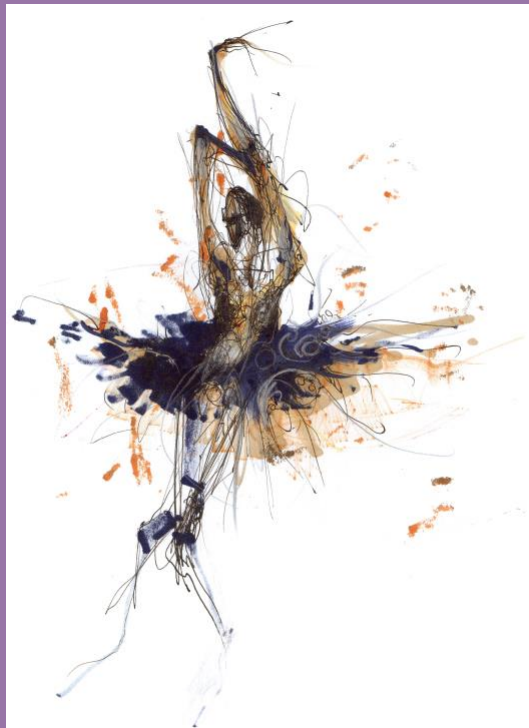


2021-2022 Parent/Student Handbook



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Policies and Procedures

Registration

A non-refundable fee of \$25 per student or \$45 per family is due at registration.

Tuition

NWB's program is based on a 12-month school year. **By signing up for the 2021-2022 school year, you are agreeing to pay for the entire 2021-2022 school year tuition. Tuition is non-refundable.** Please see class level for tuition costs for the school year.

Tuition can be paid annually or monthly. Tuition is charged via credit card on the 1st or 10th of the month.

Annual Payments are due by the end of the first week of September. If utilizing this option, the annual registration fee is waived.

Monthly Payments are due by the tenth of the month, regardless of *weekends or holidays*. A late fee of \$25 will be added to your account if tuition is not paid by the tenth (10th) of the month.

Registration for the 2021-2022 school year begins August 25th, 2021 and continues throughout the school year. **NWB does not prorate for partial month enrollment.** That is, if you enroll part way through the month, you are responsible for the full month tuition. If your class is permanently cancelled, placement in another class that is level appropriate will be made available. If no other class is available to replace the cancelled class, your tuition will be refunded.

Family Pricing NWB offers family pricing. A 30% reduction of each additional dancer's tuition will be added to your account. For immediate family members only.

Military Discount NWB offers our active military families a monthly 10% discount off tuition. Please active military ID at the front desk for this discount. Thank you for your service!

Schedule Changes

For your protection and security of your account, changes to your schedule must be made by completing the add/drop forms and turning into the NWB office either via email or in person. Schedule changes will not take effect until the first of the upcoming month. Changes to the schedules cannot be made in the months of December, June, July, or August. Once schedule changes are made, the Primary Contact is responsible for any changes in tuition payments. If changing classes, your student will be removed from their classes and their spot in the class may be given to another student on our waitlist. If your dancer falls below the required class requirements of their level, they will be ineligible for performance and advancement. Changes to the account are not backdated, tuition credit will not be given for any classes dropped, and these changes are valid the start of the following month (where applicable).

Missed Lessons and Make-up Classes

Tuition credit will not be given for missed classes for any reason (e.g., illness, pandemic, vacation, injury etc.). Make-up classes may be taken in another class that is level appropriate. See also NWB attendance policy for Pre-Professional Ballet track dancers. Please call, email, or visit the NWB office to schedule your make-up classes.

Photo Release

By enrolling your student in NWB, you are hereby granting NWB permission to use photographs and/or video of the students to use in marketing materials. Permission is also given for the school to copyright such material in its name. Please complete the Photo Release Form.

Injury Release

Parents, legal guardians of students, and adult students of NWB waive the right to any legal action for any injury or sickness sustained while on the premises or at an NWB event because of activity conducted by the students before, during, or after class/performance time. Please complete the Accident Waiver and Release of Liability Form.

Student Drop Off/Pick-Up

Parents and guardians of our younger PreBallet levels (Pre Pre, Pre 1, and 2) are encouraged to stay in the lobby and wait for their children. All other levels, please drop off the students inside and promptly pick up at the end of class. **NWB is not responsible for children outside of their regular class times.** Please park only in spots next to our building and not in spaces next to other buildings. Parking is also available on the street. See also our Covid-19 Procedures for additional information.

Performances

We have several performance opportunities throughout the year. All performances are optional and have participation, costume, and ticket costs that are not included with tuition. Parents of students participating in a performance are obligated to volunteer to help in or with the production. Volunteer opportunities may include fundraising, set making, sewing, working backstage or at concession/merchandise tables, etc. Volunteer buy out options may be available. All rehearsals at the theater are closed rehearsals as it is a matter of safety and security. Students must not miss rehearsal. For most performances, students are allowed no more than one (1) **excused** absence (excused absences are at the discretion of the director(s)). Students who miss more than one rehearsal will be considered for removal from the production. Any removal from a production is at the sole discretion of the director(s) and is evaluated on a case-by-case basis. No refunds are given for students removed from the production due to unexcused absences and/or behavioral issues. Recreational Track and Open Ballet students are not eligible for performances (unless by invitation under special circumstances).

Withdrawals

To withdraw from NWB during the school year, please complete the withdrawal form and email the office to notify of withdrawal. **Withdrawal is not complete until the withdrawal form is received by NWB, and tuition will continue to be charged each month until the form is received or until the end of the school year.** A full month's tuition will be charged if withdrawal occurs after the first of the month. Tuition will continue to be charged through August unless withdrawal form is received. **NWB will not be accepting withdrawals in December, or the summer months (June, July, or August).** Please plan to attend NWB during the summer months. It is vital for students' growth and maintenance of their ballet technique. If your student will be attending a ballet summer program, please speak with the directors about dropping/tuition during these months.

