

## DRESS CODE

- Hair must be secured neatly back and up for girls (no ponytails); back for boys. No jewelry to be worn in class.
- Girls need convertible pink tights for Levels 2 through 6, so they may quickly transition to bare feet for Modern Classes.
- For participation in performances, Beg. Ballet - Level 6 girls, will need a nude camisole leotard to wear under costumes.
- Dancers ages 4-6 participating in the Spring Showcase will use their class leotard as the basis for costumes.

### Dress Code by Level:

Girls Ages 4-5: Pale pink leotard-NO attached skirt and bare feet

Girls Age 6: Pale pink leotard-NO attached skirt and pink ballet slippers

Boys Ages 4-6: Black shorts, white short sleeve shirt and black ballet slippers

NOTE: Dancers ages 4-6 may wear a skirt of their choice to classes.

Beginning	Iris	Short sleeve leotard
Level 1	Turquoise	Short sleeve leotard
Level 2	Purple	Pinch front, cap sleeve leotard
Level 3	Raspberry	Pinch front, tank leotard
Level 4	Royal	Pinch front, tank leotard
Level 5 and 6	Black	Pinch front, camisole leotard
	Black	Wrap skirt
	White	Trunks
Men	Black	Ankle tight
	White	Short sleeve shirt

## TUITION POLICIES

Tuition can be found at [spballet.org](http://spballet.org) under SCHOOL>CLASSES

The program is designed for a full academic year of training from September 6, 2017 through May 25, 2018. Tuition must be current on the first day of class. Students will not be able to take class if payment is past due. Payments past due will be assessed a \$25 fee.

- Tuition is nonrefundable and nontransferable. No refunds will be given once the class registered for has begun.
- Withdrawing from a class: Students must notify the School Director to withdraw from a class. If the student is a minor, a parent must notify the Director, Laura Greenwell.
- Credit for tuition or extensions on class cards are given only in cases of injury or serious illness where medical documentation is provided.
- A \$25 fee will be assessed on all returned checks.
- Classes missed in Beginning-Level 6 are required to be made up within two weeks in an equivalent level or next lower level within the same genre.
- Sibling Discount: 5% off the lower tuition in Children's Program; 10% off the lower tuition in Pre-Professional Program.
- Monthly Payment Plan: Enroll with the registrar.

### Do you offer scholarships?

Yes, on a limited basis. Applicants must complete the Scholarship Application. Financial Aid awarded for the St. Paul Ballet school

year. Scholarships may be used for the duration of the program year or on a short-term, temporary basis, as determined by the scholarship committee. All applications will be considered by the St. Paul Ballet scholarship committee. Contact the School Director, Laura Greenwell at [lgreenwell@spballet.org](mailto:lgreenwell@spballet.org) for an application.

Financial Aid Criteria: Age and Level, Merit, Commitment and Need.

### Do you offer work study?

The Clean for Class Program at the School of SPB offers financial assistance to pre-professional students 14+ or parents of students who are interested in working in exchange for reduced tuition. To apply, please email: [spb@spballet.org](mailto:spb@spballet.org) or call 651-690-1588.

## PERFORMANCE OPPORTUNITIES

- Holiday performances of Clara's Dream December 1-3, 2017 (Beg. Ballet - Level 6) and excerpts from Clara's Dream Dec. 17, 2017 (Levels 3-6). Casting is at the discretion of the Artistic Director.
- During the final week of December, the Young Dancers ages 4-6 will have an in-studio showing for parents and families.
- Spring Showcase May 11-12, 2018: This performance is for students in the Young Dancer, Boy's Club and Full-term programs. Tickets will be on sale in March 2018.
- Other opportunities for Level 5 and 6 students will be announced throughout the year.
- Performance fees (These fees help defray the costs for cleaning/repair/replacement of costumes in SPB's inventory):
  - In October 2017, a \$40 fee will be assessed for students participating in Clara's Dream.
  - In February of 2018, a \$40 fee will be assessed for Beg.-Level 6 students participating in the Spring Showcase.
  - In February of 2018, a \$25 fee will be assessed for Young Dancer students participating in the Spring Showcase.
- Parent Performance Volunteers in Levels Beginning - Level 6:
  - Parents, guardians or other relatives are asked to volunteer a minimum of 4 hours per semester during performances.
  - An alternative to volunteering is to donate \$100 to cover the cost of hiring staff to work during volunteer shifts

Dear Parents, One of the things that makes the School of St. Paul Ballet so special is that there are so many people who are willing to give their time and talent to volunteer. I would like to thank all of you who support your children everyday and share them with us. You are truly appreciated and a very important part of our school community. Thank you so much for all that you do.

