



## **Summer Intensive 2017 Handbook**

### **Check-in and Orientation, June 18; Classes Begin June 19**

Welcome to the Sarasota Cuban Ballet School's Summer Intensive! The following procedures have been established to ensure that the environment at the intensive is safe and conducive for all students' learning and development. Students must abide by the rules set by Sarasota Cuban Ballet School and maintain a professional attitude through the Summer Intensive Classes.

#### **Orientation:**

Local and out of town students are required to attend Orientation.

Orientation will be held at 6:00 p.m. on Sunday, June 18<sup>th</sup> at Sarasota Cuban Ballet School: 501 N Beneva Rd. Suit 700 Sarasota, FL 34232.

#### **Code of Behavior:**

- Be considerate of teachers, fellow students and those you come into contact with in the Sarasota community. Penalties and consequences will ensue for inappropriate conduct, inclusive of excessive flirting, disrespectful talk, or inappropriate touching and language.
- Keep a positive attitude!
- Use of drugs and alcohol is strictly prohibited. Tobacco may not be used in any student housing or in the studio or meal room. We strongly advise against smoking, but it is permitted 20 feet away from our facilities.
- Students under the age of 18 must have a chaperone with them when going outside the studio or to other places.
- Students should address any questions, concerns or disputes with a staff member or an RC, Resident Chaperone.



### **Additional Rules for Students in resident housing:**

- Students are expected to be in their rooms by 10:00 p.m., checked-in by their chaperone. Lights out is 11:00 pm.
- Students may have visitors; however, no visitor may stay overnight.
- Outside visitors must have written permission from the parent/guardian of student as well as the RC, Resident Chaperone. A permission slip signed by the parent/guardian that must be received by the RC 24 hours prior to the scheduled visit. The visitor must present a state issued photo ID to the RC upon arrival. To protect the interests of all involved, the Sarasota Cuban Ballet School shall have final say in approving or disapproving all overnight visitors.
- Resident dancers must sleep in their assigned room.
- Students age 18 or older must notify their RC if they will be away from the apartment complex or hotel overnight and provide their cell phone number.
- Students under the age of 18 must have a permission slip signed by the parent/guardian that must be received by the RC 24 hours prior to the scheduled overnight absence and a form signed by the student's host. The host must pick up the student and present a state issued photo ID to the RC upon arrival. To protect the interests of all involved, the Sarasota Cuban Ballet School shall have final say in approving or disapproving all overnight visits.

### **Absences from Classes:**

#### Illness or Injury:

Students must report cases of illness or injury to a teacher, one of the artistic directors, a RC (Resident Chaperone) or another staff member. A determination will then be made regarding the need for medical treatment. Students with minor injuries must observe his/her classes. Total absence from classes will require a physician's letter that the student has a contagious disease or requires complete bedrest.

#### Other Absences:

If a student must be absent from class for any other reason, his/her parent or guardian must contact the school and confirm their approval of the absence. If the student is boarding with us, he/she must notify the RC in advance of the absence. The RC will then confirm with the school administration that the parent or guardian has approved the absence. Unauthorized absences are not permitted.



### **Facilities:**

The Sarasota Cuban Ballet has four large studios, all with sprung floors to prevent injury. All are air-conditioned and have separate changing facilities for male and female students.

### **Dance Attire:**

Students should observe good hygiene (including showering and deodorant) on a daily basis. Students must arrive to class with clean tights, leotards and shoes to project a neat and professional appearance. Please see “What to bring” document for style, brand, and quantity of the required dance supplies.

**Girls:** no sport bras, regular bras, panties, skirts, leg warmers, or any other extras. Dance bras with nude straps are permissible. Hair must be pulled back firmly in a bun, secured by pins, hairspray, and a hairnet. Girls should wear a black leotard for all classes, pink tights for all ballet-related classes and black tights for all modern classes. Girls may wear a leotard, other than black, of their choice on Saturdays only.

**Boys:** White T-Shirts should be neat and clean and tucked into the boys tights or shorts. Hair should be well-groomed and tidy. Please see “What to bring” below for style, brand and quantity of the required dance supplies. Boys may wear a shirt color of their choice on Saturdays only.

