



STUDENT HANDBOOK
2023/2024 SCHOOL YEAR

CONTACT INFORMATION

PHYSICAL ADDRESS

878 Alamo Drive
Vacaville, CA 95688

MAILING ADDRESS

P.O. Box 6657
Vacaville, CA 95696

CONTACT US

(707) 880-7896
info@VacavilleBalletCompany.org

ADMIN OFFICE HOURS:

Monday - Friday 3:30-6:30 PM
Saturday 9:00-2:00 PM (varies depending on rehearsals)

ABOUT US

The Vacaville Ballet Theatre Dance Company is a California 501(c)3 non-profit public benefit education educational organization. It is the mission of the Vacaville Ballet Company to promote arts education in Solano County by means of producing annual semi-professional ballet performances and the official ballet school of the Vacaville Ballet Company.

All activities and affairs of this corporation are conducted under the direction of the Board of Directors. Inquiries to the non-profit organization can be sent to info@vacavilleballetcompany.org.

TABLE OF CONTENTS

Contact Information	2
About Us	2
Welcome	4
School Calendar	5
Tuition	
Registration / Due Date / Auto-Pay / Late Fee	6
Discounts / Pro-Rated Tuition / Refunds / Withdrawal	7
Class Levels & Tuition	8
Dress Code	
Girls/Ladies Pre-Ballet	8
Girls/Ladies Beginning Ballet	9
Girls/Ladies Intermediate Ballet	9
Girls/Ladies Advanced Ballet	9-10
Boys/Men All Levels	10
Rules and Policies	
Ballet Etiquette / Attendance / Make-Up Classes	12
Illness & Injuries / Drop-Off	13
Code of Conduct	14
Acknowledgement	15

WELCOME

Dear Students and Families,

Welcome to the Vacaville Ballet Company School! We are thrilled to welcome your family to the VBC family!

The VBC School has been established to teach ballet and related dance disciplines in professional programs for both children and adults, creating an inclusive environment to welcome all who are interested in developing their love of ballet. Through our school, we aim to create a space that nurtures creativity and trains dancers safely to avoid injury. Dancers at the school will have the opportunity to participate in our annual holiday presentation of The Nutcracker, returning to VPAT this year with a newly staged production!

Parents, please take a moment to review this handbook with your dancer(s). A copy of this can be found in the student resources section of our website. All dancers and families are expected to agree to the VBC Code of Conduct. This will be acknowledged when you register for classes in the Parent Portal.

We are so excited to have you join our family and we look forward to the year to come!

Sincerely,

Vacaville Ballet Company

SCHOOL CALENDAR

Fall Term Begins	August 1, 2023
Labor Day	Monday, September 4, 2023
Parent Observation	October - dates TBA
Thanksgiving	School closed Thursday-Saturday (11/23-11/25)
Nutcracker	December 7-10, 2023 School closed Dec. 6, Dec. 8-10
Winter Break	School closed December 22, 2023 - January 6, 2024
Spring Term Begins	Monday, January 8, 2024
MLK Jr. Day	School closed Monday, January 15, 2024
Presidents' Day	School closed Monday, February 19, 2024
Spring Break	School closed April 1-6, 2024
Wizard of Oz	May 2-5, 2024 School closed May 2-4, 2024
Memorial Day	School closed Monday, May 27, 2024
Parent Observation	May 20-25, 2024
Spring Term Ends	May 31, 2024
Summer Term	June 1-July 31, 2024
Juneteenth	School closed Wednesday, June 19, 2024
Independence Day	School closed Thursday, July 4, 2024

TUITION

Registration for all Vacaville Ballet School classes is done through our DanceStudio-Pro Online Parent Portal. Registration for the Fall Term and Spring Term is accepted on a rolling basis. Once a dancer has registered, their place in class is reserved through the end of the school year unless we receive notice. Participation in productions will require a production fee. This is a separate fee from the registration fee.

REGISTRATION FEE

An annual \$50 registration fee will apply to each dancer for each school year. Registration fees are non-refundable and will be paid at the time of the first month's tuition. For families with 2 or more dancers, the annual registration fees will be capped at \$100.

DUE DATE

Tuition is due on the 1st of each month. Tuition will be due on the 1st day of class for dancers joining after the 1st of the month.

AUTO-PAY

Parents have the option to enroll in Auto-Pay through the Parent Portal. Families on Auto-Pay agree to have payments withdrawn between the 1st and the 5th of each month. No financial information is stored within DanceStudio-Pro. This includes credit card numbers or bank accounts. DanceStudio-Pro sends electronic requests to the merchant processor (Stripe) to charge a customer's account without having to specify the financial details. This protects VBC and the customer.

LATE FEE

A \$10.00 late fee will be charged to all accounts outstanding beyond the 10th of each month.

A \$30.00 service fee will be charged on all returned checks.

DISCOUNTS

Families with 2 or more registered dancers will receive a 10% discount on each dancer's tuition. This discount does not apply to dancers on scholarship.

PRO-RATED TUITION

Tuition will be pro-rated for 2 weeks for dancers enrolling after the 15th of the month. Tuition will not be pro-rated for dancers starting before the 15th of the month.

