



P.O. Box 101959  
Moreleta Plaza  
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Tel: (012) 811 0204  
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Cell: 082 893 1957

## **HOW TO DRESS TO ATTEND YOUR BALLET CLASS.** **(Dress code of Carlan Dance Studio – Lesta Erasmus & Ilani Wessels)**

While you are attending your class and learn to dance, you will wear close-fitting practice clothes. This way your instructor can see your movements clearly. Loose clothing makes it difficult to see whether you are properly placed and are developing a sense of “line”. The Studio requires you to be particularly neat and well presented at all times.

### **THE TIDY BOX**

It’s a good idea to keep everything tidy in a small carrying case which you can take to class, examinations and performances. Fill it with large hairpins, bobby pins, grips, a comb, hairspray, hairnet (to match your hair colour,) elastics, spare shoes, ribbons, small scissors, a needle and thread, antibiotic ointment, Band-Aids and deodorant.

### **NEAT HAIR**

Ballet’s classic hairstyle has come to define the dancer herself: “bun-head” is dancers’ own affectionate term for Ballerinas and Ballet Students.

Meticulous grooming is part of ballet; dancers quite literally keep every hair in place. Sleek, disciplined, functional and beautiful, the ballet bun tops off your elegant line and holds your hair away from your face.

If you have short hair, please pin your fringe off your face or wear an alic band.

Ponytails and braids are hazardous; they could smack you or some one else.

#### **How to make your high ballet bun:**

- 1.** Gather hair up from your jaw line to the top part of the back of your head. Use an elastic band to make a tight ponytail.
- 2.** Twist the ponytail itself and then coil it around the elastic band, making at least one complete circle; tuck the end of the ponytail under the bun and hold everything in place with your hand.
- 3.** Use large hairpins around the bun to secure it to the rest of your hair. Use only as many as you need; three or four are usually enough. Flying hairpins are dangerous in class or stage, so be sure your bun is fastened firmly and that pins pose no threat to fellow dancers.
- 4.** Place the hairnet around the bun, wrapping it as many times as necessary to secure it completely. If the bun sticks up to high, flatten it with your hand and pin it down again so that the bun is closer to your head and forms a smoother line. Use bobby pins to tidy any wisps.

### **BALLET SHOES (PUMPS) & ELASTICS & RIBBONS**

Well fitted pink ballet pumps with ELASTICS correctly sewn for all ages up to Grade 1. Normal class and exams.

Ribbons are compulsory for grade 2, 3, 4, 5, 6 and all Majors.

Canvas or leather pumps may be worn.

Ribbons will be needed when doing stage work – productions, eisteddfods etc.

All ballet shoes should at all times be clean and tidy. Draw strings and end of ribbons to be tucked in securely with no pig ears showing.



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Please refer to set notes: Sewing on ribbons and elastics on ballet pumps

**BALLET POINTE SHOES** – The Studio follows the following principle regarding commencing with pointe work: This will depend on the Student's physique and standard of technique. Age is not so much a determining factor as the level of maturity of the body. Readiness depends on strength, technique, attitude and commitment.

A Student wishing to start pointe work should be attending at least two (2) ballet classes per week.

Please refer to set notes: Pointe training and technique and sewing on ribbons.

### **DANCE TIGHTS**

Pre - Junior and Junior Students may wear short pink ballet socks during summer for normal ballet class. Please wear tights for warmth during winter.

Seniors & Majors wear pink ballet tights in summer and winter for class.

All stage work – a new & extra pair ballet tights.

All students to wear well fitted pink dance tights for ballet exams.

Learn to darn and repair leathers and damage in your tights.

Black tights are NOT suitable for classical ballet class - they make the leg loose its three dimensional form.

Regular hosiery is not strong or thick enough.

### **PRACTICE WEAR & SUPPLIERS**

#### **The pre-scribed dance uniform for**

Pre - Juniors : Tiny Tots 1 & 2	Lilac leotard, round neck, short sleeve. Skirt
Juniors : Pre-Primary and Primary	Lilac leotard, round neck, short sleeve. Skirt
Pre - Seniors : Grade 1 and Grade 2	Jade leotard, round neck, short sleeve
Seniors : Grade 3 and Grade 4	Teal leotard, round neck, short sleeve
Pre - Majors : Grade 5 and Grade 6	Black & Maroon, spaghetti strap, Adage skirt
Majors : Intermediate Foundation, Intermediate, Advanced 1 & 2	Black, Adage skirt
Advanced Performance:	Discuss with instructor before hand.

