

STUDENT HANDBOOK



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OUR STORY

[August Tye](#), HPSD’s Founding Artistic Director, came to Hyde Park in 1992 to teach at the *School of Chicago Ballet*, a non-profit school founded by the late Maria Tallchief, former prima ballerina of *New York City Ballet*.

When the *School of Chicago Ballet* decided to close its doors, several community residents, led by Founding Board Member, [Marilyn Sheperd](#), decided to reconstitute the instructional program as the Hyde Park School of Ballet. The new School remained in the previous school’s studio home on Woodlawn Avenue at the First Unitarian Church of Chicago. August Tye became its first Artistic Director. Peter Rumbold stayed on as class accompanist. Shortly thereafter, August’s sister Aimee Tye moved from Kalamazoo, Michigan to join the School’s staff.

Starting with 2 teachers, an accompanist, and 30 students in one studio, HPSD has grown to a staff of over 30 part-time faculty, accompanists, and administrative support, an average of more than 400 students, and 80+ hours of weekly instruction in five studios at the First Unitarian Church of Chicago. Hyde Park School of Dance has grown and prospered, while remaining true to its commitment to *Training, Performance, and Community*.

Hyde Park School of Dance offers dancers of all ages and skill levels training in [ballet](#), [modern](#), West African dance , [jazz](#), tap, studio [hop](#) and breaking and continues to add different dance disciplines to its curriculum. Hyde Park School of Dance is among the oldest institutions for dance instruction on the South Side, and is regarded citywide as both an esteemed children’s non-profit and a reputable contributor to Chicago’s dance community.

Our Mission

Since 1993, Hyde Park School of Dance (HPSD), located on the city’s Southside, has been focused on our mission of providing opportunities for students of all ages to study, perform and create classical and contemporary dance at the highest levels of discipline and artistry.

We welcome dancers of any race, religion, body type, gender, gender identity, sexual orientation, and family income. We cultivate a love of dance and strength of body, mind, and character that will benefit our students throughout their lives.

Our Vision

HPSD strives to instill a passion for dance while building self-esteem and confidence.

Our Values

We believe that our faculty and staff influence extends beyond the studio. The student’s and community’s well-being are our priority.

COVID-19 Addendum

Hyde Park School of Dance continues to value the importance of artistic expression through performance and is structuring a safe and clean environment that aligns with COVID 19 requirements. Please refer to our [COVID Guidelines](#) for more information.

Stay In Touch with HPSD

Want to know what's happening at HPSD? There are several ways to stay connected.

[HPSD Newsletter](#)

[Website](#)

[Facebook](#)

[Instagram](#)

[Twitter](#)

[YouTube](#)

Dance Training

Class Schedules

Classes run in two 16-week sessions, plus a shorter summer session. Each year begins in September with Session I and runs through mid-January; Session II starts in January and finishes in May. During the summer, HPSD's classes run from June to August. The schedule of classes for each session is found on our website, and posted on the studio bulletin boards.

Class Descriptions

First Steps, Creative Movement and Pre-Ballet

Parents along with their toddlers (ages 18–36 months) may enroll in First Steps. Children between the ages of three and six enroll in Creative Movement through Pre-Ballet I, II, and III. These classes are designed to nurture creativity and musical awareness while introducing students to basic ballet terms. Pre-Ballet III students are required to bring a notebook and pen to class for writing down terminology.

Ballet I through Ballet VI

Children aged 7 and up are taught classical ballet with a syllabus based on the [Royal Academy of Dance](#) training program. Students are required to bring a notebook and pen to class to write down the terminology and take notes. Throughout these levels, students are taught performance skills and are encouraged to continue exploring their own creative impulses.

Silver Swans Adult Ballet Class

Silver Swans is a program designed by the Royal Academy of Dance specifically for older learners. Although targeted at those aged over 55, everyone is welcomed. It has a gentler approach to ballet. Classes are for both beginners and experienced dancers. Teachers are trained to work with a range of abilities, it can be done seated or standing. Lots of modifications are given throughout the class. It is a great way to keep fit, have fun and enjoy the sense of wellbeing that dance brings. It will also help improve mobility, posture, coordination and energy levels. Silver Swans Licensees do not follow any particular syllabus; rather, the training gives them insight into how to adapt their teaching to a diverse class of adults, information on safe practice, and inspiration as to how to keep a group of 'swans' engaged over time.

Pilates

The Pilates Mat class follows the Classical Pilates method. No props are required, and our mat is our "apparatus." Emphasis is placed on building core strength and decompressing the spine through a series of full body exercises progressing in difficulty and skill level each week. Focus is placed on strength, stamina, stability, symmetry, stretch, and connecting movements to the breath. This class meets virtually and is a drop-in only (classes must be paid for per class or with a class card).

Pointe

Students generally begin pointe training between the ages of 11 and 14 and not before they reach Level IV in their training. This ensures proper physical and technical development to protect students from the risk of injury. See page 7 for more information about pointe training. Students enrolled in pointe must take 3- 90 minute ballet technique classes in order to maintain the strength to dance en pointe without injury.

Floor Barre

Floor barre is derived from ballet technique that takes basic ballet barre training from a classical standing position to the floor. This method enhances posture and precision in executing the ballet technique, and also alleviates any strain caused to the hips.

Modern

HPSD offers five levels of modern instruction. The syllabus begins with Horton/Dunham (Afro-Caribbean) techniques. At the more advanced levels, students are introduced to Graham technique and Contemporary Movement.

Jazz

HPSD teaches three levels of jazz dance, whose “low center of gravity, high level of energy, and expression of individuality” define its movements. The syllabus begins with fundamentals to jazz introducing syncopation and variant improvisational technique and, at more advanced levels, Jazz fusion techniques like Afro-Jazz, Jazz-Pop, Broadway Jazz, as an additional emphasis into the curriculum.

Breaking

HPSD offers three levels of Breaking instruction. The hip hop class brings together African and Latino native rhythms with urban American street culture.

