

# **Conservatory Program & Ballet 5:8 Studio Company**

*Ballet 5:8 School of the Arts – 2017.2018 Term*

# 1 – ABOUT

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## Introduction

Welcome! Congratulations on being accepted into the Ballet 5:8 Conservatory Program. We, the staff at Ballet 5:8 School of the Arts, are excited to have you as part of this unique and valuable division of our training program. Conservatory students have the opportunity to gain experience as a dancer, artist and performer, and moreover, to worship Jesus Christ through dance. Our hope and prayer is that you, students, will have a great time growing, serving others and worshipping the Lord through your time as part of this program.

## THE PURPOSE OF THIS DOCUMENT

The purpose of this document is to explain important details pertaining to study in the Conservatory Program and participation in the Studio Company. *Returning dancers: Please read through this document carefully to familiarize yourself with any policies that may have changed or been added since last year.*

## About the Conservatory Program

Typically attended by high school students, the Conservatory includes up to 25 hours per week of training, Monday-Friday. Classes begin as early as 2:15pm, promoting the optimal physical and mental progression of the advanced student. Conservatory dancers must apply for early-release from their high school or enroll in nontraditional academic options for the completion of high school. Graduates will be equipped to pursue positions as professional dancers as well as careers in many areas within the wider field of dance if they wish, including professional performance, teaching, choreography, and many related fields. Successful graduates will also be fully equipped to transition into our professional Trainee Program.

Dancers in the Conservatory Program automatically participate in the Ballet 5:8 Studio Company. Dancers are required to participate in all performances throughout the duration of each term in both main stage and outreach performances. Some additional, optional events/performances require outside fees (*See Performance Opportunities on page 6*).

## STUDIO COMPANY STRUCTURE

The Ballet 5:8 Conservatory Program and Studio Company is divided into three levels: Conservatory 1, 2 and 3. Dancers in all levels attend daily technique and a rotating schedule of rehearsals and supplementary classes Monday - Friday. Dancers in Conservatory 3 attend some morning technique classes with Ballet 5:8's professional company as scheduled. Conservatory Program staff consider placement decisions carefully in order to foster the best possible experience and the most growth for each individual dancer. Casting and performance opportunities are based on level and the recommendation of the Ballet 5:8 School of the Arts Artistic Director.

## PROGRAM GOALS

### ***Technical Excellence***

The goal of the Conservatory Program is to provide students with intensive advanced training and to equip students to pursue careers in professional dance performance. We are dedicated to helping Conservatory dancers achieve the highest degree of technical excellence possible for each individual. The program includes Ballet 5:8's comprehensive Vaganova-based training syllabus, one-on-one corrections and coaching, and a safe, nurturing environment where each student and their overall health as a person are valued.

## ***Performing Experience***

The Conservatory Program includes extensive performing opportunities for dancers through the Ballet 5:8 Studio Company. These opportunities challenge dancers to develop agility, consistency and artistry in addition to technique. Dancers participate in two full-length Ballet 5:8 School of the Arts productions each year and also perform in outreach settings throughout Chicagoland. Conservatory dancers also have the opportunity to vie for *corps de ballet* roles with Ballet 5:8's professional company, and to perform at regional and national festivals with Regional Dance America. We believe that performing in both theater and outreach settings are crucial aspects of the development of a well-rounded dancer.

## ***Outward Focus***

At Ballet 5:8, our inspiration comes from our faith - *"but God shows his love for us in that while we were still sinners, Christ died for us."* The incredible love that has been shown to us is the motivation for our pursuit of excellence in our craft and informs the outward focus of all our programming and performances. We see dance not as a means of self-glorification, but as a way to share the joy of our faith with the communities around us and to invite others into meaningful discussion of faith-topics. Our overarching goal for the Conservatory is to introduce and immerse dancers in this mindset, challenging dancers to grow in their own faith and to see their craft as a way to share that faith with others.

## **About Ballet 5:8**

Ballet 5:8 is a 501(c)3 nonprofit organization dedicated to creating and performing honest, relevant, breathtaking dance that can engage audiences in meaningful discussion. The Ballet 5:8 professional performing company is made up of adult, professional dancers who have fully completed their student training and work with the company full-time. The company performs around 40 times each year in the Chicago area and around the U.S. Ballet 5:8 School of the Arts, our dance education arm, is dedicated to training up new generations of artists. The School's several distinct divisions and training programs provide space for young people of all ages to pursue dance training in a positive, nurturing environment made possible by our basis in faith.

## **A NONPROFIT ORGANIZATION**

Ballet 5:8 School of the Arts is a part of Ballet 5:8, a 501-(c)-3 nonprofit organization! As a nonprofit, we do not exist to make a profit, like a traditional for-profit business. We are legally required to (and do) invest all funds that come into the organization back into the organization. This means that 100% of every dollar that you invest in Ballet 5:8 School of the Arts - whether through tuition, performance tickets, or a donation - will go to meet the needs of the organization, its current work, and its future development.

