



Wheaton Park District

March 2018

Dear Dance Parents,

The 2018 Dance Recital is fast approaching and we are so excited! You will find useful information in this letter, so please read thoroughly and keep on hand for future questions.

COSTUMES

Costumes will be distributed in the next few weeks if they do not go out with this letter. Each costume depends on vendor and shipping date. Please try on your costume **AS SOON AS POSSIBLE** and notify your instructor of any issues you may have. Estimated costume arrival dates: (for those who have not received their costumes yet)

Costume exchanges are NOT guaranteed. They are based on the availability of each costume at the vendor ordered from. If we are unable to exchange your costume, the dance instructors may be able to help alter the costume to fit your child.

Dance costumes are your responsibility. Please do not wear your costume until the Dance Picture Day to avoid rips, stains, or other accidents.

Each costume bag has been inspected and all accessories are in your bag. This includes hair pieces, arm bands, gloves, ect. **Any lost, damaged, or incomplete costume accessories will NOT be replaced for the recital.**

Tights are included with the registration fee and will be handed out the week before the Dance Rehearsal.

PICTURE DAY INFORMATION

Picture Day will be held on Tuesday, May 8. To keep things as organized as possible, we have assigned each class a day and time to have their pictures taken. Please only attend at your assigned time. If you arrive early, you will have to wait until your assigned time.

Please follow all teacher instructions on hair and make-up. Picture forms will be handed out prior to this day, and will need to be brought with your dancer, **WITH PAYMENT**, if you wish to order pictures.

Parents are not permitted to stay in the picture room. This has proven to be a distraction to many of our dancers, and we want them all smiling at the camera for the best quality picture! We ask that you drop your child off at the door of The Zone (Room #039) and wait in the room next door, Graf Room (Room #031), until pictures are completed.

Picture Day Schedule

<u>Tuesday, May 8</u>	
4:00pm	PreBallet 111206-04
4:15pm	KinderBallet 111208-01
4:30pm	KinderBallet 111208-02
4:45pm	PreBallet 111206-05
5:00pm	PreBallet 111206-01
5:15pm	PreDance 111207-01
5:30pm	PreDance 111207-02
5:45pm	KinderDance 111209-01
6:00pm	KinderDance 111209-03
6:15pm	Ballet 1 111302-01
6:30pm	Adv Ballet/Pointe 111311-01
6:45pm	PrePointe/Pointe 111334-01

REHEARSAL INFORMATION

Dress rehearsal will be on Saturday, May 5, 2018. Please see the schedule below to see which time your rehearsal is at. If you would like to be a parent volunteer for rehearsal, please notify your teacher and fill out the attached form. **Volunteer forms are due back to your teacher no later than Friday, April 13, 2018.** Parent volunteers are very important to the success and safety of our dancers.

Dancers may be dropped off at the West Entrance/Memorial Room doors 30 minutes prior to their rehearsal time. They can be picked up at a designated time given at drop-off. Please keep in mind, your child(ren) will be supervised by staff, parent helpers, and volunteers throughout the duration of their rehearsal. No children will be leaving the Memorial Room unsupervised. If you have any questions/concerns regarding this, please contact Cristin Handlon.

Please pay special attention to your CLASS CODE as there are many sections of the same class name.

****PLEASE NOTE: THIS IS NOT THE ORDER OF THE DANCES. THIS IS JUST THE TIME YOUR CLASS IS SCHEDULED FOR. THIS IS NOT THE ORDER OF THE DANCES.**

<u>Rehearsal One 10:30am</u>	<u>Rehearsal Two 1:00pm</u>
PreDance 111207-01	PreBallet 111206-04
PreBallet 111206-01	KinderBallet 111208-01
PreDance 111207-02	PreBallet 111206-05
KinderDance 111209-01	KinderBallet 111208-02
Ballet 1 111302-01	KinderDance 111209-03
Adv Ballet/Pointe 111311-01	PrePointe/Pointe 111334-01

Family and friends will NOT be permitted to view the dance rehearsal. NO EXCEPTIONS.

Rehearsal will be for staff, parent volunteers, and dancers ONLY, to prepare for the dance recital. Any family members trying to come view the rehearsal without being signed up to be a parent volunteer, will be politely turned away and asked to return on May 12 for the formal recital.

RECITAL INFORMATION

Our 2018 Spring Dance Recital will be held on Saturday, May 12, 2018. Below are the timeslots for each of the two recitals, and which classes will be performing at which time. Please note: this is NOT the ORDER of the dances. This is just so you know which time your class will be performing at. All children must stay for the full duration of the recital, no children will be permitted to leave early.

Dancer drop-off will be at the same location as it was for the Dance Rehearsal, the far West Entrance door to the Memorial Room. Once your dancer is dropped off, you may take your place in line if you wish.

Seating is a first come/first serve basis for our recital. Doors will open 20 minutes prior to the start of the recital to begin seating. No seating will be permitted earlier than 20 minutes before the start of the recital.

<u>Rehearsal One 10:30am</u>	<u>Rehearsal Two 1:00pm</u>
PreDance 111207-01	PreBallet 111206-04
PreBallet 111206-01	KinderBallet 111208-01
PreDance 111207-02	PreBallet 111206-05
KinderDance 111209-01	KinderBallet 111208-02
Ballet 1 111302-01	KinderDance 111209-03
Adv Ballet/Pointe 111311-01	PrePointe/Pointe 111334-01

****Please remember, this is NOT the ORDER of the dances, it is simply your recital time.****
If you have any questions, please see your dance instructor, call Cristin at 630-510-5132, or e-mail at chandlon@wheatonparks.org.

