

Handbook 2020 -21

GRAHAM ACADEMY



GRAHAM ACADEMY

PERFORMANCE ARTS EDUCATION

A PROUD MEMBER OF THE GMSM FAMILY

grahamacademyinfo@gmail.com



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Welcome!

Welcome to the Graham Academy Family! We are excited you have chosen to be a part of our program. If you have been looking for excellence in music education with a focus on the different aspects of performance arts, you have come to the right place. Through the Graham Academy your child will learn the dedication it takes to prepare for performances, the relationships that form in working together, the confidence that grows in pushing their limits, and the thrill of sharing music with an audience. These are the virtues we will share with the students of the Graham Academy.

About Graham Academy

The Graham Academy, an initiative of Gros Morne Summer Music (GMSM), is proud to be founded based upon the rich history of Dr. Gary Graham's work here in Corner Brook. The Graham Academy gets its name and spirit from Gary Graham, the Chair of Gros Morne Summer Music from 2007 until his passing in June 2019, and the recipient of both the Order of Newfoundland and Labrador and an Honorary Doctorate from Memorial University for excellence in music education and lifelong service to the arts. Each initiative of the Graham Academy celebrates and supports the continuation of a different aspect of over fifty years of Dr. Graham's teaching here in Corner Brook.



Gary Graham was a performer and music educator in Corner Brook for forty years. His musical education includes the Banff Centre, the Music Schools of Acadia University, and McGill University. Gary was awarded an honorary Doctorate of Laws from Memorial University in 2013. Through the direction of his well-decorated choirs, and his teaching of students both individually and in the school system, Gary gave the gift of music to thousands of children and adults during his career.

The Graham Academy, led by the Graham Academy Committee, is a standing operational committee of Gros Morne Summer Music (GMSM). It is responsible to the Board of Directors; with the Artistic Associate reporting monthly to GMSM Board meetings, and to the GMSM Artistic Director. The Committee's mandate is to uphold the mandate of Graham Academy which is to provide excellence in music education with a focus on the

different aspects of performance arts. The Graham Academy is committed to foster in its students the dedication it takes to prepare for performances, the relationships that form in working together, the confidence that grows in pushing their limits, and the thrill of sharing music with an audience. The management and supervision of all Graham Academy programs are entrusted by the GSM Board to the leadership of the Chair/Co-chair and the Artistic Director including Staffing and program development. Graham Academy program decisions will be made by the Graham Academy Committee in consultation with the Artistic Associate and Faculty / Staff through consideration of feedback received from members. The Co-Chairs will facilitate all decisions and ensure that they are in line with the mandate of the Graham Academy and Gros Morne Summer Music.

Goals and Objectives of Graham Academy Programming

The Graham Academy will provide a positive student experience with the highest standard of performance and digital arts programming. Students will be prepared to participate in several performances throughout the program each year.

Mission Statement

The Graham Academy offers youth in Newfoundland and Labrador accessible, performing and digital arts training and performance opportunities in a nurturing, community-minded environment, through a broad range of high-quality performing arts activities aimed at improving the quality of life for our community through the participation in and promotion of the performing arts.

Vision Statement

To build a better community by providing meaningful and inspiring artistic development for youth through accessible youth performing arts opportunities in a nurturing, community minded, environment.

Purpose

The Graham Academy's good work is forever guided by its namesake, Gary Graham, and his lifelong dedication to developing youth development through the arts, his commitment to our community, his compassion and support for those in need and his drive for excellence. In developing and delivering performing arts opportunities to youth in Western Newfoundland and Labrador, The Graham Academy recognizes that performing arts teach young people the skills needed to grow, learn and excel in all aspects of their lives.

Guiding Values

We believe exposure to the arts has a profound effect on the development of a child, the vitality of our community and the quality of our world.

Graham Academy's youth programming is committed to develop skills in a variety of performing arts disciplines including, but not limited to, choral and musical theatre and through performance opportunities.

Through these opportunities young people are empowered to be confident, creative and to connect with their community.

As a proud member of the Gros Morne Summer Music family, the Graham Academy seeks opportunities to support youth development by working with and learning from, professional artists engaged in activities with GSM SM where possible.

Goals

- To provide a professional atmosphere where excellence is valued, positive performance etiquette is practiced, and respect for all areas of production is insisted upon.
- To provide opportunities for youth to assume responsibilities, appreciate their value as a member of an ensemble, develop their individual talents and apply cooperative social skills needed to collaborate in the theatre.
- To enhance appreciation of the performing arts in our community.
- To increase the participation of youth representing diverse and underserved populations of our community in performing arts.
- To support like-minded arts organizations within the community and region, resulting in a broader array of sustainable arts offerings to all.
- To provide classes, concerts, workshops, and performance opportunities for aspiring young artists.
- To provide a bridge between leading professional artists and aspiring young artists.
- To create an environment which encourages collaboration between different disciplines of performing arts.
- To cultivate the artistic development of students through a variety of educational opportunities, such as offering weekly training, workshops, seminars, master classes and performance opportunities.
- Promoting public awareness and appreciation of the performing arts and arts education and training.
- Inspire and encourage creative self-expression and build self-esteem within the youth of our community.
- To cultivate a deeper appreciation of the performing arts within all participants and spectators.

Inclusion

Graham Academy celebrates diversity of expression, loving and living, and supporting youth in being their best selves!