## ***Donor Funding***

As you may know, most donations to 501-(c)-3 nonprofit organizations are tax-deductible. As a 501-(c)-3 nonprofit, Ballet 5:8 School of the Arts is able to use donor support to make our high-quality dance programs available at tuition rates that are far below the average rates for the same caliber of training.

## ***Ownership***

Did you know that Ballet 5:8 is publically-owned, similar to a public corporation? With the public, our community, and YOU as our "shareholders," we exist to serve the public. We are governed by a Board of Directors and are managed by the Artistic Director, Executive Director, and staff.

## ***A Great Place to Dance***

We feel strongly that being a nonprofit organization is one of the best ways for us to ensure that Ballet 5:8 School of the Arts is a great place to dance. Since making a profit is not the goal of the organization, we have full freedom to invest our energy and passion into our mission!

# 2 – POLICIES AND PROCEDURES

*Conservatory Program and Ballet 5:8 Studio Company – 2017.2018 Term*

## **Attendance**

Conservatory students are required to maintain consistent class attendance throughout their study in dance. Consistent attendance ensures that students don't miss out on important syllabus concepts introduced throughout the semester, and is also crucial for development of strength, coordination, and flexibility. Students who are inconsistent in their class attendance will take longer to develop key proficiencies and will be at an increased risk of developing acute and chronic injuries.

Dancers should be careful of their attendance of all their regular program classes and rehearsals. This applies to everything: ballet technique, pointe, pas de deux and any supplementary classes in other disciplines - each one matters in its unique way. Regular classes provide the framework for the discipline, stamina, and technical ability for students' progression in their training, and for participation in Conservatory Program activities and performances. Regular class attendance also reflects the reality of any professional dancer's need for daily class, paired with additional stretching, strengthening, cross-training and review outside of company rehearsal and performances.

## **ABSENCE POLICIES**

### ***Class Attendance***

Students must request an absence for approval at least 2 weeks before the actual date of requested absence. All requests must go through appropriate staff (see appendix for details) in-person or by email. For illnesses or unavoidable circumstances, please call the front desk. *See contact form on last page of this Handbook.*

### ***Absences - Illness***

In the event of an injury or a mild illness such as a cold, dancers should continue to attend regular classes, rehearsals and other events, sitting down if necessary. In the event of serious illness including a fever or vomiting, students should stay home and should have a parent or adult report their absence.

### ***Absences - Excused***

Conservatory dancers may not under any circumstances miss classes or rehearsals without being excused. In order to take an excused absence for a reason other than illness, a parent must obtain permission from the appropriate Ballet 5:8 staff (see appendix for details) to miss rehearsal. Ballet 5:8 directors and staff reserve the right to deny requests for excused absences. If special circumstances (such as a wedding, mandatory school function, etc.) require that a Conservatory dancer have more than one absence in a semester, this should be discussed with Ballet 5:8 staff *prior to the beginning of the semester.*

### ***No-Absence Periods***

No excused absences will be granted during the three-week period prior to any announced performance dates.

### ***Dismissal***

Any unexcused absence at any point will result in dismissal from one or more pieces. Continued absence may result in demotion or dismissal from the Conservatory Program.

## **CONSERVATORY & STUDIO COMPANY ACTIVITIES, REHEARSALS AND EVENTS**

We do not allow dancers to participate partially in the Conservatory Program, so participants need to be prepared to maintain excellent class attendance (see above) in addition to participating in all outside activities, rehearsals and events for the entire school year (no half-year attendance is permitted). **Exceptions are only made in extraordinary circumstances.** Conservatory attendance is absolutely important for each dancer involved, as we need ALL dancers present in order to rehearse. Ballet is a team sport.

## Casting

Performance opportunities and casting for Conservatory dancers varies based on level placement and a multitude of other factors. Casting decisions are made final by the recommendation of the Artistic Director. Dancers may not petition for a change in casting under any circumstance.

### ***Understanding Casting***

What should I expect as far as casting? As professional dancers, each of the staff members has been through situations when their casting expectations and aspirations were not met. *The important thing to remember is that casting is not a permanent measure of who you are as a dancer.* Casting relates to the needs of a particular performance. Dancers who work hard in class often get prominent roles in the production. However, if you are not in a prominent role, that doesn't necessarily mean that you aren't working hard. As the Directors are looking at the big picture needs of the production, it may mean that where you will fit *best* in that big picture doesn't match up with where you want to fit. Remember that group roles are just as important as solos. We need good dancers in every piece if we are going to present a strong, beautiful show. On the flip side, if you are not working hard, have a bad attitude, and have not had good attendance in the past semester; you will not be considered for a prominent role in the production, no matter how talented you are. In the end hard work in class, good attitudes, and a team spirit will take you where you want to go!

## Communication and Updates

ALL schedule changes in weekly classes and rehearsals will be updated on the online Current Students Calendar (Please see appendix for instructions on how to view calendar).

