



## **Student / Parent Handbook**

**2024 – 2025**

**Updated 12/27/2024**

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

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# Contact Information

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

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Sadie Nehlsen	Instructor, Door Monitor
Haley Olszewski	Instructor
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Jamie Williams	Instructor
Ireland Wilson	Instructor, Door Monitor

Hattie Geltemeyer	Rehearsal Assistant
Sara Love	Teaching Apprentice, Door Monitor
Joshua Velazquez	Rehearsal Assistant, Substitute Instructor
Miracle Young	Substitute Instructor



## Mission

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

## Core Values

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

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

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

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

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

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

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

## History and Overview

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

Our comprehensive training program provides area dancers with a strong foundation in classical dance and an appreciation for the discipline of training. Students develop clean, strong technique with an emphasis on artistry, an understanding of body placement, and an appreciation for the art in all parameters. Our community outreach performances and educational programs have been designed to expose children to the art of dance, cultivate quality at all levels of development, and to make ballet accessible to people from all socio-economic and ethnic backgrounds. Classes are available for ages two 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 Artistic Director & Associate Artistic 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 Artistic Director or Associate Artistic Director's recommendations and in support of their personal goals. Students who do not take the recommended number of classes or students who take semesters/sessions off from classes can expect to remain in a level longer so they may solidify the technique and curriculum of that level.

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

## Class Size

Maximum number of students allowed in classes is as follows:

- Dance with Me—8 student/adult couples
- Creative Movement 1, Creative Movement 2, Pre-ballet—10 students
- Ballet 1—10-12 students
- All other classes in Studio A—15-20 students
- All other classes in Studio B—10-12 students
- All other classes in Studio C—12-16 students
- All other classes in Studio D—12-18 students

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

## Class Descriptions

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

Students placed in *Creative Movement 1, Creative Movement 2, Pre-Ballet and Ballet 1* usually take one class per week; however, the option exists to enroll your child in additional classes. *Dance with Me* is only offered one time each week. *Dance with Me* and *Creative Movement 1* are offered in 8-week sessions in the Fall and Winter/Spring and 4-week sessions in the Summer. *Creative Movement 2, Pre-Ballet* and *Ballet 1* are 16-week semesters in Fall and Winter/Spring and 4-week sessions in the Summer. *Ballet 1* students have the option to take unlimited ballet classes and/or Tap as an elective. A week-long summer camp is also available for students in *Creative Movement 1* and up.

#### *Dance with Me*

(age 2-3)

Class Length: 30 minutes

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

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

#### *Creative Movement 1*

(age 3-4)

Class Length: 30 minutes

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

#### *Creative Movement 2*

(age 4.5-6)

Class Length: 45 minutes

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

#### *Pre-Ballet*

(age 5-7)

Class Length: 60 minutes

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

## Class Descriptions *continued*

### *Ballet 1*

*(approximate age 6-12)*

*Class Length: 60 minutes*

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



### **Ballet 2A, Ballet 2B, Ballet 3A, Ballet 3B**

Students placed in *Ballet 2* and *Ballet 3* are encouraged to begin taking multiple times each week with the unlimited ballet plus elective tuition options. *Ballet 2* and *Ballet 3* level dancers are expected to take a minimum of two ballet classes per week. Students at these levels must register for all classes they will attend, and unlimited ballet includes all ballet classes at or below the dancer's level. *Ballet 2A, Ballet 2B, Ballet 3A* and *Ballet 3B* are offered in 16-week semesters in Fall and Winter/Spring and 4-week sessions in the Summer. A summer intensive is also offered for these levels.

### *Ballet 2A & 2B*

*(approximate age 7 and up)*

*Class Length: 75-90 minutes*

This class continues the formal study of classical ballet and encourages the development of self-discipline. Particular emphasis is placed on exercises designed to strengthen legs, ankles, and feet as well as to continue developing postural and technical skills. A continuation of basic anatomy, physiology, and nutrition supports the dancer's knowledge. **Ballet 2 students are required to take at least two ballet classes per week.** (*Please note: An elective class, such as jazz or tap, does not replace a ballet class. It is an additional course taken to supplement a dancer's training.*)

### *Ballet 3A & 3B*

*(approximate age 8 and up)*

*Class Length: 90 minutes*

Technique classes emphasize proper placement and alignment, turnout of the hips and legs, coordination of the arms and legs, and a clear knowledge of ballet terminology. **Ballet 3 students are required to take at least two ballet classes per week and are encouraged to take three or more ballet classes.** (*Please note: An elective class, such as jazz, tap and stretch & strengthen, does not replace a ballet class. Elective classes are additional courses taken to supplement a dancer's training.*)

## Class Descriptions *continued*

### **Ballet 4A**

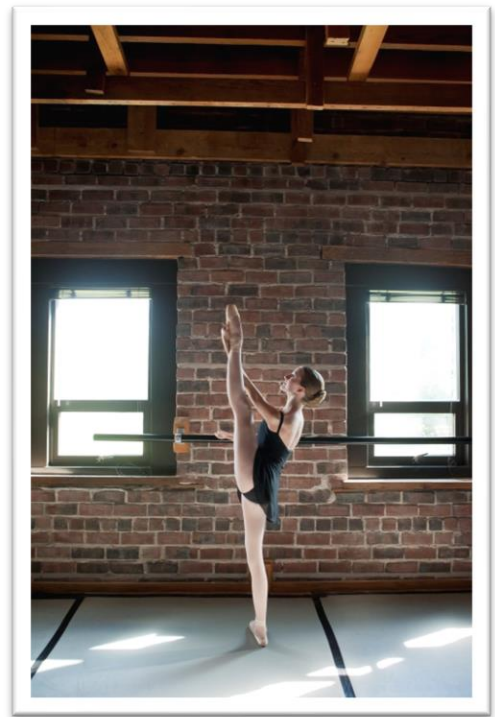
Students placed in Ballet 4A have the option to choose unlimited ballet classes with no electives, or unlimited classes (includes unlimited ballet and electives). The minimum requirement is two ballet classes per week, but in order to be considered for pointe training, dancers must attend at least three ballet classes each week. Students at this level must register for all classes they will attend, and unlimited ballet includes all ballet classes at or below the dancer's level. *Ballet 4A* is offered in 16-week semesters in Fall and Winter/Spring and 4-week sessions in the Summer. A summer intensive is also offered for these levels with one- and two-week options.

