
CALENDAR

Fall Open Registration: Sat/Sun - Sept. 10 & 11; 12:00-4:00 PM

Mini Ballet Boot Camp (ages 5-7)

Pre-Professional Audition (age 7)

Sat., Sept. 10; 11:00 AM-12:00 PM

Master Class with Sarah Lane (*pre-registered students & observers only*)

Sat., Sept. 10, 12:00-2:00 pm

Ballet Boot Camp/Pre-Professional Audition (ages 8 & up)

Sun., Sept. 11, 1:00-3:00 PM

Nutcracker Auditions (Pre-Professional & Community Divisions)

Sun., Sept. 11; 4:00-5:30 PM (ages 6-10); 5:30-7:00 PM (ages 11 & up)

Classes Begin: Week of Mon., Sept. 12

Moravian Academy Country Fair: Sat., Oct. 1 (*selected BG students performing*)

Thanksgiving Holiday (Studio Closed): Wed., Nov. 23 - Mon., Nov. 28

Last Day of Classes & In-Studio Rehearsals: Sat., Dec. 10

Nutcracker 2012 (Our 43rd year!)

Tues., Dec. 13—Dress Rehearsal, Zoellner Arts Center, Lehigh University

Wed., Dec. 14—Sun., Dec. 18, School / Public Performances

Winter Break / Studio Closed: Mon., Dec. 12, 2011 - Sun., Jan. 1, 2012

All Classes Resume: Mon., Jan. 2, 2012

Observation Week: Mon., Jan 16 through Sat., Jan. 21

Community Classes—Session I Ends: Jan. 21, 2012

Community Classes—Session II Begins: Week of Jan. 23, 2012

Bring A Friend Week: TBA

Spring Break / No Classes: Wed., April 4 - Tues., April 10

National Dance Week: April 20 through April 29

(www.nationaldanceweek.org)

Last Day of Classes: Sat., May 12

Spring Performance Rehearsals: Mon., May 14 -- Fri., May 18

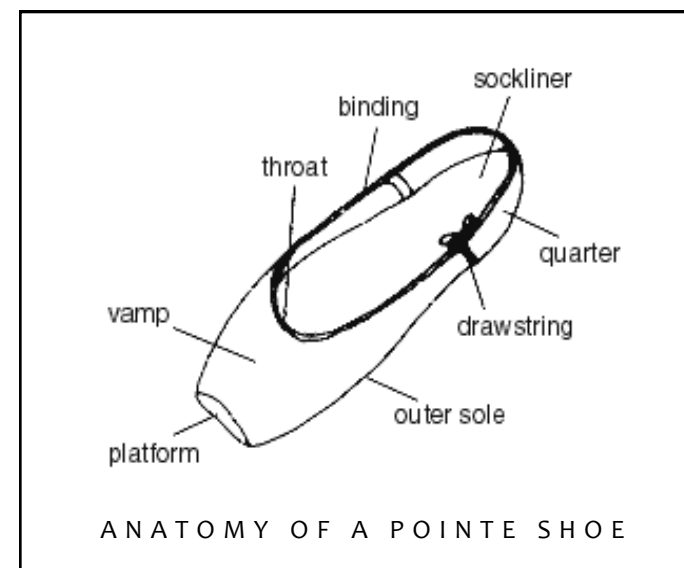
In-Studio Dress Rehearsal for Spring Performance: Thurs., May 17

Dress Rehearsal for Spring Performance at Foy Hall: Fri., May 18

Spring Performance: Sat., May 19, 7 pm. Foy Hall, Moravian College

Summer Dance Program: Mon., June 25—Fri., Aug. 3, 2012

celebrating over 50 years
BALLET GUILD
OF THE LEHIGH VALLEY
& PENNSYLVANIA YOUTH BALLET



STUDENT HANDBOOK 2011-2012

BALLET GUILD OF THE LEHIGH VALLEY, INC.
PENNSYLVANIA YOUTH BALLET

Karen Kroninger Knerr, Artistic Director

556 Main Street, Bethlehem, PA 18018

610-865-0353 • pyb@rcn.com • www.bglv.org

Thank you for choosing Ballet Guild of the Lehigh Valley, Inc. for your dance training. This handbook provides all you need to know about our school and organization. Please read and keep this booklet; if you have any questions, please call or send us an e-mail. If you have any helpful suggestions for future publications, please let us know.

MISSION

Ballet Guild of the Lehigh Valley is a non-profit organization dedicated to fostering the art of theatre dance, primarily classical ballet, through education and performances.