Important Note

It is the responsibility of the parent/guardian or adult student to stay informed about all school functions and update NWB of any changes to students' information. Please check your email and the information on the bulletin boards at the studio regularly to ensure that you have the latest information. Any changes must be made via our online system, by emailing the studio, or in person at the NWB office with the receptionist.

PRE-BALLET LEVELS

Class Outline, Requirements, & Tuition

Pre-Ballet levels are created to encourage gross motor skills, musicality, and coordination with an introduction to basic ballet terms and steps. To begin our Pre-Ballet levels, students must be 3 years old, and potty trained by September 1st, 2021.

Pre Pre-Ballet 45-minute class. 1x per week. Students will start with ballet and creative movement. Must be 3 years old and potty trained by September 1st, 2021.

- \$720 per year (\$60 per month)

Pre-Ballet 1 45-minute class. 1x per week. Adding on to last year's concepts with introduction of more ballet technique. Students will continue with ballet and creative movement. Must be 4 years old by September 1st, 2021.

- \$720 per year (\$60 per month)

Pre-Ballet 2 45-minute class. 1x per week. Adding on to last year's concepts with a focus on more ballet technique, more ballet central exercises. Must be 5 years old by September 1st, 2021.

- \$720 per year (\$60 per month)

Pre-Ballet 3 1-hour class. 1x per week. Adding on to last year's concepts with a focus on more ballet technique, more ballet central exercises, and intro to the ballet barre. Must be 6 years old by September 1st, 2021.

- \$960 per year (\$80 per month)

Pre-Ballet 4 1 hour class. 1x per week. Adding on to last year's concepts with a focus on preparing the dancer to enter the classical level of training. Must be 7 years old by September 1st, 2021.

- \$960 per year (\$80 per month)

Additional Ballet Classes

Tuition for additional ballet classes in the Pre-Ballet Level, beyond what is included in base tuition rate, is \$25 per class per month.

CLASSICAL BALLET LEVELS

Classical ballet levels are designed to train students in the art of ballet, beginning with the basic terms and steps and building the students technical skills through each of the levels. Students will gain both gross and fine motor skills, musicality, and coordination. At the more advanced levels, the program offers advanced training in technique, refining movement through transitions, performance skills, and training en pointe.

There are two tracks of training students may pursue at NWB: Pre-Professional Track or Recreational Ballet Track. Both tracks offer classical ballet training, with the pre-professional track geared toward students wishing to train in a professional manner as a ballet dancer and the recreational track geared toward students wishing to pursue ballet in a more leisurely manner.

PRE-PROFESSIONAL BALLET TRACK

Pre-Professional Ballet track classes are designed to train students in the art of ballet in a structured and progressive sequence. It aims to prepare students for the rigors that a professional ballet career entails – even if students ultimately chose to not become professional ballerinas. The pre-professional track instills a good work ethic and how to perform under pressure – things that are highly translatable in whatever path a student chooses. Dancers wishing to follow the Pre-Professional Ballet track will be placed in the appropriate classical ballet level.

Class Outline, Requirements, & Tuition

First Position 1.25-hour ballet class. 1x per week. Must be 8 yrs. old by September 1st, 2021. First position is designed to be a one-year program and begins the rigorous training of the classical ballet dancers. Building on foundations learned as a Pre-Ballet dancer and introducing concepts to beginners with a focus on more ballet technique, and more ballet central exercises.

- \$1,200 per year (\$100 per month)

Second Position By placement. 1.5-hour ballet class. 2x per week. By placement. Second position is designed to be a two-year program. Adding on to concepts from First Position with a focus on more ballet technique, and more ballet central exercises.

- \$2,400 per year (\$200 per month)

Third Position By placement. 2-hour ballet class, which includes pre-pointe and/or beginning pointe training. 3x per week plus Stretch and Strength or Pilates. By placement. Third position is designed to be a three-year program. Adding on to concepts from Second Position with a focus on more ballet technique, and more ballet central exercises. Introduction of pre-pointe into the curriculum to begin to prepare to dance en pointe. In subsequent years, will also include beginning pointe work.

- \$3,600 per year (\$300 per month)

Fourth Position By placement. 2-hour ballet class includes beginning pointe training. 4x per week plus Pilates, Stretch and Strengthen, and an elective class. By placement. Fourth Position is designed to be a three-year program. Adding on to last year's concepts from Third Position with a focus on more ballet technique, and more ballet central exercise. Continuation of beginning pointe training, with subsequent years including intermediate pointe classes, variation and pas de deux classes (by invitation).

- \$4,200 per year (\$350 per month)

Fifth Position By placement. 2-hour ballet class, including intermediate and advanced pointe training. 5x per week plus Pilates, Stretch and Strength, Pas De Deux, Variations Class, and an elective. Fifth Position is designed as the final level in the dancers pre-professional training. It is an advanced class and prepares dancers for the professional world. Adding on to concepts from Fourth Position with a focus on more ballet technique,

and more ballet central exercise. Fifth position dancers will be asked to take most ballet classes fully en pointe. Advanced pointe classes with additions of Pas De Deux and/or Variations.

- \$4,800 per year (\$400 per month)

Additional Pre-Professional Classes

Classes listed in the class outline are the minimum required classes for each level. Serious students should consider increasing the number of ballet classes they take each week. Tuition for additional ballet classes, beyond what is included in base tuition rate, is \$30 per class per month. For serious students, New West Ballet does offer unlimited class pricing.

