



**BROOKLYN** BALLET

# **PARENT AND STUDENT HANDBOOK 2017-18**

Lynn Parkerson, Founding Artistic Director  
Mary Ellen Beaudreau, School Director  
Caitlin Falk, School Administrator

**Brooklyn Ballet**  
160 Schermerhorn Street  
Brooklyn, NY, 11201

Phone: (718) 246-0146  
[info@brooklynballet.org](mailto:info@brooklynballet.org)  
[www.brooklynballet.org](http://www.brooklynballet.org)

*Prior to registration, all students and parents/guardians are required to read through and abide by the Brooklyn Ballet Parent and Student Handbook.*

## Table of Contents

INTRODUCTION.....	4
About Brooklyn Ballet Company.....	4
About Brooklyn Ballet School.....	4
Conservatory Training Program.....	4
BROOKLYN BALLET INFORMATION AND POLICIES.....	5
Brooklyn Ballet School Office Hours.....	5
Rules and Regulations.....	5
Student Check-in/Check Out Policy.....	5
Waiting Room Area.....	6
Bathroom & Dressing Room.....	6
Ballet Studio & Actors Fund Theatre Rules.....	7
Registration.....	7
Tuition Policies and Financial Information.....	7
Communication.....	8
Letter Requests.....	8
Class Cancellation.....	8
Inclement Weather.....	8
Attendance and Punctuality.....	8
Absences.....	9
Make Up Classes.....	9
Student Etiquette.....	9
Parent Etiquette.....	9
Student Attire.....	10
Dress Code by Level (including Adult Ballet).....	10
Food.....	10
Cell Phones.....	11
First Aid.....	11
Parent Observation Week.....	11
Evaluation and Placement.....	11
About Pointe.....	11
Private Lessons.....	11
Participation in Competitions, Festivals, etc.....	11

PERFORMANCE OPPORTUNITIES.....12

- Participation in Brooklyn Ballet School Showcase.....12
- Brooklyn Ballet Company's *Take Ballet to the Streets*.....12
- Brooklyn Nutcracker Children's Cast.....12

COSTUMES.....12

PHOTOGRAPHY/VIDEOGRAPHY.....12

AUDITION INFORMATION.....12

- Audition Etiquette.....12
- General Audition Information.....13
- Audition Information for Brooklyn Ballet Students.....13
- Trial/ Placement Class.....13
- Audition Attire.....13

BROOKLYN BALLET EVACUATION PLAN.....14

## **INTRODUCTION**

### **ABOUT BROOKLYN BALLET**

Brooklyn Ballet is a professional not-for-profit dance company dedicated to artistic excellence and education, reflecting Brooklyn's diverse communities. This company was founded in February 2002 by Artistic Director Lynn Parkerson, and is the first of its kind in Brooklyn in more than 40 years. Brooklyn Ballet brings a contemporary vision to the treasured art form of ballet with repertory and programs that revitalize and re-imagine the classical form.

Our mission is threefold: artistic excellence, education, and community engagement. In addition to our thriving School in Downtown Brooklyn, we also present our Company in an annual performance season in Brooklyn and serve the community through educational outreach projects like "Take Ballet to the Streets" — our outdoor performance series, and Elevate — our in-school dance residencies, and by providing low-cost space rentals and performance opportunities to New York City dance artists.

### **ABOUT BROOKLYN BALLET SCHOOL**

Brooklyn Ballet School is a classical dance conservatory program and a community dance center. Our world-class faculty teaches comprehensive ballet, modern, jazz and composition technique classes to dance students of all ages and backgrounds. Brooklyn Ballet School offers dance training that is both intensive and nurturing to allow every student access to learn and grow in the art of dance. From Pre-ballet classes to the Conservatory Training Program, Brooklyn Ballet School accommodates students on recreational, advanced and pre-professional tracks.

