

THE SCHOOL OF
PENNSYLVANIA **BALLET**
Angel Corella, Artistic Director

SAMANTHA DUNSTER
Interim Principal

BARBARA WEISBERGER
Founder

2017-2018 GENERAL PROGRAM STUDENT HANDBOOK



Photo: Matthew Bender

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STATEMENT & POLICY

STATEMENT

SPB is the official school of Pennsylvania Ballet, one of the premier ballet companies in the country. The School offers classes for students of all ages who enjoy dancing, as well as for those who wish to pursue a professional career. Our location in the Louise Reed Center for Dance on North Broad Street features state-of-the-art studios, sprung floors, regulation-height barres, student dressing rooms, and a parent waiting area. The School of Pennsylvania Ballet reserves the right to change without notice any statement in this handbook concerning, but not limited to rules, policies, tuition, admission, evaluations, and curricula.

NOTICE OF NON-DISCRIMINATORY POLICY

The School of Pennsylvania 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 at the School. 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 School administered programs.

This Handbook is designed to help answer questions regarding policies of The School of Pennsylvania Ballet. You should review this book thoroughly and discuss it with your family prior to registering. Please direct your questions to The School office staff.

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CONTACT INFORMATION

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SECURITY DESK

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MAILING ADDRESS

The School of Pennsylvania Ballet
323 North Broad Street
Philadelphia, PA 19107

WEBSITE

www.paballet.org/school

CALL BOARD

www.paballet.org/school_callboard

SOCIAL MEDIA

Facebook: www.facebook.com/paballetschool
Instagram: [@school_of_paballet](https://www.instagram.com/school_of_paballet)
Twitter: [@SchoolPABallet](https://twitter.com/SchoolPABallet)

In addition to the digital Call Board, The School of Pennsylvania communicates important information through the use of Constant Contact. Parents will be subscribed to the email service upon completing their registration.

ABOUT THE SCHOOL

The School of Pennsylvania Ballet provides the highest caliber of dance education in the Greater Philadelphia region, providing our students with exceptional training and unparalleled performance opportunities.

Children's Program*	Pre-Professional Program*		Trainee Program*	Adult Program	General Program
No Audition Required	Audition Required		Audition Required	No Audition Required	No Audition Required
Dance with Me Creative Movement Pre-Ballet Primary Ballet	Level 1 Level 2 Level 3 Level 4	Level 5 Level 6 Level 7	Pre-Trainee Trainee	Beginner Ballet Intermediate Ballet Contemporary	Children's Ballet A Children's Jazz/Hip Hop
*Note that there is a separate handbook for the Pre-Professional/Trainee and Children's Programs					

A full school year runs for 35 weeks, starting in September and ending in June. The General Program has an open enrollment policy. Please note that the classes fill quickly and are on a first-come, first-serve basis. Students enrolled in the General Program do not participate in the School Performance.

GENERAL PROGRAM LEVELS

Children's Ballet A

Ballet A is a beginner ballet class for students ages 7-12. Ballet A is designed to offer the young dancer the complete ballet experience, without the commitment of the pre-professional program. In ballet A, we will work on ballet terminology, connecting steps at the barre and in center, artistic expression and expanding movement vocabulary. The Ballet A classes at The School of Pennsylvania Ballet take place in a very warm and inclusive environment. We, at SPB feel it is important that our faculty share their high level of training with the Philadelphia community in a fun a supportive way.

Children's Jazz/Hip Hop

Jazz is a beginner jazz class for students ages 7-12. Jazz dance class provides students with a strong working knowledge of the up-tempo discipline most commonly used in musical theatre and entertainment industries. Jazz dance movements and terminology are taught with an emphasis on ballet technique foundation and include additional elements of stretch, strength, endurance, coordination and performance quality. Students begin their training with a classic Broadway jazz concentration and gradually incorporate commercial jazz skills.

PARENT OBSERVATION

Parents/guardians are invited to observe class on designated observation days. This is a unique opportunity to view our students in their learning environment. We encourage attendance at Parent Observation and know this is a special and unique educational opportunity. Please follow the etiquette guidelines below.

- Plan to stay for the entire class period. Leaving class is a distraction. If you do need to leave the studio during a class, please wait for an appropriate break before leaving and re-entering.
- Please do not bring children under the age of 4.
- Siblings may not be left in the lobby or hallway unattended.
- No food or drink in the studios. Water is allowed.

- Please, no talking during class.
- Please turn cell phones off.

FINANCIAL INFORMATION

REGISTRATION

All students participating in The School of Pennsylvania Ballet must be registered to attend class. To enroll, students must complete their registration online with a non-refundable/non-transferable registration fee of \$40.00. and a 25% tuition payment. Students will be billed for a 25% tuition payment following their registration. The remaining balance will be invoiced quarterly.

