



NEGLIA

CONSERVATORY OF BALLET



Student Handbook

(updated July 2021)



Welcome to the Neglia Conservatory of Ballet

Classes Begin
First Monday After Labor
Day in September

Classes End
End of May / First Week
June

All Questions:
Should be directed to
Bronwen
in the Neglia office.

Appointments required
to meet with instructors.

You may call anytime
(716) 447-0401 or email
your questions to
info@negliaballet.org

Thank you for choosing Neglia Conservatory of Ballet, Buffalo's premiere educational institution for **the art of classical ballet**.

Our goal for every student who trains at The Neglia Conservatory of Ballet is to reach their full potential. Whether studying ballet for the numerous physical and mental benefits or to pursue a career in dance, each student is ensured proper and excellent training in a disciplined and nurturing environment.

Our students benefit from classical ballet training through:

- Physical discipline and general body awareness and control
- Physical and mental confidence
- Social development
- An understanding of the relationship between music, rhythm and controlled movement
- Insight into other art forms associated with classical ballet such as classical music and stagecraft

This handbook contains everything you will need to know to make your Neglia Conservatory experience the best it can possibly be. Please return your completed registration information as soon as possible. Students must re-enroll in each new conservatory year to reserve their spot in class.

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General Information & Policies

Food

Neglia is a **NO NUT ZONE** as we have students with severe nut allergies. Please remember this when packing healthy snacks for your children. Food not allowed in studios or dressing rooms. Food only allowed in waiting room.

Progress reports

If at any time you would like to know how your student is progressing, please email their teacher at info@negliaballet.org

Website/Facebook

We encourage all parents and students to regularly check our website and Facebook as it has useful information including downloadable materials which are available throughout the year www.negliaballet.org

Email / Newsletters

Look for regular emails and monthly e-newsletters to keep you updated about everything happening at the Conservatory.

Please alert the office if your email address has changed or if you are not receiving regular communication from Neglia.

Registration: \$40 per family annual registration fee will reserve your child's place and can be paid by check or exact cash to the Neglia office.

Tuition Policies:

- Tuition may be made in three equal trimester payments due on **September 1, December 1 & March 1**. Monthly payments available.
- Payments received after the 10th of the month due will be subject to a \$25 late fee and continue to accrue.
- If you are unable to make a scheduled payment for any reason, please contact Neglia Ballet staff ASAP to make arrangements.
- **Families with accounts more than 30 days past due will not be admitted to class. (No exceptions)**
- Personal checks are preferred. Exact cash is accepted. PayPal, Credit Cards are accepted for an additional **3.8% fee**.
- There is a \$35 fee for all returned checks.
- Tuition is non-refundable, except in cases of serious illness/injury.
- Tuition is not pro-rated for absences or any other reasons.
- Annual financial and participatory commitment required for all re-enrolled students in B2, 3, 4, PP.
- Trimester financial and participatory commitment required for all NEW students, Creative Movement, Pre-Ballet and B1 students.

Attendance: Students are expected to attend ALL classes offered at their level for the entire school year. Promptness and dedication are two of the qualities we aim to instill in each of our students. Please call the studio **before** class if your child will be absent from class. For safety reasons related to the importance of a proper warm-up, students **arriving more than TEN minutes late will not be allowed to participate in the class.** Students with excessive unexcused class absences will **NOT** be permitted to perform in the end of the year performance.

Class Cancellations: In the case of inclement weather or other unforeseen circumstances, class cancellations may occur. Neglia Ballet will notify parents via email as soon as possible. Announcements will also be made on Facebook, Twitter and local news websites under "weather closings."

Private Lessons: Contact the office for a Private Lesson Agreement and to schedule a private lesson. Payment is due at the time of the lesson in cash or check payable to the instructor – no late payments. Students who cancel a lesson with less than 24 hours' notice will owe a cancellation fee of 50% of the lesson cost. Families with overdue accounts will not be permitted to take private lessons until accounts are current. Students who miss their lesson without notice will owe the lesson fee in full. Rates vary by instructor.

Parking: Neglia families may park in any Tri-Main visitor lots, or on street. Building entrance is on Halbert Street. Take elevator to 6th floor.