History of Graham Academy

The Graham Academy was established in September 2016 by Gros Morne Summer Music (GMSM) in collaboration with Dr. Gary Graham, to support and perpetuate the legacy of musical excellence in Corner Brook as developed throughout the lifetime of Dr. Gary Graham.

The Graham Academy is proud to be founded based upon the rich history of Dr. Gary Graham's work here in Corner Brook. The Graham Academy gets its name and spirit from Gary Graham, the Chair of Gros Morne Summer Music from 2007 – 2019, and the recipient of both the Order of Newfoundland and Labrador and an Honorary Doctorate from Memorial University for excellence in music education and lifelong service to the arts. Each initiative of the Graham Academy celebrates and supports the continuation of a different aspect of fifty years of Dr. Graham's teaching in Corner Brook.

About Graham Academy Choral Program

Generations of young people in Corner Brook grew up singing in Children's Choirs and The Chorale under Mr. Graham. Under our Choral program, we have been pleased to welcome children's and mixed choirs as together we continue this tradition and share the joy of Choral singing with generations to come. In this way, we provide regionally active, affordable choral excellence for families on the West Coast and opportunities for children to sing together.

Unfortunately, due to the uncertainties around the pandemic and the limited guidance available as we head into the 2020 – 2021 year, our Choral programming has been placed on a temporary hiatus. We look forward to the return of our Chorale as soon as it is safe to do so.

About Graham Academy Musical Theatre Program

The Graham Academy was established to support and perpetuate the legacy of musical excellence in Corner Brook as developed by the former Chair of Gros Morne Summer Music, Dr. Gary Graham. The original program of the Academy was our "**Youth Musical Theatre Program**". The Program has been designed to ignite imagination and boost confidence while providing aspiring young performers with opportunities to learn from passionate performing arts professionals. Through a performance-based multi-disciplined program participants develop a deeper appreciation for live Musical Theatre Performance.

The Musical Theatre Program offers weekly classes taught by our team of passionate performing artists. Biographies for our amazing team can be found at www.grahamacademy.ca under "Our Team".

As a member of the Gros Morne Summer Music family, Graham Academy programming is also enriched by the work of GMSM. Members of the Graham Academy will from time to time be provided additional opportunities to work with visiting professionals brought to our region by GMSM.

As a performance-based program, Graham Academy members have had multiple performance opportunities including:

In-Class Demonstration
Gros Morne Summer Music (GMSM) Christmas Gala
Corner Brook Rotary Music Festival
Spring Musical Performance

This year, our team is proud to continue opportunities in new ways:

- Filmed In-Class Demonstrations
- Special Holiday Video Projects
- Cabaret Performances (Rotary Arts Centre) [As Scheduled] (Junior Ensemble, Senior Company, & Showstoppers)
- Outdoor Spring Showcase (Moonbeams, Starlights, Rising Stars)

This performance schedule provides abundant opportunities for students to learn a wide variety of skills, develop polished performances quickly and efficiently, showcase these talents to their community, and gain valued practical experience as performing artists. This growth and development will enable children to become capable, confident, and versatile, especially in the ever-changing arts landscape.

About Graham Academy Broadway Style Choreography Program

Join Amy Andrews, leading our Broadway Choreography classes, which focus exclusively on Broadway Style Musical Choreography, not dance fundamentals, therefore dance experience is required. This class is designed for students to further develop choreography from Broadway musicals, and should be taken in conjunction with additional dance training. For more information on dance fundamentals, check out our local community dance school, Dance Studio West. This is a chance to take on a fast-paced exploration of show-stopping dance numbers from Broadway musicals ranging in everything from "West Side Story" to "Chicago."

About Graham Academy Bucket Drumming Program

Start your music journey with a dynamic and creative bucket drumming class! Our two different age groups (Grades JK-K and 1-3) will ensure that our younger students have the opportunity to learn the basics of rhythm and bucket drumming. Popular music will be selected that will engage and energize our aspiring musicians. Bucket drumming provides a unique, fun learning environment for children. It allows them to collaborate while developing self-expression, learn to play a variety of rhythms using buckets and sticks, develop hand-eye coordination, and increase self-discipline and active listening! Students will also gain an understanding of melody and syllables and will have fun providing a steady beat/pulse along with recorded music (both pop and children's music).

About Graham Academy Interactive Arts Program

Graham Academy's Interactive Arts Program will engage students interested in computers, gaming, and creativity. We channel students' love of gaming and digital technology into creative, social, and technical skill development. Participants will explore new ways of story-telling, art-making, and game design in virtual and interactive environments, preparing them to thrive in our increasingly digital world.

Virtual Corner Brook

Virtual Corner Brook is an on-going project in the Interactive Arts Program. The goal: build a virtual representation of the City of Corner Brook. Participants will navigate through a custom Minecraft map created with digital elevation data and a street map superimposed on the game world. Throughout the course of this ongoing activity, we will build our favorite civic buildings and locations, creating a fun and active online community. We also teach game design concepts using the Virtual Corner Brook server by creating original mini-games, stories, and activities.

