Welcome to the Joffrey Academy of Dance, Official School of The Joffrey Ballet’s Resource and Etiquette Guide. You’ll find a wide range of information to help boys and girls prepare for life at the Joffrey Academy of Dance.

Hi!

Table of Contents

4  Preparing For Class the Night Before
6  Arriving at Joffrey Tower
10  Making a Ballet Bun
12  Being Respectful at Joffrey Tower
14  After Class
15  At Home
Preparing For Class the Night Before
Packing your dance bag

**Girls’ Attire**
- Leotard
- Tights
- Shoes
- Waist belt

**Boys’ Attire**
- Shorts
- Tights
- T-shirt
- Shoes

**Hint**
Label shoes as they will be easier to find if lost. Optional warm-ups: leg warmers, wrap sweater

**Bun Kit**
- Hair elastics
- Bobby pins (large and small)
- A hair-colored hair net
- Hair spray, and/or gel

**Stretching accessories**
- Theraband
- Foam roller, and/or massage ball (tennis ball)

**Drinks & Snacks**
- Water Bottle
- Healthy Snacks:
  Granola bars, cereal bars, trail mix, string cheese or individually-wrapped cheeses, grapes, baby carrots, apple, banana, pear, other non-messy hand-fruits, fruit smoothies and/or sports drinks.
  **Please be aware of others’ allergies and do not bring chocolate or peanuts as a snack.**

**Other**
- Homework/Reading
- Dance Emergency Kit: sewing kit/first aid kit including band aids, tape, needles and thread
Arriving at Joffrey Tower

Please enter Joffrey Tower relaxed, quiet, and focused, as it is a professional atmosphere. You will be able to have fun and use all of your energy in your classes.

Before classes begin, it is important that you do not run or shout, as others are sharing the building with you. Please be respectful as other dancers are trying to focus and warm up for their classes, too.
Here’s a Checklist

1. Give your name and level to reception so they can mark your attendance.

2. Find your class location either at the desk or on the bulletin board above the water fountains.

3. Change into dance attire if you have not already. Stop at the bathroom before class instead of during class.

4. Make sure your hair is in a neat bun. see page 10

5. If you have spare time, catch up on your homework or read a book. If you are hungry, have a healthy snack. see page 5

6. Find a place against the wall to stretch before class to prepare for class, or work on strengthening abs with core exercises.

7. Ask your teacher to show you some exercises after class so that you can practice.

8. Head to your studio 5 minutes before class begins.
Making a Ballet Bun

What you need:
- Hair brush with nylon or natural bristles that are close together
- Large, thick hair elastic (matching hair color)
- Nylon hair net (matching hair color)
- “U” shape hairpins & bobby pins
- Hair spray
- Hair gel

1. Brush hair smooth and free of tangles. You may also want to wet hair to help avoid stray hairs and bumps.

2. Apply hair gel to wet or dry hair on the top, sides and underneath of hair. This will help avoid bumps and stray hairs.

3. Pull hair back neatly into a ponytail at the back of the head or higher; using a brush.
   
   Secure ponytail tightly with hair elastic. For thick hair use two elastics.
   
   Helpful Hint: A tidy ponytail with hair drawn snugly back is the key to making a good ballet bun. Placement of your ponytail determines placement of your bun. Ballet buns should be at the middle of the head or higher. For low buns place ponytail at the nape of the neck.

4. Use hairspray to eliminate any “whisps” around the head, smoothing any remaining bumps of hair on the head.

5. Twist the ponytail as you gradually wrap it around the hair elastic, creating a tight, coiled circle, inserting the U shaped hair pins as you wrap.
   
   Helpful Hint: Be sure that your hair pins contain hair from both the head and the ponytail. This will hold your bun close to your head. Be sure to use plenty of hair pins (12-16 on average.) The idea is to have your bun tightly coiled around your elastic and secured to your head.

6. Once you have created your bun, wrap your hair net around it as many times as it will allow for a snug fit.

7. Secure the hair net in place with bobby pins.

8. Spray entire head with hair spray to control stray hairs.
### Being Respectful at Joffrey Tower

<table>
<thead>
<tr>
<th>Dos</th>
<th>Don’ts</th>
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<tbody>
<tr>
<td>Do ask your teacher at the beginning of class if you can chat after class. After class is a better time to talk.</td>
<td>Do not have a long conversation with your teacher before class, as it is important that classes begin on time.</td>
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<tr>
<td>Do walk slowly in the hallway.</td>
<td>Do not run or play tag and other outdoor games in the hallways.</td>
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<tr>
<td>Do use the ballet barres for dancing.</td>
<td>Do not sit on the ballet barres.</td>
</tr>
<tr>
<td>Do use an “inside” voice at all times.</td>
<td>Do not yell or shout.</td>
</tr>
<tr>
<td>Do stretch and warm up out of the way of others.</td>
<td>Do not block the hallway while stretching and please be aware of others.</td>
</tr>
<tr>
<td>Do keep your bag and belongings close by as you do not want to lose or misplace them.</td>
<td>Do not spread out your belongings throughout the hallway or leave your valuables unattended.</td>
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<tr>
<td>Do clean up after yourself (food, wrappers).</td>
<td>Do not leave snacks or wrappers on the floor.</td>
</tr>
<tr>
<td>Do keep Bathrooms/Locker Rooms neat.</td>
<td>Do not leave a mess behind.</td>
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<tr>
<td>Do keep your cell phone usage to a minimum.</td>
<td>Do not talk loudly on your cell phone.</td>
</tr>
<tr>
<td>Do ask your family to come for all presentations and observation week.</td>
<td>Do not forget to remind your family that there’s no peeking in through the classroom windows.</td>
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At Home

☐ Think about corrections that were given to you in class. You can write them down in a journal so that you can refer back to them later.

☐ Practice and stretch at home but do not try anything that you do not practice in class because you do not want to be injured.

After Class

☐ Pack up your dance bag. If you lose something, check the lost and found located at Joffrey Academy Reception.

☐ Change back into street clothes or sweats before heading out of the building.

☐ Check out at Joffrey Academy Reception by providing your name and level.

☐ Make note of any special announcements that were made before, during, or after class. Please be aware of notices or reminders about changes in class schedules that may be coming up or other important announcements.

☐ Wait for your family member to come get you on the 3rd floor or head to main lobby downstairs for pickup.
Important Phone Numbers

Phone: 312.784.4600
Attendance Hotline: 312.784.4698

Email: reception@joffrey.org
Website: www.joffrey.org

Special Thanks to:
Kym Abrams Design
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