Responsibilities

STUDENT Responsibilities:

- Check into the office each day you are present for attendance.
- Be respectful of your instructors and fellow students at all times.
- If you repeatedly disrupt class, you will be asked to sit out.
- Arrive prepared, on time and in proper dress code and hair.
- Bullying or teasing of any kind will not be tolerated.
- Inappropriate language will not be tolerated.
- No chewing gum. No cell phones. No food in dressing rooms.
- Alert instructor if you experience pain/injury while in class.
- Keep dressing rooms tidy. Pick up after yourself. **ALL students will take turns sweeping.**
- For safety and training continuity purposes, students will not participate in ballet classes at other studios.

PARENT Responsibilities:

- Keep us informed of any medical, physical, or emotional problems your child has, as they occur.
- **Parents should not enter the studios, unless they have permission from the instructor prior to the class.**
- Check your **e-mail regularly as it is the primary means of communication** between the conservatory and families. If you are not receiving monthly parent emails, please contact our office immediately.
- Make sure your child is dressed in **proper dress code** and hair.
- Bring your child to class **on time**. Arrive at least 5 minutes before the scheduled start time of class. Allow time for the elevator.
- **Please pick up your children on time in the studio waiting room.** Parents who are repeatedly late will be charged \$1 for each minute they keep staff waiting.
- Make sure children respect other building occupants by not running, playing or yelling in hallways or elevator.
- Ensure tuition payments are made on time and agree to all financial policies. **Students with accounts past due will not be allowed to take class.**

Parent Observation Week: Parents are invited to observe classes during this week only. Please arrive before the class begins and observe class in its entirety. Note: cell phones must be turned off and not used while in the studio. No photography during the class.

Students in levels Creative Movement through Ballet 3 must wait to be picked-up inside of Neglia's waiting area on the 6th floor, not in the hallway or downstairs lobby.

Only Ballet 4 and Pre-Professional students may ride the elevator without adult supervision.



End of the Year School Show

Full-time students in Ballet 2, 3, 4, and PP will be asked to participate in the Conservatory performance on a **Sunday in June at Nichols School in Buffalo.**

The \$100 performance fee due by March 1, covers the cost of costumes and includes 4 tickets to the performance. There will be at least 2 mandatory rehearsals including a dress rehearsal leading up to the performance.

In order to participate in the end of the year performance students will be required to attend ALL additional rehearsals in their entirety. Additionally, students with overdue accounts will not receive performance tickets until payment has been made.

Dress Codes

ALL STUDENTS CHECKLIST:

- Appropriate Tights** (Girls = Pink, available for purchase at studio; Boys = Black)
- Uniform Leotard by Level** (Must purchase at studio for \$30 youth / \$45 juniors)
- Fuzi Canvas Slippers** (Girls = Pink; Boys = Black; Available for purchase at studio for \$20)
- Hair in a bun ***
- Shoe elastics must be sewn properly**
- No jewelry**
- No painted fingernails**

* **Hair:** All hair should be in a bun. See tutorial at YouTube.com/NegliaBallet if you need help to make a ballet bun. It's easy with a little practice! All **short hair** should be pulled or slicked back neatly off face. Hair may not fall into student's eyes.

Appearance: All students are expected follow the dress code exactly. **Skirts are only allowed for pointe class.** NOTE: An assortment of clean leotards and used shoes are available to borrow if needed.

Creative Movement

Girls: Simple, solid pink leotards (no rhinestones, patterns, lace, etc.) **No attached skirts.**

Boys: Tight white T-shirt (UnderArmor or similar) black shorts or tights.

* *Tutus, capes and other accessories are provided for use in class.*

Pre-Ballet, Ballet 1, 2, 3

Girls: Uniform leotard color based on level – purchase for \$30 from studio.

Boys: Tight white T-shirt (UnderArmor or similar), black Allen Bodywear or M. Stevens footed lycra tights can be purchased through www.discountdance.com, use Promo Code TP34737 for 10% off.

Ballet 4 & Pre-Professional

Girls: Uniform leotard color based on level – purchase for \$45 from studio. Pointe shoes can be purchased at Bailey Slipper Shop **after** student receives approval from Heidi to go on pointe.

Uniform Pointe skirts (color based on level) are only allowed in Pointe class. Please inquire at office.