About Graham Academy Pop Music Critique Program

One of our newest classes, Take the Stage!, will be led by Kelly-Ann Evans, one of Newfoundland's most dynamic and recognized award-winning vocalists. This unique masterclass-style program will allow students the opportunity to work on pop and rock pieces in one-on-one and group settings. The classes will focus on stage presence, vocal styling, song interpretation, choosing the right song for you, self-accompaniment, and so much more! Students are expected to prepare a song every three weeks and arrive ready to be coached. Students will also receive industry training from GSM's own Reg Kachanoski!

About Graham Academy Music For Young People Program

Rhythm & Rhyme will allow our youngest students to experience music and play in a fun-filled environment. Through this, students will develop cognitive skills and build confidence. These sessions will provide an amazing foundation of skills that they will carry with them for the rest of their lives.

These groups will encourage children to connect and interact with others, learning to cooperate and work together as they share the wonderful experience of creating their "rhythm and rhymes!"

About Graham Academy Private Studio Program

The Graham Academy is also pleased to facilitate our Studio Program! This will allow students the opportunity to work one-to-one with their mentors in a safe and nurturing environment. Teachers will focus on skill building with each student, and every student is sure to leave the sessions with a wealth of new knowledge and skills.

Our studio Faculty consists of Joel Burke, Craig Caines, Yvette Coleman, Kelly-Ann Evans, Nick Hamlyn, Reg Kachanoski, Ian Locke, & Wendy Woodland; offering sessions in a wide variety of subjects, including Voice (Classical, Musical Theatre & Popular Music), Strings (Guitar, Ukulele, Bass, Mandolin), Self-Accompaniment (Piano & Strings), Drum Kit, Performance & Monologue Coaching, and Sound Design & Electroacoustic Composition!

What to Bring to Your Private Lesson

Students are asked to bring a notebook or binder, pencil, and their instrument (where applicable) to all lessons. If you are required to bring any additional items for a specific lesson, your instructor or our Studio Manager will let you know. Students are asked to bring a positive can-do attitude and act in an appropriate and non-disruptive manner before, during, and after their private lessons.

Faculty and Staff Information 2020/21



Graham Academy's team of amazing teachers assure the legacy and influence of our namesake, teacher, mentor and friend; Mr. G is forever protected and preserved, thanks to their dedication and talent.

While his absence will be forever noted together we rest assured that his legacy and influence will be forever protected and preserved, thanks to the Graham Academy and the amazing teaching and work carried out by our dedicated and talented Faculty.

This, our 5th year, we are so grateful to welcome back many of our veteran Faculty, some of whom have been with us from the very beginning, but we are also equally grateful to welcome some new faces who have joined our Graham Academy family.

Ian Locke is stepping into a new role as Gros Morne Summer Music's Artistic Associate. Having been a part of the Graham Academy since the beginning, we are confident that Ian will be a tremendous asset in this role. Ian's enthusiasm, energy, and talent all are utilized to bring out the best in our students in a positive manner that allows them all to grow! This year, Ian will be working in the Studio Program to unlock every student's potential.

Reg Kachanoski joined us this summer with his thrilling Virtual Corner Brook Builders camps, and we are thrilled to have him join Graham Academy in developing and leading our Interactive Arts Programs – allowing our students and our organization to grow as we develop the connections between the arts and the virtual world! Reg will also be teaching Take The Stage! students the ins and outs of the recording and producing industry for pop music. Along with the above, Reg is offering private studio sessions in sound design and other behind the scenes elements of audio engineering!

We are thrilled to welcome **Wendy Woodland** to our studio Faculty. Wendy will be offering Friday lessons through the Graham Academy every week! Wendy has been a voice teacher in Western Newfoundland for many years, and she is capable of bringing out the absolute best in every student.

Joel Burke will be continuing as our Music Director for the season, leading students through many numbers and helping to choose new and exciting repertoire for our students! Joel will also be the lead in our new Music For Young People program: Rhythm & Rhyme. We feel so fortunate to have Joel sharing his many amazing talents and experiences. Joel will also be offering his services in the studio program as well.

We are delighted to welcome back **Kelly-Ann Evans** who will be with us again this season as our triple threat sensation. We are thrilled to have Kelly-Ann for 12 weeks this year, bringing professional coaching and triple-threat training to our Showstoppers, Junior Ensemble, and Senior Company! Kelly-Ann will also be diving into Pop Music performance in our new program Take The Stage! In addition, Kelly-Ann will be offering the option for private vocal lessons.

The Graham Academy is so excited to welcome back for the 3rd year the extraordinary **Amy Andrews** to our Musical Theatre program. Amy is a well-known dance teacher and choreographer in Corner Brook with extensive experience in Musical Theatre and will be working and collaborating with our other MT Faculty to develop choreography throughout the year. This year, Amy will offer intense and thrilling choreography sessions with our groups from Moonbeams – Senior Company, along with leading her amazing Broadway Style Choreography Classes!

A well-known name with GSM and Graham Academy, we are so pleased to have one of our veteran performers and teachers, **Yvette Coleman**, joining us in a primarily virtual studio - Yvette's sessions will be focused on personal growth - whether as a classical musician or as a songwriter. Yvette is a wonderful guide for any journey and brings an amazing skill-set as a triple-threat performer and an abundance of passion, energy and enthusiasm which she cannot wait to share with our students!

