

COASTAL DANCE AND MUSIC ACADEMY

Performance Troupe Handbook




CD&MA
Coastal Dance and Music Academy

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Commitment Requirements

Commitment to a CDMA performance troupe is a decision that needs to be seriously evaluated by both dancer and parents. While it is a lot of fun and a great learning experience to be part of the troupe, it also requires dedication and consistency. If you are prepared to work hard, to be flexible, to learn a lot, and to give priority to the performance troupe over other activities in your schedule, this may be the time to join!

Performer Commitment:

1. Commit to consistent attendance in all required classes. (Attendance policy attached)
2. Commit to attend *all* required rehearsals and performances. (Attendance policy attached)
3. Commit to follow the dress code for *all* classes. (Dress code attached)
4. Commit to inform the Director or Assistant Director ahead of time of any other major projects (sports, extracurricular activities, etc) you'd like to undertake so that we may help you determine if it will fit in with your performance troupe commitments. We expect that your commitment to the performance troupe will take priority over other commitments.
5. Commit to come prepared to rehearsal and/or performances with needed costumes, props and shoes and knowing choreography. (Do your homework!)
6. Commit to stay up to date with all rehearsals and performances.
7. Commit to show respect to fellow dancers, instructors and directors. Give undivided attention to directors or instructors during class or rehearsal. Also show respect to your studio. Do your best to keep all halls and walking areas free of your belongings and stow as much as possible on shelves and in cubbies. After classes and rehearsals, take all of your belongings with you and clean up your dressing room.
8. Commit to be a role model in all of your classes, adhering strictly to the rules of etiquette (etiquette rules attached).
9. Commit to an understanding that you are an ambassador for CDMA outside of the studio. During performances and at other times (such as on social networking sites), we ask that you demonstrate respect and encouragement for all other dancers, even those not part of our studio.
10. Commit to teachability. If given corrections, put them into your work. If you don't understand a correction, be sure to ask!

Failure to adhere to these regulations and expectations will result in probationary status; until, as determined by Directors, dancer is in compliance. Dancers on probationary status may not participate in any scheduled performances.

Performer's Family Commitment:

1. Commit to payment schedule including required classes, costuming, and performance troupe fees.
2. Commit to having your dancers to all classes, rehearsals and performances on time (or early!) Missing any of these doesn't just affect your dancer, it affects the troupe as a whole. If your dancer is absent, there is a hole in the choreography that affects all the other dancers and their ability to rehearse effectively.

3. Commit to communication. Due to the nature of performing, great communication is imperative! We will work hard to do our part on this, and we ask in return that you read all communications carefully and respond as necessary with any questions or information. Please see the communications page for more details.
4. Commit to supporting the troupe. We do greatly appreciate the flexibility of our families, as things such as schedules can change quickly in the performance world. We will try to avoid doing this whenever possible, but would like your understanding when changes happen! This also means that, if there is a concern or problem that needs to be addressed (your own or something that you hear), that you bring that issue to those in charge, and that you trust the directors' judgement as an issue is resolved.
5. Commit to helping out. Performing on this scale is a big endeavor - we need your help! You can sign up to help with carpooling, costumes, set-up and clean-up at both rehearsals and performances, communication, etc. Even better - if you see any of these things that need doing, just do it!

Our Commitment to You:

1. Commitment to a positive environment: We encourage our dancers to have positive and encouraging attitudes toward their directors, their teachers, and each other. We commit to give the same to them. While constructive criticism is an important part of the performance and dance world, we commit to keeping it constructive and not belittling or personal.
2. Commitment to age-appropriate music, movement, and costuming: We are interested in demonstrating to our community that dance can be beautiful, fun and contemporary while not forcing children to grow up too quickly. This is demonstrated by our choices in music, choreography, and attire.
3. Commitment to excellent communication: As mentioned in the parent section, great communication is imperative. It is also a two-way street. We are committed to providing ample information in a timely and clear manner to avoid confusion and maintain order. We are also committed to answering your questions and listening to and addressing your concerns as needed. Please see the communications section for more information on how we do this.

We look at the performance troupe as a close part of our CDMA family. As with any family, we expect that, along with the fun and successes, that there will be bumps in the road. Considering this, we would ask that all students, families, and staff remain positive and respectful to one another while working out differences in a positive manner. We also hope that everybody involved knows that they are part of something wonderful!

4.

