



# Keshet Dance Company's Pre-Professional Program

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## The Handbook

*GUIDELINES, POLICIES AND OTHER HELPFUL INFO.....*

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About the Program:

Keshet's Pre-Professional Program (KP3) is a comprehensive dance training program. Participation in this program requires a serious commitment from both the student and their family.

The KP3 program combines rigorous training in modern, ballet, pointe, jazz, improvisation and a variety of other techniques to create a well-rounded and versatile dancer. KP3 students work with experienced teachers and guest artists from around the world exposing them to varied teaching and choreographic styles. This will allow students to develop important contacts and connections to be used upon completion of the KP3 program. While Keshet as a performance company is based in modern dance, intense and high-quality ballet training is a must for any dancer pursuing a professional career.

Application and Registration for the KP3 Program:

Applications for the KP3 Program are accepted year-round, but enrollment only happens in the fall. Students must register before the first day of classes; there is no mid-session registration without prior approval from the Artistic Director and KP3 Program Director. KP3 students register for the full school year and should be prepared to commit themselves for this entire period of time.

Placement Auditions for New and Returning Students:

Prior to the beginning of a new fall session, Keshet will hold placement auditions to determine each student's appropriate level. KP3 faculty and program director will attend auditions in order to place each student accordingly for the upcoming year.

Class, Rehearsal and Performance Requirements:

All levels must participate in assigned weekly classes, *Nutcracker on the Rocks*, and the Spring Dance Concert & KP3 Dance Concert. KP3 students must attend ALL technical rehearsals & school matinees for the Spring Dance Concert and *Nutcracker on the Rocks*.

Students in upper levels may be asked to participate in Repertory Company performances, local and/or touring.

Dress Code:

For Ballet:

Women in pink or white tights and a solid color leotard, pink ballet slippers  
Men in black tights and a tight fitting white shirt/tank top, black or white ballet slippers  
All: Unitards are also acceptable for men and women

For Modern:

Same as above, however women may substitute black tights if preferred  
All – bare feet  
All - Unitards are also acceptable for men and women

Hair:

All hair must be held back from the neck and face securely and neatly.

Jewelry:

No loose jewelry to be worn during classes and rehearsals

Warm up clothes:

Instructor permission required. Leg warmers, warm ups, etc. are only allowed in cases of injury or extreme cold. Any warm up clothing must be form-fitting.

**Students not adhering to the dress code will be asked to sit out of class. This will be considered an absence.**

**All students must be fully dressed when entering or exiting the building, including cover up for tops and bottoms.**

**Leotard and tights is NOT considered full dress.**

### Attendance:

Students are expected to attend all of their scheduled classes. If a student will not be attending or will be late, the student or a parent MUST call KDC to inform staff prior to class. Both the student and the parent are expected to see that the student arrives on time for class. If a student is 15 minutes late for class they will be considered absent. However, the student will be expected to stay and observe the class. If a student is less than 15 minutes late to class they will be considered late. Two late arrivals will equal an absence. Non-participation in class due to tardiness will be considered an absence.

**Warning letters will be sent home when a student has accumulated 6 absences. If the student misses a total of 8 technique classes throughout the entire year, they will be put on automatic probation, may be removed from a performing role in an upcoming production, and a parent/student conference will be called. The student will be expected to continue to participate in the production in a non-dancing capacity. Excessive absences are grounds for removal from the Pre-Professional Program.**

### Make Up Classes:

If a student misses a KP3 class, they may make it up by taking a class recommended by their instructor. Make-up classes may include Community Classes or other KP3 classes. Make-up classes are provided at no additional cost to the student.

### Additional Classes:

Additional Community Classes are not included in KP3 tuition and must be registered for and paid for separately.

### Guest Artists:

Keshet Dance Company hosts Guest Artists in which world-renowned dancers and choreographers come to KDC to work with the Repertory Company on new or existing works. During their tenure at KDC, guest artists may teach KP3 classes and workshops, which are invaluable opportunities for KP3 students to learn from master teachers.

### Working with Keshet's Repertory Company:

Students in Upper Levels may be asked by the Artistic Director to work with the Company for activities such as classes, rehearsals, productions, touring, etc., outside of regular class curriculum. This is a unique opportunity to be involved on a professional level with Company members. Not all students will participate in these activities.

### Conferences:

Parent/Student/Teacher conferences will be offered mid-year and at the end of the year (May/June and Dec/Jan). Mid-year conferences are optional, and a sign-up sheet will be available on the KP3 Board two weeks prior to the conferences. End of year conferences are optional but highly recommended. If a student chooses not to participate in a conference, Student Evaluations will be compiled and mailed to the student. At any time during the year, parents, students and/or instructors may request an additional conference.

