

PLEASE COMPLETE BOTH PAGES AND RETURN BEFORE STUDENT'S FIRST CLASS.

CLASS(ES) ATTENDING _____

Benicia Ballet Theatre and

2018-2019

Benicia Academy of Performing Arts¹

REGISTRATION, INSURANCE, & EMERGENCY INFORMATION

This agreement must be on file in our office before a child or an adult can participate in classes. NEW and CONTINUING students must complete this annual form for our 2018-2019 EMERGENCY INFORMATION. PLEASE PRINT CLEARLY.

Parent or Guardian: _____

Name of Student(s): _____ Birth Date: _____

Home Address _____

Mailing Address (if different) _____

City _____ Zip _____ School _____

E-Mail Address _____ Home Phone: _____

Cell: _____ Work: _____

In case of an emergency, when the parent, guardian or specified person to be called cannot be reached, the instructions given below (CONSENT FOR MEDICAL TREATMENT) will be followed.

CONSENT FOR MEDICAL TREATMENT

AS THE PARENT, AGENCY REPRESENTATIVE OR LEGAL GUARDIAN, I HEREBY GIVE CONSENT TO BENICIA BALLET SCHOOL/BENICIA ACADEMY OF PERFORMING ARTS AND BENICIA BALLET THEATRE TO PROVIDE ALL EMERGENCY MEDICAL OR DENTAL CARE PRESCRIBED BY A DULY LICENSED PHYSICIAN (MD) OR DENTIST (D.D.S.) FOR:

CHILD'S NAME

PARENT/GUARDIAN NAME

THIS CARE MAY BE GIVEN UNDER WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF MY DEPENDENT. PLEASE DISCLOSE ANY PREVIOUS OR EXISTING INJURIES OR PHYSICAL CONDITIONS OF WHICH BENICIA BALLET SCHOOL/BENICIA ACADEMY OF PERFORMING ARTS AND/OR BENICIA BALLET THEATRE NEEDS TO BE AWARE. ALSO LIST ANY MEDICATION ALLERGIES.

My Dependent's Doctor: _____ Phone: _____

My Dependent's Dentist: _____ Phone: _____

My Dependent's Health Care Coverage and Group # _____

SIGNATURE _____

DATE _____

RELATIONSHIP TO PARTICIPANT _____

¹a.k.a. Benicia Ballet School, LLC. _____

Benicia Ballet Theatre / Benicia Academy of Performing Arts¹

GENERAL INFORMATION

Students and parents are expected to know and abide by the rules and regulations of Benicia Ballet School, LLC. (BBS), Benicia Academy of Performing Arts (BAPA) and Benicia Ballet Theatre (BBT). Please advise your child and others who will be responsible for your child.

1. All students should arrive to all classes **ON TIME**. Please arrive 10 minutes early. This is very important to warm-up. Late arriving students Levels 3 to Advanced will be asked to sit out the class. They may watch and take notes.
2. Young students (ages 3-6) should wait in the foyer with their parents for their class to begin. No student is allowed on the dance floor until his or her particular class begins. Unenrolled children may not be left unattended within or around BBS.
3. Tuition is **due two weeks prior to classes taken** and reserves a place for your child in his/her classes. It is assumed that your child is a continuing student unless we hear otherwise from you in writing **30 days in advance**. You will be charged for all classes unless we receive this prior notice. Student's monthly tuition fee remains the same regardless of the number of weeks per month except August and June. The "school year" begins mid-August and continues through June for most classes. Check the summer schedule for additional classes for all ages plus Summer Dance Camp.
4. A late fee of \$20.00 will be charged on the 26th of each month for late tuition payments. Example: October fees are due September 15th. You have a grace period from September 15th to 25th. If payment is not received by 25th, you will be charged a \$20.00 late fee on the 26th.
5. An annual registration fee of \$25.00 is payable at the time of registration.
6. A \$25.00 fee will be charged for all returned checks.
7. Make-up classes are available for missed classes. These should be during the same month as missed classes and may only be arranged through the director. No deductions will be made from the monthly tuition payment for missed classes.
8. Regulation dress code is required for all classes; see the DRESS CODE & INFO page "Dress Code" for details.
9. Please keep the dance studio, dressing room and foyer a **QUIET ZONE** when classes are in session – use hallways for visiting and cell phones.
10. Dressing rooms are available for changing, not the studio restroom. There are other additional restrooms available down the hall from Studio 204.
11. I agree to hold the Benicia Ballet School, LLC. (BBS) /Benicia Academy of Performing Arts (BAPA) and/or Benicia Ballet Theatre (BBT), their premises and personnel harmless for any losses, damages or liabilities attributable to the negligence of any agent or employee of the BBS/BAPA or BBT or any third-party affiliate of the school. The assignee agrees that he/she has doctor's permission for their child or self to engage in these dance classes and/or the assignee takes sole responsibility for participation in these activities.
12. Benicia Ballet School, LLC (BBS) /Benicia Academy of Performing Arts (BAPA) and/or Benicia Ballet Theatre (BBT) reserves the right to suspend or dismiss any student whose attitude, conduct or attendance is found unacceptable.
13. **All students are required to turn in a completed 2018-2019 Medical Consent and General Information form before they are allowed to take classes.**
14. I have read and agree to sign the "Medical Consent Form."

