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ABOUT COCA
COCA – Center of Creative Arts has been providing meaningful arts experiences to St. Louisans and their families since 1986. COCA is the fourth largest multidisciplinary community arts center in the U.S. and a leader in innovative arts education. COCA is one of 16 schools in the country—and the only one in Missouri—accredited by the Accrediting Commission for Community and Precollegiate Arts Schools. We provide meaningful arts experiences in our own studios, gallery and theatres, as well as in schools, community centers and business settings in order to build a vibrant community that is creative, connected and inclusive.

COCA is committed to excellence in arts education; thus we have recruited exceptional professional artists to lead, teach and mentor our classes. We stand behind their level of artistry, understanding of the creative process, and teaching standards which cumulatively result in student learning and growth.

COCA’s programs require general guidelines so that all students and their parents experience a positive, healthy, and educationally productive atmosphere. Please read the guidelines in this handbook carefully to familiarize yourself with our policies.

MISSION STATEMENT
Enriching lives and building community through the arts.

COCA CORE VALUES
COCA is proud to serve people of all ages and backgrounds from more than 200 zip codes each year, and our core values are at the heart of everything we do.

We value:
• The creative potential of everyone and the transformative power of the arts to change lives
• Both the artistic process and the artistic product
• Diversity and serve as a bridge to connect people
• Inclusiveness and remove barriers to make the arts accessible
• Collaboration
• Innovation and deliver thought-provoking, relevant programs and experiences to the communities we serve
• The people who work and volunteer to support our mission
• Our unique St. Louis home and the community that is created when people learn together through the arts

We ask our students, parents, staff and faculty to adhere to these values and follow all behaviors and policies outlined in the COCA Student Handbook. It is our sincere intention to provide a quality arts education in a positive and respectful environment that is free from discrimination, harassment, bullying and abuse.
At COCA, we place great emphasis on the student-teacher relationship and value a process-based approach in the studio. COCA’s more than 200 teaching artists are highly qualified in their fields, having professional experience in their art forms and a depth of teaching expertise. Our goal is to inspire students to develop not only skills in the arts, but also the artistic process of an artist and the new ways of thinking that quality arts experiences provide.

COCA’s educational approach is rooted in Studio Habits of Mind, a framework developed by a research team from Project Zero at the Harvard Graduate School of Education. This framework helps to define quality teaching and learning across disciplines, sites and programs, and provides a common language for COCA staff, faculty, students, and the community.
The faculty at COCA is chosen with great care. All of our artist have either a college degree in an arts discipline, have worked professionally.

We have regular faculty meetings where we discuss curriculum and teaching methods. Faculty members monitor and discuss students’ progress across each of the disciplines to make sure that each student is performing to the best of his or her ability. Our faculty strives to give each student the individual attention and instruction he or she needs to reach his or her highest potential. COCA is committed to providing regular professional development opportunities for our teaching artists, including on topics applicable across disciplines, like trauma-informed and anti-bias anti-racism training, as well as discipline-specific training. For example, our entire ballet faculty is certified through Level 3 in the American Ballet Theatre curriculum.

Each of our teaching artists brings a unique perspective, personality and skill set to the classroom environment. Students benefit from these differing approaches and backgrounds as they mirror the professional environment that students will encounter throughout their career. We are fortunate that St. Louis is rich with wonderful arts teachers, and we make a concerted effort to expose our students to them.

Throughout the year, we offer master classes taught by local artists, visiting artists, and instructors, and encourage our students to take advantage of these opportunities. Check with your instructors for information about the current semester’s master class options.
CONTACT INFORMATION
For immediate assistance during our hours of operation, contact Patron Services at 314.725.6555.

To contact the Registration Office, email registration@cocastl.org or call 314.561.4898.

MAILING ADDRESS
524 Trinity Avenue
St. Louis, MO 63130

LOCATION
COCA’s main facility is located at 524 Trinity Avenue, St. Louis, MO 63130. COCA’s arts classes and camps are offered at our University City facility and at other locations throughout the St. Louis area.

ONLINE
cocastl.org

TELEPHONE
314.725.6555

BUILDING HOURS*
Fall & Winter/Spring Hours
MON–FRI | 9:00AM–9:00PM
SAT | 9:00AM–6:00PM
SUN | 11:00AM–6:00PM

Summer Hours
MON & THU | 7:30AM–9:00PM
FRI | 7:30AM–6:00PM
SAT | 9:00AM–3:00PM
SUN | Closed

*Subject to change. Visit cocastl.org for holiday & building closures.

SESSIONS

Fall
September–December
15 Weeks

Winter/Spring
January–April
15 Weeks

Summer
June–August
11 Weeks

PARKING
Free parking is provided on Washington Ave. across from COCA in a parking garage shared with Washington University. There is more than enough parking in the parking garage; however, limited street parking is also available. Parking is NOT available on Trinity Ave. Please follow all University City parking rules.
PLACEMENT
In an effort to streamline free registration and maintain the highest quality of instruction in the classroom, each year COCA hosts Dance Placement Classes in May for Intermediate Levels. This process ensures that both returning and new students are placed in the appropriate levels prior to the start of the Fall semester. All students in Intermediate dance classes must attend a Placement Class as a prerequisite to enrolling in the class. All students who participate in a Placement Class will receive an electronic Placement Letter, which should be brought with them when they come to register.