Pre-Professional Track Absence Policy

As classical ballet dancer, it is important that class attendance is regular and maintained. Muscle structure from class consistency allow pre-professional students to properly execute advanced ballet movement. **Any dancer that is enrolled in Third Position or higher and misses 4 or more classes in a month must schedule private lesson(s) to catch up on missed lessons and muscle training. The cost of these privates is not included in your tuition and will be charged to your account according to the private lesson fee.** It is up to the parent/student to schedule these privates through the front office (email, phone or in person). Students who incur too many absences may be asked to repeat their training level, may be moved to the recreational student track, may be removed from performance, and/or may be asked to refrain from pointe work during class. Please note during the months of June, July and August, NWB does not hold students to this absence policy.

Pre-Professional Injury & Absence Policy Students are encouraged to be present and participate in the class in a modified manner when injured. It is our goal to keep our injured dancers active (as much as possible) to reduce down time in their training. To be eligible for a modified class, please provide NWB with a doctor's note regarding the injury. Modified classes count as being present in class for attendance purposes. For extreme cases, please contact the NWB office.

- **Modified Class** Depending on the injury, dancers may be asked to do class in a modified manner (e.g., floor barre, or only do the por de bra).
- **Note Taker** If the injury requires no movement at all, the student should participate in the class as a note taker. Note takers are encouraged to be present and mindful in their notetaking, to use proper ballet terminology, be courteous of other dancers, be constructive in their corrections, and use the notes to continue their class education (without dancing). Notes will be collected by the teacher at the end of the class.

Recreational Ballet Track

The Recreational Ballet track is geared for students who wish to explore the art of ballet in a more leisurely manner. The recreational track is also good for those students whose interests lie in other places (e.g., theater performers, ice skaters, etc.) and ballet is used as an enhancement of those other interests rather than the sole focus of the student. Dancers wishing to follow the recreational track will be placed in the appropriate classical ballet level. Recreational students are highly encouraged to attend the recommended number of classes for their classical ballet level each week; however, there is no attendance policy for recreational ballet track.

Class Outline, Requirements, & Tuition

First Position - 1.25-hour ballet class. Recommended 1x per week. Must be 8 yrs. old by September 1st, 2021. First position is designed to be a one-year program and begins the rigorous training of the classical ballet dancers. Building on foundations learned as a Pre-Ballet dancer and introducing concepts to beginners with a focus on more ballet technique, and more ballet central exercises.

Second Position- By placement. 1.5-hour ballet class. Recommended 2x per week. Adding on to concepts from First Position with a focus on more ballet technique, and more ballet central exercises.

Third Position- By placement. 1.5-hour ballet class. Recommended 2x per week plus stretch and Strengthen class. Adding on to concepts from Second Position with a focus on more ballet technique, and more ballet central exercises. Introduction of pre-pointe into the curriculum; however, while recreational students cannot dance en pointe they should still participate in pre-pointe training during pointe classes.

Fourth Position- By placement. 2-hour ballet class includes pre-pointe training. Recommended 3x per week plus Pilates, Variation Class, and Stretch and Strength classes. Adding on to last year's concepts from Third Position with a focus on more ballet technique, and more ballet central exercise. Continuation of pre-pointe training; however, while recreational students cannot dance en pointe they should still participate in pre-pointe training during pointe classes.

It should be noted that recreational students are not eligible for performance opportunities (unless by invitation under special circumstances), are not allowed to train en pointe, and are not eligible for Fifth Position classes. Recreational ballet students may take any ballet class within their classical level, open ballet, stretch and strengthen, Pilates, or electives (unless class is noted as not eligible for recreational ballet track students. Please see the schedule for classes not eligible for recreational ballet track).

- *Recreational Class Card = 12 class card for \$270.00*

Instead of paying monthly, recreational students can purchase a class card to allow for flexibility in their ballet training. Class cards are valid for three months from the date of purchase within the current school year and only valid for Recreational Ballet Track students.

BALLET ENHANCEMENT CLASSES

Class Outline, Requirements, & Tuition

Ballet enhancement classes are designed to stretch and strengthen the dancer. By strengthening the core, the ballet dancer can enhance their classical ballet technique, giving additional stability, fluidity, and extension to these steps. These classes provided depth to the ballet training of our students. Tuition for ballet enhancement classes, if not included in base tuition rate, is an additional \$25 per month per class. Class cards and drop-in rates apply as well.

To inquire about eligibility for ballet enhancement classes, please see placement email or email, call, or visit the NWB office.

Pilates/PBT By placement. 1-hour Pilates/PBT combo class. 1x per week. Pilates is available to Pre-Professional and Recreational Ballet Track students in Third Position or higher, and required for students in the Pre-Professional Track Fourth Position and higher. Pilates classes are designed to supplement daily ballet class by providing students with additional strength to improve core strength and stability. Pilates provides students with the ability to perform classical ballet steps more effortlessly by lengthening muscles and giving additional flexibility to the movement.

Stretch and Strengthen 1-hour stretch and strength class. 1x per week. Stretch and Strengthen is open to students in First Position or higher on the Pre-Professional Ballet or Recreational Ballet tracks. Stretch and Strengthen classes are designed to improve core strength, increase stamina, and build flexibility. Stretch and Strengthen provides students with the ability to perform classical ballet steps more effortlessly by boosting strength while increasing range of motion to extensions.

Pointe Based Classes (Pre-Professional Track only) By placement. Pre-Pointe and Beginning Pointe classes are designed to prepare students to dance en pointe. As the student advances, Pointe work becomes part of the daily class routine. Pointe classes are by placement on an individual level, as part of their technique class, and available by placement only for dancers on the Pre-Professional Ballet track in Third, Fourth and Fifth Positions.

Classical Variations (Pre-Professional Track only) By placement. 1-hour Variations Class. 1x per week. Classes in classical variations are a unique opportunity for the student to practice classical ballet movement en pointe by learning famous sections of classical ballets. Variation classes are by placement on an individual level for dancers on the Pre-Professional Ballet track in Fourth and Fifth Positions.

