



Ballet Esprit Student Handbook
2018-2019 Edition

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WELCOME TO BALLET ESPRIT

On behalf of our faculty and staff, I want to welcome you to our school! We believe that providence has brought you to us and we appreciate the privilege of teaching you! We believe in fostering a creative passion for dance using quality, classical foundations in a mindful environment. At Ballet Esprit, we build a solid framework for each individual student's artistry to unfurl. It is our passion to provide training through classes and performances that will enable students to cultivate their talents. It is our goal to help students discover their unique gifts and the innate value that lies within. You are special to us, and we are here to support and guide as you pursue your studies. May you be richly blessed with joy in the discipline of ballet and all that comes of your time with us.

Grounded and Rooted in Love,

Sarah Yvonne Chappell
Executive Director

MISSION STATEMENT

Ballet Esprit is committed to serving its community by offering quality instruction in classical ballet and dance education within a holistic environment. Our school serves students of all ages with varying goals and aspirations who desire to study dance. Our faculty supports the love of dance and encourages each individual to reach his or her maximum potential; body, mind and soul. Our comprehensive training teaches discipline and appreciation for the beauty of art as well as the sheer joy of dancing. Performing experiences provide a creative outlet, produce a sense of confidence and responsibility, and allow students to use their gifts with a sense of purpose within a supportive community. May the growth developed at Ballet Esprit be rooted and grounded in love.

STUDENT PLACEMENT

Class Levels:

Ballet Esprit reserves the right to determine the class level for every student through its evaluation procedures regardless of prior, recent, or current training.

New Students:

Students who are new to Ballet Esprit and are interested in the Enrichment Division, Intensive Division, and all other high-level Divisions will be required to take a placement class. Faculty recommendation will determine a student's placement in a class appropriate to his/her ability. Students and parents will be notified.

Current Students:

Our teachers determine the readiness of each student to advance divisions. Advancement occurs on an individual basis when the progress of the individual student has warranted moving to the next level technically, physically, and intellectually.

FEES AND SCHEDULES

- Please refer to the current year's brochure for pricing.
- Tuition is based on a full school year.
- Payments may be made annually or in two installments.
- WE DO NOT SEND STATEMENTS.

Tuition Payment Schedule:

- Annual payment due on or before August 23, 2018
- Split payments due on or before:
 - August 23, 2018 (Payment #1)
 - January 23, 2019 (Payment #2)

Costume and Performance Fee is due on or before October 1, 2018.

- Payments may be made by Cash, Check, Money Order, PayPal, Venmo or Cash App.

- Please get a receipt from the Ballet Office for cash payments.
- Your canceled check is your receipt.
- Please make checks payable to SPOT Venue.
- Indicate name of student on the check in lower left corner memo area.

Late Payment:

- Please be aware that we do not send statements.
- Past Due Invoices are sent out if your account is two weeks overdue.
- A \$10 late fee will be charged to all accounts with a past due balance.

Returned Checks:

- Ballet Esprit is charged a penalty by our bank for any checks returned to us for insufficient funds.
- We will ask you to cover this penalty of \$25.
- If checks are habitually returned we will request that you pay future payments with cash only.

Withdrawal:

- If you choose to withdraw your child from ballet, please contact the Ballet Office.
- This cannot be done through a third party.
- Telling your child's teacher is not sufficient.
- Notification of withdrawal before October 31, 2018 will release your future tuition commitment.
- Full year tuition will be required if withdrawal notification occurs after October 31, 2018.

Costume & Performance Fee:

- This includes Rehearsal Skirt Rental, Spring Performance, and Costume Fee.
- Full payment of this fee is due on or before October 1, 2018.
- Student will not receive the costume if there is any overdue balance at the time costumes are provided.
- If you withdraw your child after we have ordered costumes (by mid October), you will still be responsible for the costume, and a refund will not be issued.
- Some Intensive Division students may be required to buy/rent as many as 3 costumes for the Spring Performance.
- If a student is assigned a Ballet Esprit costume, there will be a costume rental fee in lieu of the full costume fee. You will be notified by the Ballet Office if this becomes the case.

