



Continuing an
Artistic Tradition since 1905

HAMILTON CONSERVATORY FOR THE ARTS

STUDENT HANDBOOK 2018/19

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GENERAL INFORMATION

Contact Information

info@hcartcs.ca

905-528-4020

Building Hours

Monday – Thursday: 9:00am - 10:00pm

Friday: 3:00pm - 9:00pm

Saturday: 9:00am - 5:00pm

Sundays: Closed except for special events

** front desk closes at 9:00pm*

Summer Building Hours

Monday – Friday: 9:00am - 5:00pm

Tuesday After 5 programming (8 weeks) 9:00am - 9:00pm

Saturday & Sunday: Closed

Parking

Parking in downtown Hamilton is at a premium. The HCA has 21 spots available for students:

111 MacNab St 9 spots available

Within the GO lot 12 spots indicated with the HCA logo

4 spots against the fence with a maximum of 10 minute stay - this is a drop off zone only

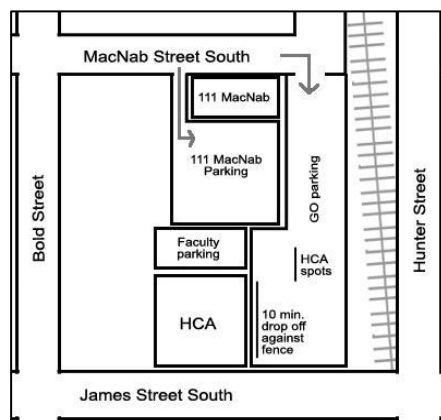
Behind the building – teacher parking only

Hours available for student parking:

Monday to Friday 4:00pm – 10:00pm

Saturday 8:30 am – 5:00 pm

Spots between 9 am and 4 pm, Monday to Friday are reserved parking. Please refrain from parking during these times, Parking spots are for drop off only. If you require long term parking, please look for street parking in the area. This will free up spaces for others to drop off their children.



HCA is not responsible for tickets. We encourage you to follow the guidelines above to avoid the cost and inconvenience of a parking ticket. Thank you for your cooperation.

Unforeseen Closures

At times it may be necessary to close the Conservatory due to unforeseen circumstances (snow storms, etc). HCA Administration will notify local Hamilton media sources (CHTV, KLITE FM, Cable 14, etc) and whenever possible an announcement will also be posted on the HCA website, Facebook page, Twitter, and Instagram accounts. The outgoing message on the HCA answering machine will also be changed to state that the school is closed. We ask that you please consult local media sources, social media channels, and website first so that the phone lines are not flooded.

Website

Our website is a wonderful resource for parents, students and the general public. All class information including pricing (except for private music lessons), events, closures, new classes, class memos, etc. can be found at www.HCArts.ca. Please like us on Facebook or follow us on Twitter or Instagram for information on the school and HCA's other activities. If you have a suggestion or comment, we would love to hear it! The site is for you!

Facebook: @HamiltonConservatory

Twitter: @HCArts

Instagram: artsliveathca

Newsletter

The Bits & Bites newsletter is handed out once a term. It was created to help keep you and your family updated and organized. A copy of the printed version is available at the front desk or can be uploaded from our website. You may also join our mailing list to have the newsletter sent directly to your e-mail. Please speak to the front desk for further information.

Waiting Room/Reception Area

Students and parents who are waiting for a lesson must wait in the front lobby. This area is equipped with large tables, comfortable chairs and washrooms are nearby. Students may also wait for their lesson by sitting quietly outside of the teaching studio. **Please be considerate of the teachers, admin staff, and other students in the building. You can do this by using headphones for music and videos, and keeping conversation to a whisper as a courtesy to those around you.**

Photocopies

Students may use the photocopier located in the front lobby for a fee of \$0.10 per page. Please ask the front desk for assistance.

Security

The safety and protection of the many students who come for lessons each week is the HCA's top priority. The HCA Administration knows the students, as well as their parents, and questions unknown people when they enter the building. Parents and students can do their part by immediately reporting any persons or activities that seem suspicious or hazardous to the front desk. For security purposes, please do not use the back door, as it is an Emergency Exit only.

Emergencies

Please inform HCA Administration immediately in the event of serious emergencies such as personal injury, breach of security or damage to the building and we will contact the appropriate emergency service as necessary.

