

Student/Guardian Policy Handbook 2018 - 2019

Pre-Ballet and Youth Division

BBT Office Hours:

Monday–Friday, 11:00am - 7:00pm

Saturday - By Appointment

BBT Office Voicemail: 925-402-1073

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SCHOOL POLICIES

Levels and Classes:

Youth Division encompasses Levels 1–8. Dancers in all levels take Technique. Beginning in Level 4 other classes may be offered, either as part of the required schedule or as electives.

Level Placement:

The appropriate placement of each dancer is extremely important for proper development and safety. The Artistic Staff carefully assign dancers to levels, with input from other faculty members. A dancer who is not promoted has not failed; rather the Artistic Staff has determined that the dancer will see more improvement by remaining at his or her current level. During the first two weeks of a new session, and throughout the year as needed, the Artistic Staff may assign a dancer to a different level. No appeals regarding placement are accepted.

Pointe Shoes:

BBT Artistic Staff determine dancers' readiness to go en pointe. Pointe shoes must be professionally fitted and dancers should have their BBT faculty member check their pointe shoe fit before the shoes are worn and before ribbons and elastic are sewn onto the shoes. BBT Teachers may request to attend first pointe shoe fittings. Dancers may not wear Gaynor Minden brand pointe shoes.

Parent/Guardian Observation:

Throughout the year parents/guardians are invited to attend classes to observe student's work and progress. BBT encourages you to take advantage of this policy as often as possible, but please do not plan to visit during other times without the permission of the Artistic Staff.

Lateness:

Dancers must arrive on time for class properly dressed, groomed, and ready to dance. Chronic lateness will impact a dancer's training and progression. A dancer arriving more than fifteen minutes late will be asked to observe class. Important warm-up exercises take place at the beginning of class; improperly warmed-up dancers could injure themselves. A dancer arriving fewer than fifteen minutes late should wait quietly inside the door until invited to join the class by the teacher and adequately warm up before participating.

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Absence Policy:

Dancers in the Youth Division are expected to maintain exceptional attendance and prioritize their dance training at BBT. However, we understand that conflicts arise that may prevent a student from attending their regularly scheduled classes. Below is an outline of BBT's absence policy for the 2018-19 school year:

Semester 1 (14 weeks, Sept. 10- Dec. 15, 2018)

*1 "no questions asked" excused absence (doesn't require a makeup class)

*2 excused absences (require makeup classes)

Semester 2 (21 weeks, Jan. 2- June 1, 2019)

*1 "no questions asked" excused absence (doesn't require a makeup class)

*4 excused absences (require makeup classes)

Parents/guardians do not need to notify the BBT office in advance of a single missed class. In the event multiple classes will need to be missed, please inform the artistic staff via email to info@berkeleyballet.org.

Makeup classes may be taken in the class level below your own technique class. For dancers age 13+, makeup classes may be taken in the class level below or in the Adult Open Division. It is the dancer's responsibility to pick-up a "makeup class form" from the BBT office and return it (filled out and signed) at the completion of the class.

Makeup classes may not be taken after the conclusion of the semester.

Dancers who miss more than the listed allotment of classes, or who routinely miss a class with a specific faculty member, will fall behind their classmates. In the event a dancer misses beyond this amount of classes or does not make up their classes, BBT reserves the right to adjust casting and promotion to best support both the dancer's progress as well as that of the class.

Dancers who miss class are not eligible for tuition refunds. Makeup classes may be taken free of charge with a makeup class form.

In the event a dancer is injured or is required to miss a significant amount of class due to an unforeseen event, BBT will develop an individualized, prorated plan with the dancer and family. BBT does not prorate missed classes due to vacation, school trips, or other planned events.

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Etiquette:

Dancers must conduct themselves quietly and politely in class and while waiting for class in hallways and restrooms. Unless questions or comments are invited by the teacher, talking in class is forbidden.

Disruptive dancers are given one warning; if they continue to disrupt, they are asked to observe class or wait in the office.

It is customary in ballet, and expected at BBT, for dancers to address faculty as “Ms.” or “Mister,” followed by the teacher’s first name.