Studio Hip Hop

HPSD offers Studio Hip Hop, a stylized hip hop class that has an emphasis on choreographic, commercialized, and pop culture techniques.

West African

HPSD’s West African dance classes offer people of all ages the chance to experience the continent’s richly varied rhythms and dance styles. This dance style encourages athleticism.

Tap

Tap dance, a style of dance in which a dancer wearing shoes fitted with heel and toe taps sounds out audible beats by rhythmically striking the floor or any other hard surface.

Belly Dancing

Bellydance has been around for hundreds if not thousands of years. Most contemporary styles of bellydance unsurprisingly share the same foundational movements. In this class we will cover the basic hip, chest and arm articulations at the very foundation of the bellydance lexicon. You will learn how to undulate, shimmy and mesmerize with targeted drills and anatomical breakdown of movements. All bodies are welcome.

Adult Classes

HPSD offers Classical Ballet, African dance, Tap, Break dancing, Belly dancing, Silver Swans, Pilates, Floor Barre for both adult beginners and for more advanced students.

Most classes at HPSD have live accompaniment.

LEVEL PLACEMENT

The directors and faculty of Hyde Park School of Dance care about each student's progress. Whether young dancers are dancing recreationally or are interested in a career in dance, it is very important that they attend classes at their particular level. This ensures confident and careful training without the risk of frustration and injury.

The age range provides a general guideline for initial placement. Parents may ask the instructor to evaluate their students on the first day of class if there are questions about ability or readiness. Students are expected to spend a minimum of one year (two 16-week sessions) at a particular level before moving up.

Parents may enroll along with their toddlers (ages 18–36 months) in First Steps. (The School does not enroll any student younger than three years old in any-drop-off class.) Creative Movement students must have already passed their third birthday before their first class. Students are not required to begin in Creative Movement or Pre-Ballet in order to enroll at HPSPD. We accept new students at all levels. Students who are beginning classes at age 10 years or older, or are transferring from another dance school, must be evaluated by an instructor to determine class placement. Please contact the office to arrange a trial class.

Hyde Park School of Dance has a progressive curriculum and students must complete all syllabus material before moving on to the next level. At the upper levels (Ballet III and up; Modern II and up), it is common for students to remain at the same level for two or more years in order to master the curriculum. Occasionally, the School may recommend that a student enrolls in a combination of two different class levels.

Student evaluations are conducted at the end of the spring session. Creative Movement and Pre-Ballet students receive completion certificates during the last week of class. All other students receive a written evaluation via email during the summer with the recommendation for level placement in the fall. *Promotion to a higher level is not automatic. It is determined by the instructor in consultation with the Artistic Director.*

Level Placement Classes (Ballet, Levels I-VI; Modern, Levels I-IV)

During these classes, the artistic staff evaluate each student and explain the syllabus. *Parents are strongly recommended to attend these classes.* Level Placement Classes are held at the end of the Session II Winter/ Spring semester. Please check the School Calendar for details.

GUIDELINES FOR GOING EN POINTE

Pointe shoes are almost every young ballerina's dream. However, it is important that the student not rush this important step. The pointe shoe dancer is actually standing on the tips of their toes with some support from a shoe made of fabric, glue, and sometimes fiberglass. It takes a great deal of physical strength and proper technical training to do this safely. Students must be physically mature, usually between the ages of 11 and 14, when the cartilage is hard enough to

work on pointe without permanent damage. Every student strengthens and matures at a different rate. Some students may be ready for pointe at age 10, while others may need to wait until age 13. Ultimately, it is the instructor who decides whether a student is ready for pointe work. Most students need at least 4 years of serious ballet training before they are technically ready for pointe work (pre-ballet is not considered part of this training).

In addition, students must also pass a written exam of ballet terminology. These pointe shoe exams are normally given at the start of the Session I Fall semester and at the end of Winter/Spring Session II.

Students who graduate to pointe are required to take at least three 75 - 90 minutes technique classes in addition to pointe class. The dancer must enroll in the technique class before their pointe class for a proper warm up. Exceptions must be approved by the Artistic Director.

New pointe students are evaluated during the first week of classes to assure proper placement.

DRESS CODE

Students are expected to be neatly dressed in accordance with the dress code specific to their particular class. In addition, the school asks students not to wear jewelry to class because it can cause injury and because there is the risk of losing it. HPSD cannot be responsible for lost items.

Hair should be neat and fixed securely off the face. Girl’s hair must be in a ballet bun if hair length permits. Please do not put large, ornate bows, headbands, or fancy barrettes in your child’s hair for class. Many of the children inevitably play with them, which is distracting for them, other students, and the instructor.

Ballet Classes

Note: Students in Pre-Ballet III-Ballet V are required to bring a small notebook and pen for taking notes.

For all ballet classes, *students* must wear:

Level	Tights	Shoes	Leotard Color
Creative Movement - Pre-Ballet I	Pink	Pink	Pink

Pre-Ballet II	Pink	Pink	White
Pre-Ballet III - Ballet III	Pink	Pink	Black
Ballet IV	Flesh	Flesh	Burgundy
Ballet V	Flesh	Flesh	Royal Blue
Ballet VI	Flesh	Flesh	Navy/Dark Blue

Skirts or attached tutus, t-shirts, sweats, shorts, etc. over leotards or tights are **NOT** to be worn in class unless the instructor gives permission. Leg warmers are permitted through pliés on cold days. Wrap around dance skirts are permitted for students 18 years and older.

For all ballet classes, *male-identifying students* must wear:

Black tights, dance belt (ages 8+), black ballet shoes and a plain

Tight-fitting white t-shirt or leotard tucked into the tights

Note: *Gender non-conforming dancers may choose to wear either of the above.*

Modern Classes

Female-identifying students:

Modern I-III: black leotard and footless black tights or black bike shorts, no shoes, hair off of the face.

