

Canyon Concert BALLET

2020-2021 Student/Parent Handbook

1031 Conifer Street
Fort Collins, CO 80524

970-472-4156

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,

Analia A. Weber
School Director

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I. 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 501c3 nonprofit organization, Canyon Concert Ballet (CCB) has been a part of the northern Colorado community for over 40 years. CCB is composed of the Canyon Concert Ballet Company, the Youth Ensemble, and the Canyon Concert Ballet Dance 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. 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. Live piano and percussion music accompanies several of our dance classes.

II. 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. 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
Terri Jo Englund
Laura Bitterman

Ballet (4-7, Company)

Vanessa Hearn
Erica Mugoye
Melissa Corr
Sophia Brodin
Laura Daugherty
Matthew Harvey
Joy Prendergast

Young Dancers Program

Sarah Bailey
Brenda Van Fossen-Moore
Alayna Maddocks

Jazz

Alayna Maddocks
Jenna Smith
Alta Thuesen

Contemporary

Alayna Maddocks
Jenna Smith
Greta Sugai

Modern

Jenna Smith
Judy Bejarano
Analia Weber

Tap

Erin Howe

Hip Hop

Gracie Eaton

Musical Theatre

Alayna Maddocks

Production Team – Each CCB production has a team of production staff who manages the artistic aspects and quality. The Production Team is overseen by the Interim Artistic Director, Erica Mugoye.

Key Staff – CCB is supported by highly qualified energetic staff including Executive Director, Office Manager, 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 oversees both the artistic and administrative arms of CCB.

III. SCHOOL YEAR CALENDAR 2020-2021

Fall 2020

August	22	CCB Company Auditions
	24	Classes Begin
	29	Nutcracker Audition
September	6	Labor Day (no classes)
	25	Ballet & Beer: Latin Nights – CCB Company Performance
November	20-22	LADM – Youth Ensemble competition
	25-28	Thanksgiving Break (no classes)
December	11-13	Nutcracker Performance – CCB Company Performance
	23	Winter Break Begins

Spring 2021

January	4	Spring Classes Begin
	8-10	Hollywood Vibe- Youth Ensemble Competition
February	17	President’s Day (no classes)
	TBD	Musical Zoo (with the Fort Collins Symphony)
March	7-8	Bravo – *Youth Ensemble Optional Competition
	15-20	Spring Break
April	TBD	CCB Gala Fundraiser
	23-24	Spring Company Performance
May	31	Memorial Day (no classes)
June	4	Last day of classes
	5-6	Student Showcase – CCB School Performance

IV. PROGRAM DESCRIPTIONS

Tiny Dancer's Program

Move With Me! (ages 12 months – 3 years) – designed for students who are not yet ready to be on their own in one of our preschool programs. This program is designed to introduce students (along with their parents or caregiver) to movement that is 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.

Young Dancer's Program

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.

Teen and Adult Open Classes

Beginning Ballet, Intermediate Ballet, Modern Dance, Men's Class, Jazz, Tap, Hip Hop

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.

Professional Training Program

Canyon Concert Ballet's Professional Training Program is an opportunity for dancers with the potential and desire to become professional dancers to expand their training. The program is designed to offer the dancer with extensive training, mentorship and performing experiences that will prepare them for the professional world. This after school program is for dancers that are at a ballet 4 level or higher. By level 7 the dancer may choose between a classical or a contemporary concentration. By the end of the program the dancer will be prepared for company and college auditions. Acceptance into the program is through an application and interview process.

Applications are due in May for Fall acceptance and December for Spring acceptance. A \$15 application fee is due upon submission. Once the application has been reviewed the dancer and parent/guardian will receive their interview date. Acceptance letters to the program will be mailed a week after the interview has taken place. For more information please email schooldirector@ccballet.org.

V. 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.

VI. 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.

VII. COVID-19 PROTOCOLS & GUIDELINES

School Protocols & Guidelines

The CCB staff will follow the steps below to ensure a clean and safe class environment:

1. All staff will sanitize before entering the building. There will be numerous sanitation stations.
2. Social Distancing and Hand Washing signs will be placed throughout the school.
3. All magazines, books and toys will be removed from the lobby.
4. All studios will have a running fan and a door open for better ventilation.
5. If parents need to make a payment they may do so via by calling CCB or dropping a check in the check box in the lobby.
6. The lobby will be closed. The only parents that may wait in the lobby are parents of children 3-5 years of age. We ask that only one parent wait in the lobby- no siblings please.

7. Ill staff, dancers & case reporting: If a staff member or dancer is showing any signs of illness they will be immediately isolated in studio
8. Substitute staff will be contacted immediately to take over the responsibilities of the sick staff member. If a dancer becomes ill their parent or legal guardian will be contacted and will be asked to pick up their dancer and follow up with a physician. CCB will report to the Larimer County Health Department, 1525 Blue Spruce Drive, Fort Collins, CO 80524 #970-498-6700
9. CCB will provide adequate personal protective equipment if a staff member needs to care for an ill dancer or another staff member. (mask, gloves, first aid kit). Any staff or camp member that becomes ill will be kept in studio 3 (during camps/ lobby during class times) until their parent/emergency contact is able to pick them up.
10. CCB held a protocol and guideline training on Friday, June 12 via a Zoom meeting. In this meeting, the Executive Director and School Director will cover: prevention, transmission, and care of COVID-19 illness and train camp staff on current executive and public health orders in Colorado. A refresher meeting is occurring on Sunday, August 16 as well.
11. If there is an outbreak of Covid-19, CCB is prepared to close and deep sanitize for 72 hours before reopening.
12. CCB has enlisted an on-call nurse from UCHealth to be available if there are any concerns.
13. CCB will screen staff and volunteers for symptoms and close-contact exposures upon arrival to ensure they are symptom-free before they are cleared to work.
14. CCB will send home staff and volunteers with symptoms consistent with COVID-19 or other communicable illnesses and recommend testing. Require staff or volunteers sent home to adhere to isolation and exclusion requirements and alert health officials of exposure.
15. All staff will re-sanitize after the use of the restroom.
16. The staff will have a designated area to place their personal items and a specific square to teach from. CCB staff who are instructing classes will be required to wear masks. The staff member will have breaks in which they can remove the mask for better ventilation while keeping a 6ft distance from other campers and staff.
17. Barres, light switches, and stereo systems will be sanitized after every class. Floors will be cleaned every day.

