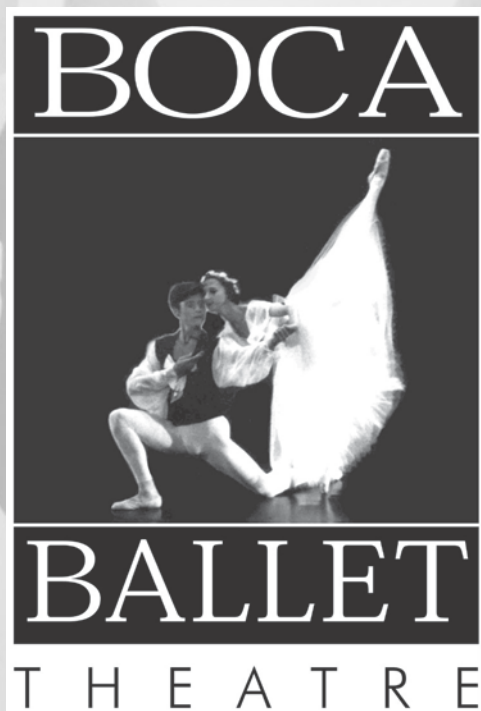


The School of Boca Ballet Theatre  
Student Handbook



Policies and Procedures  
2020-2021

## A Word From Our Co-Artistic Directors:



Dear students and parents,

Over 30 years ago our goal was set – propel the future of concert dance by inspiring young people with dance, through exposure to dance. We began to identify how we could enhance exposure. Dancers should be given a level of physical training to compete internationally. Dancers should know the history of ballet and have a working knowledge of the classics. Dancers need to be challenged by varying styles of dance and choreography. Dancers need the experience of performing in full-scale professional level productions. Dancers also need to work side-by-side with, and get to know professional dancers working in all aspect of the field.

Now, Boca Ballet Theatre's Alumni are working all over the world! Our dream, our vision is coming true every day.

We welcome you to Boca Ballet Theatre. Please take time to read through this handbook and familiarize yourself with the school's policies and procedures. It is important for students to maximize their experience while doing so safely and consistently.

All the best!

Jane Tyree and Dan Guin  
Co-Artistic Directors

## 1. Classes

Boca Ballet Theatre is “different by design.”

Our unique step curriculum offers classes in ballet, jazz, modern and character.

Starting with the Children’s Division, students can begin as early as age 3. At age 7, they move into the Student Division where they begin to learn classical ballet in a step by step curriculum. In later classes, they have the opportunity to add jazz, modern and character to their program.

Pointe work begins in Ballet 5 (please see more about this in subsequent information in this handbook).

## 2. Tuition

- Tuition is based on 18 week semesters.
- Tuition is due upon registration, no later than the beginning of each semester.
- Payment plans are available; please see the front desk for details.
- Boca Ballet Theatre accepts cash, checks and most major credit cards; please pay at the front desk, Jackrabbit, or by phone.
- A returned check fee is \$35. A second returned check will result in the implementation of a cash or credit card transaction only on the particular account in question.
- Tuition is charged based on the number of hours each student attends class on a weekly basis. Each level has a mandatory number of classes required; any optional additional classes will be added and charged appropriately. Please see the fee schedule online or at the front desk.
- Private lessons are given at the discretion of the Director and must be arranged directly with the office during business hours. A teacher or staff member must be present at all times when a student is using studio space for private practice. Private lessons range in price from \$75.00-\$100.00 per visit and are available on a case by case basis as the teachers’ schedule permits.
- There will be no refunds issued for missed classes or vacations. If your child will be absent for an extended period of time, you must make arrangements with the school staff in advance.
- If a student chooses to terminate training, parents are responsible for all tuition due for that semester. Exception is given for medical reasons only (injury or extended illness).
- A number of full and partial scholarships are available based on financial need and balletic ability. If you need financial assistance please pick up an application at the front desk.
- Registration fees are non-refundable.

### 3. Attendance Policy

Once a class schedule is set, students are expected to attend all of their classes and make-up those that they miss. Students may change a class day/time by permission only, and there is a \$20 fee to do so. Progress in classes is dependent upon consistent attendance. Students unable to physically participate are encouraged to observe classes to reinforce the learning process.

