

EASTERN CONNECTICUT BALLET



HANDBOOK 2019-2020

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WELCOME:

The purpose of this handbook is to outline Eastern Connecticut Ballet's policies and procedures, enabling students and families to enjoy a rich and fulfilling educational experience. We put our students first, and these rules and guidelines are for the safety and welfare of all.

SCHOOL PROFILE:

When Eastern Connecticut Ballet (ECB) was founded in 1992, the goal was to create a physical, intellectual, and emotional training environment that would over time become a performing arts center of professional stature for the shoreline area. This goal required that we not only provide the highest quality technical instruction in dance at all levels, but also put in place comprehensive programs for students seriously committed to dance as its own reward, as an art form for further study, or as a professional career. At the same time we recognize our responsibility to the local community to raise awareness of the beauty and power of dance and to make dance education available to committed students, regardless of their background or means.

Over the years, we have made significant strides toward achieving this goal, and ECB is now acknowledged as the area's preeminent center for serious dance training.

First and foremost, Eastern Connecticut Ballet is a school; one whose expert faculty is 100% dedicated to the development and growth of its students. The curriculum taught at ECB is based on strong classical technique, emphasizing the energy and movement essential to meet the demands of today's classical ballet and contemporary companies. Every student at ECB will receive a quality education that will challenge them to reach their potential.

TRAINING PHILOSOPHY:

Our philosophy is that every child reaps enormous benefits from the study of dance. ECB is committed to providing the best possible education for all students and attention to each individual. Young dancers are like roses, each bud opening in its own time. As each blossom needs water, food and sunlight to flower, we nurture each dancer with fine training, allowing them to progress at their own pace. There are also those children who display talent and drive beyond their years. As it is with talented athletes and academics, there are students who rise above the rest, and should be rewarded and encouraged to make this their career. It is also important to understand that students who take the maximum required lessons will progress at a faster rate. We encourage all students to take extra classes in lower levels at no extra cost.

Passion, commitment, a strong work ethic and good attendance are valued but do not necessarily guarantee desired roles in school performances. All performance roles are valuable, producing a rich artistic product and a rewarding educational experience.

Advancement in class levels and assignment of performance roles are at the discretion of the Staff and Artistic Director.

PLACEMENT PROCESS:

Registered students between the ages of 3 & 6 are placed in our Children's Division, according to age and ability to focus. (Pre Ballet 1, Pre- Ballet 2, First Steps)

Students age 7 and above are placed in our Classical Ballet Program (Levels 1-8) according to their ballet experience and ability. **New students may be asked to take a placement class to determine class level.**

Placement in Levels 1-8 (Classical Ballet Program) is based solely on ability, NOT age. The classes are taught to the ability of the students present.

SUMMER CLASSES:

Eastern Connecticut Ballet offers comprehensive Summer Programs for students of all ages and levels. They may select courses of varied intensity and focus in a range of styles to enhance their training. Summer is a wonderful time for progress and enrichment. Dancers may devote their full attention to their dance studies, working to their maximum potential.

We encourage ALL students to attend summer classes! This helps with progressing to the next level.

TUITION:

Tuition for students in ONE class per week is due on the FIRST day of their class for that term (Sept & Feb).

Students enrolled in MULTIPLE classes per week are on a 9 INSTALLMENT PAYMENT PLAN. Each installment is due on the FIRST of the month starting with September. The 9 installments cover the entire 10 month season; Sept.-June. Installments are paid: Sept, Oct, Nov, Dec, Jan, Feb, Mar, Apr & May. NO JUNE.

The school year is divided into TWO terms, (Sept- Jan & Feb-June). The Holiday/Vacation schedule is NOT included in the tuition of either term.

A \$10.00 late fee will be assessed if tuition is more than 10 days late. Please note: a \$10.00 late fee will also be assessed if costume, company dues, or performance fees are more than 30 days late.

No one may take class unless registration is complete and tuition is paid. Students will not be permitted to begin a new term if there is an outstanding balance.

All checks returned for Insufficient Funds will be issued a \$ 25.00 charge. Parents with more than one child enrolled at ECB will receive a 10% discount for each

additional child.

Refunds are only given for documented extended illnesses, class cancellation, or a move out of Connecticut.

All new and returning families will be charged a \$35.00 annual registration fee that covers Sept.-Aug.

FINANCIAL ASSISTANCE:

Students will only be considered for financial assistance after an application and all required documents are submitted. A Confidential Financial Assistance Form can be requested from the office.

Recipients are expected to be model students and attend ALL recommended classes for their level. Details will be outlined in your personal scholarship letter.

