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# Welcome!

Dear Parents,

Creative Center for the Arts is pleased that you have chosen to enroll in our programs. Our goal is to provide our students insight into the vast world that music has to offer and help him or her along as they explore their creativity.

In general, each ensemble rehearses once a week, however as we draw nearer to the end of the semester the number of rehearsals may be increased. This would take place in accordance with the instructor's decision and the students' schedules.

Please take the time, Parents, to thoroughly read the handbook for yourself, as well as to your student before registration and then sign it in agreement upon registration to adhere to the rules of conduct as set forth in this handbook. This form, provided along with the handbook, is binding and in signing, you and the student promise to uphold the rules set down by Creative Center for the Arts and also commit to the time(s) of day in which you or your student's class(es) are taking place. Please note that tuition is nonrefundable.

I, \_\_\_\_\_, agree to the rules of conduct and the principles as set forth in the handbook for Creative Center for the Arts. I further promise to encourage my student(s) to abide by the rules of the handbook, and agree with the disciplinary actions for each class that my student(s) is a part of. I, as a parent, agree to become as involved as I possibly can, because I understand the value of demonstrating the commitment that I desire to see in my student(s).

Please sign: \_\_\_\_\_.

Date: \_\_\_\_\_.



## General Rules

In order for rehearsals/classes to run smoothly through the year, students must uphold the expectations set by CCA.

- To show respect, all students must refer to instructors and directors by their last name.
  - Students are allowed **3 rehearsal** personal absences per semester. An example of an absence would be a vacation or social function. In cases of family emergencies, sickness of student or bad weather conditions, these absences will not be counted towards the 3 allotted to the student.
  - If a student cannot attend a rehearsal, the instructor must be notified as soon as possible by call or text, if available (see contact information below for details). However, if the instructor is not notified, the student will be marked as absent, regardless of the reason.
  - Students must arrive **15 minutes** before the scheduled time of rehearsals.
  - Instruments must be out and tuned by the start of rehearsal.
  - Music students are to play their instruments when instructed, not during instruction time. Art students must work on their project, except for instruction times.
- All Students are not allowed to leave their seats without permission from the instructor during class time.
- Students are not permitted to show disrespect for the teachers and/or other students.
  - Clothing for rehearsals must be modest, displaying no profane language or cleavage. Miniskirts are also unacceptable. The instructor reserves the right to ask a student to change his/her attire if they feel that it is inappropriate. If a student refuses to adhere to the dress code, the student will not be allowed to rehearse and will be asked to leave.
  - Unless otherwise specified, criticism of a student's work or music must only be done by the instructor.
- We are not responsible for lost music or other class materials. Lost music will constitute a fee of **\$1 per page** of music that must be replaced. Lost or damaged art supplies will be charged at cost. For all other classes, lost or damaged supplies/costumes will be charged replacement cost.

## Rules for Building Use

In order to show respect and to maintain a good relationship with the owners of the building we are using, we ask that all students follow these rules:

- Running is not permitted anywhere while the building is in use by CCA.
- Do not turn on lights in rooms not used by CCA.
- No one may touch any instrument or equipment/supplies that are not his/her own unless the owner or parent of the owner gives consent.

- Do not enter any room that is not in use by CCA at the time.

## **2**

- No food or drink in any areas except where specifically designated by Bobbi Collins.
- Clean up after yourself and others if they fail to do so.
- Students are not permitted to play with any of the equipment or toys belonging to the church.
- No balls are permitted in the building, unless given special permission by Bobbi Collins.
- Students are not permitted to go outside unless an adult accompanies them. Children under the age of 15 must be accompanied by an adult when leaving the building, unless given special permission by the parent or by Bobbi Collins.
- If an accident occurs in one of the rooms, students must ask an adult to help clean it up.
- Please respect the authority of the room monitors, instructors and student teachers regardless of age, as well as any other CCA personal in authority.

