



Handbook for Apprentice Program

You have been invited to participate in our Dance It Out's apprentice program. Our unique and practical program gives participants an inside look into the field of dance education that helps develop *time and task management skills, problem solving, social skills, responsibility, and accountability*. In addition to personal accomplishment, the Dance It Out's apprentice program will enable students to receive volunteer hours, eligibility for college scholarships, eligibility to have a career at the studio, and resume building skills. All apprentices must apply for the program. Returning apprentices do not need to submit a new application.

Responsibilities of Office Admin Apprentices

- ❖ Complete daily task list.
- ❖ Complete office duties including a project given by office managers (will receive feedback).
- ❖ Complete light housekeeping duties.
- ❖ Keep bulletin boards organized.
- ❖ Address any issues with the office or owners.
- ❖ Work mostly in the front **lobby and office**.
 - ❖ Help open and close doors.
 - ❖ Help students find their classes.
 - ❖ Take students to the gym as necessary. Do not allow students to walk down the street without an adult.
 - ❖ Help parents find assistance (the front desk).
 - ❖ Keep "circles" in the lobby all inclusive. Make sure a student is not being left out.
 - ❖ Help students find their parents after class.
 - ❖ Watch the door in between classes.
 - ❖ Greet parents and dancers.
 - ❖ Assist students with putting shoes on and tucking in ballet strings.
 - ❖ Assist with lining up students.
 - ❖ Be aware of any students who seem lost or unaccompanied. Address with office staff.
 - ❖ Do not allow children to leave the studio without an adult. Do not allow students to cross the street without an adult (even if the parent is in the car).
 - ❖ Know everyone's name!
 - ❖ Thank everyone for coming in today.☺
 - ❖ Always keep a smile on your face with your eyebrows up!☺

Expectations of Classroom Apprentices

- ❖ Must arrive early to prepare for class.
- ❖ Must be enthusiastic, smile, and have an outgoing personality.
- ❖ Must not participate in gossip or discuss any studio situations. A breach could lead to suspension from the program.
- ❖ Must attend dance classes consistently.
- ❖ Must maintain a school average of "C" or better. If your schoolwork suffers, we will reconsider your position as an intern or student apprentice. **A copy of report cards must be given to the office.**
- ❖ In case of an illness or emergency, arrangements for proper coverage must be made. Dance It Out office staff must be notified as soon as possible.
- ❖ If an apprentice needs to have a day off (such as a school function or doctor's appointment), the request must be made in writing and given to the office two weeks before the date. A form for requesting coverage can be acquired in the office. Also, you must find coverage for your class or intern hours. No credit will be given for the missed day. If too many days are requested, you will be dismissed from the program.
- ❖ NO CELL PHONE USE IS ALLOWED DURING INTERN HOURS OR WHILE ASSISTING CLASSES.
- ❖ A warning will be given for an infraction of responsibilities or expectations. A second warning will be a discussion of suspension from the program. A third warning will result in a suspension from the program.
- ❖ There is no guarantee that an apprentice will be asked to remain for the entire year or be asked back for the following year.

Responsibilities of Classroom Apprentices

- ❖ Help prepare the classroom.
- ❖ Assist with lining up dancers.
- ❖ Be a class demonstrator.
- ❖ Complete light housekeeping duties.
- ❖ Assist with potty patrol.
- ❖ Create a class plan and teach a class for a month (will receive feedback from the instructor).
- ❖ Help lead classes and help the teachers make corrections. Remember, you are also there to help your teachers and the students, so you should not stay silent the whole class!

Guidelines for Classroom Apprentices

- ❖ Apprentices must be currently registered at Dance It Out.
- ❖ Apprentices must maintain a C or above average. Report cards should be turned in each grading period to the front desk.
- ❖ Apprentices must have a **minimum of 4 years dance training and be 11 years of age.**

- ❖ Apprentices must commit to the program for a full year in order to complete it successfully.
- ❖ Apprentices will not be paid staff members. Apprentices will be required to sign-in when assisting with classes.
- ❖ Participants must be well behaved and kind role models to the younger students and their peers.
- ❖ Participants are expected to be hard workers in the classes they are teaching as well as their own dance classes.
- ❖ Participants are expected to be helpful to fellow dancers and parents at the studio.
- ❖ Proper attire is essential in all classes. Ballet apprentices should wear pink tights, black leotard, pink ballet shoes, skirt, and hair in a bun. Hip Hop apprentices should wear black leotard or tank top, black jazz pants, and black hip hop shoes.
- ❖ Full attendance is mandatory for the term and participants must let the teacher know in advance when they are unable to attend a class. *If more than two unexcused absences occur, participants may be asked to leave the program.* Apprentices are required to find a substitute (approved by instructor) prior to class.

For the Teacher Apprentice

Assisting your dance teacher with younger classes is a wonderful way to learn about teaching dance. The extent of your responsibilities will depend upon your age and your maturity. If your teacher has chosen you for an apprentice, realize she is placing trust in you, and in your ability to be mature enough to handle the job. Trust her in return, trust her leadership, and trust her advice. The two of you must work together as a team, but always with the teacher in charge.

1. Demonstrating

Become acquainted with the classwork and the dances the class is learning. Memorize all of it as soon as you can. You will need to get a feel for how your teacher relates to the class, and how she guides them through the dance work. You must be ready to demonstrate any of the work to the class as needed. The teacher presents the activity or exercise, then lets you know whether she wants you to do it as a demonstrator in front of the class. To do this well, you must learn the work. Some will be the same each week, but if a new item is presented, you must learn it immediately. You must be a “quick study.” Whether you face the students, or demonstrate with your back to them will depend on your teacher’s method. She may have you do it differently at different times. When you face the class, mirror them, and start with the opposite foot.

