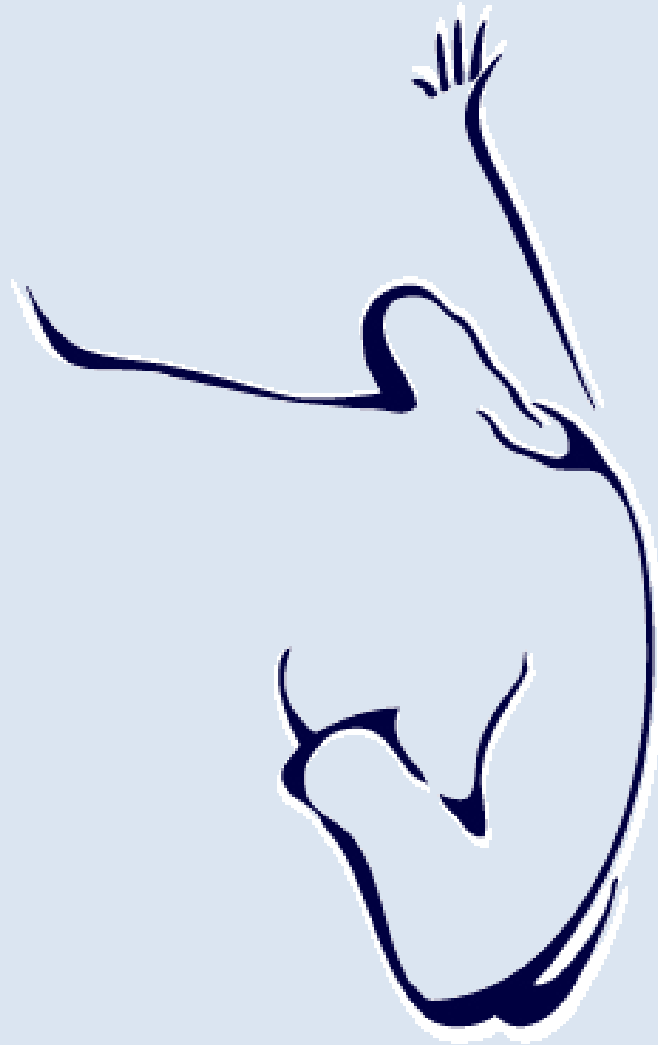




Machaneh

INTERNATIONAL CREATIVE ARTS INC.

"Ministry Not Entertainment"



Welcome Pack Handbook 2011

Office: 80 Cobbs Rd

P.O. BOX 215 WOOMBYE QLD 4559

Studios: Nambour Christian College Campus

Ph: 07) 5442-3333 Mob: 0413776874

Email: m.i.c.a@inet.net.au

Web: www.machanehdancearts.com.au

Machaneh Christian School of Dance

Welcome Letter and Handbook for New Parents

We would like to take this opportunity to say a big hello and welcome to Machaneh Christian School of Dance. You will find here in this handbook all the requirements for lessons, policies of the school, and an explanation of the school format. We hope this helps in making your association with us an enjoyable one.

ACCOUNTABILITY

The Principal and Teachers of M.I.C.A. are accountable to the Director and the Board and oversight of M.I.C.A. Inc. (Machaneh International Creative Arts Inc.)

TIMETABLE

Lesson times are as per semester timetable. Please always check the timetable on the studio notice board, as they can change each semester due to Teacher's commitments.

Vision Policy of M.I.C.A.

Our vision is:

- To carry God's presence to communities via the creative arts
- To implant and awaken creative gifts and abilities to others
- To teach students how to develop and use these gifts and abilities

We see Sonshine Christian Dance Academy Syllabii (S.C.D.A.S), Ballet, Jazz, Tap and Drama Syllabii, as a toolkit:

- To develop self discipline, strength of mind, perseverance and positive Christian Character.
- To assist our students to draw closer to Jesus by offering up praise and worship via dance and drama
- To encourage and inspire our audiences to also be drawn towards praise and worship

The skill of dance learned in using this Syllabii is designed to achieve a level of excellence in this area of the creative arts to enable effective outreach ministry to people in our community.

Always remember that it is the Anointing (presence of God) that breaks bondages from lives.

The scriptures below are the foundation of M.I.C.A. Inc.

Romans 12:1-3. I exhort you, therefore brothers, in view of Gods mercies, to offer yourselves as a sacrifice, living and set apart for God. This will please him: it is the logical "Temple worship" for you. In other words, do not let yourselves be conformed to the standards of this world. Instead, keep letting yourselves be transformed by the renewing of your minds; so that you will know what God wants and will agree that what he want is good, satisfying and able to succeed. *(Complete Jewish Bible, 1998.)*

2 Corinthians 10:3-5.

The world is unprincipled. It's dog-eat-dog out there! The world doesn't fight fair. But we don't live or fight our battles that way - never have and never will. The tools of our trade are not for marketing or manipulation, but they are for demolishing that entire massively corrupt culture. We use our powerful God-tools for smashing warped philosophies, tearing down barriers erected against the truth of God, fitting every loose thought and emotion and impulse into the structure of life shaped by Christ. Our tools are ready at hand for clearing the ground of every obstruction and building lives of obedience into maturity. *(The Message Bible, 1998.)*

Outreach Vision Policy

We are a committed Outreach Dance company (Machaneh Ballet Co.), as an arm of M.C.S.D. to take the word of God, (Who is Jesus), in the Art forms of Dance and theatre to the world i.e. our local community and to the nations of the world.