TUITION POLICY

Tuition is non-refundable/non-transferable. Students enroll for the school year. If a parent wishes to withdraw a student during the school year, they must let the school office know before the beginning of the next quarter in order not to be responsible for the remainder of the school year's tuition. Should a student withdraw in the beginning or middle of a quarter, the remaining tuition will be forfeited to The School of Pennsylvania Ballet. The School of Pennsylvania Ballet is not liable or obligated in any way to process any refunds or issue any tuition credits.

- The registration fee and tuition is non-refundable/non-transferable under any circumstances.
- Parents will receive an email reminder when quarterly tuition is due.
- Payment can be made either by check or credit card.
- Students must be current with tuition payments to be eligible to take classes.
- No refunds are given for classes missed because of illness, injury, vacation, or weather.
- A \$25 fee will be charged for all checks returned to our office.
- Late payments will be charged a \$50 late fee. Payments that fall up to 10 days behind for each account may result in your child being temporarily withdrawn from The School of Pennsylvania Ballet and may jeopardize future enrolment.

ARRIVAL, DEPARTURE, AND PARKING

DROPPING OFF STUDENTS BEFORE CLASS

Parents may not drop off students ages 12 or younger more than 15 minutes before their class time. A fee of \$20.00 will be charged if a child is in the building without his or her parents 15 minutes before their class.

PICKING UP STUDENTS AFTER CLASS

Parents are expected to pick up students promptly after classes. Please contact The School if you are delayed or anticipate a delay. A fee of \$20.00 would be charged if your child is not picked up 15 minutes after their class has ended.

Students under the age of 13 are not permitted to leave the building without being accompanied by an adult.

PARKING

On street parking is metered and only accepts quarters. Note that The School office is not able to provide change. There are also several parking lots within close proximity to The School.

DRESS CODE

The School of Pennsylvania Ballet dress code is designed to encourage unity and discipline among our students. The dress code is mandatory.

- Ballet shoes must have an elastic strap sewn across the top of each foot. Please do not pin or tie the elastic straps, as this is not secure and can hurt the dancer's foot.
- The elastic laces on ballet shoes should be tied, trimmed and tucked in the top of the shoe. This prevents the laces from becoming untied during class.
- Jewelry: Stud earrings only.
- Please mark clothing, shoes and dance bags with the student's name and class title.
- All hair supplies must be purchased by the parent/guardian.

CHILDREN'S BALLET A

Girls:

- Leotard – Any solid color camisole.
- Pink tights.
- Pink ballet slippers.
- Mid-length to long hair is required to be pulled back into a neat bun and fastened securely using hair pins and a hair net (found at dance supply stores). Short hair needs to be fastened away from the face. Hair must be done before class begins.
- No skirts.

Boys:

- Short-sleeved white t-shirt.
- Black dance shorts.
- White ankle socks.
- White leather ballet shoes.
- Hair should be combed and fastened away from the face if long.

CHILDREN'S JAZZ/HIP HOP

Girls:

- Leotard – Any solid color camisole.
- Tan tights preferred. Pink tights acceptable.
- Tan slip on jazz shoes preferred. Pink ballet slippers acceptable.
- Mid-length to long hair is required to be pulled back into a neat bun and fastened securely using hair pins (hair pins are found at dance stores) and a hair net. Short hair needs to be fastened away from the face. Hair must be done before class begins.
- No jazz pants. Jazz shorts acceptable.

Boys:

- Short-sleeved white t-shirt.
- Black dance shorts.
- Black ankle socks.
- Black lace up jazz shoes preferred. Ballet slippers acceptable.
- Hair should be combed and fastened away from the face if long.

RECOMMENDED DANCE SUPPLY STORES

THE ROSIN BOX
215.569.9134
2050 Sansom St. Philadelphia, PA 19103
<http://www.therosinbox.com>

Story Hours:
Monday – Friday: 10am – 6pm
Saturday: 10am – 5pm
Sunday: Closed

SWAN DANCEWEAR
484.278.4338
234 Haverford Ave., Narberth PA
<http://www.swandancewear.com>

Store Hours:
Monday – Thursday: 11am - 7pm
Friday: 11am – 5pm
Saturday: 10am – 5pm
Sunday: Closed

NOTE: No one is to arrive or leave the school wearing dance attire. This policy reflects the professional atmosphere of SPB and our concern for the safety of our students. Street clothes should be worn over leotards.

