



Fall 2017 Welcome Newsletter

Dear Families,

Welcome to the 2017/2018 year at Caulfield School of Dance. We are so happy to have you here and look forward to a very exciting year. This Newsletter has information for you about:

1. Your **Important Dates Sheet**.
2. **Christmas Party and Fund Raiser**, Saturday, December 2.
3. **Costuming** – what we need from you...
4. **Upcoming Performances** – October 21, November 28, December 2.
5. **Our Website** – you can find everything there!
6. **Requests and Reminders** – Practice, Competition, Attendance Alerts, Health & Safety.

This Newsletter takes LESS THAN 8 MINUTES to read!

1. Important Dates Sheet:

All the School's Important Dates are posted on the CSD website. You can find the **Important Dates posting** by typing "imp" into the SEARCH THIS WEBSITE box at the bottom of each page.

As specific details become available, the [Important Dates Post 2017-2018](#) on the website is updated.

You can also access a **1-page pdf** listing the Important Dates to download and/or print for easy reference from:

- near the top of the [Important Dates Post 2017-2018](#)
OR
- the parent portal (click the [login button](#) on [the CSD website](#) to find the Dropbox link in the Announcements section).

Upcoming Important Dates include:

- School closed for Thanksgiving: Saturday, **October 7**, to Monday, **October 9**, 2017.
- School closed for Halloween: Tuesday, **October 31** – except Half Day program.
- School closed for Remembrance Day: Saturday, **November 11** and Monday, **November 13**.
- Stage Makeup and Hair Seminars:

All NEW performers MUST attend one seminar with the person preparing them for performing; all others are welcome.

- Tuesday, **November 14** 5:15-6 pm OR
- Friday, **November 17** 4:00-4:45 pm OR
- Saturday, **November 18** 10:00 – 10:45 am

Bring all hair supplies and at least some makeup liner pencils. A complete list of supplies is in your Guidebook, but we recommend coming to a seminar before purchasing.

- Our annual Christmas Party and Fund Raiser:
Saturday, **December 2** (please see information below).
- Parent Viewing: Family members are invited to watch the last portion of classes from:
Monday, **December 18** to Saturday, **December 23**
- School closed for Winter Break:
Sunday, **December 24** to Sunday **January 7** inclusive.

Last day of classes/office hours before the break: Saturday, **December 23**, 2017.

Back to regular classes/office hours: Monday, **January 8**, 2018.

1. Important Dates Sheet continued:

Please transfer all Important Dates to your personal calendar(s) to avoid conflicts. Not participating in a class, Finale rehearsal, or other event may result in EXCLUSION FROM PERFORMING.

Note: If you wish to have instruction for your child during closures (i.e. between Sunday, December 24, 2017 and Sunday, January 7, 2018), please inform us and we will try to make arrangements.

2. Christmas Party and Fund Raiser:

date: **Saturday, December 2, 2017.**
time: **1:30 - 4:30 pm**
location: **Ecole Moody Middle School, 3115 St. Johns Street, Port Moody**
in the Gymnasium/Auditorium

Please plan to attend our annual Christmas Party and Fund Raiser and bring your family and friends for a fun afternoon with our Raffle Draw, Silent Auction, Bake Sale, Concession for yummy food and drinks, and of course, wonderful entertainment*. Get a jump on your Christmas baking and shopping!

Admission is by donation. (We hope to pay for the facility rental so we can put 100% of revenues from the Raffle Tickets and the Silent Auction towards our Scholarship Fund.)

* Note re Performing and Classes on Saturday, December 2:

Many classes will perform selections at the event. If your child is performing December 2, you will receive a Parental permission request soon. Orders of Showings and "call" times will be distributed shortly after, and posted at the [Important Dates Post 2017-2018](#) on the website.

If your child is performing December 2, please ensure that s/he participates in any normally scheduled classes at the School AND is ready at the venue well prior to your "call" time, which will depend on which of the showing times your child is programmed in.

ALL Saturday classes with start times up to 11:30 am (i.e. Jazz Tech 2 11:30am - 12:15pm) will run as normally scheduled at the School. **Exception:** Vocal Technique 11:30 am - 12:00pm.

Courses with start times after 11:30 am (i.e. Jazz Tech 3 12:45 – 1:45pm, Acro 3 1:45 – 2:30pm, etc. are not running. If you wish to have a makeup class for any course which does not run on any special event day, please ask us. Thank you.

NOTE: All students in all Tuesday, Wednesday, and Saturday **Musical Theatre** will meet at Moody Middle at 12pm to have class/rehearsal there.

Bake Sale and Concession:

Thanks to all you bakers who made the Bake Sale and Concession at last year's event such a success. Your efforts were thoroughly appreciated by those who purchased Christmas baking, and the scholarship recipients.

There will be a sign-up sheet in the School lobby for baking items soon, or you can contact Michelle Morrison at mmorrison16@shaw.ca directly to let them know you will be donating some wonderful yummy baked goods to share! Thank you!!!!

Our scholarship fund is crucial. While our taxes support high level sports programs and facilities in our community, arts training is instead taxed! Your Guidebook gives detailed criteria for scholarships which are for dedicated students of all disciplines aged nine and over, and Grade I and above R.A.D. program students.

