

Ballet and Performing Arts Centre
2011/2012 Parents Guide

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STUDIO RULES

1. Students must be dressed in proper dance attire. Ballet students must have their hair in a secure bun, wear pink tights, and a solid color leotard. Students with short hair must secure it from falling into their faces. Jazz and tap students may wear their hair in a ponytail, and wear jazz pants, shorts, or pink or black tights, and a solid color leotard. **Absolutely no street clothes may be worn! Ballet students please remember, pink tights only!** Students that do not have their dancewear or shoes will be asked to watch. Students are also learning responsibility through dance.
2. Please do not let siblings run freely throughout the studios, especially during preschool classes. This is very distracting for young dancers. If you or a dancer's sibling needs to use the restroom please do so quietly. If you enter a studio to do so, please remove street shoes before entering.
3. The office is off limits to students. It is a private office for teachers and office staff only.
4. If you are paying tuition monthly, it is due by the 7th of each month. **Any tuition received after the 7th will receive a \$10 late fee. After the 7th we will not accept any payments that do not include the \$10 late fee.** Prorated June tuition is invoiced and due with May tuition.
5. Costume fees and stage fees will have their own "due date" that will be announced later in the year. **Costume fees and stage fees that are not paid by the due date will also receive a \$10 late fee.**
6. **If you are paying by the trimester, it is due by the 7th of each month.** You will receive 10% off if paying by the trimester. If you choose, we can debit your credit card each month by filling out the back of your registration form. If you remit your payment by mail, the studio address is: 5365 Robinhood Road, Suite E, Winston Salem, NC 27106.
7. Checks can be made out to B&PAC. We now accept Visa, Master Card, American Express and Discover.
8. There is a \$30 service charge for all returned checks. After three returned checks, we ask that you remit payment in cash or money order.
9. Please be sure that your child is picked up on time. Teachers will not be able to stay with your child and will not be held responsible. We have some teachers who travel from out of town and need to leave promptly.
10. If you need to speak to Natalie directly, please call 923-2585. You may leave a message if there is no answer as we will check my messages regularly. If it is an emergency, you may call Natalie's cell at 995-4595. **We communicate primarily by email, so please check your email regularly.**
11. **Please don't walk on the dance floors with street shoes!!!**
12. Rehearsals are mandatory for every student performing in our productions. Students missing three rehearsals or classes will not be able to perform unless private lessons are taken.
13. **All fees must be paid before performance time including tuition, costume, stage fees and privates in order to perform. ABSOLUTELY NO EXCEPTIONS!**
14. **Please arrive promptly for class, as it is disruptive to others when entering late.**

I HAVE READ THE INFORMATION ABOVE AND AGREE TO ABIDE BY THE STUDIO RULES.

PARENT: _____ DATE: _____

STUDENT: _____ DATE: _____

STUDIO CALENDAR

2011-2012 General Schedule

August 1, 3, 8, 10	Open House
August 22	Fall Classes Begin
August 26	Nutcracker Auditions
September 3-5	Closed for Labor Day*
September 6	Nutcracker Classes Start
October 28-31	Closed for Fall Break*
November 11	Closed for Veterans Day*
November 23-27	Closed for Thanksgiving Break*
December 7(Reynolds)	Nutcracker Rehearsal, Act I 4-8
December 8 (Reynolds)	Nutcracker Rehearsal, Act II 4-8
December 9 (Reynolds)	Nutcracker show 10am (pending)
December 9 (Reynolds)	Nutcracker show 7pm
December 10 (Reynolds)	Nutcracker show 2pm
December 12-January 6, 2012	Closed for Winter Break*
January 9, 2012	Spring Classes Begin
January 13, 2012	Spring Show Auditions
January 16, 2012	Closed for MLK Day*
January 23, 2012	Closed*
February 20, 2012	Closed*
March 30-April 6, 2012	Closed for Spring Break*
May 28, 2012	Closed for Memorial Day*
June 2012	Spring Show Dress Rehearsal TBA
June 2012	Spring Show TBA
July 2012	Summer Sessions Begin

Special Events

October 3-7	Bring a Friend Week
November 19-20	Festival of Trees
January 9-13, 2012	Bring A Friend Week
March 2-4, 2012	Possible Competition Weekend
April 27-29, 2012	Possible Competition Weekend
May 5-6, 2012	Possible Competition Weekend

IN CASE OF INCLIMATE WEATHER, WE WILL FOLLOW THE WS/FC SCHOOL SYSTEM

LEVEL DESCRIPTIONS

LEVEL

GENERAL DESCRIPTION

PRESCHOOL

This level concentrates on introducing creative movement to young children. Focus is on basic positions, increasing motor skills, improving balance, and having fun with dance. **45 minute class**

LEVEL IV

This level concentrates on basic ballet, jazz, and tap movements and simple routines. Focus is on positions, increasing motor skills, improving balance and flexibility. **60 minute class**

LEVEL III

This level offers ballet, tap and jazz options. Concentrates on more complex combinations, improving balance and coordination, fluidity, and self-esteem. **1 ½ - 2 hour class** depending on discipline chosen.