Attendance Policy

Class Attendance:

- For attendance purposes, the performance troupe year runs from September 1-June 30.
- If you miss or know that you will miss your performance troupe class for any reason, please fill out a performance troupe absence slip and return to the office as soon as you know you will be absent.
- Dancers will be permitted 5 *excused* (illness, family emergency, “once in a lifetime opportunities”) absences in performance troupe classes. If you are injured, we ask that you still attend class so that you can learn choreography by marking or watching.
- You may miss no more than three performance troupe classes in a row.
- Consistent tardiness or lack of preparedness will result in a dancer being marked absent.
- You are not required to fill out an absence slip for other required classes, but you should notify the office before that class.

Performance and Rehearsal Attendance:

- *All* performances and rehearsals listed on the calendar are required for performance troupe members. The only exception to this would be the August performance that does not include Happy Feet.
- You may miss *one* performance during the season for any reason other than illness or injury. You will know the dates of these performances by February 1. Missing more than one performance will result in the dancer being dropped from performance troupe and paying all fees associated with early withdrawal. We will take into account extraordinary circumstances such as a death in the family on a case-by-case basis.
- Fill out a performance troupe absence slip if you will be missing *any* performance or rehearsal *as far in advance as possible* (even if it is months ahead) if you know you will be absent.
- If the date changes for any of these performances after February 1, we will alert you as soon as we know. You will have two weeks from this date to alert us of any conflict with the new date, or it will count as your one missed performance.
- Any performance missed as a result of injury will require a doctor’s note to be counted as an excused absence.
- There may be other performances added through the year as opportunities arise. Though we would like to have all of our performers at these shows, an absence will not count toward your one missed performance.

Dress Code

Please practice appropriate hygiene and refrain from wearing fragrances. Please wear deodorant as needed and reapply as necessary. If skin can be seen through holes in tights, the tights may not be worn. Small runs in tights may be stopped with nail polish and still worn (for class only, not performances.)

Ballet (All levels except Preschool Dance & Ballet/Jazz/Tap)

Females

- Black Leotard, ballet pink tights, pink ballet flats or pointes depending upon class.
- Optional wear includes CDMA or other black tank or baby tee, ballet skirt (must be no longer than mid-thigh), dance shorts, dance sweaters and leg warmers, black or pink required. (All optional wear must be form fitting. If unsure, ask your instructor.)

Males

- Black or white men's tights or above the knee black jazz pants or shorts, black or white T-shirt or tank, black or white ballet flats.
- Optional wear includes CDMA or other shirt, dance sweater and leg warmers, black or white required. (All optional wear must be form fitting. If unsure, ask your instructor.)

Jazz, Lyrical, Contemporary, Tap & Performance Repertory

Females

- Leotard (any color), tan, pink or black tights, jazz or athletic pants, dance shorts or dance capris, or ballet attire and appropriate shoes.
- Optional wear includes CDMA or other form fitting clothing, dance sweater, leg warmers, black, white or pink preferred.

Males

- Jazz or athletic pants, dance shorts or dance capris, T-shirt or tank, white, black or CDMA shirts preferred.
- Optional wear includes CDMA or other form fitting clothing, dance sweater, leg warmers, black or white preferred.

Hip Hop, Street Jazz, Breakdance, Pilates, & Fitness

- Athletic wear and Converse-type shoes with flat sole, no tread. Shoes must only be worn on dance floor, never outside as this brings oil and dirt onto the dance floor.

Music, Voice and Theater

- Musicians need to be neatly attired with clean hands and faces.
- School wear or CDMA clothing, NO torn jeans, shirts with holes, short skirts or dresses, crop shirts or hats.
- Theater students should wear clothing that is comfortable for movement.

Dancer Etiquette

As a courtesy to your instructor and fellow students, please follow our etiquette guidelines. Your best behavior before, during, and after class will make you stand out as a serious and committed dance student!

- Be on time. If you are late, wait at the entrance to the dance floor until your instructor invites you to join the class. Dancers who arrive more than 15 minutes late will be asked to observe the class, to avoid injuries.
- Make sure your hair is pulled back and off your face. Long hair must be worn in a bun.
- Practice good hygiene. Avoid using perfumes or scented lotions before class, as they can irritate others. Be sure to apply deodorant before class.
- Come wearing proper dance attire. (See Requirements and Information)
- Gum, food, and drinks (except for bottled water) are not allowed on the dance floors.
- Street shoes are not allowed on the dance floors.
- Do not talk during class unless your instructor asks you to.
- Do not sit down or lean against the barre or wall unless asked to do so.
- If you need to leave the dance floor, wait for an appropriate time, then ask your instructor's permission. Try not to interrupt.
- Always treat your instructor and fellow dancers with respect and courtesy.
- Stand behind your instructor when he or she is giving choreography or demonstrating.
- Be aware of your space, as well as the space of your fellow dancers.
- Be focused and open to corrections given by your teacher. You are here to learn!
- Do your homework, and practice your choreography at home when asked to do so.
- When possible, let your instructor know ahead of time if you will be absent.
- Always strive to do your best.
- Always complete any dance combination or steps you are given, even if incorrect. Otherwise, you may get in the way of other dancers, and you will definitely cheat yourself!
- To show respect to your instructor, to yourself, to your fellow dancers, and to all who have danced before you, join in clapping at the end of class.
- Show pride in your studio by keeping it clean. Recycle, throw away trash, and take your belongings when you leave.

