

THE PORTLAND BALLET DANCER/PARENT HANDBOOK 2022-23

DANCERS AND PARENTS MUST READ THIS HANDBOOK TOGETHER.

The Portland Ballet (TPB) is committed to providing the finest quality professional dance instruction in an environment that is challenging, disciplined, and rigorous while at the same time safe, healthy, and nurturing.

It is central to the philosophy of The Portland Ballet to demand of each Dancer the very best effort of which he or she is capable and to give in return the care and attention the Dancer deserves, whether or not a professional career in dance is planned.

Curriculum Ballet, Career Track, and Youth Company programs must be purchased for the entire 38 weeks over a 10-month period (September – June) and tuition is not refundable. Dancers and parents should be sure that they will complete the program before registering. Dancers who withdraw from the program are still obligated to pay for the remainder of the year.

CLASS LEVELS

The ballet curriculum consists of seven levels of training: Levels 1-7 and Career Track (CT). These levels have been carefully designed to meet the physical and psychological needs of the Dancer at each stage of development. Dancers move through the curriculum according to ability and age and are evaluated for level advancement by the Artistic Director and faculty members.

YOUTH COMPANY

The Youth Company (YC) comprises advanced Dancers from more than one level. The Artistic Director determines eligibility, as described below.

CLASS AND YOUTH COMPANY PLACEMENT

All Dancers must attend the Curriculum, Youth Company, and Career Track placement audition in August. Dancers who do not attend the audition will be placed based on the 2021-22 year's progress. All dancers will be notified of 2022-23 placement after the audition is held.

Great consideration is taken in the placement process as well as the construction of class schedules and the assignment of teachers. Each level contains Dancers within a particular stage of development and there will be a range of technical ability within each level. Dancers are placed according to their current stage of ability, physical development, psychological development, and age.

Dance is an exacting, athletic art form requiring mastery of many seemingly basic yet fundamental steps and movements. Dancers progress safely and with less injury by spending an appropriate length of time mastering the fundamentals rather than rushing ahead to the complex and faster-paced steps of a more advanced level.

Each class level follows a carefully planned curriculum and syllabus requiring Dancers to attend a specific number of hours in class each week throughout the school year. We strongly advise against seeking outside training or private lessons, as they will conflict with the curriculum and syllabus of The Portland Ballet. Any proposal for outside training or lessons must be brought to the Artistic Director for consideration. TPB Scholarship Dancers agree not to participate in any outside training.

TUITION POLICIES

Dancers registered for Level 1 through Level 7, the Youth Company (YC), and the Career Track (CT) enroll for 38 weeks over a 10-month period (September – June). TPB offers three payment options:

Payment (by credit card) may be made (a) annually; (b) bi-annually; or (c) monthly. The first payment is due no later than September 1st, for annual, bi-annual, or monthly payments.

For those who elect to pay by credit card monthly or bi-annually, payment must be made no later than September 1, 2022. Thereafter, TPB will automatically charge the credit card at the beginning of each month or semester. Monthly and semester installment payments are charged automatically to a secure credit card on file. Declined credit card payments are subject to a \$25.00 fee. TPB accepts Visa, Mastercard, Discover, and American Express.

Annual tuition must be paid on receipt of the enrollment form and may be made by check. Check payments must include a \$10.00 check processing fee. Returned checks are subject to an additional \$25.00 fee.

Subsequent payments received after the 10th day of each month are subject to a \$25.00 late fee. If tuition is received more than 30 days late there will be a \$100.00 fee.

Unsubstantiated credit card disputes will result in a \$25.00 fee. If a financial situation arises, please contact our Registrar before your bank. These disputes affect our credit rating and may result in increased costs. In the event that a third party is responsible for tuition payments, please ensure that they are aware of the payment amount and schedule. Credit card charges will appear on bank statements as “Ballet Portland”.

Tuition is **not refundable**. Dancers who do not participate in class or withdraw before the end of the school year are obligated for the full year’s fees. Dancers are eligible for pro-rated tuition if they must withdraw from classes due to a prolonged illness, severe injury (verified by a physician’s written orders), or other unforeseen circumstances upon approval of the Executive Director.

Dancers with outstanding accounts will not be registered and cannot attend any classes at TPB or enroll in future programs until their account is current.

SCHOLARSHIPS

Financial aid is granted on a year-by-year basis to eligible families. Financial aid applications for the 2022-23 Curriculum Year must be submitted, online, by the August 22, 2022, deadline. Financial aid applications can be turned in only after a Dancer has received acceptance and placement information from TPB. Applications received after this deadline will not be considered until all other applications have been awarded, provided funds are still available. Financial assistance is determined through TADS, a secure financial aid assessment service used by many other ballet academies around the country. TADS has been assessing scholarship applications for more than forty years.

A small number of merit scholarships may be awarded. Dancers may not apply for merit scholarships.

Once financial aid or a merit scholarship is awarded, scholarship Dancers and parents must sign a scholarship contract. It details the responsibilities and obligations specific to scholarship Dancers. If any of these responsibilities and obligations are not fulfilled, full tuition will be automatically charged to the credit card on file.

EVALUATIONS

Between semesters, faculty members conduct individual conferences with Dancers and submit written evaluations for Curriculum Ballet Dancers in Levels 3 through 7 and Career Track. Each Dancer will complete a goal sheet to begin the evaluation process. The Dancers and one of their teachers will discuss together the three most critical areas of focus in a one-on-one 15-minute conference.

