

Canyon Concert BALLET

2018-2019 Student/Parent Handbook

Main Studio
1031 Conifer Street
970-472-4156

South Studio
4631 South Mason
970-672-8268

www.ccballet.org

Canyon Concert Ballet Families,

On behalf of the Canyon Concert Ballet Faculty and Board, I would like to welcome you to another great year of dance education and performances! We are off to a great start!

This Student Handbook has been updated with a lot of important information, and includes all of our new and existing policies. We encourage all of our dancers and their families to look through and familiarize yourself with this document. We hope that it will help you to know what to expect from Canyon Concert Ballet, and what we expect from you as well. Your enrollment at Canyon Concert Ballet is your agreement that you accept the policies and procedures in this handbook.

We value each and every one of our students, and we are honored that you have chosen to be a part of the Canyon Concert Ballet family. This year promises to be fun and exciting. It is sure to offer many incredible experiences to all dancers.

Best Regards,

Analía A. Weber
School Director

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ABOUT CCB

Mission -Canyon Concert Ballet's mission as a nonprofit educational organization is to expand, nourish, and enrich the artistic opportunities in classical dance through training, performance, and community outreach in service to the Northern Colorado region. It is the belief of Canyon Concert Ballet that classical dance should be taught with a great deal of commitment to and respect for the art form while always maintaining the joy inherent in dance. Class work and performance opportunities should heighten the dancer's capacity for cooperation, responsibility, and pride. Training and performances should be presented with accessibility for our audiences, volunteers, and artists. Canyon Concert Ballet, Ltd was incorporated on September 14, 1979 as a 501c3 nonprofit.

Vision - Our vision is to provide a sustainable community forum for dance performance and education.

Goals - Our goals are to provide the highest quality training to a diverse group of dancers, to provide a broad range of performance opportunities for dancers and audiences, to enrich our community's cultural climate with a diverse repertoire of artistry, and to serve as leaders in our growing arts community.

Founded in 1979 as a 501(c) (3) nonprofit organization, Canyon Concert Ballet (CCB) has been a part of the northern Colorado community for over 35 years. CCB is comprised of the Concert Ballet Company, the Youth Ensemble and the Canyon Concert Ballet School.

The CCB Company offers a full season of classical and contemporary productions. CCB Youth Ensemble offers younger dancers the opportunity to perform and participate in various competitions throughout Colorado. CCB dancers are proud to participate in community events, school presentations and service projects throughout the area to share classical, contemporary, and modern dance repertoire.

Canyon Concert Ballet School is well-known for developing dancers of all ages and abilities in a nurturing and progressive way. We provide professional instruction in age and developmentally appropriate ballet technique classes based on the Vaganova ballet syllabus, and offer a planned curriculum for other dance genres including pre-ballet, contemporary, jazz, and modern dance. As a result, all of our students develop character, self-esteem, and a level of self-discipline that will provide a powerful edge in any future endeavor. Canyon Concert Ballet has six studios in two locations in Fort Collins, allowing us to easily serve dancers throughout northern Colorado and southern Wyoming. Live piano and percussion music accompanies several of our dance classes.

FACULTY/STAFF/BOARD

Our instructors share a strong technical background and educational philosophy that gives each student a full, exciting dance education in a creative environment. The leadership of CCB cares about the development of healthy, well-rounded young people and strongly believes in encouraging our dancers to share their passion for dance in community outreach. Following is the current instructor roster; full faculty biographies can be found on our website.

