

# TENNESSEE CONSERVATORY FINE ARTS

## **Student Handbook**

*[www.tcfinearts.com](http://www.tcfinearts.com)*

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**T**ennessee Conservatory of Fine Arts (TCFA), owned and directed by Gwendolyn Johnson Delaney, is a performance art school specializing in dance, music, and theatre. As a classical school, TCFA emphasizes technical excellence in the arts. From mastering the necessary skills in the classroom to mastering the art of storytelling on stage, we offer a full performance experience. Classes are available for students who desire a recreational opportunity to explore the arts, as well as classes for those who desire to pursue the arts on a serious level.

TCFA offers students the opportunity to perform in our Spring Concert each May.

TCFA is home to the semi-professional ballet company *BALLET GLORIA*'. This Christian company performs throughout the Southeast at schools, churches, youth retreats, community events, and other venues including the former Alex Haley Farm, and the highly acclaimed Piccolo Spoleto Festival in Charleston, S.C.

Ballet Gloria' Junior Company provides an opportunity for dancers who wish to pursue dance on a more serious level. Numerous performance opportunities are afforded these dedicated dancers. Auditions are held in the fall. For more information, inquire at the desk or with your instructor.

### **TCFA Registration**

A non-refundable registration fee of \$30 is required for new student registration. Returning students pay a \$25 annual registration fee. A \$5 discount will be given to additional family members (living in the same household). The first and last month's tuition is required upon registration, as well as the registration fee, in order to secure a student's place in class.

***All payments are non-refundable.***

### **Tuition**

Monthly payments are due the first class of each month. Payments received after the 10th of each month will be charged a \$10 late fee. After 30 days, a finance charge of 1.5% will be charged to delinquent accounts each month. Please write the student's full name in the lower left corner of the check. Your check acts as your receipt. Be sure and keep receipts for cash payments. Please hand in all payments at the front desk or in the payment lock box, and not to the student's instructor. If you have any questions about your account, please speak to the receptionist at the front desk, or call the office at 865-689-8525.

**Withdrawal**

If you should need to withdraw from class for any reason, fill out a withdraw notice at the front desk. Accounts will continue to assess monthly charges until a withdrawal notice has been received.

**Cancellations**

Rarely, it is necessary to cancel a class on the schedule. If there are fewer than six students in a class, TCFA reserves the right to remove the class from the schedule. Students enrolled in the class will be given options of other classes they may take.

**Inclement Weather**

In case of inclement weather, call 865-689-8525 prior to the class time to see if the class will be held. TCFA also sends out e-mail notices through Constant Contact, as well as Facebook notices. TCFA does not follow the Knox County School closings, therefore it is necessary to call the studio. A message will be placed on the answering machine to inform of any cancellations. It is the responsibility of each dancer to make up classes missed due to inclement weather, unless otherwise posted. If an excessive number of days are cancelled, TCFA will notify students of additional make-up sessions.

**Make-Up Policy**

TCFA encourages students to make up any classes missed for any reason, including inclement weather. Missed classes should be made up within the semester. The student's instructor will help you select the appropriate make-up class, or call the office at 865-689-8525.

**Arrival and Departure**

Students under the age of seven should arrive no earlier than 15 minutes prior to class. Please pick up students promptly after class, and come in to retrieve your child. We do not allow our non-driving students to leave the premises until a parent retrieves them. Students over the age of seven need to arrive in time to put their hair in a bun, be properly dressed for class, and be stretched out before class begins.

Students should arrive and depart for class with clothing over their dance attire. TCFA requires our students to exhibit professionalism and modesty. Also, this helps protect the dance attire from dirt and damage. **Dance shoes should not be worn outside the studio due to the damage dirt and gravel can cause the dance floor.**

### **Late Arrivals**

Tardiness is a detriment to the student and a disruption to the class. A student who is more than 10 minutes late should enter quietly and wait inside the door for the instructor to acknowledge them. In upper level classes, it is up to the discretion of the teacher as to whether the student may participate or not. This policy is not solely a disciplinary measure, but has the student's best interest in mind. A student who misses the first few exercises is not properly warmed up. This can result in injury. Upper level students arriving late to class should be prepared to take notes.

