



Conservatory

CULTURE
HANDBOOK

20-21 SEASON

THIS BOOK BELONGS TO:



Dear Collage Parent,

The safety of our young dancers is our top priority and we have been hard at work adjusting to our new realities and using our creativity to find solutions to new problems. We have also been hard at work designing and building the dance center of our collective dreams. **Every detail in the new facility has you and your dancer in mind.** We are proud that our kids finally have a space worthy of their talent and potential – a space that will be a community asset for generations to come.

Our 2020-21 season is aptly themed, We Go On. This season we are focusing on **resilience, perseverance, and ingenuity.** These are unprecedented times; however, Collage has overcome tremendous obstacles over the past 11 years building our community, advocating for diversity, and taking root in Memphis. We know that how we show up in the face of adversity is what shapes our character and strengthens our resilience. We hope to instill this lesson in our young dancers this year, as we forge ahead through these trying times determined to emerge better than before.

It is our hope that the lessons learned at Collage will transcend the doors on Tillman Street and impact every area of our young dancers' lives. Focus, hard work, discipline, and commitment are all qualities and character traits necessary for success in any career. These qualities and traits are being honed in our studios every day, regardless of whether a student aspires for the stage or the board room.

The conservatory just celebrated 10 years of providing world-class ballet training to underserved communities. **Over the past decade we have grown tremendously because of your support and commitment to our mission.** Now, more than ever before, we need your continued support as we plant the seeds necessary to grow a strong, sustainable organization that serves hundreds of Memphis youth annually.

Please take the time to review this handbook in its entirety with your child. The standards and policies outlined help us to create a culture of excellence and the protocols herein help us keep our community safe. Please review our reopening guide in detail and feel free to reach out with any questions, suggestions, or concerns. Now, more than ever, we must rely on the brilliance and wisdom embedded in our own community. We welcome your feedback and support as we work to make this a fantastic and safe year for our kids.

At your service,

Kevin & Marcellus



CONTENTS

Conservatory Hours	6
Arrival Procedure	6
Picking Up Students After Class	8
Attendance Policy	8
Placement Policy	9
Class Attire	10
Storage and Rental	12
Dressing Room Rules	12
Grooming & Hygiene	13
Studio Etiquette	14
Discipline Policy	15
Student Performances	16
Fees	17
Annual Fundraising	18
Class Observations	18
Theater Preparation	18
Outside Dance Training	22
Nutrition	22
Collage Youth Ensemble	22
Calendar & Schedules	24
Important Dates	26

CONSERVATORY HOURS

Mondays	4:30 – 8:30 PM
Tuesdays	4:30 – 8:30 PM
Wednesdays	4:30 – 8:30 PM
Thursdays	4:30 – 8:30 PM
Fridays	5:00 – 9:00 PM
Saturdays	8:30 AM – 3:30 PM
Sundays	CLOSED

****Students should not be dropped off more than 15 mins prior to their class start time. Drop-offs and pick-ups outside of the above posted hours are not allowed. Collage cannot be responsible for students outside of these posted hours.**

ARRIVAL PROCEDURE

1. Parents will be required to complete a pre-entry survey each class day. A copy of the survey can be found [HERE](#). We strongly encourage the survey be completed electronically in advance of every class. Hard copies will also be available in the entry courtyard at check-in.
2. Temperature checks will be conducted in the entry courtyard of the front entrance. Students with temperatures above 99.5° F will not be allowed to enter the building or participate in in-person classes.
3. Dancers will be provided with a plastic bag to keep all their personal belongings. This bag should be kept with them while in the studio and placed in the designated area.
4. Street shoes will not be allowed past the lobby in any of the hallways, studios, or common spaces. Dancers will remove their street shoes once in the lobby and place them in their plastic bag. Dancers can either put their dance shoes on or should

bring a pair of “only to be worn inside Collage” slides or flip flops. Collage will have some on hand for dancers who need them. Parents and guests will be given shoe covers when entering the building. **REMINDER: Ballet shoes are not to be worn outside under any circumstance.**

5. Students should arrive already dressed for class. Dressing rooms are off limits for now.

6. Parents are currently not allowed in the building, with some exceptions. One parent of a Creative Movement dancer may accompany their dancer inside the building and to the studio and may wait in one of the designated waiting areas.

