



New Albany
Ballet Company

New Albany Ballet Company Pre-professional Division Handbook

The New Albany Ballet Company's pre-professional division has the singular goal of preparing young dancers for a career in dance. Gifted students are chosen by the faculty at NABC to continue their training at a serious and advanced level with a year round commitment. This is a rigorous program consisting of daily ballet classes in technique, pointe, variations, classical ballet and repertoire as well as contemporary dance. NABC faculty help to prepare dancers for auditions and national summer programs that will enhance their training, develop their self-esteem, build their resumes and educate them about the ballet environment on a national level. This division provides performance opportunities in full-length story ballets, classical repertoire, contemporary ballets and new works that are created especially for the students. The program also provides dancers the education necessary in modern and jazz techniques for entrance into college dance programs. Not all members of the pre-professional division will choose to pursue a career in dance, yet it is the mission of the school to prepare dancers for this career path if they so choose. To maintain a professional level of quality at the school and to prepare students to perform the difficult classical ballet repertoire a high level of commitment and a consistent dedication of time and effort is required from each pre-professional ballet student.

Pre-Professional Division Regulations

Class Requirements

- At all times, including the summer months, four ballet (4) technique, three (3) pointe for pre-pro II and III and (2) for pre-pro I, and (1) contemporary technique class must be maintained per week. Excused absences include illness, injury, family emergencies and religious holidays. Any absences for reasons other those listed above must be made up in the same or following week. Consistency is crucial to maintaining proper ballet technique and to avoid injury. This may require that a student take an extra class on another day or two classes in one day. To be allowed to perform with the pre-pro program, these requirements must be maintained. Requirements after long term absences such as illness and injury should be discussed individually with the instructors. Students are required to attend all intensive workshops, seminars, and master classes that are hosted by NABC. During the summer months, students will receive class credit for any summer intensive programs they attend away from NABC. When planning summer family vacations please keep in mind the required summer program. Tuition will not be prorated for family vacations during the summer or during the school year. The students need to make up the missed classes at the best of their ability.

Attendance

- **2015-2016 Season Registration is due on or before May 15th with the \$35 registration fee. Any registration received after May 15th will be charged a \$35.00 fee and a \$10 late fee.**
- Attendance will be taken at every class and rehearsal. Students will be responsible for being aware of their attendance. Class attendance books will be made available for students to check their progress. Monthly warning notices will only be sent out when students are behind in their minimum attendance.
- Contemporary and Jazz attendance: Contemporary class is a required class for all pre professional students. If a student misses more than three contemporary classes in any given quarter (Fall quarter: September-November, winter December-February, Spring: March-May) she will need to make up the contemporary classes missed in the level below class during the duration of that quarter. Jazz class is not required although highly recommended for ALL pre professional students. Jazz class attendance also needs to stay consistent. If a student misses more than 3 jazz classes in a quarter and does not make up the class that student will not be permitted to be in the recital piece.

Rehearsals

- Students may not miss more than one (1) rehearsal per month for any role in a ballet (theses absences may occur consecutively). This equates to 25% of rehearsal time for any given piece. If a student misses more than one (1) rehearsal per month for any role in a ballet, a student's casting will be reviewed by the faculty and possibly altered. If there are extenuating circumstances such as injury, illness, family emergencies or religious conflicts, please contact the rehearsal director. Other extracurricular activities are not considered extenuating circumstances. Students who are traveling to visit colleges and taking the SAT or ACT are exempt from this rule, but excessive absences will affect casting. If a student does not maintain the minimum amount of classes, they will not be allowed to perform in school productions. Students who are injured and or ill, but still able to perform must observe all rehearsals. Students may not miss any rehearsals during the two weeks prior to a major performance with the exception of the above listed excused absences or extra curricular activities that count as a grade. If a student cannot attend dress rehearsal for a piece, the student may not perform in that piece.
- Every student is responsible for choreography that has been learned during rehearsal time. Movement will not be re-taught. If a student has been absent, it is his/her responsibility to learn the missed information. This includes corrections as well as choreography.
- All pre professional students are expected to come to all rehearsals with a positive attitude and energy to dance. Please enter the room ready to move and ready to give full attention to the choreographer/teacher in the room.