Dancers may receive manual adjustments from their teachers as a means of providing an understanding of body alignment and physicality. Parents of students who wish to opt-out of receiving hands-on adjustments should contact the BBT office so that all of the dancer’s teachers may be informed.

Hourly Studio Rental Rate:

The BBT studios are available for rentals. Rates and scheduling inquiries should be made to BBT’s School Secretary. Rental discounts are available to BBT families.

Hourly Private Lesson Rate:

Students who are interested in taking private lessons with a BBT Faculty member may do so at the BBT studios using the following rate structure. Payment is made by check payable to BBT for the relevant fee and noted with “Private Lesson [Teacher’s name]”.

Private lesson rate: \$85.00/hour

Semi-Private lesson rate: \$45.00/hour per dancer

Drop-In Classes:

BBT’s Adult Open Division classes are available to Youth Division dancers aged thirteen and up and can be taken as a make-up class or for the “Student” fee. The Adult Open Division class schedule is available on the BBT website.

Communication:

BBT’s primary methods of communicating with students and parent/guardian community members is via the BBT website or via email. Please read all emails from BBT.

Additional information may be posted on the designated bulletin boards throughout the studios. Occasionally BBT will provide handouts to students during class time. Please review these handouts

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Teacher Conferences:

Conferences are available by appointment throughout the year and can be initiated by dancers, parents, guardians, or faculty members. Conferences are a valuable time to give and receive feedback and discuss any questions or concerns. Please be aware that most teachers teach back-to-back classes and cannot give proper consideration to questions at the beginning or end of class.

Dancer Support:

BBT strives to create a nurturing environment for all dancers. Ballet is a difficult art and there will be disappointments and triumphs throughout the training process. BBT works to support families and dancers through every up and down and Artistic Staff members are always happy to meet with dancers and parents or guardians.

Pre-Ballet Teaching Assistants:

Youth Division students, Levels 4-8, are invited at the beginning of each academic year to volunteer as Teaching Assistants in the Pre-Ballet Division. All TAs have the opportunity to perform with their classes at the Pre-Ballet Showcase. Volunteering as a TA gives Youth Division students their first glimpse at teaching dance, qualifies for community service credits and looks great on college applications. Having a higher-level student in the room inspires and focuses Pre-Ballet students, offers instructors an extra set of eyes and hands and contributes to the high-level training and community feel that BBT values.

UNIFORM

Current uniform information can be found on the Student Resources page on the BBT website.

Leotards must be worn over tights for ballet/pointe class and rehearsals, and may be worn under tights for modern class. Dancers may not wear warm-ups, leg warmers, shorts, or ballet skirts during class, except as described above. Jewelry may not be worn in class, with the exception of stud earrings. Dancers not properly attired and groomed will be asked to observe the class.

Female dancers are allowed to wear black form-fitting dance shorts over their leotard if in need of extra coverage during their menstrual cycle.

All Youth Division dancers, male & female, are required to sew the elastic on their ballet slippers in the criss-cross position. The criss-cross position pulls the shoe up into the medial arch of the foot and is more aesthetically pleasing than a single elastic.

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Dancers may wear the uniform pertaining to either gender, but the uniform must be worn in its entirety.

Dancers taking modern class are expected to be barefoot and wear clothing that is form fitting and allows the instructor to see the dancer's body clearly (acceptable options include leotard and tights, unitards, form fitted t-shirts, athletic shorts, and fitted leggings).

Dancers taking contemporary repertoire class are asked to wear socks (suggested blend: 80/20 cotton/nylon).

Dancers are invited to wear a skin-toned dance bra or leotard underneath their uniform leotard to provide additional support as needed.

Hair:

Hair must be secured neatly off of face and neck. Students with long hair should make neat buns (see BBT's YouTube channel for tutorials).

SAFETY

Code of Ethics:

As a nonprofit organization working with children, the way BBT employees, officers and directors conduct themselves is very important. BBT expects and requires all employees to uphold the highest ethical and moral standards and to conduct themselves with impeccable personal integrity. BBT faculty uphold a standard of integrity and safety for all dancers when applying manual corrections.

