

# DANCE ARTS CONSERVATORY HANDBOOK

2024-2025



DANCE ARTS  
CONSERVATORY



The Champaign Park District is here to connect you to a vibrant community of people and opportunities. Our mission is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts.

The Champaign Park District is a special district of local government with its own financial and legal responsibilities. It is governed by five elected residents of Champaign who give their services to the community. The Park Board holds its regular meetings on the second Wednesday of each month at 5:30 pm and study sessions on the fourth Wednesday of the month at 5:30 pm at the Bresnan Meeting Center, 706 Kenwood Road. Residents are invited to attend and are welcome to make suggestions or comments to improve programs or facilities.

### **Park Board Commissioners**

Craig W. Hays  
Barbara J. Kuhl  
Timothy P. McMahon  
Jane L. Solon  
Mike R. Somers

### **Officers of the Board**

Sarah Sandquist, Executive Director  
Jarrod Scheunemann, Secretary  
Donna Lawson, Treasurer  
Guy C. Hall, Attorney

## **Equal Opportunity Programs**

It is the policy of the Champaign Park District to provide that no person shall on the grounds of race, color, creed, national origin, sex, age, marital status, physical and mental disability, sexual preference, veteran status, or any other protected characteristic as established by law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity of the District.



## **: WELCOME**

The Dance Arts Conservatory opened in 1976 as the Dance Arts School and teaches classes in Ballet, Modern, Tap, Jazz, Musical Theatre Dance, and more for preschoolers to adults. The goal of the Conservatory is to provide accessible dance classes for people of all ages and abilities in our community. We achieve this by providing safe, inclusive, high-quality dance education designed to promote self-expression, creativity, grit, and confidence to enhance all aspects of each student's life. The faculty strives to instill an appreciation for dance through professional experiences and instruction shared with each student.

## **: OUR FACULTY**

Our faculty is a testament to our commitment to a friendly, supportive, and structured learning environment. Representing a diverse spectrum of education and performance experience within their specialized dance forms, our instructors and accompanists enhance the quality of the Conservatory. Their expertise and passion for dance are the pillars of our institution, ensuring a rich and fulfilling learning experience for all of our students, from beginner to advanced.

## **: PARENT INVOLVEMENT**

We encourage parents to be involved with the Conservatory by checking in with your child's teacher regularly, watching for notices, and checking the Dance Arts webpage. Email is the primary communication method. Please ensure your SmartRec account and front desk staff have your current email address and phone number to update you on the latest information. At the end of each semester/session, we require all parents of young students and all older dancers to complete a Program Evaluation. It is invaluable information for Dance Arts, as future funding for our school is partially decided upon the return of these evaluations.

## **Observation & Waiting Areas**

We invite parents and grandparents to observe the final class of each month in our viewing room, 201. This room has TVs that display a live feed from the studio. On the final class of each semester/session, we invite the dancers' parents and grandparents to observe the class in studio. However, the instructor reserves the right to reschedule observation time if the class has concentration problems or is rehearsing for an upcoming performance.

Parents and students may wait in the following areas if the space is available:

1. Room 206 (the kitchen) – This room is a quiet zone for students to do homework or have a snack before their class begins. Parents may also wait in this area during their child's class.
2. Room 201 – This room is for parents and siblings of younger dance students. Indoor voices are OK, but rough play is not. Food and drink are not allowed.

**PLEASE NOTE:** The hallway is not a designated waiting area. No sitting is allowed as this is a fire code violation. Please remember that all children within the building must be supervised by their parents when not attending classes.

## Volunteering

Volunteers assist with the Performances, providing support for the dance faculty. Nearly all costumes and sets for the performances are made “in-house” by volunteers. Our volunteers are an invaluable asset that help the Dance Arts Conservatory keep production costs low. There are many crews set up to help with the performances that are critical to ensuring a professional-looking production. These crews can include:

- **Costume Production Crew:** cuts fabric, pins, takes notes for fittings, gluing, hand and machine sewing
- **Set Building Crew:** assists with design and builds sets
- **Painting & Construction Crew:** paints and assembles sets and props
- **Marketing Crew:** assists with distribution of performance posters and other promotional tasks as needed
- **Backstage Crew:** class wranglers/supervisors, dressers, load-in to the theatre, strike crew
- **Snack Crew:** provides food for costume, painting, and construction crews who work through lunch and/or dinner on many days

Look out for performance information at the beginning of the Fall session.

## : REGISTRATION/PAYMENTS & FEE SCHEDULE

You can register for classes online through your SmartRec account or at the front desk. Students enrolled in Dance Arts Core Ballet classes and Modern classes are registered for the fall and spring semesters and do not need to re-enroll in the spring. Core Ballet and Modern fees are based on a nine-month program (September – May) broken into ten even installments. The first payment is due at registration, and the remaining nine installments are due on the 10th of each month, September through May. Installments are non-refundable and not prorated for holidays, vacations, illnesses, or snow days. The credit card or bank information associated with your SmartRec account will automatically be charged for the current month’s payment on the 10th of each month, September through May. All other classes will be registered for by semester or session and will be paid for in full at the time of registration.

To withdraw your child from the program, submit a two-week written notice before the start of the next month to the Dance Arts Supervisor. You will be responsible for the following month’s payment if you do not provide two weeks’ notice.

## Scholarships

The scholarship program is designed to provide families of the Champaign Park District the opportunity to get involved in fun, safe, quality programs that they may not be able to afford without assistance.

To apply for a scholarship, go to the Champaign Park District website, select registration, and then select scholarships to find the scholarship applications.

**Questions on the Champaign Park District scholarships:** 217-398-2550 or email [scholarships@champaignparks.org](mailto:scholarships@champaignparks.org).

# : STUDIOS CLOSED

Labor Day, Veterans Day, Thanksgiving week, Winter Break, Martin Luther King Jr. Day, Presidents Day, Spring Break, the week of Annual Dance Performance, Memorial Day, and Fourth of July.