Students should pre-register for Placement Classes online or visit the COCA Registration Office. Current COCA students should attend the Placement Class for the level they have just completed during the Winter/Spring Semester to show their mastery of the skill, taught within that level. Any student that believes they should move into the Intermediate Levels from a Beginner Level must also attend a Placement class.

ATTENDANCE
Students should keep absences to a minimum. Consistent technical and artistic progress is directly related to regular class attendance. Students with financial assistance need to maintain 75% attendance each semester (see page 15). Pre-Professional students must have an 85% attendance rate or greater (see page 17).

CANCELLATION OF CLASSES
In the event that COCA cancels a class for any reason, notice will be posted on the monitors in the lobby. In addition, email and text notifications will be sent to inform students and their parents.

Snow or Inclement Weather Policy: COCA is reluctant to close the building and cancel classes, but will do so when the danger to those traveling is too great and safety is a concern.

Closing Procedure:
• The closings will be posted on COCA’s website and social media channels
• Local media outlets will be notified to show the facility’s closure
• Closure emails and texts will be sent to students’ emergency contacts

MISSED AND CANCELED CLASS POLICY
In the event COCA cancels a class during the semester, every effort will be made to offer make-up opportunities in pre-selected classes. Students and parents will be e-mailed a list of make-up class options that are comparable to the canceled class(es). All make-up classes must be completed before the final week of classes each semester.

Students who miss class for personal reasons will not have the option to make-up classes. COCA cannot provide refunds or credits for missed classes.
PRE-PROFESSIONAL DIVISION PROGRAMS
COCA’s Pre-Professional Division is designed to develop career-oriented young artists by providing them with rigorous and diverse training. Members have exclusive access to workshops, master classes, resident artists and other support services such as ACT tutoring, and college and career counseling (see page 17).

DISCOVERY YOUNG ARTIST PROGRAM
4th–8th Grade
COCA’s Discovery Young Artist Program makes participation at COCA possible for students with the talent and drive, regardless of family income. Dance students in the 4th–8th grade who show an interest and talent in their art form at COCA as well as financial need may audition for the Discovery Young Artist Program. Students must attend the annual Community Audition in May.

STUDENT COMPANIES
Second and Apprentice dance company members and Adagio are required to audition every year in the spring. COCA Theatre Company (CTC) auditions are show-specific, occurring throughout the year. Advance registration for all student company auditions is required. Students auditioning for more than one company (two maximum) must register for and attend both auditions.

Allegro & Adagio
COCA’s student vocal ensembles provide vocalists, ages 11–18 years, with a variety of performance opportunities, including two concerts each year at COCA. The company’s repertoire includes musical theatre, pop and seasonal arrangements.

COCA Theatre Company
The COCA Theatre Company (CTC) enables young actors to perform in professional productions of thoughtfully selected plays and musicals, including the COCA Summer Musical. Guest directors, music directors, choreographers and designers lead the creative teams.

Ballet Eclectica
Ages 10–18
COCA’s ballet company, Ballet Eclectica, provides COCA’s top ballet students with the opportunity to study and perform the best of classical and contemporary ballet.

COCAdance
Ages 10–18
COCAdance provides COCA’s top dance students with the opportunity to study and perform the best of the modern and jazz disciplines.

COCA Hip-Hop Crew
Ages 10–18
The COCA Hip-Hop Crew provides COCA’s top hip-hop students with the opportunity to study and perform the best in commercial hip-hop dance.
**ADVANCEMENT**

All students will be placed with care and consideration at all levels of training. The changing of levels is always decided with the students’ best interest and advancement in mind; promotion may not occur every year. It is not uncommon for a student to stay at the same level for two or more years. If a student is promoted too soon, then he or she will miss valuable training, may struggle in subsequent levels, or become injured. Please see placement class information on page 6.

**SCHEDULE CHANGES**

Individual student schedule changes, such as transfers and withdrawals, can be made during the first three weeks of each semester with approval from COCA’s Artistic Directors. After that date, transferring from one class to another is not accepted, and the student must wait until the start of the next session to transfer. Refunds are only given if a withdrawl is completed before the semester begins, unless it’s a medical withdrawl. Please see page 16 for details.

In addition, all level changes made at the start of the spring semester are only allowed if an instructor has advised the student to make such a change.
CLASSROOM ETIQUETTE
At COCA, we take pride in our students, not just for their potential and talent, but for their model behavior in and out of the studios. We expect all COCA students to follow these etiquette expectations and empower our teachers to remove a student from class if they are not met.

• Students should always treat faculty, accompanists, guest artists, staff, other students and themselves with respect.
• Students should treat the COCA facilities and equipment with care, keeping studios clean and refraining from hanging on barres, placing items upon pianos or playing them without permission.
• All students should adhere to the dress code.
• Students should keep talking in class to a minimum.
• Food, including gum and candy, and beverages are not allowed in the studios or theatres, with the exception of closed water bottles.

COMMUNICATION WITH FACULTY
Due to class scheduling, faculty does not have adequate time in-between classes to discuss concerns or questions. If you would like to set an appointment, email a discipline coordinator or visit the Registration Office. They will communicate with the appropriate faculty or staff member and address any concerns or questions. Faculty and staff home phone numbers, addresses or personal emails will not be given out to students or parents for any reason.

