



# STUDENT COMPANY

Team & Parent Handbook

2019 - 2020 Season

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# **Portsmouth School of Ballet**

## **Mission Statement**

- Our dance programs emphasize the development of strong technique through proper placement and artistry while nurturing each student's unique talent and creativity through caring and professional instructors.
- To give each student, from beginner to pre-professional a safe and nurturing environment to explore and enjoy dance and all the rewards it can provide.
- To guide, educate, inspire and motivate each dancer with the best methods and instruction available.
- To inspire our students to strive for excellence while helping to build self-confidence with encouragement and respect.
- We work to provide our dancers with the necessary resources to be their personal best and encourage students to test their skills through performance opportunities and selective competitions.



Welcome to the Portsmouth School of Ballet Student Dance Company where we strive to have a positive impact on the students and families of New Hampshire and Maine through competitive dance and professional classes. Our Mission is to build dancers, confident in their skills, abilities and their everyday life. Our goal is to teach our dancers the value of commitment, hard work, integrity, leadership, self-confidence and a love of dance as well as help them reach their full potential!

This handbook will cover the audition process and general guidelines for the season as well as provide you with some forms to complete for the 2019-2020 Company Season.

All handbook rules apply to participate at the studio and at all other venues. This includes competitions, outreach programs and any other activity attended by the PSB Student Company.

We look forward to a fun, positive and rewarding season. Thank you in advance for your dedication.

## Company Auditions

**July 29th - August 2nd (Level I - Level IV)**

**August 5th - August 9th (Level V - VII)**

All dancers interested in joining the PSB Company team must audition. The audition weeks listed above are divided by level. Please attend the appropriate week. Following auditions, the PSB staff will meet to discuss choreography and the dancer's placement based on each dancer's results along with the dance styles you have noted as your preferences and your maximum number of dances. All results will be emailed and will **not be up for discussion**.



Routine placement is determined by multiple factors including age, experience, stage presence and proficiency in each style.



## Company Auditions (continued)

### **Audition Attire:**

Appropriate dance attire is required. Dancers should arrive in a black leotard and pink tights for ballet. Fitted dance shorts or skirt/wraps will be allowed for ballet, lyrical, contemporary, tap, musical theater and jazz audition. Dancers may wear looser fitted clothing for the hip hop audition only. Appropriate shoes will be required for 2019-2020 Company Members. Jazz, tap, musical theater, lyrical/contemporary and ballet shoes are required and sneakers for hip hop will be needed for auditions. *\*company brands are not needed for auditions*

### **Bring For Auditions:**

- Student Company Audition Form
- Completed Family Commitment & Financial Commitment Forms
- Appropriate dance attire. (listed above)
- Water and packed lunches
- Parents are not allowed in the studio during auditions

### **Season Shoe Requirements:**

We do require specific shoes for all Student Company members for the season. If you are going to purchase shoes before Auditions - please consider the below shoe requirements before you make your purchase:

- Ballet- So Danca canvas split sole #SD16
- Lyrical/Contemporary- Bloch nude SPIN 11 or Capezio Footundeez in nude #H07
- Jazz/Musical Theater- Bloch #495L slip on Jazz Shoe in black and tan or Capezio #PP323 Adult / #PP323C Child
- Hip Hop- TBA
- Tap- Respect Bloch Lace Up Tap Shoe, So Danca TA48 OR So Danca TA800V  
*\*Tap shoes for company can no longer have a split soles; this is for better sound quality.*



# Portsmouth School of Ballet

## Student Company Audition Form

Dancer's Audition # (Will be assigned at the audition) \_\_\_\_\_

Dancers Name: \_\_\_\_\_

Dancers Email: \_\_\_\_\_ Dancers Current Age: \_\_\_\_\_

Birth Date (M/D/Y) \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Guardian's Email: Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Please make sure that all contact information is current with the office.**

**Most company communication will be done through email; you may provide more than one email if necessary.**

### **Experience: Please list years of experience in each style**

Ballet: \_\_\_\_\_ Jazz: \_\_\_\_\_ Lyrical: \_\_\_\_\_ Contemporary: \_\_\_\_\_ Hip Hop: \_\_\_\_\_

Tap: \_\_\_\_\_ Musical Theater: \_\_\_\_\_ Pointe: \_\_\_\_\_ Other (specify): \_\_\_\_\_

**Nutcracker:** circle which roles you are auditioning for. These roles require additional Friday/Saturday rehearsals.

Clara Fritz Lead Mother Harlequin Columbine Nutcracker Mouse Queen

Snow Queen Russian Arabian Chinese Spanish Candy Cane Dew Drop

**Student Company:** Circle the companies you are interested in auditioning for.

Ballet. Jazz. Contemporary. Lyrical. Hip Hop. Musical Theater. Tap. Large Group  
Small Group. Solo. Duo. Trio

**\*New** Circle if you wish to be considered for special Guest Choreography (additional fee)  
Yes, I would like to be considered



## **Choreography Fees**

Below are the rates to be added onto a teacher's paycheck for choreography. These fees are to be paid to the Portsmouth School of Ballet, and then paid to the instructor by the Portsmouth School of Ballet.

