Welcome!

This handbook is full of valuable information—everything from our expectation for classroom etiquette to our dress code policy and what happens if it snows. Please take some time to read it through as it will explain what is expected of you as a student, parent and member of our community.

Our wish is that our positive approach and atmosphere will help to promote an enriched appreciation for dance and the arts in all of our students.

Sincerely,

Steve Casteel
Preparatory Dance Program Director

“Let us first teach little children to breathe, to vibrate, to feel, and to become one with the general harmony and movement of nature. Let us first produce a beautiful human being, a dancing child.”

~ Isadora Duncan
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Admission and Enrollment

Admission
The Preparatory Dance Program has an open admission policy. Students new to the school are placed by the director with consideration of age, previous experience and technical competence.

Evaluation & Promotion Procedure
Most dance schools use one of two methods—advancement either by age or by ability. While progressing students simply by age is easier on the school and staff alike, we don’t feel that this method is in the best interest of the student. People, especially children, are unique and any school that takes this into account should undoubtedly advance their students based primarily on individual ability. The stronger the dancer’s fundamentals are the further they will go with their dancing. Sometimes it will appear to the parent and/or student that they are “stuck” in a level or not moving fast enough or being left behind. This is not the case. In many instances the one who progresses too quickly loses momentum, while the other who is taking things slower tends to build momentum and has the maturity to cope better with their growth. It is not unusual for a student to remain in a level for two years.

For their own health and safety students that are returning to technique class after injury may be placed in a lower level class until they are able to demonstrate enough strength and ability to return to their previous level. This decision will be made by the Director.

Mid-year written evaluations will be emailed out to students the second week of the Spring Semester. These evaluations are used to communicate student’s progress in his/her dance classes. Ballet 3 and Ballet 4 levels will also receive a conference with their teacher and Director of the school. This will be done during class times and parents are encouraged to attend. A detailed schedule of conference times will be emailed out in early January. Parents will need to respond to reserve their conference time.

Students, or parents of younger students, are encouraged to schedule an appointment with the Director if they have questions or concerns with regard to this evaluation and promotion procedures.

Class Journals
All students in Level 4 and above keep a class journal to record corrections and notes regarding class work and rehearsal/performance. A spiral notebook or composition book may be used for this purpose. Students are expected to bring this notebook to each class/rehearsal. We recommend that at the end of each class, each student record all corrections made to him/her personally or to the class in general. Journals are used to aid in student progress and understanding.

Class Observations/Parent Observation Week
For all dancers there is a time to perform and a time to be absorbed in learning about the body through the pleasure and freedom of movement for movement’s sake. Concentration, focus and understanding are easier for children when the class can proceed without interruption. Therefore, classes are closed to visitors so that students may focus on their dancing and not feel inhibited by anyone’s presence and observation. We attempt to close the dance environment to the distractions of the outside world so that your child can focus on learning, taking chances and becoming responsible for their own progress.
We understand your desire as parents to share the dance experience with your child and for this reason have observation days scheduled so that you may observe your child's progress. We ask that parents of the dancers be aware of their influence and possible distraction and observe accordingly. Parents and friends are asked to remain in the designated viewing area at all times and we ask that they not interrupt the class by coming and going or speaking directly to their dancer or the instructor during class. Color crayons and markers are not allowed in the studios. Food and drink are not allowed in the studios. Please turn cell phones off when entering the studio.

**Audio and Visual Recordings**

**Copyright:** Please respect the artistic property of the Cornish College musicians and choreographers and the privacy of the students/faculty/parents/employees of both Cornish College of the Arts and the Preparatory Dance Program. Recordings (audio and visual) and photographs and images taken or made by family or friends of Preparatory Dance and Cornish College students/faculty/choreographers in class, demonstration, rehearsal or performance may only be used for private personal use as per United States Copyright and Intellectual Property Laws. These recordings/photographs/images may not be used for any public or commercial use and may not be placed on unsecured public and social networks or shared venue (such as You Tube, Facebook, My Space, Twitter and any other unsecure social network) without the written consent of all constituents. For more information please visit [http://www.copyright.gov/laws](http://www.copyright.gov/laws).

Cornish College of the Arts asks that any recordings/photos/images already placed on unsecured public and social networks or shared venues be removed immediately. Preparatory Dance and Cornish College of the Arts is required to obtain Grand Rights, Publisher Rights etc. for performances. Our possession of these rights for performance doesn't not carry over to use on the internet. Please protect our institution and our students by not posting on unsecured sites!

**The Programs**

**Creative Dance / Pre-Ballet**
The Cornish Preparatory Dance Creative Movement Program is designed to nurture young children from the ages of 4-7. Classes are structured to develop skill sets needed to work within group dynamics and how to listen actively and follow directions. The use of live accompaniment, imagery and imagination enable children to enjoy fulfilling movement experiences while developing gross motor and cognitive skills.

As children progress from Creative Movement to Pre Primary, to Primary, further development of age appropriate skills in relationship to group dynamics, coordination and rhythm are emphasized. These movement experiences provide students with opportunities to continue developing an understanding of dance classroom etiquette, body and spatial awareness. Creative games and dances integrate the gross motor skills required for galloping, skipping and leaping. Curriculum is expanded to incorporate enjoyable class exercises that also improve students’ rhythmic abilities and physiological balance. Exercises that promote body alignment, posture and age appropriate stretches are introduced. Age appropriate pre-ballet exercises and positions are introduced to help develop the increased focus expected in preparation for Ballet 1 technique.

**Ballet Technique**
The syllabus for Ballet 1 through Ballet 4 emphasizes progressive development of proper technique, body alignment, and classical line. Increased focus on strengthening the core of the body is emphasized as essential to enable students to maintain healthy physical progression through the levels. All classes include barre, center floor, allegro and rhythm exercises. As students progress, increased ballet vocabulary is introduced and a greater emphasis on stretching and flexibility are included in classroom exercises. To ensure students’ successes, a greater degree of commitment is required for attending the level-specific number of classes per week. Precise class syllabus work combined with effective teaching practices, encourages young people to achieve their personal best by understanding and appreciating the life-learning opportunities available in the performance of classical ballet.

The Intermediate/Advanced levels (Ballet 5-7) of Cornish Preparatory Dance offers the serious dance student the tools to grow as an artist and an individual. At this level, each student has many opportunities to expand his/her interest in dance by investing in a multi-disciplined program. Classes offered include ballet, jazz modern, pointe and master classes with outside artists. Expanded ballet vocabulary and added emphasis on artistry, create a rigorous environment for all Intermediate and Advanced students. In addition,
increased performing opportunities are available through the Cornish Preparatory Dance Company, which affords students the chance to become a more realized dancer. The Company performs twice a year and all dancers are required to commit to the entire rehearsal process and schedule.

**Pointe**
Students entering Ballet 5 may be considered candidates for pointe work, dependent on faculty assessment. Pointe work is the cumulative result of gradual training of the whole body, and readiness is contingent upon many factors. Each student is assessed independently to determine the appropriate timing for the start of pointe training. Factors that determine pointe readiness include: physiologic development, anatomical facility, strength of technique, hyper mobility of the feet and ankles, length and frequency of study, attendance habits, maturity and past injury. Students often begin the study of pointe work at around 12 years of age. The study of pointe is not a requirement for advancement through the levels or participation in the performing company. Students who exhibit poor attendance and study practices are not considered for pointe study.

**Alternate Techniques**
In addition to ballet technique classes we also offer Modern, Conditioning for Dancers and Jazz Technique. Dancers in Cornish Preparatory Dance Company are required to study both Ballet and Modern Technique.

**Performance**

**Class Demonstrations**
All Preparatory Dance students participate in year-end class demonstrations presented in the PONCHO Concert Hall at Cornish. The demonstrations offer students the opportunity to present classroom achievements in a performance setting. Admission to the demonstrations is free of charge. To participate in the class demonstrations students must have exceptional attendance. Dates for these performances are listed on our online calendar; [http://www.cornish.edu/preparatory_dance/calendar/](http://www.cornish.edu/preparatory_dance/calendar/). A commitment form with detailed show schedule will be emailed to each student in early April. Response to the forms will need to be sent back to the office one week later. Parents support the performance through volunteer activities.