Additionally, Level 7 and Career Track Dancers may schedule an evaluation conference with the Artistic Director to discuss their progress and goals. Parents may attend these conferences.

CONFERENCES

Parents may schedule personal conferences with the Artistic Director by making a request to the front desk. **Please avoid “catching” the Artistic Director or teachers before or after class for quick conferences.** These discussions deserve our full attention and are more effective when conducted in a private atmosphere. **Parents are not permitted to request meetings with the Artistic Director regarding casting.**

DRESS CODE

TPB’s dress code is designed to encourage unity and discipline among our Dancers. Dancers who do not meet the required dress code or whose uniform is dirty or torn will be asked to observe class and take notes on the **Class Observation Sheet**.

Dancers are required to adhere to the following dress code:

Level	Leotard Style/Color	Tights Style/Color	Additional Items	Flat Shoes
1	Wear Moi – Emeline Pink	Body Wrappers – C31 BAT or to match dancer’s skin tone *shoes must match tights	N/A	Pink leather full soled Bloch 205 or to match dancer’s tights with sewn elastic
2	Wear Moi – Emeline White	Body Wrappers – C31 BAT or to match dancer’s skin tone *shoes must match tights	N/A	Pink leather full soled Bloch 205 or to match dancer’s tights with sewn elastic
3	Wear Moi – Emeline Pacific	Body Wrappers – C31 BAT or to match dancer’s skin tone *shoes must match tights	$\frac{3}{4}$ ” Raindance Waistbelt White	Pink leather full soled Bloch 205 or to match dancer’s tights with sewn elastic
4	Wear Moi – Emeline Lilac	Body Wrappers – C31 BAT or to match dancer’s skin tone *shoes must match tights	$\frac{3}{4}$ ” Raindance Waistbelt White	Pink leather full soled Bloch 205 or to match dancer’s tights with sewn elastic
5	Wear Moi – Emeline Rose	Body Wrappers – C31 BAT or to match dancer’s skin tone *shoes must match tights	$\frac{3}{4}$ ” Raindance Waistbelt White	Pink leather full soled Bloch 205 or to match dancer’s tights with sewn elastic
6	Wear Moi – Diane French Blue	Body Wrappers – A45 BAT or to match dancer’s skin tone *shoes must match tights	Bullet Pointe Skirt (for pointe class) White	Any shoe that matches dancer’s tights with sewn elastic
7	Wear Moi – Diane Light Grey	Body Wrappers – A45 BAT or to match dancer’s skin tone *shoes must match tights	Bullet Pointe Skirt (for pointe class) White	Any shoe that matches dancer’s tights with sewn elastic
Pas de Deux	Tutu Black	Primadonna – Conservatory or Nikolay 0455/3n	8 layer 5 layer tutu	14”

Career Track	Simple camisole (no fancy backs) Black	Body Wrappers – A45 BAT or to match dancer’s skin tone *shoes must match tights	N/A	Any shoe that matches dancer’s tights with sewn elastic
Men 1 - 2	Wear Moi – Haxo White	Wear Moi – Marceau (Short) Black	Sock – Freed of London Black	Leather full soled – Black with sewn elastics
Men 3 - 5	Wear Moi – Alpin (T-shirt) White	Wear Moi – Orion (Tight) Black with sewn elastic suspenders	DANCE BELT – Black or Nude, Thong or Full Seat *REQUIRED	Leather full soled – Black with sewn elastics
Men 6 - 7	Wear Moi – Alpin (T-shirt) Light Grey	Wear Moi – Orion (Tight) Black with sewn elastic suspenders	DANCE BELT – Black or Nude, Thong only *REQUIRED	Any black shoe with sewn elastics
Ballroom (girls)	Uniform leotard	Body Wrappers – A45 BAT or to match dancer’s skin tone	Skirt optional	Black Character Shoes
Ballroom (boys)	Uniform T-shirt	Uniform Tights	N/A	Black Jazz or Ballroom Shoes
Modern (girls)	Uniform leotard	Black Tights	N/A	No shoes
Modern (boys)	Uniform T-shirt	Uniform Tights	N/A	No shoes

Tutu Order Information:

www.conservatorybyprimadonna.com

Conservatory C700 Classical Tutu in Black

Basque: Matte Poplin

Size: follow instructions on website

8 layers, 14” with hoop and tacked tutu layers

Use code: portlandballet for 10% discount

<https://www.nikolay-world.com/>

Nikolay 0455/3n Practice Tutu in Black

Size: follow instructions on website

5 layers

ATTIRE

No warm-up shirts, leg warmers, pants etc., may be worn during class. **Dancewear is to be kept laundered and in good repair.** Please mark clothing and shoes with the Dancer’s name. **All Dancers are not to wear underwear beneath their leotards and tights.**

Girls: All ballet slippers must have sewn (not tied) elastics. Pointe shoes (when applicable) must have sewn ribbons and elastics. Hair must be pulled back into a neat bun with a hairnet the same color as natural hair color and no “whispies” or hair accessories like scrunchies, bun covers, and headbands. Short hair must be fastened securely away from the face. No jewelry is to be worn in class including rings, watches, plastic bracelets, and hair elastics around the wrists. Note: Level 5 - 7 dancers can wear small, stud earrings at the discretion of your teacher. Short white skirts (see dress code above) are allowed for Variations and Pointe classes only. On Saturdays, dancers in the noon Level 7 class may wear simply styled, patterned, or solid-colored leotards. Colored leotards may be worn at the theatre for class and rehearsal.