### **Teacher/Choreographer One-Time Fee:**

- \$225.00 per solo- \$180.00 paid to choreographer (3hours)
- \$150.00 per dancer for duo - \$240.00 paid to choreographer (3hours)
- \$125.00 per dancer for trio - \$300.00 paid to choreographer (3 hours)
- \$100.00 per dancer for small group - \$350.00 paid to choreographer (4 hours)



## **The Mentor/Mentee Program**

Our Mentor/Mentee Program is a bound building program. This is an opportunity for students to have someone to connect with throughout the season and provides a way for students to support one another and build new relationships. Each dancer will be either a Mentor or Mentee and given a partner before the season begins. In the past students have made each other gifts, cards etc. for the company picnic, holidays and competitions.

**Fall Semester September 9, 2019 - January 18, 2020**

*The school will be closed for the following holidays:*

Columbus Day - Monday, October 14th  
Thanksgiving Break - November 26th - December 1st  
Holiday Break - December 22nd - January 5th

**Spring Semester January 27, 2020- Saturday, June TBA**

February Vacation - February 23rd - March 1st  
Spring Vacation - April 26th - May 3rd  
Memorial Day - Monday, May 25th

\*Please note there will always be rehearsals on the Saturday before all scheduled vacations. Failure to attend could result in you or your dancer being replaced or taken out of the dance/role.

## **Apparel**

PSB Team jackets and pants are mandatory for all company members and need to be the most recent style along with all company jewelry. All apparel orders must be handed into the office no later than November 1<sup>st</sup>. If a Company Member does not have the correct team apparel he/she will not be allowed on stage at award ceremonies during the competitions.

In addition, you will need a Dance Bag and Garment Bag to safely secure your competition items. These items can be purchased through the school with the PSB logo and your child's name embroidered on them. (Dance & Garment Bag not mandatory)

## **PSB Student Company Apparel and Accessories**

### **Apparel:**

Team Jacket - \$100.00  
Team Pants - \$ 60.00  
Dance Bag - \$ 50.00  
Garment Bag - \$ 40.00

### **Jewelry:**

Earrings Clip-On - \$15.00  
Earrings Pierced - \$15.00  
Pony-Tail Holder - \$15.00  
Choker - \$15.00

### **Tights:**

Full Footed- Capezo Ultra Soft #1915 in Black or or Light Suntan  
Professional Seamed Fishnets- Bodywrappers A67 or Capezio 3400  
Stirrup Tights- Capezio Ultr Soft #1961 in Black or Suntan  
Adult Ballet Tights- Capizo Ultra Soft Transitional Tights in Light Pink Convertible- Capezio Ultra Soft Transitional Tights #1916 in Black or Suntan

**\*All Company Costume and Pricing Information for our 2019/2020 season will be finalized and sent out to you by the end of October. The costume fees will be due by November 1<sup>st</sup> in order to receive costumes on time for competition. On average company costumes are around \$80.00.**

## **Portsmouth School of Ballet Makeup List**

Below is a list of suggested items to be used for performances. We suggest purchasing one of the items from each category. All company members will need the required lipstick color (listed below), as well as an eyeshadow palette with neutral earth tones, bronzer and blush. A make-up and hair workshop will be held for the company at a later date. There is also a tutorial on the Portsmouth School of Ballet's YouTube page.

