



Dance After School Program (ASP) Host Overview

This document provides an overview of what it entails to host an iCan Dance After School Program. If you have questions or would like to pursue hosting a dance program, please email lisa@icanshine.org

Components of this packet include:

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IMPORTANCE OF DANCE ASP HOSTS

Our mission is to provide unique learning opportunities in recreational activities for people with disabilities. Each person's abilities are embraced and nurtured to foster an environment where everyone can shine!

Without local organizations, schools, groups and individuals with the desire to make this happen in their community accomplishing our mission is impossible.

GOALS AND BENEFITS

Goals

The goals of iCan Dance are:

- to teach individuals with disabilities and volunteers dance moves combined in a choreographed routine culminating in an on stage performance on Friday
- to provide a unique service learning opportunity for student volunteers using ability awareness to teach communication and leadership skills recognizing that we all have unique abilities and are more alike than different
- to bring all participants together in a safe, supportive, inclusive and fun environment to accomplish their performance goal as a unified team

Benefits for Dancers

- Increase in self-esteem and self-confidence
- Inclusion opportunities with typically developing peers in a safe, supportive setting where everyone learns together
- Self-expression through music and movement
- Increase in memorization, coordination and gross motor skills
- Physical activity improves physical fitness, mental health and overall quality of life
- Have fun!

Benefits for Student Volunteers

- Increase in communication skills
- Increase in self-esteem & self-confidence
- Gain a true understanding of service learning in a hands on program
- Gain knowledge of the power of words and how words can be hurtful even if unintentional
- Increase in leadership skills
- Participate in a fun physical activity
- Acquisition of dance skills and routine in an inclusive team environment

PROGRAM DESCRIPTION

- An ASP generally takes place between the hours of 3:00pm and 6:00pm.
- Student volunteers attend a one-hour training each day prior to the arrival of the dancers
- Each dancer attends a 60-minute session for 5 consecutive days, Monday through Friday
- The session includes 4-8 dancers per session
- Minimum of 1 volunteer per dancer, maximum of 2 volunteers per dancer or a few backup volunteers are recommended in the event a primary volunteer is absent
- 2 iCan Dance Staff will conduct the program
- Program Director (provided by Host) responsibilities are described later in this document in section entitled "Host Responsibilities During the ASP".

- The Program Host supplies an iCan Dance t shirt for each dancer and volunteer. All dancers and volunteers will wear black shorts, capris, or pants along with the t shirt as the performance costume on Friday.

TYPICAL ASP DAILY SCHEDULE

| <u>Description</u> | <u>Times</u> |
|--------------------------------|---------------------|
| Student Volunteer Training | 3:00pm-4:00pm |
| Dancers Arrive | 4:00pm |
| Student Volunteers and Dancers | 4:00pm-5:00pm |

NOTE: The Session start times are determined by the Program Host and vary by school. Please consider your school dismissal time and student transportation needs when setting your schedule.

TYPICAL CAMP WEEKLY SCHEDULE

Two Weeks prior to iCan Dance ASP start date

- Program Director provides completed dancer registration and liability release forms to iCan Dance instructors for review in preparation for camp

Sunday

- iCan Dance staff arrive and check into hotel (typically in the afternoon or evening depending on which city they are arriving from)

Monday – Day #1

- Student volunteers check in with the Program Director arriving at the practice space ready for the program. Appropriate athletic clothing and closed toe shoes are required.
- iCan Dance Instructor will have the daily instructional meeting with volunteers 60 minutes before the 60-minute session begins
- iCan Dance staff will assign student volunteers to each dancer

- Student volunteers end daily instructional meeting before session start time and 'meet and greet' their assigned dancer as they enter
- Volunteers escort dancers into the practice area to their assigned starting number (a poly-spot marker)
- If parents are present they will stay in a separate waiting area during the session
- Program Director will escort dancers and student volunteers to parent/guardian or bus following the session

Tuesday and Wednesday - Days #2 and #3

- Same as procedures for Monday

Thursday – Day #4

- Same as procedures for previous days except that practice occurs on stage for the first time

Friday – Day #5

- A brief practice will occur on stage followed by a live performance for families and friends followed by a celebration usually in the school cafeteria

Saturday

- iCan Dance staff checks out of hotel and departs for next location

DANCER REQUIREMENTS

Dancers are not typically charged a registration fee (determined by the ASP Host). In order to create school year inclusion the dancers and student volunteers should come from the school hosting the program.

To participate in the iCan Dance program the individual must meet the following requirements:

- be at least 8 years of age at the start of the program

- have a diagnosed disability. All abilities are welcome

It is important to consider behavioral issues when evaluating dancers for this program. An individual may be physically able to participate, but if their behavior is such that they cannot be persuaded to follow instructions, then it is likely this program will not be beneficial. Individuals with severe behavioral issues may be removed from the program if their actions are potentially harmful to themselves or others.

