



## **Parent-Student Handbook**

**2018-2019**

**Rankin Arts Center**

**1004 Broadway, 2<sup>nd</sup> floor**

**Suite 212**

**Columbus, GA. 31901**

## **TABLE OF CONTENTS**

Welcome	2
Instructors	2-3
Dance Year & Holidays	4
Withdrawals	4
Performance Opportunities	4
Student Placement	4
Promotions	4
Student Evaluations	5
Parent Observation	5
Absences/Tardiness	5
Office Hours	5
Summer Intensives and Summer Classes	5
Conservatory Etiquette	6
CSUDC Dress Code	6-7
Conservatory Policies	7
Social Media/Video Recording Policy	7-8
Ballet Bun	8
What to Have in a Ballet Bag	8
2015-2016 Payment & Registration Information	8-9

### ~Welcome:

The **CSU Youth Dance Conservatory** (YDC) is one of many programs offered under Continuing & Professional Education at the Rankin Arts Center. The YDC partners with The Columbus Ballet to offer the best classical ballet training and performance opportunities to aspiring dancers in our community. An air of tradition and discipline fills an atmosphere of intense, yet fun learning from our youngest dancers to advanced levels. In addition, the Conservatory offers training in jazz, contemporary, and stretch. Our advanced students have been accepted to many well-recognized summer intensive programs such as: Atlanta Ballet, Montgomery Ballet, American Ballet Theatre in NYC, Boston Ballet, Ballet Magnificat in Jackson MS, Joffrey, and Alvin Ailey (NYC), San Francisco Ballet, Kansas City Ballet, and many others.

### ~Staff:

Susan Wirt (Executive Director: Columbus State University, Continuing & Professional Education)  
Bridget Adams (YDC Program Co-Coordinator)  
Laura Johnson (YDC Program Co-Coordinator)

### ~Instructors:

**Bridget Adams:** Bridget Adams started her dance training with the Jackie O'Neal School of Dance in Birmingham, Alabama with a concentration in ballet, jazz, and acrobatics. After ten years of training, she began teaching at Nix Dance Studio in Auburn, Alabama while completing her BA degree in art. Ms. Adams came to Columbus in 2004 and began taking classes at CSU Dance Conservatory. She has performed in the *Nutcracker*, *Cinderella*, and *Swan Lake* with The Columbus Ballet. She finds great joy teaching the students at CSU Dance Conservatory and sharing with them her passion for dance.

**Kylie Casino:** Kylie Casino received what she considers the best of her training from The University of Akron's Dance Institute. She went on to earn her BA in dance from The University of Akron. During her time there, she was given the opportunity to perform pieces choreographed by David Parsons, Paul Taylor and Ay Miller. After working as a professional dancer for a year after college, she decided to continue on with her education and earned her MFA in Interdisciplinary Arts from Goddard College in January 2016. Ms. Casino finds complete fulfillment through teaching and looks forward to sharing her love of dance with others.

**Jena Davis:** Jena Davis has been said to possess "a kinetic intelligence well beyond her years". She began her early training at Davidson Fine Arts Magnet School in Augusta, Georgia, under the tutelage of Bessie Award Winner, Sharon Skepple. Jena moved to Columbus in 2016 to further her career. Now, a senior at Columbus State University, Davis continues her studies in Modern, Ballet, Tap, Jazz, and Ballroom dance under former Radio City Rockette, Karyn Tomczak. She joins the Youth Conservatory eager to spread her knowledge with young girls and boys like herself.

**Katy Hamrick:** Katy Hamrick grew up in dance, doing different styles like ballet, pointe, jazz, tap, ballroom, and lyrical. She graduated with a Fine Arts Degree from California's Victor Valley College (2016). Katy is also into theatre, and has done it all from performing, stage managing, and doing tech work. Some of her favorite works include, Ariel from *The Little Mermaid*, Lilac Fairy from *Sleeping Beauty*, and choreographing Beauty and the Beast Jr. Outside of dance, she enjoys yoga, archery, and playing ukulele.

**Laura Johnson:** Laura Johnson received the majority of her early training at The Dance Factory under the instruction of Mrs. Susan Fisher. She continued her training at the University of Alabama in Tuscaloosa and received her B.A. in Dance and International Relations in 2001. Upon graduation, Ms. Johnson attended the American Dance Festival in Durham, NC on a Young Artist Scholarship to continue her studies in modern dance. She continued her training while earning her M.A. in Performing Arts Management at American University in Washington, D.C. Ms. Johnson has been teaching dance for over 15 years and teaching at the CSU Dance Conservatory since 2009