Nut allergies

HCA has several students who have severe peanut and other nut allergies. We ask that families do not bring nuts or nut products into the building so everyone will be safe and healthy.

Celebration Week

Parents, friends and family members are invited to watch their student's classes during the last week of Term 1 and Term 2. This is a great opportunity for the students to celebrate their achievements with friends and family. It also introduces them to the joys of performance in a friendly and celebratory atmosphere and provides a goal to work towards each term. Please ask the front desk or your teacher for dates and/or a calendar. We encourage you to bring your cameras to take pictures and videos.

Volunteering

To assist high school students in completing their mandatory 40 hours of volunteer time, HCA offers volunteer opportunities for students. As well, we invite from members of our greater community to assist. These opportunities are generally available during the school year or during our summer programs. Parents can also volunteer for the recital and other events. If you or your child would like more information, please leave your name and contact information with the front desk.

Performance etiquette

There are many opportunities for parents and students to attend performances at HCA over the course of the year including Performance Classes, Winter Dance Recital, Year-End Recital, Music Gala and other concerts. Following proper performance etiquette creates an enjoyable environment for audience members and performers. Please remember to:

- Turn off your cell phones
- Refrain from taking flash photographs during the performance
- Do not bring food or drinks to the theatre
- Avoid entering and exiting during the performance. If possible stay in your seats until the end of the performance so that all students have a full audience to perform to.

REGISTRATION

A Step by Step Guide to Registration

Step 1: Inquire about the class. This can be done in person at the front desk, over the phone or through e-mail.

Step 2: Access the HCA website to find further information on our teachers and class schedules. Choose the teacher or classes which you would like to try. For music lessons you may choose more than one teacher for your free 15-minute introductory assessment.

Step 3: Contact the front desk to book your free introductory class.

Step 4: Attend your introductory class on your confirmed date and time. Be sure to check in at the front desk to fill in your intro class form. For private music classes the introductory assessment will be 15 minutes. For group music or dance classes you may attend the full class. It is strongly advised that you participate in group classes so that the teacher may assess if the class is a good fit for you.

Step 5: Following your intro class the teacher will recommend the best level / class for you to participate in. It may take more than one class to assess which class is the best fit. Teachers will fill in your Intro Class form with this information.

Step 6: Fill in a registration form at the front desk. HCA staff will calculate your fees. **Your registration will be considered complete once you have made payment for the year.** Students must be fully registered in order to attend classes.

Free Introductory Class

All new students are entitled to one (1) free introductory class. Teachers must fill out the introductory lesson form indicating which level the potential student is working at. After the introductory class, students are required to **register in full with the front desk** before attending any subsequent classes.

Early Registration for Returning Students in Group Classes

Pre-registration begins in the middle of May and runs until the last day of classes and is open to all current students of HCA. Pre-registration ensures a spot in class, guarantees your current slot for music lessons, and give you a hassle-free start in September.

Registration Procedures

Registration Fee: A non-refundable annual registration fee of \$25.00/student, \$40/family is payable at the time of registration.

Payment of Tuition Fees: Please note that this means **a student may not attend classes/lessons if HCA Administration has not received all payments.** The HCA accepts VISA, MasterCard, and cheques. All cheques should be made payable to the Hamilton Conservatory for the Arts, or HCA.

Methods of Payment:

Economy Installments – First payment, includes the registration fee and first month's installment in one cheque, **PLUS** post-dated cheques, dated the first of each month, for the remaining months of the year.

Session/Term Installments – First payment, includes the registration fee and installment fee for fall term in one cheque, **PLUS** two(2) post-dated cheques dated the beginning of each term.

Payment in Full – Registration fee plus the full tuition fee in one cheque.

Alternately, pre-authorized credit card is accepted with any of the above method of payments.

****Note:** *Economy Installments might not represent the number of classes in the month and Term Installments may not represent the number of classes in the term. They are simply the total fee divided into equal parts by month (10) or term (3) ***

Once payment has been made a copy of the registration form is given to the student/parent, which serves as a confirmation of enrollment. Students are *not* permitted to begin a class without their completed registration form which indicates all necessary payments have been made.

Costume Payments: The cost of purchasing a costume for the Recital is paid in a separate post-dated cheque or pre-authorized credit card payment. Should a student withdraw from classes before the winter break the full cost of the costume will not be charged. **After the winter break, no costume payments can be refunded**, as the materials or costumes will have already been ordered.

