

Hamilton Conservatory for the Arts

Student and Parent Handbook



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Vitek Wincza – Artistic Director

This handbook is distributed in an effort to foresee and answer questions students may have about the Hamilton Conservatory for the Arts policies, procedures and operations. We ask that all students and parents please familiarize themselves with the content of this handbook, and feel free to contact the HCA Administration with any questions you may have.

Table of Contents

General Information	4
Business Hours	4
Parking.....	4
Unforeseen Closures	5
Website	5
Newsletter.....	5
Waiting Room/Reception Area	5
Telephone Calls.....	5
Photocopies.....	5
Smoking.....	5
Security.....	5
Emergencies	6
Nut Allergies	6
Celebration Week	6
Volunteering.....	6
Registration.....	6
A Step-By Step Guide to Registration.....	6
Free Introductory Class	7
Early Registration for Returning Students in Group Classes	7
Registration Procedures.....	7
Registration Fee.....	7
Payment of Tuition Fees.....	7
Methods of Payment.....	8
Costume Payment.....	8
Class Cancellations and Make-Up Classes.....	8
Withdrawing from Classes	9
Dance Department.....	9
Ballet Structure	9
Jazz Structure.....	9
Modern Structure.....	10
Hip Hop Structure.....	10
New Students Entering After Primary Level.....	11
Necessary Integration of Classes.....	11
The Use of Touch in Dance Training	11
Evaluations	11
Ballet Examinations.....	12
Pointe Work.....	12
Dress Code for Ballet Students.....	12
Dress Code for Other Dance Classes.....	13
Year End Recital.....	14
Auditions	14
Special Performances	14
Costumes	15

Tickets	15
Performance Procedures	15
Music Department.....	16
Music Books.....	16
RCM Examinations	16
Performances	17
Auditions	17
Accompanists	17
Performance Procedure and Dress Code	17
Visual Arts	17
Materials.....	17
Student Work.....	17
Gallery	17
Student Exhibitions	17
Triple Threat and Glee Squad	18
Triple Threat.....	18
Glee Squad.....	18
Performances	18
Special Performances	18
Acting	19
Novice Acting.....	19
Jr-Int Acting.....	19
Dress Code.....	19
Costumes	19
Performances	19

GENERAL INFORMATION

Building Hours

Monday – Thursday: 9:00am – 10:00pm

Saturday: 9:00am – 5:00pm

Friday & Sunday: closed except for special events

** front desk closes at 9:00pm*

Summer Building Hours

Monday – Friday: 9:00am – 5:00pm

Tuesday After 5 programming (8weeks) 9:00am-9:00pm

Saturday & Sunday: closed

Parking

Parking in downtown Hamilton is at a premium. The HCA has 32 spots available in various locations:

111 MacNab St 9 spots available

Within the GO lot 12 spots indicated with the HCA logo

4 spots against the fence with a maximum of 30 minute stay

Behind the building 7 spots – teacher parking only

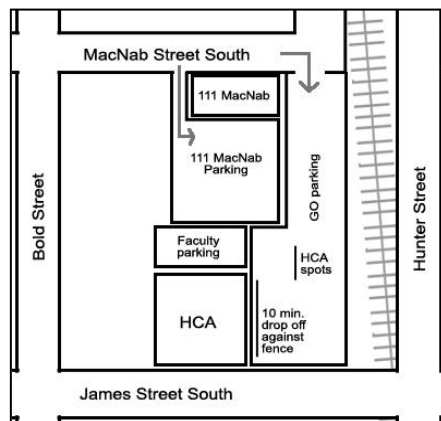
Hours available for student parking:

Monday to Friday 4:00pm – 10:00pm

Saturday 8:30 am – 5:00 pm

Spots between 9 am and 4 pm, Monday to Friday are paid parking. Please refrain from parking during these times.

Parking spots are for drop off only. Please do not park for longer than 30 minutes in the GO spots (with our logo), 45 minutes to 1 hour at 111 MacNab St. If you require long term parking, please look for street parking in the area. This will free up spaces for others to drop off their children.



Parking in the GO spots and at 111 MacNab St is for students and parents only. Teachers have separate parking behind the building.

The HCA is not responsible for tickets. We encourage you to follow the guidelines above to avoid the cost and inconvenience of a parking ticket. Thank you for your cooperation.

Unforeseen Closures

At times it may be necessary to close the Conservatory due to unforeseen circumstances (snow storms, etc). HCA Administration will notify the local Hamilton media sources (CHTV, KLITE FM, Cable 14, etc) and whenever possible an announcement will also be posted on the HCA website. The outgoing message on the HCA answering machine will also be changed and it will state that the school is closed. We ask that you please consult local media sources and the website first so that the phone lines are not flooded.