PHILOSOPHY

Ballet study is for everyone. We believe ballet is a healthful exercise that channels energy into a positive form of self-expression. Dance movements can inspire exhilaration in everyone. Come and experience this fulfillment—the undeniable joy of dance!

We believe in a serious approach to ballet study, as ballet is the foundation of all theatre dance. Students of all ages are encouraged to develop artistic awareness, to increase technical proficiency, and to acquire discipline, perseverance, improved powers of concentration and an aesthetic sense—qualities that will serve them well in all future endeavors.

A non-profit organization, Ballet Guild of the Lehigh Valley, Inc., founded in 1958 by Marjorie Berlin Fink, serves as the umbrella organization for the Pennsylvania Youth Ballet school and performing company. For more information on our history & activities, please visit our website at www.bglv.org. The Marjorie Berlin Fink Endowment Fund was created in 1982.

— 2011-2012 —
CELEBRATING OUR 54TH SEASON!

UNIFORMS - REQUIRED FOR ALL STUDENTS/LEVELS

(except Adult Students-see previous page)

No other leotards are permitted. Skirts and/or tutus are not permitted for classes, either attached to leotards or as a separate item. *(Only Pre-Professional Pointe and Community Class adult students may wear a skirt for class.) Children's name must be placed on all uniform items, including shoes.*

COMMUNITY DIVISION

ALL LEVELS	Tights: "Ballet Pink" without seams Ballet Slippers: Bloch, Pink, Split Sole -Style #205 - Level - Youth Ballet I -Style #208 - Levels - Youth Ballet II & up -Style #258 - Children's sizes under 13
PRE-BALLET	Leotard: Capezio, Short-Sleeved Pink, Style 400C
YOUTH BALLET I/II	Leotard: Capezio, Short-Sleeved Lavender, Style 400
YOUTH BALLET III	Leotard: Capezio, Short-Sleeved Garnet, Style CC202
JAZZ	Shorts: Capezio, CC600, Black (child's size #CC600C) Jazz Shoes: Bloch, Black, Gore slip-on jazz boots, 401

PRE-PROFESSIONAL DIVISION

ALL LEVELS	Tights: "Ballet Pink" without seams Ballet Slipper: Bloch, Pink, Split-sole, Style 208
LEVEL A	Leotard: Capezio, Light Blue, Style CC202
LEVEL B	Leotard: Capezio, Royal Blue, Style CC202
LEVEL C	Leotard: Capezio, Burgundy, Style MC110 (B11-"Meryl" Nylon/Spandex) Pointe Class: Add <i>Mirella</i> Skirt, MS 12, same color
ADVANCED	Leotard: Capezio, Black, Style MC110 (B11-"Meryl" Nylon/Spandex) Pointe Class: Add <i>Mirella</i> Skirt, MS 12, same color
JAZZ	Shorts: Capezio, CC600, Black (child's size #CC600C) Jazz Shoes: Bloch, Black, Gore slip-on jazz boots, 401

MALE DANCERS (BOTH DIVISIONS - ALL AGES)

BALLET:	Black unitard or tights; white T-shirt; dance belt; white socks; Bloch Black split-sole ballet slippers
JAZZ	Fitted shirt or T-shirt; jazz pants/leggings/biker shorts/sweat pants; Black Jazz Shoes/Dance Sneakers

UNIFORMS, SHOES & APPEARANCE

All students are required to wear a uniform in the prescribed color for all classes and should present a neat appearance at all times. Girls' hair should be secured neatly in a bun (no bangs) to present a sleek, classical profile. Boys hair should be combed neatly. Adult students may wear any solid color leotard, tights, and ballet slippers; skirts are also permitted.

Dance attire must always be covered by street clothes when not in the classroom.

You may wish to purchase more than one leotard and pair of tights depending on the number of classes per week your child attends. Students are expected to wear clean uniforms for each class and to keep their shoes in good condition. **Put child's first and last name in all class attire, including shoes.**

Shoes should be obtained from a reputable dancewear store where they can be properly fitted (not Payless/K-Mart). Have your child's shoes fit properly by the sales staff and be sure to have the teacher check the fit at the first class. **Dance shoes should not be worn outside of the dance studio, either on the street or elsewhere.** The studio floors are covered with professional quality dance floors and dirt from the street is harmful to the surface.