DAY TO DAY RESPONSIBILITIES
Every student must check in with the faculty for attendance. If a student arrives late for class, it is his/her responsibility to ensure that he/she has been marked present for that day. All students and parents are responsible for checking the monitors in the lobby for any upcoming events and changes that may occur. Each student will be encouraged to achieve the highest standards of etiquette, artistry and professionalism.

DRESS CODE – DANCE
For a current dress code, visit cocastl.org or the COCA Registration Office

• Dance students are encouraged to arrive and leave the studio wearing their dance attire. However, it is recommended that street clothes be worn over dance clothes when entering and exiting the building. Please see page 12 for the dress requirements.
• All dancers are responsible for dressing according to the correct dress codes for their class level. If a student does not have the appropriate shoes, the front desk personnel will try to find shoes from the donated supply. These shoes are available to borrow and must be returned at the end of class. If the dancer does not have the correct attire, they must obtain permission from the instructor to participate or observe the class that day.
• All dance students must have their hair up in a bun for all ballet, pointe and modern classes, or a ponytail for jazz classes. Bangs and long loose ends need to be pulled neatly off the face and secured with pins or barrettes with a mist of hairspray. Students with hair cut above the neck need to secure the hair off their face. If needed, ponytail holders, bobby pins and safety pins are available at the front desk.
• For the students’ own safety, large jewelry is not permitted in class. This includes watches, necklaces, large bows and dangling earrings.
• For the safety of the dancer, appropriate shoes are required and should be worn for each class. Dance shoes are ONLY to be worn in the dance studios and NEVER to be worn outside. Hip-hop students should have a separate pair of sneakers that are not worn outside for the dance studios.

**FOOD & BEVERAGES**
Food may only be eaten in the designated areas of the building. COCA students do not have access to a microwave or refrigerator. No food is allowed in the studios, bathrooms, theatre or dressing rooms. However, closeable water bottles are allowed in the studios. All food and waste must be thrown in the garbage cans or recycling bins provided.

**INJURY**
If a student is injured, it is recommended that he or she observes the class to allow the injury to heal. If a student has an injury requiring a doctor’s care, a release form may be necessary to return to class. A student may be allowed to observe class without accumulating absences.

**TARDINESS**
Prompt attendance is important for full warmup and curriculum. If a dance student arrives more than 15 minutes late, they are only allowed to observe their class. If they arrive more than 15 minutes late and have another dance class following, the student is allowed to warmup themselves and join their next class, as some, but not all, classes use the previous class as a warmup.

**LOST & FOUND BINS**
The main lost and found bin is located at the front desk. During the summer months, there are additional bins located in each studio for camps. Always check promptly for lost items as the bin is emptied at the end of each semester. Valuable small items, such as phones, cameras, and keys are locked safely at the front desk. It is helpful to have the student’s name on all belongings so that items can be returned promptly. It is wise to leave all valuable items at home. COCA is not responsible for lost items.

**OBSERVATION OF CLASSES**
Parents are invited to wait in the spaces outside each studio and observe their student through the specially designed mirrors. To avoid unnecessary distractions to students and instructors, no one is allowed in the studios to watch classes except during the bi-annual observation periods. At the end of each semester, parents are invited into the studios to observe their student’s class. Observers must be respectful of the class, the teacher, and the students, and observe class quietly. Cameras, video, and/or cell phones are not allowed in the studio except on special observation occasions.
SAFETY & SECURITY
For safety and security purposes, COCA has set forth the following guidelines:
• Children under 12 years of age must be supervised at all times by a parent or guardian, until they have entered their designated class or camp.
• When dropping off and picking up young children, park and walk them into the studios and escort them out after class.
• For camps only, all students under the age of 12 must be signed out daily by a parent or guardian. This is not only for attendance records, but also for emergency and security reasons.
• For camps, unattended children will be placed in Before or After Care and parents will be charged.

All students must be picked up promptly at the end of class or rehearsal by a parent or guardian. Children are under supervision during their instruction time only; faculty and staff are not responsible for supervising children outside of teaching time. No child will be allowed to wait outside or leave the building without a parent or guardian. In case of emergency, please notify Patron Services at 314.725.6555 ext. 0.

STORAGE
Men’s and women’s dressing and locker rooms are located on the lower level of the building, near Kranzberg Studio. As a courtesy measure, please limit your dressing time in all the bathrooms.
# DRESS CODE 2019–2020

