



2023 - 2024  
ACADEMY HANDBOOK  
10-MONTH STUDENT PROGRAM

**(718) 891-6199**

Artistic Director: Marla Hirokawa

Executive Director: Sonia Jones

Office Manager: Ines Kim

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## CONTACT INFORMATION

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Covenant Ballet will make every effort to provide you with all the news, events and information you need, via phone, text, email, on CBT's website, Facebook or Instagram.

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### **Monthly E-Newsletters: *Footnotes***

If you are not already receiving Covenant Ballet emails, entitled "Footnotes" please subscribe to our website: <https://www.covenantballet.org/contact>

### **Follow us on Social Media:**

Facebook: [www.facebook.com/covenantballet](http://www.facebook.com/covenantballet)

Instagram: [@covenant\\_ballet\\_academy](https://www.instagram.com/covenant_ballet_academy)

YouTube: Covenant Ballet Theatre

## FACULTY AND CURRICULUM

- The Faculty are committed to both high quality artistic training and the dancers' health and wellbeing. CBT instructors include professional dancers and CBT Alums. All instructors are experienced with credentials and work as a team under CBT's Artistic Director to provide our dancers the best training possible.

Visit: <https://www.covenantballet.org/faculty>

- COVENANT BALLET is proud to include the AMERICAN BALLET THEATRE® National Training Curriculum, a breakthrough 9 level program that combines high quality artistic training with the basics of dancer health and child development. The ABT® National Training Curriculum consists of a comprehensive set of age appropriate, outcome-based guidelines to provide the highest quality ballet training to dance students of all ages and skill levels.

Visit: <https://www.covenantballet.org/curriculum>



## CLASS DESCRIPTIONS

The **Early Steps Program** is divided by age. Student birthdate must fall on or before December 1, 2022. Early Steps as per the **ABT® National Training Curriculum**:

Early Steps Level	Age(s)	ABT Curriculum
Creative Movement	3-4 years old	Pre-Primary
Primary 1	5 years old	Primary A
Primary 2	6 years old	Primary B
Primary 3	7 years old	Primary C

The **Training Program** is for children 8 years and older and is divided by level of experience. For students new to the Academy who have some experience in ballet, a placement audition is required. All training program ballet students ages 8 and older are required to participate in end-of-year exams adjudicated by the Artistic Director and faculty in order to determine progress and advancement.

Training Program Ballet Levels:

- Garnet 1 & 2: Teaching the fundamentals of the ballet technique
- Sapphire 1 & 2: Moving beyond the fundamentals with increased ballet vocabulary.  
Girls evaluated for pointe shoes.
- Amethyst: Advanced beginner. Girls beginner pointe work.
- Emerald: Intermediate level ballet.
- Lapis: Moving onto more advanced level vocabulary.
- Onyx: Advanced, pre-professional level vocabulary.

Ballet Levels as per the **ABT® National Training Curriculum**:

Level	Includes Ballet + Modern:	ABT Curriculum
Garnet I + II	Ballet 2x per week, Modern or Jazz	Level 1A and 1B
Sapphire I + II	Ballet 3x per week, Modern or Jazz, Pre-Pointe	Level 2A and 2B
Amethyst I + II	Ballet 3x per week, Pointe I/II, Modern + Jazz	Level 3A and 3B
Emerald I + II	Ballet 4x per week, Pointe III, Modern + Jazz	Level 4A
Lapis	Ballet 4x per week, Pointe III, Partnering, Modern + Jazz	Level 4B
Onyx	Unlimited Ballet, Pointe, Partnering, Modern and Jazz	Level 5
Diamond	Unlimited Ballet, Pointe, Partnering, Modern and Jazz	Level 6

Training Program Modern and Contemporary Levels:

- Modern 1/2: introduction/beginner Horton and Graham based classes.
- Modern 3: building on the Horton and Graham modern styles.
- Contemporary 1/2 (Summer only): introduction/beginner Release Technique based classes.
- Contemporary 3 (Summer only): building on the Release Technique style along with composition work.
- Modern/Jazz 1/2/3: a blend of modern and jazz dance for the beginner student.