### **SPECIAL GUIDELINES FOR OUR PARENTS**

1. TCFA expects students to be prompt for class, and your cooperation is greatly appreciated.
2. For the safety and productivity of our students, no one is allowed in the classroom without an instructor's permission. Parents are expected to keep their children in the lobby until the instructor asks the class to enter.
3. No street shoes are allowed in the studios. Gravel, dirt, and oils from outside can cause permanent damage to the dance floor.
4. Please keep all siblings not involved in dance class quiet. Siblings should not be left unattended. TCFA is not responsible for caring for children left unattended.
5. If your dancer will be at the studio for several classes, provide a healthy snack. Good nutrition is vital in order for dancers to perform at their highest potential. Avoid sweet snacks and drinks. Dancers may bring water bottles into the studio.
6. Dancers are not allowed to wear jewelry to dance class; ladies may wear stud earrings only. Please ensure that dancers do not wear or bring any valuables to the studio. TCFA is not responsible for lost or stolen articles.
7. All belongings including: shoes, clothes, and bags must have dancers name in them.

***ONLY WATER BOTTLES ARE ALLOWED IN THE STUDIO***

***TCFA IS NOT RESPONSIBLE FOR  
LOST OR STOLEN ARTICLES***

## **STUDENT GUIDELINES**

1. Student who arrive early should wait quietly for their class to begin. Begin stretching and preparing for class. No excessive noise is allowed in the lobby.
2. Students are expected to help keep the facility clean by picking up after themselves. All food and drink must remain in the lobby, except water bottles that are sealed.
3. Students should not enter the classroom until the prior class has left the studio.
4. Hanging on the barres is not allowed.
5. Students are not dismissed from class to use the restroom except for emergencies. Please use the restroom before class begins.
6. Students are responsible for their own possessions. Do not bring valuables to the studio. TCFA is not responsible for lost or stolen articles.
7. No jewelry is allowed in dance class. Ladies may wear stud earrings only.
8. TCFA's standards of modesty require strict adherence to the dress code when arriving and departing from the studio or studio-related events. All students should wear clothing over their dance attire, including pants and top or a dress and jumper, etc.
9. Dance shoes are not to be worn outside. The dirt, oils, and gravel will destroy the dance floor and dance shoes.
10. Students must follow the dress code for their level.

### **Dress Code**

All dancers should wear the following products. Male dancers wear black dance pants or tights (shorts may be worn over tights), a white shirt or leotard, and black ballet shoes. Female dancers wear:

Solid color cotton tank leotard  
Pink footed or convertible tights  
Pink leather or canvas ballet shoes  
Black Mary Jane Tap shoes for B/T and Level A  
Black oxford style Tap shoe for upper levels  
Black oxford jazz shoe-all jazz levels

Creative Mov.: pink leotard  
Ballet/Tap: light blue leotard  
Ballet AI/AII: lavender leotard  
Ballet BI/BII: forest green leotard  
Ballet C/D: maroon leotard  
Premiere: black leotard

### **Creative Movement I**

Requirements: Student must be 3½ by first day of class  
hair must be secured off of neck in a ponytail or bun

Uniquely designed for dancers 3½ to 4. Taking the unique characteristics of this age into consideration, their wonderful imagination and boundless energy, many of the exercises and skills are taught through story, song, and role-playing. This ballet-based program is designed to help each child develop physically, mentally, and socially. Exercises enhance flexibility, coordination strength, and muscle tone. Introduction and experimentation with movement using various styles of music develop musicality, rhythm, and creativity. Gentle discipline and adherence to classroom etiquette promote self-discipline and self-esteem. Repetition of movements and combinations increases auditory and visual memory.

### **Creative Movement II**

Requirements: Student must be 4 and/or completed CM I  
Hair must be secured off the neck in ponytail or bun

Class goals and emphasis are the same as those for CM I (listed previously). However, class structure is adapted to increased learning capacity of the older 4 or 5 year-old. CM II aims to challenge the young dancer by covering more material at a faster pace than CMI.

### **Ballet/Tap I**

Requirements: Student must attend class once a week  
Student must be 5 by the first day of class  
Hair must be in a ponytail, bun, or French braid

The ballet portion of this class uses similar principles and techniques that are taught in Creative Movement. Correct placement and body alignment are now of utmost importance. Class structure greatly advances as exercises, skills, and steps become faster and more complex. Many new steps are introduced at this level. Students are more disciplined and eager to learn at this level; therefore, more literal terminology is used, and basic ballet terms are introduced.