Modern IV: solid color leotard and footless black tights

Male-identifying students: plain black or white-colored t-shirt, black dance pants, bike shorts or boys footless black tights, no shoes

Jazz Classes

Female-identifying students: black leotard or sports bra (a solid color t-shirt may be worn over the leotard or sports bra), black jazz pants, black jazz shoes, hair off of the face.

Male-identifying students: plain solid color t-shirt, black jazz pants or bike shorts; black jazz shoes

Hip Hop Classes

All Dancers: solid color t-shirt, comfortable pants or shorts (mid-thigh or longer) that allow for movement, and clean hip hop sneakers or clean, non-skid gym shoes

Tap Classes

Black jazz pants or black leggings, a solid color leotard in any color or a t-shirt with no words. Absolutely no split sole tap shoes. Full sole only please.

Belly Dance Classes

Snug fitting workout clothes. NO noise making hip scarves please.

Note: *Once per session, there is Dancer dress-up week where students can dress up and express themselves however they choose. Please be sure to dress appropriately.*

Where To Buy Dancewear
Russian Pointe; www.russianpointe.com
Order My Steps; www.ordermystepsdancewear.com
Wesley's Shoe Corral (in the Hyde Park Shopping Center)
Discount Dance; www.discountdance.com (Enter teacher referral code TP78804 during online checkout to help support HPSD. You'll receive <i>10% off</i> your first order and <i>5% off</i> every order after that.)
Allegro Dance Boutique; www.allegrodanceboutique.com

DANCE ETIQUETTE AND STUDENT CONDUCT

Considerate, respectful behavior is expected of HPSD students at all times, both inside and outside of the studio. At the end of each class, it is courteous to thank the accompanist and the instructor. A simple thank you to the many volunteers who work hard behind the scenes is also always much appreciated. A positive attitude and considerate demeanor are critical during rehearsals, which can be stressful and complicated, and are essential to delivering high-quality performance.

The classical ballerina bun stems from an effort to reveal the neck, face and shoulders, to show the elegance of lines and shapes of the dancers when engaged in dance. Dancers *in all dance forms* are required to wear hair securely away from the face, neck, and shoulders for athletic movement and safety.

HPSD celebrates the beauty of all hair types, and recognizes the importance of providing students and parents with the appropriate tools to be successful in making a classical ballerina bun for all hair types. For assistance on making a classical ballerina bun, please view our tutorial on our Youtube page; <https://www.youtube.com/watch?v=rMHJbnjzaJQ>. Embedded in the Youtube link are suggested hair products for your dancer's use. If you have any additional questions or need supplementary support, please contact us via [email](#) or phone.

Hyde Park School Of Dance

Corps de Conduct

"No one can play whatever position he chooses. If that happened in baseball, there'd be nine pitchers." - Billy Martin

A Dance school is like playing sports in many ways. We are athletes, striving to be our best in class, during rehearsals, and on stage. We must work hard as individuals to become the best that we can be, yet most importantly we must behave as a team, support one another and work as a unit to achieve our goals as performers. It is this Corps de Conduct that we hope we can all support each other and have a very productive dance season.

What Families Can Expect From HPSD

- Faculty and Staff who are Dedicated to fostering a love for Dance and building a strong HPSD Community
- Daily Cleaning and Sanitizing of HPSD Studios
- Dance Environment Conducive to Learning and Growth
- To be Treated with Respect by Instructors, Staff, Classmates, and Volunteers Inside and Outside of the Studio
- Equitable Enforcement of HPSD Policies
- To Start and End Classes and Rehearsals on Time
- Honest and Clear Communication with Families

What HPSD Expects From Dancers

- To Learn, Achieve, and Acquire an appreciation for the arts and the disciplines imparted by the Study of Dance.
- To Respect studio property and the rights of others
- To Treat my Body with Respect, Drinking Plenty of Healthy Fluids and Eating a Healthy Diet
- To be in Uniform for all classes and rehearsals.
- To not make Unnecessary Conversation or Noise during classes and rehearsals.
- To be Punctual and Attend all classes.
- To Inform the Instructors of the Class, Artistic Director or Executive Director of any situation that impacts my class or company participation.



Attendance

All students should plan to arrive no more than 15 minutes before class and sit quietly until the class begins.

They are expected to wear the proper attire and be ready to dance when they enter the studio. All students are encouraged to attend class regularly. Only regular attendance can ensure maximum growth during the course of the year. Excessive absences hinder the individual student as well as the class as a whole.

Students must notify the HPSD office and their instructor in advance of expected absences in order for an absence to be excused. Parents may request an excused absence via [email](mailto:admin@hydeparkdance.org) (admin@hydeparkdance.org) or via phone (773-493-8498). Youth company dancers (TNG) must also email the artistic director team at artisticteam@hydeparkdance.org to request an excused absence.

Make-up Classes

Students may make-up up to 4 absences per 16 week session by attending another class at the same level or at a lower level. Make-up classes must be scheduled in advance with the HPSD administrative team by emailing admin@hydeparkdance.org or calling 773-493-8498. Please view additional information on our website; <https://hydeparkdance.org/absence>.

Tardiness

Students who are late should enter the studio quietly and will be asked to sit out altogether if they miss a significant part of the class. Students in Ballet I and above who arrive in class after pliés are finished will not be allowed to take the class but must sit on the side and watch. *This policy is strictly enforced to safeguard students against injury that results from improper or inadequate warm-up of the muscles.*

RULES OF THE BARRE

Students are expected to:

- Treat others with kindness and courtesy by (but not limited to):
 - Respecting each other's personal boundaries.
 - Being considerate when instructors are making feedback or when peers are asking questions.
 - Being intentional about how you are communicating to your peers.
 - Recognizing each other's personal pronouns.

