



Recital Handbook  
Policies & Procedures

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When everyone puts the children first, the recital experience is one they'll never forget.

The safety and well-being of our students is always our primary concern. We appreciate your compliance with the rules and guidelines in this handbook and hope that the Crystal Lake Conservatory annual recital will be as fun and exciting for you as it is for all of our dancers and staff.

Thank you for working with us to create a memorable educational experience through performance for all our members.

-Miss Heather-Ami  
Artistic Director

# Dates and Location

Effective as of October 1, 2018

1. **Picture Day** – Picture day will be held at the studio in May. Photos ordered by the due date will be available for pickup at recital. Orders received after the due date will incur a shipping fee as they will be mailed to an address of your choice.
2. **Costume Pickup Day:** Costumes with a zero balance will be distributed on Picture day in Studio C. Please see attendant to retrieve your costumes at least 30 minutes prior to your picture time.
3. **In-Studio Run-Through** – Each act of each show will receive one day in-studio to rehearse their dance in front of their peers and all CLC instructors for feedback. *Seating is limited only to dancers, so please, no parents.*
4. **Finale Rehearsal** – Finale is a grand event that brings the studio together as a whole. Students from all five divisions are invited to join each other onstage for simple, but fun choreography to close each show. Rehearsals will be held during in-studio run-through days, and are lead by select students from our Competitive Division. *Finale is performed in CLC Uniform. Please check that you have the correct attire.*
5. **On-Stage Dress Rehearsal** – Dances for classes in Training Division, Performance Division, and Conservatory Division receive two on-stage rehearsals, in costume, at the location of recital, to acquaint themselves with the stage and lighting. Competitive Division and Pre-Professional Division receive one rehearsal as they have already been on-stage several times throughout the competitive season. Please respect the time teachers need with their students and stay out of the auditorium. **CLOSED REHEARSAL - NO AUDIENCE ALLOWED.**
6. **Recital** – A cumulative annual show, held in the Simcoe Composite School auditorium, is the final goal of a student's dance season. Each class presents one dance to an audience of their families and peers. Dances perform once, in either Show 1 or Show 2. Preliminary School Combo Classes (Pre-Junior, Junior, Pre-Primary, Primary) will have both of their numbers in the same show. Dates for
7. **Bookings** – Dates for Dress Rehearsal and Recital each year are booked over the summer (and released in the Parent Handbook), and confirmed in October once bookings are open to the public.

# 2018 Schedules

Effective as of October 1, 2018

1. **Picture Day** - *2018 Date: TBA Schedule: TBA*
2. **Costume Pickup** - *2018 Date: TBA Schedule: TBA*
3. **In-Studio Run-Through** - *2018 Date: June 9-12 (See Below) Schedule: TBA*  
*Competitive Division - Sunday, June 9<sup>th</sup>, 2019*  
*Group 1 (+ Finale Rehearsal) - Monday, June 10<sup>th</sup>, 2019*  
*Group 2 (+Finale Rehearsal) - Tuesday, June 11<sup>th</sup>, 2019*  
*Group 3 (+Finale Rehearsal) - Wednesday, June 12<sup>th</sup>, 2019*
4. **Dress Rehearsal** - *2018 Date: Thursday, June 13<sup>th</sup> Schedule: TBA*
5. **Recital** - *2018 Date: Saturday, June 15<sup>th</sup> & Sunday, June 16<sup>th</sup> Schedule: TBA*

# Chaperones

Effective as of October 1, 2018

1. **Chaperones** - Our show could not run without our fantastic group of volunteers. We ask for **ONE PARENT VOLUNTEER** from **EACH CLASS** to work the show their child **IS NOT** in. Sign-Up Sheets will be released in May.
2. **Dressing Room Attendants** - Dressing Room Attendants are required for all Preliminary and Junior School class (Pre-Junior - Grade 4). Attendants must have a clean police records check, in accordance with CLC's YPAD Certification. Attendants assist dancers with quick changes, hair, makeup, accessories, and lining them up to hand off to the Stage Runner.
3. **Stage Runners** - Stage runners are an integral part of the smooth running of a show. Runners retrieve a group from their assigned dressing room, bring them to stage side, and then return them to their dressing room after their performance time.
4. **Prop "Dads"** - Prop "Dads" (Moms, Dads, Boyfriends, Brothers, Uncles, etc) help place stage props on and offstage. Heavy lifting required.
5. **Student Assistant Program** - Dancers who assist with a class as part of our Student Assistant Program, are asked to assist the Stage Runners. Duties will be relayed in a Student Assistant Pre-Recital Meeting. Date TBA.
6. **NOTE:** Please do not attempt to pick up your child during the performance. All students will be under the supervision of responsible adults and will be safe for the length of the performance. If you need to make special arrangements to leave early with your child, you must notify the owners ahead of time and have your request approved. Your child's name will be listed with our room attendant for that show, and you will be required to show identification to pick up your child.

