

# *Christian Academy of Dance*

## Handbook 2016-2017

A MINISTRY OF  
LIVING ROCK CHURCH  
138 RTE. 81 KILLINGWORTH, CT 06419  
**[WWW.CHRISTIANACADEMYOFDANCE.ORG](http://WWW.CHRISTIANACADEMYOFDANCE.ORG)**  
860.663.2069 EXT. 3  
[ADMIN@CHRISTIANACADEMYOFDANCE.ORG](mailto:ADMIN@CHRISTIANACADEMYOFDANCE.ORG)

Welcome to Christian Academy of Dance! We hope you will find this handbook informative and helpful. If you ever have any questions or comments, please do not hesitate to contact the Artistic Director or our school administrative staff.

School Office: 860-663-2069 ext. 3

Email: [admin@christianacademyofdance.org](mailto:admin@christianacademyofdance.org)

Website: [www.christianacademyofdance.org](http://www.christianacademyofdance.org)

**ELISA SCHROTH, ARTISTIC DIRECTOR, CHRISTIAN ACADEMY OF DANCE**

## **OVERVIEW**

Christian Academy of Dance is a ministry of Living Rock Church, which is fully operated and run under the direction of the Senior Pastor Ryan Young and the Board of Directors. CAD is committed to serving God by offering quality instruction in classical ballet and dance education within a Christ-centered environment.

Our school offers dance classes for students age three through adult, with varying goals and aspirations. Faculty members are dedicated to providing a Christian worldview of dance as art and to instilling in students the desire to use their talents to glorify God.

Christian Academy of Dance welcomes families and dancers of all faiths.

## **MISSION**

Offering excellence in training, reaching for excellence in character, and serving our community through the art of dance.

## **PURPOSE**

The purpose of CAD is to fulfill the Great Commandment (Luke 10:27): To love and worship the Lord our God with all our heart, soul, mind, and strength through life, dance, and the arts. We want to be a blessing to our dancers who wish to develop their character as well as their dance technique. We are dedicated to providing a loving, encouraging, Christ-centered environment, while training dancers to express their joy in dance to the world. Each student is encouraged to strive for their personal best in a non-competitive, accepting environment.

## **HISTORY**

Christian Academy of Dance was founded in 2005 by Elisa Schroth. The vision of the school is to provide excellent training in a nurturing environment. Through the generosity of a member of Living Rock Church, that vision became a reality. In the spring of 2006 Living Rock Church completed the Joshua Young Memorial Wing which is now the home of Christian Academy of Dance.

Mrs. Schroth also envisioned a company of dancers that would travel nationally and internationally with the purpose and intent of promoting a message of healing and hope. In January 2014 Elisa Schroth and Elizabeth McMillan co-founded Ekklesia Contemporary Ballet, Connecticut's first and only professional Christian contemporary ballet company. In March of 2014, Ekklesia Contemporary Ballet held their inaugural performance in downtown New Haven.

## REGISTRATION

New students age 9 and older are required to take a placement class prior to being admitted to the school. This is to ensure that the student is placed in the appropriate level to facilitate their safety and enjoyment in the training process. All level placements are based primarily on the student's skill, not on age.

For enrollment and placement class information please contact the office at [admin@christianacademyofdance.org](mailto:admin@christianacademyofdance.org)

## TUITION & FEES

REGISTRATION FEE: \$50.00 annual registration fee due at time of registration.

Our annual program runs from September to June. This is a 32 week program broken down into two 16 week semesters: Fall Session and Spring Session. Full tuition payment for the year receives a 5% discount. Payment must be arranged by the first day of class. Payments should be arranged with the CAD Administrator.

Number of Classes per Week	Yearly Fee (5% Discount)	Semester Fee
1	395.20	208.00
2	790.40	416.00
3	1,185.60	624.00
4	1,580.80	832.00
5	1,824.00	960.00
6	2,188.80	1,152.00
7	2,553.60	1,344.00
8	2,918.40	1,536.00
9	3,283.20	1,728.00
10	3,648.00	1,920.00

GRADUATE RATES: Graduates (18+): Former CAD students have the option of purchasing a 10 class card at the discounted rate of \$120.00.

DROP-IN RATE: \$15.00 per class

PERFORMANCE FEES: There is a \$65.00 performance fee for each performance with the exception of the Student Choreography project.