Boys: All ballet slippers must have sewn (not tied) elastics. Dance belts are required for Men 3 and up. Men 3 and up are also required to sew elastic suspenders on their tights. Elastics can be purchased at local dance stores or online. For sewing questions, please contact the [Associate Artistic Director](#). On Saturdays, men in the noon Level 7 class may wear colored tights and/or a plain, fitted, colored t-shirt (without logos or other text). Colored tights and t-shirts may be worn at the theatre for class and rehearsal.

When guest choreographers/teachers visit TPB, **all Dancers** must wear curriculum uniform unless it is during a regularly scheduled Saturday 12:00-1:45 pm class or at the theatre where colors may be worn.

Unconventional hair dye and unnatural colors **will not** be allowed at TPB during classes, rehearsals, or performances.

Please Note: Dance is an athletic activity and unscented deodorant must be worn by Dancers at the appropriate age. Dancers are asked not to wear perfume, cologne, or body spray at TPB. All body hair should be maintained: facial hair (boys), under-arm hair, and bikini lines (girls). Please do not wear body lotion to TPB as it causes dangerous slick spots on the dance floor.

TPB is a gender-affirming academy. For questions regarding dress code please contact the [Associate Artistic Director](#).

THE ELLOVÉ TECHNIQUE

Level 6/Men 6, Level 7/Men 7, & CT Dancers have The Ellové Technique as part of their schedule. It is a required class for all Dancers Level 6 and up according to your schedule. You will need to provide your own **yoga mat** for these classes.

PAS DE DEUX

Pas de Deux class is for girls in Level 7, CT, Men 6 and Men 7, or by special invitation. Elements considered when inviting students to participate include: work ethic, good attendance (in all assigned curriculum classes and rehearsals), and strength on pointe. The TPB staff will regularly monitor students to ensure they are meeting the above requirements. Changes in the aforementioned criteria will affect the student's ability to participate in this class. A tutu is required for any girl attending pas de deux class. All dancers taking pas de deux **MUST** order a tutu at the beginning of the year. Failure to have a tutu may result in removal from pas de deux class. **There is to be no borrowing of tutus for these classes.**

POINTE CLASSES

Dancers on pointe are expected to bring a small pointe shoe bag to class containing:

- Pointe shoes
- Toe tape
- Small scissors
- Band aids
- Safety pins
- Needle and thread
- Toe Spacers/lambs wool, paper towels or handy-wipes (**NO OUCH POUCHES**)
- Any additional items they may require

Toes need to be **pre-taped before technique classes**. *Please note: minimal or no padding is optimal for a properly fitting pointe shoe; also allowing the Dancer to feel the floor. Dancers are asked **NOT** to leave the studio between technique and pointe. Dancers on pointe will be expected to change into their pointe shoes

quickly (approximately 2 minutes). **At the store, for first time pointe shoe fittings, please wear a leotard and tights.**

Dancers begin pointe work in **Level 5**, typically in their second year. Dancers will be notified when they are being considered for pointe work and should not purchase pointe shoes without approval from the Associate Artistic Director.

OPEN BALLET CLASSES

TPB offers a variety of open ballet classes for intermediate to advanced Dancers. TPB encourages curriculum Dancers Level 5 and up to attend these classes when their curriculum classes are not in session. The Open Ballet Schedule is available on our website. TPB curriculum Dancers may purchase open classes at a \$11 “curriculum” rate, or \$10 with pre-registration online.

ACADEMIC COORDINATION

Many schools grant physical education credit or exemption to Dancers in exchange for dance instruction. Dancers may also arrange to obtain credit for Fine or Performing Arts Education. Please check with your academic advisor if this is of interest to you and contact the Registrar if you require a letter from TPB.

RULES AND REGULATIONS

As part of their training, TPB Dancers are expected to behave in a responsible and disciplined manner and to adhere to the TPB rules and regulations. TPB reserves the right to suspend or dismiss any Dancer whose conduct or attitude is found to be unsatisfactory.

All Dancers are asked to carry a pencil and notebook in their dance bags in order to take notes during their own rehearsals, while observing classes, and in Dancer-teacher conferences.

HEALTH AND SAFETY

ILLNESS

A child who exhibits any of the following symptoms should not attend class at TPB until 24 hours after the end of symptoms. Children placed on antibiotics cannot attend class until 24 hours after the initial dosage. Symptoms of Illness requiring students to stay home include, but are not limited to:

- Fever over 100.4° F (without the use of fever-reducing medication)
- Diarrhea: more than one abnormally loose, runny or bloody stool
- Vomiting/nausea
- Severe persistent cough
- Yellow tint of skin or eyes
- Skin/Eye lesions or rashes that are severe, weeping or pus filled
- Stiff neck & headache with one or more of the above symptoms
- Complaints of severe pain
- Wheezing or difficulty breathing
- Head Lice
- Symptoms of communicable disease (chickenpox, strep throat, measles, fifth, scabies, etc.)

If a child at TPB exhibits any of these symptoms, they will be asked to discontinue class. A parent/guardian will be called to pick them up promptly. If a child is not wearing a mask, a mask will be given to them while they wait for a parent/guardian to arrive.

