

CHAUTAUQUA REGIONAL YOUTH BALLET

MONIKA ALCH ARTISTIC SCHOOL DIRECTOR



2021 - 2022
STUDENT
HANDBOOK

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GENERAL INFORMATION

The Chautauqua Regional Youth Ballet Parent / Student Handbook has been developed for our students and their families. This handbook is intended to provide in-depth information regarding the life of a dancer here at CRYB. The Handbook includes important information regarding our operating policies and training practices. It should be read in its entirety and saved for future reference.

LOCATION

The *Chautauqua Regional Youth Ballet* is located at 21 East Third Street in Jamestown, NY in Suite 300. Our facility is on the third floor of the Willow Bay Commerce Center. Plan on on-street parking or use the ramp on Spring Street between 3rd and 4th.

STAFF AND CONTACT INFORMATION



MONIKA ALCH, ARTISTIC & SCHOOL DIRECTOR

monikaalch@aol.com

ELIZABETH BUSH, EXECUTIVE DIRECTOR

elizbush@cryb.net

FACULTY: Monika Alch, Rudi Andalora,
Samantha Barczak, Telly Ortiz Jr.,
Sandra Mangusing, Maya Swanson

AMINISTRATIVE ASSISTANT: Telly Ortiz Jr.

REGISTRATION: Enjoy easy online registration on our website!!

STUDIO CONTACT INFO: 716-664-9766 www.cryb.net info@cryb.net

Families should check the website periodically. By going to the school link you are able to access calendars, schedules, registration and financial aid forms. Parents are also always encouraged to contact the CRYB office at any time if they wish to discuss their child's development, concern regarding School Policies or billing questions. Follow us on **Facebook** for frequent studio updates!

SCHOOL CLOSINGS

If classes need to be cancelled due to inclement weather or other unforeseeable circumstances, notice will be left on the website (www.cryb.net), our facebook page and via an email message. Classes may be held even if school was cancelled that day if the weather has improved.

STUDENT OBSERVATION AND EVALUATIONS

Parents of beginning and intermediate level students will receive a written evaluation of their child's progress and placement at the end of the school year. It is important that parents discuss each report with their child to ensure that there is shared understanding of the student's progress. This report also provides an opportunity to identify issues parents may wish to discuss with the staff.

Follow-up discussions with the appropriate teacher or staff members can be arranged by contacting the CRYB office to set up an appointment. (We ask that teachers not be confronted during teaching hours, as there are generally no breaks between their classes.)

PERFORMANCE OPPORTUNITIES

CRYB stages two major productions each year. In December, CRYB performs the complete Nutcracker Ballet. Students age 6 (by October 1) and up are encouraged to audition for our Nutcracker production on September 12th. The scheduling of performances this year are dependent on state COVID directives.

A highlight of the school year is our Spring Gala Performance in June. Students present a professional standard performance under the direction of CRYB's Artistic Director and faculty.

For students in the Advanced division it is important to develop performance skills while continuing to study technique. Advanced students may have additional performances and outreach opportunities throughout the year. Students in this class are expected to participate in these extra performances.

FUNDRAISING

The Chautauqua Regional Youth Ballet is registered 501(c) 3 non-profit in New York. Tuition provides approximately 45% of our operating budget. Remaining funds are acquired through grants, gifts, and fundraising. Students will participate in two studio fund-raisers in addition to Tag Days and selling ads for the Nutcracker and spring programs.

A tuition option for families who wish to opt out of all or some fundraising is available

CONCERNS OR COMPLAINTS

STUDIO PROCEDURE FOR HANDLING CONCERNS OR COMPLAINTS:

1. Any concerns or complaints should be expressed directly by a parent-guardian directly to the school. This can be done in person, email, or through a letter signed by the parent-guardian making the complaint. (Hearsay, or second hand complaints will not be addressed. Only those issues that concern the child of the person complaining will be addressed.)
2. CRYB will keep a permanent record of all complaints; including the date and time in which the complaint was made and by whom.
3. Within 24 hours after the complaint has been made, a meeting will be scheduled between Ms. Alch, the parent, and teacher to resolve any issues that have arose.
4. If the issue cannot be resolved by the teacher and parent jointly, the responsibility to resolve the issue will go to the CRYB director. The School Director's decision is final

STUDENT DANCE PROGRAM

TECHNICAL TRAINING

CRYB ballet curriculum is divided into the following divisions: Pre-Ballet, Beginner, Intermediate and Advanced. The progression from level within each division is not comparable to that in an academic school.