<table>
<thead>
<tr>
<th>Level(s)</th>
<th>Attire</th>
<th>Skirts &amp; Belts</th>
<th>Shoes</th>
<th>Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Primary IA</td>
<td>Pink leotard with attached skirt &amp; ballet pink tights</td>
<td>None</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Pre-Primary IB</td>
<td>Pink leotard with attached skirt &amp; ballet pink tights</td>
<td>None</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Primary IA</td>
<td>Pink leotard with attached skirt &amp; ballet pink tights</td>
<td>None</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Male: Pre-Primary IA, Pre-Primary IB, Primary IA</td>
<td>White t-shirt, black pants or shorts</td>
<td>None</td>
<td>Black ballet slippers</td>
<td>Pulled up (if long)</td>
</tr>
<tr>
<td>Primary IB (5–6)</td>
<td>Butter leotard with attached skirt &amp; ballet pink tights</td>
<td>None</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Primary IC (6–9)</td>
<td>Butter leotard with attached skirt &amp; ballet pink tights</td>
<td>None</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Ballet I (7–11)</td>
<td>Turquoise leotard &amp; ballet pink tights</td>
<td>Matching Turquoise skirt</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Ballet IA (8–14)</td>
<td>Turquoise leotard &amp; ballet pink tights</td>
<td>Matching Turquoise skirt</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Ballet II (9–18)</td>
<td>Raspberry leotard &amp; ballet pink tights</td>
<td>Matching Raspberry skirt</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Ballet IIA (10–18)</td>
<td>Raspberry leotard &amp; ballet pink tights</td>
<td>Matching Raspberry skirt</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Ballet III (11–18)</td>
<td>Raspberry leotard &amp; ballet pink tights</td>
<td>Matching Raspberry skirt</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Ballet IVA (12–18)</td>
<td>Sunset Coral leotard &amp; ballet pink tights</td>
<td>Matching Sunset Coral skirt</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Ballet V (13–18)</td>
<td>Sunset Coral leotard &amp; ballet pink tights</td>
<td>Matching Sunset Coral skirt</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Ballet VI/Veg. Partnering (14 &amp; up)</td>
<td>Black leotard &amp; ballet pink tights (camisole or tank)</td>
<td>Black wrap skirt, medium length</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Ballet VII (14 &amp; up)</td>
<td>Black leotard &amp; ballet pink tights (camisole or tank)</td>
<td>Black wrap skirt, medium length</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Stretch &amp; Strengthen &amp; Pilates</td>
<td>Solid color leotard &amp; pink or black tights</td>
<td>None</td>
<td>Bare feet</td>
<td>Hair down</td>
</tr>
<tr>
<td>Adult female students</td>
<td>Solid color leotard &amp; pink or black tights</td>
<td>Optional skirt</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Variations</td>
<td>Black leotard &amp; ballet pink tights</td>
<td>Practice tutu (see instructor)</td>
<td>Pointe shoes</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Character (female students)</td>
<td>Solid color leotard &amp; ballet pink tights</td>
<td>Character skirt (see instructor)</td>
<td>Black hard toe, leather sole, 1 1/2 or 2 in heel character shoe</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Character (male students)</td>
<td>Same as ballet</td>
<td>Same as ballet</td>
<td>Same as ballet</td>
<td>Same as ballet</td>
</tr>
<tr>
<td>Dance for Boys</td>
<td>Fitted white t-shirt &amp; grey tights/unitard</td>
<td>Men: Dance belt</td>
<td>White socks, white ballet shoes</td>
<td>Pulled up (if long)</td>
</tr>
<tr>
<td>Young Men's</td>
<td>Fitted white t-shirt &amp; grey tights/unitard</td>
<td>Men: Dance belt</td>
<td>White socks, white ballet shoes</td>
<td>Pulled up (if long)</td>
</tr>
<tr>
<td>Men's</td>
<td>Fitted white t-shirt &amp; grey tights/unitard</td>
<td>Men: Dance belt</td>
<td>White socks, white ballet shoes</td>
<td>Pulled up (if long)</td>
</tr>
</tbody>
</table>

**BALLET DRESS CODE NOTES**

Elastic sewn across each arch for all ballet slippers. Recommended brands for ballet slippers: Bloch, Capezio, Sansha, SoDanca. Not recommended brands for ballet slippers: Dancemates, Payless Shoes too stiff. All hair should be worn in a bun, secured with bobby pins and hairnet so it does not become loose in class (please ask the teacher for instructions). All pink tights must be worn underneath the leotard and in pink ballet slippers.

**Levels Pre-Primary IA–Primary IC students should have the cap sleeve leotard with attached skirt in appropriate colors Motionwear SKU #4354**

**Levels Ballet I–Ballet V students can choose from the following styles in the appropriate color: Motionwear SKU #2325/2516 (camisole) or SKU #2100/2201/2110 (tank)**

All new leotard colors can be purchased from a local dance shop or from motionwear.com. Students will have the 2018–2019 season to transition into the new colors and dress code requirements.

**IMPORTANT DANCE INFORMATION FOR MALES**

All male students should wear boys’ or men’s tights. They fit better than tights designed for females and are thicker, therefore more opaque. Under the tights, do not wear bulky underwear. Instead, wear a seamless brief or a dance belt, which is a type of athletic supporter designed for male dancers. Rather than t-shirts, males should consider athletic shirts with spandex or leotards that look like shirts, but stay tucked in much better. Buy leotards designed for boys or men so they will fit properly and be more comfortable.
<table>
<thead>
<tr>
<th>Level(s)</th>
<th>Attire</th>
<th>Skirts &amp; Belts</th>
<th>Shoes</th>
<th>Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shall We Dance</td>
<td>Comfortable clothes for moving around or pink leotard &amp; ballet pink tights</td>
<td>None</td>
<td>Pink ballet slippers</td>
<td>Pulled away from face</td>
</tr>
<tr>
<td>Pre-Primary IA</td>
<td>Pink leotard with attached skirt &amp; ballet pink tights</td>
<td>None</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Pre-Primary IB</td>
<td>Pink leotard &amp; ballet pink tights</td>
<td>None</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Primary IA</td>
<td>Pink leotard &amp; ballet pink tights</td>
<td>None</td>
<td>Pink ballet slippers</td>
<td>Secured bun</td>
</tr>
<tr>
<td>Male: Pre-Primary IA, Pre-Primary IB, Primary IA</td>
<td>White t-shirt, black pants or shorts</td>
<td>None</td>
<td>Black ballet slippers</td>
<td>Pulled up (if long)</td>
</tr>
<tr>
<td>Little Happy Feet</td>
<td>Comfortable clothes for moving around</td>
<td>None</td>
<td>Tap shoes</td>
<td>Ponytail</td>
</tr>
<tr>
<td>Pre-Jazz</td>
<td>Leotard &amp; leggings/tights/biker shorts</td>
<td>None</td>
<td>Jazz or ballet shoes</td>
<td>Ponytail</td>
</tr>
</tbody>
</table>