## PAYMENT POLICIES

- The student program is a **10-month enrollment**, and tuition plans include annual and monthly payments.
- **No refunds.** In the event that your child needs to withdraw from the student program, and you have already paid for the semester or two months; we will apply your unused paid balance to either summer tuition, or tuition for the next year's student program.
- A **registration fee** of \$25 per person for all **new** students is required upon enrollment.
- **Changes in class schedule** can be done in person or by phone, pending class availability, only within the student's level.
- **Schedule changes that affect a change in payment** will not take effect until the following month and require submission of a signed Schedule Change form.
- **Withdrawals require one month's notice and submission of the signed Withdrawal Form in person.** Without submitting proper notification, a student's enrollment status and future enrollment eligibility may be affected.
- Students who do not **properly withdraw** may be required to pay a new registration fee if they return to the academy.
- There is a \$5 penalty for **payments** that are incomplete and require a second transaction.
- There is a \$20 **return check fee** or **incomplete credit card transaction fee.**
- To participate in **recitals, showings** and **other performances**, special requirements, fees or obligations may need to be fulfilled. All students will be notified of these requirements, fees or obligations prior to auditions and rehearsals.

## GENERAL ACADEMY POLICIES

- Refrain from misusing God's name and using profanities in and around the studio.
- Eating and drinking are only allowed in the reception area, **not in the dressing room.**
- No gum chewing anywhere in the facility.
- Keep valuables with you at all times. **Studio is not responsible for lost or stolen articles.** Parents/Guardians understand and acknowledge that it is their responsibility to locate lost items in the Lost & Found. Unclaimed items will be donated to charity, with notice, four times a year.
- Photography and videotaping are not permitted during classes or at any concerts.
- Students and parents may not take or post photos of any student or teacher without their consent.
- Parents/Guardians understand and acknowledge that the teachers, staff, parents, and guardians are not responsible for students outside of the classroom. It is understood that there is not 100% supervision for students at all times outside of the classroom, and Parents/Guardians understand and acknowledge all inherent risks in leaving their child unattended/supervised at the studio.



- The use of alcohol, cigarettes, marijuana, and illegal substances is strictly forbidden at the Academy or anywhere on Academy property. Students in violation will be dismissed immediately.
- Students may not post, as a student/representative of the Academy, on a social media platform without the Academy's prior consent.
- The Academy staff reserve the right to refuse anyone from taking class. Reasons may include, but are not limited to, repeated disregard or neglect of academy policies, delinquency in payments, disruptive behavior, or any other mischief that puts the Studio, its staff or visitors in jeopardy.
- Covenant Ballet Theatre of Brooklyn shall have the right to, and student hereby grants Covenant Ballet Theatre of Brooklyn permission to (i) photograph, film or otherwise record student's image and voice, (ii) use student's name and any such photographs or recordings in connection with Covenant Ballet Theatre of Brooklyn's activities in any media now known or hereafter developed, including on its website or in other promotional materials, and (iii) authorize its agents or representatives to carry out any of the foregoing on Covenant Ballet Theatre of Brooklyn's behalf. **All such photographs or recordings shall be selected by and remain the exclusive property of Covenant Ballet Theatre of Brooklyn.** Students waive (a) any right to inspect or approve any use of the photographs or recordings or any works incorporating them and (b) any and all moral rights in any such uses.