Outreach Teams

Machaneh Ballet Company encompasses musical theatre, enabling both dramatic & vocal students to be apprenticed to a view of becoming full members.

Some areas of outreach opportunity include;

- Local community event
- Nursing home visits
- Shopping centres
- Missions to other nations
- Church events

We are working toward the establishment of the Machaneh International Creative Arts Centre.

It is our goal that this centre will provide a place where students may study dance, drama, and vocal arts as a ministry; both during and after school hours; being both associated and affiliated with local Christian Education Institutions.

The emphasis being MINISTRY NOT ENTERTAINMENT. (ie. Training up our young people to surrender their lives to being carriers of the Presence and Power of God. Taking on the Anointing Mantle and being immersed in God's Anointing Power to see the captives set free – saved, healed and delivered.)

Recognising that an unsundered life, gift or talent does not carry His life.

MACHANEH BALLET COMPANY NATIONAL / INTERNATIONAL OUTREACH:

This group will require a minium commitment of one year. Rehearsal times will be as per the timetable. There is a level of commitment required by the parents to participate in the joining of the M.D.C. committee, assisting in mission fundraising, outreaches (where applicable) and where needed. Dancers will be required to attend all M.B.C. functions, ministry opportunities, and timetable events. Children cannot commit unless that level of commitment is shown by their parents. Students are accepted into the Company by audition and interview with both student and parents. If successful by audition, the student becomes a company apprentice.

Please contact the Machaneh President – Bernadette Taylor

Phone: 07)5442-3333 Mobile: 0413776874

PLEASE LEAVE A MESSAGE ON THE OFFICE ANSWERING SERVICE & YOU WILL BE CONTACTED.

Your new points of contact will be:

M.I.C.A BOARD

Director/President Ms. Bernadette Taylor

Secretary: Mrs. Joanne Wells

Treasurer: Mrs Liz Barber

Board Members:

Mrs Robyn Neil , Mrs Sue Sherwell,

Mrs Christine Willmot (JP), Dr. Colin Dicks

TRUST FUND BOARD

Dr. Mary Carlisle

Pastor Joel Baker

Mrs Christine Willmot (JP)

Ms Bernadette Taylor

Machaneh Christian School of Dance

Studio and office/Shop

Ph: 07) 5442-333/Mob: 0413776874

Teaching Matters:	Racheal Gaunt/Paton	Office
Finance Administrator	Bernadette Taylor	Office
Costume/concert	Mrs Chris Willmot & Mrs Fiona Ritchie	Office
La Pettit Ballet Shop & sales:		Office

Machaneh Dance Company

M.I.C.A. /Director/President	Ms Bernadette Taylor	Office
M.I.C.A. Treasurer	Mrs Liz Barber	Office
M.I.C.A Costume Mistress	Mrs Chris Willmot	Mob: 0428980257 Outside business hrs

Web/Email Address:

Email: m.i.c.a@iinet.net.au

Web: www.machanehdancearts.com.au

Office Address:

80 Cobbs Rd
WOOMBYE QLD 4559
Hours: 9am to 5pm Monday to Friday.

Studio Address:

Nambour Christian College Campus

Postal Address:

P.O. BOX 215
WOOMBYE QLD 4559

CHILD PROTECTION POLICY

Collection of Students after class:

Parents are not to leave students unsupervised on the college campus; children are not to be left waiting in the car park or in school grounds. M.I.C.A. Inc is **not responsible for the supervision of children outside of lesson times.** The designated safety area is just outside each studio. Children will be collected from these points only.

Discipline

If a child is corrected verbally by the teacher a few times and the child continues to be either:

- A disturbance in class
- Is blatantly disobedient or defiant
- Is continuing in an ungodly attitude toward other students or the teacher

The teacher may:

- Sit the child out of class, within eyesight of the teacher, until the student is ready to participate constructively in the class.
- Phone the parent/s and ask for their assistance by them appropriately disciplining their child at home.
- Phone the parent/s and ask them to pick up their child from the class immediately.

If a child arrives at their class in incorrect dress or with incorrect grooming of their hair, the teacher may refuse admittance to the class, until the student complies with correct uniform and grooming policy.

If incorrect dress and / or hair grooming continues, the teacher may phone the parents and explain the dress code policy. If parents choose to send their children to ballet on the bus, please ensure that your child has afternoon tea and can look after themselves. Teachers are not responsible for your child's hair or changing into uniform.

Should a parent wish to speak to their teachers regarding any matters please do not interrupt the class. The office will have available appointment times for you to discuss your child's needs with their teacher.

Bus:

Parents please understand: That supervision of your child before lessons begin is your responsibility, should your child travel to lessons via the bus, we cannot guarantee that teachers and other volunteer staff will be present before lessons commence. Please check timetable for class times.

Classroom

- Prayer at the beginning of every class.
- Teachers are to pray with children for any needs.
- Roll books to be marked at the beginning of every class.

Children are encouraged to come 20 minutes prior to class to warm up and be ready for beginning of class at commencement time.