COVID-19 POLICY

We will exclude dancers from attending class at TPB for COVID 19 symptoms or cases as follows:

- Any dancer, regardless of vaccination status, if they exhibit COVID-19 symptoms including new loss of taste or smell, fever, chills, new cough, or shortness of breath.
- New cough means out of the ordinary for this person- e.g. not usual asthma, allergies or common cold
- Fever means 100.4 degrees or more, without the use of a fever reducing medication
- The individual must stay away from TPB for 5 days after onset of symptoms or positive test result, and 24 hours fever free without the use of fever reducing medication and symptom improving.
- If the dancer has at least two primary COVID-19 symptoms (fever, chills, shortness of breath, new cough, or new loss of taste or smell) and has not been tested, they should stay home for 5 days and until they are fever-free for 24 hours and symptoms are improving.
- If the dancer has only one primary symptom of COVID-19 (fever, chills, shortness of breath, new cough, or new loss of taste or smell), and has a negative COVID-19 test or has not been tested, they may return to the program once fever-free for 24 hours and symptom is improving.

In the event a dancer has been exposed to someone with a current presumptive or positive COVID-19 case:

- If a dancer has been exposed to COVID-19, it is recommended that they wear a well-fitting mask when around others for 10 days after their exposure and watch for COVID-19 symptoms. Testing is recommended if symptoms develop, and testing may be considered 5 days after exposure regardless of symptoms. (INTERNAL: if positive, refer to step 1 in previous paragraph. If negative, dancer does not need to continue wearing a mask)
- Exclusion is not required for non-primary COVID symptoms such as sore throat, fatigue, headache, congestion, runny nose, muscle or body ache. If symptoms persist for more than one day, consider consultation with a medical provider or get testing for COVID-19.

If a child at TPB exhibits any of these symptoms, they will be asked to discontinue class. A parent/guardian will be called to pick them up promptly. If a child is not wearing a mask, a mask will be given to them while they wait for a parent/guardian to arrive.

ATTENDANCE

Dancers or their families must report **ALL** absences to TPB **PRIOR** to class time in order for the absence to be considered excused. Notification of such absences may be emailed in advance to absence@theportlandballet.org or called in or texted to 503.452.8448 prior to class. For our records, a reason must accompany any excused absence. If a reason is not provided, you may be contacted to provide a reason for the absence.

Good attendance is critical to consistent progress and advancement in the curriculum programs. TPB supports its Dancers and parents in their efforts to manage their time effectively. Academic achievement goes hand-in-hand with growth as a young Dancer, since both aspects of development require commitment and discipline. At the same time, TPB does not accept an overload of homework as an excuse for missing a class or rehearsal. Such an absence will be considered **UNEXCUSED**. Poor TPB attendance to class or rehearsals will jeopardize a Dancer's placement, participation in productions, casting, promotion, or financial aid.

Excused absences may be made up **ONLY** in a lower level curriculum class. The Dancer's makeup sessions will be recorded in the attendance roll.

Dancers may not enter class late or leave class early without the teacher's permission. If a Dancer arrives more than **ten** minutes late, the teacher will have the Dancer sit, watch the remainder of the class, and take notes on the Class Observation Sheet. Injuries can result when a Dancer has not had a proper warm-up. A late arrival also disrupts the class.

DANCER WELLNESS TEAM

TPB's Wellness Team exists to support Dancers through their ballet education. Members include our Physical Therapist, Dr. Amy Benton, PT, DPT, who offers pro-bono physical therapy evaluations once per month, Licensed Mental Health Professional, Jacob Garrett, who offers pro-bono mental health consultations upon request, and Marisa Michael, MSc, RD, LD, Registered Dietitian Nutritionist.

Dancers placed in Level 5 and up may ask for a [Physical Therapy Request Form](#) to arrange an assessment with Dr. Amy Benton. The form must be completed, signed by a parent or guardian, and returned to TPB office staff. Once seen, the physical therapist may recommend that the injured Dancer seek further care from an outside physical therapist or doctor. Dancers under the age of 18 must be accompanied by a parent or guardian to their evaluation. Dr. Amy Benton, as well as TPB office staff, will be able to recommend practitioners if needed. If a Dancer misses their appointment without at least 24hrs notice they will be counted as a "no show" and their account will be charged a \$25 fee. A second missed appointment will result in the "no show" fee and loss of access to future screenings with Dr. Benton.

Dancers placed in Level 5 and up may email LMHP Jacob Garrett at jacob@theportlandballet.org to inquire about a counseling session. These will typically be scheduled on Sundays at TPB or nearby.

Please see the Registrar to inquire about a consultation with Marisa Michael.

On-site chiropractic care may also be arranged with Seth Alley, DC, CCSP®, CKTP. Dancers who would like to request a chiropractic treatment can do so through TPB office staff. A signed authorization form will be required. Dancers under the age of 18 must be accompanied by a parent or guardian to their evaluation.

INJURIES

Dance is a strenuous athletic activity. Due to building muscle tissue and stretching tendons, Dancers will experience minor aches and pains from time to time. Most minor aches and pains are normal and will go away in time.

Should a pain be particularly sharp, cause swelling or bruising, or become chronic, please notify your instructor and the front desk immediately.

All Dancer accidents and injuries in and out of class must be reported to the front desk staff and the Dancer's teacher immediately. TPB staff will document the Dancer's condition and any medical guidelines for activity. A doctor's note is required to return to class after severe injuries.