Ballet (1-3)

Brenda Van Fossen-Moore
Amy Hughes
Tiana Farnsworth
Analia Weber
Emily Valerioti

Ballet (4-7, Company)

Vanessa Hearn
Erica Mugoye
Melissa Corr
Alicia Laumann
Matthew Harvey
David Taylor

Contemporary

Jenna Smith
Alta Thuessen
Jacquelyne Francescatti
Cassie Eron

Young Dancers Program

Sarah Bailey
Brenda Van Fossen-Moore
Tiana Farnsworth
Meg Jones
Emma Gould

Jazz

Alta Thuessen
Analia Weber
Jenna Smith
Jacquelyn Francescatti
Cassie Eron

Teen/ Adult Program

Terri Jo Englund
Judy Bejarano
Matthew Harvey
Emily Valerioti

Modern

Terri Jo Englund
Judy Bejarano
Analia Weber

Tap

Emily Valerioti

Hip Hop

Jacquelyn Francescatti

Musical Theatre

Jacquelyn Francescatti

Artistic Advisory Council-The AAC is a group of highly experienced individuals who collectively schedule the company performance season, set the performances on the dancers, and assist in maintaining the excellent standards of dance training at CCB by assisting the School Director with syllabi.

Production Directors – Each CCB production has a designated artistic staff member who manages the artistic aspects and quality. The Production Director is supported by rehearsal assistants, technical and design staff, and the Executive Director.

Key Staff – CCB is supported by highly qualified energetic staff including Executive Director, Office Manager, Office Assistant, and Bookkeeper. CCB is also grateful to have a large group of dedicated volunteers.

Board of Directors-As a non-profit organization, CCB is managed by a volunteer Board of Directors. The Board of Directors acts as the CEO of the organization and oversees both the artistic and administrative arms of CCB.

SCHOOL YEAR CALENDAR 2018-2019

Fall 2018

August	20	Classes Begin
	25	Nutcracker/Company Auditions/ Youth Ensemble Auditions
September	3	Labor Day (no classes)
	24-29	Bring-a-Friend Week
October	15-20	Parent Observation Week
November	16-18	LADM (Youth Ensemble competition)
	19-24	Thanksgiving Break (no classes)
December	1 & 7-9	Nutcracker Performance – CCB Company Performance
	23	Winter Break Begins

Spring 2019

January	7	Spring Classes Begin
February	4-9	Bring-a-Friend Week
	18	President’s Day (no classes)
March	4-9	Parent Observation Week
	16-24	Spring Break
April	27-28	The Little Mermaid – CCB Company Performance
May	3-5	Legacy Competition
	27	Memorial Day (no classes)
	31	Last Day of classes
June	1-2	Spring Showcase – CCB School Performance

PROGRAM DESCRIPTIONS

Young Dancer's Program

Move With Me! (ages 18 months – 3 years) –designed for students who are not yet ready to be on their own in one of our pre-school programs. This program designed to introduce students (along with their parent or caregiver) to movement key to healthy neurological development.

Creative Movement (ages 3-4) - is a creative movement experience enhanced by familiar classical music. Classes introduce rhythms, basic steps and dance terminology. The high-energy class environment focuses on creativity and self-expression with structured progression in movement and group interaction.

Pre-Ballet with Tap Levels 1, 2, & 3 (ages 4-7) - Pre-Ballet classes offer young dancers a variety of creative movement experiences and introduce students to the art of ballet at an age-appropriate pace. Children learn basic ballet positions, vocabulary, and studio etiquette while focusing on improving coordination and musicality. Note: Dancers aged 6+ and enrolled in Pre-Ballet 3 are eligible to audition for our Youth Ensemble each May.

Find Your Style (Ages 5-7) - This one-hour class is perfect for the young dancer looking for variety in their dance experiences. Students will explore a wide variety of genres, including tap rhythms, jazz, modern, ballet and hip hop elements over the course of each semester.

Children's Ballet Program

Ballet 1, 2, & 3 (ages 7-12) - New students are generally placed into an age-appropriate level (ages 7-8 in Ballet 1, ages 8-9 in Ballet 2, and ages 9-10 in Ballet 3). All other classes (or if an experienced dancer wishes to challenge an age-level placement) require an evaluation by one of our Instructors.

