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western Arkansas
BALLET



Western Arkansas Ballet
Academy Handbook
2018-2019

Western Arkansas Ballet Academy Handbook 2018 – 2019

This handbook is provided to all students and parents of the Academy of Western Arkansas Ballet. It is provided to publish all policies, procedures, and generally accepted practices to offer a better environment of dance education. If you have any questions, please do not hesitate to contact our Executive Artistic Director, Melissa Schoenfeld, at 479-785-0152 or m.schoenfeld@waballet.org or our Administrator at 479-785-0152.

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Non-Profit Status

What is a non-profit organization? Why is Western Arkansas Ballet a non-profit 501(c)(3) organization?

To be tax-exempt as an organization described in IRS Section 501(c)(3) of the Code, an organization must be organized and operated exclusively for one or more of the purposes set forth in IRS Section 501(c)(3) and none of the earnings of the organization may inure to any private shareholder or individual. In addition, it may not attempt to influence legislation as a substantial part of its activities and it may not participate at all in campaign activity for or against political candidates.

– www.irs.gov/charities

Western Arkansas Ballet is a non-profit 501(c)(3) performing arts organization. There are two reasons Western Arkansas Ballet has chosen to be a non-profit organization. It allows the instructors and staff to concentrate on quality teaching and inspiring performances; therefore, allowing the board of directors to make the business decisions. Western Arkansas Ballet's non-profit status allows for more exposure of the art of dance to not only Western Arkansas Ballet's students, but to the community, also. Our non-profit status has enabled us to develop various outreach programs. Each year we present a portion of a classical ballet to area 3rd graders. We also offer complimentary dance classes through other local non-profits and public schools. WAB has had a strong history of performances in cooperation with other local community organizations including, The Teddy Bear Tea with the Kistler Center, *EARQUAKE!* with the Fort Smith Symphony, and *Thriller* at the Fort Smith Museum of History. Our annual Lorraine Cranford Summer Dance Workshop offers quality dance instruction to any intermediate and advanced level dancers that apply; this is the only workshop of its kind in the state of Arkansas.

The best way to explain why Western Arkansas Ballet is a 501(c)(3) organization is to let you hear from our Founder, Mrs. Nancy Wood.

"I established this organization as a non-profit organization for one main reason, to allow quality dance instructors the luxury of teaching technique classes without the hassle of business making decisions. We have a board of directors that handle all business decisions. Mrs. Lorraine Cranford, founder of Ballet Arkansas, taught this basic ballet school principle to me. She was instrumental in both of my daughters' technique training, as well as valuable life lessons. It is my sincere hope that your children will not only learn great dance technique here, but also valuable life skills."

The Board of Directors has set forth the following mission for Western Arkansas Ballet: **To create a community dedicated to the Fine Arts through quality dance education, training, and performance.** For these reasons, the faculty strives for smaller classes to provide all students with both personal and equal attention. As such, we take our dance education very seriously. We ask that if your child is unable to attend to please contact us at 479-785-0152 and let us know. It is Western Arkansas Ballet policy to call all students that are absent. Simply stated, our small classes are very focused and when a student is absent, his/her presence is missed, not only by the instructor but also by the other students.

Please understand that the faculty and staff are in a place of authority for the student's benefit and protection. We ask that you honor their leadership while attending The Academy of Western Arkansas Ballet. Please also realize that there will be people from all backgrounds at this dance school and we ask that you show respect for each student, staff and faculty member.

Requirements for Registration

- 4 years of age by the first day of class
- Have an interest in learning dance technique from qualified instructors
- Be willing to try hard in every class, as well as listen and respect his/her instructor and fellow students.
- An enrolled student is expected to stay in class for the entire class period. Emergencies will be regarded as an exception.
- It is the responsibility of the student and/or student's family to notify Western Arkansas Ballet of any change of address, phone number, or email address during the academy term.
- Enrollments will be accepted as long as space is available. We limit class sizes in order to offer the best quality instruction possible. No enrollments will be accepted after February 15.

Class Selection

The next step is to choose a class from our fall class listing. As you will notice, the levels of classes are grouped together by age. All students will be placed in the proper level by the instructors. There are many classes from which to choose. The following is a brief description of classes offered during the 2018- 2019 season.

Mommy and Me is a 45-minute class for ages 2 and 3 years old to take with their Mommy or Daddy. This class is to help increase mobility, enhance social awareness and interaction with others. We will be exploring fundamentals of movement, stretching, and coordination with music. This is a Mommy and Me class, so a parent, grandparent or guardian will need to attend each class with the child.

Creative Movement is a 45-minute class that meets once a week for ages 4 & up. It develops the musicality, motor skills, rhythm, and coordination of young dancers.

Ballet I is a 60-minute class that meets once a week for ages 6 & up. Beginning Ballet Technique is taught, as well as the development of coordination.

Ballet II is a 75-minute class that meets once a week for ages 8 & up. Basic Ballet Technique is taught as well as self-discipline. A second ballet class is recommended.

Ballet III is a 90-minute class for ages 10 & up. Basic Ballet Technique and the ability to take correction are the main focuses of this level. A second ballet class is highly recommended.

Ballet IV is a 90-minute class for ages 11 & up. Ballet Technique and the ability to take correction are the main focuses of this level. A second ballet class is strongly suggested. Pointe Technique is offered for those given permission by the faculty. The faculty will place dancers in this level.

Ballet V is a 90-minute class for ages 12 & up. Intermediate Ballet Technique along with the ability to dance in a group are the focuses of this level. Pointe Technique is offered for those given permission by the faculty. Three classes a week are strongly suggested. The faculty will place dancers in this level.

Ballet VI is a 90-minute class for ages 13 & up. Advanced Ballet Technique with Pointe work are the required aspects of this level. Three classes a week are strongly suggested. The faculty will place dancers in this level.

Intro to Ballet III is a 75-minute class for beginning students ages 10-16 with little or no ballet experience.

Progressing Ballet Technique is a 60-minute class. PBT is the brainchild of Marie Walton-Mahon. Melissa Schoenfeld and Brianna Hagar have been certified by Ms. Walton-Mahon to teach this cross-training for dance class. It is a creative way to use exercise balls and Thera-bands to access muscles in the core and legs to enhance dance training and performance. This class is for ages 10 and up and there will be \$15 equipment fee.