LEVEL II

Focus is on the body, discipline, flexibility, and complex routines. Girls will gain self-esteem and positive attitudes about their bodies. Must have knowledge of basic positions and steps. **1 ½ - 2 hour class** depending on discipline. May also begin preparation for pointe work. Two technique classes should be taken per week if preparing for pointe.

LEVEL I

These students have mastered the basic fundamentals of ballet and are working to perfect technical abilities. **Participation in a ballet technique class and one pointe or pre-pointe class is strongly recommended for this level and is required for a lead role in the Nutcracker.** Other disciplines may be added. Participation in Nutcracker and Spring Show is strongly recommended. May audition for solo roles. Dancers interested in the competition teams are required to dance for 3-4 hours a week.

COMPANY

These students have graduated to pointe shoes and classes. Includes extensive barre work, centre practice, adagio, allegro, combinations, partnering, and variations. **Participation in a ballet technique class and one pointe class is strongly recommended for this level and is required for a lead role in the Nutcracker.** This is the highest level the studio offers and involves hard work and dedication. Participation in Nutcracker and Spring Show is strongly recommended. May audition for solo roles. This level is determined by Natalie. Dancers interested in the competition teams are required to dance for 3-4 hours a week.

TUITION AND FEES

TUITION:

Tuition is paid on a monthly basis by the 7th of each month by personal check, Visa, Discover, MasterCard, American Express, or cash. ***After the 7th, a \$10 late fee will be charged. You may also pay by the trimester and receive 10% off.*** There is a \$35 non refundable registration fee per student. Returned check fee is \$30.00

HOURS OF CLASS PER WEEK	MONTHLY TUITION
45 minutes - 1 hour	\$ 49.00
1 1/2 hours	\$ 66.00
2 hours	\$ 83.00
2 1/2 hours	\$ 95.00
3 hours	\$ 105.00
3 1/2 hours	\$ 115.00
4 hours	\$ 125.00
4 1/2 hours	\$ 135.00
5 hours	\$ 145.00
5 1/2 hours	\$ 155.00
6 hours	\$ 165.00
6 1/2 hours	\$ 175.00
7 hours	\$ 185.00
7 1/2 hours	\$ 195.00
8 hours/unlimited	\$ 205.00

PRIVATE INSTRUCTION:

Group privates are 2-6 students \$40-\$90 depending on the length, divided by the number of students. Some upper level Nutcracker and spring pieces are group privates and solo pieces. Privates and shared privates are billed in advance and are due by the 7th of each month. Please note that shared privates are charged even in your student misses the lesson.

Privates, Duets, Trios	\$90	1.5 hours
	\$75	1 hour
	\$60	45 minutes
	\$40	30 minutes

STAGE FEES:

A stage fee of \$30 per performer is required for participation in each production. This fee helps cover the cost of the theater, props, sets and other production elements. ***The stage fee is due on September 16th for the Nutcracker and on February 7th for the Spring Show.***

NUTCRACKER SPONSORSHIP FEE:

Our Nutcracker production is a large scale production which is what makes it so magical for the audience and such a great experience for our dancers. Therefore, we need everyone's help in fundraising. Instead of requiring extensive fundraising as we have done in the past, we will require each performer to provide a sponsorship fee. You may pay the sponsorship fee or you may recruit others to be your sponsors. Sponsors names' will be listed in the program under their level of sponsorship. Sponsorship fees are \$25 for preschool students, \$50 for Level IV, \$75 for Level III and II, and \$100 for Level Ia, I, and Company. We still sell ads for our Nutcracker production, but ad sales are completely separate from the sponsorship fee.

SCHOLARSHIPS:

The Ballet & Performing Arts Centre honors those students who excel in dance by awarding both an annual scholarship as well as summer scholarships, when deemed appropriate. Scholarship selection is made by the entire faculty and students through class observation and recognizes students not only for achievement in dance, but also for outstanding effort, attitude, attendance and progression of skill.

COSTUMING

COSTUME FEES:

Costumes for performances are either rented (for the Nutcracker and some pieces in the Spring Show) or purchased (for the majority of pieces in the Spring Show). Prices for rented costumes can be found below. Renting costumes also require a \$50 deposit that is refunded once the costumes are returned. Prices of purchased costumes vary based on the specific costume, but generally cost \$60-\$75 and are yours to keep after the show.