We are pleased to welcome back **Erin Smallwood**, our Graham Academy Co-Chair, in her role as Musical Theatre performance assistant. Erin will be intermittently supporting the creative movement and dance component of our youngest musical theatre performers. Erin's enthusiasm and love of dance and performance will be sure to provide a fun and creative environment for our budding young performers.

We are so happy to have **Chelsea Marks** joining our team again this year as our amazing Stage Manager, as well as the Studio Manager for the Graham Academy! Chelsea brings a wealth of knowledge and experience in this area and is a huge asset to our program. Along with this, we are thrilled that Chelsea will be teaching our Starlights and Rising Stars this year, ensuring that our youngest students gain the fundamentals they need to become superstars!

We are also welcoming back **Craig Caines**, our Bucket Drumming program lead, guiding young students to comfortably learn the basics of rhythm in a fun and inclusive environment – for any student looking to make some noise, look no further! Craig will also be teaching drum kit in the studio!

Nick Hamlyn will be back in action again, operating his studio sessions in string instruments (guitar, ukulele, mandolin, bass). Nick’s studio is sure to be a wonderful environment for students of all ages to learn and grow!

Last but certainly not least, we are so fortunate to have **Michelle Pittman** as part of our team! Michelle is the Graham Academy Manager who provides so much to our program through her administrative support, her amazing multitasking skills and her nurturing demeanor as our academy “mom”. If you ever have any questions, or need anything at all Michelle is our “go-to person”.

Ian Locke

- GSM SM Artistic Associate - Faculty & Production Manager
- *Musical Theatre Faculty* – Acting Lead for Starlights, Rising Stars, Moonbeams, Showstoppers and Junior Ensemble.
- *Studio Faculty (Performance Specialist)*

Reg Kachanoski

- GSM SM Company Manager
- *Interactive Arts Faculty* – Program Developer & Lead of Virtual Corner Brook
- *Studio Faculty (Production Specialist)*

Joel Burke

- *Musical Theatre Faculty* - Music Director for Starlights, Rising Stars, Moonbeams, Showstoppers & Junior Ensemble
- *Studio Faculty (Piano & Self-Accompaniment Specialist)*

Kelly-Ann Evans

- *Musical Theatre Faculty* - Vocals, Acting and Dance for Showstoppers and Junior Ensemble , & Senior Company
- *Studio Faculty (Performance Specialist)*

Amy Andrews

- *Musical Theatre Faculty* - Choreographer for Starlights, Rising Stars, Moonbeams, Showstoppers & Junior Ensemble
- *Broadway Style Choreography Faculty*

Craig Caines

- Bucket Drumming Faculty Lead
- *Studio Faculty (Drum Specialist)*

Yvette Coleman

- *Studio Faculty (Songwriting & Classical Specialist)*

Nick Hamlyn

- *Studio Faculty (String Instruments Specialist)*

Wendy Woodland

- *Studio Faculty (Classical Voice Specialist)*

Erin Smallwood

- *Musical Theatre Faculty* - Rehearsal and Performance Assistant/Creative Movement Assistant for Starlights & Rising Stars

Chelsea Marks

- Studio Program Manager
- *Musical Theatre Faculty* - Stage Manager
- Faculty – Starlights & Rising Stars

Michelle Pittman

- Graham Academy Manager

Artistic Director: David Maggs

G.A. Committee Co-Chairs/GMSM Board Members: Andrea Barrett & Erin Smallwood

Additionally, guest masterclass facilitators and performance specific artists will join our team periodically to provide additional instruction and rich learning opportunities for the Graham Academy students.

The Graham Academy is committed to providing quality training throughout the season. While Faculty is selected prior to the start of the year, Graham Academy reserves the right to make changes as required and with the best interest of the students in mind.

Faculty Commitment

The Graham Academy, while committed to music excellence, also believes in the development and enhancement of the overall well-being of its students.

Faculty will act with integrity in performing all duties and will be well prepared in order that all duties in the respective disciplines are fulfilled with competence. The Faculty hold themselves to the highest standard of personal conduct and understand their role as mentors to our young students.

Graham Academy recognizes that to teach and develop the youth in our programming is a privilege and like most privileges, it carries with it obligations. Paramount among these is the obligation to act in the best interests of our students and to know at all times what these interests are.

Given this privileged relationship our Faculty commits to:

- Faculty's first professional responsibility is to provide the best quality of training to students enrolled in Graham Academy Programs.
- The Faculty treats students with dignity and respect and is considerate of their circumstances.
- Faculty regards as confidential, and does not divulge, any information of a personal nature concerning students unless at the students expressed permission or unless required by law to do so.
(Note: Some issues discussed between Faculty and student must be shared with the appropriate Graham Academy Personnel, if it may affect the school, a group, or the safety of a student or students.)
- Faculty recognizes that a privileged relationship exists between the Faculty and student and does not exploit this relationship in any way.
- The Faculty involves students in goal setting and making decisions.
- Faculty makes continual efforts to improve professionally and keeps abreast of current trends, information, knowledge and skills, in the area he or she is instructing.
- Faculty agrees to follow this Code of Conduct when engaging with Graham Academy youth either in-person or on-line.
- Agrees that their conduct must always be obviously safe to others and that intention does not make a situation safe.
- Faculty must treat everyone with fairness, respect and dignity.
- Always asks a youth's permission before touching them, and ensures that any physical contact is respectful and safe.
- Faculty must report any concern for the welfare of youth or allegations of abuse.
- Reports any breaches of this code to Graham Academy Committee.