Adult Ballet is a 75-minute class that meets weekly for 10-week sessions (Wednesday 7:15-8:30, Sept. 5 - Nov. 14, 2018 and Jan. 9 - March 13, 2019). No previous dance training is necessary.

Pre-Pointe is a 30-minute strengthening class, designed as a preparation for Pointe Technique for ages 11 & up. Prerequisite to Beginning Pointe.

Beginning, Intermediate and Advanced Pointe classes are by invitation only, and require enrollment in at least two ballet classes per week in addition to Pointe class.

Intro to Tap is a 30-minute class that meets once a week for ages 6 and up. Basic Tap Technique is taught as well as sound recognition. The faculty recommends Ballet I (or up) immediately before or after to assist in the connection between ballet and tap.

Beginning Tap is a 45-minute class that meets once a week for ages 8 & up. Basic Tap Technique, sound recognition, and the ability to tap in unison are the main focuses. The faculty recommends Ballet II (or up) immediately before or after to assist in the connection between ballet and tap.

Jazz 1 is a 45-minute class that meets once a week for ages 8-9. Basic Jazz Technique and basic routine choreography are taught at this level. The faculty strongly recommends dancers in this level take at least one ballet class (Ballet II) in addition.

Jazz 2 is a 60-minute class that meets once a week for ages 10 & up. Jazz Technique and routine choreography are the main focuses. The faculty strongly recommends a prerequisite of at least one year of ballet class, in addition to current ballet class (Ballet III or IV) enrollment.

Jazz 3 is a 60-minute class that meets once a week for ages 10 & up. Jazz Technique that introduces embellishments and refines steps learned in Intermediate Jazz I. We strongly suggest at least one year of ballet & jazz as a prerequisite. The faculty will place dancers in this level.

Jazz 4 is a 60-minute class that meets once a week for ages 12 & up. Advanced Jazz Technique in addition to monthly routines are the main goals. The faculty strongly recommends a prerequisite of at least three years of ballet class, in addition to current ballet (Ballet V or VI) enrollment. The faculty will place dancers in this level.

Adult Jazz/Tap is a 60-minute class that meets for 10-week sessions (Monday 7:15-8:15 p.m., Sep. 10 – Nov. 12, 2018 and Jan. 7 – March 11, 2019) Introduction to Jazz and Tap technique. No previous dance training is necessary.

Beginning Hip Hop is a 45-minute class that meets once a week for ages 8 and up. Basic Hip Hop Elements are introduced. A ballet and/or jazz class is strongly recommended in addition to Hip Hop.

Intermediate Hip Hop is a 60-minute class that meets once a week for ages 10 and up with previous experience. Expands on the original Hip Hop Elements.

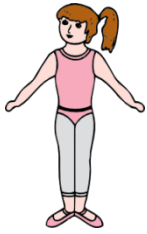
Intro to Modern is a 45-minute class that meets weekly for ages 9 & up. This class is designed to introduce a new style of movement to dancers who have had only ballet training.

Beginning Modern is a 45-minute class that meets weekly for ages 10 & up. Principles of contemporary movement technique will be the focus, as well as improvisational skills to strengthen their movement vocabulary. The faculty strongly suggests one year of ballet training as a prerequisite.

Intermediate Modern is a 60-minute class that meets weekly for ages 12 & up. Principles of contemporary movement technique will be the focus, as well as improvisational skills to strengthen their movement vocabulary. The faculty strongly suggests two years of ballet training as a prerequisite.

Advanced Modern is a 75-minute class that meets weekly for ages 14 & up. Principles of contemporary movement technique will be the focus, as well as improvisational skills to strengthen their movement vocabulary. The faculty strongly suggests two years of ballet training as a prerequisite.

**Please wait until
you have been
placed by the
Instructors before
purchasing your
leotard.**



Dress Code

Western Arkansas Ballet, in an effort to keep classes uniform and focused, has implemented a dress code for all students. The following is a list of our requirements:

Mommy and Me requires a pink leotard, pink tights, and pink ballet shoes for girls and black shorts or tights, a white fitted t-shirt, and black ballet shoes for boys. Adult companion should wear exercise clothing (something you are able to move in easily).

Creative Movement requires a pink leotard, pink tights, and pink ballet shoes for girls and black shorts or tights, a white fitted t-shirt, and black ballet shoes for boys.

Ballet I requires a light blue leotard, pink tights, and pink ballet shoes for girls and black shorts or tights, a white fitted t-shirt, and black ballet shoes for boys.

Ballet II requires a lavender leotard, pink tights, and pink ballet shoes for girls and black shorts or tights, a white fitted t-shirt, and black ballet shoes for boys.

Ballet III requires a red leotard, pink tights, and pink ballet shoes for girls and black shorts or tights, a white fitted t-shirt, and black ballet shoes for boys.

Ballet IV-VI require a black leotard, pink tights, and pink ballet shoes for girls and black tights, a white fitted t-shirt, and black ballet shoes for boys.

Intro to Ballet III requires a red leotard, pink tights, and pink ballet shoes for girls and black shorts or tights, a white fitted t-shirt, and black ballet shoes for boys.

Progressing Ballet Technique requires leotard and tights or other tight fitting pants and top.

Adult Ballet requires exercise pants and fitted t-shirt or leotard and tights. Pink ballet shoes for women and black ballet shoes for men.

Beginning, Intermediate and Advanced Pointe require the same dress as Ballet III-VI with the addition of pointe shoes. Pointe shoes must be checked by the faculty before sewing on elastic and ribbon.

All Tap classes require the same leotard and tights as your ballet class (if not enrolled in ballet a solid color leotard will be acceptable) and black tap shoes. Tap shoe elastics are strongly recommended. Black jazz pants (hemmed to the appropriate length) or shorts are optional.

Jazz 1, 2, 3, and 4 require a solid color leotard (prefer same color as your ballet level), pink tights, and black jazz shoes. Black jazz pants (hemmed to appropriate length) or shorts are optional.

Adult Jazz/Tap requires exercise pants and fitted t-shirt or leotard and tights, jazz and tap shoes.

All Hip Hop classes require appropriately fitted dance clothing that is easy to dance in and black jazz shoes or dance sneakers (sneakers must not be worn outside of the studio).

Modern requires leotard, convertible or footless tights or jazz pants, & bare feet.

