

# **Ballet 5:8 Housing Handbook**

*Summer 2017*

# WELCOME

Dear Students and Families,

We are excited to have you stay with us over the summer!

**This handbook contains important information about Ballet 5:8 Summer Intensive student housing.** Please read over carefully – this is the best way to ensure that everyone has a safe and enjoyable experience. Your housing forms (keep reading for details) must be submitted no later than May 19 to complete student registration.

Please let us know if you have any questions!

Sincerely,

*Ballet 5:8 Directors and Staff*

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## Summer Intensive Contact Information

Main Office - (708).329.8773

Main Email - [schooloffice@ballet58.org](mailto:schooloffice@ballet58.org)

Studio and Mailing Address - 20517 S. LaGrange Rd., Frankfort, IL 60423

Hotel – Hampton Inn Tinley Park, 18501 North Creek Drive, Tinley Park, IL

# WHAT TO EXPECT

## Housing Overview

Ballet 5:8 Summer Intensive housing for 2017 will be at the Hampton Inn in Tinley Park, IL. The hotel is a short drive from Ballet 5:8's studios in Frankfort and includes ample amenities to make for a great summer stay! The hotel features an indoor pool, exercise room, and wireless high speed internet, and hot breakfast daily. Rooms include two double beds and a mini refrigerator.

### Registration For Student Housing Includes:

- A shared room and one double bed
- Breakfast provided at the hotel
- Daily transportation between the hotel and the Ballet 5:8 studios
- Weekday lunch and dinner at the Ballet 5:8 studios
- An assigned Resident Advisor (RA)
- Weekend activities including trips to Chicago's Millennium Park and attractions like Taste of Chicago.

## Daily Schedule

Students and RAs travel to the Ballet 5:8 studios each morning for the start of Intensive classes at 9:15am. Students remain at the Ballet 5:8 studios from arrival through dinner, which is served after the conclusion of the Intensive day at 5:30pm. After dinner, students and RAs head back to the hotel. Evenings are spent at the hotel and do not include structured activities.

Weekend activities vary from weekend to weekend but include a combination of sightseeing, laundry trips, and relaxation at the hotel. Students may share input as the RAs plan and finalize each weekend's activities with the preferences of the student group in mind. Students may also choose to spend weekends off campus with family or other approved persons (please see required forms for details!).

## Laundry

Dry cleaning service is available through the hotel, but students and RAs will make regular trips to the local laundromat with housing students. Students should plan to bring enough clothing and other items to last at least a full week between laundry trips; students should also plan to bring their own laundry detergent, drier sheets, drying racks, and any other laundry supplies desired.

- Students may bring quarters for laundry or exchange cash for quarters at the laundromat.
- Laundromat washes range from \$2-\$5 per load depending on the size of the load/machine.
- Laundromat driers generally run \$0.25 per 8 minutes of drying time, coming to about \$1 per average load.

## Mail

All student mail should be sent to Ballet 5:8's studios. Please address to:

Student's Name  
c/o Ballet 5:8  
20517 S. LaGrange Rd.  
Frankfort, IL 60423

*When sending student mail, please allow ample time for delivery; Ballet 5:8 is unable to forward student mail received after the conclusion of student programs.*

## Spending Money

Students will need to bring spending money for laundry, personal items needed during the intensive, weekend meals, and any weekend sightseeing trips.

## Attending Church

Students may attend Sunday church services with their RAs at Parkview Christian Church. This is a local non-denominational church and gives students a chance to worship and recharge over the weekends. Ballet 5:8 is not affiliated with any Christian church or denomination; Parkview is simply a nearby church that provides a place where students of various denominational affiliations and backgrounds can attend church services during Summer Intensive. We are not currently able to facilitate special requests from students to attend services at specific churches.

# WHAT TO PACK

Here is our list of recommended items to bring to the intensive. Make sure to also think over anything else you may need as this list is just a starting point.

