



## **Student/ Parent Handbook**

**2017-2018**

Springfield Ballet, Inc. is a not-for-profit organization dedicated to advancing the art of ballet through premier education, performance, outreach and collaboration. Springfield Ballet School admits students of any race, color, nationality or ethnic origin to all rights and privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate, unlawfully, in the administration of its educational and admissions policies, scholarship programs and any other school-administered programs.

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## Contact Information

### Offices and Studios A, B, C:

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[www.springfieldballet.org](http://www.springfieldballet.org)

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Emma Kirksey	Instructor/Rehearsal Assistant
Starr Needre	Instructor
Teresa Simpson	Instructor/Rehearsal Director
Jamie Williams	Instructor/Costume Designer
Brandi Houck	Substitute Instructor/Rehearsal Assistant



## Mission

Springfield Ballet, Inc. is a not-for-profit organization dedicated to advancing the art of ballet through premier education, performance, outreach and collaboration.

## Core Values

**Commitment:** We expect all participants to be fully committed to the advancement of Springfield Ballet's mission.

**Professionalism:** We cultivate a professional atmosphere and image both within our organization and within the community we serve.

**Knowledge:** We empower all individuals we reach with a well-rounded knowledge of the art of ballet.

**Respect:** We practice respect for self and others, while expecting others to do the same.

**Excellence:** We consistently strive for excellence in order to reach our fullest potential.

**Confidence:** We instill confidence in a positive environment.

**Discipline:** We foster strong character through discipline.

## History and Overview

The school was established in 1976 to provide the highest caliber of dance training and to foster a love of movement and the arts through pre-professional performance opportunities. We provide an atmosphere that fosters self-confidence, grace, focus and a thoughtful attitude toward instructors and other students.

Our comprehensive training program provides area dancers with a strong foundation in classical dance and an appreciation for the discipline of training. Students develop clean, strong technique with an emphasis on artistry, an understanding of body placement, and an appreciation for the art in all parameters. Our community outreach performances and educational programs have been designed to expose children to the art of dance, cultivate quality at all levels of development, and to make ballet accessible to people from all socio-economic and ethnic backgrounds. Classes are available for ages three through adult, ranging from beginning to advanced levels.

## School Policies

### Class Placement

Class placements are based on skill level, attainment of curriculum goals, and age. However, the age of one student may differ from other students in a class, and students are placed in the level that will encourage the most progress. A dancer should be challenged but not overwhelmed. All class placements are ultimately determined by the School Director under the advisement of the student's most recent instructor(s).

Progression from one level to the next is not comparable to that of an academic school. Students may spend multiple years in each level before advancing to the next, and all students should expect to remain in a level for a **minimum of one year**. Each student should form their schedule on the basis of the School Director's recommendations and in support of his/her personal goals. Students who do not take the recommended number of classes or students who take semesters/sessions off from classes can expect to remain in a level longer so they may solidify the technique and curriculum of that level.

Class placements are highly individualized and should not be compared to other students. Please know that the Springfield Ballet faculty take great care in determining class placements for each individual dancer with his/her long-term training potential in mind. Being with friends or staying with a particular group of dancers are not factors that are considered when determining class placements. Please help your dancer understand that each dancer has his/her own personal training journey.

## Class Size

Maximum number of students allowed in classes is as follows:

- Dance with Me—8 student/adult couples
- Creative Movement 1, Creative Movement 2, Pre-ballet—10 students; Ballet 1, Ballet 2—10-12 students
- All other classes in Studio B—10-12 students
- All other classes in Studio C—12-14 students
- All other classes in Studio A—15-18 students

When classes reach the maximum number, they will close, and we will maintain a waiting list. Classes with fewer than 3 students enrolled may be cancelled.

## Class Descriptions

The following are short descriptions of each level and class. For a full page description of any level, please contact the Business Office.

### **Dance with Me, Creative Movement 1, Creative Movement 2, Pre-Ballet, Ballet 1**

Students placed in *Creative Movement 1, Creative Movement 2, Pre-Ballet and Ballet 1* usually take one class per week; however, the option exists to enroll your child in additional classes. *Dance with Me* is only offered one time each week. *Dance with Me* and *Creative Movement 1* are offered in 8-week sessions in the Fall and Winter/Spring and 6-week session in the Summer. *Creative Movement 2, Pre-Ballet* and *Ballet 1* are 16-week semesters in Fall and Winter/Spring and 6-week session in the Summer. A week-long summer camp is also available for students in *Creative Movement 1* and up.

*Dance with Me* (age 2-3) Class Length: 30 minutes

An adult caretaker exercises along with the child in this creative movement class which encourages the child to practice correct movements and to help maintain discipline. The class includes stretching and body awareness exercises as well as traveling steps. A portion of the class will be devoted to creative activities with props (bean bags, scarves, rhythm sticks, etc.).

Recommended dress code: *Girls*—Pale pink leotard (no attached skirt or decoration), pink tights, and either white socks or pink ballet shoes. *Boys*—White t-shirt, black shorts or sweat pants, white socks or black ballet shoes. *Adults*—comfortable clothing, socks or bare feet (no street shoes are permitted in the dance studios).

*Creative Movement 1* (age 3-4) Class Length: 30 minutes

This class develops natural movement instincts through activities appropriate to the students' innate creativity and physical skills. Children express themselves primarily through movement, but also through music and dramatic activities. This gentle class begins to develop awareness of musicality, body parts, space and pathways, and class etiquette with other dancers.

*Creative Movement 2* (age 4-6) Class Length: 45 minutes

This fun class further develops natural movement instincts through activities that combine innate creativity and physical skills. The gentle class continues to widen awareness of musicality, body parts, space and pathways, and class etiquette with other dancers. Children express themselves primarily through movement, but also through music and dramatic activities.