Dancers sustaining an injury, either in or outside of class, should do the following:

- Notify the front desk immediately so that proper documentation can be made.
- Ask your doctor for a report on your injury including a timeline for returning to classes and send it to TPB.
- Injured Dancers requiring limited participation in class or a significant leave of absence from TPB must meet with the Artistic Director to set up a recovery plan before returning to classes per your doctor's instructions

Dancers who are injured and are therefore unable to participate in all of class must sit, watch the rest of class and take notes on the **Class Observation Sheet**. Ice is located in the kitchen; please ask the front desk for assistance. Dancers who stop participation may not resume class or rehearsal until the next day.

WATER & RESTROOM VISITS

TPB recognizes that water intake is a crucial element of athletic activity and we encourage Dancers to make sure they are drinking a sufficient amount. There are to be no restroom visits during barre or center. Your option will be to use the restroom before class or between barre and center if absolutely necessary. Visits to the restroom during class disrupt the class and cause the Dancer to miss valuable instruction time. Water bottles must be kept **away** from the *portable barres* and *dance floor*. Dancers (and parents of younger Dancers) must regulate their water intake so that restroom visits can be scheduled before or after class only. Level 1 through Level 3 Dancers may not bring water bottles into the building.

CELL PHONES AND VALUABLE ITEMS

Since phones now act as cameras and recording devices, it is for the privacy of all Dancers that photography and videography of any kind is prohibited. TPB is not responsible for lost or stolen items. Wallets, cell phones (turned off), and small valuables may be taken into the studios in a small bag and set at the front of the room. TPB recommends not bringing items of value into the building.

CLASSROOM/STUDIO BEHAVIOR

Talking during class or rehearsals is not permitted. Excessive talking amongst Dancers is distracting and disrespectful to teachers and classmates. It may result in the teacher asking them to sit and observe class.

Conduct that TPB constitutes as physical intimidation or injury, verbal or sexual harassment, or coercion may be grounds for expulsion. TPB maintains zero tolerance for theft or the possession of weapons. Conduct that causes material destruction or disruption of any TPB function is prohibited.

The Portland Ballet is committed to each Dancer's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. This includes interactions between TPB Dancers via email, phone, text, internet, & social media which all are considered cyberbullying.

Although cyberbullying may not take place while Dancers are on The Portland Ballet premises, any act of cyberbullying will be grounds for review and possible disciplinary action. This includes but is not limited to Social Media such as Facebook, Instagram, Snapchat, Twitter, TikTok, Text Messaging, Instant Messaging, Email, including blocking or reporting users as a malicious act.

Our school works to ensure that all Dancers have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Any act of discrimination, violence, or bullying will be taken very seriously and dealt with by the administrative staff. Consequences will be dependent on the individual act. We request that all incidents be reported directly to The Portland Ballet's Registrar or Artistic Director immediately.

Each Dancer at The Portland Ballet has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

Conversation in the building must be appropriate to be heard by all children and adults in the school. Gossip, vulgarity, and explicit language are not appropriate studio conversation. Dancers are asked to maintain a professional attitude with regard to physical contact. Excessive lolling or physically intimate activity is inappropriate. Dancers unable to conduct themselves in an appropriate and professional manner will be asked to leave the program.

Food and drinks, except water, are restricted to the lobby or outside the building **ONLY** and are **NOT ALLOWED** in any of the studios, dressing rooms, or bathrooms.

Cell phones are only allowed in the studios if they are turned off, no vibration, and put away in a bag for safe keeping. If a Dancer is found using a cell phone during classes or rehearsals, it may be confiscated until the end of that Dancer's scheduled classes/rehearsals.

Dancers are responsible for the disposal of their garbage and are expected to treat the facilities, furniture, and equipment with respect.

Please check the space you use for discarded toe tape, tissues, water bottles, clothing, etc., when leaving the studio. Water bottles must be recycled; the recycling bin is located in the lobby.

Barres are not to be hung on or sat on as they might break or cause injury.

Mirrors are breakable and easily smudged; they are not to be handled or leaned on.

Floors are susceptible to dangerous slick spots. No lotions or salves are to be used prior to class.

Jet Glue is **NOT** allowed in the building! It causes damage to any surface it touches. It must be used outside the building or at home!

Dancers should not sit down to "rest" during dance classes. This causes the muscles to cool down and may result in injury by resuming exercise when cold.

SMOKING, DRUGS, AND ALCOHOL

The Portland Ballet is a non-smoking establishment. Smoking is prohibited for all TPB Dancers on school property. Dancers disregarding this policy will face suspension and/or expulsion from TPB. Any Dancer found using drugs, consuming alcohol, or attending classes/rehearsals under the influence of drugs or alcohol will face expulsion. These prohibitions include providing drugs or alcohol to another Dancer.

CAMERAS/CELLPHONES

Photographing or videotaping class requires advance permission from the Artistic Director and teacher.

LOST AND FOUND

Items left in the studios will be collected at the end of the day and placed in the lost and found bins located in the staff room. If a Dancer needs to check the lost and found, they must ask the front desk. The lost and found is emptied on a monthly basis.

We encourage all Dancers to label their shoes, tights, etc., to ensure that the proper items are recovered. Again, Dancers should not leave valuable items unattended in the dressing room. TPB is not responsible for lost or stolen items.

Gently used shoes, leotards, and tights may be donated to The Portland Ballet. Please bring clean items to the front desk.

COMMUNICATION

Email is TPB's **PRIMARY** method of communication. Please make sure we have the best email on file. You may need to look in your spam folder and add us to your "primary" inbox or your contacts to receive regular communications. If email is not a convenient method of communication for you, please read the **bulletin boards** and our **website** carefully and often. These are all important resources for Dancers and parents. Time changes, rehearsals, important notices, and announcements are updated regularly, and the answers to many of your questions can be found there.