### Injuries and Injury Prevention:

Regular dancing can lead to sore muscles and discomfort. Learn to differentiate between injury or pre-injury pains and general stiff muscles from good, hard work. If you have an injury, you are expected to attend *and observe* your scheduled classes and rehearsals. If your injury requires you to sit out of CLASS more than two times, please schedule a meeting with KP3 director to work out an alternate schedule. You are still expected to attend and observe all REHEARSALS.

A doctor's note is required if you will not be attending classes due to an injury. This will allow teachers to safely work with you once you are able to dance in class again. Decisions will be made on a case-by-case basis regarding make-up classes, removal from upcoming productions, and any additional actions needed.

### Illness:

If you are sick and will need to sit out of class, please stay home and recover. Remember, all absences need to be called into Keshet.

### Eating and Sleeping:

Eat healthy and energizing foods and drink plenty of water. Please refer to the Healthy Snack List at the back of this packet should you need guidance on healthy snack ideas. Feel free to bring healthy food with you to store at Keshet for meals and snacks. There is a refrigerator and freezer available for your use. Please label all foods with your name, and remember that it is your responsibility to keep the refrigerator clean, the lounge area tidy and the dishes washed.

Please make sure that you give your body time to rest. Sleep is very important for your muscles and your mind. Lack of sleep is a common cause of injury. Take good care of yourself!

### Choreography Opportunities:

KP3 students are encouraged to explore the development of their own choreography. If students would like the opportunity to present their original works, there are various production opportunities throughout the year. Watch the call board and read submission forms carefully for requirements and deadlines.

### Technical Theater / Behind the Scenes:

KP3 students have a unique opportunity to learn a variety of technical aspects of theater/performance and apply that knowledge during Keshet productions. Interested students should speak with the KP3 director to set up a mentorship project with Keshet's Technical Staff and partners. Students who participate are able to study and apply topics such as Lighting Design and Operation, Sound Design and Operation, Stage Management, and more.

### Summer Training:

KP3 students intending to continue their studies in the KP3 program are expected to pursue consistent, quality training during the summer months. Classes are available at Keshet as well as a variety of high-quality summer training programs around the country. **It is critical that summer training is not neglected. Students who choose not to pursue appropriate summer training should know that their level placement in the fall will be affected.**

### Program Call Board:

KP3 students and families must keep a watchful eye on the call board. Consistent announcements will be posted in regard to *Nutcracker on the Rocks*, KP3 and Spring Dance Concerts, KP3 schedule changes, new KP3 opportunities, upcoming required meetings, etc. Pertinent information will also be sent out in a monthly email announcement. These emails are only supplemental to checking the Call Board.

### Behavior:

Students in the KP3 program are expected to lead by example as positive mentors and role models for others at Keshet Dance Company. Respect and kindness is expected both in and out of the class and rehearsal setting. Inappropriate behavior which is disrespectful and distracting from the purpose and goals of the KP3 program is not tolerated. If a student's behavior becomes inappropriate, they will be asked to leave the class rather than participate (counting as an absence). If this behavior persists, the student will be put on KP3 probation, and potentially removed from the program.

### Disciplinary Actions:

It is important to address actions that will be taken in the event that a student is not adhering to the expectations (ranging from behavior to attendance and dress code violations). If a student consistently demonstrates low results or falls behind in any of the expectation areas at any time, the following disciplinary actions will occur in this order:

1. Two verbal warnings will be given by a teacher and/or Keshet staff member
2. A written warning will be mailed home to be signed by the parent and returned to KDC within one week.
3. A personal conference will be called with the parent(s), teachers and student(s).
4. The student will be put on temporary probation, which consists of removal from a performing role in an upcoming production, and a zero tolerance policy for absences and/or inappropriate behavior.
5. The student will be removed from the program.

**Depending on the severity of the situation, Keshet Dance Company reserves the right to remove a student from the program without completing steps 1-4.**

## Leaving the Pre-Professional Training Program:

### PROGRAMMATIC:

If a student chooses to leave the program at any time they should notify their instructors and the KP3 Program Director in advance. An exit conference is recommended. Registration only occurs in August, and students are welcome to return to the program at that time. Students may not return mid-year. If a student chooses to return to the program, they will go through the audition process and will be placed in the appropriate level.

### FINANCIAL:

If a student chooses to leave the program **before the first day of classes**, 100% of any tuition paid is fully refundable (not including the \$50 registration fee).

If a student chooses to leave the program **within the first four weeks of classes**, 60% of the tuition is fully refundable (not including the \$50 registration fee). If a family is paying a quarterly or monthly payment, **40% of the full tuition will still be owed to Keshet Dance Company**.