## Fundraising

After reading this, you may be asking – why fundraising!? Ballet 5:8 School of the Arts engages in fundraising activities as an alternative to charging high tuition and performance ticket prices that could prevent many families from being able to access our education programs and performances. In other words, we have made a commitment to prefer the legwork of fundraising, rather than running an exclusive program that only a few students and families can access.

### ***How Expensive Would the Program Be Without Fundraising?***

Dance training facilities are expensive to buy and maintain due to the large, open spaces needed for dancing and costly equipment including special marley floors, mirrors and sound equipment. On top of that, administrative staff must maintain student records and a plethora of communication functions, while artistic and teaching staff must also be paid a fair hourly wage for their specialized services in and out of the classroom.

Without the assistance of fundraising, tuition prices would need to be significantly higher to cover all our costs. You can see this by comparing our tuition and the tuition for similar training programs that have comparably qualified instructors, comparable training syllabi, and comparable training hours for each level of classes. Tuition for comparable programs is sometimes double that of our tuition rates (this comparison does not include recreational dance programs, which offer students a more lighthearted training experience and typically only include a fraction of the class hours associated with each of our ballet levels).

***How I Get Involved*** Fair Trade items in support of the school. Make sure to check lobby signage and the email newsletter for up-to-date information on fundraiser product catalogues, selling procedures, and deadlines. In the Spring Semester, we host a variety of smaller fundraising events, including Family Nights at local restaurants that promote community building among students and families in addition to raising funds for the school. Since Ballet 5:8 is a 501(c)3 nonprofit organization, all donations to the organization are tax-deductible - if you don't want to participate in the fundraisers, consider making a direct donation as you are able!

### ***Conservatory Fundraising Requirements***

Because of the extremely low cost associated with the Conservatory Program, dancers participating are responsible to raise \$150 in donations to Ballet 5:8 School of the Arts each year, through direct contributions OR \$300 worth of sales during the Fall Fundraiser. This offsets the costs associated with the program and allows us to create the beautiful sets, costumes and choreography for each of the performances. All Fundraising requirements are due by November 1st.

## ***Other Conservatory Fundraising Events***

In addition to contributing to Ballet 5:8 School of the Arts' overall fundraising need, Conservatory dancers may also participate in fundraising events held specifically to defray the cost of Conservatory activities such as RDA and YAGP (see below). These events and details vary from year to year, so make sure to watch for specific opportunities that come up throughout the year. Dancers may also engage in private fundraising efforts to support the cost of Conservatory activities.

## **Performance Opportunities**

### Winter Production

***Beyond The Nutcracker***- Ballet 5:8 School of the Arts produces this joyous and Biblical retelling of the holiday classic, *The Nutcracker*, every December

### Spring Production

***Spring Production***- Each Spring Ballet 5:8 School of the Arts produces an original ballet. Dancers may perform a retelling of historic ballets, classical ballets or experience a brand new contemporary ballet!

### Regional Dance America (RDA)\*

Each year, Regional Dance America member companies including the Ballet 5:8 Studio Company meet at the Midwest regional festival where dancers participate in master classes, auditions for scholarships and three evenings of performances. Recruiters from professional companies, colleges and universities often attend. The recruiters observe dancers in classes and performances, participate in college roundtable discussions, distribute information on their various programs, and award contracts, scholarships, and early admissions to dancers selected during auditions. Every 4-5 years, RDA members have the opportunity to attend a National Festival, bringing in even more opportunities to dancers. For more information, please visit [www.regionaldanceamerica.org](http://www.regionaldanceamerica.org). Conservatory dancers will be informed of participation requirements and registration information at the beginning of each school year.

### Youth America Grand Prix (YAGP)\*

Youth America Grand Prix (YAGP) is an annual classical ballet competition and is the world's largest global network of dance. It fulfills its mission of dance education through scholarship auditions, master classes, alumni services, educational and outreach activities, performances, and films. YAGP reaches over 7,000 dance students annually by holding workshops, scholarship auditions, master classes and audition classes in approximately 17 U.S cities and 6 international locations. Each season culminates in the week-long New York Finals, where more than 1,200 of the world's most promising dancers receive in-depth mentoring and greater scholarship, professional, and performance opportunities. The New York Finals closing night "Stars of Today Meet the Stars of Tomorrow" Gala features the students showing the most potential alongside the stars of today's leading dance companies. For more information, please visit [yagp.org](http://yagp.org). Conservatory dancers will be informed of participation requirements at the beginning of each school year.

\*These opportunities are optional for Conservatory dancers. Conservatory program staff are instrumental in helping each individual dancer discern whether participation in these opportunities will be beneficial for their growth as a dancer. These opportunities do have associated fees not included in Conservatory Program tuition or performance fees; dancers are individually responsible for these fees.