Class Cancellation:

A minimum of 4 students is required for a class to commence. A minimum of 3 students is required for a class to continue. Should class enrollment drop below 3 students anytime during the academic year, the director will work with the parents to find suitable placement in another class within the same level.

Refunds:

- For registration – if a student registers for classes and we are unable to place them in a class by Thanksgiving, the full registration fee will be refunded.
- For tuition – in the event a student is unable to continue classes due to medical reasons or a family move, please contact the ballet office to discuss the account.
- For costumes – Costume fees will be refunded only if costumes have not been ordered for the student.

ATTENDANCE

- Excused absences include: sickness, family emergency, or a required-for-a-grade activity for academic school.
- Excused absences due to injury require a doctor's note.
- We cannot stress enough the importance of NOT MISSING CLASSES.
- Regular and consistent attendance is important to prevent injuries.
- The progress of the entire class is hindered when class must be stopped to re-teach what was missed at an earlier session.

- We have also found that when students feel a lack of confidence in their class work because of inadequate preparation, they become discouraged with their dancing in general.
- If a student does need to miss class, you may call or email. The teacher will be notified.
- **Spring Performance** - Students may have to be excused from the spring production if they incur more than two absences after March 1, 2019.

Make-up Classes

- Students can make up a missed class in any complimentary class of the same level or a level below until March when classes begin to work on year-end dances.
- See the current fall brochure or website schedule of classes for days and times.
- Students making up a class should call or email to confirm. The teacher will be notified.

Inclement Weather Days and Holiday Schedule

- Ballet Esprit is closed for the day when Hamilton County Schools close for inclement weather.
- Please listen to school closing reports on the radio or TV.
- If classes are already in progress, please see the Facebook posts on our website for instructions regarding ballet classes.
- Ballet Esprit follows its own Holiday Schedule and Calendar, regardless of Hamilton County.
- Check social media for reminders and our Ballet Esprit Calendar.

ARRIVAL AND PICK-UP

- Students should arrive and depart promptly using the Backstage Entrance. Parents may park in the Upper Lot behind the wood fence beside the green house. Otherwise, there is risk of being towed.
- If possible, students should arrive at least 10-15 minutes early to prepare for class.
 - Students may be prohibited from taking class if they arrive after the first 15 minutes of class.
 - This is not a punishment; it is a precaution for the physical safety of the dancer.
 - The student should remain and watch the rest of class and will be counted as present.
 - If the student does not observe class, she/he will be marked absent.
- Please pick up students promptly after class.
- After dusk, Intensive and Enrichment students **MUST** wait indoors for their ride and should be picked up as close to class ending as possible.
- To make sure each student is accounted for, parents must come inside to pick up students.

WAITING FOR YOUR STUDENT

- If you wait on premises while your child is in class, designated benches near the Backstage Entrance will be available. Please be mindful that classes need quiet to be productive.
- Please do not let children touch equipment, go onto the stage or stand on benches while waiting.
- Please refrain from mixing genders in the dressing room, regardless of age.
- Small children and siblings are not permitted to run or play on the hardwood floors without the teacher's permission. Please support this rule by keeping all small children carefully monitored.
- Never leave small children unattended at any time.
- Children are welcome to enjoy the fresh air but must be accompanied by a supervising adult.

WEBSITE & SOCIAL MEDIA

- SPOT Venue website is the primary source for all information about our school.
- Our Instagram and Facebook status updates also post to this site so that you can find emergency information as it becomes available. This allows us to provide the most recent and comprehensive information to our parents and students 24/7.
- You may contact our office via email at Sarah@spotvenue.co
- The Ballet Espirit Instagram and Facebook pages are used for general announcements and updates. This should be used as a secondary source of information.
- Newsletters are posted on our website, and notices will be emailed to our families when they are available. Each issue contains important helpful information.