**Cornish Preparatory Dance Company (CPDC)**
The Cornish Preparatory Dance Company offers Intermediate and Advanced ballet and modern students the opportunity to work with choreographers and perform a variety of dance styles. Ballet 5-7 students are invited to audition, provided they are registered for ballet and modern technique. Ballet 3 & 4 students that are registered for ballet are invited to register for the Cornish Preparatory Dance Company 2. Students may have the potential of increased performance opportunities if registered for Modern as well. In the fall semester only, Primary through Ballet 2 can register for Cornish Preparatory Dance Company 3.

CPDC 1, 2 & 3 perform the Nutcracker, at the Cornish Playhouse Theater at Seattle Center in December. CPDC 1 & 2 perform the Spring Concert in May. Dates for these performances are listed on our online calendar; [http://www.cornish.edu/preparatory_dance/calendar/](http://www.cornish.edu/preparatory_dance/calendar/). Once registered for company, a more detailed schedule will be emailed.

Parents of performers are required to support the performance process through volunteer activities.

**Rehearsals**
Students participating in all performance opportunities are required to commit to the entire rehearsal process and schedule. Parents of performers are required to support the rehearsal schedule by ensuring performers attend all rehearsals.

**Private Lessons**
Faculty is available for private instruction. The cost for a Private lesson is $75.00 per hour and payment is made to Cornish College of the Arts. Arrangements for Private Instruction and studio reservations are made thru the Preparatory Dance office.
Faculty

Cornish Preparatory Dance Faculty
The Preparatory Dance Faculty is a wonderful group of highly trained dance educators. They bring to our students an eclectic training background, rich performing experience, higher education pertaining to dance, dance science and theater, creativity and passion in their teaching. They share a common goal of providing the best instruction to all and realize the importance of the life lessons learned while studying dance. Faculty Bio’s may be found on our website http://www.cornish.edu/preparatory_dance/faculty_staff/

Substitute Teachers
From time to time we have faculty who need a substitute. We have a pool of carefully selected instructors that we pull from. Please help your child make a transition to a different teacher. It helps if you are calm about the transition and excited about the new adventure that your child will have with a different teacher.

Registration/ Tuition/Scholarships
Students are accepted into the Preparatory Dance Program for a 36 week school year. Payment is divided into two semesters. Families choose a payment option for Spring Semester. Students who wish to change classes or discontinue in the Spring Semester, must contact the Prep Dance Office prior to December 1st to request an add/drop form. After December 1st, students may withdraw from the spring semester for a full refund less $25 withdrawal fee before the first week of spring semester classes. Payment plans are available. Please contact the Preparatory Dance office to set up an appointment.

Refund Schedule
Before 1st week of class – 100% refund credit, less $25 withdrawal fee
Within 1st week of class – 75% refund credit, less $25 withdrawal fee
Within 2nd week of class – 50% refund credit, less $25 withdrawal fee
A $25 per month late fee will be applied to tuition received after the due date.

There are three scholarship opportunities in the Preparatory Dance Program.

The Gwenn Barker Endowed Scholarship Fund, Jeanne Marie Klepper Endowed Scholarship Fund and Institutional Scholarships. The Barker and Klepper funds provide scholarships for students who have the potential for a professional dance career and who show a passion for the art form. Contributions from Preparatory Dance parents are vital to the health of our endowed scholarships. Our bake sale proceeds and personal donations help in growing these funds. Institutional Scholarships are given to Preparatory Dance students who have completed at least one year of instruction at the school and demonstrate need. It is important that you ask about the possibility of receiving an institutional scholarship during the spring semester prior to the fall semester. Do not wait until the end of summer to inquire.

School Policies and Procedures

Contact Information
Website: www.cornish.edu/preparatory_dance

Mailing address is: c/o Preparatory Dance
Cornish College of the Arts
1000 Lenora Street
Seattle, WA 98121

Studio address is: Kerry Hall
710 East Roy Street
Seattle, WA 98102
Studios are located on the third floor
Office is located in the SW corner of the 1st floor next to room 119

Director: Steve Casteel
preparatorydance@cornish.edu
Notices and Messages
Please take the time to read all emails that you receive from us. This is our primary mode of communication. It is the responsibility of each student (parent for the younger students) to check the bulletin board before and after each class. Schedule changes, costume fitting schedules, rehearsal schedules and notices are posted on the Preparatory Dance bulletin board on the 3rd floor of Kerry Hall.

Office hours
Due to scheduling constraints office hours vary. We try to have staff available during class times as much as possible. Mr. Casteel is available for meetings with prior scheduling and is willing to accommodate your schedule. Please contact us for office hours. We do our best to return emails and phone calls within one to two business days.

Communication
If you or your child has questions or difficulties with regard to class, registration or payment, please speak to the Prep Dance Director or Prep Dance Administrative Assistant. Instructors are happy to speak with you before or after class, if time permits. As our faculty often teach classes back to back they may not be able to speak with you immediately. You may request a conference with the Prep Dance Director at any time. Mr. Casteel's email is: scasteel@cornish.edu.

Code of Conduct/ Etiquette
From the first moment a child steps into the studio, we teach them to honor and respect dance. Dance class etiquette is observed and respect for self, classmates, musicians and teacher is expected. Every class places a strong emphasis on classroom behavior and manners. Children learn how to take turns, follow the leader, or lead the way, wait patiently, work together, and to have a positive attitude. By setting good examples and using positive reinforcement, every dance lesson will reinforce these life skills.

Learning to dance is not about “discipline” (a word which has negative connotations); it is about “self discipline”. Self-discipline is the path to success in all areas of life.

We are firm about proper behavior in class. With focus and self-control we create an atmosphere where creativity can surface and bloom.

As an optimum learning environment is a priority, parents and siblings may not accompany students into the classroom. Parents are invited to observe classes on the specific dates listed on the school calendar. Please remind students & siblings to walk in the building. Hallways are too congested to allow for running. Keep voices low, especially during classes. Lingering in the hallways is discouraged. We encourage Prep Dance families and students to be respectful and accommodating for the shared studio and hallway space with the College Dance Department and to keep voices low in the hallways.

Out of respect of the studio classroom space, and for safety reasons, we request that Creative Dance and students in Ballet 1-4 not enter the classroom and play or run around before the teacher is present.

Students in the upper levels are encouraged to bring water bottles into class with them. Water bottles are to remain at the front of the studio and students are to follow each teacher’s particular rules for hydration.

We acknowledge that sometimes children suddenly need to use the restroom, but we would appreciate and expect that the students take time to do so before class. Students in level 1 and above are expected to confine trips to the restroom to the break between barre, and center work, except in cases where leaving is unavoidable, on returning students should wait at the edge of the dance floor until the instructor invites them back into class.

At the end of the class, traditionally the students thank the instructor and musician. If a student needs to leave class early, please inform the teacher before class. At the given time, the student should thank the teacher and quietly leave.
Throughout class, the instructor gives “corrections” to the students. Students should not interpret these corrections to suggest that they are not doing well, but rather corrections are a means of progressing in the art form. All corrections apply to everyone. Corrections, even when given to a single student, should be worked on and applied by the entire class.

Individual teachers may have additional classroom rules, which they will discuss with students.