#### **PRE-SCRIBED SKIRTS FOR PRE-JUNIOR AND JUNIORS**

Lilac that suits the lilac leotard. Lycra waist band with lilac lace.

**NO OTHER SKIRT MAY BE WORN IN CLASS.**

This skirt is designed (wide enough) to teach the positions of the arms related to the body.

#### **Suppliers of Leotards and pre - scribed skirts**

**Dance Worx, Doringkloof Centre, Doringkloof (Lyttelton)**

**Do mention to staff that you are a ballet student/parent of Lesta's studio.**

**Prices: Leotards R145 - R160, Skirt R220 - R260**



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### **WINTER : ALL STUDENTS**

**Black long sleeve leotard with higher neck in front and at back for warmth may be worn but is not compulsory.**

**A ballet jersey, a wrap or even a thermal long sleeve vest may also be worn over your regular leotard.**

**Tracksuit tops and school jerseys are DEFINITELY NOT allowed during class.**

### **HYGIENE:**

**As a courtesy to your instructor and fellow students, as well as personal hygiene, all dance gear i.e. leotards, socks, tights etc. should be laundered after every wearing. Anti-perspirants, deodorants and foot sprays etc. are commercially available, and easily found.**

## **MAJOR STUDENTS**

### **LEOTARDS FOR MAJOR STUDENTS – NORMAL CLASS**

**Your own choice of colour with style to suit your body type for normal class.**

**BLACK LEOTARD IS COMPULSORY FOR ALL WORKSHOPS AND EXAMS.**

**Choice of leotard to be discussed with your instructor before purchase is made.**

**COMPULSORY ADAGE SKIRT: Soft chiffon (diaphanous fabric, 4 fingers under the knee) skirt to match your leotard.**

**Leotards and adage skirts must be an exact colour match.**

### **BALLET PUMPS AND POINTE SHOES FOR CLASS AND EXAMINATIONS**

**Pink ballet pumps (canvas or leather) with RIBBONS for exam, delco's or clean de-shanked pointe shoes may be worn up until the pointe work section.**

**Pink satin pointe shoes with RIBBONS correctly sewn. Aqua Malt application when needed.**

### **ADVANCED PERFORMANCE**

**Tutu base is compulsory for pointe work.**

**PLEASE CONSULT WITH YOUR INSTRUCTOR BEFORE ANY PURCHASES ARE MADE.**



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## PAYMENT AGREEMENT 2017

**ALL CLASS FEES ARE CALCULATED ON A YEARLY BASIS AND ONLY ONE ACCOUNT IS GIVEN AT COMMENCEMENT OF BALLET CLASS WITH UPDATED STATEMENT 17 JULY 2017.**

**All class fees and fees for practice gear to be deposited into the Studio account:**

- 1. EFT. Please keep proof of payment.**
  - 2. Monthly debit order.**
  - 3. No cash to be paid into account.**
  - 4. No cash to be handed to teachers.**
- Kindly take note that no other form of payment will be accepted.  
Keep class fees and practice gear monies separate. Make 2 entries.**

**BANK DETAILS : L.ERASMUS, SAVINGS ACCOUNT NO. 349 818 6628  
ABSA, MONUMENT PARK BRANCH N0. 631245**

**Quote NAME of Student and SURNAME and STUDIO for reference on deposit slip.  
AS AN EXAMPLE FOR EFT AND DEBIT ORDERS ONLY:**

**Reboane Kaope Fleur  
Lizelle Groenewald LL (Louis Leipoldt)  
Linda Beukes Nature K  
Ann Botes Private**

**All payments without a reference will go to the security guards!**

- 2. Payment for ballet class : 11 (eleven) equal instalments, regardless the amount of class during a specific month. 1<sup>st</sup> Payment not later than 4<sup>th</sup> February and last payment not later than 4<sup>th</sup> December 2017, please.**