**Lipstick:** ***\*\*This is the color that ALL company members must wear.***

***NYX Matte Lipstick #7 Alabama - \$5.99***



## **Eye Shadows:**

***Urban Decay Naked Palette - \$52.00***

***\*You will still need a white eye shadow***



***Urban Decay Basics Palette - \$27.00***

***\*You will still need a white eye shadow***



***Lorac Pro Palette - \$42.00***



***NYX Nude on Nude Palette - \$24.99***



**Blush:**

***Urban Decay Flushed - Palette \$30.00***  
*\*Has both blush and contouring bronzer*



***Benefits Blush - \$28.00***



***Too Faced Full Bloom Cheek & Lip Color***  
***in Tea Rose - \$21.00***



***NYX Powder Blushes***  
***in Mocha or Dusty Rose - \$6.00***



### **Contouring Bronzer:**

***Benefits Cosmetics Hoola -***  
***\$28.00***



***Rimmel London Natural***  
***Bronzer - \$4.99***



***NYX Matte Body Bronzer -***  
***\$8.99***



### **Additional Makeup Notes:**

After applying eye shadow, eyeliner should be applied next. Any pencil or liquid eye liner in black is fine. Also, white should be added to the inner corner of the lower lash line and a black eye liner should be added to the rest of the lower lash line. All Company Dancers must wear false eyelashes for all competitions.

## **Dancer Commitment**

Competitive Dance requires total commitment and must be taken very seriously. It is important that all company members attend all technique classes, rehearsals and competitions. This requires time management skills and involvement in other activities will need to be arranged around dance practice schedules and competition dates. One member missing practice results in a poor practice for the rest of the team.

## **Full Season Obligation**

We ask for a seasonal commitment from each dancer (and family). Our season runs from September through June. If for any reason, you do not complete your obligation, you will not be refunded tuition, competition fees, fundraising money, etc. If you leave the company after November 1st, there will be a \$\_\_\_\_\_ cancellation imposed. (per dance)

## **Attendance**

Attendance is critical to the company's success and any time a dancer is absent for any reason it directly impacts the rest of the team being able to rehearse the routines effectively. **A dancer is allowed no more than 2 unexcused absences.** Excused absences are considered doctor excused illness or injury or family emergencies. While we do understand these types of absences can occur, an excessive amount of absences or reliability issues will be considered and could result in the removal from Company pieces and/or the Company. Any situations regarding attendance will need to be presented to the directors and teachers far in advance. If you are injured or sick, you are still expected to attend rehearsal (excluding fever, contagious illness, vomiting). If a dancer has a school function that results in a grade or has a required school event, this will be considered an excused absence. Social school and non-school functions/activities are considered unexcused.

## **Communication & MISC Information**

It is extremely important that our records be kept current. Please update on-line changes to your mailing address, email address, telephone number(s), and/or medical information for your dancer.

All routines/choreography should be highly protected and shall not be shown or discussed with others. PSB choreography should not be taught to anyone or copied without the consent of PSB.

**NO VIDEOS** of routines, choreography, or tryout material should be uploaded to any public social network sites such as YouTube, Facebook, Instagram, etc.

Only PSB ownership can approve the use of the PSB name and logo and anything created without approval cannot be used. The Portsmouth School of Ballet name and logo are protected under the federal trademark law.

## **Competitions**

Dancers of the PSB Company may not compete as a member of another competitive dance studio or take technique classes at other studios without the permission of the Directors of PSB. Competitions are not optional and all members are expected to participate in every competition. Competitions will require travel. Parents will be responsible for their dancer's travel arrangements and costs. If a parent is unable to attend a competition, they must make arrangements with other parents for transportation, and for chaperoned accommodations if an overnight stay is required.

### **Mandatory Components:**

- There are no last-minute withdrawals from any competition. Serious injuries with doctor's note or family tragedies are the only exceptions. All entry fees are non-refundable due to each competition's policies.
- All competition scheduling is set by the competition itself; not PSB. Any requests to alter specific days and time of performances cannot be accommodated.
- Each competition prohibits parents from contacting the competition directly. All questions are to be addressed through the studio.
- Student Company warm-up suits are the mandatory uniform for all dancers and should be worn at all competitions and award ceremonies. All dancers will be required to have the newest style suit from the 2017-18 season.
- The PSB Company wears specific make-up for competitions. A make-up list can be found on page 5. You can find our video on YouTube that demonstrates how to apply competition make-up. All dancers are expected to follow the specific guidelines for the application of their make-up, this is to ensure that the team looks uniform.
- All individual sizing alterations are the responsibility of the parent and must be altered if needed. It is mandatory for all alterations to be 100% complete prior to the first competition.
- Level placement, music selection, choreography, costuming and spacing of all routines are at the Director's and choreographer's discretion and are not up for discussion. These decisions are made from many years of dancing and teaching experience and are in the best interest of the dancers. Inappropriate or demanding comments by parents/dancers will not be tolerated and will be cause for immediate dismissal from the routine and/or team.