Studio protocol

1. Arrive on time for class and rehearsal.
2. Use kindness and good manners.
3. Do not argue with one another.
4. Listen carefully to teachers or choreographers and be involved in the creative process.
5. If you have a suggestion – please put up your hand – or wait for an appropriate moment to give it.
6. Please DO NOT TALK in class or choreography sessions as it interrupts the thought process of the teacher or choreographer.
7. Resist throwing tantrums, vocal out-bursts, stamping of feet, storming out of the studio, giving others the silent treatment or cold shoulder and leaving the studio in tears.
8. If you are feeling fragile, please ask the leader (teacher, choreographer, Pastor etc.) to pray for you, Gods presence always brings peace.
9. If you find you need to leave the studio to gain self-control, please ASK to be excused before doing so.
10. If a tantrum is thrown you must regain composure away from the rest of the team and then re – enter the studio quietly and unobtrusively and rejoin activity.

We are "Kings and Priests", ministers of the precious Gospel.
Let's learn to represent Jesus in love and respect for one another.

SYLLABUS

Sonshine Christian Dance Syllabi

Classical Ballet, Jazz and Tap.

A practice music CD provided for all grades with written syllabus available from grades 5 to 9. We are the only ballet school that provide the children with syllabus to enable them to practice their class work at home. This is now available for purchase on our website, under the "La Pettit Ballet shop" tab.

Uniform/Grooming

Please note: All uniforms and shoes are available from the Dance School office or can be ordered and purchased on sign on day at the beginning of each year.

1. Ribbons on shoes have been re-introduced from Preliminary level and up, because the children need to learn this skill well in preparation for Pointe work.
2. All dance students from the age of 9yrs. must have a flesh coloured leotard for all Recital, outreach and performance opportunities.
3. All leotards, jazz/tap shorts, jazz/tap $\frac{3}{4}$ dance pants, tights, and shoes are available From the Machaneh Office

Junior School

Classical

Beginners to Grade1

Beginners & Preliminary – Pink leather (full sole) ballet shoe with elastics across instep

Grade 1 & up- Pink leather (full sole) ballet shoe with ribbons

Pale blue cotton Lycra leotard

Pale blue adage skirt

Pale blue crossover (for the colder weather)

Pink Ballet stockings

Pale blue Lycra headband for untidy hair

Hair: Hair should be neatly groomed in a bun (no ponytails) or secured back off face if short.

Grade 2 ballet to Grade 4:

Navy Blue Leotard

Navy Blue adage skirt

Navy Blue crossover (for the colder weather)

Navy blue Lycra headband for untidy hair

Pink Ballet Stockings

Pink leather (Full sole)ballet shoes with ribbons

Hair: Hair should be neatly groomed in a bun (no ponytails) or secured back off face if short.

Boys

Navy Blue (Boys leotard)

Navy Blue M.C.S.D. Shorts

Black leather (full sole) ballet shoes & black socks

Hair: Hair should be neatly groomed and secured back off face if short.

Jazz/Tap

Beginners to Grade 1

Pale blue Leotard
Pale blue crossover (for the colder weather)
M.C.S.D. Shorts
Fiesta Matt. Skin. Convertible stockings
Black Elasta booties or Black Tap Shoes

Hair: Hair should be neatly groomed - Pulled back off the face in a ponytail, or secured back off face if short.

Jazz 2 to 3:

Navy blue leotard
Navy blue crossover (for the colder weather)
M.S.C.D. Shorts
Fiesta Matt. Skin. Convertible stockings
Black Elasta booties or Black Tap Shoes

Hair: Hair should be neatly groomed - Pulled back off the face in a ponytail, or secured back off face if short.

Boys

Navy Blue (Boys leotard)
Navy Blue M.C.S.D. Shorts
Black leather Elasta booties & black socks

Hair: Hair should be neatly groomed and secured back off face if short.

Hip Hop

M.C.S.D. Pants and singlet
Shoes: Ordinary street shoes e.g. converse or Nike

Hair: Hair should be neatly groomed - Pulled back off the face in a ponytail, or secured back off face if short.

Senior Classical Grades 5,6,7,8 and 9.

Classical

Praise Prep Level 5, 1st & 2nd year.

Navy blue leotard
Senior Adage skirt
Pink convertible tights.
Demi-Pointe shoes with hard toes and ribbons. (This is to help strengthen feet for pointe work.
Point Shoes (The teacher for 2nd Year Praise Prep students and upward will ask the student to purchase pointe shoes when a student is ready. This is individual in each case.)
Pink leather (full sole) ballet shoes.

A white school leotard
A white ½ Tutu. (Ordered through Machaneh)
The above items are to be ordered and paid for at the beginning of term 1 to allow time for delivery.

Hair should be neatly groomed in a bun (no ponytails) or secured back off face if short.
A blue crossover (For the colder weather)

Level 6,7,8,9

Navy blue leotard

Senior Adage skirt

Pink convertible tights.

Pink leather (full sole) ballet shoes.

Demi-Pointe shoes with hard toes and ribbons. (This is to help strengthen feet for pointe work.

Point Shoes (Students are required to have 2 pair of pointe shoes for class work, this is so the shoes can be aired and rotated, to prolong the life of the shoe.) Students please speak with your teacher regarding the care of shoes.)

