



Student Handbook

2016-2017

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REGISTRATION AND FEES

TUITION and CLASS ENROLLMENT

Ovation School for the Performing Arts operates on a monthly tuition system. A student may enroll on a month to month basis at \$150 a month. Classes for the weekly program are available to children and teens ages 5 to 18 years old. Classes for the weekly program are offered on EITHER Monday/Wednesday OR Tuesday/Thursday. Students are not permitted to mix days (i.e. Mondays and Thursdays.) They must be consistent with the program in which they enroll (i.e. Tuesday/Thursday or Monday/Wednesday.)

Ovation is also pleased to offer a Performing Arts Program for higher functioning adults with special needs on Saturdays. Students in this program may take all of the classes in the program for a rate of \$100 a month or individual classes. The Hip-Hop Class is offered at a rate of \$60 per month. Acting and Voice are offered together at \$60 a month or individually at \$40 a month.

FAMILY DISCOUNTS

Additional family members from the same household may enroll at a special 20% discount. See the front desk for details.

NOTIFICATION OF ABSENCE OR LEAVE OF ABSENCE

If a student will be absent on a day of classes, please call or email us. If a student is planning on dropping the Ovation program, for any length of time, we ask that you inform us ahead of time. Because we are a non-profit and operate on a tuition basis, it helps administration to plan ahead accordingly. It also helps our teachers in their planning process to know who they can expect in class. Email info@ovationperformingarts.com or call: (909) 985-1858

REFUND POLICY

If a student needs to drop out of Ovation for a valid reason, the following formula will be applied to the refund for that month. If the final class taken was within the first two weeks of the student's tuition period, 50% will be refunded.

If in the last two weeks there will be no refund. This refund only applies if a two week written notice was given. Since Ovation operates on a low monthly tuition, Holidays will not affect tuition. The following is a list of Holidays where Ovation will be CLOSED:

September 6 th	Labor Day
November 23 rd -27 th	Thanksgiving Break
December 23 rd -January 8 th	Christmas Break
April 15 th -16 th	Easter Weekend
May 26 th -29 th	Memorial Day Weekend
June 29 th	Last Day of Regular Classes
July 1 st -August 31 st	Summer Break

IMPORTANT DATES TO REMEMBER

September 7 th	First Day of Regular Classes
December 3 rd	Upland Christmas Parade
December 22 nd	Ovation Family Christmas Party
April 1 st	Annual Benefit Concert & Silent Auction
June 29 th	Last Day of Regular Classes
July	Performing Arts Workshops Sessions I & II

**Additional dates for Apprenticeship Program, Voice Recitals, Improv/Acting Showcases, etc.
To Announced throughout the year.*

PRIVATE INSTRUCTION

Private instrumental instruction for piano, guitar, bass, and drums are not included in the monthly tuition, but is available at a rate of \$30 per half hour lesson or \$1/minute. Hour length lessons are permitted at the discretion of the instructor. Lessons are on a weekly basis and payment for the month is payable upon the first lesson of each month. Students must have the instrument available at home for practice for each discipline for which they are taking lessons.

Private Voice lessons are also available apart from the regular Performing Arts Program at a rate of \$35 per half hour lesson. Like the instrumental lessons, voice lessons meet on a weekly basis. Payment for the month is required at the main office before the first lesson of each month.

Schedule: Weekly Lessons are scheduled according to the availability of the individual instructor and student.

Cancellations and Make-up Lessons: 24-hour notice is required for cancellation of your lesson. Exceptions are illness, family emergencies, etc. Once proper notification is received, your instructor will contact you to reschedule your make-up lesson. If you need to cancel your lesson, call (909)985-1858 or email info@ovationperformingarts.com.

Please see the Private Studio policies contract for further details.

CLASS MATERIALS

Each class instructor will inform the students of material requirements for each class. The student is responsible for acquiring all books, supplies, dance shoes, and dance attire. Speak to your instructor about the best locations to purchase books, dance attire and equipment. It is the best interest of the student to possess all required materials by the first class.