# Dress Code

## CLASSES AND REHEARSALS

Dancers should observe standard dress code during their regular classes. *Please no baggy pants, t-shirts or leg warmers, except in the case of injury.* Dress code is as follows:

### **Female Dancers**

*Monday-Wednesday:* Black Leotard, Prima Soft Seamed Convertible European Pink Tights, pink canvas or leather ballet slippers, pointe shoes. Tights should always be worn inside shoes.

*Thursday:* Coral Prima Soft camisole leotard\*

*Friday:* Colored leotard\*\*

### **Male Dancers**

Form fitting White t-shirt, Black "M. Stevens" brand tights w/belt, White socks, White ballet slippers

### **Pointe Class**

Coordinating colored skirt, approved pointe shoes (*all pointe shoes must be approved by program staff*)

### **Friday "Dress-up" Day**

Female Students: plain colored leotard.\*\*

Male Students: black, gray or colored t-shirt.\*\*\*

### **Supplementary Classes**

Dancers may choose to wear plain colored, fitted shorts, capris or leggings (approved by program staff) to extra classes such as Jazz or Modern

### **Progressing Ballet Technique (PBT)/Pilates/Yoga**

Dancers attending strengthening and conditioning classes should bring their own exercise mat. Mats may be purchased at any department store with an exercise section. For PBT classes, dancers should have bare legs from the knee down, including feet.

\*Prima Soft uniform leotard is available for purchase through the front desk.

\*\*Please keep leotard colors and styles simple. No halters, bright colors or sequins.

\*\*\* No graphics. No bright, neon colors.

## THEATER/EVENTS

### **Warm-Ups**

Dancers should bring a set of warm-ups to all performances and events. These warm-ups, both top and bottom, should be worn before and after performances. One reason is modesty and respect towards the non-dancers we may be interacting with in spaces outside of our dance studio. Another reason is that these buildings are often "freezing" from the perspective of a dancer in a leotard and tights! Warm-ups are an important tool for keeping your bodies and muscles warm, enabling you to perform well and avoid undue risk of injury.

### **Street Clothes**

Dancers should be careful to abide by rules of modesty when wearing normal or "street" clothes to and from a theater or other event (and really, all the time!). Members of the Ballet 5:8 Studio Company are expected to have an overarching spirit of modesty in dress inside and outside of the studio. For specific advice, dancers should ask their mom, a Ballet 5:8 staff member, or an older, trusted female friend.

## ONSTAGE

**Unless otherwise instructed,** Dancers should arrive at all performances and events with the following:

- Hair in a slicked-back, high bun without a part
- Required Make-up (*see below*)
- A nude leotard for under costumes
- A pair of approved pink briefs for under costumes
- Prima Soft Seamed Convertible European Pink tights
- Clean ballet slipper, pointe shoes, or other appropriate dance shoes when applicable

### ***Makeup Requirements***

All School of the Arts performances require specific makeup, which can vary each year based on production and individual roles. All Conservatory dancers should consult with the Artistic Director at the beginning of each school year regarding specific makeup requirements. Below is a basic list of necessary stage makeup:

- Foundation
  - Liquid base in appropriate skin tone
  - Powder finish in appropriate skin tone
- Blush and Contour (stick to deep rose shades)
- Eyeshadow
  - For light skin: Neutral tones (shades of brown)
  - For dark skin: Neutral blues
- White Eye Contour (pencil, cream, or powder base)
- Black Liquid Eyeliner
- Black Mascara
- False Eyelashes: Recommended “e.l.f. Dramatic Lash Kit” (or similar dramatic/full lash)
- False Lash Adhesive: DUO Strip Lash Adhesive (.25oz)
- **Lipstick: CoverGirl Queen Collection Lip Color “Paint the Town” (Q515)\***
- Earrings: Depending on the role or production, some dancers may be asked to wear small, rhinestone stud earrings
- Makeup Remover Wipes

\*Lipstick used must be specifically this color. .

## **Dancer Health**

### MAINTAINING A HEALTHY BODY

Participating in an elite level training program is an extremely athletic pursuit, in addition to being an artistic pursuit! You may or may not know that students who study ballet for more than 10 hours a week are at a high risk for failing to eat enough to cover the caloric cost of engaging in that level of physical activity. Students often fail to eat enough due to negligence, and sometimes fail to eat enough on purpose in pursuit of a false image of an ideal body weight. In reality, God created each body a little different, and each dancer will have their own individual healthy weight.

#### ***What Should I Do?***

We exhort students and their parents to take great care to continually assess students' eating to make sure that they are getting enough calories (and enough of the right types of calories) to sustain their level of physical activity. And truly, you may need to revamp your current diet in order to have enough energy to maintain a healthy body and mind! Students will also need to drink LOTS of water to maintain proper hydration during long stretches of dance class.