Pre-Professional Ballet Program

Ballet 4, 5, 6 & 7 (ages 11 and up) - Those in Level 4 may be invited to add a pre-pointe class, and those in Levels 5 and up will advance to pointe, variations and partnering classes. Traditional ballet pedagogy is the foundation of our curriculum, but students are encouraged to include other dance forms such as Modern, Jazz, and Lyrical in their education.

Other Genres

Contemporary – Dancers learn how to express themselves through music and movement, using a combination of Ballet, Jazz & Modern techniques. Emphasis is placed on technique and performance. They will also gain experience in improvisation and choreographing.

Modern – Dancers learn how to channel their emotions into their movements. Modern foregoes the traditional technique of Ballet and uses grounding to the floor. Dancers learn: Horton, Cunningham, Graham, Limón & Release Technique.

Jazz – Dancers use their Ballet technique to showcase a more upbeat and energetic form of dance. Dancers will learn leaps, turns, and unique steps.

Tap – Dancers will learn to use the metal pieces on their shoes to make percussive beats along with music.

Hip Hop – Dancers will learn a variety of styles in the Hip Hop tradition- popping, locking, break dancing.

Musical Theatre – Dancers will explore a variety of styles that are utilized in Broadway productions, such as Jazz, Hip Hop, and others.

Adult Open Classes

Beginning Ballet, Intermediate Ballet, Modern Dance, Men's Class, Tap

Our Adult Open Division offers a wide range of classes to meet the needs of dancers ranging from the complete novice to the busy college student or the returning professional. Classes are taught by excellent faculty, assuring a fulfilling end to your day as you immerse yourself in the art of dance. Ages 16+ or instructor permission.

ENROLLMENT/PLACEMENT

Placement into classes is done based on the dancer's ability rather than solely based on age. Age is used as a guideline to make a first judgement regarding where the dancer should start, and then ability is assessed throughout the year to ensure correct placement. Assessments are done at the end of each semester and feedback is given to all students. It is expected that dancers could potentially spend multiple years in each level in order to gain necessary strength and experience to move to the next level.

EVALUATION/PROMOTION

Assessments are completed for each student in each class at the end of every semester. Instructors will evaluate dancer's behavior, effort, and ability in order to give constructive feedback to help our dancers grow and to determine when they will be promoted to the next level. A syllabus will be used to clearly outline the expectations of the dancers at each level. Evaluations will be written and delivered to each dancer along with their placement for the next semester. Assessments will either be done by each instructor individually, or as a structured class with a variety of teachers giving input.

STUDIO ETIQUETTE/RULES

Dancers are expected to display a positive attitude and to foster a sense of community at CCB. This means being kind to other dancers, refraining from talking negatively about fellow dancers, acting as a role model and leader in dance classes, outside CCB, and on social media.

- Students must be **ready to dance** at the start of his/her class. Please plan for a few extra minutes for changing and other preparations so student is ready to enter the classroom on time.
- Students must **wear appropriate clothing** for the dance style in which they participate. Ballet 1-7 students are required to wear black leotard. CCB offers Clara's Closet as a way to help parents exchange clothing and shoes at a reduced rate.
- Students' **hair** must be pulled back and off their face at all times unless instructed otherwise by the student's dance teacher.
- Students may **not talk** with or **disrupt** other students or accompanist during class. Unacceptable behavior will result in dismissal from class and a phone call to parents. Continued misbehavior could result in student suspension or dismissal.
- Students may not **enter class late or leave class early** without permission from the instructor. Injuries are caused by insufficient warm-up, and interruptions are distracting to the other students in class. If a student is more than ten minutes late, the teacher must give permission for the student to participate in class.
- Students must wear **street clothes** over dance clothes when outside the building. Ballet shoes are not to be worn outside. The only exception is moving between studio _ and the main lobby.
- Students should **remain inside** the building while waiting to be picked up.
- **Pianos** are for accompanist use only.