# : POLICIES

## Enrollment Information

1. Dance Arts classes run year-round in three sessions.
  - A. Fall Semester – September through December
  - B. Winter/Spring Semester – January through May
  - C. Summer Session – mid-June through mid-August
    - Students remain in the same class from September through August.
    - Core Ballet and Modern Classes are registered for fall and spring semesters and do not need to re-enroll in the spring.
2. Beginning dance students who wish to enroll after the first two weeks of the fall semester will need to contact the Dance Arts Supervisor for permission.
3. Late enrollment may be taken for students with previous training. Placement is decided through a class audition.

(See new student information on page 17 for more details.)
4. Parents must complete the Signature of Understanding page from the Dance Arts Conservatory Handbook and bring it to their child's first class. Students will not be allowed to participate without having this form submitted. No proration will be provided for any classes missed for this reason.

## Classroom Information

Students enrolled in Ballet 2/3 and up<sup>^</sup> may meet their instructor in the studio to begin warming up. Students may only enter the studio if an instructor is present. All Students enrolled in classes Ballet 1 and under\* will meet their instructor in 201 to be checked in and taken to the classroom. If 201 is unavailable, students will meet their instructor in the kitchen, room 206. Parents may wait in the kitchen, room 206, if space is available and no other programs are using the space. Please remember that all children within the building must be supervised by their parents when not attending classes. Our classroom procedure is that we only allow patrons who are registered for the class in the classroom.

<sup>^</sup>This includes all adult students, Teen Intro to Ballet, Modern, Jazz, and Tap.

\*This includes Move with Me, Creative Movement, Pre-Ballet, and Ballet 1.

## Class Advancement

Students can progress to advanced levels per instructor and supervisor approval. To progress, the student must meet the criteria at the beginning levels to advance to the next level. This ensures patron enjoyment in the program and enables the instructor to prepare accordingly to progress through the curriculum.

Students are evaluated based on their ability to move through class using the proper

technique that ensures physical safety and the ability to retain and demonstrate new steps and combinations that gradually require more strength and stamina. Please note that consistent attendance throughout fall, spring, and summer ensures the student can maintain the minimum strength and flexibility required to advance levels. Students are recommended to attend dance class 4-6 hours a week to maintain the minimum necessary strength and technique.

## Exams

The Core Ballet and Modern classes will undergo an examination process at the end of the year, which will determine which class they will advance to. All other classes will receive an evaluation of their progress, including feedback on their abilities and future class recommendations.

Typically, exams are held at the end of the spring session and after the annual ballet. Exam dates and additional information will be communicated through email.

## Cancellations

In the event that Unit 4 schools close due to inclement weather, the Dance Arts Conservatory will also close. In addition, the Champaign Park District may include other snow days that do not coincide with Unit 4. You can find updated program cancellations on the [champaignparks.org](http://champaignparks.org) homepage rainoutline. Staff will also attempt to contact you by email and/or telephone. Classes missed for this reason may not be made up.

In the event an instructor falls ill, every attempt will be made to arrange for a substitute instructor. If this is not possible, classes will be canceled, and students will be notified as soon as possible. The Supervisor will reschedule these classes.

A few classes may be canceled due to rehearsals for the annual Dance Performance to prevent fatigue and stress on young students. The Supervisor will reschedule these classes.

## Tardiness

When a student's learning time is shortened by absences or tardiness, it jeopardizes the progress of the entire class and their performance on stage. In dance class, good education depends on the continuous building of muscular strength. Therefore, absences and tardiness threaten the safety of the student. When a student misses class, the previous skills learned are quickly lost. This happens because the body retains instruction at a lower rate than the mind.

All students should arrive 10 to 15 minutes before class time to change into the correct uniform, warm up, and prepare mentally for instruction. When a student is late for class, he or she misses crucial exercises that warm up and prepare the body for more demanding sections of class, without which the risk of injury increases.

***If a student is unprepared or late for class, he or she may be asked to sit out because of risk of injury.***





## Absences

All known absences should be emailed to the Supervisor or called into the Springer Cultural Center. All last-minute absences should be called into the Springer Cultural Center by a parent or adult student. Absences are discouraged four weeks prior to performances or examinations. **If absences occur within these four weeks, the Dance Arts Staff retains the right not to allow the student to participate in the performance or examination.**

## Sickness

Your child will be unable to attend the program when they are ill (has a fever, a severe cold, feels sick, or shows other signs of illness). Your child should be symptom-free and fever-free without fever-reducing medication for 24 hours before returning to their dance class.

## Make-up Classes

Make-up classes due to scheduling conflicts or sickness are not guaranteed. Make-up classes are provided only with the Dance Arts Supervisor's approval and will only be allowed under certain circumstances. If you are permitted to take a make-up class you must fill out the make-up class form and receive a signature from the Dance Arts Supervisor and the instructor of the make-up class.

## Policy on Head Lice

- A. Proof of purchase of shampoo for first treatment
- B. Doctor's note to return
- C. Proof of purchase of shampoo for second treatment

## : TORNADO AND FIRE PLANS

In the event of the tornado siren sounding, all participants will take refuge in the center hallway of the basement of the building. We will remain there until we receive word that we are in the clear. In the event of a fire, the alarms at our center will be sounded. All participants, under the supervision of the staff, will leave the building through the nearest unobstructed exit and shall seek shelter at the Virginia Theatre, 203 W. Park Ave, 217-356-9063. Parents and guardians will be notified as soon as possible. We will stay at the Virginia Theatre until all the children are picked up by their parents or guardian. In the event of other emergencies, all participants under the supervision of staff will leave the building and follow the above-mentioned emergency evacuation procedures.

## : BEHAVIOR GUIDELINES

### Dance Arts Conservatory Class Rules

In order to provide an optimal learning environment, the Dance Arts Staff has developed a set of expectations for Dance Arts Conservatory students.

1. All students will respect their teachers, fellow students, and studio equipment. No running inside the studio, shouting, or swinging on the ballet barres is allowed.
2. A raised hand should be used when asking a question or making a comment about classwork.
3. Students need to show an effort to remain focused on the instructor and lessons.

Below is the Champaign Park District's behavior code of conduct and guidelines of which the Dance Arts Conservatory and Springer Cultural Center follow.