Cancellations and Make-Up Classes

Group Classes: If a class is cancelled due to unforeseen circumstances, the students will be notified by their teacher regarding when a make-up class will be held. Make-up class dates and times will also be posted on the website. There are no make-up lessons for any individual student missing a group class.

Private Classes/Lessons: Each student receives a maximum of three (3) make-up lessons per year, one for the end of each term. In order to receive a make-up lesson, the student must give a minimum of twenty-four (24) hours notice when cancelling. We ask that students please call the HCA front desk in order to cancel a lesson. If twenty-four hours notice is not given, your teacher is not required to make-up the lesson. Students should note that no time is made-up when they are late for lessons, and they will only receive the time remaining to them.

Make-up lessons for music are generally held on designated Sundays each term, usually the day of the Music Performance Classes, and also during the week after classes end in June. Depending on your schedule, as well as your teachers, your lessons will either be made up at these times, or by adding time to existing lessons until you are caught up.

Withdrawing from Classes

Please speak to the front desk if you would like to withdraw from your class(es). **In order to officially withdraw from classes we ask that you fill out a cancellation form and to provide 30 days notice.** This allows HCA to return your remaining payments or recalculate your fees if necessary. Students may attend classes during this 30-day period. In unforeseen or special circumstances when a student must withdraw from classes immediately, shorter notice may be given accompanied by a medical note or other documentation outlining the exceptional circumstances. Please note that students are not considered withdrawn from classes until the cancellation form has been filled out. Failure to do so will mean that payments will be processed as scheduled, so please remember to come to the front desk to fill out the form. Students who withdraw from classes before the winter break will not be charged for costume fees. After this date all costume fees are non-refundable.

DANCE DEPARTMENT

Ballet Structure

RUSSIAN LEVELS	BALLET	AGE	HOURS PER WEEK	POINTE CLASSES
Pre-Creative		2 to 3 yrs	30 minutes	
PRIMARY				
Creative I		3 to 4 yrs	45 minutes	
Creative II		4 to 5 yrs	45 minutes	
Pre-Primary		5 to 6 yrs	1 hour	
NOVICE				
Primary		6 to 7 yrs	1 hour	
Level I		7 to 8 yrs	1 hour	
Level II		8 to 9 yrs	2 hours	
JUNIOR				
Level III		9 to 10 yrs	2 hours	
Level IV		10 to 11 yrs	2.5 hours	
Level V		11 to 12 yrs	2.5 hours	
INTERMEDIATE				
Level VI		12 to 13 yrs	3 hours	30 minutes
Level VII		13 to 14 yrs	3 hours 15 min	45 minutes
Level VIII		14 to 15 yrs	3 hours 15 min	45 minutes
SENIOR				
Pre-Elementary		15 to 16 yrs	4 hours	1 hour
Elementary		16 to 17 yrs	4 hours	1 hour
Intermediate		17 + yrs	4 hours	2 hours
ADULT				

Beginner	18 yrs +	1 hour	
Intermediate	18 yrs +	1 hour to 1 hr15min	
Advanced	18 yrs +	1 hour 15min	

New Students Entering After Primary Level

Students entering into the ballet program after the Primary division will be placed in the most appropriate class for their ability and age at the teacher's discretion. This is to ensure that each student is in a class where they feel challenged but not overwhelmed. Our goal is to create an enjoyable and productive learning experience for our students. Each student will be assessed on his or her own merits; this assessment may take more than one class. Any student starting after the first term will not be entered into the examinations unless special permission is given by the teacher and the Artistic Director.

Necessary Integration of Classes

Occasionally there is a class which has a lower number of students; in order to guarantee student progress and the longevity of the class, the Artistic Director will integrate the smaller class with the next highest level. For example:

A Grade 3 class is joined with Grade 4 class. Grade 3 students will work on the same material as the Grade 4 classes. For the first year, the Grade 3 students who have joined the Grade 4 class will not take official exams but will be evaluated in an in-house exam by the Artistic Director. The in-house exam structure will be the same as the Society of Russian Ballet except no marks will be given. The Grade 4 students will take the exam as usual. In the second year, former Grade 3 students will move forward to the Grade 5 level where they will be eligible to take formal exams.

This has been a regular practice of the Conservatory for many years and it has guaranteed both student success and sustainability of the classes for years to come.

The Use of Touch in Dance Training

Dance is an art form that focuses on working with the body. The use of touch or regular physical contact is considered necessary to facilitate kinaesthetic awareness.