COSTUME DEPOSIT:

A costume deposit of \$20 per costume is due on September 16th for the Nutcracker and on February 7th for the Spring Show. Costume balances will be due 3-4 weeks prior to shows.

BASIC COSTUME RENTAL FEES:

Number of Costumes	Price
1	\$50
2	\$75
3	\$90
4	\$105
5	\$120
6	\$135

****Just A Reminder****

A signed contract and \$50 deposit is required when picking up rented costumes. We will refund the \$50 deposit if the costumes are returned on time with no damage.

PRIMADONNA TUTU RENTAL FEE:

All Primadonna tutus will be rented at \$60 Each. Primadonna tutus are professionally hand-made. Solo roles such as snow queen, sugar plum, marzipan, spanish, dew drop etc. will perform in Primadonna tutus.

CHARACTERS WITH RENTED COSTUMES:

(each count as one unless specified otherwise)

Mary	Clara (2 costumes)
Baby Mice	Dolls
Chinese	Snow Queen
Flowers	Party Children
Peppermints	Snow Corps
Candy Canes	Dew Drop
Sugar Plum	Spanish
Pollichinelles	Marzipan
Rats	Angels
Russian	Arabian
Soldiers	*Costumes may be rented for Spring Show pieces

FREQUENTLY ASKED QUESTIONS

Tuition:

Is tuition ever prorated? / Does my tuition change based on the number of classes each month?

No. Tuition is the same every month regardless of how many classes are held that month. The only month that is prorated is August, all dancers are charged for half a month's tuition. Students participating in the Nutcracker are charged tuition for December to cover extra rehearsals. Students participating in the Spring Show are charged half a month of tuition for June to cover extra rehearsals.

When is my tuition due?

Tuition is due the 7th of each month. Any payments made after the 7th will receive a \$10 late fee. Tuition can be paid with cash, a check, debit or credit card in person, through the mail, or over the phone.

Is my tuition due by the 7th even if my child misses class the first week of the month?

Yes. Tuition is due by the 7th of each month even if your child misses class or doesn't have class the first week of the month. You will receive your monthly invoice on the 23rd of the previous month and tuition can be paid at any time.

What is paying by the trimester?

If you choose to pay by the trimester you will receive three invoices, August-November, December-February, and March-June. You will receive 10% off your tuition for paying by the trimester. (Adjustment invoices may have to be made depending on changes in classes throughout the year.)

What are the cost of privates and shared privates and how are they billed?

Any groups with less than 6 students are billed at the private rate (\$75 for 60mins, \$60 for 45mins, \$40 for 30mins). Shared privates are charged at the private rates, divided by the number of students in the private. Privates and shared privates are billed per occurrence. Shared privates are charged, even if your child misses their shared private.

Performances:

Who participates in the Nutcracker, is it mandatory?

All students are invited to participate in the Nutcracker. Participation in the Nutcracker is by audition only. Please note, there is a \$15 audition fee and everyone who auditions will get a role in the Nutcracker. Nutcracker rehearsals are held outside of regular class, classes will not perform a piece in the Nutcracker. Participation is completely voluntary.

Who participates in the Spring Show, is it mandatory?

All students are invited to participate in the Spring Show. Every class will rehearse and perform a piece in the Spring Show. Students will also have the opportunity to audition for lead roles and extra pieces for the Spring Show. Participation is completely voluntary.

What is the stage fee?

The stage fee is a \$30 fee, paid before each performance to help cover the cost of the theater, props, sets and other production elements.

What is the Nutcracker sponsorship fee?

The Nutcracker sponsorship fee is an additional fee required for those who are performing in the Nutcracker. This fee is required in addition to the stage fee and does not count towards any advertising in the program. Please see the tuition page of the parents guide for more information about the Nutcracker sponsorship fee.

Costumes:**Why are some costumes rented and some bought?**

In some cases, like the Nutcracker, when we can reuse costumes we will rent them for use. In situations such as the spring shows, where pieces change yearly we cannot reuse costumes and have parents buy them.

How much do rented and bought costumes cost?

Prices for rented costumes can be found on the costuming page of the parents guide. Renting costumes also require a \$50 deposit that is refunded once the costumes are returned. Purchased costumes vary based on the specific costume, but generally cost \$60-\$75 and are yours to keep after the show.

VOLUNTEERING

NAME: _____

As with any major production, there are many little duties that need attending for our performance to be successful. (And we need to start thinking about them right away!) We need volunteers to help with everything from ticket taking, to costume alterations, to cleaning up. If you would like to be involved with the behind the scenes action, please fill out the following check list. Thank-you for your involvement.