Background Checks:

BBT employees and volunteers provide supervision, instruction and services to youth. We strive to create a safe, healthy work environment for employees, volunteers, and partners, and the dancers and children that we serve.

Personal Safety:

Although BBT strives to maintain a safe environment for employees and dancers, all persons on site should take basic precautions for their personal safety:

1. Dial 911 if a situation represents immediate danger or harm.
2. Report all events, occurrences, threatening situations, students who demonstrate behaviors of concern that may be disruptive to themselves or others to the BBT office or a BBT faculty member.
3. Become familiar with personnel in the building in order to recognize unfamiliar faces and concerning behavior.
4. **Regardless of age, EVERY DANCER must enter and leave the building with street clothes worn over their ballet uniform.**

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5. When entering and exiting the building use an awareness of street traffic. Do not loiter outside the building, especially after dark.
6. Vehicles should be locked. Do not leave personal valuables in a vehicle or anything insight.

Arrival:

BBT does not provide supervision outside of class and rehearsal time.

Dancers in Levels 1–3 should not arrive more than 15 minutes early and are encouraged to stretch and warm up inside a studio or in the warehouse space once they arrive. Dancers in Levels 4–8 are expected to arrive 15–30 minutes early for classes to stretch, warm up, and be physically and mentally prepared when class begins.

Parents and guardians are to walk dancers into the building. BBT requests that parents and guardians visibly confirm that dropped-off dancers have entered the school.

Pick-up:

For safety, dancers must be picked up from inside the building. Please do not ask dancers to wait outside. Dancers who are not picked up promptly should wait in the warehouse space.

Dancers Traveling Alone:

If dancers take public transportation, walk, or drive themselves to and from BBT, parents or guardians must notify the BBT office in writing on their registration form; this information is noted in roll sheets.

Parking:

Parking is available in either metered parking on 10th Street (two-hour limit), or free parking in the residential area one block away (unlimited time limit).

Breaks:

Youth Division dancers are not permitted to leave BBT on their breaks without written consent to the BBT Office. Dancers should bring nutritious drinks and snacks. Eating and drinking is forbidden in the studio, except for bottled water. Dancers may eat or drink in the hall or dressing area, so long as they keep voices quiet.

Belongings:

Dancers must keep their ballet bags and other belongings with them in the studio. Items left elsewhere are at risk of being stolen. Dancers should check the Lost-and-Found basket for missing belongings and place unclaimed belongings in the Lost-and-Found.

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Dancers who see something or someone unusual on or around the BBT premises should immediately come to the office or inform a faculty member.

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TUITION AND ENROLLMENT

Enrollment:

Enrollment for the Youth Division season closes October 1, or when full. Enrollment for the Youth Division opens again for the month of January for levels with space. Enrollment is on a first-come, first-served basis. A completed and signed registration form must be submitted before a dancer attends classes.

Dancers enrolled at the beginning of the season are presumed to be enrolled through the end of the academic year; parents or guardians are responsible for the full yearly tuition.

If a dancer chooses to withdraw from the program, 30-days written notice must be provided to BBT. The remaining tuition will be refunded, less any classes previously taken during the 30-day notification period.

For a dancer joining after the start of the session, tuition will be pro-rated on a weekly basis. For dancers joining mid-week, the pro-rated tuition for the full week will be counted. Dancers are encouraged to use makeup class opportunities to compensate for these missed classes.

BBT reserves the right to cancel any class with insufficient enrollment.

Payment Plans:

The following payment plans are available. Refer to the appropriate tuition schedule to determine the amount of your dancer's tuition and the payment schedule.

Annual Tuition Plan

One payment due the first day of classes

Monthly Payment Plan (incurs a 10% financing fee)

First payment due the first day of classes.

If a family elects to pay the remaining balance of a monthly payment plan earlier than the end of the season, they will be charged the annual tuition amount less any payments previously submitted.

Early Registration Discount:

There is a discount of 10% off of annual tuition for dancers who register by August 1. Boys' Fellowship dancers are not eligible for this discount.

Sibling Discount:

There is a discount of 10% of the annual tuition amount for Youth Division siblings of BBT Youth Division dancers. Boys' Fellowship dancers are not eligible for this discount. The discount is applied to the lower-level tuition(s) only, except for older female siblings of Boys' Fellowship dancers.

