



Summer Intensive 2023

DORM STUDENT

Information Packet

TABLE OF CONTENTS

1. Welcome Letter (pg. 2)
2. Contact Information (pg. 3)
3. Kansas City Ballet (pg. 4)
 - a. History
 - b. Todd Bolender Center for Dance & Creativity
4. Kansas City Art Institute (pg. 5)
 - a. History
 - b. Living Center
 - c. Nearby Hotels
5. Preparing for SI (pg. 6)
 - a. Items to Bring
 - b. Dress Code
 - c. Move-In Day
 - d. Move-Out Day
6. Life at KCAI (pg. 12)
 - a. Living Center
 - b. Rooms/Roommates
 - c. Dining
 - d. Transportation
 - e. Mail/Packages
 - f. Laundry
 - g. Housekeeping
 - h. Technology
 - i. Personal Belongings
 - j. Homesickness
7. Activities (pg. 17)
8. Safety (pg. 18)
 - a. Supervision
 - b. Security
 - c. Curfew
 - d. Walking Excursions
 - e. Visitors/Releases
 - f. Emergency Situations
9. Health and Wellness (pg. 21)
 - a. Before Arrival
 - b. Health and Safety Protocols
 - c. Injury/Illness
 - d. Appointments
 - e. Trainer
 - f. Icing
10. Behavior and Conduct (pg. 24)
11. Life at the Bolender Center (pg. 26)
 - a. Arrival/Departure
 - b. Dressing Rooms
 - c. Studios
 - d. Lunch
 - e. Bolender Center Building
12. Dancing at KCB (pg. 28)
 - a. Attendance
 - b. Curriculum
 - c. Faculty
 - d. First Day of Classes
 - e. Level Placement
 - f. Last Day of Classes

1. WELCOME LETTER

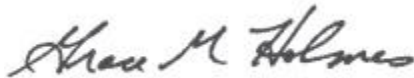
Dear 2023 Summer Intensive Families,

Welcome to the 42nd year of the Kansas City Ballet School's Summer Intensive. Our program is dedicated to providing excellent training in ballet and various dance disciplines. Our curriculum will primarily focus on strengthening technique and refining artistry through the emphasis of placement, stamina, vocabulary, and performance quality. Students will also study repertoire in preparation for the studio demonstration on Saturday July 22.

Please read through this packet in its entirety – there are important details that will be helpful in preparing for a summer dancing at KCBS. As a reminder, all payments are due in full by May 19. Accounts with remaining balances on May 22 are subject to a \$150 late fee.

If there is anything we can do to assist you in the months leading up to the intensive, please let us know. We look forward to seeing you on June 19!

Sincerely,



Grace M Holmes, School Director

KANSAS CITY BALLET SCHOOL STAFF

Devon Carney, *Artistic Director*

Grace M Holmes, *School Director*

Kimberly Cowen, *Principal, KCYB Director*

Lauren Fadeley Veyette, *Principal, YAGP Coordinator*

Dmitry Trubchanov, *Men's Program Coordinator, KCYB Associate Director*

Irina Brouhard, *Music Coordinator*

Jessica Bacus, *School Operations Manager*

Nora Burkitt-Davis *Children's Program and School Coordinator, Adaptive Dance Coordinator*

Megan Robinson, *BC/JC Administrator*

2. CONTACT INFORMATION

Kansas City Ballet School (brick building on map) is located just west of Union Station.

KCBS Mailing Address
Kansas City Ballet School
500 W Pershing Rd
Kansas City, MO 64108

KCBS Office Number

816-931-2299 x2

*If a staff member is not available to take your call, please leave a message and it will be returned as soon as possible.

KCBS Office Email

school@kcballet.org

Resident Staff Number

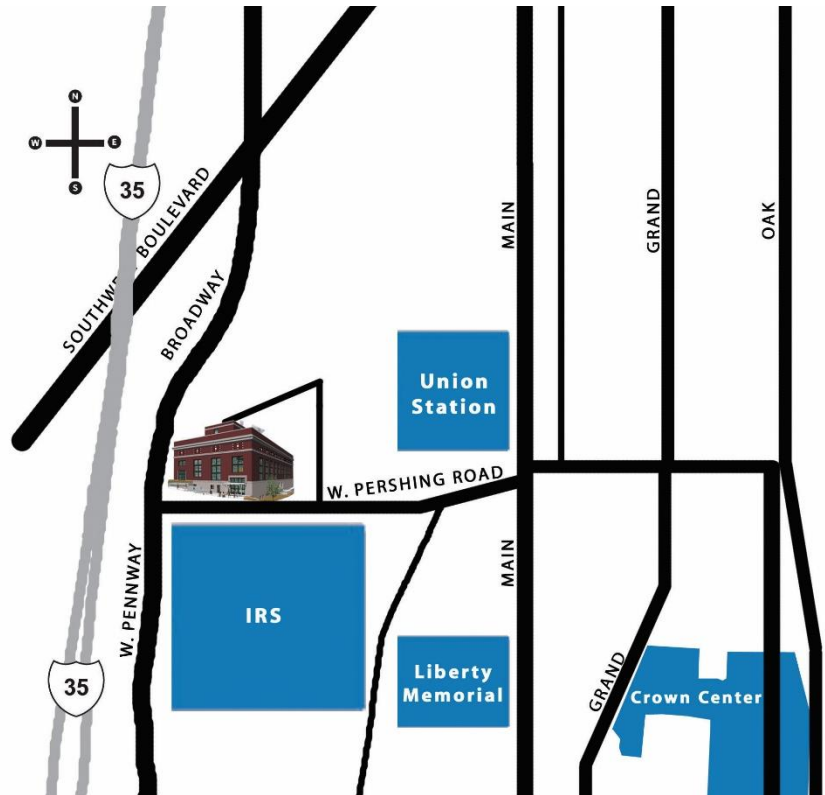
816-516-0207

*In case of emergency, you may contact our Resident Staff on the Staff Phone. If a staff member is not available to take your call, please leave a message and it will be returned as soon as possible. You may also text this number.

Resident Staff Email

dormdirector@kcballet.org

[Summer Intensive Student Webpage](#)



3. KANSAS CITY BALLET

500 W Pershing Rd, Kansas City, MO 64108

a. HISTORY

Founded in 1957, Kansas City Ballet is a 30-member professional ballet company under the direction of Artistic Director Devon Carney and Executive Director Jeffrey J. Bentley. Kansas City Ballet offers an eclectic repertory ranging from the traditional classics to exciting contemporary ballets. Through its professional company, its Second Company and its many community service programs, KCB seeks to nurture and develop its artists, audiences and students in the values inherent in the creativity, diversity and joy of dance. The company reaches over 20,000 Kansas City students and adults each year through its community education programs and provides dance training through the Kansas City Ballet School.

