

## **STUDIO POLICIES & COMMUNITY AGREEMENT**

Welcome to Ballet Co.Laboratory's 2020/21 Season! We are so thrilled to dance with you this year! This agreement serves to clearly outline BCL policies, dates, and student/parent responsibilities for the season so all classes, events, and productions run smoothly. Thank you for your time and attention in reading this packet. Dancing requires commitment from both the student and the parent(s)/guardian(s), so it is important that both the dancer and the dancer supporter(s) understand and agree to what is outlined in this packet.

**Updated on September 1, 2020**

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### I. ATTENDANCE & MAKE UP POLICIES

- a. Dance is a physical art form that requires several hours of training, repetition and repertoire/rehearsal. To continue to grow as a dancer, students must attend at least **90% of all classes and rehearsals mandatory** for their level.
- b. Should a student need to make up a missed class, they may attend any Drop-in class on our schedule free of charge during the semester. Please ask your Teaching Artist to determine what Drop-in class is most appropriate for the level of your student.
- c. It is imperative that students prioritize class and repertoire/rehearsal time throughout the season as they are part of a team within their level who need each other present in the studio to learn, refine, and blossom.

### II. CLASS POLICIES & SUPPORT

We are all here to dance, learn, and have fun! Please see policies and helpful advice below regarding what to do before, during and after class.

#### A. Before class (in-studio)

1. In order to ensure everyone's safety during the COVID-19 Pandemic, students' temperatures will be taken upon arrival into the studio, and students are asked to wash their hands immediately following.
2. Arrive no earlier than 10-15 minutes before your class. Be changed with hair up/back, a filled water bottle. Plan to use the bathroom before class.
3. Fuel yourself! Dancers are athletes and need proper nutrition and hydration before class.
4. Please bring one bag into the studio with you to place by your barre spot.
5. Please wear your level uniform to class. Attire options can be found in V.
6. Make sure hair is pulled back from the face and neck.
7. No big jewelry as they can get in the way of your dancing. Small earrings and rings are acceptable.

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8. Tight fitting warm-ups are encouraged (especially during colder months) but must be removed when the instructor asks/after a few exercises at the barre.

## **B. Before class (virtual)**

1. Please log into the Zoom virtual studio 5-10 minutes before class begins. If you have any problems logging in, please call the studio. Please place your computer or tablet at least 10 feet away from your dancing space so the Teaching Artist can see all of your dancing.
2. Be prepared to begin class. Be changed with hair up/back, a filled water bottle. Plan to use the bathroom before class.
3. Fuel yourself! Dancers are athletes and need proper nutrition and hydration before class.
4. Please wear your level uniform to class. Attire options can be found in V.
5. Make sure hair is pulled back from the face and neck.
6. No big jewelry as they can get in the way of your dancing. Small earrings and rings are acceptable.
7. Tight fitting warm-ups are encouraged (especially during colder months) but must be removed when the instructor asks/after a few exercises at the barre.

## **C. During Class**

1. Bring your water bottle/pointe shoes/any necessary items with you into the studio.
2. Please don't hang or lean on the barres, we want them to last many years and reduce the spread of germs.
3. No gum in the studios.
4. No phones in the studio, give yourself a screen break and dance!
5. Focus on your dancing during class – please no chatting or distracting behavior.
6. Mark through the combination as the instructor demonstrates.
7. Ask questions before a combination begins to ensure you're prepared.
8. If you need to leave the classroom, please ask for permission from your instructor.
9. Refrain from correcting other dancers –focus on your dancing.

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10. Please keep your hands to yourself and maintain distance from other students so we can all enjoy the studio and stay healthy!
11. Be supportive –we’re all here to work and grow together!
12. Encourage younger dancers and remember that someone is always looking up to you.
13. Don’t give up if you make a mistake – always finish the combination and learn from it!
14. Applaud and thank your instructor, accompanist, and fellow dancers at the end of class.

## **D. After Class**

1. Respect the studio space – pick up any trash/mess and be sure to gather all belongings.
2. Wash your hands before you leave the studio to limit the spread of germs!!
3. Check in with an instructor or the front desk to be updated on upcoming dates, rehearsals, and performances.
4. Please wait in the lobby until your parent/guardian arrives to pick you up –we want everyone to be safe!

