



HAMILTON CONSERVATORY FOR THE ARTS

STUDENT HANDBOOK 2021/2022

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GENERAL INFORMATION

Contact Information

info@hcarts.ca

905-528-4020

Building Hours

Monday – Thursday: 1pm-9pm (there may be variations in building hours throughout the year - any changes will be noted on the website)

Friday: CLOSED

Saturday: 9:00am – 4:00pm

Sundays: Closed except for special events

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

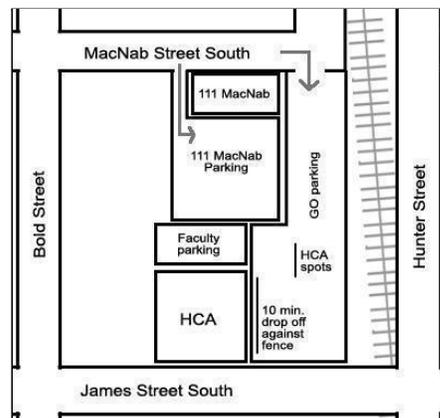
Behind the building – instructor parking only

Hours available for student parking:

Monday to Friday 4:00pm – 10:00pm

Saturday 8:30 am – 4:00 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 Due to Inclement Weather

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 (CH, CBC Hamilton, The Hamilton Spectator, etc). 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. Class info, events, closures, new classes, 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](https://www.facebook.com/HamiltonConservatory)

Twitter: [@HCArts](https://twitter.com/HCArts)

Instagram: [artsliveathca](https://www.instagram.com/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, and an e-copy is sent via email and uploaded on our website.

Waiting Room/Reception Area

If students have space between a class or are waiting for siblings, they will need to wait at the designated front lobby seating area, located behind the front desk. **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 low volume as a courtesy to those around you.**

COVID-19 NOTE: At this time, we do not permit parents to remain within the building; however, we will be assessing this COVID-19 policy throughout the year.

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.

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 to ensure everyone's well-being.

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 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.

Free Introductory Class

All new students are entitled to one (1) free introductory class - this must be booked in advance at info@hcarts.ca or by calling 905-528-4020. 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 gives 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 Inc.

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) ***

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. Deadline for payment is **January 15**. Should a student withdraw from classes before the deadline, the full cost of the costume will not be charged. **After January 15**, no costume refund will be provided.

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, you must complete a cancellation form and 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.

DANCE DEPARTMENT

Ballet Structure

RUSSIAN BALLET LEVELS	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	30 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 feels that their needs or concerns have not been met, they are encouraged to talk to HCA Administration or the Artistic Director.

COVID-19 NOTE: Until further notice touch will NOT be used in class.

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 level. 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 **five** (Novice Level) or **eight** (Jr, Int, or Sr Level) 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 avoid 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 (or equivalent brand)	BLOCH S0225G BUNNYHOP IN PINK CAPEZIO 205C DAISY IN PINK
<i>DANCERS MAY CHOOSE TO WEAR A PINK SKIRT (CAPEZIO N1417C DANCE SKIRT IN PINK) AND A BALLET SWEATER. THIS IS OPTIONAL.</i>			
PRIMARY-LEVEL 2	CAPEZIO CC201C LIGHT BLUE LEOTARD	SO DANCA TS-73 FOOTED BALLET PINK (or equivalent brand)	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 (or equivalent brand)	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 (or equivalent brand)	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 (or equivalent brand)	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 NOT MANDATORY.
<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>			
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)	BLACK SLIP ON JAZZ SHOE. BRAND IS OPTIONAL.
<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>			
HIP HOP			
LEVEL	BODYWEAR	TIGHTS	FOOTWEAR
ALL CLASSES	DANCE ATTIRE SET BY THE TEACHER BAGGY HIP HOP PANTS T-SHIRTS OR TANKS	NONE	INDOOR RUNNING SHOES OR HIP HOP SHOES
<i>PLEASE NO LEOTARDS OR BALLET/LYRICAL/MODERN OUTFITS FOR THESE CLASSES. ABSOLUTELY NO BAGGY SWEATERS.</i>			

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 6-7pm. **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.

