

# COMPANY HANDBOOK

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BKS DANCE & AERIAL PROGRAM  
BALLET WITH KRISTEN SAMSON  
2023 / 24



# Company Members and Families Hello,

# WELCOME!

**T**hank you for your interest in the BKS Student Company! Our goal is to foster a genuine love for Dance in students of all ages and abilities across the Seacoast of NH. The BKS Dance & Aerial Program always has, and always will, prioritize Classical Ballet Technique. Our Faculty uses a **ballet-based approach** to provide quality dance training from the ground up. There is a home for every dancer in this community of Artists, and we would love for you to join us.

Participating in Company is a fantastic way for students to take their training to the next level. The moment you accept a Company position, you become part of **something bigger than yourself**. Team Members gain additional performance opportunities, extra studio time, industry experience, and technical choreography from well-decorated instructors. This environment is powerful and ambitious, creating an enhanced overall experience for Company Members.

The BKS Team loves everything competition has to offer. We understand that competing is important to the students, and we plan to keep building our momentum with competition. At BKS, we feel **knowledge and skill** are more valuable than a well-rehearsed competition solo. Through decades of experience in the competition realm, we have found a healthy balance that can accommodate each and every student.

Signing on to the BKS Student Company comes with responsibilities. Company Dancers must uphold the standard described in this handbook. Before making any decisions, it is important to carefully review this handbook and reflect on your personal goals. Please note that joining Company is **completely optional**. The BKS Team is happy to help navigate a plan that meets your individual wants and needs.

Thank you for being part of the BKS **community**,  
BKS Faculty  
BKS Dance & Aerial Program  
Body Barre Fitness



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# DESCRIPTION

In this handbook, you will find the general guidelines that every BKS Community member is expected to uphold to the best of their ability. Consider it the standard code for all things BKS - always in effect, always taken seriously.

This resource applies to all connected parties - Dancers, Parents, Families, Friends, Faculty, and beyond. Failure to comply with the BKS Company Handbook may result in termination from the team / program. If an issue were to arise, BKS has the right to hold that party accountable. We appreciate your attention with this.

The obligations in this document are especially important for Company dancers and their parents, as they set the tone for the entire program. We ask that team members *"always wear their BKS jackets."* We are very lucky to be represented by such a respectful, honorable group. We cannot thank you enough for that!



# COMMITMENT

Keep in mind - the priority is finding a healthy balance.

## **Options:**

The BKS Dance Program offers a variety of Company placements for students to consider. Teams range from Novice to Competitive, for ages 7 to 18. Competitive teams require a high level of commitment. Novice teams require a moderate level of commitment. Students are encouraged to participate in other activities outside of dance, and we want Company to be an option for all interested students.

## **Attendance:**

We understand that conflicts may arise which could result in missed class time. However, attendance is critical to the success of the team. More than two unexcused absences may result in consequences. Please be sure to email the studio with any scheduling concerns. We are flexible and would be happy to work with the student to find the best fit for their schedule.

## **Healthy Lifestyle:**

Dancers must maintain a healthy and balanced lifestyle in order to train at their maximum ability. Peak performance can only be obtained by properly hydrating, fueling, resting, stretching, and strengthening your body. The health and safety of each BKS student will always be top priority.

## **Full-Season Obligation:**

Company dancers must commit to the team for the entire year. The season runs September to June. If a student chooses to end their time on the BKS Company midseason, they will not be refunded for any related fees.

## **Priority Obligation:**

BKS Company dancers are not permitted to compete with other dance studios. Under no circumstance should a Company member become their own direct competition. Auditioning for summer dance programs, attending master classes, and participating in workshops is encouraged.



**Academic Standing:**

The BKS Team feels strongly about our students maintaining excellence in their academics. All BKS students are expected to stay on top of their schoolwork, and the failure to do so may result in consequences at the studio. Please let us know right away if there are any concerns surrounding this.

**Auditions:**

To be considered for a Competitive team, the interested dancer must audition. Auditions are held once a year, typically on Friday during the Company / Nutcracker Dance Intensive. Returning Team Members will re-audition every year. If a student is unable to attend the scheduled group audition, please let us know as soon as possible and we can make alternate arrangements.

BKS auditions are held in a professional manner. Our goal is to equip BKS students with the knowledge and experience required to audition successfully in the real world. There will be a panel of outside judges scoring each dancer based on their performance. This ensures all students have an equal opportunity to showcase their ability, and it provides a straightforward device for casting.