## **Rules At Competition**

- Please arrive **at least two hours** before your first scheduled dance completely ready to perform (hair, costume, make-up, warmed up, etc.). Competitions can and do run early, this ensures that dancers will be ready to perform in case they do. If dancers are missing at the time of their dance, we will perform without you. Also, failure to arrive early to warm up before dancing will result in not being allowed to perform.
- It is the dancer's responsibility to make sure that you have all parts to your costume before leaving for competition. **If you are missing any part of your costume, the choreographer/director has the right to pull you from the routine.**
- In case of an emergency, every dancer is required to have a black camisole leotard, Black shorts and tan stirrup tights in the event that a costume is misplaced.
- The dressing room is always home base. When looking for other dancers from PSB or a PSB faculty member, start there!
- Dressing rooms can be very crowded at competitions and it is not a place to congregate. If you are not dancing or helping your child get ready to dance, please do not be in the dressing room. Men are not allowed in the girl's dressing rooms. Boy's dressing rooms will be separate.
- Dancers are not supervised by PSB faculty unless taken backstage by a teacher or director to perform. Dance competitions are a public event, dancers must always be with a parent or buddy. **PSB is not responsible for unsupervised children.**
- **No parent or family member is allowed backstage.**
- We will send out the schedule for each competition as soon as it has been provided to us by the competition. Please note, that most competitions do not release the schedule until 1-week prior.
- No nail polish (finger or toes) and No jewelry unless part of the costume is to be worn.
- Please make sure to bring extra supplies and tights; holes and runs do happen!
- **Do not eat or drink in costume.** Costumes cannot be replaced if damaged by food or beverage.
- All trophies won by PSB company members are to be turned into the studio after each competition.
- **Behavior at Competitions:** Dancers are expected to act in a professional and respectful manner at all times to their peers, parents and PSB faculty. Any crying or inappropriate behavior will not be tolerated. Dancers are expected to be cordial and friendly to all other studios.
- **Audience Behavior:** Please follow the competitions rules. Absolutely no videos or photography during the performances. Do not walk around the theater during routines. No costumes are to be worn in the audience.



## **PSB Rules and Regulations**

Parents and dancers should remember to be respectful and courteous to others at all times. A positive attitude and good sportsmanship are integral parts of the program. The behaviors below, as well as all others mentioned in this handbook, encourage teamwork and must be followed.

Company members may be reviewed for any infractions of the rules in this handbook or posted in the studio.

1. Social Media - comments regarding PSB, team members, other studios, etc....should be made only in a positive fashion. **NO NEGATIVE COMMENTS!** If you see inappropriate comments at any time please report them to the Directors immediately and do not respond to them.
2. No gossip about any other company members or schools.
3. NO smoking, drinking of alcoholic beverages or use of drugs. This will warrant immediate dismissal from the PSB Company.
4. Challenging the authority of a teacher or person in charge, by student or parent, will be automatic dismissal from the PSB Company.
5. Abusive behavior, lying or any other negative form of behavior is grounds for dismissal.
6. Each member will follow all rules and guidelines given by their teachers or persons in charge.
7. Any negative behavior towards a PSB member or another studio will result in dismissal from the Company.
8. Be respectful of the facility and always pick up after yourself. Set an example to others by being respectful at all times.
9. All dancers must wear the appropriate attire for classes and have their hair in a bun for ballet. Failure to do so, will result in your not being able to participate in class.
10. No profanity or abusive language.
11. Contacting any PSB faculty member through their personal e-mail, Facebook, Instagram, etc. is inappropriate and not allowed. You can always reach a faculty member with questions by emailing PSB through [info@psb-nh.com](mailto:info@psb-nh.com), in addition you can call the school at (603)-319-6958.



## **Leadership**

1. Each company member should be aware that no person has the right to be in the PSB Student Company, it is a privilege.
2. Each member and parent must be aware of the responsibilities required and the commitment he or she is making to be on the company.
3. Each member is willing to cooperate with and be helpful to the teachers or any person in charge.
4. Each member must realize the manner in which they conduct themselves while representing PSB Student Company directly reflects on the entire program.
5. Each member needs to be willing to work hard, take directions and strive for excellence.

## **Expectations**

1. Company members will set and maintain the highest examples of behavior.
2. Members will maintain the proper appearance with no extremes in apparel, hair, make-up, or piercings.
3. Company members will be on time for all classes, rehearsals and events.
4. Members will do everything in their power to achieve personal and company goals.
5. Each member is responsible for finding out any missed information.
6. All dancers will be on a 60-day team placement probationary period.



## **Class Requirements**

**Level I** students must take at least one ballet class per week; however, they may take more to improve their technique. Level I students are required to wear a burgundy colored leotard, pink tights and pink ballet shoes.