- Respect other people's personal possessions by (but not limited to):
 - Asking permission to use HPSD or someone's items/possessions.
 - Handling your peers' and HPSD items with care.
 - Following instructions for use of items, should a peer or instructor give you permission.
 - Not lending out other peoples items to other peers without permission.
 - Honoring your personal belongings and keeping it in a safe place.

- Listen to the instructors.
- Explore their own creativity.
- Develop a healthy sense of competition, while supporting one another.
- Attend classes regularly in order to ensure maximum growth during the year.
- Discover the benefits of contributing to the community through performances and volunteering.
- Leave host facilities in the same or better condition than when they found them.
- Maintain a level of professionalism during classes and performances

SPECIAL PROGRAMS

In addition to its extensive dance training and performance opportunities, HPSD also offers special programs for students who demonstrate a strong commitment to dance. These Special Programs include the Scholarship Program, Youth Company (Tyego Next Generation), and the Teacher Trainee Program.

Participants in these programs are required to maintain an electronic folder system that serves as an attendance record and a journal of progress. It is the student's responsibility to record their information electronically. In addition, students must keep individual notes on feedback they are given in class.

An additional requirement of students who participate in any Special Program is providing a minimum of 16 hours of volunteer assistance per 16-week session. There are a variety of ways in which students and their families can fulfill this requirement, including helping as teacher assistants and caring for the studios where they dance. Please email volunteersandevents@hydeparkdance.org to find out about volunteer opportunities.

Scholarship Program

Each year HPSD awards scholarships to students who would otherwise be unable to take advantage of its programs. Scholarships are distributed based on financial need, talent, and commitment. More information about this program can be found on page 25.

Youth Company

HPSD's prestigious Youth Company program has four levels: Tyego Next Generation (TNG); T1, T2, T3 and T4. For additional information on the Youth companies, please see our website; <https://hydeparkdance.org/youthcompany>.

TNG Company I is the upper-level company and trainee program for Tyego Dance Project, the professional company is in residence at Hyde Park School of Dance. Company members at this level rehearse repertoire, perform, and have new works set on them by the HPSD artistic team and Tyego Dance Project. Occasionally these young dancers perform side by side with the professional company and partner companies including South Chicago Dance Theater and Cook County Arts Collective

TNG Company II is the tier of the program that prepares students for Company I, and gives them additional performance opportunities. Company II members have weekly classes, rehearsals 32-36 weeks a year, and share the same Goals and Expectations as Company I.

Company II dancers participate in HPSD's Annual Nutcracker and the Student Choreography or Variations Showcase.

TNG Company III was added during the 2014/2015 season in an effort to keep the high quality programming for the company by reducing company size. This program prepares students for Company II, and then additional performance opportunities. Company III members have weekly classes, rehearsals 32- 36 weeks a year, and share the same Goals and Expectations as Company I. Company III dancers participate in HPSD's Annual Nutcracker and the Student Choreography or Variations Showcase.

TNG Company IV was added in the 2018/2019 season to provide an opportunity for younger and/or less experienced dancers interested in performing and company participation. Members of Company IV share the same Goals and Expectations as members of Companies I, II, and III and have a reduced number of performance requirements. Company IV dancers participate in HPSD's Annual Nutcracker.

TEACHER TRAINEE, TEACHER ASSISTANT PROGRAM

Students in Ballet IV and above who are interested in learning the art of teaching dance may apply to become a teacher trainee. Interview sessions with the artistic director and an orientation meeting are held in the first week of September. Teacher Trainees are assigned to assist with one class for the year, learn the HPSD syllabi, and complete written assignments. After 4-5 years of training, some students may be invited by the Artistic Director to become the Student-Faculty in charge of their own Creative Movement or Pre-Ballet class.

Students too young to apply for the Teacher Trainee program, or would like to complete volunteer hours, may volunteer to help as a Teacher Assistant, subject to the instructor's approval. Teacher Assistant duties may include guiding students into the studio, taking roll, demonstrating steps, and accompanying students to the bathroom.

COMPANIES IN RESIDENCE

Hyde Park School of Dance has a number of professional companies currently in residence. These companies use School studios for classes and rehearsals and may contribute choreography or dancers to School productions such as *The Nutcracker*. These residencies offer advanced level students the opportunity to take classes with or dance alongside professional dancers.

Tyego Dance Project, founded by August Tye in 1997, has received praise from critics for its inventive choreography and stunning dancing. TDP's repertoire incorporates ballet, modern, jazz, and performance art. Since its founding, TDP has been commissioned to present works locally for Duets for My Valentine, and nationally for conferences such as the Multi-Racial Identities Conference and the National Leadership Development Discussion, a Kellogg Foundation-sponsored event. TDP has also collaborated with a seven-time Grammy-nominated jazz singer, Kurt Elling at the famous Steppenwolf Theatre.

South Chicago Dance Theater

The South Chicago Dance Theatre (SCDT) is a multicultural organization aiming to preserve the art of dance through quality performances and educational opportunities. The diverse repertoire of the company seamlessly fuses classical and contemporary dance styles as well as preserves historic dance work. With cultural diplomacy at the heart of the organization, the SCDT is committed to creating, performing and teaching dance on a regional, national and international platform. To learn more about this organization, please visit; <https://www.southchicagodancetheatre.com/mission/>.

Cook County Arts Collective

Cook County Arts Collective connects teaching artists in Chicago with women at the Cook County Department of Corrections. Through performances and regular dance classes we strive to create space for joyful movement with detained women. To learn more about this organization, please visit; <https://www.cookcountyartscollective.org>.

Cerqua Rivera Dance Theatre

With an intense focus on personal narratives, the combined talents of our diverse collective of artists, and the multiple artistic languages with which we communicate, Cerqua Rivera Dance Theatre engages audiences in magnetic human stories at once new & deeply familiar. In our art & our artists, we are proudly & visibly multicultural, exploring the intersection of heritage, culture,

and identity. To learn more about this organization, please visit;
<https://www.cerquarivera.org>.