- Faculty will apply the two-person rule when contacting youth online, copying grahamacademyinfo@gmail.com, and encouraging students and families to contact through grahamacademyinfo@gmail.com / grahamacademystudio@gmail.com .
- Faculty will not be alone with any of our youth. In all cases Faculty will be aware of ensuring doors remain open where there is no clear view into the space.
- Will use positive reinforcement, promoting good behavior by guiding youth towards positive solutions during corrective discussions rather than focusing exclusively on unwanted behavior.

Location

110 Humber Road is the home of the Graham Academy. We are thrilled to fill this former Presentation Sisters Convent with voices again for our second year in the space. After two years of construction, our 2018-19 members were the first generation to fill our home with friendship and laughter. This three-story, multi-use piece of cultural infrastructure was designed to support the continuation of musical excellence in the community, while carrying that tradition bravely into the high-tech world of the 21st century.

Weekly Class Schedule and Detailed Event Calendars

A Weekly Class Schedule can be found at www.grahamacademy.ca.

Note: While there are no anticipated changes, schedules are subject to change at the discretion of the Graham Academy.

Note: Additional rehearsal time will be required before some performances. Families will receive advance notice of the time and place for these rehearsals. Schedules will be sent via email and posted on the Graham Academy Closed Facebook page.

Performance Attire

Faculty will discuss costumes for various performances with individuals and parents. The Graham Academy will make every effort to ensure all costumes are attainable.

Payment Policy

Fees are set for the **entire** year and can be paid by a variety of methods. Please see grahamacademy.ca “Policies and Payments” section for detailed options. Fees are based on the costs of running the program from September – June.

Graham Academy Young Artist Bursary Program

The Presentation Sisters along with other private donors have established a fund to provide financial assistance to cover tuition for children for whom the cost of a Graham Academy program is a barrier. This Bursary Program is available to students wishing to enroll in a Graham Academy Program when criteria are met and funds are available. Persons meeting the qualifications will receive assistance with their registration fees in the year the application is accepted. Funds are not transferable. Eligibility details and the application process can be found at grahamacademy.ca under “Opportunities”.

Three - Week Withdrawal Policy

The Graham Academy Team understands that not every program is right for every child. Therefore, we adhere to a **3-class** withdrawal policy. If after 3 classes you find that this program is not the right fit for your child, you may withdraw your child with a full refund (less \$50 deposit).

Refund and Receipt Policy

Should a student withdraw from the program any time after the initial 3 weeks (see 3-Week Withdrawal Policy), 30 days' notice is required. Withdrawals must be forwarded in writing to grahamacademyinfo@gmail.com. 30 days' notice is not required for documented medical withdrawals.

There are no refunds after May 1st of each year.

If a parent loses their receipt, a photocopy of the original receipt can be requested. Original receipts given at registration will be the only original copy issued to a payee.

Guidelines/Expectations for Students

The Graham Academy building is a NUT-FREE space. Students are asked to refrain from bringing any nut products to any classes.

Students are asked to enter the Graham Academy through the entrance designated for their group. The Graham Academy Team will send you an email with details around safety protocol during the 2020-21 season.

Students should remove footwear immediately upon entering the building and place them in the designated trays.

Students are asked to arrive not more than five minutes before class and are to be picked up promptly at the end of class as there is no supervision provided after the completion of class.

Students should not enter the rehearsal studio without the teacher and should wait until he/she arrives to enter the room.

Students should be fully prepared to start class at the set start time (dressed, shoes on, hair tied up, and personal warm-up done).

Participants showing up more than 10 minutes late for class may be asked to observe class instead of actively participating.

Additional rehearsal time will be required before some performances and parents will receive advance notice of the time and place for these rehearsals. Schedules will be sent via email and posted on the Graham Academy closed Facebook.

All students are expected to come to class with a positive attitude and be motivated to learn.

A respectful approach is required by all those participating in the Graham Academy programming. During class, if a child is acting in a way that is disruptive to the lesson, they may be asked to sit out for a short period. Parents/guardians will be contacted should a child be acting inappropriately and have repeated disruptive behaviour. The Elevator in the building is off limits to students with the exception of persons with mobility challenges.

The top floor of the building is reserved for our Studio Private Lessons.

COVID-19 Safety Protocol

Due to COVID-19 restrictions*, the on-site programming will be a little bit different this season. We ask our families to carefully follow our safety protocols so that we can continue to learn and enjoy the arts safely at Graham Academy.

Our building will be closed to anyone beyond those involved in our programs. All participants will be dropped off outside of the Graham Academy. Faculty will be waiting at the drop off time.

*A detailed COVID-19 Protocol Document will be emailed to members. We are closely monitoring any changes in regulations, and will be altering our plan with any change that the Chief Health Officer recommends. This will be carefully reviewed with all members in the first class of each session and periodically thereafter.

As the pandemic is an evolving situation, please be sure to keep up to date on COVID-19 information on the government website <https://www.gov.nl.ca/covid-19/>.

Self-Monitoring Questionnaire

Everyone is required to self-screen for COVID-19 symptoms before they enter the building. This includes Staff, Faculty, group members and studio students. If the answer is YES to any of the questions, students must remain at home, call 811 for advice and inform grahamacademyinfo@gmail.com

Faculty will take daily attendance and confirm with the Graham Academy Manager (Michelle Pittman) that the self-monitoring questionnaire has been completed by everyone – Michelle will review submissions online.