Note: The choreography performed at the NABC and NACBT is pre-professional and when performing the original steps from classical ballets it is professional. Most schools performing these ballets require dancers to train six (6) days per week. Four (4) classes per week is the minimum amount of classes necessary to maintain the technique required to execute this level of choreography and to avoid injury.

Tardiness

- All pre-professional students are to be in the classroom and physically prepared to begin prior to the demonstration of the first combination of class. Students arriving more than 15 minutes late for class or rehearsal may not physically participate in that class or rehearsal. Pointe, variations classes and rehearsals may not be attended without a prior technique class or warm-up at the discretion of the faculty. If a student is late to class or rehearsal or is injured, the student is encouraged to observe the class and must observe rehearsal. Continual tardiness will not be tolerated. A student is considered late for class when the instructor has begun demonstrating the first combination.
- Pointe Class: students will be required to bring Pointe shoes and Pointe shoe bags into the prior technique class so shoes can be put on in the classroom. Students will no longer be permitted to go to the dressing room in order to change shoes. If a student is more than five minutes late for Pointe class she will not be permitted to take the class and a makeup Pointe class will need to be taken.

Injuries

Injury in dance is inevitable and will occur with each and every student at some point. There are steps that can be taken by the student to prevent occurring injuries. It is the student's responsibility as part of her preprofessional training to seek these injury prevention techniques. Proper stretching outside the classroom, Pilates, yoga, and good nutrition are all part of an injury prevention plan.

- Any injuries **MUST** be immediately reported to all teachers. Students should communicate with teachers frequently about any long term injuries. Teachers will guide students about how to take care of injuries and modify movements, if necessary, in the classroom. If a student cannot perform a movement during regular class time, then that movement should not be performed during rehearsals.

Contacting a Teacher

- If a student or parent has questions or concerns and wishes to communicate with a teacher, please leave a note in the teacher's mailbox inside the office or leave a message on the school answering machine and that teacher will respond. Teachers will also provide the student and parents with an e-mail address to use as the main source of communication.

Dress Code

- Ladies –Ballet Class: Black classical leotards / class uniform (please see guideline below) (camisoles, short sleeves, long sleeves, ¾ length sleeves, tanks or halters) and pink tights worn under the leotard and over the foot. Pink ballet shoes or pointe shoes with ribbons and elastics sewn. Please wear ballet shoes that are well fitted around the foot. The hair should be neatly secured to the back of the head so that it does not fall down. No loose hair around the face or neck. Black chiffon skirts are permitted for Pointe only. Please wear appropriate undergarments that are suited to ballet; do not wear traditional bras or sports bras.
- PP I Class Uniform Schedule: Mondays (own black leotard), Tuesdays: Teal Logo Leotard, Wednesdays OFF, Thursdays Teal Logo Leotard, Friday Black Logo Leotard, Saturdays Black Logo Leotard

PP II/III Class Uniform Schedule: Monday Teal Logo Leotard, Tuesdays (own black leotard), Wednesdays (own color choice leotard), Thursdays Teal Logo Leotard, Fridays Black Logo Leotard, Saturdays Black Logo leotard

On any given day where the student is permitted to wear her own leotard the faculty member is given permission to “not accept” the leotard in class. The student will be told not to wear that particular leotard again and needs to follow this standard.

- Contemporary and Jazz Class:

Any black camisole leotard, (PP II/III) Teal Logo leotard for the PP Is and black tights or black tight fitted dance pants or dance shorts worn OVER the camisole leotard. Hair is to be pulled up and secured to the head. NO PONYTAILS. Black jazz shoes are needed for jazz class. Any pre professional student not sticking to the dress code for contemporary and jazz classes will be asked to leave the class and will need to make up the class at a level below. Warm ups during the cold months need to be removed after the first fifteen minutes of the contemporary class. No warm ups are permitted in jazz class since it follows a contemporary class.