*Pre-Ballet* (age 5-7) Class Length: 60 minutes

This class extends the range of understanding and ability that a student acquires in the Creative Movement program. Concepts continue to be combined in greater complexity with the challenge to clarify movement and expression. The Pre-Ballet class includes introductory barre work and ballet terminology while it also continues to develop listening skills, musicality, and spatial awareness.

## Class Descriptions *continued*

### *Ballet 1*

*(approximate age 6-10)*

*Class Length: 60 minutes*

This class introduces the fundamental principles of ballet technique. A Ballet 1 student extends the range of understanding and ability to refine technical skills and further develops proper alignment. An introduction of basic anatomy, physiology, and nutrition supports the blossoming dancer's knowledge. Each class includes barre and center work as well as exercises used to develop musicality and creativity.



### **Ballet 2, Ballet 2/3, Ballet 3, Ballet 3/4**

Students placed in *Ballet 2* and *Ballet 3* have the option to choose either the one class per week option or the multiple class option, which includes unlimited ballet classes and one elective. A student who is placed in a split level (e.g., *Ballet 2/3*, *Ballet 3/4*, etc.) is expected to take at least one ballet class at each level. For *Ballet 2/3* and *Ballet 3/4*, the option does exist to enroll the student in more than one class at the each level, as recommended by the School Director. Students at these levels must register for all classes they will attend, and unlimited ballet includes all ballet classes at or below the dancer's level. *Ballet 2*, *Ballet 2/3*, *Ballet 3* and *Ballet 3/4* are offered in 16-week semesters in Fall and Winter/Spring and 6-week session in the Summer. A week-long summer camp is also offered for these levels.

### *Ballet 2*

*(approximate age 7 and up)*

*Class Length: 60 minutes*

This class continues the formal study of classical ballet and encourages the development of self-discipline. Particular emphasis is placed on exercises designed to strengthen legs, ankles, and feet as well as to continue developing postural and technical skills. A continuation of basic anatomy, physiology, and nutrition supports the dancer's knowledge. Ballet 2 students are encouraged to consider taking two classes per week.

### *Ballet 3*

*(approximate age 8 and up)*

*Class Length: 90 minutes*

Technique classes emphasize proper placement and alignment, turnout of the hips and legs, coordination of the arms and legs, and a clear knowledge of beginning ballet terminology. Ballet 3 students are strongly encouraged to consider taking at least two technique classes per week. (*Please note: A modern or elective class does not replace a ballet class. It is an additional course take to supplement a dancer's training.*)

## Class Descriptions *continued*

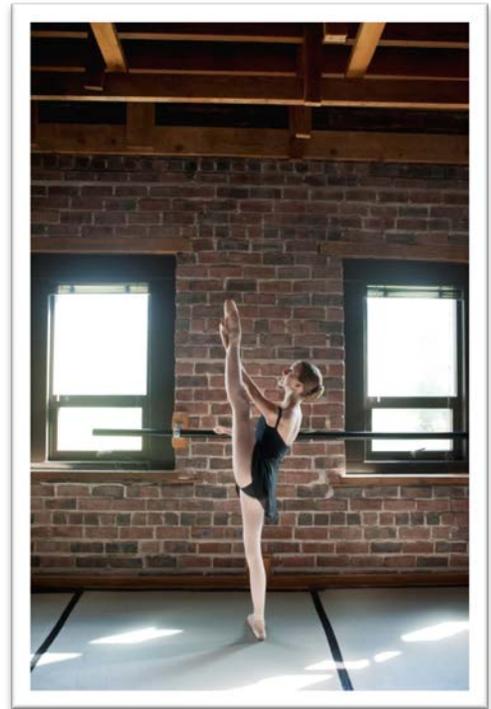
### **Ballet 4, Ballet 4/5**

Students placed in Ballet 4 have the option to choose two ballet classes per week, or multiple classes, which includes unlimited ballet plus two electives. Students placed in Ballet 4/5 have the option to choose two ballet classes per week (one at each level) or multiple classes, which includes unlimited ballet plus two electives. Students at these levels must register for all classes they will attend, and unlimited ballet includes all ballet classes at or below the dancer's level. *Ballet 4* and *Ballet 4/5* are offered in 16-week semesters in Fall and Winter/Spring and 6-week session in the Summer. A week-long summer camp is also offered for these levels.

*Ballet 4* (approximate age 9 and up)  
Class Length: 90 minutes

Training builds on previously learned skills while developing increased strength, kinetic awareness, and intellectual understanding. **Ballet 4 students are encouraged to take this class**

**2-3 times per week.** (Please note: A modern or elective class does not replace a ballet class. It is an additional course take to supplement a dancer's training.)



### **Ballet 5, Ballet 5/6, Ballet 6 and Pointe 6, Ballet 7 and Pointe 7**

Students placed in Ballet 5 and above enroll in unlimited classes, which includes all ballet and pointe (if applicable) classes at or below their level as well as all elective classes at or below their level. These levels are offered in 16-week semesters in Fall and Winter/Spring and 6-week session in the Summer, and week-long summer intensive and stay-in-shape classes are also offered.

*Ballet 5* (approximate age 10 and up) Class Length: 90 minutes

Technique continues to build and increase in difficulty. This level also begins to prepare students for pointe work. **Ballet 5 students are expected to take a minimum of 2-3 technique classes a week plus an elective.** Students with aspirations for a professional career or to continue dance beyond high school are encouraged to enroll in 3-4 technique classes as well as elective classes.

