



**STUDENT HANDBOOK**  
Kingsport Ballet 2022-2023

201 Cherokee Street, Kingsport TN 37660  
[www.kingsportballet.org](http://www.kingsportballet.org) | [kingsportballet@gmail.com](mailto:kingsportballet@gmail.com) | 423-378-3967

# Welcome Students & Families!

Kingsport Ballet offers a distinguished recreational and pre-professional program in dance, combined with opportunities to perform in full scale productions. As a nonprofit organization, it is our mission to inspire the appreciation of dance through artistic excellence and to enrich the cultural landscape of our community. Our goal is to prepare students for futures as artists or arts consumers, engaged citizens, supportive audience members, and responsible young men and women.

Our curriculum focuses on strong technique that is rooted in the traditions of classical ballet. Our curriculum is designed to serve dancers of all ages by supporting the continuing quest for purity of technique, artistry, grace, and musicality, regardless of a student's long-term goals. Performances of classical and contemporary works are also an important part of the training model, allowing students to develop discipline, endurance, choreographic memory, and stage presence, as well as a wide repertory of classic works.

Providing exceptional dance education, nurturing our students' developing skills and lifelong love for dance extends far beyond the syllabus. We strive to challenge each student, whether he or she dances for enjoyment or pre-professional training, to explore his or her own potential as a performing artist. Our faculty members take great care to instruct students with proper technique and great discipline in an encouraging and supportive environment.

In this packet you will find dates to remember, dress codes, tuition policies, production policies, and many other helpful pieces of information. We rely on the generosity of our community to allow us to continue to provide arts education of excellence to our entire region. Through in-kind donations, sponsorships and fundraising activities, we are able to continue to broaden our reach in our area and beyond. We greatly appreciate your participation in these efforts. We thank you for choosing Kingsport Ballet as the place to receive the finest dance instruction our region has to offer.

**Bertina S. Dew, Executive Director**

# Operating Hours

## **Front Desk and kbBOUTIQUE Hours:**

Monday - 3:00-8:30pm

Tuesday - 3:00-6:30pm

Wednesday - 3:00-6:30pm

Thursday - 3:00-6:30pm

Friday - 3:00-6:00pm

Saturday - 9:00am -2:00pm

Or any day by appointment

**DOOR POLICY:** Front doors will be locked from the inside in the evenings after front desk staff leave the building, even if classes are still taking place. Access from outside will not be possible. This is for the safety and security of students, teachers, and our facility. Students and teachers will be able to push down the latch to exit and the door will automatically lock behind them.

If you must reach your student during this time, please call or text him/her. Alternatively, you may discuss additional ways to contact your student with his/her teacher. You may request the teacher's phone number as a backup plan. We appreciate your patience with this policy in order to ensure everyone's safety!

## **Administrative Hours:**

Monday thru Friday - 10:00-5:00pm

Saturday - 10:00-2:00pm

Or any day by appointment

NOTE: Admin hours are a combination of in-person and virtual availability. If you are needing in-person assistance, please make an appointment by calling 423-863-1280.

# Fundraising, Donations and Other Opportunities to Support Your Ballet School

## Grants:

Kingsport Ballet applies for competitive grant funding from the Tennessee Arts Commission and receives general operating support (aka Partnership Support) on a yearly basis. This funding is based on an agreement between the TAC and the National Endowment for the Arts and the General Assembly.

From 2021-2024, Kingsport Ballet activities are supported in part by federal award number SLFRP5534 awarded to the State of Tennessee by the U.S. Department of Treasury.

We apply for other grants to support special programs such as our Outreach programs, which provide free, on-going dance instruction to at-risk youth, and partial funding to need-based students.

Kingsport Ballet receives grant funding from the City of Kingsport for its outreach programs.

## Specialty License Plates:

Tennesseans for the Arts (TFTA) is an advocacy organization that works to support, defend and expand public funding for the arts. Their work is directed toward educating their members and allies on effective advocacy practice, supporting the work of our state's legislative arts caucus, and defending the specialty license plate program which provides 80% of the funds granted to nonprofit organizations by the Tennessee Arts Commission.