EARLY CHILDHOOD DRESS CODE NOTE  Levels Pre-Primary IA–Primary IC students should have the cap sleeve leotard with attached skirt in appropriate colors *Motionwear SKU #4354*.

<table>
<thead>
<tr>
<th>Level(s)</th>
<th>Attire</th>
<th>Skirts &amp; Belts</th>
<th>Shoes</th>
<th>Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>All female students (all levels)</td>
<td>Black leotard &amp; footless tights; footless unitard; jazz pants; biker shorts</td>
<td>None</td>
<td>Black jazz split sole shoes</td>
<td>Ponytail</td>
</tr>
<tr>
<td>All male students (all levels)</td>
<td>Black or white fitted shirt or leotard &amp; black jazz pants or biker shorts</td>
<td>Dance belt</td>
<td>Black jazz split sole shoes</td>
<td>Pulled up (if long)</td>
</tr>
</tbody>
</table>

| Level(s)                                      | Attire                                      | Skirts & Belts | Shoes                         | Hair                          |
| Hip–Hop all levels                           | Loose fitting clothing                      | No street shoes or denim | Bring an extra pair of closed toe sneakers that have not been worn outside | Ponytail                      |

<table>
<thead>
<tr>
<th>Level(s)</th>
<th>Attire</th>
<th>Skirts &amp; Belts</th>
<th>Shoes</th>
<th>Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>All female students (all levels)</td>
<td>Black leotard &amp; black footless tights</td>
<td>None</td>
<td>Bare feet</td>
<td>Secured bun</td>
</tr>
<tr>
<td>All male students (all levels)</td>
<td>Black or white fitted shirt or leotard &amp; black footless tights or biker shorts</td>
<td>Dance belt</td>
<td>Bare feet</td>
<td>Pulled up (if long)</td>
</tr>
</tbody>
</table>

MODERN DRESS CODE NOTE  All tights should be worn over leotard.

<table>
<thead>
<tr>
<th>Level(s)</th>
<th>Attire</th>
<th>Skirts &amp; Belts</th>
<th>Shoes</th>
<th>Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap Beginner I–Tap I</td>
<td>Athletic wear (NO jeans)</td>
<td>None</td>
<td>Flat, tie up, Oxford or Mary Jane tap shoe (black preferred)</td>
<td>Ponytail</td>
</tr>
<tr>
<td>Tap 2 &amp; above (adult students)</td>
<td>Athletic wear (NO jeans)</td>
<td>None</td>
<td>Flat, lace up, oxford style tap shoe (black preferred)</td>
<td>Ponytail</td>
</tr>
</tbody>
</table>

TAP DRESS CODE NOTE  Recommended brands are Capezio, Bloch, and SoDance; Taps securely attached to shoe (avoid damage to floor); Preferably no split-soled shoes

<table>
<thead>
<tr>
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<th>Skirts &amp; Belts</th>
<th>Shoes</th>
<th>Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Dance (all levels)</td>
<td>Comfortable, loose fitting clothes or leotard &amp; tights</td>
<td>None</td>
<td>Bare feet</td>
<td>Ponytail</td>
</tr>
<tr>
<td>Social Dance (all levels)</td>
<td>Clean appearance (NO sweat pants, tennis shoes or rubber soled shoes)</td>
<td>None</td>
<td>Jazz, leather or suede soled shoes</td>
<td>Ponytail</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level(s)</th>
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<th>Skirts &amp; Belts</th>
<th>Shoes</th>
<th>Hair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hip-Hop Heels</td>
<td>Athletic wear or comfortable clothes for moving around</td>
<td>None</td>
<td>Heels or sneakers</td>
<td>Hair out of face</td>
</tr>
<tr>
<td>Cardio Ballet</td>
<td>Athletic wear or comfortable clothes for moving around</td>
<td>None</td>
<td>Ballet slippers</td>
<td>Hair out of face</td>
</tr>
<tr>
<td>Move for Your Health</td>
<td>Athletic wear or comfortable clothes for moving around</td>
<td>None</td>
<td>Bare feet or socks</td>
<td>Hair out of face</td>
</tr>
</tbody>
</table>

FITNESS DRESS CODE NOTE  Recommended to bring a towel and water bottle.