***Students are expected to be dressed in proper attire for each class with no exception. Students without proper attire will not be permitted to participate in class.***



### **What to Bring (required):**

#### Girls Checklist:

- Pink tights (7 to 10 pairs)
- Black leotards (camisole only, 5-6)
- Colored leotard (Saturdays only)
- Pink canvas ballet shoes
- Black Character shoes
- Black Character skirt (knee length)
- Pointe Shoes
- White romantic practice tutu
- White platter practice tutu
- Black tights (for modern 2-3 pairs)
- Modern shoes (optional)
- A Pilates or yoga mat
- A moderate resistance stretch band or TheraBand
- Notebook & pen/pencil

#### Boys Checklist:

- Black footed tights (2 pairs)
- White footed tights (2pairs)
- Black lycra dance shorts
- Black socks
- Capezio dance brief/belt
- Black canvas ballet shoes
- White canvas ballet shoes
- Fitted White t-shirts or white Under Armour compression shirts or similar brand
- A Pilates or yoga mat
- A moderate resistance stretch band or TheraBand
- Notebook & pen/pencil

**Note: Every student who is going to participate in the Gala Show must purchase the school leotard for the Gala Performance.**



### Studio Etiquette:

- Arrive minimum of 20 minutes early to warm up.
- Students are only allowed to take class in their assigned level. Students can only be moved to other levels by faculty recommendations and the Artistic Directors' approval.
- When arriving for class make sure your ballet attire and hair are properly done.
- Enter class quietly with a clear focus for ballet class.
- No talking in class. If you are waiting for your turn to dance, stand to the side of the room and study what your fellow students are doing. Don't lean on the barre or sit in class unless you are instructed.
- Don't allow yourself to get distracted. Focus on picking up the exercises quickly and don't allow mistakes to become repetitive.
- Don't bring cell phones and/or any electronic devices into the studios. For example: iPhones, iPods, iPads, tablets, etc.
- We all have questions. If you are patient, most of the time, your questions will be answered without having to ask the question.
- Food and beverages are **not** permitted in the studio or on stage (The Opera House) with the exception of water in a covered, seal-proof container.
- Placement at the barre: Positions at the barre are to be changed daily. Dancers will rotate so that everyone will have an opportunity to be in the front of the studio.
- Placement in the center: Always be aware of your colleagues. It is our policy that line change after each exercise is performed. The second line will come to the front, the front line will go to the back and the lines will continue to rotate their placing without having to be requested by the teacher.
- When starting a routine make sure you take your starting point with sufficient time to begin correctly on the music. Never push the preceding group from the back so they can't end their steps correctly. Observe a sense of space related to the composition and pattern of the routine you are about to begin. This will determine where you begin and end.
- When completing a routine please make your exit away from the starting point of the next group.
- Exit swiftly with a "ballet run" as if you ended a variation and are leaving the stage. It is disrespectful to the teacher and colleagues if you walk slowly away impeding the correct execution of the steps.



## **Training Schedule and Class Assignments**

There are three class levels, Beginner, Intermediate, and Advanced. Students will be pre-assigned to a class level based on their audition. However, during the first week of the Summer Intensive, staff will observe students carefully and class levels may change.

### ***Intermediate and Advance Level:***

Monday through Friday: Classes are held from 10:00am - 1:00pm, lunch is from 1:00pm – 1:30pm, and classes resume from 1:30pm - 4:30pm.

Saturday: Classes are held from 10:00am – 1:00pm

### ***Beginner Level:***

Monday through Friday: Classes are held from 10:00am – 1:00pm, lunch is from 1:00pm – 2:00pm, and classes resume at 2:00pm through 4:00pm.

## **Performances on July 29<sup>th</sup>, Sarasota Opera House:**

Student Showcase      2:00pm

Gala Performance      7:00 pm



### **Photography:**

Please note: Adult participants or minors attending The Sarasota Cuban Ballet School Summer Intensive, with parental/guardian permission, automatically give their consent to be filmed and photographed for the official use of the school, including posting of material on the internet, websites, social media, and for marketing purposes. The Sarasota Cuban Ballet School retains all rights of use. Due to minors in attendance, reproduction and/or use of Summer Intensive- related photos, video, audio, and likeness without specific written staff permission is strictly prohibited.