## ***How Should I Eat?***

The ideal answer to “how much” and “what kind” of foods to eat varies from student to student depending on body type and many other factors. If you’re having trouble managing your eating, please take time to do a little research, and then do a little self-experimentation. Meter your eating and keep a food journal, detailing what produces good results and what doesn’t. Continue to make changes in your meals and the snacks that you bring to the studio to facilitate positive change. Dancers who are eating well will maintain a trim but healthy appearance and will have plenty of energy. Looking gaunt in your cheeks, paleness, chronic fatigue, mood swings, grumpiness and feelings of listlessness are all signs that you’re falling below a healthy weight, or that you are not eating the right kinds of foods for your body. Conservatory Program staff members will be able to share helpful tips and insights if you ask; helpful information can also be found in books on sports nutrition. If you do your own research and still have questions, please consider consulting a professional nutritionist or wellness coach. Your health this year will affect your health long term, so the investment in staying healthy now is well worth the effort.

## ***Addressing Problems***

Because our staff cares about you, they will be keeping an eye on your physical condition and body weight throughout the year. If you seem to be falling below what would be a healthy body weight for you, our staff will address this with you and your parents. Students who, after receiving a warning, fail to maintain a healthy body weight may be asked to take a leave of absence from the program.

## **Injuries and Sitting Out of Class**

### **AM I INJURED?**

One of the most challenging parts of the study of classical ballet is learning to discern the difference between normal feelings of muscle fatigue, soreness and stretching, and abnormal feelings of pain that can signify an injury. As they are learning, students should not hesitate to ask their instructors for help in figuring out the difference between these feelings.

### **INJURY PREVENTION AND SELF-CARE**

During their study in the Conservatory, students attend an average of 25 hours of weekly class study. This kind of intensive schedule can facilitate incredible progress for students, but training this hard also requires that dancers take the individual responsibility to engage in needed injury prevention and self-care measures outside of their class hours. Since the measures needed will vary widely from student to student, each individual must work with instructors to formulate a specific routine of stretching, strengthening, and even icing certain muscle groups at night after classes! Students who fail to develop these crucial self-care habits outside of class place themselves at an unnecessary level of risk for developing acute and chronic injuries and limit their own ability to progress technically in regular classes. Don’t create extra risk – stretch at home!

### **INJURIES AND INJURY SCREENINGS**

If you develop a minor injury that doesn’t get better with basic care, or if you sustain a potentially serious injury, it can be a good idea to get professional help. Not all health care providers are familiar with the specific needs of dancers and athletes however! If you aren’t sure, ask if your provider has experience working with athletes. Many physical therapists and chiropractors provide free injury screenings that can help you assess the severity of an injury and what to do to get better. You can ask a member of Ballet 5:8 staff for specific recommendations on providers suited to the specifics of your injury and who specialize in working with dancers.

## SITTING OUT OF CLASS

In cases when a dancer does begin to experience pain that could signify an injury, the first thing to do is always to talk with an instructor. For a potential chronic injury (developed over time), your instructor or program director can help you assess the injury and develop a self-care plan, including guidelines on when to keep dancing in spite of the injury and when it is best to sit out of class.

Dancers who are injured and do sit out of class with their instructor's permission **MUST** continue attending classes - absences due to merely sitting out of class are not considered excused. It is scientifically proven that dancers can positively impact their technique and training by observing their classes and visualizing their participation in the movement, even if they are sitting out. Injured dancers should bring a notebook to class and may also do approved cross-training exercises while observing class.

## **Placement**

We care deeply about each and every one of our dancers and their development as young artists. Because of that, our staff works diligently to place each student in the class level that best suits their individual needs. Student placement is determined based on a variety of factors, including strength, flexibility, coordination ability to name syllabus-level vocabulary and perform corresponding steps, punctuality, consistent class attendance, adherence to dress code, observance of classroom etiquette and respectfulness of instructors and peers, and successful completion of exams at the end of the Spring Semester. Placement is not determined by age, or necessarily, previous experience.

## EXAMS

At the end of each school year, students are formally evaluated against the syllabus requirements for their level. Exams include sections evaluating technique, pointe, *pas de deux* and written comprehension. Exams are a big part of the placement process for all students! Instructors provide each student with detailed feedback with their exam grades, as well as level placement for the following year. Exam grades provide both families and instructors with a measured indicator of a student's progress. Exams are scheduled for one week each year, usually in May (please see the School Calendar for details). Exams are mandatory for all students wishing to maintain their placement or progress through the program. *Exams CANNOT be made up when missed. Students will receive a "0" grade on any exam sections not completed, regardless of the reason for missing the exam.*

## **Pointe Shoe Policies**

Following are a few key pointe shoe policies that Conservatory dancers need to keep in mind:

- All pointe shoes worn in classes and rehearsals must have ribbons and elastics attached, no exceptions. Shoes with only elastics attached are not acceptable under any circumstances.
- All shoes (of a new brand/style) need to be approved by program staff.
- All dancers should plan to maintain an adequate supply of new pointe shoes; dancing on shoes that are too soft can increase your risk of injury and will hinder you.