- ✓ Clothes, including dancewear, warmups, “regular” clothes, and pajamas
- ✓ A modest swimsuit
- ✓ Toiletries, including shampoo and conditioner, body wash, face wash, toothbrush/paste, deodorant
- ✓ Non-perishable snacks for between meals and weekends
- ✓ Supportive shoes for walking during weekend activities
- ✓ Cash for laundry, laundry detergent, and a laundry bag or portable hamper
- ✓ A clothesline or drying rack for laundered dance items
- ✓ Dish soap and a sponge/scrubber for cleaning water bottles between uses
- ✓ Cold packs and hot packs for sore muscles
- ✓ Board games, favorite movies, or other leisure items for evenings
- ✓ Spending money for weekend meals and activities
- ✓ Letoards, tights, shoes (see student handbook for dress code details)
- ✓ T-shirts for use in class during stretching and conditioning classes
- ✓ An exercise mat
- ✓ A reusable water bottle (or two or three!)
- ✓ A Bible (not on your cell phone please)
- ✓ A journal or notebook and pens/pencils

# HOUSING RULES

## Personal Electronic Devices

Students are invited to bring personal electronic devices such as cell phones, tablets and laptop computers for communication and leisure on evenings and weekends during the intensive programs. However, there are a few important things to know about packing electronic devices:

- Students are not allowed to use electronic devices during classes at Ballet 5:8 studios. They will be asked to silence cell phones brought with them to the studios; additional electronic devices should be kept in a secure place at the hotel. If students prefer to take their devices with them to the studios, these should be left inside a bag and turned off during classes.
- Students who spend large amounts of time on their electronic devices on nights and weekends may be asked by their assigned RA to turn off the device(s) for a period of time to facilitate face-to-face fellowship and engagement with other students, an important part of the intensive programs experience!
- Students may not use electronic devices to view or listen to inappropriate media while staying in Ballet 5:8 housing. This overarching rule applies to things as extreme as pornography, but students may also be asked to avoid viewing, listening to or sharing media that contains even small amounts of offensive language, sexual content, excessive violence, or the like. In general, a PG13 rule applies to movies viewed at Ballet 5:8 housing. However, Ballet 5:8 RAs reserve the right to deem even PG13 or PG movies inappropriate for the context.

## Curfew

Students are asked to be in their rooms by 10:00pm on weeknights and 11:00pm on Fridays and Saturdays. This promotes proper rest, which is crucial given the highly athletic and physical nature of the intensive.

## Room Sharing

Students are each assigned a room and roommate at check-in. Visiting with other students in the evenings and on weekends is encouraged. Nonetheless, students are required to be in their own rooms/beds at curfew each night.

## Whereabouts and Leaving the Building

Students will be asked to keep their assigned RA informed about their whereabouts at all times. Students are not allowed to leave the hotel unless accompanied by a RA or a Ballet 5:8 staff member. If a student has a reason to leave the hotel (such as visiting family or friends in the area on weekends), the student must have a Permission to Leave Form on file prior to the start of the intensive. RAs will coordinate trips to the laundromat, grocery stores, restaurants for weekend meals, and weekend activities with their student groups.

## Guests

Students may not invite guests (anyone who is not a Ballet 5:8 housing student or RA) onto the housing campus at any time. Students who would like special permission to invite a guest into campus should seek permission from their assigned RA. Please note that for various safety and liability reasons, Ballet 5:8 may deny most student requests for guests.

## Morning Departure

A Monday-Friday morning departure time will be announced to all housing students during housing check-in at the beginning of their program. Students will be responsible to be present and ready to leave at the assigned departure time and place each morning.

## Interacting with Staff and Other Students

During Ballet 5:8's Summer Intensive and at the hotel, gossip will not be tolerated under any circumstances, and respectfulness is expected at all times. Students need to be prepared to be respectful of Ballet 5:8 staff, RAs, and other students during their stay. This includes submitting to the authority and requests of RAs willingly. Conflicts should be resolved promptly to avoid the development of bitterness and disunity.