Web site

Our web site is a wonderful resource for parents, students and the general public. All class information including pricing (except for private music lessons), events, closures, new classes and teacher evaluation forms etc. can be found at www.HCArts.ca. You can also join to our Facebook fan page for information on the school and the HCA's other activities such as the Piano Concert Series and HCA Dance Theatre. If you have a suggestion or comment, we would love to hear it! The site is for you!

Newsletter

The Bits & Bites newsletter is handed out once a term. It was created to help keep you and your family updated and organized. A copy of the printed version is available at the front desk or can be uploaded from our website. You may also join our mailing list to have the newsletter sent directly to your e-mail. Please speak to the front desk for further information.

Waiting Room/Reception Area

Students and parents who are waiting for a lesson may wait in the front lobby. This area is equipped with large tables, comfortable chairs and washrooms are nearby. Students may also wait for their lesson by sitting quietly outside of the teaching studio. **Please be considerate of the teachers and other students in the building by keeping the noise level to a minimum.**

Telephone Calls

Students may use the telephone at the front desk if necessary. However, as this is a business line, please keep all calls brief. Long distance phone calls may not be made from this phone.

Photocopies

Students may use the photocopier located in the front lobby for a fee of \$0.10 per page. Please ask the front desk for assistance.

Smoking

The Hamilton Conservatory for the Arts is a smoke-free environment.

Security

The safety and protection of the many students who come for lessons each week is the HCA's top priority. The HCA Administration knows the students, as well as their parents, and questions unknown people when

they enter the building. Parents and students can do their part by immediately reporting any persons or activities that seem suspicious or hazardous to the front desk. For security purposes, please do not use the back door, it is an Emergency Exit only.

Emergencies

HCA Administration immediately in the event of serious emergencies such as personal injury, breach of security or damage to the building and we will contact the appropriate emergency service as necessary.

Nut allergies

The HCA has several students who have severe peanut and other nut allergies. We ask that families do not bring nuts or nut products into the building so everyone will be safe and healthy.

Celebration Week

Parents, friends and family members are invited to watch their student's classes during the last week of each term. This is a great opportunity for the students to celebrate their achievements with loved ones. It also introduces them to the joys of performance in a friendly and celebratory atmosphere and provides a goal to work towards each term. Please ask the front desk or your teacher for dates and/or a calendar. We encourage you to bring your cameras to take pictures and videos.

Volunteering

To assist high school students in completing their mandatory 40 hours of volunteer time, HCA offers volunteer opportunities for students in grades 9 to 12. These opportunities are generally available during the school year or during our summer programs. Parents can also volunteer for the recital and other events. If you or your child would like more information, please leave your name and contact information with the front desk

Performance etiquette

There are many opportunities for parents and students to attend performances at HCA over the course of the year including, Performance Classes, Year-End Recital, Music Gala and other concerts. Following proper performance etiquette creates an enjoyable environment for audience members and performers. Please remember to:

- Turn off your cell phones and pagers
- Refrain from taking flash photographs during the performance
- Do not bring food or drinks to the theatre
- Avoid entering and exiting during the performance. If possible stay in your seats until the end of the performance so that all students have a full audience to perform to.

REGISTRATION

A Step by Step Guide to Registration

Step 1: Inquire about the class. This can be done in person at the front desk, over the phone or through e-mail

Step 2: Access the HCA website to find further information on our teachers and class schedules. Choose the teacher or classes which you would like to try. For music lessons you may choose more than one teacher for your free 15 minute introductory assessment.

Step 3: Contact the front desk to book your free introductory class.

Step 4: Attend your introductory class on your confirmed date and time. Be sure to check in at the front desk to fill in your intro class form. For private music classes the introductory assessment will be 15 minutes. For group music or dance classes you may attend the full class. It is strongly advised that you participate in group classes so that the teacher may assess if the class is a good fit for you.

Step 5: Following your intro class the teacher will recommend the best level / class for you to participate in. It may take more than one class to assess which class is the best fit. Teachers will fill in your Intro Class form with this information.

Step 6: Fill in a registration form at the front desk. HCA staff will calculate your fees. **Your registration will be considered complete once you have made payment for the year.** Students must be fully registered in order to attend classes. Be sure to bring a copy of your completed registration form to your class to confirm registration with your teacher(s).

Free Introductory Class

All new students are entitled to one (1) free introductory class. Teachers must fill out the introductory lesson form indicating which level the potential student is working at. After the introductory class, students are required to **register in full with the front desk** before attending any subsequent classes.