### ***Pointe Shoe Care***

If you find that your shoes are "dying" very quickly, it may mean that the shoe is not right for you or that you are not taking proper care of the shoes in between classes. If this is the case, ask your instructor for advice on how to rotate shoes, dry shoes out between uses and use tools like "Jet Glue" to extend the life of your shoes.

## **Private Lessons**

Students in our programs who maintain consistent class attendance will have the opportunity to achieve the majority of their training and formation through their regularly scheduled classes. However, a student may be recommended for a private lesson or request one from time to time if a particularly tricky technical challenge a student is facing becomes apparent to that student and his or her instructors. If this is the case, the instructor may recommend a series of 2-4 private lessons.

## **Summer Study & Intensives**

While it is always good to take a few weeks off during the summer months for much needed rest of mind and body, Conservatory Program students should also continue their study of dance throughout the summer months by attending a minimum number of summer classes and/or summer intensive programs. Since ballet at the level taught in the Conservatory Program requires a significant level of physical skill, summer classes help students to maintain the strength, coordination, flexibility, and other skills needed to safely continue their study when regular semester classes resume in August of the following year. Summer study can also help students maintain their technique or even improve over the summer months! If students take too much time off over the summer, they can lose, in some cases, an entire semester's worth of progress gained during the regular school year. An average calculation is that it takes, physically, two days worth of class to regain the lost physical strength and coordination that occurs when you miss just *one day* of regular class.

### ***How Much Summer Study?***

Rest is important, but for the advanced level dancer, getting enough summer study is equally important. Conservatory dancers are required to attend a minimum of 5-6 weeks of classes over the summer, with at least two weeks at Ballet 5:8 Summer Intensive Program.

### ***"Outside" Summer Intensives***

We often recommend that Conservatory dancers explore other summer intensive programs in addition to Ballet 5:8's intensive. Dancers receive individualized recommendations from their program director in December on which intensives may be particularly beneficial for the individual student.

# 3 – STUDIO RULES

Conservatory Program and Ballet 5:8 Studio Company – 2017.2018 Term

## Cancellations

While we hate to cancel class, inclement weather and other unavoidable circumstances do sometimes lead to class cancellations. If we cancel class, we will:

- Post class cancellations on the Ballet 5:8 website (school.ballet58.org)
- Send an email to you with information regarding the class cancellation
- Be available via phone or have a recording on the answering machine with information regarding the class cancellation (708-329-8773).

**We do not, however, make individual phone calls to warn of class cancellations.**

We typically do not schedule make-up classes for snow days and other cancellations. If your class is cancelled, please make up the class according to our standard make-up policy. We will occasionally schedule a make-up class in the case of repeated cancellations, usually if the same class is cancelled more than twice in one semester. In such a case, please make sure to read email communications for further information about the date and time of scheduled make up classes. Cancelled classes do not constitute grounds for an exception to our standard tuition policies.

## Communication

**Ballet 5:8 School of the Arts' primary method of communication with students and families is email.**

Please ensure that the email address we have on file for you is current, and check your email regularly! All important announcements and updates will be sent via email! Most announcements will also be posted on the bulletin board in the Ballet 5:8 School of the Arts lobby and/or on our website, school.ballet58.org.

## Food & Drink at the Studio

- Food and drink is permitted in the lobby and dressing room areas.
- Only water in an enclosed container is allowed in the studios.
- Dancers should plan to bring plenty of water to each of their classes.
- Dancers who dance for longer than 90 minutes at a time should pack snacks. The best kinds of snacks can provide a boost of fresh energy in just 1-3 bites, as students rarely have a lengthy break between classes to eat heartier food. Fresh fruit, yogurt, cheese, granola bars and healthy trail mix are all favorites.
- Plastic water bottles are available at the front desk for \$0.50 each.
- Keurig coffee is available behind the front desk for \$1.00.

## Hygiene

- Be prepared: dance classes can get hot and sweaty!
- Plan to wash dance attire after each use.
- Make sure to wear deodorant ☺
- Avoid putting on lotion before class – the oils can cause hazardous slippery spots on the floor.

## Lobby & Office Hours

If there are classes in session, there will also typically be a member of the Front Desk Team on duty at the front desk. Lobby hours typically begin 30 minutes prior to the first class of the day and end 15 minutes after the last class of the day ends. *Ballet 5:8 School of the Arts reserves the right to charge a late pickup fee of \$25 per 15 minutes for any students left at the school without a ride after the conclusion of office hours.*

## Parking Lot

We've never had any problems in the parking lot, but we do share the lot with several neighboring businesses. Please use common sense. Dancers should plan to abide by the "buddy system" when walking in the parking lot. Ballet 5:8 School of the Arts is not responsible for dancers in the parking lot.