**Castings:**

Placements will be decided by audition scores, Faculty recommendation, weekly class schedule, finances, and the dancer's preferences. All results will be shared via email, and they are not up for debate. To be eligible for a solo, duo, trio, or select routine, the dancer must participate in all suggested group routines.



**Class Schedule:**

If a student would like to participate in a competition routine, they must take the corresponding Company class and attend the corresponding Company rehearsal. All Team members are expected to take at least one weekly Ballet class. Once the fall class schedule has been confirmed, the Faculty will send each Company student a list of recommended classes.

**Rehearsals:**

Company members can expect to have a few weekend rehearsals scheduled throughout the season. Typically in the fall, and right before the first competition. Dancers performing a solo, duo, trio, or small group should plan on having extra rehearsal time.

**Competition Weekends:**

We would like to attend two competitions for the 2023 / 24 season. They will take place over the months of February, March, and April. We will not register for an event that overlaps with a NH school vacation week, and we will always try to avoid back-to-back performance weekends.

Please note that competitions have the potential to spread over Friday, Saturday, and Sunday, especially if the dancer has multiple routines. Be prepared to reserve the entire weekend. Detailed event schedules are not shared with studio directors until the week-of, and there is no way to predict a timeline. It is common for routine times to shift, and they often run ahead of / behind schedule.

**Nutcracker:**

Our goal is to schedule Nutcracker for the first weekend in December every year. The Annual BKS Nutcracker Performances will take place on Sunday, December 3rd, 2023 at 10:00 am & 2:00 pm. The shows will be held at the Stratham Cooperative Middle School Auditorium, located 100 Academic Way in Stratham, NH 03885. Students in Ballet 5 and 6 are invited to ride on the BKS float during the Hampton Holiday Parade on Saturday, December 2nd at 1:00 pm.

**Spring Performance:**

Our goal is to schedule Spring Show for the weekend before Memorial Day every year. The Annual BKS Spring Performances for this season will be held on Sunday, May 19, 2024. The shows will take place at the Johnson Theatre inside the Paul Creative Arts Center, located 30 Academic Way, Durham, NH 03824. The Spring Performance will be broken up into different shows so we can highlight both the dance and aerial divisions of the program.



## Summer:

A committed dancer continues to train during the summer months. We expect year round commitment from Company members. Lead roles and special Company pieces are earned in the summer!

## Summer Dance Intensives:

All Competitive Company members should be in attendance for both the June and August Summer Dance Intensives. Novice dancers are required to attend one Summer Dance Intensive, and encouraged to attend both. Castings for the upcoming year will be determined during the Intensive weeks.

June is the Guest Teacher Summer Dance Intensive. During the June Intensive, each student and their family will come in for a meeting to discuss the upcoming season. It is important to chat with each family individually to get a thorough understanding of their wants and needs from the program. This feedback helps us shape the weekly class schedule and yearly event calendar. Most importantly, your feedback helps us offer the best possible fit for every student. Meetings will not last longer than 20 minutes. We will share a list of possible meeting times, then confirm the schedule on a first-come-first-served basis.

August is the Nutcracker & Company Summer Dance Intensive. If a student would like to be considered for a Competitive team or a lead Nutcracker role, attending the August Intensive is especially important. Throughout the week, BKS Faculty and Guest Teachers will set choreography for Competition and Nutcracker. Dancers learn specific choreography for their audition, which is held on the last day of the August camp.





# FINANCIAL OBLIGATIONS

*All financial obligations must be met in a timely manner to stay in good standing on the Company. If a member fails to meet any financial obligations, BKS has the right to remove them from the team.*

## **BKS Online Account:**

Payments will be completed online through the card linked to the account on file. If you have not already, please create a BKS account and link payment information. Parents can check their account dashboard at any time to review account activity. The link to log-in is on our website under resources.

## **Monthly Tuition:**

Monthly tuition payments are due in full by the 20th of each month. There will be nine, equal, monthly payments from September through May. Tuition amount remains the same no matter how many classes are held that month. Tuition will be paid through auto-pay linked to the card on file with your BKS account. To discontinue a class, please send the studio an email at least 15 days prior to the next payment. Tuition is nonrefundable once charges have processed.