*Ballet 6* (age 12 and up) Class Length: 90-120 minutes  
*Pointe 6* (recommended by School Director) Class Length: 45-60 minutes

Training continues to increase in difficulty and much emphasis is placed on artistry and quality. Pointe work is introduced by permission of the School Director only after the student has demonstrated proper maturity, precision in technique, and acquired sufficient strength in legs, ankles, and feet. **Ballet 6 students are expected to take a minimum of 2-3 technique classes and one pointe class (for students *en pointe*) per week, plus an elective.** Students with aspirations for a professional career or to continue dance beyond high school are encouraged to enroll in 4-6 technique classes and 2 pointe classes per week as well as elective classes.

*Ballet 7* (age 14 and up) Class Length: 90-120 minutes  
*Pointe 7* (recommended by School Director) Class Length: 45-60 minutes

Technique continues to build and increase in difficulty. Performance quality and artistic presentation are elements of focus in this level. Ballet 7 is for students who exhibit a profound understanding of classical technique and are dedicated to a rigorous course of study. **Ballet 7 students are expected to take a minimum of 3-4 technique classes and one pointe class per week, plus one elective.** Students with aspirations for a professional career or to continue dance beyond high school are encouraged to enroll in 5+ technique classes and 2-3 pointe classes per week as well as elective classes.

## Class Descriptions *continued*

### *Choreography*

*(approx. age 8+)*

*Class Length: 45-60 minutes*

*Registration notes: This class is open to dancers placed in Ballet 4 through Ballet 7 registered for the “multiple class” or “unlimited class” option. The class is included under the “unlimited ballet” and does not count against the elective class allotment for Ballet 4 & 4/5 levels. Dancers must officially register for the class and are not permitted to drop-in or make-up in this particular class.*

Choreography class will explore the “technique” of dance composition. Dancers will learn how to begin the choreographic process, hone skills, and develop a variety of ways to improve choreographic works. Elements that the dancers will study include rhythmic exploration, improvisation, theme and variation, and so much more!

### *Men’s Class*

*(approx. age 10+)*

*Class Length: 45-60 minutes*

*Registration notes: This class is open to male dancers placed in Ballet 3 through Ballet 7 registered for the “multiple class” or “unlimited class” option. The class is included under the “unlimited ballet” and does not count against the elective class allotment for Ballet 3, 3/4, 4 & 4/5 levels. Dancers must officially register for the class and are not permitted to drop-in or make-up in this particular class.*

Men’s Class focuses on male-based ballet technical elements and steps. Similar to ladies in their pointe class, men’s class works to develop skills specifically for the male dancer.

### *Open Adult Ballet & Conditioning*

*(age 16 and up)*

*Class Length: 75 minutes*

This division is open to teens and adults who want to experience dance as a recreational activity for fun and exercise. The class focuses on the use of ballet technique to help with toning, strength and flexibility, and it is offered for men and women at beginner to intermediate levels. You can either drop-in to these classes at a single class rate of \$13 or purchase an Open Adult Class Card at \$88 for 8 classes. (Summer Session class cards are \$40 for 4 classes.)

## Elective Course Descriptions

**(Students must be enrolled in ballet class in order to enroll for an elective class):**

### *Jazz 1, 2 & 3*

*(approx. age 9 and up, Ballet 4 and up)*

*Class Length: 60-75 minutes*

Jazz dance uses many techniques from other forms of dance and students are taught a series of fundamental techniques including isolations, kicks, leaps, turns and quick footwork. With its rhythmic style, jazz is often associated with musical theatre and its production qualities. Students, after achieving the technical demands and dynamics are able to explore musical theatre repertoire throughout the semester. Jazz is a highly energetic and fun class, bringing out the students individuality and creativity. Students must be at the Ballet 4 level to begin jazz training.

### *Modern 1A, 1B, 2, & 3*

*(approx. age 7 and up, Ballet 2 and up)*

*Class Length: 60-90 minutes*

The curriculum draws from Martha Graham’s, Doris Humphrey’s, Lester Horton’s and Jose Limon’s philosophies and techniques, and classes include floor work, center work, improvisation, and contact improvisation. Basic elements of modern dance increase understanding of breath control, gravity, balance, rhythm, focus, alignment, and spatial awareness. Modern 1A, Modern 1B, Modern 2, and Modern 3 are offered. Students must be in the Ballet 2 level to begin modern training.

### *Stretch & Strengthen*

*(age 9 and up)*

*Class Length: 30 minutes*

This class is specially geared toward dancers will focus on increasing flexibility and strength using exercises that are age and development appropriate. The class will focus on proper stretching techniques as well as exercises that will increase core strength, stamina, and stability.

Dress Code: *Ladies and Gentlemen*—comfortable workout clothes, no shoes. Mats are provided, but students are welcome to bring their own.

## Dress Code

The dress code is based on classical standards of ballet. Dress codes help students focus better in class because they are not distracted by loose or cumbersome clothing. Proper dress code also allows the teacher to correct alignment and placement. Additionally, dress code prepares students for performance, and they feel pride in themselves when appearance is neat and clean.

