



Student Handbook

Ballet Pensacola

Pensacola Cultural Center
400 S. Jefferson St. • Pensacola, FL 32502
Business Hours 10 a.m.-7 p.m. • 850-432-9546
www.balletpensacola.com

Welcome to Ballet Pensacola. Ballet Pensacola is committed to excellence in dance education.

The dance training students experience at Ballet Pensacola offers so much more than just the benefits of a demanding physical activity. Not only do students learn the technical aspects of a fine art form, but they also develop self-confidence, self-motivation and self-assessment skills that will serve them well in all aspects of life.

Dance training is a methodical, graded process that demands a high level of commitment to reach maximum potential. It requires a self-discipline rarely matched by other endeavors. Students become active partners in their progress and develop a respect for the Art of Dance.

This handbook is designed to help answer questions regarding policies of Ballet Pensacola. Students and parents should review this handbook thoroughly. Any questions may be directed to the staff of Ballet Pensacola. The policies, rules and regulations set forth in this handbook will be strictly enforced.

Have a great year!

Communication

Healthy and constructive communication is necessary for the advancement and progress of students. We recommend that parents become involved in their child's dance education.

Disciplinary actions are time consuming and detract from the progress of everyone. Parents will be contacted regarding any disciplinary action involving their child. It is requested that parents assist Ballet Pensacola in resolving matters of discipline with students.

Students will receive a progress report midway through the school year. An evaluation will be given to each student at the end of the school year. This evaluation will contain class placement information for the next year. Students in Tech 5 and above of the Training Division will attend parent/teacher conferences at the end of the school year. The conferences will be brief and held during regularly scheduled classes. Students will be notified in advance of the conference schedule. Parents are strongly encouraged to attend these conferences. Instructors will not meet with students privately if no parent is present.

Ballet Pensacola maintains an open door policy of communication with students and families. At any time, students or parents may call to make an appointment to speak with faculty and/or staff. Arrangements for a meeting will be made promptly to address any questions or concerns. Please do not try to "just catch the instructor" between classes, as there are other classes waiting. Every effort should be made to resolve any issue with the instructor before contacting the Artistic Director.

Rules and Regulations

- Students must attend all classes for which they are registered. If an absence is unavoidable, please inform the Ballet Pensacola Office as soon as possible. Progress in class depends upon regular and consistent participation. Excessive absence will slow the student's progress, hinder advancement, and could prevent the student from participating in performances.
- Students should arrive on time for class. This means dressed and ready to begin class at the scheduled time. If students arrive late, they must await an acknowledgement from the instructor that they may join class. Students arriving late may be asked to observe class and not participate. This is left to the instructor's discretion.
- Students are expected to be attentive, quiet and courteous while at Ballet Pensacola. Unacceptable behavior will result in dismissal from class and can lead to suspension or expulsion from Ballet Pensacola. Students must present their best behavior at all times at Ballet Pensacola. Students are expected to thank the instructor at the completion of each class.
- Ballet Pensacola reserves the right to suspend or expel any student whose conduct or attendance is unsatisfactory.
- Students must not leave class without permission.
- Students are not allowed to utilize any Ballet Pensacola equipment without permission.
- Students should not bring valuables to the studio. Ballet Pensacola is not responsible for any items that are lost or stolen.
- Students must seek permission to use Ballet Pensacola telephones.
- Only students are allowed in the studio during class time. Parents and the general public may enter during observation week or at the expressed invitation of the instructor.
- All Ballet Pensacola areas are smoke free.
- Please respect the business that must be conducted at Ballet Pensacola. Refrain from loud and boisterous behavior while at Ballet Pensacola. Parents are expected to maintain control of other children while at Ballet Pensacola.

- Urgent messages may be left with the Ballet Pensacola Office. The message will be given directly to the student at the first opportune moment.
- Students should remain in the Cultural Center when awaiting a ride. Ballet Pensacola is not responsible for students when not on the 3rd floor of the Cultural Center. This includes during arrival and departure. Parents are asked to establish a policy with children regarding pick-up and drop-off and leaving the 3rd floor. Students should wear a “cover-up” when arriving and departing the Cultural Center. Ballet shoes should not be worn outside.
- Please keep walkways and doors clear for traffic in the building. Students must not bring belongings into the studios. Students may store their belongings at the east end of the hallway past the Green Room.

