

**BALLET**

**QUAD CITIES**

**SCHOOL OF DANCE**

**Dancer/Parent  
Handbook  
2009/2010**

The Official School of Ballet Quad Cities  
617 17 St.  
Rock Island, IL 61201  
(309) 786-2677

## **Mission Statement**

It is the mission of Ballet Quad Cities School of Dance to provide the highest quality dance instruction in the region. Our faculty is second to none in the Midwest. Our professional staff provides a challenging dance environment for every level dancer. Whether your goal is to dance for fun and creativity or to pursue a professional career, BQC School of Dance will provide the environment, encouragement, and faculty to help you achieve your goal.

***Thank you for choosing BQC School of Dance for your dance education. We will do everything possible to make this year your best dance experience ever!***

# QUICK REFERENCE GUIDE

**Telephone Number: 309-786-2677**

- Please call to report absences
- Call during inclement weather to obtain class information
- If you need to speak with us, please call to schedule an appointment

**Tuition: Tuition is due on the first class of each month.**

**Check bulletin board for important information and updates.**

**Please place payments and written communication in the black mailbox located in the waiting area.**

**Students need to wear their leotards, tights and bring their dance shoes to class. Hair must be in a bun and neatly pinned away from the face.**

**Please remember to keep your contact information updated. Home, work, and mobile numbers help us contact you in an emergency.**

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## 2009/2010 School of Dance CALENDAR

### Classes begin August 3<sup>rd</sup>, 2009

**September 7<sup>th</sup> 2009** Labor Day no classes

**November 26<sup>th</sup> - November 29<sup>th</sup> 2009** Thanksgiving Break

**December 19<sup>th</sup> 2009** Last day of classes before winter break

**January 4<sup>th</sup> 2010** Classes resume

**March 29<sup>th</sup> - April 5<sup>th</sup> 2010** Spring Break

**May 20<sup>th</sup> 2010** Spring Show at Jr. Theater

**May 31<sup>st</sup> 2010** Last day of classes

**June 8<sup>th</sup> - July 2<sup>nd</sup> 2010** Summer Program

## ENROLLMENT / ADMISSIONS

Upon enrollment, dancers are placed in classes that are age and/or ability appropriate. The teachers continuously assess the dancers for placement in the class that will be most beneficial to the dancer.

Registration for each year begins in July. The necessary paperwork and registration fee must be submitted during the registration week. We will accept new dancers at any time during the year. Returning families should sign up during the registration week so that classrooms, times and instructors can be scheduled accordingly.

It is the policy of BQC School of Dance not to discriminate based on race, sex, color, religion, national origin or ancestries that are unrelated to the ability to dance or enjoy the benefits of the performing arts.

In case of accident or injury, BQC School of Dance cannot be held responsible. Should medical care be required, the parent's or the dancer's personal medical insurance would be responsible.

## SCHEDULE CHANGES

Classes may be added at any time during the semester. Please refer to the Fee Schedule for applicable fees. If a dancer wishes to drop a class, a 30-day written notice is required **before** the class is dropped or a \$25 fee will apply.

## FEES

For fees for specific classes, please refer to the fee schedule at the back of this handbook (pg.8). Fees have been set on a monthly basis and are due whether or not your dancer plans to attend all classes. Not all of the months have an equal number of class days but over the year, the number of classes per month averages out, so instead of fluctuating the fee up and down each month, a flat fee for each month has been set.

## PAYMENT

Payment is due the first class of each month. Payment may be placed in the black mailbox in the waiting area or mailed to Ballet Quad Cities School of Dance at 617 17th Street, Rock Island, IL 61201. **You will not receive an invoice.** If you choose to make your payment after the first week of each month, please add a \$10 late fee.

## ATTENDANCE

Dancers are expected to maintain a high level of attendance to class. Regular attendance in class helps build strength and lessens the risk of injury. Roll will be taken for each class. If a dancer has an excessive amount of absences, the teacher may advise the dancer to move down a level.

## **ABSENCES/INJURY**

If a student is ill, please inform Ballet Quad Cities School of Dance at (309) 786-2677. Any other absences should be submitted in writing to the teacher at least 1 week before the class that will be missed. If a dancer needs to leave a class early, he or she should ask permission from the teacher prior to class. Should the dancer become ill during class, please inform the teacher regarding the nature of the complaint and whether the dancer will be leaving or just sitting down. If sitting down, the dancer should remain in the classroom. If a dancer is injured, it is imperative that the dancer observes class and/or participates in the class to the extent that the injury allows. This allows the dancer to keep up with the class and prevent any secondary injuries that can occur after taking time off. Please inform staff of any injuries a student incurs, whether in class or elsewhere. Staff should also be made aware of the attending doctor's recommendation for the recovery process, especially as it applies to the student's ability to return to active participation in dance class.