Early Registration for Returning Students in Group Classes

Pre-registration begins in the middle of May and runs until the last day of classes and is open to all current students of HCA. Pre-registration ensures class choices, gives current years prices for next years' classes and provides a hassle free start in September.

For Early Registration HCA requires:

- 1) Registration Fee (See Below)
- 2) September payment (worked out by term or month) or the whole amount if you wish.
- 3) Post dated cheques or pre-authorized credit card (Visa/MC) payments for October to June.

Registration Procedures

Registration Fee: A non-refundable annual registration fee of \$25.00/student, \$40/family, is payable at the time of registration. The Conservatory only registers a student *after* receiving the registration form, registration fee and payment for classes/lessons.

Payment of Tuition Fees: All fees are due before the student receives their first class/lesson. Please note that this means **a student may not attend classes/lessons if HCA Administration has not received all payments.** The HCA accepts VISA, MasterCard and cheques. All cheques should be made payable to the Hamilton Conservatory for the Arts, or HCA.

A student that is not registered and paid in full is not a member of the HCA; without membership we do not have the insurance to protect that student or ourselves.

What constitutes MEMBERSHIP:

1. ***Fees are fully paid***
2. ***Payment is received upfront***

3. **Registration form includes signature of student or guardian and HCA Administration**

Methods of Payment:

Economy Installments – First payment, includes the registration fee and first month’s installment in one cheque, **PLUS** post-dated cheques, dated the first of each month, for the remaining months of the year.

Session/Term Installments – First payment, includes the registration fee and installment fee for fall term in one cheque, **PLUS** two(2) post-dated cheques dated the beginning of each term.

Payment in Full – Registration fee plus the full tuition fee in one cheque.

***Note: Economy Installments might not represent the number of classes in the month and Term Installments may not represent the number of classes in the term. They are simply the total fee divided into equal parts by month (10) or term (3) ***

Once payment has been made a copy of the registration form is given to the student/parent, which serves as a confirmation of enrollment. **It also serves as your receipt for income tax purposes.** Students should bring their copy of the registration form to their teacher(s) to indicate that they have registered. Students are *not* permitted to begin a class without their completed registration form which indicates all necessary payments have been made.

Costume Payments: The cost of purchasing a costume for the Recital will be added to the school fees for all students participating in dance classes, Triple Threat and Glee. The full amount will be divided up and added to each installment (by month or by term depending on the payment method selected) Should a student withdraw from classes before the winter break the full cost of the costume will be refunded. **After the winter break, no costume payments can be refunded,** as the materials or costumes will have already been ordered.

Cancellations and Make-Up Classes

Group Classes: If a class is cancelled due to a holiday, the make-up class will be held the **first Sunday** after the cancellation at the regular class time unless otherwise stated. Please check the yearly calendar for dates (available from the front desk or on our web site under “Events”). Winter and Spring Break holidays will not have make-up classes as these classes are not calculated in payments. If the school must close due to unforeseen circumstances, students will be notified by their teacher when the make-up class will be held. Make-up class dates and times will also be posted on the web site under “Students and Parents”. There are no make-up lessons for any individual student missing a group class

Private Classes/Lessons: Each student receives a maximum of three (3) make-up lessons per year, one for the end of each term. In order to receive a make-up lesson, the student must give a minimum of twenty-four (24) hours notice when cancelling. We ask that students please call the HCA front desk in order to cancel a lesson. If twenty-four hours notice is not given, your teacher is not required to make-up the lesson. Students should note that no time is made-up when they are late for lessons, and they will only receive the time remaining to them.

Make-up lessons are generally held on designated Sundays each term, usually the day of the Music Performance Classes, and also during the week after classes end in June. Depending on your schedule, as well as your teachers, your lessons will either be made up at these times, or by adding time to existing lessons until you are caught up.

Withdrawing from Classes

Please speak to the front desk if you would like to withdraw from your class(es). **In order to officially withdraw from classes we ask that you fill out a cancellation form and to provide 30 days notice.** This allows HCA to return your remaining payments or recalculate your fees if necessary. Students may attend classes during this 30 day period. In unforeseen or special circumstances when a student must withdraw from classes immediately a shorter notice may be given accompanied by a medical note or other documentation outlining the exceptional circumstances. Please note that students are not considered withdrawn from classes until the cancellation form has been filled out. Failure to do so will mean that payments will be processed as scheduled, so please remember to come to the front desk to fill out the form. Students who have made costume payments may only receive a refund if they withdraw from classes before the winter break. After this date all costume fees are non-refundable

