

sacramento *B*allet

dance *E*ducation  
training program

*Ron Cunningham & Carinne Binda, Artistic Directors*

**Parent & Student  
Handbook  
Policies & Procedures**

**2009-2010**

Welcome to the Dance Education and Training Program of the Sacramento Ballet. Our primary goal is to provide each student with excellent dance training of the highest quality at every grade level and for every aspiration. Our faculty inspires and educates young dancers, instilling qualities that poise them for success. From beginner to pre-professional, the pursuit of excellence is our goal as we strive to develop the individual potential in each student.

## Table of Contents

- I. Placement
- II. Attendance
- III. Injuries & Accidents
- IV. Dress Code
- V. Payment Policies
- VI. General Information

The Program Administrator, Marla Quinn is available to answer questions via email at [marla@sacballet.org](mailto:marla@sacballet.org) or by leaving a message at 552-5800 x 100.

To report an absence, please email the Program Administrator, Marla Quinn at [marla@sacballet.org](mailto:marla@sacballet.org) or leave a message at 916-552-5800 x100. In case of an emergency or late pick-up you may also call Marla Quinn on her cell at 916-768-3011

To discuss concerns with program staff or facilities please contact the School Principal, Lynlee Towne at 916-552-5800 ext. 119 or by email [lynlee@sacballet.org](mailto:lynlee@sacballet.org).

## **I. PLACEMENT**

All students will receive written confirmation of class placement.

Students must be six years old by the first day of classes to be eligible for Pre-Ballet.

Students must be eight years old by the first day of classes (if younger must have Administration's permission) and have had prior experience to be enrolled in Student Division Level I.

With the exception of Pre-Ballet and Teen/Adult Ballet, all students must take an evaluation class at a drop-in rate.

A technique class must be taken prior to any pointe class.

- Pre-Ballet/Beginning Ballet I students are required to take one technique class a week.
- Level I students are required to take two technique class a week.
- Level II students are required to take two technique classes a week plus one pre-pointe class.
- Level III students are required to take three technique classes a week, plus two pointe classes.
- Level IV students are required to take four technique classes a week and three pointe classes a week, plus Stretch class.
- Level V students are required to take five technique classes and 4 pointe classes a week plus Stretch class and Choreography/Rehearsal class. All Level V students are also required to take the Level IV class on Saturday, en pointe, up until the time the Level IV student's put on their pointe shoes.

Student advancement and placement on pointe is at the discretion of the School Director with consultation of the teaching staff. Students are placed in the level in which they will receive training that is most beneficial for their progression. Any inquiries regarding placement require an appointment. Submit your request in writing to the Program Administrator. Please do not approach instructors or program staff with questions as they enter or leave the studio.

## **II. ATTENDANCE**

Attendance is critical to consistent progress and advancement in the School. Steady progress requires full participation in the class in which a student is registered. Students are requested to make every attempt to commit fully to their dance training.

It is essential that students come to class on time. Late arrival does not allow a student sufficient time to warm up, may cause injuries and disrupts class concentration. Students more than ten minutes late to any class will be asked to sit and observe.

If a child is injured and unable to participate in class, an excused absence from class requires that the student sit and observe class or rehearsal.

Students or their families must report all absences to the School prior to class time in order to be excused. Please dial 916-552-5800 x100 to leave a message or email the Program Administrator at [marla@sacballet.org](mailto:marla@sacballet.org).

Missed classes must be made up within the month. Make up classes must be taken in a technique class within the student's level or a level below. Classes in other disciplines may not be used as make ups for technique classes without permission.

Throughout the year, students may have the opportunity to perform with the Sacramento Ballet. Students who miss class due to rehearsing or performing with the Sacramento Ballet will be excused from class and may make up the class during the session. However, if a rehearsal or performance does not conflict with class time, students are required to attend their class. Performing experience with the Sacramento Ballet is considered part of a student's dance education.

It is essential that parents pick up their children on time. If an instructor waits more than fifteen minutes after class for a student to be picked up at the end of the day, the family will be charged \$20 as a late pick up fee.

It is also necessary to call the front desk in the case of an emergency or a late pick up situation. Again, please dial 916-552-5800 x100 or in an emergency call Marla Quinn's cell at 916-768-3011.

### **III. INJURIES & ACCIDENTS**

All student injuries and accidents in and out of ballet class must be reported promptly to the instructor or Program Administrator. School staff will document the student's condition and any medical guidelines for activity. Incident forms are available in attendance binders and at the front desk.

### **IV. DRESS CODE**

The Sacramento Ballet's dress code is designed to encourage discipline among our students. Students not meeting the required dress code will be restricted from participation in class.

The Primary Division dress code for all ballet technique classes is pink tights and a pink leotard for girls and a white T-shirt and dark tights or bike shorts for boys. No skirts or long gym shorts are allowed. The last week of the month, students in the Primary Division may wear any solid colored leotard to class.

The Student Division dress code for all ballet technique classes is pink tights and a solid colored leotard for girls and solid colored unitards or T-shirt and tights or bike shorts for boys. Girls' tights must be worn over the feet. Leather ballet shoes are highly recommended to increase strength and flexibility in the feet. No skirts or long gym shorts are allowed. Students may wear black tights or jazz pants in musical theatre, tap, modern, etc... Level V girls may wear skirts for variation classes only at the discretion of the instructor.