A white school leotard

A white ½ Tutu. (Ordered through Machaneh)

A white school leotard

A white ½ Tutu. (Ordered through Machaneh)

The above items are to be ordered and paid for at the beginning of term 1 to allow time for delivery.

Hair should be neatly groomed in a bun (no ponytails) or secured back off face if short.

A blue crossover (For the colder weather)

Boys

Navy Blue (Male leotard)

Navy Blue M.C.S.D. leggings

Black leather (full sole) ballet shoes

Hair: Hair should be neatly groomed and secured back off face if short.

Senior Theatrical

Jazz Level 4 & 5, Tap Level 5-9,

Navy blue leotard

Black thick strapped leotard (for recitals and outreach)

Navy blue crossover (for the colder weather)

M.C.S.D. Shorts

Fiesta Matt. Skin. convertible stockings

Fiesta Matt. Black. convertible stockings (for recitals and outreach)

Black Elasta booties

Black Tap Shoes with Cuban heels

Hair: Hair should be neatly groomed - Pulled back off the face in a ponytail, or secured back off face if short.

Senior Hip Hop

M.C.S.D. Pants and singlet

Shoes: Ordinary street shoes e.g. converse or Nike

Hair: Hair should be neatly groomed - Pulled back off the face in a ponytail, or secured back off face if short.

Examinations

It is intended that each student sit an exam each year to give the child a goal to aim for and to measure each student's progress. It is up to the discretion of the teacher to determine if that student is ready to sit for the exam. (Please note that some students may not have developed enough either physically or mentally to allow them to confidently sit the exam. An exam should always be a positive and beneficial experience for every student.) Exam registration fees are included in the term fee. **Please be aware that some grades are 2 year courses.**

Exam dates are to be decided at the beginning of each year by the Principal. This year will be in November date to be advised.

An examiner is to be approved by the Pastor and Director. **The Principal is to organise all aspects of the examination days with help from the teachers and M.C.S.D. parents.**

Each child is to wear the correct uniform for their exams.

Exam results are collated, recorded and copied by the Secretary before they are given out to the students.

Exam results are to be given out to students during class times in a one-week period, once they have been obtained from the examiner. **Exam reports & certificates are presented to the students at the "Presentation & Christmas Celebration Evening".**

Recital

It is intended that each student be a part of our annual recital for their ministry development. However, if the student has not gained sufficient skill because of limited training time with us, she/he may be excused from performing until the following year. In this case, if age allows, the student may be given training in backstage duties.

Parental Involvement is essential to guarantee a successful and happy Annual Recital.

Each Recital is performed twice, 1 afternoon and 1 night performance. This provides opportunity for parents to support their children's ministry by serving backstage, front of house, set up, props, sound, lighting, rehearsals, costumes, make-up etc; for 1 performance and to also sit and enjoy watching the other performance. If we all support our children in their ministry, we find the load lighter and enjoyable. Please write your name down at the office for the area in which you can help.

The Principal and teachers rely on your help.

Attendance of Children

Children are required to attend all classes. Prior notice to teachers would be appreciated if a child is unable to attend a class. (Please send a text message to their teacher.)

Prior to exams and performances there will be additional lessons required. These are compulsory and failure to attend may result in a child not sitting their exam or not appearing in a dance or drama; or only appearing partially in a dance or drama.

The costs for extra recital rehearsals, is due week 5 of term 2 each year. However, extra examination classes do incur an extra fee, according to the number of classes needed and set by the teacher. Teachers will advise the students and parents in advance of the dates and times. To avoid extra exam classes, please encourage your children to practice at home with their syllabus CD.

M.I.C.A. BOARD Fees Payment Policy

We are a non-profit organisation which cannot operate without fees being paid by parents/students. We strive to provide an affordable and professional Creative Arts School.

- Term fees are to be paid on 'sign on' day, or before their first class. Students will be unable to commence classes until tuition fees are paid.
- EFTPOS facilities are available at sign on day and at the M.I.C.A office.
- **Direct Debit** can be arranged by parents/students from your account to the M.C.S.D. account. Account details are available on the web site.
- Consistent non-payers of fees will be asked to leave the M.C.S.D and the account placed in the hands of a debt collector.
- If a student leaves the school without written notice to the Treasurer, fees for that year will continue to accrue until the treasurer is notified in writing by the parent/guardian and fees are paid.
- When fees are paid on enrolment the discounts listed at bottom of Fees sheet apply. (THIS DOES NOT INCLUDE THE COMPULSORY CONDITIONING CLASS FOR CLASSICAL GRADES 5 and up. Jazz 4, Tap 5 and up, and senior Hip Hop.) Discounts do not apply after this time.
- A late fee of \$25.00 per term will be incurred to outstanding amounts over 30 days.
- Fees are not refundable if the student is absent.
- We will not be asking for any hidden costs. Your fees have been worked out to cover student costs over the course of the year.

Should the student not complete the concert or exam and a costume has been made available for your child to wear, or not attend their exam (for whatever reason you will still incur the costume hire and exam costs.

- If the student takes part in the recital and then is un-enrolled, the whole recital production levies are to be paid to complete the full year's levy amount.