WHERE TO PURCHASE DANCEWEAR
Motionwear: motionwear.com, 1.800.864.6315  | Discount Dance Supply: discountdance.com, 1.800.328.7107  | Weissman’s: dancewearsolutions.com, 1.800.477.5410  | The Dance Bag, 64 Four Seasons Shopping Center, 314.435.9600  | Head to Toe Dancewear, 200 W. Argonne, 314.966.6258  | St. Louis Dancewear, 9444 Olive Blvd., 314.733.5678
REGISTRATION OFFICE
The registrars can be reached during Registration Office hours by telephone at 314.561.4898 or email at registration@cocastl.org.

Fall & Winter/Spring Hours
MON–FRI | 9:00AM–6:00PM
SAT* & SUN | Closed

Summer Hours
MON–FRI | 7:30AM–6:00PM
SAT* & SUN | Closed

* Open select Saturdays before and at the beginning of each semester and camp session from 9:00AM–3:00PM.

ADMISSION & REGISTRATION
Students may register during each semester’s respective open enrollment period. For more information about enrollment periods, visit cocastl.org or call 314.561.4898. Registrations are accepted online or by mail (check only) at any time during an open enrollment period. Registrations are accepted in person during Registration Office hours. Online registrations will be charged a 1.756% processing fee. An annual $30 registration fee per student is required for registration. A $25 fee will be charged for any returned check or credit card payments. Offenses may result in loss of privilege to pay via check, credit card, or payment plan. For mailed-in registrations, COCA will send a confirmation email containing your registration receipt. If you do not receive this email within two weeks, contact the Registration Office.

ADVISEMENT
For advisement or questions about camps, classes and policies, please contact the registrars or discipline coordinators.

CANCELLATION POLICY
In the event that a class does not reach the required minimum students or there are circumstances beyond our control, COCA reserves the right to cancel a class. Students will be notified, and the registrars will recommend a suitable replacement class. If no replacement can be settled, COCA will refund tuition fees in full; registration fees are non-refundable.

COCA CLASS PASSES
For professional performing artists and college students, the COCA Class Pass allows users to “drop in” to intermediate- or advanced-level classes at their convenience, regardless of rehearsal and performance schedules. COCA Class Passes can be purchased online or in person at the Registration Office.

EARLY CHILDHOOD CLASSES
Children must have reached the minimum age for enrollment by the first day of class. Registration for parent-and-child classes is required for child only. Parents need not register, but must attend. Classes for students ages three and up are independent classes and do not require parent participation. Children must be fully potty-trained to attend independent classes.
FINANCIAL OBLIGATION
COCA reserves the right to suspend or terminate instructional and performance participation for students who do not meet their financial obligations. Students are liable for the full cost of tuition. Accounts with any outstanding balance will not be allowed to re-register until the balance is paid in full.

FINANCIAL ASSISTANCE
Through generous support from patrons, foundations and corporations, we’re pleased to offer need-based financial assistance to current and new COCA students.

COCA’s annual application period is April 1 – July 31, and covers the Summer Arts Camp session and the Summer, Fall, and Winter/Spring semesters immediately following the application period.

We will notify applicants within one week of application submission of their financial assistance status. Applicants must reapply each year.

Assistance is awarded regardless of race, sex, religion, disability, sexual orientation or national origin. It is provided on a first-come, first-served basis and cannot be guaranteed for all applicants. The amount of aid is determined on a sliding scale by family income.

MULTI-CLASS DISCOUNT
Students registering for three or more classes are eligible for the Multi-Class Discount. The Multi-Class Discount is available through online registration. Discounts apply per person, per semester to full-semester classes only.

<table>
<thead>
<tr>
<th>Fall &amp; Winter/Spring</th>
<th>Summer Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–2 Classes</td>
<td>Always full price</td>
</tr>
<tr>
<td>3–4 Classes</td>
<td>$60 off each class</td>
</tr>
<tr>
<td>5–Classes</td>
<td>$100 off each class</td>
</tr>
</tbody>
</table>

PAYMENT PLAN
To use the Fall & Winter/Spring payment plan, a 25% down payment, a non-refundable $15 convenience fee, and the non-refundable annual registration fee are required upon registration. Credit cards or checking accounts will automatically be billed in equal payments on September, October and November 15 (Fall), or February, March and April 15 (Winter/Spring), or June and July 15 (Summer) for the remaining equal payments. While there is not a minimum amount to participate, this is not a guaranteed privilege. Missed payments will result in loss of use. Payment plans may be used for full-semester classes only.

TRANSFERS
To transfer to another class within the same semester, a Transfer/Withdrawal Form must be completed in full and submitted to the Registration Office within the first three weeks of the respective semester. Transfers are not permitted after this time. Transfers/Withdrawal Forms are available at the COCA front desk, in the Registration Office, and on our website.
TUITION
All information about tuition is listed in the most current guide or can be found on our website.

VIOLATIONS
The illegal use of alcohol, cigarettes and controlled substances are strictly forbidden on COCA property. Students in violation will be dismissed immediately.

WAITLIST
For classes that have reached their maximum capacity, students may choose to be placed on a waitlist. When registering online, simply add the student’s name to the respective waitlist. When using a registration form, check the box next to your class selection if interested in being placed on a waitlist. Students will be contacted if a vacancy in the program arises.

