

sacramento *B*allet

dance *E*ducation
training program

Ron Cunningham & Carinne Binda, Artistic Directors

**Parent & Student
Handbook
Policies & Procedures**

2011-2012

Welcome to the Dance Education 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.

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The Program Administrator, Marla Quinn is available to answer questions via email at 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 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.

I. PLACEMENT

All students will receive email confirmation of class placement.

Students must be 3 ½ years old on the first day of class for Creative Movement and must be six years old by the first day of classes to be eligible for Pre-Ballet and Beginning 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 Creative Movement, Pre-Ballet and Teen/Adult Ballet, all students must take an evaluation class at a drop-in rate. (Drop In fee will apply towards annual registration fee)

Level Requirements

- Primary Division (Creative Movement/Pre-Ballet/Beginning Ballet I/II/III/ Intro to Ballet) 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 and Stretch class.
- Level III students are required to take three technique classes a week, plus two pointe classes and Stretch class.
- Level IV students are required to take four technique classes a week and three pointe classes a week, plus Stretch class and Choreography in the fall.
- Level V students are required to take five technique classes and 4 pointe classes a week plus Stretch class and Choreography class. Level V students are required to also take the Level IV class on Saturdays.

Parent and students should not anticipate annual level advancements. Ballet classes do not progress at the same pace as traditional academic grades. It is common for students to repeat levels of study. Because the range of the criteria for promotion is so diverse, it may be two or more years before a student is ready for advancement to the next level of study.

Advancement through the Dance Education Training Program is based on many factors including a student's strength, commitment, attendance, maturity, mastery of syllabus at grade level and artistic development as assessed by the teachers and Principal. A student's ability to execute the required material is considered above all else, including age. Advancement to the next level may occur at anytime during the semester, but is generally determined at the end of each school year.

Please do not approach instructors or program staff with questions as they enter or leave the studio. Any inquiries regarding placement require an appointment. Submit your request in writing to the Program Administrator.

Private Lessons: Private lessons must be arranged through the Program Administrator Marla Quinn and are based on studio and teacher availability. All Private Lessons are at the discretion of the School Principal, Lynlee Towne.

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, observe and take written notes.

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.

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 new dress code is designed to encourage discipline among our students. Students not meeting the required dress code will be restricted from participation in class. Please see the Dress Code by Level posted on the website or at the studio. The dress code will be fully implemented by October 1st, 2011.

V. PAYMENT POLICIES

- The annual registration fee is \$50 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.
- 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 the level below their enrolled 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 1st, 2011 for the Fall semester and February 1st for the Spring semester, a refund or credit will be issued.

Financial Aid & Scholarships

A limited number of merit based scholarships are granted on a year-by-year or session-by-session basis for eligible students as available. All scholarships are awarded at the discretion of the School Director, Carinne Binda, and are valid for the current year only. Recipients are evaluated in an annual review by Ms. Binda and School Principal, Lynlee Towne, to determine renewal of Scholarships.

All Financial Aid/Work Study recipients' must apply each year for assistance. Please email Marla Quinn at marla@sacballet.org to request the financial aid application. All applications and supporting documentation will be reviewed by the Dance Education Training Program Financial Aid Committee and applicants will be notified by email.

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 the 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.**

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. Please keep valuables at home (jewelry, electronics etc...).

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 17th 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.