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Payment:

Please pay through the JackRabbit registration system, or drop off or mail payments to the BBT office or the green mailbox by the front doors.. Do not leave payments with a BBT faculty member.

Cash: Please include a note with the dancer's name and level.

Check: Make checks payable to "Berkeley Ballet Theater" or "BBT". Please include the dancer's name and level on the memo line.

Credit Card: Payments may be made via the JackRabbit Class Registration system

Late Payment:

Dancers who are in arrears with their payments will not be able to enroll in additional classes and workshops until an individualized payment plan can be coordinated with the BBT office.

TUITION ASSISTANCE

Purpose:

Founded with a dedication to excellence and diversity, Berkeley Ballet Theater's mission is to provide rigorous ballet training to dancers of any age, race, gender, or socioeconomic class, with the goal of breaking down the narrow, homogeneous aesthetic traditional to ballet. BBT's Tuition Assistance program is part of this mission and is designed to provide ongoing support to families in need of assistance for their dancer to continue study in ballet or to provide single-time assistance to families whose financial circumstances have unexpectedly shifted.

Eligibility:

Students in Levels 1–4 are eligible for 25% assistance for tuition, summer workshops, and performance fees. Students in Levels 5–8 are eligible for up to 50% assistance for tuition, summer workshops, Youth Company, and, performance fees. Applying families must enroll for the school year and make one tuition payment from the available payment plans. A family's level of support is determined by the most recent Federal Poverty Level guidelines.

One-Time Aid:

Families with dancers in any Youth Division level who are experiencing unexpected short-term financial challenges are eligible for up to 60% support for tuition and fees. Families who are granted this additional support will not be eligible to receive it for consecutive years. For families requesting one-time elevated Tuition Assistance, their changing financial situation and income level as determined by Federal Poverty Level guidelines will be taken into account.

To Apply:

Families interested in applying for Tuition Assistance should fill out the application form available on the Student Resources page on the BBT website. Please feel free to contact Executive Director, Ali Taylor Lange, with any questions via email at aliltl@berkeleyballet.org.

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FELLOWSHIPS AND SCHOLARSHIPS

Boys' Fellowship:

The promotion of young men in ballet is a critical goal of BBT's Youth Division. The BBT Boys' Fellowship offers young men a range of training from beginning classes through pre-professional levels. As boys advance in their study of ballet, they have the opportunity to participate in classes focusing on the strength and technical work specific to male dancers.

Eligibility:

- 1) Boys in Levels 1–3 are eligible for 50% tuition coverage.
- 2) Boys in Levels 4–8 are eligible for 75% tuition coverage.
- 3) Boys who participate in Youth Company are eligible for 100% tuition coverage.

Artistic Director's Scholarship:

The Artistic Director's Scholarship is awarded at the discretion of the Artistic Staff based on a dancer's capacity, his or her enhancement of the BBT work environment, and his or her exemplary behavior in and out of the classroom. Each year one dancer in Levels 6–8 will be awarded a full scholarship for that year's tuition to recognize exceptional performance in the classroom, onstage, and within the community.

Fellowship and Scholarship Details:

The Boys' Fellowship and Artistic Director's Scholarship discount percentages apply to annual tuition, performance fees, Workshop fees, and Summer Intensive tuition. Students must pay the full price of all ticket vouchers. Should a Fellowship or Scholarship recipient withdraw from BBT before the end of the academic year, her or his family will be responsible for 100% of the tuition for the portion of the year she or he attended BBT. Students participating in the Fellowship or Scholarship program are not eligible for other tuition discounts such as early registration, sibling discounts, or tuition assistance. Siblings of Boys' Fellowship and Scholarship recipients are eligible for early registration and sibling discounts, and are welcome to apply for tuition assistance.

Requirements for Boys' Fellowship Students and Artistic Director's Scholarship Recipients:

Fellowship or Scholarship students interested in participating in the BBT Fellowship program must return a signed agreement acknowledging the following requirements by September 30 for the full academic year or January 31 for second semester.