# Tickets

Effective as of October 1, 2018

1. **Ticket Day** - All tickets sales begin at 12:01am on May 15<sup>th</sup> of each year. Sales, seating, and shows are first-come first-served. Casting and show schedules will be released prior to Ticket Day.
2. **Purchases** – Ticket purchases are done through an online, third-party system. The link will be released prior to Ticket Day, but will only become active on 12:01 on May 15<sup>th</sup>.
3. **Refunds and Returns** – Tickets are non-refundable. If you are unable to use your ticket, we ask that you try to sell it to another family.

# Awards and Recognition

Effective as of October 1, 2018

Awards are divided up throughout the shows as minor interludes.

- 1. Graduates “Legacy” Scholarship** – Dancers completing their grade 12 year are eligible to receive \$50.00 for each consecutive year of study at Crystal Lake Conservatory. This scholarship is to be put toward post-secondary education and/or training. Dancers finishing grade 12 and receiving their Ontario High School Diploma will be presented with a Graduates’ Ring on the date of recital, and a cheque for the scholarship amount the following September (upon receipt of a valid enrollment notice). Graduates will be presented with their rings after the Grad Dance at that year’s recital.
- 2. Solo Performance Award** – To a dancer whose determination and attention set them apart. Dancer(s) is/are awarded a Competitive Division solo for the following year at no-cost for choreography (Costume, and entry fees still apply, and all other Competitive Division requirements must be met). Recipient is invited to perform their solo in the following season’s recital prior then announcing that year’s recipient.
- 3. New Student – Most Improved Award** – Decided by the Teaching Staff, awarded to a new student who’s shown incredible progress. Trophy and \$50.00 tuition credit to be used the following year.
- 4. Returning Student – Most Improved Award** – Decided by the Teaching Staff, awarded to a returning student who’s shown incredible progress. Trophy and \$50.00 tuition credit to be used the following year.
- 5. Uniform and Preparedness Draw** – For each class in which a teacher deems a student “prepared” (including uniform, proper shoe style, proper tights colour, style-appropriate hair, and behavior), one draw certificate will be given. One student is drawn each month from January to May, with the winner receiving their choice of gift from the chest, and their picture on the wall. The June winner will be drawn at random from the remaining entries on-stage at recital. This dancer will receive free dance the following year (a credit equal to a 60-minute class per week, including costume). Can not be used for Competitive Division.
- 6. 5-Year Recognition** - All dancers who have danced with Crystal Lake Conservatory for five seasons are presented with a plaque of appreciation and recognition. (Years do not have to be consecutive).
- 7. 10-Year Recognition** – All dancers who have danced with Crystal Lake Conservatory for five seasons are presented with a plaque of appreciation and recognition. (Years do not have to be consecutive).
- 8. Umbrella Emerging Artist Award** – Awarded to a student with dedication, passion and promise. Award is equal to the cost of one dance examination in any style (entry fee, exam prep costs, mock exam fee, musician costs if applicable). Must be used within 12 months of receipt, at Crystal Lake Conservatory, for an examination that the teaching staff has prepared them for.
- 9. Distinction Recipients** – Dancers who accomplished a dance examination of “Distinction” (or equivalent) are presented with a custom Crystal charm. This charm is engraved with the dance style and grade. **SEE BELOW.**
- 10. Senior Solo Award** – Present to a Senior School dancer in our Conservatory Division who shows ingenuity and promise in the field of choreography. They are presented with the opportunity to choreograph a solo for a dancer of their choosing from either the Performance Division or Conservatory Division. The piece will be performed at the following year’s recital. Competition and Community Performance of the piece throughout that year is optional, and determined via readiness by the Artistic Director.

## Distinction Awards

Colour	Ballet	Acro	Jazz	Tap	Modern
Baby Blue	Pre-Primary	Pre-Primary	Pre-Junior	Pre-Junior	Primary
Red	Primary	Primary			
Turquoise	Grade 1	Level 1	Junior 1	Junior 1	Grade 1
Lavender	Grade 2	Level 2	Junior 2	Junior 2	Grade 2
Plum	Grade 3	Level 3	Junior 3	Junior 3	Grade 3
Yellow	Grade 4				Grade 4
Orange	Grade 5	Level 4	Pre-Inter 1	Pre-Inter 1	Grade 5
Royal Blue	Inter. Found.				Grade 6
Navy Blue	Grade 6	Level 5	Pre-Inter 2	Pre-Inter 2	Grade 7
Green	Intermediate				Grade 8
Purple	Grade 7	Level 6	Pre-Inter 3	Pre-Inter 3	Intermediate
White	Adv. Found	Level 7	Intermediate 1	Intermediate 1	
Black	Grade 8	Level 8	Intermediate 2	Intermediate 2	Advanced 1
Bronze	Advanced 1	Pre-Pro 1	Intermediate 3	Intermediate 3	
Silver	Advanced 2	Pre-Pro 2	Pre-Advanced 1	Pre-Advanced 1	Advanced 2
Gold	Solo Seal	Pre-Pro 3	Pre-Advanced 2	Pre-Advanced 2	