Should classes be cancelled due to flooding, sickness, death of a M.I.C.A. member, or any unforeseen circumstance, fees will not be refunded. We ask in these difficult times that patience and common sense will prevail and classes will commence a.s.a.p.

Your Fees consist of:

- Tuition – This covers payment for the dance lesson.
- Costume Hire – This covers hiring and production of costumes from the dance school for the year. (Only for outreaches and church events. All private uses incur an extra hire fee)
- Rehearsal Levy – Covers extra rehearsal time needed for the Annual Recital.
- Syllabus CD – Covers the S.C.D.A Syllabi costs, used by our Dance School. Each student is supplied an applicable grade CD for Exam practice.
- Examination Fee – Covers the cost of the visiting examiner and exam day costs.
- M.I.C.A public liability – *This is a must in any school or sport club and is self explanatory and is enforced by law.*

Our Dance School Fees are payable by the Term via cash and cheque, EFTPOS or by Direct Debit/deposit and Internet Banking

Discounts on the 3rd, 4th or 5th class. (THIS DOES NOT INCLUDE THE COMPULSORY CONDITIONING CLASS FOR CLASSICAL GRADES 5 -9, Jazz 4-5, Tap 5 -9, Senior Hip Hop.)

Forward payment Plans will incur the discounts as long as they are paid in full before the next term commences.

Thank you for your co-operation in the matter of fees.

If the student is no longer attending classes, kindly contact the school to un-enroll or you will incur the current term or next terms fees. Please contact by phone 54423333 or email the office a.s.a.p. m.i.c.a@inet.net.au If a student leaves the Dance School, full levy fees (where applicable) are still payable. When a student is enrolled it is understood that they will complete the year. A termination fee of \$25.00 will be charged should your child not complete the year.

All previous terms fees will need to be finalized before your child can commence next term. At the end of each year accounts that remain outstanding (this may seem extreme, but is unfortunately necessary) will be put into the hands of debt collectors. I must emphasise this will only occur in extreme circumstances. Please note that M.I.C.A. Inc. is a non-profit charity and your payment of fees and donations assist us in this ministry's continuation. 'In God We Trust'. We thank you and look forward to the New Year.

Bernadette Taylor
DIRECTOR/PRESIDENT M.I.C.A. INC.

Second Hand Items

There will be no second hand. Parents this is a great way to get to know each other.

Outreach

The Principal, Teachers and students are to avail themselves for the purpose of outreaches and church events, as the Dance School is a ministry. The Principal must liaise with Director of MICA Inc. and the MCSD Outreach Co-ordinator. We need parents to be involved and available for supervision and transport please. If your child is involved **with an outreach or event, a parent of each child must also be.**

Music

All music played in the studio and used for dancing is to be Christian based. Non-Christian lyrics are not allowed to be played in the studio. All music is to be God glorifying & approved by the Director. Instrumental music played must have a specific use and be approved by the Director and or Principal of MCSD.

Safety of Children

- Children are to be collected from the designated safety area. In the interests of the children's safety this is not a negotiable issue.
- We cannot accept any responsibility for any child not waiting in the designated safety area.
- Students are to wear correct dance shoes to classes at all times. (Correct dance shoes help in the prevention of injury.)

Enrolment / Indemnity Forms

These forms are available in the reception office. **These must be filled out and handed to teacher before any classes are commenced.** Children are not permitted to attend a class if these forms have not been completed and fees paid in full or direct debit arranged. **All students must fill these forms out at the beginning of each year or upon enrolment.** The Treasurer is to keep the records.

Choreography

All choreographed dances and dramatic scenes are to be for the purpose of Glorifying God, the building up of the student and for touching the audience with the great love and Presence of the Holy Spirit. Dances that are taught to students belong to M.C.S.D. for purposes of ministry. Students pay teachers for tuition of these dances. Dances and drama presentations will be videotaped at the discretion of the teachers. The Principal is to view all choreography before use in any performance or outreach.

Costumes

- Costume levy is due week 5 term 1. . All Parents are asked to help with the making of costumes. If you do not sew we will teach you how to sequin etc. or you may baby sit or make lunch for those who do sew for your child. This is the only way we can keep costs down. If there is no one to make a costume for a particular grade or dance then that costume will be taken to a dress maker to be made and the costs above the levy will be billed to you.
- Costumes are the property of the M.C.S.D. They are available for hire. Costumes are not to be given out to any persons without prior consent of the M.C.S.D. Costume Mistress.
- As we do many outreaches during a year, once you have paid hire fees then costumes may be used at each outreach or at your own church event etc(this applies to dance school students only) at no further cost to you.
- All enquires are to be directed to the Costume Mistress or Convenor.
- A Hire fee is applicable to any one other than a current M.C.S.D. student, and for private functions or any other purpose not mentioned above. M.C.S.D. reserves the right to refuse hire of costumes at their own discretion.

Costume Hire

All costume hire is to be authorised by the costume mistress Mrs Chris Willmot. All teaches, parents or students will need to make an appointment with Mrs Willmot outside of business hours.

Volunteering

As a non-profit organisation MICA needs people who believe in the vision to train children in the Arts in a Godly environment to hone and positively direct their talent. Together we can improve and grow MCSD. Listed below you will find jobs that are necessary in the smooth running of the dance school. Please look to see what time and /or skill you may be able to give.