## III. LATE POLICY

Dancing is an art form that requires the physicality of a sport, therefore muscles should be warmed up through particular exercises. It is important that all students arrive to class on time. The studio will be open at least 30 minutes before every class to allow for students to arrive, do warm up and physical therapy exercises, stretch, and mentally prepare for class. Should students be more than 20 minutes late to class they will have missed the foot warm up, pliés, and tendus and will be asked to watch class and assist the Teaching Artist through notes, etc.

This late policy applies to virtual students as well.

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### IV. PERFORMANCE POLICIES & SUPPORT

Students should conduct themselves in a kind, respectful, and responsible manner during all rehearsals and performances. All students should follow the below guidelines at the theater:

1. Arrive on time for Call at the theater.
2. Work together and help one another backstage.
3. If there is an emergency, please alert the Stage Manager, Assistant Stage Manager, and/or a Parent Volunteer immediately.
4. Be respectful towards ballet staff, directors, stage crew, chaperones, volunteers, fellow students, etc. 'Thank you' will always go a long way!
5. No running, horseplay, pushing, shoving, or negative language.
6. No talking is allowed backstage during dress rehearsals and performances.
7. Clean up after yourselves and keep all areas including restrooms, dressing rooms, and backstage areas in the manner in which you found them (or better!).
8. Remain backstage until the end of each performance. Students will not be permitted into the house or the lobby during the show.
9. Parents and guests are not permitted backstage. Students may visit with family and friends in the lobby after the performance.
10. After performances, change into street clothes before going into the lobby.

### V. CLASS DRESS CODE

Students must wear their level leotard (available on the Ballet Co.Laboratory website) over pink tights and pink shoes, OR a fitted white shirt, black tights, and black shoes. Tights should be worn inside ballet shoes. Skirts may be worn only for pointe class. This dress code creates level spirit and helps Parent Volunteers during in-studio, tech, and dress rehearsals know which dancers they are responsible for.

For students with longer hair, hair should be secured in a bun, twist, or braided updo of any type to remove hair from face. For very short hair, a small ponytail and/or a headband is acceptable. It is important that hair is kept back to not take away from students dancing!

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On the last Friday/Saturday of every month, Level 5 and 6 students may wear a leotard of choice with tights underneath the leotard. Tights can be pink or skin tone. All leotards and tights can be purchased locally at Grande Jeté on Grand Ave in Saint Paul or through online sources such as Discount Dance Supply.

Level Leotard Colors:

Beginning Ballet - Light Blue

Level 1 - Seafoam Green

Level 2 - Burgundy

Level 3 - Hunter Green

Level 4 - Navy

Level 5 - Black

Level 6 - Black/Solid Color

## VI. PRE-PROFESSIONAL STUDENT SEASON PERFORMANCES

### a. **Dates of 2020/21 Season Performances**

1. *Holiday Performance for Film* - all in-studio students
  - a. Virtual Performance Filming, December 3 & 4, 2020
  - b. Virtual Ticketed Performance, December 19 & 20
2. Spring Production - all in-studio students
  - a. May 12-16
3. *Laboratory II*, Level 3-6
  - a. March 5-7, 2021

### b. **Performance Agreements**

All students will receive casting within their Performance Agreements at least three months before every performance in the season. Performance Agreements should be returned to the office by the date listed on the top of the agreement with the Performance Fee attached. See more about Performance Fees in 'Tuition, Performance Fees & Payment Policies'.

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## c. **Full Scene & Full Cast Rehearsals**

While building a production, Full Scene and Full Cast rehearsals will be held on select Saturdays to allow for a smooth transition from Level Repertoire rehearsals to the stage. During some of these Saturdays, regular Pre-Professional classes will be canceled and rearranged to provide warm up time before Full Cast rehearsals so all students are warm and prepared to rehearse the full production. Please see the online calendar for more specific dates. These rehearsals are also outlined in Performance Agreements per production.

## d. **Technical Week**

All year-long we work hard in the studio to have the opportunity to bring our work to the stage. Technical week in the theater is important to assure beautiful performances!