Parents show respect for dancers, teachers, and the studio by:
- Not entering the classroom if a class is in progress.
- Standing away from the viewing door if it becomes obvious the students are becoming distracted.
- Having students ready for class on time.
- Picking up students promptly after class.
- Providing the student with proper dress code and hair requirements.
- Watching over their children while waiting in the lobby, not allowing them to bump the studio doors and keeping the noise level low.
- Ensuring their children know and understand the school rules.
- Offering their time and energy to school productions and events
- Maintaining a respectful and positive attitude with faculty, staff, musicians, fellow parents and all students in the program

**Student Etiquette**
We aim to provide and maintain a studio environment that allows our students to focus, concentrate and feel safe to take chances and push their abilities.
- Enter the studio: quietly, prepared and focused, no running or rough housing
- Do not wear street shoes in the studio
- Do not wear dance shoes outside
- Hands should be raised when there is a question for the teacher. Talking in class is not allowed.
- Gum is never allowed in the classroom
- Students in levels Creative Dance thru Ballet 4 are not to enter the studio without an instructor present. Students in Ballet 5-7 are encouraged to enter the studio when the college students have exited and quietly prepare themselves for class.
- If arriving late or returning to the class from the restroom enter the studio and wait until the students have finished the combination they are practicing before joining the class. Students are encouraged to use the restroom when arriving/prior to class.
- Ongoing classes are not to be interrupted by students, faculty or parents. Please set up a meeting to speak with instructors outside of class time.
- If students need to leave class early the instructor should be notified before the start of class. Students may exit class between combinations not during.
- Keep focused throughout the class
- Do not sit down during class
- Acknowledge the teacher when given a correction
- Make eye contact with the teacher
- Listen to every correction as if it is personally for you
- Ask politely for clarification
- Show respect for your instructors/musicians/fellow dancers
- Do not touch other dancers without teacher’s permission
- Do not place anything on the piano
- The pianos are only to be played by Dance Department Musicians
- Be sensitive to the musician and avoid blocking his/her view
- Be sensitive to line formation
- Refrain from talking to fellow students during class
- Ask permission to leave the studio
- Turn cell phones off before entering the dance studio
- Remove street shoes before entering dance studio
- Do not hang from, sit on or stand on the ballet barres
- Please clean up after yourselves
- Water bottles are to be kept out of the dance area and used between barre and center floor exercises
- Water Fountain use at Instructors’ discretion when in class
- If a dancer is not two heads taller than the water fountain they MUST use the foot stool.
- Follow the dress code – no jewelry, watches. Hair is to be in a bun and regulation attire worn.
- Students who are not in regulation attire will be given notice to correct this issue. If a correction in attire is not made within the time frame given by the instructor the student will observe classes until the correction is made.
- Wear street clothes over your dance attire when leaving or coming into the building.
- Students and parents who disparage, harass or bully Preparatory Dance students, faculty or staff on site or on social networking sites will be called in for a meeting with the director and asked to remove the posting/correct their behavior. If necessary they will be expelled from the program.
- We ask that all members of the Preparatory Dance community maintain quiet while in the building. This is an educational facility and the needs of our students are paramount. Students, faculty and musicians need an environment free of distraction to perform at their best.

Instructors inform Preparatory Dance students of proper etiquette in the program – this is done in a way that is appropriate for the different ages in the program.

Parent Involvement
One of the best ways parents can help their dancing children is to expose them to performances, art galleries, buy ballet books and videos. This will open a whole new world not only for your child but for yourself as well. Always explain to your child to be as open as possible to corrections when taking class. They should have a clear understanding of their corrections so they can apply their corrections. Applying corrections is one of the quickest ways to progress. We do NOT encourage parents “coaching” their students at home. Students progress correctly when working in the classroom with a qualified and experienced professional. We urge all of our students in Ballet 2 and above to stretch and strengthen their muscles at home. We urge all students to arrive early for class so they can focus, warm-up and enter the studio on time.

Attendance
Cornish takes its training responsibility to each student very seriously. The opening exercise is designed to prepare the young dancer physically and mentally for the rest of the class. Students that arrive late miss the first exercise and disrupt the class focus. If a student arrives late they stand at the door to the class or at the edge of the dance floor and wait for the instructor to speak to them. It is up to the instructor whether or not to allow the student to participate if they are late. **Students who are 5 minutes or more late will not be allowed to participate, but will be allowed to observe quietly.**
We understand that running late is at times unavoidable; however, if it becomes an ongoing occurrence, you might consider transferring to another day and/or time.

Make-up classes
Students who regularly miss classes don’t have the opportunity for the level of growth that consistent training stimulates. For this reason, we encourage students to make up classes that they have missed.

- Classes must be made up within the semester missed. They may be made up before the actual absence date.
- Students may make up classes in their level or a level below.
- Students making up classes are considered guests and are to let the enrolled students in the class come to the front, take their place at the barre and be respectful. Students taking class in another level should wear their own designated class leotard so that the instructor is aware of the student’s proficiency.
- Absences play a role in progress. Numbers of absences are a determining factor in advancement, company participation and the study of pointe.

Medical
It is important that faculty be made aware of any pre-existing medical condition that might interfere with the students’ ability to perform in class. Students returning to class after injury need to meet with the director so that the director and faculty can help provide a plan for optimal re-entry into training.

Illness
Preparatory Dance follows the Cornish College of the Arts health policy: **Stay home if you have flu or flu-like illness for at least 24 hours after you no longer have a fever** (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen). Do not attend classes. Parents are asked to report class absences and illnesses by leaving the Prep Dance office a voice mail message on or before the day missed. **Call 206-726-5034.**

Injuries
All student injuries and accidents in and out of ballet class must be reported promptly to the school office. School staff will document the student’s condition and any medical guidelines for activity.

- Notify appropriate faculty and the office immediately so that proper documentation can be made.
- Have your doctor send a report on the injury to the school office in order to facilitate your recovery.
- We must receive written permission from your doctor allowing students to resume classes.
- Any student with an injury requiring limited participation in class or a significant leave of absence from the school will meet with the Director to set up a re-entry plan before returning to classes.

Lost and Found
The lost and found bin is located outside of Studio 311. Items are donated at the end of the semester. Please put your child’s name inside of their ballet slippers and mark clothing.

Telephones
The school staff is not able to relay messages except in case of emergency. Cell phones must be turned off when entering the studios. Texting and calls are not allowed during class or rehearsal time.

School closure
In the event of inclement weather, power outages, delayed openings, early closures or any other event that represents a danger to the community, Cornish will activate several notification systems. Cornish Preparatory Dance Program will close when Seattle Public Schools and/or Cornish College of the Arts close. As Kerry Hall closure is not always dependent on Seattle Public School District and Cornish Main Campus closures we suggest that you call the Preparatory Dance office before your child’s class. The Preparatory Dance office numbers are 206-726-5034 or 206-726-5186. Closures will be announced on our outgoing message. You may also check the website www.cornish.edu or call 206-726-5151 for campus closures. There are no makeup classes for weather related closures.
Emergency Notification System
Via Cornish.edu.
- Emergency notification will be posted on our homepage.

Via Telephone
- A message will be available on Cornish’s voicemail; call 206.726.5151.

Via School Report
- Cornish College of the Arts alerts television and radio stations to closures and other emergencies via SchoolReport.org. Our announcements will be distributed as soon as they are posted on that site.
  You can sign up for alerts from numerous Washington schools, colleges and universities at SchoolReport.org.

Via RSS
Get the most up to date alerts by subscribing to the RSS feed using one of the following methods.
- Subscribe
- Google
- Yahoo
- AOL
- Windows Live

Via Text Message
- In addition to website and local TV and radio announcements, Cornish has acquired the technology to reach students, faculty and staff through mobile telephone text messaging. In those rare cases of inclement weather, power outages, delayed openings or early closures, or any other event that represents a danger to the community, Cornish will be able to issue a text notification simultaneously to all persons who elect to participate in the program. We understand that people do not wish to receive unwanted text messages. Please be assured that we will use this system judiciously and will only send messages in the aforementioned circumstances.

Please go to; http://www.cornish.edu/campus/emergency_notification/ to sign up for Cornish’s Emergency Notification System.

Calendar
Our Calendar can be found on the bulletin board and is also available on our website.
www.cornish.edu/preparatory_dance/calendar

Safety
Students should always bring personal items with them into the dance studio. Avoid bringing expensive jewelry or other valuable items, excessive cash or other valuable items to class. The Preparatory Dance Program and Cornish College of the Arts is not responsible for theft or vandalism.

Students should not wait outside to be picked up. A ‘buddy’ system is encouraged if students need to leave the building. Campus security guards or on site and available to help you; if they are not in their office located on the first floor they are walking their security route around the building and will be back shortly.