KCB's home, the Todd Bolender Center for Dance & Creativity on the campus of Union Station, in conjunction with Resident Company status at the world-class Kauffman Center for the Performing Arts, has truly positioned Kansas City as a Destination for Dance.

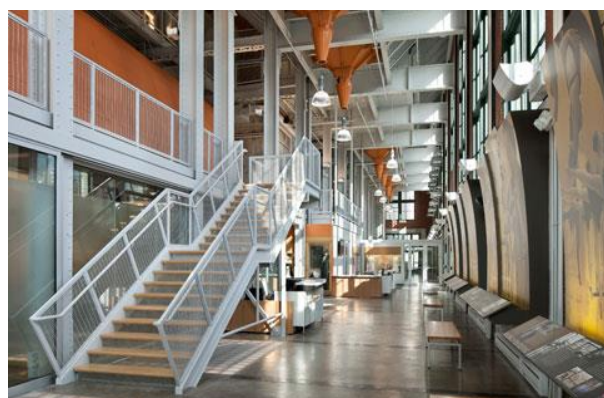
b. TODD BOLENDER CENTER FOR DANCE & CREATIVITY

The Todd Bolender Center for Dance & Creativity is an award-winning facility located near downtown Kansas City and the vibrant Crossroads Arts District. The former power house building is fully renovated with seven light-filled studios and the 180-seat Michael and Ginger Frost Studio Theater. The Bolender Center houses the Kansas City Ballet professional company, the Kansas City Ballet School and the Kansas City Ballet's artistic and administrative staff.

Bolender Center Exterior



Bolender Center Lobby



4. KANSAS CITY ART INSTITUTE

4415 Warwick Blvd, Kansas City, MO 64111

a. HISTORY

The Kansas City Art Institute is an independent four-year college of fine arts and design founded in 1885. Notable artists associated with KCAI include Walt Disney, who took Saturday classes there as a child, and painter Thomas Hart Benton, who taught there from 1935 to 1941. The beautiful campus is nestled in a historic neighborhood surrounded by two of the best art museums in the country, the Nelson-Atkins Museum and the Kemper Museum of Contemporary Art.

BARBARA MARSHALL RESIDENCE HALL

4419 Warwick Blvd, Kansas City, MO 64111

Located in the heart of the KCAI campus, the Living Center is where KCBS Summer Intensive students will live during their five weeks in Kansas City. See Life at KCAI for more details.

Sherman Family Student Union



Wylie Dining Hall



c. AREA HOTELS

There are a number of hotels near the KCAI campus, including the following within walking distance:

Embassy Suites by Hilton
220 W 43rd St Kansas City, MO 64111
(816) 756-1720

Marriott Country Club Plaza
4445 Main St, Kansas City, MO 64111
(816) 531-3000

Extended Stay Country Club Plaza
4535 Main St, Kansas City, MO 64111
(816) 531-2212

Best Western Plus Seville Plaza
4309 Main St, Kansas City, MO 64111
(816) 561-9600

5. PREPARING FOR SUMMER INTENSIVE

a. ITEMS TO BRING

Room Items

- Linens for extra-long twin bed
- Pillow(s)
- Blanket and/or comforter
- Towels (for bath and swim)
- Alarm clock
- Shower curtain (one suitemate only)
- Desk lamp
- Small trash can
- Power strip
- Mirror
- Hangers
- Laundry bag/basket
- Collapsible drying rack (for dancewear)

Personal Items

- Personal supplies (as needed)
 - Toothpaste, toothbrush
 - Deodorant
 - Shampoo, conditioner
 - Body wash/soap, washcloth
 - Razor, shaving cream
 - Lotion
 - Hairbrush, comb, bobby pins, hair ties, hair net, hairspray, hair dryer
 - Over-the-counter medication: pain reliever, antacid, antihistamine, etc.
 - Prescription medication
 - Band-Aids
 - Glasses/contacts and solution
 - Menstrual care products
 - Shower tote
 - Shower shoes
 - Sunscreen
 - Ice bag, plastic bags or small container for icing muscles
 - Toilet Paper
- Dancewear – See Dress Code for more details.
 - Be sure to bring enough items to last all five weeks of the intensive
 - For ladies, we recommend approximately one pair of pointe shoes per week. This will vary based on brand, style and feet.
- Attire for sleep, evenings, and activities
 - Please consider appropriateness before packing clothing items
 - Tops should completely cover the torso
 - Bottoms should be of appropriate length
 - All clothing should be free of graphic or derogatory pictures or language and references to alcohol, drugs, sex, and violence
 - Be sure to include:
 - Comfortable walking shoes
 - Sunglasses/hat

Plan for the climate: summer days in KC are generally warm to hot with humidity, nights are mild, rain is likely

- Cell phone and charger
- Spending money (to purchase additional essentials if need be) in form of cash or debit/credit card. Students ages 12-14 may keep cash with the Dorm Director in a lockbox. See Personal Belongings for more details.

Dance Bag Items

- Water bottle
- Pilates/yoga mat
- Thera-Band
- Toiletries
- Sewing kit
- Hair items
- Foot care items – tape, Band-Aids, toe pads, blister pads, nail clippers
- Extra face masks
- Hand sanitizer

Other Recommendations (OPTIONAL)

- Nonperishable snack foods (no fridges in rooms)
- Books, board games, playing cards
- Headphones
- Paper, writing utensils, envelopes, stamps
- Fun costume items or props for Dorm Talent Show

Do NOT Bring

- Alcohol, drugs, firearms, explosives, fireworks
- Mini fridge, microwave, any cooking appliances
- Candles, incense
- Extension cords (surge protectors or power strips are permitted)
- Mattress pads (egg shell/memory foam pads are fire hazards in residence halls - mattress protectors are permitted)
- Inappropriate movies or games
- Expensive jewelry or other valuables

b. DRESS CODE

ALL STUDENTS

- Face masks are optional for all students
- Students must be in dress code for every class
- No warm-ups are allowed for class
- Only small stud earrings are permitted – no other jewelry
- Hair must be neat and secured away from the face
- When dancers arrive and leave the building they must wear street clothing over their dancewear

- Warm-up booties may only be worn in the studios – not outside, not on the bus, not in the Dining Hall

DRESS CODE OPTION #1

All leotards must be simple and modest with no excessive cutouts or straps and no zippers. No patterns or multi-colored leotards are permitted.