## **Code of Conduct**

The Creative Center for the Arts expects each student to show respect in their actions and speech towards anyone in authority, as well as all other students and faculty. Actions, speech or behavior considered to be disrespectful will not be tolerated at any time, and will eventually result in the expulsion of the student without tuition refund. Examples of disrespect include, but are not limited to: sarcasm that is disrespectful, swearing, refusal to follow the direction of those in authority, speaking disrespectfully to the instructor or any who are in authority, or other students or parents. If a student continues to display disrespectful behavior after being warned to stop, the instructor may ask the student to leave the classroom for the day, at which time the parent or responsible party will be called and asked to take the student home. If such behavior continues so that a student is asked to go home 3 times, on the third offense, the student will be expelled without refund.

Any type of violent behavior towards another person, regardless of authority, threats of intent to harm anyone, anger, as well as any physical action that could cause harm to another person will result in immediate expulsion of the student without tuition refund. This is not an exhaustive list, but is only a list intended for example's sake.

Any form of sexual harassment will result in instant and immediate expulsion from any and all programs within CCA without refund of tuition. Sexual harassment is defined by CCA as any inappropriate contact, behavior or speech between student(s) and/or instructor(s) that is sexually provocative and inappropriate to the class setting. An instructor of an ensemble is prohibited from touching a student in an area that is unrelated to the instruction given.

For instance, an instructor of a string ensemble may adjust a student's fingers and arms while a ballet instructor may adjust posture which would also include legs, torso and head. No instructor is allowed to be alone in a room with a student unless the door is left ajar. If a parent has a concern, he/she must take their concerns to the executive director.

CCA retains the right to expelled a student with or without additional warnings depending on the situation.

**Expulsions** will terminate the expelled student from enrollment for the remainder of the school year – not semester – and re-enrollment will be considered only after a meeting with the student, the student's parents and the instructor(s) and the executive board. The executive board and the instructor(s) will then determine if that student is eligible for re-enrollment. No refunds will be given for an expulsions.

## **BALLET**

### **General Rules**

In order for rehearsals to run smoothly through the year, students must uphold the expectations set by CCA.

- All students must arrive 15 minutes before class. If you are running late, please call.
- Be prepared. Come to class in proper class uniform.
- Give full attention to the instructor, as it is respectful to the instructor and fellow classmates. Focus in class is very important.
- Practice is a must! It is evident to the instructor whether or not the student is practicing. The only way for improvement is practice, practice, practice!
- Specific assignments given by instructor must be practiced at home and the student must be prepared to demonstrate those assignments in the following rehearsal.
- Criticism must only be given by the instructor, unless given special permission. Each student works hard according to his/her own pace and level, so corrections from parents and fellow students is very disheartening.
  - Homework will be listed on a weekly basis on the website. If you have questions regarding the homework assigned, there is a group forum to discuss the homework and ask questions.

### **Class Dress Code**

#### Girls:

- Black Leotard (Capezio Camisole Leotard w/ Princess Seams CC101)
- Black Capezio ABT Wrap Skirt 1417
- Pink Footed Tights
- Pink ballet shoes - Sansha Girls "star" ballet slipper 15C

### Boys:

- Black t-shirt (no graphics, words or lettering on shirts; they must be plain)
- Black sweat pants
- Black ballet shoes - Sansha Unisex #1 Pro Canvas ballet slipper S1C

### Performances

· Performance attire is different from the rehearsal dress code and will be selected by the instructor based on the routines being performed. **Please be aware that there is a costume fee to cover the cost of making each, individual costume.**

## Choir 1

While this choir is designed for students of any age just starting out, it is recommended that prospective students remember that the standard in this class is very high. Note reading is not required, but highly encouraged. Students must be able to read words, at least, if they cannot read music.

- Please arrive 5 minutes early and always remember to bring your own music.
- Students will need to be prepared to occasionally sing alone as part of regular rehearsal.
- Students will be required to memorize their music.
- Talking out of turn will not be tolerated.
- Students are given **1 WARNING** for disrespect or not observing one of the rules before they are asked to leave class. Leaving class does not allow them to miss homework, as homework will be listed on the website.
- Students will need to bring their own 3-ring binder with plastic sheet protectors. Music will need to be turned in at the end of each semester to the instructor. Pencils are a requirement for every rehearsal! Note paper is highly recommended for writing in additional notes!

## Choir 2

This Choir is for the intermediate level singer of any age who desires to take their love for singing to a more challenging level. Singers will be focusing on theater music, learning how to sing in foreign languages, to sing acapella, and to blend their voices.

