



the louisville
ballet school

2019 - 2020 FAMILY HANDBOOK

The Louisville Ballet School prides itself on being a center for classical ballet, complementary dance and health & wellness for students of all ages and abilities. We strive to challenge each student, whether his or her aim in dance is for recreational or pre-professional training. To guide students through the exploration of their own potential as performing artists, our highly trained faculty take great care to instruct students with proper technique and great discipline in a safe and respectful environment.

We thank you for choosing The Louisville Ballet School as a place to continue your dance education.

By enrolling in The Louisville Ballet School, I/my child will respect the art and discipline of ballet by:

- Respecting my instructor, accompanist and fellow dancers at all times
- Coming to class with a positive attitude, being fully attentive and ready to learn
- Standing up to bullying and knowing that bullying is not acceptable
- Dressing in the proper dress code for my program level
- Arriving a few minutes early so that I/my child is ready to dance when class begins
- Keeping the studios, dressing rooms and lobby areas clean

We encourage parents to become involved in their child's dance education and ask that you share the information from this handbook with your enrolled child.

STAFF

Director of Education	Kristine Orms	x243	korms@louisvilleballet.org
School Principal	Christy Corbitt Krieger	x250	ccorbitt@louisvilleballet.org
Louisville Ballet Youth Ensemble Manager	Brienne Keehner	x258	bkeehner@louisvilleballet.org
Administrative Coordinator	Audra Brian	x260	abrian@louisvilleballet.org
Administrative Coordinator	Amanda Rollins	x260	arollins@louisvilleballet.org
Registration & Enrollment Manager	Tara Gardner	x245	tgardner@louisvilleballet.org
Accompanists O'Boyle	Andrew Buchanan, Javier Cendejas, Jocelyn Hankins Ethan McCollum, Adam		

SCHOOL PROGRAM MANAGERS

Children's Program Manager	Audra Brian	x260	abrian@louisvilleballet.org
Classical Ballet Program Manager	Tawnee Thompson		tthompson@louisvilleballet.org
Pre-Professional Program Manager	Brandon Ragland		bragland@louisvilleballet.org
mind. body. balance. Program Manager	Open Position		

TEACHING FACULTY

Theresa Bautista	Tamara Begley	Gail Benedict	Audra Brian
Christy Corbitt	Robert Curran**	Helen Daigle*	Lexa Daniels^
Amy Trier Delaney	Jocelyn Doremus	Olivia Eckert	Tracy Fischer
Abbey Flynn	Lauren Frederick	Jenni Haddy	Justin Michael Hogan^
Brienne Wiltsie Keehner^	Robert McFarland	Elizabeth Matthews	Haley Mueksch
Minh-Tuan Nguyen	Brandon Ragland^	Donna Richards	Amanda Rollins Sanjay
Saverimuttu^	Maddie Shackelton	Bruce Simpson~	Helen Starr~
Tawnee Thompson	David X. Thurmond	Ashley Thursby Kern^	Aubrielle Whitis
Sheila Zeng			

^ Louisville Ballet company dancer

* Louisville Ballet Artistic Staff

** Louisville Ballet Artistic & Executive Director

~ Former Artistic Director

STUDIO LOCATIONS

Louisville Ballet Downtown Studios

315 East Main Street, Louisville, KY 40202

(502) 583-3150 x 245

school@louisvilleballet.org

St. Matthews Studios

4121 Shelbyville Road, Suite 201, Louisville, KY 40207

(502) 895-3700

school@louisvilleballet.org

ABOUT US

As the official training center for Louisville Ballet, we celebrate the traditions of classical ballet.

Through world-class programming, we challenge our students - from young children to adults - to explore their potential as performing artists by inspiring technical and artistic excellence in a nurturing learning environment. Through our outreach programs, we take rich and engaging arts experiences beyond our studio walls. Our outstanding faculty includes past and current Artistic Directors as well as Company members from the Louisville Ballet, and some of the finest dancers and instructors in the area. We nurture each student in developing his or her skills and, above all, a lifelong appreciation for dance and movement.

The universally accessible language of dance nurtures creativity in movers of all ages and levels of ability; it is our mission to provide the very best in dance education here in our city and in communities across our state.

The Louisville Ballet School does not discriminate on the basis of gender, sexual orientation, race, religion, or national or ethnic background.

CURRICULUM

The Louisville Ballet School offers a distinguished recreational and pre-professional program in dance, combined during the school season with opportunities to audition for, and perform in, Louisville Ballet Youth Ensemble and productions with Louisville Ballet's professional company. Year-round programs are taught by a dedicated faculty with extensive professional credentials, providing intensive training and performance opportunities for talented young dancers.

The School's comprehensive Vaganova-based curriculum focuses on strong technique that is rooted in the traditions of classical ballet and inspired by a contemporary vision of the future. This curriculum is designed to serve dancers of all ages by supporting the continuing quest for greater athleticism, artistry, clarity, grace, speed, and musicality. Annual performances of classical and contemporary works are also an important part of the training model at The School, allowing students to develop discipline, endurance, choreographic memory, and stage presence.