Campus Security Mission Statement
Campus Safety & Security at Cornish College of the Arts believes in providing a safe and welcoming environment to enhance the well-being of students, faculty, staff and visitors, along with the protection of all college assets. Our Office of Campus Safety & Security is committed to working with all members of the campus community to achieve this goal. We are located in a downtown urban environment; therefore every member of our campus community is expected to take reasonable precautions to protect themselves and their property.

Pets
College policy states that with the exception of service animals, pets cannot come into the building.
Parking
Due to limited parking around Kerry Hall, Prep Dance parents have the privilege of using the garage at 716 Boylston Ave E for ‘pick-up/drop-off’ purposes. This privilege is available only during Prep Dance class hours. Automobiles left in the garage may be ticketed. Please do not use the 3 or 30 minute load zones on Harvard Street in front of Kerry Hall. The Cornish Campus Shuttle relies on this space being available. Our relationship to our neighbors is very important to us and our ability to maintain our Capital Hill campus. Please do not use the driveways of our neighbors to park and run into the building or wait for your child. People are unable to leave, get into their parking garages and it hinders the ability of aid vehicles to get to people in need.

Late Pick Up Fee
You will be charged $10 per every 15 minutes if you are more than 15 minutes late picking up your child. This is only when one of our staff/faculty has to stay for the sole purpose of waiting for you to pick up your child.

Before and After Class
We are responsible for your children during their class. However, you are responsible for their behavior and safety before and after class. Siblings must stay with parents. Young children may not be left in the lobby unattended.

The safety of our students is extremely important to us. We want everyone to maintain awareness of how to be safe when coming to and from classes and our studios.

The safest situation is for you to walk your child to the third floor hallway. We suggest that you come into the 3rd floor hallway/lobby to pick up your child after class. Please do not arrange for your child to wait for you outside the building.

No Treat Policy
Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. We do have children in our program with food allergies and students and families who follow strict dietary guidelines. This coupled with the fact that we do not have an appropriate area for our students to celebrate birthdays and other events in a comfortable manner has led us to ask that you not bring birthday or holiday treats into the Preparatory Dance Program. The Preparatory Dance Program Faculty has also been asked not to give their students treats.

Academic Credit
Many schools grant Physical Education credit or exemption for ballet instruction. Check with your academic advisors if this is of interest and speak to the program director to obtain necessary documentation.

Recital Information/Volunteering/Tickets/Costumes/Make-up
Information regarding performance opportunities, rehearsal schedules, costume, and make-up requirements will be posted on the bulletin board and or sent out via email. Please be sure to read the bulletin board and emails sent by our department.

Required Dress Code

<table>
<thead>
<tr>
<th>Creative Dance</th>
<th>Pink tank leotard (Bloch® CL-5405, Motionwear® 2100), pink anklet socks and leather ballet slippers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Primary</td>
<td></td>
</tr>
<tr>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>Male Students</td>
<td>White socks, ballet shoes, and leotard or t-shirt, black tights or leggings</td>
</tr>
</tbody>
</table>
| Ballet 1       | Light blue tank leotard:  
                 | Bloch® CL-5405, Motionwear® 2100  
                 | Pink leather ballet slippers and Primasoft® tights in Ballet Pink without seams |
| Ballet 2       | Lavender tank leotard:  
                 | Bloch® CL-5405, Motionwear® 2100  
                 | Pink leather ballet slippers and Primasoft® tights in Ballet Pink tights without seams |
### Ballet 3
- **Royal Blue tank leotard:**
  - Bloch® CL-5405, Motionwear® 2100
  - Pink leather ballet slippers and Primasoft® tights in Ballet Pink tights without seams

### Ballet 4
- **Burgundy tank leotard:**
  - Bloch® CL-5405, Motionwear® 2100
  - Pink leather ballet slippers and Primasoft® tights in Ballet Pink tights without seams

### Ballet 5
- **Black camisole leotard:**
  - Mirella® 202-L, Mirella® 207-L, Motionwear® 2518 (students requiring a wider strap can use Motionwear® 2643)
  - Pink canvas ballet slippers, mesh tights with seams & open arch (Primasoft convertible tights in Ballet Pink for class/Demos) (Capezio® #19 in Pointe Pink for company)

### Ballet 6
- **Black or royal blue camisole leotard:**
  - Mirella® 202-L, Mirella® 207-L, Motionwear® 2518 (students requiring a wider strap can use Motionwear® 2643)
  - Pink canvas ballet slippers, mesh tights with seams & open arch (Primasoft convertible tights in Ballet Pink for class/Demos) (Capezio® #19 in Pointe Pink for company)

### Ballet 7
- **Black or garnet camisole leotard:**
  - Mirella® 202-L, Mirella® 207-L, Motionwear® 2518 (Red) (students requiring a wider strap can use Motionwear® 2643)
  - Pink canvas ballet slippers, mesh tights with seams & open arch (Primasoft convertible tights in Ballet Pink for class/Demos) (Capezio® #19 in Pointe Pink for company)

### Modern
- **Class leotard with black footless tights**

### Jazz
- **Class leotard with black footless tights or black jazz pants, black jazz shoes (canvas sole recommended)**

---

### Recommended Vendors

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCEWEAR CENTER</td>
<td>8425 122nd Avenue NE Kirkland, WA 98033</td>
<td>425.827.6343</td>
</tr>
<tr>
<td>The Dance Collection</td>
<td>1500 South 336th Federal Way, WA 98003</td>
<td>253.838.4030</td>
</tr>
<tr>
<td>Centerstage Dancewear</td>
<td>5012 University Way NE Seattle, WA 98105</td>
<td>206.527.4697</td>
</tr>
</tbody>
</table>

### Undergarments

Students are encouraged to wear undergarments. It is important for the health of the body that proper support of the female torso be maintained under the leotard. Undergarments should blend in as much as possible to create a clean aesthetic look and classic line. This may be challenging to find, depending on the bra styles; however the health of the body is important. Please find supportive undergarments that work for your individual body.

Here are some links to some undergarment suggestions:
- [http://www.dancewearsolutions.com/under_it_all/bras/Default.aspx](http://www.dancewearsolutions.com/under_it_all/bras/Default.aspx)

### Dress Code for arriving and leaving the School

Cornish Preparatory Dance students should not enter or leave the building wearing only their leotards. This policy reflects our concern for the safety of our students and the professional atmosphere of the school.

### Dance Supplies

**Essential items for the dancer’s bag:**
- Hair brush
- Hair pins and bobby pins
- Hair elastics
- Hairnets
- Hair gel & spray
- Tights (marked with name)
- Leotard (marked with name)
- Shoes (marked with name inside)

Optional items:
- Snug fitting warm-up sweater
- Leg warmers
- Water bottle
- Band aids
- Sewing kit
- Nutritious snack
- Extra leotard
- Deodorant
- Foot roller
- Tennis ball
- Feminine hygiene products

Please ask your daughter to practice putting her hair into a neat and secure ponytail. This is the first step to learning how to make a hair bun.