- Any single-colored leotard unless otherwise notified
- On the first day of classes, students opting for a leotard should wear a black leotard
- For the Studio Demonstration, students will wear their KCBS SI Elevé
- We will have at least one crazy leotard day during the intensive where patterned/multi-colored leotards will be allowed

Required

- KCBS SI Elevé leotard (included as part of the tuition)
- black leotard (must meet leotard requirements above)
- black ballet skirt
- pink or skin toned convertible tights (must be worn under leotard)
- pink or skin toned ballet shoes
- pink or skin toned pointe shoes
- black or tan jazz shoes
- black or tan character shoes (no more than 2" heel)
- black character skirt (shin length)
- tennis shoes/sneakers for hip hop class (should not be worn outdoors)
- nametag (will be provided – must be worn in every class)

Optional

- single-colored leotards (must meet leotard requirements above)
- single colored ballet skirts
- black jazz tights, shorts and/or pants (if wearing shorts, tights must be worn underneath)

DRESS CODE OPTION #2

- Options include solid-colored shirts, with black, white or gray tights, and white or black shoes unless otherwise notified
- We will have at least one crazy uniform day during the intensive where patterned/multi-colored shirts or unitards will be allowed

Required

- KCBS SI Elevé Shirt (included as part of tuition)
- white shirt (fitted t-shirt or compression shirt, no graphics or text)
- black full-length tights
- dance belt
- white ballet shoes/white socks

- black ballet shoes/black socks
- black or tan jazz shoes
- tennis shoes/sneakers for hip hop and fitness classes (should not be worn outdoors)
- nametag (will be provided – must be worn in every class)

Optional

- full-length tights in white or gray
- black jazz pants
- athletic pants for fitness classes

c. MOVE-IN DAY – SUNDAY JUNE 18, 2023

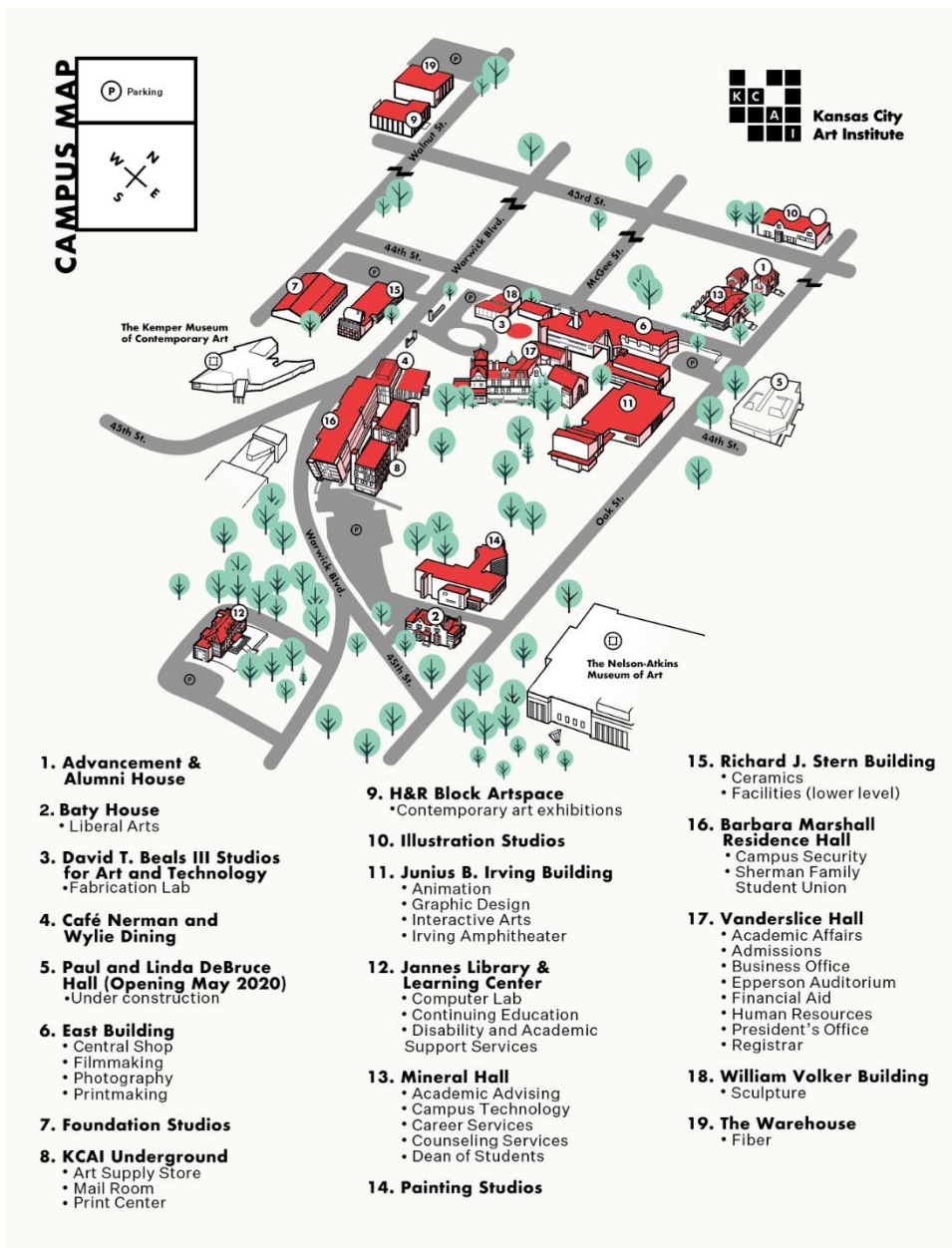
SCHEDULE

KCAI will not be open for visiting or move-in until the designated times below on Sunday June 18. Check-in times are staggered based on age. Please use student’s age at the start of the program.

9:30 AM	Check-In Open for Ages 12-14
10:00 AM	Check-In Open for Ages 15-16
10:30 AM	Check-In Open for Ages 17+
12:00 PM	Bolender Center Open (more details below)
2:00 PM	Check-In Closes; Bolender Center Closes
2:30 PM	Student/Family Orientation (more details below)
4:00 PM	Student Activities

Students may not check-in earlier than their designated age group. Students may check-in later from their age group start time until 2:00 PM.

MAP



The Residence Hall is located at 4419 Warwick Blvd on the west side of the KCAI campus. The building is marked #16 on the map. Please park in the adjacent lot south of the building and enter using the east doors.