WITHDRAWAL POLICY
To withdrawal from a class, a Transfer/Withdrawal Form must be completed and submitted to the Registration Office by the withdrawal dates listed in the program guide. Transfer/Withdrawal Forms are available at the front desk, in the Registration Office, and on our website. Tuition fees will be refunded, less a $25 processing fee per class for all withdrawals submitted before the deadline; registration fees and payment plans fees are non-refundable.

Withdrawal Deadlines
Withdrawal deadlines for refunds are always the Saturday before a semester starts. If you must withdraw after the deadline, refunds for any fees and credits for classes missed by students due to illness, personal schedule conflicts or for other reasons will not be given. In addition, any scheduled payments are still due, with the exception for medical reasons that are documented by a doctor. Withdrawals must be submitted in writing by completing the Transfer/Withdrawal Form. There are no exceptions to this policy.
Listed below are the expectations we have of all Pre-Professional Division students; please read them carefully. The individual success of each Pre-Professional Division student depends on the dedication and cooperation of each student artist and each student artist’s family. It is the intention of this program to promote respect for all participants with COCA’s Pre-Professional Division. It is expected that all students and parents/guardians of Pre-Professional Division participants read and understand the expected conduct, and continue to observe and follow all the principles throughout the year.

**ANNUAL AUDITION**
Current Second and Apprentice dance company members and Adagio must audition each year to participate in the Pre-Professional Division. First Company Allegro members in good standing do not need to reaudition. Discovery Young Artists participants must continue to technically progress and reaudition each year. Student accounts must be in good standing for auditions and registration.

**PRE-PROFESSIONAL DIVISION ATTENDANCE**
We expect all company members to maintain an 85% attendance rate in all classes. Consistent attendance is important in order for students to learn, grow, and advance. COCA Artistic and/or PPD Staff will reach out to parents and company members if there are any concerns about attendance. If attendance does not improve, dance company members may be ineligible for residency casting and First Company members may be required to re-audition the next year. Voice company members may be ineligible for featured parts in company concerts and may be required to re-audition the next year if attendance falls below the required 85% rate.

Excused absences will not count against a student. For a missed class to be counted as excused, students must send a request to Kelly Ging, kging@cocastl.org two weeks prior to the absence.

Excused:
- All required COCA rehearsals and performances. Please notify directors of your other COCA commitments.
- School requirements (which count towards a grade): choir, band, orchestra concert, etc.
- Illness with a doctor’s note.
  - Students with injuries should still attend classes and learn through observation.
  - Students with long-term health conditions that cause them to miss an extraordinary number of classes should discuss their situation with COCA Artistic and/or PPD staff.
- Musical theatre students may be excused for no more than 3 weeks per semester for an outside performance.
- COCA’s Transportation Services are not running for any reason.
- College visits or college auditions.
- Death in the family.
- Extreme weather when COCA is NOT closed, but your safety prevents you from arriving at COCA.
Not excused:
• Dance conventions
• Auditions – for outside performances or summer intensives
• Vacations
• Too much homework
• No school

PUNCTUALITY
All students must arrive on time. The faculty has the right to prohibit any student from taking the class that day if he/she arrives late. The tardy student should then observe the class quietly.

RESPECTFUL BEHAVIOR
A respectful attitude toward the guest artists, faculty, staff, other students and yourself is expected at all times.

DRESS CODE
Students must adhere to the Dress Code for all of their classes and rehearsals.

SAFETY
Due to concerns regarding our students’ safety as well as insurance liability issues, students under the age of 16 are prohibited from leaving the building between class or rehearsal. Students should come to classes, rehearsals and performances prepared with food, snacks and other necessary items.

EXCLUSIVE TRAINING
All students must train at COCA exclusively during regular class semesters. This does not pertain to out-of-state summer intensives or supplemental classes during semester breaks.

TICKET SALES
Pre-Professional Division programs are dependent on funds raised from their performances. Therefore, student artists are required to support the selling of tickets to these events.
DANCE COMPANY

Residencies/Casting
First and Apprentice Company students will engage in up to two (2) residencies per year. Artistic Directors bring in visiting artists to work with company members for a period not to exceed 14 days. During this time, students will have the opportunity to work with professional dance artists for 5 hours per day during the week and up to 7 hours on Saturday’s and Sunday’s. This experience is designed to expose our pre-professional students to different styles of dance, help them develop and understanding of a professional rehearsal atmosphere, and introduce them to well established choreographers currently working in the field. In addition to creating versatility amongst our talented young artists, this experience will help students’ technical and artistic development. ALL COMPANY MEMBERS are required to remain active throughtout the creative process. Casting for the work is at the choreographer’s discretion. All company members will have the opportunity to perform in each of their respective company's production.

One-On-One Meetings With Artistic Directors
As a member of Ballet Eclectica and COCA dance, annual meetings with the Artistic Directors will be held to discuss your progress and overall work from the year. These meetings will be scheduled prior to the spring production. Parents are not required to attend but are more than welcome to sit in on these meetings.

DISCIPLINARY ACTION
In the event a student is not able to follow the above expectations, a “three-strike” system will be used to communicate concerns with the student, parents and program managers.

Students who receive a strike will typically face the following consequences:

Strike One
Situation is discussed with the student artist, the parent is contacted, and a signed letter outlining the event will be mailed home.