The following are the dress code requirements for ballet classes and rehearsals:

- **Ladies Ballet Leotards—**
  - **Creative Movement 1, Creative Movement 2, and Pre-Ballet—**solid pale pink, basic leotard with camisole straps, tank straps, short-sleeves,  $\frac{3}{4}$  sleeves or long sleeves. **Leotards should be classic styles with a scoop back.** No attached skirt, no crisscross straps, no extra or excessive straps, no mesh, no lace, or no halter styles may be worn.\*
  - **Ballet 1, 2, 3 & 4—**solid black, basic leotard with camisole straps, tank straps, short-sleeves,  $\frac{3}{4}$  sleeves or long sleeves. **Leotards should be classic styles with a scoop back.** No attached skirt, no crisscross straps, no extra or excessive straps, no mesh, no lace, or no halter styles may be worn.\*
  - **Ballet 5, Ballet 5/6—**solid black, basic leotard (solid blue leotard may be worn on Tuesdays, Thursdays and Saturdays) with camisole straps, tank straps, short-sleeves,  $\frac{3}{4}$  sleeves or long sleeves. **Leotards should be classic styles with a scoop back.** No attached skirt, no crisscross straps, no extra or excessive straps, no mesh, no lace, or no halter styles may be worn.\*
  - **Ballet 6 & 7—**solid black, basic leotard (solid blue leotard may be worn on Tuesdays and solid color may be worn on Thursdays and Saturdays) with camisole straps, tank straps, short-sleeves,  $\frac{3}{4}$  sleeves or long sleeves **Leotards should be classic styles with a scoop back.** No attached skirt, no crisscross straps, no extra or excessive straps, no mesh, no lace, or no halter styles may be worn.\*

\*Below is a list of examples of accepted leotard styles. The style #'s on the list have been pulled from [www.discountdance.com](http://www.discountdance.com) & [www.boulderbodywear.com](http://www.boulderbodywear.com). The list below is not by any means an all-inclusive list. If you wonder if a leotard is acceptable, just ask us!

STYLE-CHILD SIZES	BRAND	STYLE #	SIZES	All Styles are available in Pink or Black unless otherwise noted
<b>Camisole Strap</b>	Capezio	TB1420C	Child S-L	<i>Available in Black only</i>
	Theatricals	N5500C	Child S-L	
	Bloch	CL5407, CL5607	Tod-Child Large	
	Motionwear	2515G	Int. Child-Large Child	<i>Available in Black only</i>
<b>Tank</b>	Theatricals	TH5512C	Child XS- L	
	Capezio	CC201C	Tod - Child Large	
	Motionwear	2100G	Child XS- L	
<b>Short Sleeve</b>	Bloch	CL5402	Tod-Pre Teen	
	Capezio	TB132C	Tod-Child Large	
	Motionwear	2105G	Child XS-L	
<b>Long Sleeve</b>	Bloch	CL5409	Tod-Pre Teen	
	Capezio	CC450C	Tod-Child Large	
	Motionwear	2102G	Child XS-L	
<b>Adult Sizes on next page</b>				

Dress Code continued

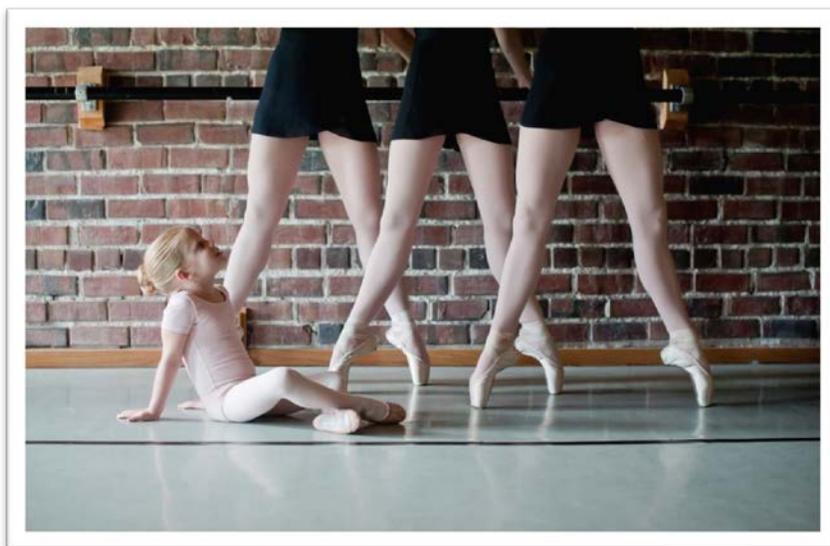
STYLE-ADULT SIZES	BRAND	STYLE #	SIZES	* Styles also available in blue
<b>Camisole Strap</b>	Bloch	L5607*^	Petite-L	^ Styles also available in other colors
	Mirella	M201L*^, M201LD*^, M207L*^, M207LD*^	Petite-L	
	Capezio	TB1420*^, CC100*^, CC100T, CC101*^, CC110	Various	
	Motionwear	2515*^	Petite-XL	
	Natalie	N8044*^	Petite-XL	
	So Danca	D2828*^	Petite-XL	
	Theatricals	N5500*^, D5100*^	S - XL	
	Wear Moi	WM172*^	XS-L	
<b>Tank</b>	Bloch	L5605	Petite-L	
	Capezio	TB142^, CC201*^	XS-XL	
	Natalie	N8808^	Petite-XL	
	So Danca	D7500*^	Petite-XL	
	Theatricals	TH5512*^, D5101*^	Various	
	RAD	11645, 1633	Petite-L	
<b>Short Sleeve</b>	Bloch	L5402^, L5602	Petite-XL	
	Capezio	TB133^, CC400*^	Various	
	Mirella	M515L*^	Petite-L	
	Motionwear	2105	Petite-XL	
	Theatricals	D5102*^	Various	
<b>3/4 Sleeve</b>	Bloch	L5436*^	Petite - L	
	Natalie	7121^	S-XL	
<b>Long Sleeve</b>	Bloch	L5609^	Petite-L	
	Capezio	TB135^, CC450	Various	
	Motionwear	2102	Petite-XL	
	Theatricals	D5103*^, TH5507^	Various	