We are proud of our alumni who have gone on to dance professionally with the American Ballet Theatre, New York City Ballet, Alvin Ailey American Dance Theater, Ailey II, Louisville Ballet, Aspen Santa Fe Ballet, Colorado Ballet, Ballet Magnificat!, Barcelona Ballet, Boston Ballet II, Ft. Wayne Ballet, Houston Ballet, Missouri Ballet Theatre, Peridance Contemporary Dance Company, and Sarasota Ballet. We also applaud those who have continued their dance education (many on scholarship) at New York University/Tisch School of the Arts, Fordham University, Butler University, Florida State, University of Arizona, Point Park University, and Southern Methodist University. Many have received awards for their choreography and outstanding technique as well as scholarships to study with other professional schools including the Royal Ballet School, Boston Ballet School, San Francisco Ballet School, Pacific Northwest Ballet School, and the School of American Ballet.

SCHOOL POLICIES

COMMUNICATIONS

The Louisville Ballet School uses email to communicate information to families. Please ensure that an adult's current email address is listed in your online portal account. Please add school@louisvilleballet.org to your safe senders list or address book and check your email regularly to ensure you receive important school information in a timely manner. Students and parents are encouraged to monitor School update emails containing information concerning class changes, upcoming events, rehearsals, performances, and other School-related information. Should you have 2 or more students enrolled in The School, a separate email address may be necessary to receive pertinent information relative to each child.

When time permits, The Louisville Ballet School staff will make every effort to communicate urgent and important information via email blast. Similar information that applies to the general school population will also be available on our website, [Facebook page](#) and the bulletin boards for your convenience.



Get The Louisville Ballet School app! The app will allow families to register for classes and make payments directly from a smartphone. The School calendar, social media links, and contact information are also easily accessible from the app. The Louisville Ballet School app is an easy-to-use, on-the-go way to access everything The Louisville Ballet School has to offer. Download the free app through iTunes or Google Play.

REGISTRATION

Registration begins in June and continues on a first-come, first-served basis. [Online registration](#) with a credit card or e-check payment is available! You may also mail or drop off your registration form and payment to The Louisville Ballet School (Main St. location only) between 10am and 5pm Monday through Friday. We are not able to accept phone registrations. Class sizes are limited and a waiting list will be available if a class fills. Classes not meeting minimum enrollment may be rescheduled or cancelled.

TUITION

Tuition rates are available on our website on each of the respective program pages and in the Class Catalog. Tuition prices listed are for each semester. Special discounts are available for families with multiple students and for those students registered in complementary classes.

Students are generally enrolled for the entire school year, which consists of the Fall and Spring Semesters. **No deductions or refunds will be made for absence or withdrawal, voluntary or involuntary, unless for medical reasons with documentation from your doctor.** Each withdrawal will be managed on a case-by-case basis. Any modifications to a student's schedule once the semester has begun may incur a class change fee.

Students enrolled in the Fall semester will be **automatically re-enrolled and billed** for the Spring semester unless written notification that a student does not intend to return has been submitted to the Registration & Enrollment Manager prior to the beginning of the Spring semester. Additionally, please inform the Registration & Enrollment Manager in writing of all address changes (street or email) or student status during the semester. Students with overdue accounts will not be re-enrolled for the next semester until their balance is paid in full or a payment plan has been put in place.

Payments will be accepted during regular school hours or office hours or mailed to the attention of the Registration &

Enrollment Manager to The Louisville Ballet School, 315 E. Main Street, Louisville, KY 40202-1215. Credit card payments may also be made online through the [Customer Portal](#), on The Louisville Ballet School App or by phone.

As a rule, students will not be admitted to class without having paid tuition and fees in advance, according to the payment requirements specific to their program and level. The School reserves the right to remove any student who fails to comply with its rules and regulations or who engages in any activity contrary to the fulfillment of its objectives. In such event, The School will be owed fees for the entire semester.

Tuition is to be paid in full by the close of business on the weeks listed in the installment payment schedule that follows. Delinquent Accounts will be charged a \$25 late fee. An additional \$5 late fee will be charged each week that accounts remain delinquent. Checks returned for insufficient funds or declined credit card transactions will incur a \$30 fee per transaction. Contact the Registration & Enrollment Manager to arrange payment of overdue accounts.

INSTALLMENT PLANS & PAYMENT SCHEDULE

- Tuition payments can be divided into two or four installments each semester. A \$5 processing fee will be assessed for each installment.
- The account holder **must** provide a credit card for payments to be divided evenly and deducted automatically on the designated due dates. Cash or check payments may also be made in person prior to the due date.
- Reminder of upcoming payment will be emailed 2 weeks prior to the due date. Printed statements may be requested at any time.
- Account holders selecting 2 installments will be billed on the second Friday in the months of August, October, January, and March.
- Account holders selecting 4 installments will be billed on the second Friday in the months of August through November and January through April.
- A grace period of 5 business days per scheduled installment will be granted and after such time, a \$25 late fee will be assessed.

OVERDUE BALANCES

- A statement will be mailed and/or emailed for amount due including late fee charges assessed for overdue accounts.
- Any student with an overdue balance of more than 60 days will not be allowed into class until payment in full is received or payment arrangements have been made.
- Students withdrawing from classes for reasons other than documented medical necessity are obligated to pay for the balance of the semester in addition to any overdue balance, including late fees.

mind. body. balance.

