

# Student-Parent School & Performance Handbook

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## Administration

- Registration and payment in full or payment arrangements are due the first day of class.
- No full or partial refunds will be given after the start of classes.
- Class and Studio schedules will be posted on the 2<sup>nd</sup> floor and on-line at [www.lexingtonballet.org/school.html](http://www.lexingtonballet.org/school.html)
- Every student is required to check the schedule for updates or changes.
- Parents must be prompt in picking up their children at our studio and performance venues.
- Parents and students may not interrupt instructors or request individual conferences between classes. To schedule a conference please contact the LBC office at 233-3925, or by email at [info@lexingtonballet.org](mailto:info@lexingtonballet.org) to schedule a time with your child's instructor.
- Please respect the health of others when considering the attendance of a sick student.
- To report student absences contact the LBC office by phone at 233-3925 or email at [info@lexingtonballet.org](mailto:info@lexingtonballet.org).

## Student Dress Code

### All Students:

- Please take time for bathroom breaks prior to class.
- Warmers must be removed before class.
- For safety reasons, jewelry, watches, and safety pins may not be worn in class. (Occasionally an instructor may require specific jewelry to be worn as a tool of instruction.)
- Students must wear cover-ups whenever outside the studio area especially when leaving the 2<sup>nd</sup> or 3<sup>rd</sup> floors.
- Uniform should be kept neat and clean.

### Ladies:

- Students must wear the designated uniform for their level at each class.
- Please arrive for class with long hair pulled neatly into a bun,
- Short hair must be pulled and pinned away from face.

### Men:

The uniform for all levels is,

- Fitted plain white shirt
- Black tights
- White socks
- White technique shoes
- Hair must combed away from face.

## Studio Conduct

- Please respect other and enter class on time. At the instructor's discretion, if you arrive too late to get safely warmed you will be required to sit and take notes.
- Be prepared to begin class when the instructor enters the studio.
- No talking during corrections.
- No food, gum, or drinks (except for water) is permitted in the studio.
- Dispose of all liter in the proper containers...Help keep your studios clean!
- Cell phones must be turned off or set to silent mode during class.
- Parents are required to wait in the LBC lobby or observation area during class, unless invited by the instructor.
- Keep your belongings with you at all times, dance bags should not be left in the halls and lobby.

## Personal Code of Conduct

The goal of LBC's code of conduct policy is to ensure that all students in our school have a positive and enriching experience. Our community judges our school by the actions/behavior of our students both inside and outside of class. Students will be representatives of the School of the Lexington Ballet in the community in which they live and will observe this conduct code at all times.

- Students and parents must demonstrate respect toward the instructors and all other dancers at all times. This includes refraining from any type of activity/behavior that might negatively impact the school's: students, student's families, visiting dancers/artists, instructors, or teaching/learning environment.
- Students will refrain from using inappropriate language at all times. Obscene language, excessive grumbling and complaining will not be tolerated.
- Students will show respect for others by not taking things that do not belong to them.
- Students will exercise courtesy and kindness when dealing with others, will not harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students either physically, mentally, or emotionally.

*Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof that (intentionally or unintentionally) causes distress upon one or more students in the school environment. For purposes of this policy, the school environment includes the studios, theater, grounds, vehicles, and all school-sponsored activities and events.*

## Consequences & Disciplinary Actions

Any instructor's authority extends to all students, whether or not the student is in that instructor's class. Student behavior is subject to disciplinary action by the Lexington Ballet's instructors. Disciplinary actions may include:

- Time out in the studio
- A note home to parent regarding behavior
- A conference with the student and or parent/guardian
- Suspension from class

Students who are suspended from class due to conduct will not be eligible to participate in school/company performances or promotional/outreach events.

## Performances

Performing is fun and a great learning experience. Your children have worked hard all year in class and they are preparing a show that you will be proud to watch. ***Without the support of parents, we could not do this.*** This hand-out will let you know what to expect and how you can help. Thank you in advance for your support!

## Dressing Room Assignments

- Dressing rooms will be assigned by class level.
- Please be respectful and do not enter the dressing rooms that have not been designated to your class.

## Volunteer Sign-ups

There are Signup sheets for each level and for each show. Please include a cell phone number with your name so other parents can contact you if swaps are needed.

**Wranglers-** The best part for parents! Wranglers escort dancers from dressing rooms to the stage wings and back. Dancers should line up in their performance order and be encouraged to stay silent backstage. When they are finished dancing, congratulate everyone and escort back to the dressing room.

**Head Class Wrangler** – one volunteer per class, per show. This person has the class list and volunteer list and makes sure all children have arrived. This is the go-to person for you class for questions and concerns. If they can't handle it, they will track down someone from the Ballet Staff.