As Tennesseans we can do our part to support the arts further by either becoming a member of TFTA <https://www.tn4arts.org/who-we-are-1> and/or by purchasing a specialty license plate! <https://www.tn4arts.org/post/why-purchase-a-tn-specialty-license-plate>. The proceeds from the sale of the arts plates go directly and in its entirety to funding the arts, while the sale of other specialty or personalized tags dedicate a percentage of the sale toward funding the arts. PURCHASE AN ARTS TAG TODAY!



## Kingsport Ballet School Fundraisers:

KB holds several fundraisers per year. Some of these fundraisers involve students and their families. These are as follows:

- 1. Belk Sale:** Usually in November. You will be asked to sell the \$5 off coupons provided by Belk. These are applied to purchases made the day of the sale. Merchandise may be pre-selected the week prior to the sale day and purchased on the day of the sale, applying the \$5 coupon.

**2. Bake Sale/Holiday Market at the Civic Center:** November. You may provide baked items to be delivered on one or more of the three days of the event.

**3. Father-Daughter (or son) Car Wash:** Takes place the second Saturday of our yearly summer intensive in June. This is a car wash and block party, where dads or other family members lend their supervisory and car-washing skills alongside their daughters/sons.

All students are asked to participate in the fundraisers to support the various programs that take place outside of the regular class schedule. Participation is strongly ENCOURAGED but not mandatory.

Other fundraising and/or promotion events take place throughout the year and are made possible by the effort of staff, volunteers, board members and parents to buttress the sustainability of the organization. These events allow the opportunity to become involved in volunteer efforts in the community, which in turn help to enhance the quality of life of our region. These are as follows:

### **Additional Fundraisers/Marketing Opportunities:**

**1. Ad Sales:** We sell ad space in our program books for major productions to offset the costs of printing. Families who own businesses or have family members who do, are asked to consider placing an ad. These are target audience opportunities whereby your business will receive exposure to ballet-goers. This serves as a mutually beneficial way for you to support the organization while driving traffic to your business.

**2. Ticket Sales:** Students who are part of a production know the importance of performing for an audience! We ask that each cast member in a production sell a minimum of 10 tickets to friends and family outside of their immediate family. You may sell the tickets, collect the money and KB will assign seats and print the tickets which can be held at “will call.” Or, you may purchase extra tickets and gift them to your friends, teachers or neighbors.

**3. Clara’s Tea Party (Not a fundraiser):** This event takes place on the Saturday of Nutcracker weekend, prior to that evening’s performance. It is a Nutcracker-themed tea party. Volunteers make and donate delectable tea cakes, cookies and finger sandwiches and serve tea to children ages 4 through 11. Cast members in costume come to the party to pose for photos with the children.

**4. Ballet and Bubbly:** This is a yearly gala event, formerly held at Chateau Selah, and more recently at the Allandale Mansion barn. Gourmet food, wine, craft beer, a contemporary dance performance, live music, and a silent auction featuring select merchandise and services from around the region, make this a truly memorable evening in the stunning East Tennessee rolling hills. Parents can attend the event (\$50 p/ticket), provide food or silent auction items, or volunteer to work the event. Proceeds support our outreach programs.

**5. Yearly Sponsor Luncheon (Not a fundraiser):** Each summer we host a tour of our facility, followed by a gourmet luncheon and performance in studio A. This is our way of saying THANK YOU to our business and individual sponsors who make our efforts possible with their donations. How to help? Volunteers can help with set-up and break-down, serve as greeters, help prepare framed thank you plaques, or make or donate a dish.

### **Making a Donation to Kingsport Ballet (Monetary or In-Kind):**

With our yearly brochure, mailed out to several thousand households each Fall, we launch our season and a soft call for donations. Your tax deductible cash contribution will support the many programs our organization offers the community, and the sustainability of the ballet school.

## **Stock Donations:**

Consider making a stock donation to Kingsport Ballet. Our auditor advises that: “If you plan to make a donation to your favorite ballet company and are thinking to donate stock, do not cash it out first. Instead, donate the stock through the ballet’s designated investment agency (Integrity Capital Management,) and avoid paying taxes on your donation.”

## **Amazon Smile:**

This is how you set it up:

1. Go to smile.amazon.com
2. Use your existing amazon account or create a new account if you aren’t an amazon member.
3. Choose the charity of your choice – search for Kingsport Ballet. Change your amazon bookmark to smile.amazon.com so your purchases will always help your chosen charity. Don’t worry if you miss this step your first time. Amazon will remind you!