Regular Review of Protocols

Faculty are required to review COVID-19 protocols with GA members and communicate any changes in protocols. This includes a review of correct handwashing technique, physical distancing requirements and how to don and doff a non-medical facemask.

Non-Medical Facemasks

Non-medical masks that cover the nose and mouth must be worn inside the building. Non-medical masks may only be removed when settled in an area with 2 metres (6 feet) of

physical distancing between individuals. “Bubbles” have been clearly marked to assist with maintaining this requirement. Please note, this means everyone must wear a mask when moving around any space in the building.

Physical Distancing

Everyone is encouraged to maintain a physical distance of 2 meters (6 feet) while indoors. To help with this, please:

- Observe the spacing “G Circles” throughout the building.
- Stick to scheduled class time to minimize the number of people in the hallways and common areas. This means do not arrive too early or too late for sessions.

Handwashing and Hand Sanitizing and Bathrooms

Everyone is asked to wash or hand sanitize regularly. This includes, but is not limited to:

- Entering the building
- After using the washroom
- Before eating

Handwashing facilities are located throughout the building – one on the bottom floor and two on the middle and top floors. Signage is posted above handwashing stations regarding proper technique. Please note: visibly soiled hands should be washed with soap and water. Everyone is encouraged to bring their own hand sanitizer.

Bathrooms will be assigned to specific groups for usage.

Enhanced Cleaning Protocols:

When cleaning surfaces, only disinfectants that have a Drug Identification Number (DIN) should be used.

- Faculty will wipe down the immediate working area before and after use.
- Faculty will ensure that all shared equipment is cleaned and disinfected prior to the start of each group and individual session, between uses and after class is dismissed.
- All surfaces in the working area will be cleaned prior to each session and periodically throughout the day during breaks.
- Please note, our cleaning schedule has increased the frequency of public space cleaning (i.e. the front door handle, stair rails and bathrooms) and we are using a disinfectant fogger nightly to support a safe learning environment.

Training Materials

- Training materials will be given to students in electronic format where possible. Where printed materials are required for use, they must not be shared for reuse, and only trainers should pass out worksheets to individual students. Students must not handle materials used by other students.
- Students should use their own learning equipment each day (e.g., sheet music, notebooks, pens, pencils, etc.), and these items should not be shared with other students.

- Where possible and in order to maintain physical distancing, Faculty is requested to substitute group work activities with individual work activities.
- Faculty can use tools and equipment for demonstrations; however, tools and equipment must not be passed around to students.

Snack Breaks (if applicable)

- Snack breaks will be kept to a minimum.
- If snacks are to be eaten on-site, it must be eaten in a designed area.
- Surfaces will to be cleaned before and after eating.
- All food and utensils must be brought from home and all materials must return home or they will be discarded.

Symptomatic Event Pandemic Plan

If a person becomes ill while on site, our symptomatic event plan will be followed. For further details please email grahamacademyinfo@gmail.com.

Please note, these protocols may change with little notice. If you have any questions or concerns, please alert grahamacademyinfo@gmail.com.

Thank you so much for your cooperation!

Regular Class Attire

With the exception of the Digital Arts Programs, students are asked to dress in “work-out” clothes such as stretch pants and t-shirts that allow for full range of movement. Students should refrain from wearing jewelry, scarves, or overly baggy clothes that could catch on things and become dangerous. Hair should be tied back. Light layers are recommended. Clean indoor dance shoes (Jazz Shoes) are required for all classes. Parents are asked to pack appropriate clothing in their child’s day-pack/book-bag each day in case they are wearing jeans any given day to school.

Additional dance footwear (i.e. character shoes, tap shoes, etc.) may be needed depending on the choreography of a particular number. Further information will be provided to families if this is required for your child.

Personal Belongings

Unfortunately, even in the most organized environments, things get misplaced and go missing. As a result, we recommend that you label your child’s belongings and encourage your child to gather all of their items before they leave class each day. The Graham Academy does not assume responsibility for missing or lost items.

Cell Phone Use

We recognize that many children have cell phones and that cell phone access makes student/parent contact much easier. Graham Academy members are permitted to have a cell phone at Graham Academy. However, they will not be permitted to use them in the music room or during any sessions.

Members are permitted to use their cell phones before classes start and on breaks **outside of the rehearsal studio**. During class time students are asked to **place their phones in a designated area within the studios (ringer and buzzer off)**. **Students will not have access to these phones at any time during the session.**

Thank you for your cooperation as we work to limit distractions.

Attendance

Attendance is important for a student's personal development. It is also of particular importance for Graham Academy members as students perform as a group in all performances.

Students are asked to attend all classes / rehearsals.

If a child is going to be absent from a class, please notify Michelle at grahamacademyinfo@gmail.com.

It is the responsibility of all students to make arrangements to learn any missed material from their peers and to practice the material between classes to be prepared for the next session.

A record of attendance will be kept throughout the year as well as extra rehearsals for performances.

As some performances are group based with choreographed movements, absenteeism may result in a student not being able to be a part of an upcoming performance.

Auditions may be held for some components of the Graham Academy performances (i.e. Musical casts) particularly in the older groups. Absenteeism could result in removal from a lead role.