### **Monthly Tuition Rates:**

30 Minute Dance Class	- \$60
45 Minute Dance Class	- \$65
60 Minute Dance Class	- \$70
75 Minute Dance Class	- \$75
90 Minute Dance Class	- \$80
120 Minute Dance Class	- \$90
Aerial Silks Class	- \$90
Acro Class	- \$65

## **Costume Fees:**

Each Company routine requires a costume that is appropriate, competitive, and complete. BKS promises to keep costume fees as low as possible, while always staying on par with the standard. We suggest budgeting around \$80 per routine. Costume fees are non refundable and must be paid in full before the costume order is placed.

To determine sizing, the Faculty will take measurements and reference the provided size chart. Both the student and instructor must confirm the fit before a costume is sent home. If a student is missing any piece of their costume on performance day, or if their costume is damaged / dirty, they will not be permitted to perform in that routine.

**Choreography Fees:**

Choreography fees are due prior to the first rehearsal and are non-refundable once processed. The fee Choreography fees include includes three, 60-minute rehearsals, choreography, and music. There are no choreography fees for group routines, Nutcracker routines, or Spring Show routines.

**Choreography Fees:**  
Solo - \$300 per dancer  
Duo / Trio - \$200 per dancer

**Competition Entry Fees:**

Each competition will charge an entry fee per dancer, per routine. These fees are non refundable and must be paid in full prior to the event. The fee to compete a solo will be higher than the fee for duos, trios, and group routines.

**Competition Entry Fees:**  
Solo - \$115 per competition  
Duo / Trio - \$65 per competition  
Groups - \$55 per competition

**Summer Dance Intensives:**

The cost to attend a BKS Summer Dance Intensive is \$300. All Competitive Company members should be in attendance for both the June and August Intensives. Novice dancers are required to attend one Summer Dance Intensive, and encouraged to attend both.

**Fundraising:**

The BKS Dance & Aerial Program will not be launching a fundraising campaign. After many years of Company fundraising, we have decided to hold off on a studio-wide fundraising effort. Any potential fundraisers will double as team bonding activities.



# COST BREAKDOWN

It is important to provide the BKS Company Community with a clear and up-front cost estimate for the season. Based on the financials from last year, we can project the following costs for 2023 / 24. All costs are approximate, and actual costs will vary.

## Summer

- June Dance Intensive - \$300
- August Dance Intensive - \$300

## Company

- BKS Company Jacket - \$65
- Company Costume Fee - \$60 to \$100 per routine
- Solo Choreography Fee - \$300 per student
- Duo / Trio Choreography Fee - \$200 per student
- Solo Entry Fee - \$140 to \$170 per student
- Duo / Trio Entry Fee - \$60 to \$90 per student
- Group Routine Entry Fee - \$50 to \$70 per student
- Convention (optional) - \$200 per student
- Makeup and Hair Supplies - \$50
- Tights, Shoes, and Undergarments - \$75
- Holiday Gift Swaps (optional) - \$20

## Nutcracker

- Nutcracker Costume Fee - \$40
- Nutcracker Tickets - \$18
- Parade Sweatshirt - \$35

## Spring Performance

- Spring Performance Costume Fee - \$65
- Spring Performance Tickets - \$18

## Monthly Tuition (9 payments per year)

- 30 Minute Dance Class - \$60
- 45 Minute Dance Class - \$65
- 60 Minute Dance Class - \$70
- 75 Minute Dance Class - \$75
- 90 Minute Dance Class - \$80
- Aerial Class - \$90



# COST CALENDAR

## September

- Choreography Fees

## October

- Nutcracker Costume Fee
- Company Jackets

## November

- Company Costumes

## December

- Competition Entry Fees 1 / 2
- Nutcracker Tickets

## January

- Competition Entry Fees 2 / 2

## February

- Spring Performance Costume Fee

## March

- Attending Competition

## May

- Spring Performance Tickets

# GEAR

PLEASE LABEL ALL PROPERTY WITH THE DANCERS NAME

**Apparel:** All Company members must have a BKS Company jacket to wear to performances and events. To purchase a jacket, please email your selections to [bbfnh@outlook.com](mailto:bbfnh@outlook.com), or write them in the apparel binder in the lobby.



**Jewelry:** Company dancers must wear a pair of Company earrings for performances.



The Faculty will confirm if each student would like pierced or clip-on earrings before placing the order. Select routines may be required to wear additional accessories like a tiara, choker, or pony-tail holder. The required accessories will be included in the costume fee for the routine.

