



**CITY BALLET - SAN FRANCISCO  
2020 - 2021 YEAR-ROUND PROGRAM  
STUDENT AND PARENT POLICY HANDBOOK**

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## **CURRICULUM AND LEVELS**

The foremost goal of the school is to prepare dancers from a young age to reach their maximum potential. Level by level, as students move through the school's rigorous system, they are challenged to apply themselves fully in order to fulfill their desired goals in dance.

A quality ballet education requires consistency in training methodology as well as artistic philosophy. City Ballet - San Francisco's curriculum is based on the Russian Vaganova teaching method and is divided into seven levels. Dancers are placed in levels by ability rather than age, keeping an overall maturation process in mind. Starting from the Junior Program, each student works their way through the level system until they achieve the development required to advance to the next stage of training. This structure will provide clearer goals and assure that each student gets the undivided focus of faculty needed to assure their healthy development. Students not demonstrating sufficient technical ability may be invited to repeat a year of training at the Artistic Director's discretion.

Classical ballet is an extremely rigorous and exacting art form; therefore, selectiveness is necessary in order to provide a challenging and healthy learning environment. Students are encouraged to fully enjoy their ballet education and to perform to their maximum potential. However, since each dancer has a unique developmental path based on natural ability, rate of maturation, and temperament, it is important for their physical and mental health that they not be pushed to achieve any physical goals that may be beyond their reach.

Those who do not progress to the next level will be encouraged to seek fulfillment in other dance styles or physical training, and subsequently may not be invited back to the following academic year. It is our sincere wish that, by having applied themselves to a demanding training program of the highest standards, they will have earned the confidence to successfully pursue other disciplines or modes of artistic expression.

## ATTENDANCE

*All classes are conducted in closed studios for the benefit of the students. Parents may watch students through the glass windows; however, at the teacher's discretion, curtains may be pulled over the windows prohibiting viewing.*

**We cannot emphasize enough the importance of regular attendance and the commitment of the student to improve and polish his/her skills and talents.**

**A.** Students will attend all regularly scheduled classes unless ill or otherwise unavoidably absent.

**B.** Parents/Guardians must notify the school office of a student's absence for each occurrence by email [info@cityballetsf.org](mailto:info@cityballetsf.org) or phone **(415) 626-8878** prior to 12:00 noon on the day of the class for each day missed.

**C.** Attendance is taken daily by the administrative staff. A permanent record of attendance is kept in the office.

**D.** Any student with multiple unexcused and/or excessive absences will be given a notice of probation. Subsequent violations will be reported to the school directors who retain sole discretion to take any action against the student including, but not limited to, non-participation in an upcoming production and/or dismissal from the school. **No refunds are given for cases of dismissal for non-attendance.**

**E.** Tardiness will not be tolerated. Students who arrive late may be asked by their teacher to sit and observe class, take notes, and attend a make-up class within one week of their absence.

**F.** If injured, students are **still required** to attend and observe classes and take notes.

**G.** In order to ensure consistency of City Ballet's curriculum and training method, students are **not allowed** to be concurrently enrolled at other ballet training schools or institutions.

**H. Enrollment is assumed for the entire academic school year.** New students must commit to a minimum of a 90-day trial period. This trial period enables the student to adjust and comprehend the Vaganova training method and minimizes disruption of curriculum to current students. The school must be informed **in writing 30 days prior to withdrawal from the school mid-year.** Otherwise, the student will be held financially liable until proper notice is given.

If a student chooses to withdraw mid-year or cancels their commitment by not paying tuition, that student will not be allowed re-entry to the program during the same Academic Year.

**I. Professional Division:** Students in the Professional Division must commit to the entire Year-Round Program. If a student chooses to leave before the completion of the year, they will still be held financially responsible for the remainder of the Academic Year as per the

Professional Division contracts. There may be exceptions in cases of injury or illness, but must be documented by a doctor, and final decisions will be made at the school's discretion.

## STUDENT CONDUCT

Students enrolled at City Ballet - San Francisco must conduct themselves in a manner that is respectful to the school, the staff, and their peers.

