

# **Cannon Falls School of Dance**



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## **Parent and Dancer Handbook 2017-2018**

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### **About this Handbook**

Our Board of Directors and Instructor are committed to providing the finest quality training in an environment that is nurturing, challenging, disciplined and respectful. Our mission is to bring the art of ballet to the youth of Cannon Falls, while they learn respect for oneself and others, in a community-supported effort. We believe that our success will come as a result of quality training, passion and staying true to the traditions of ballet as an art form. We believe in teaching skills that will last a lifetime. Our dance classes provide students with the confidence needed to instill pride, a higher self-esteem and respect.

We have created this handbook to provide our students and parents with a clear understanding of the commitment and responsibility that are required to take classes at Cannon Falls School of Dance. All students and parents will need to abide by the rules, guidelines and regulations outlined. It is the responsibility of every student and parent to read this handbook.

### **To the Parent**

Cannon Falls School of Dance relies on a positive atmosphere for our instructors, dancers and parents. Our program promotes a positive learning experience for all participants. We believe that the dancer's success also depends on the support of parents or guardians. Your commitment to the process makes an enormous difference. We encourage parents or guardians to be a supportive part of your child's dance education.

Because we are a non-profit and want to keep our tuition as low as we can, we will be asking for volunteers from time to time. We strongly encourage each family to consider the importance of giving your time to our school.

### **To the Student**

Students are expected to treat CFSOD instructors, Board and fellow students with respect and have a positive attitude. Dance class is a time for focus, dedication and learning. Excessive talking in class is distracting and disrespectful to the teachers and classmates.

When the need arrives, we will ask for student volunteers. Please respond with a positive attitude if you are asked to give your time for the benefit of our school.

### **Contact with Parents and Guardians**

[www.CannonFallsSchoolOfDance.com](http://www.CannonFallsSchoolOfDance.com) is the best place to get general information. Please contact the Board of Directors with specific questions. Talk to the instructor in

between scheduled classes with concerns specific to your child's performance. CFSOD will generate informational emails to the parents as needed. Parents should check their email periodically and please read ALL emails.

## **Level Requirements**

All classes are geared to a certain ability level rather than age. The levels align closely with world-wide standards of achievement in each discipline. We want all our students to be comfortable and self-assured. A student in the wrong class may be easily frustrated and lose interest in dancing.

There will be an assessment given monthly to help students identify their progress. It is necessary for a student to master all skills in that level prior to advancement. This may/will result in a student being in the same level for several years.

Private lessons will be available, pending the instructor's availability. The Board of Directors will arrange all private lessons.

## **Class Descriptions**

### **Ballet:**

**Creative Movement I (Ages 3-4)** Students are introduced to ballet in this 30 minute long class. They will learn basic vocabulary and dance skills through movement games and creative exploration.

**Pre-Ballet I & II (Ages 5-6)** This 30 minute class meets once a week. Students will continue learning the basic ballet vocabulary including the addition of barre work. Combinations will include more coordination and sequencing; as well as to greater emphasize straight legs and pointed feet, posture and proper placement for ballet.

**Level 1 (Age 7+)** This class meets once a week for an hour. It is the beginning class to ballet training. Students begin with a short ballet barre and continue with center work. The primary goal in Level 1 is the development of body placement, correct ballet technique and a good foundation of body conditioning.

**Level 2 (Prerequisite Level I or instructor approval)** This class meets once a week for an hour. Students continue learning ballet fundamentals and terminology while developing strength, confidence, balance and flexibility. A full ballet barre and center is completed with more emphasis on turnout, linking steps together and coordination of all parts of the body.

**Level 3** (Prerequisite Level II or instructor approval) This class meets twice a week. Students continue to consolidate the basic elements of posture and transference of weight, with an increased use of the demi-pointe. This level introduces pirouettes, petite allegro and epaulement. Students in this class should also register for Recreational Ballet for their second class.

**Level 4** (Prerequisite Level III or instructor approval) This class meets twice a week. Students work on intermediate ballet skills that are faster and more complex than previous skills. Pre-pointe work is introduced as students become physically and technically ready.

**Level 5** (Prerequisite Level IV or instructor approval) This class meets twice a week. It consolidates all of the basic elements of classical ballet training, with a continued emphasis on posture, coordination, stability and expressiveness. Upon instructor approval students may begin pointe work.