PERFORMANCE PROGRAM

We believe that performance is a key part of a student's training as well as an important component of sharing dance with the larger community. HPSD specializes in original choreography created specifically for young dancers and appealing to audiences of all ages. The School presents one concert each spring in which every student performs. Additional performances are scheduled throughout the year.

During performance time, please refer to <https://hydeparkdance.org/events> to information regarding:

- Annual Events (Nutcracker and Pre-Ballet Holiday Show, Spring Concert, Story Ballet or Gala)
- Rehearsal Etiquette
- Day of Performance Procedures
- Performance Checklist
- [Volunteer Opportunities](#)

The following is representative of Hyde Park School of Dances performances that are embedded in our calendar.

NUTCRACKER AND PRE-BALLET HOLIDAY SHOW

Hyde Park School of Dance presents a family-friendly production of The Nutcracker each December at Mandel Hall on the University of Chicago campus. A southside favorite, the show features over 100 of the School's students and a Pre-Ballet Holiday Show with some of our youngest students.

The Nutcracker is a charming production featuring gorgeous handmade costumes, stunning ballet, a fresh hip hop breaking battle, family-friendly ticket pricing and run time, engaging narration, and a lot of fun!

SPRING CONCERT

HPSD presents a Spring Concert at the end of each year. This performance provides an opportunity for every student in the School to dance. Students learn their dances in their regular classes. All costumes are provided by and remain the property of HPSD.

Every spring, Hyde Park School of Dance invites family and friends to come see what their favorite dancers have been up to in the studio in a presentation of pieces performed by each class from Creative Movement on up to our very highest levels.

Spotlight on Alumni

During the summer, HPSD presents a Summer Showcase/Spotlight on Alumni. This performance is a demonstration of the Summer Intensive student's hard work in various dance styles and intensives. HPSD brings in Alumni to perform and or choreograph for this Summer Event, highlighting their achievements. Students learn their dances in classes (or hybrid). Additional costumes are not required and are subjective to the instructor's request.

GENERAL REHEARSAL RULES

Most students find performances to be exhilarating and they eagerly await an opportunity to get on to the stage. Of course, any performance is preceded by hours of rehearsal in the studio. In order to ensure the smooth and effective running of rehearsals, there are quite a few rules by which dancers and their families must abide. The rules may seem numerous, but they are essential to producing a successful performance. We ask your cooperation and patience, should schedules not go quite as planned. Every effort will be made to make rehearsals run on time, but there are occasions when they may run long or end early.

Parents, relatives, and friends are not permitted to watch rehearsals.

Hyde Park School of Dance is not responsible for any lost items. Dancers should not bring money or valuables with them to rehearsals or performances. It is important that dancers respect each other's spaces, boundaries, and belongings.

Absolutely no jewelry may be worn in rehearsal or in performance, including large earrings.

Absolutely NO eating or drinking in costumes is allowed, with the exception of water.

No part of any costume is to be taken home at any time.

Dancers may be asked to remove their eyeglasses for stage rehearsals and performances. This is a case by case basis. Students may be asked to dance without eyeglasses unless it poses a safety concern.

Only clear nail polish is permitted on dancers.

Day of Performance Procedures

Our goal is to make each performance an enjoyable experience for everyone involved. To eliminate confusion and ensure the safety and security of every dancer, there are basic rules that must be strictly enforced.

Dancers must be dropped off and picked up at the entrance to the backstage area.

Parents of young dancers should keep their dancer's street clothes, shoes, and bags.

TO ENSURE THE SAFETY OF THE DANCERS and the smooth running of the show, no one is allowed backstage other than dancers and volunteers who have been assigned duties prior to the concert.

We regret that we cannot let performers be picked up early for any reason nor can we permit performers to watch a show once they have finished dancing. If your dancer needs to leave early for another event or would prefer to see the performance, then they should not audition. Please consult your schedule carefully. Dancers will not be released early in order to attend another event.

If you believe that your child will be unable to remain backstage under the supervision of volunteers, they may be too young for this activity and should wait until next year to enjoy the performance experience.

We encourage families to bring young siblings to see this performance.

But as with any theater performance that you attend, we ask that you please remain seated until the end of the performance. The noise and confusion created by constant traffic in and out of the theater is distracting and discourteous to the dancers who have worked so hard, and to the other members of the audience.

PERFORMANCE CHECKLIST

All dancers should arrive at performances wearing their class uniform with makeup already applied. Hair should be pulled back off of the face; girls' hair must be in a ballet bun with no ornaments, scrunchies, or ribbons. Leotards may be either short-sleeved, spaghetti strapped or tank, unless specifically instructed otherwise. Leotards should be plain: no attached skirt, no sparkles, or other decorations. Please make sure that tights have no holes or runs (no footless tights).

Dancers in Ballet I and up should bring the following items in their dance bags

- **Clean dance shoes with no holes**
- **Extra pair of tights**
- **Comb and hairbrush**
- **Hair gel**
- **Hair Pins/bobby pins**
- **“Invisible” hair nets with an elastic edge that match the dancer's hair color**
- **Elastic hair bands for making ponytails**
- **Safety pins**
- **Band-Aids**
- **A small make-up bag containing**
- **Makeup base (foundation)**
- **Translucent face powder (optional)**
- **Pink or Rose blush (Depending on skin tone)**

- **Red lipstick (Please blot well and dust with translucent powder. This helps keep lipstick stains off the costumes.)**
- **Red lipliner (optional)**
- **Earth-tone (brown, taupe) eye shadow**
- **Black mascara and black eyeliner (Liquid eyeliner works best)**
- **Baby wipes or makeup remover/cleansing wipes**
- **Tissues**
- **Cotton balls or Q-Tips (optional)**
- **Dancers on pointe should also bring:**
- **Pointe shoes**
- **Lambswool and/or toe pads**
- **Sewing kit with needles, pink thread, small pair of scissors, and safety pins**
- **Extra ribbons**
- **Extra elastic straps**

VIDEOTAPING AND PHOTOGRAPHS

HPSD videotapes most of its performances and makes these DVDs available for sale. There are occasional opportunities during rehearsals for parents to take photographs of their dancers. Flash photography is strictly forbidden at any time that there are dancers on stage. It is extremely hazardous for the dancers.