- **Tights**—Pink footed or convertible tights. Body Wrappers #C45 (child sizes) and #A45 (adult sizes) in Ballet Pink is the style we use for productions. This style is not required for classes.
- **Undergarments**—no undergarments should be worn under leotards and tights. Ladies’ tights serve as underwear beneath their leotards. Undergarments inhibit movement and give an unsightly appearance. Younger dancers can adjust quickly, so please explain this aspect of the dress code prior to class to avoid any uncomfortable situations.
- **Ballet shoes**—Pink leather ballet shoes with soft, pliable sole; elastic sewn on shoe prior to class (not tied and wrapped underneath); drawstrings cut and tucked into shoe (no bows on top of shoes).
- **Hair**—secured off face; a bun is required for Ballet 2 and up for safety of eyes. Please have plenty of hairnets, hair pins, clips, and hair bands available to neatly put up hair; hairspray and hair gel should be used. A separate smaller bag kept in your dance bag is recommended to store hair supplies. Ballet 1 students are strongly encouraged to wear a bun for classes.

## Dress Code *continued*

- **Skirts**—a detachable skirt the same color as the leotard (pale pink for CM1, CM2 and Pre-Ballet or black for Ballet 1 and up) is an **optional** part of dress code. Students in CM1, CM2 and Pre-Ballet will only be permitted to wear skirts during the final parent observation week of the semester if approved by the instructor.
- **Pointe shoes**—all pointe shoes must be reviewed and approved by School Director prior to sewing them or wearing them for class. **Although pointe shoes are exciting for younger dancers, they can cause serious injury if one’s ankles and feet are not ready for them. Please do not allow younger dancers to try on pointe shoes.** Pointe work begins in the Ballet 6 level with permission and advisement of the School Director and is dependent upon a dancer’s strength, experience, and rate of growth.
- **GENTLEMEN**—black ballet shoes with white socks, black tights or dance pants, dance belt, solid white t-shirt (no writing or designs), hair neat and secured off face if long. [Ballet 6 & 7 level men may wear dark blue tights on Tuesdays, Thursdays and Saturdays.]
- **Modern**— *Ladies:* Solid Black leotard, black tights or leggings worn over leotard, bare feet, hair secured off face  
*Gentlemen:* Black pants or shorts, black t-shirt or tank, bare feet
- **Jazz**—*Ladies:* Solid black leotard (crisscross straps, mesh, lace and halter style leotards permitted black jazz shoes, hair secured off face  
*Gentlemen:* Black pants or shorts, black t-shirt or tank, black jazz shoes
- **Stretch & Strengthen**—comfortable workout clothes, no shoes. Mats are provided, but students are welcome to bring their own.
- **Warm-ups**—Form fitting black or pale pink ballet sweaters and/or leg warmers may be permitted only at the discretion of each teacher. Warm-up attire should be removed during class once the dancers’ muscles are sufficiently warm.
- **Accessories**—Absolutely NO watches, bracelets, or necklaces. Small stud earrings are okay, no large earrings. Absolutely NO sweatshirts, sweatpants, oversized shirts, or loose fitting clothing.

**All of the above requirements are expected to be followed or the student may not be able to participate in class.** Teachers will ask students to correct any dress code violations prior to class. If there are ongoing dress code problems with a student, the student will be asked to sit out of class until the issues are resolved. (We all mess up on occasion, but expect to be given no more than two chances per semester. Other sports and activities require certain equipment and attire. Ballet is no different.)



## Tuition Fees

Class Level	Semester Rate (16 weeks)	Monthly Rate
<b>Dance with Me, Creative Movement 1, Creative Movement 2, Pre-Ballet, Ballet 1</b>		
Dance with Me (30 min, 1 class per week, <b>8-week sessions</b> )	\$85 (8 weeks)	\$48
Creative Movement 1 (30 min, 1 class per week, <b>8-week sessions</b> )	\$100 (8 weeks)	\$55
Creative Movement 2 (45 min, 1 class per week)	\$220	\$58
Pre-Ballet ( <b>60 min</b> , 1 class per week)	\$230	\$60
Ballet 1 ( <b>60 min</b> , 1 class per week)	\$230	\$60
Add on class rate for CM2, PB, B1	+\$120	\$30
<b>Ballet 2, Ballet 2/3, Ballet 3, Ballet 3/4, Ballet 4, Ballet 4/5</b>		
Ballet 2 (1 Ballet class per week)	\$240	\$65
Ballet 2 (multiple classes, includes unlimited ballet plus one elective)	\$400	\$105
Ballet 2/3 (multiple classes, includes unlimited ballet plus one elective)	\$440	\$115
Ballet 3 (1 Ballet class per week)	\$250	\$68
Ballet 3, 3/4, 4, 4/5 (2 Ballet classes per week)	\$500	\$130
Ballet 3 (multiple classes, includes unlimited ballet plus one elective)	\$520	\$135
Ballet 3/4 (multiple classes, includes unlimited ballet plus one elective)	\$540	\$140
Ballet 4 (multiple classes, includes unlimited ballet plus two electives)	\$640	\$165
Ballet 4/5 (multiple classes, includes unlimited ballet plus two electives)	\$680	\$175
Registered in <b>1-2 CLASS(ES) PER WEEK B2-B4/5:</b> Add on an elective class rate	+\$160	\$40
Registered in <b>MULTIPLE CLASSES B2-B4/5:</b> Add on an additional elective class rate	+\$120	\$30
<b>Ballet 5, Ballet 5/6, Ballet 6, Ballet 7</b>		
Ballet 5 (unlimited classes)	\$740	\$190
Ballet 5/6 (unlimited classes, not <i>en pointe</i> )	\$780	\$200
Ballet 5/6 (unlimited classes, <i>en pointe</i> )	\$840	\$215
Ballet 6 (unlimited classes)	\$880	\$225
Ballet 6/7, Ballet 7 (unlimited classes)	\$940	\$240
<b>Other rates</b>		
Single class	\$18*	
Class card (10 classes)	\$170*	
Open Adult Ballet & Conditioning Single Class	\$13*	
Open Adult Ballet & Conditioning Class Card (8 classes)	\$88*	
Private lessons & Make-up rehearsals	\$52 per hour	
Private lessons with School Director or Associate Director	\$60 per hour	
Production fee (student/non-student)	\$95/\$145	
Workshops	\$10* each	
*Credit Card convenience charge applies to single class, class card, and workshop rates	\$5	
Registration fee (\$10 per student; If you register after August 17, the Registration fee will be \$15 per student)	\$10-\$15	