**Level 6** (Prerequisite level V or instructor approval) This class meets twice a week for an hour and a half. This is an intermediate level class that stresses refinement of technique and placement, as well as strength for jumping and en pointe.

**Level 7** (Prerequisite Level VI or instructor approval) This is an advanced level class that meets twice a week. Students work on challenging allegro and adagio combinations. Pointe work is mastered with pirouettes, fouettes, fouette turns as well as jumps on both or one leg.

**Pre-Pointe** (Instructor approval required) This is a half hour class to work on specific pre-pointe exercises to ensure each individual student is prepared for pointe work. The minimum age to attend this class is 12. Students need to pass flexibility strength and alignment tests prior to advancing en pointe.

**Pointe** (Prerequisite Pre-Pointe and instructor approval required) This class solely works on pointe skills. Students must be at least 13 years old and have instructor approval to attend. Students must take a minimum of two Level 5+ technique classes a week to be en Pointe.

### **Madame Ashley's Rules for Pointe**

- Must be 13 years old or greater.

**Reasoning-** Feet stop growing around age 13 and going en pointe sooner can stunt students' growth. Russian students go up en pointe at 12 years old but they also dance 5 nights a week. We don't have that option yet so it's just not safe.

- Must take at least two ballet classes a week (Three times is preferred) and be in our Level 5 or greater.

**Reasoning-** Muscles lose their memory after two days of inactivity.

- Must take pre-pointe class with Madame Ashley prior to going en pointe.

**Disclaimer-** How many classes a student needs is based individually. It generally takes six months to a year of pre-pointe training to be strong enough to advance. For example, if the student has flat feet, it will take longer than a student with perfect arches to develop her feet.

- There are tests to pass on strength, flexibility and range of motion.
- Must go with Madame Ashley to get her first shoes!

**Reasoning-** Going en pointe is something that is earned by elite dancers who have very good technique. It is a fun experience that should be celebrated. Also, I want to make sure they are fit properly. When shoes aren't fit properly dancers develop bunions, sores and other injuries. There is no excuse to go through pain because shoes don't fit correctly.

### **Other Opportunities:**

**Recreational Ballet (Age 7+)** This class is designed for a wide range of students who wish to leisurely explore ballet. The curriculum will follow the leveled classes but at a slower pace. This class is the secondary class Level 3 students should enroll in.

**Performance Troupe (Enrollment in one Ballet class Level II or higher)** This class is designed for the dancer who would like more performance opportunities. Students will learn classical and contemporary ballet works to perform them throughout the year. Occasional weekend availability is required. Students must be enrolled in a leveled ballet class in order to participate.

**Dances of the World (Age7+)** This class is designed for a dancer who would like to learn a variety of dances from different cultures. Students will learn a new dance style approximately every month depending on difficulty. Examples include but are not limited to: African, Chinese, Italian and Indian.

**Tap** This American dance style uses special shoes that have metal on the toes and heels so the dancer can make rhythmic noise while moving. Like Ballet, Tap dancing requires technique, development and dedication. Our Tap classes will follow a leveled curriculum. Students must excel in all steps prior to advancement. The starting age for this class is 7 years old due to the fine motor demands as well as the ability to memorize exercises.

**Tap I (Age 7+)** This is a 30 minutes introductory class that meets once a week.

**Tap II (Prerequisite Tap I or instructor approval)** This class will meet once a week for 45 minutes.

**Tap III (Prerequisite Tap II or instructor approval)** This class is for students who have several years of tap experience. It will meet once a week for 45 minutes. (Prerequisite Level I or instructor approval)

**Jazz** This American dance style was developed from Ballet roots and Jazz music. The body placement tends to be more fluid and parallel as opposed to ballet's upright and turned out posture. This style of dance will also follow a leveled curriculum where students must excel in all steps prior to advancement. Classes will combine traditional Jazz music with modern age appropriate songs.

**Jazz I (Age 8+ with 1 year of previous ballet)** This is a 45 minute introductory class that meets once a week.

**Jazz II (Age 10+ Prerequisite Jazz I or instructor approval)** This class is for students who have several years of jazz dance experience. It will meet once a week for 45 minutes.

**Contemporary (Age 12+)** This style of dance is a blend between Ballet and Modern dance. Students need to have a strong base in either of these genres to be successful.

#### **Uniform Policy:**

##### **Hair:**

- Ballet: A sturdy bun is required. Any other hairstyle conflicts with alignment and is not permitted.
  - Exception: Students with hair chin length or shorter and/or long bangs need to have their hair secured in a half ponytail out of their face.
- Tap and Jazz: Ponytail or bun. Make sure it's off the shoulders and out of the face. Keep in mind, long hair in a ponytail will whip the students face when turning.