If a student chooses to leave the program **after the first four weeks of classes have been completed**, no refunds are available and quarterly or monthly payments are still due to Keshet Dance Company.

### REMOVAL from KP3 Program:

If a student is asked to leave the KP3 program for any reason, **they are still responsible for FULL payment for the KP3 program as defined above**.

**If a student is removed from the program and enrolls in community classes, KP3 tuition fees CANNOT be applied to community classes. If a student leaves the KP3 program for financial or programmatic reasons, KP3 tuition fees may be applied to community classes during the same session. This will be determined on a case-by-case basis by the KP3 Program Director.**

## KP3 Levels

Students will generally spend at least one year in each level. Students are **NOT** automatically moved into the next level at the end of the year. Appropriate timing for a student to move from one level to the next will be determined by ongoing evaluation of each student by the instructors and KP3 Program Director. Progression from one level to the next is based on, but not limited to, a variety of criteria both objective and subjective. Two general categories in which student evaluation takes place are:

### Physical Development (*Body*)

Development and grasp of technique  
Muscle development and strength  
Physical stamina  
Overall fitness and flexibility  
Abdominal/core strength

### Focus/Dedication (*Mind and Heart*)

Attention span in class and rehearsal setting  
Attitude in and out of class and rehearsal setting  
Level of receptiveness to direction and correction by instructors/directors  
Attendance history  
Consistency in dance training (based on KP3 attendance & activity outside of KP3 session)

### Progression criteria and sample staff evaluation questions:

Artistic Faculty will evaluate students using the following criteria both mid-year (Dec) and end of year (May). These evaluations will be kept in the students' file and provided to students.

#### Pays attention during class:

Watches teacher during combination demonstrations  
Listens to corrections given to them by teacher  
Listens to corrections given to others by teacher  
Is attentive and mentally present during entire class time  
Refrains from socialization during class time

#### Class attendance/adherence to class expectations:

Attends all classes  
Is prompt and prepared for all classes  
Follows required dress code  
Pursues quality intersession dance training (KDC or otherwise)

#### Integration of movement:

Applies and retains corrections given to them by teacher  
Applies and retains corrections given to others to their own technique  
Level of speed in retaining class combinations  
Level of independence in retaining and executing class combinations  
Ability to "dance" movements vs. merely correctly execute

#### Personal/Social Responsibility:

Is respectful to teacher (in and out of class setting)  
Is respectful and supportive of other students (in and out of class setting)  
Assumes an active and appropriate mentorship role in class and rehearsal setting  
Helps keep space (studios, lounges, dressing rooms) clean and tidy and helps others do the same

#### Personal responsibility to progress:

Works on technique and correction application during down time in class  
Works out trouble spots in combinations and choreography without prompting  
Asks appropriate clarification questions

#### Performance and Rehearsals:

Executes movements with performance quality and cleanliness  
Independence in advancing movements and grasp of combinations from "ok" to "great"  
Acts as a mentor in rehearsal settings, assisting other cast members appropriately  
Is attentive in rehearsal setting  
Does not cause distraction during rehearsal

## Calendar for Level Placement and Conference Notifications:

**JULY/AUGUST:** All students will attend an audition and will be placed in the level most appropriate for their technique, physical development and focus level.

**DECEMBER/JANUARY:** Mid-Year Conferences will be offered and evaluations mailed to students who do not participate in a conference.

**MAY/JUNE:** End-of-Year Conferences will be offered and evaluations mailed to students who do not participate in a conference. End-of-Year Conferences are highly recommended for students and parents to attend.

## Level Descriptions:

### **Applicable to all levels:**

- Students take 2-8 technique classes per week (see class schedule for details) in modern, ballet, pointe, jazz, hip hop and improvisation.
- Occasionally some students may be asked to participate in additional higher-level classes
- In the fall students participate in Nutcracker on the Rocks as dancers and/or rehearsal assistants.
- In the spring students participate in the KP3 Dance Concert and Spring Concert as dancers and/or choreographers.
- The spring session also includes a class called “Workshop” in which levels are combined together for the study of a variety of topics from year to year including: choreography, dance history, music for dancers, audition techniques, kinesiology and body awareness, nutrition and educational advisement, etc.