If a student feels uncomfortable with any aspect of physical contact or touch, their wishes will be respected if they tell the teacher involved that they are not comfortable with being touched. If a student or parent feel that their needs or concerns have not been met, they are encouraged to talk to HCA Administration or the Artistic Director.

Evaluations

Throughout the year, the Artistic Director will evaluate the ballet classes. This is done to encourage students, to ensure the class is progressing well, and to guarantee students are ready to enter examinations (when applicable). If a student needs more work, a meeting will be set up with the parents and the student to discuss options for improvement.

Ballet Examinations

Though they are not compulsory, examinations are an important part of ballet training. HCA students may enter examinations held by the Society of Russian Ballet when they reach the Novice. Everyone in the ballet classes study the same work and technique, regardless of whether they are taking the examination or not. The exams will take place in the spring, depending on the availability of the examiner. All students participating must pay the required exam fee (prices depend on the level).

Students must have good attendance to be considered to take official examination and may not miss more than 25% of their classes. New students who took exams in the past year at their old studio will not be permitted to take exams in their first year at the Conservatory unless approved by both their teacher and the Artistic Director.

A student who does not take an exam (by choice, due to absences or if they are not yet ready) may continue to the next level the following school year. However, should the student wish to take the exam they must take extra lessons from the previous grade from January through to the exam to prepare *eg: Grade 4 student does not take their exam; they proceed to Grade 5 the next year. Should they take the exam; the student will need to register in Grade 4 classes from January until exams in order to participate in the Grade 5 exam.*

Pointe Work

The study of Pointe work is optional and begins in Level VI at the teacher’s discretion. It is essential that a student’s body be strong enough, have enough technical proficiency and that their foot structure be compatible for Pointe before beginning. (Pointe is not mandatory.) If a student is struggling with Pointe work their teacher will have a private conversation and explain why they are having difficulty. The teacher will assure the students that if they are not able to continue with Pointe work they can still do class work, exams and the recital.

Dress Code for Ballet Students

Dress code is an important part of dance ethics and training. Students should wear the required leotard, tights, and shoes have their hair in a bun and not be wearing any jewellery. If a student has short hair every effort should be made to secure their hair away from their face and off their neck. Please see below for the specific dress requirements and style numbers of each class. HCA carries all required dancewear for ballet. Sizing for leotards, tights and shoes can be done through the front desk. Please speak with HCA Administration for further information.

BALLET			
LEVEL	BODYWEAR	TIGHTS	FOOTWEAR
PRE-CREATIVE-PRE-PRIMARY	CAPEZIO CC201C LIGHT PINK LEOTARD	SO DANCA TS-73 FOOTED LIGHT PINK	BLOCH S0225G BUNNYHOP IN PINK CAPEZIO 205C DAISY IN PINK
<i>DANCERS GET A CHOICE OF WEARING A PINK SKIRT (CAPEZIO N1417C DANCE SKIRT IN PINK) AND A DANCE SWEATER.</i>			
PRIMARY-LEVEL 2	CAPEZIO CC201C LIGHT BLUE LEOTARD	SO DANCA TS-73 FOOTED BALLET PINK	CAPEZIO 205C DAISY BALLET LEATHER PINK BALLET SLIPPER
<i>DANCERS GET A CHOICE OF WEARING A DANCE SWEATER FOR WARM UP OF CLASS, NO SKIRTS</i>			
LEVEL 3, 4, 5	CAPEZIO CC100C/CC100 NAVY LEOTARD	SO DANCA TS-73 or TS-74 FOOTED LIGHT PINK OR SO DANCA TS-81 or TS-82 LIGHT PINK TRANSITION	CAPEZIO 205C DAISY LEATHER PINK OR CAPEZIO HANAMI 2037W LIGHT PINK CANVAS BALLET SLIPPER OR SO DANCA SD-16 LIGHT PINK CANVAS BALLET SLIPPER (LEVEL 4 AND UP)