Clients in the Mind Body Balance Program are not required to pay a registration fee. However, each client must complete a new waiver each year to maintain active status. Ongoing classes are offered year-round on a drop-in schedule designed to accommodate busy lifestyles. Clients may register at any point during the year & attend as many classes as they wish, paying for classes only when they attend by purchasing single classes or a multi-class packages on MINDBODY Online or the MINDBODY App. All new clients will receive their first class free. Just search "Louisville Ballet" to get started on [MINDBODY](#) Online and book your complimentary class!

As a courtesy to both our clients and instructors, classes may be held with only one client at the discretion of the client and instructor. If the client and instructor both agree to hold class, the client will be charged the equivalent of 2 classes or the normal class rate for first visit clients.

SCHOLARSHIP & FINANCIAL ASSISTANCE PROGRAM

The Louisville Ballet School wants to share the joy of dance with students from our entire region. [The School Scholarship Program application](#) and tax forms are due by 2:00 pm on Saturday, August 10, 2019. No late or incomplete applications will be considered. Awards are only applicable to the 2019-2020 school year (August through May).

For students who demonstrate exceptional aptitude and merit as well as families who require financial assistance, there are a limited number of partial tuition scholarships awarded for the 2019-2020 school year. Students who are granted scholarship awards are ambassadors of The Louisville Ballet School and are strongly encouraged to participate at various School and public events. Events may include but are not limited to School/LBYE performances, LBS classes, open houses and special events as well as Louisville Ballet performances and Company special events. Parents of Scholarship students are expected to participate in the parent volunteer group, the Louisville Ballet School Community Association (LBSCA). Scholarships are open only to those enrolled in Classical Ballet levels and above. A decision will be made and passed on to each family 2 weeks after the deadline stated.

STUDENT TICKET INFORMATION

As a fully-enrolled member of The Louisville Ballet School, you are entitled to generous ticket discounts for Louisville Ballet productions. Each enrolled student may redeem one complimentary ticket to each of the Louisville Ballet's 2019-2020 productions taking place at the Brown Theater and Whitney Hall **and** a 20% discount on single tickets for up to 4 family members! All discounts and complimentary tickets must be redeemed in person or by phone to the Louisville Ballet Box Office, prior to the week of the performance. Certain restrictions may apply and late redemptions will not be permitted.

TRAINING PHILOSOPHY & GUIDELINES

Students follow a set curriculum that is designed to increase skill, endurance, and discipline in accordance with age, maturity, physical development, as well as technical and artistic progress. The frequent and consistent repetition of steps during class is elemental to the study of ballet and cannot be replaced by individual study. Notes and corrections are an essential part of ballet instruction; therefore, teachers will verbally and physically guide the students to ensure proper body placement and execution of movement. Students may not receive individual corrections in every class, but should assume that every correction given (whether to the class or to an individual) applies to each and every student. **Students in the Classical Ballet and Pre-Professional Programs are to keep a notebook in class in order to record and review corrections, study ballet terminology, and set goals.** Proper implementation and retention of corrections in class supports continued progress.

Dancers are a work in progress. Learning from frustrations as well as achievements will guide students toward personal, technical and artistic growth. Focused effort is expected each day in order to make each student's experience positive and successful. It is extremely important that students are self-motivated and enthusiastic in their approach to class work. Teachers are a constant source of information and guidance, but should not have to repeatedly ask students to take a proactive approach to learning. Students who push themselves to meet their goals in each class or rehearsal can feel proud of themselves, knowing that they have done their best.

PLACEMENT

Placement is based on many factors such as age, bone & muscle development, and mental & social maturity. There is no exact formula to dictate when a child will be placed into the next level. All students are placed into the level that will allow for maximum growth and improvement for the child. Accordingly, we rely heavily on the expertise of our faculty and

Program Managers to observe each student's understanding and application of class material, physical strength and development, as well as intellectual and artistic maturity observed throughout the school season. Additionally, the level of technical achievement within the general student population can and does change, affecting overall placement standards throughout the levels of The School. **Students should generally expect to spend a minimum of one to two years at each level before being promoted to the next level.**

It is of the utmost importance that students are not only able to execute class material safely in order to avoid injuries caused by improper technique, but also to excel in their mastery of the skills required at each level. It is with these criteria in mind that The Louisville Ballet School supports each student's fulfillment of his or her potential as a dancer, while learning and growing as young artists.

The School reserves the right to determine the class level for every student, regardless of prior training. Students are required to attend all assigned classes according to level and placement. Class placement is for the entire school year.

- Returning students shall register for the class level recommended in the Assessment process at the end of the prior school year.
- Class selection for new Children's Program students should be made according to the student's age as of the start of the school year, August 12, 2019.
- New students in the Classical Ballet Program and the Pre-Professional Program will be evaluated in a placement class held at Fall Open House prior to the beginning of the semester.

Occasionally, changes in placement will be made when a new semester begins and The School reserves the right to make placement changes that it deems necessary for the safety and well-being of the student.

Parents or guardians may request a placement re-evaluation in writing by submitting a written request form and submitting the \$25 re-evaluation fee during the first five weeks of the semester. The School will take steps to schedule an appointment with their child's instructor and/or the Program Manager to review the child's progress.

ASSESSMENT

Tremendous care and attention are devoted to the assessment process in order to provide clear goals for our students as they develop their technique and love of dance. In addition to comments given by each student's instructor(s), all students enrolled in The School's Classical Ballet Program and Pre-Professional Program will be formally assessed to help determine student advancements for the next school season. At the end of each school year, all students will receive a letter indicating their placement for the following school year.