Girls' hair must be pulled neatly into a bun and secured with pins. Short hair must be pulled away from the face. No Jewelry! It is advisable to mark clothing and shoes with the student's name and class level.

## V. PAYMENT POLICIES

- The annual registration fee is \$45 per child and is non-refundable.
- Parents must sign a registration/tuition agreement upon enrollment.
- A sibling discount of 5% is available for families with more than one child in the Training Program.
- Make checks payable to the Sacramento Ballet Dance Education Training Program and include your child's name on the check for easier processing.
- New students must take a placement class upon enrollment. Please speak to the Program Administrator, Marla Quinn regarding which class is appropriate for the evaluation.
- Students may join mid-session at the discretion of the School Principal, Lynlee Towne and will have their monthly tuition amount prorated.
- Notify the front desk if a class is to be missed by phoning 916-552-5800 x100 or emailing the Program Administrator at [marla@sacballet.org](mailto:marla@sacballet.org).
- Balances will continue to accrue whether or not a student is in class. If your child needs to leave the program for any reason, you must notify the Program Administrator in **writing thirty days in advance**.
- There is a \$25.00 returned check fee.

### **Refund Policies:**

- The Training Program has a NO CASH REFUND policy. There are no refunds for missed classes.
- Students may take make up classes in their current level or the level below within the same month.
- In the event of a prolonged illness or injury, a doctor's release is required to obtain **tuition credit for a future session**.
- There is no refund or proration of tuition for students appearing in Sacramento Ballet productions.
- In the event of class cancellation due to low enrollment, determined by the Training Program by October 1<sup>st</sup>, 2009 for the Fall semester and February 1<sup>st</sup> for the Spring semester, a refund or credit will be issued.
- A cash refund is available at the Pre-ballet level with a thirty-day written notice.

### **Financial Aid & Scholarships**

A limited number of financial aid or merit based scholarships are granted on a year-by-year or session-by-session basis for eligible students as available. Scholarships are determined by a committee of artistic and administrative staff, based on need, class performance, attendance, talent and potential. To apply for financial aid, submit your request in writing to the Program Administrator. Letters received will be considered for the upcoming session.

## **VI. GENERAL INFORMATION**

### **Facilities**

The lobby is a place of business for the Sacramento Ballet. Please observe this area as a quiet zone. Students and parents are asked to wait for class in the lobby area quietly. Students must take all of their belongings into class with them or place them in the cubbies located in the lobby. The Sacramento Ballet is not responsible for lost or stolen items. From time to time the lobby will be unavailable to students and parents due to events or meetings of the professional company taking place. The Sacramento Ballet staff will make every effort to inform students and parents of events prior to the day of the event.

All Students must remain inside the Ballet building. We cannot assure safety of students who linger outside the building after drop off or awaiting pick up by parents.

Food and drinks are restricted to the lobby area. Students are responsible for the disposal of their garbage and are expected to treat the facilities, furniture and equipment with respect.

All pianos and other equipment are off-limits for students.

### **Notices & Messages**

It is the responsibility of each student to check the bulletin board before and after each class. Parents need to check posted information for younger students. **Schedules, including changes and important notices, are posted on the bulletin board in the hall by Studio Two and on the website at [sacballet.org/education](http://sacballet.org/education).**

### **Lost and Found**

The front desk assistant can inform students where lost and found items are stored. The Sacramento Ballet is not held responsible for any items lost or stolen.

### **Telephones**

The school staff is not able to relay messages to students except in the case of emergency. Call the front desk at 916-552-5800 x100. Cell phones must be turned off when entering the studios.

### **Parking**

The Sacramento Ballet has no designated parking area. Please be considerate of neighboring businesses and do not park, drop off, or pick up in their designated lots. Meters are located along 17<sup>th</sup> Street along with two 15- minute loading spaces that may be used to drop off or pick up students.

### **Photography**

Registration forms for all programs include an agreement which gives the Sacramento Ballet permission to take photos of students in classes and/or performances to use for purposes of promoting the Ballet's programs and the Company.

### **Cameras**

Recording classes using tape recorders, cameras or video recorders is strictly prohibited.

## **Code of Conduct**

It is the policy of the Sacramento Ballet to maintain a positive and productive learning and working environment for all students, staff and dancers. As part of their training, students are expected to behave in a responsible and disciplined manner and to adhere to the rules and regulations in this document, both inside the Sacramento Ballet facility and outside in the greater community when representing the Sacramento Ballet.

The Sacramento Ballet strives to ensure that all rules are clear and reasonable, and students are expected to observe the established Code of Conduct. The Sacramento Ballet reserves the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory.

Students participating in the following actions/activities will be subject to disciplinary action, which may include: Dismissal from class, suspension, probationary measures, or referral to counseling.

- Physical intimidation or injury
- Theft
- Verbal abuse
- Sexual harassment
- Possession of drugs and/or alcohol: Any student found using drugs, or consuming or under the influence of alcohol.
- Smoking: The Sacramento Ballet is a non-smoking facility.
- Firearms or weapons of any kind
- Self-destructive behavior
- Willful destruction or misuse of Ballet or another person's property

## **Non-Discrimination Policy**

The Sacramento Ballet admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, scholarship programs or any other programs.