## **Housing:**

We often need housing for guest artists during times when we are not able to put them up at a hotel through one of our generous sponsors. Typically a separate apartment or private quarters work best. Wi-fi is a must as many guest artists communicate with their home companies and family members while here, or continue work online during down-time with us.

## **Transportation:**

Transporting guest artists to and from the airport/s, to and from the theater or the studio is a huge help to our organization during a time when our staff are at their busiest. If you are willing to lend a vehicle for guest artists to drive themselves while in town, that’s a great way to support too!

## **Volunteering During Productions:**

Parents of dancers in a production are asked to volunteer backstage a minimum of one day or night when they are not planning to be in the audience. Duties for volunteers vary from stage hands, costume assistants, sewing crew, ticket sales, ushers, moving/set-up, move-out/strike, to helping with reception, etc.

# Policies

## **Weather/Holiday Policy:**

We follow the Kingsport City School schedule so when they are off, we are off. This includes holidays and snow days, but may not apply to parent-teacher workdays. Days off or holidays that fall on your child’s day/s of class are worked into the yearly calendar and will not be made up. We will normally offer makeup days for snow days.

## **Punctuality:**

Please be on time to class. We understand that sometimes tardiness cannot be helped, but a good rule of thumb is to arrive at the studio about thirty minutes before class start time (preferably not before that as we do not have the staff available to watch children who are unattended.) Thirty minutes prior to start time should afford the dancer enough time to get ready and be mentally prepared for class.

## **Attendance and Makeups:**

We expect all students to get the full course of teaching he/she signed up for. If you miss class for any reason, please plan to make it up. The best way to do this is to ask your teacher where is the best time and day and class level to do this makeup class. You may do as many makeups as necessary.

## **Dressing Rooms:**

Students may change in dressing rooms or bathrooms. Every student should leave his/her street clothing in their bag in the dressing room. Do not leave clothing or dance bags in the hallways or outside the studio doors.

## **Dress Code:**

There is a specific dress code for each class and each form of dance. If in doubt, consult your registration handouts.

## **Tuition Policies:**

Students at KB register for the entire dance year, August through May. Tuition is calculated for the full year, then divided into equal monthly payments for convenience. Not all months are equal, as some will have more class days than others. Tuition is to be paid each month, regardless of the number of classes your child attends in that month. No tuition reductions or refunds are made due to absences.

We strongly encourage all students to make up their missed classes as we believe that you should receive the full benefit of instruction that all students at your level are receiving. Registration is accepted on a first come, first served basis as class sizes are limited. There is an annual registration fee of \$35 per student, and \$40 for two or more students.

## **Late Fees:**

If tuition is not received by KB by the 15th of the month, a \$5 late fee will be charged. Tuition is non-refundable.

## **Payment Methods:**

KB accepts checks, cash, and major credit cards.

## **Drop/Add Form:**

If a student no longer wants to take a particular class, she/he must fill out a drop form and turn it in to the front desk so that necessary adjustments can be made to his/her records.

If during the course of the year a student no longer wishes to remain at KB, she or he is required to fill out a drop form and turn it in to the front desk. Tuition will be due for the month the student withdraws in if that month is already in progress. Tuition will not be charged for subsequent months, provided a form is filled out and turned in, and acknowledged by management.

If a student wishes to add a class or classes during the course of the year, an "add" form must be filled out and submitted to the front desk so that adjustments can be made to the tuition, his or her schedule, and class enrollment can be checked before the "add" is officially viable.

## **Absence Request Forms:**

These are used to request permission to be absent from rehearsal, two allowable days during a production period. If more than two are needed by the student, she/he may or may not be able to take part in the production.

## **Asking Questions:**

Questions are encouraged by teachers during class, if they pertain to what is being taught. If you have a lot of questions about the same exercise, stay a few moments after class to ask a teacher to clarify for you. Don't go home without understanding what you were being asked to do. If this happens, you may need to schedule a meeting with your teacher.

## **Parent/Teacher Conferences:**

If a dancer or parent has a concern or questions about the curriculum, the direction the dancer is taking in her training, or any other question regarding dance, please schedule a conference with your instructor by calling the front desk or the executive director.