## **OBSERVATION "WATCH WEEK"**

A designated "Watch Week" will be assigned for one week each semester to allow parents an opportunity to observe their dancer in a classroom setting. If you wish to observe your dancer at a time other than during the designated "Watch Week", please contact the school or the instructor prior to the day of the class you wish to observe.

## **ADVANCEMENT / PROGRESSION**

Teacher will assess each dancer. Advancement to the next level is based on individual progress in class and the level of understanding and maturity demonstrated in class. Consistent attendance is crucial for the development of young dancers. Any questions regarding your dancer's progression should be addressed in a parent/teacher conference. It can be scheduled on request of the parent and with the discretion of the teacher. Only students who are approved for and complete pre-pointe class may be allowed to begin training en pointe.

## **COMMUNICATION**

**Any questions or comments that need to be communicated to the instructors or Joedy must be in written form.** It is very difficult to remember everything that is said during the day. This form of communication will also help us to respond more effectively to any of your concerns. Please place these notes in the black mailbox in the waiting area. If you would like to speak with an instructor or Joedy, please call the ballet school or leave a note to set up an appointment.

## **STUDENT DROP OFF/PICK UP**

If you are dropping off a small child, please make certain that they have used the restroom, and that they are dressed appropriately for class and can change their shoes independently. Please accompany your child in to the building to check the bulletin boards. Please make every attempt to pick up your child on time. While we understand that weather, traffic, and unforeseen events can occur, our instructors are here to teach; they are unable to chaperone unattended children.

## **LOST AND FOUND**

Items that are left at the studio are placed in the lost and found bin in the waiting room. Unclaimed items will be donated to Goodwill at the end of every month.

## JILLY & KOOS

A dance apparel boutique is adjacent to our studios. The entrance is in the front of the building at 617 17<sup>th</sup> Street. We request that you not “cut through” the offices of the School and Ballet Quad Cities. Your bill for dance apparel obtained through Jilly & Koos is separate from BQC School of Dance. To place an order, please e-mail [jillykoos@hotmail.com](mailto:jillykoos@hotmail.com). Once your order has been filled, you may pick it up, along with your invoice, in the bin marked “Jilly & Koos” in the waiting room. Checks should be made out to “Jilly & Koos” and left in the black drop box in the waiting room.

## PERSONAL BELONGINGS

All personal belongings should be taken in to class or placed in a cubby. Do not leave anything on the floor in the waiting area as it becomes congested very quickly. **Please mark all clothing, including dance shoes, with a permanent marker.** BQC School of Dance will not be held responsible for any lost property. Please check the area prior to leaving and place any trash in the receptacle.

## PARKING

The parking lot directly behind BQC School of Dance is available for parking on the north side only. The south side of the parking lot is for the residents of the apartments above the School. The lot across the alley is also rented by the school. Please remember that the only entrance into the studio is from the parking lot in the back of the building.

## STORM / SNOW DAYS

On bad weather days please call BQC School of Dance at (309) 786-2677 or check KWQC or WQAD to see if classes are cancelled.

## BALLET QUAD CITIES BRAVO!

Ballet Quad Cities Bravo! is the volunteer support group for Ballet Quad Cities, the only professional ballet company in all of Iowa and western Illinois. We welcome anyone who has an interest in supporting Ballet Quad Cities. It is a great way to meet and get to know people involved with Ballet Quad Cities while helping a very good non-profit organization grow in our community. Many BQC School of Dance parents join Bravo to offer their talents and time. We would love to have you join. The *Bravo News* bulletin board is located in the waiting area. Anyone interested in volunteering should contact the BRAVO President.

## “The Spirit of Volunteerism”

It has been observed that since the September 11 attack on the World Trade Center, volunteerism is on the rise. To each individual, the definition of volunteerism may vary, but it is usually seen as doing more than you have to because you want to, for a cause you consider good, with no personal financial gain received. The real benefactors are the communities we live in and society as a whole. People that volunteer tend to be happier. They meet people and build friendships that would otherwise not have been possible. They realize that they are putting into action what others only talk about.