**Tights:** Each routine will have specific guidelines for tights. Many routines will not need tights at all. Ballet and Pointe routines should be performed wearing pink, seamed, mesh, transition tights. Performance tights are separate from class tights, and they should never have holes, runs, or stains. We recommend the Capezio Professional Mesh Transition Tights with Seams in Classical Pink (Style #9).



**Ballet Shoes:** Canvas, split-sole, Ballet slippers, sewn neatly with two crossing elastics. Drawstrings must be tied, trimmed, and tucked securely. We recommend the Bloch Performa Stretch Canvas Ballet Shoes in Theatrical Pink (Style #SO284L).



**Lyrical / Contemporary Shoes:** Slip-on, canvas, turner shoes with adjustable straps in skin tone match. We recommend the Theatricals "Lyrical Flow" Closed-Toe Lyrical Shoes (Style #T8975).



**Jazz Shoes:** Slip-on, split sole, Jazz shoes with flexible arch in black or tan. We recommend the Theatricals Neoprene Arch Slip-On Jazz Boot (Style #T7802).





**Undergarments:** Dancers are required to wear their choice of undergarments underneath all costumes. Specific costumes will require certain undergarments (open backs, two pieces, asymmetrical necklines, and tutus).

Younger students: One-piece, camisole leotard with clear straps in skin tone shade match.



Upper level students: Two-piece, seamless, undergarments in skin tone shade match. We recommend no show bottoms, and triangle cut tops with clear straps.



# HAIR

## ***FULL BKS HAIR TUTORIAL ON OUR YOUTUBE CHANNEL - BODY BARRE FITNESS & BALLET WITH KRISTEN SAMSON***

Professional appearance is expected from BKS students at all times. For performances, dancers should arrive with their hair slicked back neatly off their face. Specific style requirements will vary depending on the routine. This is important not only for safety reasons, but for a powerful first impression and credible appearance.

**CLASS:** Students must wear their hair in a bun for all Ballet classes, and in a bun or ponytail for all other classes.

**PERFORMANCES:** Performers will need a hairbrush, comb, elastics (matching hair), hairnets (matching hair), gel, hairspray, bobby pins (flat), and hair pins (U-shaped).

1. Arrive to the venue with hair completed. Ballet routines will be required to wear a high, flat, even bun slicked straight back with no part.
2. There should be no frizz, fly-aways, bangs, loose ponytails, bumps, tangles, etc. Hair must be slicked neatly with a tight, secure hold.
3. Ponytails should be held up with two (or more) hair elastics. All elastics, bobby pins, and hairnets must match the hair color. Bring extra hair supplies.
4. Headpieces should never fall off on stage. Pin all headpieces securely to the right side of the dancer's bun. Headpieces should lay flat and should not distract from the dancer.
5. Straighten hanging ponytails. If a dancer's hair is too short to put in a ponytail or bun, please style it neatly off of the dancer's face.
6. BKS Instructors will choose a specific hairstyle for each routine based on the choreography and costume. Hair styles are subject to change.
7. All dancers in a given routine must have the same hair style. Each routine must have a headpiece, and all dancers must have the same one.

# MAKEUP

## ***FULL BKS MAKEUP TUTORIAL ON OUR YOUTUBE CHANNEL - BODY BARRE FITNESS & BALLET WITH KRISTEN SAMSON***

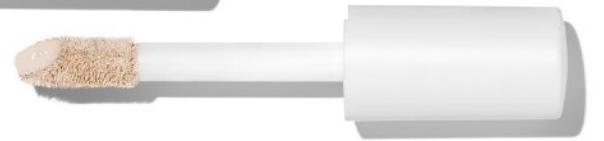
Dancers wear stage makeup to accentuate their existing, natural beauty. We understand that full glam can feel extreme, especially for younger students. Please know that these guidelines are in place to benefit the dancer.

**BKS Makeup Requirements:** Full stage makeup is mandatory for Competitive Company members, Ballet 4 - 6, and Nutcracker leads. Novice teams should wear any degree of makeup that feels best for them. There are no makeup requirements for Ballet 1 - 3. If any younger dancers wish to wear stage makeup, please reference the BKS Stage Makeup Guidelines.

**Why do dancers wear stage makeup?** Dance is a performing art, and that is why we love it. Performers are responsible for illustrating the meaning of their art to the audience - all the way up to the last row! Bright stage lights, far distances, and flashy costumes can make dancers appear washed-out on stage. Using stage makeup techniques can drastically enhance the visibility of facial features, allowing your emotions and expressions shine through. Well done stage make-up will drastically improve the clarity of any photos taken and will make the gaze appear more lifted. A full face meets the industry standard and helps us stay competitive.