2. Giving Individual Help

If you see a student having trouble with a movement, and you are free to do so, give them some help, quietly, **gently, and with a friendly and positive attitude**. Give some praise if they respond correctly.

You can help the class as needed **in lining up, forming circles**, and being ready to start. Sometimes, the teacher may want you to take one or two students aside at the back for special help. Avoid openly criticizing a student. Instead, ask them individually, and quietly if they’d like some help with that step.

3. Helping to Manage the Class

Learn the students' names as soon as you can. Your teacher might give you instructions on helping them find the right place to dance, and she might tell you if certain students need to dance apart from each other. Dancers of all ages have personality and behavioral differences. Your teacher may want you to help guide their behavior to help them learn what is appropriate for dance class.

4. Care of the Dancers

As an apprentice, you now share some of the responsibility for keeping the students safe from injury, and for encouraging happy, friendly feelings within the class. Be positive in helping them to keep the rules of safety and courtesy. Be on the watch for any behavior that might lead to injury, or to damaging property.

5. Music and Props

Sometimes, your teacher might want you to run the music, so she can concentrate more on the students. Learn how to work the equipment, and how to quickly find the music your teacher uses. *Come a few minutes early and help your teacher get equipment and props ready.* During class help to make sure the props used in the class are used correctly, passed out, and gathered up with minimum disruption.

6. Your Behavior

You are a role model for the students. As a teacher apprentice, the students will look up to you, copy you in how you dress, how you dance, and in how you treat people. Be a support to your teacher, stand by her, and show respect for her and her studio rules. Never say anything negative about her, and never correct her openly in front of students. If you feel she needs a reminder during class, go to her and whisper it very quietly, and only if this item cannot wait until after class. Use good judgment. When talking to parents, always be positive, encouraging, and supportive of your teacher. If you cannot answer a parent's question, promise to get the answer from the teacher when she is available.

7. Hands On Instruction

Do not pick up any students unless absolutely necessary. Always lead children to their places by their hands. Do not pull on arms or shoulders. Always be gentle with each student.

In Conclusion

Being an apprentice is a real job requiring more maturity and dependability than just being a student. Take your job seriously. Be there when you are supposed to be and be there when you are needed. If, for any reason, you need to be late, or absent, let your teacher know just as soon as you can.

May you enjoy your job as a dance teacher's apprentice! May you enjoy working with your teacher, and sharing a part of her responsibility. Most of all, may you share her enjoyment in seeing the progress made by the students.

Apprentice Levels:

Level One

- completed one year of apprenticeship
- continuing education as offered from studio
- satisfactory end of year evaluation
- CPR certified

Level Two

- completed two years of apprenticeship
- continuing education as offered from studio
- successfully completed office project and/or lead a class
- satisfactory end of year evaluation
- CPR certified

Level Three

- completed three years of apprenticeship
- continuing education as offered from studio
- successfully completed office project and/or lead a class
- satisfactory end of year evaluation
- CPR certified

Level Four

- completed four years of apprenticeship
- continuing education as offered from studio
- completed YPAD training
- successfully completed office project and/or lead a class
- satisfactory end of year evaluation
- completed a minimum of 500 service hours in the apprentice program
- eligible for college scholarship
- CPR certified

2022-2023 Schedules & Training Dates

August 21, 2022 - Apprentice Training from 1:00 -2:30 pm

September 18th 7:00 - 8:00 Zoom - Safe Stretching (Alicia & Rebecca)

October 15th - In Person 12:00 - 4:00 p.m. - Costume Decision Day

November 6th ZOOM 7:00 - 8:00 p.m. - Teaching Rhythm in Class (Michelle)

January 8th Zoom 4:00 -6:00 p.m. - Deep Clean Studio

February 5th ZOOM 7:00 - 8:00 p.m. - Transitions and Formations (Michelle)

March 5th 7:00 - 8:00 p.m. ZOOM - Our brand, mission, values - how to promote (Alicia)

April 2nd ZOOM 7:00 - 8:00 p.m. - Making connections in movement (Michelle)

Copy of Situation Notice

SITUATION NOTICE

Student's Name: _____

Date/Time: _____

Teacher/Staff: _____

Situation: _____

Action Taken: **One on One Discussion** **Phone Call** **Date:** _____

Student Signature: _____



STUDENT APPRENTICE/INTERN
COVERAGE FORM

Please indicate who will be responsible for covering your absence. It is your responsibility to notify this person and inform the person of what is required for the class or intern duties. This form must be filled out and returned to office staff at least two weeks prior to your requested date. In case of an emergency absence, please find coverage and upon your return to the studio fill out this form. Many thanks!

Office Apprentice Teacher Apprentice

Student's Name:

Date Needed:

Reason: _____

Name of Class (if applicable)

Day of the Week

Class/Shift Time

Person Responsible for Coverage: _____

Director/Office Approval: _____

Date: _____

Please review rules and responsibilities with your parents. Both parents and students need to sign the agreement.

I have read and understand my responsibilities and obligations of the apprentice program. I understand that at the discretion of the Director a student apprentice/intern may be dismissed from the program for non-adherence to any of the stated requirements.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____