### **Housing:**

Out-of-town students will be assigned to Sarasota Opera House Apartments. The address is 1440 Boulevard of the Arts, Sarasota, FL 34236. There is no mail service. Families can mail packages directly to the school at the following address: 501 N. Beneva Rd., Suite 700, Sarasota FL 34232 with the student's name and c/o Sarasota Cuban Ballet School clearly printed.

Each room will be furnished with a queen size bed, bed sheets, blankets, toilet paper, and pillows. There are no landline telephones inside of the residences. Both bed linens and towels are provided and laundered every other week. You are welcomed to bring your own linens and towels.

Pets, flowers or plants are not permitted. Smoking in any form is strictly prohibited, as is, any use of incense or other scent producing devices. No open flames, such as candles, are allowed. There is a no-noise policy early in the morning and late at night. Music is to be heard with the use of ear buds or headphones **only**. Bicycles can be stored in the first floor stairwells and a lock is necessary to secure it. There is wifi and a smart TV in each apartment.

The use of the kitchen is limited for simple food preparation, and ventilation must be assured to allow for the free circulation of clean air. While there is a cleaning service, they will not wash dishes or empty trash cans. Schedule, of said cleaning, will be provided by your housing manager. Insects are a **serious** problem in Florida. Your cooperation in the maintenance of the kitchen cannot be impressed upon enough. The kitchen is to be cleaned after each and every use.

The kitchen includes a full-size refrigerator, stove with four burners and an oven, a microwave, dishwasher, flatware, dishes, glasses, cups, coffee maker, tea kettle, toaster, pots and pans, dishtowels, potholders and kitchen utensils and knives. If students use the refrigerator to store their personal items, it is recommended that they have designated areas for each student in the apartment.

There is laundry single unit that washes and dries clothing in each apartment. Loads must be kept small and machines should not be overfilled. The purchase of detergents and softeners are each person's responsibility. Liquid detergent **only** please.

There are designated parking area for residents behind the building off 5<sup>th</sup> Way. All vehicles must display a Rosemary Square parking permit. Cars without a permit may be towed at owner's expense.

Keycards are handed out upon arrival once the Sarasota Opera Housing agreement is read and signed. Lost keycards incur a \$15 replacement fee.

The Sarasota Cuban Ballet School Inc. is a 501 c (3) non-profit organization



**What to bring to the Apartments (everything must have student's name)**

All items in the Girls and Boys checklist (whichever applies)

Towels (bath and beach)

Washcloths

Bathing suit

Sunblock

Flip flops

Soap/Toothpaste/Tooth brush

Deodorant

Laundry detergent

At least a week's worth of Summer clothes (apartments have a laundry facility)

1 or 2 dresses to dress-up for the end of the Summer Showcase and Gala.

**ID Cards:**

An ID will be provided to each student at the orientation. IDs will be used to check-in and check-out students daily.



### **Meals:**

Monday through Saturday students on the full meal plan (\$1500.00) are served breakfast, lunch, and dinner. Breakfast is from 7:30 am - 9:00 am, lunch from 1:00 pm - 2:00 pm and dinner from 6:30 pm – 7:30 pm. Local students may purchase a lunch plan for \$576.00 for the 6-week course and \$288.00 for the 3-week course.

### **Travel Arrangements:**

Please complete the forms included in this handbook to inform us when the student will arrive in and leave Sarasota, and by what means of transportation have been arranged. A representative of the school will be at the Residences to check-in students.

### **Weekend activities:**

A variety of weekend activities have been planned, some at no-charge and others at a reasonable cost based on the number of students who participate. Activities are open to both out-of-town and local students. Please complete the attach Activities form to indicate the activities in which the student wishes to participate. You may pay for activities by credit card or check by filling out the form included with the handbook.