**Toni Lum:** Toni's love of ballet began at the School of Oregon Ballet Theatre, training and performing in both school and company roles. After graduating high school, she then went on to receive her Bachelors of Fine Arts in Dance from the University of Arizona where her love of modern and contemporary dance grew. After college, she continued her training with the San Francisco Conservatory of Dance in both ballet and contemporary movement. While in San Francisco, Toni danced professionally for The Mark Foehringer Dance Project and Robert Moses' Kin. In 2010 Toni accepted a position with the Chicago company: DanceWorks Chicago, where she ultimately completed her dance career, but not before dancing in Chicago, New York, and spending a year dancing in Berlin, Germany. Always a mover at heart, she then went on to complete 5 half-marathons, a Century ride, a half-IronMan, and she successfully swam Alcatraz! Toni is now a registered yoga instructor (RYT 200) and teaching at River Flow Yoga and Wellness here in Columbus.

**Anna Nelson:** Anna Nelson started her ballet training at a small hometown studio on Whidbey Island, Washington. Her formal training began at sixteen in Seattle, Washington at Cornish Preparatory Dance School. After her training at Cornish, Anna attended the Kirov Academy of Ballet in Washington D.C. training with Elena Tenchikova, Marianna Lobanova, and Nikoloz Makhaveli. Besides ballet, Anna is passionate about the sciences, and has earned a degree in biology and is pursuing a doctorate of pharmacy.

### **~Dance Year & Holidays:**

- First semester classes begin August 6, 2018 and run through December 3, 2018.
- Classes will not meet on Labor Day (Sept. 3) or during the week of Thanksgiving (Nov. 19-25).
- Second semester classes begin January 7, 2019 and run through May 6, 2019.
- Classes will not meet on MLK Day (Jan. 21) or during MSCD Spring Break (March 25- March 30).

### **~Withdrawals:**

Students register for the entire year. If a student is paying their tuition in monthly installments, a written agreement must be signed agreeing to the terms of the payment plan. If the student chooses to stop attending classes, please notify us so he/she can be properly dropped from the roll and the payment planned can be cancelled. There is a \$20 withdrawal fee for withdrawing from classes.

### **~Performance Opportunities:**

Conservatory students Level 1 and up have the opportunity to perform in The Columbus Ballet's production of *The Nutcracker* in December (8 & 9, 2018). Upper level dancers are encouraged to audition for lead roles. Auditions will be held on Saturday, August 25, at the Rankin Arts Center, and rehearsals begin Friday, September 7, 2018. Students selected for leading roles may be asked to attend a few extra rehearsals, on occasion, after class. This extra work will enable a dancer to give his/her best performance onstage, and enhance the pedagogical and developmental benefit to the dancer. Such rehearsals will be scheduled in collaboration with the director, dancer and parents, and will never be "assigned" without the consultation and approval of all concerned.

The Conservatory will also hold the End of the Year Performance. Levels 1-3 will perform dances choreographed by their ballet class instructor, while Levels 4-7 will perform classical variations from the ballet repertoire in either small groups or as soloists (Level 7 only).

### **~Student Placement:**

Students as young as age 3 may participate in CSUYDC classes. Students age 6 and under will be placed in the appropriate classed based on age. New students age 7 and older with or without experience will be evaluated and placed in their appropriate levels. Call 706.507.8367 to schedule a placement appointment.

### **~Promotions:**

Students through Pre-Level 1 normally move on to the next level on a yearly basis. From Levels 1 through 7 the progression and mastery of skills slows down. Not every dancer progresses at the same rate. When the teacher selects a student for promotion, she will bring suggestions to the director. Students will then be re-evaluated by the director and a decision will be made based on maturity and technical ability. Promotions can be decided at any time during the year.

### **~Student Evaluations:**

Parents are requested to be present during formal evaluations in April. Decisions for promotion for the next school year are discussed at this time.

### **~Parent Observation:**

Classrooms will be open to parents twice a year: October and March. Parents will be introduced to a formal dance class. The instructor will explain in-depth the nature of each step, combination of steps, and the different skills involved in any particular exercise at the barre and/or center. Parents will have an opportunity to see their child's progress.

### **~Absence/Tardiness:**

If a student is to be absent from class, please contact the Conservatory prior to the class. Email [csudance@columbusstate.edu](mailto:csudance@columbusstate.edu), or call 706.507.8368. The teacher will suggest the best class within the same level or lower level for makeup. Because of the systematic progression of the class, a student will be considered late 10 minutes after the class begins. If the student is late, he/she may sit and watch the class but may not participate. Classes must be made up within three weeks of the absence.

### **~Office Hours:**

Should you wish to speak to the Director or a teacher please do so by appointment only. It is imperative that teachers are not disturbed before, during, or after class. Please ask your teacher about his/her preferences for how to contact them (leaving a message at the studio, email, phone) to schedule an appointment and abide by those preferences. To reach the director, please leave a message at the Conservatory, or send an email.