Often, a teacher will call a conference with the dancer or his/her parents to discuss the student, his/her progress, or other issues. Teachers gear their instruction toward the growth of the class and the class level, as well as each individual student. If a teacher has a concern about a particular student or if she/he wants to alter the student's curriculum path, she/he will call a conference to be scheduled at a mutually agreeable time.

## **Private Lessons:**

Private lessons may be requested by the dancer or recommended by the teacher. Either way, privates are scheduled at mutually agreeable times and are paid for at the time the service is rendered. Pay for private lessons is made to Kingsport Ballet, not the teacher directly.

## **Parent Observation:**

Two times per year, the school hosts parent observation week. Families are invited into the dance studio to observe a regular class, take pictures or video. A schedule is usually provided prior to observation week as sometimes studio accommodations must be made and schedules may vary slightly.

## **Communication:**

Kingsport Ballet must have an email address for every student enrolled in the school. If you don't have an email address yourself, please provide one of a responsible family member or friend who will agree to relay important communications from Kingsport Ballet. This is the primary way we communicate updates to families and students. Secondarily, we will post updates on our Facebook page. If you have a Facebook account, please be sure to "like" our page so that you may be alerted to these updates.

# More About Kingsport Ballet

## **Company:**

Dancers are eligible for company when they have completed level BIII B, have taken ballet classes three times per week for at least two years, and have started studying pointe. Senior Company members are eligible to provide a headshot and biography for inclusion in production program books. Company members in other levels are shown in group photos and identified by name.

## **Productions:**

Children who are not in company may audition for Nutcracker if they are in Ballet One (BI) or higher. Spring ballets (such as Swan Lake, The Sleeping Beauty, or other ballets performed in March/April) are typically intended for company members but often students from the school are also invited to participate. These students are typically those who are the level or two just prior to being eligible for company.

## **Performance Fees:**

There are performance fees for productions, which vary depending on the production. A full-length ballet, such as Nutcracker or Swan Lake, will have a minimum of \$125 performance fee. This fee goes toward covering the cost of two complimentary tickets each cast member receives, a dvd of the performance videotaped by a professional videographer, and rental, alteration and cleaning fees associated with the use of Company costumes.

Spring Concert fees are lower, as they do not include free tickets. They do, however, cover the cost of a dvd of the performance. If you choose to order a 'blu-ray' dvd, rather than standard, you will be asked to pay \$10 extra.

## **Casting:**

All casting is at the discretion of the artistic director (and teachers for spring concert) and as such, is determined through careful consideration of many factors, such as the level of technique and accomplishment of the dancer, his/her work ethic in class, how/if she or he fits the role being danced both physically and in personality, the artistic abilities and stage presence of the dancer, his or her attendance and commitment to the study of dance, and many other factors. These criteria are set by the artistic director, based on their life-long career as a professional dancer, teacher and director, and their expert level of knowledge and understanding of the art form. If a dancer or parent has a question regarding casting, please schedule a conference with the artistic director.

## **Understudies:**

An understudy is a dancer who is cast to "learn" or "study" a particular role without necessarily having the intention of being expected to dance it on the stage. An understudy will be set for many reasons, including but not limited to: learn the role in order to step in should the primary dancer cast in that role is ill or hurt, learn the role in order to prepare and learn and study the role for potentially performing the role in future years (this is never guaranteed,) learn the role in order to grow as a dancer and "know" the particular role well, not necessarily with the intention of performing it on stage.

## **Theater Protocol:**

Cast members will respect their costumes and always leave all of their costumes and costume pieces hanging in the appropriate place. There is no eating allowed in costume, in dressing rooms, in the theater or on stage or in the wings. There is no running allowed in the theater. All cast members must behave as representatives of Kingsport Ballet at all times, arriving and leaving the theater and the entire time they are at the theater. All cast members will treat all teachers, rehearsal assistants, directors, staff, volunteers and theater staff with complete respect while at the theater.

## **Spring Concert - Dance Movement:**

This is the yearly performance for children in levels DM3s and DM4s. It is a small-scale recital, allowing young children to become acclimated to performing on a stage, with theater lights and an audience, understanding backstage behavior, etc. Other levels and styles of dance will be included in the performance, allowing the children and their families to see a taste of the progression through the levels and what they have to look forward to as they progress in our school.