CONTACT

If you have any problems on the day of arrival, please contact our Resident Staff by phone or text at 816-516-0207.

TRANSPORTATION

Students flying to Kansas City International Airport should pre-arrange for ground transportation to KCAI. KCB Staff are unable to provide airport transportation. The airport is approximately 30 minutes from KCAI. For a list of shuttle services, visit <http://www.flykci.com/getting-to-from/ground-transportation/shuttle-services/>

Please plan flights that fit with the schedule provided above. Late arrivals are not encouraged.

CHECK-IN PROCEDURE

The check-in table will be located inside the Residence Hall near the main lounge. There students will obtain their lanyard and name badge which holds their electronic key card. The key card works on their room door, elevators and all exterior doors.

Students will meet the Resident Staff and be directed to their room. No more than two family members may assist students with move-in. There will be laundry carts/hand trucks available to help move belongings.

ORIENTATION

A student orientation meeting will be held at 2:30 in the KCAI Auditorium on campus. Parents and families are welcome to join but their attendance is not mandatory. Epperson Auditorium is located in Vanderslice Hall, #17 on the campus map above. Following Orientation, students will participate in activities with the Resident Staff.

BOLENDER CENTER OPEN HOUSE

The Bolender Center will be open from 12:00 to 2:00 on Sunday June 18. This is an optional opportunity for students and families to see the space if desired. Please note the Bolender Center will close at 2:00 PM so that our staff can be present at the 2:30 PM Orientation at KCAI.

d. MOVE-OUT DAY – SATURDAY JULY 22, 2022

Following their Studio Demonstrations at the Bolender Center (see Life at KCB for more details), students will ride the bus back to KCAI. Parents can meet their student at the Residence Hall to move out belongings. A more detailed schedule with bus times will be provided before the last week.

CHECK-OUT PROCEDURE

Students are encouraged to be almost fully packed by Friday night to make move-out on Saturday a smooth process. The student's room must be returned to the state in which it was found, cleaned thoroughly, and cleared of all belongings. A Resident Staff member must confirm that the room is satisfactory before the student's departure. Students must also turn in their electronic key card. Students must be checked out by no later than 5:00 PM.

TRANSPORTATION

Students flying out of Kansas City International Airport should pre-arrange for ground transportation from KCB or KCAI, depending on flight time. KCB Staff are unable to provide airport transportation. The airport is approximately 25 minutes from KCB and 30 minutes from KCAI. For a list of shuttle services, visit <http://www.flykci.com/getting-to-from/ground-transportation/shuttle-services/>

Please plan flights that allow the student to participate in the Studio Demonstrations. We recommend flights at 5:00 PM or later on Saturday July 23.

6. LIFE AT KCAI

a. LIVING CENTER

KCAI's Barbara Marshall Residence Hall opened in January 2020. During the Summer Intensive, KCBS occupies an entire floor of the facility. The new Residence Hall features suite-style rooms with semi-private bathrooms and basic furniture.

b. ROOMS/ROOMMATES

Rooms are furnished with the following for each student:

- Extra-long twin mattress and frame
- Desk and desk chair
- Large built-in closets for storage
- Other features of the new building include the Security Office being on site, game room, fitness center, and lounges with TVs on each floor. In addition to these amenities we also include wireless internet.

Rooms and furniture are not to be altered in any way. No tape, pins or nails are allowed on the walls (sticky tack is permitted).

Roommate placement is based on age, gender identity and level placement. Students are able to request roommates on the registration form or by emailing KCBS. Each student must request the other in order for the placement to be honored. Students who do not have a roommate request will be considered 'potluck' and their roommate

assignments will be provided at the time of check-in. Once roommates are assigned, no changes are permitted unless initiated by Dorm Staff.

c. DINING

The Wylie Dining Hall at KCAI is located adjacent to the Residence Hall. Students are provided 21 meals a week during their 5-week stay. Food options are healthy and nutritious with a dancer's needs and body demands in mind. Breakfast and dinner during the week and all weekend meals take place at Wylie Dining. Vending machines are available at KCB and KCAI.

Amenities in the Dining Hall include:

- Hot entrees
- Salad bar
- Deli bar
- Cereal bar
- Fresh fruit bar with yogurts
- Assorted breads
- Fruit juices and beverages
- Freshly baked desserts

The Dining Hall offers vegetarian, vegan, gluten-free, dairy-free, and nut-free options, and they are marked accordingly.

After breakfast each day, students will receive a reusable lunch container and pack their lunches. They will have their choice of all the options Wylie Dining has to offer. They will carry their lunches to KCB each morning where KCB staff will keep them refrigerated until lunchtime. After lunch, students will keep their lunch container, returning it to Wylie Dining at dinner time to be cleaned for the next day's use. If at any point, the original lunch container needs to be replaced, the cost is \$5 for each additional lunch container.

Dietary needs for lunches were collected on the registration form – KCBS must be notified of any changes to this information no later than May 30. Accommodations cannot be guaranteed for students who do not provide this information ahead of time.

REGULAR MEAL SCHEDULE

Monday through Saturday		Sunday	
Breakfast	7:00-8:00 am	Breakfast	9:00-10:00 am
Lunch at KCB	12:00-1:00 pm or 1:00-2:00 pm	Lunch	1:00-2:00 pm
Dinner	5:45-6:45 pm	Dinner	5:45-6:45 pm

This schedule will be posted on each floor and students are responsible for being on time to meals.

POLICIES

- Students must wear their lanyard and scan in for each meal using the barcode on their name badge
- Students must wear shoes in the cafeteria (warm-up booties are for studio use only!)
- Students must dress appropriately, i.e. shirts and bottoms over leotards

We expect students to attend every mealtime and eat proper meals to fuel their bodies. If we have any concerns, we will speak with the student. If students have any concerns, they should feel free to speak with any staff member.

d. TRANSPORTATION

Students are transported to and from the Bolender Center by bus each morning and afternoon. Students will also travel by bus to all activities. Buses are organized by age and students are supervised by RAs. Bus schedule for activities will vary. Departure times will be posted on each floor and students are responsible for their punctuality.

REGULAR BUS SCHEDULE

Departs	For	Time
KCAI	KCBS	8:30 am
KCBS (BC)	KCAI	5:15 pm

BUS POLICIES

- Be early for the bus so that it can depart on time
- Keep noise to a minimum
- Be courteous to the driver
- Do not leave belongings on the bus

e. MAIL/PACKAGES

Students can receive mail or packages during their time in Kansas City.