##### **Leotard:**

- All classes (except World Dance) need to wear a Bloch tank style leotard in their class color. There are several places to purchase them. Blades to Ballet has our class information on file for easy purchasing.
- **Please note: Correct Brand and Style are important. We use these items to reduce recital expenses.**

Creative Movement	Ballet Pink
Pre-Ballet	Ballet Pink
Level I	White
Level II	White
Level III	Light Blue
Level IV	Light Blue
Level V	Royal Blue

Level VI	Royal Blue
Performance Troupe	Black
Tap	Black
Jazz	Black

### Skirts, Shorts and Pants:

- Ballet: A single layer ballet skirt may be worn by students, however it is not required.
- All other classes: Shorts or yoga pants/capris may be worn over the black leotard. Any color. Suggested shorts are available locally at CVS
  - Please pair shorts with tan tights.
  - No baggy sweat pants.

### Shoes and Tights:

- Ballet:
  - Creative Movement-Ballet II & Recreational Ballet Shoes: All dancers need full sole pink leather ballet shoes. Blades to Ballet has record of ALL of our selections, and will fit your foot to the correct size.
  - Ballet II+ Shoes: All dancers need split sole pink leather ballet shoes. BLOCH, Prolite II
    - **Ballet II is optional for this style.**
  - Tights: Capezio Ultra Soft brand in Ballet Pink. (Transitional tights can be more convenient but are not required unless in Pre-Pointe or Pointe)

These are what we require:

[http://www.discountdance.com/dancewear/style\\_1916.html?&pid=21225&Shop=Style&SID=708021630](http://www.discountdance.com/dancewear/style_1916.html?&pid=21225&Shop=Style&SID=708021630)

Discount dance has a 3 pack available for purchase.
- Tap:
  - Tap I Shoes: Theatrical Neoprene Insert Tap Shoes in Tan (purchased from discountdance.com)
  - Tap II Shoes: Theatrical Neoprene Insert Tap Shoes in Tan (purchased from discountdance.com)
  - Tap III Shoes: TBD
  - Tights: Capezio Ultra Soft brand in Tan
  - Shorts are available at Cannon Valley Specialty
- Jazz:
  - Shoes: TBD
  - Tights: Capezio Ultra Soft brand Tan
  - Shorts are available at Cannon Valley Specialty

**Attendance**

We ask that parents email [CannonFallsSchoolOfDance@aol.com](mailto:CannonFallsSchoolOfDance@aol.com) if a student will be absent from class. Good attendance is critical to consistent progress and advancement. Punctuality is also critical. Arrive in plenty of time to change your shoes in the Dressing Room and be ready when your class is called to start class. A student arriving 10 minutes late to class will miss the warm up and exercises at the barre. This is technique that all students need in order to stay at the same level as everyone else in the class. On the other hand, if your child is sick, please keep him/her home. We do not want your child to be uncomfortable in class nor do we want to pass on an illness to others in the studio. Parents must also pick up their children promptly when class is over.

**Disclaimer: March through May is not a good time to be gone extensively on vacation. Students are learning their recital pieces and having one student gone makes the progress slower and more complicated for all dancers. If possible, plan trips during our Spring Break.**

**Our Dance Studio - Cannon Community Center - Door "D"**

We don't share this facility with anyone else. It's ours to take pride in, and be responsible for. Please be respectful and clean up after yourself. There are no street shoes allowed in the studio. This includes parents. Please remove your shoes before you enter. All personal belongings are to be kept in the Dressing Room. We provide you with a Dressing Room with hooks for your coat and personal belongings and benches to change your shoes. Please don't bring expensive items to class.

**Injuries, Illness & Allergies**

Your signature on the class enrollment form is certification of your child's ability to participate in his/her dance class. Please note any chronic illnesses, allergies or recent injuries on the form. Injured students are asked to attend class and observe especially if they are in the process of learning a performance piece.

**Class Cancelations - Inclement Weather**

We will send out an email to all students if the studio is closing due to bad weather. This also will follow the Cannon Falls Public School's decision. If there is a late start, we WILL have class. If it is an early release we will NOT have class. For Saturday classes, please watch your email.