Pas de Deux (Pre-Professional Track only) By placement. 1-hour Pas de Deux Class. 1x per week. Pas de deux class focuses on steps and choreography from classical ballet pas de deux. Pas de deux class teaches teamwork, core strength, and pushes the dancers in their pointe training. This class is reserved for intermediate and advanced pointe work dancers only (by invitation) who are on the Pre-Professional Ballet track in Fourth and Fifth Positions.

ELECTIVE CLASSES

Class Outline, Requirements, & Tuition

Elective Classes are designed to enhance the student's ballet technique by increasing flexibility of movement by including other genres of dance movement into the classical ballet training. In addition, these classes help the versatility of our dancers. That is, these classes give breadth to the ballet training of our students. To participate in elective classes, dancers must be registered in ballet classes. Please check schedule for available elective courses. Tuition for elective classes, if not included in base tuition rate, is an additional \$25 per month per class. Class cards and drop-in rates apply as well.

To inquire about eligibility for elective classes, please see placement email or email, call, or visit the NWB office.

Lyrical/Jazz Level 1 1-hour class. 1x per week. No experience necessary. This class is high energy and fun. A combination of ballet, contemporary Broadway style dance technique with today's hit moves and songs that are always age appropriate. Dancers in the Pre-Ballet 3 or higher are eligible to take Lyrical Jazz 1.

Lyrical/Jazz Level 2 By placement. 1-hour lyrical/jazz class. 1x per week. This class is high energy and fun. A combination of ballet, contemporary Broadway style dance technique with today's hit moves and songs that are always age appropriate that build on concepts learned in Lyrical/Jazz 1.

Contemporary Ballet By placement. 1-hour contemporary ballet class. 1x per week. This class combines and utilizes elements and techniques from other styles of ballet – classical, romantic, and neoclassical, and combines them other genres of dance (e.g., modern, jazz, lyrical) while dancing en pointe. Dancers in the Fourth Position or higher may be eligible to take Contemporary Ballet. Students may be required to take ballet class prior to contemporary ballet class to ensure safety en pointe for Contemporary Ballet

Modern By placement. 1-hour modern class. 1x per week. This class combines the different modern dance techniques from Pioneers like Graham and Horton to today's contemporary choreographers. Dancers in the Third Position or higher may be eligible to take Modern.

Choreography (Pre-Professional Ballet Track Only) By placement. 1-hour choreography class. 1x per week. This class focuses on choreography pulling from various genres of dance. Dancers will create original works and present these works at our Open House and Vine performances (where applicable). Dancers in the Pre-Professional Ballet Fourth Position or higher may be eligible to participate in this choreography class.

Character Development/Theater Performance. By placement. 1-hour character development/theater performance class. This class focuses on character development and performance of that character for stage. Dancers will explore various classical ballet characters, portrayal of emotion, proper stage presence, and body direction related to these characters.

Character 1-hour character class. 1x per week. This class focuses on character dance as a style of ballet deriving inspiration from national or folk dances. Using music and dances adapted for theater from all over the world, this class helps students develop musicality, stage presence, and expressiveness. This class also explores culture and its relationship to ballet. This class is open to students in Third Position and up.

OTHER CLASS OPTIONS

Private Lessons

If you are interested in getting even more personalized attention and refinement for your technique or are required to take a private lesson due to missed classes, please schedule a private lesson with the NWB office. Call, email, or stop by the office for availability. Lengths of privates range from ½ hour or one hour.

- 30-minute private lesson: \$50.00
- 1-hour private lesson: \$90.00

Open Ballet Classes

1.5-hour Open Ballet Class. NWB offers open ballet classes, geared towards teens and adults who would like to explore the art of ballet in a recreational way. Open ballet classes are designed as a fun way to exercise in a safe and positive environment. Open students do not have to follow dress code. Yoga pants and a fitted shirt are fine in all open ballet classes.

- *Open Class Card = 12 class card for \$200.00*

Open class cards expire at the end of the school year and are available for open students (dancers not enrolled in the Pre-Ballet or Classical levels) only. Please note, students taking open ballet classes are not eligible for performance opportunities (unless by invitation under special circumstances) and are not eligible to dance en pointe. Open Ballet class cards are only good toward Open Ballet Classes.

Teaching Internship Class – Pre-Ballet Levels

By placement. 1-hour class with 1-2 hours of teaching assistance assignment per week. Students must be at least 14 years of age by September 1, 2021, to participate in this class. Class level Fourth or Fifth Position is recommended. This class will be available in the Spring and runs from January through June. This teaching internship class prepares dancers for a career outside of professional dancing. Students will attend a 1-hour lecture/discussion focused class to learn techniques of teaching Pre-Ballet students and then shadow and apply these techniques in the classroom during the week. Students will schedule their teaching assistance assignments during the first teaching class of the month. Students will receive training across all Pre-Ballet levels. Students will receive weekly reading and/or assignments to complete, they will put together the beginnings of a professional teaching statement, resume, and curriculum. Students must enroll for the entire duration of the course, no drops or prorates are available. Upon completion of this course, students will be placed on the NWB sub-list for Pre-Ballet levels and potential teaching opportunities may become available. Scholarships may be made available for this class.

- *Teaching Internship Class = \$500*

Teaching Internship Class – Classical Levels

By placement. 1-hour class with 2-3 hours of teaching assistance assignment per week. Students must be at least 14 years of age by September 1, 2021, to participate in this class. Class level Fourth or Fifth Position is recommended. This class will be available in the Spring and runs from January through June. This teaching internship class prepares dancers for a career outside of professional dancing. Students will attend a 1-hour lecture/discussion focused class to learn techniques of teaching for the classical ballet levels and then shadow and apply these techniques in the classroom during the week. Students will schedule their teaching assistance assignments during the first teaching class of the month. Students will receive training across all Classical levels. Students will receive weekly reading and/or assignments to complete, they will put together the beginnings of a professional teaching statement, resume, and curriculum. Students must enroll for the entire duration of the course, no drops or prorates are available. Upon completion of this course, students will be placed on the NWB sub-list for Classical Ballet levels and potential teaching opportunities may become available. Scholarships may be made available for this class.