DRESS CODE:

Pre Ballet 1	Motionwear Dress WHITE tank leotard with attached CANDY PINK skirt Pink tights & Pink LEATHER ballet slippers
Pre Ballet 2	Motionwear Dress WHITE tank leotard with attached CANDY PINK skirt Pink tights & Pink LEATHER ballet slippers
First Steps	Motionwear Wear Moi Style Emeraude in WHITE Pink tights & Pink LEATHER ballet slippers
Boys	(Levels Pre 1 –Lvl 4) White fitted shirt, black fitted shorts, white socks, and white ballet shoes. (Levels 5-8) White fitted shirt or white short sleeve leotard, black tights, white socks and white shoes or NO socks with black shoes.
Level 1	Wear Moi Style Emeraude in RED Pink tights & Pink LEATHER ballet slippers
Level 2	Wear Moi Style Emeraude in ROSE Pink tights & Pink LEATHER ballet slippers
Level 3	Wear Moi Style Emeraude in PACIFIC Pink tights & Pink LEATHER ballet slippers
Level 4	Wear Moi Style Emeraude in FUSCHIA Pink tights & Pink LEATHER ballet slippers
Level 5	Wear Moi Style Emeraude in ROYAL Pink tights & Pink LEATHER ballet slippers
Level 6	Wear Moi Style Emeraude in FRENCH BLUE Pink tights & Pink LEATHER ballet slippers
Level 7	Wear Moi Style Faustine in NAVY Pink tights & Pink LEATHER ballet slippers
Level 8	Wear Moi Style Faustine in BLACK Pink tights & Pink LEATHER ballet slippers
Enrichment and Adult Classes	Solid colored leotard, tights, jazz pants or form fitted leggings. Proper dance shoes.
HAIR:	Hair should be in a tight, secure, close-to-the-head professional ballet bun for Ballet, Character, Jazz and Modern Classes. Workout classes may wear a ponytail or braid.

Dancers should attend class in their required uniform. **GIRLS:** On Saturdays, Levels 6, 7 & 8 are allowed to wear a leotard color of their choice. No tee shirts, shorts,

sweats, baggy warm-ups or plastic pants are permitted. Tights must be worn under leotards and no footless tights will be allowed. During extremely cold winter weather, leg warmers and ballet sweaters will be allowed. These may only be worn at the beginning of the barre and must be removed when the teacher determines it is appropriate. At the teachers discretion, short skirts may be worn for pointe class (Levels 6, 7 & 8). NO jewelry may be worn except small earrings. **BOYS:** (Levels Pre 1 –Lvl 4) White fitted shirt, black fitted shorts, white socks, and white ballet shoes. (Levels 5-8) White fitted shirt or white short sleeve leotard, black tights, white sock and white shoes or NO sock with black shoes. No loose shirts, loose shorts/pants, sweats, baggy warm-ups or plastic pants are permitted.

INJURIES AND DOCTORS NOTES:

In case of illness, injury or other problems- please contact the office immediately. ANY extended illness or injury requires a doctor’s note. All dancers must be able to take a FULL class AND present a doctor’s release note, in order to participate in rehearsal or performances (for safety reasons).

The final decision as to whether a dancer will be able to perform will be made by the Artistic Director.

ATTENDANCE:

Poor attendance impedes progress and can result in a student being moved to a lower level at any point during the term. Poor attendance may also impact a student’s placement for the next academic year. If your child or family is experiencing any extenuating circumstances that are resulting in missed classes, please contact the teacher so that the school can take your situation into consideration.

MISSED CLASSES:

ECB recommends that missed classes be made up in order for students to maintain their technical level. Make-up classes must be taken in the same level or the level below their assigned class.

COMBINED CLASS LEVELS:

Please understand that, on occasion, classes may have to be combined for staffing or rehearsal purposes. This practice is customary in all ballet schools.

NUTCRACKER ATTENDANCE:

Students must attend ALL of their regular scheduled classes and rehearsals. If a student has repeated absences from classes and/or rehearsals, they will be subject to dismissal from the production. Students must attend all scheduled classes preceding their rehearsals.

During Tech Week, there will be NO CLASSES held at ECB.

Students are required to perform on the Friday of Tech Week. They will have to miss academic school on that date. ECB will provide a letter explaining your students’ contribution to the community on this day. This will serve as the absentee note from

school.

Absences due to SATs and ACTs held on Saturday are permitted.

CLASS/REHEARSAL BEHAVIOR & TARDINESS

It is imperative that the dancer is cooperative and shows respect at all times to teachers, choreographers, directors, staff members, parents and fellow students.

Disrespect of any kind will result in dismissal from ECB's program.

Any dancer who arrives more than 15 minutes late to class will be asked to observe and may not participate. That class may be made up.

Students must be picked up immediately after class or rehearsal. Staff will not remain more than 15 minutes after class/rehearsal. If there is an emergency, please call the school.