## TUITION POLICY

Tuition is due at the beginning of each session. Payment plans are arranged with the approval of the school administrator. Any tuition payment more than 30 days late will be charged a \$25.00 late fee. There is a \$25.00 charge for returned checks. Once classes have begun, tuition is not refundable. Students who miss class or withdraw before the end of the semester are still obligated for the full tuition without exception unless the class is canceled for the semester. Students are eligible for a prorated tuition refund only if they withdraw from classes due to prolonged illness or severe injury, verified by a doctor's certificate. Registration will not be processed until the \$50.00 Registration Fee and a payment has been submitted. Please make checks payable to "Christian Academy of Dance."

Students who are registered for the Fall Semester are automatically enrolled in the Spring Semester so that they can maintain their place in class. Parents should notify the office if they do not wish to re-enroll. Accounts must be current before the student may participate in any school performance.

### **TUITION DISCOUNTS**

**FAMILY DISCOUNT:** The dancer with the highest enrollment is considered the “first” family member. There is a 5% Tuition Discount for second family member registered, and a 10% Tuition Discount is given for each additional family member. (*Scholarship students are not eligible for family discounts.*)

**MALE STUDENT DISCOUNT:** Boys in Ballet 4 and up receive a 50% discount on all classes, including electives.

**FULL PAYMENT DISCOUNT:** A discount of 5% will be applied to accounts paid in full at the beginning of the year. Full Payment Discount will not apply for tuition that has been prorated for missed classes.

### **SCHOLARSHIPS**

Christian Academy of Dance will award partial scholarships on the basis of financial status and talent. There are a limited number of tuition subsidies awarded. To be eligible for scholarship, you must take the full recommended curriculum attendance for your given ballet level. Families seeking Scholarship will be required to meet certain responsibilities and be a part of our work-study program. Please contact the school administrator to receive an application. Applications must be received on or before August 26, 2016.

### **RECOMMENDED CURRICULUM ATTENDANCE**

CAD understands that not all students are able to meet our recommended curriculum attendance. Students are welcome to register for the number of classes they can feasibly commit to for their assigned level.

All students must take at least one ballet class as a requirement for Jazz, Modern or Contemporary.

### **PERFORMANCES**

There is a \$65.00 performance fee for each performance with the exception of the Student Choreography project. All parents must fill out a performance agreement form for each performance prior to the start of rehearsals.

### ***Ahavah***

All students in the Children’s division are invited to participate in the Living Rock Church production of Ahavah. All students in the Student division are required to audition and must be enrolled in the Ahavah Performance Requirements for their level.

### **Student Choreography Project**

All students in the Student and Adult divisions are invited to participate. This performance gives the students an opportunity to choreograph their own original piece or perform in a student piece. This is a part of our annual fundraiser event in which all of the proceeds go towards the quality of education at Christian Academy of Dance. There is no performance fee for this event.

## **Spring Performance**

All students taking their required course curriculum are expected to participate in the Spring Performance as part of their training at CAD. Students must be enrolled in a minimum of one class per week to participate in the Spring Performance.

Please notify the school office if you are unable to participate in the Spring Performance.

## **Youth Company**

Serious dancers with career aspirations in dance, enrolled in Ballet 5 and Ballet 6, are invited to audition for The Christian Academy of Dance Youth Company.

Performances opportunities include: Project Dance NYC, Ekklesia Contemporary Ballet Spring Performance, performance at Living Rock Church, and various outreach and fundraising performance opportunities.

## **DRESS CODE GUIDELINES**

Christian Academy of Dance has a strict dress code for all students that enables the instructor to best see and evaluate each student. Instructors must be able to see the body clearly. Leotards and tights should be worn without underwear underneath. Jewelry, leg warmers, and other items are a distraction to both student and teacher and are not permitted in any class.

**Hair:** must be secured in a bun with bobby pins and a hair net.

Please come to your class with your hair correctly done.

In all ballet classes of Children and Student division classes, students must wear the official uniform of the AMERICAN BALLET THEATRE® National Training Curriculum. The ABT Official Uniform is a pre-professional line of dancewear for young male and female students in ABT's training programs featuring a classic yet vibrant look in an exciting range of colors. The school uniform may be purchased at Dancer's World, or by contacting Geralyn at [dancersworld@aol.com](mailto:dancersworld@aol.com).