- *Teaching Internship Class = \$500*

Classical Tutu Making Class

By placement. 1-hour class. 1x per week. This class focuses on the creation of a handmade classical ballet tutu. Students must be at least 14 years of age by September 1, 2021, to participate in this class and be in Fourth or Fifth Position. All Fifth Position dancers are encouraged to participate in this class. This is a full year course (September 2021 to August 2022). Students will hone hand sewing skills, including threading and knotting needles, various stitches, and proper techniques. Students will learn how to properly measure dancers, make adjustments to patterns, and cut out fabric from patterns. Students will also hone basic machine techniques, learn how to machine gather tulle, and follow patterns for making bodices, basques, and tutus. Students will also work with design composition, color matching, and aesthetics of pattern. Students must enroll for the entire duration of the course, no drops or prorates are available. Upon completion of this course, students will create their own classical tutu for the Summer 2022 show (show TBD), help costume dancers for the Vine, and help create additional costumes for other NWB performances and dancers.

Students are responsible to provide their own machine and have a basic understanding of how that machine works (this is not an introduction to sewing class). Students need to be able to thread both the machine and the bobbin, have a basic understanding of how their machine functions, and be able to do basic trouble shooting of that machine. Scholarships may be available for this class; however, scholarships do not cover materials costs.

- *Classical Tutu Making Class = \$500*
- *Material Purchase = \$200*
 - Include one set of materials to complete a tutu: fabric for the basque, bodice, and tutu including lining and tutu overlay/appliques, thread, boning, elastic, and hooks and eyes.
 - Additional materials may be available for purchase, as needed.

ADDITIONAL PRICING

Drop In Rate

For dancers not registered at NWB, we have drop-in class rates for our classes. These prices are good for visiting professionals, friends, and family, dancers on break from college, etc. Please contact the office for drop-in class availability. Registered NWB students are not eligible for drop-in class rates.

- *Drop In Rate - \$20.00 per class*

Unlimited Class Pricing

For our serious dancers, NWB offers unlimited class pricing. With unlimited class pricing, students can register and take an unlimited number of NWB classes each month within their classical ballet class level. Please note, unlimited class pricing excludes teaching internship and tutu making classes. All other NWB classes are eligible for unlimited class pricing.

- \$5,400 per year (\$450 per month)

CLASS PARENTS

Similar to class parents in a traditional school setting, each class in the Pre-Ballet and Classical Levels at NWB is represented by a class parent. Class parents help facilitate communication between parents within a given level and NWB staff, answer parent questions regarding NWB policies, procedures, code of conduct, performances, event, and fundraising opportunities. Class parents will organize class specific fundraisers and events, take class pictures, and organize teacher appreciation week gifts. If you have a NWB related question, you will have access to your class parent, and they will provide you with specific information related to your NWB class level.

Class parents serve their class for the entire school year. The time commitment for this role will range between 5 to 10 hours per month. As a perk to being a class parent, class parents have priority opportunities for show related volunteering and may have access to pre-release tickets, photos, and video release dates. Please note, class parents cannot serve as class parents for more than one class during a given school year. For more information about the roles and responsibilities of a NWB class parent, please call, email, or visit the NWB office.

To apply to be a NWB Class Parent, please follow the below link to complete the application no later than September 6th, 2021. You will be notified via email if you are accepted as a NWB class parent for the 2021-2022 school year. There will be a mandatory class parent meeting during the month of September (date TBA).

<https://forms.gle/RVwkWskyzVWad7Uq8>

DRESS CODE

Our dress code bolsters our ability to provide high caliber ballet training by cultivating clarity for anatomical corrections, reducing unnecessary risk and distraction, facilitating focus and structure, and promoting unity and inclusion. NWB requires all dancers to attend prepared and in uniform. Dancers unprepared and/or not in uniform may be verbally warned, prescribed observation and note-taking instead of active participation in class, and/or prohibited from taking class.

Hair

Ballet and Open Ballet: Hair must be in a bun for ballet classes. Short hair may be pinned down and neatly off the face.

All Elective Classes: Hair must be secured in a ponytail when length permits.

Attire – Ladies

Ballet: Level-appropriate colored NWB leotard,* pink/flesh-tone ballet tights, and pink/flesh-tone ballet slippers. NWB honors ballet diversity by supporting the use of flesh-tone tights and slippers within professional uniform for dancers of color.

**Pre-Ballet Levels* = Pink leotard

**Classical Ballet Levels* = Black leotard

Dancers in variation and pas de deux class will be required to purchase and wear a NWB practice tutu.

All Elective Classes: Level-appropriate colored NWB leotard*, black tights or fitted legging/yoga pants or shorts. No loose legwear allowed.

- *Modern* - bare feet
- *Lyrical/Jazz* – flesh-toned half-soles
- *Character*– t-strap black character shoes and character skirt
- *Contemporary Ballet* - pointe shoes

Attire - Gentlemen

Ballet: White NWB dance shirt, black tights, dance belt, and black ballet slippers.

All Elective Classes: White NWB dance shirt, black tights or fitted legging/yoga pants or shorts. No loose legwear allowed.

- *Modern* - bare feet
- *Lyrical/Jazz* – flesh-toned half-soles
- *Character*– black men’s character shoes

Performance Attire

NWBS requires uniform performance tights and shoes for all dancers (unless specified otherwise; e.g., principal artists, soloists, and/or male-presenting roles may vary and will be specified) to create professional unity.

Performance tights and shoes should be new and free from tears, stains, dirt, etc.

