

COLORADO
CONSERVATORY
of DANCE

STUDENT HANDBOOK

2024-2025



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Christiana Wheeler
Laura Whitby
Abby Hageman, apprentice
Abbey Sterling, apprentice
Sarah Wilson, apprentice

2024-2025 SEASON

August 12, 2024-May 31, 2025

FALL/SPRING OFFICE HOURS

Monday-Friday 11 am - 9 pm
Saturday 9 am - 2 pm

MAIN CONTACT INFORMATION

(303) 466-5685
info@ccdance.org
www.ccdance.org

2024-2025 PERFORMANCE SEASON

The Nutcracker
December 14th, 15th, 21st, 22nd, 2024

Sensory Friendly Nutcracker
December 20th, 2024

Romeo and Juliet: the Choice
March 22, 2025

DanceFound
May 9 - 10, 2025

Annual Showcase
May 31, 2025

Summer Intensive Performance
July 26, 2025

*All dates are subject to change.

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ABOUT CCD

MISSION

To inspire the love for dance, encourage artistic expression, and increase accessibility of dance and performance for the community.

VISION

With direction, purpose, and intent, the Colorado Conservatory of Dance creates a healthy and generous environment where students, parents and community members are nurtured and encouraged to develop their most creative and fulfilled selves. We responsibly pursue our mission with high standards and high expectations. We value mentorship and partnership, and we believe that dance should be available and accessible to all.

VALUES

With direction, purpose, and intent, the Colorado Conservatory of Dance creates a healthy and generous environment where students, parents and community members are nurtured and encouraged to develop their most creative and fulfilled selves. We responsibly pursue our mission with high standards and high expectations. We value mentorship and partnership, and we believe that dance should be available and accessible to all.

DEIA

Colorado Conservatory of Dance supports BBIPOC, AAPI, LGBTQIA+, people with disabilities, and neurodiverse peoples, as well as those who have been historically marginalized, oppressed, or underrepresented in our society. We believe in respect for all perspectives, the value of creativity, the power of art, and treating other humans with dignity and kindness.

You are welcome at Colorado Conservatory of Dance for who you are. In our classes, we value and respect different ideas and dance forms from every member of our community. We thrive to create a respectful environment where all students, faculty, staff, and community members can bring their most authentic selves to CCD.

WHO WE ARE

CCD believes in a better life through dance. We understand the importance of high-quality arts education. We begin our contribution and dedication to better lives through dance in our Broomfield studios. We teach dance in a healthy, caring, and nurturing way by listening, seeing, and fulfilling the needs of all of our dance students—both children and adults. CCD gives the same great training and commitment to students who dance purely for the joy of it as it does to those who have career aspirations.

We continue our commitment beyond our Broomfield location through our thriving community programs. We seek to heighten education, deepen self-esteem, and further the art of dance in a fun and engaging way. We make a real and important impact for and with our community and enrich the future of arts education.

YOUNG DANCERS PROGRAM

Our dance classes begin with dancers age 1-2 in Dance With Me classes where an adult caregiver accompanies them to class each week. From age 3 - 6, students are enrolled in different classes to explore the joy of dancing, discovering their creativities, and work with their peers in a supportive and nurturing environment.

CONSERVATORY TRAINING PROGRAM

Our Conservatory Training Program offers 10 levels of classes in ballet, 6 levels in Jazz, Hip Hop, Modern/Contemporary, Tap, and Cultural Dances. These classes are designed to develop students' body alignment, core strength, understanding of muscle/rotation usage, and musicality that are required for different techniques. Throughout the training program, students will also develop the understanding of how different dance forms were developed from the historical and cultural perspectives. CCD emphasizes anatomically appropriate training methods, process-based learning, and professional standards.

ADAPTIVE DANCE CLASSES FOR STUDENTS WITH DISABILITIES

Dance Expressions, an inclusive dance program with an adaptive curriculum to provide children of all abilities with a therapeutic dance experience. Students gain increased body awareness, develop fundamental motor skills and flexibility, improve self-esteem, concentration and focus, and have fun expressing themselves creatively. Dance expressions classes are available for students with physical and developmental disabilities.