**Rehearsal Dress Code:** Dancers should maintain the dress code above for all rehearsals but are permitted to wear leg warmers and dance sweaters, which are to be removed at the instructor's discretion. T-shirts and bulky clothing are not permitted. Hair must be worn correctly, and the no jewelry rule is strictly enforced.

## **WHERE TO FIND DANCEWEAR**

### **In Store Retailers:**

For Pointe Shoes:

Dancer's World: 2348 Whitney Ave, Hamden, CT 06518 (203) 248-9304

For Tights & Shoes:

Dance Outfitters: 386 Main St, Middletown, CT 06457 860) 638-0086

### **Online Retailers:**

Boys Shoes: [www.dancewearsolutions.com](http://www.dancewearsolutions.com)

Girls Tights & Shoes: [www.discountdance.com](http://www.discountdance.com)

Gentlemen uniforms: [www.amazon.com](http://www.amazon.com)

ABT uniforms: [us.firstposition.com/american-ballet-theatre](http://us.firstposition.com/american-ballet-theatre)

## **CHILDREN'S DIVISION**

### **Creative Movement (Ages 3-4)**

Creative Movement is for children three to four years of age. Creative Movement explores both the creative and physical dimensions of each child as they gain awareness of music, rhythm, and movement. Classes are designed to develop strength, coordination, creative thinking, and expression. Through classroom exercises, children refine motor skills and develop their creative process through the use of props and imagery.

### **Primary (Ages 5-6)**

Primary Ballet is for children five to six years of age. This class provides a bridge between Creative Movement and the academy's first level of ballet. Children are introduced to the structure and discipline of a ballet class, as well as music awareness and basic ballet terminology. Primary Ballet emphasizes creative expression through movement to music.

### **Children's Division Dress Code**

#### **Girls**

Tights: Bloch TO921G Pink

Shoes: Bloch SO205C Pink

***Leotards and skirts may be ordered at Dancer's World, or by contacting GERALYN at [dancersworld@aol.com](mailto:dancersworld@aol.com).***

Creative Movement: *white*

Primary: *pink*

#### **Boys**

Shoes: B20 White ([www.dancewearsolutions.com](http://www.dancewearsolutions.com))

Black leggings or shorts

White thin socks

Fitted white t-shirt

## **STUDENT DIVISION**

The academy's Student Division offers a program designed to take students from their first introduction to the art through a full course of ballet study. The Student Division follows a structured sequence of training stages designed to increase the student's technical skills, stamina and discipline in accordance with their age and physical development and to prepare them for either a professional career in dance or acceptance into one of the nation's leading University Dance Programs.

### **Class Offerings**

CAD understands that not all students are able to meet our suggested curriculum attendance. Students are welcome to register for the number of classes they can feasibly commit to for their assigned level. All students must take at least one ballet class as a prerequisite for Jazz, Modern or Contemporary.

**Ballet 1** (Ages 7+): 2 Ballet classes per week

**Ballet 2** (Ages 8+): 3 classes per week - 2 Ballet, Jazz

**Ballet 3** (Ages 9+): 6 classes per week - 3 Ballet, Pre-Pointe, Jazz, and Modern

**Ballet 4** (Ages 11+): 7 classes per week - 3 Ballet, 2 Pointe, Modern, Jazz

**Ballet 5** (Ages 13+): 9 classes per week - 4 Ballet, Pointe/Men's Technique, Pointe/Pas de Deux, Modern, Contemporary, Conditioning

**Ballet 6** (Ages 15+): 10 classes per week - 4 Ballet, 2 Pointe/Men's Technique, Pas de Deux, Modern, Contemporary, Conditioning

**Ballet 7** (Ages 16+): 10 classes per week - 4 Ballet, 2 Pointe/Men's Technique, Pas de Deux, Modern, Contemporary, Conditioning

For their safety, students must attend ballet technique immediately prior to participating in pointe class or pas de deux.

