



*"Serving the Arts Since 1980"*

*Young Artists' Community Ballet  
Academy of Dance*

# HANDBOOK

**Revised August 2020**

**FOR 2020-2021 SEASON**

**Please take a moment to review this, there are some changes that you need to be aware of.**



# WELCOME TO Y.A.C.B. ACADEMY OF DANCE

This handbook is to be used as an easy reference for any questions that may arise.

Y.A.C.B. Academy of Dance was established in 1980 by *Lisa Baker DiGiacomo* Y.A.C.B.'s Founding Director. Lisa has taken great pride in the training and development of each dancer who studies at Y.A.C.B. Academy of Dance. Our program is designed to ensure that these key values and the highest standard of dance education carry on as they have for the past **41 years!** *We welcome you to our 42nd year!*

Our curriculum is comprised of classical ballet, pointe, pointe variations, character, jazz, tap, modern, and hip hop, as well as performance training at beginning through advanced levels. Our faculty and staff are dedicated to maintaining the highest standards in the teaching of dance. Our Y.A.C.B. teachers share a common technical background and philosophy of teaching and hope to provide each student with a full and exciting dance education within a creative environment.

As Y.A.C.B.'s leader, my goals and objectives are to provide an opportunity for affordable dance instruction, to create and promote self-worth within each dancer regardless of level, to provide performance experience on a professional scale with exceptional performance ethics, and to provide exposure to the arts in rural areas that may not be otherwise exposed to them.

On behalf of the whole Y.A.C.B. family, I would like to thank you for selecting us as your place to study dance! We know that this past year has presented unique challenges, and we want to thank you for your support! See how we are keeping our community safe [by clicking here!](#)

We want to welcome you to a year of learning filled with new discoveries in the field of dance. If you have any questions or concerns at any time, do not hesitate to reach out! I know that your studies will provide you and your family with a valuable and inspiring experience.

Respectfully,

Nicholas McLain, Academy Director  
Darby Downs, Managing Director

Phone: 520-326-7887  
email: [YACBdance@gmail.com](mailto:YACBdance@gmail.com)  
website: [www.YACBdance.com](http://www.YACBdance.com)

# Y.A.C.B. ACADEMY OF DANCE

## Class Divisions

### Ballet, Modern, & Character:

**PRE-BALLET:** For children ages 3 – 4 with little or no experience. Basic concepts, rhythm patterns, gross motor skills, basic ballet positions and movement to music form the imagination where joy and dynamics of dance are stressed.

**ELEMENTARY I BALLET:** Designed for ages 5 – 6 with little or no experience. Primary ballet positions and basic terminology will be covered. Musical rhythms and patterns are stressed along with beginning fundamentals in ballet within a creative atmosphere.

**ELEMENTARY II BALLET:** For ages 7 – 8 with some previous training. Basic positions and terminology are elaborated on while the fundamentals of ballet are reinforced. Body alignment is brought into focus while students are learning in a classical framework how to put patterns together.

**ELEMENTARY III BALLET:** For ages 9 – 11 with some previous training. Positions and terminology are emphasized while easing into the structure and discipline of ballet. One keeps building, placing acquired concept upon concept, until the full spectrum of the technique is apprehended. Emphasis is placed on improving execution of beginning steps.

**ELEMENTARY LEVEL BALLET:** For ages 5 – 9 with none or previous training. Basic ballet positions and terminology are emphasized. Body alignment is reinforced at the barre and center, in order to build strength and coordination. (offered on Wednesdays)

**INTERMEDIATE I BALLET:** Ages 9 – 13 who have completed at least 1 yr. of serious study. Theory of body alignment, movement, terminology, execution and rhythm patterns is strengthened through progressive development.

**INTERMEDIATE II BALLET:** Ages 10 – 13. Coordination between arms and legs is emphasized, both at the barre and center work. Upper body is given primary focus. A more concentrated study of strengthening continues.

**INTERMEDIATE III BALLET:** Ages 11 – 14 with at least 2 years of serious study with a focus on a solid preparation for more sustained muscle usage and balance. Focus on arms and upper body is worked on as well awareness of musical timing.