Skirts are optional in all levels of Ballet, with the following understanding: In the lower levels, if the student is playing with the skirt instead of dancing, the instructor will ask the student to remove it. In the upper levels, you must have permission from the instructor with the understanding there may be classes where the instructor will not allow skirts. Shorts, pants, and shirts are not allowed during class.

There are a variety of options when purchasing your dancewear for class. **On registration days, Thursday, June 14 from 4:30–6:30 p.m. and Wednesday, August 15 from 4:00 – 6:30 pm, a dance supply representative will be at our studio to offer everything needed to start class in the proper attire.** Western Arkansas Ballet has leotards and tights for purchase.

Dancewear Basics

This section is meant for the beginner parents and/ or student.



The basics: a leotard is a body suit, tights are like pantyhose. You always wear your tights underneath your leotard. Although it is up to your comfort level, it does offer a prettier leg line, not to wear underwear under your tights. **It is an accepted practice we adhere to that cover-ups are always worn over your tights and leotard when entering and exiting the building.** The only time a student is just in tights and leotards is during a dance class or rehearsal. Leotards and tights should fit tight, like a glove, to your body. This gives the student the freedom to move and bend as the instructor requests.

Dance shoes should only be worn during dance class. They should never be worn outside the studio; this not only damages the shoe, but also slowly damages our dance floor. This applies to all dance shoes, ballet shoes, pointe shoes, jazz shoes, and tap shoes.

Ballet shoes for ages 4-9 should have a little growing room. Both ballet shoes and jazz shoes for ages 10 & up should fit like a glove, thus allowing the foot to flex and point comfortably. Tap shoes fit like regular street shoes. With ballet shoes, be sure the elastics are provided to sew on; some brands are now coming with pre-sewn elastics. Either way is acceptable. Also be aware of the drawstring around the shoe, it is possible to tie it too tight or too loose. If it is too tight the dancer's foot is "cut" into at the heel and can be painful. Also, it is possible for the drawstring to come out. If this happens simply fasten a SMALL safety pin to one end of the string and feed it through the shoe. This can be a very time consuming project. For details on how to sew elastics, please see one of our instructors. With tap shoes, most come with ribbon to tie on to the foot. It is strongly recommended to purchase tap elastics instead. These elastics are easier to keep on the foot of the dancer, without having to stop mid-dance and tie your tap shoes.



There are optional pieces that you may purchase for your student. For ballet class, you can purchase skirts at a variety of lengths, or even leg warmers. Both are up to the comfort of each dancer. For jazz class, you can purchase jazz pants; there are many varieties and styles to choose from. The main issue you want to address in purchasing jazz pants is the length. If pants are too long, it is almost impossible to dance safely. Jazz pants can also be worn in tap class with the same length concerns.

Products Available

Western Arkansas Ballet provides for sale various items for the convenience of its patrons. The following is a brief price list of products available:

Leotards:

Pink
Light Blue
Lavender
Red
Black

Pricing:

Children's Leotards: \$15
Adult's Leotards: \$20

Children's Tights: \$12

Adult's Tights: \$15

Tights:

Convertible—adults and child sizes
Footed—child sizes only

* Quantities limited.

If there is an item you would like us to stock that we currently do not, please contact the studio with your requests. These items provided for purchase are not specifically to make a profit, only to make the purchase of proper dancewear more convenient to all our patrons. If you need more information, please do not hesitate to contact us at 479-785-0152.

Class Requirements

In addition to clothing, there are a few other requirements for class:

- Hair should be completely secured, no matter the level of class. A bun is preferred. Please make sure all accessories used to secure hair are also secured to the head, so that no one is injured from flying objects while dancing. If needed, please ask for assistance or tips on securing hair in a bun that will remain in place the duration of your dancer's class.
- No jewelry is allowed in class.
- Dancers will be removed from class for distracting behavior.
- Respect, to both teachers and other students, is required at all times
- No gum, candy, or food in class
- No drinks – a water bottle is acceptable in level III classes and above, if proven the student is responsible

- No bad attitudes or disruptive behavior will be tolerated. A student will observe class instead of participate if the situation is not rectified immediately
- If your child has been ill, please make sure they are symptom-free for 24 hours before returning to classes. This means fever-free, diarrhea-free, or on an antibiotic for 24-48 hours (example strep, bronchitis, pink eye, etc.). Please remind your children to cover their mouths when they cough or sneeze and to wash their hands frequently. We try our best to help prevent the spread of any illness.
- All students who own cell phones are required to turn them off and are expected to refrain from phone calls during class and/or rehearsals with the exception of emergency situations.
- The dress code is expected to be adhered to at all times and at all levels.
- Parents must let the instructors teach the students without interruption or distraction.
- Manual adjustment of a student's body to correct alignment and technique is standard practice. If this is not acceptable, please do not enroll.
- We strongly suggest no sugary snacks before class.

Tuition

All tuition is based on the total yearly cost of the program. Checks should be made payable to **Western Arkansas Ballet** or **WAB**. We also accept Visa, MasterCard, Discover Card, or American Express. Debit/Credit card payments are accepted at the studio or through the Dance Studio Pro Parent Portal. The easiest option is to sign up for auto-draft through your parent portal and your payment is automatically drafted on the first day of the month.

There are three tuition payment options: annually, by semester, or monthly. Annual payments should be made by the first of the month in which the student starts classes. Semester payments should be made by the first of the month in which the student starts their fall classes and the first of the month in which the student starts their spring classes. Monthly payments are due on the **first day of each month (NOT the first class day of the month)**.

It is the responsibility of the student or student's parent/guardian to pay tuition in a timely manner. If payment is not received before the **5th of the month** (August – May) an invoice will be emailed including the **\$25 late fee**. A letter will go out at **30 days late** stating that the student will be asked to observe class and that payment must be made by the 5th of the next month or the student will be dropped from the academy at 60 days late. It is WAB policy that all outstanding balances must be paid in full before enrolling in any class(es) or before participating in any production (Nutcracker, Spring Ballet or Spring Dance Concert). Thank you in advance for keeping your tuition up to date so that we may keep our bills up to date!

The Academy is in session for nine months, and it is understood that a student who is admitted to the Academy is to be enrolled for the entire term. There will be no deductions made in tuition for absences, vacation, academy holidays, productions, or inclement weather closures. If a student's account is not paid in full for the academy calendar year by May 15, 2019, the student will NOT be allowed to perform at the Spring Dance Concert.