VOLUNTEER OPPORTUNITIES

HPSD has a wonderful cadre of individuals who generously share their time and talents throughout the year to help make the School a success. If you are interested in joining them, please contact the HPSD office. To view volunteer opportunities please visit our website at <https://hydeparkdance.org/volunteer>.

Health and Wellness

Dancer safety is of utmost importance at Hyde Park School of Dance. Since dance is a physical art form, a dancer must develop the habit of taking care of their body before and after class. This includes not only drinking plenty of water, eating a healthy diet, and getting enough sleep, but also includes a pre-class and post-class routine. We expect students to arrive early (5-10 minutes for younger dancers; 15 minutes for advanced students). They should take this time to warm up their muscles with arm circles, leg swings, or jumping jacks, and do specialized stretches as demonstrated by faculty members. After class finishes, students should follow the post-class routine (e.g cool down exercises and static stretches) their teachers recommend. We frequently ask the dancers to continue to practice stretching at home. Please make sure the body is warm before stretching.

HPSD discourages students from doing “prolonged” stretches, i.e. holding a stretch for several minutes. Dancers wrongly engage in prolonged stretches (either intentionally or unintentionally) when they sit on the floor between classes or while doing homework, maintaining their legs in various stretch positions for long periods of time. Dancers should avoid these stretches as they can lead to loss of stability and serious injury. If you are stretching with the goal of long-term changes in your flexibility (for example, you can’t do the splits and would like to), save your stretching routine for after class or between barre and center when your muscles are “warm.” Remember these common-sense rules: stretching should never hurt, you should not reach past your natural range of motion unless your body is completely warm, and if you find static stretching uncomfortable, try some dynamic warm-up exercises and see how you feel in class.

Our teachers will demonstrate Dynamic Warm Up and Static Stretching Exercises at the beginning of each term and throughout the term as needed.

In any school environment, colds and flu can be easily transmitted. We ask that families keep their dancers at home if they show any signs of illness, to prevent the spread of infections. To assist in keeping our dancers and instructors healthy, our studios are supplied with hand sanitizers (as well as other supplies for cleaning floors, barres, etc.) for use by both students and faculty.

There are times when a student may have an injury that may make them unable to participate fully in their scheduled class. If their injury allows, we recommend they attend classes to observe in order not to miss the material that is being taught. Should a student injure themselves in class, they are to notify their teacher immediately so the proper procedures may be followed. When necessary, instructors will give students an injury form to be taken home, signed by the parent, and returned to the instructor.

COVID-19 Addendum

Any HPSD community member who has a confirmed case, suspected symptoms, or exposure to COVID-19 must promptly self-report via admin@hydeparkdance.org.

- Individuals who are symptomatic or have tested positive for COVID-19 should not come to HPSD facilities for at least 10 days* since the symptoms first appeared (or positive test if asymptomatic) AND 24 hours have passed since resolution of fever without the use of fever-reducing medications and other symptoms have improved.
- If there is a COVID positive case at the school, the HPSD Admin Team will notify via email all the classes and individuals suspected to have had direct contact with the COVID+ individual. The Admin Team will also alert all registered families, faculty, and staff of the existence of a positive case in our community.

*Additional guidance, including directives for individuals who have been informed by the HPSD Admin Team or have reason to believe that they had close contact with a COVID-19 positive person, is available in [HPSD's Protocol for COVID-19 Exposure](#).

VISITING YOUR DANCER'S CLASS

Dance instruction requires discipline and complete concentration, thus students find it distracting to have visitors or outside commotion while they are taking the class. This is particularly true of very young students. For this reason, we close our studio doors for most of our classes.

However, we want families to know what their dancers are doing in class and for this reason, parents are welcomed into the classroom twice during each 16-week session: the first day of classes, and during Family Visiting Week. Family Visiting Week provides an opportunity to see what goes on in the studio, and it is also a time when many announcements are made and handouts distributed.

Families occasionally request that an out of town relative be allowed to watch a class. If this is not during Family Visiting Week, a special request should be made to your dancer's instructor. Such requests can sometimes be honored but must be made in advance of the visit.

WAITING AREAS

Each of our studios have a designated waiting area directly outside of the studio. We understand that these areas can get very crowded and are not always the optimum place to wait for your dancer. However, the School is strictly required to use only those designated areas and family members are not allowed to use other parts of the facilities while they wait during class, or to leave their dancer's clothing, footwear or bags in the hallways or on the stairways. This creates a hazard and makes it impossible for other dancers or users of the buildings to navigate their way safely. We also request that you closely supervise any siblings who may be waiting with you. We appreciate your forbearance in this matter, and your respect for our host institution.

PARKING

There is unmetered street parking outside of The First Unitarian Church of Chicago, where HPSD makes its home. During the work-week these spots can be at a premium prior to 5:00 pm, so we suggest that you allow ample time to park before class starts. Parking in the lot behind the First Unitarian Church is strictly prohibited and unauthorized cars will be towed at the owner's expense.

COMMUNICATION

HPSD has a small but dedicated faculty and staff who work hard to provide good communication with our students and their families. Occasionally the instructors do provide handouts to the students at the end of class. We know that our students are busy – and sometimes forgetful, so we suggest that you ask your dancer to check their dance bag for any notices.

Our office staff sends regular email notices and updates to families, and we work hard to keep our website up to date. Our website, www.hydeparkdance.org is a great place to start when searching for information about the School's activities. But we also welcome emails and phone calls.

Please feel free to stop by during our office hours, whether to ask a question, make a payment, or just say "hi." Please see our [website](#) for our office hours.