## BEHAVIOR CODE OF CONDUCT

All participants are expected to exhibit appropriate behavior at all times while participating, spectating, or attending any program or activity sponsored by the Champaign Park District. This includes participation in programs that may or may not require an admission fee, such as spectating at athletic events, concerts, or attending special events. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional Codes of Conduct may apply for particular programs such as summer camps, athletic leagues, and aquatic facilities.

### **Participants and Parent/Guardian shall:**

1. Show respect to all participants, spectators, and staff. Will also show respect for program rules and equipment.
2. Take direction from Champaign Park District staff.
3. Refrain from using abusive or foul language.
4. Refrain from causing bodily harm to self, other participants, spectators, or Champaign Park District staff.
5. Refrain from damaging equipment, supplies, and facilities.

Guidelines are utilized consistently by staff for recommendations on proper discipline to poor conduct. A copy of the Conduct Report Guidelines.



# POLICY ON BEHAVIOR MANAGEMENT

In order to provide a safe and enjoyable experience for all participant, Champaign Park District has developed a set of expectations for all participants. All patrons will be treated fairly based on individual aptitude.

## **Behavior guidelines are as follows:**

1. No individual will endanger him/herself or other participants or staff.
2. Individuals will use respectful, appropriate language towards staff and other participants.
3. All participants will respect staff, program rules, other participants, and equipment.
4. All individuals will keep their hands, feet, and objects to themselves.

## **Consequences for inappropriate behavior are:**

**1. First Offense:** Participant will be removed from the group activity, receive a verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. Participant may or may not return to the group, dependent upon severity of offense. Parent/ Guardian will be notified at pickup.

**2. Second Offense:** Participant will be removed from the group activity, receive a second verbal warning that the exhibited behavior is inappropriate, receive reinforcement of appropriate behavior. After being removed from the group, parents will also be notified and asked to pick their child up within 30 minutes of the incident. Parent/guardian will be notified at pickup that a second offense has occurred, reminded of the ramifications of a third offense.

**3. Third Offense:** The participant's parent/guardian will be called for immediate pickup, and the participant will be suspended from the program for up to 5 days, without refund. When the child is picked up, the Supervisor will meet with the parent/ guardian, discuss the incident and consequence, and revisit the ramifications of a fourth offense. (\*If the participant is not picked up/signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

**4. Fourth Offense:** The participant's parent/guardian will be called for immediate pickup, and the participant will be suspended from that program temporarily but indefinitely suspended, without a refund for that particular session. If the participant is registered for any subsequent programs, the parent/guardian will be refunded their fees for those programs and the child will not be allowed to participate in any program with the Champaign Park District. When the participant is picked up, the Supervisor will meet with the parent/guardian, discuss the incident and discuss the temporarily but indefinitely suspension. Participants with Inclusion Services will also meet with the Inclusion Coordinator at Champaign-Urbana Special Recreation. (\*If the participant is not picked up and signed out within 30 minutes of the parent/guardian being contacted, the participant will be released into the custody of the Champaign Police Department.)

**Please note:** *In cases of inappropriate behavior deemed extreme by staff, participants may be suspended or dropped from the program immediately, regardless of the number of previous offenses.*

# CONDUCT REPORT GUIDELINES

## ***Guidelines may not pertain to sports programming***

- Supervisors should be immediately notified for all third degree behaviors; then the immediate contact with the individual's parent/ guardian to inform them of their child's behavior.
- Each individual will face the consequences upon their behaviors. However, each individual behavior will be addressed on a case-by-case basis with consideration of individual disabilities, medical issues, safety of participants and/or staff, disruption to the program and other such pragmatic considerations.
- Management reserves the right to supersede all degree levels and respond correctly based on severity of conduct.
- Instructor, if unsure the severity of an action please consult the Supervisor to correctly handle the situation.

## **First Degree**

Actions taken in response to first degree behaviors are primarily the responsibility of the Instructors. Instructors are to complete Disciplinary Action Forms and turn into Supervisor that day.

*Ex: Short period of activity exclusion (time out)*

- "Cooling off"
- Given a chore to help instructor

*\*When individuals reach (2) first offense reports, the Supervisor will notify/ speak with the parent/guardian of the individual.*

### **Behaviors may include, but not limited to:**

- Purposely distracting the group (not listening/behaving)
- Inappropriate language/remarks
- Pushing and/or shoving (minor)
- Refusal to follow instruction
- "Talking back"

### **First Degree Consequence: Warning**

## **Second Degree**

Actions taken in response to second degree behaviors are the responsibility of the Instructor to report the action and Supervisor/ Coordinator/Manager to speak with the parents/guardians.

- Fill out Disciplinary Action Form
- Inform Supervisor
- Supervisor will call and notify parent

### **Second Degree Behaviors may include, but not limited to:**

- Persistent first degree behaviors (listening, following instruction, etc.)
- Fighting, “provoking”, spitting
- Bullying or acts of aggression and violence
- Excessive inappropriate language or remarks directed to other participants/instructor
- Running off/leaving the group
- Intimidation/threats to other participants
- Inappropriate physical contact (pushing, tripping, etc.)
- Direct/blatant disrespect to instructor

**Second Degree Consequence: Participant will be sent home for the day, possibly longer depending on the severity of the offense.**

### **Third Degree**

Actions taken in response to third degree behaviors are at the immediate responsibility of Supervisor. Coordinator/Manager will also be involved in actions.

- Remove individual from group & bring to Supervisor
- Complete Disciplinary Action Form
- Supervisor will call and inform parents to come pick up their participant

### **Third Degree Behaviors may include, but not limited to:**

- Severe or repeated physical aggression
- Physical contact to the face and/or neck
- Abuse and/or harassment: verbal, physical, sexual, and emotional
- Sexual misconduct
- Destruction of property
- Endangerment of themselves, other participants, staff or volunteers
- Theft
- Possession of a weapon

**Third Degree Consequence: Participant will be suspended for the day, possibly longer depending on the offense.**

*\*Repeated Third Degree reports to lead to multiple day suspensions or removal from the program.*

# : DANCE ARTS CLASS DESCRIPTIONS

The Dance Arts Conservatory welcomes students of all ages and abilities. If you are a new student, please see the New Student information section on page 17. For late registration inquiries, contact the Dance Arts Supervisor. For dress code guidelines, see pages 18-22.