7. Parents should email theschool@collagedance.org to schedule any appointments.

8. Students will only be permitted in the building 15 minutes prior to their class start time. Students who arrive earlier will need to wait in their cars.

9. The drop off lane should be used for student drop offs ONLY. Parents who need to exit their vehicle should not use the drop-off lane.

10. Hand sanitizing stations will be available at the front door entrance for dancers to use when entering.

11. Collage will provide all dancers with a clean mask each day. Masks are to be worn when entering the building, while inside the building and when exiting the building. If your child is not accustomed to wearing masks, please begin practicing.

PICKING UP STUDENTS AFTER CLASS

1. Classes will end promptly at their scheduled time. Classes will not run over.
2. Caregivers should be aware of the door the student will be departing from and **should be visible to the staff** when class ends to ensure prompt and safe pickup within 10 minutes following the end of class.
3. It is imperative that students are picked up on time to allow time for staff to sanitize between classes.

Parents are expected to pick up students promptly after classes. Please contact the front desk if you are delayed or anticipate a delay.

ATTENDANCE POLICY

ABSENCES

1. Students are encouraged to stay home if they are not feeling well, live with someone who is not feeling well (even if they have no symptoms) or may have come in contact with someone with COVID-19. Please review our reopening plan for additional details. There are several instances where students may need to stay home temporarily and participate virtually.
2. Virtual classes are available for students who cannot safely participate in in-person classes.
3. Absences should be reported (in advance) to the front desk (901) 800-1873 or via email to theschool@collagedance.org.

TARDINESS

4. Each ballet exercise is designed to warm-up and properly align and prepare the dancer's body for the next exercise. When students are late to class their warm-up and preparation is compromised. This is not only disruptive to the class and

teacher but is also dangerous for the young dancer and increases the chances of injury.

5. Students arriving 15 minutes after the start of ballet class will not be able to enter the studio.

PLACEMENT POLICY

Ballet training takes time, patience and diligence. It requires repetition and thorough attention to detail. To protect the dancer's physical, mental and emotional health, proper placement in a training level is required, as premature promotion can inevitably result in injury. Such factors that help determine a dancer's level include age, ability to sustain focus, technical mastery, fitness, maturity, artistry, attention to detail, attitude, and level of commitment. Teachers' recommendations are strongly considered, and the Artistic Director approves each dancer's level. Placement can change at any time at the discretion of the Artistic Director.

Promotion to the next level may take 2-3 years. As ballet training intensifies over time, so must the dancer's commitment level. Missed classes slow progress, as each lesson builds on the last. Therefore, if a dancer expects to rise to the next level, he/she is expected to attend all scheduled classes in his/her current level. Stretching outside of class is a must for dancers to progress from one level to the next. As dancers' bodies grow and change and ballet training becomes more rigorous, proper stretching can help protect a dancer from injury and counter stress, in addition to helping achieve maximum flexibility.

Placement letters for the 2021-2022 term will be distributed in April 2021. When appropriate, a conference may be scheduled with the instructor and Artistic Director.

CLASS ATTIRE

Students must adhere to appropriate ballet attire in every class - both in-person and virtual. When children are in correct attire it encourages discipline, focus and cohesion. Students who do not adhere to the below guidelines will not be permitted to participate in class.

YOUNG LADIES

Leotard (color based on program), flesh-colored tights and ballet shoes. Undergarments are not permitted under the uniform. **Hair should be pulled back neatly and in a bun for every class.** Girls with short hair do not need to wear a bun, but hair should be pulled back neatly and secured away from face. Leotards should fit properly and ballet shoes should be fitted to the dancer's foot and should not be baggy.

Note on weaves and braid extensions: Weaves (sew-ins, etc.) are not allowed for any performance. Crochet braids and hair extensions that add excessive hair and weight to a child's head are not allowed during the school term. Cornrows and braids are acceptable; however, braid extensions that add significant weight and volume are discouraged. Excessive hair makes it difficult for the dancer to turn, maintain alignment, execute floor work and achieve a classical bun. Beads are also not permitted. Any questions about this policy should be directed to one of the Collage directors.



