



The Sarasota Cuban Ballet School  
4740 Cattlemen Road  
Sarasota, FL 34233  
Phone: 941-365-8400  
[www.srqcubanballet.org](http://www.srqcubanballet.org)

## Summer Intensive 2024 Handbook

**Check-in and Orientation Sunday, June 16; Classes Begin Monday, June 17**

Welcome to the Sarasota Cuban Ballet School's Summer Intensive! The following procedures have been established to ensure that the environment at the intensive is safe and conducive for all students' learning and development. Students must abide by the rules set by the Sarasota Cuban Ballet School and maintain a professional attitude throughout the Summer Intensive classes.

### Orientation

**Local and out of town students are required to attend orientation.**

Orientation will be held at 5:00 pm on Sunday, June 16 at the Sarasota Cuban Ballet School:  
4740 Cattlemen Road, Sarasota FL 34233

### Code of Behavior

- Be considerate of teachers, fellow students, and those you come into contact within the Sarasota community. Penalties and consequences will ensue for inappropriate conduct, including but not limited to social media behavior, excessive flirting, disrespectful talk, or inappropriate touching and language.
- Keep a positive attitude!
- Use of drugs and alcohol is strictly prohibited. **Tobacco, including recreational or medicinal drugs and vaping devices, may not be used in any student housing or in the studio or meal room.** This will lead to immediate dismissal.
- Students under the age of 18 must have a chaperone with them when going outside the studio or to other places.
- Students should address any questions, concerns, or disputes with a staff member or a Resident Chaperone (RC).



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## **Additional Rules for Students in Resident Housing**

- Students are expected to be in their assigned rooms by 10:00 pm, checked in by their Resident Chaperone (RC). Lights out is 11:00 pm.
- Students may have visitors with the approval of the RC. However, no visitor may stay overnight.
- Outside visitors of students under 18 must have written permission from the student's parent/guardian and permission must be emailed to [info.sarasotacubanballet@gmail.com](mailto:info.sarasotacubanballet@gmail.com) at least 24 hours prior to the scheduled visit.
- All visitors must present a state-issued photo ID to the RC upon arrival.
- Resident dancers must sleep in their assigned room and their assigned beds.
- Students 18 or older must notify their RC if they will be away from the apartment complex overnight and provide their cell phone number.
- **Students under 18 must have a Temporary Check-Out Consent Form signed by their parent/guardian EACH time they are going to leave the Resident Housing without a chaperone.** The signed form must be emailed to [info.sarasotacubanballet@gmail.com](mailto:info.sarasotacubanballet@gmail.com) at least 24 hours prior to the student's scheduled absence. The student must check out with the RC when departing and check back in with the RC when returning.
- Grocery trips will be made once a week after class in the SCBS vehicle.

## **Absences from Classes**

### **Illness or Injury**

Students must report all cases of illness or injury to a teacher, one of the artistic directors, a Resident Chaperone (RC), or another staff member. A determination will then be made regarding the need for medical treatment. Students with minor injuries must observe his/her classes. Total absence from classes will require a physician's letter that the student has a contagious disease or requires complete bedrest.

### **Other Absences**

If a student must be absent from class for any other reason, his/her parent or guardian must contact the school and confirm their approval of the absence. If the student is boarding with SCBS, he/she must notify the RC in advance of the absence. The RC will then confirm with the school administration that the parent or guardian has approved the absence. Unauthorized absences are not permitted.



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## **Facilities**

The Sarasota Cuban Ballet has four large studios, all with sprung floors to prevent injury. All are air-conditioned.

## **Dance Attire**

Students should observe good hygiene (including showering and deodorant) daily. Students must arrive in class with clean tights, leotards, and shoes to project a neat and professional appearance. Please see “What to Bring” document for style, brand, and quantity of the required dance supplies.