*Ballet 4A* (approximate age 9 and up)

*Class Length: 75-90 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 4A students have a minimum requirement to take 2**

**ballet classes each week, though it is encouraged to take 3-4 ballet classes weekly.** (Please note: An elective class, such as jazz, modern, tap and stretch & strengthen, does not replace a ballet class. Elective classes are additional courses taken to supplement a dancer's training.)



### **Ballet 4B and Pointe 4B, Ballet 5A & 5B and Pointe, Ballet 6A & 6B and Pointe, Ballet 7 and Pointe**

Students placed in Ballet 4B and above enroll in unlimited classes, which includes all ballet and pointe (if applicable) classes at or below their level as well as all elective classes at or below their level. Please ask the Artistic Director what is recommended for your dancer specifically. The recommendation for one dancer does not always match what is recommended for another dancer. These levels are offered in 16-week semesters in Fall and Winter/Spring and 4-week sessions in the Summer as well as summer intensives and stay-in-shape classes are also offered.

*Ballet 4B, 5A, 5B*

(approximate age 10 and up)

*Class Length: 75-120 minutes*

*Pointe 4B, 5A, 5B*

(recommended by Artistic Director)

*Class Length: 45-60 minutes*

Technique continues to build and increase in difficulty. Some pointe work is introduced by permission of the Artistic Director only after the student has demonstrated proper maturity, precision in technique, and acquired sufficient strength in legs, ankles, and feet. **Ballet 4B, 5A and 5B students are expected to take a minimum of 3 technique classes and one pointe class (for students *en pointe*) per week, plus an elective.** Dancers are required to attend a technique class prior to a pointe class. Students with aspirations for a professional career or to continue dance beyond high school are encouraged to enroll in 4+ technique classes as well as elective classes. (Dancers in Ballet 5 must attend 4 ballet technique classes each week in order to perform a Variation in the School Showcase.)

*Ballet 6A, 6B*

(age 12 and up)

*Class Length: 75-120 minutes*

*Pointe 6A, 6B*

(recommended by Artistic Director)

*Class Length: 45-60 minutes*

Training continues to increase in difficulty and much emphasis is placed on artistry and quality. Pointe work is continued with increased strength and control expected. **Ballet 6 students are expected to take a minimum of 3 technique classes and one pointe class (for students *en pointe*) per week, plus an elective.** Dancers are required to attend a technique class prior to a pointe class. Students with aspirations for a professional career or to continue dance beyond high school are encouraged to enroll in 5+ technique classes and multiple pointe classes per week as well as elective classes and variations and/or partnering if offered. (Dancers must attend 4 ballet technique classes each week in order to perform a Variation in the School Showcase.)

## Class Descriptions *continued*

*Ballet 7*

*(age 14 and up)*

*Class Length: 75-120 minutes*

*Pointe 7*

*(recommended by Artistic Director)*

*Class Length: 45-60 minutes*

Technique continues to build and increase in difficulty. Performance quality and artistic presentation are elements of focus in this level. Ballet 7 is for students who exhibit a profound understanding of classical technique and are dedicated to a rigorous course of study. **Ballet 7 students are expected to take a minimum of 4 technique classes and one pointe class per week, plus one elective.** *The dedicated Ballet 7 technique class is required for dancers at this level to take. If dancers are unable to attend the Ballet 7 class, they will be considered Ballet 6B level dancers.* Dancers are required to attend a technique class prior to a pointe class. Students with aspirations for a professional career or to continue dance beyond high school are encouraged to enroll in 5+ technique classes and multiple pointe classes per week as well as elective classes and variations and/or partnering if offered.

*Men's Class*

*(approx. age 10+)*

*Class Length: 45 minutes*

*Registration notes: **This class is required for male dancers placed in Ballet 4B and higher and is optional for male dancers in Ballet 3A, 3B and 4A.** The class is included with unlimited classes. Dancers must officially register for the class and are not permitted to drop-in or make-up in this particular class.*

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

*YCS: Composition & Improvisation*

*(approx. age 10+)*

*Class Length: 60 minutes*

*Registration notes: **Improvisation is open to dancers in Ballet 4A and higher; Composition is for Ballet 5B+ with approval.** Dancers must officially register for the class and are not permitted to drop-in or make-up in this particular class.*

*The Improvisation class will educate and prepare dancers in the art of dance improvisation. Dancers will learn techniques and skills to help guide artistic choices. Improvisation serves as a pre-requisite for the Composition class. Both classes will work on a presentation for the School Showcase.*

*Open Adult Ballet & Conditioning—Beginner, Intermediate, Advanced Intermediate*

*(age 16 and up)*

*Class Length: 75 minutes*

This division is open to teens and adults who want to experience dance as a recreational activity for fun and exercise. The class focuses on the use of ballet technique to help with toning, strength and flexibility, and it is offered for men and women at beginner to intermediate levels. Please contact the office for placement information for ballet classes.