Registration and Payment

Registration is for the entire year, August through May. Class sizes are limited. Registration for full classes will be halted. New classes may be added for overflow registration or a “wait-list” started. Students are encouraged to register early. All registration is accepted on a first-come, first-served, space-available policy. Class placement is not reserved until the registration fee has been paid. Classes not meeting minimum enrollment may be rescheduled or cancelled. Students registered for rescheduled or cancelled classes will be notified.

Annual tuition is divided into 10 equal monthly payments. Monthly tuition payments are due on the first of the month. Accounts with payments received after the tenth of each month will be assessed a \$20 late fee for that month. Late fees will be strictly enforced. Students with delinquent accounts may not be allowed to participate in class. Returned checks will be assessed a \$20 fee. Yearly tuition, paid in full, will receive a 5% discount. Please call the Ballet Pensacola Office with any special arrangements or questions regarding tuition payments.

Tuition may be paid by cash, check, credit card (VISA or MasterCard), or money order. Ballet Pensacola has an automatic charge plan for those who wish to automatically pay by credit card on the first of each month. Please call the Ballet Pensacola Office if you are interested in the automatic charge option.

The \$25 registration fee is non-refundable. Tuition (once paid) is non-refundable. Please inform the Ballet Pensacola Office of student withdrawals. Once withdrawn, students will be removed from the role and no further payments will be necessary. Students may re-enter Ballet Pensacola, but will require a new registration fee.

Promotion Policy

It is the policy of Ballet Pensacola that students are promoted only when they have demonstrated a mastery of the material in their current level. Students are not promoted automatically after one year in any particular level, regardless of age. It is not uncommon for students to spend more than one year in a level. Students are placed in levels that are appropriate to their current proficiency. Age is only considered for placement of very young dancers in beginning levels.

Dress Code

Students who do not comply with the following dress code may be asked to leave class.

The Ballet Pensacola dress code for ladies is as follows:

- **Creative Dance:** Black Leotard, Pale Pink Footless Tights. Hair should be pulled neatly back off the face in a pony-tail or bun. No jewelry is permitted.

- **Pre-Ballet:** Solid Black Leotard, Pale Pink Footed Tights, Pink Ballet Slippers. Hair should be pulled neatly back off the face in a bun. No jewelry is permitted.
- **Ballet:** Solid Black Leotard, Pale Pink Footed Tights, Pink Ballet Slippers, Pink Pointe Shoes. Hair should be pulled neatly back off the face in a bun. No jewelry is permitted. No warm-up clothing is to be worn at any time in class. Skirts may be worn for pointe class.
- **Community Division:** Appropriate Footwear and Dancewear

The Ballet Pensacola dress code for gentlemen is as follows:

- **Creative Dance:** Black Gym Shorts, White T-shirt, No Shoes
- **Pre-Ballet:** Black Gym Shorts, White T-shirt, Black or White Ballet Slippers
- **Ballet:** Black Tights or Black Gym Shorts, Dance Belt, White T-shirt, Black or White Ballet Slippers
- **Community Division:** Appropriate Footwear and Dancewear

Safety

The following precautions are recommended for general safety:

- Students should remain in the building while waiting to be picked up.
- Students should not wear dance attire outside of the building without covering up.
- Students who drive should not walk to their car alone.
- Report any suspicious persons or incidents to the School Office or Security Guard.
- Note the location of all exits and fire extinguishers in case of emergency.

Dressing Areas

There are no dedicated dressing areas at Ballet Pensacola. It is recommended that students arrive dressed (dance clothes under street clothes) for classes. Students may use the 3rd floor restrooms as dressing areas, however, please keep in mind that space in the restrooms is very limited and must be available for use by all in the building. Please do not linger in the rest rooms. Above all, please keep the restrooms clean.