Additional Studio Guidelines/Building Rules
- Do not leave unsupervised siblings/young children in the lobby. Accompany young children to the restroom.
- The Preparatory Dance community does not have access to classroom and practice rooms in the music department space.
- Make sure that children are respectful of our property, including the furniture. For their own safety do not allow children to sit on handrails, counters, barres, tables or stand on benches or chairs.
- No running or shouting in any of our lobby areas. Please respect the on-going classes and the college faculty, staff and students who share our space and keep voices low when in the building.
- No food is allowed in the studios or dressing rooms at any time. Dispose of any containers left after eating in the lobby.
- Any lost and found items left unclaimed after the end of each semester will be given to charity or discarded.
- Only staff members are permitted in the faculty lounge, College Dance office and storage areas.
- You may not film or photograph in locker rooms, bathrooms or dressing rooms.
- Cornish College of the Arts is a non-smoking facility.
- The Preparatory Dance Program maintains a zero tolerance policy with regard to substance abuse, any form of harassment, criminal behavior, or bullying. Such activity will be met with dialogue and the possibility of expulsion from the school.
- Students and parents who disparage, harass or bully Preparatory Dance students, faculty or staff on site or on social networking sites will be called in for a meeting with the director and asked to remove the posting/correct their behavior. If necessary they will be expelled from the program.
- Please do not use the 3 or 30 minute load zones on Harvard Street in front of Kerry Hall. The Cornish Campus Shuttle relies on this space being available.
- Our relationship to our neighbors is very important to us and our ability to maintain our Capital Hill campus. Please respect our neighboring driveways. Do not block or use neighboring driveways for any reason.
Parents Association

The Cornish Preparatory Dance Program Parents Association (PA) helps further the goal of quality dance education by supporting school events and productions, providing supplemental funding, and facilitating communication between school administrators, teachers and families. All parents are members of the Parent Association and expected to volunteer for at least one job for every production when their child is performing. Please contact Sharron Starling (sstarling@cornish.edu) or Connie Mao (conniemao@gmail.com) if you also wish to be part of the PA Planning Committee or serve as a Class Representative. There is no correlation between parents’ activity in the guild and a child’s progress in Preparatory Dance classes or in the casting of Cornish Preparatory Dance Company productions.

Volunteering

Cornish Preparatory Dance Program puts on three performances a year and parent volunteer are essential in making these performances possible for the dancers. There are many positions to pick from with varying time commitments.

The performances include:
Nutcracker
Spring Concert
End of the year Demonstrations (Demos).

See Appendix for Sample Volunteer Instructions for our Production Volunteer Jobs. Not all positions are for all performances and instructions may vary as venues change. A detailed list of jobs and descriptions will be on the online sign up site for each show. You will be sent the link to the site a few months before the performances. Your help in our productions is essential for the fantastic learning and creative experience our dancers enjoy!

Why Donate to Cornish Preparatory Dance Program?

Cornish Preparatory Dance Program needs your support; tuition does not cover the cost of our outstanding programs and productions. Your gifts support promising students in pursuit of their training, help fund productions for the company, support outreach programs in the public schools, and sustain our program’s excellence. Cornish College of the Arts is a 501 ©(3) non-profit organization and your donations are fully tax-deductible. http://www.cornish.edu/giving/

Making a donation to the Annual Fund supports:
- Cost of productions, sets, costumes
- Guest performers, guest teachers, choreographers and lecturers
- Outreach bringing dance to local schools and community centers
- Institutional and need-based scholarships
- Building operations and security at Kerry Hall

Cornish Prep is fortunate to support two endowed scholarship Funds. Individual donations and all bake sale proceeds support these funds.

Gwenn Barker Endowed Scholarship Fund
A teacher of enormous influence, the late Gwenn Barker trained generations of dancers from the Seattle area. Her passion for dance and commitment to the development of ballet in the Pacific Northwest was extraordinary. She directed the Cornish Preparatory Dance Program (CPDP) at Cornish College of the Arts from 1978 until 1990, and continued teaching until 1996. Following her retirement, she continued her association with CPDP, assisting in rehearsals and coaching young dancers. The Gwenn Barker Endowed Scholarship is given annually to a promising Preparatory Dance student who wishes to pursue further study and a career in dance.

Jeanne-Marie Klepper Endowed Scholarship Fund
The late Jeanne-Marie Klepper was always interested in ballet and trained at various schools before coming to Cornish at age eleven. She was an intense person who did well in school and had many interests, especially ballet. She performed in Junior Company Winter and Spring Concerts. Jeanne-Marie
was diagnosed with Osteosarcoma (bone cancer) in January, 2000. Even when dance was very challenging, Jeanne-Marie wanted to do it. Dance was her sport. She fought hard, but lost her battle against cancer on May 13, 2001. Though Jeanne-Marie attended CPDP for only three and a half years, those were important years for her. The Jeanne-Marie Endowed Scholarship honors her memory by supporting similar like-minded young dancers.

How CPDP Fundraises
- Bake sale and flower sales at performances
- Logo wear sales
- Annual Fund letter
- Donation envelopes at performances

APPENDIX

Sample Volunteer Positions & Job Instructions

BEFORE & START OF SHOW USHER:
- Arrive at least 1 hour before curtain.
- Introduce yourself to the house manager and other ushers and orient yourself with the concert hall house entrances.
- Fold programs that will be located in a box near the House entrance
- Notify the audience the house door will remain closed/locked until it is opened by the Stage Manager (it will be approximately 30 minutes before curtain)
- Organize the audience to line up until the house is open.
- Hand out programs (try for one or two per family, rather than one per person)
- Seating is usually festival style (first come first serve).
- Uphold theater etiquette: no food or drinks of any kind in theater. Photography and video are only allowed for the Year End Demonstrations. Remind the audience video cameras are not to obstruct the view of the audience. No flash photography. No saved seating.
  - Suggest to videographers to use the back row or the first row of the balcony
  - Video and photography are prohibited during the spring concert and Nutcracker performances.
- Direct audience members needing wheel chair assistance to designated area.
- Questions: find the Program Director, Steve Casteel or the Administrative Assistant, Christine Weh.
- Coordinate with During & After Show Ushers before leaving your post.
- Help until the performance begins & enjoy the show!

DURING & AFTER SHOW USHER (see above and below):
- Coordinate/check-in with Pre-Show Ushers before the show begins.
- Sit or stand towards the back of theater to help late arrival audience--inform them as to where there are seats available.
- Encourage the balcony (if available) as overflow seating. Standing room is allowed.
- If needed remind the audience about theater etiquette during the show: see above ↑
  - Especially, no food or drink in the theater from the bake sale.
- Help audience members who may need assistance exiting the theater.
- Pick up theater trash for the next show
- Collect leftover programs and leave in box or on table by the house entrance
- Once the theater is emptied & picked up go into the lobby and encourage audience members to visit the bake sale.

CHAPERONES (1-3 parents per class):
- Arrive an hour and 15 minutes before curtain. Students will arrive one hour before curtain. Introduce yourself to other chaperone/s and the class you are chaperoning.
- Orient yourself with the materials in the dance studio, found on the white board:
  - Program for student check in and show order
  - Volunteer instructions/assignments
Studio to Theater Schedule
- Dance Skirts for your class
- Dance Hair Accessory for your class (Creative Dance, Pre-Primary and Primary take their hair bows home; Ballet I-Advanced must return their floral hair accessory)

- Mark students present on the program as they arrive. Parents they may pick up their children in studio after the whole show.
- Parents should get their child ready with hair/shoes/ballet outfit
  - If a parent/child needs help with achieving a BEAUTIFUL ballet bun, look for an older dancer to help out. They will be circulating the studios.
- Keep the children calm and entertained in the classroom.
- General Dance Classroom Etiquette is expected in the studio at all times:
  - Absolutely no hanging/climbing on ballet barre
  - Do not touch mirrors; chairs and benches are not to be stood upon
  - No running
  - No loud voices (especially in studio 300, which is directly above PONCHO theater)
  - Piano and all studio equipment is off limits

- Priority order:
  - Check in children
  - Make sure they all have their hair up in a tidy ballet bun (if it can be put back)
  - Put hair accessory in girls’ hair
  - Bathroom visits
  - Put girls in skirts

- Pin the hair accessory in each girl’s hair with bobby pins, or wrap around bun if the hair accessory has a hair tie. The appropriate hair accessory will be labeled for the class of children you are chaperoning. Follow the teacher’s instructions on how to put it in.

- Make sure skirts are put on properly (can get assistance from teacher):
  - To put on skirts: ask student to stand in “ballet posture” or 1st position so that the belly is pulled up. Secure the skirt tightly at the high waist, above the belly button. (Skirts with elastic waists: keep waistband flat. Skirts with Tie waists: dampen the strings with water or double knot to keep secure). This will keep the skirt from falling down while the dancer is on stage and it looks nice.

- When taking children to/from dressing room to backstage or balcony the following suggestions work well:
  - Help the children walk quietly/silently so as not to be heard by the audience. Make a ‘train,’ having one chaperone at the head and one at the end of the train, kids in between. Please no running.
  - You will use the stairwell at the East end of the building, or the one next to the elevator.