Please call the office when you will be missing a class.

- Tardiness

Students are expected to be on time. Late arrivals disrupt the class and late students miss necessary warm-up exercises. Students arriving late should ask the teacher if they may join the class. They may be asked to observe that day if they are more than 15 minutes late.

- Make –Up Classes

An absence may be made up at any time through Zoom for Ballet 2 and up during the current semester in the same level or a lower level than the one currently enrolled in. When making up a class please email Nicole at [nwinter@bocaballet.org](mailto:nwinter@bocaballet.org). Students are allowed 2 make-up classes per semester.

- Excessive absences or tardiness can severely hamper a student's progress and result in injury; therefore, poor attendance may force Boca Ballet Theatre to place a student in a lower level or to repeat a level.

- Contacting the Office

Please remember that when you calling the office you may get our answering service. We may be on another line or away from our desk. Please leave a message and we will return your call as soon as possible.

If a student is sick or unable to attend, they or a parent must contact the school staff at 561-995-0709 to leave a message including name, class level and reason for absence. If no one is available to take your call, please leave a voicemail.

- Students in the Student Division are encouraged to exclusively train a Boca Ballet Theatre. Unless prior written approval is given by the School Director those dancers receiving financial aid or scholarship may not train at outside of the School of Boca Ballet Theatre programs without forfeiture of all financial assistance or scholarships. Full-time academic programs may be accepted if discussed and approved by the School Director.

## 4. Rules of Conduct

- Ballet and Dance requires grace and poise from the student at all times. Students are expected to behave appropriately and respect the studio, the study of dance and all teachers. It is essential for students to display a professional attitude every time they enter the building. These rules should serve as guidelines for proper behavior, but must be supplemented by decorum of parents and other guests; please set a good example.
- Parents must wait in the lobby or hallway. Students must wait for class to begin either in the dressing room areas or by QUIETLY warming up outside the studio. Again, students must be quiet and working to warm up and not engaging in loud conversation which could be disruptive to classes. The main lobby is for parent or student waiting only, and small children should be engaged in quiet activity. Parents should meet their children in the lobby after class and Boca Ballet Theatre cannot be responsible for children waiting outside of the building or secured area.
- Siblings of students should never be left unattended to roam the building. The front office has crayons and coloring books, and magazines and ballet books are available in the lobby. Food and beverages may be enjoyed responsibly. There are trash cans throughout the facility, please dispose of trash appropriately! Gum chewing will not be tolerated anywhere in the building.
- Boca Ballet Theatre assumes no responsibility for lost or stolen property. Please secure your belongings in a locker, your dance bag or with a parent. Lockers are available on a first come, first served basis; see front office for details.
- Theft of property by a Boca Ballet Theatre student will result in immediate expulsion with no refund of tuition given!
- Boca Ballet Theatre is a drug free studio. The use of drugs by either students or employees is not tolerated in any way shape or form. A dancer's body is a dancer's only tool and must be well cared for. A dancer cannot achieve his/her objectives if under the influence of a mind-altering drug. It is dangerous for a dancer to use drugs, and can place others in danger. Drugs hamper motivational skills. Older dancers are role models for younger students and must place high value on this awesome responsibility to help model behavior for those who follow. Younger students make it their business to know EVERYTHING about their role models. You cannot hide drug use.
- Boca Ballet Theatre does not promote the practice of excessive dieting.

- Please do not stop teachers in the hallway or enter the classroom to discuss business or artistic questions. A hurried answer to your question may not be accurate or comprehensive. Please contact the front office to arrange an appointment with your student's teacher or with the directors.
- Boca Ballet Theatre will not tolerate emotional outbursts or swearing in the studio. If there is a problem that must be dealt with, please make an appointment with the office to arrive at a mutual understanding or to resolve any conflict that may arise.
- Boca Ballet Theatre is a NON SMOKING FACILITY

## 5. Dress Code

Why does Boca Ballet Theatre have a dress code? The dress code exists for a variety of reasons. It is part of the tradition and etiquette of ballet, instills discipline and builds self-esteem, builds class unity and makes it easier for the teacher to see and correct mistakes. In addition, the uniform presents a unified and immaculate class to a group of observers, further enhancing the professional standard. Please see the front office for information about purchasing uniforms.