You can either drop-in to these classes at a single class rate of \$18 or purchase an Open Adult Class Card at \$120 for 8 classes. (Summer Session class cards are \$60 for 4 classes.) Class Cards expire one year from date of purchase.

*Adult Ballet Dress Code:* There is no formal dress code for adult ballet classes. We recommend wearing comfortable dance or exercise apparel that allows free movement, and the more form-fitting it is the more the instructor can correct proper alignment and placement. Ballet shoes are highly recommended and hair should be secured back and out of the face.



## ***Elective Course Descriptions***

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

***Jazz 1A, 1B, 2 & 3*** (approx. age 7 and up, Ballet 2A and up) ***Class Length: 60-75 minutes***

Jazz dance uses many techniques from other forms of dance and students are taught a series of fundamental techniques including isolations, kicks, leaps, turns and quick footwork. With its rhythmic style, jazz is often associated with musical theatre and its production qualities. Students, after achieving the technical demands and dynamics are able to explore musical theatre repertoire throughout the semester. Jazz is a highly energetic and fun class, bringing out the student's individuality and creativity. Students must be at the Ballet 2A level to begin jazz training.

***Modern 1, 2, 3*** (approx. age 9 and up, Ballet 4A and up) ***Class Length: 60-75 minutes***

The curriculum draws from Martha Graham's, Doris Humphrey's, Lester Horton's and Jose Limon's philosophies and techniques, and classes include floor work, center work, improvisation, and contact improvisation. Basic elements of modern dance increase understanding of breath control, gravity, balance, rhythm, focus, alignment, and spatial awareness. Students must be in the Ballet 4 level to begin modern training.

***Stretch & Strengthen*** (in Ballet 3A+) ***Class Length: 30-45 minutes***

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

***Tap 1A, 1B, 2A, 2B, 3*** (in Ballet 1+) ***Class Length: 45-60 minutes***

In this class, students will learn many steps that will develop their musicality and rhythm while also building strength and flexibility in their ankles and knees. Each level is designed to challenge students to have clearer tap sounds with complete accuracy. Combinations will become more complex and tempo will increase to help develop the dancer's coordination and speed of movement. Students must be in at least the Ballet 1 level to begin Tap training.



## Dress Code

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

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

- **Ladies Ballet Leotards—**
  - ***Creative Movement 1, Creative Movement 2, and Pre-Ballet***—solid pale pink, basic leotard with camisole straps, tank straps, short-sleeves,  $\frac{3}{4}$  sleeves or long sleeves. **Leotards should be classic styles with a scoop back.** No attached skirt, no crisscross straps, no extra or excessive straps, no mesh, no lace, no cut-outs and no halter styles may be worn.\*
  - ***Ballet 1, 2, 3***—solid color leotard (in the assigned color for a dancer's level placement, *see below*), basic leotard with camisole straps, tank straps, short-sleeves,  $\frac{3}{4}$  sleeves or long sleeves. **Leotards should be classic styles with a scoop back.** No attached skirt, no extra or excessive straps, no mesh, no lace, no cut-outs and no halter styles may be worn.\*
    - *Ballet 1 – Light Blue*
    - *Ballet 2A, 2B & Ballet 3A, 3B – Navy Blue*
  - ***Ballet 4A and up***—solid black and solid color (in the assigned color for a dancer's level placement, *see below*) with camisole straps, tank straps, short-sleeves,  $\frac{3}{4}$  sleeves or long sleeves. **Leotards should be classic styles with a scoop back or single crisscross strap. High neck and minimal decoration of velvet or mesh styles are permitted.** No attached skirt, no excessive crisscross straps, no lace or no mesh with decoration, no cut-outs on sides or front, minimal cut-outs on the back (equivalent to a single crisscross strap), and no halter styles may be worn.\*
    - *Ballet 4A & Ballet 4B– Black and Shades of Blue – Black or Blue leotards may be worn Monday thru Friday, Black only on Saturdays.*
    - *Ballet 5A & Ballet 5B – Black and Shades of Green – Black or Green leotards may be worn Monday thru Friday, Black only on Saturdays.*
    - *Ballet 6A & Ballet 6B – Black and Shades of Purple – Black or Purple leotards may be worn Monday thru Friday, Black only on Saturdays. On the last Thursday of every month, Ballet 6A & Ballet 6B dancers may wear any leotard of their choosing.*
    - *Ballet 7 – Black and Shades of Purple – Black or Purple leotards may be worn Monday thru Friday, any solid color leotard in classic styles may be worn on Thursdays, Black only on Saturdays. On the last Thursday of every month, Ballet 7 dancers may wear any leotard of their choosing.*

*\*Below is a table of examples of accepted leotard styles.*

**Boulder Body Wear** carries a great line of leotards and all other dress code items. Call 303-447-9100 or visit [www.boulderbodywear.com](http://www.boulderbodywear.com) for details! All Springfield Ballet families receive a 15% discount. Mention the discount over the phone or enter the discount code for online orders. The discount code is SPGSAVE. The code is good sitewide, not just on the Springfield Ballet page. [Springfield Ballet | Boulder Body Wear](#) Also, feel free to check **Dove Dancewear** in town, [www.elevedancewear.com](http://www.elevedancewear.com) (or the store in Kansas City) or [www.discountdance.com](http://www.discountdance.com).