- Please arrive 5 minutes early and always remember to bring your own music.
- Students will need to be prepared to occasionally sing alone as part of regular rehearsal.
- Students will be required to memorize their music.
- Talking out of turn will not be tolerated.
- Students are given **1 WARNING** for disrespect or not observing one of the rules before they are asked to leave class. Leaving class does not allow them to miss homework, as homework will be listed on the website.
- Students will need to bring their own 3-ring binder with plastic sheet protectors. Music will need to be turned in at the end of each semester to the instructor. Pencils are a requirement for every rehearsal! Note paper is highly recommended for writing in additional notes!

## Chorale

The Chorale class is our most advanced singing class for Teens and Adults. The techniques taught are specifically for those voices who have had previous experience in at least one of the following:

Auditions

Private Lessons

Competitions

Theatre and Musicals

This class does not teach how to sing - rather, it is an opportunity to expand an already existing knowledge and experience with the voice. This class is by audition only.

Audition requirements include the following:

- Singing a prepared piece with sheet music with an accompanist. (Sound tracks are not an option) The instructor is able to play for you for your audition, if needed.
- Singing through a specific set of vocal exercises as per the instructor's decision.
- Sight-reading.
- A very brief interview of past vocal experience.

Each audition will last about 20 minutes.

Classes are 2 hours long.

Music must be memorized and be performance ready no later than 3 weeks before performance!

Repertoire includes foreign languages, comedy, classical, barbershop, sacred, and folk music.

Chorale may have open discussions regarding scheduling conflicts, sickness, music, etc., on the forum for the group on the website.

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### Minuet String Ensemble

This beginner level string class teaches students how to read music, play together as a group and learn techniques which prepare them for playing in more advanced ensembles or orchestras

- Students are asked to have their music ready for rehearsal and on their stands before rehearsal begins.
- Patiently wait while attention is being given to individual students. Show the respect you would appreciate when the attention is being given to you.
- Students are asked to put all of their music and instruments away carefully.
- Students, regardless of age, are required to demonstrate appropriate respect for the instructor, as well as fellow students. If the instructor feels that a student must leave class, he/she will still be responsible for the homework assigned, as it will be posted on the website.

**ALL MUSIC MUST BE MEMORIZED BY THE PERFORMANCE DATE!** No music stands will be provided!

### Allegro String Ensemble

This is our next level string class. Allegro focuses on learning how to play in harmony, with parts playing at different points within a piece of music. Students will learn how to hear other instruments playing different notes and learn how their part fits with the other instruments.

- Students are asked to have their music ready for rehearsal and on their stands before rehearsal begins.
- Patiently wait while attention is being given to individual students. Show the respect you would appreciate when the attention is being given to you.
- Students are asked to put all of their music and instruments away carefully.
- Students, regardless of age, are required to demonstrate appropriate respect for the instructor, as well as fellow students. If the instructor feels that a student must leave class, he/she will still be responsible for the homework assigned, as it will be posted on the website.

**ALL MUSIC MUST BE MEMORIZED BY THE PERFORMANCE DATE!** No music stands will be provided!

## Sonata String Ensemble

This string class focuses on the next level of musicianship where students learn to lead different parts, flow with one another, and learn the beginnings of techniques that will carry them into the advanced level.

- Students must arrive 15 minutes before rehearsal and be ready to be tuned.
- Music should be out and prepared.
- Students are asked to practice throughout the week so that rehearsals can go smoothly and new material can be covered.
- Homework assigned will be posted on the website. Each student is required to check the website to make sure they are covering their homework assignments.

## Ebony Chamber String Ensemble

This class focuses on looking beyond the notes. Emphasis is given to leadership and working together as a group. Below are the following classroom rules created so that rehearsals will run smoothly.

· Every student is expected to practice on his/her own during the week, using a **metronome**. Taking this responsibility means that the group, as a whole, will increase in ability. If the student does not take the initiative to practice according to the instructions of the instructor, rehearsals will be less productive.