# 4 – TUITION, FEES & POLICIES

Conservatory Program and Ballet 5:8 Studio Company – 2017.2018 Term

## Tuition & Fees

**Registration Fee** - \$35/student or \$45/family for the 2017/2018 Term beginning in August.

**Tuition** - Fees for the 36-week term, calculated based on the Payment Plan B:

- Conservatory I - \$\$384.50 per payment
- Conservatory II & III - \$450 per payment

**Performance Fees** - Studio Company performance fees are due in October and March.

- Studio Company - \$135 per semester

**Family Discount** - Families with more than one student enrolled pay full price for the student with the highest tuition. Additional students' tuition is discounted by 15%.

**Late Payment Fee** - \$15 per invoice more than 10 days overdue.

**Withdrawal Fee** - \$25 plus ½ of remaining tuition.

## Registration Commitment

All students who participate in the Conservatory Program must register for the entire school year, or two semesters, August-May (a total of 36 weeks of classes). **Due to the highly athletic nature of the advanced study of ballet, a minimum commitment is needed before students are able to see progress in their technique and other learning outcomes.**

## Payment Policies

- Tuition payments are due by the 15th of the month. Payments may be made by check or credit card.
- Tuition and fees are non-refundable and non-transferable once paid.
- Tuition is charged for the full 36-week term of registration regardless of student attendance.
- Tuition is not adjusted for inclement weather or student absences; there are no credits given or carried over to the next payment for unattended classes or performances.
- Students with accounts more than a month overdue may be asked to take a leave of absence from participation in programs until the account balance is cleared. Please notify the Front Desk if circumstances arise, and a payment plan will be discussed.

## Withdrawals

**General Withdrawal Policy** - Registration in the Conservatory Program is a commitment for the entire 36-week school year. If a student withdraws from the program mid-year and provides written notification, a withdrawal fee equivalent to ½ of the student's remaining tuition commitment will be charged in addition to a \$25 withdrawal fee. *If no notification is provided, you will be responsible for all remaining tuition whether the student attends classes or not.*

**Withdrawal Due to Injury or Illness** - Many injuries sustained in the context of ballet training are minor and can be managed with appropriate care. In the case of a significant, prolonged injury or illness, students may apply for withdrawal with an exception to the registration commitment policy. Exceptions are only considered in the case of significant injury or illness that prevents a student from dancing for an extended part of the year; a doctor's note and other supporting documentation may be requested as part of an application for exception. Requests for exceptions are evaluated on a case-by-case basis and are not guaranteed.

# Payment Methods

## PAYMENT PLANS

Tuition is not “monthly” but instead is billed per-term and is payable using one of the following payment plans:

- **In Full at the time of registration;**
- **Per-Semester:** two payments, due with registration and on January 15th.
- **Payment Plan A:** Tuition for the term is divided into four payments, due on 15th of the month in August, October, January and March.
- **Payment Plan B:** Tuition for the term is divided into eight payments, due on the 15th of the month in August, September, October, November, January, February, March April (no payments in the months of December and May!).

## PAYMENT METHODS

- **Self-pay** families are responsible to pay tuition according to their selected payment plan with a credit card, check or cash submitted at the Front Desk or by phone.
- **Auto-bill** students use a credit card to pay for their first tuition payment; subsequent payments are automatically billed to the credit card submitted for the first payment. Students must re-select automatic billing at the beginning of each term and confirm with Front Desk Team staff. Please also notify a member of the Front Desk staff if your credit card information changes in any way throughout the semester.

# Information Privacy

## HOW WE USE YOUR PERSONAL INFORMATION

During registration, you will be asked to share personal information including your email address, physical address, phone numbers, and the birth month and year of student(s) enrolled.

We value your privacy and we keep personal information exclusively for internal purposes related to the dance education activities and events at Ballet 5:8 School of the Arts. We may use your contact information to contact you regarding your student(s) enrolled in our programs, and regarding various events and activities at Ballet 5:8 and Ballet 5:8 School of the Arts. We may contact you via email, phone, and/or physical mail.

We do not share your personal information with anyone outside Ballet 5:8 staff for any reason, unless you provide prior permission based on a specific instance. We also do not share students' personal information with other students, prior permission is provided based on a specific instance.

# 5 – CODE OF CONDUCT

*Conservatory Program and Ballet 5:8 Studio Company – 2017.2018 Term*

In order to participate in the Conservatory Program, students must agree to abide by the Ballet 5:8 School of the Arts Code of Conduct. To abide by the code, students (and their families) must work together to ensure that:

