



HAMILTON CONSERVATORY FOR THE ARTS

Vitek Wincza, Artistic Director

Hamilton Conservatory for the Arts
STUDENT HANDBOOK 2022/2023

Hamilton Conservatory for the Arts

126 James Street South, Hamilton ON L8P 2Z4

www.HCArts.ca

info@HCArts.ca

905-528-4020

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1. Introduction

Welcome to the Hamilton Conservatory for the Arts!

This handbook is designed to answer frequently asked questions, to ensure that our students and members of the HCA Community feel prepared and informed as they begin the school year.

HCA values open and honest communication with our community, and as such, any major changes or alterations to the information in this handbook will be communicated via email, on our website and/or on our social media channels. If you have any questions over the course of your time at HCA, please do not hesitate to reach out. Our Administration team will strive to find the best way to serve you.

2. General Information

a. Contact Information

Address	126 James Street South Hamilton, ON L8P 2Z4
Phone	905-528-4020
Email	info@hcarts.ca

b. Building Hours

Building hours may change during the year. In such cases, any changes will be communicated with staff, faculty and the student body.



School Year (September-June)

Monday:	10 AM - 9 PM
Tuesday:	10 AM - 9 PM
Wednesday:	10 AM - 9 PM
Thursday:	10 AM - 9 PM
Friday:	Closed
Saturday:	9 AM - 4 PM
Sunday:	Closed (Except for special events)

Summer (July-August)

Monday:	9 AM - 4 PM
Tuesday:	9 AM - 9 PM
Wednesday:	9 AM - 4 PM
Thursday:	9 AM - 4 PM
Friday:	9 AM - 4 PM
Saturday:	Closed
Sunday:	Closed

c. Staff

Vitek Wincza	Artistic & Executive Director	
Alice Boratto	Assistant to the Artistic & Executive Director	alice@hcarts.ca
Cristina Fede	School Registrar, Administrative Manager	cristina@hcarts.ca
Dur-e-Aden Ahmed	Human Resources, Administration	dur-e-aden@hcarts.ca
Stephanie Lawlor	Marketing & Communications	stephanie@hcarts.ca

Allison Warwick	School Coordinator	allison@hcart.ca
Beverly Long	Building Manager, Administration	info@hcart.ca
Steven Mitchell	Building Maintenance	
Cindy Serbula	Housekeeping	

d. Land Acknowledgement

The Hamilton Conservatory for the Arts is situated on the land of the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We acknowledge the troubled history of our presence on this land and commit to learning how to better serve our community to honour the stewards who came before us.

e. HCA Community Conduct Guidelines

HCA strives to create an environment that is welcoming, supportive, and safe for all members of the community to express themselves without fear of judgment or discrimination. This is an effort that requires cooperation from every member of the community, including staff, instructors, students, and families.

i. Respect for Others & Property

Showing respect for teachers, classmates, and staff is of the utmost importance. We ask students to appreciate and care for the materials, instruments, and building during their time at HCA. There will be zero tolerance for any unsafe behaviour, including bullying, harassment, or physical behaviour that compromises the physical safety of a member of the HCA community.

Please respect others' identities and backgrounds, including their pronouns and names. Please refrain from assuming or making judgments about anyone's gender identity, sexual preference, survivor status, health status, economic status, religion, background, or beliefs.

ii. Respecting Shared Spaces

We ask all patrons of the building to use quiet voices as a sign of respect to classmates and staff working in the building, particularly while travelling through the hallways. There are designated waiting areas for conversations. Please use earbuds or headphones if you are watching videos or listening to music on your device, and please honour ongoing music lessons and dance classes when taking a phone call while in the building.

iii. Communication of Questions or Concerns

HCA upholds an open-door communication policy. If you have questions or concerns during your time at HCA, please do not hesitate to contact us via phone, email, or in person at the front desk.