DANCE DEPARTMENT

Ballet Structure

RUSSIAN BALLET LEVELS	AGE	HOURS PER WEEK	POINTE CLASSES
BABY BALLET	2 to 3 yrs	30 minutes	
PRIMARY			
Creative I	3 to 4 yrs	45 minutes	
Creative II	4 to 5 yrs	45 minutes	
Pre-Primary	5 to 6 yrs	1 hour	
NOVICE			
Primary	6 to 7 yrs	1 hour	
Level I	7 to 8 yrs	1 hour	
Level II	8 to 9 yrs	2 hours	
JUNIOR			
Level III	9 to 10 yrs	2 hours	
Level IV	10 to 11 yrs	2.5 hours	
Level V	11 to 12 yrs	2.5 hours	
INTERMEDIATE			
Level VI	12 to 13 yrs	3 hours	30 minutes
Level VII	13 to 14 yrs	3 hours 15 min	45 minutes
Level VIII	14 to 15 yrs	3 hours 15 min	45 minutes
SENIOR			
Pre-Elementary	15 to 16 yrs	4 hours	1 hour
Elementary	16 to 17 yrs	4 hours	1 hour
Intermediate	17 + yrs	4 hours	2 hours
ADULT			
Beginner	18 yrs +	1 hour	

Intermediate	18 yrs +	1 hour to 1 hr15min	
Advanced	18 yrs +	1 hour 15min	

Jazz Structure

JAZZ LEVELS	AGE	HOURS PER WEEK
NOVICE		
A	6 to 8yrs	1 hour
B	6 to 8yrs	1 hour
C	6 to 8yrs	1 hour
JUNIOR		
A	9 to 12 yrs	1 hour
B	9 to 12 yrs	1 hour
C	9 to 12 yrs	1 hour
SENIOR		
A	13 to 14 yrs	1 hour to 1 hr 15min
B	13 to 14 yrs	1 hour1 hour to 1 hr 15min
C	14 yrs +	1 hour to 1 hr 15min

Modern Structure

MODERN LEVELS	AGE	HOURS PER WEEK
TEEN		
Beginner	14 yrs +	1 hour
Intermediate	14 yrs +	1 hour
Advanced	14 yrs +	1 hour
ADULT		
Beginner	18 yrs +	1 hour
Intermediate	18 yrs +	1 hour
Advanced	18 yrs +	1 hour

Hip Hop Structure

RUSSIAN BALLET LEVELS	AGE	HOURS PER WEEK
JUNIOR		
A	6 to 8 yrs	1 hour
B	6 to 8 yrs	1 hour
C	9 to 12 yrs	1 hour
SENIOR		
A	13 yrs +	1 hour
B	13 yrs +	1 hour
C	13 yrs +	1 hour

ADULT		
Beginner	18 yrs +	1 hour
Intermediate	18 yrs +	1 hour
Advanced	18 yrs +	1 hour

New Students Entering After Primary Level

Students entering into the ballet program after the Primary division will be placed in the most appropriate class for their ability and age at the teacher's discretion. This is to ensure that each student is in a class where they feel challenged but not overwhelmed. Our goal is to create an enjoyable and productive learning experience for our students. Each student will be assessed on his or her own merits; this assessment may take more than one class. Any student starting after the first term will not be entered into the examinations unless special permission is given by the teacher and the Artistic Director.

Necessary Integration of Classes

Occasionally there is a class which has a lower number of students; in order to guarantee student progress and the longevity of the class, the Artistic Director will integrate the smaller class with the next highest level. For example:

A grade 3 class is joined with grade 4 class. Grade three students will work on the same material as the grade 4 classes. For the first year the grade 3 students who have joined the grade 4 class will not take official exams but will be evaluated in an in-house exam by the Artistic Director. The in-house exam structure will be the same as the Society of Russian Ballet except no marks will be given. The grade 4 students will take the exam as usual. In the second year former grade 3 students will move forward to the grade 5 level where they will be eligible to take formal exams.

This has been a regular practice of the Conservatory for many years and it has guaranteed both student success and sustainability of the classes for years to come.

The Use of Touch in Dance Training

Dance is an art form that focuses on working with the body. The use of touch or regular physical contact is considered necessary to facilitate kinaesthetic awareness.

If a student feels uncomfortable with any aspect of physical contact or touch, their wishes will be respected if they tell the teacher involved that they are not comfortable with being touched. If a student or parent feel that their needs or concerns have not been met they are encouraged to talk to HCA Administration or the Artistic Director.

Evaluations

Throughout the year, the Artistic Director will evaluate the ballet classes. This is done to encourage students, to ensure the class is progressing well and, when applicable, is ready to enter examinations. If a student needs more work, a meeting will be set up with the parents and the student to discuss options for improvement.