- Males – Black or white shoes with elastics sewn. Black tights with a white or solid colored t-shirt for males. Hair will be cut so that it does not fall in the face while dancing.
- Leg warmers are allowed only if a student has an injury and should be light pink.
- Shoulder shrugs are allowed during cold weather
- All excess clothing must be removed prior to the first combination of class and during all rehearsals.
- Small earrings may be worn and hair ornaments that are not distracting. Necklaces, rings, watches and bracelets (including hair bands) should be removed.
- Make sure that all Pointe shoes are strong, pliant, and sewn properly with ribbons and elastic. Pointe shoes used for rehearsals and classes should not be “dead.” Ballet technique cannot properly be performed and is dangerous with worn out shoes. Order all shoes before they are needed so that there is ample time for them to be sewn. They should be ready to be used when old shoes are worn out. Pointe work often leads to blisters and other foot problems. Students should take care of their feet and tape them accordingly so that these problems do not interfere with their work. Dancers should be able to perform full out at all times unless they have an injury.
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- Students should be mindful of the other parents and students that are in the school. Students should keep the level of noise down and clean up after themselves. If students eat food in the studio, please pick up afterwards. Do not leave food in the dressing room, lobby or other common areas.
- All dancers should take good care of their costumes while at home, at the studio or theater and in transit. Always properly store all costumes. Pancake tutus must always be stored either flat on the floor on a sheet or towel or upside down from the crotch on a hanger. All costumes should have a plastic bag hanging over them. Dresses and long Romantic tutus should be hung, but a French tutu (such as Gumdrops) should be hung upside down to maintain the fluidity of the tulle. When in the costume, please sit and stand in a fashion that will not damage the costume.
- When in the theater, please do not eat large meals in costume. Water and light foods such as dried fruit, fresh veggies, etc. may be eaten in costume, but be careful. As space is tight backstage, please be considerate of other dancers’ space in the dressing rooms. Please keep your belongings together so that separate costume parts are not lost.

Classroom Rules

1. Students are not to sit in circles and talk while in the classroom. Keep all “catching up” for before or after class/rehearsals. When the teacher enters the room students are expected to stand and show they are ready for class/rehearsal.
2. Students are asked to arrive a good ten minutes early for class so they have time to stretch. If there is not room in the dressing room to do so please stretch in the following areas: playroom, long hallway, and or lobby.
3. Be ready and know the first combination at the barre.
4. Students should try not to allow a “bad day” or personal issues to effect classroom performance. The joy of dance is having an outlet for a “bad day”. Dance is a gift, use it!
5. Students must take responsibility in applying corrections, understanding combinations, and learning choreography.
6. Students are not to turn the fans on or off without approval of the teacher.
7. Talking to peers in not permitted in class/rehearsal.
8. All students need to be ready and waiting in the long hallway prior to the start of the rehearsal even if the prior rehearsal is running over. Students are not to be sitting in the locker room after the start of rehearsal time.
9. Dancers are expected to dance full out every class and rehearsal. If a student is unable to dance full out she must notify the teacher at the start of the class/rehearsal of reason.
10. All pre professional students are expected to display confidence, determination, and an overall positive attitude at all times in the classroom.
11. Being a part of the pre professional program is an honor and students are expected to take great pride in this privilege. Therefore any attitude of the teacher “owing” the student or being “thankful” the student is in attendance will not be tolerated.
12. Students are asked to keep all technology (cell phones, I pods, lap tops) away and out of sight. Videoing rehearsals need to be given permission first by the rehearsal director.

Summer Programs

It is advised that all pre professional students attend at least two summer auditions. Teachers will be available by e-mail to advise each individual student on where each student should audition and the best summer program she should attend. Although it is encouraged to attend outside summer programs we all agree that our summer program held for two weeks in June should be the student’s priority. The dates of our summer program will be released early January and all family vacations, outside summer programs, school functions need to be planned around these dates from now on. If a summer program interferes with our dates it will be up to the teachers/director whether the student will be excused for that overlapping time. If a student is not excused she will need to make up the intensive in the level below intensive held in July.