Performance Troupe Class Requirements

All placement ages and levels are approximations; actual placements are *completely* up to the discretion of the directors.

Le Jazz Hot

High School and College / Director placement

Required:

- Performance Repertory (*Le Jazz Hot*)
- Jazz 4 and/or Jazz 3
- Ballet: 3A or 3B and/or Company
- Lyrical and/or Contemporary and/or Contemporary Pointe
- Tap 4 (unless excused by Director)

Highly Recommended

- Additional ballet classes as recommended by teacher
- Girls: Pointe class(es)
- Partnering
- Advanced Leaps & Turns
- Strength & Balance Dancer Training
- *Motivation* (Hip Hop Troupe)
- *Anything Goes* (Performance Tap Troupe)

All That Jazz

Jr. High and High School / Director placement

Required

- Repertory (*All That Jazz*)
- Jazz 3
- Tap 3
- Ballet 2B and/or 3A

Highly Recommended

- Additional ballet classes as recommended by teacher
- Girls: Pointe Class(es)
- Intermediate or Advanced Leaps & Turns (teacher recommendation needed)
- Strength & Balance Dancer Training
- Contemporary and or Lyrical
- Partnering
- *Motivation* (Hip Hop Troupe)
- *Anything Goes* (Performance Tap Troupe)

Ain't Misbehavin'

10 and up/Director placement

Required

- Performance Repertory (*Ain't Misbehavin'*)
- Jazz 2
- Tap 2
- Ballet 1B or 2A

Highly Recommended

- Second Ballet Class (teacher recommendation needed)
- Girls: Pre Pointe or Pointe 1 (with teacher approval)
- Intermediate Leaps & Turns
- Strength & Balance Dancer Training
- Contemporary 1 or 2 (teacher recommendation needed)
- Lyrical 1
- Partnering (with teacher approval)
- *Motivation* (Hip Hop Troupe)
- *Anything Goes* (Performance Tap Troupe)

Razzle Dazzle

8 and up/ Director placement

Required

- Performance Repertory (*Razzle Dazzle*)
- Jazz 1 (teacher recommendation needed)
- Tap 1
- Ballet 1A

Highly Recommended

- Second Ballet Class
- Beginning Leaps and Turns
- Contemporary 1
- *Motivation* (Hip Hop Troupe)

Happy Feet

(6 and up/ Director placement)

Required

- Performance Repertory (*Happy Feet*)
- Beginning Ballet

Highly Recommended

- Hippity Hop
- Musical Theater
- Beginning Tap

Happy Feet Veterans (past first year)

6 and up/ Director placement

Required

- Performance Repertory (*Happy Feet*)
- Beginning Ballet
- Beginning Tap

Highly Recommended

- Beginning Jazz & Hip Hop
- Advanced Combo
- *Motivation* (Hip Hop Troupe)
- Musical Theater
- Beginning Leaps and Turns
- Hippity Hop

Step Up

Boys only / 7 and up/ Director placement

Required

- Performance Repertory (*Step Up*)
- Boy's Hip Hop and Jazz

Highly Recommended

- Hip Hop and Breaking
- Beginning Tap, Tap 1 or 2
- Boy's Technique
- Leaps and Turns (teacher recommendation needed)
- Partnering
- Strength & Balance Dancer Training
- Contemporary 1

Anything Goes

Tap Performance Troupe /10 and up/ Director placement

Required

- Performance Repertory (*Anything Goes*)
- Tap 2, 3, and/or 4

Highly Recommended

- Ballet Class (teacher recommendation needed)
- Jazz Class (teacher recommendation needed)

Motivation

Hip Hop Performance Troupe /7 and up/ Director placement

Required

- Performance Repertory (*Motivation*)
- Hip Hop or Hip Hop and Breaking

Highly Recommended

- Strength & Balance Dancer Training
- Ballet Class (teacher recommendation needed)
- Jazz Class (teacher recommendation needed)

Fees/Payment Schedule

Performance Troupe Fee

In addition to regular tuition fees, there is a monthly fee of \$10.00 for each performance troupe. This helps to cover costs for choreography, extra rehearsals and teacher and director travel to performances. This will be charged and paid with your monthly tuition fees.