### **CONSERVATORY TRAINING PROGRAM**

Brooklyn Ballet's Conservatory Training Program is a pre-professional dance program that prepares young dancers with the professional skills to aspire towards college dance programs and professional dance careers. Through daily classes, workshops, attending seminars and professional dance concerts, our students receive a well-rounded dance education. This course will prepare young dancers to understand and experience the rigor of ballet and modern technique and prepare them for a professional environment. Our students will learn diverse approaches towards dance technique and performance from our well-respected international faculty members. Our faculty members are certified teachers and dance professionals having experience and degrees from the Cuban National Ballet, Bolshoi Ballet, American Ballet Theatre, Dance Theatre of Harlem, Limón Dance Company, The Juilliard School, Hunter College, New York University, San Francisco Ballet, Colorado Ballet, and Ballet Hispánico to name a few. Many of our dancers who graduated from our Conservatory Training Program have gone on to receive scholarships to pre-professional summer intensives, pre-professional arts high school programs, college dance programs and dance professionally in companies around the world. We are an equal opportunity program and encourage all serious students to apply to the Conservatory Program. **IF NEW TO BROOKLYN BALLET, STUDENTS ARE REQUIRED TO AUDITION FOR THE CONSERVATORY TRAINING PROGRAM.**

If interested in applying, please e-mail [info@brooklynballet.org](mailto:info@brooklynballet.org) or call us at (718) 246-0146

## BROOKLYN BALLET INFORMATION and POLICIES

### **BROOKLYN BALLET RECEPTION & OFFICE HOURS**

#### **Fall and Spring Semesters:\***

Monday - Friday 3:00PM - 8:00PM

Saturday - Sunday 9:00AM - 6:00PM

#### **Summer Session:\***

Monday - Friday 9AM - 5PM

*\*Brooklyn Ballet follows the New York State Department of Education public school holidays and dates of closure. Please view our Holidays and Dates of Closure sheet.*

### **RULES AND REGULATIONS**

The following rules have been put in place to ensure the environment at Brooklyn Ballet is safe for all students and staff, and is conducive to the students' learning and development.

- Students and parents/guardians should abide by all rules set forth by Brooklyn Ballet and should maintain a professional attitude.
- Brooklyn Ballet has a zero tolerance policy for bullying or stealing.
- Brooklyn Ballet adheres to the laws of the State of New York, including those regarding alcoholic beverages, smoking, illegal drugs, vandalism, theft and firearms. **Any student or parent in violation of these or any other New York State laws may be subject to disciplinary action, expulsion and possible legal action.**
- Possession or use of any weapons on Brooklyn Ballet property is not permitted, regardless of possession of a concealed weapons permit. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.
- Brooklyn Ballet maintains the right to assess charges for any damage done to the property of Brooklyn Ballet including costumes.
- Brooklyn Ballet maintains a three strikes policy. Any misconduct can be counted as a strike and incident report will be completed to record each violation of any of the rules and regulations listed above. A student who has three violations may be dismissed from the program without refund.

### **STUDENT CHECK-IN/CHECK OUT POLICY**

- All students in the Children's, Adult and Conservatory Training Program need to check in at Brooklyn Ballet Reception before they are permitted to go to class.
- Students and parents must enter/exit through Brooklyn Ballet Reception, unless otherwise directed.
- Due to our limited space and seating, dropping off and picking up children over the age of 6 is encouraged.
- Parents and siblings are welcome to sit quietly in the waiting room area during class, although we ask that families stay in the area only during their child's designated class time.
- **Children under the age of 10 must be attended by an adult at all times.**
- Students should be dropped off at least 10 minutes before class and picked up promptly after class. Please call to alert us if you will be late.
- If a student has not been picked up within 30 minutes following the end of class/rehearsal, the family will be charged \$20 for every 15-minute period that passes after the 30-minute grace period.
- If a receptionist has not been able to contact the parent/guardian of the student within 90 minutes of class/rehearsal ending, the receptionist will call the police.

## WAITING ROOM AREA

As a small, non-for-profit, with a shared office, waiting area and studio space, we rely on the cooperation and care of all who enter into the space to maintain a professional manner.