### Requirements:

- Must be able to confidently play multiple 3 octave scales.
  - Be comfortable playing in many positions.
  - Be able to play at very high speeds well.
  - Be able to demonstrate a soloist performance, while keeping a team attitude.
- Posture is very important. In order to handle a 2 hour rehearsal, the student must sit up straight and hold his/her instrument correctly.
- Leadership is required of a student sitting in the first chair or his/her section. If he/she is not willing to give cues or perform other tasks required of a leader in this ensemble, the student will have to relinquish the seat to the person beside him/her.
- Each student **must** be responsible for his/her own music and instrument! After **3 rehearsals** without his/her music and/or instrument, that student will be marked as absent for each rehearsal he/she does not have music and/or instrument. However, if the student does not bring these items, he/she is still required to sit in rehearsal and take notes.
- **No gum or food in rehearsal!**
- Homework assigned will be posted on the website.



## Emerald String Quartet

This is our most advanced string group. This quartet is by audition only. Emerald String Quartet seeks to polish instrumentalists so that they may pursue their desired careers in music, whether that be teaching or performing. The music chosen for Emerald is carefully chosen to provide instrumentalists with their necessary techniques in order to achieve those goals.

- Instrumentalists should plan to adhere to the highest level of professionalism in rehearsal possible.
- Chewing gum is absolutely prohibited.
- Playing out of turn is not allowed.
- Disrespectful behavior towards another student or the instructor will not be tolerated at any time.

## Guitar I

This group focuses on beginning the technique of guitar playing. Students need to be aware that when homework in a method book is given, they are expected to be able to demonstrate during class that they have done their homework.

Guitar method is often assumed to not require learning music. At Creative Center for the Arts, we believe that not teaching music would handicap a student, thereby not allowing that student to play multiple styles of music, including playing chords, but also playing notes, improvisation, old-fashioned hymns, etc.. We cannot uphold that we promote excellence if we encourage

Students will be expected to practice their scales and chord progressions that they have worked on throughout class.

All music that is performed is expected to be memorized.

Students must be ready with their instrument and music/books 10 minutes before class time. Please **DO NOT** interrupt any other classes that are already in progress or finishing up by entering the classroom before your class time.

Students are expected to purchase their own method books within 2 weeks after the first class. The instructor can let you know which method book they are using for the class.

Homework will be listed on the website.

## Guitar II

This group will consist of students who have a solid grasp of their instrument, as far as scales and chords go. These students will be expected to learn music theory, the same as the beginners, so that they have the opportunity to further their personal level of excellence and broaden their ability levels.

Students must be ready with their instrument and music/books 10 minutes before class time. Please **DO NOT** interrupt any other classes that are already in progress or finishing up by entering the classroom before your class time.

All music that is performed is expected to be memorized.

## Creative Arts Symphony Orchestra (CASO)

This group does not fall into any of the class categories of the CCA classes. This group is focused on re-instilling the love of music for those who used to play their instrument and would love an opportunity to play it again. Those students who are already in the Sonata class, the Ebony class, and the Emerald group are welcome to join CASO. This group is different from the string classes, in that there is no instruction during class. Therefore, students who still need to progress in their instrument must also be a part of one of the string groups. There, students learn how to play within a larger group context. Learning does not take place the other way around! Students in the Sonata String Ensemble and Ebony String Ensemble may be invited to join CASO at no extra charge. This group will be allowed to have their music for concerts. Participants will still need to observe basic etiquette within an orchestral setting.

- Speech needs to be above reproach. No political or discriminatory speech will be permitted in this class. The saying, "I will speak ill of no one, and all the good I know," will be the "mantra" for this group. Although we are thankful for our First Amendment Rights, we will choose to restrain that right to speak only those words that fall under the Biblical description of pure, holy, lovely, and of good report and remember we are an example to the younger students.
- Respect is to be shown to the instructor at all times. The instructor may choose to do something that you do not agree with. Go speak with the instructor after class.
- If you are not going to be able to make a rehearsal, please show the respect of texting the instructor ahead of time to let them know.
- If you are running late, please text the instructor.
- If you are having difficulty with your music, let the instructor know so that they can re-write the music to your level.