## BALLET

### Beginning Ballet

#### MOVE WITH ME Age 3

Move with Me is an imaginative, movement-based class that encourages creativity, early socialization, body and spatial awareness, strength development, and enhancing familial bonds. Each child must be accompanied by an adult participant (Parent, guardian, grandparent, etc.). Students must be 3 years old on or before the first day of class.

#### CREATIVE MOVEMENT Age 4

Our Creative Movement class for 4-year-olds involves a fun music and movement-driven experience through creative play. Children will jump in puddles, soar like birds, and turn like ballerinas while strengthening gross motor skills and coordination. Socialization skills are enhanced through following directions, sharing, taking turns, and the excitement of making new friends. Students must be 4 years old on or before the first day of class.

#### PRE-BALLET Ages 5-6

Your child's first ballet experience is special. This class is designed to initiate the awareness of some basic ballet principles. Your child will continue to be presented with a creative and music-driven experience but now in a standardized classroom format. Students must be 5 years old on or before the first day of class.

#### TEEN INTRO TO BALLET Ages 11-16

Teen Intro to Ballet is perfect for teens and tweens with little to no dance experience. This class will provide a strong foundation in ballet technique and vocabulary to prepare you to achieve your dance goals, whether it's performing on stage or beginning a new hobby. While teaching students how to condition and stretch properly, this introductory ballet class provides a safe space to start your ballet journey.

## Core Ballet

#### BALLET 1 Ages 7-10

In Ballet 1, students will begin transitioning into a formal ballet class. Training will continue to develop the student's physical skills and core strength, stamina, creativity, expression, and musicality using a range of sounds and musical styles. Students should be able to respond to the elements of music and perform expressively. Students should also be able to demonstrate competency in both fine and gross motor skills and demonstrate the mental preparedness to move on to more formal ballet technique classes. Engaging in correct ballet technique will become a focus within the classroom.

## **BALLET 2 and 3** Ages 8-12

Ballet 2 and 3 are the steppingstones toward demonstrating consistent use of consolidated technical skills. Students are expected to work with an increased range of movements and sequences of increased length and complexity. They will learn how to apply their fundamental technique to new steps that require extra attention to detail. Students will start this class as a Ballet 2, once they have proved their technical abilities after evaluation, students will continue as a Ballet 3 which will allow extra training privileges and complexity to exercises.



## **BALLET 4 and 5** Ages 10-15

Ballet 4 and 5 students will begin broadening their ballet vocabulary. They will be expected to utilize correct terminology in discussion during ballet class. Efforts in this class are geared toward building upon technique and increasing the ability to use the muscles within the body correctly to direct movement. They will also interpret the music that is heard and express those qualities through the choreographed exercises. Students will start this class as a Ballet 4, once they have proved their technical abilities after evaluation, students will continue as a Ballet 5 which will allow extra training privileges and complexity to exercises.

## **BALLET 6 and 7** Ages 12-17

Ballet 6 and 7 students should have a solid foundation of ballet terminology and regularly demonstrate a healthy work ethic. Students will continue their strength and flexibility training and receive personalized instruction to improve their technique and performance. Class will include a lengthier and detailed barre, center adage, complex grand allegro, and pointe work. Without exception, students in Ballet 4 should be taking care of their personal and dance-related needs, such as putting up their own hair and sewing elastics and ribbons on shoes (when indicated). Students should independently arrive early for class to warm up their bodies and prepare for a rigorous lesson. They should also stretch and keep instructors informed of any unusual soreness, injury, etc. At this level students may be considered for pointe work, following the guidelines on page 21. Students will start this class as a Ballet 6, once they have proved their technical abilities after evaluation, students will continue as a Ballet 7 which will allow extra training privileges and complexity to exercises.

## **BALLET 8 and 9** Ages 14+

Students must present themselves as eager and driven within the classroom setting. The expectation is that students at this level of training should be actively seeking out information on how to improve their technique and performance as a display of ownership over their artistry. In adage movements, instructors will be watching for the development of weight placement over the forefoot of the supporting leg to facilitate correct turnout and strength. Double pirouettes should become refined and strong, and fouetté turns will become solid. Growing strength and control of the trunk and pelvis in adage work will develop into a security that facilitates higher leg extensions, grand battement, and grand allegro. Ballon in petite allegro will become refined and pointework is expected at this level. Students will develop a sense of self-critique while learning how to further their growth through conditioning and dance history. Students will start this class as a Ballet 8, once they have proved their technical abilities after evaluation, students will continue as a Ballet 9 which will allow extra training privileges and complexity to exercises.



## Additional Training

### **JUNIOR COMPANY** Ages 11-17

This class is open to all Ballet 4 and 5 and Ballet 6 and 7 students. Note that consideration will be given to those students who have expressed an interest in participating in an additional class each week. This class will include components of stretching and conditioning. Junior Company is an additional class for those students who wish to perfect their technique and demonstrate their desire to move up within their level.

### **SENIOR COMPANY** Ages 13+

This class is structured to give our students a feel of what it's like dancing with a professional company. Classes will start with an advanced-level ballet class and end with either a modern technique class or learning and creating original choreography specifically for the dancers. Students who have not met the guidelines set by the Dance Arts staff to safely move into pointework who are enrolled will participate in demi-pointe and be provided further strengthening exercises.

Junior and Senior Company classes are only offered to students currently enrolled with the Dance Arts Conservatory and attend two or more ballet classes per week. Senior Company is included for students enrolled in Ballet 8/9; these students do not need to enroll.

### **BALLET VARIATIONS** Ages 12+ *Adult Ballet friendly!*

In Ballet Variations, you will learn classic variations all dancers are familiar with, such as Bluebird, Cupid, Coppelia, and more. Variations focus on performance quality and stage presence while challenging dancers' stamina and artistry. This class is a great way to challenge your abilities and prepare yourself for performing solos. Students must warm up before class. Variations class is open to all Intermediate and Advanced adult ballet students, Ballet 4/5, Ballet 6/7, Ballet 8/9, and Teen Intro to Ballet students.