- All guests must remain **QUIET** in the waiting room area to ensure that dance students are able to focus on their lessons and so that Brooklyn Ballet staff are able to work productively in the office area.
  - Keeping voices low (think of a library or quiet study)
  - NO talking on cell phones
  - Keep audible electronic devices home or use headphones
  - Families with infants and young children must remain quiet and will be asked to leave the waiting area if creating too much noise.
- **Do not sit at the Brooklyn Ballet workstations or using office computers**
- Respect the property of the studio and keep common areas clean
- **Parents/Guardians are responsible for their children while in the waiting area.** We do not have the resources to oversee or clean up after unattended children. *Children under the age of 10 must be escorted by an adult at all times when they are not in class;* this includes trips to the bathroom and water fountain.
- **Brooklyn Ballet assumes no responsibility for unescorted children before or after their scheduled class time.**
- Please place strollers in designated stroller parking areas.
- Keep all bags and coats with you and be considerate of other guests who may need a seat.
- As per fire code and safety rules, all guests must maintain clear paths to the main doors, and hallways and back door must remain free of people and paraphernalia.
- Parents and siblings are not allowed in the studio unless approved by the School Director and School Administrator. Please see calendar for observation and showcase dates.
- No one is permitted to peek through curtains of the dance studio as this distracts dance students from optimal learning. If an emergency, please speak with the Front Desk staff member to excuse your child.
- If bringing food and drink into the waiting area, please ensure that you clean up after yourself and dispose of refuse in the proper receptacles We RECYCLE bottles and plastic!
- **Children or Adults should not congregate in the hallways.**
- Brooklyn Ballet reserves the right to ask families to find alternative waiting areas if space is insufficient or if we are blocking pathways for 160 Schermerhorn staff.
- **Brooklyn Ballet is not responsible for anything lost or stolen.**

## BATHROOM and DRESSING ROOM

- Children under the age of 10 must be escorted by an adult at all times when they are not in class; this includes trips to the bathroom and water fountain.
- Brooklyn Ballet Students and Guests are only allowed to use the designated *Brooklyn Ballet Bathroom*, using our Bathroom key, unlocking and locking the door with every use.
- Only ONE person over the age of 10 is allowed in the bathroom at a single time.
- All students should use the bathroom *before* class. Bathroom breaks during class are for emergency situations only.
- All Pre-Ballet students must be potty trained before entering the program.
- Families with infants must use the bathroom for changing diapers. Plastic bags are available upon request to properly dispose of diapers.
- Children should not congregate in the dressing room area except to change their clothing.
- Students who need to be accompanied by an adult of the opposite gender should inquire at Brooklyn Ballet Reception about an alternative changing area.

## **BALLET STUDIO and ACTORS FUND THEATRE RULES**

- Students are not permitted in any studio when a receptionist or faculty member is not present.
- Food and Drink are NOT permitted in the studio or theatre. Water bottles are acceptable.
- Outside shoes must be removed *BEFORE* entering the studio or theatre space
- **Students are responsible for all their belongings.** Students must bring all book bags and outside wear inside the studio or theatre space with them and neatly place them in the corner of the room.
- Cell phones must be turned OFF or on silent. Brooklyn Ballet is not responsible for charging your phones or electronic devices.

## **REGISTRATION**

ALL PARENTS AND STUDENTS (over the age of 10 years old) MUST READ THE STUDENT & PARENT HANDBOOK AND SIGN THE LAST PAGE OF THE REGISTRATION FORM, *PRIOR TO REGISTERING*.

- **Registration Fee: A non-refundable, registration fee of \$20 is required upon registration.**

### HOW TO REGISTER:

1. **IN PERSON:** Pick up a Registration Form and Student and Parent Handbook at the front desk at Brooklyn Ballet and pay in person by Credit Card.
2. **ONLINE:** Register the student and pay online. You will receive an e-mail confirming your registration and payment. Please read, sign and e-mail Student & Parent Handbook.

## **TUITION POLICIES AND FINANCIAL INFORMATION**

- **Brooklyn Ballet does not administer refunds.** When registering for any of Brooklyn Ballet programs, parents/guardians should understand that it is a commitment for the entire length of the program. Brooklyn Ballet maintains a policy of offering no refunds, credits, or transfers. Refunds are not available for class cards or any Adult Open Division classes.
- Brooklyn Ballet requires a credit card on file *prior* to enrollment.
- Registration Fees and the full tuition fee must be paid *prior* to the start of classes.
- *Pre-Ballet, Elementary Ballet and Ballet I Classes* must be paid in full prior to enrollment.
- We offer a Monthly Automatic Payment Plan for Full-Year Students who are taking more than 2 classes/week. To set up an automatic payment plan with Brooklyn Ballet, we issue a card-only policy.
- Monthly Automatic Payment Plans must be activated *prior* to the start of classes and all payments must be complete by April 15, 2018
- Brooklyn Ballet reserves the right to charge the client's card on file for the remaining balance on 04/15/18
- Families with more than one child enrolled in dance classes will receive a \$20 discount per year, for one child.
- Students who begin taking classes after the start date receive \$10 off each week of classes missed.
- **NEED-BASED FINANCIAL AID**
  - **If a student is enrolled in the Conservatory Training Program, we offer a limited number of partial tuition NEED BASED Financial Aid.**
  - Financial assistance is not automatically renewed each School Year. Please pay close attention to Financial Aid Application deadline, as late applicants may not be considered.
  - To apply for Financial Aid for the Conservatory Training Program please view Brooklyn Ballet's Financial Aid Application, due: August 1, 2017
  - Students on Financial Aid should adhere strictly to Brooklyn Ballet's policies, pay any required registration fees and/or deposits on or before the first day of class, and always strive to exemplify high moral character, a strong work ethic and excellence in performance.