We know that creating a safe working environment is an ongoing process that requires growth, challenging questions, and intentional action. We will continue to develop these protocols to ensure our environment is conducive to creative artistic exploration for students of all ages. Thank you for your cooperation and support.

f. Parking at HCA

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

- **111 MacNab Street** 9 spots available
- **GO Transit parking lot** 12 spots indicated with the HCA logo and 4 spots against the fence with a maximum of 10-minute stay. ***The spots against the fence are for drop-off only!***
- **Behind the building** Instructor parking only

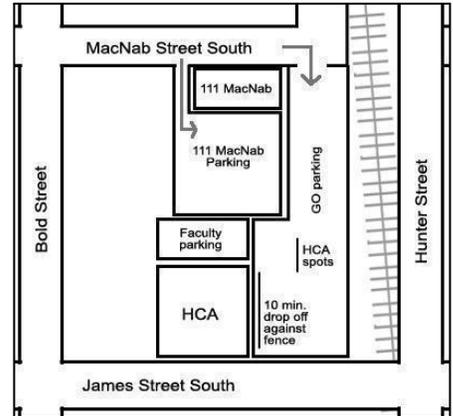
Hours available for student parking:

Monday to Friday 4:00 pm – 10:00 pm

Saturday 8:30 am – 4:00 pm

From Monday through Friday, 9 am - 4 pm, spots 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.



g. Unforeseen Closures Due to Inclement Weather

At times it may be necessary to close the Conservatory due to unforeseen circumstances (inclement weather, power outages, etc). HCA Administration will notify local Hamilton media sources (CH, CBC Hamilton, The Hamilton Spectator, etc), and an announcement will be posted on the HCA website, Facebook page, Twitter, and Instagram accounts. The outgoing message on the HCA answering machine will be changed to state that the school is closed. We ask that you please consult local media sources, social media channels, and our website first so that the phone lines are not flooded.

h. Website and Social Media

Our website is a wonderful resource for parents, students and the general public. Class information, events, closures, and more can be found at www.HCArts.ca. Please like us on Facebook and follow us on Instagram or Twitter for up-to-date school information, glimpses into student life, and HCA's other activities.

- Instagram** [@ArtsLiveAtHCA](https://www.instagram.com/ArtsLiveAtHCA)
- Facebook** [@HamiltonConservatory](https://www.facebook.com/HamiltonConservatory)
- Twitter** [@HCArts](https://twitter.com/HCArts)

i. Waiting and Reception Area

If students have time between a class or are waiting for siblings, they are welcome to wait in the designated front lobby seating area, located behind the front desk. Please do not sit on the stairs or landings, as this is a fire hazard. **Please be considerate of the teachers, admin staff, and other students in the building by using headphones for music and videos and keeping any conversations to a low volume.**

3. Student Life

a. Bits & Bites Newsletter

The HCA Bits & Bites newsletter is distributed once per term. It is designed to help keep you and your family updated and organized when it comes to all things HCA, and to highlight the exciting goings-on in the building. A copy of the printed version is available at the front desk, and an e-copy is sent via email and uploaded to our website.

b. HCA Environment

Due to severe allergies amongst students and faculty, please note that **HCA strives to be a nut-free and fragrance-free environment**. Additionally, we prohibit the use of drugs or alcohol prior to teaching or on the premises of HCA.

c. Volunteering at HCA

Over the course of the year, there are often several opportunities to volunteer at HCA. We find this a rewarding way to support high school students in completing their mandatory 40 hours of volunteer service and invite members of the greater HCA Community, including adult students and parents, to take part if desired. These opportunities may include volunteering at special events, summer programs, dance recitals, and school performances. If you or your child are interested in volunteering at HCA, you can contact the Front Desk administration.

d. 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.

4. Security and Safety at HCA

a. Use of Security Cameras

To ensure the safety of our students and staff, please be advised that there are security cameras placed around the building. These cameras can be found in shared studios (Studios A/Black Box Theatre, B, and C, the basement art studio, and the Atelier Studio), throughout the hallways, and outside the building. Cameras also have the capacity to capture audio. **There are no cameras in private areas, including washrooms and changing rooms.**

b. Emergencies and Fire Exits

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

In the event of fire or other such incidences that require immediate evacuation of the building, please defer to HCA staff and instructors to guide you outside safely. There are fire exits on all floors of the building.

