

THE LOUDOUN SCHOOL

of

BALLET

find your inner dancer

Student Handbook
last revised January 2010

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ATTENDANCE

(1)

Holidays

Please refer to the School Calendar for Semester holiday dates. Missed classes may be made up.

Illness

Please use common sense regarding decisions on class attendance while a child is ill. Consider the health and well-being of teachers and classmates. Make-up classes are recommended.

Early Dismissal

Students leaving class before completion creates problems for the student, instructor, and classmates. Make-up classes are recommended.

Injury

Students with injuries are requested to attend their regular class times if possible. These students are encouraged to enter the studio to watch their classes. Listening to explanations and watching the demonstration of new syllabus will keep them at an appropriate level of theory. Technique classes can be made up later, but only after the injury is fully and safely healed.

Weather Cancellations

(2)

The Loudoun School of Ballet observes the same weather closings as the Loudoun County Public School system.

- If Loudoun County Public Schools are closed because of snow, flood, heat, etc., our school is also closed.
- If Loudoun County Public Schools close early in the day, our classes are cancelled.
- If Loudoun County Public Schools open late in the day, our classes follow their regular schedule.
- Saturday cancellation information is available by 8:00 am on the school's answering machine.
- If in doubt, call before leaving home. We update you as to local weather and road conditions.

Remember: Our philosophy is "better safe than sorry". Missed classes can always be made up. Also, bear in mind that many of our faculty live outside Loudoun County and late evening classes may be cancelled because our instructors cannot safely navigate the roads.

Make-up Classes

Lessons missed for any reason may be made up at any time during the same semester by attending a class of the same or lower level offered on a different day or at a different time. Electives, such as Pointe, Lyrical, and Modern, may not be used as make-up classes. Please inquire at the front desk if you need suggestions for alternate class choices.

Make-up Procedure

Upon entering the school, go directly to the front desk and tell the receptionist that you are there for a make-up class. She will put your name down on a list and ask you to wait in the lobby until all students registered for that class have checked in. If there is a space available, you will then be allowed to enter the studio and take the make-up class. If the class has reached its size limit, you will not be allowed into that class.

Make-up Policy

- Make-up classes are encouraged, but are not mandatory.
- Make-up class availability is unpredictable, so calling ahead is usually non-productive.
- Make-up class spots may not be reserved in advance or by phone.
- Tuition is not pro-rated or refunded for missed classes.

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DRESS CODE

(3)

Ballet

Simplicity is the key. The general rule is that all ballet attire should be of the required color and free of all decoration and trim. No skirts, either attached or otherwise, and no legwarmers. Hair must be in a bun. Short hair must be clipped off the face. No headbands. All watches, bracelets, and necklaces must be removed prior to class.

Creative and Pre-Ballet Classes

female - Plain pink leotard (no skirts), pink tights, pink ballet shoes.
male - Black sweatpants, white T-shirt, black ballet shoes.

Ballet I through Ballet VIII & Teen Ballet

Plain black leotard (no skirts or multiple straps), pink tights, pink ballet shoes.

Ballet IX and X

Solid color leotard (no multiple straps), pink tights, pink ballet shoes.

Adult Ballet

Any style or color dance attire. Chiffon dance skirts and warm-ups are allowed.

Male Ballet

White T-shirt, black tights, black ballet shoes.

Contemporary:

Solid color leotards, hair must be styled off the face. Pony-tails are allowed. All watches, bracelets, and necklaces must be removed prior to class.

JAZZ

female - Solid color leotard, black jazz pants. No street clothes. Soft caramel-colored jazz shoes - tie or pull on.
male - Jazz pants or track pants & T-shirt. Black colored jazz shoe or jazz sneaker, any style.

TAP

Refer to jazz dress code. Black tap shoes (oxford-style preferred). Other styles may be worn with permission of the instructor.

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LYRICAL

(4)

Refer to jazz dress code. Bare feet - no shoes required.

MODERN

Refer to jazz dress code. Bare feet - no shoes required.

ADULT JAZZ

Any style or color dance attire.

The Loudoun School of Ballet does not sell dance attire. A number of local retailers sell dance clothing that meets the school's dress codes.

CLASS PROCEDURES

(5)

Arrival

- Students must enter and exit the school by the front door. All other doors have alarms.
- Upon entering the school, students (not parents) should go directly to the front desk. Let the receptionist know your name and the class you are attending.
- Students (not parents) may proceed from the lobby to the "Student Area".
- For security reasons, visitors and parents are asked to not enter the "Student Area". Please give the receptionist any messages for students in the "Student Area". To visit the Director's Office, simply inform the receptionist and wait to be announced.
- Male dancers and younger students who require the assistance of a parent, are asked to wait in the lobby and to use the lobby rest room as their dressing area.