### **POINTEWORK** Ages 13+ *Adult Ballet friendly!*

This class is designed for core ballet students with 5+ years of experience or adult students with 1-2 years of experience. In this pointe work class students will learn the fundamentals of pointe and focus on strengthening their feet through pointework. Students may already be on pointe or are training for pointework. Students must arrive warmed up or arrive early enough to warm up their bodies. Students who are not properly warm will not be allowed to fully participate in class. Pointe work is open to all Intermediate and Advanced adult ballet students, Ballet 4/5, Ballet 6/7, and Ballet 8/9 students. see page – For more information on starting pointe work.



# CONTINUING EDUCATION

## **BEGINNING ADULT BALLET** Ages 16+

This class is for adults with 0 to 2 years of experience or for students with former education who want to get back into training. It will teach the fundamentals of formal ballet and introduce necessary skills such as core stability, weight placement, turnout, and alignment.

## **INTERMEDIATE ADULT BALLET** Ages 16+

This class continues to build on the information learned in Beginning Adult Ballet. Students should have 2 to 4 years of continuous training and teacher recommendation. In adage movements, instructors will be watching for the development of weight placement over the forefoot of the supporting leg to facilitate correct turnout and strength. Single pirouettes should become refined and strong, and doubles will be introduced. Ballon in petit allegro should be cleanly established. Grand allegro will become refined.

## **ADVANCED ADULT BALLET** Ages 16+

Students should have 4+ years of continuous training and teacher recommendation. Adage work will concentrate on further developing strength and control of the trunk and pelvis. This control of the body's core will be further called upon to perform the correct throwing action of the leg for a grand battement and in grand allegro. Double pirouettes should be easily attained at this level.

# MODERN

## **MODERN 1** Ages 10+

With a structure similar to a classical ballet technique class, this Modern Dance course will include warm-up, strengthening, floor work, technique training, and movement combinations. Movement concepts in this class are heavily influenced by a variety of several Modern Dance influencers, such as Doris Humphrey, José Limon and more. Offering a wide foundation in Modern Dance vocabulary, this is a great chance to sample the art form and many of its variations!

## **MODERN 2** Ages 11+

Having demonstrated proficiency in Modern 1, students may move into the intermediate technique class. Combinations will be lengthier and more complex and include basic partnering and weight-sharing exercises. Students will be invited to learn about the choreographic process and history of Modern dance. Movement concepts are heavily influenced by a variety of Modern dance icons, such as José Limón, Merce Cunningham, Martha Graham, and more.

## **BEGINNING ADULT MODERN** Ages 16+

This class is for adults with little to no experience or for students with former education who want to get back into training. Fundamentals of formal Modern technique and movement will be taught. This introduction to modern provides a welcoming space for all new dancers. Skills such as core stability, weight placement, and alignment will be introduced.



## TAP DANCE

### **CHILDREN'S TAP 1 Ages 10+**

Flap, shuffle, and slide into the classic art form of American Tap Dance! Enjoy creating and expressing music through tap that will help you bring on the noise and the funk in this starter class.

### **CHILDREN'S TAP 2 Ages 11+**

Continue to expand your tap technique, have fun dancing to various musical styles, and begin exploring how tap can express a character and tell a story.

### **ADULT TAP 1 Ages 14+**

It's never too late to learn the shim-sham! In this class you will learn basic tap fundamentals that will keep you fit and jivin' all year long.

### **ADULT TAP 2 Ages 16+**

Continue building on your tap dance technique as you dive into traditional and contemporary combinations with more complex musicality. Learn classic tap choreography you can share with friends or family.

## JAZZ AND HIP HOP

### **JAZZ 1 Ages 7-12**

This class is a good introduction to the world of jazz for young dancers. Jazz I provides a core curriculum to build onto in future dance classes. Class will focus on pursuing basic steps, kicks, leaps, and turns in a fun environment. Dancers will learn about rhythm, confidence, and performance quality. Fundamental techniques of clean lines, isolation movements, and stabilization will also be discussed. Jazz I requires working well with others (aka teamwork!) but also allows a space for individuality.

## **ADULT JAZZ** Age 16+

Haven't performed in years or new to jazz? No problem! This class is intended for any and all. Adult jazz will offer versatility, enthusiasm, and flexibility. This section will move at its own pace and adapt to what the dancers are most excited for! Energizing progressions will be taught in addition to stretching and conditioning for endurance. Adult jazz provides a wonderful opportunity to either continue or start dance new in a supportive environment

## **MUSICAL THEATRE DANCE** Ages 9-14 in Spring and Ages 16+ in the Fall

Bring out your inner Broadway Dancer in this Musical Theatre Dance class! Leap, turn, and kick your way through fun combinations to both classic and contemporary Broadway tunes. No previous experience is required. During the Fall semester, this class is catered towards adult students, and in the Spring semester, this class is catered towards children 9-14.

## **HIP HOP** Ages 11+

Experience the exciting street dance style of Hip Hop! Students can expect to learn basic techniques in multiple hip hop styles such as body isolations, grooving, breaking, house, and funk. Come gain movement vocabulary as well as how to integrate your own moves and freestyle. This class will also work on choreography to current songs with a hip hop beat. No prior experience required, this class is for anyone and everyone who wants to start moving and grooving!

## **New Student Information**

If you are new to the Dance Arts Conservatory, and are interested in knowing where to begin, we are here to help. If you are a beginner to ballet, options for new students are listed below. You may freely enroll in the below classes based on the recommended ages; you can find more information in the class descriptions. If you have placement questions, please contact the Dance Arts Supervisor. If you are a new student with previous training, you should contact the Dance Arts Supervisor for a placement audition.

- **Move With Me, Age 3**
- **Creative Movement, Age 4**
- **Pre-Ballet, Age 5-6**
- **Ballet 1, Age 6-10**
- **Teen Intro to Ballet, Age 11-16**
- **Beginning Adult Ballet, Age 16+**
- **Ballet Fitness, Age 16+**

### **All Other Beginner Friendly Classes**

- **Modern 1, Age 10+**
- **Beginning Adult Modern, Age 16+**
- **Children Tap 1, Age 10+**
- **Adult Tap 1, Age 14+**
- **Jazz 1, Age 7-12**
- **Adult Jazz, Age 16+**
- **Musical Theater Dance (Fall and Spring)**
- **Hip Hop Movement, Age 11+ (All Ages)**



# : DANCE ARTS CONSERVATORY DRESS CODE GUIDELINES

## General Rules

1. Jewelry should not be worn in class.
2. All dancewear and shoes should have the student's name in permanent ink. Dance Arts is not responsible for lost dance items.
3. Female students do not wear undergarments with tights.
4. No street shoes can be worn inside the studios.