DROP OFF:

Traffic in the parking lot can become quite heavy. Parents must park, then escort children safely to and from the building. Please ENTER the parking lot on the right side (mailbox) and EXIT on the left. Should the front parking lot become full, additional parking is available behind the building, which is well lit. Please be safe and use common sense at all times.

BEHAVIOR:

Students shall not smoke, drink or use drugs. Any dancer who is caught by any authoritative figure with cigarettes, drugs, and/or alcohol, will be removed from the school. Any dancer appearing on the computer (i.e. facebook, Instagram, Twitter) in a picture that includes cigarettes, drugs, and/or alcohol will be put on probation, and may be removed from the school.

ECB IS A STUDENT CELL PHONE FREE ZONE. Student cell phones must be submitted to the front desk receptionist upon entry to the building.

Any dancers or parents caught speaking poorly of another parent, dancer, teacher, or the school through conversation, video, text, or social media will be subject to appropriate discipline.

Students shall not use profanity while at ECB.

COMMUNICATION AND GOSSIP:

ECB has NO tolerance for gossip and slander from students or parents.

ECB celebrates diverse backgrounds and cultures.

No video footage of any ECB dancers or choreography may be placed on the Internet.

Anyone unable to adhere to this policy will be subject to dismissal.

PARENT AND ECB COMMUNICATION:

If the need arises to discuss specific concerns, there will be forms in the office for you to fill out. ECB will contact you to set up a meeting. It is our hope that this policy will keep lines of communication open and create the best possible learning environment for the students. Parent/Teacher Conferences are available if and when the need arises.

VOLUNTEERS:

Volunteers are essential to the vitality of the program by helping reduce production expenses. Scholarship students and parents must be available as needed.

We invite and encourage families to assist us in areas, such as: chaperoning, event planning, sewing, poster distribution, labeling, mailings, backstage work, etc.

We also ask that you help promote ECB performances and sell tickets. Ticket sales and tuition are the two main sources of ECB income. Since tuition alone does not cover the cost of ECB's school expenses, ECB depends on ticket sales and fundraisers to help fill that gap. ECB needs and appreciates your support.

OBSERVATIONS:

The study of ballet requires a great deal of hard work and focus. With parents present, students tend to become distracted. Therefore we schedule Parent Class Observation at the end of the 1st term. The Spring Showcase will act as your 2nd opportunity to observe your child's growth.

PRIVATE LESSONS/STUDIO RENTALS:

A private lesson/studio rental form must be filled out by the student/parent requesting the lesson/time. (Found in the Office) Private Lessons are useful for some students who are experiencing problems, but should not be a substitute for their regular classes.

COST: Private Lesson-

\$70.00 per hour paid directly to the teacher

\$10.00 per hour paid directly to ECB for Studio Rental

Outside organizations should contact the office for information about studio rental.

INCLEMENT WEATHER, CLOSINGS & CANCELLATIONS:

In the event of class cancellation due to hazardous weather conditions, an announcement will be placed on the school answering machine as well as a school wide email. Please call before leaving the house if the weather is questionable! NO credit will be given for school closings due to inclement weather as these events are beyond our control. A make-up class can be taken in another pre-existing class. Final cancellation decisions will be made by 12:30 pm.

If a class is canceled one day due to an unforeseen circumstance we will inform you as to when the class can be made up.

We will NOT give credit to anyone who doesn't come to their regularly scheduled class due to a family conflict, other activity, school commitment or illness.

SPRING PERFORMANCES:

Every year ECB presents a Showcase that involves the entire school. Our very youngest dancers take their place on stage along with our most accomplished students, experiencing the thrill of the lights, music and a live audience.

Our Pre Ballet & First Steps children enjoy their very own ballet and our Levels 1-8 participate in a choreographed stage demonstration of their skills.

Further information to follow!

NUTCRACKER:

This wonderful performance experience is open to all dancers in Levels 1-8.

Auditions are held in September of every season.

For further information contact the office.

Meetings and auditions will be held Friday, Saturday AND Sunday after classes begin.

YOUTH PERFORMING COMPANY:

Participation in ECB's Youth Performing Company is a privilege, afforded to those students who demonstrate the highest standards of ability and commitment. In order to be eligible for ECB's Youth Performing Company dancers must:

- * Be in Levels 6, 7 or 8
- * Maintain Regular Attendance
- * Meet All Requirements of their Assigned Level
- * Attend All Scheduled Rehearsals

Please see Company Contract for further details.

Contact Information

Lise Reardon – Executive Director

Gloria Govrin – Artistic Director

Damara Bennett- Director of Children's Programming

Laura Barnard – Assistant Director of Children's Programming

Dawn King – Administrative Assistant

Julie Wright- Associate to the Executive Director and Production Coordinator

Eastern Connecticut Ballet

435 Boston Post Road

East Lyme, CT 06333

860-739-7899

office@easternctballet.org

easternctballet.org

Join us on FACEBOOK and INSTAGRAM