

EAST ST. LOUIS CENTER

CENTER FOR PERFORMING ARTS

AFTERSCHOOL PROGRAM
PARENT & GUARDIAN HANDBOOK

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

SIUE East St. Louis Center
601 James R. Thompson Blvd.
East St. Louis, IL 62201

East St. Louis Center for Performing Arts
2026/2027 Parent/Guardian Handbook

WELCOME

Welcome to the 2026-2027 SIUE East St. Louis Center for Performing Arts Program. We are excited to partner with your family as students grow in dance, music, performance, creativity, and confidence. This handbook outlines important program information, policies, and expectations. Please review it carefully and keep it for reference throughout the year. We look forward to a successful and rewarding year together.

Mike De Pope
Program Director
SIUE East St. Louis Center for Performing Arts

MISSION STATEMENT

With a focus on empowering people and strengthening communities, the SIUE East St. Louis Center is dedicated to improving the lives of families and individuals – from pre-school through adult – in the Metro East. The Center offers programs that give the community renewed hope and an opportunity to reach educational, career and life goals. It does so by providing comprehensive programs, services and training in the areas of education, health, social services and the arts.

The Performing Arts After School and Summer Program will train participants in dance, music and theatre arts. We will provide opportunities for participants to perform before a live audience during a final semester performance. We will expose participants to professional dance and theatre events and introduce them to the various career choices in the performing arts as well as the technical fields of dance, music and theatre.

PERFORMING ARTS STAFF MEMBERS

- Dr. Tandra Taylor, Assistant Vice Chancellor for Educational Pathways and Community Engagement.
- Dr. Mark Dochterman, Deputy Director SIUE East St. Louis Center
- Mike De Pope, Program Director
- Jack Williams, Assistant Director
- JayKayla Windford, Teaching Artist (Dance)
- TaShayla Montgomery, Teaching Artist (Dance)
- Juan Bean, Teaching Artist (Music)

- Geneva Borders, Administrative Assistant

DROP OFF AND PICK UP PROCEDURES

- **Drop-Off: 3:30 PM to 4:00 PM**
 - Students should report to the dance studios in **Building C** upon arrival.
 - For safety, students must be escorted by their parents/guardians to and from Building C and sign them in and out each day.
 - **Please note:** Students should not arrive before 3:30 PM, as staff will not be on-site prior to that time.
- **Pick-Up: No Later Than 7:10 PM**
 - Parents/guardians must pick up students no later than **7:10 PM** at the dance studios in **Building C**.
 - Please be prompt. **There will be no staff on the premises after 7:30 PM.**

*Children aged **7-12** must be signed in and out by a parent or guardian. Children ages **13-17** may sign themselves and their younger siblings (not cousins) in and out.

PUBLIC TRANSPORTATION

If a student will be taking public transportation (MetroBus) home, a parent/guardian must provide written authorization for that day. The authorization must be signed and submitted at the beginning of the program day.

EMERGENCY PROCEDURES

Upon registration, each parent/guardian completes an Emergency Consent Form. In the event of an emergency, program staff will make every effort to contact a parent/guardian using the emergency contact information provided. If a parent/guardian cannot be reached, authorized emergency procedures will be followed as outlined on the consent form.

Please ensure that all emergency contact information remains current throughout the program year. Notify staff immediately of any changes to phone numbers, addresses, or emergency contacts.

ABSENCES AND VACATIONS

If a student will be absent due to a vacation or other planned absence, please notify Jack Williams or Mike De Pope as soon as possible so we can plan accordingly and maintain accurate attendance records.

PERSONAL BELONGINGS, CELL PHONES, FOOD, AND EQUIPMENT

Lockers are available in the dance studios in Building C; however, they are not secured or locked. Students should not bring valuable personal items, including laptops, tablets, or other electronic devices.

Cell phones are not permitted during instructional hours. Students may use phones before or after class, during designated breaks, or in an emergency. Excessive or unauthorized use may result in the phone being held by staff until the end of the program day.

Food, drinks, and gum are not permitted in classrooms or studios. Water bottles with secure lids are allowed.

Musical instruments and other program equipment may only be used with instructor permission and supervision.

CLASSROOM OBSERVATION POLICY

Classrooms are reserved for instructors and students during programming hours. To minimize disruptions and maintain a productive learning environment, we respectfully ask parents and guardians not to enter classrooms during instruction.

Parents/guardians are welcome to observe classes through a scheduled, escorted observation. To arrange an observation, please call **618-482-6977**. We will be happy to work with you to schedule a convenient time.

BEHAVIOR AND DISCIPLINE POLICY

Students, parents, and guardians are expected to treat others with respect. Parents are encouraged to support the program by discussing expectations and their child's experiences regularly.