## CLASS PROTOCOL/PROCEDURES

- **Anyone 15 minutes late may not be able to take class**, due to risk of injury. Students must watch class and take notes.
- **Studio must be notified if a student will be absent.**
- **Make-ups** for missed classes must occur within the 10-month year. Students enrolled in both ballet and modern/jazz classes may use a ballet class as a make-up for a modern/jazz class, but cannot make-up a ballet class with a modern/jazz class.
- **Appropriate uniform** must be worn for class. **Hair must be properly secured and jewelry must be removed prior to class.** Disregard for dress code may result in removal from class.
- Students must be properly covered up and dressed appropriately in street clothes when entering and exiting studio building.
- Academy and Company **performance participation** is not mandatory. Students will be required to sign and submit a separate performance release form in order to perform.
- **All Training Program Ballet Students in levels Garnet and above must participate in an end-of-year exam in which progress and class promotion is determined. Students who do not participate in the exam may not be eligible for advancement.**
- All Early Steps, Modern, Contemporary, and Modern/Jazz students are evaluated on the students' behavior and performance throughout the 10-months, and promoted at the Teacher's discretion.
- Students must treat the studios, the premises, and the possessions of all other students with respect, care, and consideration.



- Students understand that there is a zero tolerance to inappropriate behavior at the Academy. Dancers behaving inappropriately will be removed from the dance class and parents/guardians will be contacted.
- Students are not permitted to be in any studio unless accompanied by a Teacher or Assistant teacher.
- Students understand that there is a 'No Physical Contact' Policy. Students should not touch other dancers, or any members of staff for any reason, unless necessary to perform teamwork-oriented choreography in a class or dance routine.
- Students are required to follow safe dance practice instruction given by their dance teacher at all times to avoid injury. Academy and Company are not responsible for any injury to students who do not follow safe dance practice instruction.

### CLASS ETIQUETTE

- If a student arrives after class has started, the student must wait for a pause between exercises, before requesting permission from the instructor to enter class.
- Make sure to USE THE BATHROOM before class, and NOT during.
- There are no water breaks for classes 45 minutes in length. For the longer and more advanced classes, water breaks are at the discretion of the instructor.
- DO NOT TALK while class is in session. Students must request permission from the instructor to ask a question or to leave class for any reason.
- Students must LISTEN carefully to their instructor especially when he/she corrects a mistake—whether you made the mistake or not. Corrections are for everyone, even if your instructor singled out a specific person.
- Students should not yawn and lean on the barre. Ballerinas or danseurs (male ballet dancers) are always poised and ready to dance.
- While your instructor is demonstrating a combination, students should physically participate ("mark") in learning it. It is for muscle memory.
- While waiting your turn to perform a combination, students should practice on the side while waiting for their turn.
- At the end of class, all students are to curtsy or bow and verbally thank their instructor before leaving the room.
- Parents are asked to please wait in the lobby for the duration of the class.  
A parent observation day will be scheduled between **December 15-21, 2023**.

### DRESS CODE AND UNIFORM

- Appropriate [uniform](#) must be worn for class. **Hair must be properly secured and jewelry must be removed prior to class.** Disregard for dress code may result in removal from class.
- Students must be properly covered up and dressed appropriately in street clothes when entering and exiting studio building.



- Uniform can be purchased through [Grand Prix Dancewear](https://grandprixdance.com/pages/covenant-ballet) in Bay Ridge, Brooklyn. Visit <https://grandprixdance.com/pages/covenant-ballet> to purchase your uniform.
- Please see [ballet bun instructions](#) on our website. Hair kits are available for purchase (\$12).

## ILLNESS AND INJURY

- If students exhibit contagious or symptoms of illness (fever, nausea, vomiting, etc.), they should stay home and not attend classes. If the student begins showing signs of illness during class, they will be asked to observe or be sent home with parent or guardian.  
**The Academy will not administer pain killers or cold medication to minors.**
- Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activities or any other activities conducted by the students before, during or after class time.

