

# KansasCityBalletSchool

## Policy Handbook 2008-2009

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## **I. Mission Statement**

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

## **II. Financial Policies**

### Tuition

- Annual registration fee of \$10 per student and first payment is due on or before the first week of classes except for Open Division students.
- Monthly tuition payments are due the first week of each month for a total of eight installments. Yearly payments are due the first week in September. Semester payments are due the first week of September and January.
- NO refunds.
- A \$5 service charge is assessed for payments received after the 15<sup>th</sup> of the month.
- A \$20 charge will be assessed for each returned check.
- Students with two consecutive months of unpaid accounts may not be admitted to class.
- Enrollment in the school is based on a full-year session of 32 weeks, excluding Winter Break and Spring Break.

### Waiver and Release Form

- A signed waiver and release form for each student must be on file with Kansas City Ballet School by the first day of classes. Students may not be allowed to participate in class until the waiver has been returned.
- Detach, sign and return the back page of the policy manual to the School Administrator.

### Withdrawal from classes

- If you withdraw from classes you must do so in writing or email and are financially responsible for all classes up through and including the week of written notification.
- Withdrawal from or return to class due to a prolonged illness or injury must be verified with a physician's written consent.

### Class make-up policy

- Students may make-up missed classes in the level below their class at the location they are registered if space permits in that level. Advance permission is required before attending a make-up class.  
Downtown Campus – (816) 931-2299 x 1302  
Prairie Village Campus – (913) 341-7242.
- Make-ups must be done within a month of the missed class. Last date to make-up is April 30.
- It is important for students to maintain good attendance in their own class as too many absences may affect a student's progress.

Snow cancellation policy

- During inclement weather, please call your campus after 2:00 p.m. to check the status of classes for that day. It is the student’s responsibility to find out if classes will be in session due to the weather.

Open division/Class cards

- Open division classes are designed for teens and adults who wish to have the flexibility to come to as many or as few classes as they choose. Classes are offered for beginners through advanced levels.
- Class cards may be purchased in single, 10 or 20 class quantities. All class cards expire one year from date of purchase.
- Class cards may be used for open division classes at both locations.
- Class cards need to be presented before class begins.

Scholarships

Scholarship funds are very modest and are highly competitive. Upon acceptance of a KCBS scholarship, terms of agreement include being fully enrolled in the assigned class level, participating both in The Nutcracker and the school Spring Performance and working on various KCBS or KCB projects. Applications for Fall/Spring semesters must be received by the August deadline. Summer Intensive scholarship applications must be received by the April deadline. Contact the school administrator for more information about our scholarship program.

**III. Studio Policies**

**Kansas City Ballet School Dress Code**

<b>Class</b>	<b>Legs</b>	<b>Leotard</b>	<b>Feet</b>	<b>Hair</b>	<b>Misc.</b>
Creative Movement and Pre-Ballet Classes	Pink footed tights (not shiny).	Color is pale pink; tank or camisole sleeves. <u>NO attached skirts or embellishments.</u>	Pink leather ballet slippers with a full sole.	Hair must be secured away from face; neat ponytail, pigtails or bun.	
Children’s I, II, III	Pink footed tights (not shiny).	Children’s I – light blue Children’s II – red Children’s III – royal blue	Pink leather ballet slippers with a full sole.	Hair must be secured away from face in a smooth ballet bun; no bangs.	
Levels IV-VII	Girls: Pink footed tights (not shiny); unseamed.	Level IV – hunter green Level V – burgundy Level VI/VII - black	Pink leather or canvas ballet slippers.	Hair must be secured away from face in a smooth ballet bun; no bangs.	
Boys and Men (all levels)	Black footed tights and dance belt.	White t-shirt, tucked in or knotted.	Black leather or canvas ballet slippers. (Leather full sole for Ch. III and below).	Off the face.	
Hip Hop	Tights or jazz pants.	Assigned class level leotard color.	Black jazz shoes.	Hair must be secured away from face.	
Modern	Footless tights.	Assigned class level leotard color.	Bare feet.	Hair must be secured away from face.	

## Kansas City Ballet School Dress Code cont.

<b>Class</b>	<b>Legs</b>	<b>Leotard</b>	<b>Feet</b>	<b>Hair</b>	<b>Misc.</b>
Flamenco	Pink footed tights.	Assigned class level leotard color.	2" black character shoes.	Hair must be secured away from face.	Black ankle length full skirt required.
Conditioning	Tights, loose-fitting pants or shorts	Assigned class level leotard.	Bare feet	Hair must be secured away from face.	