Bullying, fighting, inappropriate language or behavior, vandalism, theft, and repeated disregard for program rules will not be tolerated. Staff will address behavior concerns and conflicts to promote a safe, positive learning environment.

If a student's behavior remains disruptive or cannot be resolved, the SIUE East St. Louis Center for Performing Arts reserves the right to suspend or dismiss the student from the program.

CLASS ATTIRE

Girls

- Black leotard (any style)
- Black tights
- Black biker shorts

Boys (Dunham Technique)

- Black or navy-blue shorts or sweatpants
- White T-shirt

Shoes

- **Ballet:** Black ballet shoes required
- **Dunham Technique:** No shoes required
- **All other classes:** No shoes required

Students should arrive dressed and ready for class. Clothing should allow for freedom of movement and be appropriate for physical activity.

PRODUCTIONS AND PERFORMANCES

The SIUE East St. Louis Center for Performing Arts provides students with opportunities to share their learning through performances and presentations throughout the year.

All students will participate in class-based performances or demonstrations that showcase skills learned in dance, music, and performing arts classes. These presentations allow students to gain confidence, demonstrate their progress, and celebrate their accomplishments with family and the community.

In addition, students may be selected or invited to participate in small-group performances based on interest, attendance, preparedness, and program needs.

Student participation in scheduled performances is strongly encouraged, as performances are an important part of the educational experience.

Tentative Performance Schedule

- **Fall Semester Showcase: December 17, 2026**
- **Spring Semester Showcase: May 13, 2027**

2026/2027 CLASS SCHEDULE

Subject to change.

Ages 6-10

- Monday & Wednesday
 - 4-4:45 pm: Ballet
 - 4:45-5:30 pm: Afro/K-Pop Fusion
 - 5:30-6 pm: Contemporary Jazz warm up
 - 6-7 pm: Music Theory or Contemporary Jazz
- Tuesday & Thursday:
 - 4-4:45 pm: Jazz
 - 4:45-5:30 pm: HipHop/Majorette
 - 5:30-6 pm: Contemporary Jazz warm up
 - 6-7 pm: Recorders or Contemporary Jazz

Ages 11-17

- Monday & Wednesday
 - 4-4:45 pm: Choreography Lab and Vocal Music (9-17)
 - 4:45-5:30 pm: HipHop/Majorette
 - 5:30-6 pm: Ballet warm up
 - 6-7 pm: Music Theory or Ballet à la Dunham
- Tuesday & Thursday:
 - 4-4:45 pm: Choreography Lab and Vocal Music (9-17)
 - 4:45-5:30 pm: Jazz Funk
 - 5:30-6 pm: Ballet warm up
 - 6-7 pm: Recorders or Ballet à la Dunham

PROGRAM EXPECTATIONS

Parents and guardians are expected to:

- Treat students, staff, and families with respect.
- Support program rules, policies, and behavioral expectations.
- Ensure my child attends regularly and arrives on time.
- Keep emergency contact information current.
- Communicate any questions, concerns, absences, or schedule changes.
- Encourage my child to participate fully and practice the skills learned in class.
- Review program communications and stay informed about events and performances.
- Talk with my child about their experiences and progress in the program.

Students are expected to:

- Treat instructors, staff, fellow students, and facilities with respect.
- Follow all program rules, policies, and safety procedures.
- Attend classes, rehearsals, performances, and events regularly and arrive on time.
- Come prepared, dressed appropriately, and ready to participate.
- Listen to and follow directions from instructors and staff.
- Use appropriate language and behavior at all times.
- Take care of program equipment, supplies, costumes, and facilities.
- Give my best effort, maintain a positive attitude, and support my fellow students.
- Represent the SIUE East St. Louis Center for Performing Arts in a positive manner both on and off campus.

Teaching Artists are expected to:

- Provide a safe and inclusive learning environment.
- Treat students, families, and staff with respect.
- Arrive prepared and on time.
- Deliver engaging, high-quality instruction.
- Promote positive behavior and address concerns fairly.
- Communicate student progress and program updates.
- Serve as a positive role model.
- Follow all program policies and safety procedures.
- Support student growth and program goals.

PROGRAM HANDBOOK ACKNOWLEDGMENT

My signature below indicates that I have received and reviewed the SIUE East St. Louis Center for Performing Arts Program Handbook and understand the policies, procedures, and expectations outlined within. I understand that if I have any questions or concerns at any time, I may contact any Performing Arts staff member for clarification or assistance.

Student's Name(s): _____

Parent's Name: _____

Parent's Signature: _____ Date: _____