

THE SCHOOL OF  
PENNSYLVANIA | BALLET

JAMES K. PAYNE  
School Director

BARBARA WEISBERGER  
Founder

2018 -2019 CHILDREN'S PROGRAM STUDENT HANDBOOK



*Photo: Matthew Bender*

# STATEMENT & POLICY

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## 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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### JAMES K. PAYNE

School Director

### MELISSA CHASSE

School Administrator

215.551.7000 ext. 1501

[mchasse@paballet.org](mailto:mchasse@paballet.org)

### JOANNE SMITH

School Manager

215.587.6942

Fax: 215.625.4845

[jsmith@paballet.org](mailto:jsmith@paballet.org)

### JESSICA KILPATRICK

Head of Children's and Adult Programs

215.551.7000 ext. 1219

[jkilpatrick@paballet.org](mailto:jkilpatrick@paballet.org)

### SECURITY DESK

215.551.7000 ext. 1202

### MAILING ADDRESS

The School of Pennsylvania Ballet

323 North Broad Street

Philadelphia, PA 19107

### WEBSITE

[www.paballet.org/school](http://www.paballet.org/school)

### CALL BOARD

[www.paballet.org/school\\_callboard](http://www.paballet.org/school_callboard)

### SOCIAL MEDIA

Facebook: [www.facebook.com/paballetschool](http://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

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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
<i>No Audition Required</i>	<i>Audition Required</i>		<i>Audition Required</i>	<i>No Audition Required</i>
Dance with Me Creative Movement Pre-Ballet Primary Ballet Foundation	Level 1 Level 2 Level 3 Level 4	Level 5 Level 6 Level 7	Pre-Trainee Trainee	Beginner Ballet Intermediate Ballet

A full school year runs for 35 weeks, starting in September and ending in June. The Children's program has an open enrollment policy. Please note that the classes fill quickly and are on a first-come, first-serve basis.

### CHILDREN'S PROGRAM LEVELS

#### Dance with Me (2-3 years old)

An interactive movement class celebrating the bond between child and care giver. Together we will move through space, explore our bodies, and practice coordination while gaining strength. In Dance with Me we utilize our ever-expanding imagination to evoke our movement. We use our imaginations to tell stories and express them with our bodies as we dance our way through parks and beaches, magical forests, and castles. We learn about different levels in space, musicality, and diverse movement qualities. At SPB, we aim to enhance the self-esteem and joy of the child. In the Dance with Me classes, the dancers find a little more support with the help of their caregiver.

#### Creative Movement (3-4 years old)

Creative Movement is a dance class that invites the young child to explore their curiosities and joy of movement. In class, we give space for the child to stretch their voice and embrace creativity. Ballet basics, classroom structure, coordination, spatial awareness, and team work are all introduced through class work and specially designed movement games. We at The School of Pennsylvania Ballet understand that this can often be a child's first experience of time without their primary caregiver. Our amazing faculty and staff work very hard to ensure that this transition is the best and most successful experience for everyone.

#### Pre-Ballet (4-5 years old)

Pre-Ballet classes focus on the introduction of basic ballet terminology and execution of steps. Classes are taught by experienced classically trained faculty who are extremely passionate about fostering the young dancer's individuality and sense of self. In addition to learning the classical ballet basics, the Pre-Ballet class will be guided through creative movement exercises used to explore the many ways in which dance can expand one's expression of life. We touch on spatial and body awareness, the dancer's connection to feelings and translation into movement, story-telling, team work, and discipline.

#### Primary Ballet (5-6 years old)

Primary class will focus on gaining muscular strength and conditioning to support the young dancer's proper alignment. We will continue to develop our understanding of the beginning principles of classical positions and steps; both at the barre and in center. Proper classroom etiquette is emphasized and classical ballet

vocabulary is being built. At SPB, we seek to not only teach an outstanding level of classical ballet technique, but to emphasize the importance of the love and joy of dance. We want to inspire our dancers at a young age to be curious and to always be hungry to learn more. Dancers are sure to leave class inspired by their own amazing accomplishments.

## Foundation (6-7 years old)

Foundation is the final year to get ready to enter The School of Pennsylvania Ballet's Pre-Professional Program. Class continues to focus on the muscular strength, stability and flexibility that is needed in order to prepare the dancer for the more challenging steps ahead. In addition to strength building, we are now adding more steps into our vocabulary and linking multiple movements together. Combining the use of head, arms, and legs, forming more complex and lengthy exercises. In Foundation we condition and mold the dancers body into the correct classical positions and lines. Classroom etiquette, along with understanding of basic ballet terminology and precise execution of beginning classical technique is mastered this year.