Dancers in Youth Ballet I and above are expected to be responsible for and to carry their own dance bag and equipment, which should include: ballet slippers, class leotard, extra pink tights, hair accessories (bobby pins, hair pins, elastics, hair brush, barrettes, hairnets, hair-spray/gel).

As your child progresses, more items are suggested. If your child is Level C & above they should also carry: Pointe shoes (stored outside of your dance bag—see your instructor for details), lambs wool, toe pads, needle & thread for pointe shoes, extra leotard, band aids, foot tape, scissors, safety pins, instant ice pack, paper towels for pointe shoes.

You may choose where to purchase the required uniform and shoes from one of the merchants listed on the *Table of Contents* page. Those new to buying such items may wish to utilize the services of one of the local shops to ensure proper fitting. Please call ahead or visit the websites for hours and directions. Both Freemotion and DC Dancewear have been supplying dancewear to Ballet Guild students for many years and have our uniform lists on hand in their shops.

Ballet . . . like a sport, only harder!

According to a 1975 study by Dr. James A. Nicholas in "The Journal of Sports Medicine," ballet is more mentally and physically demanding than football! 61 activities were examined - ballet was number one on the list, followed by bullfighting and then football.

(NY Times, 9/27/05. 2005 Factiva)

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*Dancing is the
loftiest,
the most moving,
the most beautiful
of the arts,
because it is not
mere translation or
abstraction from life;
it is life itself.*

-Havelock Ellis

PHONE NUMBERS/E-MAIL ADDRESSES/WEBSITES

BGLV/PYB

610-865-0353; pyb@rcn.com; www.bglv.org

Zoellner Arts Center, Box Office *(Nutcracker tickets)*

610-758-2787; www.zoellnerartscenter.org

DC Dancewear - Uniforms and dance supplies *(Local)*

423 Northampton St., Easton, PA

610-923-6100; www.dcdancewear.com

Freemotion - Uniforms and dance supplies *(Local)*

2475 Willow Park Road in Bethlehem

610-758-9397; www.freemotion.com

Discount Dance Supply -Uniforms and dance supplies *(Internet)* **(Teacher Referral Code: TP30098)**

www.discountdance.com/dtp.html, 1-800-328-7107

ATTENDANCE/ABSENCES/MAKE-UPS

PLEASE BE ON TIME. Students are expected to arrive 10 minutes prior to class time, and to be in the studio ready to work when class begins. Students who arrive more than 10 minutes late for class may be asked to observe the class instead of actively participating. The beginning warm-up is a crucial component of the dance class.

Students are required to attend all classes for which they are enrolled. Students with minor injuries should attend and observe (class and/or rehearsal) so that they can learn choreography and apply corrections when they can safely dance again.

Parents should notify the office (in advance if possible) if a child will be missing class for any reason. You may leave a message on our answering machine if there is no answer. For planned vacations/absences, we appreciate an e-mail or note in writing with student's name, class, date, and reason for absence.

Missed classes should be made up at the student's current level/dance style, or at the next lowest level, and in the student's current enrolled session.

CLASS

BGLV reserves the right to change instructors as needed during the school year. There will be no refund for absences or classes cancelled due to inclement weather. Make-up classes may be scheduled by the directors if there are more than two classes missed because of inclement weather.

CLASS OBSERVATION

Visitors are permitted to observe classes **ONLY** on designated observation days, generally the last class day of each session for Community Class Division students, and announced dates for Pre-Professional students in Levels A through Advanced. Parents, grandparents, and siblings are welcome; cameras and video cameras are permitted. All visitors should arrive on time for the scheduled class; cell phones, beepers, etc. should be placed on silent before the class time.

CLASS PLACEMENT

Pre-Professional Division Class placement is determined by audition. Placement of Community Class students is determined by their instructor and according to their technical ability and physical strength, at a level where they can best improve their ballet technique. Students may advance to the next level only with approval from the instructor.

Community Outreach and Spring Performance:

Community organizations contact us with requests for BGLV students to perform; charitable performances are very important as part of our community outreach, and as a means of reinforcing community awareness of our non-profit organization. When dates are selected, information is given to each student & his/her parent/guardian to ascertain availability for rehearsals and these performances, which may occur on evenings, weekends, or weekdays during school-time. We make every effort to schedule them at convenient times.

A Spring Ballet is held each year in May. See "Calendar" for pertinent dates.

Parent Volunteers are a crucial part of any performance and we appreciate your assistance during the season. Sign up lists will be posted on the bulletin board as needed—thank you in advance for your help!