- Mail that arrives to KCAI will be picked up by the Dorm Director Monday through Thursday and delivered to the security desk in the Residence Hall. There is no Friday or weekend delivery
- Students will notified via the Dorm Director when they have a delivery and students are responsible for picking up their own packages from the security desk.

- There is a mail drop at KCAI where outgoing mail can be placed (be sure to bring proper postage or even pre-stamped envelopes)

Do not feel obligated to send packages. We encourage packages/gifts to be kept to a minimum. Attending the Intensive is a gift in itself!

<p>During the Intensive, mail or packages for students should be addressed as follows:</p>	<p><i>Student's Name</i> Kansas City Ballet Barbara Marshall Residence Hall 4419 Warwick Blvd Kansas City, MO 64111</p>
<p>Packages sent ahead of the program (such as bedding or other lightweight items) should be addressed as follows:</p>	<p><i>Student's Name</i> Kansas City Ballet 500 W Pershing Rd Kansas City, MO 64108</p>

Packages sent ahead of the program must be received by Tuesday June 13 in order for them to be taken over to KCAI before Move-In Day. Students are responsible for mailing packages back home at the end of the program.

f. LAUNDRY

The new dorm facilities will also be able to offer laundry at no additional cost. That's correct, no need to worry about coins – laundry is included for all participants.

Students should learn the basics of doing laundry before the program begins. Keep in mind that many dancewear items are air dried rather than machine dried. Dye-free/perfume-free laundry detergent and softener sheets are provided by KCBS.

g. HOUSEKEEPING

Housekeeping is the joint responsibility of KCAI custodial staff and the student. Though hallways, stairwells and common areas of the Living Center are maintained by custodial staff, it is the student's responsibility to assist in the daily upkeep of the facility. Shop vacuums are available on each floor as well as basic cleaning supplies for bathrooms in the suites. Room checks will be held weekly during the program and prizes may be awarded to the cleanest rooms. **Please note, students are responsible for the cleanliness of their own room as well as the bathroom they share with their suitemates.**

POLICIES

- Students are expected to keep rooms, bathrooms and common areas clean and in good condition
- Trash/recycling must be properly disposed of into designated receptacles
- No food may be kept in the student's room unless it is sealed or packaged

h. TECHNOLOGY

The Residence Hall is equipped with Wi-Fi and the password will be provided at move-in. Each floor has a lounge with a TV that students are welcome to use.

Cell phones are a vital part of staying connected with family and friends during the Intensive. If parents/guardians feel that it is important for their student to bring other electronics, they are permitted to have e-readers, tablets and/or laptops.

Students are expected to use their electronics appropriately and responsibly and to be mindful of their usage. Students are asked to not use electronics after lights out. If a student is found in violation of this policy, their electronics will be held by the Dorm Director until morning.

i. PERSONAL BELONGINGS

KCAI and KCBS are not responsible for any student's property. Students are reminded to not bring expensive jewelry or other valuables to the Intensive. Items, especially clothing or personal care items such as hairbrushes, may not be shared.

Students ages 12-14 may keep extra cash (up to \$200) with the Dorm Director in a lockbox. Banking hours will be held during the week where students can request to access their funds. Students should plan ahead for when they might need money.

In the event that a student has forgotten or run out of a necessity, they can make a request to the Dorm Director. The student must provide sufficient funds for the item(s) requested. There will also be an optional Target trip for students at the beginning of the program.

j. HOMESICKNESS

The adjustment of living in a new environment with new people can bring about feelings of homesickness. Every case of homesickness is unique, but there are things parents/guardians can do before and during the Intensive to help make the adjustment easier and the experience a successful one.

- Encourage independence, and practice separations, such as sleepovers at a friend's house
- Discuss what the Intensive will be like before leaving
- Maintain a positive attitude and express confidence in your student
- Empathize with your student's fears, but do not get infected by them

- Make plans to communicate by letters or emails
- Remind your student that homesickness is normal, and it means they have a home that they love
- Remind your student that they can get help from their friends or RA when needed – our staff are here for them!

7. ACTIVITIES

During their time here, dorm students will go on several trips with their classmates to events all over the Kansas City area. These activities will take place throughout the five weeks, mostly on the weekends. The schedule will be posted on each floor.

POLICIES

- Activities are required for all students in residence at KCAI
- Students must be aware of and prompt for all meeting and departure times
- Students need to wear:
 - Their lanyard/name badge
 - Appropriate clothing
 - Proper footwear (for activities with lots of walking, something more supportive than flip-flops is highly recommended)
- KCBS staff has the right to ask any student to change clothes if they feel what the student is wearing is not appropriate attire
- We expect our students to be excellent audience members and guests wherever we go

Students represent Kansas City Ballet and must dress and behave appropriately at all times.

EXAMPLES

Activities from prior years have included:

- Kansas City Royals Baseball Game and Fireworks
- Kansas City Dance Festival and Master Class
- Sporting Kansas City Soccer Game
- Private Tour and Shopping at Elevé Dancewear
- A Day at the Kansas City Zoo
- Shopping, Movies and Lunch at the Legends Outlets
- Tour, Dinner and Outdoor Show at Starlight Theatre

Tickets, scheduled meals and transportation to events are all covered by dorm fees. Please bring spending money for shopping, snacks and other incidentals.

8. SAFETY

Student safety is of the utmost importance. Rules and procedures are put in place to protect our students and must be adhered to by all. When not at KCBS or attending an activity, students must remain in the KCAI Living Center at all times unless properly checked out for an on campus activity or walking excursion.

a. SUPERVISION

Our Dormitory Director and Resident Assistants (RAs) provide supervision to all dorm students. Members of our Resident Staff live on each floor, and students are accompanied to and from the Bolender Center and to all activities. Our staff is dedicated to providing a safe and nurturing residential environment for the students. Students are encouraged to communicate with the Dormitory Director and RAs and share any questions or concerns.

In case of emergency, you may contact our Resident Staff at 816-516-0207. A member of our Resident Staff will have the phone with them at all times.

b. SECURITY

The Residence Hall is equipped with electronic card access. Key cards must be used to enter the main floor of the building, the elevators and rooms.

POLICIES

- Exterior doors may not be propped open, and students should never let strangers in the building
- Students are responsible for their key cards and will be charged the expenses in reissuing replacement keys cards.
- Problems with lost or malfunctioning key cards should be referred promptly to the student's Floor RA
- Lanyards, which contain the key card, should be worn whenever a student is not in their room, with the exception of classes. This properly identifies them as a KCB student and helps to ensure the keys are not misplaced.

