

**VAA 2018 SPRING PERFORMANCE**  
**PROCEDURES & POLICIES HANDBOOK**

Dear Parents and Students,

Valley Academy, Neenah Park & Rec and Vision Dance will present the 2018 spring performance on Friday May 18<sup>th</sup>, 2018 at St. Mary's- The Jane Bergstrom Fine Arts Education Center in Neenah.

The spring performance offers our students a professionally directed showcase that allows them to present the results of a year's hard work, progress and dedication to their families and friends. A big part of dance training is learning through performance as it provides opportunities to build self-esteem, self-confidence, social skills and team work.

Dedication to the spring performance is a commitment and a responsibility of both students and their parents. Enclosed you will find The Spring Performance Handbook- **IT IS IMPERATIVE THAT ALL PARENTS READ THE ENTIRE PACKET.** We've created this in an effort to clarify the expectations, commitments and responsibility to the performance, VAA, and to our students/parent community.

All of our performances are considered family entertainment and are less than two hours in length. We put on full showcase, do not expect the "typical" Dance recital! We thank you, in advance, for your cooperation and support!

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### **Streamlining communication**

Keeping everyone informed is one of our goals. Please read all newsletters, emails, and other VAA information that is provided to you today and in the weeks to come.

- Spring Performance Handbook will be distributed by teachers at the end of each class during the week of April 16<sup>th</sup>-23<sup>th</sup>. It is the dancers' responsibility to ensure that the spring performance handbook is given to parents/guardians to read and review
- Parents will be emailed a copy of the spring performance handbook on Friday April 20<sup>th</sup>, 2018. If your email changed, it is the parents' responsibility to work with our staff in order to update our records accordingly. Neenah Park and Rec parents- please note that the Park and Rec does not share your contact information with VAA. Please notify VAA and we will be happy to email an electronic version of the handbook to you.
- Picture Schedule/Dress Rehearsal Schedule will be distributed by teachers as directed in the weeks to come. See details enclosed below

### **Tuition Balances**

For your child to participate in this year's spring performance any balance due on your studio account must be paid in full. **Please have account balances PAID OFF BY Friday MAY 11, 2018.** We accept cash, credit and check. If this presents a hardship, please contact the office. Thank You!

### **Attendance Policy**

- Please be diligent to be at every class between now and the performance in order to be prepared and confident for the final showcase performance. We WILL NOT send any dancer on stage unprepared.
- All students are to participate in the class photograph regardless of purchase. Even though you may not be interested in purchasing photo packages, we ask that each student attend their group photo for our studio records
- All dancers MUST attend the dress rehearsal

### **Dancer security -Check-in/out for dress rehearsal/performance**

For the safety of your children, we enforce a check in/out policy that is strictly followed. Parents'/guardians' are the only adults allowed with dancers' at check-in registration. Mothers'/female guardians' are the only adult allowed to accompany their dancer backstage to the private dressing rooms'. When mothers'/female guardians' check in their dancer, they will be issued a performance number. This number will be matched again when mothers'/female guardians' return to check-out their dancer. Again, this is for the safety of all dancers and we will NOT release any dancer to anyone under any circumstance who does not have a matching number. Mothers'/female guardians', please do not bring family members or small siblings to check-in registration or check-out. Dressing rooms at dress rehearsal/performance are private. Thank you in advance for preparing and making appropriate arrangements for your family.

### **Important Dates & Locations**

**Pictures-Monday April 30, 2018 4 p.m.-7 p.m.**

Valley Academy for The Arts  
139 N Lake St  
Neenah, WI 54956

**Dress Rehearsal-Thursday May 17, 2018 4:30p.m.-8:30 p.m.**

St. Mary Catholic High School  
The Jane Bergstrom Fine Arts Education Center  
1050 Zephyr Drive  
Neenah, WI 54956

**Spring Production Performance-Friday May 18, 2018 6:30 p.m.-8:30 p.m.**

St. Mary Catholic High School  
The Jane Bergstrom Fine Arts Education Center  
1050 Zephyr Drive  
Neenah, WI 54956

## Costumes

VAA executive directors & teaching staff have spent many months developing the artistic direction for this performance, thus costumes will be provided for each dancer and class. Costumes are age-appropriate and of the highest quality possible. Although rare, alterations are sometimes needed, if you have concerns, it is the sole responsibility of the student's parent or guardian to contact and make arrangements with VAA Staff, our system is affordable and convenient but it only works if you work with us!