Ballet Examinations

Though they are not compulsory, examinations are an important part of ballet training. HCA students may enter examinations held by the Society of Russian Ballet when they reach the Novice level. Everyone in the ballet classes study the same work and technique, regardless of whether they are taking the examination or not.

The exams will take place in the spring, depending on the availability of the examiner. All students participating must pay the required exam fee (prices depend on the level).

Students must have good attendance to be considered to take official examination and may not miss more than 25% of their classes. New students who took exams in the past year at their old studio will not be permitted to take exams in their first year at the Conservatory unless approved by both their teacher and the Artistic Director.

A student who does not take an exam (by choice, due to absences or if they are not yet ready) may continue to the next level the following school year. However, should the student wish to take the exam they must take extra lessons from the previous grade from January through to the exam to prepare *eg: Grade 4 student does not take their exam; they proceed to Grade 5 the next year. Should they take the exam; the student will need to register in Grade 4 classes from January until exams in order to participate in the Grade 5 exam.*

Pointe Work

The study of Pointe work is optional and begins in Level VI at the teacher's discretion. It is essential that a student's body be strong enough, have enough technical proficiency and that their foot structure be compatible for Pointe before beginning. (Pointe is not mandatory.) If a student is struggling with Pointe work their teacher will have a private conversation and explain why they are having difficulty. The teacher will assure the students that if they are not able to continue with Pointe work they can still do class work, exams and the recital.

Dress Code for Ballet Students

Dress code is an important part of dance ethics and training. Students should wear the required leotard, tights and shoes have their hair in a bun and not be wearing any jewellery. If a student has short hair every effort should be made to secure their hair away from their face and off their neck. Please see below for the specific dress requirements and style numbers of each class. In the 2011-2012 school year HCA will carry all required dancewear for ballet. Our website has examples of the dress code for ballet and purchases may be made online. Sizing for leotards, tights and skirts can be done through the front desk. Teachers will assist students with their shoe sizing. Orders will take approximately 3-7 business days to arrive at HCA. Beginning in 2012 we will order, as requested, items for jazz, flamenco, adult ballet. Please speak with HCA Administration for further information.

Girls Ballet:

Colour and Style by division:

Primary

Leotard: Bloch classic short sleeved leotard in Light Pink

Skirt (optional): Natalie pull-on chiffon skirt (pink)

Tights: Bloch Child Endura footed tight,

Shoes: Bloch Girls Dansoft Full Sole Pink Leather

Novice

Leotard: Bloch classic tank leotard in Light Blue

Tights: Bloch Child Endura footed tight,

Shoes: Bloch Girls Dansoft Full Sole Pink Leather

Junior:

Leotard: Bloch classic tank leotard in Black
Tights: Bloch Child Endura footed tight
Shoes: Bloch Women's split sole ballet slipper, pink leather

Intermediate:

Leotard: Mirella adult cotton camisole in Blue
Skirt (optional): M Stevens Chiffon Wrap Skirt in Royal Blue
Tights: Bodywrappers adult Total Stretch Supremely Soft Convertible tights
Shoes: Bloch women's split sole ballet slipper, pink leather

Senior:

Leotard: Mirella Adult cotton Camisole in Burgundy
Skirt (optional): M Stevens Chiffon Wrap Skirt in Burgundy
Tights: Bodywrappers adult Total Stretch Supremely Soft Convertible tights
Shoes: Bloch women's split sole ballet slipper, pink Canvas

Please note: Students entering examinations must be dressed in the same attire.

Boys Ballet:

Students may order the following from the Conservatory:
Primary/Novice/Junior – white tank shirt, black biker length leggings and white ankle socks
Senior/Intermediate – white tank shirt, black tights

Adult and Teen Ballet:

Comfortable clothing that does not constrict and ballet shoes.

Adult students may order the following from the Conservatory:

Leotard: a) Dance Dept Adult Scoop Tank in Black
Skirt (optional): M Stevens Chiffon Wrap skirt in Black.
Tights: Bodywrappers adult Total Stretch Supremely Soft Convertible tights
Shoes: Bloch women's split sole ballet slipper, pink Canvas

Dress Code for Other Dance Classes

Jazz:

Comfortable clothing and black jazz shoes.
Students may order from the Conservatory:
Shoes: Bloch Kids Unisex Neo Flex Jazz Shoe
Pants: Discount dance supply Capri, Lightweight legging style in black
Shorts: Capezio Child Future Star Bike Short in black
Top: Dance Department Child Long Length Camisole Top in black
Optional: Bodywrapper Adult/Child Pullover top in Pink or Blue

Tap:

Comfortable clothing and black shoes that can point. No running shoe type, beige, or high heels. Rubber and Tappers on the bottom.