### **Student Division Dress Code**

#### **Ladies**

Performance Tights: Capezio 9 Classical Pink

Class Tights: Capezio 1916 Ballet Pink

Shoes: Bloch SO258

Leotard and Skirt: ABT

Ballet 1: Lilac

Ballet 2: Magenta

Ballet 3: Aqua (& Black if enrolled in Modern or Jazz)

Ballet 4: China Blue (& Black if enrolled in Modern or Jazz)

Ballet 5: Sapphire (& Black if enrolled in Modern or Contemporary)

Ballet 6: Black

Ballet 7: Black & Motionwear 2518 Perfect Plum

Pas de Deux: Black shorts required

***Leotards and skirts may be ordered through Dancer's World, or by contacting GERALYN at [dancersworld@aol.com](mailto:dancersworld@aol.com).***

### **Gentlemen Youth Sizes**

Shoes: S1C White ([www.discountdance.com](http://www.discountdance.com))

Socks: Fox River Wick Dry Coolmax Liner Socks ([www.amazon.com](http://www.amazon.com))

Dance Belt: #WM131C ([www.discountdance.com](http://www.discountdance.com))

Tights: HT112Y Youth Boy's Compression Performance Ankle Length Tight by Game Gear ([www.amazon.com](http://www.amazon.com))

Shirt: Badger Youth Short Sleeve B-Fit Blended Compression Tee 2620-White ([www.amazon.com](http://www.amazon.com))

### **Gentlemen Men's Sizes**

Shoes: S1C White ([www.discountdance.com](http://www.discountdance.com))

Socks: Fox River Wick Dry Coolmax Liner Socks ([www.amazon.com](http://www.amazon.com))

Dance Belt: #WM131 ([www.discountdance.com](http://www.discountdance.com))

Tights: New Balance Men's Go 2 Tights ([www.amazon.com](http://www.amazon.com))

Shirt: Under Armour Men's Tactical Heat Gear Compression Short Sleeve T-Shirt ([www.amazon.com](http://www.amazon.com))

## **ADULT DIVISION**

### **Adult Ballet**

This class is ideal for the mature adult student who has had experience in ballet at a basic level. It provides a professional, comprehensive introduction to the art form.

### **Adult Division Dress Code**

Exercise top, skirt, tights, or stretch pants, ballet slippers

## **ENRICHMENT CLASSES**

All students must take at least one Ballet class as a prerequisite for Jazz, Modern or Contemporary.

### **Beginning Modern (Ballet 2-3)**

Introduction to the Horton modern dance technique. The technique emphasizes a whole body, anatomical approach to dance that includes flexibility, strength, and coordination. Classes are structured with instruction on body and spatial awareness to enable unrestricted, dramatic freedom of expression.

### **Intermediate Modern (Ballet 4-5)**

Continuation of the study of the Horton modern dance technique and foundational movement principles of the Martha Graham technique.

### **Advanced Modern (Ballet 6-7):**

Class curriculum is based in Horton and Graham modern dance techniques. Graham technique is based on the opposition between contraction and release with an emphasis on floor work, strength and dynamics.

### **Jazz (Ballet 3-4):**

Class curriculum is based on ballet technique layered with traditional jazz movement and includes a proper warm-up, stretches, isolations, across-the-floor progressions, and combinations.

### **Contemporary (Ballet 5-7) :**

Contemporary offers a diversified movement vocabulary, teaching the students a broader range of movement shapes, dynamics, and levels. Advanced students expand combination possibilities, focus on dynamics and levels, increase strength, and increasing range of motion and extension throughout the body.

### **Conditioning (Ballet 5-7)**

Exercises are drawn from Pilates and are aimed at developing core strength, and increasing range of motion and extension throughout the body.

### **Pas de Deux (Ballet 5-7)**

Students in Ballet 5 work on further developing their strength on pointe while gently introduced to working with a partner. Students in Ballet 6/7 learn the partnering techniques of classical ballet.

ALL STUDENTS MUST TAKE AT LEAST ONE BALLET CLASS AS A REQUIREMENT FOR MODERN, JAZZ, OR CONTEMPORARY

### **Enrichment Class Dress Code**

**Modern/Contemporary & Conditioning:** Solid color leotard for girls, (no camisoles), fitted T-shirt for boys (no logos), black bike shorts, leggings, or tights, bare feet for all.

**Jazz:** Solid color leotard for girls, (no camisoles), fitted T-shirt for boys (no logos), black jazz pants, black jazz shoes for all.

