



Studio Handbook

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Mission Statement

As a 501c3 non-profit arts foundation, we are dedicated to providing quality arts instruction that challenges and inspires the youth of our community. An accomplished faculty teaches a progressive curriculum that is appropriate to students of different levels and abilities, and is designed to create within each student an appreciation of and a love for the arts.

We believe in excellence, and the discipline-paved path that leads us all toward that ever elusive goal. We believe in hard work, and the rewarding fulfillment that follows earnest effort.

We believe in the arts, and their God-given ability to speak to our souls, heal our hearts and enrich our lives in innumerable ways. We believe in children, the love and laughter they bring to our days and the hope they represent for our world.

Policies and Procedures

- The studio admits students of any race, creed, color, or national origin.
- There are NO refunds for voluntary withdrawal or missed classes, except in the case of a prolonged illness or injury. If a withdrawal becomes necessary, you must notify the studio in writing.
- The studio reserves the right to determine the class level for every student regardless of prior training.
- Students must meet the requirements to advance to the next class level.
- The studio calendar will detail openings, closings, and special events.
- In the event of inclement weather, the studio follows the direction of Cleveland City School and the Emergency Management Authority. Announcements will be posted on our voicemail, Facebook, and Remind text messages. Unless we are preparing for a performance, classes may not rescheduled.
- Parents are invited to observe classes only on scheduled observation days.
- The studio reserves the right to suspend or dismiss any student or parent who jeopardizes the integrity of the program.
- If your child is ill, please allow them to stay home. If they are not contagious, but do not feel well enough to dance, he/she may come watch and observe the class. Parents must notify the studio if the student is ill and will miss class or is observing the class.
- Due to our limited class time, students are allowed six (6) absences (three per semester). If the student is absent more than six times (three per semester), recital participation will be at the teacher's discretion.

Billing Policies

- Registration is for a full semester because we limit our class size. If after the first two weeks of the studio calendar written notice has not been received with the intent to withdraw, your account will be charged for a full semester. If we receive notice within the first two weeks, you will only be charged for the first month of class.

- Accounts will be evaluated every 60 days. Accounts with no payments for a 60 day period will incur a finance charge on the existing balance. Accounts that are over 90 days old will be turned over to a collection agency with all fees charged to the delinquent account. The student will also not be permitted to participate in class and or performances until the account is current.
- All accounts balances and fees (tuition, costume) must be paid in full before participation in the recital will be allowed.
- Financial Responsibility – Upon signing our registration form, you are agreeing to our policies as well as accepting financial responsibility.
- The studio does understand circumstances beyond your control occur from time to time. Please contact the studio if there is an issue, and we will do our best to make payment arrangements with you.

Three payment plans will be offered: Yearly, Semester, Monthly (10 equal payments)

- For yearly payments – Fees will be due on the first day of class.
- For semester payments – Fees will be due on the first day of class in the Fall and the first day of class after Christmas Break.
- For monthly plans – Fees will be divided into 10 equal payments that are due on the first (1st) of each month. A payment will be due each month – August, September, October, November, December, January, February, March, April, and May – even if there are limited classes in that month.

Classroom Policies

- Students should be on time to class. Tardiness puts your child at a disadvantage and disrupts the class. Students who enter late may be asked to observe any or all of the class per the teacher's discretion.
- All students must have secured, neat, natural colored hair styles. All students must wear their hair in a secured bun that will withstand their dance routine. Hair that is too short to wear in a bun must be pulled back and secured neatly away from the face with a headband.
- All students must be dressed in proper classroom dress code. No tutus, costumes, loose fitting shirts or sweatpants will be allowed for any class (except for male dancers). Students must wear the appropriate colored leotard and shoes (based on the class curriculum guidelines). Ballet dancers must wear ballet shoes (with elastic) not slippers for safety reasons.
- Students who are not dressed in dress code will not be permitted to participate in class and may observe the class.
- No jewelry or watches are allowed in class with the exception of small, studded earrings.
- Tights must be in good shape – no rips or tears should be worn to class.

Recital Policies

- The studio's annual spring performance is held each year in early May. Participation is encouraged but optional. If you do not wish to participate in the recital, you must inform the studio in writing by November 1. If the studio is not notified by November 1, you will be responsible for all recital and costume fees.
- No refunds will be issued on recital and costume fees.
- All account balances (tuition/costume) must be paid in full before participation in the recital will be allowed.
- Students will not be allowed to change classes after November 1. If a class change is necessary per the teacher's discretion, it will be made at the semester change.
- Due to our limited class time, students are allowed six (6) absences (three per semester). If the student is absent more than six times (three per semester), recital participation will be at the teacher's discretion.
- To ensure a quality recital performance, anyone missing dress rehearsal may not be permitted to perform in the show.

Curriculum

Creative Movement 3 year olds

Creative Movement is an introduction to dance designed especially for 3 year olds. Dancers will begin learning basic ballet positions, steps, and will work to develop balance, coordination, and rhythm.

- The class meets once per week for 45 minutes.
- The dress code for girls is any color pastel leotard, pink tights, and ballet slippers. Sheer dance skirts may be worn but no tutus will be allowed.
- The dress code for boys is black pants, white shirt, and black ballet slippers.

Pre Ballet I 4 year olds

Pre Ballet II 5 year olds

Pre Ballet I and Pre Ballet II is designed for dancers who have completed Creative Movement and/or are new to ballet. We follow the nationally acclaimed curriculum "Leap and Learn" to offer age specific activities designed to enhance movement, develop rhythm, concentration, and coordination.

