While we will do our best to accommodate schedule requests, specific time slots cannot be guaranteed. If you anticipate a conflict, please let the private teacher know well in advance.

Students who are ONLY enrolled in private lessons will not participate or perform in the end of the year recital. Private lessons missed because of an illness or an emergency may be made up pending a vacancy in a teacher's schedule; however, as our teachers' schedules tend to be full, this cannot be guaranteed.

LOYOLA EMERGENCY INFORMATION LINE

Should an emergency cause the university to close, the prep department will close as well. If you're unsure of a closure, you may call the Loyola Emergency Information Line at 865-2186.

WITHDRAWAL

If a student wishes to discontinue lessons, parents must notify the prep department office manager in writing one month in advance of the date of withdrawal. If notice is not given, tuition for one month will be charged.

SUMMER LESSONS

While not required, summer lessons are strongly encouraged. Children ages 10 to 15 have the highest potential to develop their physical ability than at any other time of their life. The growth period during these crucial years can be controlled with basic dance training to produce a well-coordinated and graceful adult. Whether your child wishes to be a professional dancer, theatrical performer or just be accepted into an advanced dance class in college, this is the time to attain that goal.

SPRING PERFORMANCE

The Loyola Preparatory Arts Dance Program holds one performance each year in May. Participation in the performance is required. The date of the Spring Recital is already in the Scheduling Information handed to you at the time of Registration. We ask that you please review this date now, and should you have a scheduling conflict, please inform your teacher as soon as possible.

Our performance is open to the public, and we invite family and friends to attend this event, but we do ask that you please review the performance etiquette section of this handbook with guests prior to the ballet performance.

Finally, our dance performance takes the whole village to make it happen. We ask each parent to be available to work backstage, in the dressing rooms, and/ or at the reception tables in the lobby, both during tech week and during the actual performance. More information about these responsibilities will be handed out to the parents as we approach performance time.

PERFORMANCE ETIQUETTE:

It is the responsibility of the performing students and their parents to inform guests of appropriate performance etiquette.

- Please remain seated quietly throughout the performance. Moving about the hall or any kind of noise-making is unacceptable. Families with young children are asked to avoid sitting in the front rows where they can easily become a distraction to performers.
- Use restrooms before, not during, the performance. The restrooms are located in the lobby of the first and second floors.
- Late arrivals are disruptive. If you arrive late, please enter only during applause and take a seat quickly in the back of the performance hall. Likewise, early departures are distracting and discourteous to performers and audience. We want our students to learn to appreciate the performance of others, to see dances other than their own, and to

extend to others the courtesy they expect for themselves.

- Please turn off the sound on any electronic devices you bring in.
- For the safety of the dancers and the respect of the audience, **no flash photography is allowed. Only the official Loyola Prep Arts videographer is allowed to record the production.** A dvd copy of the performance may be purchased through the official Loyola Prep Arts videographer.
- Performing students must arrive at the scheduled time listed on the rehearsal and performance schedule for the week of the performance.

STUDENT RESPONSIBILITIES

1. Arrive at lessons on time, in class attire with hair done appropriately, and ready to learn.
2. Bring all necessary items and materials in dance bag to each class.
3. Keep fingernails and toenails trimmed.
4. Make sure to take off all jewelry prior to class time.
5. Deliver home to parents any handouts given out in class.
6. Stay current with any class assignments handed out in class.
7. Maintain appropriate conduct while on the Loyola University campus.

PARENT RESPONSIBILITIES:

1. Aiding your child in fulfilling the student responsibilities.
2. Purchasing and making ready all necessary dance class materials promptly, including appropriate dancewear and shoes.
3. Ensuring proper care and maintenance of student's dancewear and shoes.
4. Being aware of, and discussing with your child, security and safety matters for the student while in or entering and leaving the building.
5. Dropping off and picking up your child on time at designated locations.
6. Notifying the teacher in advance if a lesson will be missed or notifying the prep department ASAP should an unexpected circumstance arise (please refer to the handbook regarding our make-up policy).
7. Paying the tuition bill in a timely manner so that the student's lessons will not be interrupted due to nonpayment.
8. Providing the prep department office manager with 30 days advance written notification prior to leaving the program during the academic year.

DISMISSALS

Consistent failure to comply with the student or parent responsibilities may result in the termination of lessons.

New students in the Loyola Preparatory Arts Dance Program are admitted on a probationary basis. We reserve the right to dismiss a student within the first 90 days if one or more of the student or parent responsibilities are repeatedly disregarded.