Typically there is a dress rehearsal on the Saturday before the Sunday afternoon performance. The dress rehearsal takes place at the theater, on the stage where they will perform the next day. Costumes worn in the concert are kept at the studio and at the theater until all rehearsals and performances have been completed. The students may retrieve their costumes and take them home after they finish performing.

## **Spring Concert Showcase:**

The spring concert showcase is the final performance of the school year and showcases every level of dance from Preparatory Ballet One (Prep I - 5 year olds) through advanced, and all other dance forms we teach at our school. Students are often involved in more than one dance, as they perform a piece for each form of dance they take during the year. The performance normally takes place on a Thursday evening, during the last week of Kingsport City School's year, with a dress rehearsal taking place the evening before. It is usually separated into two acts with a short intermission in between. There is a reception following the performance. Students in the lower school who have purchased costumes with their costume fees will take their costumes home following the performance.

## **Summer Intensive:**

We offer a yearly summer intensive during the last three weeks in June. We bring in guest artists who teach various forms of dance and stay one to three weeks, teaching in the workshop. There are typically three or four levels of instruction in the workshop, from beginner through advanced. KB students in levels BI and BII are eligible and invited to take summer intensive in the beginner level. The workshop is either full day for the higher levels or half day for beginners and intermediate students. Kingsport Ballet company dancers are required to take a minimum of two consecutive weeks of KB's workshop before attending other workshops outside of the area. Additional workshops must be approved by the artistic director.

There is a final performance on the last Friday of the workshop, demonstrating what they students have learned, which is free and open to the public.

## **Angelina Ballerina Camp:**

This is a summer “camp” for children ages 3 through 6. It takes place on Tuesdays and Thursdays during the month of July. Children have dance class, learn about an important story ballet, and create a craft related to what they are learning. At the end of the ballet camp parents are invited to come into the studio to watch and take photos of what the children have learned.

## **July Classes:**

Classes in the month of July are offered to intermediate and advanced ballet students who are not going away to additional intensives, in order to keep up their strength and conditioning during the summer break and improve their technique. The schedule for these classes will vary, dependent on teacher availability. They are normally offered at least two times per week for each level.

# Appearance and Behavior In and Outside the Studio

## **Appearance:**

We enforce polite and thoughtful behavior inside and outside the studio. Students of all ages are asked to look and act professionally. This means arrive at KB and leave KB wearing street clothes. If quick changes have taken place in the car on the way here, please be sure your child wears a cover-up and puts on dance shoes inside the studio.

## **Behavior:**

We strictly enforce walking down the halls. No running, no jumping, no cartwheels, no dancing are allowed in the hallway as injuries may result and flooring is not adequate for dance.

# Class Etiquette

## **Respect:**

The respect and tradition that comes along with classical ballet are part of the art form and are expected to continue with current students and future generations of students. The first of these traditions is demonstrated with a “reverence” which is done at the beginning and at the end of each class. This is a special greeting and bow to the teacher, done to music and led by the teacher, showing respect and gratitude.

## **Entering the Studio:**

When entering the studio space where class takes place, students must follow certain protocol. Students should be inside the studio where class will take place before the teacher arrives. This means you should arrive at the studio at least 20-30 minutes before class time so that you have ample time to prepare yourself and be ready for class. Students should be quietly waiting for their instructor in the studio, not running or playing. If there is another class going on before your class, students should wait for their teacher outside the studio where class is to take place. When the instructor arrives, students should immediately give her/him their attention and prepare to begin class.

## **Tardiness, or Re-entering the Studio:**

If you arrive late to class you must first wait at the door until the music stops before you enter the room. You should wait until you are acknowledged by the teacher so that you know she/he gives you permission to enter late. If you are more than ten minutes late to class, you may be asked to sit out, as you have missed the important initial warm-up time which is critical to proper body preparedness for class.

## **Excusing yourself from class:**

If you must leave early for any reason, this should be arranged with the teacher in advance. The student should curtsy and say thank you to the instructor prior to leaving the studio space if she/he must leave early.

## **Eating While at KB:**

We ask that students and siblings who want to eat while at KB do so in the designated areas only. Please ask your child not to come into the studio eating while walking. We have a kitchen designated for this purpose. Eating in dressing rooms is not allowed at any time. Only water should be supplied in drinking bottles while at dance.

