



Mississauga Ballet Association Parent Handbook 2012-2013

**Serving Mississauga & Oakville for over 30 years
(416) 410-9947**

**Visit our Web Site at: www.mississaugaballet.com
e-mail: mississaugaballet@hotmail.com**

PLEASE READ AND KEEP FOR FUTURE REFERENCE

CLASS SCHEDULE (Tentative):

The schedule below is tentative. **Due to fluctuations in registration numbers, the MBA reserves the right to cancel and/or adjust the following schedule; however the Board of Directors of the MBA will endeavour to maintain the proposed schedule as closely as possible.**

Class Fees	2012/2013 Season	Teacher	Location	Ages are a guideline only. Miss Eileen may place students according to experience.	Class Day	Class Time
490.00	PBII	Miss Eileen	LAC - studio	6 & 7 years	Monday	4:45 - 5:30 pm
450.00	KI	Miss Eileen	LAC - studio	3 & 4 years	Monday	5:30 - 6:00 pm
490.00	PBI	Miss Eileen	LAC - studio	5 & 6 years	Monday	6:00 - 6:45 pm
520.00	CBII	Miss Eileen	LAC - studio	8 & 9 years	Monday	6:45 - 7:45 pm
520.00	CBI	Miss Denise	LAC - studio	7 & 8 years	Tuesday	4:45 - 5:45 pm
520.00	CBIV	Miss Denise	LAC - studio	10 & 11 years	Tuesday	5:45 - 6:45 pm
520.00	CBV/VI	Miss Denise	LAC - studio	11 - 13 years	Tuesday	6:45 - 7:45 pm
425.00	Modern	Miss Denise	LAC - studio	14 - 17 years	Tuesday	7:45 - 8:45 pm
490.00	PBI	Miss Eileen	LAC - studio	5 & 6 years	Thursday	5:15 - 6:00 pm
520.00	Senior B	Miss Eileen	LAC - studio	12 - 14 years	Thursday	6:00 - 7:00 pm
410.00	Pointe	Miss Eileen	LAC - studio	Senior Ballet Students	Thursday	7:00 - 7:45 pm
575.00	Senior	Miss Eileen	LAC - studio	15 & up	Thursday	7:45 - 9:15 pm
490.00	KII	Miss Eileen	LAC - studio	4 & 5 years	Friday	5:00 - 5:45 pm
520.00	CBI	Miss Eileen	LAC - studio	7 & 8 years	Friday	5:45 - 6:45 pm
520.00	CBIII	Miss Eileen	LAC - studio	9 & 10 years	Friday	6:45 - 7:45 pm
490.00	KII	Miss Eileen	LAC - studio	4 & 5 years	Saturday	10:30 - 11:15 am
490.00	PBII	Miss Eileen	LAC - studio	6 & 7 years	Saturday	11:15 - 12:00 am
520.00	CBV	Miss Eileen	LAC - studio	11 & 12 years	Saturday	12:00 - 1:00 pm
520.00	CBVIII	Miss Eileen	LAC - studio	12 - 14 years	Saturday	1:00 - 2:00 pm

2012-2013 Ballet Season Calendar

Monday Classes	Tuesday Classes	Thursday Classes	Friday Classes	Saturday Classes
September 10, 17, 24	September 18, 25	September 20, 27	September 14, 21, 28	September 8, 15, 22, 29
October 1, 15, 22, 29	October 2, 9, 16, 23, 30	October 4, 11, 18, 25	October 5, 12, 19, 26	October 13, 20, 27
November 5, 12, 19, 26	November 6, 13, 20, 27	November 1, 8, 15, 22, 29	November 2, 9, 16, 23, 30	November 3, 10, 17, 24
December 3, 10	December 4	December 6	December 7	December 1, 8,
Open House: December 3	Open House: December 4	Open House: December 6	Open House: December 7	Open House: December 8
January 7, 14, 21, 28	January 8, 15, 22, 29	January 10, 17, 24, 31	January 11, 18, 25	January 5, 12, 19, 26
February 4, 11, 25	February 5, 12, 19, 26	February 7, 14, 21, 28	February 1, 8, 15, 22	February 2, 9, 16, 23
March 4, 18, 25	March 5, 19, 26	March 7, 21, 28	March 1, 8, 22	March 2, 9, 23
April 1, 8, 15, 22, 29	April 2, 9, 16, 23, 30	April 4, 11, 18, 25	April 5, 12, 19, 26	April 6, 13, 20, 27
		May 2	May 3	