- **Tights** - Body Wrappers Convertible Seamed Mesh Tights in Ballet Pink Style No. A45 (Adult) or C45 (Child).
- **Ballet Slippers** - Bloch “Prolite II Hybrid” Split Sole Ballet Slippers Style No. S0203L (Adult) or S0203G (Child)
- **Pointe Shoes** - NWB requires “pancaked” performance pointe shoes to elongate the visual line of the legs by eliminating excessive satin shine. NWB recommends Covergirl Outlast All-Day Ultimate Finish Foundation, Ivory to pancake performance pointe shoes and ribbons to the same color as the performance tights. For a tutorial on how to pancake your pointe shoes please see <https://www.youtube.com/watch?v=o-ftT7i6IH5U>

Additional attire requirements may be necessary depending on the production/respective roles. Additional requirements will be noted during performance preparations.

To Make a Ballet Bun:

Materials Needed:

Water, hairspray, hair gel, hair pins, bobby pins, elastic band, comb and brush, hair net (fine net with elastic edges; same color as hair). Please, NO bun forms or “doughnuts”.



1. To start the process, lightly spray your hands and the hair with water. This will give you better control over the hair. Gather the hair and pull it back. Apply hair gel if you need more control over the hair.
2. Use a hairbrush to smooth out rough or uneven areas. Form a ponytail by brushing the hair up from the jaw line to the top part of the back of the head. This will form a high bun. The placement of the ponytail determines the placement of the bun.
3. Use an elastic hair band to secure the ponytail. A tidy ponytail with hair drawn snugly back is the key to making a good ballet bun.
4. Apply more water or gel to keep the hair neat and twist the ponytail.
5. Coil the ponytail into a tight circle.
6. Use hair pins all around the coil to secure it to the rest of the hair. Slide each pin through the outer part of the coil, then into the base of the bun.
7. Wrap a fine hair net around the bun. Keep twisting and wrapping so that the hair net tightly secures the bun. Make sure the hair net is the same color as the hair.
8. Large buns may protrude too much. A flat bun is preferable. To flatten, remove all pins; the hair net will hold the bun. Then flatten the bun and re-pin all around the bun.
9. For extra hold, when the bun and hair are all secure, use hairspray. If you need to add a headpiece, secure it tightly with bobby pins.

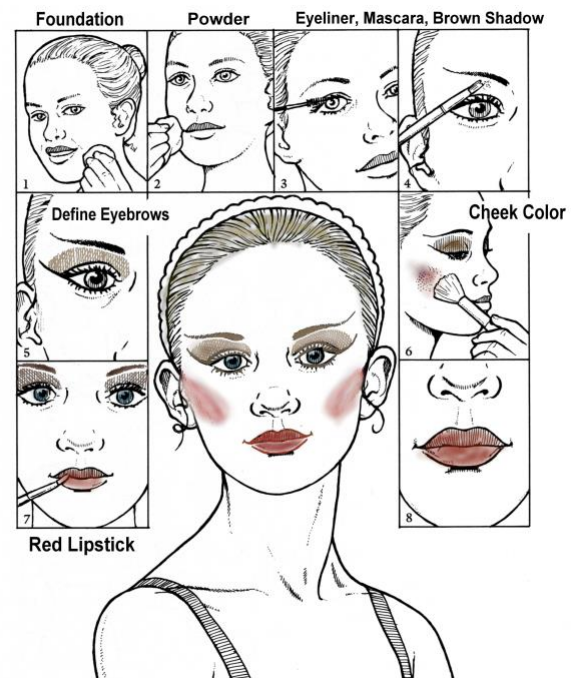
* Please note the position of the bun: on the crown of the head; not directly on top nor not on the back of the head. Notice the angled line from chin past the ear. This should give you the position for the bun.

Show Makeup Guidelines

Make up is necessary when dancing under stage lighting. The intensity of the lights washes out the facial features. The makeup, when seen up close, may seem over done but it will look quite natural from the audience. All performers are required to wear a proper classical ballet bun (see above) and stage makeup for performances.

- Foundation should be skin tone
- Mascara and eyeliner color are black
- Eyeshadow colors are browns and golds
- Lipstick color is red
- Blush color is pink.

See above for show hair guidelines.



Belongings

Please put your child's name in all belongings, including leotards, tights, and shoes. NWB is not responsible for lost or stolen belongings.

- No costumes, skirts, or accessories are allowed.
- No jewelry allowed (with the exception of small earring studs). All kind of jewelry can present a distraction and a hazard in a dance class. External piercing/jewelry can get caught in clothing, hair skin of the dancer or fellow dancers and may cause injury. Jewelry can be a major hazard for the performer/classmate if it falls off during class/performance. Biomechanically, jewelry can change people's balance. When partnering, wearing jewelry (even wedding bands) can seriously injure the dancer or their partner.
- No underwear or diapers should be worn under the tights¹.
- Do not wear your dance shoes outside of the studio. Please bring a change of shoes to wear to and from the studio.

Dance Bag Supply List for Classical Levels

Each classical level dancer will need their own dance bag and supplies. Students should bring their dance bag to the studio with them for each class. Dance bags should be able to be stored in a cubby (13" X 13").

- Dance shoes (e.g., ballet slippers, half-soles).
- Extra set of tights and leotard
- Bobby pins, hair clips, hairbrush, hair net, hair spray/gel
- Toenail clippers, band aids
- Needle, thread (e.g., pink, white, and black), scissors
- Deodorant
- Feminine hygiene (e.g., extra underwear, liners, pads, tampons, etc.)¹
- Hand towel

For dancers en pointe, in addition to the supplies listed above, please also include the following in your dance bag:

- Pointe shoes, extra pair also recommended
- Lambs wool, toe-tape, rubbing alcohol
- Lighter

¹ For dancers on their period, underwear may be worn under the tights with a pad. Classes are geared to ready dancers for stage. Dancers may have to perform while on their periods. Learning how to wear tights and leotards/costumes while on their period is an important skill to learn and class provides an opportunity for the dancer to discover what works and doesn't work for their bodies. No shorts may be worn during ballet class. If the dancer chooses to wear underwear while on their period, we recommend underwear with high cut legs and the same color as the school uniform or skin tone so that it doesn't show.