*The list below is not an all-inclusive list. If you question if a leotard is acceptable, just ask us!*

**Dress Code** continued

CHILD SIZES				
STYLE	BRAND	STYLE #	SIZES	WEBSITE
<b>Camisole Strap</b>	Capezio	TB1420C, CC101C	Toddler - Child XLarge	Boulder Body Wear
	Capezio	CC100C	Child Small - Large	Boulder Body Wear
	Mirella	M207C	Toddler - Pre-teen	Discount Dance
	Mirella	M201C	Child Small - Pre-teen	Discount Dance
	Theatricals	TH5532C, N5500C, D5100C	Child Small - Large	Discount Dance
	Wear Moi	WM212C	Child Small - XLarge	Discount Dance
<b>Tank</b>	Capezio	SE1012C, CC201C	Toddler - Child XLarge	Boulder Body Wear
	So Danca	SL07, SL11	Toddler - Child XLarge	Boulder Body Wear
	Eleve	Allison	Child Small - Large	Boulder Body Wear
	Capezio	CC450	Toddler - Child Large	Discount Dance
<b>Short Sleeve</b>	So Danca	SL13	Toddler - Child XLarge	Boulder Body Wear
	Capezio	CC400C	Toddler - Child Large	Boulder Body Wear
	Bloch	L5402, L5602	Toddler - Child Large	Discount Dance
	Mirella	M515C	Toddler - Pre-Teen	Discount Dance
<b>Long Sleeve</b>	Bloch	CL5409, L5609	Various	Discount Dance
	Theatricals	D5103C	Child XSmall - Child Large	Discount Dance

ADULT SIZES				
STYLE	BRAND	STYLE #	SIZES	WEBSITE
<b>Camisole Strap</b>	Capezio	SE1018W, CC101C	XS-XL	Boulder Body Wear
	Bloch	L5607	Petite-L	Discount Dance
	Capezio	TB1420, CC100, CC110, MC802W	Various	Discount Dance
	Mirella	M201L, M201LD, M207L, M207LD	Petite-L	Discount Dance
	Wear Moi	WM172, WM212	XS-XL	Discount Dance
	<b>Tank</b>	Capezio	SE1009W, SE1012C	XS-XL
Eleve		Allison	XS-XL	Boulder Body Wear
Bloch		L5605	Petite-L	Discount Dance
Capezio		CC201	XS-XL	Boulder Body Wear
Natalie		NC8809	Petite-XL	Discount Dance
Wear Moi		WM238	XS-XXL	Discount Dance
<b>Short Sleeve</b>	Mirella	M515LD	Petite-LL	Boulder Body Wear
	Capezio	TB133, CC400	XS - XL	Discount Dance
<b>3/4 Sleeve</b>	Capezio	TB243W	XS-XL	Boulder Body Wear
	Bloch	L5436	Petite - L	Discount Dance
<b>Long Sleeve</b>	Capezio	TB135, CC450	XS - XL	Discount Dance
	Theatricals	D5103, TH5560	Various	Discount Dance

*Call Boulder Body Wear at 303-447-9100 or visit [www.boulderbodywear.com](http://www.boulderbodywear.com) for current leotard selections!*

*Mention the 15% discount over the phone or enter the discount code for online orders: SPGSAVE.*

**Acceptable elev  dancewear (KC based company) styles in solid colors for level are:**

Nolte, Hannah, Aisling, Ebony, Alana, Ali, Allison, Juliette, Emily Full Back, Celine, Sophia (without seam), Stella, Leah, Nadine (without seam), Poppy, Poppy mid-back, Heather, Heidi, Angelina, Victoria, Cocoa, Cassandra, Xena, Laico Full Back

## Dress Code continued

- **Ladies Tights**—Pink footed or convertible tights. **Capezio Seamed Tights #1918C and #18 (child sizes, if #1918C isn't small enough, order #1916X for toddler and smaller child sizes) and #1918W and #18 (adult sizes) in Ballet Pink** is the style we use for productions. This style is not required for classes. Dancers are also permitted to wear flesh tone footed or convertible tights and matching flesh tone canvas shoes instead of pink in ballet classes as an option. ALL tights should be worn over the feet.
- **Undergarments**—no undergarments should be worn under leotards and tights. Ladies' tights serve as underwear beneath their leotards. Undergarments inhibit movement and give an unsightly appearance. Younger dancers can adjust quickly, so please explain this aspect of the dress code prior to class to avoid any uncomfortable situations.
- **Ladies Ballet shoes**—Pink canvas or leather ballet shoes with soft, pliable sole; elastic sewn on shoe prior to class (not tied and wrapped underneath); drawstrings cut and tucked into shoe (no bows on top of shoes). **For Ladies, So Danca Girls' and Women's "Bliss" Stretch Canvas Split-Sole Shoes in Light Pink is the style we use for productions and performances.** This style is not required for classes, but encouraged in rehearsals so dancers are used to the feel of them for performances. Dancers are also permitted to wear flesh tone footed or convertible tights and matching flesh tone canvas shoes instead of pink in ballet classes as an option.
- **Hair**—secured off face; a bun or similar style is required for **Ballet 1** and up for safety of eyes. Hair should be well secured in the bun or similar style with minimal to no "wispsies". Please have plenty of hairnets, hair pins, clips, and hair bands available to neatly style hair; hairspray and hair gel should be used. A separate smaller bag kept in your dance bag is recommended to store hair supplies. Pre-ballet students are strongly encouraged to wear a bun for classes. **NOTE: Only natural colors of hair are permitted for any performances whatsoever, including but not limited to productions, tour performances, outreach performances, photo shoots, etc.**
- **Ladies Skirts**—a detachable short pull-on or wrap ballet skirt (pale pink for CM1, CM2 and Pre-Ballet; black for Ballet 1-5B) is an **optional** part of dress code, and **required** for Ballet 6A+ dancers. Students in CM1, CM2 and Pre-Ballet will only be permitted to wear skirts during parent observation week each semester if approved by the instructor. Ballet 1 and up students are not allowed to wear skirts in classes, but may wear them as a cover-up before and after classes. **Ballet 5A, 5B, 6A, 6B & 7 pointe level students are permitted to wear short pull-on or wrap skirts (recommend Bullet Pointe brand/style skirts) in pointe classes only.** (*Ballet 5A & 5B are permitted to wear black skirts; Ballet 6A & 6B dancers may wear black or white skirts; Ballet 7 dancers may wear any solid color skirts; Ballet 4B level pointe students are not permitted to wear skirts in pointe classes.*)
- **Pointe shoes**—all pointe shoes must be reviewed and approved by Artistic Director or Associate Artistic 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 or play in them at home.** Pointe work begins in the Ballet 4B level with permission and advisement of the Artistic Director and is dependent upon a dancer's strength, experience, and rate of growth.
- **Gentlemen's Dress Code**—black ballet shoes in canvas or leather with white socks (dancers in Ballet 4B+ may wear white or black socks), black tights (solid black shorts acceptable for CM1, CM2, PB and B1 dancers), dance briefs or dance belt, solid white t-shirt (no writing or designs) tucked in to the tights, hair neat and secured off face if long. [Ballet 6A+ level men may wear navy blue or gray tights and/or a black shirt with white socks and white shoes on Fridays. On the last Friday of every month, Ballet 6A+ level men may wear any solid color shirt.] For productions, gentlemen may get any style of canvas ballet shoes in the requested color for costume requirements.
- **Modern**—*Ladies:* Solid color leotard in the acceptable colors and styles of the dancer's ballet level placement (*see above*), black cropped or 3/4 leggings or black footless tights worn over leotard, bare feet, hair secured off face. Leggings should be solid with no mesh, cut-outs or other decoration. Leggings, not tights, must be worn for performances.  
*Gentlemen:* Black pants or shorts, black t-shirt or tank, bare feet.