TPB has a password protected PARENT PORTAL on our website. Access to the portal will be given with placement information at the beginning of the year. This website will include enrollment information, forms, and schedules. Please check it regularly.

Parents are asked to direct any comments, concerns, or questions to the Registrar who will then contact the Artistic Director, Executive Director, or appropriate teacher.

The front desk staff are not allowed to give out Dancer or teacher phone numbers and other personal contact information. We ask that phone numbers be exchanged on an individual basis only.

INCLEMENT WEATHER

If TPB classes must be cancelled an email will go out to all families. We will try our best to update the voice mail at the studio, but at times, that is not always possible. If you are unsure about classes during a weather event, please check your email or you may email registration@theportlandballet.org for a response.

LETTERS OF RECOMMENDATION

If a Dancer is in need of a recommendation letter, **TWO WEEKS NOTICE** is required. Be aware that many Dancers request letters of recommendation at the same time of year. Insufficient notice will result in short letters or none at all.

AUDITION SUPPORT

Dancers in Level 6 - 7 may request video audition support.

NOTE: Each school and/or summer intensive has a unique set of requirements for audition materials. Please make sure to consult the website of each program of interest to compile your requirement list.

- 1) Use of studios/studio rental:
 - If using any of the studios while working with faculty on private lessons, coaching, or filming, the studio rental fee is \$15.00/hour. Please coordinate rental with the Associate Artistic Director.
- 2) Working with faculty:
 - Rehearsal time and/or filming time with faculty will be treated like private lessons and therefore, dancers must fill out the Private Lesson Request form. The Dancer will need to pay the studio rental fee for this time (as outlined above). The Dancer will need to schedule coaching or filming sessions directly with the faculty member first, then obtain approval from the Associate Artistic Director. The rate is \$60 per hour and should be paid directly to the faculty member. The Studio Rental Fee must be paid to the front desk on or before the day of the rental.
- 3) Filming:
 - Dancers will need to pay the studio rental fee for time spent filming, whether the filming is done by TPB staff or by a parent. They will not be required to have faculty present during this time but are encouraged to do so.

NOTE: Career Track Dancers preparing to audition for companies and/or conservatory programs will receive video audition support as part of the Career Track program and, therefore, do not need to follow the video

support guidelines above. CT Dancers should communicate their video needs directly to the Registrar and Artistic Director.

PRIVATE LESSONS

Curriculum Dancers may request to work with an instructor in a private one-on-one lesson by submitting a **Private Lesson Request Form** located in the TPB lobby. Curriculum families are responsible for renting the TPB studio at a mutually agreed upon time, arranged by the Associate Artistic Director, at the rate of \$15.00/hour, payable to TPB. Private lessons have a uniform rate of \$60.00/hr for a single Dancer, \$35.00/hr each for a semi-private for 2 Dancers, and \$25.00/hr each for 3+ Dancers, payable directly to the teacher. Private lessons are for current curriculum Dancers only. In the event that a Dancer must cancel a private lesson, 24 hours' notice is required. If a Dancer does not provide sufficient notice for a cancellation, they will be charged ½ the studio fee and ½ the instructor fee as a late cancellation fee.

PARENT OBSERVATION & ETIQUETTE

Parent observation occurs once per year in December. The dates and times by level for parent observation will be sent out via email and available in the TPB lobby and posted on the bulletin boards. Special permission to observe at any other time must be arranged in advance.

No talking, cameras, camcorders, cell phones, or loud pagers are allowed during classes.

PERFORMANCE AGREEMENTS

By enrolling in these programs, Dancers and their parents agree to uphold the policies and guidelines outlined in this document.

THANKSGIVING AND SPRING PRODUCTION DANCERS

Participating in The Portland Ballet's Thanksgiving and Spring productions offers emerging young Dancers the unique opportunity of performing professional choreography in theaters before live audiences. This year's productions will be *The Enchanted Toyshop* (Thanksgiving) and *Carnival of the Animals* (Spring). The Thanksgiving Production is open by audition to ballet Dancers Level 3/Men 3 and up. **All Dancers planning on participating must be accompanied by one parent (unless the Dancer is 18 or older) and attend the MANDATORY meeting on Saturday, September 10 at 2:15pm.**

Limited parts are available in the Thanksgiving and Spring Productions and TPB reserves the right to limit the number of participating Dancers when we reach capacity. Level 3 through Level 5 will be accepted into the Holiday Production on a first-come, first-served basis.

Performance Dates & Location

Performance dates for the 2022 Thanksgiving Production are Saturday and Sunday, November 25 and 26 (no rehearsals or performances on Thanksgiving Day). Performance dates for the 2023 Spring Production are Friday and Saturday, May 12 and 13. All performances will take place at Lincoln Hall. **Dancers must be available for all rehearsals and performances.**

Casting

Please note that every Dancer may **NOT** perform in every performance. All casting decisions are made by the Artistic Director. Casting is a complex and delicate equation. Elements considered in casting include: class and rehearsal attendance, age, experience, conduct, work ethic, stamina, strength, lack of injury, height, and the fit of the choreography to the Dancer considered. Casting can be an evolving process subject to

unforeseen circumstances, sometimes last-minute changes due to injury or illness can occur, and is therefore never truly final. Dancers are required to adhere to the guidelines below. Failure to do so, or changes in any of the elements above, may result in casting changes. The Artistic Director will not meet with parents to discuss casting. She will, however, meet with any dancer age 14+ who has concerns or questions regarding casting in a meeting scheduled through TPB's Registrar.