DANCE

Your shoes should be COMFORTABLE. Dance shoes are important for your safety as well as showing your commitment to the work. Everyone needs these shoes:

TAP- Tap shoes (Note:“Bloch” Brand has a tendency to fall apart at the heel)

JAZZ- Jazz shoes or Jazz Sneakers

HIP HOP- Sneakers or Jazz Shoes are fine

“THE SHOE SWAP PROGRAM”

Kids can outgrow shoes very fast. If we have your child’s size, we can swap out your shoes with another pair of lightly used shoes. Please call ahead, email or visit the front desk for details.

Following is a list of locations where most class materials can be purchased.

1. Danny’s Warehouse: www.dannyswarehouse.com – online everything is priced at \$10.00- or Danny’s Warehouse, 5701 W. Adams Blvd. Los Angeles, CA. 90016 (323) 954-8973. Danny’s Warehouse buys closeouts, overstock, and factory damages from big companies like Capezio, Theatrical, Sade, and contractors that make clothing for these companies. Because they buy in bulk, they are able to get good deals and pass them on to you. They don’t always get every style, size, or color but they do get plenty.

2. Discount Dance Supply: www.discountdance.com - 9359 Charles Smith Ave, Rancho Cucamonga, CA. 91730 (909) 476-1448. They offer everything dance at discount prices. If you mention OVATION, they will give our school points in their program.

VOICE

All voice classes require a notebook and pencil. Students need the following books:

KIDS VOICE:

“Solos for Kids” (book and CD #HL 00740021; ISBN: 9780793546367), Arranger: Louise Lerch, \$19.99

TWEEN VOICE:

“Broadway Songs for Kids” Songs Originally Sung on Stage by Children (book and CD #HL 00230103; ISBN: 9781458411235), Various Composers, \$27.99

TEEN VOICE:

MEN: “Musical Theatre Anthology For Teens, Men’s Edition” (book and CD #00740190) by Louise Lerch. (Hal Leonard Edition)

LADIES: “Musical Theatre Anthology For Teens, Young Women’s Edition” (book and CD #00740189). By Louise Lerch (Hal Leonard Edition)

Music books may be purchased in store or online:

SAM ASH – 4449 Mills Circle, Ontario, CA; (909) 484-3550

SAN DIMAS MUSIC – 572 W Arrow Hwy San Dimas, CA 91773; (909) 592-2600

GARD’s MUSIC – 350 S Mountain Ave, Upland, CA 91786; (909) 946-4789 (also in Glendora)

ONLINE: www.amazon.com, www.sheetmusicplus.com, www.halleonard.com

Helpful hints for solo projects:

*Individual sheet music can be printed directly from your computer from www.musicnotes.com.

*Instrumental tracks can be found on the following sites:

www.itunes.com - To find the track you are looking for, type the name of the song you want in the search box followed by the word “karaoke”.

www.karaoke-version.com – This is a great site with the most authentic-sounding tracks. You can adjust keys before downloading. Demonstration tracks are also available.

www.buykaraokedownloads.com – Most tracks are only 99 cents on this site.