SENSORY FRIENDLY PERFORMANCES

CCD offers a sensory-friendly version of its acclaimed production of The Nutcracker. With gorgeous sets, choreography, and international guest stars, thousands of families come to enjoy our production every season. In the spring, CCD's Emerge Youth Ensemble adapts an evening performance for sensory-friendly audiences.

WHY WE FUNDRAISE

Our fundraising efforts help to produce top-quality performances and support the programs described above so we can provide access to dance to as many members of the community as possible.

FACULTY AND GUEST TEACHERS

Our faculty is comprised of dance experts who have extensive professional experience and/or advanced degrees in dance performance and pedagogy. For a full list of our faculty bios and guest teachers, visit <https://ccdance.org/faculty/>

HOW YOU CAN SUPPORT CCD

There are many ways you can support CCD - donate, attend our performances, Volunteer, become a sponsor, or advertise with us! Check our website for all the ways you can support this growing nonprofit organization.



TUITION INFORMATION

TUITION POLICY

CCD's Conservatory season begins mid-August and runs 42 non-consecutive weeks as outlined by the school calendar. Tuition is calculated in 10 equal monthly installments through the Annual Showcase.

CCD's Adult Program runs year-round with breaks for Thanksgiving, Winter Break, and Spring Break.

Tuition is due on the 1st of each month; monthly statements and account balances are available in the parent portal. Tuition received after the 5th of the month will result in a \$35 late fee. Additional fees may be assessed each month the payment is overdue.

UNDER NO CIRCUMSTANCE WILL CCD REFUND PAID TUITION.

Tuition Credit may be made in the case of serious injury accompanied by a doctor's note.

To withdraw from classes, the Front Desk must be notified by the 15th of the month prior to withdrawing from classes (for example, notify the Front Desk by April 15th for May).

Tuition installments can be paid by check, cash, or Visa/MasterCard/Amex. Monthly auto-payments can be set up through DanceStudio-Pro or by contacting the front desk. Returned checks will result in a \$35 charge.

Accounts past due on the 10th of the month may result in immediate suspension from classes until finances are settled. All accounts must be current for a student to participate in any CCD production, performance, or rehearsal.

There is an annual \$35 registration fee. The registration fee for additional family members is \$10 per student.

For detailed information regarding our photo usage, injury, and Covid-19 policies and waivers, please locate the pertinent waiver content on your DPS Parent Portal and/or our School Policies page on our website.

Did you know that CCD has a family discount? We offer a 3% discount for the 2nd child and 3% for all subsequent siblings. This discount is applied automatically!



LEVEL PLACEMENT

CCD believes in nurturing each student as an individual, carefully cultivating and crafting their education every step of the way. We believe in investing ourselves in each student, so they feel seen and cared about. To facilitate this, each student is individually assessed when they first start taking classes with us, and we continue to oversee their progress throughout the year, providing evaluations periodically to the dancer and their family.

Our Conservatory Training Program includes Ballet, Jazz, Hip Hop, Modern/Contemporary, and Tap. Students are placed in the appropriate level of each dance form based on their progress in each dance form.

Class placements for the Conservatory Training Program are based on skill level and attainment of curriculum goals while our Young Dancers Program is designed based on the students' age.

All placements are determined and monitored for by the Artistic Director and the faculty team.

Students may spend multiple years in each level before advancing to the next level.

Students who do not take the recommended number of classes per week can expect to spend more time at each level in order to solidify technique.

Summer placements will remain the same as the prior calendar year.

Fall placements generally get released before the Annual Showcase.

MAXIMUM CLASS SIZES

We are committed to every student. To ensure that we provide the highest quality dance instruction and attention, we limit our class sizes. Classes with fewer than 5 students may be canceled.