Flamenco:

Comfortable clothing and Flamenco shoes in any style and colour.
Students may order from the Conservatory:

Skirt: Bal Togs Adult Flamenco Skirt in Black Red or White

Hip Hop:

Comfortable clothing and runners or jazz shoes. No street shoes.

Acting

Comfortable loose clothing and comfortable shoes. No street shoes.

Year End Recital

The year-end recital called “*HCA Celebrates*” is held in June at Hamilton Place. Though not compulsory, most dance students will take part in the year-end recital. Younger students between the ages of 2-8 (approx.) will participate in a preshow performance on the same day from 6:00-7:30pm. **For those who chose not to participate in the recitals, their last class will be after the ballet exams.**

On the day of the recital, all students are asked to attend a dress rehearsal at Hamilton Place. HCA Administration will provide students with a schedule outlining the times they will need to be at the theatre. Teachers will hand this out to each parent at least a week before the recital.

The following will be available for parents to pre-order or purchase the day of the recital:

- DVD's of the performance
- Group pictures taken by our photography department
- Flowers

Auditions

It is our tradition to give opportunities for young students to create their own work. This enhances their study, improves their self-esteem and rewards them for their hard work. Auditions are held in March or April for dancers who would like to perform a solo, duet or small group piece at the year-end recital. At the audition students will be evaluated by the Artistic Director and some faculty members. It is not necessary to purchase a costume for the audition. Solos may be no longer than 1.5 minutes, duets and trios no longer than 2 minutes and groups no more than 2.5 minutes. All work must be original and created by the students. (choreography, music and costume design)

After auditions the successful candidates will be posted. The student's teachers will have two one hour sessions free of charge to help polish the routine. Should the student need additional work the fees, times and schedule for this will be negotiated with the teacher. There will be a second viewing by the Artistic Director one month before the performance. Following this the Artistic Director will have viewings on an as needed basis. When the routine has been approved students may create or purchase their costume. This process has been designed to facilitate student learning and prepare them for performance.

Special Performances

Opportunities for extra performances may arise for dance students throughout the year. Individuals or classes may be asked by the Artistic Director to participate and/or auditions may be held to choose the participants.

Costumes

The year-end recital in June requires the students to be in costume; one for each class that is performing. Students are required to pay a costume fee and the seamstress or teacher will measure each student for their individual costumes. The cost of costumes is added to your fee payments at the beginning of the year. Costumes are generally between \$60 and \$90, though senior level costumes, which are special orders, may

cost more. Should a student withdraw from classes or decide to not to participate in the recital, costume fees are only refundable until the last day of classes before the winter break.

Tickets

Parents may purchase tickets for the year-end recital which is held at Hamilton Place. Tickets go on sale during March or April. We try to keep our ticket prices reasonable while meeting the cost of renting this world class venue. Hamilton Place requires that everyone attending the performance purchase a ticket, this includes young children. Signs will be posted around the Conservatory letting the parents know of the exact performance date. **Tickets are sold on a first come first serve basis and can only be purchased if all outstanding school fees have been paid.** HCA staff members are not permitted to hold or reserve tickets. We encourage you to bring your family and friends to join us in celebrating your child's achievements. Please let the front desk know if your guests require accessible seating, so that we may arrange it in advance of the performance.

Performance Procedures

Though it is not mandatory, the year-end recital is an opportunity to celebrate and reward our students' hard work and learning achievements. For many young people, it is a performance experience that they can take with them for life. Younger students between the ages of 2-8 (approx.) will participate in a preshow performance on the same day from 6:00-7:30pm. The pre-show is designed to meet the needs of younger students. Parents of students in the pre-show are welcome to stay for the second half of the performance. It is a wonderful opportunity to show young students what is ahead of them.

Preparation in advance of the recital allows a student to perform confidently onstage and creates an enjoyable performance experience. Please read the newsletters and correspondence regarding the recital carefully and ask questions if you have them. You can help us get your child ready for their performances by ensuring that they attend the final four classes and the dress rehearsal. During the final four classes routines will be polished and it is essential that students attend to rehearse alongside their classmates. The Dress Rehearsal is an opportunity to perform the routine on stage with lights and costume in advance of the performance.

On the day of the performance, please arrive prepared and on time. To ensure the safety of our students and an organized backstage environment we ask that one parent sign their children in and out of the backstage area. Students will stay with their teachers and volunteers in an assigned dressing room backstage. HCA ensures that there are ample volunteers and asks that once parents have dropped off their children that they take their seats in the theatre. We have found that this creates a more enjoyable performance experience for parents and more organized backstage atmosphere for students and staff. All students may bring movies, books, board games, etc. to help entertain them while they are waiting for their turn to go on stage.

