

BUFFALO CITY BALLET 2017 – 2018 HAND BOOK



Council on
the Arts



Marvin Askew, Executive Director

BUFFALO CITY BALLET

“Welcome Hand Book”

Welcome To Everyone!

Buffalo City Ballet and the Board of Directors would like to take this time to introduce ourselves and tell you about what we have planned for the 2017 – 2018 Season. Your child will become part of our training school whose mission is to teach your child the discipline of ballet dancing.

The BCB and the Board of Directors wants all the parents to become a active part in their child's dance school, but you are investing in your child's future even if they don't decide to dance. Of course we would love to see them have a dance career so we will know that we accomplished our mission. Your child will learn the art and technique of classical ballet. Whether your child continues to participate in dance or sports, the art of ballet will enhance their ability and demonstrate the elegance of dance. Those children interested in expanding their horizon to Contemporary Dance these classes will also be offered to them. All our Tiny Tots will learn ballet only.

The 2017 -2018 season is going to be a real kick off for us. This season we are looking at two performances on this side of the year starting with Cinderella scheduled for September 30th at the Academy for Visual and Performing Arts follow by the Nutcracker on December 1st. We are looking to continue to fund raise for our building project which is coming along and we are very excited about the possibilities of expanding over the years. Our goals also are to broaden the awareness of the training program throughout the community.

We are providing everyone with this handbook to make it easier to keep informed on what is happening throughout the year. We ask you to take the time and read over the pages and familiarize yourself with the school procedures of this hand book includes the mission of the school, rules and regulations, dance classes and their times, attire requirements, fees and application. Please review the application, the waiver form and return this with your registration payment.

We once again would like to welcome you all!

Performance Guidelines and Structures

These guidelines have been written out to assist all new parents with the understanding of how each performances & classes should be handled.

During the time of Performance, everything is very hectic and by listing some **Do's** and **Don'ts** for each level, will try to organize ourselves during this time: **ABSOLUTELY NO PARENT should drop off child and leave them until after the performance.** If you do not buy a ticket for any of the performances, then please attempt to assist us behind the stage with Mr. Marvin approval. All performers are resides behind stage until performance begins. This allows for extra practice time.

TINY TOTS MOM'S (Only)

Do Not drop off your child and leave. It is your responsibility to alert the designated parents in that area that your child is there. If you decide to retrieve your child, before the end of the production please alert Mr. Marvin or designated parents helping out backstage before you initially drop off your child. (We only bring this up because it has happened in the past and we will not be responsible for you assuming that we will take care of your child, it's a busy time during a production)

Do – Parents must come behind stage during intermission to prepare their child for the performance and return to their seats. We cannot accommodate a lot of parents in the back area, that is why we have designated parents.

Do Not give children gum, candy or any type of snacks before their performances. SNACKS are not permitted in the stage area. Costumes are to be clean.

DO have the children dressed in their leotards, tights underneath their clothing. This will make it easier to get them dressed for angels. Suggestions: loose dresses and sweats.

DO bring extra hair supplies: pins, hair supplies and stockings. Mr. Marvin will not have extras leotards, shoes, hair pins & nets, tissues lol I am not your local Target.

DO bring books, crayons and little toys for the children to play with while they wait for their performance time. Please no iphones, ipods, ipads or any electronic devices, if so we will not be responsible for those items turning up missing or stolen.

DO NOT leave children's clothes all over the place; we cannot be responsible for lost items. Please label their items.

BCB School Guidelines:

All students must sign in at the beginning of each class (approximately 5 minutes before class begins.) Students under 6 years of age, their parents must sign them in (please print). Students above that either their parents or themselves or designated representative (who is on their list of contacts) be in the waiting area or hallway. If you have made prior arrangements, you must alert Mr. Marvin of this arrangement. Please understand this is for the safety of your child as well as others.

Lateness: In reading the welcome and the introduction, the BCB students' are here to learn and get the full benefit of the art of ballet. All students need to be on time. Excessive lateness of students and instructors cannot be tolerated and will cause for administrative probations especially students that are under scholarship or partial scholarship. The dance instructors are also expected to be on time and start class time no later than 5 minutes after designated times. The BCB instructors will illustrate the seriousness and professionalism of this dance school in being prompt and ready to instruct the class. Late students, without prior notification to the desk or Mr. Marvin may not be permitted into class once class has begun after 15 minutes or more beyond the designated time. Latecomers may be / or permitted to watch at the discretion of the Instructor. Our school has allotted for unforeseen lateness, but excessive lateness will be addressed by Mr. Marvin and parents.

