



*San Diego Civic
Youth Ballet*

*Parent - Student
Handbook*

*Phone: 619 233-3060
<http://www.sdcyb.org>*

SAN DIEGO
CIVIC YOUTH
BALLET

Our mission is to provide the youth of the San Diego metropolitan area with an opportunity to study, understand and appreciate, through education and participation, the art of ballet; and to enrich the cultural life of the community.

ELIGIBILITY

We encourage everyone to participate in our programs. We offer skill-level based classes designed for progressive advancement for youths from 4 to 18 years old. We also offer open classes for teenagers and adults.

Please note that the San Diego Civic Youth Ballet does not discriminate on the basis of race, color, sex, age, disability, national or ethnic origin, gender, sexual orientation, marital status, religion, or other criteria protected by law.

REGISTRATION

There are three semesters each year, fall, spring, and summer. The fall semester begins in September, the spring semester in February, and the summer semester in July. Registration normally begins one month prior to the beginning of the term. The first week of registration is for returning students only. After the first week registration will be open to all students. Classes fill up quickly, especially for the younger levels, so please register early to ensure your child has a spot in a class. If you are interested in registering you may do so by calling the office at (619) 233-3060 or by stopping by. All students must have the proper paperwork filled out prior to attending class.

New registration forms must be completed for every semester, even for returning students. It is important for us to have the dancer's current information on file for every semester.

TUITION AND PAYMENT POLICIES

Tuition is due at the time of registration. Families who need assistance with tuition payments should contact the office for a need-based scholarship application. Payment plans may also be arranged if needed. Please speak with someone in the office to set up a payment plan. We accept cash, check, or credit for payments.

We will only pro-rate for new students who begin classes once a semester has already started.

Please note that we do not offer refunds or credits. There is a returned check fee of \$6.

CLASS PLACEMENT

All new students will be asked to take a placement class to allow the teacher to evaluate their skills and place them in the appropriate level. Students with no prior and/or current dance experience will be placed in an appropriate beginning level for their age group.

Please call (619) 233-3060 for a placement class appointment.

STUDENT PROGRESS AND PROMOTIONS

All students are reviewed for promotion to the next level at regular intervals. The majority of level promotions take place in the fall. Individual promotions in the interim will be on the teacher's recommendation. Our syllabus has specific requirements for each level of study, which helps staff determine readiness for advancement. Promotion is based on the student's ability to correctly execute syllabus requirements, attendance and physical readiness to move on to more difficult training.

Note: As students progress into higher levels, promotion time is extended. It is not unusual to spend 2-3 years at the same level.

REQUIRED/RECOMMENDED CLASSES

As students progress through the levels, more classes are offered to accommodate continued growth as a dancer. The number and type of *recommended* classes for each level are provided in the class schedule brochure. All dancers must take the *required* number of classes for their level in order to participate in our large December and April productions.

ATTENDANCE/MAKE-UP CLASSES

Consistent attendance means consistent progress. It is important that students come to class regularly to realize their full potential and "keep up" with the other children in their level. Regular attendance is therefore stressed to maintain the discipline of a training schedule. As dancers progress, additional classes throughout the week are recommended so that they can maintain physical stamina and progression.

If your child is ill or unable to attend class, we ask that you call our office so that the teacher is aware. Students may make up any classes that they miss, but they must make them up during that current semester. All make-up classes must be of the same level or the level below the dancer's current level. If your child is going to take a make-up class please notify the teacher at the beginning of the class so he/she can record the make-up.

LEAVE OF ABSENCE

Circumstances may arise where a student will have to take a break from regular attendance. If this should happen, students will need permission from their teacher before returning to their regular class. As in any athletic endeavor, it takes time to rebuild muscle strength that was lost while your child was away. After an extended leave, students may need to take the class in the next level down temporarily. Their teacher will let them know when it is time to move back into their regular level.

STUDENT CONDUCT

Students are expected to conduct themselves in a disciplined and respectful manner at all times. Punctuality, respectful attention, enthusiasm and good manners will lead to a productive experience for all. An atmosphere of friendliness and concern for others should

be fostered, and students are expected to be courteous to their teachers and respectful to their fellow classmates. Senior students are role models for younger students and should keep this in mind as they conduct themselves. Inappropriate behavior, jokes, and comments will not be tolerated. We would also like to emphasize that all students should keep their hands to themselves at all times.