If a student is sick and contagious, absenteeism is expected and anticipated. Given the global pandemic we ask that your child remain home whenever they are ill in any way.

Cancellation of Classes

There may be times due to weather conditions, power outages, etc., that a class may have to be cancelled. If Corner Brook schools and IHMS are closed for the afternoon parents can assume classes will be cancelled for the day.

Parents will be notified as soon as possible once a cancellation is made via email, text and Facebook.

There will be no make-up classes unless there are more than 2 cancelled days for a particular class. Faculty will decide how these classes are to be made up.

Additionally, there may be times when a Faculty member is unable to attend for personal reasons. In this case the Faculty member will make every effort to find and arrange for an appropriate substitute. If no substitute can be arranged, the class will be cancelled and a make-up class held at a later date.

Studio Program Cancellations and Make-Up Lessons

Make-up lessons for cancellations by the student are not offered for private sessions. These sessions are non-refundable. Exceptional circumstances may be taken into consideration at the discretion of the teacher. Exceptions will be made during the COVID-19 Pandemic should the student be experiencing any symptom unrelated to a pre-existing illness or health condition. Should a student cancel a rescheduled lesson, they forfeit the lesson.

If your child has any symptom not related to a pre-existing illness, we ask that they not attend their lesson.

In the unforeseen event where a lesson is cancelled by the teacher if weather forces a closure, the lesson will be rescheduled.

Lessons will be scheduled for the full 2020-21 season, September through June. Should you wish to terminate lessons at any time, written or email notice is required FOUR weeks prior to the final desired lesson. This can be sent to grahamacademystudio@gmsm.ca.

Holidays

Please note that there may be days when your child is on holiday from school and yet Graham Academy classes are still scheduled.

There will be no classes:

MONDAY, OCTOBER 12 (Thanksgiving)

WEDNESDAY, NOVEMBER 11 (Remembrance Day)

Holiday Break: December 21 (Classes Resume January 11)

MONDAY, FEBRUARY 15 (Corner Brook Civic Holiday)

Easter Break: April 2 – 9 (Classes Resume April 12)

CLASSES END: June 11

Photos and Videos of Students

Photos and videos may be taken by Gros Morne Summer Music and Graham Academy Staff throughout the year and at various performances and rehearsals involving Graham Academy students and may be used for promotions and marketing including websites,

social media, posters etc. Families are required to sign a photo/video release upon registration. In extenuating circumstances and upon request Graham Academy Staff will make arrangements for review and approval of photo release.

Accident/Medical Care and Reporting

The health and well-being of Graham Academy students is a priority for all Faculty and Staff. In the case of an accident or medical issue Faculty will administer basic first aid and document any incident with an incident report. Faculty will use emergency contact information provided during registration to contact family when appropriate. Please update Graham Academy Staff if there are any changes to contact information throughout the year. grahamacademyinfo@gmail.com

Communications

grahamacademyinfo@gmail.com

The above email address will be used for all Graham Academy communications. Parents/Guardians are encouraged to use this address to contact the Graham Academy Team with any questions or concerns, updates etc. This email will be checked on a regular basis by the Graham Academy Manager and the Graham Academy Committee Chairs. The Graham Academy Committee aims to reply to any inquiries in a timely fashion.

In addition to email, information will be posted on the Graham Academy Facebook page. We have a closed/private Facebook page where up-to-date important information for members can be found. **You will find the link to our private page on our Open Facebook page. All requests will be reviewed and approved by Graham Academy personnel.** The Graham Academy Team are committed to ensuring that students and families are kept informed and will make every effort to ensure that parents have advanced notice of any changes to class schedules.

Program Feedback

In addition to ongoing email correspondence, the Graham Academy Committee welcomes feedback throughout the year both formally and informally, including an annual online survey. Parent and student feedback is very valuable and is taken into consideration as future program planning occurs.

Student Performance Feedback

The Graham Academy students will be provided with informal, ongoing feedback throughout their participation in the program. This feedback is intended to help the students learn and grow as performing artists. If a student or parent/guardian would like to have a meeting to discuss specific progress a meeting with Faculty can be arranged by emailing grahamacademyinfo@gmail.com.

Complaint Resolution Process

Parents/Guardians of Graham Academy students with concerns are asked to contact the Graham Academy Co-Chairs via grahamacademyinfo@gmail.com. Concerns can be

made in writing or a meeting/phone call can be arranged to discuss any issue. Our team is committed to work with families and Faculty to resolve issues and concerns in a timely manner. This process may involve/require consultation with the Graham Academy Artistic Director, GSM Board of Directors, Faculty and Staff.

If the concern remains unresolved by the Graham Academy Team, the parent/guardian may wish to contact the GSM Board in writing.

All concerns forwarded to the Graham Academy Committee Chairs and/or the GSM Board will be addressed with a written response.

A note from our Graham Academy Co-Chairs during this global pandemic.