## COMMUNICATION

**Email is the primary form of communication for the Brooklyn Ballet School.** Emails are sent to the primary account holder's email on file. The following communication policy has been established in order to encourage communication between students, parents and Brooklyn Ballet staff and faculty. Students or parents who have questions regarding dance classes, the dance curriculum, or an individual student's progress are encouraged to e-mail all inquiries to [info@brooklynballet.org](mailto:info@brooklynballet.org). The Brooklyn Ballet School Director and/or School Administrator will make reasonable efforts to call the family back within three business days of its receipt. Unfortunately, since the Brooklyn Ballet Faculty normally teach several classes in a row, communication with the faculty in person between classes is difficult. **Therefore, all questions for the faculty should be directed to Brooklyn Ballet Reception initially and, when appropriate, faculty will be consulted for a response.**

## LETTER REQUESTS

Requests for letters from the Brooklyn Ballet School should be submitted via e-mail, using the heading, *Letter Request*. Letters can be requested for scholarship applications, college/school recommendations, proof of participation, early dismissal, or explanations of classes and/or programs. **Requests must be submitted at least two weeks before the letter is needed.**

## CLASS CANCELLATION

All classes in the Children's, Adult, and Conservatory Training Program require a minimum of five students enrolled per class. An assessment will be made after the third week of each semester with regard to enrollment. Classes with low enrollment are subject to cancellation after the third week of each term. All classes in the Adult Open Division with consistently low attendance are subject to cancellation.

In the event of a class being cancelled, the students in the Children's, Adult, and Conservatory Training Program will be notified by email with at least 24 hours of notice. For the Adult Open Division, class cancellation will be announced on [www.brooklynballet.org](http://www.brooklynballet.org) and some schedule updates may be emailed to all Adult Open Division students. Brooklyn Ballet maintains a policy of offering no refunds, credits, or transfers. If a class is cancelled, students are encouraged to make up any missed classes.

## INCLEMENT WEATHER

Brooklyn Ballet follows the New York City Public School weather closings. In case of extreme weather conditions, it is the responsibility of students and their families to contact Brooklyn Ballet for the most updated information regarding class schedules and cancellations. All inclement weather closings will be reported in the Brooklyn Ballet voicemail at 718.246.0146. Brooklyn Ballet will also make every effort to send a courtesy email to affected students.

Brooklyn Ballet will not add classes or extend the calendar school year to make up for classes missed due to inclement weather or unexpected school closings. No refunds or credit will be given for classes missed due to inclement weather. Students are encouraged to make up any missed classes.

## ATTENDANCE and PUNCTUALITY

Regular attendance is necessary to maintain progress. **All students should arrive at least 10 minutes early and be ready prior to the start of class.** Parents and students should notify the School Administrator of any foreseen absences. If excessive absences occur, students may not be allowed to perform in the Student Showcase. **Students will not be allowed to take class if more than 10 minutes late.** If arriving within the first 10 minutes of class, please wait at the entrance to the studio until the teacher gives permission to enter. **Students in Elementary Ballet or higher are required to observe class if more than 10 minutes late.**



## **ABSENCES**

All students must notify Brooklyn Ballet of any absences. Students are not allowed to have any unexcused absences. Excused absences include illness, injury, religious or mandatory academic school-related obligations, personal and family emergencies, or auditions. Brooklyn Ballet asks that students err on the side of caution and stay home if he or she has a contagious illness including head lice or fever.