Note on tights: Tights should be flesh-colored to match your child's complexion as closely as possible. In addition to the dance-wear suppliers in the area: Barbara's Dancewear (see address below) & Cordova Dancewear (see address below), we recommend the online vendor www.discountdance.com. Barbara's Dancewear is located at 1499 S Perkins, Memphis, TN 38117; phone: (901) 682-6898. Cordova Dancewear is located at 7990 Trinity Road, Cordova, TN 38018; phone: (901) 753-7375.

Note on undergarments: **Underwear under leotards is not permitted.** This standard is universal. Underwear is visible through leg holes and distorts the line of the leg. In addition, bunched up undies become a distraction for the teacher. Most leotards have a panel in the front and provide adequate protection and coverage when coupled with tights. Your little one wouldn't wear underwear under a swimsuit and similarly they are unnecessary under ballet attire.

Note on spraying shoes: Shoes must be sprayed to match tights. Shoe spray will be provided to each student with their uniform kit. To spray, use plastic gloves and stuff each ballet shoe with newspaper or stick hand inside shoe and spray evenly (following directions on can) in short light bursts until shoe is evenly covered. Elastic should also be sprayed to match. Spray shoes outside in well-ventilated area and allow to dry outside on newspaper for roughly 20-30 minutes.

YOUNG MEN

White t-shirts, black tights, white socks and white (or black) ballet shoes. Young men 10 and older must wear a dance belt or dance brief. Younger male dancers should wear fitted underwear/briefs. **Boxers, boxer briefs and shorts are not allowed under tights.** Young men should bring a belt to each class to keep tights up.

No outer clothing, street wear or jewelry (other than small post earrings) may be worn in any class. Students must enter and exit building in street shoes and street clothing.

STORAGE AND RENTAL

****All storage and rentals have been suspended due to COVID-19 safety protocols.**

When rentals become safe again an update will be provided to families. At that time, students who do not come with their appropriate attire may rent ballet attire from Collage. Rental fees are as follows:

Leotards	\$5	per class
Tights	\$5	per class
Ballet Shoes	\$5	per class
White shirts (boys)	\$5	per class

These fees will be charged to the card on file at the time of rental, even if a parent is not present. By signing the waiver, you agree to any rental charges that your dancer may incur.

DRESSING ROOM RULES

****Sadly, our new dressing rooms are currently off limits to students due to our public health crisis.**

When dressing room usage is safe to resume, we will provide an update to parents. At that time, the following rules apply:

1. Each dancer will be assigned a cubby/locker at the beginning of the year. Dancers must only use their assigned cubby.
2. **No eating or drinking.**
3. No loitering or hanging out.
4. No touching items that do not belong to you.

5. All personal items and clothing **must** be in a cubby or on a hook. Large bags may be placed neatly under the benches if they do not fit in a cubby.

6. Take all personal items with you every day.

7. **NO GUM IN THE BUILDING.** PERIOD! This includes parents and visitors.

8. Keep hands to yourself. No horse-play.

A violation of any of these rules will result in a pink slip, storage fee, service hours or removal from the program.

GROOMING & HYGIENE

Grooming goes hand in hand with the self-discipline required of a successful dancer and is evidence of a serious and dedicated approach.

Students should arrive to class fresh and should always keep a hygiene kit in their dance bag consisting of wipes, hand sanitizer, deodorant, brush and comb, bar of soap, small towel and lotion. Girls should also keep extra ponytail holders, bobby pins, hairnets and feminine products (if applicable) in their kit. Girls' hair must be pulled back away from the face into a bun, secured neatly with bobby pins and a hair net. Bangs are not allowed. Boys should keep hair short and neat. Girls must remove all hair from the underarms and bikini line.

Uniform must be washed directly after each wear and prepared fresh for the next class.

Dancers should own (at least) as many tights and leotards as they have classes each week. For example, an Etude 1 dancer who has 3 classes a week, should own three leotards and 3 pairs of tights.