- Chaperones take their class to either the balcony or backstage first (see Studio to Theater Schedule located on studio white board). Once the children are in the backstage room, chaperones go to balcony to watch the show. If children are coming from the theater, they will go backstage during the start of the dance before them. Each class’s dance will be from 8-15 minutes long. After your class has danced, backstage crew will remove skirts backstage and escort your class to the balcony where you are waiting for them. Sit with the children throughout the rest of the show. After the show, take your class up the East stairwell back to their dressing room/studio to be picked up by their parents.

BAKE SALE
The Bake Sale proceeds go to Preparatory Dance’s Endowed Scholarship Funds. By helping with this Bake Sale, you are helping deserving young dancers continue their studies at Preparatory Dance. Each family should plan to donate one dozen baked goods for each performance.

BAKE SALE COORDINATOR:
- Please arrive an hour and 15 minutes before curtain to the outdoor walk-way at the Harvard Street Kerry Hall Entrance.
- Work with the Admin. Assistant or Program Director on getting bake sale tables and supplies set up
- Get bake sale cash box from Program Director or Administrative Assistant.
  - You will be responsible for the cash box throughout the show. Please take it with you into theater when you watch the show.
• Give instructions to Bake Sale Volunteers
• Set up the bake sale tables with table clothes, trays and signs.
• Receive the bake sale donations and display them on trays.
• Label the baked goods with donation suggestion signs (which are with the supplies).
  ▪ $0.50 each for smaller items
  ▪ $1.00 each for larger items
• Set up juices and waters in ice box. Poor juice in cups ready for sale
  ▪ $0.50 a cup of juice
  ▪ $1.00 for bottled items
• Manage bake sale decisions. Help to make it a fun and relaxed environment.
• Remind audience members absolutely no food or drinks into the theater.
• Cover the bake sale table with a table cloth during the show.
• After show you may begin to put items in zip-lock bags and sell a bag for $5.00.
• When selling begins to “trickle-down,” begin clean up:
  ▪ 1st show of the day:
    • Consolidate baked goods/juices and cover.
    • Prepare the table for the next show.
    • Throw out trash. General pick up.
  ▪ Last show of the day:
    • The leftover baked goods will be taken to a non-profit organization
    • Consolidate baked goods into disposable containers for easy transportation
    • Organize and box up the bake sale supplies and bring indoors
    • Bring tables indoors
• Return cash box to Program Director or Administrative Assistant when selling is complete after the show.

BAKE SALE ASSISTANT BEFORE & START OF SHOW and INTERMISSION:
• Arrive one hour and 15 minutes before curtain.
• Work with the Bake Sale Coordinator on set up, display, arrangement and selling.
• Receive the bake sale donations and display them on trays.
• Label the baked goods with donation suggestion signs (which are with the supplies).
  ▪ $0.50 each for smaller items
  ▪ $1.00 each for larger items
• Set up juices and waters in ice box. Poor juice in cups ready for sale
  ▪ $0.50 a cup of juice
  ▪ $1.00 for bottled items
• Remind audience members they cannot take their food or drinks into the theater.
• Cover the bake sale table during the show.
• When the Bake Sale Coordinator no longer needs assistance, you may go enjoy the show.

AFTER SHOW & BAKE SALE CLEAN UP:
• Introduce yourself to the Bake Sale Coordinator before the show and receive after show instructions.
• Immediately after show (or even during the last dance) go to bake sale table.
• Works with the Bake Sale Coordinator on set up, display, arrangement and selling.
• After a while you may begin to put items in zip-lock bags and sell a bag for $5.00.
• When selling begins to “trickle-down,” begin clean up:
  ▪ 1st show of the day:
    • Consolidate baked goods/juices and cover.
    • Prepare the table for the next show.
    • Throw out any trash. General pick up.
  ▪ Last show of the day:
    • The leftover baked goods will be taken to a non-profit organization
    • Consolidate baked goods into disposable containers for easy transportation
    • Organize and box up the bake sale supplies and bring indoors
    • Break down tables and bring indoors
CLEAN UP: MANY HANDS MAKE LIGHT WORK!
We don’t have a custodial staff to help us during the performances or afterwards. Help us pick up after ourselves so that the building is usable for students, staff, and faculty and the next user.

- Before the show, please check in with the Program Director or the Administrative Assistant to let us know you are available to help!
- Introduce yourself to the other Clean-Up Volunteers so you can work together.
- After the show, pick up trash and lost items in your previously assigned area such as:
  - 1st floor lobby
  - The 3rd floor hallway
  - The 3rd floor dance studios.
  - You may want to wait a few minutes for people to clear out of these areas.
- Consolidate lost items in each location:
  - 1st floor lobby: place on bench by elevator
  - 3rd floor hallway: place on bench by elevator
  - 3rd floor dance studios: place all on bench or table
- 3rd floor dance studios: organize the floral hair adornments all in one location and neatly hang up the skirts. These items may remain in the studio.
  - Saturday after Performance D, evening show:
    - Break Down studio tables and put them away in room 305
- When things look under control in the 3 locations listed above, go to the Bake Sale Table to help to either consolidate and prep the table for the next show (first show of day) or put away the bake sale supplies/table at end of day (last show of day). This can be a big job, your help is appreciated.
- Saturday after Performance D, evening show:
  - Break Down and put away Bake Sale and Flower Sale Tables
- Please check in with Director or Admin Assistant before leaving and thank you so much for helping us out!

FLOWER SALE COORDINATOR:
- Communicate to flower sale volunteers arrival/departure time, schedule, job description. You will receive your volunteer names/ contact info from Volunteer Coordinator.
- Acquire greens and flowers for the flower sale. Try to find someone who can donate the greenery to offset the cost of the bouquets. (Without the greens donated, we tend to not make much money). Seek assistance from Director/Admin. Assistant if necessary.
- Update the flower sale pre-order form. Email to Admin Assistant to email to families 1 month and 2 weeks prior to performance. Form is attached. Assure it is up to date and says the information you need it to say. Contact Admin Assistant with formatting questions/ help.
- Bring flower sale supplies to theater. Work with Volunteer Coordinator on set up and decorations of your sale area.
- When purchasing tickets for a performance, please sit in the back of the theater so you can leave prior to the audience and tend to the bake sale table at intermission and end of show. Please be available to assist should your help be needed elsewhere during the performance.
- Be in charge of cash box and monies. Petty cash will come from Volunteer Coordinator.

DVD/POTO CD and PHOTO SALES COORDINATOR:
- Work with Director and Admin. Assistant on all aspects of sales: pricing, items offered, due dates, etc.
- Work with photographer: Colleen Dishy, colleendishy@comcast.net
- Work with videographer: Gordon Modin, modinvideo@comcast.net
- Update last year’s forms. Email to Admin Assistant for emailing to Nutcracker community.
- Print up forms and bring to the theater.
- Bring necessary supplies and desired decorations for display in theater lobby. *work with Volunteer Coordinator on display space, table cloth, etc.
- Manage cash box at theater. Get petty cash from Volunteer Coordinator. Communicate in advance how much you will need.
- Schedule volunteers. Communicate to them their instructions. Volunteer Coordinator will give you your volunteer contact information. You can also view the sign up at: TBA
Create a job description sheet for DVD/Photo sales volunteers. Save it on this letter head. Give a copy to Volunteer Coordinator and Admin. Assistant/Director.

Last year’s order form is attached to this document.

FLOWER SALE VOLUNTEER or ‘STAFF’: Help the Flower Sale Coordinator put together flower bouquets for sale to patrons.
- You may be asked to arrive up to 1 ½ hours before the performance you are working.
- Help with setting up and organizing flowers. This will include putting together bouquets and snipping, wrapping, ribbon, etc.
- Help with selling of bouquets to patrons prior to show, during intermission and after show.
- Help clean up flower station at end of performance you are working, or work to clear the entire area at close of event.
- When purchasing tickets for a performance, please sit in the back of the theater so you can leave prior to the audience and tend to the flower sale table at intermission and end of show. Please be available to assist should your help be needed elsewhere during the performance.