### **~Summer Intensives and Summer Classes:**

The Summer Intensive for intermediate and advanced students (ages 10 and older) provides the opportunity for tremendous technical, artistic, and personal growth. Working with different instructors in a variety of dance disciplines helps all students maintain muscle memory as well as strengthen and develop more matured muscles. Summer intensive classes for all ages are designed to address technique, artistry, specific skills, and increase strength. Students gain deeper understanding of ballet as an art form. Evaluation of new students is required prior to registration for the summer intensive program.

Regular classes are offered over the summer in two, three-week sessions and a Princess Dance Camp for ages 4-6 is also offered.

### ~Conservatory Etiquette:

- Students are expected to be **ON TIME** for every class. This means the student should be in the classroom before the music begins.
- Students are expected to stay in class until the end and should not leave the classroom without permission.
- Use the restroom, get a drink of water, and secure hair, etc., before entering the classroom.
- No talking during class, aside from questions to the instructor or as part of a specified class activity
- No chewing gum, eating, or bringing water/sodas/juice or any open bottles into a classroom or rehearsal without permission. Water in a reusable bottle should be consumed discreetly in class at permitted times
- Food is prohibited in the studio and in the 2<sup>nd</sup> floor lobby area. Only water bottles are allowed in the studios. To eat, please go downstairs to the first floor lobby area.
- Ballet bags are allowed only in designated areas of the Conservatory during class.
- Students are expected to keep the noise level to a minimum in the hallway and in dressing rooms.
- The school cannot assume responsibility for the loss of students' valuables.
- Arrival and departure from classes and rehearsals are expected to be punctual.
- Students and parents are responsible for reading all posted notices.
- It is highly recommended that parent(s) attend all meetings and/or check emails to keep informed of information regarding the school and performances.
- Proper understanding of the rules will lead to a more positive experience for all.

### ~ CSUDC Dress Code:

- Move a Little, Move a Lot through Level 7 ballet classes: black leotard (no skirts attached); pink, mesh, seamless tights (feet must be covered, no ankle length tights); pink ballet shoes. Students training in more than one discipline are advised to wear convertible tights for ease of changing. No underwear should be worn underneath tights and leotard. Level 5-7 dancers may wear a 12-inch, symmetrical black skirt (Mirella) for pointe, variations, repertoire, and rehearsals.
- Black leotards may be in any traditional, symmetrical style (tank, 3/4 sleeve, spaghetti strap, cap sleeve, long sleeve). No halters. Hair should be in a neat bun. For the safety of you and other dancers, no jewelry may be worn, with the exception of: a single pair of small earrings (stud, a drop just below the earlobe or a tiny hoop).
- Full sole up to & including Level 3. Level 4-6 split sole. Ballet slippers should be pink for ladies and black or white for gentlemen.
- Level 5-7: Pointe shoes/technique shoes. Pointe shoes must be worn with tights over the feet unless the dancer is rehearsing for a particular role in which tights will not be worn.
- Jazz: pink/black footed tights or black jazz pants, any color leotard, tan jazz shoes.
- Contemporary: pink or black footless tights, any color leotard, bare feet.
- Acrobatics: leotard and footless tights or fitted shorts.
- Stretch class: shorts, leotard, convertible tights, socks, hair neatly fastened. Please supply your own yoga mat & Theraband.
- Adult Ballet: comfortable attire with proper undergarments, ballet shoes.
- Boys: white, short sleeve t-shirt, black tights or comfortable black exercise shorts, black ballet shoes.
- Hair: ballet bun pulled away from face.
- No watches, necklaces, bracelets, big rings, elastic bands, etc. Small earrings are acceptable.

- Very small or ornaments in hair are acceptable, provided they enhance the classical look and do not move independently or create a "messy" appearance.

### *~Conservatory Policies:*

- The Conservatory is an alcohol, tobacco, and drug free environment. Use of such substances will not be tolerated at our facility or at any event venue.
- No foul language. Bad language and terminology will not be tolerated at The Conservatory or any event/venue where you are involved with the school.
- No dancer or parent is allowed to dictate placement at the barre, order of class exercises, choice of music, level placement, beginning of pointe, or attire under any circumstances. The teacher of the class may place students where he/she feels is appropriate for that class.
- Your time and tuition are valuable, so students must arrive promptly for class. Disruptive and disrespectful behavior in class not only interrupts the learning process, but does not reflect the character of our school. Examples of inappropriate behavior such as, but not limited to, the following may result in dismissal from the Conservatory:
  - Talking excessively in class
  - Talking while the teacher is giving instructions
  - Entering "Faculty Only" areas without proper permission
  - Leaving the dance room and/or studio without permission
  - "Talking back" to the teacher or otherwise conversing with the teacher or others in an impolite or ill-mannered way. In the event this occurs, the teacher may remove the student from class and no make-up will be offered.
  - Refusal to do as the teacher has instructed
  - Bothering another student by touching them in an impolite or annoying way, including public displays of affection of a romantic nature
  - Taunting others including any sort of bullying or intentionally intimidating behavior
  - Participating in classes you are not registered for without prior permission of the director/teacher
- Phones are not to be used in the studio. No texting or social media in the classroom