Attendance: Regular attendance is crucial to the dance students training. Other commitments that interfere with class time should be avoided. If you know of a prior engagement or business, please notify the school that your child will not be in school/class. It is students and parent responsibility to notify the school of illness and unforeseen issue(s) that will prohibit your child from attending their scheduled class or rehearsal for whatever reason.

Dismissal: The rules of the school exist so the students may benefit fully from their training. In the case of serious or repeated infractions of the rules, such as inappropriate behavior in the classroom, disrespect of other students and instructor, the child's parent or guardian will be notified and the student will either be put on probation period or dismissed from the studio.

RESPECT IS THE KEY!

Guidelines Continues...

Dismissal (con't) The Executive Director is the only one with the authority to dismiss any student from the dance school.

Placement/Promotion of Student: To ensure placement at the proper level, only the Executive Director has the authority to evaluate the progress of each student throughout the year. (Some students may be required to repeat the same level for a couple of years in order to strengthen the muscles and understand the concepts of the technique.)

Personal Property: BCB dance school is not responsible for personal property left behind. (Electronic devices, rings, money or clothing) Please keep all valuables at home. Cell phones must be turned off during class. All focus should be on what's going on during the class. If I see electronic devices during my class I will ask for it and give it back to your parents personally. (Mr. Marvin) Jewelry such as big ear rings are prohibit during class for the safety of students especially during partnering classes. Dance bags should not be left in girls dressing room but brought out and sitting next to dancer at the barre'.

Dressing Room Etiquette: Students are asked to change quickly and leave the dressing room area. It should take no more than 3 minutes to change into dance wares, more than 15 minutes you will be ask not to participate in today class. (Dancers must learn to change and remove themselves from dressing room and not be a place of hangout). Students are asked to be neat and clean, please pick up after yourself, and remember Mr. Marvin is not your personal maid.

Class Attire: Student must be in the proper attire to participate in class. The will be monitor of this during the year by Mr. Marvin. Dress attire is very important; because we will sometimes have visitors who will be viewing our classes so will show professionalism of the school.

Classroom Etiquette: Students are required to be respectful to each other, their instructors and themselves. Students are to be quiet, attentive and not disrupt the classroom setting. Students are not permitted to sit, hang, swing or lean on the barres' or mirrors, while before or after class time. Students are expected to have discipline and no behavioral problems to continue in class for the allotted time.

Guidelines Continues...

Classroom Etiquette (con't): period. RESPECT IS THE KEY! No hitting, pushing, name calling or unnecessary ridiculing of each other. Keep your hands to yourself. If any child is caught behaving in this manner, the Executive Director will the grounds to dismiss your child from that class or the school. The constant violation of these rules will be considered a serious problem. Younger students 6 and under must use the bathroom facilities before class. After 5:30, for the safety of everyone's child, we ask that children under 12 be escorted by an adult to the bathrooms. This building is open to the general public/population and we do not know everyone in the building.

Building Etiquette: Running is not permitted in the hallways during business hours. Do not dump food and trash in hallways. Smoking is not permitted in the building and the dance school. No playing in the elevator. No pets allowed in the building or dance studio. After hours, students are asked not to open the door for anybody in building. We have the only intercom system to open the doors after hours. While they are waiting for their parents if downstairs in the lobby you are not to open doors for strangers there is a security guard for that.

Telephone Etiquette: BCB cannot handle person call or messages for students and their families. For those students who don't have cell phones see Mr. Marvin to use the business phone for emergency.

Apprentice Program:

Dancers are selected by the Executive Director to be involved in special programs, such as, Lecture Demonstrations and special performance.

Apprentice requirements: Dancer is responsible and shall keep his or her technique up to standard. Dancers must take consistent classes and maintain endurance and flexibility in order to execute choreography as required.

Programs: Lecture Demonstrations may require missing several school days; dancers must receive permission from the Principal from his/her school to participate in demonstration. It is dancer responsibility to collect any missed homework or class activities missed during school. Apprentice must keep at least a (B) average to be a part of the apprentice program.

Lecture Demonstrations: The majority of demos will be conducted in the Buffalo Public School Systems and Community Center throughout the city of Buffalo. Some special events may take place outside of Buffalo and may require an overnight, for these events require parents' permission. Some parents may be required to accompany the children on the overnight trip.

