



San Francisco

## **Parent and Student**

## **Handbook**

City Ballet School  
32 Otis Street (entrance on Colton)  
San Francisco, CA 94103  
415.626.8878  
[www.cityballetschool.org](http://www.cityballetschool.org)  
email:[cityballetschool@att.net](mailto:cityballetschool@att.net)

Dear Students and Parents:

City Ballet School is proud to offer a Vaganova based ballet training program and performance opportunities. However, in order for City Ballet School to achieve its goal of training good artists and presenting quality performances, we need and request the cooperation of everyone involved, the students, as well as the parents and guardians.

A good quality presentation is achieved only with the combined efforts of all the artists - on stage and the unseen participants behind the scenes. When the student learns the part/role, this is only the beginning, then he/she will need to study how to perform in relation to the others on stage until all the performers become accustomed to each others' presence, movements and positioning.

A recital is not a series of individual groups performing. It is the embodiment of the work of the entire school, the synergy of blending diverse talents into one single perfect product.

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

Therefore, as Administrative Director, I request that the student and parent/guardian read this handbook in order to attain an understanding of our mutual goals.

Thank you,

Kenneth Patsel  
Administrative Director

## City Ballet School Policies

These policies apply to all students of City Ballet School.

### **I. Classes**

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

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

b. If a student is not able to be present for class, he/she is required to notify the City Ballet School office (415) 626-8878 prior to noon on the day of class.

c. Attendance is taken daily by the administrative staff. A permanent record of attendance will be kept in the office.

d. A student who has two inexcusable absences from class or who has failed to notify the office in advance of absences will be given a notice of probation. Subsequent violations will be reported to the school director who may dismiss the student from the school or may take other action as appropriate.

e. Students will be on time for class and dress appropriately as instructed. (see IV. Dress Code for Ballet Classes) If you are late for class you must sit in class, take notes and attend a make-up class. Parents and students are expected to observe class etiquette, and be polite and cooperative.

f. Students are not permitted to take privates or other ballet classes outside of City Ballet School without first getting permission from the artistic director.

## **II. Rehearsal and Performances for Levels 1 thru pre-pro.**

a. Students in pre-professional level are required to participate in the shows.

b. Students will attend all scheduled rehearsals in the school and/or in the location where performances are to be held. Absences will not be tolerated, except in the event of the most urgent, personal emergency.

c. Failure to be present for rehearsals shall be reason for suspension from the performance.

d. Parents and students are expected to cooperate in every way to make the City Ballet School productions polished and professional. Any misbehavior or misconduct deemed inappropriate may be cause for expulsion from the school.

e. City Ballet School Administration must be notified in writing, when you sign up to participate in a performance, of any foreseen absences. These absences must be approved by the administration in order for the student to be part of the performance, other absences, not due to illness, will be grounds for dismissal from the show.

f. There are two performances each year; the Nutcracker during the Winter session and a Showcase during the Spring session.

g. All parents are required to volunteer in some capacity, or if they are unable, then they must pay the volunteer buy-out fee.

## **III. Expenses**

Each student (and his/her parent or guardian) will be responsible for the additional cost for participating in the shows. The additional cost is comprised of the following: performance fee, the cost for tickets and if you chose not to volunteer, the volunteer buy-out fee; all are non-refundable.

#### **IV. Dress Code for Ballet Classes**

A dress code allows for a disciplined and professional appearance of our students. Anyone not in the proper dress code may be asked to leave the class. No jewelry, except post earrings will be permitted. Tights must be worn inside the ballet shoe and be clean with no holes or runs. No other clothing is permitted, except what is listed below. If you do not have ballet shoes, you will not be permitted to take class, but you will have to sit and watch the class. The dancer must always wear the color for his or her level regardless of the class which they are taking.

#### **Hair and Dress Code by Level:**

Hair Code All Levels: Girls - hair should be pulled away from the face and worn in a bun if long enough. (Buns are optional in pre-ballet class.) Boys - hair should be combed back and out of the face.

Pre-Ballet - Any color leotard, pink canvas or leather ballet shoes. Tutus or ballet skirts and tights are optional.

Level 1 - Motionwear\* camisole style white leotard, pink ballet tights (optional) and pink leather or canvas ballet shoes.

Level 2 - Motionwear\* camisole style pink leotard, pink ballet tights and pink leather or canvas ballet shoes.

Level 3 - Motionwear\* camisole style light blue leotard, pink ballet tights and pink leather or canvas ballet shoes.

Level 4 - Motionwear\* camisole style liberty blue leotard, pink ballet tights and pink leather or canvas ballet shoes.

Level 5 - Any style black leotard, pink ballet tights and pink leather or canvas ballet shoes.

Pre-professional - Any style black leotard, pink ballet tights and pink leather or canvas ballet shoes.

Hair and Dress Code by Level, continued:

Boys - White nylon shirt and black nylon shorts or pants and black or white ballet shoes.

\*San Francisco Dancewear located on Mission St. between 3rd Street and New Montgomery has on file leotard requirements.

**City Ballet School is not responsible for lost jewelry, clothing or accessories. Please keep track of your belongings.**

## **V. Holidays**

Holidays are listed in the school application/brochure and posted on the school website at [www.cityballetschool.org](http://www.cityballetschool.org).

## **VI. Summer Classes**

City Ballet School holds summer intensive classes for levels III, IV, V and pre-professional. It is strongly recommended, that students in levels III, IV and V attend the summer intensive and it is required of students in pre-professional level. It is the director's feeling that the summer intensive is a vital part of the year round ballet training.

City Ballet will not endorse or recommend other summer programs for levels III, IV or V and Galina respectfully asks, if you are currently in levels III, IV and V, that you do not attend auditions for other summer programs without her consent.

Pre-professional students are encouraged to attend outside summer intensive programs, but must do so during the months of June and July, and have Galina's approval. They are required to attend the City Ballet School pre-professional intensive, which takes place the first three weeks in August. There is also an optional ballet technique class for pre-professional students who cannot or do not want to attend other programs in June and July.

## Tuition Policy

**I. Payment** - Tuition is due prior to the start of the semester and is late after the start of the semester, please refer to the school brochure for due date. There are no tuition refunds. A payment plan is offered. The payment plan must be established before the payment due date. Use of credit card for payment will incur a 3% credit card processing fee.

**II. Financial Aid and Scholarships** - Are available on a case by case basis. Financial aid and scholarships are 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.

**III. Make-up Classes** - Make-up classes for a class missed due to illness may be taken in a class suggested by your teacher. Make-up class must be taken during the first week of attendance upon the student's return from being absent. Make-ups will not be given for missed classes due to vacation. There are no make-up classes for level IB.

**IV. Prorating** - is only applied to entering new students in the middle of a semester. Classes will be prorated based on a 17-week semester. **Prorating does not apply to the summer intensive.**

**V. Non-Payment of Tuition** - City Ballet School at its discretion may dismiss any student if his/her tuition is not paid by the last day of the month that it is due. No student will be allowed to participate in a performance if their tuition is overdue.