REFUNDS

Tuition is non-refundable for enrolled dancers and will not be pro-rated, except for prolonged absence of 10 consecutive days or more due to documented illness, injury or emergency. Tuition will not be pro-rated for family vacations.

WITHDRAWAL

If a student wishes to withdraw from the Vacaville Ballet School before the end of the school year, the office must be notified in writing. The notification must include the withdrawal date.

Withdrawal date 1st-15th of the month: tuition will be pro-rated for 2 weeks

Withdrawal date 16th through end of the month: tuition will not be pro-rated

CLASS LEVELS & TUITION

Tuition and class frequency does not include participation in either of our annual productions. Participation in productions is not mandatory. Dancers wishing to participate in productions will receive information regarding auditions and rehearsals toward the start of each term.

PRE-BALLET		
Pre-Ballet	1 day/week	\$65/month
BEGINNING BALLET		
Ballet 1A	2 days/week	\$115/month
Ballet 1B	2 days/week	\$115/month
Ballet 2	2 days/week	\$150/month
Ballet 3	3 days/week	\$275/month
INTERMEDIATE BALLET		
Ballet 4	3 days/week	\$350/month
Ballet 5	4 days/week	\$400/month
ADVANCED BALLET		
Ballet 6	5 days/week	\$450/month

As of August, 2022

GIRLS/LADIES DRESS CODE

PRE-BALLET	
Leotard	Bloch Girls Short Sleeve Leotard (CL5402) in Light Pink (or comparable style/color)
Tights	<i>Optional</i> Tights in pink or matching skin tone
Shoes	Leather full sole ballet slippers in pink or matching skin tone
Skirt	<i>Optional</i> Bloch Girls Basic Wrap Skirt (CR5110) in Light Pink

GIRLS/LADIES DRESS CODE (continued)

BEGINNING BALLET	
Leotard	Bloch Girls Short Sleeve, Long Sleeve, Tank or Camisole (CL 5402, CL5409, CL5405, CL5407) in Pastel Blue/Light Blue (or comparable style/color)
Tights	Ballet tights in pink or matching skin tone
Shoes	Leather split or full sole ballet slippers in pink or matching skin tone
Skirt	Bloch Girls Basic Wrap Skirt (CR5110) in Pastel Blue OR Mirella Child Chiffon Pull-On Skirt (MS12CH) in Light Blue
INTERMEDIATE BALLET	
Leotard	Black camisole, short sleeve or long sleeve leotard. Simple design - no lace, sheer, color embellishment
Tights	Ballet tights in pink or matching skin tone
Shoes	Leather or canvas split sole ballet slippers in pink or matching skin tone. Pointe shoes sewn with ribbons and elastics if needed
Skirt	Black wrap or mock wrap short skirt for pointe at teacher's discretion
ADVANCED BALLET	
Leotard	Black camisole, short sleeve or long sleeve leotard
Tights	Ballet tights in pink or matching skin tone
Shoes	Leather or canvas split sole ballet slippers in pink or matching skin tone Pointe shoes sewn with ribbons and elastics if needed
Skirt	Black wrap or mock wrap short skirt for pointe or variations at teacher's discretion

BOYS/MENS DRESS CODE

PRE-BALLET	
Top	White tee shirt
Bottom	Black shorts
Shoes	Leather full sole ballet slippers in black or white
BASIC BALLET (LEVELS 1-3)	
Top	Fitted short sleeve dance top in white or black
Bottom	Tights/leggings in black
Shoes	Leather split or full sole ballet slippers in black
Dance Belt	If appropriate
INTERMEDIATE/ADVANCED BALLET (LEVELS 4-6)	
Top	Fitted short sleeve dance top in white or black
Bottom	Tights/leggings in black
Shoes	Leather or canvas split or full sole ballet slippers in black
Dance Belt	Required

ADDITIONAL DRESS CODE INFORMATION FOR EVERYONE

BALLET SHOES

Elastics must be sewn and drawstrings must be tucked in. All dancers should wear coverups and different shoes when arriving to and leaving ballet classes. Ballet shoes should never be worn outside of a ballet studio.

HAIR

Neat and tidy hair is an important part of ballet etiquette. Hair should always be pulled away from the face and neck and secured in a ballet bun at the crown of the head (not close to the hairline at the forehead). Braids are acceptable but length should not be below the shoulders. Longer braids should be secured up in a ballet bun. Short hair must be kept neat and secured away from the face.

WARM-UP CLOTHING

Warm-up clothing (i.e., leg warmers, shorts, pants, sweatshirts, etc.) may not be worn in ballet class. Dancers may wear them while they warm-up but they must be tucked in a bag and off the studio floor once classes begin.

JEWELRY

No jewelry may be worn in class as it is dangerous to the dancer and their peers. Post-earrings are permitted.

WATER BOTTLES

Dancers are permitted to have water bottles in the studio with water only. Water bottles must be kept on the perimeter of the studio and out of the way of dancers and teachers.