### **Girls**

Leotards with a low neckline showing décolletage are not permitted. Neither are sport bras, regular bras, panties, skirts, leg warmers, or any other extras. Dance bras with nude straps are permissible. Hair must be pulled back firmly in a bun, secured by pins, hairspray, and a hairnet. Girls should wear a black leotard and pink tights for all classes. Girls may wear a leotard color of their choice on **Friday only**.

### **Boys**

White t-shirts should be neat and clean and tucked into the boy’s tights or shorts. Hair should be well-groomed and tidy. Please see “What to Bring” document for style, brand, and quantity of the required dance supplies. Boys may wear a shirt color of their choice on **Friday only**.

***Students are expected to be dressed in proper attire for each class with no exception. Students without proper attire will not be permitted to participate in class.***



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## What to Bring (required)

Girls Checklist	Boys Checklist
<ul style="list-style-type: none"> <li>▪ 1 black SCBS leotard for Student Showcase 7/27 (purchased at SCBS)</li> <li>▪ 1 nude leotard with bra shelf for Student Showcase 7/27</li> <li>▪ Pink tights (7-10 pairs)</li> <li>▪ Black leotards (<b>camisole only</b>, 5-6)</li> <li>▪ Colored leotard (<b>Friday only</b>)</li> <li>▪ Pink canvas ballet shoes</li> <li>▪ Black character shoes</li> <li>▪ Black character skirt (knee length)</li> <li>▪ Pointe shoes</li> <li>▪ <b>White platter practice tutu*</b></li> <li>▪ A pilates or yoga mat</li> <li>▪ A moderate stretch band or TheraBand</li> </ul>	<ul style="list-style-type: none"> <li>▪ Black footed tights (2 pairs)</li> <li>▪ White footed tights (2 pairs)</li> <li>▪ Black lycra dance shorts</li> <li>▪ Black socks</li> <li>▪ Capezio dance brief/belt</li> <li>▪ Black canvas ballet shoes</li> <li>▪ White canvas ballet shoes</li> <li>▪ Fitted white t-shirts or white Under Armour compression shirts or similar brand</li> <li>▪ A pilates or yoga mat</li> <li>▪ A moderate stretch band or TheraBand</li> </ul>

**\*While the white platter practice tutu is part of the summer uniform, not all dancers will need one.**

**Dancers who do require the purchase of a tutu will be notified individually by the administration or faculty of the school.**

**Those students who have been notified to purchase their platter tutu must call the Conservatory by Primadonna at 800-677-7097. They have all the required specifications for your tutu. You will need only your dancer and a tape measure while on the phone. They are very friendly and helpful. Ask them to ship your dancer's tutu directly to the school to save on shipping costs – they have our address.**



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## Studio Etiquette

- Arrive minimum of 20 minutes early to warm up.
- Students are only allowed to take class at their assigned level. Students can only be moved to other levels by faculty recommendations and the artistic directors' approval.
- When arriving for class, make sure your ballet attire and hair are properly done.
- Enter class quietly with a clear focus for ballet class.
- No talking in class. If you are waiting for your turn to dance, stand to the side of the room and study what your fellow students are doing. Don't lean on the barre or sit in class unless you are instructed.
- Don't allow yourself to get distracted. Focus on picking up the exercises quickly and don't allow mistakes to become repetitive.
- Don't bring cell phones and/or any electronic devices into the studios. For example: iPhones, iPods, iPads, tablets, etc.
- We all have questions. If you are patient, most of the time your questions will be answered without having to ask the question.
- Food and beverages are not permitted in the studio or on stage except for water in a covered, seal-proof container.
- Placement at the barre: Positions at the barre are to be changed daily. Dancers will rotate so that everyone will have an opportunity to be in the front of the studio.
- Placement in the center: Always be aware of your colleagues. It is our policy that lines change after each exercise is performed. The second line will come to the front, the front line will go to the back, and the lines will continue to rotate their placing without having to be requested by the teacher.
- When starting a routine, make sure you take your starting point with sufficient time to begin correctly on the music. Never push the preceding group from the back so they can't end their steps correctly. Observe a sense of space related to the composition and pattern of the routine you are about to begin. This will determine where you begin and end.
- When completing a routine, please make your exit away from the starting point of the next group.
- Exit swiftly with a "ballet run" as if you ended a variation and are leaving the stage. It is disrespectful to the teacher and colleagues if you walk slowly away impeding the correct execution of the steps.