- **Tights-** To ensure that there are no discrepancies in color and style, dancers' are required to have the same color tights as their classmates. Please purchase new tights for the performance- **Brand-Revolution/Color- Classic Pink**. Tights can be ordered through VAA beginning April 16<sup>th</sup>. Please do not wear or wash them before the dress rehearsal or performance. Don't forget that having a second pair of tights on hand offers students and parents a great sense of security
- It is the dancer's responsibility to provide their own shoes, accessories, leotard, tights, and bag to ensure those items are labeled properly with the dancer's name
- Dancers' are responsible to take care and keep track of their costumes and costume pieces during dress rehearsal and showcase performance
- If costume is lost or returned with food stains, the dancer/parent will incur a charge for the cost of replacement. Parents-please help us teach our students to be responsible
- **No matter how much of a rush you may be in, we need ALL costumes returned. NO EXCEPTIONS. THERE WILL BE PARENTS AND TEACHERS ASSIGNED TO EACH CLASS COLLECTING THEM.**

### **\*ATTENTION Neenah Park & Rec Monday Evening Lyrical/Jazz Classes\***

Attention dancers'/parents' in the Neenah Park & Rec Monday evening lyrical and jazz classes- **dancers are allowed to take their costumes home**. VAA has all costumes within our system confirmed as purchased by parent/guardian. It is the dancer's/parents' responsibility to ensure they arrive for pictures/dress rehearsal/performance with their costumes, shoes and accessories.

## **Tickets**

Adults \$15.00

Children and Seniors \$12.00

Tickets are general admission-first come first serve. Tickets are available to purchase at VAA front desk. We highly recommend parents/family members/friends/community members to be proactive over the next few weeks to purchase tickets

- Tickets will be available to purchase during dress rehearsal and at the performance. Be prepared for lines and come with patience. Thank you!!
- Stage mothers will have dancers in the performance. Their seats are the only seats that will be reserved

## **Volunteers**

VAA Relies on the assistance of many dedicated volunteers. Your dancer is a direct beneficiary of this volunteer effort. They are Mothers and Fathers of children in the performance who have volunteered their time to help. Please be supportive to backstage workers and supervisors as well as the security personnel. They have volunteered to ensure the safety of your children and they deserve your courtesy and support

**VOLUNTEER SIGN-UP** – We need assistance with back stage mothers and registration check-in/out volunteers. **Stage mothers/ registration check-in/out volunteers will have their ticket fee waived for the performance with which they are assisting.** There is a mandatory meeting for volunteers. At the meeting, we will discuss important instructions regarding specific duties so that everyone is prepared for dress rehearsal/performance night. If your gifts & talents align with a volunteer position below and you can ensure the commitment, please go to:

click on the magnifying icon located upper right corner

Page will refresh to “find a sign-up”

enter - [valerie.richter@valleyacademyarts.org](mailto:valerie.richter@valleyacademyarts.org)

Page will refresh to - VAA 2018 Spring Performance Volunteer Sign-Up

## **Back Stage Mother - Needed both dress rehearsal/performance**

- Remain in dressing room area before, during and after performance with dancers to ensure they are safe. Stage mothers' line up students in dressing rooms backstage for performance cue call and will pass dancers' to teacher supervision. Stage moms receive dancers after their performance and hold dancers until mother/female guardian pick up. Stage Mothers' do NOT assist dancers' with dress or assist with costumes changes
- Stage mothers will have reserved seating to watch their dancers' performance. Operations directors/teacher will relieve you for your dancer's performance. After your dancer's performance, stage mother is to return backstage

## **Registration check-in/out volunteers- Needed both dress rehearsal/performance**

- Volunteers will assist both check-in/out process. They must verify information provided from VAA from mother/female guardian for check-in and direct student to dressing room.
- Volunteers will attend performance
- Volunteers must return to check-out 5 minutes before the end of the performance to ensure mother/female guardian number matches to check-out dancers'

## **Picture Day**

**Monday April 30, 2018 4:30 p.m.-7 p.m.**

**Performance picture schedule will be released to dancers/parents/ website **the week of April 23-27, 2018****

- Photographer-Scanlan Studios will provide studio backdrop and professional lighting on-site at Valley Academy Monday April, 30, 2018. **All students are to participate in the class photograph regardless of purchase**
- Specific hair style, make-up and directions for picture day will come from the direction of your child's teacher with performance picture schedule issued April 23-27, 2018
- It is the parents'/guardians' responsibility to provide the appropriate email address to VAA on picture day. Scanlan Studios will notify VAA when your dancer's pictures are available to preview online and purchase