- A.** Students must arrive to class on time, prepared, and dressed properly (see Dress Code).
- B.** Students must conduct themselves appropriately while at City Ballet - San Francisco. This includes while at the studio, at performances, at City Ballet - San Francisco-related events, and on social media.
- C.** City Ballet - San Francisco is **not responsible** for lost or stolen belongings, such as cell phones, money, accessories, clothing, etc.. Students (Pre-Professional and up) that are issued lockers are strongly encouraged to provide their own lock to secure all valuables while in class or rehearsals. **Theft will not be tolerated under any circumstance.**
- D.** Cell phones are not permitted in class and should be kept on silent or vibrate if they are stored in lockers.
- E.** Students must wear regular clothes or cover-ups over their ballet clothes when arriving and leaving City Ballet. Ballet slippers should not be worn outside.
- F.** Because the floors in the hallways at City Ballet are hardwood, students are strongly encouraged to wear ballet shoes or booties in the hallways at all times to avoid getting splinters.

## SUMMER INTENSIVES

City Ballet - San Francisco holds a Summer Intensive for all levels which the Artistic Director considers a vital part of the year-round ballet training.

***Attendance at City Ballet - San Francisco Summer Intensive is mandatory for Junior Level III, Pre-Professional and Professional Divisions.*** Please do not attend auditions for other summer programs without consent of the City Ballet - San Francisco's Artistic Staff.

Students must attend the summer intensive in its entirety. The administrative staff must approve all absences. Failure to attend all classes, except in the event of an excused absence,

will result in dismissal from the program. Tuition will not be refunded in the case of program dismissal.

Withdrawals from the summer intensive will not be eligible for a tuition refund. Any student withdrawals due to prolonged illness, severe injury, or unforeseen circumstances *may* be eligible for a refund at the sole discretion of the Administrative Director.

## **PERFORMANCES**

There are two to three performances each year: A “Fall Classic” Showcase or Gala may be held in October. The *Nutcracker* performances are held in December, and a Spring Showcase held in May. The following rules apply to all performance participants:

**A. Students from Junior Level III, Pre-Professional and Professional Divisions are required to participate in school performances.** This is considered an essential part of their training. Participation by students in Junior Levels I and II is discretionary. However, attendance and cooperation policies apply to all students participating, regardless of level.

**B.** Student will attend all scheduled rehearsals in the school and/or the location where performances are to be held. Absences requested must be submitted in writing and are subject to approval by the school director. Unexcused absences will not be tolerated, except in the event of an urgent personal emergency. Failure to be present for rehearsals shall be reason for suspension from the performance. The school director will evaluate each absence from rehearsal on a case-by-case basis, and will retain the sole discretion to determine whether the student may participate in the performance. No refunds are given for show dismissal.

**C.** Parents are required to volunteer in some capacity, either in pre-show preparation or in backstage assistance during performances. They may avoid duties by paying the volunteer buy-out fee. If a parent volunteer fails to complete the required tasks, he/she will consequently have to pay the buy-out fee in fairness to the other parents. Please see the Volunteer Information Sheet on the website’s Student Page as it becomes available.

**D.** Students participating in a performance must be current in tuition and have paid the Performance Fee prior to the start of rehearsals.

**E.** Students and parents will be required to submit and sign a Performance Contract prior to the start of each production’s rehearsals acknowledging the Performance Policy.

## **PRIVATE LESSONS**

All private lessons must be requested by the student and/or parent to their teacher and then coordinated and confirmed through the school office. The studio rental fee is collected through the office and the teacher is paid directly at the time of the lesson.

Please inquire beforehand to establish both teacher and studio rental rates.

Students are not permitted to take privates or other ballet classes outside of City Ballet - San Francisco without first getting permission from the Artistic Director. This is to ensure consistency of training. Please contact the school to inquire about privates with City Ballet faculty.

## **TUITION POLICY**

### **A. Payment**

Tuition is due prior to the start of the semester by date on invoice. Payment can be made either by check, cash, or credit card. Use of credit card for payment will incur a 3.25% credit card processing fee. A late payment (payment not made within the grace period of ten days from due date) will result in a \$20 per day surcharge. All payment plans require a back-up credit card on file. If monthly payments are late, the back-up credit card will be charged along with the accompanying credit card fees for that month.

Tuition for Junior Level III – Professional Division includes performance fees.\* If participating in performances, Junior Levels I and II will pay performance fees separate from tuition. For all performing students, there will also be a nominal wardrobe cleaning fee charged per show.

For parents who choose not to volunteer for a show, a volunteer buy-out fee is available and will release the parent from volunteer duties for that show. The buy-out fee is to be paid separate from tuition prior to each show.

There are no tuition refunds for school withdrawal, dismissal, or missed classes.