You may find something you've always wanted to try doing. Many hands make light work and fun times together. Please jot your name down on the volunteer list with the area in which you can serve.

- Secretary – making notes at MCSD meetings.
- Costume Mistress – Arranging/Creating required costumes for annual recital outreaches, etc.
- Parent Reps for each Dance Class – The parent to inform other class parents of coming dance performance opportunities.
- Events Co coordinator – To arrange fundraising and fellowship events through the year. Eg. Sleepovers, B-B-Qs etc.
- Sewing Team – To create any necessary costumes as needed with supervision by the costume mistress. Machine or hand sewing, craft work, painting, gluing, decorating, washing etc.

TIPS FOR THE VALIANT VOLUNTEER.....

Why do you do what you are doing for no money? A lot of people ask this question.

Your answer may be that you so enjoy what you are doing that you don't need to get paid or it may be that you believe in the vision of the group or organization and want to help as much as you can.

Sounds good doesn't it! But often underneath there can be some other reasons. Some of our own needs need to be met. Sometimes it can be that you would like to learn some skill or, maybe you feel inadequate that your skills may not be good enough and you feel that, if you perform the task for nothing then no-one will have too high an expectation of you.

Sometimes people volunteer because they are lonely and need friends with similar interest. Others volunteer because they don't see anyone else doing the job and think they should step in to fill the need. There are dangers in having these reasons to volunteer as well as good outcomes. Some dangers include forgetting to set boundaries so when more is asked of you than you are prepared to give, you feel taken advantage of.

Another danger is that it doesn't matter if you volunteered to do a job or not, a certain standard will be expected of you, even to the point that criticism can come your way and that will hurt. Another danger is that at some stage you will not get the thanks that you believe should come your way, especially, if you are working with the person who is so good at saying "I will get it done" and then proceeds to delegate the job to you.

So how can you have a successful experience with volunteering?

- First **check your motive** if you want to bless God and others by "being there" then you will be happy to get your reward in heaven.
- Second **set clear boundaries** think about the amount of time you have to spare and how much physical and emotional energy you are prepared to give and don't allow the line to be crossed. If God has given you a calling to perform a task you can trust Him that He will provide the time and energy to complete the task.
- Next **talk to the others in the team**, clear up any misunderstandings as quickly as possible and if you want to learn a skill let everyone know that is your motive so they can help and cheer you on.
- Last but not least whether you are being paid or not, job satisfaction can never be achieved unless you **give your very best 100% of the time**. That means letting people know, as soon as possible, if something is going to prevent you from completing the task you agreed to perform.

We hope this information is a help to you all.

God Bless You!

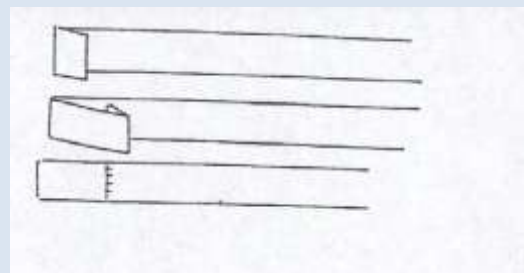
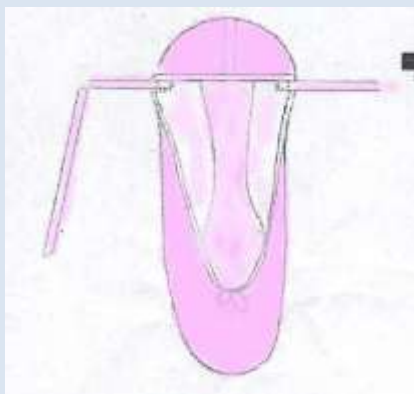
Yours Sincerely the MICA Inc. team



How to sew on Ballet Ribbons

1. Cut ribbon into half then half again
So there are four pieces (two ribbons per shoe)
2. Fold over ribbon 1cm then again 1cm.
Turn fold to face the inside of the shoe.
Make sure the right side of your ribbon is on the outside when it is wrapped around the foot.
3. Stitch down folded ribbon to secure BEFORE sewing on shoe.
4. Take your ballet slipper.
Fold down heel towards toe.
Where the heel meets the shoe at the side of slipper is where you sew on ribbons.
5. Sew on ribbons in a square Do Not sew into the channel where the cord runs to tighten the ballet slipper.
6. Ballet shoes are tied with the foot flexed so they are not too tight when you point.
The ribbons cross over the front of the foot around the ankle one over the other and the knot is tied towards then inside of the ankle off the Achilles Tendon.
You can then cut your ribbons leaving enough to tuck them into ribbons around ankle to hide them.

When you have taken the shoe OFF .Ask an adult to do this for you .Singe cut ribbon with a match to stop it fraying.
7. For EXAMS and PERFORMANCES shoes must be CLEAN
and knots sprayed with hair spray to stop them coming undone.
8. It is important that the shoes are an EXACT fit and do not slide around.



