

KansasCityBalletSchool

Policy Handbook 2010-2011

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I. Mission Statement

Kansas City Ballet School is dedicated to providing excellence in dance training to a diverse body of students. Our comprehensive approach is based on the traditions of classical ballet and prepares students for the widest spectrum of opportunities within the artistic community and professional dance world.

II. Financial Policies

Tuition

- Students are registering for the full academic year, September 8, 2010 through May 21, 2011. The full academic year is based on a 32-week formula. Winter and Spring Breaks are accounted for in this formula, therefore tuition does not adjust during these months.
- Payments should be made at the location where student takes class.
- A registration fee of \$25 per student and first payment is due on or before the first week of classes.
- Open Division students have no registration fee. Class cards may be purchased individually or at discounted rates for class cards of 5, 10 or 20 classes.
- If you are making one payment for the full year, tuition is due on September 11, 2010.
- Semester payments are due on September 11, 2010 and January 8, 2011.
- Monthly tuition payments are due on or before the fifth of each month for a total of eight installments from September 2010 through April 2011.
- KCBS highly encourages enrolling in our automatic credit card payment plan. The card is run automatically on the fifth of the month. Credit card information is NOT kept on file from year to year; information must be updated upon registration.
- Direct Pay checks sent from your bank must include your child's full name, class level and must be mailed to the location where student takes classes.
- A \$15 service charge may be assessed for monthly payments received after the fifth of each month and for semester or yearly payments paid after their due dates.
- A \$30 charge may be assessed for each returned check and declined credit card transaction.
- Students with two consecutive months of unpaid accounts will not be admitted to class until their account is paid up.
- Posting of tuition payments will be limited during school vacation periods.
- There are NO refunds and tuition cannot be rolled over to another program or session.

Waiver and Release Form

- A signed and notarized waiver for each student must be on file with Kansas City Ballet School by the first day of classes. Students may not be allowed to participate in class until the waiver has been returned.

Class Withdrawal and Re-enrollment

- To withdraw from a class you **MUST do so in writing** by the **fifth of the month** or you will be held financially liable for the entire month's payment and succeeding months until written notice is received by the school office.
- If you wish to re-enroll in your original class, a re-enrollment form must be completed and returned by the **fifth of the month**.
- Both forms may be obtained from the School offices or online.
- Withdrawal from or return to class due to a prolonged illness or injury must be verified with a physician's written consent.

Class Make-Up Policy

- Students may make-up missed classes in their class level or below at either location if space permits. Advance permission from the School Administrator is required before attending a make-up class.
Downtown Campus – (816) 931-2299 x 2
Johnson County Campus – (816) 931-2299 x 3
- Make-ups must be done within a month of the missed class. The last date to make-up is April 30.
- It is important for students to maintain good attendance in all their own class as too many absences may affect a student's progress and future class placement.

Snow Cancellation Policy

- During inclement weather, please call the KCBS Weather Information Recording at (816) 931-2299 x 4 after 2:00 p.m. to check the status of classes for that day. It is the student's responsibility to find out if classes will be in session due to the weather. Please use caution and care for traveling from your particular area.

Open Division/Class Cards

- Open division classes are designed for youths, teens and adults who wish to have the flexibility to attend as many or as few classes as they choose. Classes are offered for beginners through advanced levels.
- Open Division students have no registration fee. Class cards may be purchased individually or at discounted rates for class cards of 5, 10 or 20 classes.
- All class cards expire one year from date of purchase and are valid at both locations for all classes in the Open Division.
- Class cards need to be presented to the teacher before class begins.
- Class cards are **ONLY** available for use in Open Division classes.

Scholarships

Scholarship funds are very modest and are highly competitive. Upon acceptance of a KCBS scholarship, terms of agreement include being fully enrolled in the assigned class level, participating in both The Nutcracker and the school Spring Performance and working on various KCBS or KCB projects. All recipients must maintain a 95% or higher class attendance rate. Scholarships are awarded for the school year or the summer session. The deadline for scholarship applications for the 2010-2011 school year is August 31, 2010. Summer Intensive scholarship applications must be received by the April 30, 2011 deadline. You must reapply for

any scholarship received. Contact the School Administrators for more information about our scholarship program.