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## **Training Schedule and Class Assignments**

There are four class levels: Tech A, Tech B, Tech C, and Tech D. Students will be pre-assigned to a class level based on their audition. However, during all weeks of the Summer Intensive, staff will observe students carefully and class levels may change.

### **All Levels**

#### **Monday through Friday:**

Classes are held from 9:30 am - 4:30 pm. Lunches will be staggered.

### **Performances on July 27 at the Sarasota Opera House**

Summer Intensive Showcase at 2:00 pm – all dancers will be in the show

On Stage 2024 at 7:30 pm – guest artists and students

## **Photography**

Adult participants or minors attending the Sarasota Cuban Ballet School Summer Intensive with parental/guardian permission automatically give their consent to be filmed and photographed for the official use of the school, including posting of material on the internet, websites, social media, and for marketing purposes. The Sarasota Cuban Ballet School retains all rights of use. Due to minors in attendance, reproduction and/or use of Summer Intensive-related photos, video, audio, and likeness without specific written staff permission is strictly prohibited.



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## Housing

Out-of-town students will be assigned to Sarasota Opera House Apartments. The address is: 1444 Boulevard of the Arts, Sarasota FL 34236. There is no mail service. Families can mail packages directly to the school at: 4740 Cattlemen Road, Sarasota FL 34233 with the student's name and c/o Sarasota Cuban Ballet School clearly printed.

Each room is furnished with a queen-sized bed, bed sheets, blankets, toilet paper, and pillows. While there is WiFi, there are no landline telephones inside of the residences. Both bed linens and towels are provided and laundered every other week. You are welcome to bring your own linens and towels.

Pets, flowers, or plants are not permitted. Smoking in any form is strictly prohibited, as is any use of incense or other scent-producing devices. No open flames, such as candles, are allowed. **There is a no-noise policy early in the morning and late at night. Music is to be heard with the use of ear buds or headphones only.** Bicycles can be stored in the first-floor stairwells and a lock is necessary to secure it. There is WiFi and a smart TV in each apartment.

The use of the kitchen is limited to simple food preparation and ventilation must be assured to allow for the free circulation of clean air. While there is a cleaning service, they will not wash dishes or empty trash cans. The cleaning schedule will be provided by your housing manager. Insects are a **serious** problem in Florida. Your cooperation in the maintenance of the kitchen cannot be impressed upon enough. The kitchen is to be cleaned after each use.

The kitchen includes a full-size refrigerator, stove with four burners and an oven, a microwave, dishwasher, flatware, dishes, glasses, cups, coffee maker, tea kettle, toaster, pots and pans, dish towels, potholders, and kitchen utensils and knives. If students use the refrigerator to store their personal items, it is recommended that they have designated areas for each student in the apartment.

There is a single-unit laundry machine that washes and dries clothing in each apartment. Loads must be kept small, and machines should not be overfilled. The purchase of detergents and softeners is each person's responsibility. Liquid detergent **only** please.

There is a designated parking area for residents behind the building off 5th Way. Cars without a permit may be towed at owner's expense.

Keycards are handed out upon arrival once the Sarasota Opera Housing agreement is read and signed. Lost keycards incur a \$15 replacement fee.

