

western**ballet**

THE MOUNTAIN VIEW BALLET COMPANY & SCHOOL

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MOUNTAIN VIEW CA 94043-1714

www.westernballet.org

Alexi Zubiría, Artistic Director

Youth Program Student Handbook (Policies & Procedures) 2009-2010

PLEASE NOTE: We ask that all questions regarding a student's account be directed to the office staff. The Artistic Director and teachers are available by appointment only.

In an effort to maintain consistency and efficiency, the School uses a Yahoo Group as the primary method of communicating current and relevant information. You may register for the Youth Program Yahoo Group on the home page of the Western Ballet web site: www.westernballet.org. The School requests that parents and students check their email regularly for announcements via the Yahoo Group. The Western Ballet web site also contains current information such as program descriptions, registration forms, class schedules, dress code, etc.

ATTENDANCE

The following headings cover School policies and procedures regarding student attendance. Consistent attendance is necessary for students to progress. Attendance is a strong factor in evaluating progress and determining level placement.

DAILY ATTENDANCE

Classroom attendance will be taken daily for all levels.

Students in Levels 1 and above are required to attend all classes in their level's schedule. If a student must miss a class, the School must be informed in advance by email at attendance@westernballet.org. The office staff will notify the appropriate teachers. Students should make up missed classes in a level below where they are enrolled. Please contact the office staff to arrange for a make up class.

Students in Pre-ballet, Ballet A, and Ballet B may make up a class in the same level. Please contact the office staff to arrange for a make up class.

REHEARSALS

Performing is not required by Western Ballet, but students are strongly encouraged to participate in School performances. Many Western Ballet performance opportunities allow students to work with professional dancers and guest choreographers in high quality productions. Such unique experiences add a depth to dance education usually only experienced in professional companies.

Students are required to attend ALL REHEARSALS in preparation for any School performance. If a student must miss a rehearsal, the School must be informed in advance by email at attendance@westernballet.org. The office staff will notify the appropriate teachers. The School reserves the right to withdraw a student from a performance should the student be absent from the required rehearsals.

Please carefully consider rehearsal requirements before committing to a School performance.

Absences excused or for other reasons, may result in students being asked to understudy their role or another role. Understudies will return to their roles at the discretion of the Artistic Director.

ABSENCES

As stated above, absences from class and/or rehearsals must be reported via email at attendance@westernballet.org. If it is impossible to send an email, please notify the office by phone. The office staff will notify the appropriate teachers.

Excused absences include family emergency, illness, injury, religious obligation, participation in a Western Ballet event.

STUDENT BEHAVIOR

The School maintains a policy of courteous and respectful behavior for everyone at Western Ballet. Students are expected to treat all teachers, staff, and other students in a respectful manner. Students and or parents who are concerned about student behavior are strongly encouraged to notify the office of their concerns so that the matter can be addressed.

PARENT CONDUCT

Parents will be respectful toward all Western Ballet personnel, including staff and volunteers. Parents will make an appointment, in advance to meet with the Artistic Director or teachers.

Parents are invited to observe classes during scheduled Observation Weeks or by arrangement in advance with the office.

Parents will be respectful of other Western Ballet parents and their children.

TEACHER-STUDENT CONTACT

In teaching ballet as well as other forms of dance, it is entirely appropriate for a teacher to put their hands on a student to correct the student's posture, the physical line or position of the student's body or part of the body, or to help a student hold a position. The School does not tolerate any teacher-student contact that is harmful or inappropriate. In enrolling their child in the School, parents acknowledge that it is Western Ballet's practice for teachers to correct students with physical contact.

SAFETY

The School requires that parents and students follow these safety procedures:

INJURY/ILLNESS

Should a student suffer a prolonged injury or illness, parents are required to provide the School with written notification from a physician that permits the student to resume classes. The School also requests any medical information or recommendations that may inform the School's teachers how best to work with

that student as they recover. Information should be provided to the office and the appropriate teachers will be notified.

IN-CLASS INJURY/ILLNESS

Students who become ill or have a minor injury during School hours should immediately report this to their teacher. Students will be expected to continue their class as an observer if their condition allows.

MEDICATIONS

The School does not permit staff or teachers to provide or administer any medication.

The School must receive written notification for any student who requires prescription medication while participating in School classes, rehearsals or performances. All prescription medications must be in the original container with the prescription. The School requires that students who are taking prescription medication be able to either self-administer or have a parent assist them.

TARDINESS

Students are expected to be ready to start class at its scheduled time. This will require arriving sufficiently early to fully prepare for class. Students must wear proper attire and hair must be fixed prior to entering the classroom. The classroom is not the place to finish dressing or to complete hair arrangement.

If a student arrives late he or she must not enter the classroom while the music is playing. The students must wait until the music stops, then must step inside the doorway and must wait until acknowledged by the teacher.

Students arriving more than 10 minutes after the start of class may not be allowed to participate in class, but may be allowed to observe at the discretion of the instructor. The observer must not act in ways which will distract the other students, or she/he will be asked to leave the classroom.

Please notify the School of any tardiness via email at attendance@westernballet.org.

MAKE-UP CLASSES

All students in Levels 1 and above should make up any missed classes by taking an additional, lower level class within the month of the absence, if the School schedule allows. Please contact the office staff to arrange for a make up class.

Students in Pre-Ballet through Ballet B may make up a class if they desire. Please contact the office staff to arrange for a make up class.