### **SOME INFORMATION REGARDING PHASES OF DEVELOPMENT:**

Our instructors play a vital role in the physical and emotional growth of our young dancers. We feel that having an understanding of a young dancer's emotional development is vital to building healthy relationships with our students and creating a positive atmosphere for them to learn in. Parents can help in this endeavor by understanding the emotional development of their child. Here are some general guidelines to help parents play a positive role in their child's dance training:

#### **1-5 YEARS OLD**

Setting consistent and clear limits helps to maintain the child's safety and teach appropriate and acceptable behavior. These limits will provide the foundation for the autonomy that will emerge in later years. Encourage your child's attempt to become separate, and share in his/her fun.

#### **6-10 YEARS OLD**

The role of the parent is to provide descriptive feedback. Parents should reward their child for the skills she/he used to create a successful outcome: for example, saying, "Good job. I saw that you were frustrated, but you took a deep breath and refocused." When parents catch their child doing something right, they should tell them. They should focus on skill improvement and taking steps to move forward.

#### **11-14 YEARS OLD**

Parents should set boundaries with and for their children. They should be role models for appropriate behavior, and teach coping strategies like deep breathing and refocusing. The focus should be on the process, not the outcome, of their child's endeavors. Parents can put situations especially disappointments into perspective without coaching or hovering over their child. They should provide an opportunity for their child to communicate with them.

## 15-20 YEARS OLD

Parents should be supportive. They should allow their child to drive some of the decisions she/he will be making. Parents should refrain from disappointing situations, and not coach. They should create an open environment for their child to communicate with them.

### **SOME GENERAL GUIDELINES FOR PARENTS:**

Our instructors are responsible for the children only during the class. All students must be accompanied by an adult until the class begins and must be picked up promptly when the class ends. Most classes run back to back and instructors cannot monitor children in the waiting area. For children under 6, at least one parent or caregiver must stay in the waiting area during the class in case of an emergency. If you can't stay with your child please make arrangements with another parent.

To maximize your child's learning experience please refrain from addressing issues with individual instructors before, during or after class. If there is any issue, please contact the Artist Director through the School Office at (860)663-2069 and we will be happy to answer any questions you may have.

### **ATTENDANCE:**

All students are expected to attend classes regularly and on time. Students should arrive at least 10 minutes before the start of their class. Students who arrive more than 15 minutes late for their class may be asked to sit and observe. Without a proper warm-up, a student can be seriously injured! Students should be picked up within fifteen minutes of the end of their classes. Please notify the studio by emailing [admin@christianacademyofdance.org](mailto:admin@christianacademyofdance.org) or calling (860) 663-2069 in advance of a class absence.

### **MAKE-UP CLASSES:**

Make-up classes are allowed only in Ballet 1 and up if class time is available. Ballet 1 and up students may make up missed classes by attending another class in their level or one level below. No advance notification is required to make-up a class.

### **CANCELLATIONS**

CAD will make a decision to cancel classes due to inclement weather as the need arises. Cancellations will be posted on the website by noon of the date cancelled. [www.christianacademyofdance.org](http://www.christianacademyofdance.org). Cancellations will also be posted on WFSB.

### **CLASS ABSENCE**

If planning a class absence, please fill out the form and notify the instructor in advance of a class missed. Attendance is always taken and taken into consideration for level placement.

### **REHEARSAL ABSENCE**

If planning a rehearsal absence, please fill out the form and notify the Artistic Director's in advance. Attendance is always taken. Two (2) occurrences of absence rehearsals **regardless of the reason** the student will risk losing their role.

### **ARRIVAL**

Use the main entrance of Living Rock Church when arriving for classes. All other entrances are locked.

Creative Movement & Primary students should arrive no earlier than 10 minutes before the start of their class. Creative Movement & Primary students are not allowed in the studios until invited by an instructor.

For children under 6, at least one parent or caregiver must stay in the waiting area during the class in case of an emergency. If you can't stay with your child please make arrangements with another parent.

If your student needs to use the restroom, becomes upset or misbehaves during class, they will be sent out of class for you to take care of their needs, after which time they can return to class.

Ballet 1 and up may arrive 30 minutes before class begins. After student has dressed and prepared for class, he/she should wait in the waiting area until their class begins.

### **DEPARTURE**

Please pick up your child promptly when class ends.