How to Make a Ballet Bun

Materials

- Spray bottle or glass filled with water
- Hairspray. A sample/travel size is fine
- Hair gel. A sample/travel size is fine and cheap (\$0.99 at the drugstore)
- Hair pins (These are “U” shaped with plastic tips. You can find them in the haircare aisle of a drugstore, 100/pack, in brown and black. Buy one pack and share with 3 or 4 other dancers!)
- Bobby pins
- Elastic band/Hair tie *****NO SCRUNCHIES*****
- Comb & brush
- Hair net (Fine net with elastic edges, same color as hair.)

PROCEDURE – FOR LONG HAIR (Shoulder length and longer)

1) To start the process, lightly spray your hands and the hair with water (or dampen with a comb dunked in water). This will give you better control over the hair. It is better NOT to have freshly washed hair for this. Gather the hair and pull it back. Apply a little hair gel to the hair. If your child has bangs, leave them alone for now, they will be pinned to the side after the bun is complete.

2) Use a hair brush to smooth out rough or uneven areas. Form a pony tail by brushing the hair up from the jawline to the top part of the back of the head. This will form a high bun. The placement of the pony tail determines the placement of the bun. A ponytail just below the crown of the head is good.

3) Use an elastic hair band to secure the pony tail. A tidy pony tail with hair drawn snugly back is the key to making a good ballet bun. ****Optional – at this point you could also braid the hair, secure the end with an elastic hair band and then coil it into a circle. Either way, you must make a pony tail first.**

4) Apply more water or gel to the ponytail to keep the hair neat, and twist the pony tail.

5) Coil the pony tail into a tight circle.



6) Use a few "U"-shaped hair pins all around the coil to secure it to the rest of the hair. Slide each pin through the outer part of the coil, then into the base of the bun.



7) Wrap a fine hair net around the bun. Keep twisting and wrapping so that the hair net tightly secures the bun. Make sure the hair net is the same color as the hair.



8)



Use a few more hairpins to secure the Hair net over the bun

9) For extra hold, when the bun and hair are all secure, use hairspray. Use bobby pins to secure any "wispsies" or stray hair. If your child has bangs, dampen them slightly, comb to one side and secure with bobby pins. Spray with hairspray for extra hold.



Procedure for short hair

- 1) Dampen hair with spray bottle or comb dunked in water and comb a bit of gel through the hair
- 2) If possible, make a small ponytail low at back of head.
- 3) As you comb the hair back, secure with bobby pins, then spray hair with hairspray for extra hold.

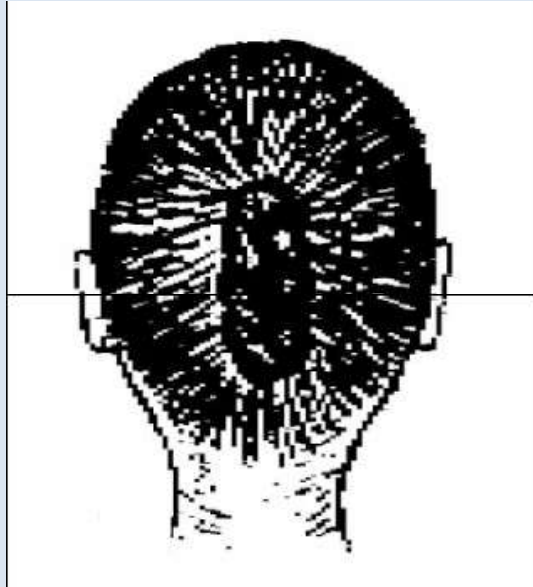
PROCEDURE - SHORTER HAIR THAT WILL FIT INTO A SHORT PONYTAIL

Follow same procedure as for Long Hair through step three.

- 4) Braid ponytail as far as possible, then secure end with another covered elastic. Fold end of braid under and press it flat against head. Secure in place with hairpins.
- 5) Use bobby pins to secure any "wispsies" and spray hair with hairspray.

Procedure for Boys

- 1) Dampen hair and comb a bit of gel through the hair, including the bangs.
- 2) Part hair to one side and comb each side back, securing with bobby pins as needed. Comb hair behind the ears and secure with bobby pins as needed. You don't need a lot of pins, just enough for the hair to stay OFF the face for the entire class.



How to Sew Elastics on Ballet Shoes

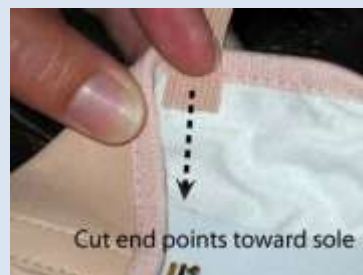
- 1) Fold the heel of the shoe flat against the insole, creating a triangle with the point of the heel as the apex.



- 2) Lay the elastic strap along the base of the triangle you have created.



- 3) Mark both ends of the elastic on the inside of your slipper in this position. Sew only one end on, being careful to keep the cut end facing the sole.



- 4) Use the factory stitching along the drawstring as a guide. This will help ensure your drawstring remains free

Sewing the elastic on the *outside* of the slipper is an option if you're concerned about blisters, but it won't look as clean.



- 5) Put the shoe on and measure the length of the elastic by pulling the elastic strap over the instep so that it's snug, not loose. Sew the other end of the elastic onto the slipper (again, with the cut end facing the sole) to preserve this fit.

- 6) Clip any excess elastic.

The following wording came from <http://www.angelfire.com/oh2/chezsarah/bhelp.html#sewing>

Explaining the Pointe shoe!