## EXAMS AND ASSESSMENT

- Training Program Ballet Students in levels Garnet and above will receive written **Mid-year Thermometer Evaluations** in December 2023 from an instructor and CBT Artistic Director.
- All Training Program Students in levels Garnet and above must participate in an end-of-year exams **May 6-11, 2024**, in which progress and class promotion is determined. **Students who do not participate in the exam may not be eligible for advancement.**
- Prior to the exam, a parent-teacher meeting will be scheduled with Artistic Director and faculty in **April 2024** to provide feedback regarding the student's progress (does not apply to Early Steps, Modern, Contemporary, and Modern/Jazz students).
- All Early Steps, Modern, Contemporary, and Modern/Jazz students are evaluated on the students' behavior and performance throughout the 10-mos., and promoted at the Teacher's discretion.

## PERFORMANCE OPPORTUNITIES

- **End of Year Showcase:** Students are given the option to participate in an End-of-Year Showcase. Participation is optional and not mandatory. Students will be required to sign and submit a separate performance release forms in order to perform.  
End of Year Showcase Date: **Saturday, June 22, 2024** (Dress rehearsal: **Friday, June 21**)
- **Mainstage Performance:** An important mission of Covenant Ballet Theatre is to provide students the opportunity to perform alongside professional dancers. This fall, CBT Academy students in levels Sapphire and up have the opportunity to perform in Marla Hiroakwa's beloved historic ballet *Orphan Train* **November 9, 2023**, at City Tech Theater.
- **CBT-2:** The Academy's Junior Company, CBT-2, provides extra learning and performance opportunities to the school's more advanced and dedicated students. CBT-2 performs throughout the year at a myriad of venues, from local community centers to the Peridance Youth Ensemble Showcase in Manhattan. Students in Sapphire 2 and above are eligible to audition in **January 2024**.





## SUMMER PROGRAMS

Summer Programs are designed to provide introductory dance to new students, continued training for current students, and intensive training for advanced students.

- **Summer Saturdays** will include six weeks of Creative Movement and Primary classes for ages 3 to 7 years, Beginner Ballet 1 and 2 and Beginner Modern/Jazz for 8 years and older.  
Dates: **July 8 – August 3, 2024**  
Summer Saturdays Enrollment Deadline: **July 1, 2024**  
Visit: <https://www.covenantballet.org/summer-programs>
- **Summer Intensive** will include a 5-week intensive for intermediate and advanced students  
Summer Intensive Dates: **July 8 – August 9, 2024**.  
Audition date: **Thursday, April 18, 2024**. Details to be announced.  
Visit: <https://www.covenantballet.org/summer-intensive>

## SCHOLARSHIPS

Covenant Ballet Theatre provides limited Scholarship Opportunities for students. The Academy understands that not every family has the resources to send its children to receive quality dance training. Therefore, Covenant Ballet has established scholarships to benefit talented but underrepresented students. Scholarships are awarded based on specific criteria. All scholarship applicants must attend classes for the 10-month training program. All scholarship recipients meet with CBT's Artistic Director and ballet instructors for mid-term meetings and are required to participate in end-of-year assessments. For more information and to apply, call (718) 891-6199 or email [info@covenantballet.org](mailto:info@covenantballet.org).

2024-2025 Scholarship Application Deadline: **May 31, 2024**

Visit: <https://www.covenantballet.org/scholarships>

## EARLY BIRD PRE-ENROLLMENT FOR 2024-2025

Students will be notified when early bird pre-enrollment becomes available for Fall 2023.

2024-2025 Early Bird Enrollment Deadline: **July 8, 2024**

## AMBASSADOR REWARDS PROGRAM

If you spread the word, you receive rewards! Here is how it works.

1. Tell your friends and family about Covenant Ballet Theatre Academy.
2. If a student enrolls for the 10-month Early Steps or Training Program and gives your name as the referral, you receive one-month free tuition (or a \$96 tuition credit).



**BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTOOD ALL OF THE TERMS OF THE 2023-2024 POLICIES AND PROCEDURES AND ACADEMY HANDBOOK:**

Signed:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions detailed in the 2023-2024 Policies and Procedures and Academy Handbook:

Signed:

\_\_\_\_\_

Printed Name of Parent or Legal Guardian:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_