## Relationships with Members of the Opposite Sex

Students will be asked to take care when navigating relationships with members of the opposite sex. Students arriving at Summer Intensive with an existing relationship should be prepared to abide by all the student policies – no exceptions will be made to policies, including curfew hours, visitor policies and permission to leave policies. Students may also meet members of the opposite sex at Ballet 5:8 Summer Intensive - while this is perfectly normal, summer intensive programs are not the place for romantic relationships. All students are asked to avoid being in the same room, alone, with a member of the opposite sex at any time, for any reason, during the intensive. Boys are not allowed in girls'

rooms at any time, and girls are not allowed in boys' rooms at any time. Public displays of affection will not be tolerated at any time, and "dating" or pairing up with other summer intensive students is not allowed. In the case that a student is interested in pursuing a relationship with a member of the opposite sex he or she met at summer intensive, the student should wait until after the conclusion of the intensive to pursue that relationship under the care and guidance of his or her parents/guardians at home.

## Illness and Injury

Students are required to attend all regularly scheduled classes at the Ballet 5:8 studios under most circumstances, including in the case of injury or minor illness such as a cold. Students dealing with injuries or minor illnesses will be asked to participate in their regular classes as much as possible and to observe the remainder of the classes. Students may not stay at the hotel during summer intensive hours except in the case of a moderate to severe illness causing fever or vomiting. In the case of either illness or injury, students may work with Ballet 5:8 staff to facilitate a trip to a doctor as needed.

## Termination of Stay

In the case that a student is found to be in breach of the Housing Rules or the policies listed in the general Summer Intensive Handbook, and the issue(s) cannot be resolved, the student may be sent home at his/her own expense. In the case that student becomes sick or injured with a condition that requires repeated one-on-one attention from Ballet 5:8 staff, multiple trips to the doctor or hospital, or other ongoing attention outside of Ballet 5:8 summer intensive classes, the student may be sent home at his/her own expense. Finally, in the case that a student participates in any ongoing behavior that presents a distraction to other students, or any ongoing behavior that puts the welfare and safety of other students or Ballet 5:8 staff at risk, the student will be sent home at his/her own expense.

All termination of stay decisions are to be made at the sole discretion of Ballet 5:8 staff. In any such case, no tuition or housing refund will be issued.

## Hotel Policy

Students must keep their assigned hotel room in good condition for the duration of their stay. Students and their parents will be held financially liable for any damages caused by the student to the hotel room during their stay. Students will be responsible for any hotel charges incurred outside of the nightly cost of the room taxes. Ballet 5:8 will not be financially responsible for any incidental expenses.

# HOUSING FORMS

In addition to online registration, housing students must submit the following forms to Ballet 5:8 no later than May 19. Paper forms can be submitted via email, fax or mail:

Email: [schooloffice@ballet58.org](mailto:schooloffice@ballet58.org)

Fax: 312-725-4752

Mail: Ballet 5:8 Summer Intensive  
20517 S. LaGrange Rd.  
Frankfort, IL 60423

## 1. Travel Form

***All housing students must submit a completed Travel form regardless of whether they require assistance from Ballet 5:8 for travel.***

The Travel Form is an online form and can be accessed by copying the following link into your web browser: <https://goo.gl/forms/uW0Pn5SFii6FzWj1>

For students booking flights or other public transportation, Ballet 5:8 recommends travel through Midway International Airport, or via Amtrak Trains, or Megabus. Travel through O'Hare International Airport is acceptable but is more difficult to access from Ballet 5:8 studios and housing.

### *Arrivals*

Students arriving via plane, bus or train and being picked up by Ballet 5:8 will check in at the time of pickup. Arrivals should be scheduled on the Sunday prior to the beginning of the program, with an afternoon or evening time preferred.

Students arriving directly at the hotel will need to check in with their RA immediately upon arrival at the hotel. Check-in at the hotel is on the Sunday prior to the beginning of the program, from 4:00-6:00pm.

### *Departures*

Students departing via plane, bus or train will be dropped off at the appropriate location for departure by Ballet 5:8 staff. Departures should be scheduled on the Saturday following the conclusion of the program, ideally in the morning.

Students being picked up from the program by a parent may check out on Friday evening following the conclusion of their program, or on Saturday morning.

## 2. Medical Forms

Medical forms include the following (the paper forms are included at the end of this packet and must be printed, filled out, and returned via email, fax or mail):

- Medical Release
- Medical Information
- Medication Release

The Medical Release form must be completed by a health practitioner. The Medical Information and Medication Release forms may be completed by the student's parent/guardian or the student if over 18 years old.