STUDIO ETIQUETTE

Proper etiquette is extremely important for maturing dancers to develop. The following are important things that students should remember while inside the studio.

*Students should stand and stop talking when their instructor enters the studio.

*Masks must be worn at all times in class.

*Students should maintain social distancing with a minimum of 6 feet between them and other dancers. Studios will be marked to help students know their boundaries.

*Students should bring their own water bottles, if necessary.

*Students should not share items.

*No hands on the mirrors.

*No sitting during class unless directed by instructor.

*Remove all warm-ups at beginning of class.

*No leaning on the barres or wall.

*Keep hands out of mouth and nose.

*No street-shoes in the studios.

*No talking in class.

*Maintain a positive attitude!

*Raise hand to ask questions.

*No verbal feedback!

*Work hard!

*Respect fellow dancers and instructors!

*No bathroom/water breaks during class.

*Enter and exit studio in silence.

*Keep hands to yourself unless otherwise directed.

*Be in the studio early.

* Students will have assigned spaces at the ballet barre and in the center.

DISCIPLINE POLICY

All students are expected to be courteous and to respect their fellow dancers, instructors and the Collage facilities. Failure to do so will result in notification to parents, and/or dismissal with forfeiture of tuition.

Students will be expected to showcase appropriate behavior fitting of students training at a conservatory. We also anticipate many guests throughout the building during the year who will be observing our students and our programs. It is imperative that students represent themselves and the Conservatory well. **This process will be used consistently, across the board and without exception.**

1. First infraction: Student will be issued a verbal warning and asked to redirect negative behavior.
2. Second infraction: A pink slip will be issued to student outlining infraction. Parent will need to sign pink slip for student to return to class.
3. Third infraction: Student will be issued Saturday service hours.
4. The accumulation of 3 or more pink slips is grounds for further disciplinary action to include, but not limited to, loss of performance privileges and dismissal from the program. Students who are dismissed due to behavior forfeit costume fees and tuition.

STUDENT PERFORMANCES

Students will have two major performance opportunities this year:

1 - RISE

Details on our RISE performance will be circulated in October. Participation in RISE 2021 is by audition only. Due to COVID-19, we are limiting the number of students who can participate, which will make this year's audition process more competitive than in years past. Students and parents who are not prepared to work through possible rejection should not audition. The RISE 2021 audition will take place on **Sunday, November 8, 2020**. Tarantella 1 students and up who are in good standing in their respective ballet classes are eligible to audition. Selected students will have weekend rehearsals in Nov-Jan and will be required to sign a contract. This year's production will be recorded for television broadcast in lieu of live performances.

2 - Annual Student Concert, Sunday June 6, 2021 at 3:00 p.m.

Our current plan is to hold our annual student concert on June 6, 2021, if we can safely do so. Parents will be updated over the course of the year and a final decision will be made by February 2021.

Please mark your calendars now and please do not schedule vacations during the two weeks leading up to either concert.

RISE is a collaborative performance featuring select Collage Conservatory students and Collage's professional company.

Please note that tickets for ALL Collage performances (student or professional) are sold on a first come, first serve basis. Parents will be given priority and will have the opportunity to purchase tickets to student performances first, however, Collage will not set aside tickets for parents. Collage's student performances are very popular and often sell out. We encourage all parents to purchase their tickets promptly.

FEES

COSTUME FEE

Petit Pas	\$70	Deposit of \$35 due by 1/16/21 ;	balance due on 3/13/21
Tarantella	\$150	Deposit of \$75 due by 1/16/21 ;	balance due on 3/13/21
Eleve	\$150	Deposit of \$75 due by 1/16/21 ;	balance due on 3/13/21
Etude	\$150	Deposit of \$75 due by 1/16/21 ;	balance due on 3/13/21
Prof Div:	\$150	Deposit of \$75 due by 1/16/21 ;	balance due on 3/13/21
Tap	\$60	Deposit of \$30 due by 1/16/21 ;	balance due on 3/13/21
Jazz	\$60	Deposit of \$30 due by 1/16/21 ;	balance due on 3/13/21
W African	\$60	Deposit of \$30 due by 1/16/21 ;	balance due on 3/13/21