# RECOMMENDED MAKEUP PRODUCTS

1. Primer - Covergirl TruBlend Base Business Skin Smoothing Face Primer - \$5
2. Foundation - Maybelline Fit Me Liquid Foundation Dewy and Smooth - \$9
3. Concealer - Elf Hydrating Camo Concealer - \$7
4. Powder - L'oreal Infallible 24H Freshwear Powder Foundation - \$10
5. Blush - Milani Baked Blush in shade 05 Luminoso - \$9
6. Highlight - Maybelline Master Chrome Highlight in shade 50 Molten Rose Gold - \$6
7. Bronzer - Physicians Formula Murumuru Butter Bronzer in shade 6676 Bronzer - \$11
8. Brows - Benefit Gimme Brows Tinted Eyebrow Gel - \$14
9. Eyeshadow - Colourpop That's Taupe Eyeshadow Palette - \$14
10. False Eyelashes - Kiss So Wispy False Eyelashes #11 Pompadour - \$9
11. Eyeliner - NYX Epic Ink Liquid Eyeliner in shade 01 Black - \$10
12. Mascara - Maybelline Lash Sensational Mascara in shade #253 Blackest Black - \$7
13. Lipstick - L'oreal Infallible Pro Matte Liquid Lipstick in shade 368 Matador - \$11
14. Setting Powder - Rimmel Stay Matte Pressed Powder - \$4



15. Setting Spray - NYX Matte Finish Fini Mat Makeup Setting Spray - \$10



# SAFETY FIRST

- Never touch another dancer unless specifically instructed to do so. Invading another dancer's personal space is unacceptable. Dangerous or reckless behavior will not be tolerated.
- Inform faculty immediately of any incidents, injuries, issues, or concerns. We are your biggest resource and are happy to help navigate any situation - big or small.
- The BKS Dance & Aerial Program is not responsible for children left unattended. This applies at competitions, performances, the studio, and any other BKS related events. BKS is not responsible for any students who are in the lobby without supervision. We are not responsible for students who are dropped off early or picked up late.
- Do not enter the studio without an instructor present. Please wait to be invited into the studio when your class is scheduled to start.
- Dancers are not to leave the building until they are positive that they see their ride. Use the crosswalk if you need to cross the parking lot. Please take caution in the parking lot. There is a high volume of traffic with lots of ins and outs. Cars can drive quite fast in the front and rear of the building.
- If a dancer communicates that they feel uncomfortable or feel pain, they will be removed from the skill immediately. We will respect these statements, and have no choice but to take it seriously. Always communicate your boundaries to instructors and teammates. Know your personal limits and work within your range. Feel free to ask for modifiers.

## **Under no circumstance should a student:**

- hang on the barres
- climb in the cubbies or on the benches
- touch the mirrors or window blinds
- adjust the heat / AC
- turn off / on the lights
- lock / unlock doors or windows
- change the music
- enter closets / the office / a different studio
- disrespect the property in any other way