—Laura Greenwell, School Director

## CONFERENCES

Twice a year in December and May the School of St. Paul Ballet provides conferences for all students in Beginning Ballet through Level 6. These are 15-minute conferences for the student and their parents with their primary teacher(s.) The conferences provide students and their parents with helpful information about their individual progress and is a time to ask questions and discuss recommendations from teachers for the remainder of the year (December) or the summer months and following year (May.)

## STUDIO RULES

**The School of St. Paul Ballet does not discriminate in admissions, employment or student enrollment on the basis of race, creed, sex or national origin.**

### ATTENDANCE

- Students are expected to arrive on time, ready to learn.
- Students in the Pre-professional program are expected to attend every class in the level that they are assigned.
- For reasons of physical safety, students who arrive after the beginning of class may be asked to observe at the discretion of the instructor. Students in levels 1-6 are expected to take notes during any observation.
- Please notify the school office of all absences **prior to** class time. Anticipated absences (school or family conflicts) should be reported in writing at the beginning of the session.
- Absences due to illness, injury or special circumstances will be excused; however, tuition will not be refunded. If a minor student becomes ill during class they must remain in the studio or lobby area until a parent has been contacted and pick-up arrangements have been made.
- Make-up classes must be granted by the School Director and taken within 2 weeks in the same discipline. Pre-Professional students may make-up classes in the next lower level only.

### STUDIO/DRESSING ROOM ETIQUETTE

- No eating or chewing gum in the studio during classes. Students may have a bottle of water at the barre.
- If you have a cell phone, ensure it is turned off prior to beginning class. Valuables including electronic and digital devices should not be left unattended in the dressing rooms. SPB is not responsible for lost valuables.
- Street shoes are not allowed in the studios.
- Students are expected to respect the facility and clean up after themselves in the studio and dressing room.
- Parents may wait for their children in the lobby area.

### SAFETY AND SECURITY

- For children under 18: Parent involvement plays a key role in creating a safe and enjoyable experience for children. The well being of our students is a priority at SPB so we encourage parents/guardians to review safety concerns with your child. For dancers ages 4-7, we require parents drop off and pick up their

child in the studio. If someone other than the parent/guardian is picking up the dancer, SPB **must have prior notification.**

- **Please pick up your dancer on time. We understand delays may happen, especially in the winter, and request that you call the office if you will be late.**
- Saint Paul Ballet reserves the right to suspend or dismiss any student whose attitude or attendance is found to be unsatisfactory or who engages in disruptive or disorderly behavior, who uses inappropriate language, or who uses illegal drugs or alcohol on the premises or at off-site performance/rehearsal spaces. In such a situation the School Manager will be immediately contacted and the student placed under supervision until his/her parent/guardian has arrived (an adult will be escorted off the premises). The student/adult will be readmitted to the class/performance only after approval of the School Manager. NOTE: If unsafe or negative behavior occurs from a minor during a performance, the parent/guardian (or a representative of SPB in their absence) must remain to supervise the student during the performance.
- Our facility is a smoke-free environment.
- Valuables including electronic and digital devices should not be left unattended in the dressing rooms.  
**SPB is not responsible for lost valuables.**
- **Emergency Closure:** In the case of inclement weather or other unforeseen events, SPB will make an announcement by 1:00 pm on weekdays regarding school closure. The announcement will be on the SPB voicemail, (651) 690-1688 and SPB website at [www.spballet.org](http://www.spballet.org)

### PARKING

- **Free** parking in the lot at 655 Fairview Ave. N. all along the south side of the warehouse.

### MAY I WATCH CLASS?

Observation of classes is not generally permitted in Beginning Ballet through Level 6. Prior arrangements must be made to observe these classes. Parents will be invited to observe their child's progress during Parent Observation Weeks.

It is appropriate for parents to ask the question "May I watch class?" Yes. You want to know how the teacher interacts with the students and whether the material is appropriate for your child. But we have found that when parents observe classes:

- Children may be easily distracted. It is very difficult for the teacher to focus on their work with the children if they are also trying to connect with a visitor or parent.
- Also, what you might see in any one class on a given day is only a snapshot of the entire class. It may or may not be typical of that group of students, or of how your child's class level might work.

Parents are encouraged to schedule a conference with the School Director at any time they feel necessary.