The following will be available for parents purchase the day of the recital:

- DVDs of the performance (also available for pre-order before the recital)
- Flowers

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.

COVID-19 NOTE: We will assess plans around Year End Recital as the year progresses, as we are unable to determine at this time whether a larger gathering will be permitted.

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.

MUSIC DEPARTMENT

Music Books

Music books need to be purchased for both private and group music lessons. Students can purchase music books at the front desk; we have a great selection in stock and make orders regularly. Please inform the admin staff of your 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 student's progress and provide students incentives and goals to work toward. 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.

In-House Exams

At least once per year, Hamilton Conservatory for the Arts offers reasonably-priced in-house piano exams, based upon RCM curriculum. An external examiner will test students on technique, sight-reading and ear training, repertoire, and studies. Students may choose to register in these exams as practice for future RCM examinations; feedback for upcoming festivals, competitions and auditions; or simply as an unbiased assessment of progress.

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 in which students can participate. 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.

COVID-19 NOTE: We will be assessing how to safely hold Music Performance classes and Galas this year, and hope to give music students more information soon.

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.

The number of auditioning students always exceeds the number of spots in the Gala, particularly as we try to include a wide range of skill levels and ages – from beginning students to advanced; we encourage those who aren't successful in the audition to try again the following year!

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, which 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). 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 a final portfolio to take home. At the conclusion of VASE, HCA will contact students to arrange for pick up during the month of September. Any unclaimed pieces of art will be recycled after the arranged pick up time.

THEATRE DEPARTMENT

HCA's Theatre Department offers programming in musical theatre and acting training for ages 6 to adult. Studying theatre encourages creativity, critical thinking, co-operation, and builds confidence. Through the study of various techniques, HCA Theatre students gain skills in singing, dance, improvisation, text study, movement, collective creation, audition preparation, and more. Each class is tailored to the participants and the group's unique training needs.

Musical Theatre

Students in HCA's musical theatre programming will explore singing, dancing and acting through fun, engaging class activities by exploring new musical theatre repertoire each term.

Class Structure:

Novice Triple Threat	Ages 6-8	1 hour/week
Musical Theatre Ensemble	Ages 9+	1.5 hours/week (online for first term)

Acting

HCA's acting programming offers its students the opportunity to explore different facets of theatre training, from text analysis to improv to devised theatre.

Class Structure:

Novice Acting	Ages 6-8	1 hour/week	
Junior Acting	Ages 9-12	1.5 hours/week	
Intermediate Acting	Ages 9-12	1.5 hours/week	<i>For returning students</i>
Teen Acting	Ages 13-18	1.5 hours/week	
Advanced Teen Acting	Ages 14-18	2 hours/week	<i>May deal with mature concepts</i>
Adult Acting	Ages 18+	2 hours/week	

Dress code:

Students are expected to wear comfortable clothing they can move and dance in. Appropriate footwear must be worn at all times (ie, sneakers, jazz shoes, ballet slippers. NO bare feet, boots, or sandals, please!)

Studio Etiquette:

HCA strives to create a safe and inclusive environment for its students. Because theatre training can feel vulnerable and challenging, students are to respect HCA staff, fellow students, and the space in which we collectively work.

Class Placement:

Students are placed in classes based on age, due to the material used in rehearsal. If an instructor feels a student is incorrectly placed, the student will be moved to a more appropriate class.

E-mails:

Guardians/adult students are often contacted by HCA directly via e-mail. Please ensure that HCA has your correct e-mail address on file. Our emails often go to spam/junk/promotions folders, so please check frequently.

Auditions:

Students may occasionally participate in an in-class mock audition process. These auditions are for experience and growth, and will provide students with the opportunity to learn about and prepare for an integral part of their theatre training.

Performances:

Most Theatre Department classes have the opportunity to participate in in-studio open house performances at the end of each term in the Attic Atelier studio, as well as final end-of-the-year performances in June in the HCA Recital Hall.

All performance dates and times will be shared with students and guardians as they are confirmed with HCA.

Extra Rehearsals:

To prepare for their end-of-year performances, many classes will have on stage rehearsals scheduled outside normal class time.

All extra rehearsal dates and times will be shared with students and guardians as they are confirmed with HCA.