



Student/ Parent Handbook

2009-2010

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.
Springfield Ballet, Inc. is a not-for-profit organization.

Contact Information



Offices and Studios A, B, C:

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Business Affairs Manager

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School Director

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Staff and Faculty

Vickie Giesen	Bookkeeper
Marsha Butcher	Instructor
Leah Carlisle	Instructor
Berea Flatness	Instructor
Jacquelyn Ratliff	Instructor
Sara Thompson	Instructor
Carla Williams	Instructor
SuAnne Wolff	Guest Faculty

Springfield Ballet is a not-for-profit corporation and exists to touch and transform lives through dance. 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. Parents are invited to observe their child's progress in class during the first and last week of each semester.

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, a thoughtful attitude toward teachers and other students, 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. Student's who do not take the recommended number of classes can expect to remain in a level longer so they may solidify the technique and curriculum of that level.

Class Size

Maximum number of students allowed in classes is as follows:

- Mommy and Me—8 student/parent couples
- Creative Movement I, Creative Movement II, Pre-ballet, Ballet I, Ballet II, Ballet III, Beginner Tap and Jazz—10 students
- Ballet III, Teen/Adult Ballet—12 students
- Ballet IV, Pilates—15 students
- All other classes—20 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.

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:

- **Leotard**—
 - Creative Movement I, Creative Movement II, and Pre-Ballet—solid pale pink leotard; no attached skirt; no decoration
 - Ballet I, II, III, and IV—solid black leotard; no attached skirt; no decoration
 - Intermediate Ballet—solid black leotard; no attached skirt or decoration; may wear any solid color leotard on Saturdays
 - Advanced Ballet—solid black leotard; no attached skirt or decoration; may wear any solid color leotard on Wednesdays and Saturdays
- **Tights**—Pink footed tights

Dress Code (continued)

- **Undergarments**—no undergarments should be worn under leotards and tights. Ladies' tights serve as underwear beneath their leotards (be sure to buy dance tights which have a cotton crotch). 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 ballet slippers (preferably leather) 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 III 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.
- **Skirts**—a detachable skirt the same color as the leotard (pale pink for CMI, CMII, and Pre-Ballet or black for Ballet I and up) is an **optional** part of dress code. Students will only be permitted to wear skirts during parent observation weeks and during rehearsals if approved by choreographer/director.
- **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 Intermediate level with permission and advisement of the School Director. Pointe work typically begins around the age of twelve and is dependent upon a dancer's strength, experience, and rate of growth.
- **Gentlemen**—black or white ballet shoes with black or 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. (Intermediate level men may wear a solid color t-shirt on Saturdays and Advanced level men may wear a solid color t-shirt on Wednesdays or Saturdays.)
- **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 three chances per semester. Other sports and activities require certain equipment and attire. Ballet is no different.)

Student Conduct

All students should conduct themselves in a positive, cooperative manner, and adhere to all school rules. 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.

Tuition and Fees

Technique Level	Classes per Week	Rate per Semester
Mommy and Me, Creative Movement I	1 class/wk	\$160
Creative Movement II, Pre-Ballet, Ballet I, Beginner Tap, Beginner Jazz	1 class/wk	\$205
	2 classes/wk	\$370
Ballet II, III	1 class/wk	\$215
	2 classes/wk	\$385
All Other Classes	1 class/wk	\$225
	2 classes/wk	\$390
	3 classes/wk	\$505
	4 classes/wk	\$600
	5 classes/wk	\$675
	6+ classes/wk	\$745
Single Class fee		\$15
Private Class		\$40/hr
Pilates Mat Class	1 class/wk	\$160
Workshop Course (ages 8 and up)		\$40/semester
Children's Workshop Course (ages 3-8)		\$20/semester
Production Fee		\$85/performance \$130/perf. for non-students
Registration Fee		\$15/semester

Families with two or more children enrolled receive a 20% discount off the second (and all subsequent) student's tuition.

Tuition is due at the time of registration.