2. Christmas Party and Fund Raiser continued:

Silent Auction:

If you or your company is able to donate, please contact Karen Gill at karenjgill@shaw.ca describing the item and its approximate retail value. ALL donations are greatly appreciated.

If you know of a company or individual who you think may wish to donate, please ask at the office for a request letter. THANK YOU!

All donations are acknowledged at the auction and in the souvenir program for the yearend production. All our scholarship recipients write letters of thanks to donors for their donation. We also welcome **website links** on our site and **display advertising** for our printed yearend production program.

Huge thanks to the parent volunteers who have already been working hard to make the Christmas Party and Fund Raiser a success. If you are interested in contributing with your time and/or ideas to any fundraising efforts for the School, please let us know. All help is greatly appreciated!

We hope you enjoy this day and thank you in advance for your support of our young performers!

3. Costumes:

The process of amassing the over one thousand costume pieces that our performers will wear this year is already under way. We try whenever possible to take measurements for costuming during class time - another reason that **attendance at all classes is so important**. If you miss being measured, you may be required to take your child to the home of the person making his/her costume.

Please help us in our efforts to reuse costumes: Always keep your costumes in excellent condition even after you think you no longer have use for them. If you wish to hang onto costumes or dance shoes that you no longer need, we may ask you in the future if you would be willing to donate, rent, or sell them. If you do not wish to keep costumes that you no longer need, **please donate them to our Costume Bank***. Thank you.

* Sometime we can use costumes from our Costume Bank to reduce costumes costs for families. Some costumes from the bank are previously used; if you receive a used costume for your child's use this year, the cost is greatly reduced from the original price. Some are from previous year's numbers but were never worn; you pay less than the original price for these unworn costumes too.

4. Upcoming Performances

Please see the [COMMUNITY PERFORMANCES](#) page of our website for information about upcoming performances featuring Caulfield School of Dance students including: Tuesday, **November 28**, 2017 ("Art in Council" performance at Port Moody City Hall Chambers/Inlet Theatre) and Saturday, **December 2** (the annual Christmas Party & Fund Raiser described in pages 2 & 3 above).

5. Our Website

This [Newsletter](#) and pretty much any information you may need about the School is at [the CSD website: www.caulfield.bc.ca](#).

At the bottom of each page there is a SEARCH THIS WEBSITE dialogue box to find anything on the site quickly. For example, type in a key word such as "important" (or even "imp") and you will get to the Important Dates post. Be sure to check that you have the correct *year* for every post/document!

At the [NEWS/ANNOUNCEMENTS](#) page, we try to keep you informed about events in the community (professional shows, mater classes, auditions, etc.) too.

6. Final Requests and Reminders

Practice: Performing arts students **MUST** practice - even if only 10 minutes a day. Instead of sitting on furniture (especially if watching TV!) students can stretch.

All students who can write need a **notebook** (3-hole page style) to write in immediately after each class. If you have not already done so, ensure you **download the music your child needs** for practicing through [Dropbox](#); this link can also be found through the Parent Portal in the Announcements Section.

Competition: Permission forms will be distributed soon.

Attendance Alerts: If you (have you seen our [Adult Courses](#)?) or your child must be absent or late for a class, please get in touch with us every time. Thank you.

Supplies: As well as a **notebook**, other things your child needs to have for each class are:

- ◆ **A handkerchief or package of facial tissue:** It is a waste of the time you pay for, when children leave the studio to get toilet tissue from a bathroom (which may be in use!) to blow their noses.
- ◆ **A towel:** Your child should be sweating in classes; it is a waste of the time, you pay for, to have your child leave the studio to use the toweling in a bathroom.
- ◆ **A package of bandages/roll of adhesive skin tape:** It is a waste of the time you pay for, if your child leaves the studio to request a bandage from the office (which may not be open); if we are out of bandages (it is hard to keep up with the daily demand!), it may mean not participating in class.

Health and Safety:

- ◆ Accompany small children to the toilet. Strange and unfortunate things happen (including mistaking the shower for a urinal) when they are in there alone.
- ◆ When entering the school, students should put their **outdoor footwear** under one of the lobby benches or in a cubby.
- ◆ Please help our air quality by:
 - not using artificial scents (i.e. cologne) or fuming products (liquid paper, nail polish, etc.).
 - not smoking or idling vehicle engines near the school.
- ◆ Food and liquids other than water (and **healthy food and drink only** please) in the lobby and kitchen areas only.
- ◆ A clean and tidy School is a healthy School. If you:
 - make a mess please **clean it up!**
 - move furniture (or see it out of place) please **put it back!**
 - use a dish please wash, dry, and **put it away!**And please instruct your children to do the same. Thank you.
- ◆ **Hand washing** is the best way to prevent illness. Please remind your children.
- ◆ As well as **no nuts**, our School is a **Pet and Scent Free Zone**. We have children with allergies.

In Conclusion

Thank you for taking the time to read this Newsletter. If you have any questions about anything, please refer to our website, or your Guidebook (or ask to see the office copy). If you cannot find an answer there, please see us at reception or give us a call. We are happy to help you.

We look forward to seeing you at the annual Christmas Party and Fund Raiser on Saturday, December 2!

With sincere thanks for being with us at Caulfield School of Dance,
Cori Caulfield
Principal