Where to Purchase Uniforms, Tights, and Shoes

NWB Uniform Leotards and Shirts, Tights & Shoes

NWB has partnered with Corps Dance Wear and Discount Dance to provide you with our NWB uniform. More information on how to order uniforms will be made available soon.

Additional Places to Purchase Tights & Shoes (and other dance supplies)

- **Applause Dancewear**– <https://discountdanceshoppe.com> (760) 942-2297
191 N El Camino Real #201, Encinitas, CA 92024
- **Dancing Soul Boutique** - <https://www.dancinsoul.com> (760) 913-9139
540 Carlsbad Village Dr, Carlsbad, CA 92008
- **Discount Dance** - <http://discountdance.com>
If ordering through Discountdance.com please use the studio code: TP69533.
- **Strictly Workout Wear** - <https://www.swwdancewear.com> (951) 693-0255
28780 Old Town Front Street, B4, Temecula, CA 92590

CODE OF CONDUCT

As a student and parent/guardian of a student at New West Ballet School (NWB) you are representing NWB. NWB holds each of its students to the highest standards of personal respect for self, other people, authority, the studio, and productions. NWB ballet students must adopt the following code of conduct while students at NWB.

- **Show respect for myself by** being prompt for class and rehearsals (e.g., arriving ten minutes early to the start of class/rehearsal to get ready, go to restroom, being dressed properly, and adhering to the dress code) and taking responsibility for my class and rehearsal schedules as well as for my actions both on and off the stage.
- **Show respect for others by** keeping my hands to myself during class. Waiting quietly for others to have a turn and for instructions from the teacher. Waiting until the music is finished before entering a classroom if I am late to class or rehearsal. Talking with classmates outside of class and rehearsal. Being supportive and encouraging of other dancers. Respecting all persons, both on and off the stage, involved in each production. Demonstrating a professional and open attitude.
- **Show respect for my teacher and the art form I am learning by** being properly dressed and ready for class and rehearsal on time. Listening when the teacher speaks and always standing in a poised manner while the teacher gives combinations or corrections. Being prepared for my turn. Always ask before leaving the room for any reason, and upon returning, entering quietly to the back of the room, never through the dancers' dancing. Always finishing every exercise, never walking off noisily or showing anger or frustration. Communicating with my instructors when I have any questions or conflicts.
- **Show respect for the studio by** leaving gum, food, and drinks (other than water) outside. Never hanging or leaning on the Barres. Never running, screaming or causing a raucous in and around the studio or lobby. Putting trash in its proper place. Putting all items away after using them. Turning off all cell phones and electronic devices and not using these devices during class.
- **Show respect for all NWB productions by** attending all mandatory rehearsals with a happy, open heart. Keeping my mind, body, and equipment in its best form possible. Refraining from forming cliques or discriminating against any persons no matter what their involvement is, on and off stage. Behaving in a helpful, encouraging, and hard-working manner. Treating the costumes in my possession with respect. Returning the costumes in my possession in the same condition in which I received them. Arriving to each rehearsal completely prepared to participate. Agreeing that more than one absence of any kind will not be tolerated. Respecting the effort and hard work that goes into each production by showing graciousness to my teachers, my parents, the studio, and any volunteers who help with the production.

Failing to adhere to this code of conduct may result in exclusion from productions and/or NWB.

COVID-19 PROCEDURES

Your health and safety is NWB's top concern. NWB is dedicated to following the guidelines outlined by San Diego County. When necessary and to help prevent the spread of Covid-19, we will use the following procedures for our dancers and their families while at NWB. In the event that these procedures do not meet guidelines set forth by the County of San Diego, adjustments will be made to these procedures, and you will be notified if, when, and what changes will be made.

Regardless of if Covid-19 Procedures are in place or not, all families will be required to complete the 2021-2022 Assumption of Risk form prior to participating in NWB classes.

IMPORTANT: If you or anyone at home is sick or has been exposed to Covid-19 please stay home. Let the office know by calling or emailing the NWB office ASAP.

Prior to Arrival

- Use the restroom
- Come dressed in your dance clothes
- Have your hair done
- Wash hands
- Eat/Have a good snack

Please note, when Covid-19 procedures are in place, the student lounge **will not** be available. Studio doors will remain open (not bathroom) to cut down on touching surfaces. A staff member will offer hand sanitizer.

Drop-Off Procedure - Parents

- **Classical Levels** Please drop off by the front door. No waiting in Lobby.
- **Pre-Ballet 3 and 4** Please drop off by the front door. You are welcome to wait in cars close by for just in case scenarios.
- **Pre Pre, Pre-Ballet 1 and 2** Parents may enter with children and remain in the lobby if wearing a mask and maintaining social distancing

Drop-Off Procedure – Students

- **Classical Levels** Please enter w/ mask through the lobby only and go directly to studio after temperature check. Bring all your items into the studio and place them by the mirror 6-10 feet apart. Stay Socially Distant as you warm up for class and stay 6-10 feet apart in a marked box.
- **Pre-Ballet Students** Please enter through the lobby and go directly to your studio. Bring your water bottle and stuff and find a dot to put stuff on. Pick a dot/carpet square in a square to sit on. Stay in center of taped square.

In Class

During class and in the studio, students need to wear their masks. Students can go to “breathing pen” at any time, keeping socially distant. Please no hugs or high fives, no holding hands, no ring around the Rosie type activities, no sharing of anything (e.g., warmups, shoes, water bottles, etc.). Students must maintain social distancing throughout the lesson and stay in center of their taped square. No food or snacks allowed in the studio, water only.