- Tuition may be paid all at once or in four installments. A \$10.00 processing fee is charged per semester for installment plans.
- Installment plan tuition payments are due the 15th of each month. Payments received after five working days of the due date will incur a \$15.00 late fee.
- Please give tuition payments to the bookkeeper, the Business Affairs Manager, the School Director, or mail them to:
Springfield Ballet
The Creamery Arts Center
411 N. Sherman Pkwy.
Springfield, MO 65802
- Please label all payments CLEARLY with the student's first and last name, and the tuition or fee being paid.
- Springfield Ballet will accept VISA or MasterCard for payments. A \$2.00 handling fee will be added for each credit card transaction.
- Any returned checks will result in a \$30 charge.
- Accounts that are overdue may result in dismissal from classes until settled.
- All accounts must be current for a student to participate in any Springfield Ballet production.
- Tuition is NON-REFUNDABLE—Once registered, all participants agree to pay for the entire semester, whether they pay in full or with a payment plan. Account balances unfulfilled will be sent to a collection agency at the conclusion of the semester. 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, but that will be determined on a case-by-case basis and must be presented in writing.

Please notify Springfield Ballet regarding any change of address, phone, email, or emergency contact information.

Class Cancellations & Attendance

Classes will not meet whenever Springfield Public Schools are cancelled or dismissed early **due to inclement weather**. 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.

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 and schedule a make-up time. 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. Make-up classes should be pre-arranged.
- 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, 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.

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.

Students enrolling in *Creative Movement I*, *Creative Movement II*, *Pre-Ballet*, *Ballet I*, and *Ballet II* usually take one class per week; however, the option exists to enroll your child in additional classes.

Creative Movement I

(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 II

(age 4-5)

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.

Class Descriptions (continued)

Pre-Ballet

(age 5-6)

Class Length: 45 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.

Ballet I

(age 6-8)

Class Length: 45 minutes

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

Ballet II

(age 7-9)

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 III

(age 8-12)

Class Length: 60 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. Appropriate for younger students who have progressed from Ballet II, as well as older students with little or no previous training. Ballet III students are encouraged to take this class twice a week.

Ballet IV

(age 10-14)

Class Length: 90 minutes

Training builds on previously learned skills while developing increased strength, kinetic awareness, and intellectual understanding. This level also begins to prepare students for pointe work. Ballet IV students are encouraged to take this class two to three times per week.

Intermediate Ballet

(age 11 and up)

Class Length: 90 minutes

Intermediate Pointe

(recommended by School Director)

Class Length: 60 minutes

Technique continues to build and increase in difficulty. Pointe work is introduced by permission of the instructor only after the student has completed at least three years consecutive ballet training, demonstrated precision in technique, and acquired sufficient strength in legs, ankles, and feet. Intermediate Ballet students are expected to take a **minimum** of two technique classes a week. Students with aspirations for a professional career are encouraged to enroll in four to six classes a week.

Advanced Ballet

(age 14 and up)

Class Length: 90 minutes

Advanced Pointe

(recommended by School Director)

Class Length: 60 minutes

Technique continues to build and increase in difficulty. Performance quality and artistic presentation are elements of focus in this level. Advanced Ballet is for students who exhibit a profound understanding of classical technique and are dedicated to a rigorous course of study. Advanced Ballet students are expected to take a **minimum** of three technique classes a week. Students with aspirations for a professional career are encouraged to enroll in four to six classes a week.

Class Descriptions (continued)

Teen/ Adult Ballet

(age 12 and up)

Class Length: 75 minutes

This division is open to teens and adults with minimal or no ballet training. Men and women who want to experience dance as a recreational activity for fun and exercise are welcome.

Mommy & Me

(age 2-3)

Class Length: 30 minutes

Parents exercise 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, etc.).

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

Tap

(age 6 and up)

Class Length: 45 minutes

This class teaches a truly American style of dance that evolved from the nineteenth century fusion of African and Irish dance traditions. Tap involves the production of syncopated sounds by the dancer's feet. Classes are offered at the beginning level.

