



# Mt Laurel Ballet

*Studio Handbook*

*2023-2024*

# Dress code

Dance is an athletic activity. It is important to wear your dance clothing correctly. Please refrain from wearing panties or underwear of any kind underneath leotards or tights. Your tights function as the undergarment for your leotard. Please refrain from wearing bras of any kind with your leotard. Stud earrings, small dangly earrings and any jewelry purchased from Frances Bright Boutique may be worn in class. NO other jewelry permitted including Apple watches and fit bands. Bracelets and rings of any kind are prohibited as a matter of safety.

## **Ballet:**

**Ladies:** Frances Bright proper level colored leotard (listed below) and pink ballet tights. You may add a Frances Bright matching skirt.

Twinkle Toes- Pink

Primary- Yellow

Level 1- Light Blue

Level 2- Lilac

Level 3- Mint

Level 4- Any Frances Bright Color

**Gentleman:** White t-shirt and gray dance shorts or tights

**Ballet slippers:** Split sole canvas or leather. Elastic sewn in, drawstring knotted, cut and tucked into the shoe. Girls: Pink; Boys: white

**Pointe shoes:** Need to be clean and in good condition. No extra fabric hanging off the edges, ribbons must be singed and tucked in neatly and sprayed with hairspray or whip stitched into place. Ribbon should match the color of the pointe shoe

**Hair:** Secured in a traditional bun. No bun makers or donuts permitted. Twinkle Toes dancers may wear their hair in another style for class as long as it is secured away from the face.

## **Tap:**

**Ladies:** Frances Bright proper level colored leotard, tan tights, optional Frances Bright shorts, leggings

(Combo classes with ballet remain in pink tights, may add Frances Bright shorts or leggings)

**Gentleman:** White or black t-shirt and: black leggings or jazz pants

**Shoes:** Primary- ribbon and snap patent leather shoes. Level 1-lace tap shoes. (no character heels)

**Hair:** Secured out of face for the duration of class. No butterfly/clamshell clips.

## **Jazz:**

**Ladies:** Frances Bright proper level colored leotard, tan tights, optional Frances Bright shorts, leggings

(Combo classes with ballet remain in pink tights, may add Frances Bright shorts or leggings)

**Gentleman:** White or black t-shirt and: black leggings or jazz pants

**Shoes:** Tan leather jazz shoe

**Hair:** Secured out of face for the duration of class

## **Contemporary:**

**Ladies:** Frances Bright proper level colored leotard, tan tights, optional Frances Bright shorts, leggings

(Combo classes with ballet remain in pink tights, may add Frances Bright shorts or leggings)

**Gentleman:** White or black t-shirt and: black leggings or jazz pants

**Shoes:** Barefoot (or dance socks for experienced dancers only)

**Hair:** Secured out of face for the duration of class

## **Hip Hop:**

**Ladies:** Frances Bright proper level colored leotard, tan tights, baggy pants or shorts, shirts or tanks layered on top

**Gentleman:** White t-shirt and athletic or sweatpants. No large brands or words allowed.

**Shoes:** All Black Nike Sneakers **\*\*note to protect our marley flooring, these should only be used for dance and not worn outside of the studio**

**Hair:** Secured out of face for the duration of class

## **Twinkle Toes:**

**Girls:** Frances Bright proper level colored leotard, pink tights.

**Shoes:** Pink leather or canvas ballet shoes

**Hair:** Secured out of face for the duration of class (best effort:)

**Shoes:** Pink split sole ballet slippers

## **Conditioning TLJ:**

**Girls:** Appropriate conditioning and stretching attire

**Boys:** Appropriate conditioning and stretching attire

**Hair:** Secured out of face for the duration of class

**Shoes:** Barefoot

## **Recreational Ballet/Jazz:**

**Ladies:** Black leotard, pink tights that match the natural line of the dancer.

**Gentleman:** white t-shirt and black dance shorts or tights

**Shoes:** Split sole canvas or leather. Elastic sewn in, drawstring knotted, cut and tucked into the shoe. Girls: Pink; Boys: Black

**Hair:** Secured out of face for the duration of class

## ***Tuition Policy***

Tuition Auto-Pay will run on the 1st of each month. We highly encourage you to sign up for Auto-Pay through your secure Dance Studio Pro profile. If you need to pay by cash or check, please place payment in the locked mail box located inside the studio labeled to Eva Pendleton, Business Manager, by the 1st of each month. You may also pay manually with your credit card on your secure Dance Studio Pro profile. All payments are due on the 1st, late after the 15th (incurring \$5/month late fee). Statements will be emailed on the 2nd of each month. September tuition is due September 6 (first day of classes) with auto-pay running that day. September statements will be emailed September 7. Tuition is expected to be paid on time. Tuition that is 60 days delinquent may result in services being halted until a payment plan is established. If you come into financial hardship you may apply for a need-based scholarship through the local community ballet organization, Magic City Performing Arts.