LAST: The last is the mold on which a pointe shoe is constructed. The shape of a last is designed to represent the dancer's foot. A different last is used for each size and width in every style.

BOX: The box covers the toes and provides the support a dancer needs to stand en pointe. It is lined with a combination of natural materials and Capezio's specially formulated glue. The side wings are an extension of the box and provide lateral support.

Wording came from <http://www.dancegear.com/caposhfigu.html>

VAMP: The vamp refers to the length of the shoe upper measuring from the platform to and including the binding at the center front of the shoe. A longer vamp can help draw the foot closer to the shank when en pointe.

THROAT: It is the open area located from one side seam to the other through the center front of the shoe. The throat is the shape of the upper, which presents and flatters the arch.

DRAWSTRING/BINDING: The binding is the finished edge of the upper. The drawstring, which is encased in the binding, further secures the upper to the foot.

PLATFORM: The platform is the outer, flat tip of the box, which allows the dancer to stand en pointe.

CROWN: The crown is the vertical height between the vamp and the sole.

PLEATS: The pleats are located on the underside of the box where the fabric is folded into the sole.

STAY: The stay is the fabric that covers the seam in the back of the shoe at the dancer's heel.

SIDE QUARTERS: The side quarters are the sections of satin from the side seams to the back of the stay.

SOLE: The outer sole is made of either buffed or scored leather to provide traction. The sole is internally stitched into the upper.

SHANK: The shank is made of either leatherboard or redboard and is the backbone of the pointe shoe. It is located under the socklining and provides support to the arch. Capezio shanks range in strength to accommodate the strength and technical ability of each dancer.

It takes up to four years for a dancer to go on pointe depending on ankle strength, arch and technique.



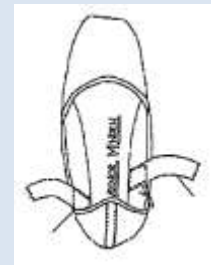
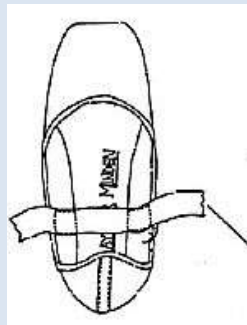
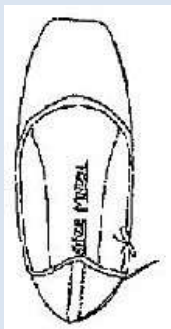
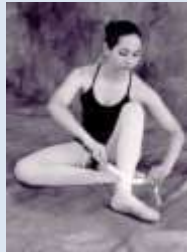
Sewing on Ribbons and Elastic

Ribbons and elastic are very important, but just like shoe laces, a few people don't have them. I don't suggest leaving off ribbons, because they are what support your ankles when you go up on pointe. To find out where to sew them, fold the heel forward. Where the crease ends is about where they should go. I usually sew them without any angle, just straight up and down, but some people angle them towards their ankle slightly. Pin the ribbons to your shoe first and tie them to see if it works



1. Elastic is usually sewn at the heel, making a loop at the ankle. I sew each side about an inch to either side of the back seam so the elastic doesn't irritate my achilles tendon. I angle it away from the heel. Make sure to pin it on and try it out before you start sewing! This helps keep the shoe on your heel, although some people don't need it.

2. Sewing Elastic: Place your thumb on the back seam of your pointe shoe. Place one end of the elastic on the right side of your thumb. Wrap the elastic comfortably around your ankle, to the left side of your thumb. Make sure it isn't too tight. Whip stitch in place.



Tying Your Pointe Shoe

Some people tie their pointe shoes while their foot is on pointe. I tie them with my foot flat, slightly flexed, so when I'm flat, they don't cut off my circulation. Never wrap your ribbons above your ankles. Keep them close together around your ankle for support. Try and get out the wrinkles and bumps as best you can. You don't want anything major. Always tie the knot on the inside of your ankle, not at the back. It won't be putting pressure on your tendon this way.

Preparing for Pointe



To be successful on pointe, it is important to have strong ankles. I suggest doing an exercise my ballet teacher has my class do everyday: Standing in first position, do 16 relevés (begin and end in plie) and then 16 elevés (begin and end with straight legs). Next, standing on your right foot, coupe your left foot in back. Keeping this position do 8 relevés and then 8 elevés. Repeat on the left foot. Try not to do them too fast, or else you will start to build endurance, not strength. It may be hard at first to get through, but

after a while it gets easier and soon you will be able to do the whole thing twice through! This has really strengthened my feet and ankles this year, improving not only my pointe work, but also my arabesques and turns.

Being on Pointe

Always remember, that your toes are not made to support your weight in the pointe position. You need to support this weight by pulling up and out of your shoes with the rest of your body. Always keep your knees straight and pulled up. Keep your back straight and pulled up also. Your chest should be lifted and slightly forward (remember...shoulders down) Your lower back does a lot of the supporting. By holding the muscles in your legs, butt, and back, you can make pointe a whole lot easier on yourself. Also, something my teacher says a lot, "When you are on going up onto pointe push at where the ribbons cross". This helps to keep your feet from rolling in or out on pointe, which is very dangerous! It also helps you achieve a better pointe.