**Students should be prepared to be at the theaters every night Tuesday-Saturday of technical week.** Some productions require less technical time.

1. *Holiday Performance for Film* - December 1-5, 2020
2. Spring Production - May 12-16, 2021
3. *Laboratory II*, March 2-7, 2021

Absences during Technical Weeks are **not allowed**. The only way that performances can be fully successful is if every member of our team is at all technical week rehearsals and performances. Please keep the dates outlined above reserved for Technical Weeks and performances.

## e. **Hair and Makeup/Tights and Leotards for Performances**

Dancers are responsible for their own hair and makeup, unless otherwise specified by a Teaching Artist or Costume Manager. Make and hair should be completed prior to arrival at the theater. Parent Volunteers will be backstage to help students in Level 1 with make up and hair should help be needed. All students are responsible for owning a nude leotard and a pair of performance tights (no holes, stains, etc.). All students will receive a Performance Guide available online that outlines their makeup and uniform requirements for their role.

## f. **Performance Fees** – Please see “Performance Fees’ in VIII.

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## VII. PRE-PROFESSIONAL STUDENT COMMUNITY EVENT OPPORTUNITIES

At Ballet Co.Laboratory, we love to give our students opportunities to inspire our community through dance! Students are welcome to submit dancing in these events as community service hours to National Honors Society, International Baccalaureate, and other programs. All community events involving the School are TBD at this time.

### b. **BCL Expectations at Community Events**

When performing at Community Events with Ballet Co.Laboratory, students and parents are ambassadors of our organization, school, and company. If you own a BCL t-shirt or track jacket, please wear it to the Community Event. Please arrive on time to the event and respect the space and staff of the community venue. Keep in mind that you represent Ballet Co.Laboratory through your behavior. Dancers are expected to be focused on performing to create the best experience for everyone.

### c. **Event Carpooling**

Should the Community Event be far from the studio, BCL will organize carpools with volunteer parents/guardians to and from the venue of the event.

## VIII. TUITION, PERFORMANCE FEES & PAYMENT POLICIES

All tuition, performance fees and payments can be made to the BCL Office by cash, check or credit card. Should you be unable to come to the BCL Office to make a payment, credit card payments may also be processed over the phone and checks may be mailed into the studio.

### a. **Tuition Payments**

Due to the state of uncertainty due to the COVID-19 Pandemic, we ask that all tuition is paid on a monthly basis for the 2020/21 season.

#### *Monthly Paid Tuition*

Monthly fees should be paid according to the schedule laid out by MindBody. Late fees will be added to the account if tuition fee is not paid on time. Monthly tuition is due each month on the same day of the month on which the contract was activated. Once paid, monthly fees are non-refundable. A credit card must be saved on your



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MindBody account in order to pay tuition monthly. There is a 2% credit card processing fee and 3% admin fee added to semester tuition for monthly payments. You may choose to have your autopay run on the 1st or 15th of the month. Your credit card **must** be saved to your student MindBody account.

### **b. Performance Fees**

At Ballet Co.Laboratory we believe in giving students multiple performance opportunities throughout the year to share their hard work in the studio with friends, family and the community. Building productions can be costly, to cover these costs, students pay a mandatory Performance Fee for each production. The base Performance Fee is \$50.00 for students cast in one role per production. An additional fee is added to the base fee for extra roles to help cover costume building, tailoring and repair costs.

### **c. Switching between Programs**

Students are able to switch between virtual/in-studio and full/flex programs within the Pre-Professional Program. Please give a written notice 15 days prior to when a student would like to switch programming to your Lead Teaching Artist.

### **d. Discontinuing Classes in the Pre-Professional Program**

Monthly tuition contracts must be terminated with a written notice 30 day prior to termination. Please see 'Tuition Payments' above.