Security officers are stationed in the lobby of the Residence Hall 24 hours a day. Security officers on patrol answer any calls and respond immediately to emergency situations. In case of emergency, KCAI Security can be reached by dialing 816-931-6666.

Kansas City Missouri Police can be reached by dialing 911.

c. CURFEW

Curfew must be followed by all students in residence at KCAI. The regular curfew schedule is below. Curfews may vary on nights with activities. This schedule will be posted on each floor and students are responsible for abiding by the curfew. Resident Staff perform nightly room checks.

		Ages 12-17	Ages 18-20
Sunday through Friday	Inside Building	8:00 pm	8:00 pm
	On Floor	8:30 pm	8:30 pm
	In Room	9:00 pm	9:00 pm
	Lights Out	9:30 pm*	10:00 pm*
Saturday	Inside Building	8:00 pm	8:00 pm
	On Floor	8:30 pm	8:30 pm
	In Room	9:00 pm	9:00 pm
	Lights Out	10:00 pm*	10:30 pm*

*Electronics usage must cease at this time; those found in violation of this policy will have their electronics held by the Dorm Director until morning

**A city curfew is enforced on the Country Club Plaza during the summer. Anyone under 18 must be accompanied by a parent/guardian after 9:00 pm.

d. WALKING EXCURSIONS

On Tuesday and Thursday evenings when activities are not planned, students may request to leave the Residence Hall to hang out on the grounds of KCAI or walk to nearby museums or the Country Club Plaza. It is important that our Residence Staff knows where students are at all times.

BOUNDARIES AND WALKING PATH

- A map outlining the excursion boundaries and walking path to the Plaza will be posted on each floor
- Boundaries include the KCAI campus, grounds of the Nelson-Atkins Museum of Art and Kemper Museum of Contemporary Art (both adjacent to KCAI) and the Country Club Plaza.
- During the first week, Residence Staff will lead all dorm students along the designated walking path to the Country Club Plaza which takes approximately 10 minutes.

SIGN OUT PROCESS

- All students must sign out with the RA on duty in the lobby and provide:
 - Name of student leader and their cell phone number
 - Names of each student in the group
 - Precise destination
 - Time of departure
 - Estimated time of return
- Upon return, students must sign back in and provide time of arrival

POLICIES

- Students need to wear their lanyard and appropriate clothing
- KCBS staff has the right to ask any student to change clothes if they feel what the student is wearing is not appropriate attire
- Leader is responsible for keeping everyone together; the group may not break up and go separate ways
- Group may only go to destination provided – any changes must be approved by RA
- Group must return to KCAI before curfew
- Students must stay within designated boundaries and if walking to the Plaza, must take the route shown in the first week
- Students must abide by the age-based group size rules:

	Ages 12-17	Ages 18-20
KCAI Campus	2-5	1-5
Plaza/Museums	3-5	2-5

- Violation of these policies will result in the entire group losing outing privileges.

Students in public represent KCB and KCAI and must behave appropriately at all times.

e. VISITORS/RELEASES

The Summer Intensive Dorm experience gives dancers the opportunity to be independent and live with their peers in a unique environment. In order to foster this environment, visitors are not permitted at KCAI after Move-In Day unless a release has been arranged as outlined below.

While these releases are permitted, we are strongly discouraging visits of this kind. We will however take these requests on a case by case basis. Students are encouraged to spend time getting to know their peers and participating in activities.

In order for a student to be released from our care, Residence Staff must be informed of the outing via email at least 3 days in advance.

- Parents/guardians may give permission for the student to leave KCAI or KCB with a specific person or persons for a designated period of time
- Visitors who are checking a student out for a designated period of time must pick up students in person and check in with the RA on duty outside the Residence Hall.
- Students will not be released from the Residence Hall for outings of this nature without the visitor checking in with our Residence Staff.

Visitors are not permitted inside the Residence Hall with the exception of Move-In and Move-Out Day.

f. EMERGENCY SITUATIONS

Students are to follow all safety instructions provided by the Dorm Director, RAs, and any KCBS or KCAI staff member.

Fire and tornado drills will be held during the first week of class at both the Living Center and the Bolender Center.

In the event of an emergency situation, our first priority is the safety of the students, and our second priority will be communicating with parents/guardians. Parents, this means that you may hear from your student before you hear from us.

9. HEALTH AND WELLNESS

a. BEFORE ARRIVAL

Please make sure students are healthy and fully cleared by their physician to participate in the Intensive. The amount of physical activity is rigorous and we do not want any student to spend their summer primarily at the physical therapist or sitting out of class.

Students should be checked for head lice prior to the Intensive. If any sign of head lice is found, please arrange for appropriate and immediate treatment well BEFORE the student leaves for Kansas City and let us know that such treatment has taken place.

If any positive cases of lice are found during the Intensive, we will take the affected student(s) to a head lice treatment center. Parents/guardians will be billed for the cost of the treatment. Our staff will help ensure that bed linens, clothes, hairbrushes and combs are cleaned and disinfected as recommended by the treatment center. Once a student has been successfully treated they can return to their regular routine.

b. HEALTH AND SAFETY PROTOCOLS

Please thoroughly read the [Health and Safety Protocols](#) for Kansas City Ballet School found on our website. Information on this page will be updated as the situation with COVID-19 evolves and changes will be dated for your reference.

- Do NOT leave your room if you are ill or displaying any symptoms that may be associated with COVID-19. Students should immediately alert covid@kcai.edu; their RA, the Dorm Director and KCBS Staff if this occurs
- Depending upon location and specific circumstances, follow all the directives of the college or KCAI representative regarding isolation and/or quarantine
- Adhere to and cooperate fully with all contact tracing policies and procedures required by KCAI, the KCMO health department, and the CDC
- If a student comes in contact with someone who is COVID-19 positive, student will mask for 5 days from the date of contact. On day 5, test and if negative the student can discontinue masking
- Understand and practice the process of proper hand washing as defined by the CDC and local health departments
- There are no outside guests/visitors allowed on campus, except by appointment

c. INJURY/ILLNESS

Students should tell our staff right away about any illness or injury. Incidents that occur on KCAI's campus must be reported to security, including bodily fluid (blood, vomit, etc.) clean-up. First aid kits are with each RA and the Dorm Director and at the front desk of the Bolender Center.