POLICIES & PROCEDURES

1. All class fees are due and payable on the 1st of each month as determined at the time of enrollment.
2. No portion of class tuition is refundable due to absence from a class.
3. Minors **MUST** be **SIGNED IN** and **SIGNED OUT** by authorized **ADULTS** with proper photo identification. Sign in at the front desk.
4. For safety purposes, Children must be picked up within 15 minutes at the end of their class schedule. If a parent or guardian is late, that information should be communicated to an Ovation Staff member prior to the pickup time.
5. Students should make every effort to arrive on time to be ready for class. Try and arrive approximately 10 minutes before your allocated class time.
6. For safety purposes, it is suggested that students do not walk to the parking lot alone. This suggestion applies to all hours in light and dark.
7. It is highly recommended that Parents **NOT** attend the classes. We are teaching your child, the **PERFORMING** arts. It is our experience that when a parent is in the room, there is a high probability that the entire class will become inhibited and will not perform.
8. Ovation reserves the right to make faculty and programming substitutions. The schedule and staff may be subject to change.
9. Ovation reserves the right to use any photography or video reproduction taken during the course of a program or class for promotional purposes.
10. Students are required to bring a water bottle to class, preferably one with their name on it that is sealed shut.
11. Gum, Food, or Drinks other than water are not allowed in any classroom.
12. Although our instructors are highly skilled, they are only with the students for a short period of instruction each week. If a student does not practice outside of the class, instruction in the classroom will begin to lose its effectiveness.
13. All students must wear appropriate attire to all classes. (**NO** Jeans or sandals) Students without the proper dance shoes will not dance.
14. Tap shoes are not allowed to be worn outside of the designated dance area.
15. Students are expected to be well behaved, polite and courteous.
16. Cell Phones and other electronic devices are not permitted. If a parent needs to reach a student during class, please call the front office.

CODE OF CONDUCT

We are not here to discipline. However, we expect students to behave appropriately. Should a student become disruptive to the class beyond verbal control, the teacher will use discretion in asking the student to leave the class. If necessary, a meeting will take place at the request of the Parent or the Teacher. Parents are an integral part of student discipline. We suggest that Parents take responsibility for setting expectations for their children's behavior and for supporting the school whenever a student is disciplined.

OBSCENE LANGUAGE

We understand that freedom of creative expression is a vital part of performing arts education and performance. At times, especially during improvisation, inappropriate language and subject matters may "Slip" out during creative process. Instructors will give guidance when the line of inappropriate language is crossed. The use of obscene language or profanity on the campus is prohibited. Students are expected to use appropriate language at all times while at Ovation and Ovation functions.

ZERO TOLERANCE

For the safety of our students, Ovation maintains a strict ZERO TOLERANCE policy in regard to physical or verbal abuse, harassment, theft, vandalism and the use of any and all illegal substances. Any student found in violation of this policy will be subject to termination of their enrollment. Refunds will not be considered for students in violation of this policy.

Zero Tolerance to use of Tobacco Products. Smoking or other use of tobacco by students is prohibited. Students may not carry or possess tobacco products on school property or at school functions. If a student violates this rule, he or she will be subject to immediate termination from the program. If the student is a minor, the parent/guardian will be notified and/or asked to come in for a conference.

ELECTRONIC EQUIPMENT- CELL PHONES, ETC.

The use of any electronic equipment during class is highly disruptive. This includes text messaging on cell phones, video games, tablets, etc. Please do not bring them to class as they will be confiscated otherwise. Adults with cell phones should put them on Silent or Vibrate. Additionally, students and visitors may not take pictures or video within the classes.

LOST & FOUND

We encourage all students to be aware of what they bring to the school and remember to take those items when they leave. When items are left behind they will be placed in the front reception office. If you have lost an item, please ask as soon as possible. After 30 days, the items may be donated to a charity or the costume department.

COMMUNICATION

Communication is extremely important for the success of the student. Please feel free to discuss any subject with teachers and staff. We will make an effort to keep you informed of all events, policies, changes, upcoming events, and student progress. Please look for notices posted in the front reception area. Notices may be placed in the window, hall walls, or on a bulletin board. The main form of communication is email. We will also attempt to communicate by way telephone and Facebook (www.Facebook.com/OvationPerformingArts), website: www.ovationperformingarts.com, and pre-appointed conferences.

RECITALS & PERFORMANCES

Students benefit greatly with performance opportunities throughout the year. Recitals, showcases, and performances in the community are the norm for Voice, Dance, and Acting. Typically

LIABILITY

Ovation and its instructors are not liable for personal injuries or loss of or damage to personal property. Since dance is a physical activity, injuries may occur. Each student is responsible to inform the instructor of any physical limitations that may prevent full participation in class.