## General Supplies

All dance students need a bag large enough to carry the following:

- Required pairs of shoes.
- Hair kit containing all supplies necessary for student's hair.
- Students training in pointe shoes should include a small sewing kit, band-aids, and instructor approved pointe shoe padding.

It is recommended that each student pack an extra leotard and warmups in their dance bag and to bring a water bottle.

## Hair Guidelines

All hair must be pulled away from the face regardless of length. These guidelines apply to all core ballet and adult ballet classes.

### Short hair (above chin length or shorter) -

Hair should be pulled back off the face with clips, barrettes, bobby pins, or a secured fabric headband.

**Medium hair (too short for a bun) -** Hair should be pulled back in a ponytail or pigtails. Wisps should be secured with bobby pins or barrettes as needed.

**Long hair -** Hair should always be secured in a neat, tidy bun using hair pins, bobby pins, and hair nets. Wisps should be secured with bobby pins or barrettes as needed.

**Bangs -** Bangs must be pinned out of the face or pulled back with a secured headband.



## Ballet Shoes

- All students in Ballet 2/3 and below need full-soled leather ballet shoes; this includes pre-ballet.
- Students in Ballet 4/5 and above are allowed leather split-sole or canvas split-sole ballet shoes; this includes continuing education ballet classes.

Ballet shoes are to fit snugly to the foot with a maximum of  $\frac{1}{8}$ " growth allowance. Proper ballet shoes must be purchased from a dance supply store. These shoes will stretch with the child's foot, creating a comfortable fit. If improper shoes are worn, the student will be asked to remove them before participating.

Body hugging leg warmers and warmups are permitted in the cold months. Students not adequately prepared (hair, uniform, and shoes) may be asked to sit out.

## **Uniform Purchasing Information**

1. Tights and shoes can be found locally at [en pointe Monticello](#).
2. Leotards can be found at [www.discountdance.com](http://www.discountdance.com).
3. See your instructor for additional info and questions on uniform.

## **BEGINNING BALLET**

### **MOVE WITH ME**

Children should wear comfortable clothing with bare feet (no mini-tutus, please), and adults should wear comfortable clothing suitable for ease of movement.

### **CREATIVE MOVEMENT**

Children should wear comfortable clothing with bare feet (no mini-tutus, please).

- Option 1 – Students may wear light pink leotard, Hair should be neatly pulled back, and bare feet.
- Option 2 – Students may wear a white shirt with black fitted dance shorts. Hair should be neatly pulled back, and bare feet.

### **PRE-BALLET**

- Option 1 - Light pink leotard with either pink tights or white ankle socks and pink full-sole leather ballet shoes. Hair should be pulled back neatly away from the face following the hair guidelines below.
- Option 2 - White shirt, black fitted dance shorts, and black full-sole leather ballet shoes. Hair should be pulled back neatly away from the face following the hair guidelines.

## **CORE BALLET**

### **BALLET 1**

- Option 1 – Light purple cotton-lycra tank style leotard, skin tone tights, pink or skin tone full-sole ballet shoes.
- Option 2– White t-shirt, black knit shorts, white socks, and black full-sole ballet shoes.

### **BALLET 2**

- Option 1 – Light blue cotton-lycra tank style leotard, skin tone tights, pink or skin tone full-sole ballet shoes.
- Option 2 – Black bike shorts or heavy black tights, white short-sleeved leotard or white t-shirt, white socks and black ballet shoes.

### **BALLET 3**

- Option 1 – Jet blue cotton-lycra tank style leotard, skin tone tights, pink or skin tone full-sole ballet shoes.
- Option 2 – Black bike shorts or heavy black tights, white short-sleeved leotard or white t-shirt, white socks and black full-sole ballet shoes.

## **BALLET 4**

- Option 1 – Royal blue cotton-lycra tank style leotard, skin tone tights, and pink or skin tone split sole (with instructor permission) ballet shoes.
- Option 2 – Heavy black tights, white short-sleeved leotard or white t-shirt, white socks and black split sole (with instructor permission) ballet shoes, black or nude dance belt.

## **BALLET 5**

- Option 1 – Navy blue cotton-lycra tank style leotard, skin tone tights, and pink or skin tone split sole ballet shoes.
- Option 2 – Heavy black tights, white short-sleeved leotard or white t-shirt, white socks and black split sole ballet shoes, black or nude dance belt.

## **BALLET 6**

- Option 1 – Garnet red cotton-lycra tank style leotard, skin tone tights, and pink or skin tone split sole ballet shoes.
- Option 2 – Heavy black tights, white short-sleeved leotard or white t-shirt, white socks and black split sole ballet shoes, black or nude dance belt.

## **BALLET 7**

- Option 1 – Burgandy red cotton-lycra tank style leotard, skin tone tights, and pink or skin tone split sole ballet shoes.
- Option 2 – Heavy black tights, white short-sleeved leotard or white t-shirt, white socks and black split sole ballet shoes, black or nude dance belt.

## **BALLET 8**

- Option 1 – Hunter green cotton-lycra tank style leotard, skin tone tights, and pink or skin tone split sole ballet shoes.
- Option 2 – Heavy black tights, white short-sleeved leotard or white t-shirt, white socks and black split sole ballet shoes, black or nude dance belt.

## **BALLET 9**

- Option 1 – Black cotton-lycra tank style leotard, skin tone tights, and pink or skin tone split sole ballet shoes.
- Option 2 – Heavy black tights, white short-sleeved leotard or white t-shirt, white socks and black split sole ballet shoes, black or nude dance belt.

## **ADULT AND TEEN BALLE**

Shoes can either be canvas (preferred for adults) or leather (preferred for younger students). Both full sole and split sole shoes are accepted, though split sole is recommended for more advanced dancers. Students' choice of colors are pink, black, white, or skin tone.