c. Covid-19 and HCA

As Covid-19 becomes part of our everyday life, HCA will continue to remain vigilant in protecting our community. For the time being, masks are still strongly recommended, particularly in group classes and shared spaces. If an individual has been in close contact with a positive Covid case, we ask that you closely monitor your symptoms and exercise your discretion when deciding whether or not to attend classes or lessons.

i. Outbreak Protocol

Should HCA experience a Covid-19 outbreak, we will exercise the following protocol:

- HCA will contact all affected individuals with the information that they have been in close proximity to a positive Covid case (for example, if a member of your group class reports a positive diagnosis, you will receive an email that an individual in your class has tested positive)
- All affected individuals will be advised to test and take extra care as they monitor themselves for possible symptoms, including recommended rapid testing and masking in group settings
- Affected individuals may be asked to complete an entrance survey with questions regarding exposure and possible symptoms

We appreciate your ongoing understanding as we strive to serve our students and families, and ask for your utmost respect for the personal choices made by fellow members of the community.

5. Registration

a. Introducing JackRabbit

New for the 2022/2023 school year, registration for all programs will take place through [JackRabbit Class](#). JackRabbit's parent portal allows parents and students to view class information, resources (including rehearsal music and videos), and important memos and school announcements.

i. Troubleshooting JackRabbit

We anticipate that there may be some adjustments as we transfer our registration process over to JackRabbit. As such, if you have trouble finding your desired class or booking lessons, please do not hesitate to enroll without selecting a class and get in touch with HCA Administration to complete the process.

b. Free Introductory Class

All new students are entitled to one free introductory class before completing the registration process. This must be booked in advance by emailing info@hcarts.ca or by calling 905-528-4020. After the introductory class, the instructor will fill out the introductory lesson form indicating at which level the potential student is working. **Students are required to register in full with the front desk before attending any subsequent classes.**

c. Pre-Registration for Returning Students

Pre-registration for the next school year begins in mid-to-late 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 timeslot for music lessons, and gives you a hassle-free start in September.

d. Registration Fees and Methods of Payment

i. Registration Fee

A non-refundable annual registration fee of \$30.00/student or \$45/family is payable at the time of registration.

ii. Payment of Tuition Fees

Please note that a student may not attend classes/lessons if HCA Administration has not received all payments. HCA accepts VISA, MasterCard, and cheques. All cheques should be made payable to the Hamilton Conservatory for the Arts, Inc.

iii. 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 the 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.

Alternatively, a pre-authorized credit card is accepted with any of the above methods of payment.

Please 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).

iv. Costume Fees

The cost of purchasing a costume for the year-end dance recital is paid in a separate post-dated cheque or pre-authorized credit card payment. The deadline for payment is **January 31**. Should a student withdraw from classes before the deadline, the full cost of the costume will not be charged. **After January 31**, no costume refund will be provided.

e. Make-Ups and Withdrawing from Classes

i. Make-Ups for Group Classes

If a class is cancelled due to unforeseen circumstances, HCA will notify all students about a scheduled make-up class. There are no make-up lessons for any individual student missing a group class.

ii. Make-ups for 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 and your instructor's schedules, your lessons will either be made up at these times, or by adding time to existing lessons until you are caught up.

iii. 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.

6. Departmental Information

a. Dance Department

HCA's dance programs are designed to bring out the best in every dancer. We offer a high standard of instruction, experienced and professional faculty, and a welcoming, professional studio atmosphere.

Our programming is focused on developing healthy technique balanced with a lifelong love and appreciation for the art of dance. In every style, our training emphasizes body awareness, injury prevention, artistry, and working as an ensemble. Our Ballet Department trains in the Vaganova method, with many students working toward annual examinations through the Society of Classical Ballet (Vaganova Method).

i. Ballet Class Structure

Level	Age	Hours/Week	Hours of Pointe/Week
Pre-Creative	2-3 years	30 minutes	-
Primary Levels			
Creative I	3-4 years	45 minutes	-
Creative II	4-5 years	45 minutes	-
Pre-Primary	5-6 years	1 hour	-
Novice Levels			
Primary	6-7 years	1 hour	-
Level I	7-8 years	1 hour	-
Level II	8-9 years	2 hours	-
Junior Levels			
Level III	9-10 years	2 hours	-
Level IV	10-11 years	2.5 hours	-
Level V	11-12 years	2.5 hours	-
Intermediate Levels			
Level VI	12-13 years	3 hours	30 minutes
Level VII	13-14 years	3.25 hours	30 minutes
Level VIII	14-15 years	3.25 hours	45 minutes
Senior Levels			
Pre-Elementary	15-16 years	4 hours	1 hour
Elementary	16-17 years	4 hours	1 hour
Intermediate	17+ years	4 hours	2 hours
Adult Levels			
Beginner	18+ years	1 hour	-
Intermediate	18+ years	1-1.25 hours	-

