



## DANCE ASSISTANTSHIP PROGRAM 2019-2020

The Prairie School of Dance Assistant Program is designed to provide students at the Level 4 and up an opportunity to learn about becoming a dance teacher and to be a role model for younger students.

### Eligibility

To be eligible for the Student Assistant Program, students must:

1. Be in 2019 Level 4 or above & 7<sup>th</sup> grade or older
2. Be enrolled in and attend a minimum of 4 classes per week
3. Be responsible and understand that they are committing to a specific number of hours of assisting each week and are expected to fulfill those hours and all conditions of participation.
4. Follow all rules of Prairie School of Dance, the PA Contract as well as set a positive example at all times

### Compensation

Student Assistants will be rewarded with the opportunity to perform in the Teacher/Assistant Dance in the Spring Recital. In addition, there will be monetary compensation for your time and leadership. To be paid for your classes, you must submit a completed time sheet and email to Miss Hannah each month; [schoolprogramdirector@prairieschoolofdance.com](mailto:schoolprogramdirector@prairieschoolofdance.com). Some students choose to not be paid and use their hours for volunteer hours. You may do that for any given month, simply email Miss Hannah as School Program Director to confirm.

### Conditions of Participation

Once a student agrees to act as an assistant for a particular class, the student must remain with that class for as long as they remain a part of the Student Assistant program. Students who need to drop out of the program must give significant advance notice to Miss Hannah as School Program Director.

Students in the Student Assistant program are expected to set an example for other students both in behavior and dress. Students are expected to attend their own classes, including technique class, on a regular basis. Following the PA Contract, dancers that have significant non-made up absences will not be able to participate in the assistantship program. To be an effective assistant, dancers must be responsible for their own growth as dancers before spending their time assisting.

**Absences:** If an assistant needs to miss a class for any reason, it is the Assistant's responsibility to find their own replacement. Once you have found a replacement, please inform Prairie School of Dance by email at [schoolprogramdirector@prairieschoolofdance.com](mailto:schoolprogramdirector@prairieschoolofdance.com). Please give the school sufficient notice if you are going to be absent. If for whatever reason you cannot find a substitute assistant for your class please contact Miss Hannah and she will assist you in the process. Please be responsible in getting your school work done, studying ahead of time for tests, staying organized and taking care of yourself. Please get plenty of sleep and eat healthy so you can remain strong and vibrant throughout the year.

**Events:** Assistants are expected to participate and help during the following events: Open House, REC School Christmas Party, Staff Christmas Party, Performing Arts Party & Showcase Rehearsal, Photo Day, Teacher/Assistant Dance rehearsals, and all dress rehearsals & performances (see Assistant Calendar for dates). Plan to arrive early for set-up and stay late to help with clean-up. Specific times will be given closer to the date of the events.

**Dress Code:** When assisting classes, students must follow the school dress code. Hair must be worn pulled back away from the face – no exceptions! Assistant tank tops will be given out at our first meeting to be worn at events and while assisting. You may only wear plain PSOD shirts as cover-ups. No shirts, warmers or sweatpants allowed in class. NO jewelry or decorations will be allowed on the body. Only small stud earrings. You must wear your Assistant tank top while assisting in class and on stage for performances.

**Responsibilities:** Assistants are responsible for helping the teacher get all of the students into the class and sitting criss-cross style in a circle. Assistants are responsible for meeting their class outside the classroom 5-10 min before the start of class. The assistant should sit across from the teacher in the circle. Assistants should help to calm any students who are nervous or frightened.

It's the assistant's job is to keep the classes' focus on the teacher and not chit-chat with students once classes starts.

When the class is standing facing the mirror, assistants should stand up front, facing the same way the teacher is facing.

Assistants should finish each exercise with the students so that the teacher may concentrate on giving corrections when needed.

Dance and do all movements "full-out." If you give 150%, you may get 100% from your students.

During exercises that travel across the floor, Assistants should make sure students are quiet, lined up, and ready when it is their turn to go.

During the creative/free movement exercises, assistants should always do the exercise with the students unless asked to do otherwise by the teacher.

When the class is over, assistants must help the teacher make sure that each child gets to their parents. Assistants should stay with any dancer whose parents are late. Never let children go outside by themselves.

If for any reason the teacher is interrupted or has to leave the room during class, Assistants should keep the class going by either repeating the current exercise or coming up with another activity.

Assistants should handle the children quietly and gently, helping them to remember that they need to be listening and paying attention to the teacher. Assistants should remember that it is the **teacher's job to give corrections.**

Assistants are responsible in helping the teacher clean and organize the studio and waiting room before and after class. If you see something that needs to be done - do it. **Be pro-active.** Books need to be on the book shelf, trash off the floor, water bottles and food picked up, left clothing and shoes to lost and found or to their owner, fingerprints off the mirrors and glass, etc.

At events and working with parents, assistants must remain calm, professional, positive, and smiling.

- Assistants must arrive and be ready to help their students 15 minutes prior to the start of class.
- Assistants must fulfill all responsibilities at the end of their class.
- Assistants must always come into class with a positive attitude and a smile on their faces and lots of energy!
- Assistants should know each child's name (and learn the names of the care-givers)
- Assistants must stand up straight and look interested – never leaning on the barres or looking bored. Assistants should always stand, sit, walk, look, and act as a dancer. Stand tall with your stomach pulled in and your back straight – in as well as out of the classroom.
- Assistants are expected to be role-models for the younger students. Little eyes are always watching in hopes of being just like you one day!