### *~Social Media/Video Recording Policy*

Video can be a very useful tool for learning choreography, and reviewing one's own work. For this reason, students are allowed to have a friend video a portion of their rehearsal or class (it is not acceptable to simply set a camera/phone up to record the entire time). This video may be used for personal purposes only, but may be shared with close family and friends privately. If you need a video for professional purposes, such as a summer intensive, college or company audition, please consult one of your teachers for help, and to arrange a private lesson to create the video so it can be sure to show off your strengths in their best light, and give you the best chance for success. No videos may be posted on any public website (such as Youtube or Vimeo) or shared on any social media network, without permission from the director. Please do not post any videos on Facebook, Instagram, Twitter or other social media websites without the director's permission, even if your account is set to "private".

Students should not post or share any balletic photographs of themselves on public websites (on a social media page set to "private", this is fine). Please be sure to never "post" or share any comment that may tarnish your own image, the image of a peer or teacher, or Columbus Ballet.

### *~Ballet Bun:*

- With one hand gather hair into a "bunch" at the back of the head. With one hand, lightly spray hair around the head with water.
- Brush hair into a ponytail and secure with covered elastic. Ponytail should not be lower than middle from back of the head.
- Insure the ponytail is centered between ears.
- Brush and smooth hair towards ponytail.
- Spray hair evenly around the head.
- Twist ponytail and begin to spiral around the elastic.
- Coil hair into a bun a bit at a time, insert hairpins at every inch.
- Repeat until all hair is spiraled and ensures it is as flat against the head as possible.
- **IMPORTANT: WRAP HAIR NET AROUND BUN!**
- Add a few extra pins. An additional spritz of hairspray may be used if needed.



### *~What to Have in a Ballet Bag:*

- Small Towel
- Hairbrush
- Bobby Pins
- Hair Spray
- Elastic Bands
- Antiperspirant Deodorant
- Extra leotard and tights
- Ballet shoes and/or pointe shoes
- Aluminum water bottle
- Theraband

### *~2017-2018 Payment & Registration Information:*

All CSU Dance Conservatory classes are held at the historic Rankin Arts Center, 1004 Broadway in Uptown Columbus. All classes are priced by semester but may be paid in monthly installments.

Save 10% when you pay the year by **Friday, August 10, 2018**.

**Call 706.507.8368 or 706.507.8070 to register.**

*You can register/make payments:*

***In person:***

You are welcome to register and make payments at the CSU Dance Conservatory on the 2<sup>nd</sup> floor of the Rankin Arts Center at 1004 Broadway. Only credit/debit card payments are accepted at this location. During the school year, we are open 4:00 to 8:00 pm, Monday through Thursday, from 4:00 to 6:30 pm on Fridays, and 9:00 am to 1:00 pm on Saturdays.

Alternatively, you may register and make payments at CSU Continuing & Professional Education's business office, located on the CSU campus at the corner of College Drive and East Lindsay Drive. The office is open Monday through Friday, 9:00 am to 5:00 pm. After 4:30 pm, you must have the exact change or plan to pay by check or credit/debit card. Make checks payable to Columbus State University.

***By mail:***

Send your check or money order to:

CSU Continuing & Professional Education  
Columbus State University  
4225 University Avenue  
Columbus, GA 31907

***By Phone:***

Use your Visa/MasterCard/American Express to register at CSU Continuing & Professional Education's business office between the hours of 9:00 am and 5:00 pm Monday through Friday by calling 706.507.8070 (select option 1 to speak with a Registration Specialist). Or, you can call the Dance Conservatory directly at 706.507.8368 between the hours of 4:00pm and 8:00 pm Monday through Thursday, from 4:00 to 6:30 pm on Fridays, and 9:00 am to 1:00 pm on Saturdays.

**Please Note:** Payments will need to be made monthly and initiated by the account holder. CSU will also be instituting a **\$20 transaction fee per family** for student-initiated changes when adding and dropping classes, as the process for the adjustments in classes and payments is time-consuming and complicated.

*Visit us online at: [www.ColumbusState.edu/Ballet](http://www.ColumbusState.edu/Ballet)*

*“Like” our Facebook page: <https://www.facebook.com/CSUDanceConservatory>*