Advanced	18+ years	1.25 hours	-
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ii. New Students Entering Ballet After Primary Levels

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.

iii. 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 Level 3 class is joined with Level 4 class. Level 3 students will work on the same material as the Level 4 classes. For the first year, the Level 3 students who have joined the Level 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 Classical Ballet (Vaganova Style) except no marks will be given. The Level 4 students will take the exam as usual. In the second year, former Level 3 students will move forward to the Level 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.

iv. 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 once communicated to the teacher. 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.

v. Ballet 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.

vi. 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 Classical Ballet (Vaganova Method) 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 examinations and may not miss more than **five** (Novice Level) or **eight** (Junior, Intermediate, or Senior 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.

For example: *A Level 4 student does not take their exam; they proceed to Level 5 the next year. Should they take the exam; the student will need to register in Level 4 classes from January until exams in order to participate in the Level 5 exam.*

vii. 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.

viii. Dress Codes for Dance 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. If we don’t have your item or size in stock, we can place an order; however, this may take a couple of weeks, depending on availability from our supplier. Please speak with HCA Administration for further information.

Ballet Dress Code			
Level	Bodywear	Tights	Footwear
Pre-Creative - Pre-Primary	<p>Capezio CC201C Light Pink Leotard</p> <p>Dancers may choose to wear a pink skirt (Capezio N1417C Dance Skirt in pink) and a ballet sweater. This is optional.</p>	<p>So Danca TS-73 Footed Light Pink (or equivalent brand)</p>	<p>Bloch S0225G Bunnyhop in Pink or Capezio 205C Daisy in Pink</p>
Primary - Level II	<p>Capezio CC201C Light Blue Leotard</p> <p>Dancers may choose to wear a dance sweater for warm ups. No skirts.</p>	<p>So Danca TS-73 Footed Ballet Pink (or equivalent brand)</p>	<p>Capezio 205C Daisy Ballet Leather Pink</p>
Levels III, IV, V	Capezio CC100C/CC100	So Danca TS-73 or TS-74	Capezio 205C

	Navy Leotard	Footed Light Pink or So Danca TS-81 or TS-82 Light Pink Transition (or equivalent brand)	Daisy Leather Pink or Capezio Hanami 2037W Light Pink Canvas or So Danca SD-16 Light Pink Canvas (Level IV and up)
Level VI, VII, VIII	Capezio 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 or So Danca SD-16 Light Pink Canvas (Level IV and up)
All Senior Levels	Capezio CC100/CC100T or Capezio 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 (or equivalent)
<p>Please Note: If your ballet class is back-to-back with the class of another style of dance (such as lyrical or modern), please wear transition tights.</p> <p>If you are travelling between ballet and hip hop, please inform your teachers so that you can change quickly.</p> <p>Absolutely no skirts or legwarmers, please.</p>			
Adult Ballet Classes	Leotard or snug fitting attire (leggings and tank tops accepted)	Recommended: So Danca TS-74 Footed Light Pink	Any light pink canvas ballet slipper

Lyrical/Modern/Contemporary Dress Code			
Level	Bodywear	Tights	Footwear
All Classes	Leotard or tank (colours are optional) Capezio TB113C/TB113 Snug-fitting Black Shorts	Optional If transitioning from ballet class, transition tights recommended	Barefoot is appropriate Nude Foot Undies accepted, but not mandatory
<p>Please Note: Absolutely no baggy clothing or loose tank tops with patterns, designs or words. It is important that your teacher see your body in order to prevent injury.</p>			

Jazz Dress Code			
Level	Bodywear	Tights	Footwear
All Classes	Leotard or tank (colours are optional) Capezio TB113C/TB113	Optional If transitioning from ballet class, transition tights	Black slip-on jazz shoe Any brand

	Snug-fitting Black Shorts	recommended	
Please Note: No baggy clothing or loose tank tops. It is important that your teacher see your body in order to prevent injury.			