CAD is not responsible for your child outside of class time.

Please use the main entrance only to pick up your child.

Students are not allowed in the parking area unsupervised.

Students are not allowed to wait outside or leave the premises until parents retrieve them.

Please make the school office aware if someone other than a parent or legal guardian is going to be picking up your child.

### **WAITING AREA**

The waiting area is available to parents while students are attending classes and rehearsals. Please keep young children supervised and quiet in the waiting area. All students must remain inside the building when waiting to be picked up. Students are not allowed in the parking area unsupervised.

### **STUDIO ETIQUETTE (FOR STUDENTS)**

In this environment you are physically demonstrating the esteem in which you hold your art, teacher, and fellow students. Polite, respectful behavior is expected of all students, parents and siblings at all times.

**Cell phones:** Students are not permitted to use their cell phones during rehearsals or classes.

**Be considerate:** respectful behavior is expected.

**Be on time:** arriving late disturbs other students; ask permission to enter if you must be late.

**Be neat:** Keep your hair tight against your head so you can spot.

**Be clean:** air out your shoes

**Dress the part:** Follow dress code

**Mind your manners:** don't lean against the wall or on the barre or sit down unless directed to do so.  
Do NOT chew gum.

**Pay attention:** watch and listen always be aware of instructions

**Drink politely:** The teacher will allow one break in class to get water. Additional breaks will be allowed depending on the heat. Please drink before and after class. Students may not ask to have a drink after every combination; this makes it difficult to have a productive class in the allotted time.

**Ask permission:** Wandering in and out of the room is not allowed. If you absolutely must leave early get the teacher's okay before class starts. Never leave in the middle of a combination. If you are ill

notify the teacher immediately. Also, each student must wait outside the studio door if they are late for class. They will be notified when to enter class. No running in the building.

-No excessive noise.

-No littering – trash cans are provided.

-No chewing gum in the classrooms.

-No street shoes on the marley floor.

-Students are not allowed in the Director's office without permission.

-No food or drinks (except water bottles) in the studios.

### **APPROPRIATE CONTACT:**

CAD expects all students to behave in a manner that respects both personal boundaries and professional standards. This refers to relationships of all kinds. Ballet is an art form where physical contact is necessary and it is important to maintain professional contact. Any displays of personal affections or exclusive relationships are not permitted when participating in any CAD class or function. It is not permitted to invite any guest unless approved by the Director prior to class arrival.

### **RECORDING DEVICES**

The use of photography and video recording devices during classes at CAD without the permission of the Artistic Director is strictly prohibited.

Posting photographs and/or video recordings on any social network without the consent of the Artistic Director is strictly prohibited.

The use of photography and video recording devices are strictly prohibited backstage of all performances.

The use of photography and video recording devices are strictly prohibited for all tech, dress and on stage performances.

### **CLASS PLACEMENT**

Initial class placement for new students for all levels will be based on skill not age. The students' progress is then continuously evaluated and promotion to the next level is made on an individual basis. Promotions are considered for each student from attendance, number of classes, participation in performances, behavior, and mastery of skills. Written evaluations will be sent to the parents after the spring semester of each year.

### **EVALUATIONS**

Students enrolled in the Student Division will be tested on their ballet vocabulary and evaluated on the mastery of skills in the Spring semester of each year. Parents will receive a copy of their evaluations. The evaluation will notify parents when the student is permitted to advance a level.

### **OBSERVATION**

There is one parent observation week per semester. We feel that students achieve the most success when parents don't observe each class. It is important for the student to develop a sense of independence and build a relationship with the teacher.

During parent observation week, parents and extended family will have the opportunity to sit in on their child's class and observe the students as they train. We strongly encourage at least one parent attend.

The use of photography and recording devices is strictly prohibited. (refer to Recording Devices Policy)

### **BIBLICAL APPLICATION**

We will begin the first 5 minutes of each class with prayer and devotions.

There is a biblical theme for each semester and there is a weekly scripture that expounds upon this theme. Student's are encouraged but not required to memorize weekly scripture.

Please refer to the website to stay updated on the scripture of the week.

### **CAD DANCEWEAR SWAP SHOP**

Do you have a gently used uniform item that your dancer has outgrown? If it is in good shape (no stains, rips, discoloration) you can bring in your laundered, gently used ABT leotards and skirts to trade at our Swap Shop.

