

# **Ballet San Jose School Policies and Important Information**

## **Payment**

Tuition, including registration fees, deposits, and merchandise are non-refundable. Any payment more than one week late will be subject to a \$25.00 late fee. Enrolled students who, due to injury or serious illness, are forced to withdraw prior to the end of the full semester should inform the School office immediately with a letter of medical release. Such students may be eligible for partial refund.

## **Semesters**

Tuition is charged per semester. The Fall Semester classes begin in early September and end mid-January. The Spring Semester classes begin in late January and end in late May. During the summer, a Kids' Dance Camp is offered for one week followed by a four-week Summer Intensive in July.

## **Attendance**

Students are required to attend all scheduled classes and are expected to inform the School office at 408.288.2820 x 223 of an intended absence prior to class. Attendance will be taken in every class. The School does not provide "make-up" classes.

## **Mandatory Dress Code**

For Professional Division girls, a specific color leotard must be worn in each level. Please contact the School Registrar for details. For Open Division, please see the following:

Girls: Leotard: Black Mirella #207 "Spaghetti Strap"  
Tights: Seamed Ballet Pink Danskin #65 [children]; #71 [adult]  
Shoes: Ballet Pink Bloch Dansoft #S0205 or Bloch Split Sole #S0203

Boys: Black tights, white T-shirt, white or black ballet shoes and white socks.  
The School does not carry a stock of these items.

Adults: No formal dress code is prescribed, but adults are requested to wear acceptable attire.

## **Grooming**

Girls' hair must be in a bun. No scrunchies, headbands, clips or any decorative hair items may be worn. No bangs or fly-away hairs. No jewelry or nail polish.

## **Observation**

Parents are invited to observe classes during Parent Observation Weeks, which occur twice per semester. This is the only occasion when parents are permitted to observe class. The use of cameras, recording, or video equipment is prohibited until the class is finished.

## **Performance Opportunities**

Ballet San Jose School students are encouraged to participate in School and Company performances to supplement their classroom training. Student performances are typically scheduled as follows:

Nutcracker: Open 2A, 2B, 2C, 3 and Pro 1, 2, 3, 4 students who meet the specified height requirements and are available for all scheduled rehearsals and performances are eligible to audition for the Nutcracker. Performance opportunities are also available to Professional Division students as selected by the Artistic Director.

Spring Performances: Lise la Cour's Childrens' Ballet Performance (Professional Division Students only) and Annual School Showcase (Pro and Open Division) in May.

## **Advancement**

Level promotion is subject to each individual student's development and is at the discretion of the School Director. Students will not necessarily be promoted to a higher level on an annual basis. Poor attendance may impact a student's placement. Open Division and Professional Division students will be given individual letters the end of the Spring semester, with their level placement for the summer and upcoming season.

## **Parent Information**

- Please read all notices and bulletins posted in the parent's lounge and the school website for up to date information. Please notify the school immediately if any of your contact information has changed, particularly your email address.
- Students must sign in and out with a security guard upon entering and exiting the building. Students are not permitted to leave the building without a parent or guardian.
- Parents must pick up their students within fifteen minutes of their class end time. Parents who pick up their child later than 30 minutes after their class end time will be charged a \$30.00 fine.
- Children should not be left unattended in the school lobby. The ballet school staff will not be held responsible for any accidents/injuries. No pets allowed.
- Students must put all personal belongings in cubbies; any items left behind or lying around will be placed in the lost and found. Students should never leave money or valuables unattended. BSJS cannot be held responsible for lost property.
- No food or drinks are allowed in the studios. Chewing gum is prohibited in class and elsewhere in the building. Students should not leave money or valuables unattended. Ballet San Jose School cannot be held responsible for lost or stolen property.
- Only staff members may write on or post anything on the bulletin boards, schedules or notices.
- All policies are set in the best interest of the safety of students, consideration of staff, and professionalism of the school.