- **Food, drink or chewing gum** is not allowed in the dance spaces. Students may bring a water bottle into class. Any spills must be wiped up immediately for the safety of the dancers.
- All students, parents, siblings and other guests must **conduct** themselves in a quiet, safe and courteous manner at all times, refraining from loud and boisterous behavior in the lounges or running around in empty studios. Young children must not be left unattended, run in the halls or play in the studios.
- Family and friends are able to **view classes** in the studio by invitation only during Parent Observation week.
- Parents are not allowed in the studios for any reason without the permission of the instructor.

ATTENDANCE

Dancers are encouraged to maintain consistent dance class attendance. It is critical that dancers train their bodies if they have performance goals. Dancers must practice consistent attendance to dance classes to prepare their bodies for the rigorous demands of rehearsal and performance.

- **Absence Notification** - If you or your student plans to miss a class, please contact the CCB office by phone to notify the staff that you will be absent.
- **Make-Up Classes** – Missed classes may be made within the semester in which they were missed. Make-up class options are listed on the class schedule and should be in a similar level and dance style as the missed class.

HYGIENE

Students are expected to observe good hygiene. We recommend that students 10+ begin to wear deodorant as one will tend to sweat in class. For older female dancers we expect the parents to discuss how to perform personal hygiene during cycles. Because underwear is not recommended for ballet 3+ liners, pads and tampons are recommended when needed. Black shorts will be allowed over leotards under the discretion of the instructor.

PAYMENT POLICIES/SCHOLARSHIPS

- Due 1st of each month enrolled
- Need-based scholarships are available on a first come first serve basis. Applicants must fill out an application and be available for an interview. Applicants must apply by June 1st for the following school year. Scholarships do not cover registration, participation or costume fees.
- Delinquent accounts will be given notice once an account is 30-days late. If the account is not brought current through a payment plan or other arrangements, CCB may terminate a student's enrollment and/or participation in performances and/or the Spring recital.

DISCIPLINARY PROCEDURES

We hope that dancing at CCB can be a positive experience for all dancers and parents. However, if a dancer or parent fails to meet expectations, the following disciplinary procedures may take place:

- First the student or parent will receive **verbal warning** regarding the negative behavior. This could be from any teacher, staff member, volunteer, or board member at CCB.
- If a verbal warning is not effective and negative behavior continues, a **second warning will be issued in writing**. Such warning may be via email and could come from any teacher, staff member, volunteer, or board member at CCB.

- If verbal and written warnings have been issued and negative behavior continues, an **in person meeting** with students and/or parent(s) and any teacher, staff member, volunteer, or board member at CCB may be required.
- If negative behavior continues after the disciplinary procedures have been followed, CCB reserves the right to dismiss the student from dance classes or performance participation.

COMMUNICATION

We invite you to visit the CCB website at ccballet.org. It offers a wide variety of information including class information, audition dates and performance information. In addition, updates and information is sent through periodic (often weekly) e-mails. Key CCB staff have e-mails that are listed later in this document. You are also welcome to call or visit CCB offices.

If you would like to reach out to a specific instructor, please email schooldirector@ccballet.org, or contact them at the studio. Include the instructor you would like to speak with and any the subject you would like to discuss. The school director will then reach out to the instructor and connect you. Please refrain from attempting to contact any instructor via their cell phone.

PERFORMANCE OPPORTUNITIES

As part of our mission, CCB provides our dancers with many performance opportunities throughout the season. Audition information is communicated through the CCB website, posted at the studio, and through e-mail. If you or your student audition for any performance opportunity, you will be expected to be available for all rehearsals and the full week prior to the performance. It is an honor to participate in production opportunities. If you or your student choose to audition for any performance opportunity, you do so with the understanding that casting is at the discretion of CCB artistic staff.

Company Productions - CCB offers a pre-professional company level that allows dancers of all ages to explore and continue to develop their love for dance. The CCB Company is composed of advanced level dancers committed to rigorous ballet training. Company members and class attendance are by audition only. Company members sign a contract and are expected to meet all behavioral and class expectations agreed upon.