The tap portion of this class introduces basic tap technique. Students are able to begin mastering fine motor skills of the legs and feet and enjoy the new challenge. Tap is an excellent tool in teaching children rhythm, and it gives students an exciting new way to continue learning fundamental elements of dance.

### **Ballet/Tap II**

Requirements: Student must be 6 by the first day of class and/or completed Ballet/Tap I  
Student must attend class once a week  
Hair must be in a ponytail, bun, or French braid

This class is the last step in the pre-graded level of dance. At this level, students will work towards perfecting all steps, skills, and exercises introduced in the lower classes. Exercises are more advanced, and ballet terminology is increased. Correct body placement and alignment as well as flexibility become a higher priority. Students are held accountable for stretching at home.

The older 6 year old who has not danced before can step into this class as well. Their classroom and social skills are developed enough to allow them to concentrate on the steps learned quickly.

## **GRADED CLASSES**

### **Ballet AI**

Requirements: Students must be 7 by the first day of class  
Attend class one day per week minimum  
Hair must be in a bun, braid and clip, or French braid

The aim of Ballet AI is to produce a proper understanding and execution of basic ballet technique. Emphasis is placed on alignment, barre work, classical technique, strength, flexibility, and center floor exercises (allegro and adagio exercises are introduced). Students who have previous training will notice a difference in class structure. The student's ballet terminology is broadened. Students must be able to understand the terminology and execute the corresponding movements before being promoted to the next level.

Students are no longer promoted by age once they begin the graded program. It is necessary that each student masters the required skills before being promoted. Students will spend one to three years in each level before promotion.

### **Ballet AII**

Requirements: Students must be 8 by the first day of class  
Attend once a week, but encouraged to attend twice a week  
Hair must be in a bun, braid and clip, or French braid

Ballet AII builds on the AI curriculum. This class is reserved for students with previous graded experience and develops an increased awareness of classical technique and terminology. Proper alignment is mandatory. They must be able to understand the terminology and execute the corresponding movements before being promoted to the next level. As students enter the second year of Ballet AII, those who desire to pursue pointe work will be encouraged to attend class twice a week.

### **Ballet BI**

Requirements: May have completed Ballet AI and/or Ballet AII  
Attend once or twice a week  
Hair must be in a bun, braid and clip, or French braid

Students who are older with little or no graded dance experience are encouraged to take Ballet BI. Students are older and able to learn faster, therefore the basics are introduced quickly and the class progresses at a rapid pace. Students who are serious minded and/or take class twice a week will quickly move up in the graded program. This is also an alternate class for AI students who have had previous dance experience but are unable to attend the Monday or Saturday classes.

### **Ballet BII**

Requirements: Must have completed Ballet AII and/or Ballet BI  
Attend once a week, but encouraged to attend twice a week  
Hair must be in a bun, braid and clip, or French braid

Once a student has completed the Ballet A and/or BI levels, more serious training continues. Because the student will be introduced to more .

complicated and demanding exercises, one day per week no longer provides sufficient class time to ensure adequately strengthened muscles. More emphasis is placed on proper “turn-out” of the leg (outward rotation of the entire leg from the hip socket), lengthening of the muscles, and correct stance. Students continue barre work, and time is spent increasing the balance on one leg. The challenge of working on the demi-pointe (dancing with the heels of the feet off the floor) is incorporated during barre work.

Center combinations become more complex, focusing again on balance with the addition of pirouettes and other turns. More attention is given to jumps through acquiring greater strength for increased elevation. They must be able to understand the terminology and execute the corresponding movements before being promoted to the next level. **When the instructor determines the student is ready, pre-pointe/pointe class will be added.**

### **Ballet C**

Requirements: Must have completed Ballet BII requirements as determined by faculty  
Attend twice a week, but encouraged to attend three days a week  
Hair must be in a bun, braid and clip, or French braid

Ballet C continues to stretch the student physically and mentally by increasing the length and complexity of classroom exercises. The execution of pirouettes, adagio, and grande allegro is stressed, as well as proper body alignment. Students in Ballet C continue pre-pointe and pointe work.

### **Ballet D and Advanced Ballet**

Requirements: Must have completed Ballet C requirements as determined by faculty  
Attend 3-4 a week  
hair must be in a bun, braid and clip, or French braid

Ballet D and E are the advanced levels of dance. Students at this level are challenged to work towards their own personal level of excellence. Phrasing, movement dynamics, and individual artistry are investigated to bring forth the uniqueness of the individual dancer. Students at this level have the opportunity to work on advanced level pointe.