Class Time

- Students are expected to be punctual and to be fully dressed for class before class begins.
- Students may enter their assigned studio only with the permission of the instructor, after the preceding class has ended, and after the studio door has opened.
- The instructor will announce class and accompany younger students to the proper studio at the start of class. Late arrivals must be accompanied by the receptionist, not by the parent.
- All students must carry their equipment and personal possessions in a dance bag. Dance bags must be brought into the studio during class time. Dance bags may not be left in the reception area, hall, bathrooms, or dressing areas. Dance bags must be soft, and small enough to be placed safely under the studio bench.
- If students are feeling ill or in need of a bathroom break during class, they should inform their instructor. Parents of pre-schoolers are asked to remain in the lobby during class time to supervise and help with your child's bathroom visit. Pre-school parents may wish to consider assigning a "group parent" for this task.

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Departure

(6)

- All students must be picked up promptly after their class has been dismissed. The school cannot be responsible for "baby-sitting" or waiting with unsupervised students.
- Parents, please communicate clearly with your dancer where and when you will pick him or her up following class. Please notify the school of any changes in your usual pick-up routine.
- For safety reasons, we encourage all students to wait in the lobby area until pick-up. We also urge parents to accompany their dancers to and from the parking lot.
- Students may not regularly use the school phone to inform parents that they are ready for pick-up. The school's telephone line must be left open for incoming messages from parents.

STUDENT CONDUCT

Rules of Behavior

Students from The Loudoun School of Ballet represent not only their school, but dance tradition as well. We expect all students to be courteous, respectful, and well-behaved at all times.

- Students are required to wear cover-ups over their leotards and tights when entering and exiting the school. This applies to all students (regardless of age), at all times (regardless of weather).
- Upon arrival at the school, all students must go directly to the front desk to check in. Attendance will be recorded and any messages for them will be delivered.
- Students are required to maintain quiet deportment while on or near school premises.
- Students may not use or answer the school's telephone without prior permission.
- Students may not sit on or at the front desk. The office area and all equipment are off-limits. (This means you may not look into file cabinets, mark roll books, use office equipment, or borrow paper, pencils, pens, tape, scissors, etc.)
- Food and drinks may not be consumed in or carried into the school or lobby. (Exception: Summer dance camps and all-day workshops)
- Students may not bring toys, pets, or unsupervised siblings and friends into the school facilities. Adult students may not bring their children into the studios or leave them unsupervised on or near the school premises.
- Students should dress only in secure dressing areas. Students are reminded never to dress or undress in the lobby or any common area of the school or shopping center.
- Students will address all adults, staff, and teachers as Mr., Miss, or Mrs., as gender dictates. (Exception: An individual instructor may give permission to be addressed by first name)
- Each student's personal possessions and dance equipment must fit into a soft dance bag. Dance bags must be brought into the studio during class time. Dance bags must be small enough to fit safely under the studio benches.
- Formal applause and a verbal "thank you" from student to instructor will end all classes.
- Students must obtain the instructor's permission to enter or leave a studio after class has begun, but should not hesitate to request permission if they feel ill or in need of a bathroom.

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- Students (not parents) are requested to telephone the studio any time they know they will not be attending their regular class.
- To maintain proper technique and class placement, students should make-up missed classes as soon as possible.
- Students may not use music or choreography from classes or performances without prior written approval of the Director.

HINTS FOR PARENTS

- **Punctuality** - Please see that your child arrives early enough to be prepared to enter the studio with the entire class. Your dancer will benefit greatly from being properly dressed and relaxed at the start of a class.
- **Pick-up** - All students should be picked up promptly after their class has been dismissed. The fear that a young student feels at being left alone can negatively influence an otherwise positive dance experience.
- **Health** - Please use common sense about sending a child to do physical exercise while ill. Do not ask permission for warm-ups, sweaters, etc., to be worn by students because of a recent or approaching illness.
- **Labels and Lost & Found** - All dance bags, cover-ups, leotards, tights, shoes, etc., should be clearly labeled with the student's name. Call the school if you have lost something. If it has been found, the receptionist will hold the lost item at the front desk for pick-up. Unclaimed Lost & Found items are donated to local charities.
- **Proper Uniform** - Please reinforce that proper hair and uniform are integral to a formal dance education. Please monitor the fit and condition of all equipment.
- **Pointe Shoes** - To be eligible, students must be a minimum of 10 years of age, have successfully completed Ballet V, and have their instructor's recommendation.
- **Teacher Dress Code** - Instructors' attire will vary with the level and age of the class. Obviously younger, basic level classes need proper demonstration and require formal dance attire. Advanced level classes are based on theory and practice, and for this reason, instructors may wear street clothes or warm-ups while teaching.
- **Rules** - Please be aware of the school rules, and don't put the school and your dancer in an awkward position by asking your child to disobey or break school rules.
- **Bulletin Board and Footnotes** - Parents are encouraged to find updated school information on the bulletin board in the lobby . Read our newsletter, Footnotes, for articles about dance performances, personalities, auditions, rehearsals, master classes, field trips, etc.

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- **Parent's Observation Week** - Mark this week on your calendar, and please make an effort to come watch your child's hard work and progress. Friends and siblings are welcome. Remember: You may video or photograph class during this week only. Classes are closed to visitors at all other times of year.
- **Parent - Teacher Conference** - The school welcomes the interest and questions of all parents. Conferences may be scheduled at any time during the year. Please be aware of instructors' obligations and demanding schedules, and do not attempt to engage them in any impromptu discussions before, during, between, or after classes.