****Costume deposits are non-refundable, for any reason****

DANCE APPAREL FEES

Leotards	\$20
Tights	\$15
Shoe Spray	\$12
Rhinestone Earrings	\$7

ANNUAL FUNDRAISING

Collage Dance Collective is home to an international touring company and the fastest growing ballet program in the Mid-South. We are proud of the impact our programs have on the lives of countless young people. However, as a nonprofit, only a fraction of our operating costs is covered by tuition. Gifts from Collage Parents, both past and present, are vital to our annual fund. Tuition fees cover only a small portion of our overall operating costs. Many of our parents give annually to our annual fund and support our arts education programs by purchasing a ticket to our annual gala fundraiser. Last year we launched a capital campaign to address our critical space needs and path to sustainability. It is not too late to add your name to history and support the campaign with a capital campaign gift. To discuss your giving options and benefits, or to make a gift today, please contact Marcellus Harper at (917) 815-3602 or email marcellus@collagedance.org. You can also make a donation online at collagedance.org.

Please note that there is no correlation between a parent's personal gift to Collage and their child's progress in the conservatory or placement in productions.

CLASS OBSERVATIONS

Parents are invited to view ballet class during designated observation weeks. Parents are not permitted to view classes outside of these designated periods. If feasible, an observation week will be communicated at the beginning of 2021. Please note that these dates are subject to change and if COVID conditions do not improve observation weeks may not happen. During these observations, *parents must adhere to the following guidelines:*

- * Please plan to stay for the entire class.
- * No photos or video recording.
- * No food or drink in the studio.
- * Please no talking during class.
- * Please do not bring children under 4 years of age unless they can sit still during the entire class period.

THEATER PREPARATION

Please follow the guidelines below during technical/dress rehearsals at the theater and on show days at the theater. Please follow all guidelines to ensure best preparation for a successful, brilliant show.

TECHNICAL & DRESS REHEARSALS AT THE THEATER

1. Please arrive at the designated call-time. LATE ARRIVALS MUST BE AVOIDED, as the tech-dress rehearsal schedule is very tight. Please ensure your dancer is prepared to shine on show days by dropping him/her off ON TIME!

2. It is our number one priority while in the theatre to make sure the technical aspects of the show are as smooth and rehearsed as possible and that the students feel comfortable in the space. Technical issues on show day, no matter how great the dancing is, can ultimately undo months of hard work. Please allow some time in your schedule to accommodate the possibility of our technical rehearsal running over.

3. Dress and technical rehearsals are CLOSED, meaning no one will be permitted to sit in the audience. Anyone sitting in the audience will be asked to leave. Thanks for your understanding.

4. Parent Council volunteers will be on hand to offer assistance and to answer any questions you may have before and during rehearsals.

PLEASE REMEMBER TO BRING:

- Flesh-toned tights, free of runs and holes (ladies)
- Flesh-toned ballet slippers **matching tights** (ladies)
- Liquid foundation matching dancer's skin tone- will be used for costume straps (ladies)
- Ballet class attire free of runs and holes (boys)
- A warm sweat-suit, as theater may be chilly
- Hair in a neat bun (ladies)
- Hair freshly cut (gentlemen)
- A bottle of water and a piece of fruit (All other beverages and snacks are NOT permitted and will be confiscated!)
- A book, crossword puzzle, etc. - NO ELECTRONIC GAMES or cell phones. They will be confiscated.
- NO GUM
- NO VALUABLES (money, jewelry, anything you'd be upset to lose. Collage nor the theater is responsible for lost/stolen property).
- A smile!