Chamber Company - This is a group of individuals who have been a part of the Company or have demonstrated Company level ballet technique, but who cannot make a full time commitment to be able to participate in Company membership. Chamber Company members sign a contract and are expected to meet all behavioral and class expectations agreed upon.

Canyon Concert Ballet's Youth Ensemble - is a performance program that allows students to learn and perform techniques and choreography in all styles of dance including jazz, lyrical, ballet, musical theatre, and modern. Students have the opportunity to be a part of a team and family of dancers that have a passion for dance and performing and are able to spread that passion through the community. There are many performing and choreography opportunities offered to anyone who commits to being in Ensemble, and it is a chance to represent Canyon Concert Ballet in a variety of ways and at a variety of events including First Night Fort Collins, and various performances throughout the year. Students in the Ensemble Program also participate in competition opportunities throughout the year.

CCB2

This unique opportunity offers students accepted into CCB2 one-on-one mentoring, coaching and career preparation. It is a mandatory class for all CCB2 members. The first quarter will focus on each student's specific goals - technical and performative - through the coaching of student chosen material (i.e. classical variations, contemporary solos, etc.). The 2nd quarter will focus on career planning, including building a resume, head and body shots for auditions, video audition filming and audition planning in preparation for the January/February audition season. The 3rd quarter will focus on a group choreographic project lead by and bought to completion by the students, with the final result to be presented at the Showcase in June.

School Performances - CCB students have the opportunity to participate in the Student Showcase at the end of the school year. This year's Student Showcase takes place June 1 & 2, 2019 at the Lincoln Center Mainstage.

COMMUNITY OUTREACH/FUNDRAISING

Canyon Concert Ballet is a 501(c) (3) non-profit entity. While your tuition is not tax deductible, any gifts (cash or in-kind) are deductible. If you are interested in more information or have a business that would be interested in supporting CCB please email executivedirector@ccballet.org. Because your tuition does not cover the full cost of instructors or studio space, CCB, at times, will have fundraising events to underwrite scholarships, faculty and studio improvements. Please consider how you can participate in keeping CCB the highest quality studio in Northern Colorado.

CONCERN PROCEDURE

Staff strives to be easily accessible and responsive, however please note that most of CCB staff have additional employment. Please remain patient as we thoughtfully return your e-mail questions and concerns.

Class - If you or your student have concerns about dance classes, student progress, student placement, dance instruction or showcase, please speak directly with your student's teacher. Teachers are encouraged to and are always willing to schedule a time to talk with you about your student's progress. If you are not comfortable talking with the dance teacher about concerns or you are not receiving responses to your questions, please schedule time with the School Director to ask your questions or express your concerns.

Production - CCB productions are managed by the individual directors of those productions. If you have concerns about company productions, please contact the production manager for that show. If you have concerns about the Youth Ensemble, please contact the Ensemble Director. If you continue to have unresolved concerns, please contact the Executive Director, who will assist in setting a meeting with appropriate staff.

If all channels have been exhausted and you truly feel that your concerns have not been addressed, you may request a meeting with the President of the Board of Directors or be placed on the Board of Director meeting agenda. Please contact the Executive Director to facilitate.

Contacts:

School Director – Analia A. Weber – schooldirector@ccballet.org

Youth Ensemble – Analia A. Weber – ensemble@ccballet.org

Executive Director – Jenna Riedi – executivedirector@ccballet.org

Office Manager/ School Registrar -Sue Northburg--info@ccballet.org

Please note: **DO NOT** text our staff members. Please do not call or contact our staff members via their cell phone numbers unless they have asked you to do so.

General Office – (970)472-4156

Office Hours - Monday: 3:30 – 7:30pm Tuesday: 9 – 12pm and 3:30 – 7:30pm Wednesday: 3:30 – 7:30pm
Thursday: 9 – 12pm and 3:30 – 7:30pm Friday: 9 – 12pm and 3:30 – 7:00pm Saturday: 9 – 12pm Sunday: CLOSED