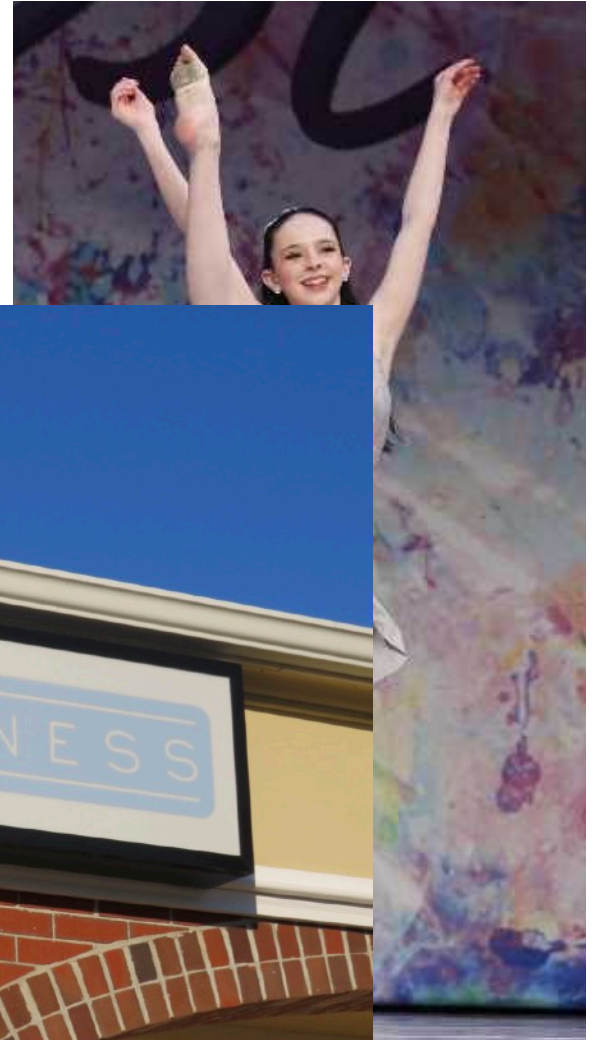




# HOUSEKEEPING



- Only sealed water bottles allowed in the studio. Absolutely no food or other beverages. Food and drinks can attract bugs and will damaged the Marley dance floor if spilled.
- Please remove street shoes at the door and place them in a cubby.
- Please clean up after yourself and your children. Take everything you brought in out with you when you exit. Trash should be placed in the trash can. Be mindful of crumbs and spills in the lobby. Dancers use this space to stretch and review, and they are often wearing expensive dance shoes.
- No cell phones in the studios. Students should not be on their phone during class time. We appreciate phone calls being made outside.
- Please be sure to take your belongings of the studio and home with you. The lost and found is located in a marked box in the lobby. Any items in the lost and found will be donated after 3 months.
- Students / families will be held responsible for any damages caused to BKS property.



# ETIQUETTE TIPS

- Dancers should bow, clap, and thank their instructors at the end of class and rehearsal. Thank your partners at the end of Partnering.
- Follow directions, limit side conversations, and stay engaged during class.
- Students should use the bathroom / fill water bottles / put hair up etc. before or after class. Bring everything you need for class in with you at the start. Leaving the studio while class is in session is disrespectful and distracting. Students should ask permission to leave the room, and only one student should be out at a time.
- Mark all combinations as the teacher is demonstrating. If the teacher is dancing, the students should be too. Never mark the arms.
- Raise your hand and wait to be called on to ask any questions. Let the instructor finish giving directions before raising your hand. Please only ask genuine, helpful questions. "I don't get it" and "what" are not valid questions.
- Do not enter a studio while music is playing. Wait until music stops to enter or pass through. Do not talk while the music is on.
- Accept feedback and corrections with gratitude.
- Dancers are expected to respect all castings, choreography, and placements. Always be a good sport and congratulate your teammates. Casting should never be discussed amongst dancers.

## **While class is in session, a dancer should never:**

- make suggestions on choreography
- ask what time it is, how much longer, etc.
- sit on the floor, stairs, or mats
- cross their arms, yawn, look at the clock, lean on the barres
- correct another student

# PACKING LIST:

Positive Attitude  
Lots of Energy  
Smiles

Water  
Healthy Snacks  
Money  
Charger

Company Jacket  
All Costumes  
All Headpieces  
Required Shoes  
Required Tights  
Undergarments  
Warm-ups  
Booties / Socks  
Extra Tights

Earrings  
Choker, Tiara, Headband

Hair Brush  
Comb  
Bobby Pins  
Hair Pins  
Hairspray  
Hair Gel  
Hair Elastics  
Hair Nets  
Spray Bottle  
Straightener / Curler

Makeup  
Makeup Wipes  
Q Tips  
Cotton Balls  
Mirror

Safety Pins  
Scissors  
Superglue  
Sewing Kit  
Body Glue / Double Sided Tape  
Tide To Go  
Lint Brush

Nail Polish Remover  
Clear Nail Polish  
Nail File  
Nail Clippers

Tweezers  
Perfume  
Deodorant  
Tissues  
Feminine Products  
Ibuprofen  
Floss  
Mouthwash  
Band Aids  
Eye Drops  
Any Medications

**PLEASE LABEL ALL  
PERSONAL BELONGINGS**



Follow us on  
**Instagram**

**@balletkristensamson**



Ballet Classes with Kristen Samson



Body Barre Fitness &  
Ballet with Kristen Samson



# CONTRACT

**I have read and reviewed this handbook in full, and I agree to uphold all included rules and requirements.**

**Dancer -**

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(Signature)

---

(Date)

**Parent -**

---

(Signature)

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(Date)