## Dress Code continued

- **Jazz—Ladies:** Solid color leotard in the acceptable colors and styles of the dancer's ballet level placement (*see above*), black cropped or 3/4 leggings or black jazz pants worn over leotard. Leggings and pants should be solid with no mesh, cut-outs or other decoration. Black footless tights instead of leggings are acceptable for Jazz 2A and higher. (No shorts permitted.) Black slip-on jazz shoes, hair secured off face. Leggings, not tights, must be worn for performances.  
*Gentlemen:* Black pants or tights (footless), black t-shirt or tank, black slip-on jazz shoes
- **Stretch & Strengthen**—comfortable, **form-fitting** workout clothes, no shoes. Mats are provided, but students are welcome and encouraged to bring their own.
- **Tap**—Lace up black tap shoes (preferred but not required) with ballet dress code. A black ballet skirt or black leggings may be worn over the leotard and tights for tap class; gentlemen may wear black pants. Leggings and pants should be solid with no mesh, cut-outs or other decoration.
- **Warm-ups**—Form fitting ballet sweaters in black or in a color that coordinates with leotard as well as black or pale pink 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, rings or necklaces. Small stud earrings are acceptable, but no large or dangling earrings.
  - A small hair piece (flower, barrette, scrunchie, bow, etc.) or bun cover is acceptable.
  - Absolutely NO sweatshirts, sweatpants, oversized shirts, or loose-fitting clothing.
  - Nail polish (fingers and toes) is acceptable in classes and rehearsals but is not permitted for any performances.

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



## Fall 2024 & Winter/Spring 2025 Tuition Fees and Policies

Classes	Rate for Semester in Full	Rate for Monthly Installments
<b>Registration Fee is \$25 per dancer. Registrations received on or before the early registration deadline will receive a \$10 discount off the Registration Fee.</b>		
<b>Dance with Me &amp; Creative Movement 1 (8-week Sessions)</b>		
Dance with Me (30 min, 1 class per week)	\$100	\$55
Creative Movement 1 (30 min, 1 class per week)	\$115	\$63
<b>Creative Movement 2 &amp; Pre-Ballet (16-week Semester)</b>		
Creative Movement 2 (45 min, 1 class per week)	\$250	\$68
Pre-Ballet (60 min, 1 class per week)	\$260	\$70
<b>Ballet 1, 2A, 2B with select electives (16-week Semester)</b>		
Ballet 1 (60 min, 1 class per week)	\$275	\$75
Ballet 1 (2 ballet classes OR 1 ballet class plus 1 elective)	\$400	\$107
Ballet 1 (unlimited ballet classes plus 1 elective)	\$475	\$125
Ballet 2A (2 ballet classes per week, no electives)	\$500	\$133
Ballet 2A (unlimited ballet plus 0-1 elective)	\$555	\$143
Ballet 2A (unlimited ballet plus 2 electives)	\$620	\$160
Ballet 2B (2 ballet classes per week, no electives)	\$555	\$143
Ballet 2B (unlimited ballet plus 0-1 elective)	\$620	\$160
Ballet 2B (unlimited ballet plus 2 electives)	\$700	\$180
<b>Unlimited Classes-16 week Sessions</b>		
Ballet 3A, 3B, 4A (unlimited ballet, no electives) <i>Dancers in Ballet 4A will only be considered to progress to pointe work if they are taking at least 3 ballet classes per week.</i>	\$725	\$190
Ballet 3A, Ballet 3B (unlimited ballet plus unlimited electives)	\$800	\$205
Ballet 4A (unlimited ballet plus unlimited electives)	\$875	\$225
Ballet 4B (unlimited ballet plus unlimited electives)	\$915	\$235
Ballet 5A (unlimited ballet plus unlimited electives)	\$1,000	\$260
Ballet 5B (unlimited ballet plus unlimited electives)	\$1,075	\$275
Ballet 6A (unlimited ballet plus unlimited electives)	\$1,150	\$295
Ballet 6B (unlimited ballet plus unlimited electives)	\$1,200	\$305
Ballet 7 (unlimited ballet plus unlimited electives)	\$1,275	\$325
<b>Other Rates</b>		
Single class		\$24
Class card (10 classes)		\$220
Open Adult Ballet & Conditioning Single Class		\$18
Open Adult Ballet & Conditioning Class Card (8 classes)		\$120
Private lessons & Make-up rehearsals		\$70 per hour
Private lessons with Directors		\$80 per hour
<i>The Nutcracker &amp; Swan Lake/Peter &amp; the Wolf</i> Production fee (student/non-student)		\$110/\$160 per production, per student
YCS Workshop Class (Composition for B5B+)		\$50
YCS Workshop Class (Improvisation for B4A+)		\$50
Children's Workshops		\$20 each/ \$32 for two