Attendance

Attendance to **all rehearsals is mandatory** (see schedule below). Please note that **not** every Dancer may be called to every rehearsal, but must be available for rehearsal at the times listed in the schedule. By signing this contract, you are agreeing that you can participate fully in the schedule listed below. It is also important to maintain strong attendance in all curriculum classes.

Absences

Dancers will be allowed two (2) excused absences during the rehearsal period for each production. In the case of illness, a parent or guardian must notify TPB of a Dancer's in **advance** of the class/rehearsal they will miss. Dancers with injuries **MUST** report these injuries to the rehearsal director and still observe rehearsals and take notes. Missing more than the allotted amount of absences may result in dismissal from the production. **UNEXCUSED absences may result in dismissal from the production.** A parent or guardian must substantiate any planned absences. If a future absence is known, Dancers/parents must turn in a **signed Excused Absence Request Form AT LEAST 2 WEEKS** prior to absence. The Artistic Director will review the request. Forms received less than 2 weeks prior to absence will be considered unexcused and therefore affect the Dancer's participation. **Verbal approval of absences is not considered officially excused. Paperwork must be turned in.**

Parent Volunteer Requirements

Parents MUST volunteer for at least one volunteer job during the Thanksgiving Production and Spring Production or **pay a \$150.00 opt-out fee.** TPB will contact parent volunteers with available volunteer jobs and hours. If a parent has not volunteered, \$150.00 will be automatically charged to the credit card on file. TPB will make volunteer arrangements with CT Dancers staying with host families when parents are not present to volunteer.

Costume Liability

Dancers and parents of all Dancers are responsible for any damage to costumes, scenery, props or facilities during this event. It is very important that each Dancer takes care of their costume. In the event that something happens to the costume while it is in the Dancer's control, the Dancer will be held responsible to pay for it. Fines will be assessed according to the damage.

YOUTH COMPANY

Performing opportunities for the 2022-2023 season include the Thanksgiving weekend performances of *The Enchanted Toyshop* (November 26 and 27) at Lincoln Hall, the Spring Concert (Current/Classic)/Academy Showcase on May 12, 13, and 14 at Lincoln Hall. Other performance opportunities have yet to be finalized. To maintain membership in the Youth Company, Dancers must be available for all rehearsals and performances.

If you are participating in the Youth Company, the Dancer accompanied by one parent (unless the dancer is 18 or older) must attend a MANDATORY Thanksgiving Weekend Performance meeting Saturday, September 10th at 2:15pm.

Casting

Please note that every dancer may **NOT** perform in every performance. All casting decisions are made by the Artistic Director. Casting is a complex and delicate equation. Elements considered in casting include: class and rehearsal attendance, age, experience, conduct, work ethic, stamina, strength, lack of injury, height, and the fit of the choreography to the Dancer considered. Casting can be an evolving process subject to unforeseen circumstances, sometimes last-minute changes due to injury or illness can occur, and is therefore never truly final. Dancers are required to adhere to the guidelines below. Failure to do so, or changes in any of the elements above, may result in casting changes. The Artistic Director will not meet with parents to discuss casting. She will, however, meet with any company member who has concerns or questions regarding casting in a meeting scheduled through Sarah Cook, TPB's Registrar.

Attendance

Attendance to **all rehearsals is mandatory** (see schedule below). Please note that **not** every Dancer may be called to every rehearsal, but must be available for rehearsal at the times listed in the schedule. By signing this contract, you are agreeing that you can participate fully in the schedule listed below. **Class Attendance**: It is also important to maintain strong attendance in all curriculum classes.

Absences

Dancers will be allowed two (2) excused absences during the rehearsal period for each production. A parent or guardian must notify TPB of a Dancer's illness in **advance** of the class/rehearsal they will miss. Missing more than the allotted absences may result in dismissal from the production. **UNEXCUSED absences may result in dismissal from the production.** Dancers with injuries **MUST** report these injuries to the rehearsal director, and still attend and observe rehearsals and take notes. A parent or guardian must substantiate any planned absences. If a future absence is known, Dancers/parents must turn in a **signed Excused Absence Request Form AT LEAST 2 WEEKS** prior to absence. The Artistic Director will review the request. Forms received less than 2 weeks prior to absence will be considered unexcused and therefore affect the Dancer's participation. **Verbal approval of absences is not considered officially excused. Paperwork must be turned in.**

Parent Volunteer Requirements

Parents MUST volunteer for at least one performance or one volunteer job during the Holiday production and Spring Concert or **pay a \$150.00 opt-out fee**. TPB will contact parent volunteers to schedule their hours. If a parent has not volunteered, \$150.00 will be automatically charged to the credit card on file. TPB will make arrangements for CT Dancers staying with host families.

Costume Liability

Dancers and parents of all Dancers are responsible for any damage to costumes, scenery, props or facilities during this event. It is very important that each Dancer takes care of their costume. In the event that something happens to the costume while it is in the Dancer's control, the Dancer will be held responsible to pay for it. Fines will be assessed according to the damage.