LEVEL 6, 7, 8	CC100 ROYAL BLUE LEOTARD	SO DANCA TS-74 FOOTED LIGHT PINK OR SO DANCA TS-82 LIGHT PINK TRANSITION	CAPEZIO HANAMI 2037W LIGHT PINK CANVAS BALLET SLIPPER SO DANCA SD-16 LIGHT PINK CANVAS BALLET SLIPPER OR EQUIVALENT (LEVEL 4 AND UP)
ALL SENIOR CLASSES	CC100/CC100T OR CC123 BLACK LEOTARD	SO DANCA TS-74 FOOTED LIGHT PINK OR SO DANCA TS-82 LIGHT PINK TRANSITION	SO DANCA SD-16 LIGHT PINK CANVAS BALLET SLIPPER OR EQUIVALENT (LEVEL 4 AND UP)
<p><i>IF YOU ARE REGISTERED IN ANOTHER TYPE OF STYLE OF DANCE SUCH AS LYRICAL OR MODERN THAT IS BACK TO BACK WITH YOUR BALLET CLASS, PLEASE PURCHASE THE TRANSITION TIGHTS)</i></p> <p><i>ABSOLUTELY NO SKIRTS OR LEG WARMERS PLEASE</i></p> <p><i>IF YOU ARE TRANSITIONING FROM HIP HOP INTO THESE CLASSES, PLEASE INFORM YOUR TEACHERS AND CHANGE QUICKLY</i></p>			
ADULT CLASSES	LEOTARD OR SNUG FITTING ATTIRE (LEGGINGS AND TANKS ACCEPTED)	NOT MANDATORY BUT IF REQUIRED: SO DANCA TS-74 FOOTED LIGHT PINK	ANY LIGHT PINK CANVAS BALLET SLIPPER
LYRICAL/MODERN/CONTEMPORARY			
LEVEL	BODYWEAR	TIGHTS	FOOTWEAR
ALL CLASSES	LEOTARD OR TANK (COLOURS ARE OPTIONAL) SNUG FITTING BLACK SHORTS (CAPEZIO TB113c/TB113)	OPTIONAL (IF TRANSITIONING FROM BALLET CLASS, TRANSITION TIGHTS ARE ALLOWED)	BAREFOOT IS APPROPRIATE. NUDE FOOT UNDIES ALLOWED, BUT <u>NOT</u> MANDATORY.
<p><i>ABSOLUTELY NO BAGGY CLOTHING OR LOOSE TANK TOPS WITH PATTERNS, DESIGNS OR WORDS (LYRICAL: LOOSE FITTING TANKS ARE OKAY, BUT NOT IDEAL). IT IS IMPORTANT FOR YOUR TEACHER TO SEE YOUR BODY AND BE ABLE TO PREVENT THE DANCER FROM INJURING THEMSELVES.</i></p>			
JAZZ			
LEVEL	BODYWEAR	TIGHTS	FOOTWEAR
ALL CLASSES	LEOTARD OR TANK (COLOURS ARE OPTIONAL) SNUG FITTING BLACK SHORTS (CAPEZIO TB113c/TB113)	OPTIONAL. (IF TRANSITIONING FROM BALLET CLASS, TIGHTS ARE ALLOWED)	TAN OR BEIGE SLIP ON JAZZ SHOE. BRAND IS OPTIONAL.

<p><i>ABSOLUTELY NO BAGGY CLOTHING OR LOOSE TANK TOPS. IT IS IMPORTANT FOR YOUR TEACHER TO SEE YOUR BODY AND BE ABLE TO PREVENT THE DANCER FROM INJURING THEMSELVES.</i></p>			
<p>HIP HOP</p>			
LEVEL	BODYWEAR	TIGHTS	FOOTWEAR
ALL CLASSES	<p>DANCE ATTIRE SET BY THE TEACHER</p> <p>BAGGY HIP HOP PANTS</p> <p>T-SHIRTS OR TANKS</p>	NONE	<p>INDOOR RUNNING SHOES OR HIP HOP SHOES</p>
<p><i>PLEASE NO LEOTARDS OR BALLET/LYRICAL/MODERN OUTFITS FOR THESE CLASSES. ABSOLUTELY NO BAGGY SWEATERS.</i></p>			

Year End Recital

The year-end recital called “HCA Celebrates” is held in June at FirstOntario Concert Hall. Though not compulsory, most dance students will take part in the year-end recital. Younger students between the ages of 3-8 (approx.) will participate in a preshow performance on the same day from 6:30-7:30pm. **For those who chose not to participate in the recitals, their last class will be after the ballet exams.**

On the day of the recital, all students are asked to attend a dress rehearsal at FirstOntario Concert Hall. HCA Administration will provide students with a schedule outlining the times they will need to be at the theatre. Teachers will hand this out to each parent at least a week before the recital.