HAIR & MAKE-UP COORDINATOR:
- Coordinator is in charge of Scheduling and training volunteers and application of make-up and hair instructions.
- Coordinator meets with Director 3-4 weeks prior to performance to receive make-up/hair instructions for each role. Make notes for each. Create a face for each and laminate each face for each role for easy instruction. Make 2 of each role laminated with instructions.
- Coordinator meets with hair & make up volunteers to give make-up application and hair style instructions prior dress rehearsal day in the theater. Emphasis on continuity.
- Coordinator will receive a website link to view sign ups’ contact information from the Volunteer Coordinator
- Coordinator schedules volunteers as seen fit to help with make-up application, hair styling for all children in the Junior Apprentice and Apprentice Companies. The Junior Company should be capable of doing own make-up and hair. Coordinator and hair/make-up stylists can also offer assistance/advice to the adult performers. View the Technical/Dress rehearsal schedule to help determine the schedule.
- Hair and Make-up volunteers will be needed at the following times:
  - Prior to/during technical rehearsal, dress rehearsal
  - Prior to/during matinee performance, evening performance
- Hair & Make-up volunteers may station themselves at tables in the Band Room, and set up supplementary supplies that Cornish provides. Please clean up area and organize area for the next crew/performance. Put all supplies neatly away after last use for evening performance.
- Each performer is required to bring their own hair and make-up supplies as is read in the Nutcracker Handbook.
- Coordinator works to provide an efficient and organized system for getting children ready for onstage. For instance, assist performers in the order in which they arrive on stage.
- Coordinator communicates with Volunteer Coordinator and Chaperones on their groups make-up/hair times.
- Goal of the Hair and Make Up Coordinator and Volunteers is to provide knowledgeable, efficient make up application and hair styling in a smooth, organized fashion to each group of performers. Volunteers adhere to the make-up and hair instructions and help with quality control before the performers take to the stage. Volunteers kindly suggest a re-do or touch up of make-up or hair should it seem necessary.
- Hair/Make up Volunteers purchase tickets for the performance opposite their scheduled shift so they may be of assistance during the performance for performers changing roles or arriving for the second act.
- It can be helpful to schedule the same make-up crew to help with a technical or dress rehearsal and either the matinee or evening performance.

LAUNDRY: Take home costumes to launder according to given instructions.
- Contact Costume Coordinator and/or Director with costume laundering questions.
• Directly after evening performance, head to the backstage area. Begin to help performers hang up their costumes. Locate costumes you will be laundering. Make sure all are accounted for.
• Help with Costume Coordinator to pack up the costumes (make sure they are all covered) and transport costumes assigned to you home.
• Follow laundering instructions.
• Return costumes according to instructions to Preparatory Dance office, clean and bone dry.
• Please contact Director and/or Admin Assistant on the best time to return costumes.

SECRET SANTA: Coordinate the ‘secret’ giving of gifts between student performers.
• Set the rules and regulations for this year’s exchange (gifts not to exceed a certain $ amount per gift)
• Consider themes such as: handmade, ornament, books, etc.
• Figure out how to assign each child a secret santa
• Can assign a group of dancers to a parent volunteer to communicate to that group, assign that group, and receive gifts.
• If assigning work to another parent volunteer, please create a job description on this letter head and give a copy to the Volunteer Coordinator and Admin Assistant/ Director.
• Work with Volunteer Coordinator on a central location to receive gifts.
• Make sure each child has a gift before distribution (consider bringing extra just in case).
• Arrange distribution of gifts at the cast party (work with cast party coordinator on timing of this). Be there to distribute, or supervise the children’s distribution.
• Acquire the list of students and contacts from Volunteer Coordinator and/or Admin Assistant.

DRESSING ROOM TO THEATER STAGE RUNNER: Works with Volunteer Coordinator, Director and Choreographers
• Directs and cues performers/from theater backstage to their appropriate dressing rooms (band room, classroom, or backstage).
• Needs to work both a technical or dress rehearsal on Saturday and the Matinee or Evening Performance on Sunday. Purchase your tickets to view the show on the opposite performance you are working.
• Be in attendance of the spacing rehearsal to determine when cues should be set. Work with choreographers to set the cues to go backstage. Make notes of this and communicate with the alternate Dressing Room to Theater Stage Hand for continuity. It is important for the dancers to know what to expect.
• The Dressing Room to Theater Stage Hand’s job is to cue the performers when to go backstage. Older children/adults will be responsible for getting themselves backstage at their appropriate locations. Younger children will be escorted by their chaperones to their appropriate locations backstage.
• The Dressing Room to Theater Stage Hand remains back stage to keep track of show progress, except to give cues to performers.
• Any issues that arise should be directed to the Artistic Director.
Cornish Preparatory Dance Program Apparel

To place orders please contact Rebecca Dunsmoor-Su at rebeccadsu@yahoo.com. Sales will be done periodically on weekends and at performances. Cash, check and credit cards are accepted. All proceeds from the sales will benefit the Prep Dance Annual fund.

Prep T-Shirt: Female, Male, Childs  
(Logo across chest, color black)

Female-fitted shirt  Male  Child

Hoodie  
(Logo on back, unisex, color black)

Warm up pants  
(Logo on lower leg, color black)

Dance bag  
(Logo on front, color black)

Carpooling
Glad2 magically helps parents reach other parents at school, relatives, sitters, and neighbors for:

- Carpools / Rides
- Childcare / Playdates
- Recommendations
- Sharing Stuff
- Emergencies

Glad2 is a free service. Watch the video at [http://www.glad2.com](http://www.glad2.com)

**Cornish Wireless Network Info**

Guest Network Name: CORNISH-GUEST  
Your Guest Pass: prepdan1516

This guest pass is valid for 73 days once activated, and has to be activated before 1/1/2016 7:32:49 A M

Below are instructions on how to connect to the Cornish Wireless Network.

Connecting as a Guest to the Cornish Wireless Network

Greetings, Prep Dance  
You have been granted access to the Cornish wireless network, which you can use to access the Internet and to check your personal email. Before you start, please make sure you have a wireless-ready computer.

Using your guest pass to connect is a two-step process: (1) connecting your computer to CORNISH-GUEST, then (2) logging in as a qualified guest.

Finding the Cornish Wireless Guest Network

1. On your PC/Windows desktop, check the system tray for a Wireless Connection icon (the tool tip reads "Wireless Network Connection/[name]").
2. Right-click this icon and choose View Available Wireless Networks.
3. When the Wireless Network Connection window appears, CORNISH-GUEST will be listed.
4. Select CORNISH-GUEST and click Connect.
5. If a Wireless Network Connection confirmation dialog box asks you to confirm connecting to an unsecured network, click Connect Anyway.
   A connection status dialog appears, while a connection is established.
6. When the Wireless Network Connection window displays "Connected", you can close this window and move on to the next step.

Logging into the Network as a Guest

1. Start a web browser and try to connect to any valid Internet site. The Guest Access Login Page automatically appears.
2. When the "Guest Pass" page appears, enter the text of your guest pass (by typing or pasting) and click Log In.
3. When the "Terms of Use" page appears, read the terms of use. Once you are finished and accept the terms, click Accept and Continue. When the "Authenticated" page appears, your connection is active.
4. You can now check your personal email and browse the Web.

Important
With a guest pass, you have access to the Internet and your personal email, but you cannot use any services such as file sharing, intranets, corporate email or printers. If these services are needed, please contact the IT department to get set up with full user access to the secure network.

**How to make a Ballet Bun**

**Materials**
- Spray bottle or glass filled with water
- Hairspray. A sample/travel size is fine
- Hair gel. A sample/travel size is fine and cheap
- Hair pins (These are “U” shaped with plastic tips. You can find them in the haircare aisle of a drugstore, beauty supply store or dance wear store.)
- Bobby pins
- Elastic band/Hair tie ***NO SCRUNCHIES***
- Comb & brush
- Hair net (Fine net with elastic edges, same color as hair. Available at a drugstore, beauty supply store or dance wear store.)