All Youth Company Dancers agree to

- Follow Guidelines in TPB Handbook
- Not participate in any outside training or performances without permission from the Artistic Director
- Adhere to the dress code requirements for leotards, tights, footwear, and hair
- Set an example for other Dancers at TPB
- Be present at all scheduled classes and rehearsals

CAREER TRACK DANCERS

Career Track Weekly Schedule:

Tuesday: 12:30-2:00pm class; 2:15-4:15pm rehearsal or workshop + evening curriculum classes based on level placement.

Wednesday, Thursday and Friday: 1:30-3:00pm class + evening curriculum classes based on level placement.

Please note: not all CT Dancers will be called to every rehearsal but are required to attend all classes and workshops.

Performing opportunities for the 2022-2023 season include the Thanksgiving weekend performances of *The Enchanted Toyshop* on November 25 and 26 at Lincoln Hall, the Spring Concert (Current/Classic)/Showcase on May 12, 13, and 14 at Lincoln Hall and the Career Track Performance (Up Close) on June 9, 10 and 11 at the Studio Theatre. Other performance opportunities have yet to be finalized. To maintain membership in the Career Track, Dancers must be available for all rehearsals and performances.

If you participate in Career Track, the Dancer accompanied by one parent (unless the Dancer is 18 or older) must attend a MANDATORY Thanksgiving Weekend Performance meeting Saturday, September 10th at 2:15pm.

Casting

Please note that every Dancer may **NOT** perform in every performance. All casting decisions are made by the Artistic Director. Casting is a complex and delicate equation. Elements considered in casting include: class and rehearsal attendance, age, experience, conduct, work ethic, stamina, strength, lack of injury, height, and the fit of the choreography to the Dancer being considered. Casting can be an evolving process subject to unforeseen circumstances, sometimes last-minute changes can occur due to injury or illness, and is therefore never truly final. Dancers are required to adhere to the guidelines below. Failure to do so, or changes in any of the elements above, may result in casting changes. The Artistic Director will not meet with parents to discuss casting. She will, however, meet with any company member who has concerns or questions regarding casting in a meeting scheduled through Sarah Cook, TPB's Registrar.

Attendance

Attendance to **all rehearsals is mandatory** (see schedule below). Please note that not every Dancer may be called to every rehearsal, **but every Dancer must be available for rehearsal at the times listed in the schedule.** By signing this contract, you are agreeing that you can participate fully in the schedule listed below. It is also important to maintain strong attendance in all curriculum classes.

Absences

Dancers will be allowed two (2) excused absences during the rehearsal period for each production. In the case of illness, a parent or guardian must notify TPB of a Dancer's absence in **advance** of the class/rehearsal they will miss. Missing more than the allotted amount of absences may result in dismissal from the production. **UNEXCUSED absences may result in dismissal from the production.** Dancers with injuries **MUST** report these injuries to the rehearsal director, and still attend and observe rehearsals and take notes. A parent or guardian must substantiate any planned absences. If a future absence is known, Dancers/parents must turn in a **signed Excused Absence Request Form at least 2 WEEKS** prior to absence. The Artistic Director will review the request. Forms received less than 2 weeks prior to absence will be considered

unexcused and therefore affect the Dancer's participation. **Verbal approval of absences is not considered officially excused. Paperwork must be turned in.**

Parent Volunteer Requirements

Parents MUST volunteer for at least one performance or one volunteer job during the Holiday Production, the Spring Concert, and the Career Track Performance or **pay a \$150 opt-out fee**. TPB will contact parent volunteers to schedule their hours. If a parent has not volunteered, \$150 will be automatically charged to the credit card on file. TPB will make arrangements for CT Dancers staying with host families.

Costume Liability

Dancers and parents of all Dancers are responsible for any damage to costumes, scenery, props or facilities during this event. It is very important that each Dancer takes care of their costume. In the event that something happens to the costume while it is in the Dancer's control, the Dancer will be held responsible to pay for it. Fines will be assessed according to the damage.

All Career Track Dancers agree to

- follow Guidelines in TPB Handbook
- not participate in any outside training or performances without permission from Artistic Director
- meet with Nancy Davis or Lauren Lane for personal evaluation meetings
- adhere to the dress code requirements for leotards, tights, footwear, and hair
- set an example for other Dancers at TPB
- take pointe during center of all Career Track classes unless excused for injury prevention reasons or directed by the instructor
- be present at all scheduled classes and rehearsals
- schedule medical/dental appointments **outside** Career Track schedule

TPB ACADEMY SHOWCASE

Curriculum Dancers in Level 1 through Level 7 participate in the annual TPB Academy Showcase presented on May 14th. Youth Company (YC) and Career Track (CT) dancers **are required to participate**.

Dancers are required to have excellent attendance. They will perform pieces choreographed for their classes by faculty members.

There will be a mandatory in studio rehearsal on Saturday, May 6th. Dancers are to have no excused absences the week of the performance, Monday, May 8th through Sunday, May 14th. **Dancers must be available for all rehearsals and performances.**

This performance is a ticketed event. Tickets are first-come, first-served. This show sells out each year. Ticket sales will be announced via email.

Academy Showcase rehearsal and performance information will be sent in January 2023. All Dancers are automatically scheduled to participate in the Academy Showcase **unless families opt out upon enrollment in the fall**. Teachers will begin choreography in the late winter. Dancers who have opted out may not be eligible to opt back in after teachers have begun rehearsals. Dancers who opt out of the Academy Showcase after rehearsals have begun will be assessed a \$50.00 penalty fee. Dancers not performing in the Academy Showcase should still attend all scheduled curriculum classes and will not receive any tuition discount for not participating.