Production Rehearsal & Shows: May 4 & 5
Spring Demonstration for KI: May 9

*Thanksgiving: October 6 & 8
*Family Day: February 18
*March Break: March 11 -16
*Easter: March 29 & 30

Mississauga Ballet Association (MBA)

- Founded in 1980 by Suzanne Stapells.
- Governed by a volunteer Board of Directors - all members are welcome to attend monthly meetings.
- An Annual General Meeting (AGM) is held -all parents/guardians are strongly urged to attend.
- Classes are held in the Dance Movement Studio or the Staging Room at the Living Arts Centre, 4141 Living Arts Drive, Mississauga (beside Square One).
- Studios feature sprung wood floors, ballet barres, mirrors and an acoustic piano.
- Offers dance classes for children age 3 and up (K-Dance, Pre-Ballet & Classical Ballet).
- Offers Pre-Pointe and Pointe classes from age 12 and up as needed.
- Offers Modern for ages 12 and up.
- Offers opportunities to be involved in leadership training by helping with younger classes.
- Winter Open House is presented yearly for all class levels.
- All dancers K-Dance 2 (KII) and up participate in the Spring Production at Meadowvale Theatre in Mississauga.
- K-Dance 1 (KI) has an in-house Spring Open House with costumes and scenery.
- Parent volunteers allow for a professional production and safety for all.
- A costume wardrobe maintained by MBA is used for the Winter Open House and Spring Production.
- Experienced and consistent teachers.
- Ballet classes are accompanied by a pianist.

Philosophy of the School . . . Dance is Fun!

The main goal of the K-Dance, Pre-Ballet and Classical Ballet programs is to provide students with a healthy, beneficial and enjoyable extra-curricular activity rather than to necessarily produce professional dancers. Students are encouraged to develop their talent to its fullest potential while benefiting from being a member of a group and sharing a common love - dance.

Artistic Staff

Artistic Director

Eilleen Buchholz

Teachers

Eilleen Buchholz
Sharon Denise van Es

Assistant Teachers

Natasha Cryderman
Jessica Pasia

Pianists

Melodie Austria
Stephen Szeto
Josh Priess
Kevin Tam

Eilleen Buchholz

Artistic Director

Raised in Acton, Ontario, Eilleen started dancing when she was three years-old. She studied ballet as well as tap and jazz in Guelph until moving to Toronto at the age of 17 to attend the School of Dance at George Brown College. After a year of intensive training in ballet and jazz, Eilleen was accepted into the National Ballet School's Teacher Training Program. In 1995 she graduated as a certified member of the Imperial Society of Teachers of Dancing (CSB). Since then, she has taught ballet, tap and jazz at many schools in Toronto. Eilleen has been with the Mississauga Ballet Association since 1996 and loves teaching students of all ages.

Sharon Denise Van Es

Ballet and Modern Teacher

Sharon Denise van Es began dancing at the age of seven and has excelled through various and disciplined training methods to get to where she is currently studying at Canada's National Ballet School Toronto. She has worked with renowned artists such as Carol Anderson, Darcey Callison, Terrill McGuire, Holly Small and Matjash Mrozewski in pieces of contemporary and modern styles. Prior to Canada's National Ballet School, Sharon Denise was studying at York University in the BFA Honours Dance Program. Outside of Sharon Denise's usual styles of dance including ballet, jazz, lyrical, modern, contemporary and hip hop, she has also enjoyed learning National dances from the Philippines, Romania, Russia, Macedonia, England, France, and many more. Sharon Denise has been a dance instructor for almost eleven years and looks forward to helping each of her students soar to the best they can be.

Programs Offered

K-Dance (formerly Kinderdance) builds on children's natural love of music and movement to lay the foundation for studies in other forms of dance. K-Dance is to technical forms of dance what Kindergarten is to elementary school.

Levels: K-Dance I (KI) and K-Dance II (KII)

Pre-Ballet is a transitional level which retains the fun element of K-Dance and gradually prepares the student for classical ballet.