Dear families,

We are absolutely thrilled to be continuing onsite programming into the Fall and we are so happy that your child will be joining us. 2020 has been a unique year to say the least as we have all been faced with changes and challenges that we could never have imagined a year ago today. Regardless, and with a lot of resilience, we are thriving! Together we pivoted to online programming when our province went into high alert levels and over the summer, with carefully planned safety protocols, we returned to a very successful summer of onsite camp delivery. Many of you experienced those camps first hand and will be able to speak to how excellence in programming can be delivered safely. If your child was not a part of summer camps, we encourage you to talk to other parents whose children were involved. This summer has given those involved a real boost affirming that excellence can be achieved and the arts can continue! Heading into the 2020/21 season, we are committed to continuing this excellence and providing our youth opportunities to connect and share their love of the arts.

As part of the Graham Academy family, you too have an important role to play in ensuring we continue to deliver our programming safely.

So what can you do...

*First, please review our health and safety protocols with your child. We will also review them during our first class in September. We understand these changes can be challenging for some and sometimes temporarily increase anxiety. **It is our goal to help our youth embrace these new practices as regular and familiar processes, so that together we can protect each other while enjoying the things we love to do! The Arts!** It's no different than putting on your seatbelt on a fun ride at the amusement park. We believe we all have the same goals and with this in mind we will be monitoring updates from our Regional Health Authority and will update and adapt our protocols swiftly as needed to meet our provincial guidelines.*

Here are a few things you can do in addition to reviewing the protocols with your child and other family members bringing your child to Graham Academy:

- *Please do not send your child to Graham Academy if they are sick. More than ever we will be quickly responding to all forms of illness and it would be best if children remain at home if they feel ill in any way. Our Faculty will closely monitor children's health while with us and Faculty*

are required to follow our Symptomatic Event Plan which includes the possibility of sending all children home if a child displays flu-like symptoms while attending GA. It is therefore preferable if your child remains home for any illness at this time.

- Please fill out our daily Online Self Assessment Questionnaire for your child BEFORE dropping your child off for class. Youth and Staff will not be permitted on site until the forms are completed each day.
- Remind your child to have his/her mask easily accessible. Youth will need to wear their mask upon entry into the building. Once in their bubble, masks can be removed, but will be left nearby and used intermittently in classes. Masks can be removed when our youth are in their designated clearly marked bubbles in their class.
- Remind your child that they should refrain from touching others and other people's things. Sadly no high fives or hugs. We will be teaching them "air hugs" and "air high fives" as a fun alternative. Refraining from physical contact is challenging for young people, we get that, therefore you may hear that our Faculty are reminding youth frequently until it becomes regular practice.
- Remind your child to wash his/her hands and let them know that we will be asking them to wash their hands frequently. In fact we will ask them to wash their hands as soon as they enter the building and we will be teaching them ways to ensure they are washing effectively including teaching songs they can sing while they wash ensuring adequate washing time.
- We encourage you to prepare a Graham Academy Bag that you send with your child for each class. Unfortunately, items cannot be shared this year therefore sending personal items to each class is more important than ever. We recommend the following be included in the bag:
 - Hand Sanitizer
 - A Clean Mask
 - Water Bottle (Marked)
 - Dance Clothing
 - Dance Shoes
 - A labeled binder for some older groups
 - A pencil case with pencils and a highlighter
 - A snack for longer days.
- Please be reminded that all things brought into the building must be removed at the end of the day. This allows us to ensure spaces remain ready for nightly disinfecting fogging.
- **Please reassure your child that protocols are a good thing! We do not intend for our youth to feel restricted but rather safe with people who care about them. We want to make sure we can continue to have fun together but in a new way.**

As parents and Co-Chairs and in Erin's case, as a medical doctor, we are committed to ensuring that your child is able to enjoy a safe, fun, learning environment. While enjoyable learning in a fun environment has always been a priority at Graham Academy, we appreciate the anxiety that this new "normal" can bring. As such we wish to express our personal commitment to ensuring that your child's health and well-being is of the utmost importance.

Thank you for allowing us to be a part of your child's growth and development as a performing artist during these challenging times. We are so grateful for your commitment to our programming.

If you have any questions or concerns please reach out to us at any time.

Sincerely,

Erin Smallwood & Andrea Barrett

Graham Academy Co-Chairs

Closing

We hope you have found the information in this handbook informative and helpful. We look forward to sharing with you a fabulous year of MUSIC, MAGIC and MEMORIES through the 2020-21 season.

Foot Note.....our logo

When we debated the right logo for the Graham Academy we wanted something that represented where this organization is rooted. For many of us who sat in school choirs or took private lessons with Gary, his handwriting on the chalk board or our dictation books was distinct, terrifying, and endearing.

Many young students can be heard referring to Mr. Graham as 'Mr. G' and/or affectionately referring to him simply as "G" as they enter adulthood.

With all of this in mind we decided on a logo that's primary focus is that of 'Mr. G' or 'G'. What better way to brand an academy dedicated to growing his legacy and inspiring generations to come than with the penmanship of the man himself?

Andrea Barrett snuck into a piano lesson and requested Mr. G write out the words GRAHAM ACADEMY plus several dozen letter 'G's that we then sent to graphic designer Jeremy Osmond. Jeremy then converted the handwriting into a variety of different graphic images that we spent a month debating.

Once we found ourselves arguing about the bottom twig on the corner of a letter 'M' we knew we were just about there. A few finishing touches from Mr. Osmond and here we are, the official logo of the Graham Academy.

We are so excited that this logo pays tribute to the education, excellence and inspiration embodied by our very own Mr. Graham.

We hope this is something our whole community can feel very proud of.