**PROCEDURE – FOR LONG HAIR (Shoulder length and longer)**

1) To start the process, lightly spray your hands and the hair with water (or dampen with a comb dunked in water). This will give you better control over the hair. It is better NOT to have freshly washed hair for this. Gather the hair and pull it back. Apply a little hair gel to the hair. If your child has bangs, leave them alone for now, they will be pinned to the side after the bun is complete.

2) Use a hair brush to smooth out rough or uneven areas. Form a pony tail by brushing the hair up from the jawline to the top part of the back of the head. This will form a high bun. The placement of the pony tail determines the placement of the bun. A ponytail just below the crown of the head is good.

3) Use an elastic hair band to secure the pony tail. A tidy pony tail with hair drawn snugly back is the key to making a good ballet bun. **Optional – at this point you could also braid the hair, secure the end with an elastic hair band and then coil it into a circle. Either way, you must make a pony tail first.**

4) Apply more water or gel to the ponytail to keep the hair neat, and twist the pony tail.

5) Coil the pony tail into a tight circle.
6) Use a few "U"-shaped hair pins all around the coil to secure it to the rest of the hair. Slide each pin through the outer part of the coil, then into the base of the bun. It helps to push the pin away from the bun, and then flip it under and into the bun.

7) Wrap a fine hair net around the bun. Keep twisting and wrapping so that the hair net tightly secures the bun. Make sure the hair net is the same color as the hair.

8) Use a few more hairpins or bobby pins to secure the hairnet over the bun.

9) For extra hold, when the bun and hair are all secure, use hairspray. Use bobby pins to secure any "wispies" or stray hair. If your child has bangs, dampen them slightly with water or hair gel, comb to one side and secure with bobby pins. Spray with hairspray for extra hold.

PROCEDURE - SHORTER HAIR THAT WILL FIT INTO A SHORT PONYTAIL
Follow same procedure as for Long Hair through step three.
1) Braid ponytail as far as possible, then secure end with another covered elastic.
2) Fold end of braid under and press it flat against head.
   Secure in place with hairpins.
3) Use bobby pins to secure any "wispies" and spray hair with hairspray.

PROCEDURE - VERY SHORT HAIR
1) Dampen hair with spray bottle or comb dunked in water and comb a bit of gel through the hair.
2) If possible, make a small ponytail low at back of head.
3) As you comb the hair back, secure with bobby pins, then spray hair with hairspray for extra hold.
HAIRSTYLE FOR BOYS (Boys’ hair needs to be off the face too!)

PROCEDURE:

1) Dampen hair and comb a bit of gel through the hair, including the bangs.
2) Part hair to one side and comb each side back, securing with bobby pins as needed.
3) Comb hair behind the ears and secure with bobby pins as needed. You don’t need a lot of pins—just enough for the hair to stay OFF the face for the entire class, rehearsal or production.

Make-up Requirements for Cornish Preparatory Dance Company

A detailed make-up requirement for each specific show will be sent out with the performance packet. Below is a general sample of what is needed.

MAKE-UP

For health reasons as well as possible allergies we ask each dancer to provide their own make-up. The brands listed below are not required but the colors/numbers called for will give you an idea of the color required. These colors are similar to the colors used last year. When working under stage lights it is important that colors be clear and have no brown or purple tone. If you choose not to purchase the listed color please replace it with the same/similar color in another brand.

Tip: we cannot be certain of the availability of make-up in your local store. Please Google search an image of the make-up item listed below to get an idea of the color/tone required for your role; then match as best as you can in your local store. You can also consider purchasing online, though this is not required.

Application:
Intermediate Ballet I-Advanced are expected to apply their own make-up. Please practice at home if you need.
Primary-Ballet 3 and Ballet 4 will have make-up volunteers to apply make-up. The Ballet 4’s are welcome to practice their own stage make-up and apply what they can, and seek assistance from the make-up volunteers. Primary-Ballet 4’s should not arrive at the theater with their make-up done.

Gingerettes/Little Snowflakes/Pages (colors, brands, numbers updated 10/2011)
- Lipstick: soft, pure shade of pink (no hints of orange, brown or purple) such as: *Cover Girl Outlast All Day Lipcolor 530 “Dusty Rose” or Revlon #450 Gentlemen Prefer Pink or something similar;
- Blush: pure pink, Cover Girl #140 Plumberry Glow
- Light eye shadow (brown tones), eye-liner and mascara. If your child has light eyebrows an eyebrow pencil will be needed.
- Please place your make-up in a zip lock bag with your name on it and label individual pieces. Please remember to bring your own make-up applicators. Volunteers will be available at the theatre to help with hair and make-up.

Party Scene/children, Harlequin, Columbine
- Lipstick: pure pink with vibrant pigment (not shear, no hints of orange, brown or purple) such as: Maybelline #045 “Pink Me Up” or Revlon #450 “Gentlemen Prefer Pink”
  – Gentlemen need a browner tone – but not purple – *Cover Girl All Day Outlast 521 “Eternal Flame” or Cover Girl Incrediful Lipcolor #948 “Fine Wine”
Dancers going in to the Battle Scene should have red lipstick: Cover Girl Outlast All Day Lipcolor 507 “Every Red-Dy” or #575 Really Red or Revlon #654 Ravish Me Red
- Blush: pure pink, Cover Girl #140 Plumberry Glow
- Pick a foundation which matches your child’s skin tone. Light eye shadow (brown tones), eye-liner and mascara. If your child has light eyebrows an eyebrow pencil will be needed.
Please place your make-up in a zip lock bag with your name on it and label individual pieces. Please remember to bring your own make-up applicators. Volunteers will be available at the theatre to help with hair and make-up.

*Dancers and parents should note that this product Cover Girl All Day Outlast lipstick needs to be put on clean, dry lips (not over lip-gloss, chap stick, Vaseline, etc) or it won’t stay. Put it on with care as it STAYS where put. After about one minute it is dry and just needs to be toughed up with the gloss stick that comes with the lip stain. This is great as little ones won’t have smeared lips, can eat in it, doesn’t rub off on costumes, etc.*

*There are no makeup requirements for the mice*

Intermediate & Advanced Ballet Division Makeup: Sugar Plum, Big Snowflakes, Spanish, Waltz of the Flowers, Mirlitons, Chinese, Harlequin, Doll, Clara, Governess, Mouse Queen & Lieutenant, Russian, Arabian, Cavalier (blush and lipstick in brown tone)

Make-up Kit For CPDC I

Cornish Preparatory Dance Company I members need to assemble their own stage makeup kit. Please review the information below regarding the items needed in the stage makeup kit. With proper care, this makeup kit should last for many years and will be used for all Cornish Junior Dance Company productions. We have listed these items in order of importance for the makeup kits. You do not need to replace your existing make up – these are suggested if you need new supplies or are starting out.

Foundation: Ben Nye Color Cake or Mehron cake make-up in shade slightly darker than skin tone (make up sponge to apply foundation)
Mascara: Waterproof in black or black/brown
Eye Liner: Black. Physician’s Formula eye definer felt tip eye marker (available at most Drug Stores).
Eye Shadow and Highlighting: Ben Nye highlights and contours in brown tone
Eyebrows: Ben Nye eyebrow pencil for those who need a darker tone or added brow
Rouge: Ben Nye DR3 “raspberry”
Lips: Ben Nye #1343 “siren red”
Recommended Brushes: Eye shadow – Dome #8 (118799), Rouge - #1 (223440), Lip – Short Handle (K1311)
Makeup remover
Ben Nye has a kit – Crème Personal Kit – for $18 (2010) which includes: foundation, eye pencil, face contour palette, powder and shadow. There are different kits for the spectrum of skin tones. The makeup is a cream which is more difficult to remove and the rouge and lip colors may need to be supplemented from other stock.

Every dancer must have his/her own make-up. For health reasons, make-up should not be shared, particularly eye make-up. Please put all of your hair and make-up supplies in a gallon size zip-lock plastic bag with your name on the outside.