The levels within the Beginner Division are critical since they form the foundation of a student's technique. Since students' physical development varies greatly from individual to individual, it is not unusual for students to study at the same level for longer than one academic school year. Most classes will stay in a given level a minimum of 2 years.

Because the progression of training is based on physical development of the child, there can be no shortcuts during the initial years of study. Advancement and placement of each student is at the discretion of the Faculty and Artistic Director, keeping in mind what is best for the student in the long run.

INSTRUCTOR - STUDENT

Parents and students should be aware that the ballet requires hands on instruction for proper body placement and development of the muscles. CRYB offers teaching that is individual and hands-on. It is normal and appropriate for a member of the faculty to manually and physically position a pupil to clarify a point of instruction or to identify some needed technical correction. Instructors will limit manual corrections to meet with COVID guidelines.

The school neither condones nor tolerates any touching of students by instructors that is harmful, professionally reckless, or that violates generally accepted tenets of priority. Before enrolling a student, please consider that it is school policy to correct children with physical contact. If the student or parent/guardian is uncomfortable with this policy, you may wish to reconsider enrolling the student.

ATTENDANCE POLICIES

Students are expected to attend all classes and rehearsals. If for any reason a student is unable to attend a class, the student or parent should call CRYB prior to the scheduled time of the class. Classes must be made-up in the current term. Class may be made-up in the same level or one level lower.

Consistent class attendance is the only way to ensure steady technical progression. To minimize absences, parents are urged to take into consideration classes and rehearsals when scheduling their children for appointments and when planning family vacations. You cannot be in two places at once so do not sign up to be!

Students are expected to arrive at the school on time for the start of their classes and rehearsals. In the interest of injury prevention, the school reserves the right to ask tardy students to observe class.

In the case of performances, the studio has the right to replace a dancer due to poor attendance of either classes and/or rehearsals.

PRE-BALLET DIVISION

In this division the primary focus is development of the child's coordination, motor skills, listening skills and musical awareness. In the first few years of Pre-Ballet the emphasis is placed on natural movement, flexibility and creative expression. As the child progresses through this division there is a gradual shift to more structured movement program. The child begins to comprehend studio etiquette, spatial awareness, and the correct ballet stance through age-appropriate exercises.

In the Pre-Division students are placed according to age so that the development and coordination of the students are similar. Pre-Division classes are 45 minutes long- just enough time to hold their interest and maintain their focus.

Creative Dance	3-4 years old	1 class per week	(must be 4 by January to enroll)
Pre-Ballet A	5 years old	1 class per week	
Pre-Ballet B	6 years old	1 class per week	

BEGINNING BALLET DIVISION

In this division the fundamentals of the ballet technique are introduced through the appropriate barre and center work. Emphasis is placed on the development of a strong musculature, proper ballet placement and correct body alignment. New dance vocabulary is introduced at a slow and steady pace in order to assure a strong technical foundation. Simple linking steps and small jumps are introduced early on while pirouettes and combinations of steps are introduced later in the division.

Beginning with this division placement is determined more by the ability, focus and physical readiness for the required technique rather than by age.

Ballet 1	7 years old	2 classes per week
Ballet 2	approx 8-9 year olds	2 classes per week
Ballet 3	based on ability rather than age	3 classes per week

INTERMEDIATE BALLET DIVISION

At this level the continued increase in physical strength and mastery of proper ballet technique allows the student to learn more complex combinations while increasing the use of epaulement, extension, big jumps and multiple pirouettes.

Students in this division will spend more than one year at each level of study since there is much vocabulary and artistry to master before entering into the Advanced Level of ballet training. Pointe work will begin at the Intermediate Level when appropriate for the individual student. (See the section on Pointe Below)

Intermediate Ballet 1 & 2	minimum 3 classes per week
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ADVANCED

Advanced level instruction is offered for students making a serious commitment to dance study. Emphasis is on improving technique and strength, flexibility and attack, stamina and stage presence, and preparation for a potential career in dance. Advanced students take a minimum of 4 classes per week and are required to attend all classes.