**NOTES ON MULTIPLE CLASSES (Ballet 2-Ballet 4/5) AND UNLIMITED CLASSES (Ballet 5 and up):**  
**Dancers in Ballet 2-Ballet 4/5** must register for classes they will attend. Unlimited ballet classes include all ballet classes at or below the dancer's level. Please see the Student/Parent Handbook for the procedure to excuse absences and to make-up classes.

**Dancers in Ballet 5 and up** must register for classes they will attend on a regular basis. Dancers at these levels can also drop-in to additional ballet classes at or below their level as they wish. Please check with the office for drop-in availability for FULL classes. Please see the Student/Parent Handbook for the procedure to excuse absences and to make-up classes.

## Tuition Policies

- **Tuition may be paid by Semester or Monthly.** Semester Tuition paid in full is due upon registration and is **NON-REFUNDABLE**. Monthly tuition is paid in four installments—the first is due upon registration, then the following three payments are due on the 15<sup>th</sup> of the three consecutive months following. To pay tuition Monthly, you must set up payments through Active Network. There is an automatic withdrawal option to choose so that the monthly installment comes out on the 15<sup>th</sup> of each month during the payment plan agreement period. If you do not choose the automatic option, you will need to go in to Active Network each month to pay and are subject to the late fee if not paid by the 15<sup>th</sup>.
- Payments received **after five working days** of the due date will incur a **\$15.00 late fee**.
- **Tuition is NON-REFUNDABLE—Once registered, all participants agree to pay for the entire semester/session, whether paid by Semester or Monthly.**
- **At the time of registration, a registration fee is due per student. If you register before or on the open registration date, the fee is \$10 per student. After the open registration date, the fee is \$15 per student.**
- Families with two or more children enrolled receive a 20% discount off the second (and all subsequent) student's tuition. To receive the family rate, you must register all siblings at one time.
- Springfield Ballet will accept **VISA, MasterCard, Discover or American Express** for tuition and production fee payments. Springfield Ballet will accept check payments through the business office after the registration fee is paid online at the time of registration. **NO CASH is accepted for tuition and production fee payments.**
- The \$5.00 convenience fee is waived for all tuition and production fee payments, including private lessons, rehearsal makeup lessons, and summer camps. **The \$5 convenience charge will apply to drop-in classes (including adult), class card purchases (including adult), workshops, master classes, special event purchases, and other miscellaneous purchases.** Cash, check, or credit/debit card are accepted for these purchases.
- Private lessons and rehearsal makeup lessons must be paid at the time of the lesson.
- Please notify Springfield Ballet regarding any change of address, phone, email, or emergency contact information.
- Please label all payments CLEARLY with the student's first and last name, and the tuition or fee being paid.
- If there is an unpaid balance on an account, the student will not be able to enroll in any subsequent Springfield Ballet classes, productions, camps, workshops or master classes until the account is in good standing.
- Account balances unfulfilled will be sent to a collection agency after 90 days in arrears. Springfield Ballet will NOT refund or credit any tuition, except in the case of serious injury or illness as verified by a doctor's note or if moving out of town (please notify us in writing). Other extenuating circumstances may be approved for credit only (no refunds), but that will be determined on a case-by-case basis and must be presented in writing.

## Make-up Classes & Punctuality

**Making up missed classes is a good habit, and we encourage students to do so as it builds commitment and dedication. However, students will be able to make-up classes ONLY when the following procedure is followed:**

- Call or email **IN ADVANCE** of the missed class to excuse the absence. Unexcused absences cannot be made up.
- Classes can only be made up in the same semester that the class is missed and in the same or lower level. *Please call ahead to pre-arrange make-up classes if you/your child wants to attend a class that is full.*
- On the day of the make-up class, arrive early to fill out a make-up class approval form.
- No tuition reimbursements will be given for absences or missed classes.

**Please notify us ahead of time if a student is going to be late or needs to be dismissed early.**

Students should arrive to the studio at least 10-15 minutes prior to class in order to prepare adequately. This time should be spent warming up, stretching, using the bathroom, and getting into the mentality of class. **Due to the risk of injury, students may be asked to observe class if they arrive more than 10 minutes late.** This policy is for the safety of the dancer.

## Parking

### General Parking Policies

Parking is available in the north and south parking lots of the Creamery Arts Center and at the lot across the street at Hammons Field (when there is no ball game or special event). The loading dock area can be used for drop-off and pick-up if the following procedure is followed:

1. Pull into the loading dock area and turn on your flashers on the car.
2. You may leave your car in the loading dock area for **10 minutes maximum**. Remember that other families need the use of this area. You may drop your child off and watch them walk in through the loading dock glass door, or you may walk your child to his/her studio.
3. Please do not leave your vehicle unattended if you are blocking any other vehicles.
4. The same procedure needs to be followed for picking up your child.
5. Please do not park in the handicap spaces unless you have proper permits to do so.