## **Pointe**

What cannot be done well in soft shoes is impossible to do well on pointe. Students are always eager to get their first pair of pointe shoes - who wouldn't be! Professional dancers make it look so easy. The fact is that dancing on pointe is hard work and can only be attempted after having a minimum of three to five consecutive years of training past age eight. Even then, not all students will be permitted to go on pointe. The following is a general list of what teachers look for to advance a dancer to pointe:

1. How much natural stretch and bend the ankle has.
2. When the foot is pointed, it should create a straight line from the knee to the metatarsal arch.
3. Back and thigh muscles are strong enough to lift the body out of the hips and off the feet.
4. Student's knees must straighten completely. If they do not, it should be determined if it is due to bone structure or muscle weakness.
5. The general body structure is aligned correctly to ensure proper body placement over the points.
6. The student's overall technical ability must be advanced enough to begin pointe work.

Each student is considered individually according to these criteria. Damage caused by attempting pointe work too early can cause life long discomfort and deformity. Besides learning proper exercises, students are instructed on foot care, fitting, sewing, and care of pointe shoes. All shoes must be approved by the instructor before ribbons are to be sewn on.

**Modern:** Students must be seven years old by the first day of class. Modern is done with bare feet, and explores movement. Lower level classes focus on basic modern dance concepts, exploration of movement, rhythm. The more advanced levels develop concepts from a wide variety of modern techniques including: Limone, Graham, and Horton techniques.

The freedom to explore space outside the classical spectrum enriches the student's vocabulary of movement, enabling the dancer to convey ideas and express inner feelings. The blend of modern dance and classical ballet often enables the student to become more creative and spontaneous in choreographic ventures.

**Jazz:** Jazz evolves from the social history of America. It reflects ethnic influences, historical events, and cultural changes. It has been greatly influenced by social dance and popular music-especially jazz music. Lower level classes focus on basic concepts and gross movement. Only when the dancer enters the upper levels of jazz do they begin to explore isolations, “power” moves (big jump skills), and complicated rhythms. Every effort is made to ensure that the classes are age appropriate and use acceptable music.

**Tap:** The tap program stresses basic technical skills necessary for musical theater dancing. Tap refines the fine motor skills of the legs and feet and improves rhythm. It is an exciting way to explore musical theater dancing as seen on Broadway, and provides for a well-rounded dance education.

**Boy’s Class:** Boy’s class is designed to greatly improve coordination, strength, concentration, flexibility, and control. Students should also be enrolled in a regular ballet technique class. This class is not offered every year.

**Teen/Adult Class:** The Teen/Adult class is structured for teen and adult students who wish to enjoy the artistry and movement of dance. Class is taught at a beginner/intermediate level to abstain from the rigorous physical demands of classical training but still teach technique. This class offers stretch, strength, and longer leaner muscle definition. Students will move into the regular graded program as the instructor determines, if that is the student’s desire.

**Interpretive Class:** The interpretive class is structured to explore the use of dance as a means of praise and worship. Class is taught so that dancers of all levels are able to use their dance skills. This class is not designed as a technique class. Ballet is encouraged for all adult members and is required for all students under 18.

**Music Discovery:** This class is for students who are 2-5 years old, and they wear the same attire as Creative Movement. This class is designed to introduced young children to the world of music through song, dance, rhythm, and instrument play. Students are taught to listen to simple rhythm patters and repeat on fun, easy to use instruments. The class uses children’s songs to introduce musical pitch, and body movement to reinforce rhythm.

**Musical Theater:** Musical Theater explores all aspects of performing including singing, monologue, dialogue, and dancing. Various scenes from musical productions are recreated and performed by the students. Students have the opportunity to participate in the Spring Concert as well as Fantasy of Trees, and in-studio demonstrations. There may be an additional materials fee each semester ranging from \$15-\$20.

The recital fee for this class is \$70 if enrolled in Musical Theater only, and \$80 if enrolled in additional dance classes.\*

## **Music**

TCFA also offers private voice, piano, and violin lessons. The cost of these classes ranges from \$22 to \$35 per lesson for a 30 to 45 minute session. Please contact the office at 865-689-8525 to make arrangements for private lessons. The instructor and parent generally work out the time schedule for the private lessons.