### Tuition Policies

- **Tuition may be paid by Semester or Monthly. Semester Tuition paid in full will be charged on the Tuesday following when the registration is completed and is NON-REFUNDABLE. Monthly tuition is paid in four installments—the first will be charged on the Tuesday following when registration is completed; then the following three payments are due on the 15<sup>th</sup> of each month (Sept, Oct, Nov for Fall semesters and Feb, March, April for Winter/Spring semesters). To pay tuition Monthly, the responsible party is required to set up automatic payments through Jackrabbit registration software. The automatic withdrawal will come out on 15<sup>th</sup> of each month (or the first business day if the 15<sup>th</sup> falls on a weekend) during the payment plan agreement period. If the monthly payment plan option is chosen online during registration, the higher rate will still be charged if the balance is paid off early.**
- **Payments received after five working days of the due date will incur a \$20.00 late fee and added each 30 days after.**
- **Any accounts 45 days past due will result in the dancer unable to attend classes until their account becomes in good-standing.**
- It is the responsibility of the applicable person/s to make tuition payments on-time, regardless if reminders are received, or they will be subject to a late fee (when applicable). Payment failed emails are sent directly to parents/guardians from Jackrabbit when applicable.

## Tuition Policies continued

- **At the time of registration, a registration fee is due per student. The Registration Fee is \$25 per student. If you register on or before the early registration deadline, the dancer receives a \$10 discount.**
- **Tuition is NON-REFUNDABLE—Once registered, all participants agree to pay for the entire semester/session, whether paid by Semester or Monthly. If registration is cancelled BEFORE classes begin each semester, a \$25 cancel fee, plus the registration fee will not be refunded.**
- Families with two or more children enrolled receive a 20% discount off the second (and all subsequent) student's tuition. To receive the family rate, please contact the business office for instructions.
- Springfield Ballet will accept **VISA, MasterCard, Discover or American Express** for tuition payments.
- Springfield Ballet will accept check payments through the business office after the registration fee is paid online at the time of registration. **NO CASH is accepted for tuition payments.**
- Any returned checks will result in a \$30 charge.
- Private lessons and rehearsal makeup lessons must be paid at the time of the lesson.
- Please notify Springfield Ballet regarding any change of address, phone, email, or emergency contact information.
- If there is an unpaid balance on an account, the student will not be able to enroll in any subsequent Springfield Ballet classes, productions, camps, workshops or master classes until the account is in good standing.
- Account balances unfulfilled will be sent to a collection agency after 90 days in arrears and charged \$30.
- Springfield Ballet will NOT refund or credit any tuition, except in the case of serious injury or illness as verified by a doctor's note or if moving out of town (please notify us in writing). Other extenuating circumstances may be approved for credit only (no refunds), but that will be determined on a case-by-case basis and must be presented in writing.
- **NOTES ON MULTIPLE CLASSES (Ballet 1-Ballet 3) AND UNLIMITED CLASSES (Ballet 3 and up):**  
**Dancers in Ballet 1-Ballet 4A** must register for classes they will attend. Unlimited ballet classes include all ballet classes at or below the dancer's level. To drop-in to additional classes, please contact the Artistic Director for permission. Please see the Student/Parent Handbook for the procedure to excuse absences and to make-up classes.  
**Dancers in Ballet 4B and up** must register for classes they will attend on a regular basis. Dancers at these levels can also drop-in to additional ballet classes at or below their level. Please check with the office for drop-in availability for FULL classes. Please see the Student/Parent Handbook for the procedure to excuse absences and to make-up classes.

## Attendance, Make-up Classes & Punctuality

Students are expected to attend every class in which they are registered. Absences adversely affect the training for the absent dancer as well as affecting the focus of other dancers, the progression of the class as a whole and ultimately the quality of performance. **Students are expected to attend as many of their regularly scheduled classes as possible.** Excessive absences and/or tardiness may jeopardize advancement into a higher technical level.

If a student must miss a class, making up the missed class(es) 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:

- Email [apromines@springfieldballet.org](mailto:apromines@springfieldballet.org) or call the office **IN ADVANCE** of the missed class to excuse the absence. Please provide the reason for missing the class. Unexcused absences cannot be made up. *(For rehearsal absences due to illness or other emergency, please email [production@springfieldballet.org](mailto:production@springfieldballet.org). Please **do not call for rehearsal absences** because the business office isn't often open during rehearsal time blocks.)*

## Attendance, Make-up Classes & Punctuality continued

- Classes can only be made up in the same semester/session that the class is missed and in the same or lower level. *Please call or email [apromines@springfieldballet.org](mailto:apromines@springfieldballet.org) ahead to pre-arrange make-up classes.*
- If make-up classes are pre-arranged, the dancer simply shows up to attend the class. If a dancer decides to drop-in for a make-up class, arrive early to fill out a make-up class approval form. **Pre-arranging make-up classes is strongly encouraged.**
- No tuition reimbursements will be given for absences or missed classes.