**Class Cancellations - Instructor Sickless**

In the event of instructor illness and emergency situation, parents will be notified that class is cancelled and makeup information will be sent out as soon as possible.



**Class Cancellations - Lack of Interest**

CFSOD reserves the right to cancel or combine any class with fewer than six registrations, or to split classes that are too large. Two weeks before a class is scheduled to begin, enrolled students will be contacted and offered an alternate class. If a student is unable to attend any other class, a full refund will be given including the registration fee.

**CPT** The Community Performance Troupe is a wonderful opportunity for those ballerinas who wish to perform more than once a year. It is a choreography class taken in addition to your regular skill leveled ballet class. This full-year commitment is open to those in Level II and higher. Additional costumes are required. The performances will be scheduled in and around Cannon Falls. Your participation will be asked as soon as dates are set. Once committed to participate in the performance, you are responsible to attend (illness being the exception) and obtain your own transportation. If we are invited to participate in a production, other than our own, a few weekday evening rehearsals may be added.

In the event that we are invited to a large event that requires extra rehearsals. A small rehearsal fee will be collected. We will not profit from it. It will only be enough to cover the instruction.

**Tuition and Payment Policy**

Cash or check for tuition. Payments will be due the first day of each month. The instructor does not collect enrollment fees. A payment drop box is located in the dressing room. Payment options and any special arrangements can be made directly with Board Member Jennifer Becker. Just email her at [CannonFallsSchoolOfDance@aol.com](mailto:CannonFallsSchoolOfDance@aol.com) to start the conversation.

We are basing our season on 33 weeks of classes. We will divide that into 9 months (September thru May) to give you the amount owed on the first day of each month.

Non-Refundable Annual Registration Fee - \$30.00 per family - due at the time of registration.

**Recital Costume Payment**

Community Performance Troupe will have a \$40 costume fee, due October 1st. Class Costume fees will be paid by December 1st for the May production.

**Recital Costume Fees**

- Tap & Jazz.....\$ 40.00
- Ballet.....\$ 40.00
- World Dance.....\$ 40.00
- Community Performance.....\$ 40.00

Headpieces, hats and any other accessories are included in the cost. The required class colored leotard, tights and shoes are not included, but may be a part of a costume.

### **Lost and Found**

Items left in the studio will be collected and placed in the dressing room. Periodically, we will send the unclaimed items to Goodwill. Students are encouraged to leave jewelry, ipads, cell phones and any other valuable items at home. Students are also encouraged to write their names in all shoes, CFSOD tees and any other items of clothing that are near and dear to them. Cannon Falls School of Dance is not responsible for lost or stolen items.

### **Substitute Teachers**

There may be sometimes when your child's class has a substitute teacher. If our instructor is unable to teach, and a substitute isn't available, we will find a time to make the class up.

### **Recital / Community Showcase**

CFSOD will have one all school performance in the spring, on May 19th. Dress rehearsal will be scheduled on May 18th. The production will be at Cannon Falls High School auditorium. Watch for the announcement of details on our website and in your email.

### **Dates to Remember**

CPT- Costume fees due October 1st

Costume fees due - December 1st

Nutcracker Production - December 17th

All School production rehearsal: May 17th & 18th, 2017

Cannon Falls School of Dance End of Year Production: May 19, 2017

Check our website [www.cannonfallsschoolofdance.com](http://www.cannonfallsschoolofdance.com) for the most up to date information. Follow us on facebook for events and activity notifications.

Email [CannonFallsSchoolOfDance@aol.com](mailto:CannonFallsSchoolOfDance@aol.com) or call Sara at 651-494-8526 with questions.

# Permission to Dance

By signing below, you confirm that you have read and agree to the rules outlined in the Cannon Falls School of Dance Handbook.

**Parent / Guardian:** I give permission for the below mentioned to participate in the classes, activities, and performances taught and associated with Cannon Falls School of Dance. I agree to provide transportation that will get my child to class, activities and performances on-time.

I want CFSOD to be aware of my child's special needs:

\_\_\_\_\_  
(Please tell us of any health concerns that are important for us to know.)

\_\_\_\_\_  
(Please print your name here)                      (Please sign here)                      (date here)

**Student:** I agree to be kind and respectful to all dancers, instructors, parents and board members. I know that attending all classes is also what is expected of me. This is a commitment that I will make.

\_\_\_\_\_  
(Please print your name here)                      (Please sign here)                      (date here)

\*\*\*\*This must be returned to the studio before the first class of the season\*\*\*\*