YEAR-END PERFORMANCE OPPORTUNITIES

- Enrollment in a ballet class commits a student to all rehearsals for Spring Performances as a priority over all other activities the student may be involved in during the spring months.
- Absent dancers are ill prepared and undermine the confidence of the entire group. Also, it is very confusing to work around empty spaces.
- Spring productions are considered a priority for all students, and other conflicting events should be secondary to preparations for these programs.
- All classes will have In-House Performances throughout the year; these will be announced so all who may can attend. Please check the calendar for these specific dates.

PARENT OBSERVATION

- There will be an opportunity for you to observe your child's class at a designated time during the first semester. Notification will be sent by individual teachers to their classes.
- When observing, please DO NOT bring young children who CANNOT sit quietly and watch class. Otherwise, it is best that parents refrain from staying to watch unless given the individual class teacher's approval.

PARENT/TEACHER CONSULTATIONS

- If you need to speak with a faculty member, please request an appointment.
- Please refrain from "meeting" with the faculty member in-between classes.
- Teachers have very limited time before, during, and after classes.
- Please give faculty members enough notice so that they have adequate time to prepare and discuss your questions or concerns..

STUDENT GUIDELINES

Preparation for Class

- Students should always go to the bathroom before class.
- Students may use the areas in front of the benches in the studio for stretching before class.
- Students should not stretch in entryway in front of the bathrooms.
- Keep these areas clear of bags and personal belongings.
- Please pick up stray bobby pins as they tear up the vacuum cleaners.

Class Etiquette

- Cell phones may not be used for any reason during class without specific permission from the teacher.
- Classes may not be filmed without a teacher's specific permission.
- Students are not allowed in the studios unless a faculty or staff member is present.
- No food or drink other than water in the studios. Water breaks are given with permission of the teacher
- No chewing gum in studios.
- No hanging on the barres in the studio.

Conduct while on SPOT Venue's Premise

- Students are not permitted to run inside.
- Students are not permitted to make excessive noise in entryway or restroom areas.
- Students are expected to keep the facilities clean by picking up after themselves and throwing away all trash.

PARENT GUIDELINES

- Teaching a child the meaning of commitment is another basic building block of character, and commitment takes effort!
- If your dancer seems discouraged, please let us know. Many times there may be a simple solution to the problem. Sometimes, an extra dose of encouragement may do the trick!
- **Parents of young children:** Please arrive in time to assist your child into dress code for class and have their hair appropriately fixed.
- **Parents of older children:** Please arrive in enough time for your child to dress, fix hair, warm up and stretch before class.
- Please have students to go to the bathroom before class.
- Please park in our designated parking behind wood fence beside the green house.
- If you move, please be sure to update your contact information through the Ballet Office, Sarah@spotvenue.co

DRESS CODE

- A dancer's attire greatly determines the attitude toward her/his class work, and therefore we require that the standard of appropriate neatness be observed at all times. The teacher may not allow class participation by a student who regularly neglects this requirement.
- For female students in The Enrichment and Intensive Divisions:
 - Should wear pink-footed tights and pink ballet shoes in all ballet classes. Please do not wear tights with holes or bad runs and BE CERTAIN all shoes have the elastic properly sewn onto the shoe.
 - No underwear should be worn under tights. Both the tights and leotards have cotton lined panels. It can be compared to a bathing suit.
 - Leotards should be plain and solid in color without imprints, designs, attached skirt or ruffles. The leotard is the foundation used with rehearsal skirts during in-house and community performances.
 - Skirts are NOT allowed in class. They are a distraction and are easily lost.
 - Pink or black leg warmers are permitted in Enrichment or Intensive classes as a teacher allows and only up through degages.
 - Stud and small earrings are the only permissible jewelry to be worn in class. Watches, necklaces, large rings and bracelets are potentially hazardous and cannot be worn in class.
 - Rehearsal dress for any dancer involved in any school rehearsal is standard class uniform. Rehearsal skirts, or any other layers worn over the leotard will be permitted by the choreographer overseeing the rehearsal.