PERFORMANCE OPPORTUNITIES

Louisville Ballet's production of *The Brown-Forman Nutcracker*

The Louisville Ballet School students, as well as students from the Louisville community, are given the opportunity to audition for children's roles in this magical production. This is a chance for young dancers to be a part of a long-standing Louisville holiday tradition and to rehearse and perform alongside the professional dancers of the Louisville Ballet. For additional information, please visit louisvilleballet.org/childrens-auditions.

Spring Dance Festival

The *Spring Dance Festival* is a main stage weekend of performances designed especially for the students of The Louisville Ballet School. Performers discover the art of storytelling through dance, while sharing in the traditions of the full-length classical ballets. *Spring Dance Festival* dancers attend regular rehearsals in addition to his/her regular classes.

As an important aspect of the training offered at The Louisville Ballet School, all Classical Ballet Program and Complementary Dance Program students are invited to participate in the annual *Spring Dance Festival*. Participation is mandatory for students in the Pre-Professional Program. Students who wish to participate must register for the *Spring Dance Festival* in addition to their regular technique class(es). Mandatory attendance at rehearsals is required in order for any student to be allowed to perform unless otherwise pre-approved.

The *Spring Collection* features students in a wide range of dance styles offered in the Complementary Dance Program. Dancers will learn choreography during class time that will be presented on stage as part of the *Spring Dance Festival* performance. *Spring Collection* dancers are expected to attend a limited number of additional rehearsals prior to the performance. Adult students of mind, body, balance, are also invited to participate in *Spring Collection*. Additional information can be found on the [Performances Tab](#) on The Louisville Ballet School website.

The *Petite Finale* is a showcase of our youngest students' achievements. All Children's Program students are invited to participate. This informal showing gives our students a performance experience, allowing them to share what they have learned throughout the year without the stress and anxiety of a traditional "recital".

Louisville Ballet Youth Ensemble

Performing is a crucial component of the overall dance education. The Louisville Ballet Youth Ensemble provides performance opportunities to the aspiring dancers and choreographers of our Pre-Professional Program. All Pre-Professional Program students are members of the Louisville Ballet Youth Ensemble. Founded in 1952 as the Louisville Ballet Civic Company, the Louisville Ballet Youth Ensemble is proud to be a founding member of the Regional Dance America/Southeastern Regional Ballet Association (RDA/SERBA).

Fall Showcase marks the first Louisville Ballet Youth Ensemble performance of the school year. In November, the Downtown studios will come to life with a blend of original choreography and beautiful classics.

First Glimpse was created as a way for our Louisville Ballet Youth Ensemble dancers to gain valuable performance experience as they prepare for their RDA/SERBA adjudication each February. *First Glimpse* is a preview to spotlight the purity of the dancers' movements in new and challenging choreography while supporting their continued artistic development.

ATTENDANCE

Attendance is imperative for consistent progress. Students are expected to attend all classes unless formally excused due to illness or other extenuating circumstances. The Louisville Ballet School must be notified if an absence is anticipated.

Please contact us via email at school@louisvilleballet.org or call (502) 583-3150 x245 for Main Street classes. For classes held at the St. Matthews studios, call (502) 895-3700.

Students arriving after the start of class (approximately 10 minutes) may not be allowed to participate in class and may be asked to observe only, since the student will not have warmed up properly and can be at risk of injury.

In order to ensure proper attendance records, students at the St. Matthews Studios are asked to briefly check in with the front desk staff before each class. Downtown students should sign-in for each class at the reception desk. Children's Program and Classical Ballet Program students (Levels I - V) will line up with their instructor in the St. Matthews lobby and will follow the instructor to the classroom. Classical Ballet Levels VI - IX and Pre-Professional Program students are permitted to enter the classroom prior to the start of class to quietly warm themselves up, provided that the classroom is empty. All students arriving after class has begun must check in first with the front desk staff to determine if the student will be permitted to join the class. Downtown students arriving after class has begun must wait at the classroom door until the instructor permits them to enter the room.

MAKE-UP CLASSES

Students are encouraged to make up any excused absences, which include those missed due to illness, injury, weather cancellation, or tardiness. All make-up classes should be completed by the end of each semester. Make-up classes may be taken in an alternate section of the student's registered class or in a lower level class.

As a courtesy to our families, we offer a special make-up week at the end of the Fall Semester, as well as a make-up week in the Spring Semester. Please check the online [School calendar](#) for dates. Parents should sign their child in at the front desk for all make-up classes taken at the St. Matthews studios to ensure that the student receives credit for the classes they make up.

WEATHER

During inclement weather, The Louisville Ballet School will announce our decision whether to hold or cancel classes as early as possible. Please be aware that The Louisville Ballet School *does not* adhere to Jefferson County Schools closures because afternoon weather and driving conditions can differ considerably from early morning conditions. **As a rule, we will remain open unless we have posted otherwise. We will never cancel classes without announcing it on our website, App, [Facebook](#) and via direct email.**

OBSERVATION WEEK

Families are invited to observe their child's progress during observation weeks, which are scheduled once per semester. We ask that those wishing to observe their dancer in class respect the classroom and the dancers by maintaining a quiet working environment. Please silence all electronic devices before entering the studio and refrain from talking or texting during class. The taking of photographs or video is not allowed during class as it is distracting to the dancers. Please view our [School Calendar](#) for dates.