1. Dancers relate to their instructors respectfully, addressing them as “Ms.,” “Mrs.” or “Mr.,” speaking politely, and complying with instructor requests without questioning.
2. Dancers arrive to class(es) on time and in the proper dress code. Arriving on time ensures that students don’t miss any class material in the first few minutes of class. Taking class in dress code gives the class a sense of order and boosts students’ confidence. Dress code also allows the teacher to see body placement without obstruction or distracting colors.
3. Dancers diligently practice being quiet during class. This is one of the most difficult aspects of dance class, but also the most rewarding!
4. Dancers curtsy and thank their instructor at the end of each class. This reinforces respectfulness toward instructors and helps students develop confidence about their participation in the class.
5. Dancers and parents avoid participating in gossip of any kind inside or outside of the studio. This includes:
  - a. Purposefully speaking only words of encouragement and esteem about other students and parents at the school.
  - b. Communicating clearly and directly with Ballet 5:8 School of the Arts staff if there is a problem or concern of any kind – talking to staff directly about a problem, rather than talking with other students and families, allows us to promptly address and resolve any problems or concerns! It also helps us to maintain a strong and unified student body, and a pleasant, positive atmosphere for everyone at the school.
  - c. Maintaining a positive work ethic in class and avoid complaining or grumbling in class. Ballet may look easy, but it’s actually quite difficult! Students who succeed in their training must persevere in hard work, day in and day out. A healthy work ethic, in which students can enjoy getting a little sweaty, focusing, and working hard, is crucial for success in dance – and life!

## STUDIO COMPANY CODE OF CONDUCT

Members of the Ballet 5:8 Studio Company may or may not choose to share in the Christian views and beliefs held by Ballet 5:8 and its staff. We do not discriminate against dancers based on their views, beliefs, race, gender or otherwise. Even so, the Ballet 5:8 Studio Company and its members are intended to represent Jesus Christ inside and outside of the studios and to proclaim the name of Jesus through the tool of performance and dance. Accordingly, all members of the Studio Company are asked to understand the heart of Ballet 5:8 and to adhere to the Conservatory Program Code of Conduct while participating in functions of group.

### ***Specific Points***

1. Students representing Ballet 5:8 should be respectful and to all others at all times, including peers, teachers and audience members.
2. Any form of gossip, slander, foul language, or other related speech or actions leading to disunity will not be tolerated.
3. Ongoing, untreated personal abuse or addiction issues of ANY KIND will not be tolerated.
4. Ongoing, untreated nutrition/eating issues due to wrongful intent will not be tolerated.
5. Any issues of any kind within the Conservatory Program or the Studio Company should be directly brought to the attention of the School of the Arts Ballet Mistress.
6. Failure to comply with the code of conduct in any way can result in probation or dismissal from the Conservatory Program and/or Studio Company.

# 6 – AGREEMENT

*Conservatory Program and Ballet 5:8 Studio Company – 2017.2018 Term*

*In order to participate in the 2017-2018 Conservatory Program and Studio Company, please return this agreement to the Front Desk no later than August 25, 2017; please additionally keep a copy for your own records.*

I, \_\_\_\_\_ (parent name), and \_\_\_\_\_ (student name) certify that we have read and understood the information in this handbook, pertaining to classes and activities in the Ballet 5:8 School of the Arts Conservatory Program. We have read and understood all the information provided, including the sections on:

1. Ballet 5:8 and the nature of the Conservatory Program \_\_\_\_ (*please initial*)
2. Policies and Procedures \_\_\_\_ (*please initial*)
3. Studio Rules \_\_\_\_ (*please initial*)
4. Registration Policies \_\_\_\_ (*please initial*)
5. Code of Conduct \_\_\_\_ (*please initial*)
6. Studio Company Code of Conduct \_\_\_\_ (*please initial*)

**By signing and returning this form, we agree to abide by these policies as described in this handbook.**

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Email (for School of the Arts email list): \_\_\_\_\_

Parent Email (for School of the Arts email list): \_\_\_\_\_

# Quick Guide to Communication

## Calendar and Ensemble Rehearsal Updates

All updates to the Conservatory schedule will be made on our online *Current Students Calendar*. This calendar includes changes to the current class schedule, updated rehearsal times, cancellations, and added rehearsals on days outside of regular classes. Ensemble Members will also be able to view rehearsal videos on this page. To access the Current Students Calendar, please follow these simple steps:

1. Go to <http://school.ballet58.org/>
2. Click on the 'Studio Company Calendar' tab in the "Current Students" dropdown menu
3. Use password **b58studiocompany** to login

## Communication Quick Guide

This Quick Guide is a summary of the instructions found in the main portion of the Handbook. Please refer to the appropriate portions of the handbook for details.

<b>Conservatory Level 1, 2, and 3</b>		
<b>If I need to....</b>	<b>...I should contact</b>	<b>Contact Info</b>
Request an excused absence	Ms. Laura	<a href="mailto:lschlatter@ballet58.org">lschlatter@ballet58.org</a>
Report an unplanned absence	Ms. Laura	lschlatter@ballet58.org
Ask a question about my Conservatory fees and payment	The Front Desk	<a href="mailto:schooloffice@ballet58.org">schooloffice@ballet58.org</a> 708.329.8773
Discuss a problem related to the Conservatory program	Ms. Laura	<a href="mailto:lschlatter@ballet58.org">lschlatter@ballet58.org</a>
Check my current number of absences on record	Ms. Laura	<a href="mailto:lschlatter@ballet58.org">lschlatter@ballet58.org</a>