Calculating Tuition Costs



Please refer to our 2018-2019 tuition chart to calculate tuition. Choose the classes you are enrolled in and add the number of minutes for each class from the Class List Chart. Based on the number of class minutes per week, look at the tuition chart to determine your tuition based upon how you will pay: annually, by semester, or monthly. We offer a 5% discount for paying tuition by the semester or a 10% discount for paying tuition annually. Annual tuition must be paid by September 1 and semester tuition must be paid by September 1 and January 1 to receive the discounts for annual and semester payments. The only exception to this policy is if you enroll after these dates.

Other Fees

All Tuition fees are per student.

All other fees are per family.

Western Arkansas Ballet requires a **\$30 registration fee per family** at the time of enrollment. Five dollars of this fee goes to your membership fee in Western Arkansas Ballet Guild; see Chapter 6 for more information on our Guild. The rest of this fee is to help defer the cost of our publications and record keeping for all students.

Western Arkansas Ballet charges a **\$25 late fee per family** if payment is not made before the 5th of each month. However, to further the mission of Western Arkansas Ballet, these fees go directly into the Nancy Wood and Ray Moore Scholarship Funds to help provide students the financial resources to continue their dance education when hardships occur. Please refer to Chapter 7 for more information regarding the Nancy Wood and Ray Moore Scholarship Funds.

Western Arkansas Ballet charges a **\$25 fee on all returned checks**. Once WAB has received two checks that have been returned due to insufficient funds, it is our policy to no longer accept checks as payment. Payment must then be made via credit card, cash, or money order.

Academy Policies

Three Strikes Policy

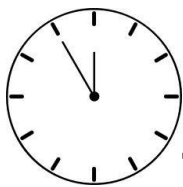
The Board of Directors of Western Arkansas Ballet believes strongly that, while in class and at the studio, students should show respect not only to their instructors, but also to the staff and students around them by behaving appropriately. It is of utmost importance, especially during class time, that students practice self-discipline, as they are here to learn an art form and not to socialize. We believe that your time and tuition are very valuable, and we want your student to get the most from their lessons.

Disrespectful and disruptive behaviors, such as, but not limited to the following will result in verbal warning and/or disciplinary action:

- Talking excessively
- Talking while the teacher is giving instructions
- Roaming around the building where dancers are not authorized
- Leaving the dance room and/or studio without permission
- "Talking back" to the teacher or otherwise conversing with the teacher or others in an impolite or ill-mannered way
- Refusal to do as the teacher has instructed
- Bothering another student by touching them in an impolite way

The aforementioned areas of misbehavior not only decrease the misbehaving student's ability to learn, but keep others in the class from learning as well. It is very disheartening for an instructor to have to spend time dealing with disciplinary issues, while not achieving the goals for that class time and neglecting the other students while dealing with said issues.

For this reason, the Academy of Western Arkansas Ballet has established the following discipline policy, in order that our students may be exposed to the best possible learning environment. Any student, who has been disrespectful or disruptive, will be asked to correct their behavior, and if it continues, they will be asked to sit out for the remainder of the class. When a student has been asked to sit out, that will be considered a "strike," and their parent will be notified of the situation. If a student receives two "strikes" during the school year, the Board of Directors of Western Arkansas Ballet will send written correspondence to the student's parent/guardian requesting that the behavior be corrected. If the student receives a third "strike," the Board of Directors of WAB reserves the right to terminate the student's enrollment in the Academy.



Tardiness

A dancer will not be allowed to take class if they are more than 15 minutes late. The students may enter quietly and observe the remainder of class time.

If it is necessary to miss a class either due to illness or inclement weather, it is possible to make up those classes. You may make up a class by attending another class at equal or lower level as the student's enrolled class with the explicit permission of the faculty. No refunds will be made for missed classes. At the end of the year program, the Spring Dance Concert, awards are given for perfect attendance. For more information regarding our Spring Dance Concert please see Chapter 11. We strongly encourage you to make up any missed classes in the semester you have missed the classes. **ALL make up classes must be completed before Spring Break.** This policy has been developed to facilitate more effective instructional and rehearsal time for Spring Dance Concert. Our faculty begins teaching Spring Dance Concert choreography early in the spring semester. Each class has their own choreography based upon that particular classes enrollment. If you know in advance that you might miss class(es) after Spring Break, you are more than welcome to "bank" a few makeups prior to missing class.

Keeping our mission in mind is why the faculty elected to group students together under the age of 10 by age group and age 10 and over by their technique level. With this in mind, it is assumed that all students under the age of 10 take class only once a week. However, if your child is interested in more than once a week, it is in no way discouraged. Those students in Level III who are taking class for fun and enjoyment are also assumed to be taking once a week. If a student in Level III is taking class because they love it or dance is their passion, we strongly encourage taking two classes a week. Students in level IV, V or VI are strongly encouraged to build their technique by taking at least three classes a week. Dance can be many things to many people. It can be fun and relaxing, it can teach self-discipline, or it can be an art form that also becomes your life's work. Dance is also a help to mental maturity; it takes much thought to learn the processes of steps, technique of steps, and how to present each step correctly. Western Arkansas Ballet is here to provide what your student longs for in dance, whatever that may be.

Student Pick Up

When picking up a student, there are a few things to make this process easier. First, it is strongly recommended that you come into the studio for both drop off and pick up. Our parking area is small and usually somewhat congested. For the safety of your children, it is recommended you tell them to wait inside the studio until you arrive in the studio to pick them up. If you arrive to pick up your child before class has dismissed, we have a small waiting area. We ask that you keep this area as you found it, quiet and clean. Our instructors do their best to start and end on time and your cooperation is very much appreciated. The parking lot gets very busy between some classes and we ask that for the safety of everyone – **please do NOT park in the grassy area in front of the studio.** If parking is not available in front of the studio, please park on the 47th Street side of the building.



Drop Policy

The Academy is in session for nine months, and it is understood that a student who is admitted to the Academy is to be enrolled for the entire term. If it becomes necessary for a student to withdraw, **communication with the Administrator from an adult/guardian is required.** You may contact our Administrator at 479-785-0152 or by email at receptionist@waballet.org. If the WRITTEN notification of withdrawal is received by the 15th of the month (without attending classes) to the Administrator, a charge for the month will not be applied. But if attending class until the drop date full tuition will be charged. If after withdrawing from class, you wish to re-enroll in the same season, an additional \$30 registration fee is assessed.