TRAINING BETWEEN SESSIONS

Students ages 15 and up in the Pre-Professional Program may take mind, body, balance, classes at no charge when no other classes at an appropriate level are offered during the week. This is in effect between Spring, Summer and Fall semesters and during school vacations and holidays.

SUMMER STUDY

Continuing your dancing training during the summer is essential for every dancer. The Louisville Ballet School offers summer semester programs and classes for all ages. Summer study is strongly suggested for any serious dance student with pre-professional aspirations in order to maintain the momentum that is essential for continued progress.

MASTER CLASSES, WORKSHOPS & CONTINUING EDUCATION

Master classes and workshops scheduled throughout the year offer our students the exclusive opportunity to learn from experts in a variety of areas of study. Special programming includes master dance classes taught by local and national performing artists, as well as physical therapy and pre-pointe screenings.

Pre-Professional Program Level 3 - 6 students will be selected to participate, by special invitation only, in complementary *Encore Classes*.

Our faculty members are also encouraged to attend master classes and workshops and share information on teaching methodologies through regular interaction and meetings with the Program Managers and other faculty members.

OUTSIDE TRAINING

The Louisville Ballet School's curriculum is comprehensive and demanding. In order to maintain a commitment to each dancer's artistic and technical growth, The Louisville Ballet School students are not permitted to take classes with or perform with any other ballet studio, school, or company without written permission from the School Principal and appropriate Program Manager. In addition, The Louisville Ballet School does not offer private instruction to The Louisville Ballet School students at any of its locations.

CLASS ATTIRE

In keeping with classical ballet tradition, a strict dress code is enforced. Please carefully review the following uniform requirements listed for your child's class level.

Parents are encouraged to monitor the fit and condition of all dancewear. Leotards, tights, and shoes that are too small or too large can interfere with technique. Severely small shoes can permanently injure a student's feet, joints, and back. Oversized garments and shoes can be dangerous and may cause injury. The instructor must check all shoes before elastics or ribbons are sewn.

All leotards, tights, skirts, and dance shoes should be clean, neat, and labeled with the student's first initial and last name in permanent, waterproof ink. No watches or jewelry may be worn except small earrings. Class attire for those in the Children's Program, Classical Ballet Program, Pre-Professional Program, and Complementary Dance Program includes, but is not limited to, one leotard in the required style, per student. Required styles for each level are listed. Approved style numbers are in parentheses below.

WHERE TO BUY

Required leotard styles are reasonably priced and can be purchased at eurotard.com or [Dancetastic Dancerwear](http://DancetasticDancerwear.com). Shoes and accessories can be purchased online at [Discount Dance Supply](http://DiscountDanceSupply.com). A percentage of all orders placed through [Discount Dance Supply](http://DiscountDanceSupply.com) will benefit The Louisville Ballet School by using the [Teacher Referral Program code "TP27451."](http://TeacherReferralProgram.com)

HAIR REQUIREMENTS

Hair **must** be kept off the face and neck. All hair should be secured to the crown of the head with hair pins or bobby pins and a hair net. Long hair must be prepared in a neat bun secured with hairpins and hair net prior to class time. Girls with very short hair should secure their hair with a band, held in place with bobby pins and/or clips, and should use hairspray or gel to prevent hair from becoming loose and falling in front of the face. [Headbands, hair pins, bobby pins, and hairnets](#) are to be the same color as the student's hair or the color of their uniform leotard. Loose ponytails, braids, or unsecured buns are not permitted. **Students may be excused from class if hair is not secured in an appropriate hairstyle.** Be sure to check out our [Ballet Bun Tutorial with Miss Brienne](#) to perfect your bun!

DRESS CODE BY LEVEL

Children's Program

Zumbini® participants should come to class in comfortable clothing so that you and your child have freedom of movement. Shoes are optional; however, if you do choose to wear shoes, try to make sure they are CLEAN! Some babies will be crawling on the floor and we want to keep the floor as clean and free of germs as possible.

Creative Movement

Girls Dress Code eurotard.com use code 2475, White

Plain white socks and pink leather full-sole ballet shoes. No tights, please.

Boys Dress Code eurotard.com use code 2481, White top and black shorts

White ankle socks and white full-sole leather ballet shoes.

Pre-Ballet

Girls Dress Code eurotard.com use code 2476, Pink

Plain white socks with pink leather full-sole ballet shoes and black tap shoes. No tights, please.

Boys Dress Code eurotard.com use code 2481, White shirt and black shorts

White ankle socks with white full-sole leather ballet shoes and black tap shoes.

Classical Ballet Program

Ballet I - II

Girls Dress Code eurotard.com use code 2477, Lilac

Plain white socks and pink leather full-sole ballet shoes. No skirts or tights, please.

Boys Dress Code eurotard.com use code 2481, white shirt and black shorts

Tan (or nude) colored dance briefs or dance belt

White ankle socks and white leather full-sole ballet shoes

Classical Ballet Program (continued)

Ballet III - IV

Girls Dress Code eurotard.com use code 2478, Purple
Pink tights and pink leather full-sole ballet shoes. No skirts, please.