TUITION

Tuition is based on an academic year or session, and is due whether or not the student is present, and whether or not the student completes the session/year, and is not transferable nor refundable except as stated below. The registration fee is not refundable. A \$30 fee will be charged for returned checks or credit card charge backs for any reason.

Pre-Professional Division quarterly payments are to be made no later than the student's first day of class in September, November 10, January 10, and March 10. A late fee of \$30 will be assessed if payment is more than 5 days overdue. Should payments (quarter or otherwise) be delinquent, Ballet Guild reserves the right to suspend student's participation until all financial obligations are satisfied. With the exception of quarterly payments, an interest charge of 1½% per month on any unpaid balance will be applied.

You may choose to enroll in our new "Autopay" program, where your credit card will be charged automatically for tuition and/or fees when due, thus eliminating late fees and interest charges.

Refunds: Refunds are granted for medical reasons only. Any request for such a refund must be accompanied by a doctor's signed statement on letterhead. There is no refund for missed lessons or lessons not made up; students may make up any classes missed due to illness by attending classes at the same or next lower level. Students are responsible for making up missed classes within 2 weeks of the absence. There will be no refund for absences or classes cancelled due to inclement weather.

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- Sorry, but eating is not permitted in the hallway on the second floor, as there are other offices in this building. The building across the street from our studio (Main Street Commons) has several areas with tables and chairs where you may sit and have your snack/dinner or feed children waiting with you.
 - Children waiting in our building with their parents must be properly supervised at all times. There are several offices in this building. **Please accompany young children to the restroom**, and do not allow them to run in the hallway, or climb on the balustrade. We cannot be responsible for unsupervised children in this building.
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PERFORMANCES

There are no recitals at Ballet Guild/Pennsylvania Youth Ballet. Observation times are scheduled so parents/guardians may attend their child's class (*see Class Observation section*). The full-length ballet, *The Nutcracker*, is performed by our students and top professional guest artists annually at Zoellner Arts Center, Lehigh University. In addition, our students are often invited to perform for special community groups.

Students and parents should be aware that performing is a privilege and results from attending class on a regular basis, working hard in class to attain an appropriate technical level according to age, committing to rehearsals as assigned, and participating fully in the performance experience. All casting of parts is the decision of the Artistic Director and is not open to discussion.

No matter the "size" of the role a student is given, he or she is integral to the whole performance. The Artistic Director/Choreographer cannot work with "missing" cast members. When a commitment is made to perform, the student is expected to participate. Those who do not fulfill their commitment may be subject to loss of performing privileges and/or disciplinary action.

All rehearsals are "closed" - which means observers are not permitted unless specifically invited by the directors.

Audition, Costume, and other fees are non-refundable and non-transferable.

Costume Fees are assessed for each performance and help our non-profit organization purchase needed costumes and help with our dry-cleaning costs.

The Nutcracker:

To audition for *The Nutcracker*, students must be 6 years old by Dress Rehearsal (Tues., Dec. 13, 2011) and enrolled in the prescribed number of technique classes. Rehearsals vary based on casting and may be necessary from 1-5 days weekly. Please see Nutcracker handouts and/or handbook for specific information.

CONFERENCES

All questions about your child's progress are appropriately addressed by appointment, which may be made by calling the office.

DIRECTIONS & PARKING

From Route 22, take Route 378 South to Exit #3 (Center City). From the stop sign at the exit, turn left onto 3rd Ave. At the stop light, turn left onto Broad St. Follow for 3 blocks to the intersection with Main St. At the stop light, turn right onto Main St. Ballet Guild studios are on the left side of the street, next door to the historic "Sun Inn."

There are two parking garages—Walnut Street, and North & Main Sts.—in the downtown area; follow signs as marked. Parking meters are available at times on a limited basis: .50 per hour. It's best to use one of the parking garages as most classes are an hour or longer. Be aware of parking signs wherever you park. Whether traveling to or from class, please allow time to park your car and walk to our studio, as the parking authority will ticket those who double park in front of our building.

EMERGENCY CLOSINGS

ALL cancellation announcements will be made on radio stations WAEB -FM 104.1, WAEB-AM 790, & on television station WFMZ-TV69. WFMZ TV (www.wfmz.com) & WAEB (www.waeb.com) also post closings & delays on their websites. Once we are aware of a cancellation, it will also be on the home page of our website - www.bglv.org.