Dancer Protocol & Guidelines

To keep all dancers & their families and the CCB Staff we ask the dancers and their families to follow the following protocols and guidelines:

1. We ask dancers to continue to screen at home for symptoms, temperature and close-contact exposure. If a student has any symptoms they must remain home and isolate for 14 days. They will alert CCB and CCB will follow health guidelines for reporting.
2. Drop off and Pick up times will be staggered between camps and classes.
3. Only one parent will be allowed in the lobby if their dancer is 3-5 year old. No siblings please.
4. All dancers must sanitize before entering the building or studio and after using the restroom.
5. Dancers will have their designated dance square (ages 3-6) (an X for older kids) for all classes and camp activities. Each square will allow for the 6ft distance guideline. Ballet Barres will also have designated spaces for each dancer. The dancer must bring their dance bag inside and place it on their designated place.
6. Dancers must wear a mask at all times while they are in CCB premises. We highly encourage the dancers to wear masks in their day to day when out in public.
7. Dancers may bring a yoga mat to use on the floor for stretching.
8. Dancers must bring their own snacks and lunch (if in a camp). These must be able to stay fresh in their lunchbox without the need of a refrigerator. The green room will be closed.
9. Dancers must label all personal items with first and last name: dance bag, dance shoes, water bottle and lunch box etc.

VIII. 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 the student is ready to enter the classroom on time.
- Students must **wear appropriate clothing** for the dance style in which they participate. Ballet 3-7 students are required to wear black leotards. CCB offers Clara's Closet as a way to help parents exchange clothing and shoes at a reduced rate. Dancers are encouraged to wear skin-tone color tights and shoes.
- 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 the studios 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.

VIX. 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.

- **COVID-19 Attendance-** If a dancer misses two classes in a row and the family hasn't communicated with the school, the dancer will lose their spot in class and the next person on the waitlist will take that spot.

X. PAYMENT POLICIES/SCHOLARSHIPS

- Due the 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 may apply during a four week window each semester (two weeks before the first day, and two weeks after the first day of the semester). Scholarships do not cover registration, performance participation fees, or Student Showcase 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 Student Showcase.

XI. DISCIPLINARY PROCEDURES/ BULLYING

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.

Disciplinary Procedure in Class

We want the classroom to be a fun and safe place for the dancer to learn. If a student is being disruptive during class the teacher will follow the following procedure:

- If a student is being disruptive during class the teacher will give a verbal warning.
- If after the initial warning the student continues to disrupt class the teacher will give a second warning and ask the student to sit for 5 minutes.
- If a third warning has to be given to the student the student will be asked to go to the main office where the dancer's parents will be called and informed of their behavior.

Bullying

Bullying, of any kind, will not be tolerated at CCB. If a dancer or family member is known to be bullying in person or virtually they will be dismissed immediately.

XII. COMMUNICATION

We invite you to visit the CCB website at www.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 emails that are listed later in this document. You are also welcome to call or visit the CCB office.

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 subject you would like to discuss. The school director will then reach out to the instructor and connect you. **Contacting instructors via their cell phone or email is not permitted.**

XIII. 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 email. 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/post professional company level that allows dancers of all ages to explore and continue to develop their love for dance. The CCB Ballet 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.

CCB2 - CCB offers a dancer the guidance and training to eventually move up to Company.

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 Friday art walk, and various performances throughout the year. Students in Youth Ensemble also participate in competition opportunities throughout the year.

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 5 - 6, 2021 at the Lincoln Center Mainstage.

XIV. COMMUNITY OUTREACH/FUNDRAISING

Canyon Concert Ballet is a 501c3 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!

XV. 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 email 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 Artistic Director. If you have concerns about company productions, please contact the Artistic Director. 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 Weber – schooldirector@ccballet.org

Youth Ensemble – Analia Weber – ensemble@ccballet.org

Executive Director – Jenna Riedi – executivedirector@ccballet.org

Office Manager – Sue Northburg – info@ccballet.org

Interim Artistic Director – Erica Mugoye – assistantdirector@ccballet.org

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

General Office Phone:

(970) 472-4156

Website:

www.CCBallet.org

Office Hours:

Monday: 3:30pm – 7:30pm

Tuesday: 9am – 12pm and 3:30pm – 7:30pm

Wednesday: 3:30pm – 7:30pm

Thursday: 9am – 12pm and 3:30pm – 7:30pm

Friday: 9am – 12pm and 3:30pm – 7:00pm

Saturday: 9am – 12pm

Sunday: CLOSED