Concerns with an Instructor

In the event that a parent has concerns about an Instructor and the manner in which they handle their class, please follow the guidelines below:

- Fill out a Conference Request Form and turn in to the Administrative Assistant at the Front Desk.
- The Instructor will contact the parent to schedule a Conference.
- If the parent is not satisfied with the result of the Conference, please email Melissa Schoenfeld, Executive Artistic Director, at m.schoenfeld@waballet.org.
- After discussion with the Instructor and the Executive Artistic Director, if the parent is still not satisfied, a written request should be submitted to the current Board President. Contact information for the Board President is available at the Front Desk.

Parent Observation Month

**Remember
November is
Parent
Observation
Month.**

November is the month in which parents and grandparents only are invited to watch their child's classes. However, you must make a reservation. To reserve a spot, simply speak to our receptionist beginning in October. We limit each class to 6 observers. We ask that no siblings or other relatives attend. The end of year Spring Dance Concert is a more appropriate place for these relatives to support your dancer. We strongly encourage you to see your child "in action". November is the month we choose so that your child has had time to adjust to class policies and time for muscle memory to develop; therefore allowing you to witness firsthand the improvement of your child's dancing abilities. There will be no other observation offered during any other month.

Summer Programs



In addition to our fall season, summer classes are available. Western Arkansas Ballet offers week long Dance Camps for ages 4 and up. Each Dance camp features creative movement and/or ballet geared to the skill level of the students. Each day features a dance class and study explorations about music, dance history, nutrition, creative expression, mime, dance vocabulary, and dance demonstration. For intermediate to advanced dancers age 11 and up we offer the annual Lorraine Cranford Summer Dance Workshop. This workshop is an intensive workshop featuring three styles of dance technique. Each day each student receives four and a half hours of technique class and three to four hours of rehearsal. The week concludes with a demonstration performance for all parents and friends. For more information, be sure to pick up our annual summer schedule brochure.

Western Arkansas Ballet Company

Western Arkansas Ballet Company is a group of students who have auditioned for our most elite group of dancers. These young people are at least 11 years of age and have at least three years of classical ballet training. This pre-professional program trains dancers to continue dancing after high school if they so desire.



Being a WAB Company member takes a lot of hard work, determination, and commitment to study, stretch, practice, and study some more. Company members are required to take up to 5 technique classes a week in addition to required rehearsals. A Company member who does not attend all required events may be dismissed by the Board of Directors. The time involved in being a Company member usually involves sacrifices of not only the member's time and social life but also of the parent. Company can be a very rewarding experience if each member is dedicated and loyal to all classes and rehearsals. Dancers cast in the lead roles for all full-length ballets are chosen from our pre-professional company. Being a Company member is not meant for every dancer of Western Arkansas Ballet.

Company members will perform at the following events this season: **33rd Annual *The Nutcracker*, Regional Dance America/Southwest Festival in Albuquerque, NM, Spring Ballet, Spring Dance Concert, Dance Fusion, as well as other community events and fundraisers.** If you have an event at which you would like the Company to perform, please contact our Executive Artistic Director, Melissa Schoenfeld.

WAB II is a studio company for dancers, ages 9-11, who have the potential talent and drive to become Western Arkansas Ballet Company members in the future. These dancers take three 90-minute ballet technique classes per week (including one WAB II Company class), a modern dance class and a pre-pointe class for their level. These dancers are cast in WAB's *Nutcracker*, and the Spring Ballet without going through the audition process.

Please help us show support for our dedicated and hardworking Company members by attending the variety of performances we offer. Who knows, maybe the next Clara is currently enrolled in Creative Movement or Ballet II. **Please come and audition for WAB II next year on Wednesday, May 22, 2019. WAB Company auditions will be held on Thursday, May 23, 2019.**

Western Arkansas Ballet Guild

The Guild is comprised mostly of parents of students. There is a \$5 membership fee, which comes out of every registration fee of The Academy of Western Arkansas Ballet. In short, every Academy parent is a guild member and as such has the privilege of being an active member. Being an active member simply means attending meetings, giving your opinion, and volunteering in any way the Guild might need.

As a non-profit organization, Western Arkansas Ballet relies upon patrons and volunteers. As such, it is strongly suggested that each parent actively participate in one of our larger productions - *The Nutcracker* or Spring Ballet, or both, the Spring Dance Concert and Dance Fusion.

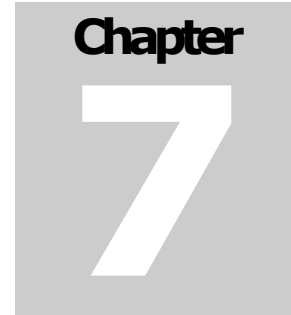
It is the purpose of the Guild, under the direction of the Board of Directors, to promote an interest in dance and to support the mission of Western Arkansas Ballet, "to create a community dedicated to the Fine Arts through quality dance education, training and performance," both financially and through volunteer efforts. The Guild is the working arm of the Board of Directors.

The Guild is governed by Western Arkansas Ballet By-Laws and will have a President and Secretary/Treasurer approved by the Board of Directors. Both the Guild President and the Secretary/Treasurer serve on the Board of Directors of Western Arkansas Ballet and shall have two votes.



All funds generated by the Guild, although kept in a separate account, are part of the general funds of Western Arkansas Ballet and, as such, are subject to the same controls and rules of accountability. Funds made through the Guild concessions, social events and other activities are used for workshops, performances, dance scholarships and other Western Arkansas Ballet programs as determined by the Guild President and approved by the Board of Directors. The Guild also raises the funds necessary to purchase the packets for the Western Arkansas Ballet Company members to attend the Regional Dance America/Southwest Festival each year. See Chapter 12 for more on Regional Dance America.

The Guild has many annual fundraisers each year. One you see every week is snack sales. We have a variety of drinks and snacks available for \$1.00. It is based on the honor system, so please help us teach our students how important honor is. If you are interested in helping out with the Guild or would simply like more information, please contact the studio at 479-785-0152.



Scholarships

Nancy Wood Scholarship Fund

It is the desire of the Board of Directors of Western Arkansas Ballet that no student who wishes to pursue dance be turned away due to financial hardship.