PRE-PROFESSIONAL

This class is designed for the serious dance student interested in pursuing a career in dance and willing to commit to requirements and demands of the program. Students are invited into the program by audition. Students are challenged technically and attention to detail and artistry is of the utmost importance.

As students reach the Pre-Professional level, it is important to develop performance skills while continuing to study technique. Pre-Professional students will have several performance and outreach opportunities throughout the year. Students in this class are expected to participate in these extra performances.

POINTE

At CRYB the safety and health of our dancers is our first priority and in order to keep our dancer's feet and bodies healthy and strong, we consider a number of factors before inviting students to begin pointe work. There is no set age that students begin pointe work as it varies depending on the dancer's previous training, physical maturity and strength, and technical expertise.

Beginning pointe work is a big step in a dancer's life and pointe students should be committed and responsible. As well as the physical strength and maturity necessary there are several technical requirements that must be met and maintained in order to continue dancing en pointe. If it is determined that your child is ready to begin pointe, it is understood that the child will be taking a minimum of three technique classes per week.



SUMMERDANCE

CRYB also holds a summer program which includes weekly classes for all ages and levels and a two-week intensive for Intermediate and Advanced level dancers.

MASTER CLASSES, WORKSHOPS AND GUEST FACULTY

CRYB offers students the opportunity to study with Guest Artists throughout the year through master classes, performances and at our summer program.

Through the support of our local foundations, CRYB has also been able to regularly invite young choreographers to create new works on CRYB dancers for our Spring Gala Performances.

OUTREACH & PERFORMANCE

CRYB is also an advocate for dance and for strengthening community relations through dance in our community. Some of CRYB offerings outreach include:

- a performance of the full-length Nutcracker Ballet for area schools
- a performance for the Family Entertainment Series at Chautauqua
- demos in local schools and libraries;

DANCE NOIR

A performance featuring smaller chamber works and original choreography inspired by the Fall season

NUTCRACKER

CRYB presents the full-length Nutcracker every year at the beautiful Reg Lenna Center for the Arts. CRYB students ages 6 and up may audition for the ballet in early September.

SPRING GALA PERFORMANCE

At the end of the year CRYB presents all their students in a performance featuring originals works and classic variations and excerpts.



TUITION AND FEES

Tuition rates and payment options are listed on the Tuition Option Form included with each student's registration materials.

REGISTRATION FEE: Each student is charged a non-refundable registration fee.

TUITION PAYMENT OPTIONS: CRYB has set up tuition scales to fit into the lifestyles of busy families. We realize that there are many families that are just too busy to participate in fundraising for the school. The fundraising is vital to our existence, so we have set up the following to give you choices

Tuition A: Students must participate in all fundraisers for the studio.

Tuition B: Student does not have to participate in fundraisers for the studio by paying an opt-out fee

There are also options to pay an annual payment or a 2-payment plan or an 8-payment plan..

REFUND POLICY: There are no refunds, credits, or transfers to another semester or month. Students who miss classes or withdraw before the end of a semester or month are still obligated for the full semesters or month's tuition. Students who are unsure of a full year's attendance should opt for monthly or semester payments as we do not refund tuition.

Students are eligible for a pro-rated tuition refund only if they must withdraw from classes due to prolonged illness or severe injury, verified by a donor's certificate.

OTHER FEES: include a Production Fee for Nutcracker and Spring Gala performances and costume expense for the Spring Gala

FUNDRAISER OPT-OUT: Families who wish to opt out of all or some fundraising may choose pay a \$200 opt out fee for the year .

2021 - 2022 TUITION

CREATIVE DANCE & PRE- BALLET A	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$62.50	\$250	\$500
PRE- BALLET B	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$70	\$280	\$560
BALLET 1	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$93.75	\$375	\$750
BALLET 2	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$112.50	\$450	\$900
BALLET 3	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$156.25	\$625	\$1,250

INTERMEDIATE	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$156.25	\$625	\$1,250
INTERMEDIATE POINTE	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$62.50	\$250	\$500
ADVANCED	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$193.75	\$775	\$1,550
ADVANCED POINTE	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$46.88	\$188	\$375
BOYS	Monthly 8 equal payments	Semi-Annual Payment 1: Sept - Dec (At Checkout)	Annual Full Amount
	Due dates: Checkout, 10/5, 11/5, 1/5, 2/5, 3/5, 4/5, 5/5	Payment 2: Jan-June Due 1/15	
TUITION A	\$70	\$280	\$560

**PRE-PRO Please refer to you contracts for tuition information
Fundraising Opt-Out (\$100 per 1/2 year)*

CRYB CODE OF CONDUCT

CRYB parents - please read through this section carefully with your children (all ages please!) and be sure everyone is clear on these policies.