HOST RESPONSIBILITIES DURING THE AFTER SCHOOL PROGRAM

Program Director

A full-time Program Director is designated by the Host and may or may not be involved in planning the ASP. In addition to possible involvement in helping Host plan and organize the program, the primary responsibilities of a Program Director during the week of the ASP include, but are not limited to:

1. On site during each program day to coordinate any emergency or other issues with Shine staff (e.g., calling 911 or managing and collaborating with Shine staff to resolve parent or volunteer questions/issues) and act as a liaison between Shine staff and parents of dancers (e.g., fielding and answering parent questions as best as possible and consulting with Shine staff frequently).
2. Coordinate communications and all facility issues with facility staff (e.g., issues with access to or use of the areas as previously agreed to).
3. Assist Shine staff with oversight/supervision and motivation of volunteers
4. Organize and administer a dancer and volunteer check-in process. Check-in process should include:
 - Program Director is responsible for notifying school staff responsible for the dancers regarding program specifics and when dancers are to arrive at the practice area or stage
 - In the event the host school after school program has a check-in process iCan Dance will default to the school process.
 - Dancers and student volunteers should use the restroom, have their snack and be ready by check-in time each day

- Arrange for some seating in check-in area for parents/caregivers and dancers to wait prior to session start times. Parents/caregivers will remain in this area during the session.
 - Have volunteers arrive at the assigned start time to meet with Shine staff for daily instructions/training prior to arrival of dancers
 - Have Parent Surveys and Volunteer Surveys along with pens available on Friday (Day#5 of the ASP) for all parents/caregivers and volunteers to complete surveys (to be provided to Shine staff at end of the program)
5. Coordinate and communicate all details of ASP area with facility personnel, school staff and Shine staff. This includes but is not limited to:
- Scheduling practice space for each session, Monday through Wednesday
 - Scheduling the stage for rehearsal on Thursday and performance on Friday
 - Coordinating usage of stage, sound system, microphone and curtains with facility personnel for Thursday and Friday
6. Coordinate and oversee all details of the Friday performance to include:
- Assure that invitations go out to all parents/caregivers, volunteers, and other invitees
 - Assure that all dancers and volunteers have t shirts for Friday performance and all are reminded to wear black pants
 - Coordinate and emcee post camp award ceremony with volunteers and dancers
 - Coordinate celebration following each performance

STUDENT VOLUNTEER DETAILS

Student volunteers - Person at least 12 years old to support the participant during the dance sessions. The student volunteer should be physically fit, able to

follow instructions in a group setting and able to assist the dancer as required. We recommend a minimum of 1 student volunteer per dancer with a maximum of 2 student volunteers per dancer, depending on stage space (see Facility Requirements). Each student volunteer is assigned to work with the same dancer all week at camp.

NOTE: Student volunteers that are 10-11 years old may volunteer but they must be partnered with another volunteer 12 or older. The underage student volunteer may not work with a dancer on their own.

Student volunteer Training – Training for student volunteers consists of a one-hour training each day prior to the arrival of dancers. Student volunteers should arrive about 5 minutes early as training will start on time each day.

Volunteer Check-in Assistant – (optional) Person assists with check-in of dancers & student volunteers and other assigned tasks.

FACILITY REQUIREMENTS

- Climate controlled indoor accessible (for wheelchairs) practice space - small gymnasium, dance room, fitness room with open floor space, yoga room, etc. will be used Monday-Wednesday. The stage will be used on Thursday for rehearsal and on Friday for the performance finale and must be accessible as well.
- Most stages are able to accommodate up to 8 dancers per session and 2 volunteers for each dancer, for a total of 24 people. A 20'X12' (240 square feet – 10 sq ft per dancer) stage will accommodate the maximum number of dancers and student volunteers.
- Stage performance area must be clear of props, ladders, furniture and other movable objects. Offstage area should be clear of any obstacles so that dancers and volunteers can safely enter and exit the performance area.
- If a dancer uses a wheelchair, walker, crutches or other assistive devices for walking, the stage must be accessible with a ramp or lift.
- A sound system connected to speakers of sufficient quality to fill the hall is required. A standing and a handheld microphone are required. The sound system should accept either a USB or CD for the performance music.

- Adjustable stage lights are preferred to highlight or lowlight areas of the stage as well as the dancers.
- The stage will have a curtain that can be opened and closed as needed.

PROGRAM COST

- \$3,250 paid to iCan Shine which includes two iCan Dance Instructors, equipment, transportation costs and liability insurance for facility (excludes lodging costs of two rooms for 7 nights for iCan Dance staff)
- Above fee may be partially funded by the host charging dancers a registration fee. Fee amount determined by host.
- Providing lodging for two (2) rooms for seven (7) nights (checking-in and out on Saturday) generally in a hotel near facility
- Miscellaneous costs such as name tags, dancer and student volunteer awards
- T-Shirts for dancers, student volunteers and 2 iCan Dance Instructors

The other remaining ASP program cost is generally subsidized by obtaining donated lodging, t-shirts, donations from local corporate sponsors or individuals, grant-writing and/or other fundraising activities.

Have questions?

- OR -

Ready to begin process to host an iCan Dance camp?

Please contact Lisa Ruby via e-mail or phone at:

- lisa@icanshine.org
- (571) 218-0770 (mobile)

"We cannot hold a torch to light another's path without brightening our own"