- 1) Maintain excellent attendance.
 - a) Fellowship students who are unable to attend Men's Technique classes due to scheduling conflicts will have their fellowship reduced by 25% for the corresponding semester(s).
- 2) Behave as a model of classroom deportment and studio etiquette by being mindful of personal conduct and aware of peers and surroundings.
- 3) Consistently work to the best of your ability.
- 4) Take initiative with classroom set-up and studio maintenance.
- 5) Request a dancer / staff / parent or guardian meeting, as needed, throughout the school year. Promptly respond to and schedule any Staff request for a mid-year evaluation or other meeting.
- 6) Participate in Community Events such as the Dance Marathon and End-Of-Year Celebration.
- 7) Reserve availability for all shows of Nutcracker and Spring Show.

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- a) Boys who are unable to perform in The Nutcracker and/or Spring Showcase will have their fellowship reduced by 25% for the corresponding semester(s). The reduced fellowship will remain in effect until the student participates in another performance season.

PERFORMANCES

BBT considers performances to be an important part of the training process. During the preparation of a production, dancers learn policies, protocol, and traditions of the theater known and practiced throughout the world.

Permission Slip:

Dancers must fill out and promptly return a permission slip to perform. The permission slip is considered a written contract, just as in professional theater. Dancers and parents or guardians must reserve the full rehearsal time regardless of whether the dancer is needed for the full time. Rehearsal times for each role are posted on the bulletin boards one week prior to each rehearsal date..

Performance Preparation:

Call Sheets and Dancers' Checklists are handed out before Dress Rehearsals begin; they contain precise arrival schedules for rehearsals and performances as well as clothing, hairstyle, makeup, and supply requirements. Dancers must arrive at the studios at their assigned call time.

BBT provides costumes, but each dancer is responsible for providing the proper color and style of shoes, tights, leotards, dance belts, hair supplies, and makeup. Shoes, tights, and leotards must be clean.

No jewelry or nail polish may be worn onstage. Tattoos must be covered; if pierced earrings cannot be removed they must be covered with a small, round Band-Aid. Stage makeup must not be worn outside the studio or theater; dancers who attempt to leave with stage makeup on are asked to remove it.

Dancers may be met by friends and family at the studio doors after the performance, not in the theater. Due to liability concerns, friends and family are not allowed backstage.

Ticket Vouchers:

One ticket voucher per show is allotted per family (not per dancer). The voucher, which will be held at the Box Office, may then be exchanged for a combination of 8 reserved seat tickets in person during Box Office hours, by phoning the ticket line at 510.830.9524, or online at www.berkeleyballet.org.

Additional tickets are available at the regular ticket price either at the Box Office or via an online ticket

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service accessible through the BBT website: www.berkeleyballet.org.

Ticket Refund Policy:

Once tickets have been ordered there are no refunds. However, tickets may be exchanged for different seats or a different time, subject to availability, at the Box Office, with tickets in hand, up to 24 hours before the time stated on the tickets.

If a show is cancelled due to unforeseeable circumstances:

- 1) Tickets may be transferred to a substitute show, if provided, generally an added Sunday evening;
OR
- 2) The unused ticket value may be treated as a tax-deductible donation to BBT; upon the return of unused tickets, BBT sends a receipt for the donation; OR
- 3) Unused tickets may be turned in at BBT within 30 days of the cancelled show to receive a refund.

Volunteering:

Volunteering at BBT is essential. No performance can happen without parent and guardian volunteers;

CONTACT

Location & Mailing Address:

BBT is located at 1370 Tenth Street, Berkeley, CA 94710.

Website:

BBT's website has information about all aspects of the Pre-Ballet, Youth, and Adult Open Divisions as well as information about upcoming Performances and Summer Programming: www.berkeleyballet.org

Staff Contact:

For questions regarding enrollment, tuition, scheduling, prolonged dancer absences, and general queries please contact School Secretary Eddie Hopely at eddieh@berkeleyballet.org

For questions regarding volunteering please contact Executive Director Ali Taylor Lange at aliti@berkeleyballet.org

For questions regarding level placement, conferences/evaluations, and other artistic matters please contact Associate Artistic Director Elizabeth Farotte Heenan at lizfh@berkeleyballet.org