### **Level I:**

*Students will demonstrate the ability to:*

Develop and maintain focus and attention span during class and rehearsals  
Develop receptive and respectful attitude in a professional class setting  
Understand mentorship role in rehearsal and class setting  
Build a solid technical foundation of basic dance concepts and body awareness  
Develop an understanding of abdominal/core muscles  
Begin to develop precise footwork  
Develop independent thinking and problem solving  
Developing stage presence and performance quality of dance technique

### **Level II:**

*Students will demonstrate the ability to:*

Expand application of all goals and techniques listed under Level I  
Begin to mentor younger students  
Collaborate with other students to create original choreography  
Build and understand how to maintain core/abdominal strength  
Expand knowledge of the body  
Increase overall fitness, total body strength and flexibility  
Increase precision in footwork

**Level III:**

*Students will demonstrate the ability to:*

- Expand application of all goals and techniques listed under previous levels
- Increase professionalism and take on mentorship roles in rehearsal and class settings
- Create original choreography
- Maintain core/abdominal strength
- Increase total body strength, overall fitness and flexibility
- Understand rhythm and tempo and how it relates to the timing of music
- Utilize knowledge of the body towards dance technique
- Independently practice technique and choreography
- Explore dynamic performance qualities within class, rehearsal and performance

**Level IV:**

*Students will demonstrate the ability to:*

- Expand application of all goals and techniques listed under previous levels
- Increase and maintain a professional disposition and take on mentorship roles in rehearsal and class settings
- Sustain strong and accurate dance technique in class, rehearsal and performance
- Prepare and build strength for Pointe work or sustained total body strength for partnering
- Maintain core/abdominal strength
- Increase total body strength, overall fitness and flexibility
- Identify rhythm and tempo and how it connects to the timing of music
- Independently practice technique and choreography
- Implement dynamic performance qualities in class, rehearsal and performance

**Level V:**

*Students will demonstrate the ability to:*

- Apply goals and techniques listed under previous levels
- Increase and maintain a professional disposition and take on mentorship roles in all settings
- Further develop strong, articulate dance technique in class, rehearsal and performance
- Consistently utilize core/abdominal strength in technique and choreography
- Increase strength for Pointe work
- Maintain total body strength, overall fitness and flexibility
- Prepare for entrance into the world of post-graduate dance training and/or the professional world of dance

## Healthy Snack List

**Fruit:** Apples, Apricots, Bananas, Blackberries, Blueberries, Cantaloupe, Cherries, Grapefruit, Grapes (red, green, or purple), Honeydew Melon, Kiwis, Mandarin Oranges, Mangoes, Nectarines, Oranges, Peaches, Pears, Pineapple, Plums, Raspberries, Strawberries, Tangerines & Watermelon

**Applesauce** (Unsweetened)

**Fruit Cups** (canned in juice or light syrup)

**Dried Fruit:** raisins, apricots, apples, cranberries, pineapple, papaya, and others.

**Fruit Leathers:** Some brands of fruit snacks are more like candy than fruit, and should be avoided due to their high content of added sugars and lack of fruit. Try to find low-sugar alternatives.

**Vegetables:** Broccoli, Carrot sticks or Baby Carrots, Cauliflower, Celery Sticks, Cucumber, Peppers (green, red, or yellow), Snap Peas, Snow Peas, String Beans, Tomato slices, grape or cherry tomatoes, Zucchini slices

**Dips** – Try low-fat salad dressings, like fat-free Ranch or Thousand Island, store-bought light dips, bean dips, guacamole, hummus (which comes in dozens of flavors) or salsa.

**Veggie Pockets** – Cut Whole Wheat Pitas or Whole Wheat English Muffins in half and let kids add veggies with dressing, bean dip or hummus.

**Crackers** – Whole-grain crackers like Triscuits, Kalvi Rye crackers, or whole wheat Matzos can be served alone or with toppings, like low-fat cheese or healthy luncheon meat.

**Rice Cakes** - Look for rice cakes made from brown (whole grain) rice. They come in many flavors, and can be served with or without toppings.

**Popcorn** – Look for low-fat popcorn in a bag or microwave popcorn.

**Baked Tortilla Chips** - Baked tortilla chips are usually low in fat, and taste great with salsa and/or bean dip. Look for brands with less sodium.

**Energy, Granola and Cereal Bars** - Look for whole grain granola bars that are low in fat and sugars.

**Yogurt** – Look for brands that are low-fat or fat-free, moderate in sugars and high in calcium. Yogurt can be served with fresh or frozen fruit or low-fat granola.

**Low-Fat Cheese**

**Luncheon Meat** – Choose lower-fat, reduced-sodium brands of turkey, ham, and roast beef and serve with whole wheat bread, pita, tortillas (as a wrap sandwich), or crackers. Cut sandwiches in half to make snack-sized portions.

**PLEASE DO NOT BRING:** Pizza, Chips, Cookies, Brownies, Birthday Cake, Fried Foods, Soda Pop, Chocolate, Fast Food, Really, Messy Food. Unhealthy snacks will be confiscated and eaten by staff.