Volunteers are an important part of the recital. They ensure everything goes smoothly by helping control the flow of traffic to and from the dressing rooms backstage as well as help children with costumes, washroom trips, etc. If you are interested in helping, please tell your teacher or the front desk.

MUSIC DEPARTMENT

Music Books

Music books need to be purchased for both private and group music lessons. Parents and students can purchase music books at the front desk, we have a great selection in stock and make orders regularly. Please see the front desk for all of your music book needs.

RCM Examinations

Though not compulsory, the HCA encourages music students to take the national music exams as set by the Royal Conservatory of Music in Toronto (RCM). They are a nice way to mark a child's progress and gives them incentive and goals to work towards. The RCM exams take place in Hamilton at designated times and locations throughout the year. An application for an exam is submitted to the RCM after consulting with the student's music teacher.

Performances

There are three optional term concerts held each year called **Music Performance Classes**. All three performances are held in the HCA Recital Hall, with a potluck reception, organized by each individual studio teacher, afterwards. Due to severe allergies, please ensure all food brought into the HCA is NUT-FREE.

There may be additional performances which students can participate in. The Music Gala performance is held in June in the HCA Recital Hall. Students who wish to perform must audition before an independent panel of artists from the musical community. The Music Gala is a ticketed event and parents can purchase tickets from the front desk once the audition results have been distributed.

Auditions

Auditions are held for music students who would like to perform at the Music Gala or other shows outside of the performance classes. All audition information will be posted in the newsletter and around the school. Interested students should register themselves with the front desk. When registering, you must fill out an audition form which indicates the name of the piece, composer, length, etc.

The audition will take place in the Recital Hall and a panel of adjudicators evaluates each piece based on artistic presentation, musical and technical merit. Students who audition should arrive early in proper performance attire and be available to perform, if chosen, on the performance date. Students will stand on stage and introduce themselves and the piece as part of the audition. Grade 6 and above levels may perform a maximum of 2 pieces. Grade 5 and lower may perform 1 piece. Each piece should be no longer than 3 minutes.

After auditions teachers will receive a list of the successful candidates, this list will also be available at the front desk. The student can arrange with their teacher agreed upon rehearsal times and fees to help polish the routine.

Accompanists

Music students who are performing in any of the three term concerts (Performance Classes) may use an HCA accompanist. For a small fee of \$10.00, students will receive a short run through rehearsal, usually held the day of the performance, as well as the accompanist for the performance itself. The run through rehearsal includes an initial play through of the piece, as well as a second play through to correct any errors. If a student would like any extra rehearsals outside of this agreement, they must be arranged with the accompanist for an additional fee. For other events outside of the term concerts students will need to negotiate fees with the accompanist.

Performance Procedures and Dress Code

Please be sure to arrive early on the day of your performance. Students should be prepared to introduce themselves and their pieces from the stage before they perform.

Dress code is an important part of music training and performance. It is important for students to dress well for their Performance Classes and other Gala Performances.

We ask that students wear:

- White Dress Shirt or White Blouse
- Dark coloured pants or skirt (i.e. Black, Navy, Dark Grey)
- Dark coloured dress shoes.

Please do not wear jeans, sneakers or other casual attire for your performances.

VISUAL ARTS DEPARTMENT

Materials

Materials are included in all of HCA's children and teen visual arts classes. Some adult Visual Arts courses may require extra materials (i.e. Classical Realism). These will be packaged and available for students to purchase at their convenience.

Student Work

Due to the large volume of student work and limited storage space the HCA Visual Arts Department holds student work until the end of each term. We regret that we are unable to hold any unclaimed work after this date.

Gallery

The HCA Gallery on the main floor features professional artists throughout the year. We welcome you to take a moment to enjoy and be inspired by these wonderful works of art! Please remember refrain from touching the works on display.

Students Exhibitions

Once a year the students of the Visual Arts department have an exhibition called the HCA Visual Arts Student Exhibition (VASE), located in the HCA Gallery. The VASE takes place from June through to September. Family and friends are invited to attend the Opening on the last Saturday of classes at HCA. The Children's department meet at their regularly scheduled times. The Teen department is provided a window of time during the Saturday opening. As part of the final celebration and opening programming, students and their parents will have an opportunity to receive final verbal feedback from the Instructor with a student package that includes a certificate, an evaluation and their final portfolio to take home. At the conclusion of VASE, teachers will to contact their students and arrange for pick up during the month of September. Any unclaimed pieces of art will be recycled after the arranged pick up time.