DRESS CODE

General Policy: In keeping with our belief in freedom of “creative expression” we do not maintain a strict dress code for most classes in the performing arts. However, we do maintain that learning to use socially acceptable manners and to select attire appropriate to specific occasions and activities are critical factors in the total educational process. With that being said, following are a few “RULES” and “SUGGESTIONS”.

*ABSOLUTELY NO clothing with foul language, obscene images, drugs, alcohol, and tobacco products will be tolerated.

*Wear comfortable, modest clothing that you can move freely in.

*Please do not wear dangly earrings, watches, bracelets, necklaces or large rings as they can be dangerous and distracting in dance class.

*Please carry your dance clothing/shoes, music folder and water in a backpack or tote bag. Be sure to label your bag with your name, and be sure to label all your items, including shoes.

*Please do not wear your dance shoes outside.

*For your protection flip-flops are not permitted in class.

CLASS DESCRIPTIONS

VOICE

Almost all vocal coaches agree that anyone can learn to sing. Singing well is a skill, improved upon with proper breathing coordination. To become a “good” singer you must be able to breathe properly, sing with power (resonance) and sing on pitch. To become a “great” singer you’ll need to add dynamics and develop a style that’s all your own. If you’re trying to develop a commercial voice you need to smooth out your break (develop middle voice) and create a unique style/technique that’s all your own.

The objective of the class is to gain an understanding of the basics of singing through technical and practical application. Through the course of the voice classes, the student will:

- Understand the anatomy of the voice
- Learn proper breathing technique
- Apply the concept of pitch
- Grasp basic music theory ideas
- Learn practicing techniques
- Begin to implement the art of performance

Kids: At this age, it is important to get the students singing. It should be fun! The voice is still in the earliest stage of development at this point, so we focus on matching pitch, working on enunciation and proper breathing. We also do learning activities such as music games to reinforce key concepts of rhythm and diction.

Tweens: This is the age range when the voice begins to change, for both boys and girls. For that reason we focus on learning use and strengthen the head voice. We also focus on performance and ensemble singing. In this class students will perform 1 solo piece each month for the class.

Teens: The first approach to this class is performance, performance, performance- Which also means.....Practice, practice, practice. Students will perform each month as a workshop in class. More advanced students will select an additional contrasting piece to perform in addition to their musical theatre piece. Periodically we will conduct a performance lab in class, allowing each student feedback from their performance. Additionally, students will perform in the Voice Recital and other community events. Students will also work as an ensemble to hone their and hold harmonies.

JAZZ

Throughout its history, Jazz dance has developed in parallel to popular music. This dance form takes place with an existing song, and dancers "feel and fill out" impromptu variations based on the feelings of the performer and the audience's response to the music. Jazz dance truly developed in the 1950's as the physical embodiment of the popular music of any given time. The objective of Jazz is to instill a basic understanding of proper fundamentals with good technique. It is the basis of most Musical Theatre and is a focuses within each Jazz class. The students will learn to move effectively through the space, utilizing the rhythm of music while discovering their own style.

ACTING

Acting is a fun way to improve public speaking skills, gain confidence, and stretch creativity. Acting also develops clear emotional expression through voice and movement, and teaches performers to think on their feet. In all acting classes the students will play theatre games, study enunciation, projection, and other helpful performance techniques as they prepare scenes and solo performances.

Kids: Students will explore creative expression through theatre games, movement, fables, and improvisation, and dramatization of stories. Students will be introduced to all aspects of the art of acting.

Teen and Tweens: The objective is to build confidence and self-esteem while performing in front of a group and to learn basic acting skills through an environment of fun. Students will learn the art of “Natural Acting”, techniques for “controlling” emotions for a character as well as character development, practiced through exercises and improvisation.

Teens: The Scene Study Class is designed to hone the skills of the professional actor by through the performance of scenes, monologues, and improvisation. This class builds a strong base of technique for serious actors committed to pursuing an acting career by developing skills to remain natural and believable while performing memorized dialogue.

