



Palo Alto Ballet School
www.paloaltoballet@gmail.com

School Policies & Ballet class etiquette

Attendance and Punctuality

Students are expected to attend every class for which they are enrolled. Students must arrive on time to class. If your child is ill and unable to attend class, a parent/guardian must call the office in advance to notify the school that your child will be absent.

Make-up Classes

When a student is absent due to illness or other obligation, the student has the option to make up the missed class in another class of the level immediately below. A parent/guardian must submit a request to the office in advance to arrange a makeup class. Approval of such requests will depend upon whether there is enough room in another class to accommodate your student for a make-up class. Please note that we do not provide a refund for missed classes. Make-up classes must be taken within thirty days of the absence.

Dress Code

Once you register, you will be given instructions on the dress code/uniform for your child's level. A neat appearance is expected at all times in the studio.

Girls and boys are expected to wear the full uniform as assigned for their level during all weekday classes. On Saturdays, girls may wear solid-colored ballet leotards in their choice of color.

Hair

Girls must have their hair pulled back from their face and secured firmly in a ballet bun.

Girls with buns may wear a small flower or ribbon in their hair.

Girls with short hair must keep it held back and secured off the face with a wide hair band.

Boys must be short enough to see the face and neck. (No ponytails)

No Accessories

Students may **not wear** the following during class:

- Jewelry (rings, necklaces, bracelets, dangling earrings, watches).
- Legwarmers, sweaters, or other cover-ups. (This is necessary so that the teachers may observe and correct the posture and alignment of the students.
- Colored nail polish.

Personal belongings

Students' personal belongings should be neatly stored in the dressing rooms during class. If cell phones or other electronic devices are brought to the studio, they must be silenced and stored in the dressing room during class. There is a "Lost and Found" box for items left in the studio. Students should check the Lost and Found box on a regular basis for missing items. At the end of the month we will donate to charity all items accumulated in the Lost and Found box. Please note that the school is not responsible for lost or stolen items.

Snacks

Bringing a light after-school snack to eat before class or during rehearsal breaks is permitted. However, since some students have serious food allergies, no tree nut products or shellfish products may be eaten anywhere in the school.

Snack Eating Area: No snacks or drinks (other than water) may be consumed in the dressing rooms or studios!! We want to prevent accidental spills, crumbs in other students' ballet bags and ants! Students may only eat in the designated eating areas: study/break room and the kitchen.

Evaluations

There will be two evaluations to assess the students' progress during the year. The first evaluation will be at the end of the first Semester following our Nutcracker performance. The second evaluation will be given in the spring semester. Evaluations of ballet technique will be conducted by external panelists used by the Artistic Director in determining progress in the program. Criteria for evaluations will include ballet technique, performance quality, knowledge of and adherence to ballet etiquette in the studio, as well as attendance.

Observation of Classes

All regular classes and rehearsals are closed for observation inside the studio to prevent distractions to our students. Video cameras will be activated in the lobby so that parents may observe the teaching and progression of their child in the studio.

Dressing rooms/studios

To maintain the privacy, and security of all of our students, the dressing rooms, studios and other areas beyond the lobby are limited to students/dancers only. Parents and visitors who are dropping off or pick a student, must wait for the student in the lobby.

Performances

Performances are an integral part of a dancer's training. This year, the school will perform two theater productions, "The Nutcracker Suite" in December and a Spring Performance in May. In addition, other outreach performance events are planned and will be announced in advanced. (Note: Registration and performance fees are separate from the annual tuition and will be announced before rehearsals commence).

Competitions

Students who participate in competitions such as Youth America Grand Prix will be responsible for the separate registration fees with the competition organizers. Private coaching for competitions are not included with tuition and may be arranged through the office.

Tuition payments

1. There will be a \$35 fee for returned checks and a \$30 fee for late payments. Tuitions payments as agreed to at the time of registration are required regardless of a child's missed classes due to illness or vacations.
2. Fees for registration, tuition, performance registration or other fees are non-refundable.

Withdrawals

Once the tuition is paid, there will be no refunds for student withdrawals.

Student /Parent Contract

Studio Etiquette/Rules

1. No talking unless you have a question for the teacher. This includes any kind of communication with others in class.
2. Punctuality is expected for every class. If you arrive late, you must wait at the doorway to be acknowledged by the teacher. The teacher will indicate when you may enter the studio and where you may stand at the barre. (Remember that it is disruptive to your fellow students and the teacher to arrive late.
3. You must request permission from the teacher to leave the studio once class has begun.
4. You must comply with the school's dress code assigned for your level. A neat appearance is expected at all times in the studio. Girls' hair must be in a ballet bun (or if short, worn pulled back off the face with a headband). No jewelry, leg warmers or other warm-ups may be worn in the studio.
5. Pointe shoes and skirts should be left in the dressing room until the teacher tells the students when they may be excused to change.
6. Do not chew gum, eat, or drink during class. Students will be permitted to get a drink of water between barre and center, (or more frequently on hot days) but must first request the teacher's permission.
7. No eating in the dressing rooms or studios. Snacks may only be eaten in the break room or kitchen. Only water-filled, water bottles are allowed in the studio. No other drinks may be brought into the studio.
8. Pay attention to each exercise and correction given by the teacher. A correction given to one student is an example for all students. Do not hang on the barre, yawn, or turn your back on the teacher during class.
9. Do not get impatient with yourself— this may be misinterpreted by the teacher who may think you don't care for their class or combination.
10. If you come to class with an injury, let the respective teacher know prior to the start of class.
11. If you under the care of a doctor or receive a treatment by a chiropractor, physical therapist, or massage therapist for a body condition (chronic or acute), it is important to inform the Pilates teacher of your status and progress prior to the start of class.
12. If you get injured during class, stop and let the teacher know. The teacher may recommend that you apply ice and/or sit and watch the rest of class.
13. The teacher will assign places for the students to stand during barre center, or Pilates exercises.
14. When lining up for center ballet combinations, you need to be in position 8 counts before your music starts so that you are ready to dance.
15. Do your best and have a positive attitude.

I understand the Palo Alto Ballet School rules and ballet etiquette and agree to comply.

Signed: _____

Student Name

(Student Signature)

Parent Name

(Parent Signature)