CODES OF CONDUCT

STUDENT CODE OF CONDUCT

Students enrolled at SPB must conduct themselves in a manner that is respectful to the school, the staff, and their peers. Conduct must be courteous and professional at all times. Please refrain from loud talking so as not to disturb classes and rehearsals. SPB reserves the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory. Please respect the expertise and decisions of the school faculty and staff.

The following are absolutely forbidden at The School of Pennsylvania Ballet:

- Physical intimidation, violent or threatening behavior.
- Behavior, either verbal or physical, which disregards or demeans the self-esteem of others.

SPB reserves the right to suspend or dismiss students for violations including but not limited to the above. In the event a student is dismissed; tuition is not refundable or transferable.

PARENT CODE OF CONDUCT

Parents are asked to respectfully adhere to the conduct listed for students above. Additionally, please note the following guidelines set forth by The School of Pennsylvania Ballet Artistic and Administrative staff:

- Program level placement is at the discretion of the Interim Principal and Faculty and will not be discussed.
- Please direct questions or concerns to The School office who will connect you with the appropriate Head Teacher or Administrator if necessary.

- Derogatory comments about another SPB student or their family will not be tolerated and is grounds for dismissal from the program.
- When staying in the lobby of The School for the duration of a lesson be mindful of the signage which designates areas that are for dancers or staff only.
- Parents may not leave siblings of students in the building unattended at any time. SPB staff are not responsible for supervising children that are left alone without a parent or guardian.

BUILDING RULES

- Be respectful of the administrative staff by keeping noise to a minimum in the lobby areas.
- Food, drinks (except water), or gum are not allowed in the studio at any time.
- Students are responsible for the disposal of their garbage and are expected to treat the facilities, furniture, and equipment with respect.
- Recording classes using tape recorders, cameras, cell phones or video recorders is strictly prohibited. Cameras and video recorders of any kind are also prohibited in locker rooms and bathrooms.

POLICIES & PROCEDURES

ATTENDANCE

We cannot emphasize enough the importance of regular attendance and the commitment of the student to improve and polish his/her skills and talents. Progress in class depends upon regular and consistent participation. Students are expected to attend all classes unless formally excused due to illness or other extenuating circumstances.

It is essential that students come to class on time. Late arrival does not allow a student sufficient time to properly transition into the classroom setting and disrupts class concentration. It is up to the discretion of the teacher whether or not a tardy will be allowed into the class.

SNOW CLOSURE

The School of Pennsylvania Ballet will be closed for snow or other weather/disaster conditions when Philadelphia Public Schools are closed. If you are uncertain regarding closure, please check the Call Board. There are no make-up classes for weather-related closures. School closings will be announced on Fox29 and KYW, CBS, CW, and SPB's Facebook page.

STOLEN OR LOST ITEMS

The school of Pennsylvania Ballet is not responsible for stolen or lost items. Please don't bring valuables to the studios.

STUDENT CALL BOARD

SPB has a student Call Board. We encourage parents to check the call board during preparation for performances and other important updates.

http://www.paballet.org/school_callboard

2017-2018 SCHOOL CALENDAR

September 8, 2017 at 6:00 P.M	Mandatory Parent Meeting and Nutcracker Meeting
September 11, 2017	Start of Classes
September 16, 2017	Nutcracker Auditions
October 16 to October 21, 2017	Bring a friend to Class (<i>Children's Program ONLY</i>)
October 23 to October 28, 2017	Parent Observation Days
October 31, 2017	Halloween, No Classes
November 6, 2017	2nd Quarter Tuition Due
November 23 to November 25, 2017	Thanksgiving Break, No Classes
November 27, 2017	Classes Resume
December 4 to December 9, 2017	Nutcracker Tech Week, No Classes
December 11, 2017	Classes Resume
December 18, 2017 to January 6, 2018	Winter Break, No Classes
January 8, 2018	Classes Resume
January 15, 2018	Martin Luther King Jr. Day, No Classes
February 5, 2018	3rd Quarter Tuition Due
February 19, 2018	Presidents' Day, No Classes
March 19 to March 24, 2018	Parent Observation Days
March 26 to March 31, 2018	Spring Break, No Classes
April 2, 2018	Classes Resume
April 9 to April 14, 2018	Bring a friend to Class (<i>Children's Program ONLY</i>)
April 16, 2018	4th Quarter Tuition Due
May 14 to May 19, 2018	School Performance Tech Week (<i>Subject to Change</i>)
May 26 to May 28, 2018	Memorial Day Weekend, No Classes
May 29, 2018	Classes Resume
June 1 to June 6, 2018	Student Evaluations (<i>Subject to Change</i>)
June 3, 2018	The School of Pennsylvania Ballet Annual Ball
June 11 to June 16, 2018	Student/Parent Conferences
June 16, 2018	Last Day of Classes