HIP HOP

Hip-Hop is a freestyle form of dance that was born on the streets and is now popular in schools and studios. Branches of hip hop include break dancing, popping and locking. Unlike classical dance disciplines, hip hop has a varying, loose vocabulary and requires dancers to be close to the ground as opposed to on the balls of one’s feet. There are many styles of hip hop as there are teachers. Important aspects of hip hop are attitude and musicality, and the movements lend themselves to rap, hip hop, and pop music. You will have a great time learning how to improve and perfect this unique style of dance. The student will learn: some basic moves to use in any hip hop routine, or a dance- current trends in hip hop- Learn unique dance moves and styles- to have fun playing some hip hop dance games to get comfortable with the hip hop style! Apply these moves to a short routine and rehearse and improve them.

TAP

Tap is a true American dance form. Born in the 1800’s the syncopated, rhythmic dance, which has its roots in sidewalk hams, has seen its way through minstrel shows, carnivals, burlesque, vaudeville and nightclubs, to theater and motion pictures. Our tap instructors offer varying styles in rhythm tap and show tap. The objective of this class is to instill a basic understanding of proper Tap fundamentals, to find fluidity in the moves, and to understand what is needed to be a true performer. Focus is on the art of entertainment.

WHO WE ARE: MISSION STATEMENT

Ovation School for the Performing Arts is dedicated to the discovery, education and development of talent. The staff is committed to creating the optimum environment for students of all ages to excel; from the aspiring professional to the novice. The School offers classes in music, dance, and acting.

STAFF AND STUDENTS

Ovation maintains a professional teaching staff that is highly qualified in all facets of the performing arts. Students will be exposed to superior specialized training within a nurturing atmosphere. In addition to their extraordinary gifts, our staff will offer their leadership, mentorship, and friendship. An outstanding curriculum taught by these passionate instructors help bridge the gap between dreams and reality. Our desire is to help you reach your goals and unleash your potential. We are committed to providing learning opportunities for all ages and levels of ability. Some will pursue careers in the arts, yet equally important, all will acquire the life-long appreciation for the arts and reap the many benefits of a performing arts education. Ovation School for the Performing Arts welcomes all students and faculty regardless of race, color, creed, gender, sexual orientation, disability, ethnic or national origin, and does not discriminate in its hiring.

WHAT WE BELIEVE

We believe that our students will have greater success in the development of their talents by adopting a high standard of personal integrity, ethics, and strong moral values. Without interfering with the creative process, we will guide the student in the development of self-discipline when it comes to inappropriate behavior, language and dress.

We believe in the welfare of the student.

We believe that a school for the performing arts should be a Safe Haven for anyone who places their trust in the process. In the performing arts, we expose ourselves to potential ridicule and rejection. It is easier to take risks when you are with supportive instructors in a safe environment.

We believe in the performing arts as a whole. While students may discover a natural gift or passion for a single subject, we believe that by developing multiple skills the student will become a greater performer all around.

We believe that learning should be fun. Becoming skilled means hard work and self-discipline – a student will have a greater chance of completing the goal if the process is fun.

We believe that teachers should be excellent role models. The Ovation Staff will be held to the same high standard of personal integrity, ethics, and strong moral values that expect from our students. Our staff is also expected to be role models in the skills of their individual subjects.

WE BELIEVE IN CREATIVITY!

When you unleash the creativity within, it has a snowball effect. The more you use it, the more it grows. Children are like snowballs allowing their creativity to run free, picking up new and exciting ideas along the way, and expanding their possibilities. They are natural artists because their imagination knows no boundaries. Children haven't had their imaginations spoiled with the concept that things cannot be done.

Creativity which began as a natural gift can be developed to its fullest potential with the right nurturing in the right environment. A balance of nature and nurture. Children have a wonderful and limitless imagination. But somewhere in childhood development their creativity gets smushed into a box of limitations. As adults, we often limit our thinking and problem solving within the invisible boundaries of our known patterns and solutions.