_____ TICKET TAKERS: We need two adults or teenagers to stand at the entrance of the theatre and tear tickets and hand out programs for each performance. Our ticket counts are vital to our accounting records so we need someone responsible to ensure all who enter have tickets. For school shows we will need ushers as well.

_____ SIDE DOOR ATTENDANT: **This is a very important job, no one is allowed to enter and exit through this door, especially during the show. We can not keep track of who has a ticket and who does not through this door. WHEN THE DOOR WAS USED IN THE PAST, IT SLAMS AND DISTRACTS DANCERS. IF YOUR CHILD HAS A QUICK CHANGE, YOU NEED TO BE BACKSTAGE OR YES, YOU NEED TO WALK AROUND THE ENTIRE BUILDING. IT IS GREAT EXERCISE!!!! IT'S A RULE THAT IS A MUST.**

_____ BACKSTAGE: We need 2-3 adults backstage per show per group to help with costume changes, organizing, and applying make-up. We would like to use different parents each show so that everyone has the opportunity to see the show from the audience. We will also need parents for school show costume changes.

_____ COSTUMING: Although we have most costumes already, every year we need people who can alter or mend them. Whoever volunteers for this position, can also double as one of the backstage helpers.

_____ CLEAN UP: These duties have been overlooked in the past. Please be sure to collect bobby pins, bring props backstage and anything else that should be thrown away such as trash.

_____ NUTCRACKER MERCHANDISE AND FLOWER SALES: We will sell Nutcracker merchandise and flowers at each performance. We need 3-4 people to work at these tables and help customers wanting merchandise and flowers. This will entail organizing the items, setting up the area, and maintaining the tables.

NUTCRACKER TICKET ORDER FORM

**PLEASE REMIT THIS FORM WITH PAYMENT BY NOVEMBER 1ST TO
RECEIVE DISCOUNTED TICKETS!**

LAST NAME _____ FIRST NAME _____

Reynolds Auditorium (Full Length Production)

Friday, December 9 @ 10:00 am* @ \$8 Child x _____ Tickets=\$ _____
*Show is still pending @ \$10 Adult x _____ Tickets=\$ _____

Friday, December 9 @ 7:00 pm @ \$13 Child x _____ Tickets=\$ _____
@ \$18 Adult x _____ Tickets=\$ _____

Saturday December 10 @ 2:00 pm @ \$13 Child x _____ Tickets=\$ _____
@ \$18 Adult x _____ Tickets=\$ _____

Bundle of tickets @ \$165 each - Quantity of Bundles: _____ Price: \$ _____

**Bundles of tickets are sold in quantities of 12, can be used for any show
and can be used for children, senior citizens, or adults.**

Child price for children 12 & under. Senior citizen price is the same as the child price.
Senior citizen price for ages 62 and above. Children 3 and under are free.

Total Due: _____

Amount Enclosed: \$ _____

Check # _____

Charge to my card:

Card Number: _____ exp.date _____

**ALL TICKETS AND TICKET BUNDLES WILL BE KEPT ON FILE AND CAN
BE PICKED UP AT THE "WILL CALL" BOX OFFICE.**

BIRTHDAY PARTIES

Exciting Birthday parties for ages 2 and up!
Our parties will entertain your child and their friends for a fun filled experience.

Our Party Package Includes:

2-3 Year Olds: 1 hour party, 45 minutes of dance/tumbling and 20 minutes of cake and opening gifts. **\$150.00** (including deposit)

Ages 4 and Up: 1 ½ hour party, 60 minutes of Dance/tumbling 30 minutes of cake and opening gifts. **\$200.00** (including deposit)

***Set-Up: We have tables and chairs for your refreshments, food, cake etc.**

You Bring:

- Refreshments: Cake, Ice Cream-optional (cups work great). If you bring ice cream, please bring your own spoons. Some parents like to have pizza delivered: We use Domino's on Yadkinville Road.
- Candles and matches
- Serving Utensils: for your cake
- Treat Bags (optional) - to be handed out at the end of the party
- Camera/Video Camera
- Decorations (optional): balloons and banners are allowed, no table confetti please.

***Be sure to add a map to the Ballet & Performing Arts Centre in your invitation**

Cost and Format: This includes a \$75 non-refundable deposit due when party is booked; the balance is due the day of the party.

Policies: The birthday party cost is for up to 15 children, including birthday child and siblings. Additional children are allowed at \$5 each.

Please set your RSVP for a week before your party.

Contact Natalie to Reserve your Date Today! 923-2585