The recital fee for the private lessons is \$15 per genre (in other words, \$15 for piano, \$15 for violin, etc.). If enrolled in dance or musical theater class, the standard fee for those classes is also due.

The age requirement for private lessons varies based on the art form and the instructor. Please inquire at the front desk.

As we expand our program, we will be adding additional instrument lessons. If you are looking for an instructor, let us know. If we have not yet added your desired instrument to the curriculum, we may be able to do so.

**\*All fees are subject to change and non refundable.**

## Specialty Classes

**Middle Eastern Dance:** Middle Eastern Dance, or Belly Dancing, is offered at both locations of TCFA. There are beginning and upper level classes, as well as performance classes. These dancers participate in the Spring Concert, as well as have many opportunities to perform throughout the year in the Greater Knoxville area. Not all students wish to perform, and this is perfectly acceptable as well.

Please speak with the instructor concerning attire.

**Flamenco:** Flamenco dance is offered at TCFA. There are beginning and upper level classes offered, as well as a performance class. Dancers who wish to perform are able to learn many Flamenco dances and perform them throughout the year at various venues in the Greater Knoxville area. Not all students wish to perform, and this is perfectly acceptable as well.

Please speak with the instructor concerning attire.

## **Workshops**

**Winter Workshop:** Each January, TCFA offers a one-day mini workshop for intermediate and advanced level students. Although the schedule varies each year, various classes are offered, such as: Ballet, Pointe, Modern, Jazz, Tap, Musical Theater, Middle Eastern Dance, Pilates, Yoga, and more. Guest instructors come to instruct the students, as well as current TCFA staff.

This workshop is offered in Fountain City due to availability of studios. Classes are offered throughout the day, and dancers may choose between 2-3 options for each time block. This is a tremendous opportunity for students to work with new instructors, and to jump start the second semester.

**Dance Intensive:** In June, TCFA offers a 2 week session of dance training for intermediate and upper level dancers. Much like the Winter Workshop, classes are offered in various dance and performing art forms. This workshop is also at the Fountain City location.

Each June, the staff and classes vary. The majority of the staff is brought in from other areas. This allows dancers to extend their training and to prepare for auditions as they become more advanced. Each day is divided into four blocks, and dancers can choose between three classes for each time block.

Dancers have the option of participating in 1 week or 2 weeks. Dancers who choose to participate in 2 weeks will also participate in the in-studio performance opportunity at the end of the intensive.

**Fine Arts Camp:** This camp in June is geared towards our younger students. Students who are 7-12 years old have the opportunity to come for 1 week to this intensive. Both beginning and intermediate level students are welcome. Again, this camp is located in Fountain City.

The day is divided up into time blocks, and students choose between dance, piano, violin, voice/choir, art, and more. At the end of the week there is a demonstration for the parents.

## PERFORMANCE OPPORTUNITIES

**Winter Demonstration:** In December, TCFA offers Open House for family and friends. This is an opportunity for parents to observe the class, as well as give the students an opportunity to become comfortable dancing in front of larger numbers of people. Parents are invited to video the winter demonstration.

**Spring Concert:** All students in the school come together for a theater program each spring. Participation is not mandatory; however, dance is a performing art and performance is a part of a student's complete dance education. A recital fee is due by in January. This fee helps to cover the cost of theater rental; technical help; costume rental, storage, and cleaning; insurance; sitting fees; etc. This also includes two complimentary tickets per family. (Additional tickets may be purchased during the month prior to recital.) The fees are as follows\*:

Creative Movement	\$60
Ballet/Tap	\$70
Level A-E	\$80
Premiere	\$80

Company Opportunities: Dancers may audition for Ballet Gloria' Junior Company I/II which performs throughout the year. These students meet once a week to have an additional class that focuses on choreography. Although the schedule may change slightly each week according to the rehearsal schedule, it is treated as a 1 hour class. Tuition will be altered accordingly. There is an annual fee of \$40 to Ballet Gloria' to help offset performance and costume fees. (There are no other costume or performance fees.)

Performances that these dancers may participate in are: Safety City, Fantasy of Trees, Dogwood Arts Festival, *The Best Christmas Pageant Ever*, Ballet Gloria' main stage productions, and other events as they arise. These dancers also perform selected pieces at the Spring Concert. Please speak to an instructor for more information, or call the office at 865-689-8525.

**\*Recital fees are subject to change at any time due to the venue expenses.**

7/25/2010