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### **Art**

- Students are required to sit quietly and listen as the instructor shows how to perform different techniques. This is not a class for loud people. If your student is not able to sit quietly, you may want to re-consider whether or not this class is for him/her.
- Students are required to show respect to the instructor and others around him/her at all times.
- Students are required to check their homework listed on the website, and be prepared to show it for the next class.
- Students may be asked to leave their art projects with the instructor so that she may use their projects in demonstration for concerts. Students will be able to keep their projects once the instructor is done with them.
- Art is an intensive class. Therefore, it is asked that students remain as quiet as possible at all times. Think, “**LIBRARY!**”

### **Drama**

- Students are required to sit quietly and listen as the instructor shows how to perform different techniques or giving other instruction
- Students are required to show respect to the instructor and others around him/her at all times.
- Students are required to check their homework listed on the website, and be prepared to show it for the next class.
- Drama is an intensive class. Learning to acting and practicing their acting skills will be an important part of the class. Students are only to be “acting” when instructed by the instructor.

### **Robotics**

- Students are required to sit quietly and listen as the instructor demonstrates and instructs the class.
- Students are required to show respect to the instructor and others around him/her at all times.
- Students are required to check their homework listed on the website, and be prepared to show it for the next class.
- Robotics is an intensive class. Building and operating robots will be an important part of the class.
- Students are only to be working/handling the equipment when instructed by the instructor.

## Concerts

CCA ensembles perform in many concerts around the year.

- Students must perform in all concerts for which their group is scheduled unless excused by instructor.
- All students **must** attend all dress rehearsals as well as the rehearsal prior to the dress rehearsal. No exceptions. If the student does not come to the rehearsals, he/she will not perform in the concerts. However, if for some imperative reason (**family emergency, illness of student or bad weather**) the student is unable to perform in a concert, this rule does not apply.
- Students must arrive at dress rehearsals in concert attire (see dress code given below).
- Students must arrive no later than **45 minutes** before performances for tuning and warm-ups. The same rule applies for dress rehearsals as well.
- During concerts, students may not talk or play their instrument except when directed.

## Performance Dress Code

We want the students to look as professional and uniform as possible. The focus of the audience should be on the actual performances, not students' attire. As a result, CCA has a dress code for performances. **Note:** ballet students must abide by the instructor's dress code. However, if these students are in another group besides ballet, they must adhere to the dress code below for all other group performances.

- Unless specified by instructor, **all** students must wear black.
- **Gentlemen of all ages:** must wear a white shirt, black tie (winter concert included) and dress pants as well as black dress socks and shoes.
- **Ladies of all ages:** Due to the problem with inappropriate attire for one or more of the girls every performance, we will now be making all the dress for them. All girls who will be performing on stage will have wear a CCA dress, unless in costume, for the theater production or dramatization. If taking only Art and/or Robotics a CCA made dress is not required as these classes will not be going on stage. The dresses will all be floor length and exactly the same. Please be sure to have your daughter measured by CCA's seamstress on the second or third week of CCA. There is a \$20.00 user fee to use a dress for the CCA year and a deposit of \$20.00 that will be refunded after the Spring Concert, when the dress is return in good condition. This ensures the appropriateness of the attire, as well look professional and uniform as possible. If you prefer you may purchase the dress for \$45.00 instead for renting it.
  - Black jeans are **not** acceptable and therefore do **not** take the place of dress pants.
  - Bare midriffs, cleavage and underwear that is visible are **not** acceptable.

Students play a big part in the representation of CCA. Therefore, an instructor holds the right to ask students to change their attire if he/she thinks it inappropriate. **If a student/parent refuses to abide by the dress code given above, the student will not be allowed to perform. If a parent is having problems getting clothes for their student that adheres to dress code, please speak with the executive director, Nancy Welliver or assistant director, Bobbi Collins before the concert rehearsal.**

## **Dress Rehearsals**

Creative Center for the Arts performs two end-of-the-semester concerts. For each of these concerts, there will be 2 rehearsals. Both of these rehearsals are mandatory for attendance.

**The first rehearsal** (this is not the dress rehearsal) will take place the Monday before the concert. This is known as the technical rehearsal. The technical rehearsal is for the sound equipment, lighting, stage set-up, and any other background adjustments that need to be made. This rehearsal will take place in the place of the classes that are usually on that day. Exact times are to be determined, but please mark your calendars. Only emergency absences will be allowed for this rehearsal. Any other absences will need to be discussed with the instructor for that class.