**Dress for Backstage volunteers and wranglers** - Head-to-toe black clothes are required!

## Preparation

All students will follow these guidelines unless specific instructions were given to their class level.

## Makeup

Makeup should look natural. Think about what you would normally wear during the day. Your children are already beautiful -- they should not be made-up to look like adults.

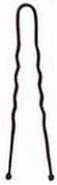
- Lipstick - Natural color pink to compliment skin tone
- Blush - Natural color pink to compliment skin tone
- Eyeliner – Black
- Glitter – Do not use glitter on any body parts – this looks like sweat under stage lights
- Nail Polish – Remove all nail polish
- Levels 6 and up - Lashes

## Buns

All hair should be in a tight, flat ballet bun.

Short hair can be managed. Please ask one of the class teachers or older dancers with a similar hair type for help.

- Wet hair and comb back into a temporary ponytail
- Cover head with a handful of hair gel. Inexpensive brands like Suave are fine.
- Comb this back with a fine tooth comb so it's smooth and then make a tight ponytail on the back of the head.
- Cover ponytail with another handful of gel. Comb smooth and twist tightly until it begins to roll around the ponytail holder. Braids do not work as well for this purpose – they need less gel but they tend to create a thicker lumpy bun. If hair is very thick, it may be useful to divide the ponytail into 2 or more sections and work with each section separately.
- Using hair pins, stick a pin straight into the outside edge of the hair roll, and then direct it toward the center of the bun as it hits the scalp so you are using a scooping motion. Continue coiling and pinning hair until it bun is formed, tuck ends under and pin.
- Cover bun with a hairnet that matches the hair color and pin in place. These can be bought at Wal-Mart or Kroger for about a \$1.
- Cover all with a good coat of hairspray. Don't worry about salon products, Suave and Aqunet are the gold standard.



Hair pin

**Hair pins** are equal on both sides and form a U shape. Small ones can be found out Wal-Mart but if hair is very long and thick longer pins can be bought at a hair supply shop.



Bobby pin

**Bobby Pins** are kinked on one side and do not work well for buns. They do work best for attaching head pieces so purchase a pack for this purpose.

## Clothes

**Pink ballet shoes** - Same as class shoes, clean with no holes. Worn shoes can be touched up with Calamine lotion. Ballet shoes should not be worn outside. They can be slipped inside Crocs for a quick option.

**Nude color camisole** leotard- This is worn under the costumes. It doesn't show onstage, it protects your child from the well-used costumes and provides cover-up for quick changes.

**Pink ballet tights** – same as class tights, clean, with no holes.

Recommended camisoles, tights, and shoes can be ordered here, <http://www.lexingtonballet.org/classschedule.html>

## Eye Glasses

Eye glasses should be removed for performances.

## Jewelry

No Jewelry! Girls with recently pierced ears may cover the earrings with a strip cut from a natural color band-aid.

## Hair Accessories

There should be no headbands, barrettes, decorative bun covers, or other accessories. All hair accessories that are part of a costume will be provided by the Ballet. Any ponytail holders or hair pins used for buns should be tucked in an invisible. Bobby Pins used for holding costume headpieces should match hair color and be as inconspicuous as possible.

## Student Supervision

Children must be supervised at all times. Grade-school children must be accompanied by an adult when outside the dressing rooms.

## Sign in and out

There will be a sign-in sheet before each rehearsal and performance. All students must check off their name when they arrive and again when they leave.

## Pick-up

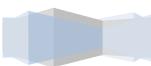
Dancers may not wait outside for pick up. Older girls should wait inside the building. Grade school children must be escorted in and out of the dressing room areas. Please take children home promptly, volunteers will **not** be supervising after rehearsal is complete.

**Parents of grade-school children must remain present at the ECU Center for the Arts.** If you cannot be present, you must have a designated guardian for your child identified with name and cell phone number.

## Dressing rooms

Parents are needed for dressing room supervision. Ballet staff will be busy with the stage direction and rehearsals.

Dressing rooms will be crowded and there may not be enough mirrors. Make-up and hair is best done at home. Dancers should arrive wearing tights and camisoles under their street clothes. Bring only what is needed for last minute touch-ups.



**Levels 1-3** – If under 10 years old, each student will each need a parent or guardian with them. Arrange with another parent to swap supervision duties for the show when you will be in the audience.

**Levels 4+** - If over 10 years old, several parents will be needed to assist. Please pre-arrange with your class's parents to cover.