The following will be available for parents to pre-order or purchase the day of the recital:

- DVDs of the performance
- Flowers

Special Performances

Opportunities for extra performances may arise for dance students throughout the year. Individuals or classes may be asked by the Artistic Director to participate and/or auditions may be held to choose the participants.

Costumes

The year-end recital in June requires the students to be in costume; one for each class that is performing. Students are required to pay a costume fee and the seamstress or teacher will measure each student for their individual costumes. The cost of costumes is added to your fee payments at the beginning of the year. Costumes are generally between \$75 and \$105, though senior level costumes, which are special orders, may cost more. Should a student withdraw from classes or decide to not to participate in the recital, costume fees are only refundable until the last day of classes before the winter break.

Tickets

Parents may purchase tickets for the year-end recital which is held at FirstOntario Concert Hall. Tickets go on sale during April. We try to keep our ticket prices reasonable while meeting the cost of renting this world class venue. The venue requires that everyone attending the performance purchase a ticket, this includes young children. Signs will be posted around the Conservatory letting the parents know of the exact performance date. **Tickets are assigned seats, sold on a first come first serve basis. They can only be purchased if all outstanding school fees have been paid.** HCA staff members are not permitted to hold or reserve tickets. We encourage you to bring your family and friends to join us in celebrating your child’s achievements. Please let the front desk know if your guests require accessible seating, so that we may arrange it in advance of the performance.

Performance Procedures

Preparation in advance of the recital allows a student to perform confidently onstage and creates an enjoyable performance experience. Please read the newsletters and correspondence regarding the recital carefully and ask questions if you have them. You can help us get your child ready for their performances by ensuring that they attend the final four classes and the dress rehearsal. During the final four classes routines will be polished and it is essential that students attend to rehearse alongside their classmates. The Dress Rehearsal is an opportunity to perform the routine on stage with lights and costume in advance of the performance.

On the day of the performance, please arrive prepared and on time. To ensure the safety of our students and an organized backstage environment we ask that one parent bring their children in and out of the backstage area. Students will stay with their teachers and volunteers in an assigned dressing room backstage. HCA ensures that there are ample volunteers and asks that once parents have dropped off their children that they take their seats in the theatre. We have found that this creates a more enjoyable performance experience for parents and more organized backstage atmosphere for students and staff. All students may bring movies, books, board games, etc. to help entertain them while they are waiting for their turn to go on stage.

Volunteers are an important part of the recital. They ensure everything goes smoothly by helping control the flow of traffic to and from the dressing rooms backstage as well as help children with costumes, washroom trips, etc. If you are interested in helping, please tell your teacher or the front desk.

Students are not permitted out of the backstage area during the performance and must remain backstage. No costumed dancers are permitted outside of the backstage area.

MUSIC DEPARTMENT

Music Books

Music books need to be purchased for both private and group music lessons. Parents and students can purchase music books at the front desk; we have a great selection in stock and make orders regularly. Please see the front desk for your music book needs.

RCM Examinations

Though not compulsory, the HCA encourages music students to take the national music exams as set by the Royal Conservatory of Music in Toronto (RCM). They are a nice way to mark a child's progress and gives them incentive and goals to work towards. The RCM exams take place in Hamilton at designated times and locations throughout the year. An application for an exam is submitted to the RCM after consulting with the student's music teacher.

Performances

There are three optional term concerts held each year called **Music Performance Classes**. All three performances are held in the HCA Recital Hall.

There may be additional performances which students can participate in. The Music Gala performance is held in June in the HCA Recital Hall. Students who wish to perform must audition before an independent panel of artists from the musical community. The Music Gala is a ticketed event and parents can purchase tickets from the front desk once the audition results have been distributed.

Auditions

Auditions are held for music students who would like to perform at the Music Gala or other shows outside of the performance classes. All audition information will be posted in the newsletter and around the school. Interested students should register themselves with the front desk. When registering, you must fill out an audition form which indicates the name of the piece, composer, length, etc. and have your teacher sign the registration form.

The audition will take place in the Recital Hall and a panel of adjudicators evaluates each piece based on artistic presentation, musical and technical merit. Students who audition should arrive early in proper performance attire and be available to perform, if chosen, on the performance date. Students will stand on stage and introduce themselves and the piece as part of the audition. Each piece should be no longer than 5 minutes. Pieces exceeding the allotted time will not be considered for the Gala.