Strike Two
Situation is discussed with the student artist, and the parent is present for this meeting. A signed letter outlining the event will be mailed home.

Strike Three
Situation is discussed with the Student Artist—the parent is present for this meeting. Probation or dismissal from the Pre-Professional Division will be decided. A signed letter outlining the event will be mailed home.
In certain circumstances, when it is in the best interest of the student artist or Pre-Professional Division, it may be necessary for the student to be dismissed from the Pre-Professional Division. Every effort will be made to correct a problematic situation before student dismissal. In each instance, staff members consider the following mitigating or aggravating circumstances prior to disciplinary action:

Any student who commits acts of misconduct detrimental to the good order and discipline of the institution that are not covered in this regulation, or that vary from the offenses as listed herein, will face disciplinary consequences to be determined by the appropriate professional staff member, including long-term probation and/or dismissal. Additionally, if expected and sufficient progress is not made by a probationary student in a timely manner, he or she will be dismissed from the program. Any student dismissed from the Pre-Professional Division may audition and be considered for reinstatement in the following year if progress is demonstrated sufficiently to the adjudicators and faculty.

PROBATION
If a student fails to uphold his or her responsibilities, the Pre-Professional Division Manager will meet with the student and parents/guardians to discuss consequences of probation. If a student is on probationary status, he or she will meet on a scheduled basis with their PPD Manager or Artistic Director to discuss progress, class attendance, attitude, and work ethic based on teacher comments in their core classes. The Pre-Professional Division Manager will release the student from probationary status when the student has demonstrated a renewed commitment to his or her art.

GROUNDS FOR IMMEDIATE DISMISSAL (Parent and Students)
- Possession of weapons or dangerous items, including ammunition or a component of a weapon.
- Possession of or being under the influence of an illegal substance.
- Selling or distributing drugs/chemicals or substances represented to be such.
- Fighting or otherwise endangering the safety of other students, teachers and building premises.
STUDENT TRANSPORTATION

Eligibility & Policies

• Transportation operates on a first-come, first-served basis.

• Van riders must be enrolled in COCA classes through the Discovery Young Artist Program. Students may not ride in the van if they do not have class on a given day.

• All Company Dues need to be paid before the student can be registered for the van.

• Transportation services are available Monday–Friday. Times are determined prior to the start of the semester.

• Applicants may apply for transportation services for up to three members of one family. All members must be in the Discovery Young Artist Program.

• Applicants may be denied if pick-up/drop-off location is not in the predetermined route. The transportation route is created once all applications are returned and reviewed.

• Students are not able to be added to the van route after the 3rd week of class, regardless if space is available.

• Students must be at least eight years old in order to participate in the transportation program. We cannot offer transportation services for any students younger than eight years old due to safety regulations.

• All riders must remain seated with a seatbelt fastened while the van is in motion.

• Food and drink are not allowed in the van. Snacks will be provided once students arrive at COCA.

• Students are expected to remove everything they bring onto the van each day.

• Students are expected to speak using quiet voices for the safety of the driver and students.

• Students are expected to be at the pick-up spot on time. The driver will not wait for late students, and the driver is not required to call the students.

• Daily attendance sheets will be kept and monitored throughout the semester. Any rider who has three or more unexcused absences may be dismissed from the transportation program.

• Please report any student absences to the DYA Manager.

• Any student who shows disrespect to another student, the van driver, or COCA staff, or refuses to follow these policies as outlined, will be reported. Students who have continual behavior problems will receive a strike or may be removed from the transportation program. This decision will be at the discretion of the DYA Manager and Pre-Professional Division Manager.
INTENT
COCA aims to provide a nurturing learning environment for its students. Parents are encouraged to support their child and his or her colleagues in their pursuit of the arts for both educational and entertainment purposes.

ENVIRONMENT
Parents should help to create an arts environment that is free of disrespectful behavior, inappropriate conversations and public critiques of the student artists or the program. They should encourage their student to abide by the rules and to resolve conflict without resorting to disrespect, hostility or violence. A positive attitude should be directed toward fellow parents, students, faculty and staff, as it shows respect and appreciation for all those who give their time to the success of the program.

SUPPORT
Your child has chosen to dedicate a significant amount of time to this program, and they could not do so without your support. We feel it is important for our students to understand that doing one’s best is the primary goal of our program and hope you will reaffirm this message. Please encourage your child with praise for his or her work and continued commitment.

RESPECT
Our artistic/program staff is dedicated to providing the highest level of training to our students. They make thoughtful decisions regarding the artistic vision, programming and casting, and operate with the best intentions. We ask that you, as a parent, respect that their decisions have been made with integrity and strategy for the overall good of the program and the participants. We appreciate your support in this endeavor.

UNDERSTANDING
Learning about the arts world will help you better support your child’s development in the field. It will help you understand the benefits they will receive from participating in a rigorous arts training program: the commitment, the discipline and the social skills learned and acquired through Studio Habits of Mind. We encourage you to expand your understanding by asking questions and conducting independent research so you can aid your child’s understanding and growth.

COMMUNICATION
Open communication between parents and the artistic/program staff is key. We encourage you to communicate and report questions, concerns and comments through the proper channels. COCA will communicate through monthly newsletters, the Remind App, emails, as well as other forms of communications to ensure parents are informed. This creates a respectful and understanding mutual relationship.