**Activities** - Shows are very exciting and children will need help to find quiet activities. Please encourage sitting games in small groups. The audience should not be experiencing the dressing room enthusiasm. Your children will want the full attention of the audience when they perform, so please extend this courtesy to the other dancers. Good activity choices are books, knitting, word searches, and cards.

**Changing areas** – wranglers should designate an area within the dressing room for changing. This should be clear of make-up and any activities.

## Backstage

Wranglers will escort dancers to and from backstage at the appropriate times.

For safety reasons, students should not be backstage without a wrangler. The wings are dark and in addition to dancers on Pointe moving in and out, they contain mazes of electrical wiring, props, and heavy equipment.

Parents working backstage are very busy and focused, please ask your children to remain in the dressing room with the wranglers.

**Cameras** – Please take pictures in the dressing rooms. Cameras should not be used backstage or in the audience. Most cameras today have an auto-focus function. This actually creates a brief blue light that can disorient a dancer and cause falls. Flashes are even worse distractions and can be seen from the audience.

**Quick Change areas** - There may be some areas setup in the wings for dancers who have only minutes to change costumes. Please respect the space and modesty for these areas.

## Snacks

Please do not bring food and drinks into the dressing rooms. Dancers may bring water bottles. If your child needs to eat, please escort them to another area or outside for a snack. There are multiple restaurants and park areas nearby. Messy foods like chocolate and Cheetos are discouraged. Of course, everyone will wash hands afterwards.

No gum or candy. It's hard to smile onstage while chewing 😊

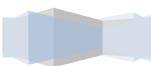
## Dads

Dads are great and always needed for volunteers, especially backstage. If you are not sure where you can help, please ask!

If you are supervising children in the Level 1-3 dressing rooms, please be considerate of girls changing costumes. Dads should wait outside of dressing rooms for older girls.

## Siblings

If you have alternative childcare for younger siblings, please take advantage of it. Rehearsals and performances require a lot of focus while dancing, and a lot of patience while waiting. Younger children will enjoy a ticket to a performance and a quick greeting at a dressing room door much more.



## Costumes

Many of the costumes are handmade; some are very old or imported with delicate materials. They are used over and over by many dancers and care is needed for both your child's comfort and the care of the garments.

## Hangers and labels

Each costume will be on a hanger. Both the costume and the hanger will be labeled with the dancer's name.

Please return each costume to the correct hanger after performing. It's helpful to have a parent read off names and pass out costumes for the younger levels. The easiest way to keep everything together is to keep the hangers on the rod when wearing the costume.

Dancers may only wear their own costumes. No exceptions, please do not ask to swap for pictures.

## Costume care

Costumes should not be worn in public areas. Dancers should dress just before their dance, then line up for walking to backstage. After returning to the dressing room, dancers should take the costume off right away.

No food or drink is permitted while wearing the costumes. They are only worn for a short time. Only water is permitted in the dressing rooms.

Bathroom visits should be done before dressing. Younger class levels should be taken as a group just prior to dressing.

Make-up and hair should be complete before putting on costumes.

Please don't sit – the floors are dirty and hems are easily snagged when getting up and down.

## Head piece storage

Anyone who has had a child with lice and lived through the many weeks of daily nit searches will understand this. These precautions are minor compared to the potential inconvenience.

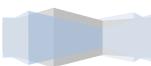
**Ziploc baggies** - Each head piece must be stored in a plastic bag labeled with your child's name. Put any needed bobby pins in the bag also. Keep the bag attached to the dancer's costume hanger or in the designated box. Please do not share or swap head pieces.

**Hair accessories** - Please do not share hair accessories. Keep a new pack of hair pins, bobby pins, hair nets, and ponytail holders available. If someone needs one in an emergency – give them a new one and let them keep it.

## Costume Repair

Costumes must remain in the dressing rooms. They may not be removed from premises for any reason.

Please bring some needles, thread, and scissors, and sturdy safety pins. Many size adjustments and minor repairs can be handled with a few quick stitches. Safety pins work in an emergency but there is a risk of poking a dancer if it comes loose. Do not use safety pins on bodices or tutus. If a serious repair is needed, contact your class wrangler who will notify the costume assistant.



## Contract

The success of **The Lexington Ballet's Code of Conduct** depends on the support of each student/family of our school community. By working together, faculty and staff, parents and students, we can ensure that each student has a positive and enriching experience.

As the parent of \_\_\_\_\_ I acknowledge that I have read and agree to The School of the Lexington Ballet's Student-Parent School and Performance Handbook and agree and support the *Personal Code of Conduct*, rules, and expectations outlined herein.

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

As a student at **The Lexington Ballet**, I pledge to follow the School of the Lexington Ballet's *Personal Code of Conduct*, rules, and expectations outlined herein.

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