Boys: Tight white T-shirt (UnderArmor or similar), ballet belt, black Allen Bodywear or M. Stevens footed lycra tights can be purchased through www.discountdance.com, use Promo Code TP34737 for 10% off. (*Inquire with male instructor about need for ballet belt for B4.*)

Curriculum

Children's Division

The Children's Division for beginners is a prelude to formal ballet instruction and introduces children to music and movement through a structured progression that fosters creativity and group interaction.

Creative Movement – 3, 4, 5 year olds

Meets once per week

Designed to give young children an enjoyable first exposure to dance, focusing on developing movement skills through structure and creativity.

Pre-Ballet – 5 & 6 year olds

Meets once per week

Introduces children to ballet, emphasizing basic positions, ballet steps and terminology, while allowing time in each class for creativity and expression.

Student Division

*Classes in the Student Division are carefully graded by age, physical strength, and development. Students are introduced to progressive levels of ballet technique. Students may be promoted at any point during the year based on individual progress and teacher assessment. Students often spend 2 years or more in certain levels. **Trust the instructors to determine appropriate placement and advancement for your student.***

BALLET 1 – Continues emphasis on basics while developing coordination, grace, and discipline (begins generally at age 6 or 7 depending on the student's individual development). *Meets once per week*

BALLET 2 – Builds strength in fundamentals and vocabulary and emphasizes correct body placement and alignment. Choreography is incorporated into the curriculum so students can perform in the end of the year Conservatory Performance in June. *Meets twice per week*

BALLET 3 – Provides a solid basis of training in the traditional classical technique for serious students as well as those interested in developing an appreciation for the art. Students are taught to hone their skills. Knowledge of ballet vocabulary is increased along with ability to execute more complicated steps in center. *Meets three times per week*

Boys Class

Men's / Boys Class

No other area school is better equipped to handle the needs of male dancers interested in ballet. This class gives instruction concentrating on the unique aspects of training male dancers. Boys class is designed as a supplement to regular technique classes. Male students enrolled in boys' class must also attend all classes for their required conservatory training. *Subject to enrollment and interest.*

BALLET 4 – Level of commitment is increased. Technical and artistic skills are developed further.

Students are guided through basic fundamentals of pointe work.

Meets four times per week

*** Attendance at the 5-week summer intensive (minimum of weeks 1, 2, 3) is strongly encouraged for B4 students aged 16 and younger to maintain conditioning and strength over the summer.**

POINTE

All dancers are evaluated by Neglia instructors to determine if they are physically ready to meet the demands of pointe work. Students must have correct body placement and alignment, sufficient turnout, strength and balance, and mastery of basic ballet technique. Proper technique is required to be able to properly rise on the toes without risk of injury. In order to maintain proper technique, strength and flexibility needed for pointe work, **it is imperative to practice ballet formally at least 3 times per week**. When a student begins pointe, the pointe portion of the class will follow the regular ballet class. This ensures that the entire body, especially the feet and ankles, are properly warmed up.

PRE-PROFESSIONAL (PP) TRAINING PROGRAM

Meets six times per week

The Pre-Professional Training Program year run September through July. Attendance at the 5-week summer intensive is strongly encouraged for PP students age 16 and younger. Older PP students may receive approval to explore an alternative outside summer program.

Students selected for this level concentrate on perfecting technique and developing artistry. Students are required to take all of the appropriate classes including ballet, pointe, variations/men's, modern, and partnering. Students have opportunities to perform with Neglia Ballet Artists and are required to participate in rehearsals and performances deemed appropriate. Pre-Professional students receive the added benefit of taking master classes with guest artists at various times throughout the year.

PP students are taught to understand and perfect their lines, technique, execution and most importantly artistry. Neglia instructors take special care to help students develop the skills they need to succeed in the professional world of dance. At this level, professionalism, confidence, artistry and commitment are emphasized to cultivate the young dancer into an individual capable of becoming successful both on and off the stage.

Private Lessons

During the morning or afternoon prior to class, private lessons are available for students seeking one-on-one attention. Please contact office for information and rates.

Career & College Guidance

Around 9th grade, if a student has interest in pursuing ballet/dance in college or as a career, they can connect with our directors for guidance. Assistance with auditions, videos, essays is available. Please contact the office for information and rates.