### The following apply to all classes:

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

### Attendance and tardiness

- Students are required to attend all classes listed in their division.
- If a student will not be in class, please call the school before his/her class begins so that the teacher can be informed of their absence.
- Students who have poor attendance may be asked to leave the school.
- Tardiness in classes is not permitted. Students must be in class, ready to dance at the designated class time. Please call ahead if you know you will be late. Dancers arriving more than ten minutes late may be asked to sit and observe class. Warming up at the beginning of class is crucial to injury prevention.
- Students should be dropped off no more than 15 minutes prior to class and should be picked up in a timely fashion within 10 minutes after their class ends. KCBS personnel cannot be responsible for students left beyond this time.

### General school rules

- Kansas City Ballet School reserves the right to revise curriculum and schedule.
- A class with fewer than eight students is subject to cancellation.
- Additional classes may be added to the schedule as enrollment demands.
- Students are expected to behave respectfully and courteously at all times toward KCBS faculty and staff, as well as toward each other.
- Students must wait inside the building for their ride to pick them up.
- All students must wear street shoes and cover up clothing once outside the building.

- Chewing gum, food and drinks (except water) are not allowed in the studio. Food and drinks are allowed in the lounge and lobby areas only.
- KCBS is not responsible for lost, stolen or damaged items. Label all personal items with the student's name. Please check the lost and found for missing items. Monthly, all items that have not been retrieved will be discarded or donated to charity.

### Class Placement

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

### Class Advancement

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

### Criteria for Pointe Work

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

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

pointe shoes as a crutch. A weak back will throw the student off balance while on pointe and will make it difficult to do ballet steps. A straight back is also essential for pirouettes.

- *Keep the heels forward toward the big toe (no sickling).* The most stable position for pointe work is to have the weight slightly forward over the big toe. If the weight is over the little toe, it is more difficult to stay up on pointe, and will increase the chances of strain and injury.

- *Use plié while dancing.* Students must use their pliés while dancing because this is how they get up on pointe. If they don't use their pliés, they will have to bend their leg incorrectly in order to get on pointe. Pliés should be done with the knees pointing straight over their toes and with the heels down.

- *Point their feet while dancing.* Students must point their feet while dancing in order to strengthen the muscles that pointe-work requires. These muscles need to be strong enough to support their body weight on the ends of their toes. If the student is not in the habit of using these foot muscles then they will not be able to support themselves on pointe and will probably knuckle over on their toes, thereby increasing their chances for injury.

- *Pique passé with straight leg.* Students should have enough strength to push themselves onto half-pointe. This step is harder to do on pointe and a bent leg is usually a sign of weakness or improper step preparation.

- *Be able to do 16 relevés and sautés in the center without stopping.* Strength for pointe work is achieved by repeating exercises. Relevés and sautés are excellent for building up calf muscle strength, which is vital for pointe work. Relevés are more difficult to do on pointe because of the extra height, so strong relevés on half-pointe are a good sign of strength. The student must also go up as high on half-pointe as she can, since pointe work demands this ability. A student who keeps her heels very low to the ground is not preparing her calf muscles adequately, and will not have the strength for pointe work.

- *Jumps must be strong and landed well-placed and turned out.* Having a strong jump demonstrates that the student has the strength necessary in the feet and legs to be able to relevé onto pointe. The ability to maintain proper placement when landing jumps will translate into correctly coming down off pointe and limiting her chance of injury.

- *Be able to hold a passé balance on half-pointe.* The student should be well-placed (hips square, back straight, legs turned-out), and have the strength to balance on half-pointe. This pose is more difficult to correct on pointe, as the surface area for balancing is smaller and the strength requirements are greater.

5. The student must be responsible enough to bring all the ballet equipment she will need to class. Pointe shoes require extra care and accessories.

6. The student must be in good health and able to take a whole class. If the student frequently needs to rest because of illness or injury, she is not strong enough for the extra demands that pointe work requires.

7. The student must pay attention in class and must work well. Going on pointe is a big step and requires commitment on the part of the student.

8. The student must have enough of an arched instep to stand on pointe.

### Performance Opportunities

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

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

The Kansas City Youth Ballet, is a non-profit ballet company comprised of talented and dedicated young dancers. The company's focus is on excellence in training and developing a professional performance atmosphere for the dancers. It has been the goal of Alecia Good, the director, to promote the art of ballet through education and performance for the dancers and the community. The company is made up of approximately 30 dancers ranging in age from 13-18, who study under the directorship of Ms. Good and the faculty of the Kansas City Ballet. The company presents two major performances each season, showcasing many original works by local and national choreographers, as well as new emerging artists.

### Summer Programs

KCBS offers a four-week summer intensive for students in levels Pre-Ballet II and up. Attending summer intensives are encouraged in upper divisions as students can make tremendous progress during the summer months (without the added pressure of academic studies). Many summer programs from around the country use the KCBS facilities to audition for their summer intensive programs. KCBS students should consult with their teacher as to whether or not they are ready to audition.