I agree that my child _____ and those responsible for them will abide by the rules outlined above.

NAME

SIGNATURE: _____ Date: _____

¹a.k.a. Benicia Ballet School, LLC.

Dear Students and Families of Benicia Academy of Performing Arts¹,

Welcome to the new school year! The new season registration is now available on Studio Director. You will be prompted to read and agree to the general release information. Both a medical and standard release form will also need to be signed and returned to the studio, so we are able to keep it on hand in case of an emergency. Classes begin August 13, 2018, and end June 8, 2019. Registration and tuition are due August 1.

This is **40-week** commitment to our families and faculty. Failure to follow through with payment settlements does affect the ability of the school to continue supporting its lease, curriculum development, and faculty. Discounts are available. The more classes students in a family take, the greater the discount per class.

Multiple Class Discounts

- The second, third, and fourth classes are each added at a 40% discount.
 - At six classes, the discount becomes 50% for all classes added to the first class of registration.
 - At seven classes or more, this discount becomes 55% for all classes added to the first class of registration.
- These are automatically generated in Studio Director.

Family Discount

- The tuition of the school child listed in a family is discounted 10%.
- This is automatically generated in Studio Director.

Payment Option Discount

- Quarterly payments offer a 5% discount following multiple and family discounts taken.
 - An annual payment includes a 15% discount and waive of annual fees.
- This is not automatically generated in Studio Director. This designation must be selected and calculated. Check the box for payment “in office”. Please contact Jeanette Hunter at jetballet@aol.com.

If a family does take advantage of a quarterly or annual discount and decides to drop from the program early, classes taken will be recalculated at the non-discounted price.

Students who have registered in the past already have an online account with the email used for invoices. The link is below. If you do not remember your password or have not yet set it, click “forgot password.” It will be emailed to you. Credit card payments can also be made through this site for tuition.

<https://www.thestudiodirector.com/beniciaballet/portal.jsp?page=Login>

Registration can be completed by sending your request via email and mail if you prefer. Annual registration is \$25.

Email-

Jeanette Hunter, Office Administrator
jetballet@aol.com

Margaret Kenrick, Director
mkenrickbapadirector@gmail.com, info@beniciaballet.org
Office (707) 746-6757, Director (707) 373-6754
938 Tyler Street, #204

Benicia, CA 94510, (707)-746-6757

¹ a.k.a. Benicia Ballet School, LLC.

Both the school and performance company continue to use a yahoo group site for information updates throughout the year. You can manage how the information is sent you and frequency. If you are not a member of the yahoo e-mail list and would like to be please indicate what e-mail address you would like to use for the group list. An "invite" from the yahoo group site will be sent to you with instructions on how to join.