Youth American Grand Prix

More detailed information is attached. All pre professional students are encouraged to attend as an audience member for the competition and as a dancer in the master classes. It will be by invitation only to be selected as a competitor. This selection process is taken very seriously by the faculty and done for the best of each student. If a student is not selected to compete it does not mean that student is not highly regarded by the faculty of NABC. Not every pre professional student is suited for such a high level of competition.

Private lessons/private coaching

Private lessons are encouraged only for those students needing extra one on one time due to lack of technique in the classroom, prior injury, or to prepare the student for YAGP. It is not encouraged by the faculty of NABC to seek out private lessons.

Recital

Pre professional students will be cast in recital pieces by the faculty member choreographing/setting the recital piece. Casting will be posted on the studio A window. Recital rehearsal usually begins around mid February and takes place outside of normal class time. (except for modern and jazz). Dancers will be billed for the recital rehearsals after the recital at the following rate

(teacher's hourly rate divided by the number of dancers in the piece multiplied by the number of rehearsals). Dancers will not be billed for any extra rehearsals called in the theatre/warm up classes in the theatre/ nor stage time setting the piece.

Casting IS DONE BY THE CHOREOGROPER. Pre professional dancers will all be cast in the class modern piece, jazz if they attend jazz class starting in September, and at least one ballet piece. If a dancer decides not to participate in the additional ballet piece she must notify the choreographer prior to the first rehearsal.

Recital Costumes

Not all pre professional costumes are ordered in December. Most casting for recital takes place in January/February. At that point the choreographer will decide the costume needs and a costume will be ordered/rented. It is the goal of our program to make the pre professional dancer look like a pre professional dancer. For that reason a more expensive tutu, bodice, leotard may need to be ordered. Most pre professional recital costumes come "out of the dancer's closet" again in future recitals. If a costume is rented the costume needs to be returned by the first day of summer classes.

Nutcracker Auditions

Pre Professional dancers are required to attend the pre professional Nutcracker auditions. It is nearly impossible for the faculty to properly cast the dancer not in the room. For this reason, we will release Nutcracker audition dates no later than June 1st by e-mail. Please plan accordingly. In the past, Nutcracker auditions are almost always one of the last two weeks in August/first week in September. Most schools start back at this time so our goal is to have everyone in town and at the audition.

Please no phone calls. E-mails, or direct contact related to casting. Casting is final and once the faculty has posted the casting no changes/alterations will be made for any reason. If in the event a dancer cannot perform his/her casted role, the understudy will take their place. All understudies are expected to be at all rehearsals. The faculty can also make a decision to allow the understudy the opportunity to perform the role in a school performance or matinee. This will be decided by the faculty and the dancers involved will be notified. All decisions are made by the faculty with the effort of what is best for the performance, dancer's health and well being, and cast as a whole.

Pre Professional dancers will form a strong bond with their faculty. Parents are encouraged to ask their dancer questions about classes, upcoming events, schedules, etc. Not all students are good at relaying information discussed in class. BUT, we are training the dancer for the "real world" there for allowing them the opportunity to take a big responsible role in their dance training. For this reason several announcements, schedule changes, etc may be given in the classroom or posted on the Studio A window that don't go home to the parent.

Casting for all Pre Professional Concerts

NOTES

Casting of roles in productions may be accomplished by assignment or audition, depending on the specific requirements of each production. **Please note that casting is made at the sole and entire discretion of the Artistic Faculty, and is non-negotiable.** There are many factors that affect casting decisions including, but not limited to, costume sizes, numbers needed, student's technical and artistic proficiency, and the Artistic Director's vision for a particular piece or role. **In addition, all casting is tentative and subject to change, pending the student's participation and/or progress in rehearsals.** Students are encouraged to give their utmost to each role they receive and work hard to be professional in their execution of each role.