The Nancy Wood Scholarship Fund was established by the Board of Directors of Western Arkansas Ballet in 1993 in honor of the Ballet Founder and then President of the Board. WAB has four dance scholarship programs, the only four in the state of Arkansas.

This special fund is to aid young dancers who have the desire to pursue the art of dance but not the financial means to do so. Moneys from this fund pay for dance tuition, shoes, workshop fees, supplies, travel expense and/or other purposes as approved by the Scholarship Committee.

Nancy Wood has served as a Founder, Board Member, School Manager, Executive Director and Board President. She and her husband, Don, were founding members of Ballet Arkansas in Little Rock under the guidance of Mrs. Lorraine Cranford. Don Wood was Treasurer for Ballet Arkansas and Nancy was the Guild President from 1978 until their move to Fort Smith in 1981.

Nancy has transformed her vision of a dance company and school where correct dance technique and discipline is taught. It is her insistence on quality that is the driving force behind Western Arkansas Ballet. It has always been Nancy's desire to promote the art of dance in the area and to provide the best possible training to any child who has the desire to dance regardless of their financial means.

In recognition of and gratitude for the thousands of hours Nancy has given to Western Arkansas Ballet, the Board of Directors has established this scholarship in her name. The Board has contributed seed money for the scholarship fund and encourages community support for this very worthwhile effort to help young dancers in our community.

All donations or requests for assistance should be sent to the following:

Western Arkansas Ballet
ATTN: NWSF
4701 Grand Ave.
Fort Smith, AR 72904-7141

Applications are available online at waballet.org or may be picked up at the studio.

Deadlines to apply are as follows:

August 1 – for scholarships September thru December;

December 1 – for scholarships January thru May;

May 1 – for scholarships June thru August

Ray Moore Scholarship Fund

The Ray Moore Memorial Scholarship Fund was established in spring of 2005 by the children of Ray Moore. Ray was a life member of the Western Arkansas Ballet Board of Directors and performed almost yearly as Drosselmeyer in the annual production of *The Nutcracker*. Much to his own heartbreak, he missed the 1997 and 2004 productions because of his health.

Mr. Moore grew up in Fort Smith and lost his parents at an early age. He was a graduate of Fort Smith High School class of 1955. At the time of his death, March 26, 2005, he was self-employed as a Public Records Researcher. Mr. Moore was also an Army veteran, a member of Miss Laura's Players, and was active in The Fort Smith Little Theatre.

He attributed many of the things he was able to do to the generosity of people in this community. Those who knew him know that he loved to entertain people of all ages but he especially loved children. At his request, the fund was established to help children ages 4 to 9 to be able to participate in dance that might not otherwise be able to participate because of financial reasons. Tuition, leotards, and shoes can be covered at the discretion of the Scholarship Committee.

All donations or requests for assistance should be sent to the following:

Western Arkansas Ballet
ATTN: RMSF
4701 Grand Ave.
Fort Smith, AR 72904-7141

Applications are available online at waballet.org or may be picked up at the studio.

Deadlines to apply are as follows:

August 1 – for scholarships September thru December;

December 1 – for scholarships January thru May;

May 1 – for scholarships June thru August

For more information, call 479-785-0152.

Amanda Dooly Scholarship Fund

The Amanda Dooly Scholarship Fund was founded in 2012 by the family of Amanda Dooly, a former member of the Western Arkansas Ballet Company. The purpose of the Amanda Dooly Scholarship Fund is to provide current students who aspire to become better educated choreographers with the financial aid needed to receive the expertise of established choreographers and other artists in order to reach this goal. The committee considers the student's ambition and desire to become a more rooted choreographer with future goals involving choreography. Applications may be picked up to the studio.

Rachel Campbell Smith Scholarship Fund

The Rachel Campbell Smith Scholarship Fund was established in 2012 in memory of Rachel Campbell Smith by her family. This scholarship sponsors a dancer in financial need for a full year, providing tuition to dance classes and additional monies for shoes and other dancewear. The Scholarship is awarded to a student who shows great desire to continue dance education and love of the dance arts.

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WAB GAB, our quarterly newsletter

This handbook is printed to answer any general questions students or parents may have. However, it is impossible to address all issues here. Each Fall, Winter, Spring and Summer a new WAB GAB is published. It covers not only any differences in class schedules, but also current activities. The WAB GAB is meant to help keep communication open between students, parents, volunteers, faculty, staff, guild members, and board members. The WAB GAB is emailed in digital format.

Updates to all classes and or schedules are always available in the WAB GAB or posted on our bulletin board and website. Each performance is listed as well. Western Arkansas Ballet has a variety of annual performances. The following is a list of these performances and the primary part of Western Arkansas Ballet that is involved:

33rd Annual <i>The Nutcracker</i>	Dec. 15-16, 2018	Open Auditions September 22, 2018
Spring Ballet	April 5-6, 2019	Open Auditions September 22, 2018
RDA/SW	March 27-31, 2019	Hosted by Regional Dance America
Spring Dance Concert	May 18, 2019	All Academy Students

If you would like to receive a newsletter, please call the studio at 479-785-0152 or email info@waballet.org and request to be added to the WAB GAB mailing list. It is our policy to send the WAB GAB to every currently enrolled student.

Dance Studio Pro – Parent Portal

Western Arkansas Ballet uses the studio management program, Dance Studio Pro. This program manages our communication, attendance, tuition payments and more. It is important that every parent subscribe so you will receive important communications from WAB. The Dance Studio Pro Parent Portal allows each parent to log in to their account to check class schedules, account balances, view documents, etc. You can log in to your account to pay your balance online or even easier, you can sign up for auto-pay and your payment will automatically be charged to your card each month. Each family will be sent a Parent Portal login when you register. If you forget your login information or have never received it, please contact j.drew@waballet.org.

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33rd Annual *The Nutcracker*

Our annual production presents the community and the Western Arkansas Ballet Company an opportunity to perform Tchaikovsky's *The Nutcracker*. Professional artists are brought in to perform along with over 100 local children and adults.

Auditions will take place at the studio on September 22, 2018. Participants must have two years of experience in dance and/or gymnastics. Audition fee is \$35.