Dance with Me – 10 children & their caregivers

Dance Expressions – 10 students

Young Dancers' Program – 10 students

Elementary Division – 15 students

Intermediate & Advanced Division Ballet – 20 students

Accelerate! – 20 students



SCHOOL POLICIES

ATTENDANCE & PUNCTUALITY

Please submit an absence through the student's DSP account to notify the front desk if a dancer will not be able to attend class.

You can make up a class (up to 3 classes per semester, and must be made up within the same semester)

Please contact the front desk to schedule a make-up class.

Make-up classes must be in the same dance form at the same or lower level as the missed class.

Accelerate! classes may be made up in Intermediate 1 for ballet or level 1 for other dance forms.

No tuition credits or refunds will be given for absences or missed classes.

Make-up classes are not allowed for pre-scheduled Holidays, Studio closures, scheduled rehearsals for CCD productions, and unexpected closures, due to inclement weather or other unforeseen events.

To ensure all students are well prepared for the Annual Showcase, **between May 5th and May 28th, 2025, dancers may not have any absences in a single class, including classes held Friday and Saturday on Memorial**

Day Weekend—no exceptions (CCD will be closed on Monday, May 26 only). Participation in the dress rehearsals are absolutely mandatory.

Due to risk of injury, students may be asked to observe if they arrive more than 10 minutes late to class. This is for your student's safety.

DRESS CODE

Please check our webpage for the Dress Code. All items can be purchased or ordered through Boulder Body Wear. Students may use the dress code with which you identify, and need to be consistent throughout the entire year.

Students MUST be in the 2024/2025 dress code in ALL classes and rehearsals, and we encourage higher level students to have multiple sets. Advanced students will have Dress Code Free Saturdays during classes ONLY.

Students may not be able to participate in the classes if not able to have the correct dress code. (After September 1, 2024)

Dance shoes should NEVER be worn outside, and these include all shoes students wear for all classes. Skirts may not be worn in ballet/pointe class. They

are optional for Pre-Professional Ballet and Variation Classes.

We are happy to make necessary alterations to this dress code for religious purposes. Please speak with the front desk to make arrangements.

ACCESSORIES

Watches, bracelets, necklaces, and large earrings are a safety hazard and are not permitted in class – small, secure earrings are okay. Students who wear necklaces, bracelets, or other jewelry to class will be asked to remove them. CCD is not responsible for jewelry removed during class. Religious accessories, such as hijabs, are permitted. Please speak to the Artistic Director to arrange.

WARM-UP CLOTHES

'Warm-ups' clothes cover up students' bodies and make it hard for teachers to see their technique and physical needs. Warm-ups are only permitted in class until the end of the third exercise of the class. Warm-ups and other clothing are allowed in classes like Conditioning. See our dress code for style-specific guidelines. Ballet warm-up booties are meant to be worn inside. Students are not allowed to wear these booties into the studio if the booties were worn outside.

A SPECIAL NOTE FOR FEMALE DANCERS

Tights serve as underwear beneath their leotards, so be sure to buy dance tights which have a cotton crotch. Underwear inhibits movement, breaks up the lines on the body, and is not allowed under tights. We know this can be a bit of a surprise for younger dancers, but they adjust quickly. If you need advice about dealing with women's issues around this, please ask for a private conversation with your teacher.

A SPECIAL NOTE FOR MALE DANCERS

Male students should always wear dance briefs or a dance belt under their tights. These items serve the same purpose as a jockstrap and protect a male dancer from injury. You can purchase dance briefs and dance belts from Boulder Body Wear.

A SPECIAL NOTE FOR OUR TRANSGENDER AND NON-BINARY DANCERS

You may use the dress code with which you identify. A gender-neutral bathroom/changing area is available and belongings may be stored in our general-purpose lockers. CCD is also committed to continuing to evolve with how we provide a safe space for our transgender community.





HAIR EXPECTATIONS

All dancers should have hair pulled away from the face.

For ballet and ballet-related classes, long hair should be pulled into a secure bun. Bangs must be secured back. Short hair must be kept from the face using clips, barrettes or pins.