Form-fitting attire that is moveable, such as leggings, tank tops, jazz pants, moveable t-shirts, etc., are acceptable for adult students. Traditional attire is not required for adult ballet class, but if you feel inclined, here are the options:

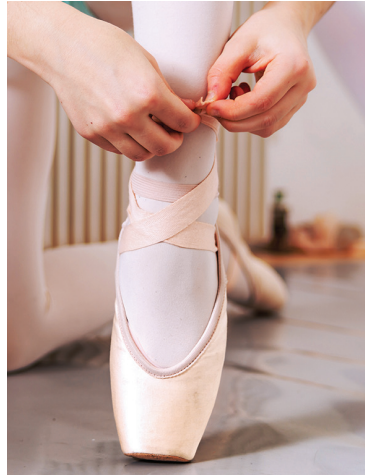
- Option 1 - Skin tone tights, a leotard, and an optional ballet skirt.
- Option 2 - Thick black tights with a form-fitting shirt and dance belt for male students.

Follow the core ballet hair guidelines.



# POINTE GUIDELINES

It is our goal and natural progression of ballet training to learn to dance in pointe shoes. However, since the human body was not designed to dance on the toes, careful training, personal dedication, and strong commitment are needed before a dancer is allowed to begin dancing in pointe shoes. **If a child begins to dance in pointe shoes too early, significant injury can result.** Therefore, the Dance Arts staff takes the decision of whether or not your child is ready for pointe shoes very seriously. The Dance Arts staff will assess when and if a student has met the guidelines for pointe shoe instruction.



## The guidelines are as follows:

1. Age of the student. The Dance Arts staff will not evaluate a student until they are 11-13 years of age. By that age, the muscles and bone are usually at the end of the major growth period, creating a strong, yet supple foot.
2. Back strength. The back must be strong and the alignment of the shoulders over the pelvis will be evaluated and monitored.
3. Flexibility. The flexibility of the body and especially the foot will be evaluated.
4. Student determination and dedication. By this stage of ballet training, a student should be dancing at minimum 6 hours per week in order to maintain the minimum physical strength and flexibility. The Dance Arts staff cannot place a student in pointe shoes without this dedication.
5. For students taking multiple classes at multiple studios – if another teacher has put the student on pointe, and we feel the student is not ready, the student will not be allowed to wear their pointe shoes in the Dance Arts studios.
6. Injuries incurred at other studios will not be the responsibility of the Dance Arts Conservatory and no prorated class fees will be given due to injuries under these circumstances.

Beginning in Ballet 4 and 5, students will start strength training in preparation for pointe shoes and may purchase demi-pointe shoes with instructor approval. Ballet 6 and 7 students are expected to have the physical capabilities to train en pointe.

Pointe shoes average \$80-\$120 per pair. A pair of pointe shoes can last a few classes or a few months before they “break”, wear out, or are outgrown.

A member of the dance arts staff should be at the first pointe shoe fitting. **If this isn't possible, keep the receipt for the shoes, do not wear them, or sew ribbons or elastic until the fit has been checked by a staff member.**

Adult Pointework will be available to students enrolled in Intermediate and Advanced Adult Ballet classes based on the evaluation of Dance Arts staff. Please consult your instructor for additional information. Students enrolled in these classes who do not wish to take pointework will continue class on demi-pointe and be given additional strengthening exercises.

**Do not purchase pointe shoes online without having had a proper in person fitting, as indicated above.**



## MODERN

In keeping with the tradition of Modern Dance, all students will be asked to dance barefoot or in socks when necessary. Any color or style of leotard, t-shirt, or tank top may be worn in class. Leggings or dance shorts are highly encouraged with proper athletic undergarments (this includes dance belts). Baggy clothing is not permitted; all clothing should hug the body. Hair should be pulled up and out of the face. Ponytails are appropriate.

## TAP

Tap Shoes are required. Beginners are recommended to get either Capezio or Bloch brands of tap shoes, Oxford style, with no split sole. The estimated price is \$50 for a decent pair. General exercise attire is acceptable, including gym shorts, jazz pants, leggings, tank tops, breathable t-shirts, etc. Form-fitting clothing is preferable and recommended but not required. No jeans or restrictive clothing. Hair should be pulled up and out of the face.

## JAZZ AND MUSICAL THEATRE DANCE

Comfortable clothing appropriate for physical activity. Clothing must not be baggy or restrictive (no jeans, baggy t-shirts, etc.) Ballet or jazz shoes are required, but bare feet and socks are also acceptable (no tennis shoes or street shoes). Character shoes can be worn in musical theater dance but must be approved by the instructor first. Hair should be pulled up and out of the face. No jewelry should be worn in class (small stud earrings are acceptable).

## HIP HOP DANCE

Comfortable, loose clothing the participants can move around in. Clothing that is too baggy could be problematic while dancing. Tight fitting clothing is acceptable as well. Students can bring a clean pair of sneakers to dance in, these shoes must not be worn outside of the studio. No street shoes allowed. Socks and jazz shoes are also acceptable. Hair should be out of the face. No loose jewelry should be worn.



## : PERFORMANCES

The Dance Arts Conservatory performs annually in the spring, in addition to available outreach opportunities. Performances are an exciting and rewarding opportunity to present the product of a year's work and to experience the stage. The performance is available to every Dance Arts Conservatory student age 4 and up. The Annual performance consists of a story-driven ballet, an intermission, and a showcase that highlights all classes the Conservatory offers. There may be an audition held for additional pieces that will be available to any current or previous Dance Arts Conservatory students; look out for email updates on performance and audition information.

Students enrolled in Core Ballet and Modern classes that run through Fall and Spring (September through May) must submit a signed performance agreement by October 12. Performance fees will be added to the family's account at the beginning of November and must be paid within the month.

Students enrolled in the Winter/Spring session of all other classes (except Move with Me) must submit a signed performance agreement by the third week of classes (mid-January; the exact date will be provided). Performance fees will be added to the family's account and must be paid within a month.