Exiting From Class

- **From Studio A** At the end of class, students will be offered hand sanitizer. Dancers will exit and be picked up by the door/bay door (roll up door) while maintaining proper social distance. Dancers must take all belongings home. All forgotten items will be tossed

- **From Studio B** At the end of class, Students will be offered hand sanitizer. Dancers will exit and be picked up by the side door. Dancers must take all belongings home. All forgotten items will be tossed.
- **Pre-Ballet Parents** Please stand in designated spots on floor by the door so we can let your child go safely into the parking lot. Children will not be released out of the door without a pickup person visible. If you are already in the Lobby, please enter the studio when prompted to pick up student and leave out the side/bay door.
- **All Parents** Please be on time for pick up and leave the studio promptly following the conclusion of class so we don't have to many people lingering in one space.

Cleaning

Following each class, teachers will wipe down surfaces and barres after group change using a recommended cleaning solution. After each person uses the bathroom, staff will wipe down surfaces in the bathroom using a recommended cleaning solution.

NWB Memorandum of Understanding Contract

All Parents/Guardians and students, please sign and Date this Memorandum of Understanding and return to the studio upon enrolment in the 2021-2022 school year.

NWB Student Name: _____

Parent or Guardian of NWB Student or Adult NWB Student (over the age of 18)

As a parent or guardian of a student at New West Ballet School (NWB) or an adult student of NWB (18 years of age or older), I acknowledge that I have carefully read each statement in the NWB 2021-2022 Parent/Student Handbook and agree to adhere to these policies, procedures, and code of conduct. I understand that it is my responsibility to follow these policies, procedures, and code of conduct and ensure that my student (or self) also follows these policies, procedures, and code of conduct. I understand that failure to adhere to these policies, procedures, and code of conduct as outlined in the NWB 2021-2022 Parent/Student Handbook may result in exclusion from a production and/or termination from NWB, without reimbursement of registration, tuition, or performance fees. By signing this document, I signify that I agree to and understand all of the policies and procedures put forth by New West Ballet School in their NWB 2021-2022 Parent/Student Handbook and Code of Conduct

Parent/Guardian Name/Adult Student Name: _____

Parent/Guardian/Adult Student Signature: _____ Date: _____

NWB Student

As a student of NWB, I acknowledge that I have carefully read each statement in the NWB 2021-2022 Parent/Student Handbook and agree to adhere to these policies, procedures, and code of conduct. I understand that it is my responsibility to follow these policies, procedures, and code of conduct. I understand that failing to adhere to these policies, procedures, and code of conduct as outlined in the NWB 2021-2022 Parent/Student Handbook may result in exclusion from a production and/or termination from NWB, without reimbursement of registration, tuition, or performance fees. By signing this document, I signify that I agree to and understand all of the policies and procedures put forth by New West Ballet School in their NWB 2021-2022 Parent/Student Handbook and Code of Conduct.

Student Name: _____

Student Signature _____ Date: _____

To Be Completed by NWB Staff:

NWB Staff Signature: _____ Date Received: _____

NWB Class Add/Drop Form

This form must be completed and turned in to the New West Ballet School (NWB) office in person or via email to change or add classes to your schedule. In the space below, please complete the following information for each class you wish to add or drop from your schedule. To completely withdrawal from NWB, please complete the withdrawal form.

NWB Student Name: _____

DROP CLASS(ES)

1. _____
Class Name Day Time

What is the reason for dropping this class? _____

ADD CLASS(ES)

1. _____
Class Name Day Time

What is the reason for adding this class? _____

For additional changes, please use the back of this form.

By signing this form, I understand the Primary Contact is responsible for any changes in tuition payments. If changing classes, I understand that my child will be removed from their classes and their spot in the class may be given to another student on our waitlist. I understand that if my student falls below the required class requirements of their level, they will be ineligible for performance and advancement. I understand that changes to my account are not backdated, tuition credit will not be given for any classes dropped, and these changes are valid the start of the following month (where applicable). I understand that NWB does not accept adds or drops in the middle of a month or during the months of December, June, July, or August. To initiate these changes, starting the first of the month in the upcoming month, please sign and date this form.

Primary Contact Name: _____

Primary Contact Signature: _____ Date: _____

NWB Class Withdrawal Form

This form must be completed and turned in to New West Ballet School (NWB) office in person or via email prior to the first day of classes in the intended month of withdrawal to terminate further tuition obligations. Please take a moment to answer a few questions for us about why you are withdrawing at this time. Your answers may help us resolve any issues we may have had or make necessary changes to improve the overall experience at NWB.

NWB Student Name: _____

Please withdraw the above named from ALL enrolled classes as of: ____ / ____ / ____
(Final Class Date)

Why are you withdrawing? (check all that apply)

- Moving out of area
- Student lost interest
- Scheduling conflict
- Too busy, overbooked
- Changing studios
- Unhappy with experience
- Disliked teacher
- Other: _____

How can we make improvements?

By signing this form, I understand that the withdrawal form needs to be turned into the NWB office in person or via email prior to the first day of classes in the intended month of withdrawal to terminate further tuition obligations. I understand that the Primary Contact is responsible tuition payments and late fees until a Withdrawal Form is turned in to the NWB office, regardless of attendance. I understand that the Primary Contact is responsible for any outstanding balance on the account prior to withdrawing from the school. I understand that registration and tuition for the month withdrawing are non-refundable. I understand that by completing this form, my student will be removed from their classes and their spot in the class may be given to another student on our waitlist. I understand that NWB does not accept withdrawals in the middle of a month or during the months of December, June, July, or August. To initiate this withdrawal, starting the first of the month in the upcoming month (or the next available month to withdrawal), please sign and date this form.

Primary Contact Name: _____

Primary Contact Signature: _____ Date: _____