### **Auditorium Policies**

No eating, drinking, or smoking is allowed inside the auditorium. Children who are running around the building unsupervised, touching/playing/climbing and other actions related to the venue's property are considered unexpected behaviors/choices can result in being asked to exit for a short time. All of our recitals are considered family entertainment and are less than two hours in length

### **Backstage/ Dressing-Room Etiquette**

Dressing rooms are a private area- Family members, small siblings and friends don't belong backstage or in the dressing rooms during rehearsals or the recital. The same applies during intermission and after the performance. Please remind your family and guests to be respectful of these areas. Those who wish to greet a performer after the show or present flowers/treats should do so in the lobby areas

### **Important Note to All Parents and Dancers**

Excellent behavior is expected from everyone involved during the entire production and rehearsal days. These rules apply to dancers, staff and parents as well. We pride ourselves in running a 1<sup>st</sup> class performance in the Fox Valley community. Please help us maintain the expectations of our philosophy

### **Dress Rehearsal**

**Thursday May 17, 2018 4:30p.m.-7:30 p.m.**

**Dress Rehearsal scheduled will be released to dancers/parents/ website the week of May 7-11**

**\*All dancers MUST attend the Dress Rehearsal in order to perform**

St. Mary Catholic High School  
The Jane Bergstrom Fine Arts Education Center  
1050 Zephyr Drive  
Neenah, WI 54956

The dress rehearsal allows the students to become familiar and feel comfortable with their performance, costume(s), learn entrances, exits, where to stand, interaction with other classes, and finale/end of show process.



**EVERY EFFORT IS MADE TO STAY ON SCHEDULE** but this is only possible if all of our dancers arrive early, get in costume and completely ready. Dancers are allowed to bring a water bottle and dry snack (no nuts) or foods that will not stain costumes. If lost or returned with food stains, the dancer/parent will incur a charge for the cost of replacement. Parents-please help us teach our dancers' to be responsible by putting costume away and cleaning up

1. When dropping off your dancer, please go to the main lobby check-in registration. This area is to the right of the theater doors.
2. Coordinator's will ensure contact information and number assignment is completed and will then direct you to your dancers dressing room
3. Mother/female guardian will then accompany their dancer to the dressing room to assist their dancer in their costume. Once dressed, your child will be placed under the supervision of the Stage mother/teacher or Operations Director
4. Mothers/female guardians will then exit promptly to the auditorium and must remain in the auditorium until their dancer has been dismissed back to their dressing rooms
5. Mothers'/female guardians' must meet their child in dressing room after dismissal and assist their child out of costume. It is the dancer and mother/female guardian's responsibility to place all costume pieces together and put back on the rack for Friday evening performance
6. Parents/guardians' will bring assigned number to volunteer to match numbers in order to release your dancer. We will NOT release any dancer to anyone under any circumstance who does not have a matching number
7. **No matter how much of a rush you may be in, we need ALL costumes returned. NO EXCEPTIONS!**

## **Spring Performance Showcase**

**Friday May 18, 2018 6:30 p.m.-8:30 p.m.**

St. Mary Catholic High School

The Jane Bergstrom Fine Arts Education Center

1050 Zephyr Drive

Neenah, WI 54956

**\*Dancers are to be checked -in through registration 60 minutes before curtain call. Please ensure that your dancer has used restroom facilities before entering the dressing room\***

Dancers are allowed to bring a water bottle and dry snack (no nuts) or foods that will not stain costumes. If lost or returned with food stains, the dancer/parent will incur a charge for the cost of replacement. Parents-please help us teach our dancers' to be responsible by putting costume away and cleaning up

1. When dropping off your dancer, please go to the main lobby check-in registration. This area is to the right of the theater doors.
2. Coordinator's will ensure contact information and number assignment is completed and will then direct you to your dancers dressing room
3. Mother/female guardian will then accompany their dancer to the dressing room to assist their child in their costume. Once dressed, your child will be placed under the supervision of the Stage Mother.
4. Mothers/female guardians will then exit promptly to the auditorium for showcase performance and must remain in the auditorium until the end of the performance
5. Mothers'/female guardians' will meet their child in the dressing room after the performance and assist their child out of costume. **No matter how much of a rush you may be in, we need ALL costumes returned. NO EXCEPTIONS!**
6. Parent/guardians' will bring assigned number to volunteer to match numbers in order to release your dancer. We will NOT release any dancer to anyone under any circumstance who does not have a matching number