**No class during school holidays, unless pre arranged.**

**No class on public holidays.**

**PAYMENT OPTIONS :**

**11 monthly payments (equal)**

**Year fee in full**

**The option of a term fee does no longer apply.**

- 3. All Studio accounts are administrated by myself. Do not hesitate to call me personally should a problem arise. Lesta Erasmus 082 893 1957. NEVER leave a voice mail.**
- 4. Please remember that it is a standard ballet rule that no Student may enter for an exam if class fees are not paid on a regularly basis.**
- 5. Please bear in mind that all exam fees are to be paid extra and not later than 15 September 2017.**

**i)The entry and all monies to be at the Head Office of DASA (Dance Academy of South Africa) 7 weeks prior to due date of yearly exams.**



**AS A STANDARD RULE DASA HEAD OFFICE AND TDA HEAD OFFICE ACCEPT NO LATE ENTRIES AND DO NOT RETURN MONEY WHEN STUDENT IS WITHDRAWN FROM EXAM.**

- i) Once the Student is entered for his/her exam no monies can be refunded.**
- ii) Yearly Ballet Exams for 2017: All Grade exams to be danced at Private Studio during week of 6 – 11 November 2017.**

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**6. TERMINATION OF BALLET CLASS: ONE (1) Month notice with full monthly payment and all monies in arrear to be paid**

**immediately.**



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**BETALINGSOOREENKOMS / PAYMENT AGREEMENT 2017.**

**Documents number 6 and 7 can be e-mailed and returned to**

**[lestae@mweb.co.za](mailto:lestae@mweb.co.za)**

**or delivered by hand in the ballet class.**

**Dokumente 6 en 7 kan per e-pos gestuur word aan [lestae@mweb.co.za](mailto:lestae@mweb.co.za)**  
**of handig per hand in by balletklas.**

**! GEEN TOEGANG TOT BALLETKLAS INDIEN HIERDIE  
DOKUMENT NIE GETEKEN EN INGEHANDIG IS TEEN 13  
FEBRUARIE 2017.**

**! NO ADMISSION FOR BALLETT CLASS IF THIS DOCUMENT IS  
NOT SIGNED AND HANDED IN BY 13 FEBRUARY 2017.**

**Name and Surname of Student (CAPITAL LETTERS, PLEASE)**

.....

**Birth date of Student (DATE/MONTH/YEAR)**

.....

**ID No of Student** .....

**Student's School grade 2017** .....

**How old will Student be on 6 November 2017?** .....

**E-MAIL OF RESPONSIBLE PARENT** .....

**TELEPHONE NUMBER OF MOTHER** .....

**TELEPHONE NUMBER OF FATHER** .....

**TELEPHONE NUMBER OF GUARDIAN** .....

**ANY MEDICAL CONDITION/S** .....

.....



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**Ek,**

.....  
**ouer / voog verantwoordelik vir betaling van rekening vir Balletonderrig vir**

.....  
**(Student se naam en van)**  
**is vertrouwd met inligting rakende betalingsooreenkoms.**

**I,.....**  
**parent / guardian responsible for payment of Ballet monies for tuition in Ballet for**

.....  
**(Student's name and surname)**  
**am familiar with information regarding payment agreement.**

**Naam en Van – verantwoordelike ouer**  
**Name and Surname – responsible parent .....**

**Kontak nommer van verantwoordelike ouer**  
**Contact number of responsible parent Cell.no.....**

**E-pos/E-mail of responsible parent .....**

**Handtekening van Ouer / Voog**  
**Signature of Parent / Guardian**  
.....

**Datum geteken / Date signed**  
.....**2016/2017.**



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**1. Please be courteous to your fellow dancers, instructors, pianist and studio guests on and off the dance floor.**

**2. If you cannot attend a class, please sms/whatsApp your instructor at  
082 893 1957 - Lesta Erasmus  
082 394 7445 - Ilani Wessels  
before or after a class - please NOT during class, as there may be information that you as parent need to know.**