**INTERMEDIATE LEVEL BALLET:** Ages 9 and older with none or previous experience. Concentration on body placement, terminology, a breakdown of steps, structure barre and center, strength and balance will be taught in a classical framework. (offered on Wednesdays)

**PRE-ADVANCED BALLET:** Designed for students 11 and older who have completed a minimum of 3 years training and have progressed to a greater technical proficiency. Students begin to appreciate the interrelatedness of the exercises at the barre and steps in the center. Transitions, clarity and alignment will be emphasized, while a strong focus on solid preparation for pointe work within a classical framework will be taught.

**ADVANCED LEVEL BALLET:** For dancers 12 years and older who have a solid fundamental classical background. Strength and endurance is emphasized while the understanding of how clean technique and alignment is the key to quickness and solid attack. Musicality and longer combinations is a focus, while performance training is emphasized through more advanced choreography and personal challenge.

**MASTER LEVEL BALLET:** Dancers 14 and older who have completed a minimum of 3 years intensive training and have some pointe work experience. Kinetic awareness and intellectual understanding is sharpened. Performance training is emphasized through choreography, strict technical challenge, classical variations and repertoire. Focus on strengthening body alignment; awareness in order to sustain more challenging choreography is emphasized.

**BEGINNING MODERN:** This class is designed for ages 9-12 and is a form of contemporary dance emphasizing using the entire body as a means of expressive movement. Focuses on working the inner core, flexibility, strength, breathing, and body awareness in movement. (offered on Wednesdays)

**MODERN:** This discipline requires academy approval. It is a form of contemporary dance emphasizing using the entire body as a means of expressive movement. Focuses on working the inner core, flexibility, strength, breathing, and body awareness in movement. (offered on Wednesdays)

**CHARACTER:** Ages 9 and older with a ballet background. Focus is on cultural dances and steps, which are molded into a balletic framework. Enrollment in a ballet class is required.

## **Jazz:**

**PRE-JAZZ:** Ages 4 – 7 with a focus on primary introduction to basic jazz movements, steps and terminology. Rhythm patterns are introduced.

**CHILDREN'S JAZZ:** Ages 6 – 9 with little or no previous jazz training. Basic steps, terminology and isolation movements are taught (1<sup>st</sup> semester). Combinations and transitional steps will also be taught (2<sup>nd</sup> semester).

**BEGINNING JAZZ I:** Ages 8 – 12 with at least 1 year of training. Emphasis on execution, coordination, rhythm and step perfection is the key focus.

**BEGINNING JAZZ II:** Ages 9 – 12 with at least 1 year of jazz training and competent progress. Learning control, flexibility, fluid and smooth body movements is emphasized through various styles, techniques and rhythms.

**INTERMEDIATE JAZZ:** Ages 11 and older with a developed sense of rhythm and dynamics of movement. Style, technique, rhythm and combinations are continued at a more mature and challenging level.

**ADVANCED JAZZ I:** Ages 12 and older with a solid sense of transitional steps, rhythm and technique. Focus is on quickness of steps, styles, toning, strength building warm-ups, and body and isolation control.

**ADVANCED JAZZ II:** Ages 13 and older with a developed grasp of various jazz styles and technique. Focus on more vigorous warm-ups for toning, strength building, body and isolation control, quick and fluid combinations.

## **Hip Hop:**

**BEGINNING HIP HOP:** Ages 5 – 8, introduces basic moves, with a focus on steps and body movement and grooving to the beat of the music and having a good time.

**INTERMEDIATE HIP HOP:** Ages 9 – 12, continues with basic moves, focus on steps and body movements, with more coordination, while giving the dancers confidence to explore this urban dance style. This level gives a more rigorous workout.

**ADVANCED HIP HOP:** Ages 13 and older, dancers are exposed to all types of music, dance moves and the latest Hip Hop trends. This is a high energy class, giving dancer a chance to express their individual styles.

- **We ensure our teachers use clean fun music that is appropriate for all to hear. We want our dancers to understand good taste and decency.**

## **Tap**

**PRE-TAP:** Ages 4 – 6 with the purpose to introduce basic tap terminology, steps, and arm positions, while concentrating on single step sounds.

**BEGINNING TAP I:** Ages 5 – 7 with little or no experience. Focus is on basic steps and terminology, right from left, as well as simple combinations.

**BEGINNING TAP II:** Ages 7 – 11 with little or no experience. Continue building on basic step knowledge, coordination, quicker transference of weight and hard combinations.

**BEGINNING TAP III:** Ages 9 – 12 with previous tap training. Rhythm and steps become more challenged. Cleaner and more definite sounds are emphasized along with quicker and harder combinations, while challenging coordination and memory.