# Yearbooks, Souvenir Programs, Tuck

Effective as of October 1, 2018

1. **Pre-Orders** – Yearbooks pre-ordered by the due date will be available for pickup prior to each show and at intermission.
2. **Souvenir Programs** – Additional Yearbooks will be available for purchase in the lobby prior to each show and at intermission.
3. **Tuck Shop** – Parent Fundraising Committee will be selling foodstuffs at a table before and after each show, and at intermission. Funds go toward the CLC Scholarship Fund.
4. **Roses** – Pre-Ordered roses are available for pickup at the flowers table. Additional roses will also be available to purchase. Funds go toward the CLC Scholarship Fund.

# Pickups, Late Pickups, Sign-In/Sign-Out

Effective as of July 1, 2018

- 1. Pickups:** Picking up dancers after recital will happen in our main lobby. Parents are not permitted in the dressing rooms unless they are a scheduled chaperone.
- 2. Late Pickups:** It is our policy, in accordance with YPAD, that after 15 minutes lateness, the teacher shall call all numbers listed on the Jackrabbit Parent Portal. After 30 minutes (and no answer from the numbers) the police will be called. At no time will a dancer be transported in an Instructor's personal vehicle. Teachers are not permitted to drive the child home. It is a safeguarding policy that the instructor alert the police that they are alone with a child (especially if it is after the last class of the night).
- 3. Sign-In/Sign-Out:** Large events, such as dress rehearsal, gala, recital, picture day, auditions, etc, require a parent or guardian sign the dancer in prior to the event, and sign-out at the end of the event. This is to streamline the busy backstage area for our volunteers, and to ensure each child is safe and accounted for.

# Costume Choices

1. **Costumes** - Costume choices for both Competitive and Conservatory classes are chosen by the Instructor or Choreographer, in accordance with Y.P.A.D. outlines on age-appropriateness. Each costume will be sourced from catalogues, consignment, and seamstresses. The Instructor or Choreographer has final say in costuming, and discussion with parents and students will not be entered into.

2. **Alterations** - Alterations and special orders for uniform are included in the ticket price. Alterations, rhinestoning, fabric painting, and appliques on costumes are the responsibility of the parent. The parent may wish to delegate these tasks to an Instructor at the rate of \$15.00/hour.

# DVD's and Digital Streams

1. **Orders-** Orders will be available starting June 1<sup>st</sup> and ending at the end of the last recital day. Videos will be available for pickup/shipping over the summer, and digital stream links will be sent out over the summer as well. (Digital Streams CAN NOT BE DOWNLOADED)

# Recital Etiquette

1. **Dressing Room Etiquette** - Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage, so please do your best to keep them organized and clean. Again, no food or drink is allowed in the dressing rooms. Students are welcome to bring something to do while they wait. Please do not send crayons, markers, pens, or anything else that could mark or stain the costumes. **THIS INCLUDES** Crayola Color Wonder products; we have found out the hard way that these will stain costume fabrics. Please refrain from sending valuable items, as we will not be responsible for any loss. This includes cell phones, iPods, tablets, hair straighteners, etc.
2. **Audience Etiquette** - Enthusiastic applause is encouraged; however, it is never appropriate to scream out a child's name or yell in any way. Children should not bring handheld electronic games or other devices with sounds and/or lights that could be a distraction for other audience members. Parents and teens should not use their cell phones during the performance. The light from these devices is very distracting to other audience members. Because we present a professional performance, we ask that everyone remain seated during the entire performance. If you do leave the auditorium during the show, you will be allowed back into the auditorium only between dances. This rule is strictly enforced. Children must remain seated for the entire performance. Allowing children to run around or otherwise disrupt the performance is not fair to other audience members. The use of video or photography (with or without flash) is strictly prohibited during the recital. It is important that you pass this policy on to your recital guests. Any guest caught violating this policy will have the offending video and/or image deleted from their device. Repeat offences will see either the device held by security for the duration of the performance, or the guest removed from the auditorium.
3. **Backstage Etiquette** - Family members and friends are not permitted backstage or in the dressing rooms during rehearsals or the recital. During intermission, children are not permitted to leave the dressing rooms, as this is a chance for them to breathe, relax, and prepare themselves for the second act.