## 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.

## SCHOOL PERFORMANCE

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Every spring The School of Pennsylvania Ballet produces a performance showcasing and celebrating the hard work and talents of each student. The Children's Program is thrilled to have the opportunity to share the stage with the Pre-Professional Program. Creative Movement all the way through to the Pennsylvania Ballet's second company come together to rehearse and perform.

Note:

- When nearing the performance, mandatory rehearsals will take place outside of the student's scheduled class. These rehearsals will be posted on The School Call Board.
- There will be a consent form to be signed at the beginning of February if your child is to participate in the school performance.
- Students who register after April 16<sup>th</sup> may not be able to perform but will participate in rehearsals as an understudy.
- There is a \$50 performance fee.

# FINANCIAL INFORMATION

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## 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-transferrable registration fee of \$40.00. Students will be billed for a 25% tuition payment following their registration. The remaining balance will be invoiced quarterly. Please note, if your child decides to participate in the School Performance, a performance fee of \$50.00 will be invoiced to your account at a later date.

## 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 to not 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 for that quarter 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, performance 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. Credit cards are not accepted over the phone.
- 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

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Students in the Children's Program are not permitted to be left alone or dropped off at the school without adult supervision. A parent or guardian must be with the student both before the class begins and after the class ends.

## 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. Visit the Callboard for discounts.

## DRESS CODE

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The School of Pennsylvania Ballet dress code is designed to encourage unity and discipline among our students. All leotards are ordered through the school office at the time of registration. The School will select the assigned color for your level and purchase the uniform which contains the SPB logo on the hip. Previously purchased leotards in the correct level color may still be worn. Parents will receive an email designating dates and times for uniform pickup at which time payment is due. It is mandatory that the students wear the assigned leotard for their class.

- 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 your child'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 level.
- All hair supplies must be purchased by the parent/guardian.

## CREATIVE MOVEMENT & PRE-BALLET

### Girls:

- The SPB white leotard (matching color underwear permitted). Leotards must be purchased from the school only.
- White ankle socks.
- 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.

## PRIMARY & FOUNDATION

### Girls:

- The SPB light blue leotard (matching color underwear permitted). Leotards must be purchased from the school only.
- White ankle socks.
- Pink ballet slippers.
- 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 skirts.

### Boys:

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

## RECOMMENDED DANCE SUPPLY STORE

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

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### 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 and casting are 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

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## 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 student 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 as well as emailed. Join the SPB text alert system by texting @9a97g4 to the number 81010.

## 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.

## SCHOOL CALL BOARD

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

[http://www.paballet.org/school\\_callboard](http://www.paballet.org/school_callboard)

## 2018-2019 CALENDAR

September 7, 2018 at 6:00 P.M	<b>Mandatory</b> Parent Meeting and Nutcracker Meeting
September 10, 2018	Start of Classes
September 15, 2018	Nutcracker Auditions
October 8 to October 14, 2018	Bring a Friend to Class ( <i>Children's &amp; Adult Programs</i> )
October 22 to October 28, 2018	Parent Observation Days
October 31, 2018	Halloween, No Classes
November 5, 2018	2nd Quarter Tuition Due
November 22 to November 25, 2018	Thanksgiving Break, No Classes
November 26, 2018	Classes Resume
December 3 to December 9, 2018	Nutcracker Tech Week, No Classes
December 10, 2018	Classes Resume
December 17, 2018 to January 6, 2019	Winter Break, No Classes
January 7, 2019	Classes Resume
January 21, 2019	Martin Luther King Jr. Day, No Classes
February 4, 2019	3rd Quarter Tuition Due
February 4 to February 10, 2019	Bring a Friend to Class ( <i>Children's &amp; Adult Programs</i> )
February 18, 2019	Presidents' Day, No Classes
March 18 to March 24, 2019	Parent Observation Days
April 15, 2019	4th Quarter Tuition Due
April 15 to April 21, 2019	Spring Break, No Classes
April 22, 2019	Classes Resume
May 12 to May 19, 2019	School Performance Tech Week ( <i>Subject to Change</i> )
May 25 to May 27, 2019	Memorial Day Weekend, No Classes
May 28, 2019	Classes Resume
May 31 to June 5, 2019	Pre-Professional Student Evaluations ( <i>Subject to Change</i> )
June 10 to June 15, 2019	Student/Parent Conferences ( <i>Pre-Professional Levels Only</i> )
June 16, 2019	Last Day of Classes