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

Students should arrive to the studio at least 10-15 minutes prior to class in order to prepare adequately. This time should be spent warming up, stretching, using the bathroom, and getting into the mentality of class.

**Due to the risk of injury, students may be asked to observe class if they arrive more than 10 minutes late.**

This policy is for the safety of the dancer.

**Illness:** Students should NOT attend classes or rehearsals when they are contagiously ill, have a fever or are showing COVID, strep, or flu-like symptoms. We do not want to spread the illness throughout the school. Please call or email in advance if a student is missing class or rehearsal. In the event of a long-term illness, the Artistic Director or Associate Artistic Director will discuss a plan for the dancer, in conjunction with the advisement of the dancer's medical team, to safely return from the illness and safely fulfill the class and rehearsal requirements.

**Injuries:** If a student is injured, it is STRONGLY recommended that the student still attend the class by observing and taking notes. In the event of a long-term injury, the Artistic Director or Associate Artistic Director will discuss a plan for the dancer, in conjunction with the advisement of the dancer's medical team, to safely return from the injury and safely fulfill the class and rehearsal requirements.

**Virtual class participation:** Dancers will not have the option to attend a class virtually EXCEPT in the instance of long-term illness AND with prior approval from the Artistic Director or Associate Artistic Director. Any dancer participating in virtual classes shall collaborate with the Artistic Director or Associate Artistic Director to develop a plan for the dancer in conjunction with the advisement of the dancer's medical team. Notwithstanding the foregoing, dancers are encouraged to attend rehearsals virtually in the case of any contagious illness, however, pre-approval is still required from the Artistic Director or Associate Artistic Director for such participation. Directors may request a doctor's note to allow rehearsals to be attended virtually. **Note, the foregoing requirements may be waived in the event that Springfield Ballet opts to hold virtual classes or rehearsals in the case of inclement weather.**

## Class Cancellations & Inclement Weather Policy

Classes will not meet in-person whenever Springfield Public Schools are canceled or dismissed early **due to inclement weather**. Occasionally, Springfield Ballet has to make an independent decision on canceling and/or holding classes during inclement weather. Springfield Ballet may opt to hold virtual classes or rehearsals in place of in-person classes canceled due to inclement weather. **We will post any weather-related announcements via email as well as on Springfield Ballet's social media page.** Any canceled classes can be made up in-person throughout the semester (*see Attendance, Make-up Classes & Punctuality*).

Springfield Ballet will hold classes on all other Springfield Public School and federal holidays, except for Labor Day, Thanksgiving, Winter Holiday Break (*though dates of Springfield Ballet's break and Springfield Public School's break may differ*), Spring Break (Mon-Sat), Memorial Day and Independence Day.



## Parking

### General Parking Policies

Parking is available in the north and south parking lots of the Creamery Arts Center with a Creamery Parking Pass. Please pick up a parking pass from the Door Monitor. The loading dock area can be used for drop-off and pick-up if the following procedure is followed:

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

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

If the Creamery Arts Center lots are full upon your arrival, you may park in Harry Cooper Supply Company's parking lot on the west-side of Sherman Parkway after 4:00 pm, Sunday – Saturday. Please display the provided parking pass in your front windshield showing permission to park in their lot. Parking passes may be picked up from the Ballet's Door Monitor.

Other FREE parking options are street parking on Walnut St. and in the downtown areas as well as at OTC at Chestnut and Sherman as available. Another option for parking is the Ice Park (on the west side of Jordan Valley Park), but they do charge for anyone using their lot on baseball game days beginning 3 hours before the game and for other area events (at the Shrine Mosque, the Convention Center, etc.). Other available paid parking is at the parking garage south of Jordan Valley Park. The lot across the street at the stadium is NOT available for Creamery patrons' use during baseball season home games.

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

We realize that parking is limited and can be difficult, and appreciate your patience.

**Parking during Baseball Season or during special events when attendants are monitoring the parking lots:**

- **THE HAMMONS FIELD LOT IS NOT AVAILABLE FOR CREAMERY PATRONS ON GAME DAYS DURING THE ENTIRETY OF BASEBALL SEASON.** Creamery patrons may park in the Hammons Field Lot across the street on NON-GAME days.
- **As a Creamery patron, you are welcome to park in the Creamery lots during the home games (you will not be charged) with a Parking Permit. The loading dock area will be available for your use if the above procedure is followed.** If an attendant(s) are manning the lots at The Creamery, please tell them that you are a patron of The Creamery and you should be permitted to park for free (if space is available). The attendants at the Hammons Field lots will not allow you to park in the Hammons lots.
- **We will email the Springfield Cardinals and MSU home game schedules throughout baseball season.**

### Using The Creamery Arts Center Facilities

We are very lucky to be housed in such a unique building in which several organizations share common space. Please be respectful of the other organizations while you and your child are at The Creamery by adhering to the following procedures. Treat the facility with respect, as if it is your home. The common areas (library, board room, exhibition hall) of The Creamery Arts Center are managed by the Springfield Regional Arts Council and are available to parents and families to use **only when another organization does not have that space reserved**. When using the library, all children under the age of 12 must be accompanied by an adult, and NO FOOD is permitted. Please return all books to the location where you found them.

Please keep the hallways clear of dance bags, coats and jackets. These items can be placed in the cubby areas in each studio at the beginning of each class. Street shoes should be carried in to place in the cubbies. Dirty or wet shoes should be left in the hallways or in the black cubbies located in front of Studio B. Please return chairs to the location where you found them after using them so they don't block access to other areas of the building (or other organizations' offices). Please clean up after yourself in the restrooms, and follow all directions posted in the restrooms, kitchen, and other common areas.