PROCESS

- In the event of non-emergency injury or illness, our staff will contact the parents/guardians to let them know about the issue and decide on how to best handle the situation. If it is decided a doctor appointment is necessary, our staff will help to coordinate the details with the parent/guardian.
 - For more routine illness, we often utilize the Walgreens Healthcare Clinic, less than five minutes from KCAI.
 - If it is a specialized issue, we can recommend certain professionals that we work with such as a podiatrist, physical therapist, chiropractor, etc.
- For an emergency situation, we still contact the parents but may need to make decisions beforehand in the best interest of the student. St. Luke's Hospital is two minutes from KCAI and Children's Mercy is four minutes from the Bolender Center.
- In the event an injury requires X-Rays, our staff will contact parents or guardians and take the student to the orthopedic emergency room. If the students will be out of classes for more than 3 consecutive days, parents/guardians may be contacted to arrange for transportation home.
- If a student comes in contact with someone who is COVID-19 positive, student will mask for 5 days from the date of contact. On day 5 test and if negative, the student can discontinue masking.

- If a dorm student tests positive for COVID-19, they will isolate in one of the designated isolation spaces on the KCB floor at the Residence Hall. All students in their level will monitor for symptoms.
- For students in quarantine, Dorm staff can assist with mealtimes.
- Students in quarantine who are asymptomatic can return to the studio after 5 days but must mask for an additional 5 days.
- Students in quarantine who are symptomatic can return to the studio after 10 days or when symptoms alleviate. If returning to the studio within 10 days of a positive test, the student must mask until day 10.

d. APPOINTMENTS

We seek to schedule appointments in a manner that allows the students to attend the most classes possible.

In the event that the student needs to attend an appointment, there are a few steps that can make the process easier:

- Be familiar with the student's health plan and network of providers in Kansas City
- Consider getting a non-driver identification card if the student does not have a license or permit, as offices may ask the student for identification
- Make sure the student is familiar with their medications and dosage and can administer said medications independently
- Ensure the student has a way to make payment at the appointment, whether by cash, card, or contacting the parent/guardian for card information
- Kansas City Ballet School is not able to transport students to standing weekly appointments during their time in the Summer Intensive. Medical appointments are facilitated by our staff only as needed for injuries or illnesses.

Please note that Missouri law requires a prescription for a physical therapy appointment. Prescriptions from other states are accepted.

e. TRAINER

We will have a trainer from Performance Rehab on site at least once a week during the Intensive. If students have an ailment, they are encouraged to first speak with a faculty member for advice.

Appointments can be made with the trainer through KCBS staff, and more details on trainer availability and the scheduling process will be provided at the Intensive. Appointments are generally over lunch to minimize the amount of class time missed.

f. ICING

If students feel the need to ice their muscles, they must do it at the dorm at the end of their dance day. Ice is available from Wylie Dining during dinner hours (students must provide their own ice bag or container).

Ice is available at the Bolender Center in case of injury. Records will be kept of all students icing at the Bolender Center.

For safety purposes, students who ice at the Bolender Center may be asked to observe classes for the remainder of the day.

10. BEHAVIOR AND CONDUCT

- Students must listen to and follow instructions given by the Dorm Director and RAs, as well as KCAI, KCB and KCBS staff
- Students are expected to behave respectfully and courteously at all times toward staff, faculty, the facilities, and each other, in word and action
- Students must be respectful of other people's space and personal belongings
- Student must keep quiet in hallways and all common areas
- Students must be respectful and considerate of other groups living in KCAI – we share common spaces for part of the program
- Consequences for Rule Infraction:
 - At the first infraction, the student will have a meeting with the Dorm Director or a member of KCBS staff
 - At the second, the Dorm Director and/or KCBS staff will speak with the parent/guardians
 - At the third, the student will be sent home immediately at the parent/guardian's expense
- Students must abide by the policies outlined on the Dorm Pledge, signed by all students in residence at KCAI:

DORM PLEDGE

As a Kansas City Ballet School (KCBS) student in residence at the Kansas City Art Institute (KCAI), I realize that I share responsibility for the vitality and well-being of my community and understand that there are certain rules established to assist in maintaining that environment. I understand and agree to uphold these policies while I attend KCBS and reside on the campus of KCAI.

- Personal safety
 - When not at KCBS or attending an activity, students must remain in the Barbara Marshall Residence Hall at all times unless properly checked out for a walking excursion or release with parents/guardians/friends/relatives.
 - Students must abide by all rules for safe conduct at KCAI, KCBS and KCBS-related activities.
- Activities are required for all students in residence at KCAI.
- Curfew must be followed by all students in residence at KCAI. Curfew times are based on age.
- Cars driven by students to the program may be parked in the garage of the Residence Hall and must be registered with the Dorm Director and KCAI

Security. Students may not use the car during the program and the keys must remain with the Dorm Director.

- Pets are not allowed at KCAI or KCBS.
- Physical contact between students is not permitted
- Theft and damage incurred by students are their responsibility. Students agree that they must respect the personal property of other students, faculty and staff of KCBS and KCAI during the program.
- Firearms, explosives and weapons are strictly forbidden at KCAI, KCBS and KCBS-related activities.
- Smoking and consumption of tobacco products are prohibited to minors in the State of Missouri and the use of cigarettes, e-cigarettes, cigars, pipe and chewing tobacco is forbidden at KCAI, KCBS and KCBS-related activities.
- Alcoholic beverages are prohibited to minors in the State of Missouri and the possession or consumption of alcoholic beverages (regardless of age) is forbidden at KCAI, KCBS and KCBS-related activities.
- Drugs, other than prescription medications or over-the-counter medications provided by parents/guardians, are strictly forbidden at KCAI, KCBS and KCBS-related activities.

I understand I must accept responsibility for my own actions. If I am found to be in violation of the principles governing our community there will be disciplinary measures taken by the staff. I understand that the administration of KCBS and KCAI have the right to inspect my room and belongings if it is suspected or deemed apparent that I am in violation of any of the regulations. I understand that should my actions warrant, I may be required to leave the program, and my parents/guardians will be responsible for expenses incurred in order for me to return home. I understand that violation of any rule of conduct may be grounds for instant dismissal from the program.

As a parent/guardian, I understand the regulations and guidelines my student is expected to abide by, and the responsibility they incur in attending KCBS and residing at KCAI. I support such rules and understand my responsibility if my student does not abide by them. I will pay any and all expenses incurred to return my student to their home because of dismissal from the program. In such a situation, I understand no refund of tuition or fees will be forthcoming.