**BEGINNING TAP:** Ages 5 - 8 with little or no experience. Focus is on build the tap dancer's knowledge, skills, coordination, timing and rhythm. (offered on Wednesdays)

**INTERMEDIATE TAP:** Ages 9 and older with little or no experience. Focus is more on sharpness, coordination, timing and rhythm in a more challenging format. (offered on Wednesdays)

**INTERMEDIATE TAP I:** Ages 10 and older focusing on more rhythm and sharpness of steps while concentrating on timing, coordination and memory. Longer combinations are introduced.

**INTERMEDIATE TAP II:** Ages 12 and older focusing on more difficult timed steps and combinations. More difficult steps will be introduced along with challenging choreography. Bringing expression to choreograph is also emphasized.

**ADVANCED TAP:** Ages 13 and older with a solid background in tap. A more in-depth study of steps and timing will be emphasized while focusing on clarity of sounds through more challenging combinations.

**ADULT TAP:** This class is designed for adults. We will explore timing, and musical phrasing while focusing on clarity of sounds through a variety of fun combinations.

## **Pointe:**

**BEGINNING POINTE:** Designed for the 1<sup>st</sup> and 2<sup>nd</sup> year pointe students, who have a strong background in ballet and a teacher's recommendation. Foot and shoe care is taught. Balance at and away from the barre, alignment and strength building exercises in all positions are emphasized. Basic center work is introduced, and more challenging work is given as the student progresses.

**INTERMEDIATE POINTE:** Pointe dancers will continue developing technique through barre and center work. Alignment is emphasized and the upper body a focus. Combinations away from the barre are challenged as the dancer's strength is developed.

**ADVANCED POINTE:** More technique is given, and control is emphasized. Combinations are challenged by quick tempos, requiring cleaner technique, placement and strength. Longer balances are emphasized.

**MASTER POINTE:** Dancers who have a solid technique and proficiency on pointe will be challenged through more difficult transitions, steps, combinations, and choreography. Adagio work is introduced, which requires solid balance and control.

**POINTE VARIATIONS:** (Open to Advanced /Master Pointe Dancers Only) Set choreography from Romantic, Classical or Modern Periods will be studied. Execution of steps, musicality and timing are emphasized while character interpretations and expression is part of the study.

**ALL POINTE STUDENTS ARE REQUIRED TO TAKE AT LEAST ONE  
BALLET CLASS PER WEEK IN ADDITION TO A POINTE CLASS.**

**NO EXCEPTIONS.**



**POINTE WORK:** It is up to the faculty to determine when a dancer is ready to begin pointe. Each student's progress is an individual case and therefore impossible to compare to another. In most cases the bones of the foot have not hardened enough before ages 10 to 12 to sustain the DEMANDS of pointe work. Pointe work should be undertaken ONLY after a student has attained a STRONG BASIC BALLET TECHNIQUE. A correctly placed body is crucial. These factors (strength and placement) usually require 3 to 4 years of SERIOUS ballet training SEVERAL DAYS PER WEEK.

# Y.A.C.B. ACADEMY OF DANCE

## Rules and Regulations

### DRESS CODE FOR ALL DANCE FORMS:

#### CLOTHING:

- (Ladies) Pink tights  
Leotard (any color)
- (Men) Black tights  
White T-Shirt (tucked in)  
White socks

#### SHOE REQUIREMENTS:

- Ballet: (Ladies) Pink slippers  
(Men) White or Black Slippers  
\*elastic must be sewn on shoes
- Pointe: Capezio Pavlova or Contempora\*(Beg. Pointe)  
(Int. - Adv.) Please consult with director/teacher about a shoe best for your foot.  
\*do not sew ribbons on any pointe shoe, before a director has checked your fit
- Character: (Ladies) 1 in. or 1 1/2 in. black Character heels  
(Men) Black heeled character shoe
- Jazz: (Pre – Beg. Levels) pink ballet slippers  
(Int. – Adv. Levels) black jazz shoe
- Tap: (Pre – Beg. Levels) Black flat taps (Velcro or ties)  
(Int. – Adult) (Ladies & Men) Black flat, buckled or heeled tap shoe
- Hip Hop: Dance tennis shoe (not street tennis shoes)
- Modern: Traditionally, modern is done barefoot or in socks

**ENROLLMENT:** Students enrolling are encouraged to do so for the **entire season**.

Regular attendance is vital to a dancer's progress. Only by regular work will improvement be possible. It is unfair to the student, classmates and instructor to attend infrequently.