SHOW DAYS

PLEASE REMEMBER TO BRING ALL OF THE ABOVE PLUS:

- Hair in a neat bun, **tied down with a scarf** (ladies)
- Hair freshly cut (gentlemen)
- Faces clean of make-up (make-up will be done backstage by Collage)
- Make-up kit: liquid foundation, blush, lipstick (warm red), eye shadow (gold/bronze/etc.), wedges or brush set (ladies). Colors should be natural warm tones. No blues, purples, greens, etc.
- Hair kit: hair elastics (several), 3 mesh hair nets, bobby pins, hair pins, gel, holding hairspray, comb, brush, scarf. (ladies)
- Rhinestone earrings (ladies)
- Small sewing kit (needle, thread, safety pins, scissors)
- A bottle of water and a piece of fruit (All other beverages and snacks are NOT permitted and will be confiscated!)
- BIG SMILES GALORE!!! :)

OUTSIDE DANCE TRAINING

It is important during a young dancer's formative years that they do not receive conflicting messages regarding technique. Any family wishing to sign their child up for any additional dance training or performances outside of Collage must secure written approval from the Artistic Director. This includes any dance program or dance performance not directly affiliated with your child's academic school. Failure to secure a written approval from Collage's Artistic Director can result in dismissal from the program with forfeiture of tuition.

NUTRITION

Proper nutrition is important to support the athletic lifestyle of a dancer. Proper nutrition also helps boost our immune system and helps dancers ward off illness. Please refrain from sending students to class on a full stomach. Instead, light healthy snacks are encouraged before class, such as apple slices, trail mix, carrots, granola, yogurt, etc. Sugary snacks, chips and drinks other than water should be avoided, as it can adversely affect students' energy. Plan heavier meals for after class.

COLLAGE YOUTH ENSEMBLE

The Collage Youth Ensemble (CYE) is a group of select, talented students whose gifts the Artistic Director wishes to further cultivate through extra technique classes, repertory, performance and cultural enrichment. CYE dancers do not audition but are invited at the discretion of the Artistic Director. A student's CYE status can change and without notice.

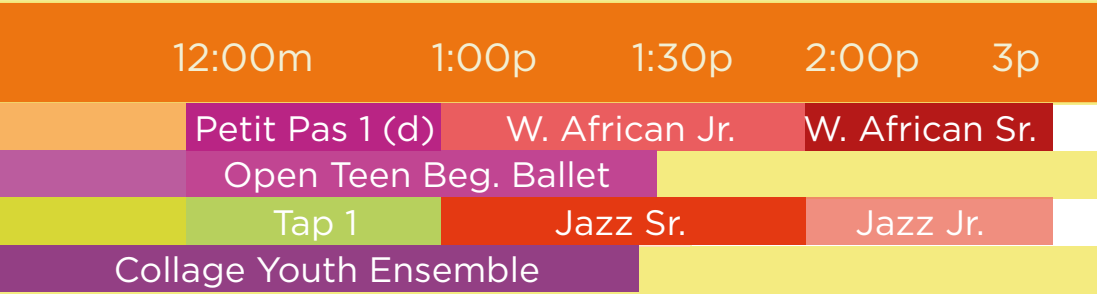
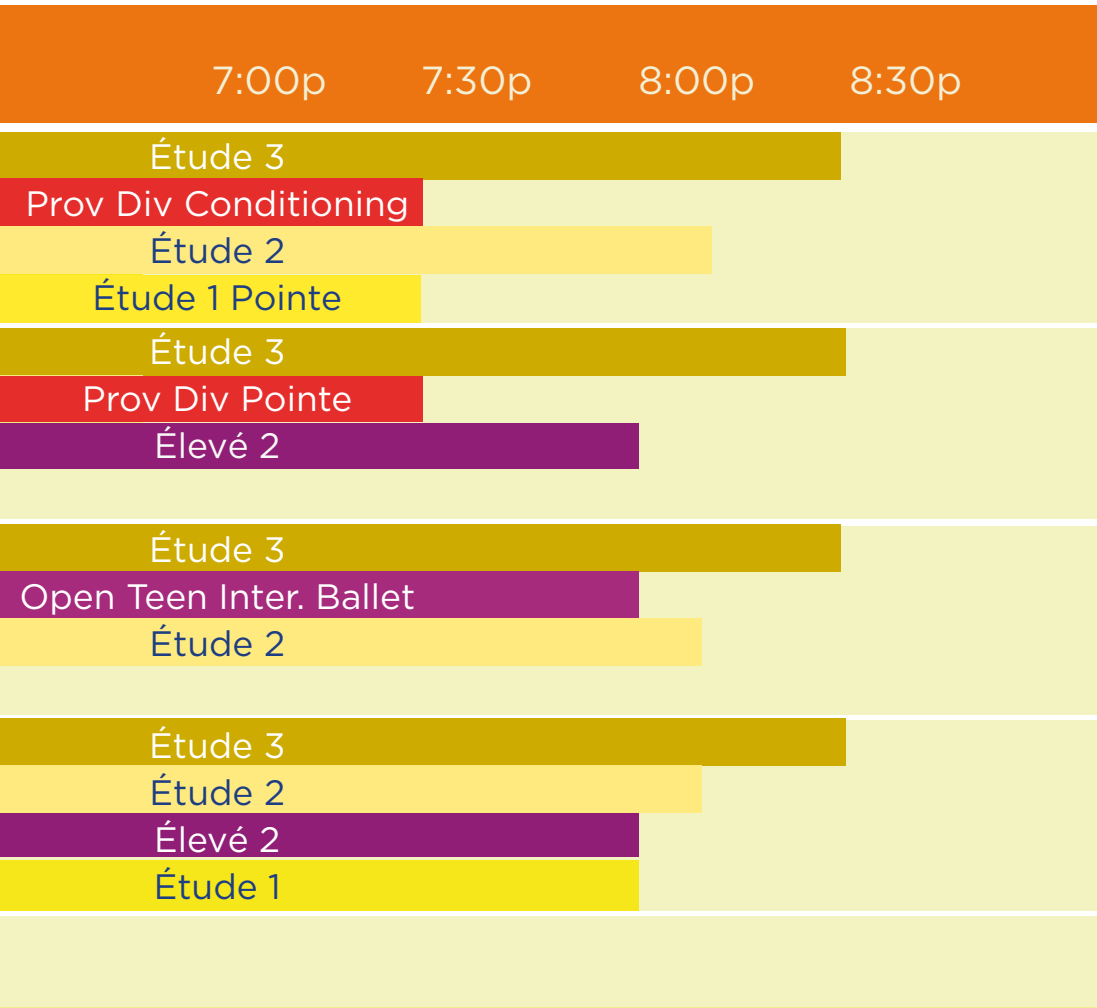