Costume Fees

Each troupe has a blanket costume fee due at the beginning of the performance troupe season; payment arrangements are available as outlined on the registration form. All payments must be complete by February 1; any unpaid amounts may result in the dancer being suspended from the troupe. Dancers are responsible for purchasing tights and shoes, which must be clean and without holes or tears throughout the season.

Early Withdrawal Fee

You will have 30 days from the beginning of the performance troupe season to withdraw without penalty. If you withdraw after this time, unless there are extenuating circumstances, you will forfeit all costume money and be charged a \$250 early withdrawal fee.

Communications

Newsletter

Most performance troupe information will be communicated through our newsletter that will be emailed to you each week. For those without email access, a few copies will be printed and available at the studio. It is your responsibility to pick one up.

Website

The schedule and other more general information will remain available on our website at www.coastaldanceandmusicacademy.com.

Twitter

Twitter is the best way for you to receive last-minute updates such as venue or time changes. If you do not have a Twitter account, go to the performance troupe section of our website and click the Twitter link for instructions. You can also access Twitter updates through Facebook.

Email

Sometimes we will have added performances or other opportunities that come up during the week. Please be certain to check your email and follow up promptly on any emails received from us.

Face-to-Face

Even with all these electronic communication options, we are still here to talk to you! The office is open from 9:00 am to the end of the last class Monday - Saturday. Please feel free to stop by or call at any time.

Last Minute Questions or Problems

During the times that the office is closed, we forward the office phone to the studio cell phone. If you have any last-minute questions or problems, feel free to call the office phone at 489-5678. You may also call the studio cell phone directly at 805-801-7782.

Troupe Calendar

This calendar is a **tentative** performance and rehearsal schedule. These dates are approximate: you will receive confirmed dates as we know them.

March

- 2nd Finale Rehearsal – No Happy Feet @ 6:45 – 8:15
- 9th Finale Rehearsal – All Troupes @ 6:45 – 8:15
- 16th Finale Rehearsal – All Troupes @ 6:45 – 8:15
- 23rd Show Rehearsal – All Troupes @ 6:45 – 8:45 (Happy Feet to be released early)
- 30th Show Rehearsal – All Troupes @ 6:45 – 8:45 (Happy Feet to be released early)

April

- 21st Grover Beach Farmer's Market Rehearsal @ 1:00-3:30
- 22nd Grover Beach Farmer's Market Performance @ TBA

May

- 12th Knott's Berry Farm DRESS REHEARSAL @ 1:00-3:00
- 20th Knott's Berry Farm Performance @ 1:30 (dancer call 1:00)
- 25th Strawberry Festival DRESS REHEARSAL @ 6:45 – 8:30
- 26th Strawberry Festival Performance @ 1:00 (dancer call 12:30)

June

- 11th DRESS REHEARSAL for Santa Maria Elementary School Performances @ TBA
- 12th Santa Maria Elementary School Performances 11:30 – 3:00 (not required if dancer is still in school)
- TBD CDMA Annual Music/Theater Recital - Grace Bible Church (*tentatively set for the 16th*)
- TBD CDMA Annual Studio Recital - Clark Center (*tentatively set for the 24th*)

July

- ?? Mid State Fair DRESS REHEARSAL @ TBA
- 20th, 21st, 27th or 28th Mid State Fair Performance @ TBA

August

- 22nd Out of Area Performance DRESS REHEARSAL (NO HAPPY FEET) @ TBA
- 25th Out of Area Performance (NO HAPPY FEET) @ TBA

September

- 7th Performance Troupe End-of-Year Party @ 7:30pm – 12:00am
- 21st Harvest Festival DRESS REHEARSAL @ 6:45 – 8:45
- 22nd Harvest Festival Performance @ 1:00 (dancer call 12:30)

Costumes

All costumes will be selected and purchased through the office. These selections are normally made beginning in February, and completed by the end of April.

Measurements

Students will be asked to submit measurements by February 1. A form or email will be sent for this purpose around January 15. Please make sure measurements and sizes are accurate, so that we can purchase costumes to last for the year. If you are uncomfortable taking these measurements, the dancer can contact the costume director for assistance by February 1.