Apprentices: Dancers that are selected to participate in program will receive half off yearly tuition or on Scholarship. Buffalo City Ballet will provide Apprentices with special dance wares during demonstrations. Dancers are responsible for these dance wares and costumes that is provided for them during their tenor as apprentice.

Please note that Buffalo City Ballet will no longer loan costumes out to dancers during outside events of BCB (Halloween, Christmas ect...)

Dates To Remember:

School Closing

Monday October 9th Columbus Day
Tuesday October 31st Halloween
Friday November 10th Veteran's Day
Thursday November 23rd & Friday November 24th Thanksgivings Weekend
Monday December 25 – Monday January 8th Christmas Vacation
Monday January 15 Dr. King Birthday
Monday February 19th President's Day
Monday April 2nd - Monday April 9th Easter Vacation * Double check those dates
Monday May 28th Memorial Day

Performance Dates: (Buffalo City Ballet)

Cinderella Friday September 30 at Buffalo Academy for Visual and Performing Arts OST.
Saturday September 1st 7:00 pm
Sunday September 2nd 3:00 pm

The Nutcracker

Friday December 1st 10:00 am & 12:00 pm OST
Saturday December 1:00 am & 7:00 pm
Sunday December 3:00 pm

**For more information how to reserve tickets contact BuffaloCityBallet @ 833-1243
or visit us on our website - BuffaloCityBallet.org**

BUFFALO CITY BALLET
2017 - 2018 FALL REGISTRATION FORM
2495 MAIN ST., SUITE 351
BUFFALO, NY 14214
716.833.1243
SEPTEMBER 11th, 2016 – JUNE 22nd 2018

CLIENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

D.O.B. ____ / ____ / ____ EMERGENCY TELEPHONE ____ - ____ - ____

Email _____ Alt. Email _____

MOTHER NAME: _____

FATHER NAME: _____

Ethnicity: _____

Family Income: _____ Yearly / Parents Occupation _____
Optional Optional

House Hold Information: Circle One

1. Both Natural Parents 2. One Male Parent 3. One Female Parent
4. Natural Parents & Step Parent / Unmarried 5. Foster / Adoptive
6. Group Care Facility 7. Live Independently

Would you or any other family member be willing to volunteer during school events? Yes / No

Any medical history to be aware of: _____

Liability Release: Activities involve attending dance technique classes and performances. I _____ realize that child participation in the above activities may involve some risk of personal injury. Therefore, I assume all risk related to the activities and release Buffalo City Ballet and Staff of all resulting liability for personal injury and property damage.

As guardian I have read and freely signed this agreement, which shall take effect as a sealed instrument.

Signature of Applicant _____ Date: _____

Signature of Parent / Guardian (if applicant is under 18) _____

PLEASE INCLUDE REGISTRATION FEE: \$25.00 NON-REFUNDABLE _____ Date _____

LIFE TIME REGISTRATION FEE \$100.00 – ON REFUNDABLE _____ Date _____

Contribute to the New Ballet Facility @ www.gofundme.com/2gns62s



Buffalo City Ballet
2495 Main St., Suite 351
Buffalo, NY 14214
September 11th 2017 through December 31th 2018
Studio A

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4:00 -5:00 Tiny Tots Age 5 & 6	4:00 – 5:00 Beginner Ballet Age 7 - 10	4:00 -5:00 Tiny Tots Age 5 & 6	4:00 – 5:00 Beginner Ballet Age 7 - 10		11:00 am -12:00 Tiny Tots Age 3 & 4
5:00 – 6:00 Beginners Ballet Age 7 – 10 A group	5:00 – 6:00 Beginners Ballet Age 7 – 10 B group *	5:00 – 6:00 Beginners Ballet Age 7 – 10 A group	5:00 – 6:00 Beginners Ballet Age 7 – 10 B group *	5:00 – 6:00 Beginners Pointe Age 7 – 10 A group	12:00 – 1:30 Intermediate/ Advance Ballet& Partnering / Variation
6:00 – 7:30 Intermediate/ Advance Ballet Age 11 & up	6:00 – 7:30 Intermediate/ Advance Ballet Age 11 & up	6:00 – 7:30 Intermediate/ Advance Ballet Age 11 & up	6:00 – 7:30 Intermediate/ Advance Ballet Age 11 & up	6:00 – 7:30 Intermediate/ Advance Pointe Age 11 & up	
7:30 – 8:30 Adult Ballet		7:30 – 8:30 Adult Ballet			
Gym Room Open 7:30 – 8:30	Gym Room Open 7:30 – 8:30	Gym Room Open 7:30 – 8:30	Gym Room Open 7:30 – 8:30		