Upcoming Dates to Remember:

Summer Program Co-sponsored by the City of Benicia

Workshop July 16-July 28, 2018

Performance: Saturday, July 28, at 3:00 pm, Solano Community College

Please note Benicia Ballet Theatre is still taking registrations for the Summer Workshops and Production. Please contact Jeanette Hunter directly to register at jetballet@aol.com.

Benicia Academy of Performing Arts Registration Due: August 1, 2018

Your fees hold a place for your child in our dance program. Students are enrolled on a first come, first serve basis and some classes fill quickly. Classes are always subject to enrollment.

Class level designation: All classes are now open on Studio Director. They are listed by approximate age, level, and experience. Most importantly we want your dancer to find classes challenging but not overwhelming. Please make sure to ask questions. Faculty members are happy to discuss recommendations.

Benicia Academy of Performing Arts Schedule Begins: August 13, 2018

Benicia Ballet Theatre Nutcracker Auditions, August 25, 2018, 2pm
(*Production will be the weekend of Thanksgiving and weekend following*)

Benicia Ballet Theatre Parent and General Membership meeting
September 8, 2018, 2pm

Halloween, October 31, 2018, School is closed

Benicia Ballet Theatre's Nutcracker Weekend (School closed Thursday-Saturday)
Thanksgiving weekend and the weekend following (details to follow)

Winter Holiday, December 22, 2018-January 4, 2019

Benicia Ballet Theatre Spring Shows, March 16, 2019

Spring Break, April 15 - April 20, 2019 (week prior to Easter, following BUSD calendar)

School Recital, May 2019 TBD

Memorial Day, School Closed Monday, May 27, 2019

We look forward to the exciting new school year! Thank you for your continued support for our programs.

Sincerely,

Margaret Kenrick

Director, Benicia Ballet School, LLC/Benicia Academy of Performing Arts
Artistic Director, Benicia Ballet Theatre, Inc.

BALLET/MODERN DRESS CODE & INFO FOR PARENTS & STUDENTS – 2018-2019

Parents please inform your child regarding dress code and other information that pertains to them. Thanks!

ATTENDANCE & MAKE-UPS:

Students should attend their classes on a regular basis. If a student is unable to attend, we should be notified ASAP. Make-ups will be allowed for missed classes due to illness or emergencies if you phone the office to notify us beforehand. Students should make up their class at the same level or one level higher or lower. If unforeseen circumstances force us to cancel classes, make-up classes will be offered.

NOTICE OF DISCONTINUANCE:

It is assumed that your child is a continuing student and payment is expected unless a **30-day notice** is given. Notice may be made by telephone, but a **written notice is preferable**. If no notice is given, you will be charged for the following month's classes. Monthly fees will not be reduced for absences, holidays, or ceased attendance part way through a month, quarter, or year payment. Notify the director immediately with emergencies.

FAMILY DISCOUNT:

Anyone with two or more family members in the school will receive a 10% discount on tuition fees. Example: 1st student regular fee, 2nd student subtract 10% off tuition. Family discounts may not be combined with other discount offers.

POINTE CLASSES:

Students are placed on pointe upon the recommendation of their teacher. Usually students are ages 11 to 13 and have had at least 2 years of ballet. To perform on pointe, dancers are required to take 3 technique classes per week.

PARENTS OF PRE-BALLET & PRIMARY:

All Pre-Ballet and Primary students are to be **picked up inside the studio in the foyer**. We do not allow them to go outside to meet parents in the parking lot. Please inform your child.

OBSERVING CLASSES:

Parents are welcome to observe their child's classes. However, we do ask that it be on an occasional basis and that those watching class keep talking to a minimum so as not to disrupt the class. Parents of Pre-Ballet & Primary students need to inform their child that they are to wait in the foyer with their parent until the teacher is ready to call them into the classroom. Also, we ask that once the class starts there is no running back and forth to the parent and no talking between parent and child. If children have a need, they need to ask the teacher.