Student Cell Phones

Parents may want to give a student a cell phone for their safety and to facilitate communication since there are no public phones at the studios. Cell phones must be kept out of sight and turned off during class. HPSD is not responsible for lost phones. ***Families, please be sure to have an active number on file with the office. Additionally, if your dancer does not have a phone, they should know their parent/guardian's number so the administrative team may assist if they need to contact you.***

PARENT-STUDENT-TEACHER CONFERENCES

Parents often have questions for the instructors and finding time to do so can be challenging. The faculty are always pleased to speak with parents, and with students, regarding any concern they may have, or to provide guidance on a specific issue.

The time between classes is extremely limited, we ask that you not carry on discussions with instructors at that time. It is difficult for the instructor to give you their full attention or to discuss any privacy issues, and it inevitably takes away time from the class about to start. Faculty are happy to arrange appointments to speak with you and/or your dancer by phone or in person. To arrange this, please send an email that includes your name, phone number, and a brief description of what you would like to discuss with artisticteam@hydeparkdance.org. They will contact you at the earliest possible opportunity. The office staff is also happy to ask an instructor to contact you.

SAFETY GUIDELINES AND FACILITIES USE

Hyde Park School of Dance rents studio space at the First Unitarian Church of Chicago. During the year there may be other events in the buildings, such as weddings, which require us to observe "quiet time," enter the studio through a different door, and use a different area for waiting. We ask for your patience and understanding in these instances.

We also ask your assistance in using our facilities responsibly and in ensuring the safety of your dancer by observing the following rules. ***Neither Hyde Park School of Dance nor our host institution are responsible for monitoring students outside of designated areas.***

1. Students should arrive no earlier than 15 minutes before the start of their class.
2. The School's use is restricted to the studios, designated waiting areas, and washroom facilities. Students and their families should not enter other areas of the buildings.
3. *****Because of precautions related to COVID-19, children under 7 years must be accompanied into and out of the studio waiting room areas by no more than one adult or older sibling. Parents, guardians, and older siblings of students age 7 and up will not be permitted past the studio Entry Attendant without pre-arranged special permission.***

Children, particularly 10 years and younger, should be delivered to and picked up at the studio door. Please do not allow younger children to negotiate their way to and from the studios by

themselves. HPSD may at times have volunteers who are available to assist young dancers to class.

4. While it is sometimes convenient for parents to pick up children at the curb, we strongly urge you to discuss these arrangements completely with your dancer.

5. We ask our students and families to treat the facilities and host organizations with respect by passing through the buildings quietly and leaving no trash or belongings behind. All clothes and bags must be stored on chairs, in cubbies or on hooks. If space allows, belongings may be brought into the studios.

6. Dancers should not bring valuables to class. HPSD is not responsible for dancers' belongings.

EMERGENCY CONTACT INFORMATION

Unavoidable schedule conflicts can occur that result in a student left waiting at the studio past pick-up time. Children can become anxious in those instances and it is helpful for them to have contact information readily at hand, as the School office is not always open.

All students should keep emergency contact information in their dance bag with one or two names and phone numbers in the event that the School needs to reach a family member.

REGISTERING FOR CLASSES

Students are expected to remain enrolled at the same level for an entire school year, or two full 16-week sessions, or four 8-week sessions of classes. All changes in level placement are determined by the faculty at the end of Session II.

To enroll, please visit hydeparkdance.org/register. There you can easily and securely register online. All online registrants must set up family and dancer profiles via our Classbug portal.

Although we encourage students to begin their study in Week 1 of each new session, new enrollments are accepted through the fourth week of every regularly scheduled session (this does not apply to week-long workshops). Beyond four weeks, exceptions for new enrollment may be made at the discretion of the Artistic Director. Summer Session registrations must be completed by the first week; no late enrollments are accepted due to the shortness of the term.

Trial Class

If this is your child's first experience with dance classes you may sign up for a trial class before committing to full session registration. Trial classes are usually permitted during the first five weeks of a 16-week session; the cost is \$15. During the trial class, you and the instructor can determine your child's readiness for class. The cost of trial classes is not refundable, but may be applied to tuition. Please [contact](#) the school if you wish to arrange for a trial class.

TUITION

HPSD offers an excellent dance curriculum at reasonable prices. Payment plans are available for families and adults have the option to purchase class cards. In addition, the School offers scholarships. Tuition must be paid in full or a payment plan implemented by the second week of classes. Payments may be made by credit card, cash, or by check. If tuition is not paid or a payment plan is not in place, the student will not be allowed to attend classes until payments are made.

Payment Plan

HPSD offers a four-installment payment plan. Execution of a payment plan requires the legal guardian to sign the payment plan agreement on the registration form. There is a \$16 processing fee for the plan. Parents/guardians are responsible for making payments on time without any further notification from the School. The School reserves the right to take the actions necessary to collect any balances due. These actions might include assessing late fees, restricting the student from performance or class participation, disqualifying the student from scholarship consideration, or turning delinquent account balances over to a collection agency.

Questions regarding payment plans and payment plan contract terms should be directed to the School's [Registrar](#).

Class Cards

HPSD offers a variety of classes for adults and students over age 18. The School encourages regular attendance but recognizes that other commitments can conflict with the scheduled class times. Accordingly, adults may attend classes and pay per class or through the purchase of a multi-class card. Rates for single classes and class cards are published in the tuition schedule and on the School website. Discounts are available for students with a valid university ID and for parents of registered students. Class cards can be used from one semester to the next. Dancers with a class card must reserve their spot in an in-person class prior to arrival at the studio. Please see our website, <https://hydeparkdance.org/adults> for more details.

SCHOLARSHIP PROGRAM

The scholarship program is designed to expand opportunities for youth who otherwise would not have the opportunity to dance. Awards are based on financial need, talent, and demonstrated commitment to dance. Previous experience at the School, including attendance, behavior, and ability to meet financial obligations, is also taken into account when determining award levels.