\*Due to pandemic conditions, the *Nutcracker* performance fee has been excluded from 2020-2021 tuition.

### **B. Payment Plan**

**City Ballet - SF provides the option of payment via installments as a courtesy to parents.**

The payment plan must be established before the start of the academic year. All payment plans require a back-up credit card on file even if paying by check or cash. Absolutely no exceptions will be made to this policy.

Unless specified, payments are due on the first of each month. If a payment has not been received within the grace period of ten (10) days from due date, it will result in a \$20 per day late charge and the credit card on file will be charged. For credit card transactions, a 3.25% charge will be added to each payment. There is a \$25 fee for declined or expired cards if not

remedied within ten (10) days from payment due date; it is the family's responsibility to keep the card on file current and updated.

### **C. Financial Aid and Scholarships**

Financial aid and scholarships are available on a case-by-case basis and based on need and ability. A student who is receiving financial aid must strictly adhere to the attendance code or they will forfeit their financial aid.

Families that are recipients of financial aid will follow the "work study" structure. Recipients will periodically be asked to complete minor tasks around the school and will be required to help with shows and events.

Financial aid and scholarships do not apply to the Summer Intensive Program.

### **D. Prorating**

Tuition proration is only applied to new students entering in the middle of the Year-Round Training program.

Prorating does not apply to the Summer Intensive.

### **E. Non-Payment of Tuition**

City Ballet - San Francisco, at its discretion, may dismiss any student in cases of non-payment. No student will be allowed to participate in a performance if his/her tuition is overdue.

### **F. School Withdrawal**

Refunds for school withdrawal will not be issued. Students who withdraw before the end of the school year (and provide 30-day written notice) are obligated for the rest of the month in which they withdrew, as well as the following month.

Students in the Professional Division must commit to the entire Year-Round Training, which includes both the Academic Year and the Summer Intensive. Please note that payment of tuition via installments is only a courtesy to parents. If a student chooses to leave before the completion of the year, they will still be held financially responsible for the remainder of the Academic Year.

Any student withdrawals due to prolonged illness, severe injury, or unforeseen circumstances *may* be eligible for a refund at the sole discretion of the Administrative Director and / or Administrative Staff.

## **PERFORMANCE FEES**

Each student (and his/her parent or guardian) will be responsible for the additional cost of participating in performances. Fees cover rehearsals, costumes, and production expenses. The cost is comprised of the following:

- A.** The performance fee is included in tuition for Junior Level III, Pre-Professional and Professional Divisions.
- B.** The volunteer buy-out fee (for those who choose not to volunteer): This is not included in tuition and should be paid prior to each show.

Any additional fees assessed, such as for shoes or accessories, will become the property of the student, not the school. ***Performance fees are non-refundable including in cases of dismissal.***

- C.** For all performing students, a nominal Wardrobe Cleaning Fee of \$20.00 per student will be charged per show and used toward the cleaning and maintenance of costumes.

## **RELEASE AND WAIVER OF LIABILITY**

City Ballet - San Francisco shall not be held responsible or liable by any student or parent of any student for bodily injury or damage or loss of property for any reason. I fully understand and acknowledge the risks and dangers associated with participation in dance events and activities including but not limited to serious physical injury or damage. With this knowledge, I consent to the above named student's participation in any and all activities connected with City Ballet - San Francisco and I assume all risks and responsibility for losses and/or damages in any way associated with City Ballet - San Francisco or its sponsored activities. I hereby waive, discharge, covenant not to sue, and release City Ballet - San Francisco, its agents, directors, employees, volunteers, and all other associates from any and all liability, claims, or responsibility for any lost or damaged personal items, and any and all harm and injury which may be sustained by the above named student during class or participation in activities and programs sponsored by City Ballet - San Francisco.

### **City Ballet - San Francisco may use “hands-on instruction” as a teaching technique**

At City Ballet, we believe that to teach the artform of ballet properly, the teacher must have the ability and latitude to make hands-on corrections to their students. When teachers have the ability to manipulate the body, they are more easily able to demonstrate to the students such things as how to feel their muscles engage, or how muscles are working, etc. Having the ability to employ this type of hands-on demonstration, we feel is much more effective in illuminating a teacher's point than verbiage or by teacher demonstration alone.