**CHAIR LIFT ACCESS:** For anyone who needs access to use the chair lift, please stop by the Ballet Business Office or the Springfield Regional Arts Council office.

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

All students under the age of 12 should be accompanied by an adult prior to and immediately following their class. **Parents are expected to be prompt in picking up children.** Instructors are not available to supervise children prior to or at the end of class. If a child must remain late, please notify the office ahead of time. If a student is leaving with someone other than a parent, please inform the office (carpooling, leaving with a friend, etc.). **Students who drive should never walk to their cars alone.**

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

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

## **Personal Belongings**

**Cubby areas are available in each studio to store personal belongings.**

**Put your name in all belongings, including shoes, leotards, tights, skirts, dance bags, etc.** Do not put your personal belongings in the public restroom areas for safety. All personal items should be carried into each studio and placed in the designated cubby areas at the start of each class. Street shoes can also be placed in the cubby areas in the studios unless they are dirty or wet. If street shoes are dirty or wet, please place them against a wall in the hallways or in the black cubbies in front of Studio B. When transitioning to a different studio for a different class, please transition all personal items with you to your new space. **All devices should be set on silent/do not disturb mode during classes and rehearsals and kept undisturbed in the cubbies throughout the duration of the class. Do not use, take or touch others' belongings without permission.**

**Dancers of all ages should enter and exit the building with proper street clothes and street shoes. Please do not wear dance shoes outdoors.** Even though we are comfortable in dance clothes in our facility, for the safety of all dancers, please wear proper street attire when entering and exiting the facility. We encourage all dancers to arrive with dress code dancewear worn under street clothes whenever possible, but dancers may use the restrooms to change when needed. Parents of younger dancers, Springfield Ballet is housed in a public facility, so please use restrooms to help change younger dancers.

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

**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.**

Lost and found box is located by the front office door. Valuable items are held in the office. Unclaimed items will be donated to charity periodically throughout the year.

## **Student Conduct**

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

## **Student Written Feedback**

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

## **Questions, Conferences and Grievances**

If you have any questions or concerns regarding any aspect of your child's experience at Springfield Ballet, you may always talk to our office Administrator. Many times, they will be able to answer your question directly or will work to find an answer and relay the message. If there is a more pressing matter, please feel free to reach out via email and/or to schedule a conference with the Artistic Director or Associate Artistic Director.

The Artistic Director or Associate Artistic Director plans to hold at least one in-person conference annually with each dancer placed in Ballet 3B and higher. These conferences are designed to discuss short-term and long-term goals, to develop personalized training plans in order to work to meet these goals, and to provide an opportunity to ask any other questions related to the dancer's training. These conferences will likely take place sometime between May through August each year.

For our Grievance policies and procedures, please see our Grievance form:

<https://springfieldballet.org/files/current-forms/Grievance-Policy-Springfield-Ballet---updated-June-2021.pdf>

## **Physical Contact**

Physical contact and tactile correction are essential within dance training, just as it would be with other physical sports and activities. Ballet technique is very specific, and an instructor will sometimes need to be hands-on to help a student feel the correct position. All teachers and assistants are trained to treat tactile correction with sensitivity.

## **Food and Drink**

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

## Observing Classes

In order for classes to achieve an optimal learning atmosphere, minimal distraction is required. Parents are invited to observe their child(ren)'s classes during Parent Observation Weeks, which are offered once 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., silence cell phones, guest children should sit with an adult at all times, and if absolutely necessary, only enter and exit the room between exercises. **Filming and non-flash photography are permitted during observation weeks only.** During all other weeks of classes, we have observation windows available to view classes. **Please do not take pictures or videos through the observation windows as that can be distracting to the dancers.** Parents and accompanying children should not enter the studio without an invitation from the instructor.

## Performance Opportunities

Each season Springfield Ballet performs two full-length ballets. Each December, Springfield Ballet presents the region's original production of *The Nutcracker*, and each spring, a full-length story ballet is presented. Past spring production repertoire includes *Alice in Wonderland*, *The Wizard of Oz*, *Coppélia*, *Cinderella*, *Beauty & the Beast*, *Little Red Riding Hood*, *Peter and the Wolf*, *Snow White*, *The Sleeping Beauty* and more. Springfield Ballet's season performances are held at the historic Landers Theatre located at 311 E. Walnut Street in downtown Springfield. Springfield Ballet holds open auditions for each of the productions. Participants must be enrolled in dance classes, not necessarily at Springfield Ballet. For each full-length production, any dancer five years old through adult is eligible to audition. Dancers must be five-years-old by August 1 of the year that begins each season. Students are expected to maintain an appropriate training schedule for their level and to continue attending their regular dance classes as scheduled during the rehearsal period. Further information regarding the audition, rehearsal and performance process can be found on the website and in each production's audition packet. Springfield Ballet also presents the end-of-year School Showcase performance each May. For the showcase, performance opportunities are available for our youngest dancers in CM2 and Pre-Ballet, for the Jazz, Modern and Tap elective classes, for Variations classes, and for the Young Choreographers Showcase (YCS) Composition and Improvisation classes.

## Scholarships and Work-Study Grants

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

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

Springfield Ballet also offers merit-based work-study grants for high school female dancers, work-study grants for male dancers age 10 and up, Sara Brummel's Community Scholarship for BIPOC (Black, Indigenous, People of Color) dancers, and pointe shoe scholarships for dancers *en pointe*. Please contact the Artistic Director for more information on application and audition process for these programs.

## Volunteering/Supporting

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

## Springfield Ballet Guild

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

## Citizenship Standards for Participation Springfield Ballet, Inc.

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

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

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

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

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

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

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