## ***Cancellation Policy***

A dancer may choose to withdraw from classes at any time by giving a 30 day written notice. This includes full withdrawal and class specific. If a dancer cancels in the middle of the month, the full month tuition is due and non-refundable. Recital fees are due October 16. This fee is non-refundable as costumes will have already been ordered at this time. All dancers who pay the recital fee will keep their costume. Please contact [office@mtlaurelballet.com](mailto:office@mtlaurelballet.com) should you wish to withdraw.

## ***Recital Policy***

Performance in the recital is a team effort. Recital, dress rehearsal and theatre week are mandatory. Dancers are required to attend all classes after March, unless illness or a family emergency occurs. Extenuating circumstances will be considered by the director. A dancer may be dismissed from the recital if mandatory classes/rehearsals are missed without prior permission from the director. The recital production fee is \$250 and includes one costume. Additional costume(s) are \$85 each. These fees are due October 16 and are non-refundable.

# *Class Policies*

*One of the missions of Mt Laurel Ballet is to produce and maintain the highest quality of artistic vision and advanced level technical achievement. In order to accomplish this goal, it is critical that all students understand what is required of dancers in a professional atmosphere. Dancers must approach their preparation and execution of classes, rehearsals, and performances with an attitude that reflects the qualities of hard work, dedication, punctuality, and respect for the teachers, choreography, other dancers, the volunteer leadership, and the overall good of Mt Laurel Ballet.*

## **Class Placement:**

Dancers are placed in class with age and ability taken into consideration. The teacher may consult with the director if a student needs to be moved to a different level. Occasionally, we need to make adjustments after the first few weeks of class for the benefit of the student. Please remain flexible and understanding.

## **En Pointe:**

Pointe class enrollment is at the discretion of the director and teacher. Our skilled teachers will determine when a dancer is strong enough to begin pointe work. This is an incredibly athletic skill and must be done under the supervision of a trained professional. Pointe shoes will only be worn in recital at the discretion of the director and teacher. On average, dancers may expect to perform en pointe after their second year of pointe class and the ability to dance in center for two or more minutes.

## **Make Up Classes:**

There will not be a makeup class offered for missed classes. Please email [office@mtlaurelballet.com](mailto:office@mtlaurelballet.com) should you wish to schedule a private(s) lesson.

## **Class Guidelines:**

**Arrive at least 5 minutes early to class in the proper attire requested by the choreographer and/director. Level 3 and up should be at the barre, slightly warmed up and ready to begin by class start time.** Concentrate on the choreography. Be mindful of excessive talking to other dancers which will interfere with learning. Be open to suggestions, critique, and change. All minds should be in the mode of concentration and determination. Above all, encourage one another, and remain grateful for the opportunity to dance. God has given us the physical bodies and abilities to express ourselves through the art form of dance. By approaching the study of dance with focus and discipline, we are able to make the most of this opportunity. By respecting each other, we live the golden rule. We should all strive to maintain a kind and respectful environment throughout the dance studio.

### **Assessment:**

Written assessments will be given to all level 1-4 ballet students. Assessments will occur once a semester and are not graded or scored for any purposes other than to help your dancer's knowledge of ballet vocabulary in terms of the French language and correct ballet definitions. Older levels will be taught basic ballet history as well. Teachers will give short lessons during class with ballet terms. The student will be taught how to properly spell and define each vocabulary word. Parents who choose for their child to skip the analysis should email [office@mtlaurelballet.com](mailto:office@mtlaurelballet.com)

### **Hands On Corrections:**

Dance is an incredibly athletic endeavor and therefore requires some touch to thoroughly explain and demonstrate muscular and alignment corrections properly. Parents may ask for their children to only be corrected by words instead of touch. This has to come in written form and should be sent via email to [office@mtlaurelballet.com](mailto:office@mtlaurelballet.com)

### **Observation:**

Parents will be invited to observe class once a semester as outlined on the calendar. All classes are recorded for 24 hours by a security camera that is only available and accessed by the director.

### **Injuries:**

Injuries are taken very seriously at Mt Laurel Ballet. If your dancer is injured, you must contact the director at [info@mtlaurelballet.com](mailto:info@mtlaurelballet.com) to discuss the extent of the injury and when the dancer may take class. Safe recovery from the injury and the best interest of the dancer will be key concerns. If an injury is not so severe as to remove the dancer from the recital, the dancer is expected to come to all rehearsals, watch and take notes during recovery.

### **Anti-Bullying:**

Mt Laurel Ballet is committed to making our studio a safe and uplifting place for all students. All staff and students will treat each other with respect and will refuse to tolerate bullying of any kind, including cyber-bullying. MLB aims to ensure that all dancers and staff enjoy an atmosphere that is comfortable and conducive to effective learning.