DROPPING OFF & PICKING UP YOUR CHILD:

Occasionally, a child has had to wait ½ to 1 hour before being picked up by their parent. On a rare occasion a child has been dropped off when there was no class. When this happens, we will make every effort to contact you or your family. If we can't contact you, by necessity your child will be transported to the Benicia Police Station. If you are going to be late due to an unforeseen situation, please phone us and leave a message at **707-746-6757**.

WORK/STUDY PROGRAM:

This program is designed to provide students at level 5 to Advanced with an alternative way of paying for additional classes. Ask Margaret Kenrick, Director, for further information if interested.

DRESS CODE-GIRLS' HAIR:

Ballet is a form of discipline and as such we ask students to arrive to class properly groomed and attired before they enter the classroom. All girls should arrive with their hair secured away from their face and preferably in a bun. We suggest using bobby pins, gel, spray net and a hair net. If hair is too short for a bun, it should be pulled away from the face and secured. **Ballet 3 thru Advanced a bun is required**. Dancers are responsible for bringing their own hair supplies. Regarding jewelry, we ask that students do not wear any jewelry in the class room including watches. Small earrings are ok.

DRESS CODE - DANCE ATTIRE:

GIRLS PRE-BALLET & PRIMARY - Plain light pink leotards (tank or short sleeved, without a skirt attached). Also, light pink tights (footed) or pink ankle socks and pink ballet slippers. Students should also wear a "Primary Skirt" sewn by Miss Sally. You can contact her at 707-745-1007.

GIRLS BALLET 1 & 2 - Light blue leotards (tank or short sleeve), light pink tights (footed) or pink ankle socks and pink ballet slippers. No short chiffon skirts are worn for this level. Also, see "Character Dance Attire". Light blue leotards can be found through Benicia Dancewear and Contra Costa Dancewear.

GIRLS BALLET 3 THRU ADVANCED - Black leotards (camisole, short or long sleeved), pale pink tights (footed) and pink ballet slippers. No short chiffon skirts or leg warmers allowed without the express permission of the director. Ballet sweaters are allowed on cold days.

BOYS - Black bike shorts, white T-shirt, white socks and black or white ballet slippers. Boys level 5 and up wear black or navy-blue tights and white T-shirt. Black jazz shoes for Character dances.

CHARACTER DANCE ATTIRE 1 TO 8 - Girls wear black circular skirts (mid-calf length) and black character shoes. To order these items, please ask for the character skirt and shoes order form. Boys wear black jazz shoes.

CONTEMPORARY – Comfortable solid color shirt and pants or tights for ease of movement. No jeans.

ADULT/TEEN - Girls wear solid color leotard & tights with either pink or black ballet slippers. Hair pulled away from face is preferred or worn in a bun. Sweatshirts, chiffon skirts, and t-shirts are allowed.

Dress Code-Dance Attire for Tap, Jazz, *Acro, Hip Hop and Contemporary

Dancers should wear

- Leotards
- Leggings
- Tights
- T shirts
- Shorts, cotton, or nylon pants

*For acro classes, tops must be long enough to tuck into pants or shorts.

SHOES REQUIRED

CLASS AND GRADE LEVEL	SHOE COLOR AND STYLE
Tap girls K through 3 nd	Black flat tap tie
Tap girls 4 rd -6 th	Black tap oxford
Tap boys K - 6 th	Black tap oxford
Tap girls and boys 8 th – 12 th	Black tap oxford with reinforced toe box
Acro	Acro - white for girls, black for boys
Jazz	Tan jazz shoe
Hip Hop	Black dance sneaker or jazz shoe

2018-2019 Monthly Class Rates- Please make note of discounts noted for multiple classes and payment plans available. Any concerns, please contact me directly.

Tuition	Monthly Rate
Pre ballet	\$50.00
Primary	\$50.00
Ballet 1-4 (1 hour)	\$62.00
75 minutes	\$64.00
Ballet 5-Advanced (90 minutes)	\$66.00
120 minutes (2 hours)	\$70.00
Pointe or Contemporary- 1 hour	\$62.00
Pointe class (30 minutes)	\$32.00
Dance classes- 45 min	\$50.00