## **Food:**

The body is a dancer's instrument. We encourage students to be aware of good nutrition and healthful eating habits. Students should eat plenty of green vegetables and fruits, dairy products if able, and meat. Healthy snacks should be eaten before dance. Students should avoid candy, doughnuts, soda, cakes and other sugary foods before dance. The reason for this is the student may experience a sugar boost of energy, but she/he will also experience an extreme "low" afterwards. This low will sap the dancer of energy and not give him/her the power she needs to dance his/her best. Whole foods like oatmeal, bananas, whole grains, and foods that have not been highly processed are best. Fast food like french fries and cheeseburgers are heavy and have high fat content with low nutritional value. Look for foods with high nutritional value. Apples with peanut butter, or celery with peanut butter and raisins are an example of a filling and nutritional snack.

## Other Offerings at KB

### **Berezova Scholarship and Partial Tuition Scholarships**

A limited number of scholarships are available for students who meet the scholarship criteria. These families are required to be full providers of volunteer effort during fundraisers, ticket sales and/or any in-kind assistance requested by KB. Scholarship students are expected to have exemplary attendance, excellent behavior, and must represent their ballet school well at all times, in and outside of the studio. Scholarships may be forfeited if the above requirements are not met.

### **KbBOUTIQUE**

In addition to the basic uniforms our boutique offers some ballet related gifts plus additional attire and accessories. Most any attire in the boutique can be ordered in different sizes.

## Adult Classes/kbFIT

We are currently offering adult ballet in our Fall schedule. Classes are open to any level adult dancer, including beginners. Classes are \$10 each. Attire is “open” but ballet shoes are required. Punch cards may be purchased to pre-pay adult ballet classes as follows: a \$100 punch card offers 10 classes, plus one additional bonus class - so 11 classes for \$100. A \$50 punch card provides 5 classes at \$10 each. The teacher punches the card each time the student attends class, enabling the purchase of a class to be applied to only classes attended and may be used at the student’s discretion. Alternatively, single classes may be purchased at the time of service, with the sales receipt being used as the item the teacher punches, registering attendance for that day. Adult classes must be purchased in advance through one of the three methods listed here.

Normally we have offered other adult fitness classes such as Yoga and Pilates. We are hoping to reinstate these classes soon.

Teachers for our kbFIT programs are all certified in their specialty and all have years of teaching experience.

## Art Gallery

We exhibit original art by regional artists in our hallways and waiting rooms. Most of this work is for sale. Please inquire in the office if you need additional information about the artist.

## COVID - 19 Guidelines and Other Illnesses

1. Our mask policy is not currently in place in Fall of 2022, however, it may be reinstated at any time.
2. We are not currently taking temperature readings upon entering our facility but this may be reinstated at any time.
3. If anyone in your family contracts Covid, please do not send your child to class until you can determine if she/he is clear of developing symptoms. If there are no symptoms within 3-4 days and she/he tests negative, the student may return to classes wearing a mask until the family member has recovered, as long as your child continues to remain clear of symptoms and is testing negative.
5. If your child has been exposed to Covid or has contracted Covid, please notify Kingsport Ballet immediately so that we may take appropriate measures.
- 6. If your child has any cold or flu symptoms, do not send him/her to classes at KB.**
7. For NON-Covid illnesses, please wait 48 hours of being fever-free before sending your child back to dance. If your child had a fever on Monday, do not send him/her to class on Tuesday. This is for **any** illness: flu, cold, etc.
8. Students wearing masks should wear them appropriately covering their nose and mouth, and should wear them the entire time they are at KB, including in common areas, dressing rooms, etc.
9. Students who have been sick with Covid, even if it was very mild, are asked to wear a mask for 5 days when they return to classes following recovery

If Covid exposure does occur in any of our classes, students impacted will be contacted directly by KB Staff via the email address you have provided. We pledge to keep you informed and to maintain an open line of communication with you. We hope you will reciprocate so that we may help ensure the health and safety of all KB students, families, and staff! Stay well!

**Kingsport Ballet does not discriminate on the basis of race, color, national origin, disability, age, sex, sexual orientation, gender identity, religion, or political beliefs.**