## IX. PRIVATE LESSONS

Many BCL Teaching Artists offer private lessons in addition to BCL Level classes. All private lessons should be arranged with the individual Teaching Artist directly. Studio rental for private lessons with BCL Teaching Artists is \$20.00/hour for studios 1 & 2, and \$15.00/hour for studio 3. Studio rentals should be paid directly to the office with your card on file, separate from Teaching Artist compensation for that lesson. BCL Teaching Artist will be in charge of requesting studio time through the BCL office. Teaching Artist teaching fees are to be discussed with the Teaching Artist individually and paid directly to that Teaching Artist at the time of the class. Late cancellations of less than four hours before the lesson will still be charged the studio fee.

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### X. INJURY POLICY

- a. Ballet Co.Laboratory is not responsible for injuries sustained on or near the studio premises, or during events/performances. All students sign a Liability Release with BCL when registering for their first class. If a dancer is injured during a class, rehearsal, workshop, or performance, instructors should be informed immediately. Performing dancers may still attend rehearsals while they are healing to assist their fellow students with choreography and continue to be part of the performance process.
- b. If a student is injured to the point of being unable to take class, tuition fees may be prorated to the student's MindBody account. Tuition fees cannot be refunded to a credit card.

### XI. COMMUNICATION POLICY

Our staff at BCL will communicate with parents and students in person at the studio, over email, through our monthly student/parent newsletter, and over the phone when necessary. Clear communication is of utmost importance to us. Should you need to get in touch with a Teaching Artist or other BCL staff member, please call the studio or email the info email.

#### a. **At the studio**

Before every class, please connect with the front desk to check in and ask any questions you may have. Should someone not be at the front desk, do not hesitate to send an email to [info@balletcolaboratory.org](mailto:info@balletcolaboratory.org) or ask a Teaching Artist before or after class. In addition, there are bulletin boards in the lobby and both dressing rooms which will always be updated with schedules, performance information, upcoming classes and more!

#### b. **Email**

Please use the [info@balletcolaboratory.org](mailto:info@balletcolaboratory.org) email to inform us about any absences, questions or concerns. This email is checked daily by our Work Exchange Students, Managers, and Directors.

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Announcements and schedule changes will be sent via email to the email associated with your MindBody account. Please verify that the email on your account is correct before the season begins so you receive all of the information you need.

**c. Student/Parent Newsletter**

On or before the 15<sup>th</sup> of every month September 2020-May 2021, there will be a Student/Parent Newsletter sent out. Please check your spam if you are not receiving these Newsletters.

**d. Phone**

The phone number of our studio is 651.313.5967. Please add our number to your phone in case of an emergency. There will often be a BCL staff member in the office between the hours of 9:00am-4:00pm during weekdays to take your call. If your call is not answered, please leave us a voicemail. In the evenings, Work Exchange Students will be in the office and able to assist you.

**e. Social Media**

Please follow us on Instagram and Facebook for updates on what's going on in the studio! Please join our Parent Facebook Page as well for important announcements.

## XII. LEAD TEACHING ARTIST

All levels will have a Teaching Artist who is appointed the Level Leader. This Teaching Artist will be in charge of keeping the level on task within the monthly goals of the level laid out by the BCL syllabus. Should you have a question for your Level Leader, please email [info@balletcolaboratory.org](mailto:info@balletcolaboratory.org) and write "Lead Teaching Artist Level X" in the subject line.

### **Lead Teaching Artists by Level**

Beginning Ballet - Rosa Prigan

Level 1 – Rachel Seeholzer

Level 2 – Rosa Prigan

Level 3 – Anna Goodrich

Level 4 – Brittany Pate

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Level 5 – Anna Roehr

Level 6 - Zoé Henrot

## XIII. SUBSTITUTE & GUEST TEACHING ARTISTS

In the event that a teaching artist cannot teach class, a substitute will be called in. All our substitutes are thoroughly vetted and trusted to teach a high caliber class for every student. In addition, upper level students will have the opportunity to take class with some Guest Teaching Artists over the course of the season. Students and parents are asked to be respectful and welcoming to all Substitute and Guest Teaching Artists at BCL as they share their experience and passion for the art form with our community.