III. Studio Policies

Kansas City Ballet School Dress Code

Class	Legs	Leotard	Feet	Hair	Misc.
Creative Movement and Pre-Ballet Classes	Pink footed tights (not shiny).	Color is pale pink; tank, camisole or cap sleeves. <u>NO attached skirts or embellishments.</u>	Pink leather ballet slippers with a full sole.	Hair must be secured away from face in a bun.	
Ballet Levels 1-3	Pink footed tights (not shiny).	Level 1 – light blue Level 2 – red Level 3 – royal blue	Pink leather ballet slippers with a full sole.	Hair must be secured away from face in a smooth ballet bun; no bangs.	
Ballet Levels 4-7	Girls: Pink convertible tights (not shiny).	Level 4 – hunter green Level 5 – burgundy Levels 6 & 7 - black	Pink leather or canvas ballet slippers; pointe shoes.	Hair must be secured away from face in a smooth ballet bun; no bangs.	Matching solid colored dance skirts may be worn to Pointe/ Variation class.
Boys	Black footed tights or mid-thigh bike shorts and dance belt.	Fitted white t-shirt, tucked in.	Black ballet slippers with black socks. (Leather full sole for Levels CM-Level 3).	Off the face.	
Men	Black footed tights and dance belt.	Fitted white t-shirt, tucked in.	Black or white slippers with matching socks.	Off the face.	
Jazz	Tights, shorts or jazz pants.	Assigned class level leotard color.	Black jazz shoes.	Hair must be secured away from face.	
Modern	Pink convertible tights (not shiny).	Assigned class level leotard color.	Bare feet.	Hair must be secured away from face.	
Character (Ladies)	Pink footed tights	Assigned class level leotard color.	Black character shoes - 2” heel	Hair must be secured away from face.	Black character skirt (24” length) required for ladies.
(Men)	Black jazz pants	Fitted white t-shirt, tucked in.	Black jazz shoes and black socks		
Flamenco (Ladies)	Pink footed tights	Assigned class level leotard color.	Black character shoes - 2” heel	Hair must be secured away from face.	Solid black flamenco skirt required for ladies.
(Men)	Black jazz pants	White button down shirt, long-sleeved.	Black heeled shoe/boot.		
Pilates, Yoga and Conditioning	Tights, yoga pants or shorts	Assigned class level leotard.	Bare feet	Hair must be secured away from face.	

Dress Code (continued)

The following applies to all classes:

- No dangly earrings, necklaces, bracelets, anklets, rings or watches allowed. Stud earrings are acceptable.
- No skirts, shorts, tank tops or legwarmers allowed in student level ballet classes. Elastics and ribbons on ballet slippers and pointe shoes must be sewn.
- Leotards should be a single solid color and not have any trim, prints, designs, embellishments or skirts.
- For security reasons, street clothing and street shoes are required when entering and exiting the building. Dance shoes are prohibited from being worn outside the studio. Street shoes should be worn into and out of the building,
- For hygienic reasons, shoes must be worn at all times inside the building except during modern and conditioning classes.

General School Rules

- Kansas City Ballet School reserves the right to revise curriculum and schedule.
- A class with fewer than eight students is subject to cancellation.
- Additional classes may be added to the schedule as enrollment demands.
- Students are expected to behave respectfully and courteously at all times toward KCBS faculty and staff, as well as toward each other.
- Students must wait inside the building for their ride to pick them up.
- All students must wear street shoes and cover up clothing once outside the building.
- Chewing gum, food and drinks (except water) are not allowed in the studio. Food and drinks are allowed in the lobby areas only.
- Toe tape, band-aids, containers, wrappers, etc. must be disposed of properly.
- KCBS is not responsible for lost, stolen or damaged items. Labeling all personal items with the student's name is recommended. Please check the lost and found for missing items. Monthly, all items that have not been retrieved will be discarded or donated to charity.

Attendance and Tardiness

- Students in Level 2 and above are required to attend all classes listed for their level.
- If a student will not be in class, please call or email the School Administrator by 3:00pm so that the teacher can be informed of the absence. Please include the reason for the absence as well as the student's class level.
- Students who have poor attendance may be asked to leave the school, as regular attendance is essential to improving the skill and strength required for advancement.
- Tardiness in classes is not permitted. Students must be in class, ready to dance at the designated class time. Please call the School Administrator by 3:00pm if you know you will be late. Dancers arriving more than ten minutes late may be asked to sit and observe class. Warming up at the beginning of class is crucial to injury prevention. Class is designed for the development of technique. Students should arrive a few minutes before class to begin stretching and warming up.

- Students should be dropped off no more than 30 minutes prior to class and should be picked up in a timely fashion within 15 minutes after their class ends. KCBS personnel cannot be responsible for students left beyond this time.