**Level II** students must take ballet class at least once a week. We highly recommend them to take ballet class two times a week to increase their technique.

**Level III** students are required take ballet class twice a week, but are encourage to take more to improve on their technique.

**Level IV** students are required to take ballet class three times a week.

**Level V** students are required to take ballet class three times a week; however, it is highly recommended to take four to improve on technique.

**Level VI** students are required to take ballet class three times a week; however, it is highly recommended to take four to improve on technique.

**Level VII** students are required to take ballet class four times a week.

**\*Monday Company rehearsals will not be considered a class for all levels.**

## **Parental Obligations**

1. Make sure your son/daughter is on time and attends all classes, rehearsals and events.
2. Parents are to inform the directors of PSB if the student is to be late or absent from practice.
3. Parents need to check emails and/or Facebook page for any new Company information.
4. Please do not send messages of importance through someone else. If you have any questions please make sure to ask the office, not other parents.
5. Parents are to fulfill all financial obligations on time.
6. Parents are to encourage and support their child to be the best they can be.
7. Any negative behavior towards a PSB member, PSB studio, PSB staff member or to another studio, via any medium, will result in dismissal from the team.



## PSB Student Company

Please make sure you are ready for this!

This team requires a lot of dedication, support, cooperation, hard work and team unity.

If you answer No to any of the following questions, please re-evaluate your decision to join our Dance Company Program and make sure you will be able to fulfill your commitment.

- Can you dedicate 100% effort at rehearsals and competitions as required?
- Will you be able to travel to all dance competitions?
- Are you a positive person?
- Are you able to meet the financial obligations for the entire season?
- Can you handle constructive criticism without being negative towards choreographers?
- Can you always demonstrate good sportsmanship?
- Are you willing to help fellow company dancers when needed and show them respect?

If you have answered Yes to the questions above, then we welcome you to our Dance Company! We look forward to helping you achieve all your goals in dance and be a part of your journey to achieve success from your hard work!



## **Family Agreement 2019/2020**

***Parents and Dancers, please initial, sign, and return on the first day of your audition week.***

\_\_\_\_\_ Dancers/Parents are responsible to conduct themselves in a professional manner at all times, both in the studio and at all events.

\_\_\_\_\_ A dancer is not allowed to have more than 2 unexcused absences; more than 2 unexcused absences could result in the removal of company pieces. Excused absences include school conflicts that result in an academic grade or serious illnesses. Students with a severe injury accompanied by a doctor's note are expected to attend and watch all classes. The PSB office must be notified of all unexcused absences prior to the start of their classes.

\_\_\_\_\_ Dancers are not allowed to participate in any other dance Companies/Classes without permission from Ilya Burov and Emily Loscocco. Performances/Classes outside of PSB are not allowed to precedence over PSB performances/classes and will not be allowed for students on Company.

\_\_\_\_\_ Attendance at all competitions and PSB performances (Nutcracker, Spring Show, Nursing Home and Prescott Park) is mandatory. Only approved conflicts or serious illness are excusable.

\_\_\_\_\_ Dancers and parents are responsible for paying all costume fees, competition entry fees, and tuition on time. **If a dancer's payments are overdue, Portsmouth School of Ballet reserves the right to withhold the dancers from performing.**

\_\_\_\_\_ Competition fees are non-refundable, regardless of the reason for their absence from the event.

\_\_\_\_\_ Parents and dancers joining the PSB Student Company are required to help volunteer for the Company's fundraising events. *\*More information on fundraising will be given out from the Fundraising Coordinator prior to the start of the season.*

\_\_\_\_\_ Company Members must be prepared and on time for class and rehearsals. Dress code is expected to be followed at all times. If they are not prepared and compliant with the school's dress code, they will be asked to leave class, which will count as one of their unexcused absences.

\_\_\_\_\_ Dancers are responsible for all of their costuming pieces at performances and competitions. This includes hair pieces, tights, shoes etc. If they are not prepared, the instructor reserves the right to remove the dancer from the piece. Replacement of a missing costume or costume piece is the responsibility of the dancer and parent.

\_\_\_\_\_ All parent/guardian must pick up their dancer by the school's scheduled closing time. There will be a 15-minute grace period; every 10 minutes after there will be a \$20.00 charge to your account.

\_\_\_\_\_ No contact of any faculty member of the Portsmouth School of Ballet should be done through personal emails, phones, Facebook pages, Twitter, etc. Please respect their privacy and personal time. All questions and concerns can be answered by office.