After auditions, teachers will receive a list of the successful candidates; this list will also be available at the front desk. The student can arrange with their teacher agreed upon rehearsal times and fees to help polish the performance.

Accompanists

Music students who are performing in any of the three term concerts (Performance Classes) may use an HCA accompanist. For a small fee of \$10.00, students will receive a short run through rehearsal, usually held the day of the performance, as well as the accompanist for the performance itself. The run through rehearsal includes an initial play through of the piece, as well as a second play through to correct any errors. If a student would like any extra rehearsals outside of this agreement, they must be arranged with the accompanist for an additional fee. For other events outside of the term concerts students will need to negotiate fees with the accompanist.

Performance Procedures and Dress Code

Please be sure to arrive early on the day of your performance.

Dress code is an important part of music training and performance. It is important for students to dress well for their Performance Classes and other Gala Performances.

We ask that students wear:

- White Dress Shirt or White Blouse
- Dark coloured pants or skirt (i.e. Black, Navy, Dark Grey)
- Dark coloured dress shoes.

Please do not wear jeans, sneakers or other casual attire for your performances.

VISUAL ARTS DEPARTMENT

Materials

Materials are included in all of HCA's children and teen visual arts classes. Some adult Visual Arts courses may require extra materials. These will be packaged and available for students to purchase at their convenience.

Student Work

Due to the large volume of student work and limited storage space the HCA Visual Arts Department holds student work until the end of each term. We regret that we are unable to hold any unclaimed work after this date.

Gallery

The HCA Gallery on the main floor features professional artists throughout the year. We welcome you to take a moment to enjoy and be inspired by these wonderful works of art! Please refrain from touching the works on display.

Student Exhibition

Once a year the students of the Visual Arts department have an exhibition called the HCA Visual Arts Student Exhibition (VASE), located in the HCA Gallery. The VASE takes place from June through to September. Family and friends are invited to attend the Opening at HCA (date confirmed by instructor). The children's department meet at their regularly scheduled times. The Teen department is provided a window of time during the Saturday opening. As part of the final celebration and opening programming, students and their parents will have an opportunity to receive final verbal feedback from the Instructor with a student package that includes a certificate, an evaluation and their final portfolio to take home. At the conclusion of VASE, teachers will to contact their students and arrange for pick up during the month of September. Any unclaimed pieces of art will be recycled after the arranged pick up time.

MUSICAL THEATRE

Triple Threat/Musical Theatre Ensemble

Students in this program will participate in an active, creative program focusing on all aspects of theatrical performance. During the course of the year students will develop their skills in voice and diction (both individually and chorally), rhythm and timing, stage movement, character development, theatrical improvisation, story adaptation and original script writing, prop making, and performing for an audience. Theatre arts also encourage development of many areas of personal growth such as self-confidence, cooperation, communication skills, group dynamics, and body awareness.

Triple Threat: ages 6-8 (1 hour/week)

Musical Theatre Ensemble: ages 9+ (2 hours/week)

Performances

Musical theatre students perform twice a year - in a Winter Showcase and End of Year Showcase. These events do not require tickets.

Special Performances

Opportunities for extra performances may arise for musical theatre students throughout the year. Individuals or classes may be asked by the Artistic Director to participate and/or auditions may be held to choose the participants.

ACTING

Acting lessons encourage a child's creativity and nurtures skills which develop confidence both on stage and life. Through this course students will explore scripts, voice, movement, character development, comedy, improvisation, directing, writing, creating scenery, props and costumes. They will learn the fundamentals of acting through progressively challenging techniques as well as what the actor's role is among the production and what it takes for a show to hit the stage from script to curtain call.

Students will have the experience of performing a show from start to finish with full lighting, music, and costumes. Each student will be given the opportunity to act in at least one 2-5 minute scene and perform one monologue.

Dress Code for Acting Class

Students should wear comfortable loose clothing and comfortable shoes. Please, no street shoes.

Costumes

The teacher will select costumes from HCA's costume wardrobe, create costumes from found elements or the teacher may ask students to source their costumes from home. In the event a student is asked to bring items from home to create a costume, a letter will be sent home in advance.

Performances

Acting students will participate in a Performance Class at the end of the year, in June. The performance will be held in our Recital Hall. These performances do not require purchased costumes and are not ticketed events.