LEVEL PLACEMENT AND ADVANCEMENT

Students are placed in a level in the School that is appropriate for both their age and experience. Students do not automatically move on to the next level in the School at the end of the year. It may take more than one year of training to develop the strength, skill, and emotional maturity of that level. The Artistic Director makes all final decisions regarding level placement.

STUDENT EVALUATIONS

The faculty evaluates students' progress throughout the year. Students will receive written evaluations from their teachers in June. Parents may schedule a meeting to discuss their child's progress.

CONDUCT

The School is committed to maintaining a healthy environment that allows all students to participate in and enjoy their dance training. By enrolling in Western Ballet School, parents and students agree to abide by the following codes of conduct:

STUDENT CONDUCT

All students will be courteous and respectful to one another, to their teachers and to all School staff and volunteers. The teachers and the Artistic Director will address concerns with any student whose attitude, discipline or overall conduct is unsatisfactory.

Students will promptly report any injury or illness that occurs while they are at the School to their teacher.

Students will arrive and leave the School with appropriate clothing covering their dance wear.

Students will respect that the School lobby and office area are work places and students will conduct themselves appropriately, talking quietly and keeping the lobby area clean.

Students will be responsible for their own belongings. No valuables should be left in the dressing rooms and should be brought into the studio. Personal items left in the School will be placed in the Lost and Found. Items not claimed will be removed from the School.

Students will demonstrate a respect for School property by maintaining clean and tidy dressing rooms and rest rooms. They must not leave trash behind anywhere. There is no eating or drinking in the dressing rooms and studios. Students may eat or drink only in the lobby area being mindful to clean up trash and/or crumbs and to use the appropriate trash cans in that area.

LEAVING THE SCHOOL

Students should remain in the School building once they arrive for classes and rehearsals. If a student chooses to leave between classes or rehearsals they must:

1. Provide written parental consent to their teacher or the person in charge of the rehearsal.
2. Be dressed with appropriate clothing covering their dance wear.
3. Leave using the buddy system (2 dancers together)
4. Notify the person in charge that they are leaving and their time of return.

If a student does leave the building after classes or between classes or rehearsals, the School will not be held responsible for the student's behavior or experience outside of the School.

ARRIVAL/DISMISSAL

All parents will ensure that their child enters the School building for their class.

Parents will make every effort to pick their children up from the School on time. Western Ballet is not staffed to provide child care after the completion of class. Students must be picked up within 30 minutes of the end of their class. Families will be billed \$25.00 per each half-hour or fraction thereof that an instructor or office staff-member must remain with a child.

Students should remain inside the School while waiting for their parents to pick them up after class.

GENERAL

The following provides information regarding general policies and procedures of Western Ballet.

DRESS CODE

Students are required to follow the appropriate dress code, as outlined in Dress Code Document on the web site.

WARM-UPS

Students are encouraged to have warm-up/cover up clothes for both before and after their classes. Students are required to arrive and leave the building with their dance wear appropriately covered.

During class, students may not wear plastic pants, shorts, leg warmers, or any other type of concealing warm-up clothes from the start of the class until the finish.

HAIR, JEWELRY, LOTIONS

Girls will wear their hair and bangs neatly away from their face and secured in a bun or French twist.

No hair ornaments are allowed.

No jewelry, with the exception of studded earrings, will be allowed.

No body oils, lotions, or powders should be used in the studios, hallways, or restrooms. These substances are easily transferred to the dance floor and will cause slippery spots.

PARENT OBSERVATION

Parents are invited to watch classes during the School's Observation Weeks. Dates for these weeks are given in the School calendar. If you should need to photograph or videotape your child for an audition, please contact the office staff to make special arrangements.

For the safety of the performers and with respect for copyright laws, the School does not permit any unauthorized photography or video to be taken during a performance.

WITHDRAWALS

Please be aware when registering for Pre-Ballet through Level 7 that it is for the full school year: Fall and Spring semesters. Tuition is non-refundable.

When withdrawing a student the following apply:

- Parent/Guardian must officially withdraw a student by written notice to Western Ballet at the email address: info@westernballet.org.
- Withdrawal requests may not be made by telephone.
- Failure to attend classes does not constitute official withdrawal.
- Notification to the instructor or Artistic Director does not constitute official withdrawal.
- Tuition will continue to accrue until written notice is received.
- Registration fees, participation fees and tuition deposits are non-refundable.

- Students who withdraw within 30 days of registration may be able to receive a tuition refund.
 - Parent/Guardian must officially withdraw the student by written notice
 - Should a refund be granted, the refund will be pro-rated from the **1st of the following month** after written notice was received.
 - Tuition refunds will not be held as credit or carried over to the next semester or school year.

- After 30 days from the date of registration, refunds for withdrawals are granted only for:
 - **Medical Reasons**
 - Parent/Guardian must officially withdraw the student by written notice, accompanied by a letter from the student's physician.
 - **Relocation**
 - Parent/Guardian must officially withdraw the student by written notice.

Should a refund be granted, the refund will be pro-rated from the **1st of the following month** after written notice was received.

- **After 30 days from the date of registration**, withdrawals for reasons other than those listed above will not be eligible for refund. Furthermore, tuition will continue to accrue and Parent/Guardian is responsible for continued payment until written notice is received.

- Refund processing takes approximately four weeks.