- The class meets once per week for 45 minutes.
- The dress code for girls is a pastel PINK leotard, pink tights, and ballet slippers. Sheer dance skirts may be worn but no tutus will be allowed.
- The dress code for boys is black pants, white shirt, and black ballet slippers.

Combination 6 year olds

Combo is a class that will the next level of ballet as well as either an introductory tap or introductory jazz class.

- The class will meet once per week for one hour.
- The dress code for girls is a pastel PINK leotard, pink tights, and ballet slippers. Sheer dance skirts may be worn but no tutus will be allowed.
- The dress code for boys is black pants, white shirt, and black ballet slippers.

Ballet I 7 year olds

This class will continue build on the foundations of creative movement and pre ballets. In addition, dancers will learn new steps, terminology and begin to focus on correct technique and alignment.

- The class meets once per week for one hour.
- The dress code for girls is a pastel BLUE leotard, pink tights, and ballet slippers. Sheer dance skirts may be worn but no tutus will be allowed.
- The dress code for boys is black pants, white shirt, and black ballet slippers.

Ballet II 8 year olds

This class will continue build on the foundations of Ballet I. In addition, dancers will focus on proper placement, alignment, and execution of basic technique.

- The class meets once per week for one hour.
- The dress code for girls is a pastel BLUE leotard, pink tights, and ballet slippers. Sheer dance skirts may be worn but no tutus will be allowed.
- The dress code for boys is black pants, white shirt, and black ballet slippers.

Ballet III / IV

9 year olds and up (by instructor's placement)

This class will continue build on the foundations of Ballet II. In addition, dancers will focus on proper placement, alignment, and execution of basic technique.

- The class meets once per week for one hour.
- The dress code for girls is a pastel BLUE leotard, pink tights, and ballet slippers. Sheer dance skirts may be worn but no tutus will be allowed.
- The dress code for boys is black pants, white shirt, and black ballet slippers.

Ballet V / VI / VII

By instructor's placement

This class will continue build on the foundations of Ballet III/IV. Ballet V, VI, and VII is for dancers who are ready to expand their application of proper execution and improve technique. The dancer will also begin to learn the necessary control for pointe work. Pointe placement will be based on the instructor's discretion based on the dancer's individual level.

- The class meets twice per week for one hour.
- The dress code for girls is a BLACK leotard, pink tights, and ballet slippers. Sheer dance skirts may be worn but no tutus will be allowed.
- The dress code for boys is black pants, BLACK shirt, and black ballet slippers.

Pre and Beginning Pointe

By instructor's placement

This class is for students of appropriate age and strength with appropriate knowledge of ballet technique. The class requires a minimum enrollment of two (2) ballet classes per week.

- The class meets once per week for one hour.
- The dress code follows the dancer's ballet class.
- Pointe shoes should not be purchased for these classes.

Pointe

By instructor's placement

This class is for the serious ballet student enrolled in a minimum of two ballet classes per week. The dancer will exhibit the necessary strength as well as a comprehensive knowledge of ballet technique. Class is devoted to developing students beyond classroom technique focusing on repertory works and honoring artistic skills.

- The class meets once per week for one hour.
- The dress code follows the dancer's ballet class.
- Pointe shoes are required for these classes and should be professionally fitted.

Modern

9 year olds and up

Modern explores and introduces dancers to the many modern dance techniques of today.

- The class will meet once per week for one hour.
- The dress code for girls is a black leotard, dance leggings, and half-sole shoes.
- The dress code for boys is black pants, black shirt, and half-sole shoes.

Contemporary 9 year olds and up

This class focuses on movement and connection with the mind, body, music, and choreography. Dancers will focus more on contemporary style movement than ballet.

- The class will meet once per week for one hour.
- The dress code for girls is a black leotard, dance leggings, and half-sole shoes.
- The dress code for boys is black pants, black shirt, and half-sole shoes.

Tap 6 year olds and up

This class is designed to teach technique and sequence to the fundamentals of tap. Each level will continue to build on the one before.

- The class will meet once per week for one hour.
- The dress code follows ballet for age's group with the exception of shoes. The dancer must wear tan tap shoes. The dancer may also wear dance leggings if he/she chooses.

Jazz 6 year olds and up

This class allows more movement than ballet but still requires the structure and discipline of ballet. Jazz concepts, movements, and techniques are taught in a wholesome appropriate manner. As the dancer advances, techniques are strengthened including warmups, isolations, turns, and combinations.

- The class will meet once per week for one hour.
- The dress code follows ballet for age's group with the exception of shoes. The dancer must wear black jazz shoes. The dancer may also wear dance leggings if he/she chooses.

Hip Hop 8 year olds and up

This class focuses more on street style and freestyle dancing. It includes intricate movement that is styled to age appropriate music.

- The class will meet once per week for one hour.
- The dress code follows ballet for age's group with the exception of shoes. The dancer must wear black jazz shoes. The dancer may also wear dance leggings if he/she chooses.

Acro 6 year olds and up

This class focuses on the basics to advanced tumbling skills.

- The class meets once per week for one hour.
- The dress code follows ballet for age's group with the exception of shoes. The dancer will be bare foot. The dancer may also wear dance leggings if he/she chooses.

CCB Company By audition (10 year old and up)

For serious dance students who wish to apprentice and study as they move toward professional work or teaching. Company is also required to perform at additional performance within the community. Past examples include the Cleveland Halloween Block Party and First Baptist Church's annual Christmas and Easter choral performances.

- The class meets once per week for one hour.
- The dress code follows ballet for age's group.