If a student displays repeated inappropriate behavior in class and/or rehearsals, the teacher will issue the student a warning and discuss the matter with the student's parents. If the problem persists, the student may be removed from both the class and/or future productions. Parents can request a parent/teacher conference at any time if they are concerned with the conduct of either their child or another child in the class.

DRUG-FREE POLICY

SDCYB does not tolerate the use, possession, or distribution of any alcohol, illegal drugs, or controlled substances on SDCYB premises or at any SDCYB activity or event. Local, state, and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal drugs, and penalties for violating these laws include monetary fines and imprisonment. In addition, there are many health and safety risks of using and abusing illegal drugs and alcohol, and SDCYB is committed to the health and safety of all our students. Any violation of this policy may lead to disciplinary action, including immediate dismissal from the school without tuition or other refunds and referral to the law enforcement authorities.

TEACHER-STUDENT CONTACT

As part of ballet and other dance instruction, it is entirely normal and appropriate for a teacher to put his/her hands on a student to illustrate a point of instruction, to correct the student's technique or the position of the student's body or part of his/her body, or to help a student hold a position. SDCYB does not condone or tolerate any teacher-student contact that is harmful, inappropriate, or professionally reckless. In enrolling their child in SDCYB, parents acknowledge that it is SDCYB's practice to correct students with physical contact.

TARDINESS

It is important to arrive on time or a little early so that your child can prepare for class and warm up properly to avoid injuries. A student arriving more than 15 minutes after the class has started may be asked by the teacher to sit and observe. This will not be considered for credit for a make-up class since much can be learned from observing. If you know your child will be consistently late to class due to a conflict such as your work schedule or the child's school schedule, please discuss this with the teacher ahead of time.

POINTE SHOE POLICY

It is important that our students enjoy safe and injury-free experiences as dancers. The art of ballet requires that the students eventually learn to dance en pointe. It is important to remember that putting full body weight on the tips of your toes requires the development of

strong back, leg, ankle, and feet muscles, or injury may occur. For this reason we are very cautious with our dancers.

We require that students be taking the required technique classes as well as our pre-pointe class to build overall body strength before going en pointe to develop the extra strength needed in the feet and ankles. The dancers are then reviewed individually for their readiness to begin dancing en pointe.

Note: Students entering our program who have begun pointe work at another studio will be individually reassessed for their readiness. It is a dangerous yet common practice to allow children to begin pointe work too early and at too young an age. We feel very strongly that our safety standards are in the best interest of our dancers.

DRESS REQUIREMENTS

We ask that our students always wear appropriate street clothes over their tights and leotards when coming to and from classes. We are located in a big park and it is not appropriate for the students to be walking around in their leotards and tights. Please ensure your dancer is properly clothed both before and after class.

The following dress code must be adhered to in all classes and rehearsals:

Long hair must be in a tight bun and short hair pulled back.
No ponytails, extra clothing, tutus, skirts, or jewelry are allowed.
No undergarments are to be worn under tights or leotards.
Leotard requirements are as follows:

Females:

All Levels:	Pink Tights, Pink Ballet Shoes
Tiny Tots	Pink Leotard (Recommended style CC400C)
Pre Ballet	Light Blue Leotard (Recommended style CC400C)
Beginning Ballet	Black Leotard (Any Style)
Beginning Teen	Black Leotard (Any Style)
*1A	Burgundy (Required Style CC100C)
*1B	Navy Blue (Required Style CC100C)
*2A	Hunter Green (Required Style CC100C)
*2B	Garnet (Required Style CC100C)
*3	Lavender (Required Style CC100)
*4	Royal Blue (Required Style CC101 or CC202)
*5/6	Black (Any Style)

*Please note that for Level 1A and up the leotard style is required in addition to the required leotard color. Leotards are available from Discount Dance Supply as well as other dance retailers.

Males:

White T-shirt, black tights or black dance pants
Black ballet shoes

OBSERVATION POLICY

We would like parents to remember that ballet requires and builds upon the ability of the student to concentrate. When parents are present in the classroom, it can be a distraction to the dancers. Many children do not perform to their full potential when parents are watching them.