Levels: Pre-Ballet I (PBI) and Pre-Ballet II (PBII)

Classical Ballet offers students a series of classes that grow in content and difficulty with ability and strength. The program strives to retain the joy of dancing while exposing students to the fine points of classical ballet and music.

Levels: Classical Ballet I to VIII (CBI to CBVIII)

Senior Ballet is a continuation of the Classical Ballet program geared towards students with a more advanced knowledge of the art form.

**** Pointe** is a program for students who are more seriously interested in ballet/dance. This program includes a second lesson each week with an emphasis on pre-pointe, pointe and choreography. Students are individually assessed on strength and control before starting the pointe program. Schedule permitting, a guest teacher or field trip will be offered to these students once per season.

****Modern** is a contemporary form of dance with an emphasis on natural movement. These classes are offered to older students with some ballet experience.

**** SECONDARY CLASSES:** Students must be enrolled in a ballet class at MBA in order to register for any of the secondary options.

Dance Outfits and Class Routines

Bodysuits are available in nylon, lycra and cotton/lycra. You may choose the fabric according to budget, availability and preference. Due to winter temperatures long-sleeved bodysuits are recommended and only fitted dance sweaters are allowed to be worn in class. Hair MUST be tidy and in a ballet bun.

K-Dance I & II:

Tights: Ballerina pink
Bodysuit: Pink, long-sleeved, scoop-necked
Shoes: Pink leather with elastics
Tutu: Custom made. Order through MBA.

Pre-Ballet I & II:

Tights: Ballerina pink
Bodysuit: Pink, long-sleeved, scoop-necked
Shoes: Pink leather with elastics

Classical Ballet I & II:

Tights: Ballerina pink
Bodysuit: Royal blue, long-sleeved, scoop-necked
Shoes: Pink leather with elastics

Classical Ballet III to VI:

Tights: Ballerina pink
Bodysuit: Burgundy, long-sleeved, scoop-necked
Shoes: Pink leather with elastics

Pointe

Tights: Ballerina pink
Bodysuit: Black tank bodysuit
Shoes: Pink leather with elastics
Pointe Shoes: Appointments will be arranged by Miss Eilleen to purchase shoes at the appropriate time

Classical Ballet VII, VIII & Senior:

Tights: Ballerina pink
Bodysuit: Black tank bodysuit
Shoes: Pink leather or canvas with elastics

Modern:

Tights: Black leggings or bike shorts
Bodysuit: Regular ballet bodysuit or black tank bodysuit
Shoes: Bare feet OR Capezio Foot Undeez
Please purchase convertible ballet tights if you are also enrolled in modern

Boys:

Tights: Black bike shorts, white ankle socks
Shirt: White t-shirt (fitted)
Shoes: Black leather ballet shoes with elastics

Sources for Dancewear

Please inform the salesperson that you are from MBA for the appropriate discount if applicable. Due to seasonal changes in store hours, we recommend checking store hours before your visit.

Mirena's Fashions	Instep Activewear
2219 Dunwin Drive	635 Fourth Line #8
905-608-1800	905-844-4415
www.mirenasfashions.com	www.instepactivewear.com

Hair: Must be worn up and off the face, preferably in a bun, as this is part of the decorum of a dancer. A stretchy hairband may help students with short hair. If you are unsure about how to make a bun, please ask one of the teachers for assistance. Ponytails should be avoided.

Old Uniforms and Shoes: If you are purchasing a new bodysuit and/or ballet shoes for your child and would like to donate the old ones to MBA, we can make good use of them at recital time.

Washroom Trips: In younger classes, the duty parent will be asked to take dancers to the washroom. As students age, a buddy system will be established for washroom trips during class (when necessary). Please encourage your child (or all children if you are the observation parent of the day) to use the washroom before class.

Waiting for Class: Students and their siblings are restricted to the waiting area (hallway, non-carpeted area only) before class and are not allowed to wander through the building. **Noise levels should be kept at a suitable level.**

Policies and Guidelines

REGISTRATION: All students must be a minimum of three years of age by the date of the first class and must be potty-trained.

LATE REGISTRATION: Acceptance of new students mid-term will occur at the discretion of the Artistic Director. Registrations accepted before Thanksgiving (October 8th, 2012) will not be prorated. Registrations accepted after Thanksgiving will be prorated with 50% of the fees due upon registration. A fee payment schedule for the remaining class fees will be determined by the Treasurer based on the date of registration.