Boys Dress Code eurotard.com use code 2481, white shirt and black shorts
Tan (or nude) colored dance briefs or dance belt
White ankle socks and white leather full-sole ballet shoes

Ballet V - VI

Girls Dress Code eurotard.com use code 2479, Eggplant
Pink tights and pink leather full-sole ballet shoes (pre-pointe shoes for pre-pointe class). No skirts, please.

Boys and Young Men Dress Code eurotard.com use code 2481, White shirt
Black tights with tan (or nude) colored dance belt
White ankle socks and white leather full-sole ballet shoes.

Ballet VII - IX

Girls Dress Code eurotard.com use code 2480, Burgundy
Pink tights and pink split-sole or full-sole canvas or leather ballet shoes (pointe shoes upon approval for pointe class).
No skirts, please.

Boys Dress Code eurotard.com use code 2481, White shirt
Black tights with tan (or nude) colored dance belt
White ankle socks and white leather full-sole ballet shoes.

Pre-Professional Program

Level 1 Ladies leotards must be purchased through The Louisville Ballet School.

Pink tights and pink split-sole or full-sole canvas or leather ballet shoes (pointe shoes for pointe class). No skirts, please. Young men wear a white cap sleeve fitted top, black tights with tan (or nude) colored dance belt, white ankle socks and white leather full-sole ballet shoes.

Levels 2 - 4 Ladies leotards must be purchased through The Louisville Ballet School.

Pink tights and pink split-sole or full-sole canvas or leather ballet shoes (pointe shoes for pointe class). No skirts, please. Young men wear a white cap sleeve fitted top, black tights with tan (or nude) colored dance belt, white ankle socks and white leather full-sole ballet shoes.

Levels 5 - 6 Ladies leotards must be purchased through The Louisville Ballet School.

Pink tights and split-sole or full-sole canvas or leather ballet shoes (pointe shoes for pointe class). No skirts, please. Young men wear a white cap sleeve fitted top, black tights with tan (or nude) colored dance belt, white ankle socks, and white leather or canvas split-sole ballet shoes.

Complementary Program

Tap students may wear a solid-colored leotard or a solid-colored t-shirt, jazz pants, and black oxford style tap shoes with socks. No heels and no split-sole tap shoes, please.

Modern ladies wear a solid-colored leotard with pink or black convertible tights and bare feet. Boys and young men wear a tight-fitting, solid-colored t-shirt, jazz pants with dance belt, and bare feet.

Jazz young ladies wear a solid-colored leotard, leggings or jazz pants, and black jazz shoes with socks or tights. Boys and young men wear a tight-fitting, solid-colored t-shirt, jazz pants with dance belt, and black jazz shoes with socks. (No jazz sneakers, please.)

Body Conditioning students may wear yoga or other similar work out wear and bare feet.

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Proper footwear is required, however the clothing guidelines below are merely suggestions. The primary goals of these guidelines are to provide clients with maximum comfort and ease of movement while providing instructors with a clear view of body alignment. For ladies, an exercise top or sports bra with a tight-fitting t-shirt can be substituted for a leotard, however, attire designed for dance provides the best comfort and fit, allowing for greater freedom of movement. For gentlemen, athletic shorts or pants can be substituted for tights or leggings, but loose clothing does not provide the best visibility for instructors to assess proper body alignment. Please review the following suggestions:

Ballet ladies wear a leotard with tights or leggings and ballet shoes. Hair must be kept off the face and neck. Long hair should be neat and well-secured. Gentlemen wear a tight-fitting t-shirt, tights or leggings with dance belt, socks, and ballet shoes.

Tap students may wear a leotard, tank, or a t-shirt, jazz pants, and tap shoes. We recommend black oxford style tap shoes with socks. No heels and no split-sole tap shoes, please.

Jazz ladies wear a leotard, tank, or t-shirt, jazz or athletic pants, and dance sneakers or jazz shoes with socks or tights. Men wear a t-shirt, athletic or jazz pants with dance belt, and dance sneakers / jazz oxfords with socks. (No shoes that are worn outdoors, please.)

Yoga and Pilates students may wear yoga or other similar work out wear and bare feet.

Zumba® Students may wear a tank or t-shirt, athletic pants, shorts, or leggings, and dance sneakers or clean athletic sneakers.

SCHOOL FACILITIES

No illegal substances, firearms or weapons are allowed on The Louisville Ballet School property.

DROP OFF & PICK-UP

For the safety and health of the students, street clothing and shoes must be worn over dance clothes when entering and exiting the building.

St. Matthews Facilities

Parents and guardians MUST walk to the second floor and into our lobby to drop off or pick up their children - regardless of their age and maturity. Students who drive themselves should make an effort to enter and exit the studios with a fellow student or family, using the buddy system whenever feasible. **Since young children often need to use the restroom or need a parent at a moment's notice, we would appreciate it if parents could please remain at our studios during classes that are less than an hour in length.**

Please be punctual when picking up your child after class and/or rehearsal. **Students picked up later than 10 minutes after the child's class and/or rehearsal has ended will be charged a \$25 late pick-up fee.**

All children who are not attending class must be accompanied by an adult while in the lobby. Small children are not permitted to be separate from their parents nor should they be free to run or move throughout the facilities at any time. Although quiet conversation is welcome, please respect others (including all other organizations using the space) and the classes that are in session.