Respect Yourself and Others

WORK ETHIC

- Students are expected to focus in class. There should be no talking or socializing during class.
- Pay attention when the instructor is working with or correcting other dancers.
- Adjust your schedule so that you do not arrive late or need to leave a class early.
- Do not speak out in class. If you have a pertinent question raise your hand at an appropriate time. Never interrupt the instructor.
- Only take a water break when indicated by the instructor.

DRESS CODE

- Have the proper dress code for each class. Not doing so exhibits a lack of respect for the school and instructor whose class you are taking.

Respect the Space

DANCE STUDIOS

- Never touch the mirrors
- Do not lean or hang on the barres
- No gum chewing in the studio
- No food or drink allowed in the studios except water.

LOBBY AND COMMON AREAS

- No running in the building at any time.
- While classes are in session, it must remain quiet in the hallways and in the lobby.

DRESSING ROOMS

- Dressing room cannot be locked, therefore do not bring items to the studio that are valuable.
- All personal items must be left in dressing rooms.
- Clean up after yourselves
- Keep all of your personal items inside of your dance bag.
- Food is not allowed in the dressing rooms.

Parents Can Help By:

- Being on time and having students dressed properly and ready for class before the class begins.
- Be sure younger children have proper buns - please do not send them without a bun expecting someone else to do it. Everyone here either has their own children to attend to or are busy working.
- Make sure younger students use the rest room before class begins
- If you have a younger child, please check the dressing room before leaving the studio and pick up after them if necessary. Items left on the floor will be discarded.
- Parents of older children – please help them keep track of their class and rehearsal schedule
- Try to keep ahead of possible scheduling conflicts.

DRESS CODE

Dress Code requirements will be strictly enforced by all staff for all classes and rehearsals.

Coming to class dressed in your appropriate class dress is an important part of preparing yourself for class. When you take the time to respect the dress code, you are setting yourself up for success in class and you are showing your class, your teacher, and the discipline of dance respect.

Students not complying with the dress code may be asked to sit out the class. There will be no refund.

CRYB requests that all students wear the required leotard / dancewear for their level as indicated in the following chart. CD through Ballet 3 available at studio.

LEVEL	LEOTARD	TIGHTS	FOOTWEAR
Creative Dance Pre-Ballet A	Pink leotard Tank Dress	White Ankle Socks (thin cotton)	Pink with elastics
Pre-Ballet B	Black leotard dress TH5510C	Pink Tights	Pink with elastics
Ballet 1, 2, 3	Black Tank - Bloch Pinched Front	Pink Tights	Pink with elastics
Intermediate	Black Tank- Capezio CC202 or Black Camisole (no back straps) Mirella 201L Natalie N8041	Pink Tights for performance: Body Wrappers #45	Pink with elastics Pointe shoes
Advanced	Black Camisole (no back straps) Mirella 201L Natalie N8041	Pink Tights for performance: Body Wrappers #45	Pink with elastics Pointe Shoes
Pointe, Repertoire	same as above - short black wrap skirt		
Boys / Men	White or Black fitted t-shirt	black bike shorts / tights dance belt	Black ballet slippers with elastic

WARM-UPS

Absolutely no street wear (such as t-shirts, sweatshirts and gym shorts) is allowed in class. If allowed by the instructor, proper ballet warm-ups may be allowed for the beginning of barre, but must be removed after the first couple exercises or when requested by the instructor. Absolutely no watches or jewelry in class with the exception of small secure earrings.

HAIR

Hair should be pulled back neatly and securely from the face. A slicked back bun is the standard ballet hairstyle; no bangs or wispies. Absolutely no loosely tied hairdos or ponytails. Girls with short hair must also have their hair securely and neatly pulled back from the face .