11. LIFE AT THE BOLENDER CENTER

a. ARRIVAL/DEPARTURE

Upon arrival, students will proceed to their assigned dressing area to prepare for class. At the end of the day, all students should retrieve their belongings and head towards the main lobby.

POLICIES

- Dorm students must wait along the benches next to the display wall and not block the front doors or staircase, as guests, parents, students, and staff will be entering and exiting at the same time
- Students will exit through the southern-most front doors and proceed to the buses only when an RA has instructed them to do so
- Students must adhere to any instructions given by KCB Staff, Residence Staff and/or the security officer

b. DRESSING ROOMS

There are dressing rooms available for students to change in **only as needed**. Female identifying dancers ages 11-17 will use the upstairs dressing areas, female identifying dancers 18-22 will use the main floor women's dressing room, and male identifying dancers will use the main floor men's dressing room.

POLICIES

- Students are responsible for cleaning up after themselves. Do not leave behind trash, toe tape, used Band-Aids, etc.
- Trash/recycling must be properly disposed of into designated receptacles
- Chewing gum, food and drinks (except water) are not allowed in the Bolender Center studios
- Dance bags must be kept at the student's designated chair outside of the studio (only water bottles and small items like a pointe shoe bag may be brought into the studio)
- Bags should be arranged in an organized fashion and all belongings should be kept **INSIDE** of dance bags
- Items, especially clothing or personal care items such as hairbrushes, may not be shared.
- No valuables should be brought to the Bolender Center.
- KCBS is not responsible for any student's property

Any items that are left behind in the hallways or studios will be placed in the lost and found bins.

c. STUDIOS

POLICIES

- Students are responsible for cleaning up after themselves. Do not leave behind trash, toe tape, used Band-Aids, etc.
- Trash/recycling must be properly disposed of into designated receptacles
- Chewing gum, food and drinks (except water) are not allowed in the studios
- Cell phones are not permitted in the studios and must be turned to silent when entering the building
- Students are not allowed to sit or play at the pianos.
- Warm-up booties are to be worn in the studios only – otherwise they track dirt and dust into the studios
- Classes are closed to visitors

d. LUNCH

Lunch for all students will take place in assigned areas in the Bolender Center. Lunches are brought over from KCAI and are kept refrigerated at KCB until lunchtime.

Upon arrival at the Bolender Center, students will place their pre-packed lunches in their level/studio labeled bin. The dorm staff will then make sure all lunches are refrigerated during class time. Once lunch break begins, the dorm staff will bring the bins to the designated lunch area for each level and distribute lunches to students.

POLICIES

- Students are responsible for cleaning up after themselves. Do not leave behind trash, crumbs, spills, etc.
- Trash/recycling must be properly disposed of into designated receptacles
- Lunch may only be eaten in designated areas
- Students must listen to and follow instructions given by staff as announcements are often made during lunch

e. BOLENDER CENTER BUILDING

POLICIES

- Students may not use the elevator or the exterior stairwells, only the central staircases. Exterior stairwells may be used in cases of emergency.
- The Bolender Center has a beautiful open architecture, but this means noise in the hallways and on every floor affects our administrative staff – students must be quiet and respectful of those working in the building
- Students must remain at the Bolender Center during the day

12. DANCING AT KCB

a. ATTENDANCE

Students are required to attend all scheduled classes for their assigned level. Regular attendance is essential for improving technique and building strength. Instructors take attendance daily and absences are reported to KCBS staff. Any illness or injury resulting in absence from class must be reported to the Dorm Director, who will inform KCBS staff.

Tardiness is not permitted – students must be in class and ready to dance at the designated class time. Dancers arriving more than 10 minutes late may be asked to observe class.

b. CURRICULUM

Students attend class Monday through Friday from 9 AM to 5 PM and Saturday from 9 AM to 1 PM. The daily schedule will be posted one week at a time on bulletin boards at KCB.

The schedule varies daily and may include any of the following classes:

- Ballet Technique
- Men's Class
- Pointe
- Variations
- Repertory
- Character
- Flamenco
- Jazz
- Modern
- Contemporary
- Hip Hop
- Conditioning
- Improv
- Yoga
- Seminar

c. FACULTY

Instructors for the Summer Intensive include Kansas City Ballet Artistic Staff, Kansas City Ballet School Faculty, and Kansas City Ballet Company dancers. All ballet classes are accompanied by Kansas City Ballet School pianists. Please visit our website to view faculty biographies.

Guest Faculty will include:

Cynthia Harvey, *Former Principal Dancer American Ballet Theatre*

Karina González, *Principal Dancer, Houston Ballet*

Miyesha McGriff, *Company Dancer, Collage Dance Collective*

KCB Faculty and Artistic Staff:

Devon Carney, *Artistic Director*

Grace Holmes, *School Director*

Kristi Capps, *Rehearsal Director*

Parrish Maynard, *Rehearsal Director*

Christopher Ruud, *Second Company Manager, Rehearsal Director*

Kimberly Cowen, *Principal & KCYB Director*

Lauren Fadeley Veyette, *Principal & YAGP Coordinator*

Dmitry Trubchanov, *Men's Program Coordinator & Associate KCYB Director*

d. FIRST DAY OF CLASSES – MONDAY JUNE 19, 2023

Students will be directed to their assigned placement class. Students should be prepared to attend technique class, a pointe class or men's technique. Students will be evaluated by KCBS faculty to make sure they are placed in appropriate levels.

Following the placement classes students will have lunch at the studio after which time the students will be dismissed for the day.

For the first day of classes, dancers wearing uniform option #1 should wear a black leotard. Dancers wearing uniform option #2 should wear a white shirt. Students should bring whatever they need for ballet and pointe if applicable.

e. LEVEL PLACEMENT

Level placement will be posted on the Mezzanine level at the Bolender Center and at the dorms on the afternoon of Monday June 19. Please note that placement is at the discretion of the Kansas City Ballet School faculty. Faculty will take into account age and technical ability when placing students. Throughout the first week, all students are continually assessed to ensure proper level placement. Our faculty have the students' best interests in mind and seek to determine the best place for them to learn and grow as dancers during their time here.

f. LAST DAY OF CLASSES – SATURDAY JULY 22, 2023

On the final day of the Summer Intensive students will have a modified schedule. Students are welcome to invite 2 guests to attend Studio Demonstrations at the Bolender Center in person. The demonstrations will be held in the Michael and Ginger Frost Studio Theater and will be approximately 45 minutes long.

Students in each level will present a repertory ballet piece (may be classical or new choreography) as well as a piece from one or two other dance disciplines. Details are subject to change.