To apply for a scholarship, parents or guardians must submit a completed application form and participate in an interview. When required, students must attend an audition to be considered. Scholarship auditions are being held each Spring for students aged 7 to 18. Please consult the school [calendar](#) for audition dates.

Scholarship recipients must meet the following program requirements in order to remain in good standing:

- Fulfill all tuition payment obligations

- Comply with the policies of the School as described in the Student Handbook.
- Volunteer 16 hours per semester in activities as assigned by the Faculty and Administrative Staff. Parent/guardian volunteering is strongly encouraged.
- Submit a Special Programs Folder for evaluation at the end of each Session
- Demonstrate dedication to the study of dance
- Have excellent attendance, with no unapproved absences
- Participate in workshops and performance opportunities appropriate to their level
- Demonstrate positive behavior in the classroom, performance, and volunteer settings

REFUND POLICY

1. No refunds of semester tuition will be made without a written doctor's note after a student has attended their second occurrence of the student's class.
2. If a student must withdraw from classes (absences do not constitute withdrawal) tuition may be credited against future registration if a request is made in writing.
3. Tuition will not be prorated or refunded because of excessive non- medical absences. Students may make-up up to four absences per enrolled class per session by attending another class at the same level or at a lower level during the same session. Please phone or email the office when intending to take a make-up class, so we can tell the instructor.
4. Students on the payment plan are expected to fulfill the terms of their payment contracts even if they do not attend all of their classes. Failure to fulfill payment contracts will lead to penalties, including late fees, exclusion from performances, revocation of scholarship aid, or dismissal from the School.

Hyde Park School of Dance reserves the right to cancel classes. In the event of class cancellation, HPSD will refund tuition paid for any remaining classes if a mutually agreed-upon alternate class is not available. If a student or an entire class must transition to virtual learning either due to personal circumstances or a shelter-in-place order, the transition to virtual does not constitute class cancellation.

FACULTY

Our faculty are a compilation of talent, and passion. Each faculty member dedicates their time to create curriculum and guide each student with education on the origins of the dance style, phenomenal technique, and providing space for creative expression. We encourage students to try new dance styles and expand their training repertoire.

To see a detailed bio of our faculty, please visit our website; <https://hydeparkdance.org/team>.

Student Faculty

Advanced level students who have participated in the School's Teacher Trainee Program for at least four years may be invited by the Artistic Director to become Student-Faculty.

Student-faculty begin as teachers' assistants in classes for younger children before entering into HPSD's free teacher training program for youth enrolled in our classes. All teacher trainees work for years under the direct guidance of HPSD senior faculty before graduating from the teacher training program. Select graduates of the teacher training program are offered the opportunity to teach their own classes.

This serves as a unique opportunity for students interested in developing teaching skills furthering their experiences in the future. This framework establishes a dance pipeline, which enhances the spectrum in which dancers, future dance educators, and faculty can build on professionally.

To learn more about our teachers' assistants and about our teacher training program and see our current student-faculty, see hydeparkdance.org/teachertraining!

DONATE

Hyde Park School of Dance is a non-profit institution. For over twenty years, we have relied on the generous support of donors whose continued commitment has been vital to the School's success. Through our Scholarship Program, which represents 8% of the School's total budget, we now provide discounted tuition to approximately 10% of the student body. HPSD also offers merit awards sponsored by Alumni Families. Recipients of the award are chosen by the Artistic Team.

In addition, donations have enabled HPSD's many Outreach activities. The School gives low-cost after-school and in-school instruction at public and private schools as well as Lecture/Demonstration Performances at local events, hospitals, libraries, and nursing homes. We also offer discounted tickets to our annual daytime student matinee performance of *The Nutcracker* for approximately 850 public and private school attendees.

Tuition, tickets, and performance workshop fees alone could never cover the costs of providing a high-quality instructional program, helping aspiring dancers with limited resources, bringing dance to the surrounding South Side community, and mounting the School's famed repertoire of children's ballets. Please help us continue to flourish!

HPSD is grateful to have received funding from the City of Chicago Department of Cultural Affairs, the Harper Court Arts Council, the Monticello College Foundation, and many individuals. To learn more about how you can support HPSD or make a gift, please contact our Executive Director, LaWanda May, at Execdirector@hydeparkdance.org or call 773- 493-8498.

Other ways to contribute:

AmazonSmile Program

Start your Amazon online shopping by first clicking here:

<http://smile.amazon.com/ch/36-4066439>. If you use this link when making a purchase on Amazon, the School will get 0.5% on all eligible purchases. Thanks in advance for your support!

Hyde Park School of Dance is a 501 (c) 3 organization. All contributions are tax-deductible.

Contact information

The School makes every effort to keep students and their families well informed. A great resource for information is our comprehensive and user-friendly website:

www.hydeparkdance.org.

Email is often a quick way to get in touch with us. Voicemail messages will be answered as soon as possible.

Email Directory

August Tye, Artistic Director: august@hydeparkdance.org

LaWanda May, Executive Director: execdirector@hydeparkdance.org

Christina Respass, Director of Finance and Administrations: bookkeeper@hydeparkdance.org

Allyson Ratliff, Director of Community Engagement: allyson@hydeparkdance.org

Amber Echols, Operations Manager: Amber@hydeparkdance.org

Sarah Barron, Office Manager/Registrar: Sarah@hydeparkdance.org

HPSD Artistic Team: artisticteam@hydeparkdance.org

Office Hours

For further assistance or if you need to speak with an administrator in-person, please set up an appointment via email, admin@hydeparkdance.org, or telephone 773-493-8498. Please see our website for updated office hours; <https://hydeparkdance.org/contact--4>.

Emergency Closings

If the school closes due to weather or other emergencies, the information will be on our outgoing voicemail message. If time permits, we will also send out an email alert and update our website.

All payments and written correspondence should be mailed to:

Hyde Park School of Dance 5650 S. Woodlawn Avenue Chicago, Illinois 60637