Please restrict food and drink consumption to the designated areas. We ask that families that use the kitchenette area for meals be sure to clean up after themselves. Cleaning supplies will be made available upon request.

Tables and chairs are available for quiet study while in the lobby and a limited number of chairs are available in the corridors for parents to quietly observe classes. Please refrain from shifting the placement of chairs in the corridors as it can be disruptive to the classes if students become distracted by commotion in the corridors.

Downtown Facilities

For the safety and security of the staff and students, the Louisville Ballet Center building must remain locked after normal business hours (9:00 AM - 5:00 PM). Please refrain from allowing entry to individuals whom you do not know personally. If necessary, please contact a staff or faculty member to confirm that an unknown visitor is authorized to enter the building after hours.

Please be punctual when picking up your student after class and/or rehearsal. **Students picked up later than 15 minutes after the child's class and/or rehearsal has ended will be charged a \$25 late pick-up fee.**

Students who use the Louisville Ballet student lounge MUST adequately clean up after themselves. Food items, trash, water bottles, hair supplies, and any other items brought into the lounge must be kept in a tidy manner. It is expected that students respect the Louisville Ballet staff and office area by keeping noise to a minimum, both during and after normal business hours. Attending classes in the Louisville Ballet studios is an exceptional privilege. We expect our Pre-Professional Program students to maintain proper decorum and cleanliness in order to be allowed to use this shared space.

LOBBY / CORRIDOR TRAFFIC

Students and family members are expected to be quiet, courteous, respectful, and well behaved while in the lobby and all corridors. Overcrowded corridors are considered hazardous by the Fire Department and increase the risk of injury should an emergency evacuation be necessary.

PERSONAL ITEMS & STORAGE

Valuables / Lost & Found

The Louisville Ballet School is not responsible for lost or stolen personal belongings. Students are strongly advised to leave personal valuables at home. Purses and wallets may be taken into the studio while students are taking class. Lockers are also available in the dressing rooms for students who wish to bring a lock to store their valuables during class. Please remove lock and locker contents after class. Absolutely no cell phone use is permitted during class. Cell phones must be silenced and put away if being brought into the studio inside a bag.

Lost and found items are kept in the lobby at the St. Matthews studio and in the student lounge Downtown. All items will be donated to charity if not claimed by the end of each semester.

Dressing Rooms / Lockers

Students may arrive at the studio underdressed in their leotard and tights. Make certain that students are properly dressed in street clothes over their dancewear. Dressing rooms for boys and girls designated by the students' level are available for changing into and out of dance clothes before and after classes. Please refrain from allowing your student to use the restroom stalls to change their clothing. It is both unsanitary and restricts access to those who need to use the restroom for its intended purpose.

The use of smart devices inside dressing rooms is prohibited.

We encourage parents to supervise young children in the dressing rooms, but kindly ask that all parents respect the privacy of other students and honor the designations for separate male and female changing areas.

Students are expected to bring only their dance bags with dance shoes and accessories into the studio. Coats, street clothes, street shoes and school bags are to be kept in the dressing rooms during classes. Students may store these items in the lockers or on wall hooks that are provided in each dressing room. All belongings are to be taken home after class.

Students are not allowed to eat while in the dressing room. Instead, the kitchenette will be the designated space for eating. No candy, please.

STUDIO ETIQUETTE & RULES

Pre-Professional Program and Classical Ballet VI- IX students may request permission to enter an empty studio prior to the start of their class for the purpose of warming-up. Quiet conversation, exercises and stretching are encouraged. Running, shouting, gymnastics, and gossiping are not permitted. Students in the Children's Program, Classical Ballet Program, and Complementary Dance Program are not allowed into the studio before their class time or without their instructor.

Tardiness is unacceptable. To prevent physical injury to our young dancers when attempting to dance without proper warm up, students entering a ballet class after pliés will be asked to remain in the studio and observe class. Students arriving to classes more than 10 minutes late will be asked to remain in the studio and observe class.

Once class has begun, quiet is required of all students. Students may raise their hand to ask questions related to class work. Students need to use the restroom prior to class time in order to preserve the continuity of class, unless in the case of an emergency. Tightly closed water bottles are strongly suggested for all dancers.

Students will remain standing during class time. Sitting on the floor or leaning/hanging on the barres is not permitted.

Students are encouraged to exit the studio quickly and quietly after class, remembering to take all personal belongings with them. As instructors are often required to begin another class immediately following your child's class, parents are encouraged to contact the School Administration Manager or Program Manager to discuss any questions or concerns.

Privacy

The privacy of our students and their families, faculty, and staff is very important to us. The taking of photographs or videos during classes and rehearsals is not permitted. We ask that all members of our LBS family use discretion when using social media to avoid unwelcome sharing of others' personal information and/or image without their knowledge and/or permission. If you would like to contact other parents to arrange for carpooling or other activities outside the studio, please make arrangements to share contact information in-person as the School does not share personal information of students and their families. The Louisville Ballet School Community Association (LBSCA), as well as, the Parents' Connection Facebook Group also provides a great forum for connecting with other LBS families and staying informed about upcoming events.

Student / Instructor Interaction

Please be advised that the study of dance as an art form does involve physical contact. All faculty and staff members undergo a background check. If you feel there has been any inappropriate physical contact, in class or rehearsal, please **immediately** report the incident to the Program Manager and School Principal.