Requirements (Please check website for most recent dress code.)

| Level | Leotard | Footed Tights | Shoes | Skirts |
|----------------------------|------------------------------|------------------------------|---|-----------------|
| Joy of Movement | Lavender | None | Pink leather full sole | None |
| Pre Ballet | Pink | None | Pink leather full sole | None |
| Creative Movement | Peach or Pink | None | None | None |
| Intro to Ballet | White or Peach | Pink | Pink leather full sole | None |
| Beginning Ballet | Light Blue or Lavender | Pink | Pink leather full sole | None |
| Ballet I | Burgundy/Maroon or Navy | Pink | Pink leather split sole | None |
| Ballet II | Forest Green, Navy, or Black | Pink or Black for rehearsals | Pink leather split sole & Pink pointe shoes | Rehearsals Only |
| Mindful or Family Movement | Any | Any | Any | Any |

| | | | | |
|-----------|-------------|------------------|---|------|
| Young Men | White Shirt | Black Gym Shorts | Black leather ballet shoes with white socks | None |
|-----------|-------------|------------------|---|------|

No T-shirts, boxers, shorts, or baggy outerwear is to be worn in class.

Dance Attire may be purchased from the following stores:

- The Batterie 3809 Dayton Blvd, Red Bank, TN 37415
- Dance Stuff 2209 Hamill Rd Ste A, Hixson, TN 37343
- Academy Sports, Wal-Mart, & Target often stock appropriate leotards and tights. **However, you should only get your shoes from a dancewear retailer.**
- We will gladly receive any out-grown dancewear or shoes for our borrower's box.
- We will also gladly receive any costumes that are in good condition for our costume wardrobe.

SHOES: THE DANCER'S TOOLS

- Do not wear dance shoes outside! Oils and dirt are hazardous when tracked into the studios and are damaging to the shoes.
- Shoes must fit properly. Dance shoes fit snugly and are not fitted with room to grow. Gaps and bagging are signs of an improper fit.
- Toenails should be trimmed regularly and cut straight to avoid ingrown nails.
- Do not sew elastic or ribbons on the shoes if you are unsure of the fit or do not know where or how to sew them on. Have your teacher check and approve the shoes first. Elastics may never be knotted and wrapped around the bottom of the foot.
- Leather shoes will stretch. Canvas shoes will not.
- Cross the drawstring to pull taunt around foot, then tie and tuck into the shoe. Never use the drawstring to fit the shoe. This could injure the skin or tendon.
- Laces, ribbons, and ties must be neatly secured or tucked in.
- A small crochet hook is helpful in retrieving a drawstring that has withdrawn into the casing.

Pointe Students

- Do not purchase pointe shoes before consulting with your teachers.
- Do not sew ribbons or elastic onto shoes until the faculty confirms the fit and gives instructions on how to sew them.
- Dancers should learn to sew their own shoes. This is their responsibility, not their parent's. If they are ready for pointe, they're ready to sew! Look for the Ballet Esprit sewing workshop for all new pointe students.
- Experienced dancers should pre-tape their toes prior to technique class to limit the amount of time taken to put on pointe shoes for pointe class.
- Convertible tights must cover the entire foot for pointe. Mid-calf tights are not appropriate for pointe technique class.
- Each dancer must dispose of his/her own Band-Aids, Band-Aid wrappers, and discarded tape to ensure cleanliness and a healthy workspace. Toenail polish is detrimental to toenail strength needed for pointe work and not recommended.
- Follow the instructions of the faculty regarding the care, longevity techniques, and storage of pointe shoes.

HAIR

3-year – 2nd Grade Girls:

- Classical Ballet buns are preferable, BUT lazy buns or ponytails are acceptable with teacher approval. Hair should be secured away from the face with clips or barrettes.