Recreational Classes are open to students who are not looking to make dance a priority. *

The Buffalo City Ballet offers finest training in classical ballet. Buffalo City Ballet is a designed training program for young dancers who are serious about obtaining a dance career or entering a professional dance college program. Visit us at buffalocityballet.org

For more information contact Buffalo City Ballet @ 716-833-1243 or Marvin Askew @ 864-4167 weekdays between 10:00am and 4:00pm. Also visit us at buffalocityballet.org or to contribute to the New Ballet Facility @ www.gofundme.com/2gns62s

Funded in part by: The Children Foundation of Erie County, The City of Buffalo, The Garman Family Foundation, The McLain Foundation, John R Oishei Foundation, Cullen Foundation, Moody Dunbar Inc.





**BUFFALO CITY BALLET
WAIVER FORM 2017 - 2018**

MUST BE SIGN BEFORE ADMISSION INTO THE BUFFALO CITY TRAINING SCHOOL.

Date: _____

Students Name _____ email address _____

Birthdate _____ Age _____ Sex _____ Weight _____

City _____ State _____ Zip _____

Home (_____) _____ Work (_____) _____

Father's Name _____ Occupation _____

Address (if different) _____

City _____ State _____ Zip _____

Home (_____) _____ Work (_____) _____

Mother's Name _____

Alternative Emergency Notification _____

Class Register for: _____

Are you a New _____ or Returning Student _____

If returning, what level last year? _____

If new, how much previous dance training have you had? Year's _____

I hereby release Buffalo City Ballet School from all liability for personal injury, illness or property damage occurring on or off Buffalo City Ballet premises. I have read the registration information and understand the School's Policies as outlined. I understand that I am responsible for tuition payments as described. I certify that I am in good health and capable of participating in all school activities and classes. I hereby give permission for the Buffalo City Ballet School to take photographs for promotional uses for the school.

Students' signature

Parent's or Guardian's signature (if student is under 18)

The Training School

The Buffalo City Ballet provides students with many extraordinary opportunities. As a student of BCB your child will benefit from the extensive experience and knowledge of our instructors, many of whom are former students who have returned BCB after gaining extensive professional experience and/or obtaining a dance degree in higher education. Your child's growth, development and quality of experience are of the utmost importance to us. We take great care and effort in providing our students with exceptional training, in an environment that fosters growth, self-esteem, respect and a strong feeling of community.

Your child will additionally have the opportunity of performing in two major productions each year at no cost of costumes fees, depending on their ability to develop consistency with their training in moving toward a higher skill level. Our students gain valuable knowledge performing alongside professional dancers and guest Artists from professional dance companies. As students' progress they will also have the opportunity to tour with the company, and work with guest choreographers from the professional and collegiate dance community. Plus, all rehearsals for the major productions are separate from class and at no additional charges. This way we are able to devote class time entirely to learning.

Tuition Rates:

Effective August 1, 2017

We Accept Master Card, Visa, American Express, Discover
Checks * additional charge of \$10.00 for bounce checks

Age 3 & 4 (Tiny Tots) \$15.00 single class – trial	\$40.00 Monthly
Age 5 & 6 two classes per week	\$90.00 Monthly
Age 7 and up two classes per week	\$90.00 Monthly
Age 7 and up Unlimited classes per week	\$100.00 Monthly
Registration fees \$25.00 Life time Registration	\$100.00
Theater fee	\$25.00

**Please note these fees are modest compared to most dance school around Western New York.*

** Pay year in advance and receive a 15% discount on yearly tuition before October 1st*

School Color/dress attires:

Tiny Tots	Pink Tights, Pink Leotard, Pink Ballet Slippers. (Please don't buy them Payless or Target
Beginners Ballet Level I	Light Blue Leotard, Pink Tights, Pink Ballet Slippers
Beginners Ballet Level II	Light Blue Leotard, Pink Tights, Pink Ballet Slippers
Intermediate Ballet	Light Blue Leotard, Pink Tights, Pink Ballet Slippers
Advance Ballet	Light Blue/Black Leotard, Pink Tights, Pink Ballet Slippers
Boys Ballet	White T-Shirt, Black Tights, Black Ballet Slippers

*Female Dancers must wear their hair in a bun during all classes. No beads are permitted during performances, absolutely no rags or scarfs worn during classes. No legs warmers unless you are a advance student. However skirts of the same color of tights will be permitted.