Class Placement

- New students will take a placement class during which the teacher and/or the School Director will determine the correct class for the student. Sometimes, an extended period of one to three weeks may be required to observe the student in our classroom setting before this determination can be made.
- Placement at every level is based on several factors including age, maturity, accomplishment, physical strength and commitment.
- Class placement is at the sole discretion of the School Director and KCBS faculty.

Class Advancement

Advancement may occur at any time, but on average students are expected to remain in a level for a minimum of one year. Students may not be promoted every year. At times, students may require a couple of years to accomplish the technique in a particular level. Our primary concern is that a student be placed in a level that is appropriate to his or her skill level and physical strength. If the child is promoted too soon, then he or she will miss some very valuable training. These children also struggle in the next level, which is unnecessary and could result in injury. A student who carefully develops his or her technique early in the curriculum will find advancement in later years to be smoother and more rewarding.

Criteria for Pointe Work

Pointe work is an exciting and essential part of a ballet student's training. Our students begin preparing for pointe work in Level 3 and during this time they work in flat shoes to develop the strength they will need to dance on pointe. Each student responds to the demands of pointe preparation differently, and some will need longer than others to be ready for pointe work. Students will be notified in writing when they are ready to go on pointe. Please feel free to speak with our teachers about any concerns you may have about pointe work.

1. The student must be 10 ½ years or older.
2. The student must have at least two (2) years of training.
3. The student must be taking a minimum of three (3) classes a week consistently (for a total of 4.5 hours weekly).
4. The student must have sufficient strength to do the following:
 - *Be able to hold their turnout while dancing.* The most basic concept of ballet is turnout. It makes it possible to do certain steps that could not otherwise be done. Holding turnout while dancing is a good sign of strength. If the student does not have the strength to maintain their turnout, they are not strong enough for pointe, since it is much more difficult to hold turnout on pointe.
 - *Have a strong, straight back while dancing, especially the lower back.* Pointe work requires that the student use the muscles in her legs and feet to stand on pointe and not use the pointe shoes as a crutch. A weak back will throw the student off balance while on pointe and will make it difficult to do ballet steps. A straight back is also essential for pirouettes.

- *Keep the heels forward toward the big toe (no sickling).* The most stable position for pointe work is to have the weight slightly forward over the big toe. If the weight is over the little toe, it is more difficult to stay up on pointe, and will increase the chances of strain and injury.
 - *Use plié while dancing.* Students must use their pliés while dancing because this is how they get up on pointe. If they do not use their pliés, they will have to bend their leg incorrectly in order to get on pointe. Pliés should be done with the knees pointing straight over their toes and with the heels down.
 - *Point their feet while dancing.* Students must point their feet while dancing in order to strengthen the muscles that pointe-work requires. These muscles need to be strong enough to support their body weight on the ends of their toes. If the student is not in the habit of using these foot muscles then they will not be able to support themselves on pointe and will probably knuckle over on their toes, thereby increasing their chances for injury.
 - *Piqué passé with straight leg.* Students should have enough strength to push themselves onto half-pointe. This step is harder to do on pointe and a bent leg is usually a sign of weakness or improper step preparation.
 - *Be able to do 16 relevés and sautés in the center without stopping.* Strength for pointe work is achieved by repeating exercises. Relevés and sautés are excellent for building up calf muscle strength, which is vital for pointe work. Relevés are more difficult to do on pointe because of the extra height, so strong relevés on half-pointe are a good sign of strength. The student must also go up as high on half-pointe as she can, since pointe work demands this ability. A student who keeps her heels very low to the ground is not preparing her calf muscles adequately, and will not have the strength for pointe work.
 - *Jumps must be strong and landed well-placed and turned out.* Having a strong jump demonstrates that the student has the strength necessary in the feet and legs to be able to relevé onto pointe. The ability to maintain proper placement when landing jumps will translate into correctly coming down off pointe and limiting her chance of injury.
 - *Be able to hold a passé balance on half-pointe.* The student should be well-placed (hips square, back straight, legs turned-out), and have the strength to balance on half-pointe. This pose is more difficult to correct on pointe, as the surface area for balancing is smaller and the strength requirements are greater.
5. The student must be responsible enough to bring all the ballet equipment she will need to class. Pointe shoes require extra care and accessories.
 6. The student must be in good health and able to take the entire class. If the student frequently needs to rest because of illness or injury, they may not be strong enough for the extra demands that pointe work requires.
 7. The student must pay attention in class and must work well. Going on pointe is a big step and requires commitment on the part of the student.
 8. The student must have enough of an arched instep to stand on pointe properly.