Please report any absences through the Parent Portal located [www.YACBdance.com](http://www.YACBdance.com) <<[Click to Access Portal](#)>>

**MAKE-UPS:** No refunds on tuition. However, missed classes may be made-up within the semester missed. This means that any classes missed in the **first semester** must be made up by the end of December, as they may not carry over into the next semester.

**During the 1<sup>st</sup> Semester (Aug. – Dec.) classes may be made-up in a comparable class.** When a dancer makes-up an absent class, please fill out a make-up slip (found in each dance studio). Upon making up the missed class(es), that make-up class will be applied to the missed class(es) and the student's perfect attendance record.

**2<sup>nd</sup> Semester Make-ups (Jan. – Apr. 21):** will be offered from 12:30 – 1:00 ONLY. Sign-up one week in advance is required. NO CARRY OVERS, meaning any missed class(es) may not be used toward the next month's tuition payment and there is no prorating of missed classes.

**\*\*\*Last day for make-ups is April 17, 2021.**

**PERFECT ATTENDANCE ACKNOWLEDGEMENT:** Students with perfect attendance (or make up their classes) and are **enrolled for the entire season (August – May)** will be recognized at the end of the dance season. Please review your dancer's attendance records in the online Student Portal located at [www.YACBdance.com](http://www.YACBdance.com) <<[Click to Access Portal](#)>>

**TARDINESS:** (15 mins. late to class) is considered an absence for that day.

**STREET SHOES:** Please remove all street shoes before entering the dance studios. ONLY DANCE SHOES ALLOWED IN THE DANCE STUDIOS. We do not want sand/pebbles (brought in by street shoes) on the dance floor, which is dangerous for the dancers.

**CLASS CONDUCT:** Dancers are asked to refrain from talking, chewing gum, or sitting down during class. Dancers are always asked to pay close attention to the instructors . Be professional.

**STUDIO RULES:**

1. No gum, food, or drinks (water bottles are okay) in the studios.
2. No hanging or swinging on the ballet barres.
3. Do not play with the mirrors.
4. ONLY dancers taking a particular class should be in that particular studio during class time.
5. Place your name in your dance clothes and shoes.
6. Keep belongings tidy.
7. Clean up after yourself. Discard all wrappers, lamb's wool, adhesive tape, etc.
8. Be respectful and kind to others.
9. No bad language shall be used.
10. No smoking in any of the buildings.
11. Be on time.
12. [Click here to View Our COVID-19 Safety Guidelines](#)

**PLAYGROUND:** All children on the playground MUST be attended by an adult. No child may or should be left unsupervised or attended. No climbing trees. No rock or sand throwing. Do not miss use or abuse the equipment. Pick up your trash. Do not leave soda can unattended. Stay within the fenced in area. Respect our playground and rules. Parents please go over and reinforce these necessary rules with your dancer.

**CLASS OBSERVATION POLICY:** Parents will be able to observe on the last class of each month. (Pre level class students) may be accompanied to class during their first month of enrollment (or until the child feels comfortable without the parent present). Please no talking while observing.

**CLASS SIZES:** All classes must be comprised of 5 dancers or more.

**NEWSLETTER:** Monthly newsletter will be sent to you electronically. You can pick up a printed copy at the front desk



**BULLETIN BOARD:** This is located outside by the front door. Parents and dancers are encouraged to check it weekly for new information concerning Y.A.C.B. Academy of Dance.

**ILLNESS:** If a dancer has a contagious illness, he or she will not be allowed to attend class. Dancers can always make-up the missed class. Please report the absence in the student portal located at [www.YACBdance.com](http://www.YACBdance.com) <<[Click to access Portal](#)>>

**SNACK BAR:** Each week we ask for donations to our snack bar (popcorn, cookies, fruit, juice, etc.) which enables Y.A.C.B.'s Recital Fund to pay for our Backdrop rental/shipping, stage rental, sets, technician fees, and performance costs to be paid for through these donations rather than pass the cost to each dancer. Snack Bar will open **once it is safe to do so!** We appreciate your support in donating snacks to help defray these costs!