Hip Hop Dress Code			
Level	Bodywear	Tights	Footwear
All Classes	Attire set by teacher Baggy hip hop pants T-shirts or tank tops	None	Clean, indoor running shoes or Hip hop shoes
Please Note: Please, no leotards or ballet/lyrical/modern wear for these classes.			

ix. Year-End Recital: HCA Celebrates!

Our annual year-end recital is called **HCA Celebrates!** and is held in June at FirstOntario Concert Hall. Though not compulsory, most dance students will participate 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 6-7 pm. **For those who chose not to participate in the recitals, their last class will be after the ballet exams (date TBC).**

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 detailed schedule outlining the times they will need to be at the theatre.

DVDs of the performance and flowers will be available for parents to purchase on the day of the recital.

HCA Celebrates! - Tickets

Parents may purchase tickets for the year-end recital which is held at FirstOntario Concert Hall. Tickets go on sale in 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, including young children. Signs will be posted around the Conservatory, informing the parents of the exact performance date. **Tickets are assigned seats, and sold on a first-come, first-served basis. Tickets 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.

x. Special Performances

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

b. Music Department

The Hamilton Conservatory for the Arts is one of the top facilities providing music education for different experience levels and ages in Hamilton. Our music teachers are extremely qualified and passionate, which guarantees an enjoyable and stimulating learning experience for students of all ages. With several opportunities to perform in recitals throughout the year, students can celebrate their hard work and progress with family and friends.

i. 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 wide selection in stock and make orders regularly. Please inform the admin staff of your book needs.

ii. 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.

iii. In-House Exams

At least once per year, Hamilton Conservatory for the Arts offers reasonably-priced in-house piano exams, based on 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.

iv. Performances

There are three optional end-of-term concerts held each year called **Music Performance Classes**. All three performances are held in the HCA Recital Hall, and dates are announced in September.

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.

v. 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 signed by the student's instructor, which indicates the name of the piece, composer, length, etc.

The audition will take place in the Recital Hall and a panel of adjudicators will evaluate each piece based on artistic presentation and 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!

vi. Accompanists

Music students who are performing in any of the three end-of-term 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.

vii. Performance Procedures and Appropriate Dress

Please be sure to arrive early on the day of your performance. You are encouraged to bring everything you might need to ensure a successful rehearsal/performance, including music, a pencil, a water bottle, etc.

Appropriate dress is an important part of music training and performance. It is important for students to dress suitably for their Performance Classes and other Gala Performances, as it shows professionalism and reverence for their audience and training. Please do not wear jeans, sneakers, or other casual attire for your performances.

c. Visual Arts Department

HCA presents young artists with a stimulating visual arts program full of discovery and passion, exploring creative self-expression through different mediums and projects. By exploring various techniques and methods, students will develop confidence in their artistic voices.

i. Materials

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

ii. 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.

iii. HCA 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.

iv. Student Exhibition (VASE)

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. 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.

d. Theatre Department

The HCA Theatre Department offers high-energy, creative programming that focuses on all aspects of theatrical performance. During the course of the year, students will hone their skills in voice and diction, rhythm and timing, stage movement, character development, improvisation, story adaptation and original script writing, text analysis, rehearsal, and performing for an audience. Theatre encourages the development of many areas of personal growth including self-confidence, cooperation, communication skills, team building, and body awareness.

i. Dress Code

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

ii. Class Placement

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

iii. 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.

iv. 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 shows during the Spring Performance Season in June in the HCA Black Box Theatre. All performance dates and times will be shared with students and guardians as they are confirmed with HCA.

v. Extra Rehearsals

To prepare for their end-of-year performances, many classes will have on-stage/technical rehearsals scheduled outside normal class time. These rehearsals are integral to the preparation process and ensure that students feel safe and ready to perform on stage for an audience. All extra rehearsal dates and times will be shared with students and guardians as they are confirmed with HCA.