TRIPLE THREAT & GLEE SQUAD

Triple Threat

Students in this program will participate in an active, creative program focusing on all aspects of theatrical performance. During the course of the year students will develop their skills in voice and diction (both individually and chorally), rhythm and timing, stage movement, character development, theatrical improvisation, story adaptation and original script writing, prop making, and performing for an audience. Theatre arts also encourage development of many areas of personal growth such as self-confidence, cooperation, communication skills, group dynamics, and body awareness.

Levels are determined by age, experience and talent:

Novice; 7-9 years

Juniors; 9-12 years

Senior; 12-15 years

Glee Squad

Show choirs are the hottest phenomenon in North America, and the HCA Glee Squad offers all the fun and excitement captured by shows such as the FOX hit "GLEE". Part of the popular HCA Triple Threat program, but available on its own, Glee Squad combines the joys of choral singing with the exuberance of ensemble dancing to offer an experience that is unlike any other. Led by James Medeiros and Megan Robb, Glee Squad students will learn music skills such as harmony, pitch, and tempo, dance styles such as Hip Hop, Musical Theatre, and Jazz, and they'll do it all singing and dancing to their favourite Broadway and pop hits. Don't miss out on our hottest new program!

Levels are determined by age, experience and talent:

Novice; 6-8 years

Junior; 9-12 years

Senior; 13+ years

Performances

Triple Threat and Glee students participate in Performance Classes in Term 1 and Term 2. Both Performance Classes are held in the HCA Recital Hall, with a potluck reception, organized by each individual class teacher, afterwards. Due to severe allergies, please ensure all food brought into the HCA is NUT-FREE. These performances do not require purchased costumes and are not ticketed events.

Though not compulsory, most Triple Threat and Glee students will take part in the "*HCA Celebrates*" our year-end recital at Hamilton Place. (see Year End Recital p.12) For those who chose not to participate in the recitals, their last class will be after the ballet exams in April. Students will be required to purchase a costume for the recital. (see Costumes p.14) and this is a ticketed event. (see Tickets p. 14)

Special Performances

Opportunities for extra performances may arise for triple threat and glee students throughout the year. Individuals or classes may be asked by the Artistic Director to participate and/or auditions may be held to choose the participants.

ACTING

Acting lessons encourage a child's creativity and hones skills which develop confidence both on stage and life. Through this course students will explore scripts, voice, movement, character development, comedy,

improvisation, directing, writing, creating scenery, props and costumes. They will learn the fundamentals of acting through progressively challenging techniques as well as what the actor's role is among the production and what it takes for a show to hit the stage from script to curtain call.

Students will have the experience of performing a show from start to finish with full lighting, music, and costumes. Each student will be given the opportunity to act in at least one 2-5 minute scene and perform one monologue.

Novice: 6-9yrs

At the Novice level, students develop a solid acting foundation while having fun in the process. This course includes acting exercises, improvisation, storytelling, and place/imagination work. Novice students explore voice, stage and character movement, character development, ensemble building through a mix of scene work, monologues, improvisations, games, and character and technique presentations. Scene choices will highlight each student's progress and own uniqueness. At this level, students begin to develop acting skills needed to create truthful characters. This course is ideal for students who want to learn memorization techniques and gain confidence performing for an audience.

Jr Int: 10-13yrs

At the Jr level, students further develop their acting foundation with introductions to various techniques. Through the basics of the Stanislavski system- students learn about wants/objectives, through-line of action, sense memory, and place work. Further techniques will be introduced as students progress, may include Method, Meisner, and more. At the junior level students are introduced to directing techniques and writing scenes. Students continue to hone their acting skills and take greater risks in their work

Dress Code for Acting Class

Students should wear comfortable loose clothing and comfortable shoes. Please, no street shoes.

Costumes

The teacher will select costumes from HCA's costume wardrobe, create costumes from found elements or the teacher may ask students to source their costumes from home. In the event a student is asked to bring items from home to create a costume, a letter will be sent home in advance. Should students participate in the Year End Recital at Hamilton Place they will need to purchase a costume, again, a letter will be sent home in advance to inform parents. (see Costumes p. 15)

Performances

Acting students will participate in the three term concerts held each year called **Performance Classes**. All three performances are held in the HCA Recital Hall, with a potluck reception, organized by each individual studio teacher, afterwards. Due to severe allergies, please ensure all food brought into the HCA is NUT-FREE. These performances do not require purchased costumes and are not ticketed events.

Acting students may be invited to participate in the Year End Recital at Hamilton Place. This is a ticketed event.(see Tickets p.14) Parents will be informed in advance. (see Year End Recital p.14)