Ballet Quad Cities has its own volunteers. We want to thank you for your time and for making a difference. If you have not volunteered yet, please take the opportunity to get involved. Even if it is in a small way, you will make a difference --Debbie Lensmeyer, Past-President, Ballet Quad Cities Bravo!

## DRESS CODE

Appropriate clothing is important for dancers to allow their bodies to move freely and to allow the instructors to see the dancers' muscle development. We choose Mirella leotards because, in our experience, they are the best-constructed and longest lasting on the market. **Under no circumstances should street clothes be worn to any class. No shorts, T-shirts, tank tops, or sweat clothes allowed in class.** Hair must be pulled back away from your face. All long hair must be in a bun that is held securely in place with pins and a hair net. All dancers, no matter how young, need to be covered when entering and leaving the school. No dancer should be seen in their leotard and tights outside the studio.

### **Creative Movement**

Pale Pink Capezio Leotard CC201  
Capezio 3C Ballet Pink tights and pink ballet shoes

**Ballet 1:** Pale Pink Capezio Leotard CC201  
Capezio 3C Ballet Pink tights and pink ballet shoes

**Ballet 2:** Black Capezio Leotard CC201  
Capezio 3C Ballet Pink tights and pink ballet shoes

**Level 3:** Black Capezio Leotard CC201  
Capezio 3C Ballet Pink tights and pink ballet shoes

**Level 4:** Black Capezio Leotard CC201, Black MS12 skirt  
Capezio 3C or CLP9 tights and pink ballet shoes

**Level 5:** Black Mirella Leotard 210 L, Black MS12 skirt  
Capezio 3C or CLP9 tights and pink ballet shoes

**Level 6:** Black Mirella Leotard 210 L, Black MS12 skirt  
Capezio 3C or CLP9 tights and pink ballet shoes

**Level 7:** Black Mirella Leotard 210 L, Black MS12 skirt  
Capezio 3C or CLP9 tights and pink ballet shoes

**Matching MS 12 skirts will be required for all dancers in Level 4 Ballet to Level 7 Ballet. Skirts will be worn for center floor only, as the teacher needs to be able to assess the dancer's technique and placement at the barre. The skirts will also be worn for any possible performing opportunities that may arise for the dancers during the year.**

**Gentlemen:** White t-shirt, Black tights or jazz pants, dance belt, white or black ballet shoes with matching socks

**Pointe Shoes:** Pointe shoes must be approved and continually assessed by the dancer's instructors for proper fitting.

**Jazz – All levels:** Black jazz pants are: Capezio – TB118 Black (Adult) , TB118C (Child)

### Fee Schedule for Individual Classes

Length of Class	Number of Class	Cost per month	Cost per Class/ Walk In Rate
45 minutes	first	\$35.00	\$10.00
45 minutes	second	\$31.00	
45 minutes	third	\$27.00	
1 hour	first	\$37.00	\$10.00
1 hour	second	\$33.00	
1 hour	third	\$29.00	
1 hr. 15 min.	first	\$39.00	\$15.00
1 hr. 15 min.	second	\$35.00	
1 hr. 15 min.	third	\$31.00	
1 hr. 30 min.	first	\$41.00	\$15.00
1 hr. 30 min.	second	\$37.00	
1 hr. 30 min.	third	\$33.00	
2 hours	first	\$43.00	\$15.00
2 hours	second	\$39.00	
2 hours	third	\$35.00	
<b>Creative Movement</b>		<b>\$35.00 month</b>	<b>\$8.00 class/ walk- in</b>

### PROGRAMS

The program cost reflects the cost of attending all classes offered for each level. The dancers in the upper levels who attend classes five days a week or more receive a special discount rate.

**Level 4 - \$110.00**  
**Level 5 - \$130.00**  
**Level 6A-6B - \$200.00**  
**Level 7A-7B - \$225.00**

**Payment is due the first class of each month.** The monthly fee will always remain the same. If you change the number of classes you will be taking per month please let us know in writing one month before the change is to take place or a \$25 schedule change fee will be added.

**Please sign and return this page to  
Ballet Quad Cities School of Dance**

- I/we have read this handbook and understand the information put forth in this booklet.
- I/we understand that all payments must be made in full by the first class of the month or a \$10 late fee is due and that if the dancer wishes to drop a class, a 30-day written notice is required before the class is dropped or a \$25 fee will apply.
- I/we also understand that the dancer is required to have and wear regulation attire, including proper hair for class.

Signature: \_\_\_\_\_  
Parent

\_\_\_\_\_  
Dancer(s)

Dancer Level: \_\_\_\_\_

Date: \_\_\_\_\_