CALENDAR & SCHEDULES

2020-21 CONSERVATORY SCHEDULE

	5:00p	5:30p	6:00p	6:30p
MON	Professional Division I			
	Tarantella 1 (brillante)			
	Tarantella 1 (royale)			
	Étude 1			
TUE	Professional Division I			
	Tarantella 2 (brillante)			
	Tarantella 2 (royale)			
	Élevé 1			
WED	Professional Division I			
	Tarantella 1 (brillante)			
	Tarantella 1 (royale)			
	Étude 1			
THU	Professional Division I			
	Tarantella 2 (brillante)			
	Tarantella 2 (royale)			
	Élevé 1			
FRI	Petit Pas 1 (a)			
	Petit Pas 2 (a)			
SAT	Petit Pas 1 (b)	Petit Pas 2 (b)	Creat. Move(b)	
	Petit Pas 1 (c)	Creat. Move (a)	Petit Pas 3	
	Tap 3	Tap 4	Tap 2	
	9:00a	10:00a	11:00a	

*** Please note that schedule is subject to change and without notice



CONSERVATORY CALENDAR

IMPORTANT DATES

SEPTEMBER 14 TH	FIRST DAY OF CLASSES
OCT 12 - 17 TH	NO CLASSES - FALL BREAK
NOV 23 - 28 TH	NO CLASSES - THANKSGIVING BREAK
DEC 21 - JAN 2 ND	NO CLASSES - WINTER BREAK
JAN 16 TH	COSTUMES DEPOSITS DUE
MARCH 13 TH	COSTUME BALANCES DUE
MARCH 29 - APR 3 RD	NO CLASSES - SPRING BREAK
JUNE 4 TH	LAST DAY OF CLASSES
JUNE 6 TH	STUDENT CONCERT





COLLAGE DANCE

505 Tillman Street
Memphis, TN 38112
901-800-1873
collagedance.org