Fittings

There will be a costume fitting and rehearsal day prior to the first dress rehearsal. All dancers are required to wear a black performance troupe leotard (or approved substitute) and tan tights to this rehearsal. During this time, we will assess adjustments that need to be made, as well as discuss the best way to store and transport costumes. Any necessary adjustments are the parent's responsibility, with help from the costume director.

Costume Responsibility

After costume distribution, all dancers are responsible for their own costumes. Washing costumes is discouraged; spot cleaning is recommended as necessary. Dancers may not wear costume pieces for anything other than dress rehearsals and performances - bring other clothes to wear to and from rehearsals and performances so that you are not stuck in your costume! Most of the pieces are difficult or impossible to replace, so responsibility is key!

Makeup

All dancers are required to wear makeup for performances; however, it is important to note the difference between street makeup and stage makeup. Makeup worn for the studio recital will be washed out under the bright stage lights - in this case, dancers should wear stage makeup as directed (see video on the Performance Troupe page on the website for video instructions). For outside performance troupe shows, light blush, eyeshadow and mascara are required. The most important piece of outdoor makeup is lipstick, which will be provided to you with your costume package. You should wear this color for all performances. Lip gloss or light pink lipstick is not sufficient for these performances.

Dress Rehearsals

ALL rehearsals are dress rehearsals! This means that dancers need to be wearing the correct leotard and clean tights with no holes, as well as have all costume pieces, props and the correct shoes. Hair needs to be done correctly for dress rehearsals, but makeup is not required. Dancers will be assigned work duty if they come without necessary costume items to rehearsal or if they leave a costume item behind when leaving.

FAQ's

How are dancers placed into troupes?

The directors look at several factors when deciding upon troupe placement. Age is one of the primary considerations (as noted above in troupe requirements), as is level of training achieved by the dancer. Other factors include creating well balanced troupes, a dancers potential to work up to a level, number of dancers in a troupe, a dancer's commitment, work ethic and number of hours of training each week, specifically in ballet. We ask that you trust our judgement in putting together CDMA performance troupes.

Why do I have to make a year long commitment?

We at CDMA consider dance a performing art, and as such, it requires a level of training consistent with any other performing art; an ongoing process that demands discipline, hard work and commitment to continually improving. The first part of the performance season is spent learning technique and choreography. Shows begin in March or April and continue through September. The year long commitment also takes into account fellow troupe members. Dancers not completing the season put a hardship upon their troupe-mates because dances then need to be re-staged and sometimes re-choreographed. And finally, if a dancer misses extended periods, they fall behind in their training and are no longer dancing at the same level as their troupe-mates.

What if I know I will miss a certain rehearsal or performance date?

Let the director of your troupe know as soon as possible, fill out the performance troupe absence slip, and turn into the office. Even if this is months before, it is good to know so that we can make changes as needed.

What if I know I will be out of town during my classes (but not a performance)?

Call the office as soon as possible, and let your directors know in class sometime before your absence.

What do I do if I lose or ruin a costume piece?

Go to the costume director *as soon as possible*. Sometimes costume pieces can be replaced if enough time is given, or some other solution will have to be found. You are responsible for all costs incurred for replacing or repairing a costume piece.

What should I carry in my dance bag to performances?

It is imperative that you come prepared to dress rehearsals and performances. In addition to your costumes, you should have a hair brush, hairspray, deodorant, makeup, extra hair bands and pins and an extra pair of tights. This means that you should have two pairs of tan tights in your dance bag at all times.

May I miss performance troupe class the week of the rehearsal for a show?

Class the week of the rehearsal and/or show is critically important. It is when the Director will make any staging changes to dances if dancers will not be performing due to an excused absence. Rehearsals are for running the show and practicing costume changes, not re-staging, therefore dancers must be in class the week of the show unless, in rare cases, Director permission is given.

May I perform if I miss the rehearsal for the show?

Generally speaking, no, but occasionally there are exceptions if it is in the best interest of the troupe. Speak to your Director as soon as you know you have a conflict.

When we travel, does the troupe travel and stay together?

Generally, when we travel (ie, Knotts Berry Farm), we do not travel or stay together. You will be given a call place and time, and all dancers are responsible for being there at the correct time. However, some families carpool or caravan and stay in the same hotel. Talk to veteran families for the best rates and places to stay. We do not require families to stay overnight. Dancers and families receive discounted tickets to Knott's Berry Farm and dancers receive free tickets to the Midstate Fair.