Audition times are as follows
with the first 30 minutes for registration:
Girls & Boys ages 6, 7, & 8 will be from 10:00 am—12:00 Noon in Studio A
Girls & Boys ages 9 & 10 will be from 12:15 pm—2:15 pm in Studio A
Girls & Boys ages 11 years and up will be from 2:30 pm—4:00 pm in Studio A

There are also parts for adults & boys with little dance experience. If you are interested, please call the studio at 479-785-0152. There will be audition forms you can fill out prior to the audition.

We also use about 50-100 community volunteers during the production process. Our volunteers do everything from organizing t-shirt sales, hanging posters, helping backstage, sewing costumes, organizing costumes and costume fittings, and helping with stage make up. If you would like to help us during our annual production, please contact us at 479-785-0152.

This year's performance will be Saturday, December 15th at 7:30 pm and Sunday, December 16th at 2:30 pm at the ArcBest Corporation Performing Arts Center. Tickets will go on sale online (www.waballet.org) in November, so be sure to get yours! *The Nutcracker* is a family tradition in many families and is sure to bring joyful and bright holiday memories to any audience member, cast and crew participant. Make WAB's 33rd Annual production of *The Nutcracker* a part of your family's annual holiday traditions.

If you need any further information, please contact us at 479-785-0152 or email us at info@waballet.org.

Regional Dance America Festival



Western Arkansas Ballet is proud to be a member of Regional Dance America/Southwest. Regional Dance America is a national organization whose mission is to advance and foster the growth and education of dancers, choreographers, directors, and dance companies in every community across the United States and Canada. RDA provides a national identity and support for its five regional associations: MidStates, Northeast, Pacific, Southeast, and Southwest. Development of member companies is further promoted throughout regional and national festivals by affirming standards of appraisal, evaluation, and performance to which all members are held.

During a Regional Dance America Festival, company members will gather from around a region to take class, attend seminars, and perform for one another. This is an opportunity to audition for scholarships, summer workshops, and to gain valuable knowledge and performance experience in and out of the classroom.

19th Annual Spring Ballet

Western Arkansas Ballet has presented a spring performance for the last 18 years. It has evolved from a portion of a classical ballet and various other works formerly called "Shall We Dance" and "An Evening at the Ballet". It is now a full-length classical ballet.

This year we will be presenting the story ballet, *Cinderella*, to the public, Friday, April 5 at 7:30 p.m. and Saturday, April 6 at 2:30 p.m. **Auditions will take place at the studio September 22, 2018. Participants must be at least 6 years old and have 2 years of experience in dance and/or gymnastics. Audition fee is \$35.**

Audition times are as follows
with the first 30 minutes for registration:
Girls & Boys ages 6, 7, & 8 will be from 10:00 am—12:00 Noon in Studio A
Girls & Boys ages 9 & 10 will be from 12:15 pm—2:15 pm in Studio A
Girls & Boys ages 11 years and up will be from 2:30 pm—4:00 pm in Studio A

If you are interested, please call the studio 479-785-0152. There will be audition forms you can fill out prior to the audition. **We use about 20-50 community volunteers during the production process.** Our volunteers do everything from organizing t-shirt sales, ordering posters, helping backstage, sewing costumes, organizing costumes and costume fittings, and helping with stage make-up. If you would like to help us during our annual production, please contact us at 479-785-0152.

This year's performances are Friday, April 5, 2019 at 7:30 p.m. and Saturday, April 6 at 2:30 p.m. at the ArcBest Corporation Performing Arts Center. Tickets will go on sale online (www.waballet.org) in February, so be sure to get yours! If you need any further information, please contact us at 479-785-0152 or email us at info@waballet.org.



Spring Dance Concert

This is a performance for all classes held during the year. There will be two separate performances on May 18, 2019: one at 10:30 a.m. and the other at 1:30 p.m. Spring Dance Concert will be held at the Van Buren Fine Arts Center. Classes will be assigned one of these performance times. This is a time to see what your child does in class and to see how they have changed and improved since you saw them during Parent Observation Month in November. There is a \$5 per person admission charge for this event to help defer the costs of renting the theatre.

During our Spring Dance Concert there is an opportunity to receive awards. A variety of student awards are given. We award each student who has perfect attendance. Our definition of perfect attendance is zero absences per semester enrolled. Western Arkansas Ballet knows how difficult it is to commit to a full year of class and the student should be rewarded for their time, dedication, and loyalty. We also give best attitude awards and most improved awards. Finally, there is the volunteer of the year award, given to a volunteer that has been instrumental in making the current season successful. Please stay for the entire program so that your child does not miss the opportunity to receive their award.

Each class works on what they will be demonstrating in class. This is another reason to attend class as regularly as possible. Some classes start as early as February preparing specifically for this concert. However, every step learned since September is a part of the process to being able to perform at the Spring Dance Concert.

There are more aspects of the art of dancing than class. There is also performance. Our Spring Dance Concert is one way we introduce the art of performance to our students. Not only is performing about remembering the steps, but also about smiling and entertaining at the same time. Our concert is a very informal and casual way to introduce this process to your child.

To help prepare for the Spring Dance Concert there is always a dress rehearsal the day before. On this day (May 17, 2019), students are to come to the theatre in their dress code class attire and we do a slow run through of the actual program. **It is imperative that each student attend this dress rehearsal.** It is both helpful and calming to the student to know what to expect.

*Western Arkansas Ballet reserves the right to change this schedule as necessary.

Emergency Situations

If a child becomes injured while at Western Arkansas Ballet, a staff member will ensure their injuries are cared for appropriately. Falls, bumps, scrapes, bruises, insect bites, etc. must be tended to by a member of the staff. A member of the staff will treat the injury and initiate appropriate documentation. Head injuries require a courtesy phone call to a parent. Emergency services will be contacted as needed.

If a child becomes ill during class or has fever symptoms, the student will be evaluated. If a student vomits, has diarrhea or is running a temperature of 100.5 or higher, parents will be phoned to pick up their child.

Fire Drill/Evacuation

When the smoke alarm sounds:

1. Teachers will calmly ask their students to line up and grab their attendance binder (if not already taken by the Administrative Assistant).
2. Teachers will lead the children to the exit closest to the front door. If the front door is inaccessible due to fire, the teacher will direct the students toward the back exit.
3. The Administrator and or Administrative Assistant will contact 911 to report fire. They will then ensure that the lobby and all studios, bathrooms and offices are clear before exiting the building. Each room door should be closed once it is confirmed no one is inside. If the attendance binders have already been collected for the class time, these should be brought outside to the rendezvous point.
4. Everyone will meet at the barber shop parking lot across 47th street. A head count and confirmation of all attendees will be made at that time.
5. The Director will issue the all clear as soon as it is safe to re-enter the building.