IMPORTANT PHONE NUMBERS

Prep Department Office: 865-3627
Dance Office: 865-2778
University Police: 865-3434
In an emergency, dial 911!

Facebook
Loyola Preparatory Arts Program (Official Prep Program Page)

Loyola Preparatory Arts Dance (Official Dance Program Page)

Please complete, detach, and return.

ACKNOWLEDGEMENT OF RISK AND WAIVER LIABILITY

Read this Acknowledgement of Risk and Waiver of Liability carefully and in its entirety. It is a binding legal document. If you are under the age of 18, this form must be signed by you as the participant AND by your parent or legal guardian.

I, the undersigned, am aware that participation in the Loyola Preparatory Arts Dance Program may include activities that are risky and dangerous. I acknowledge that participation in the course has the following non-exclusive list of particular activities that bear risk and danger and from which bodily injury, up to and including mortal injury, may occur: slips, trips and falls resulting from movement; rendering of first-aid, emergency treatment or other services; or other unknown and unanticipated activities and risks.

With full knowledge of the facts and circumstances regarding the course, I voluntarily participate in the program and assume all responsibility for and risk resulting from my participation including all risk of property damage and injury to others and to myself. I agree to comply with all of the rules and conditions of participating in the course. I certify that I have adequate health insurance necessary to provide for and pay any medical costs that may directly or indirectly result from my participation in the course. I will indemnify and hold Loyola University New Orleans and all of its respective officers, agents, servants, employees and volunteers (collectively the University) harmless with respect to all such costs.

To the extent permitted by law, and in consideration for being allowed to participate in the course, I hereby save, hold harmless, discharge and release the University from any and all liability, claims, causes of actions, damages or demands of any kind and nature whatsoever that may arise from or in connection with my participation in any activities related to the course.

It is my express intent that this Acknowledgement of Risk and Waiver of Liability shall bind my spouse, the members of my family and my estate, heirs, administrators, personal representatives and assigns. I further agree to save and hold harmless, indemnify and defend the University from any claim by the aforementioned parties arising out of my participation in the course.

I recognize and acknowledge that the University makes no guarantees, warranties, representations, or other promises relative to the course, and assumes no liability or responsibility for injury or property damage that I may sustain as a result of participation in the

course. I further understand and agree that this Release is intended to be as broad and inclusive as permitted by law. If any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and legal effect.

MEDICAL INFORMATION

I hereby certify that I have no health-related reasons or problems that preclude or restrict my participation in the program. I hereby consent to first aid, emergency medical care, and, if necessary, admission to a medical facility for executing such care or treatment for injuries that I may sustain while participating in any activity associated with the course.

SIGNATURES

In signing this Acknowledgement of Risk and Waiver of Liability I hereby acknowledge and represent: (a) that I have read this document in its entirety, understand it, and sign it voluntarily; (b) that I am of legal age (unless co-signed by parent or legal guardian); and (c) that this Acknowledgement of Risk and Waiver of Liability is the entire agreement between the parties hereto and its terms are contractual and not a mere recital.

_____ I grant Loyola Prep permission to use my child's photo in promotional materials, including website.

DATE_____SIGNATURE _____

Participants who are not 18 years of age or older must sign above, and also must obtain the signature of a parent or legal guardian below:

I certify that I am the parent or legal guardian of the above-named participant in the course. On behalf of myself and my spouse, partner, co-guardian or any other person who claims the participant as a dependent, I have read the above agreement, I understand the contents of the Acknowledgement of Risk and Waiver of Liability, assent to its terms and conditions, and sign this Acknowledgement of Risk and Waiver of Liability of my own free act. I acknowledge that my dependent and I have agreed to the terms and conditions of my dependent's participation in the course, and I hereby give my consent to participation by my dependent in the course, and to receive medical treatment determined to be necessary. I further agree to hold harmless, indemnify and defend the University from and against all claims, demands or suits that my dependent has or may have.

DATE_____SIGNATURE _____

Please complete, detach, and return.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

Loyola Preparatory Arts Program

6363 St. Charles Ave. Campus Box 166

New Orleans, LA 70118

(504) 865-3627

prep@loyno.edu

Student name

Name of person responsible for bill

Billing Address

I have received and read the Loyola Preparatory Arts Dance Program Student Handbook. I agree to adhere to the guidelines presented in this handbook as well as the Student and Parent Responsibilities listed.

Student's signature Date

Signature of parent or person responsible for bill Date