POINTE SHOES

Pointe shoes are to be sewn with elastics and ribbons. Dancers in Ballet 4 will be instructed when to get fitted for pointe shoes. Their first pointe class will be spent instructing dancers how to tie their shoes.

RULES & POLICIES

BALLET ETIQUETTE

1. Arrive on time and prepared to learn and dance.
2. Absolutely no food, beverage or gum allowed in the studio. Water in a bottle with a lid is ok.
3. Leave items in the dressing room, cubbies or on the outside edge of the studio. Do not clutter your barre space.
4. If you must leave class early, notify the teacher ahead of time and exit quietly so as not to disrupt the class.
5. There is no talking in class unless called on by the teacher.
6. Pay attention, participate and follow your teacher's directions. Listen before asking questions.
7. Be respectful of your peers, instructors, and your space.
8. Approach class and rehearsals with a positive attitude.

ATTENDANCE

Dancers are expected to attend every class and rehearsal for which they are scheduled. Consistent attendance is critical to progress. An excess of absences from rehearsals is disruptive to the choreographic process and to the other performers.

Parents will be required to enter absences in the Parent Portal and notify the front desk as soon as possible. Illness and family emergencies will be considered 'Excused.' All other absences will be considered 'Excused' or 'Unexcused' on a case-by-case basis.

MAKE-UP CLASSES

Dancers in levels 1-6 will be permitted to make-up missed classes in the lower level with permission from the instructor. Dancers may not make up more than 1 class in a week.

ILLNESS & INJURIES

In the event of an illness, parents are asked to keep their children at home. Absences should be entered in the Parent Portal and the front desk should be notified as soon as possible. Tuition will not be pro-rated, except for prolonged absence of 10 consecutive days or more due to documented illness, injury or emergency. See 'Refunds.'

Dancers experiencing injury are asked to observe their classes and rehearsals while recovering. Observation will allow them to still learn from corrections and combinations during class as well as to be aware of any changes or instruction during rehearsals. If a dancer requires more than a week of observation due to an injury, a doctor's or physical therapist's note will be required. The dancer will be required to submit a letter releasing them to return to full or modified activity as indicated.

DROP-OFF/PICK-UP

All students are asked to sign-in upon arrival at the front desk. Students should arrive 5-10 minutes prior to the start of their class and should be dressed and ready to dance at the start of class. The Vacaville Ballet Company is not a child-care provider. Our front desk manager and instructors are not responsible for supervising dancers outside of their studio time. Dancers must be picked up within 15 minutes of the end of their class or rehearsal. We understand that emergencies come up and are unavoidable. Parents are asked to call the front desk if they are unable to pick up their dancer in a timely manner. A late fee of \$50 will be charged to a dancer's account if a dancer is picked up beyond the allowed pick up time. Failure to submit your late fee will result in a 2nd notice and an increased fee of \$100. Dancers will not be permitted to participate in future productions until their account is in good standing.

VBC CODE OF CONDUCT

The Vacaville Ballet Company strives to maintain a safe, nurturing, positive, and productive environment for all dancers, instructors, and staff to learn, dance, and grow. All dancers are expected to behave with respect for their fellow dancers, their teachers, and themselves. This expectation extends beyond the ballet studio to the theater and when representing VBC in the Vacaville Community.

VBC strives to ensure all rules and expectations are reasonable and in the best interest of anyone who steps through our doors. The Vacaville Ballet Company values inclusion, integrity, and diversity. We have zero-tolerance for bullying, violence, discrimination, and other behaviors that do not fit within our values and mission. VBC reserves the right to dismiss any dancer, instructor or staff member found to exhibit behaviors that are counter to our values and mission.

A first violation of this Code of Conduct will result in a warning by instructors or staff and an email to a parent/guardian. A second violation will result in a disciplinary meeting with the student, parent/guardian, and instructor to develop a plan to address the behavior. A third violation will result in a meeting with the parent/guardian and Board of Director President or Vice-President to discuss the matter and determine the best course of action.

CODE OF CONDUCT ACKNOWLEDGEMENT

Initials by each statement indicates your understanding and agreement to conduct yourself in a manner consistent with the statement.

____ Everyone shall behave respectfully of all members of the Vacaville Ballet Company community.

____ Students are expected to conduct themselves in a manner reflective of VBC's values when in the studios, in the theater, or out in the community representing VBC.

____ The Vacaville Ballet Company values inclusion, integrity, and diversity. We have zero-tolerance for bullying, violence, discrimination, and other behaviors that do not fit within our values and mission. This includes in-person, online, through social media, or through messaging applications. Students or adults who witness bullying, harassment or discrimination should report it to the front desk immediately.

____ The use of messaging or social media apps to create groups that are non-inclusive and/or speak poorly of individuals or the organization are strictly prohibited.

____ The Vacaville Ballet Company reserves the right to determine, at its discretion, which actions and/or behaviors fail to comply with this Code of Conduct. And to issue disciplinary action as appropriate.

I, _____, the student, and

I, _____, the parent/guardian, have read the student handbook and agree to all rules, policies, and Code of Conduct listed herein.

Student Signature

Date

Parent/Guardian Signature

Date