## **IV. Parent Policies**

### Open House

Both the Downtown and Prairie Village Campuses hold open houses in August for students and parents to attend. It is an opportunity to meet the staff, see the facilities and hear more about the school's policies, volunteer opportunities, and Nutcracker information.

### Parent Meetings

Parents are welcome to speak with teachers about their student's progress. Please be considerate of the teacher's time and schedule the conference with her/him directly or through the school office, rather than spontaneously before or after class.

### Parent Observation Days

It is important for parents to come to the studio and observe their student's progress periodically throughout the school year. There are several opportunities during the year for parents to observe their children in class and onstage. In class observation dates will be the first weeks of November and March. Exact dates and times will be posted on the bulletin boards.

### Use of Physical Touch by Teachers During Class

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

### Resolving Issues

KCB recommends that parents, students and teachers have open communication. If an issue arises, parents are encouraged to first speak directly with the teacher at an appropriate time and place. If further discussion is warranted, the School Director may be contacted.

### Volunteer Opportunities

Parent volunteers are a vital resource for the school. Volunteers are involved with activities around *Nutcracker* performances and the school performance in May and the school office utilizes volunteers for a number of different tasks throughout the school year and over the summer. Sign-up sheets are posted at the schools when help is needed. Contact the School Administrator, at 816-931-2299 or [school@kcballet.org](mailto:school@kcballet.org) for more information.

### Season ticket offer for students

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

## V. School Calendar

Monday, August 18

### **Prairie Village Campus: Auditions**

5:30p.m. (8-13 years beginning students)

6:00p.m. (8-18 years students with training)

Tuesday, August 19

### **Parents Meeting and Open House**

Prairie Village Campus: 6:00-7:30p.m.

Wednesday, August 20

### **Downtown Campus: Auditions**

5:30p.m. (8-18 years)

Thursday, August 21

### **Parents Meeting and Open House**

Downtown Campus: 6:00-7:30p.m.

Tuesday, September 2

### **Classes Begin**

Friday, September 12 and

Wednesday-Saturday, September 24-27

**Auditions for Nutcracker** - Downtown Campus

November 3-8

### **Parents Watch Week**

Thursday – Sunday, November 27-30

**Thanksgiving Break – No Classes**

Monday – Saturday, December 15-Jan. 4

**Winter Break – No Classes**

Monday, January 5

### **Classes Resume**

Saturday, January 17

### **Magical Movement Workshop**

*The Snow Child* at PV Campus: 2:00-4:00p.m.

Monday, January 19

**Martin Luther King Day – No Classes**

Saturday, February 7

### **Magical Movement Workshop**

*The Snow Child* at DT Campus: 2:00-4:00p.m.

Monday, February 16

**Presidents Day – No Classes**

March 2 – 7

### **Parents Watch Week**

Monday – Sunday, March 16-22

**Spring Break – both campuses – No Classes**

Friday – Sunday, April 10-12

**Easter Break – No Classes**

Saturday, April 18

### **Magical Movement Workshop**

*Peter Pan* at PV Campus: 2:00-4:00p.m.

Saturday, April 25

### **Magical Movement Workshop**

*Peter Pan* at DT Campus: 2:00-4:00p.m.

Tuesday, May 5

**Last day of Tues. Pre-Ballet classes**

Wednesday, May 6

**Last day of Wednesday Creative Movement**

Saturday, May 9

**Last day of Sat. Creative Movement thru Ch. I**

Monday, May 11

**Last day of Mon. Creative Movement thru Ch. I**

Saturday, May 16

**Last day of classes - Ch. II thru Level VII**

Monday – Wednesday, May 18-20

**School Performance**

Monday, June 8 – July 3

**2009 Summer Intensive Downtown**

Monday, June 8 – July 31

**2009 Summer Session Prairie Village**



**I understand and agree to the following (initial each):**

\_\_\_\_\_ **1. I have read this handbook and have discussed all rules and policies with the enrolled student.**

\_\_\_\_\_ **2. Monthly tuition payments are due the first week of each month for a total of eight installments. Semester payments are due the first week of September and January. A \$5 service charge is assessed for payments received after the 15<sup>th</sup> of the month. There will be a \$20 charge for all returned checks.**

\_\_\_\_\_ **3. Students with two consecutive months of unpaid accounts may not be admitted to class.**

\_\_\_\_\_ **4. Tuition payments must be made in full in order for a student to participate in the Spring Performance.**

\_\_\_\_\_ **5. I understand that Kansas City Ballet School reserves the right to cancel any class that does not have a sufficient number of students enrolled to support the class.**

\_\_\_\_\_  
Please **print** student's name here

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (If 18 or over)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (If student is under 18 years of age)