In the case of extreme injury for students in the Conservatory Training Program, students may be granted a leave of absence with the School Director's permission. The details of this leave of absence must be discussed directly with the School Director and School Administrator.

Students who will be performing in an upcoming presentation or production may not miss any classes during the two weeks prior to the performance; doing so may affect participation in the upcoming performances. Students who have an excess of excused or unexcused absences will be asked to arrange a meeting with the Brooklyn Ballet School Director to discuss the effect these excessive absences are having on the student's progress. Excessive absences within the semester may affect evaluation results, future placement and participation in productions. Consequences of these absences will be addressed at the end of each term and will be handled on an individual basis. Decisions regarding the consequences of excessive absences should be kept confidential.

## **MAKE UP CLASSES**

**Make Up Classes are allowed only in case of illness and upon producing a doctor's note.** Make Up classes are organized and scheduled 48 hours in advance with the School Administrator. Students who are making up a class are allowed to take the same level or a lower level class. Students are only allowed to make up three classes per semester. There are NO make up classes during Parent Observation weeks or after March 15th due to the Student Showcase preparation.

## **STUDENT ETIQUETTE**

Brooklyn Ballet has a high standard of professional behavior. Proper etiquette for a dancer will not only enhance their study, but will carry over into their academic life and professional future. Students are expected to be prepared for class, focused and dedicated in the classroom, and productive with their time before and after class. The hallways should remain quiet and be utilized for stretching and mentally preparing for class. Students should be dressed and ready when the instructor enters the studio. There should be no talking in class or rehearsal, unless there is an inquiry for the instructor. Brooklyn Ballet expects students to be supportive of each other and work as a team to create a positive atmosphere in the classroom. Gossip, bullying or any other degrading behavior will not be tolerated. Students of Brooklyn Ballet represent the school and the company and are expected to demonstrate respect and professional behavior.

## **PARENT ETIQUETTE**

Brooklyn Ballet fosters an atmosphere of respect and professionalism. Brooklyn Ballet expects all faculty, staff, students and parents/guardians to behave in a considerate and courteous manner toward each other at all times. Students or parents who wish to discuss an issue or policy with a teacher or administration should e-mail [info@brooklynballet.org](mailto:info@brooklynballet.org) to schedule a meeting or phone call. Issues between individuals will be discussed calmly and respectfully. Brooklyn Ballet will not tolerate disrespectful or confrontational behavior toward faculty, staff or another family. If a situation arises when parents/guardians or students behave in an aggressive or disrespectful manner, it will be addressed privately, and the family may be asked to leave Brooklyn Ballet and un-enroll from classes without a refund.

## STUDENT ATTIRE

Brooklyn Ballet maintains a dress code to encourage unity, discipline, and improved concentration. Students are required to wear the color leotard assigned to their level. The teacher may ask a student to sit and observe class if they are not in the correct attire. Please see BELOW for appropriate attire.

- **Long hair must be pulled back into a bun. Short hair should be pinned away from the face.**
- No jewelry or watches allowed
- Name of student should be written inside of shoes and tags on all dancewear.
- Students should have CLEAN uniforms and maintain a tidy appearance at all times.
- **Lost and Found located in a bin at the front of the waiting room area.** Please ask at the Front Desk for help.
- **Brooklyn Ballet is not responsible for anything lost or stolen.**
- While on the street, students are required to wear pedestrian clothes over dancewear and street shoes are required when entering and exiting the building.

### BROOKLYN BALLET DRESS CODE REQUIREMENTS

Click [HERE](#) for more information about purchasing leotards and tights.

**GIRLS:** *If in mixed level classes, students may wear either level leotard color of their choice.*

**PRE-BALLET I & II:** pink leotard, pink tights, full-soled pink ballet slippers, *OPTIONAL: pink ballet skirt,*  
NO TUTUS

**ELEMENTARY BALLET I & II:** light blue leotard, pink tights, full-soled pink ballet slippers, NO SKIRT

**BALLET I & IA:** lavender leotard, pink tights, full-soled pink ballet slippers, NO SKIRT

**BALLET II:** royal blue leotard, pink (or skin-toned) tights, full-soled pink (or skin-toned) ballet slippers,  
NO SKIRT

**BALLET III/IV:** black leotard, pink (or skin-toned) tights, full-soled pink (or skin-toned) ballet slippers,  
*skirts may be worn at the teacher's discretion.*