## **STUDENT/PARENT PROTOCOL AND POLICY ACKNOWLEDGEMENT**

Students and Parents are expected at all times to maintain a manner that is respectful to the school, its staff, and its policies. City Ballet - San Francisco reserves the right to dismiss or refuse business to anyone not adhering to this policy. A signed liability waiver as well as an acknowledgement of having read this Policy Handbook must be on file before the start of each school year.

## DRESS CODE

A dress code allows for discipline and professional appearance of our students. Students must wear regular clothes or cover-ups over their ballet clothes when arriving and leaving City Ballet - San Francisco and ballet slippers should never be worn outside.

All students should be dressed for class as follows, and no other clothing is permitted. No jewelry except post earrings is allowed. Tights must be worn inside the ballet shoe and have no holes or runs. Students may be required to sit and observe the class if they are not in the proper attire. The dancer must always wear the color for his or her level regardless of the class that they are taking.

### Hair Code for All Levels:

**Girls** Hair should be pulled away from the face and in a neat bun with hairnet. Short hair should be combed back out of the face and pinned if necessary.

**Boys** Hair should be combed back and out of the face.

### Dress Code by Level:

Level	Leotard (Girls)/ Shirt (Boys)	Tights/Socks	Shoes	Other
<b>Junior Level I</b>	Bloch camisole-style, white (CL5607 - Girls essential camisole leotard) Plain white underwear/dance brief (to be worn under leotard)	Mondor pink ankle-length dance socks	Ballet: pink, full-sole	1/2" Hip Alignment Belt, White
<b>Junior Level II</b>	Bloch camisole-style, pink (CL5607 - Girls essential camisole leotard) Plain light pink or nude underwear/dance brief (to be worn under leotard)	Mondor pink ankle-length dance socks	Ballet: pink, full-sole	1/2" Hip Alignment Belt, White
<b>Junior Level III</b>	Bloch camisole-style, pastel blue (CL5607 - Girls essential camisole leotard)	Pink tights	Ballet: pink, canvas	1/2" Hip Alignment Belt, White
<b>Pre-Professional I</b>	Bloch camisole-style, navy blue (CL5607 - Girls essential camisole leotard)	Pink tights	Ballet: pink, canvas  Character: black, 1.5" heel	Character skirt: black

<b>Pre-Professional II</b>	Simple camisole-style, black	Pink tights	Ballet: pink, canvas Character: black, 1.5" heel	Character skirt: black
<b>Pre-Professional III</b>	Simple camisole-style, black	Pink tights	Ballet: pink, canvas Character: black, 1.5" heel	Character skirt: black Contemporary class: Form-fitting clothes
<b>Professional Division (Women)</b>	Simple camisole-style, black	Pink tights	Ballet: pink, canvas Character: black, 1.5" heel	Rehearsal tutu: white or black Character skirt: black Contemporary class: Form-fitting clothes
<b>Junior Program (Boys)</b>	Nylon t-shirt, white	Nylon, footed, black	Ballet: black full-sole	Wide Elastic Belt: black
<b>Pre-Professional (Boys)</b>	Nylon t-shirt, white	Nylon, footed, black	Ballet: black, canvas Character/ Jazz: black	Wide Elastic Belt: black
<b>Professional Division (Men)</b>	Nylon t-shirt, white	Nylon, footed, black	Ballet: black, canvas Character/ Jazz: black	Wide Elastic Belt: black

## 2020-2021 YEAR-ROUND PROGRAM CALENDAR

September 14	Academic Year begins
October 12	Columbus Day; No Classes
October 31	Halloween; No Classes
November 11	Veterans' Day; No Classes
November 26 - 28	Thanksgiving Break; No Classes
December 13 – January 3	Winter Break; No Classes
January 4	Classes Resume
January 18	Martin Luther King Jr. Day; No Classes
February 15 - 19	February Break; No Classes
[February 27 - 28	Spring Showcase Rehearsals begin]
March 29 - April 2	Spring Break; No Classes * (classes/rehearsals resume on Saturday)
April 4	Easter holiday
[May 14	Spring Showcase Dress Rehearsal at Palace Theatre]
[May 15	Spring Showcase at Palace Theatre]
May 15	End of Academic Year
May 16 - June 13	Summer Break
June 14 - July 9	Summer Intensive** - Session I
July 4	Fourth of July holiday
July 12 - August 6	Summer Intensive** - Session II

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[ ] Dates and events subject to change.

\* Students involved in performances may have rehearsals during the breaks.

\*\* Attendance at City Ballet Summer Intensives is mandatory for Junior Level III, Pre-Professional and Professional Divisions.