Pilates /Floor Barre

All dancers Ballet 4 and Pre-Professional are strongly encouraged to participate in Saturday morning Pilates / Floor Barre. The class helps strengthen and lengthen dancers' bodies to prepare them for the rigors of ballet training. Participation can help avoid injury.

Progressing Ballet Technique (PBT)

Progressing Ballet Technique (PBT) class will be integrated into students' weekly schedule. Heidi Halt has been certified as a PBT instructor. PBT uses stability balls and other techniques for core strength, increased balance, flexibility, muscle memory and posture. It's challenging but fun and it will benefit students' training and progression. To our knowledge, Neglia is the first studio in the area to offer this course to youth students. Read more at <https://www.pbt.dance/home/about>

Student Teaching Assistant & Volunteer Opportunities

Some students in B4 & PP may be asked to help serve as teaching assistants for the younger students' classes and also volunteer at the Spring Gala. There is no financial compensation, however, when applicable students can receive volunteer hours for their academic school requirements.

Volunteer Opportunities

As a not-for-profit organization, Neglia relies on parent volunteers in many areas including back-stage at performances. If you are interested in volunteering, please contact the office.

Neglia Ballet is a 501(c)(3) not for profit organization

Self-care & Injury Prevention / Procedures

Parents and Guardians - Please review this important information with your child

The instructors at Neglia care about our students' **physical and emotional health and well-being**.

Warm Up

It is imperative for all students to be prompt so they have adequate time to warm up. Students arriving more than 10 minutes late will not be allowed to participate in that class. They may sit and watch.

Pain and Injury Prevention

It is recommended for Ballet 4 & PP students to use the time before class begins to start their own stretching and warm up routine.

Ballet is strenuous and it is **normal and expected for your child to have sore muscles**. But if your child experiences **PAIN while in class**, they need to STOP and ALERT the teacher when it happens. They can do this by **raising their hand to get the teacher's attention**.

We aim to avoid: children dancing through pain, not resting properly, and further injury. Our instructors are experienced and can help with injury prevention and provide insight on what may be causing a dancer pain. Often times rest and ice can prevent damage and decrease pain. Other times teachers will advise students to see a professional practitioner for consultation or tests (MRI, X-ray).

- Students should **raise their hand and inform teachers of PAIN** and injury when it happens in class.
- Parents should **communicate with the office regarding any injury or illness** sustained outside of class that may affect their child's training or attendance.
- Please alert our office if a student is seen by a professional practitioner for a physical injury.
- A doctor's note may be required to return to class.

We recognize how frustrating it is for injured students to feel left out of class. But patience can be the best medicine to avoid long-term problems. If a student is on rest due to minor injury, they should **still attend class where they can sit, watch and learn**. They may be able to do some gentle stretching under the guidance of their instructor.

B4 students are strongly encouraged and PP students are required to participate in **Saturday morning Pilates/Floor Barre** classes to help strengthen the muscles needed for the rigor of dancing 4 – 6 days per week and for support in Pointe Class.

Foot Care

Students may ask instructors for tips regarding foot care – especially for those taking Pointe.

NBA – Professional Productions

Neglia Ballet Artists (NBA) is a separate entity from **Neglia Conservatory of Ballet**. The Conservatory is the school where (since 1994) students learn the art of classical ballet. The focus of the Conservatory is the proper training of classical ballet. Neglia Ballet Artists is the professional dance company founded in 1999. Students enrolled in the Conservatory do not automatically get chosen to perform with NBA.

NBA Performance opportunities: Students are encouraged to attend open auditions of Neglia Ballet Artists productions during the year including *The Nutcracker*. These are **professional** productions where the students are cast based on who the choreographer feels are best suited for a particular role. **The staff will not under any circumstances discuss casting with parents.**

Each cast member will be asked to sign an agreement with NBA regarding commitment and availability for rehearsals. Audition dates and times can be found on www.negliaballet.org

Scholarships and Tuition Aid

Neglia Conservatory of Ballet is pleased to offer scholarships to qualified students and tuition aid to students in need. Please contact the office for a Scholarship & Tuition Aid Application. Scholarship students and families may be asked to assist with volunteer tasks throughout the conservatory year. Forms can also be downloaded on our website: www.negliaballet.org

Contact Us

Neglia Ballet Artists & Conservatory of Ballet

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716.447.0401

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