Lost and Found

Ballet Pensacola is not responsible for lost or stolen items. Lost items may be claimed in the Ballet Pensacola Office. Items will be kept for approximately one month, after which they will be discarded. It is recommended that students mark their dancewear items so that they may be easily identified.

Performance Opportunities

Pensacola's Nutcracker

Fully registered students, aged 7 and older, are selected from an audition to appear in Ballet Pensacola's annual production. Selected students must commit to the entire schedule of rehearsals and performances. A production fee is required if selected.

Ballet Pensacola

Company members, selected in an audition, appear in a number of performances and presentations each year, which in the past have included Arts-in-Education performances, *Pensacola's Nutcracker*, the mixed repertory performance, the Spring Performance and other promotional activities.

Youth Ensemble

Fully registered students in Tech 5 and above may audition for the Youth Ensemble. Under the direction of Ballet Mistress Christine Duhon, the Youth Ensemble has the opportunity to perform in Company productions as well as its own performances. The Youth Ensemble provides an excellent opportunity for

Company-bound dancers to develop their technique and stagecraft prior to encountering the rigors of full Company responsibilities.

Dance Showcase

Fully registered students in the Children's Division and selected Community and Training Division classes are eligible to appear in the Student Showcase to demonstrate their progress to parents and friends. A production fee is required to participate.

Scholarships and Financial Assistance

Ballet Pensacola is proud to offer scholarships and financial assistance to students to both recognize talent and to create access to dance training for those students who might not otherwise be financially able to participate.

Ballet Pensacola has several named scholarships that rotate annually. These are full scholarships that are awarded to students. The artistic staff chooses the scholarship recipients. Students are selected on the basis of merit, potential, talent and overall attitude. Scholarships are awarded for one year.

The named scholarships are:

The Karen Olsen Memorial Scholarship - Named for her generous volunteer efforts to Ballet Pensacola.

The Patsy Hill Scholarship - Named in honor of former artistic director of Ballet Pensacola.

The Debbie Parrish Scholarship - Named in honor of former artistic director of Ballet Pensacola.

The Gioia Michelotti Scholarship - Named in honor of Ballet Pensacola's founder.

The Judy Gomez Scholarship - Named in honor of former artistic director of Ballet Pensacola.

The Nannette Grimm Scholarship - Named in honor of former school director of Ballet Pensacola.

Ballet Pensacola offers financial assistance to students under the Dance Chance Program. The Dance Chance Program was created to offer access to dance training to students who demonstrate financial need as well as merit assistance through their individual efforts in dance training. Students apply to Ballet Pensacola for financial assistance and are awarded assistance based on merit as well as financial need. Student's financial needs are assessed through several evaluation tools, including the state school lunch program and past tax returns. Merit is assessed by the artistic staff. Assessed in total, the merit and financial need evaluations are combined and determine the student's overall assistance. Assistance can range from partial to full tuition assistance. Dance Chance assistance is for one year. Students must apply anew each year. Auditions for new students aged 7 and above will be held each year.

Scholarship and Dance Chance students are expected to present themselves in exemplary fashion. Unacceptable behavior or poor attendance will result in the immediate revocation of the scholarship or financial assistance.

Newsletter

Ballet Pensacola presents a regular newsletter of events and information titled *Cues*.

Bulletin Boards

Ballet Pensacola posts important information on the bulletin boards located around the main entrance to the studios. Please refer to these as the information changes frequently.

Volunteers

Ballet Pensacola has need of volunteers throughout the year. Volunteer assistance helps Ballet Pensacola bring opportunities to our students that may not otherwise be possible. If you have particular skills or time, however brief, that you would like to volunteer, please call the Ballet Pensacola Office.

Address Changes

Please contact the Ballet Pensacola Office with any changes in student information.

Weather

In the event of inclement weather that may cause class cancellations, notification will be available through local media. Weather may be a localized phenomenon, please exercise personal caution when traveling even if classes have not been cancelled.