Performance Opportunities

All KCBS students have an end-of-the-year performance opportunity in May. Students in Creative Movement through Level 1 will have an in-class studio demonstration on the last day of class. Students in Level 2 and above will perform onstage in the Student Performance in May.

There are also performance opportunities available with the KCB company. KCB may present ballets that require student roles for which open auditions will be held for the appropriate levels. This includes KCB's annual production of *The Nutcracker*. Students in Level 1 and above may audition for children's and corps de ballet roles. When auditioning for a part in a ballet, it is important to realize that there are not always enough roles available for every auditioning student. Casting may be dictated by factors such as size type and technical ability. The audition process is an essential part of any dancers training and is a learning experience, no matter the result. High school seniors may be also considered for positions as season-long student apprentices with the company.

The Kansas City Youth Ballet (KCYB)

KCYB is the performing ensemble of the KCBS. KCYB is designed to give aspiring young dancers the opportunity to develop their skills and love of dance through professionally structured training and performing. KCYB provides dancers with performance opportunities, including major productions and educational outreach demonstrations throughout the community. Annual auditions are conducted for students enrolled or enrolling in KCBS Level 6 or higher and are held each year in May. Students accepted into the Youth Ballet must pay an additional \$705 to participate, which may be paid in three installments of \$235 on September 11, 2010, January 5, 2011, and April 9, 2011.

Summer Programs

KCBS offers various summer intensive programs for all students. Attending summer intensive is encouraged as students can make tremendous progress during the summer months without the added pressure of academic studies. These programs offer students intensive training in ballet technique, exposure to various dance disciplines and the exciting experience of working with various guest teachers. Additional studies include but are not limited to dance history, music and injury prevention. Students are highly encouraged to attend summer programs to maintain and build upon technique developed during the academic year. Students who have been invited to advance in the fall, or who are on point are especially encouraged to enroll in these programs.

IV. Parent Policies

Drop Off/Pick Up Permission Forms

If a parent informs KCBS that the other parent is no longer allowed to drop off or pick up their child, legal documentation **must** be registered with the KCBS. All nannies, babysitters, car pools and non-custodial persons dropping off or picking up students **must** be registered with the KCBS office. No students will be released without such information and / or legal documentation.

Parent/Student Meetings

Both the Downtown and Johnson County Campuses hold meetings before classes begin for students and parents to attend. It is an opportunity to meet the staff, see the facilities and hear more about the school's policies, volunteer opportunities and Nutcracker information.

Progress Meetings

Parents are welcome to schedule meetings with the School Director regarding their student's progress. The School Director may also request that the student's teacher(s) be present at such meeting.

Family Observation Days

It is important for parents to come to the studio and observe their student's progress periodically throughout the school year. There are several opportunities during the year for parents to observe their children in class. Observation dates will be one week in October and one week in February. Exact dates and times will be posted in the school calendar and on the school bulletin boards.

Use of Physical Touch by Teachers During Class

Instructors may be touching students from time to time, in order to help them find the proper alignment/placement and develop the proper technical and qualitative aspects necessary to classical ballet. If a student feels that touching is inappropriate or desires not to be taught in this manner, he/she needs to inform the school in writing immediately.

Resolving Issues

KCBS recommends that parents, students and teachers have open communication. If an issue arises, parents are encouraged to contact the School Director immediately and schedule an appointment to discuss their concerns. After the initial meeting with the School Director, further meetings may be scheduled to include your child's teachers. If the issue still cannot be resolved, the General Manager and/or the Executive Director maybe brought into the conflict resolution.

Volunteer Opportunities

Parent volunteers are a vital resource for the school. The Parent Troupe is the volunteer organization for parents and provides opportunities to assist the school in areas including hospitality, Sugarplum Fairy Luncheon, student performances (including *The Nutcracker* and KCYB shows), merchandising, administrative assistance and more. Email requests may be sent out or sign-up sheets may be posted at the schools when help is needed. Volunteers are asked to fill out a time sheet for their donated time. Contact the Volunteer Coordinator, Rene Horne, at (816) 931-2232 x 1346 or rhorne@kcballet.org for more information.

Season Ticket Offer for Students

It is important for students to see the final goal of their study by attending performances. It ignites their imaginations and provides them with examples to emulate. For this reason, each student enrolled in KCBS receives **one complimentary season ticket** to all three Kansas City Ballet Repertory performances with the purchase of an adult season subscription. We encourage you to make the ballet a family event. With your subscription purchase, your student will attend for free and you may add half-price subscriptions for your other children under age 21. Season ticket holders also receive up to 20 % discounts on Nutcracker tickets and have the opportunity to purchase tickets *before* they go on sale to the public. To order, simply call or visit the Kansas City Ballet Box Office at (816) 931-2232 x 1375.