**RECITAL:** Saturday, **May 15, 2021 (3:00 pm)**  
Sahuarita Auditorium (Location Pending Approval Due to COVID-19)  
350 W. Sahuarita Road, Sahuarita, AZ 85629

**RECITAL COSTUMES:**

- Measurements and **costume fees are due November 21, 2020**  
(This is earlier this year to try to be considerate of your finances during the holidays!)  
[<<Click Here For 2020 – 2021 Costumer Form>>](#)
- **Installment payments or Costume Payment Plans Are Available, and you can make a COSTUME DEPOSIT**
- **NO REFUNDS ON COSTUMES ONCE ORDERED FOR ANY REASON!**

**ADDITIONAL FEES:**

Insurance (\$15.00/dancer) due 02/20/2021  
Recital Fee (\$15.00/dancer) due 04/24/2021  
Recital Tickets \$5 each!

**Y.A.C.B. CALENDAR:** <<[Click To See Calendar](#)>>

## **TUITION FEES AND PAYMENTS:**

**<<Please View Tuition Rates at [www.YACBdance.com](http://www.YACBdance.com)>>**

1. Tuition is due the **1st** of each month  
You can pay by e-check(ACH), Cash, Personal check for FREE  
You can pay by Debit/Credit Card for a 5% Processing fee.
2. A \$15.00 annual, non-refundable Registration Fee is due upon Registration.
3. A Single lesson without being enrolled is \$10.00.
4. If your child receives a scholarship, they will receive \$15.00 off their tuition
5. A **\$10.00 LATE FEE** is assessed after the 10<sup>th</sup> of the month. We recommend you set up AUTO Pay through the [PARENT PORTAL](#) to avoid late fees! Your Auto Payment will be deducted after the 25<sup>th</sup> day of the month previous to ensure your payment is received by the due date of the 1<sup>st</sup>.
6. A **\$40.00 fee** is assessed to each RETURNED CHECK.
7. No credits for missed classes (see Make-Up Policy).
8. Dancers cannot participate if tuition is not current or a payment plan is not on file.
9. No refunds.
10. Tuition checks are made payable to YACB Academy of Dance.
11. Family Discounts Available for TUITION!
  - a. 2nd Family member receives \$10 discount!
  - b. 3rd, 4th, 5th, etc. dancer in a family will receive a \$5 discount!

Please note that our tuition rates are calculated based on an average of 3 classes/month. Some months may have 2 weeks, and others may have 4 weeks. Because the rate is an average based on 3 weeks/month we do not prorate for months with 2 weeks, or conversely charge more for months that have 4 weeks.

### **PRIVATE LESSONS:**

\$30.00/50 minutes or \$15.00/25 minutes

Semi-privates are also available.

Private lessons should be scheduled through the [Parent Portal](#)!

## Y.A.C.B. ACADEMY OF DANCE Performance Credits

1980:	Blossoms of Spring
1981:	Spring Fantasies
1982:	Dancing Storybook Hour
1983:	Garden Gala
1984:	An Evening of Dance, The Enchanted Doll Kingdom
1985:	Dance Extravaganza, Forest Fantasy
1986:	Portraits in Dance, A Day at The Circus
1987:	Wizard of Oz
1988:	Snow White and The Seven Dwarfs
1989:	Hansel and Gretel
1990:	The Little Mermaid
1991:	Babes in Toyland
1992:	Mary Poppins
1993:	Peter Pan
1994:	Alice In Wonderland
1995:	Pinocchio
1996:	Cinderella
1997:	Beauty and The Beast
1998:	Pocahontas
1999:	A Walk Down Memory Lane (Celebrating 20 Years)
2000:	Dancing Tales of Hans Christian Andersen
2001:	Odette, The Swan Princess
2002:	Thumbelina
2003:	Dancing Orphan Annie
2004:	Dancing Lady and The Tramp
2005:	Dancing Hunchback of Notre Dame
2006:	Chitty Chitty Bang Bang
2007:	Anastasia
2008:	Dancing to The Sounds of Music
2009:	Dancing with Happy Feet
2010:	Dancing Through Wonka's Candy Factory
2011:	Dancing with Doctor Dolittle
2012:	Fievel's Dancing Journey
2013:	Charlotte's Web
2014:	The Last Unicorn
2015:	Dancing with Oliver Twist
2016:	Tom Thumb
2017:	Dancin' to the Sounds of Grease
2018:	Dancing Through Paris With Madeline
2019:	Y.A.C.B.'s 40 Years in Review!
2020:	Dancin' Through the Decades!