In order to respect the time and contributions of our faculty members and allow sufficient time to fully address concerns and questions about a student's training, we ask that you please refrain from contacting faculty in-between classes, via their personal email, Facebook account, or on home or personal cell phones. If you need to speak with a member of the faculty or staff about your training, please contact the Program Manager to set up an appointment or conference.

Injury

A student with an injury is encouraged to observe class in order not to fall behind with material. Students should inform their instructors of any recent illness, injury or other medical conditions that may affect stamina or performance. All injuries sustained while at any Louisville Ballet School location must be reported and documented by filling out an injury report which is available as needed. All medication is the responsibility of the student and parent(s).

Below are Dance Medicine & Physical Therapy Resources:

KORT

1227 Goss Avenue

Louisville, KY 40217

(502) 636-1200

Therapists: Teresa Smith & Kevin Brown

Dr. Alan Roth

9702 Stonestreet Rd

Louisville, KY 40272

(502) 933-9902

Personal Hygiene

During adolescence, learning and maintaining good personal hygiene is very important. Dancers perspire during classes and it is encouraged that they use deodorant and/or antiperspirant to minimize body odor. Students may take classes on multiple days during the week and should wear clean dancewear every day. Students should wash their hands with soap and water after using the restroom to decrease the spread of germs.

Illness

Please be considerate of the health of classmates and instructors. Be certain to give your child adequate time to recover from an illness before returning to class - particularly during cold and flu season. Students who show symptoms of severe and/or contagious illness will not be allowed to take class and will be isolated and sent home. Please make sure that the School has your updated contact information.

LBS has implemented the following safety measures in order to maintain the health and safety of our students and instructors:

- Hand sanitizer is available in each studio and at the front desk.
- Barres are wiped regularly with disinfectant wipes.
- We strongly recommend that students carry hand sanitizer with them to use before and after class.
- If you or your child notices illness in a classmate, please notify the front desk receptionist or the instructor.
- Students must understand the importance of washing hands with soap and water often. This is the best way to decrease the chances of spreading disease.
- Students must practice good cough/sneeze etiquette. Cough and sneeze into a tissue or turn your face to the side and cough or sneeze into the crook of the arm. If a tissue is used, throw it away immediately. Avoid coughing directly into hands. Wash or use hand sanitizer as soon as possible after sneezing or coughing.

Your assistance is greatly appreciated as we combine our efforts to combat influenza and other transmissible illnesses. We ask you, as a parent, to assist in our efforts to keep the flu and other illnesses from spreading by following these guidelines:

- Parents should monitor their students for any signs of illness and keep students with influenza-like symptoms (fever with a cough or sore throat) or signs of other infectious illness (fever, vomiting, diarrhea, draining wound) at home.
- Any time a child has symptoms such as fever with cough, vomiting or diarrhea they should be kept at home and not sent to dance class until those symptoms have been **absent for at least 24 hours**.
- If students have symptoms of illness, they will not be allowed to attend classes without a medical evaluation and a doctor's note.
- Please monitor your child each day. If any signs of illness are present, please keep your child at home. Opportunities to make up missed classes are readily available.

BULLYING PREVENTION POLICY

WHAT IS BULLYING?

According to StopBullying.gov, bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as teasing, name calling, inappropriate comments, taunting, making threats, spreading rumors, excluding someone from a group on purpose, embarrassing someone in public, telling other children not to be friends with someone, taking or breaking someone's things, and attacking someone physically or verbally.

WHAT IS CYBERBULLYING?

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social media sites, and sending or posting embarrassing pictures, videos.

It is The Louisville Ballet School's intention to administer an bullying prevention program that is both proactive and responsive.

LBS GOALS:

Create an environment where students know that bullying is never acceptable

Practice early intervention by responding to bullying immediately

Apply appropriate disciplinary actions

Address the needs of the victim of bullying, the child engaged in bullying, and the bystanders

Foster respectful attitudes throughout the School include instructors, staff, students and parents

Empower bystanders to stand up to bullies and to feel comfortable reporting issues they witness

The Louisville Ballet School staff and all instructors are committed to promoting this policy both inside and outside of the classroom and we look to our families to do the same. Any instances of cyberbullying whether via social media or text, should also be brought to our attention. We are relying on parents to talk with their children about bullying. Below are some resources available to families whether your child is engaged in bullying, your child is a bystander, or your child is a victim of bullying. Please take the time to review all of these materials.

[Stop Bullying Resource List](#)

[The Effects of Bullying](#)

[10 Ways to Improve School Climate & Prevent Bullying](#)

Each parent & student of The Louisville Ballet School is required to review the Bullying Prevention Policy and sign the Bullying Prevention Policy Acknowledgement annually with the start of each new School year.



the louisville
ballet school

BULLYING PREVENTION POLICY ACKNOWLEDGEMENT

I, _____ (Print student's name) pledge to stand up against bullying and keep it out of the classroom starting with me. I will report to an adult, parent, instructor or staff member if I witness any act of bullying. I will not participate in physical, verbal, emotional or cyber bullying with my fellow dancers at The Louisville Ballet School. I understand that bullying is not tolerated and will carry consequences.

Student Signature _____ Date _____

Parent Signature _____ Date _____