3rd Grade and Up Girls:

- Always wear hair neatly in a classical ballet bun with loose hair pinned or clipped away from the face. Hairspray or gel can help.

Dance Bag Supplies (for all ages):

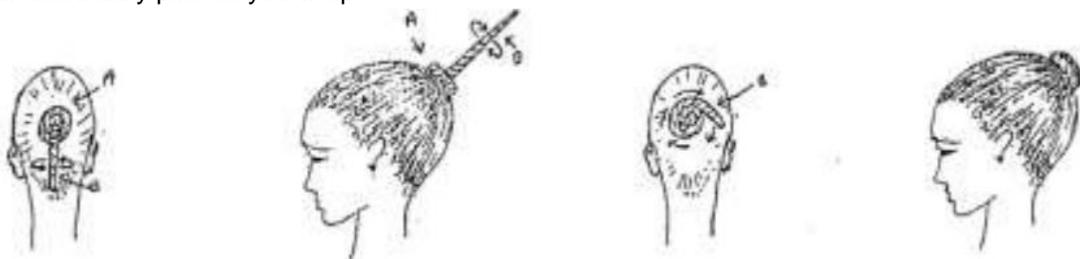
- Brush & comb, nylon hair net, braided elastic band, barrettes/clips, hair & bobby pins, hair spray

Instructions for Styling Hair

1. Brush hair smooth. Remove all tangles.
2. Spray hair lightly with hair spray. Smooth hair with hands and secure wisps, layers or short ends into a ponytail and secure with a braided elastic band. (Do not use rubber bands. They tear hair.)
3. Secure sides and back hair with clips or barrettes
4. Divide ponytail into two sections, and twist two or three sections and braid.



5. Wrap each section of twisted or braided hair clockwise around the braided elastic band, and secure with hair and bobby pins as you wrap



6. Place the hair net over the bun; twist the net over the bun at least two times. Tuck ends of hair net into the bottom of the bun, and secure with hair or bobby pins.
7. Spray hair and bun with hair spray to set. Smooth with hand or comb.

Shorter Hair:

1. Chin length hair - This length is difficult to place hair in a bun. Pull hair into a ponytail, securing the sides back away from face with clips or barrettes. Spray heavily with hair spray to set.
2. Very short hairstyles should pull sides away from face. Long bangs secured back with clips to keep from eyes.

Why do dancers wear their hair this way?

Credible professional dance schools require their students to wear their hair up for class. The correct use and placement of the head and neck are very important in dance for concentration and balance. Hair must be removed from these areas to allow instructors to see the development, technique, and growth of the head, neck, and shoulders. This allows faculty to give proper corrections to help students achieve the desired results. Unsecured hair is distracting and can throw a dancer off balance, especially when turning. Bangs and wisps can cause shadowing on the face and create a short look to the forehead. A uniformed look is desired in class and is essential for neat grooming and, confidence, and conscientiousness. This demonstrates the value of being prepared, encourages individual artistic expression, and provides visual ease for the teacher's corrections.

SNACKS AND FOOD

SPOT Venue is gracious to provide facilities for the Ballet Esprit, and we want to cooperate in every way possible by respecting the building, grounds, and staff's privacy. All snacks must be eaten on the benches in the entryway by the stage unless a student has special permission from a teacher. Please do not leave TRASH OR FOOD anywhere. A failure to observe this policy may result in the loss of the privilege of bringing snacks to the room. Be sure to PICK UP ALL TRASH, leaving no candy, chip wrappers, or drink cans ANYWHERE around the building. Use of rugged areas is a privilege that can be revoked at any time if ANY open food or drink containers are found in these areas.

IN CLOSING...

We want to, once again, tell you how much we appreciate your presence with us this year.

Our hopes are that Ballet Esprit will bless your entire family and be a joy in your life.

Please extend much grace for us as we endeavor to pursue excellence in the training that we offer your children.

Rooted and Grounded in Love,

The Faculty and Staff of the Ballet Esprit