***In addition to the three completed medical forms, students must submit a copy of the front and back of their insurance card.***

## 3. Permission to Leave

Students under the age of 18 who wish to leave student housing on weekends with anyone other than their immediate family must have a completed Permission to Leave form on file. The paper form is included at the end of this packet and must be printed, filled out, and returned via email, fax or mail.

## Printing Instructions

To print the required forms, click "print" on your PDF reader's "File" menu.

On the following dialog box, go the "pages to print" item. You should be able to select a certain page range to print. Fill in "11-14."

# Medical Release

*To be filled out for all students staying in Ballet 5:8 Summer Intensive housing, in case of an emergency where the student requires immediate medical attention.*

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_

Emergency Contact Person (the person we call in case of a medical emergency):

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Alternate Emergency Contact Person:

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Primary Physician at Home

Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

## **AGREEMENT**

*By signing this form, I/we agree to the treatment of the student (name printed above) as deemed necessary by the physician or emergency medical personnel attending a medical emergency or incident.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Medication Release

*This form is required for students who need to bring any form of medication with them to the Ballet 5:8's Summer Intensive.*

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

*The student above has permission to keep in his/her possession the following medications (please list all medications, including Ibuprofen, Acetaminophen, Asthma Inhaler, EpiPen, Benadryl, Dayquil, or other antihistamine, supplements of any kind, and any other prescription medications):*

Medication: \_\_\_\_\_

Reason for Medication:

Appropriate Dosage/Time/Day:

Medication: \_\_\_\_\_

Reason for Medication:

Appropriate Dosage/Time/Day:

Medication: \_\_\_\_\_

Reason for Medication:

Appropriate Dosage/Time/Day:

## **AGREEMENT**

*I understand that all student medications brought to Summer Intensive housing must be listed here. Students with medications must be able to manage their own medications, including safe administration. Ballet 5:8 staff members are not responsible to assist students with medication or administration. Students may not under any circumstances share medications of any kind with other students at the Intensive. All student medications brought to Intensive must be clearly labeled, in their original packaging.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Medical Information

*To be filled out by a medical professional.*

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

The student above wishes to participate in Ballet 5:8's Summer Intensive, a physically demanding and highly athletic ballet training program. Please fill out this form to confirm that the student above is in good health and reasonably able to complete the program. The student may attend for 1-5 weeks, depending on the program segment; attendance requires completing a range of physical activity for 5-7 hours per day, five days per week during the program.

Question 1: Are you (healthcare provider) confident that the student above is in good overall health and is reasonably able to participate in the activities described above? YES/NO (if no, explain)

Question 2: Does the student above have any medical conditions or health concerns that could affect his/her ability to safely participate in the activities described above? Please include prior injuries or medical conditions, allergies or dietary restrictions of any kind, problems with an eating disorder, feminine concerns, etc: YES/NO (if yes, explain)

Healthcare Provider Name/Title:

Practice Name, Address and Phone Number:

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Permission to Leave

*This Permission to Leave form is required for ALL housing students under the age of 18 who wish to leave Ballet 5:8 housing at any time (such as to visit a family friend over the weekend). Even with a Permission to Leave form on file, students must request permission from their RA before leaving housing.*

Student Name: \_\_\_\_\_ Student Age: \_\_\_\_\_

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

*By signing this form, I (parent name printed above), give the student (name printed above) permission to temporarily leave Ballet 5:8 housing during Summer Intensive. We both understand that students are required to abide by Ballet 5:8 policies when leaving the supervision of Ballet 5:8 staff, particularly, notifying a Ballet 5:8 staff member before leaving and informing that staff member where you plan to go, with who, and what the anticipated time frame is. We also understand that Ballet 5:8 staff reserves the right to deny permission to leave. Finally, we both understand that Ballet 5:8 is not responsible for any student injury and loss, and any other liability incurred by the student at any time, including while having left the premises.*

*The student (name printed above) has permission to leave Ballet 5:8 housing with the following approved persons (other than parents - such as a family friend). For each approved person please include a name, phone number and a description of the relationship between the student and the approved person.*

APPROVED PERSON(S):

- 1.
- 2.
- 3.
- 4.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_