EXPECTATIONS AND RESPONSIBILITIES

Every student is expected to behave in a disciplined, responsible, and courteous manner when on BGLV premises, in theatres, and other performing venues. Students are expected to be cheerful and polite to each other as well as to the Artistic Directors, faculty, administration, and parents.

Any disruptive behavior problems will not be tolerated; use of offensive language, drugs, alcohol, or tobacco products will result in dismissal without refund. The Artistic Director reserves the right to suspend, expel, or withdraw scholarship from any student whose attitude, class attendance, work habits, chronic lateness, overall conduct, or physical fitness for classical dance training is judged unsatisfactory.

FINANCIAL AID/SCHOLARSHIPS

A limited amount of financial aid is available for full-time students, ages 10 and up. Students who receive such aid are expected to study exclusively at the Ballet Guild and must take the maximum number of classes for their level. Students and their parents/guardians are expected to volunteer a minimum of ten hours per month.

To be considered for financial assistance for the 2012-2013 season all forms must be completed and returned to the office by April 30, 2012. Students entering after that time will be considered on an individual basis. New forms must be completed for each season and are available by contacting the office.

FUNDRAISING

As BGLV is a non-profit organization, we depend on our students and their parents to assist us with our fundraising efforts. I'm sure you all are aware of the economic downturn - grants to non-profits have been seriously affected. Please make every effort to participate wholeheartedly and enthusiastically when we hold our various events - from soliciting ads for our Nutcracker program to securing donations for our annual Dance-A-Thon. We sincerely appreciate your support!

GENERAL RULES/INFORMATION

- Place first and last name on all belongings, especially shoes.
 - **Your primary e-mail address will be used to send school information as needed. Please add our e-mail address (pyb@rcn.com) to your Address Book to be sure you receive important e-mails. Check your e-mail frequently (daily if performing, or enrolled in the Pre-Professional Division) and notify us if your address changes.** Also, please check the bulletin boards and table for updated information.
 - All dance class rooms are on the third floor and are designated with signs.
 - Ladies/Girls Dressing rooms are assigned by age and are located on the third floor. Parents/Guardians of young students may accompany their child to the third floor and assist them to dress and to use the bathroom. Fathers/Male Guardians - please use the restroom on the second floor to assist your child to dress and use the bathroom.
 - Boys are to use the second floor men's room (one at a time) to change and may take their dance bag to the studio with them.
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- Pre-Ballet students and parent/guardians should wait on the 2nd floor for the teacher, who will escort the students to their classroom on the 3rd floor and also will bring them to the 2nd floor when classes have ended. Please make sure your child has used the bathroom before class. If you need to use the 3rd floor dressing rooms to change your child's clothing, please return to the 2nd floor to wait for the instructor.
 - The City of Bethlehem has a mandatory recycling policy. Please use containers provided and empty liquid from containers before disposal.
 - Do not bring valuables of any sort to class. We cannot be responsible for lost or stolen articles left in any part of the building.
 - Students should not wear jewelry (small earrings are o.k.) during class.
 - Students may bring a light snack for breaks. Do not bring gum.
 - Because there is no drinking fountain on the premises, students should carry a water bottle with them daily, and keep in the dressing room. Bottled water and various snacks are available for \$1.00 and may be purchased at the office on the second floor. Do not bring large bills as we do not keep extensive amounts of change on the premises.
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PARENT/GUARDIAN INFORMATION

- If you need to speak with a teacher, please call the office or send us an e-mail message to schedule an appointment.
 - Check the bulletin board in the 2nd floor hallway and the table outside the office door for any updated information. Also, your primary e-mail address will be used to send school information as needed. Check your e-mail frequently (daily if performing or a member of the BGLV Pre-Professional Division) and notify us if your address changes.
 - **Please do not drop off your child in front of this building, or across the street and allow them to cross Main Street alone.** The school can look after the children's safety only on the actual premises; therefore, we request that children be accompanied into the building to the second floor and be retrieved from the school in similar fashion. Also, please be aware that if no classes are scheduled or are cancelled for any reason, this building may not be open. If there is a reason (*other than weather-related—see "Emergency Closings" portion*) for a regularly scheduled class to be cancelled, you will receive a phone call.
 - Students should be picked up promptly after classes and rehearsals and not left to wait alone inside or outside the building after hours. Please be aware of scheduled dismissal times and collect children promptly after classes. Children should not be dropped off more than 15 minutes before their scheduled class time, as there is no staff available for supervision.
 - Children are not permitted to leave the building after they have arrived for class unless authorized to do so in writing by the parents/guardians.
-