**The dress rehearsal** is a complete run-through of the concert. This will be done, ideally, twice through for that evening. **Dress code is the same as that for the concert!**

These rehearsals are usually about 3 hours long. Please plan accordingly! This rehearsal is also mandatory. If you know you cannot be there due to an unforeseen scheduling conflict, you must try to be at one of the rehearsals (the technical or the dress rehearsal) or you will not be permitted to perform. Only emergencies will be allowed.

## **Fundraisers**

At CCA we do our best to keep tuition as low as possible. We know that many of our families make financial sacrifices in order to participate in CCA. Since the tuition charged is not enough to cover the costs of running CCA we must hold fundraisers. Every year CCA puts together 2 main fundraisers, a dinner theater/silent auction and a used book sale. These bring in most of the money needed for building costs, teacher salaries and necessities (stands, music, etc.). If and only if we need to do another fundraiser we will do so. Other fundraisers held in the past have been selling Avon, pizzas, candy, flower bulbs Rada, PartyLite, and having bake sales as well. The fundraisers CCA has will depend on the finances of the organization. Only fundraisers that are absolutely necessary will be done. We appreciate your understanding and

participation in the fundraisers, without which CCA would not be able to continue.

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### **Theater Dinner and Silent Auction**

This is a big event for CCA every year. The Swartz Creek community our, extended families and friends look forward to it every year. Students who are not in the theatrical performance for the evening are required to perform with their group (s) during the dinner and must abide by the concert dress code. When the students are not performing, they serve the guests and help in the kitchen. The organizers and instructors need help from both students and parents in preparing for it. The following is a list of some of the areas in which parents and students are needed.

- Planning
- Collecting Donations for the Silent Auction from Family/Friends/ Business
- Donation for auction
- Helping in the Kitchen
- Set up
- Decorating
- Helping with stage and costumes
- Supervising Students
- Serving
- Tear down/ clean-up

### **Contact Information**

If you have any questions regarding rehearsals or anything in this handbook, please contact us.

Nancy Welliver, Director  
810 – 655 – 6805 Home  
810 – 252 – 4187 Cell

Rachael Gregory, Instructor  
*Sonata String Ensemble*  
*Youth Choir*  
*Ebony String Ensemble*  
*Chorale*  
*CASO*  
810–348–2857 Cell

Alisha Welliver, Instructor  
Emerald Quartet  
810-252-4391 Cell



Eric Gregory, Instructor  
*Guitar*  
810-348-1550 Cell

Laurie Gregory, Instructor  
*Minuet String Ensemble*  
810-348-2857

Megan Brady, Instructor  
*Ballet*  
810-625-6916

Suzi Wirsing, Instructor  
Art  
248-634-3458 Home  
810-394-3131-Cell

Chris Bulliner, Instructor  
*Robotics*  
810-288-3082-Cell

Leanne Pratt, Instructor  
Speech/Drama  
810-423-0587

## **Members of the Board**

Nancy Welliver, *Executive Director, Chairman of the Board*  
Bobbi Collins, *Treasurer*  
Rich Moreland, *Community Representative*  
Eric Gregory, *Instructor Representative*  
Kim Stockemer, *Parent Representative*

## Resources

These are some stores that carry necessities for instrumentalists and students in ballet.

### Strings

Mark Schwartz Violins

910 N Vernon Ave

Flint, MI 48506-3834

Markschwartzviolins.com

810-766-1450

*Repairs, strings, instruments, cases*

Shar Music Company

2465 S Industrial Hwy

Ann Arbor, MI 48104

Sharmusic.com

734-665-7711

*Repairs, strings, music, instruments, cases*

### Band

The Wind Works

3333 S Center Rd

Burton, MI 48519

810-743-5420

*Music, Accessories, instruments, repairs*

Sherm's Musical Instrument Repair

3128 Lapeer Rd

Flint, MI 48503

Backstagerepair.com

810-743-7611/ 810-742-9100

*Repairs*

### Guitar

Guitar Center

G3640 Miller Rd,

Flint, MI 48507

(810) 720-3863

Ballet

Toe to Toe Dance Wear

1159 W. Hill rd. #B

Flint, MI 48507

810-238-7400

*Outfits and supplies*

Discountdance.com

(If you know your size, it's cheaper than "Toe to Toe")