**Those enrolled in Core Ballet and Modern classes who choose not to participate in the performance must notify the Dance Arts Supervisor by October 12 to not be assessed the non-refundable performance fees.**

**Reminder:** There will be a mandatory performance meeting in the Fall at the Springer Cultural Center.

**1. Fees:** A non-refundable \$80 performance fee is required from all dancers to offset the theatre's costs, costume, and set materials. The \$80 Performance fee will be added to the family's account at the beginning of November and must be paid within the month for all students/parents who sign a performance agreement. If Dance Arts needs to replace a costume for the Dance Performance due to damages outside normal wear and tear, there will be a costume fee of \$25 (non-refundable) to cover the cost of the fabric and other materials. Performance fees are subject to change due to rising costs for the program and fabric supplies. Occasionally, participants will need to purchase an extra leotard or shoes. These items belong to the students and may be worn in class after the performances.

**2. Parent Involvement:** All parent involvement in the show will be discussed at the mandatory performance meeting in the fall.

**3. Attendance:** During the spring term, all students participating in the annual performance will need to attend rehearsals outside of class time, usually on Saturday and/or Sunday afternoons. In the months leading up to the performances, it can be EVERY weekend. A schedule of these rehearsals will be sent home via e-mail or hard copy as early as possible. Attendance during the weeks of rehearsal prior to a performance is crucial. All prior commitments that have fallen on rehearsal days need to be communicated to your dancer's teacher or choreographer within a week of receiving a rehearsal schedule. Only one excused absence will be allowed during the spring term. No dancer leaves a rehearsal early without being excused by their choreographer. Dancers who have unexcused absences may lose their part to an understudy. If your child is ill, notify your child's instructor or the Supervisor as soon as possible. Please do not send a sick child to classes or rehearsals. Children must be free of fever for 24 hours without medication in order to participate.

**4. Casting:** Casting decisions are carefully made by the Dance Arts staff to maintain a high level of performance and best serve the artistic line and style of each role. Once posted, a cast list will not be changed unless a dancer cannot participate. Plum roles and solos require an advanced level of study, physical stamina, technical proficiency, specific abilities, and a special flair for a particular part. Hard work, hunger, talent, and exemplary behavior towards staff, fellow students, and volunteers will be the most likely way to earn a solo and keep it.

**5. Etiquette:** Dancers and parents should maintain the highest standards of behavior as representatives of the Dance Arts Conservatory. A positive and respectful attitude will be shown to all instructors, parent volunteers, and fellow students. Dancers are allowed into the audience as a courtesy so they may watch the performance. Dancers are expected to remain with their class supervisor and sit in their assigned area. If dancers abuse this, they will remain in the green room for the entirety of the performance. If parents become disruptive or disrespectful, they will be asked to leave the theater and may return after the rehearsal or performance has finished. The instructor or choreographer retains the right to decide if a dancer may or may not participate in the performance for any reason with approval from the Dance Arts Supervisor.

***The Dance Arts Supervisor retains the right to decide if a parent may or may not participate in any performance-related activities for any reason.***

# : SIGNATURE OF UNDERSTANDING

I have received, read, and understand the procedures and policies contained within the Dance Arts Conservatory Handbook.

Student Name(s) Printed \_\_\_\_\_

Parent/Guardian Name Printed \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_





# : SPRINGER CULTURAL CENTER PARKING

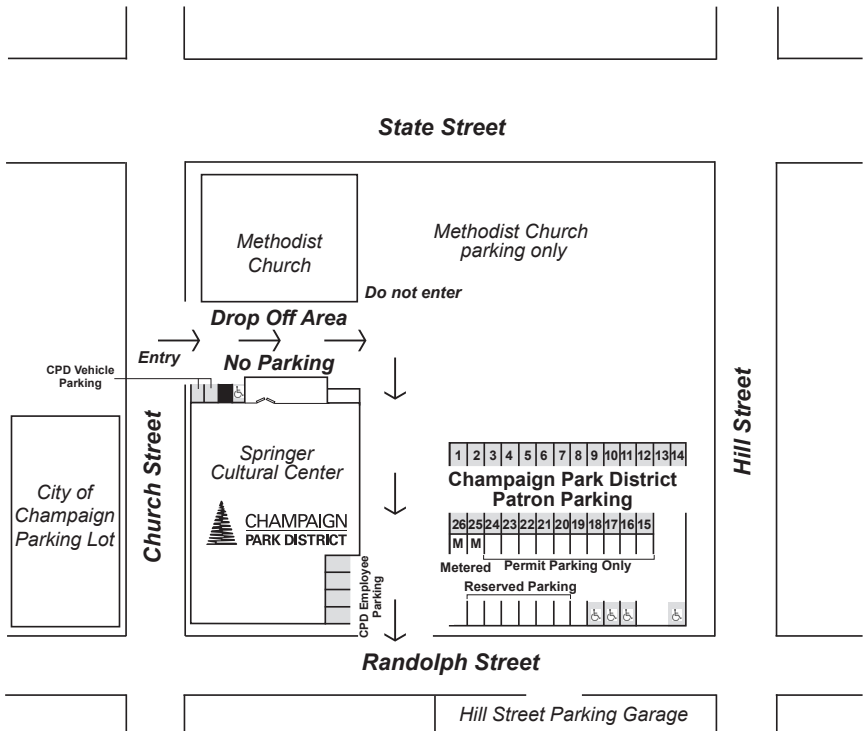
## Parking

1. City of Champaign Parking Lot (on Randolph north of the Springer Cultural Center)
  - a. Free parking weekly in spaces 1-26. Metered parking is available in spaces 27 & 28, as well as and Randolph Street Parking Garage.
2. Randolph and Church Streets
  - a. Every day, all day meter parking

## Drop-off Protocol (see map)

All Champaign Park District participants are asked to enter Church St. and exit onto Randolph St. Please adhere to this traffic flow as we want to ensure the safety of you and your children during your visit.

- No drop-off in opposite direction
- No parking in the drop-off area





**DANCE ARTS**  
CONSERVATORY

[champaignparks.org/dancearts](http://champaignparks.org/dancearts)



**CHAMPAIGN**  
**PARK DISTRICT**



ILLINOIS  
**ARTS**  
COUNCIL  
AGENCY

Springer Cultural Center • 301 N. Randolph Street  
Champaign, IL 61820  
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