THANK YOU!!

IF YOU ARE INTERESTED IN BEING A PARENT VOLUNTEER, PLEASE FILL OUT THE ATTACHED AND RETURN TO YOUR INSTRUCTOR. PARENT VOLUNTEERS WILL BE CHOSEN ON A FIRST COME/FIRST SERVE BASIS.

Parent volunteers for the Dance RECITAL will be saved a seat in the front row so they can go watch their child perform. Parent volunteers are not permitted to save seats for family members prior to opening the doors.

PLEASE REMEMBER, **NO PARENTS AND/OR FAMILY MEMBERS WILL BE ALLOWED TO VIEW THE REHEARSAL AS IF IT WERE A RECITAL UNLESS THEY ARE ASSIGNED TO BE A PARENT VOLUNTEER.** PLEASE ALSO BE AWARE, PARENT VOLUNTEER SPOTS ARE LIMITED TO **TWO** PER CLASS.

We understand that family may be in town, or you may think it might be easier to have family come to the rehearsal. We will be STRICTLY enforcing this procedure for safety and attentiveness of our dancers. **Please do not show up to the rehearsal expecting to stay, if you are not a parent volunteer.**

Responsibilities of a Parent Helper for Dance Rehearsal:

- PLEASE ARRIVE 45 MINUTES PRIOR TO YOUR REHEARSAL TIME.
- YOU WILL FIND THE "ORDER OF DANCES" LIST AND A CLASS ROSTER IN THE FOLDER GIVEN TO YOU.
- PLEASE CHECK IN DANCERS UPON THEIR ARRIVAL AND KEEP THEM SEATED IN YOUR ASSIGNED ROW.
- **TWO** DANCES BEFORE YOURS, YOU WILL LINE UP ON THE LEFT WALL (NEAR THE STAGE DOOR ENTRANCE).
- **ONE** DANCE BEFORE YOURS, YOU WILL GO BACKSTAGE THROUGH THE STAGE DOOR.
- WHEN YOUR DANCERS ARE FINISHED DANCING, PLEASE HAVE A PARENT HELPER AT THE OPPOSITE SIDE OF THE STAGE THAT THEY ENTERED, TO TAKE THEM DOWN THE STAIRS AND BACK TO THEIR ASSIGNED ROW.
- PLEASE REMAIN WITH YOUR CLASS UNTIL ALL DANCERS HAVE BEEN SIGNED OUT BY A PARENT/GUARDIAN. (SIGN-OUT SHEET WILL BE ENCLOSED.)

PLEASE BE AWARE OF ANY COSTUME CHANGES THAT YOUR CLASS MIGHT HAVE.

EX: PRE DANCE, AND KINDER DANCE.

THESE COSTUME CHANGES WILL BE MINOR AND MAY BE DONE IN THE SEATING AREA.

Responsibilities of a Parent Helper for Dance Recital:

*Dance Recital volunteers will be saved ONE seat in the front row to watch their child's class perform. Immediately after the class is done performing, volunteers are required to meet their class backstage and return to their assigned dressing room.

- PLEASE ARRIVE 45 MINUTES PRIOR TO YOUR RECITAL TIME.
- YOU WILL BE GIVEN A CLASS ROSTER AND ASSIGNED A DRESSING ROOM. PLEASE WAIT THERE FOR DANCER DROP OFF AND CHECK IN YOUR DANCERS UPON ARRIVAL.
- PLEASE SIT WITH YOUR CLASS UNTIL A STAFF MEMBER COMES FOR YOU TO PREPARE TO GO ONSTAGE.
- PLEASE BE AWARE OF COSTUME CHANGES THAT YOUR CLASS MIGHT HAVE. THEY WILL BE MINOR AND CAN BE DONE IN YOUR HOLDING ROOM.
- PLEASE REMAIN WITH YOUR CLASS UNTIL ALL DANCERS HAVE BEEN RELEASED TO A PARENT/GUARDIAN.

Please fill out attached sheet and return to your instructor, or Cristin Handlon at chandlon@wheatonparks.org if you are interested.

2018 Wheaton Park District Dance Parent Volunteer

I am interested in: Dance Rehearsal, May 5 Dance Recital, May 12
(Please circle)

Name: _____

E-mail: _____

Phone: _____

Class Name: _____ Class Number: _____

Recital Time: _____

Please select which jobs you would prefer to have:

- 1- First choice
- 2- Second choice
- 3- Third Choice

_____ Parent Chaperone/Escort - assist in escorting and supervising dancers during rehearsal/recital. You will stay with the class at all times. Escorts must arrive 45 minutes before recital to be placed and ready for dancers to start showing up. If you choose recital, two seats will be saved so you can go to the audience to see your child's performance.

(Two needed per class, no more than two will be allowed. Spots are filled on first come/first serve basis.)

_____ Programs/Seating - assist staff with handing out programs and helping guests find seats on recital day. P.S. helpers must arrive 20 minutes prior to the recital.

(3-4 Needed for recital)

_____ Stage Security - assist with backstage overall supervision, guide classes to seats before/after performance, guide classes to pictures, keep dancers in dressing rooms, assist with bathroom/water breaks, keeping dancers quiet. If you chose to be security, you MUST stay within your expectations, please do not leave to be with your child's class.

(3 needed for each rehearsal and recital)