



MISSION STATEMENT

The Centre School of Dance's staff and faculty will operate with respect for the art and heritage of dance as a performing art. We are committed to professionalism and excellence in our classes, faculty, administration, concerts, and general operations.

We share in the joys and challenges of dance education in a disciplined, yet positive environment that encourages the development and full self-expression of each dancer, regardless of age or experience. Our goal in the Assistant Teacher Training Program is to nurture a student's desire to teach. With guidance from our Dance Instructors we will help students to identify the different aspects involved in being a Dance Educator, with a hands-on approach that will leave them with excellent experience!

Divisions

Teacher Aides - Volunteers with little or no experience as leaders in the dance program. Aides will learn the skills of managing young children in the dance classroom and as they prepare to become Teaching Assistants

Teaching Assistants - After spending 1-3 years as a Teacher Aide, those who excel with the desire, leadership skills, love of children, and commitment to dance will be asked to graduate to a Teaching Assistant. Teaching assistants take on more responsibility in the classroom and are able to team teach the class with another assistant should the Main Teacher not be there. Assistants are given more liberty in correcting and addressing students, as well as managing the classroom and setting an example for younger students and less experienced aides. Assistants will receive a \$5 tuition waiver per hour they assist, they must record their hours on a weekly basis; and turn them in every month.

Apprentice - Students who are gifted with students and express a desire to become a dance instructor. The Responsibilities and compensation are much the same as the Teaching Assistant, but the Apprentice is given opportunities to teach under a mentor teacher, they are invited to attend lesson planning meetings if they desire, and are top on our substitute teaching list – they will be paid for all classes they substitute. Apprentices are encouraged to observe classes they are not assisting as a learning tool – there is no compensation for observing. Apprentices are invited to attend The Centre's Summer Teacher Training Workshop with our faculty; there is a workshop fee for Apprentices. Apprentices should have at least one year of experience as a Teaching Assistant and be invited by faculty.

Eligibility – To be eligible for the Assistant Teacher Training Program students must:

1. Be at least 12 years of age
2. Be invited by Faculty
3. Enjoy working with children
4. Be enrolled in at least one class per week at The Centre School of Dance
5. 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
6. Should understand that they represent our school, its philosophy, and its reputation. But most importantly, is that the younger dancers are always watching them. They must role model in the most positive of ways at all times.

Long Term Benefits for Participating in the Program

The time spent in the ATTP Program will be invaluable to young people as they move forward in higher education, careers and in life.

Conditions of Participation

Once a student is assigned a particular class, the student must remain with that class for the remainder of the school year. Students who need to drop out of the program must give at least 3 weeks notice to Ms Andrea.

Students in the ATTP are expected to set an example for other students both in behavior and dress.

Dress Code: When assisting in classes, students must follow the school dress code. A solid color leotard, tights and skirts are recommended for ballet and tap classes. A leotard and black tights or Jazz pants for Modern class. Hair must be neatly pulled back in a ballet bun. No jewelry except for small stud earrings is allowed. Solid color, form fitting shirts or dance sweaters may be worn with the teacher's permission.

Responsibilities (Aides, Assistants and Apprentices are all referred to as "assistants" below:

- Assistants are responsible for helping the teacher get all of the students into lined-up and ready for class.

- Assistants should lead the children in share time when lining up. When entering the studio, assistants should place themselves in the middle of the line, and sit across from the teacher when in a circle.

- Assistants should help to calm any students who are nervous or frightened.

- Assistants should assist students who are not participating or who are having trouble, so that the teacher can continue to verbally lead the rest of the class.

- An important part of the assistant's job is to keep the focus on the teacher. Assistants should not chit chat with students once class has begun.

- When the class is facing the mirror, students should stand up front, facing the same way the teacher is facing unless instructed otherwise. Assistants must mirror the students when facing them.
- Assistants should finish each exercise with the students so that the teacher may concentrate on giving corrections when needed.

- During exercises that travel across the floor, assistants should help get students in line, and stand on the opposite side of the room from the teacher. Assistants should make sure students are quiet, lined-up, and ready when it is their turn to go.

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

- Assistants are responsible for helping students who need to use the bathroom before and during class. Assistants should never be alone with a child behind closed doors. Always leave the bathroom door cracked, and stand in the doorway so the child can have privacy when using the bathroom.

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

- 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 area before and after class. If you see something that needs to be done – do it. Books need to be on the book shelf, trash off the floor, toilet paper and paper towel holders refilled, finger prints off the mirrors and glass, etc. A clean and inviting waiting room and studio is essential to the success of The Centre School of Dance.

- **Assistants must arrive and be ready to help their students 15 minutes prior to the start of class.**
- **Assistants must fulfill all responsibilities and the end of their class.**
- **Assistants must always come into class with a positive attitude and smile on their faces.**
- **Assistants should know each child's name.**
- **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.**

Absences

Assistants who need to miss a class for any reason are responsible for informing the teacher and prior to their assigned class. If you are the assistant of a JOM or Pre-Ballet class, it is crucial that a replacement assistant be in that class. You should ask one of the other assistants to substitute, or let the teacher know well enough in advance to find a replacement.

Please be responsible in getting your homework done, studying ahead of time for tests, staying organized and taking care of yourself. Staying up late and eating incorrectly will lower your immune system and will make you sick more often. Time management is crucial in the life of a dancer and teacher.

Remember that we are here to love on the children that the Lord brings to us. Make sure you take time to let your heart drink of the Father's love and refuel on a daily basis so you can continue freely giving to those around.

We love you and so excited to be working with you and having you on our team!

- The Centre School of Dance