- Shopping Trip to the new University Town Center Mall (no charge)(bring money or your own lunch)
- A day at the world famous Siesta Beach (no charge)(bring money or your own lunch)
- Visit to Selby Botanical Gardens - \$40.00
- Visit to the Ringling Museum of Art and Circus Museum - \$35.00
- A day at Busch Gardens - \$110.00



### **Local Pharmacies, Grocery Stores and Restaurants:**

- . Whole Foods Market
- . Trader Joe's
- . Sprout's
- . Walgreen Pharmacy
- . Publix

### **Homewood Suites**

- A Publix grocery store (also with pharmacy) is located in the Sarasota Commons Shopping Center about a block north of the school on the same side of the street.
- There is a good Mexican restaurant across from Sarasota Cuban Ballet School and also some good restaurants in Sarasota Commons.



## **TEMPORARY CHECK-OUT CONSENT FORM**

### **Parent/Student Initial Page**

I understand that if a parent or friend wants to check me out overnight, my parent/guardian must email **and** call for verbal consent at least 24 hours in advance, letting the Resident Chaperone (RC) know when and with whom I have permission to go.

**Parent/Guardian Initial:** \_\_\_\_\_ **Student Initial:** \_\_\_\_\_

I understand that once this person checks my child out with the RC, The Sarasota Ballet School, INC. (SCBS, INC.) assumes no responsibility for him or her until the student checks back in with the Resident Chaperone.

**Parent/Guardian Initial:** \_\_\_\_\_ **Student Initial:** \_\_\_\_\_



**SCBS SUMMER INTENSIVE 2017  
STUDENT ARRIVAL/DEPARTURE INFORMATION**

**Please Print Clearly**

**Student Name:** \_\_\_\_\_

**Student Cell Phone:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Phone: (C)** \_\_\_\_\_ **(H)** \_\_\_\_\_

**Arrival and Departure Method:**

- Air Travel**
- Private Vehicle**
- Other:**

\_\_\_\_\_

**AIR TRAVEL**

**Airport:** \_\_\_\_\_

**Arrival** Date and Time: \_\_\_\_\_

**Airline and Flight Number:** \_\_\_\_\_

**Departure** Date and Time: \_\_\_\_\_

**Airline and Flight Number:** \_\_\_\_\_



## Group Activities

Please fill out the activities that your student will like to take advantage of:

\_\_\_\_\_ June 25<sup>TH</sup> Beach Trip (bring money or your own lunch)

\_\_\_\_\_ July 2nd Selby Garden \$40.00 (price include admission and lunch) Minimum 10 students

\_\_\_\_\_ July 9<sup>th</sup> Mall Trip (bring money or your own lunch)

\_\_\_\_\_ July 16<sup>th</sup> Bush Garden \$110.00 (Price includes admission, all day meals and transportation included) Minimum 20 students

\_\_\_\_\_ July 23<sup>rd</sup> Ringling Museum \$35.00 (price include admission and lunch) Minimum 20 students.

\* Please return this page with all forms

**ALL** Activity fees must be paid no later than June 12th

1. **Busch Gardens** has given us an amazingly discounted rate which is the reason that we were able to put this package together. We must have no less than 20 students to be able to qualify for this package. Everyone is welcome to join us but the cost of this package per adult is \$140.00. We will be leaving the studio at 8:00am so that we can take advantage of the day at the park. We will be at the park until around 8:00pm
2. **Selby Gardens** has given us a group rate of a guided tour of the property. The tour will be at 1:30 pm and after the tour we will be served a late lunch in Under the Banyans. Please find the lunch options for this activity in the next page. Please make a selection of your lunch items and return both pages. Per adult is \$50.00
3. **Ringling Museum** has given us a group rate that includes a guided tour (with a knowledgeable museum professional) of all the property and lunh. Everyone is welcome to join us but the cost of the adult admission including Lunch is \$45.00. Please fill out the lunch form.



Lunch options for Selby Gardens Tour - July 2nd: (Please select one)

Veggie & Hummus (Vegetarian) Gluten Free \_\_\_\_\_

Waldorf Chicken Salad \_\_\_\_\_

Turkey Wrap \_\_\_\_\_

Tuna salad – Gluten Free \_\_\_\_\_



Lunch Options for Ringling Museum - July 23rd: (please select one)

Super Green Salad \_\_\_\_\_

Tuna Salad Wrap \_\_\_\_\_

Chicken Sandwich \_\_\_\_\_

All entrees are served with chips, cookies & bottled of water.