Dress code: *Ladies*—Solid color leotard; pink or black tights; tap shoes; hair secured off face. *Gentlemen*—Jazz pants, sweat pants, or shorts; solid color t-shirt; tap shoes.

Jazz

(age 7 and up)

Class Length: 45-60 minutes

Students are taught the techniques of jazz including isolation and strengthening exercises, stretches, and movement patterns. Classes (especially at the intermediate and advanced levels) include exposure to various styles of jazz such as theatrical, lyrical, and hip-hop. Classes are offered at the beginning, intermediate, and advanced levels. Approval from the instructor is required for intermediate and advanced jazz.

Dress code: *Ladies*—Solid color leotard; pink or black tights; fitted jazz pants (optional); jazz shoes; hair secured off face. *Gentlemen*—Jazz pants, sweat pants, or shorts; solid color t-shirt; jazz shoes.

Modern

(age 12 and up)

Class Length: 60 minutes

The curriculum draws from Martha Graham's, Doris Humphrey'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. This class is offered to intermediate and advanced students.

Dress code: *Ladies*—Solid color leotard; pink or black tights; bare feet; hair secured off face. *Gentlemen*—Jazz pants, sweat pants, or shorts; solid color t-shirt; bare feet.

Pilates

(age 11 and up)

Class Length: 45 minutes

Mat work was Joseph Pilates' first technical development in his Methodology. The Mat is the foundation of all Pilates repertoire. Over time, one learns proper breathing, control, stretching, and strengthening, as well as gains stamina and ease of movement. The Mat class is a complete and fun workout. Sometimes props (i.e. Thera-Band, weights, Magic Circle, etc.) are added to challenge or support the participant.

Dress Code: *Ladies and Gentlemen*—comfortable workout clothes, no shoes.

Student Evaluations

Springfield Ballet students will receive written evaluations at the end of the fall and spring semesters. Evaluations are 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 evaluation. Parents and students are encouraged to contact the school at any time with concerns or questions regarding their studies at Springfield Ballet.

Personal Belongings

Put your name in all belongings, including shoes, leotards, tights, skirts, dance bags, etc. Ladies, please keep your belongings in the dressing room in a neat and orderly fashion. Do not put your personal belongings in the public restroom area for safety. Gentlemen, lockers are provided in the men's restroom for your belongings. Students are expected to clean up after themselves and not leave food, water bottles, wrappers, bandages, etc. in dressing rooms, bathrooms, or studios.

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 dressing room and in Studio C. Valuable items are held in the office. Unclaimed items will be donated to charity periodically throughout the year.

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. Food and drinks are permitted in the dressing room and hallways, but please be sure to clean up all crumbs, spills, and trash. No gum, candy, or food is permitted in the studios. No drinks except for water are permitted in the studios.

Parking

Parking is available in the north and south parking lots of the Creamery Arts Center. During peak times (any dates that Cardinal Stadium is in use or that community events are scheduled at the Convention Center), these lots will be monitored by an attendant. Additional parking is available in the parking garage directly across from Jordan Valley Park and at the Mediacom Ice Park. During non-peak times parking is available across the street at Cardinal Stadium.

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 first and last week of each semester. 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 enter and exit the room between exercises. Video-taping and photography are permitted during observation weeks only. During all other weeks of classes, we have observation windows available to view classes. Parents and accompanying children should not enter the studio without an invitation from the instructor.

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.

Scholarships

A limited number of scholarships are available for students age seven and older who have a strong passion and desire for ballet is eligible to audition, and the child need not have previous dance training. Scholarships are awarded for the fall and spring semesters, with amounts based on financial need, talent, and physical potential. 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. 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.

Video Recording at Performances

Parents are allowed to record their child's performance during dress rehearsals only. No recording is allowed during actual performances, as it is distracting to our dancers and to the audience. Springfield Ballet records all performances which are available to students and families. Order forms are available in the office; some copyright restrictions may apply.

Volunteering

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.

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 or call the business office.



Citizenship Standards for Participation Springfield Ballet, Inc.

The Springfield Ballet School's mission is to provide the best in classical dance training to our students. 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.