### **SOME OTHER HELPFUL TIPS:**

After you purchase new ballet shoes, put them on and tie a single knot in the drawstring so that shoe fits comfortably around top of foot. Take off the shoe and tie a second and even third knot, cut the extra drawstrings off and tuck the ends inside the shoe. Do not tie the strings in a bow.

CAD has a collection of used shoes. Feel free to drop off used shoes or look for needed shoes at any time. Line drying dance clothes rather than using the clothes dryer will help them retain their elasticity and they will fit and last longer. Use a permanent marker to mark ALL dance clothing and shoes clearly with your dancer's name.

### **HOW TO MAKE THE BALLET BUN:**

**Hair:** Girls in all ballet classes must wear their hair in a neat and tidy classical bun so hair does not obscure the neckline or get in the student's eyes. The ballet bun keeps hair from flying in a dancer's face; it also creates a clean, elegant line for the dancer. Follow these steps to make the perfect bun:

#### **Materials List**

- Hairspray and/or hair gel
- Hair pins (Thicker type with plastic tips.) \*Note: These are "U" Shaped
- Bobby pins \*Note: These are flat
- Heavy duty extra strong hair elastic bands
- Fine tooth comb & bristly brush
- Hair nets (Fine net with elastic edges. Should be same color as hair.)

1. To start the process, start with wet hair. This will give you better control over the hair. Gather the hair and pull it tightly back. Apply hair gel if you need more control over the hair.
2. Use a hair brush to smooth out rough or uneven areas. Form a high pony tail by brushing the hair up from the jaw line to the top part of the back of the head. This will form a high bun. The placement of the pony tail determines the placement of the bun.
3. Use a strong & thick elastic hair band to secure the pony tail. A tidy and tight pony tail with hair drawn snugly back is the key to making a good ballet bun. You can even use two elastics if need be.

4. Apply more water, gel or hairspray to keep the hair neat. If you have any lumps or bumps, you can smooth them back toward the ponytail with the bristly brush. Use bobby pins to pin down bumps or lumps near the elastic band (they will end up being covered by the bun)
5. Coil the pony tail into a flat circle on the head (not too tight so that the bun starts to stick out like a doorknob). A very flat coil is preferable.
6. Use hair pins all around the coil to secure it to the rest of the hair. Slide each pin through the outer part of the coil, then into the base of the bun.  
(You should grab the outer part of bun with hairpin, pull out from the center and then push back in toward the bun.)
7. Wrap a fine hair net around the bun. Keep twisting and wrapping so that the hair net tightly secures the bun. Add a few more pins to anchor the bun.
8. With long thick hair, you may end up with a bun that will protrude too much. A flatter bun is preferable. To flatten, remove all pins; the hair net will hold the bun. Then flatten the bun and re pin all around the bun.
9. For extra hold, when the bun and hair are all secure, use lots of hairspray to finish.

### **LOST & FOUND**

Christian Academy of Dance is not responsible for items lost, misplaced, or left unattended in the studio. Put your name in or on ALL of your belongings. Items found in the studio at the end of the day will be placed in the Lost and Found box, which is located in the school office. Lost and Found items will be donated to charity at the beginning of each month.

### **SUPPORT CAD**

All Contributions to Christian Academy of Dance, a non-profit ministry of Living Rock Church are classified as a 501(c) (3) organization and are tax deductible.

If you would like to make a donation, please make your check out to Living Rock Church. Specify which category you would like your donation to go to:

CAD General Donation

CAD Scholarship Fund

Mail to: Christian Academy of Dance, 138 Route 81, Killingworth, CT 06419

### **SUPPORT MISSIONS**

Christian Academy of Dance proudly supports Emmanuel Ballet Academy in Juarez, Mexico. We send gently used dance items and financial support annually. If you have any dance supplies that you wish to donate please inquire at the school office.

### **CONTACT**

Please do not contact instructors for any questions or concerns.

Please direct any and all inquiries through the school office:

Artistic Director, Elisa Schroth: [elisa@christianacademyofdance.org](mailto:elisa@christianacademyofdance.org)

Administrator, Amy White: [admin@christianacademyofdance.org](mailto:admin@christianacademyofdance.org)