

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 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

Beginning I Vivid Rose Short sleeve leotard

Beginning II Iris Short sleeve leotard

Level 1 Turquoise Short sleeve leotard

Level 2 Purple Short sleeve leotard

Level 3 Raspberry Pinch front, tank leotard

Level 4 Royal Pinch front, tank leotard

Level 5 Plum Pinch front, camisole leotard

Black Bullet Pointe skirt

White Trunks for performance

Level 5 and 6 Black Pinch front, camisole leotard

Black Wrap skirt

White Trunks for performance

Men Black Ankle tight

White Short sleeve shirt

PERFORMANCE OPPORTUNITIES

- *A Nutcracker Story*, December 20-21, 2019: Performances are for Beg. Ballet - Level 6 dancers. Casting is at the discretion of the School Director. Tickets on sale in September 2019.
- *Spring Showcase* May 2020: This performance is for students in the Creative Dance and Full-term programs. Tickets on sale in March 2020.
- Other opportunities for pre-professional 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):- October 1, 2019 a \$40 fee will be assessed for students participating in A Nutcracker Story.- March 1, 2019 a \$40 fee will be assessed for students participating in the Spring Showcase.
- Parent Volunteers in Creative Dance and Levels Beginning through 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. —Christina Onusko, School Director

TUITION POLICIES

Tuition can be found at spballet.org under each program.

The program is designed for a full academic year of training from September 9, 2019 through June 6, 2020. 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 Interim Co-School Director, Liz Heffernan at lheffernan@spballet.org for an application. Financial Aid Criteria: Age and Level, Merit, Commitment and Financial Need.

CONFERENCES

Twice a year in January and June the School of St. Paul Ballet provides conferences for all students in Beginning Ballet through Level 6. These are 10 to 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 (January conference) or the summer months and following year (June conference.)

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 4-8, 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

PARKING

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

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 in October and May.

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.

INCLEMENT WEATHER

When are classes cancelled? For any questions related to class cancellations, please call St. Paul Ballet at (651) 690-1588 for an automated message which includes information relating to inclement weather and any other event that might result in class cancellation. In the event of inclement weather, information will be posted on the spballet.org website, social media and updated throughout the day on the voicemail recording. Be sure to check regularly. Class cancellations may differ from public school closings. Because many of our students travel long distances to attend classes, we encourage parents to use their judgment and to respect any posted snow emergencies for the areas through which they must travel. Classes canceled by the School of St. Paul Ballet due to inclement weather, or classes missed due to prohibitively dangerous driving conditions may be made up as defined in MAKE UP CLASSES policy.