**Please note: Although Springfield Ballet staff and faculty want every child to be safe, they will not be available to watch unattended children in the hallways. Please use your discretion to determine if your child can be left in the dressing room/hallways unattended. Springfield Ballet will not be held responsible for any injury incurred by or damage caused by unattended children.**

Parking is also available at the Mediacom Ice Park (at the other side of Jordan Valley Park).

We realize that parking is limited and can be difficult. We offer this loading dock procedure to help alleviate the problem, though we realize that it does not fully solve the problem. If it is determined that the loading dock procedure is being abused or mishandled, we will stop allowing its use.

### **Parking during Springfield Cardinals Home Games or during special events when attendants are monitoring the parking lots:**

Attendants will be at The Creamery parking lots on all **Cardinals** home games. All revenue generated from the parking cost is a fundraiser to help sustain The Creamery Arts Center. **The attendants begin manning the lots approximately 4 hours prior to Cardinals games and 2-3 hours prior to MSU games.**

**As a Creamery patron, you are welcome to park in the Creamery lots during the home games (you will not be charged). The loading dock area will be available for your use if the above procedure is followed.**

If the lots are full upon your arrival, Mediacom Ice Park (on the west side of Jordan Valley Park) does not charge for parking and has their lot available for The Creamery patrons' use. Other available parking (paid parking) is at the parking garage south of Jordan Valley Park. The lot across the street at the stadium is not available for Creamery patrons' use during home games or other Hammons Field events, such as MSU Baseball home games.

Tell the attendant(s) who are manning the lots at either The Creamery or the Ice Park that you are a patron of The Creamery and you should be permitted to park for free (if space is available). The attendants at the Hammons Field lots will not allow you to park in the Hammons lots.

**We will have the Springfield Cardinals and MSU home game schedules posted on our website, [www.springfieldballet.org](http://www.springfieldballet.org).**



## **Class Cancellations & Attendance/Inclement Weather Policy**

Classes will not meet whenever Springfield Public Schools are canceled or dismissed early **due to inclement weather**. Occasionally, Springfield Ballet has to make an independent decision on canceling and/or holding classes during inclement weather. **We will post any weather-related announcements on our website as well as on Springfield Ballet's Facebook page.**

Springfield Ballet will hold classes on all other Springfield Public School holidays, except for Labor Day, Thanksgiving, and Spring Break. Any cancelled classes can be made up throughout the semester (see *Make-up Classes & Punctuality*).

Excessive tardiness and/or absences may jeopardize advancement into a higher technical level; however, students should not attend class or rehearsal when they are contagiously ill. We do not want to spread the illness throughout the school. Please call in advance if a student is missing class or rehearsal.

## **Using The Creamery Arts Center Facilities**

We are very lucky to be housed in such a unique building in which several organizations share common space. Please be respectful of the other organizations while you and your child are at The Creamery by adhering to the following procedures. Treat the facility with respect, as if it is your home. The common areas (library, board room, exhibition hall) of The Creamery Arts Center are managed by the Springfield Regional Arts Council and are available to parents and families to use **only when another organization does not have that space reserved**. When using the library, all children under the age of 12 must be accompanied by an adult. Please return all books to the location where you found them. Please keep the hallways clear of dance bags, shoes, coats and jackets. These items can be placed in the locker room area. Please return chairs to the location where you found them after using them so they don't block access to other areas of the building (or other organizations' offices). Please clean up after yourself in the restrooms, and follow all directions posted in the restrooms, kitchen, and other common areas. CHAIR LIFT ACCESS: For anyone who needs access to use the chair lift, please stop by the Ballet Business Office or the Springfield Regional Arts Council office.

## **Safety and Security while Visiting the Facility**

All students under the age of twelve should be accompanied by an adult prior to and immediately following their class. **Parents are expected to be prompt in picking up children.** Instructors are not available to supervise children prior to or at the end of class. If a child must remain late, please notify the office ahead of time. If a student is leaving with someone other than a parent, please inform the office (carpooling, leaving with a friend, etc.). **Students who drive should never walk to their cars alone.**

All children (students and their siblings) are not permitted into the studios unsupervised and must not wander the premises. No running in the hallways. Only dance shoes should be worn in the studios. No street shoes please. We share the building with many other organizations so exhibit respect and courtesy at all times.

Parents are responsible for the actions and behavior of all children under their supervision. Parents will be asked to remove children whose behavior is disruptive to dance classes or any other function at The Creamery Arts Center. Parents assume all responsibility for breakage of studio property or damage to the facility done by their children, enrolled or otherwise.

## Personal Belongings

**Put your name in all belongings, including shoes, leotards, tights, skirts, dance bags, etc.** Ladies, please keep your belongings in the Ladies' Locker Room in a neat and orderly fashion. Do not put your personal belongings in the public restroom area for safety.

The Ladies' Locker Room is secured with a keypad lock. For the code to access the locker room, please call or stop by the Ballet Business Office. Ladies, please remember to turn off lights and close the locker room door if you are the last one to exit the room.

Gentlemen, lockers are provided for your belongings in the men's restroom across from the Board Room.

Students are expected to clean up after themselves and not leave food, water bottles, wrappers, bandages, etc. in locker room, bathrooms, studios or common areas in The Creamery.

Lockers in the Ladies' Locker Room are available on a first come, first served basis to female dancers in Ballet 7 and Ballet 6. Any unclaimed lockers will then be offered to dancers in Ballet 5, and will be assigned on a first come, first served basis.