Be sure younger children have proper buns - please do not send them without a bun expecting someone else to do it. Everyone here either has their own children to attend to or are busy working.

FINANCIAL AID AND SCHOLARSHIPS

FINANCIAL AID

CRYB is fortunate to receive funding enabling us to offer financial aid awards. Financial aid is based on financial need, commitment and participation in the CRYB program. A financial statement is required from the applicants parents and will be evaluated by the scholarship committee.

Recipients must:

- Be committed to study at CRYB for the entire school year,
- Respect CRYB's policies and be an exemplary student, strictly following CRYB's dress code, avoiding tardiness and unexcused absences,
- Participate in CRYB fund-raisers and performances.

Financial aid forms should be submitted at the time of registration. Financial aid will in most cases cover 25% to 50% of the student's tuition. Students are responsible for the remaining tuition amount. Any portion not covered by financial aid is subject to the payment policies outlined above.

BOYS SCHOLARSHIPS

Boys scholarships are available at every level.

MERIT SCHOLARSHIPS are awarded at the discretion of the Artistic Director as funding permits.

Student's talent, technique, potential, and commitment are requirements for consideration.



VOLUNTEERING

Parents who are interested in volunteering for the Youth Ballet will find no shortage of opportunities.

Volunteers are needed for a number of special fundraising events held each year to benefit the school. Other areas for volunteering include office help, sewing, newsletter, etc.

All CRYB parents are encouraged to join the CRYB PARENTS GUILD which is an active support group for CRYB students.



CHAUTAUQUA REGIONAL YOUTH BALLET -
 SCHEDULE OF CLASSES
 SEPTEMBER 2021 - JUNE 2022

Level	Day	Studio	Time
Creative Dance	Saturday	Studio A	10:00 - 10:45
Pre-Ballet A	Saturday	Studio A	10:45 - 11:30
Pre-Ballet B	Saturday	Studio A	11:30 - 12:30
Ballet 1	Tuesday	Studio B	4:00 - 5:00
Ballet 1	Wednesday	Studio B	5:30 - 6:30
Ballet 2	Tuesday	Studio B	5:00 - 6:00
Ballet 2	Friday	Studio B	5:00 - 6:00
Ballet 3	Monday	Studio B	5:30 - 7:00
Ballet 3	Wednesday	Studio A	4:00 - 5:30
Ballet 3 MODERN	Wednesday	Studio B	5:30 - 6:30
Ballet 3	Thursday	Studio B	6:00 - 7:30
Advanced	Monday	Studio A	4:00 - 5:30
Advanced	Tuesday	Studio A	5:30 - 7:00
Advanced	Thursday	Studio A	6:00 - 7:30
Advanced	Friday	Studio A	4:00 - 5:30
Advanced Modern	Friday	Studio A	5:30 - 7:00
Pre-Professional	Monday	Studio A	4:00 - 5:30
Pre-Professional	Tuesday	Studio A	4:00 - 5:30
Pre-Professional	Thursday	Studio A	4:00 - 6:00
Pre-Professional	Friday	Studio A	4:00 - 5:30
Pre-Pro Modern	Friday	Studio A	5:30 - 7:00
Boys	Wednesday	Studio B	4:00 - 5:30
Pointe Class	TBA	TBA	TBA

CALENDAR

2021 - 2022

SEPTEMBER

12 Nutcracker Auditions 2 PM
13 First Day of Classes

OCTOBER

11 Columbus Day - No Classes
Indigenous Peoples' Day

NOVEMBER

24 - 28 Thanksgiving Break

DECEMBER

4 Last Day of Classes
6 - 11 Nutcracker Week
10 7:30pm Performance
11 3:00pm Performance

JANUARY

10 Classes Resume
17 Martin Luther King Day - No Classes

FEBRUARY

1 First Day of Black History Month
21 - 26 Winter Break
27 Dance Rouge Performance - TBA

MARCH

1 First Day of Women's History Month
13 Daylight Saving Time

APRIL

11 - 17 Spring Break

MAY

8 Mother's Day - No Rehearsal
28 - 30 Memorial Day Weekend - No Classes

JUNE

TBA Last Day of Classes
TBA TBA Spring Gala Performance at
Chautauqua

Calendar Subject to change. Please check website, email and bulletin boards often.