Ovation's wish is to compose an environment where creativity is limitless. At the same time, true creativity must have proper structure in a non-judgmental or critical way. We set an example of structure by holding the student accountable for any and all actions. The student learns self-discipline. We believe that the most powerful way to develop this balance in the student is for the staff to be role models. Although it is true that the process of being creative is equally as important as the final product, it isn't enough to simply have the natural gift and allow it run freely to no end. It must be cultivated and developed to its fullest potential.

“Every child is an artist. The problem is how to remain an artist after growing up.” - Pablo Picasso

“He who has imagination without learning has wings but no feet”. –Joseph Joubert

Discovery of talent happens during the process of free, uninhibited creativity. True creativity is experimenting, inventing, breaking rules, taking risks, making mistakes, and above all, having fun. When an individual is allowed to take risks without the consequence of the judgment of others he explores the discovery of new possibilities.

“Dance like no one is watching. Sing like no one is listening. Love like you've never been hurt and live like it's heaven on earth.” --Mark Twain

“Art is our one true global language. It knows no nation, it favors no race, and it acknowledges no class. It speaks to our need to reveal, heal, and transform. It transcends our ordinary lives and lets us imagine what is possible.” --Richard Kamler, artist and creator of the Seeing Peace Project, and quoted at Art Heals.

Ovation is about the process. Then end result is not necessarily the goal. Through exploration, discovery, passion, training and performance, the end goal will be reached quicker, more effectively and will be far more satisfying.

“The object isn't to make art, it's to be in that wonderful state which makes art inevitable.” –Robert Henri

CREATIVITY BLOCKERS

While it is true that creativity can be nurtured and developed, it is also true that it can be diminished. Following are a few concepts that we call...CREATIVITY BLOCKERS.

HOVERING over a student, making them feel that they are constantly being watched while they are working. If the student is under constant observation, the risk-taking and creative exploration will go into hiding until safe.

EVALUATION – When we constantly make students worry about how they are doing, it becomes difficult for them to find any satisfaction or happiness with their own performance.

REWARDS- Although we do believe in positive reinforcement, the excessive use of prize deprives a student of the pleasure and self-satisfaction of their accomplishment. If the student excels in pursuit of the goal, a personal passion for the art will increase and again, the snowball effect will gain speed toward a greater prize.

COMPETITION- Putting students in a win-lose situation, where only one person can come out on top, negates the process of individual rate of development.

OVER-CONTROL- constant telling “How to do” things, often leaves the student feeling like their originality is a mistake and any exploration a waste of time.

RESTRICTING CHOICE – Telling the student which classes or subjects they should study instead of letting them follow where their curiosity and passion lead. Again, this restricts active exploration and experimentation that might lead to the discovery of a truly profound gift.

PRESSURE- Establishing unrealistic expectations for a student’s performance often ends up producing an aversion for a subject or activity. Unreasonably high expectations can pressure the student to perform and conform within strictly prescribed guidelines, and, again, deter experimentation, exploration, and innovation.

CREATIVITY BOOSTERS

*Creativity flourishes in places of safety and acceptance.

*Creative ideas are often fragile – like children creative ideas deserve protection.

*Creative successes are often preceded by failures –explorations, risk-taking, trial and error are the natural companions of creativity.

*Violating someone else's creativity is an assault on the person. Feedback on creative presentations should be supportive, and should build on strengths, never concentrate solely on weaknesses. However, the truth must be told. False confidence can become potentially devastating for the future.

*Being creative can be exhilarating, even addictive, and the creative spirit can be wonderfully contagious.

*A student can learn creativity by participating with others on their own discovery process. If one wishes to observe, appreciate, and encourage creativity in oneself and others, one must learn to be quiet and still, to listen, and to watch, and see with the heart as well as the eyes.