For all other dance classes, dancers with short hair should have hair pulled away from the face. Long hair must be pulled into a ponytail. Bangs must be secured back.

Students in the Young Dancers' Program may wear their hair in ponytails.

We recommend keeping a separate bag with a brush/comb, bobby pins, elastics, clips and hairnets in the dancer's dance bag, along with hairspray/gel.

If there are ongoing concerns with a student's hair, they will be asked to sit out of class when not in code.

NEEDING HELP?

We know it can be tricky learning to put hair in a bun, and we are happy to help you. Just ask at the front desk. [Times before and after class can be very busy for the front desk, so please leave adequate time for help with hair.] While we are happy to help, you are responsible for your child's hair. Please attempt to learn to do the appropriate hairstyle by your 3rd week in classes. Dancers at the Advanced level should know how to do their own hair, so practice should begin at the Intermediate 3 level.

STUDENT EXPECTATIONS

We ask our students to raise their hands to ask questions or make an observation. We ask our students to:

Conduct yourself at all times in a positive, cooperative way and follow the rules of the school.

Give your full attention to the teacher in class without socializing.

Stand tall and proud with your hands to yourself – hanging/leaning on the barre and touching the mirrors

and stereo equipment are not allowed.

Ask your instructor for permission if you need to sit down or leave the room. Please use the restroom before class to avoid leaving class for bathroom breaks.

Students may not enter a studio without the permission of a teacher.

Show respect and encouragement for all fellow dancers in the school.

Act as a role model for younger dancers.

Please do not run through hallways.

Do not use, touch, or play with others' belongings without permission.

OBSERVING CLASSES

Minimal distractions are essential for an optimal classroom experience. Therefore, viewing windows are kept closed during all classes, with the exception of viewing weeks.

Viewing weeks are the first full week of every month and are listed on our school calendar, as well as our monthly newsletter. Parents are welcome to observe through the observation windows during viewing weeks.

Please "check in" from time to time, rather than standing at the window for the full length of the class to avoid crowding or blocking hallways.

Do not pull chairs or other furniture up to windows.

Our walls are not soundproof – please keep conversations quiet while observing.

Class instructors must give permission to photograph classes. Video recording is also at the discretion of the instructor, and should only be used for rehearsal purposes.

ENTERING AND EXITING THE BUILDING

Dancers must wear 'cover-ups' (sweats or street clothes) over their dance clothes anytime they are entering and exiting the building or any event with CCD. Most dancers are or will become comfortable wearing dance wear here in our building, but it is customary to add

layers when coming and going or to change in the dressing room, for physical health, personal safety, and community safety.

USE OF FACILITY

Use the dressing rooms for changing – do not change in the restrooms.

A gender-neutral bathroom/changing area is available, and belongings may be stored in our all-gender lockers.

Parents of young dancers, please help your dancers change in the dressing rooms – do not change in the lobby or hallway.

Dads with daughters and moms with sons who need help dressing – please use the family restroom as needed.

If the teacher is not in the studio, dancers must wait quietly in the hallway until they arrive.

FOOD & DRINK

Please be sure to eat healthy meals and snacks prior to arriving for class.

No food and drinks are allowed in the dressing room. Please have your snacks and drinks in the lobby area.

No gum, candy, or food inside the studios.

No drinks except for water bottles inside the studios.

PERSONAL BELONGINGS

Keep all personal belongings including cell phones in tidy order and keep the dressing room and lobby neat.

Mark all belongings (including shoes and dance bags) with your full name.

Do not use, take, or touch others' belongings without permission.

Leave all valuable items and large amounts of money at home to avoid any risk of loss or theft.

Colorado Conservatory of Dance is not liable for lost, stolen, or damaged personal property.

LOST AND FOUND

Unclaimed clothing items are collected nightly and added to the lost and found box, located in the cabinet between Studio 3 and the Front Desk, as that is where there is adequate space to do so.

Valuable items and pointe shoes are held at the front desk.

Unclaimed items will be donated to charity monthly.