WITHDRAWAL/REFUND POLICY: The MBA requests a written letter indicating the reason for withdrawal from the school. If participants withdraw before October 31st, the November and December instalments will be returned. If participants withdraw after November 1st and before November 30th, the December instalment will be returned. No refunds will be given for withdrawals after December 1st. **If a participant withdraws before the first instalment is cashed, a \$25.00 registration fee will be charged.**

NSF CHEQUES: Parents/Guardians will be responsible for a \$30.00 NSF charge.

TASK FEE COMPLAINTS: Parents/Guardians have 60 days from cashed cheque date to submit a grievance in writing or via email.

INCLEMENT WEATHER POLICY: In the case of severe weather conditions or unforeseen circumstances, please call our Hotline at 416-410-9947 for regular updates. MBA will not call you. Due to MBA's schedule and contractual agreements, cancelled classes will not be rescheduled.

REQUIRED MINIMUM ATTENDANCE: If a student misses 50% or more classes after March Break, participation in the spring recital shall be at the discretion of the Artistic Director.

PRIVACY POLICY: Any information collected from members may be used for the following purposes: to prepare classes or group lists; collecting/processing payments; to contact parents and guardians in case of emergency or for matters related to MBA; mailing any/all information to participants and parents; for the creation and distribution of observation schedules and for the co-ordination of volunteers for MBA-related activities. The Mississauga Ballet Association will not release any personal information about its members without their written permission.

REMINDERS:

- **Do not bring any food that contains peanut products to the Living Arts Centre.**
- Give consideration to all dance students - no running, loud voices or foul language.
- Label all clothing, especially ballet shoes (on the soles).
- No gum is allowed during class.
- No jewellery, except rings and stud earrings may be worn to class.
- Do not bring valuables to class.
- No smoking is permitted on the premises
- No Pets (with the exception of seeing-eye dogs).

Task Fee

The MBA is a not-for-profit organization. Due to the fact that we rely on parent volunteers, a task fee system has been put in place. A separate cheque for \$100.00 dated for April 1st, 2013 is due with your registration (one per family). If you or someone else in your family completes **ONE** task (see volunteer opportunities) over the course of the season your task fee WILL NOT be cashed and the cheque will be destroyed. If you do not to volunteer, your \$100.00 cheque WILL be cashed.

Parent Observation Schedule (Duty Roster):

As the Living Arts Centre is a public building, a duty roster system has been prepared for each class for supervision and safety purposes, up to the older Classical Ballet levels. This gives a member of each family an opportunity to view an individual routine lesson, as well as taking a turn providing supervision before and after class. It is of special concern to us that all students are picked up promptly after class and your co-operation is greatly appreciated. However, to ensure the safety of all of our students we ask that the observation/duty parent wait up to a maximum of 10 minutes after the official end of class. At that point, if a student has not been picked up, the student should be brought to the dance studio and an artistic staff person will take over and the observation/duty parent is free to leave. If the assigned date is not possible, it is the parent's responsibility to find a replacement in good time and to notify Miss Eileen of the substitute if he/she cannot be present on that day.

All efforts will be made to be fair and flexible. In the event that there are extenuating circumstances (e.g. parent works during class time and is unable to take any time off), exceptions may be made. A written request to the Board is necessary to request total exemption from the duty roster system. Each year the Board, in consultation with the artistic staff, will decide the cut-off level for the duty roster system.

Fundraising

The MBA is a not-for-profit organization, and unfortunately our fees alone do not cover our costs. Each year we re-evaluate our financial needs and try to streamline our fundraising focus to help maximize participation and reduce the number of fundraisers required. Our objective is to offer programs that provide optimal return for MBA and your fundraising dollar.

Our annual fundraising goal is \$5,000. We will begin our pursuit of the annual goal with the start of our fall fundraiser. Stay tuned for program details. We are also busy planning for the greatly anticipated Spring Production Raffle*. Further information on upcoming fundraisers can be found in our ballet newsletters, which will be sent home with your dancers.

* Since the MBA must apply for a license in mid-February, any company or individual willing to donate a prize for our Spring Production Raffle is asked to notify us at 416-410-9947 by February 2013.