**MODERN I & II:** leotard associated with Ballet Level and pink/black tights or black biker shorts,  
bare feet

**JAZZ:** leotard associated with Ballet Level and pink/black tights or black biker shorts, jazz shoes

**TEEN BALLET CLASS:** solid colored leotard, pink tights, full-soled pink ballet slippers, NO SKIRTS

#### BOYS:

**BALLET:** white half-sleeved shirt, black tights/leggings, white socks, black ballet slippers

**JAZZ:** white half-sleeved shirt, black tights/leggings, white socks, black jazz shoes

**MODERN:** white half-sleeved shirt, black tights/leggings, bare feet

**TEEN BALLET CLASS:** white half-sleeved shirt, black tights/leggings, white socks, black ballet slippers

**ADULT BALLET (RECOMMENDED):** Leotard, tights and ballet slippers or form fitting wear with ballet slippers.

## FOOD

**No food, gum, or other snacks and drinks are allowed in the studios or dressing rooms.** Chewing gum will not be permitted during class. Students may only bring bottled water into the studios. **Food and snacks are only allowed at the tables in the waiting area and must be disposed in the proper trash/recycling receptacles.** Students and parents are not allowed to bring food to share with the class and we ask that parents send students with non-messy, nut-free snacks if needed.

## **CELL PHONES**

Students and Parents should leave cell phones on silent or off at all times. Students may not check cell phones during class, but are permitted to use cell phones between classes. If you need to get a hold of your student during class for an emergency, please call Brooklyn Ballet's Reception.

## **FIRST AID**

In the event a student is injured, a first aid kit is available at Reception. We do not issue over-the-counter medications. For more serious injuries, Brooklyn Ballet will call an ambulance.

## **PARENT OBSERVATION WEEK**

Parents are welcome to observe classes during the designated parent observation week each semester. During this week parents may observe Children's, and Conservatory Training Program classes. Brooklyn Ballet asks that parents arrive on time and stay for the whole class. Parents may be permitted to videotape technique classes and take photos during parent observation week, pending permission from the instructor. For the privacy of the students and families, we ask that families do not post any photos or videos on their social media.

## **EVALUATION and LEVEL PLACEMENT**

Students are initially placed in a class based on their age, prior dance experience, and decided upon by the School Director during placement auditions. Brooklyn Ballet's levels do not reflect other dance school's leveling systems. As children progress physically at different rates, it is not uncommon to have children of different ages in different levels. As ballet is an art form that takes years to master, it is also common for students to repeat levels for many years before entering into the next level. Repetition of levels and years of careful training will ensure a healthy and productive growth period for each student studying the art of ballet. The School Director and Faculty will evaluate students at the close of each school year. Advancement in levels will be made by the School Director with consideration from faculty and staff.

***Please note that written evaluations and meetings with the School Director are reserved for the Conservatory Training Program students ONLY.***

## **ABOUT POINTE**

Student leveling and readiness for starting pointe lessons are decided by the School Director with consideration from faculty members. See Article: [Am I ready for Pointe?](#) for more details on decision making regarding pointe lessons.

## **PRIVATE LESSONS**

As Ballet is an art form that is learned as a group, outside private lessons are not encouraged. If a student is preparing for a specific audition, please see the School Director to organize specific rehearsal time. Do not contact Brooklyn Ballet teachers directly.

## **PARTICIPATION IN COMPETITIONS, FESTIVALS, ETC.**

Brooklyn ballet students may be invited to participate in prestigious dance competitions, festivals, etc. Participation in such events is at the discretion of Brooklyn Ballet School Director. Annual tuition does not cover competition/festival expenses and each student will be responsible for any competition fees, travel, accommodations, costumes and any other expenses. To guarantee a high level of artistry and proper representation of Brooklyn Ballet, all students must receive the School Director's approval for any solo they might present. Students whose solos do not have such approval may participate as independent competitors.

## **PERFORMANCE OPPORTUNITIES**

### **PARTICIPATION IN BROOKLYN BALLET'S STUDENT SHOWCASE**

At the end of the year, students in Elementary Ballet I through Conservatory Training Program Ballet III/IV will be invited to perform in the Student Showcase. Casting for all roles is entirely at the discretion of the Faculty, with final say from the School Director. The Brooklyn Ballet Team will provide rehearsal and casting information at the earliest possible date. Some additional rehearsals may be scheduled outside of regular class hours. If necessary, class time may be used for rehearsals since practice is considered an important part of dance training.