**PLEASE DO NOT LEAVE ANY VOICE MAIL ON THE ABOVE CELL NUMBERS.**

- 3. No smoking or chewing during class.**
- 4. If the dance floor is “full”, especially during large workshops, please practice “crowded floor technique.”**
- 5. Non-participants will not be allowed to move around on the dance floor during class, exams, gala events or workshops.**
- 6. Please do not touch the mirrors in the Studio. Mirrors are a necessary training aid and are very expensive, so please take care when using Studio/Hall facilities.**
- 7. The wardrobe at the Private Studio is strictly private.**
- 8. Office, prop room and bathroom facilities may be used at Private Studio. Please keep this area neat.  
Bathroom facilities may be used at Fleur Primary School. Please keep these areas neat.**
- 9. NO EATS ARE ALLOWED IN ANY STUDIO OR SCHOOL HALL.  
Please keep water bottles within reach of your ballet bag.**
- 10. No personal jewelry of any kind may be worn by any Student, not at class, rehearsals, workshops, performances or exams.**
- 11. STUDIO’S REFERENCE LIBRARY, OTHER BALLET BOOKS, MUSIC, VIDEO’S, DVD’S:  
Please consult me personally with your requirements.  
All registered Students of the Studio may borrow a book, video or DVD – no charge.  
Please sign the Library Record Book and return in an immaculate condition within 14 days. If a book, video or DVD is misplaced or lost the student will replace this at her own cost immediately.**
- 12. When leaving class the Student will be dressed in such a manner that the public will not take offence. Please dress appropriately.**





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**13. Exchange lessons will take place from time to time, and in view of public holidays where we are not allowed some of the school's facilities.**

**14. An INDEMNITY FORM to be signed by the responsible parent / guardian when visiting theatres and other public venues by bus or other public transport.**

**15. An AGREEMENT OF PAYMENT to be signed by the responsible parent / guardian.**

**This form (pages 6 and 7) to be handed in not later than 13 February, 2017.**

**(All ballet monies to be deposited into Studio account. No cash will be taken from Students or Parents.)**

**Please read Payment Agreement carefully.**

**16. BALLET EXAM VENUE:**

**Exam date booked: Week of 6 - 11 November 2017.**

**All Tiny Tots - Grade 6 Students will dance their (yearly) ballet exam at the Private Studio. (Garstfontein Rd Extension, Pretoria East or Delmas Rd, R50, Pretoria East.)**

**All Major Students - Exam venue will be allocated 6 weeks prior to exam by DASA Management.**

**17. BALLET EXAM REHEARSALS**

**As from Monday 30 October 2017 exam rehearsals will be at Private Studio.**

**Studio will do it's best to assist with transport.**

**18. CHARACTER AND NATIONAL DRESS FOR EXAM**

**If the Studio can't assist with a pair of character shoes at time when needed the Student will have to buy her own pair, black with cuban heel. The Studio has in it's wardrobe a large variety of character skirts. This may be borrowed/rent from time to time when needed.**

**19. EXAM PROPS**

**All extra props and skirts will be supplied by Studio.**

**20. Please pay attention to the PRESCRIBED BALLET ATIRE FOR NORMAL BALLET CLASS AND BALLET EXAMS DOCUMENT to avoid any misunderstanding.**



**FAKTUUR / INVOICE**

**JANUARIE 2017 / JANUARY 2017**

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**STUDIO : Name of School** .....

**STUDENTEKAART NOMMER**  
**STUDENT CARD NUMBER** .....

**NAAM VAN STUDENT**  
**NAME OF STUDENT**  
.....

**BALLETGRAAD**  
**BALLET LEVEL**  
.....

**JAARFOOI VIR GRAAD**  
**YEAR FEE FOR LEVEL** R .....

**OF / OR**

**OF / OR**

**BETALING / PAYMENT:**  
**11 x MAANDELIKSE PAAIEMENTE**  
**4 Februarie – 4 Desember 2017**  
**Verwys asb. na betalingsooreenkoms.**

**11 x MONTHLY PAYMENTS** R .....  
**4th February – 4<sup>th</sup>December 2017.**  
**Please refer to payment agreement.**

**ANDER / OTHER:**  
**Eksamenfooi / Exam fee “Grade” .....** R .....  
**Betaalbaar 15 September / Payable 15 September 2017.**

**3 x Medalje/ Medals (Classical & National & Modern)**  
**Betaalbaar 15 September / Payable 15 September 2017.** R .....

**BANKBESONDERHEDE/BANKING DETAILS:** **L. ERASMUS**  
**SAVINGS ACCOUNT NO. 349 818 6628**  
**ABSA, MONUMENT PARK,**  
**BRANCH NO. 631245**  
**Please quote NAME & SURNAME (or**  
**part thereof) & STUDIO**