Check in: Sunday, June 16 at 3:00 pm

Check out: Sunday, July 28 at 10:00 am

Other duration: Contact SCBS for check-in and check-out time



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## **What to Bring to the Apartments (everything must have student's name)**

All items on the Girls and Boys checklist (whichever applies)

Towels (bath and beach)

Bug bite over-the-counter relief

Ice pack or heat pack

Washcloths

Bathing suit

Sunblock

Flip flops

Soap/toothpaste/toothbrush

Deodorant

Laundry detergent

At least a week's worth of summer clothes (apartments have a laundry facility)

1 or 2 dresses to dress up for the end of the Summer Intensive Showcase and On Stage 2024





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## Meals

Students on the full meal plan are served breakfast, lunch, and dinner Sunday through Friday. Breakfast is 7:30 am-9:00 am, lunch 1:00 pm-2:00 pm, and dinner 6:30 pm-7:30 pm. Local students may purchase a lunch plan for \$600.00 for the 6-week course, \$400.00 for the 4-week course, and \$300.00 for the 3-week course.

## Travel Arrangements

Please complete the forms included in this handbook to inform us when the student will arrive in and leave Sarasota, and what means of transportation have been arranged. A representative of the school will be at the Residences to check in students.

## Weekend Activities

A variety of weekend activities have been planned, some at no charge and others at a reasonable cost based on the number of students who participate. Activities are open to both out-of-town and local students. Please complete the attached **Group Activities Form** to indicate the activities in which the student wishes to participate. You may pay for activities by credit card or check by filling out the form included with the handbook. All trips are subject to change due to inclement weather or COVID restrictions.

- Shopping trip to the Mall at University Town Center - no charge (bring money and your own lunch)
- A day at the world-famous Lido Beach - no charge (bring money and your own lunch)
- Selby Botanical Gardens - \$40.00 (bring money and your own lunch)
- Ringling Museum of Art and Circus Museum - \$35.00 (bring money and your own lunch)
- Busch Gardens Tampa Bay - \$220.00 (All day food and transportation included)

## Local Pharmacies and Grocery Stores

- Walgreens Pharmacy
- Publix
- Trader Joe's
- Whole Foods Market
- Sprouts



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## Temporary Check-Out Consent Form

**Students under 18 must have a Temporary Check-Out Consent Form signed by their parent/guardian EACH time they are going to leave the Resident Housing without a chaperone.** This signed form must be emailed to [info.sarasotacubanballet@gmail.com](mailto:info.sarasotacubanballet@gmail.com) at least 24 hours prior to the student's scheduled absence. The student must check out with the Resident Chaperone (RC) when departing and check back in with the RC when returning.

Student name: \_\_\_\_\_

Date and time of departure from Resident Housing: \_\_\_\_\_

Date and time of return to Resident Housing: \_\_\_\_\_

**I give my consent for my child to leave the Resident Housing without a chaperone. I understand that once my child checks out with the Resident Chaperone (RC), the Sarasota Ballet School assumes no responsibility for him or her until my child checks back in with the RC.**

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Sarasota Cuban Ballet School Summer Intensive 2024 Student Arrival/Departure Information Form

**Please Print Clearly**

Student name: \_\_\_\_\_

Student cell phone: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_

Arrival and Departure Method:

Air Travel

Private Vehicle

Other: \_\_\_\_\_

### **Air Travel**

Airport: \_\_\_\_\_

*Arrival* date and time: \_\_\_\_\_

Airline and flight number: \_\_\_\_\_

*Departure* date and time: \_\_\_\_\_

Airline and flight number: \_\_\_\_\_



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## Group Activities Form

**Please check the activities that your student would like:**

\_\_\_\_\_ June 22 Beach Trip (bring money and your own lunch)

\_\_\_\_\_ June 29 Selby Gardens \$40.00 (bring money and your own lunch)

\_\_\_\_\_ July 6 Busch Gardens \$220.00 (all day food and transportation included)

\_\_\_\_\_ July 13 Mall Trip (bring money and your own lunch)

\_\_\_\_\_ July 20 Ringling Museum \$35.00 (bring money and your own lunch)

Please return this page with all forms

**ALL** activity fees must be paid no later than May 15