KCBS Calendar 2010-2011

Date	Event	Additional Information
August 31	Registration Day - Johnson County	12:00 - 8:00 p.m.
August 31	Parent Meeting - Johnson County	5:00 - 6:00 p.m.
August 31	Student Placement Class - Johnson County	6:00 - 7:30 p.m.
September 1	Registration Day - Downtown	12:00 - 8:00 p.m.
September 1	Parent Meeting - Downtown	5:00 - 6:00 p.m.
September 1	Student Placement Class - Downtown	6:00 - 7:30 p.m.
September 8	Fall Classes Begin	Both Campuses
September 21 - 25	Nutcracker Auditions	Roles and times TBA
TBA	KCYB Fall Performances	TBA
October 9	Nutcracker Parent Meeting (required by all)	3:00 - 4:00 p.m. Downtown Campus
October 14 - 17	Kansas City Ballet Fall Performances	Lyric Theatre
October 18 - 23	Family Watch Week	Both Campuses
November 24 - 28	No Classes (Thanksgiving Break)	Both Campuses
December 10	No Classes (SPFL Rehearsal DT 5:00-8:30 p.m.)	Both Campuses
December 11	Sugar Plum Fairy Luncheon/No classes both campuses	10:30 a.m. Marriott Hotel, Downtown
December 11-24	Kansas City Ballet's <i>The Nutcracker</i>	Music Hall
December 19 - January 4, 2011	No Classes (Winter Break)	Both Campuses
January 5	Spring Classes Begin	Both Campuses
January 17	No Classes (Martin Luther King Holiday)	Both Campuses
February 14 - 19	Family Watch Week	Both Campuses
February 21	No Classes (Presidents Day Holiday)	Both Campuses
March 5	KCBS Summer Intensive Auditions	Downtown Campus
March 10 - 13	Kansas City Ballet Winter Performances	Lyric Theatre
March 14 - 20	No Classes (Spring Break)	Both Campuses
April 21 - 24	No Classes (Easter Holiday)	Both Campuses
TBA	KCYB Spring Performances	TBA
May 5 - 8	Kansas City Ballet Spring Performances	Lyric Theatre
May 14	KCBS Spring Performance Studio Run Thru	12:00 - 6:00 p.m. Downtown Campus
May 14	School Director BBQ	6:00 - 8:00 p.m. Downtown Campus
May 14	Last Day of Classes for CM to Level 1 Saturday classes	Both Campuses
May 17 - 18	Last Day of Classes for CM to Level 1 Mon/Tues classes	Both Campuses
May 19	Last Day of Classes for Level 2 to Level 7 classes	Both Campuses
May 20	KCBS Spring Performance Dress Rehearsal	4:00 - 9:00 p.m. Folly Theater
May 21	KCBS Spring Performance	2:00 p.m. & 7:30 p.m. Folly Theater
May 24	Open Classes Begin (Tuesday thru Thursday)	Downtown Campus
May 31 - June 28	Creative Movement (Tuesday evening only)	Downtown Campus
June 1	KCYB Auditions	6:00 - 7:30 p.m. Downtown Campus
June 6 - June 30	Level 2 Mini-Intensive (Mon.-Thurs.)	5:00 - 7:45 p.m. Downtown Campus
June 6 - July 1	Level 3 Intensive	Johnson County Campus
June 6 - July 29	Summer Programs (Various Programs)	Johnson County Campus
June 13 - July 15	Summer Intensive Program	Downtown Campus

Policy Handbook Acknowledgement

(Please initial on each blank space)

Please Print Your Child's Full Name:

In signing, I acknowledge that I have received and read the KCBS Policy Handbook and that I understand and agree to the following:

_____ I have discussed all rules and policies with my student/s.

_____ I have read the financial policy section of the handbook. I understand that I am enrolling my student/s for the full academic year - September 8, 2010 through May 19, 2011, which consists of 32 weeks of classes. I understand that I am liable for the full years tuition for the level in which my student/s is enrolled.

_____ Students with two consecutive months of unpaid tuition will not be admitted to class.

_____ All tuition including Kansas City Youth Ballet dues must be paid in full by April 30, 2011 in order for the student/s to participate in Spring Performances.

_____ I understand that Kansas City Ballet School reserves the right to cancel any class that does not have a sufficient number of students enrolled to support the class.

Date

Parent Signature if Student is under 18

Date

Student Signature if 18 or over

Please sign and return this form to complete your child's registration.