Corporate Sponsorship Program

As part of our initiative to reduce the fundraising demand on our membership, the MBA has expanded its Corporate Sponsorship program. It is our hope that the tiered program will attract a greater sponsorship base by offering a more appealing partnership with MBA. The visibility of sponsor's support extends beyond our organization and into the community.

If you would like more information on the Corporate Sponsorship Program or are interested in becoming a sponsor, please visit www.mississaugaballet.com or call 416-410-9947.

Board of Directors

MBA elects a Board of Directors yearly at the Annual General Meeting (AGM), held in the fall. The term of office is one year. Directors may serve more than one term in office. A minimum of five and a maximum of 11 directors are elected. The Board meets as often as necessary to make decisions regarding operations and related issues (usually once per month – no meeting in July or December). At least half of the Directors must attend a meeting in order to reach quorum. Decisions are made by the Board of Directors; a simple majority rules. The Artistic Director may advise the Board but does not have a vote.

Board of Directors 2011-2012

Chairperson	Litsa Sharma	(905) 290-1956
Treasurer	Eleanore Sanviciores	(416) 832-0682
Secretary	Nancy Fonseca	(905) 601-2345
Fundraising Coordinator	Daiana DeGracia	(647) 206-1294
Member-at Large	Imelda Joson	(905) 270-9515
Member-at Large	Vivian Szeto	(905) 569-1986
*Bookkeeper	Jennifer Manesiotis	
*Member-at-Large	Olga Nikulina	(647) 344-6959
*Member-at-Large	Katherine Pasia	(905) 566-4999

*Non-voting member of the Board

MBA would like to extend our thanks to all board members for their commitment to our organization. To find out how you can become involved in the volunteer board, please call (416) 410-9947 or e-mail us at mississaugaballet@hotmail.com. An updated list of 2012/2013 Board of Directors will be posted at www.mississaugaballet.com after the AGM.

Mississauga Ballet Association wishes to thank the following sponsors for their support:

Eleonor Sanviciores – Welseas Financial
Eleonor Sanviciores – Accounting and Business Advisors Inc.
iT Guy Technologies
Judy Jakusz - J. Jakusz Photography

Special thanks to the Mississauga Arts Council for their continued support.

VOLUNTEER OPPORTUNITIES

TASK FEE QUALIFYING JOB	TIME FRAME
Any Board position	Monthly Meetings
Costume Co-ordinator	December, March to May
Show Co-ordinator (oversees production)	January to May
Volunteer Co-ordinator (Scheduler – match volunteers to tasks as needed)	On-going
Show Volunteer Co-ordinator (dressing rooms)	March to May
Backstage Co-ordinator (stage people)	March to May
Fundraising	2 to 3 times per year
Show Facilitator	Dress rehearsals and shows
Raffle Co-ordinator	February, April and May
Backstage people working the whole show	Dress rehearsals and shows
Show Program (word-processing)	April and May
Show Program Sponsor Solicitation (Corporate & Non-Corporate)	On-going
Class Rep. (responsible for recruiting show volunteers from their class, for Show Weekend and Winter Open House) recruit 50% of parents from class to attend AGM.	On-going (i.e. occasional phoning)
Photo Co-ordinator (schedule, photo copy & run on Saturday of show)	April and May
Quick Changes for entire Show Weekend	Dress rehearsals and shows
Advertising	On-going (Heavy pre-season)
Monitoring the Task Fee positions	On-going
Hospitality	Dress rehearsals and shows
Flower Co-ordinator	April and May – Mainly show day
Front of House Co-ordinator	Mainly show day
Costume Transportation for the Show Weekend	Dress rehearsals and shows
Word-processing (Any or all of the following: Registration Packages, Brochures, Student/Volunteer/Attendance Lists, Class Reps.)	On-going
Word-processing (newsletters, flyers, show info. package)	On-going
Newsletter Co-ordinator	4 to 5 times a year
Any KI Parents volunteering at the show (for future experience)	Dress rehearsals and shows
Sewing a full costume	January to April
Set Up for Winter Open House	December
Set Up for KI Dance A Story	One evening in May
Telephoning (misc.)	On-going
Sewing pieces and repairs	November, March, April and show weekend

This is not intended to be a complete list of tasks.

We appreciate any time and effort you can offer. A collective contribution will help make this dance season successful.