Tornado

Tornado watch – Classes will remain as scheduled. The front desk will have a radio tuned to KISR for weather information as well as maintain internet connection with Channel 5 website. Parents are at their own discretion to pick-up if desired.

Tornado warning - Classes will be canceled if a warning is issued early enough. If the area is placed under tornado warning once classes have begun, a weather spotter will watch the sky and monitor KISR on the radio for weather information as well as maintain internet

connection with Channel 5 website. Parents will be called, once a decision has been made to close, and directed toward closest tornado shelter, across Grand Avenue at UAFS. If it is not safe to leave the facility to seek other shelter:

1. Students will be instructed to calmly and collectively convene in the locker rooms and restrooms for safety.
2. A corded phone will be utilized during this time. Parents may reach the studio at (479) 785-0152.

Earthquake

In the event of an earthquake, students will be instructed to stay away from windows, take cover in doorways or under tables/desks, and put both hands behind their neck and tuck their head down. Students will be released once all are confirmed safe and accounted for.

Water Outage

The facility will close, unless the duration of outage is planned and minimal in length.

Power Outage

The facility will close, unless the duration of outage is planned and minimal in length.

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2018 – 2019 Academy Calendar

Fall Registration	August 15, 2018 4:00-6:30 pm
Academy Classes Begin	September 4, 2018
Junior Tennis Tournament	September 7-9, 2018
Studio Showing	September 13, 2018
Pre-Nutcracker Audition Workshop	September 21, 2018
<i>The Nutcracker</i> and Spring Ballet Auditions	September 22, 2018
Thriller Auditions	September 23, 2018
Bring a Friend Week	October 8-12, 2018
Masquerade Ballet Ball	November 3, 2018
<i>Earquake!</i> with Fort Smith Symphony	TBA 2018
Thriller Performances	October 27, 28, & 31, 2018
Parent Observation Month	November 2018
Sugar Plum Fairy Tea	November 18, 2018
Thanksgiving (Closed)	November 21-23, 2018
<i>The Nutcracker</i> Performances*	December 15-16, 2018
Christmas Break (Closed)	December 17, 2017 – January 6, 2019
5 th Annual Tutu Run/Pancakes and Plies	January 12, 2019
RDA Southwest Festival, Albuquerque, NM*	March 27-31, 2019
Spring Break	March 18-22, 2019
<i>Cinderella</i> Performances	April 5-6, 2019
Adult Tennis Tournament	TBA 2019
Dance Fusion	TBA 2019
Last Day of Academy Classes	May 16, 2019
Spring Dance Concert Rehearsal	May 17, 2019
Spring Dance Concert	May 18, 2019
WAB II Auditions	May 22, 2019
Company Auditions	May 23, 2019
LCSDW	June 2-7, 2019
Dance Camps (detailed schedule will be posted later)	Week of June 10-14, 2019

***Please note some classes may be rescheduled or cancelled the weeks of Dec. 11-14, 2018 and April 2 – April 6, 2019 due to production rehearsals at the theatre, and March 18-22, 2019 due to RDA Southwest Festival.**

Holidays

The Academy of Western Arkansas Ballet will observe the Fort Smith Public Schools calendar for **Thanksgiving, Christmas and Spring Break schedules ONLY**. Notification of weather-related closures will be posted on our voicemail, website, Facebook, Channel 5 and Channel 40/29. Make-ups are available during other class times of the same level (Example: Ballet III Monday class may be made up during the Ballet III class offered on Wednesdays). If another class is not available for the level, a make-up will be scheduled with notification provided at the next class.



Frequently Asked Questions

Q: How can I talk to an instructor?

A: If you would like to talk to an instructor one on one, please fill out a Conference Request Form. Our schedule is very tight and there is not always time to talk to the instructor either before or after class. Please see page 17 for further information.

Q: What do I do if I've lost something?

A: There is a lost and found located in the lobby. It is emptied on a regular basis, so be sure to look through it often.

Q: Where does a student keep their belongings while in class?

A: All company members are to keep their belongings in the dressing room lockers. All other students may leave their belongings in the cubbies in the hallway next to Studio C.

Q: What is the best way to deliver my tuition payments?

A: There are a number of options. You may mail your tuition check to: 4701 Grand Ave., Fort Smith, AR 72904-7141. You may give your payment to the administrative assistant or you may leave your tuition payment in the tuition box located on the wall by the front door. A very convenient option available 24/7 is to pay online at Dance Studio Pro Parent Portal. Remember there is a late fee of \$25 assessed on the 6th of the month, so be sure to get your tuition in on time.

Q: Is tuition discounted when class is not in session for the whole month (for example, December & May)?

A: No, all tuitions are based on the total yearly cost of the program. For months that have 5 weeks, we do not change any additional tuition.

Q: Is there an end-of-year recital?

A: Yes, the Spring Dance Concert is a performance for all classes held during the year. A variety of student awards are also given during the Spring Dance Concert.

Q: Are we required to purchase costumes for Spring Dance Concert?

A: No, dancers will wear what they wear in class (with the addition of tutus for Creative Movement and Ballet I, which will be provided).

Q: Is my student required to perform in *The Nutcracker* & *Cinderella*?

A: No, participation in *The Nutcracker* and *Cinderella* is voluntary.

Q: If my child participates in *The Nutcracker* and/or the *Cinderella*, what is required?

A: Once your child is given a part, he/she will have weekly rehearsals on Saturdays until the performance. There will be additional rehearsals the week of the performance. Parents are also required to help in some capacity, with most of the volunteer time being focused on the week of the production as well as before, during, and after the performances. The cost of being part of our productions is nominal. We request a \$25.00 donation from each participating cast member to help cover the cost of cleaning and maintaining costumes. You may be required to purchase a few accessory items for your costume. We try our best to minimize those costs.

Q: Where can I see what is happening at WAB?

A: Any of the following places:

- our homepage www.waballet.org
- the calendar on our website at <http://waballet.org/index.php?page=Calendar>
- Facebook & Twitter
- The WAB GAB

Q: When does my child need to take more than one class a week?

A: When the instructor and parent agree that the child has the drive and ability to take another class and believe it would be beneficial.

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