Students and parents must be fully committed to attend all rehearsals and performances as scheduled. All rehearsals are mandatory. Students who miss more than two rehearsals or a dress rehearsal may not be allowed to perform.

### **BROOKLYN BALLET COMPANY'S TAKE BALLET TO THE STREETS**

There may be opportunities throughout the year for students to perform in Brooklyn Ballet's *Take Ballet to the Streets* Productions. As opportunities arise, audition information will be made available or children may be invited to perform various roles.

### **BROOKLYN NUTCRACKER CHILDREN'S CAST**

Auditions will be held each fall for students interested in auditioning for the *Brooklyn Nutcracker*. Specific audition information will be posted at [www.brooklynballet.org](http://www.brooklynballet.org). All rehearsals will be coordinated by Brooklyn Ballet. Students who are cast will receive a detailed rehearsal schedule once they confirm participation.

### **COSTUMES**

Costumes that belong to Brooklyn Ballet are to be handled with care. If costumes are returned to Brooklyn Ballet after being worn and are stained or damaged in any way, students will be charged a fee for these damages. To prevent this from happening, hands should be clean when wearing costumes and students may not eat, drink, apply make-up, or sit on the floor while in costume or rehearsal tutus.

### **PHOTOGRAPHY & VIDEOGRAPHY**

- Brooklyn Ballet does not permit the use of photography or filming during Student Showcases or other Brooklyn Ballet performances.
- Parents may be permitted to videotape technique classes and take photos during parent observation week, pending permission from the instructor. For the privacy of the students and families, we ask that families do not post any photos or videos on their social media.
- **Brooklyn Ballet reserves the right to photograph and video all classes and showcases for promotional purposes.**

## **AUDITION INFORMATION**

### **AUDITION ETIQUETTE**

Audition registration will begin one hour before each audition. Please arrive on time for registration. You will not be permitted to register more than one hour prior to the audition. At the end of the audition please return your number.

Brooklyn Ballet will inform participants of their results within two weeks of the audition. Audition results will be general as we cannot provide individual feedback to each student who auditions. All decisions regarding placement following auditions are final.

### **GENERAL AUDITION INFORMATION**

Admission into the *Next Step* Summer Intensive, Ballet levels I+, and the Conservatory Training Program are by audition only. Summer Intensive auditions are open to all students ages 8 to 18. Applicants should choose time and age group based on their age at the time of the audition, regardless of what their age will be at the beginning of the summer intensive programs. **Please note that Next Step Summer Intensive leveling *does not* reflect Brooklyn Ballet's year-round program.**

### **AUDITION INFORMATION FOR BROOKLYN BALLET STUDENTS**

Currently enrolled students are expected to attend auditions for all summer intensive programs if they are interested in attending. Acceptance into programs that run during the first and second semester does not guarantee acceptance into summer programs. **Please note that Next Step Summer Intensive leveling *does not* reflect Brooklyn Ballet's year-round program.**

### **TRIAL/PLACEMENT CLASSES**

Brooklyn Ballet offers one trial/placement class for students ages 10+ who are interested in Ballet I level classes and higher.

### **AUDITION ATTIRE**

**Required attire for ladies:** solid-colored leotard, pink tights, pink ballet slippers

Girls who are already working on pointe must bring their pointe shoes in addition to ballet slippers

**Required attire for men:** white t-shirt, full-length black tights, black ballet slippers

## **BROOKLYN BALLET EVACUATION PLAN**

- Remain Calm
- Identify the nature of emergency
- Notify Brooklyn Ballet Staff
- Follow Directions from Brooklyn Ballet Staff member or Security at 160 Schermerhorn.
- **DO NOT EXIT THE BUILDING UNLESS DIRECTED by Brooklyn Ballet Staff or Building Manager at 160 Schermerhorn.**
- If Evacuation begins, remember to:
  - Discontinue telephone conversations
  - Leave all belongings behind
  - Close all doors behind you
  - Proceed to your designated assembly point as directed by Brooklyn Ballet Staff and 160 Schermerhorn Building Manager
  - Act calmly and courteously and help others if possible