## XIV. STUDIO HOLIDAYS - NO PRE-PROFESSIONAL CLASSES

- a. November 25-29, Thanksgiving Break
- b. December 7, Day after filming
- c. December 19-January 8, Winter Break
- d. January 18, 2021, Martin Luther King Jr. Day
- e. April 5-10, 2021, Spring Break

## XV. SNOW DAYS

Ballet Co.Laboratory will follow the Saint Paul Public School district's decisions for snow days. Classes on Snow Days/Extreme Cold Days will become virtual classes on the Level Zoom link. Should Saint Paul Public Schools decide to cancel only after school activities, Ballet Co.Laboratory will inform all families and students by 3:00pm that day if classes are cancelled or not. In the event of extremely cold weather, Ballet Co.Laboratory may choose to cancel evening classes for the safety of our dancers. This will also be communicated by 3:00pm.

## XVI. VIEWING DAYS

After productions, we host a viewing day at our studio so students can enjoy watching the performances that they were a part of. Students are encouraged to bring snacks to share,

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pillows, and blankets to enjoy the viewing event! Dance attire is not required. All Pre-Professional classes are canceled on viewing days. Viewing Days this year are all TBD.

### XVII. PARENT/FAMILY OBSERVATION WEEKS

Twice a year BCL will open Pre-Professional classes to parents, friends, and family to observe class and repertoire time for all Levels. There will be one viewing week per semester.

SEMESTER 1 – November 16-21, 2020 (VIRTUAL)

SEMESTER 2 – March 8-13, 2020

### XVIII. MID & END OF YEAR CHECK-INS

As a dance student and parent, it is important to understand the progress being made throughout the semester and season. At Ballet Co.Laboratory, we hold mandatory Check-Ins between student, parent/guardian and Teaching Artists twice a season. During these Check-Ins, Teaching Artists will discuss areas of strength and areas that should be focused on for more improvement within the technique and artistry of the student. At the end of every Check-In, students and Teaching Artist will set goals for the next semester. In most cases, Check-Ins will be held in place of class times.

Check-In Dates for 2020/21 Season

SEMESTER 1 – December 8-18, 2020

SEMESTER 2 – May 18-29, 2021

### XIX. TICKETS TO PERFORMANCES

Tickets for all Ballet Co.Laboratory productions are available on our website under the 'Season' tab. Tickets must be purchased independently of tuition/performance fees. Parents and families are asked to volunteer during every performance to help bring the production to life!

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### XX. PARENT/GUARDIAN VOLUNTEERING DURING PRODUCTIONS

We could not make our productions possible without you and your student! As a non-profit organization, we could not make any production come to fruition without parent and family volunteers. At BCL, collaboration is at the heart of everything we do - and that includes family engagement during production weeks. We ask each family to give what they can with their time and talents during performance production weeks. This may vary with each family, but it is our hope to grow a community that values parent involvement. Volunteer jobs range from costume and prop transportation to chaperoning dancers backstage during technical rehearsals and performances. All volunteer sign-ups will be made available on our website at least four weeks before opening night of every production.

Should parents/guardians be interested in joining our group of Sewing Volunteers, please send an email to our Costume Manager [costumes@balletcolaboratory.org](mailto:costumes@balletcolaboratory.org). Sewing Volunteers help when able throughout the season with fittings, alterations, stitching, and costume repair.

### XXI. CARPOOL OPTIONS

BCL is built on our strong community. Many parents have expressed interest in working with parents of other families through carpooling. Should you be interested in setting up a carpool with other BCL parents, please let the office know by emailing [info@balletcolaboratory.org](mailto:info@balletcolaboratory.org) and we will connect you with other parents interested in carpooling.

### XXII. TRACK JACKET AND APPAREL

#### a. **Track Jackets**

Ballet Co.Laboratory Track Jackets are ordered twice a year, once at the end of September and once at the end of January to allow all students, families and community members to submit orders. Order forms will be available on our website on the 'School' page. Track Jackets are \$55.00.

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## **b. Cast Apparel**

For every Holiday Show and Spring Storybook production, Ballet Co.Laboratory celebrates the cast by making cast apparel. The production artwork from the post is on the front of all cast apparel and a full list of all cast and production members is on the back. This apparel is available to order through Custom Ink two months before every performance. Orders must be completed three weeks before each production to ensure that students can proudly wear their apparel during technical week at the theater. Cast apparel ranges between \$30-40 per item.