**Please leave all valuable items, such as jewelry and large amounts of money, at home to avoid loss or damage to these items. Springfield Ballet is not responsible for lost, stolen or damaged property.**

A lost and found box is located in the locker room. Valuable items are held in the office. Unclaimed items will be donated to charity periodically throughout the year.

## Student Conduct

All students should conduct themselves in a positive, cooperative manner, and adhere to all school rules and core values. Students need the permission of the instructor to enter or leave a studio. While in class, give full attention and respect to the instructor. Talking (unless prompted by the instructor) and socializing while in class are not acceptable behaviors. No hanging or leaning on barres, touching mirrors, or touching stereo equipment. You must ask for permission to sit down or leave the class. Please try to use the bathroom before and/or after class so that you do not need to leave during class and miss vital instruction time. All students should support, respect, and encourage fellow dancers as well as act as a role model for younger dancers.

## Student Written Feedback

Springfield Ballet students will receive written feedback at the end of the fall and winter/spring semesters. This feedback is helpful, for both the student and the parent, in understanding the student's overall progress and effort as well as technical development, attendance, attitude, strengths and weaknesses, and teacher recommendations. Placement for the following semester will be indicated on the feedback. Parents and students are encouraged to contact the school at any time with concerns or questions regarding their studies at Springfield Ballet.

## Food and Drink

Please eat healthy meals and snacks prior to and in between classes and rehearsals. Intelligent food choices help maintain energy and stamina during rigorous classes and rehearsals. In order to maintain cleanliness in the locker room area, no eating in the ladies' locker room area and in the small room adjacent to the locker room which contains the small refrigerator. Food and drink consumption is permitted in the exhibition hall, the hallways, and the kitchen, but please be sure to clean up all crumbs, spills, and trash. All food and drink trash should be thrown away in the kitchen. To protect our marley floors, no gum, candy, or food is permitted in the studios. No drinks except for water are permitted in the studios.

## Observing Classes

In order for classes to achieve an optimal learning atmosphere, minimal distraction is required. Parents are invited to observe their child(ren)'s classes during Parent Observation Weeks, which are the approximately halfway through the semester and last week of the fall and winter/spring semesters. Observation weeks allow the opportunity to follow a child's progress and to better understand what constitutes a ballet class. Please be prompt on observation days, and all guests should be mindful of causing distractions, e.g., turn off cell phones, guest children should sit with an adult at all times, and if absolutely necessary, only enter and exit the room between exercises. **Video-taping and non-flash photography are permitted during observation weeks only.** During all other weeks of classes, we have observation windows available to view classes. **Please do not take pictures through the observation windows as that can be distracting to the dancers.** Parents and accompanying children should not enter the studio without an invitation from the instructor.

## Scholarships and Work-Study Grants

A limited number of need-based scholarships are available for students age seven and older who have a strong passion and desire for ballet. The interested dancer must go through an application and audition process, and the child need not have previous dance training. Scholarships are awarded for the fall and winter/spring semesters. Scholarship awards are based on a rubric which scores need, technique, artistry, work ethic, previous attendance (for current students), work-study compliance (for previous awardees), letters of recommendation (for new applicants), parental involvement, and the written essay. The awards are decided by a committee of Springfield Ballet Board members. Scholarships must be used during the semester for which they are awarded and may not be carried over to subsequent semesters.

Scholarship students must be committed to study with Springfield Ballet for the entire semester. If a student leaves before the semester is complete, they will be required to pay full tuition up to the time of leaving the program. Scholarship recipients must be enrolled in a class schedule as recommended by the School Director and be willing to maintain a serious training schedule. Minimum class requirements vary depending on the level and age of the student. They must be exemplary students and respect Springfield Ballet's policies. For additional information on the scholarship program, please contact the business office.

Springfield Ballet also offers merit-based work-study grants for high school dancers as well as work-study grants for male dancers approximate age 14 and up. Please contact the School Director for more information on application and audition process for these programs.

## Volunteering/Supporting

Springfield Ballet is a registered 501(c) 3 not-for-profit organization. Parents who are interested in volunteering will find no shortage of opportunities. Anyone interested in volunteering should contact the office. If you or your business is interested in supporting Springfield Ballet, please contact the Executive Director.

## Springfield Ballet Guild

All parents are welcome to join the Springfield Ballet Guild. This organization of parents, friends, faculty and staff contributes to the financial needs of the school and its productions. The Guild provides many hours of volunteer service—working backstage during productions, hosting cast parties and managing other special school events. For more information on joining the Guild, visit the website [www.springfieldballet.org](http://www.springfieldballet.org) or call the business office.



## Citizenship Standards for Participation Springfield Ballet, Inc.

Springfield Ballet, Inc. is a not-for-profit organization dedicated to advancing the art of ballet through premier education, performance, outreach and collaboration. Classes and productions are designed to develop and enhance the physical, mental and artistic benefits our students receive from their participation. In order to maximize these benefits, we must have the full cooperation of *students and their parents*.

As a condition for participation, students and parents (including other relatives and friends) are required to exhibit appropriate behavior during any Springfield Ballet activity.

Springfield Ballet students must show respect for faculty and staff, and for fellow students at all times. Disruptive behavior will not be tolerated.

Parents, relatives and friends of Springfield Ballet students must show respect for faculty and staff, and behave civilly towards each other. Abusive or negative behavior, either overtly or behind the scenes, will not be tolerated.

Any incidence of unruly behavior, unacceptable conduct or attitude, or activities detrimental to Springfield Ballet, its students and staff, will result in the immediate suspension of the student.

These standards have been adopted by the Board of Directors of Springfield Ballet, Inc., and apply to all students, their parents and other relatives, and friends.

These standards will be upheld and enforced by the Springfield Ballet Staff and Board.