Therefore while classes are in session, only students and their teachers are to be in the classroom. Students may be picked up from the classroom at the end of class, or the teacher will escort the students to the office for parent pickup. We will have a parent observation week once a semester for parents to observe their child's progress. When you come to watch, we ask that you plan to stay for the whole class since coming and going from the classroom is distracting. If you bring other children who become restless, please remove them quietly from the room for the remainder of the class. Please do not hold conversations with other parents while observing.

Rehearsals are not open to parent observation, except for tech/dress rehearsal at the theater.

PERFORMANCES and REHEARSALS

We feel that performing is an important aspect of growth for our dancers. Performances give students a goal to strive for and help parents stay up to date on their progress. All students are given the opportunity to perform on stage. We recognize that the commitment necessary for performances may not fit into everyone's busy schedule. Performing is not mandatory.

Rehearsing for performances takes place outside of regular class time whenever possible. This is done because we do not want to interrupt our students' technical training. There is no additional charge for rehearsal time but there is a flat fee for performing to help defray the costs for costuming, technical help, and the choreographer's time. Additionally, a volunteer commitment by parents is mandatory.

VOLUNTEER INFORMATION

Active participation by parents is always welcome; please see our staff to discuss how your skills, time and effort can help the ballet. During performance times volunteering is critical. From backstage to marketing, parents are needed to keep things running smoothly. Your participation in your child's achievements on stage will be shared with them forever and greatly appreciated. For all performances there is a volunteer requirement that must be met in order for your dancer to participate in the production.

COMMUNITY SERVICE HOURS

We recognize that some schools have community service hour requirements. SDCYB will give credit to students for hours spent as a class aide and for hours spent in volunteer positions for shows in which the students are not cast. To receive credit, all of the volunteer hours must be completed in Casa del Prado or at the Prado Theater and be verified by an

SDCYB staff member. Any other hours for which a student would like to receive credit must be approved in advance by the Artistic Director. All hours for which a student would like credit must be recorded on a Volunteer Tracking sheet with an SDCYB staff member's signature.

COMMUNITY OUTREACH

As part of the San Diego community we find it important to share what we are teaching and learning. Furthermore, we strive to make our training and performance opportunities available to all. We therefore perform regular outreach classes and take an active part in community events whenever possible. If you know of a school or group that would like to host our dancers or would like staff to come and work with their children, please let us know.

PRIVACY

We ask for contact information to better communicate about SDCYB classes, performances, and rehearsals with you. We value your privacy, and will not share this personal information collected with other organizations, students, or parents. Mail, e-mail, telephone and other contact information are to be used for SDCYB purposes only.

SUGGESTIONS AND COMMENTS

We feel the sense of community and pride that prevails in our classes is a result of parents working hand-in-hand with the staff to stay current with student needs. As with any educational experience, the needs of our students are best met when there is active communication between parents and staff. We encourage parents and students to let us know how things are going. Your concerns and suggestions can be very helpful in our continued growth. Please feel free to set up an appointment with your child's teacher or the Director. Written comments are also appreciated. If you need to contact a teacher outside of their SDCYB hours, we ask that you let the office know, and we will gladly contact them. We ask that students not contact the teachers directly by phone, e-mail, social networking sites, etc. outside of the ballet.

PARENT CONDUCT

We strive for a positive and nurturing community at SDCYB. To that end, we expect that parents will be respectful toward all employees of SDCYB, the students, and each other.

We also expect that parents will be respectful of the audience members who come to see and support our students. Our parents are the face of SDCYB to the community, and we expect that they will represent the school positively to others.

Parents should bring any concerns or issues to the attention of the staff in a private, appropriate manner.

Balboa Park and the Casa del Prado are buildings with open access to the public. As such, it is important that parents are present to supervise their children before and after class.

SDCYB does not supervise students outside of the immediate studio/classroom environment or outside of actual class periods. Parents also acknowledge that no parent is liable or under any obligation to supervise someone else's child.

THANK YOU

We thank you all for joining our organization and working with us to keep our high standards.