### Girls Ballet:

#### Children's Division

- Creative Movement 1 & 2:  
Pink Boca Ballet Theatre leotard, pink tights and pink ballet slippers
- Pre-Ballet 1 & 2:  
Pink Boca Ballet Theatre leotard, pink tights and pink ballet slippers

#### Student Division

- Ballet 1, 2, 3, & 4:  
Black Boca Ballet Theatre tank style leotard, pink tights and pink ballet slippers

#### Ballet 5, 6, 7, 8:

Black Boca Ballet Theatre cap sleeve leotard, pink tights and pink ballet slippers & pointe shoes.





### **Boys Ballet:**

- All Levels: white or black T-shirt, black tights, black ballet shoes (white ballet shoes with thin white socks also permitted)

### **Boys & Girls -- Jazz, Modern, all rehearsals:**

- Students are expected to remain in uniform. Black tights (or long black jazz pants) may be worn for jazz and modern. Black jazz shoes are required for Jazz. No warm-ups are to be worn during class or rehearsal under any circumstances, but are recommended for break times.

### **Hair:**

- Girls must wear their hair in a neat bun for every class unless they sport a “bob” (a headband may be of use). Bangs and “whispies” should be controlled with hairspray, gel, and barrettes as needed.
- Boys must keep hair neat and bangs out of eyes. A professional appearance should be maintained throughout all levels of our school.

### **Jewelry and appearance:**

- No jewelry is permitted besides small earrings. Any other type of jewelry could be a hazard or a distraction while dancing.
- All students are required to wear appropriate clothing into the building. This includes a cover-up for students of all ages and proper footwear.
- Dance shoes should never be worn outside.

## 6. Classroom Etiquette

- All dancers are expected to respect their teachers, their fellow dancers, and their art form. Any violation of classroom etiquette will be addressed by the Director in a telephone call or email to the parent. Repeated or extreme violations could result in suspension or expulsion from the school.
- Talking is not permitted during any class or rehearsal. Dancers must devote their concentration to their personal performance. Dress code violations will not be tolerated in any class. Unless injured or ill, students must participate in all combinations in class.
- Cellular phones must be turned off throughout all classes. Phone usage during class will result in dismissal from that class with an unexcused absence. Students may check for messages from parents during breaks between class and rehearsal or at the end of class.
- Dancers are required to treat their classmates with kindness and respect. The School Director will address undue competitiveness or cruelty with parents in an arranged conference.

## 7. Performance Etiquette

Boca Ballet Theatre produces several professional dance concerts and full length ballets. Students, once attaining a certain level within the school, are eligible to audition for these productions. Please note that the casting needs for each program will vary, and the directors will notify each class level of any audition opportunities on a performance by performance basis.

Boca Ballet Theatre strives for professional standards in performance.

Guidelines for rehearsal and performance:

- Casting is to be determined by the Boca Ballet Theatre professional faculty. Students may or may not be in the same piece as classmates. Decisions are not up for discussion or negotiation.
- Performing students are expected to attend all rehearsals. Rehearsals will be posted on the internet under "Performances", "Performer's Information" and will be posted on the call board each Tuesday prior to rehearsals. Rehearsals frequently fall on Saturday and Sunday afternoons. If students miss two or more rehearsals they may be removed from the piece.
- The theatre atmosphere is to be calm. Dancers are expected to behave accordingly. No running, eating, yelling or loud talking will be tolerated. No gum chewing is allowed. Student dancers are expected to respect others and to obey adults volunteers and/or theater personnel.
- All students are expected to respect their costumes and to replace them on hangers after each use. This should be a dancer's job, not that of the parents or staff. At no time should students eat or drink in costumes, except water if needed. Makeup guidelines will be provided before performances and must be followed.
- Do not bring valuables to the theater. Boca Ballet Theatre takes no responsibility for lost or stolen items.



## **8. Class Size, Teaching Philosophy and Pointe Work**

The Boca Ballet Theatre philosophy accentuates individual attention in a small class setting. We close enrollment at 10 students in the Children's Division, and 15 – 20 students in the Student Division, unless students are specifically chosen for their exemplary behavior. In such an instance, a class may reach a level of 20 - 22 students. This provides value to our families. We must have a minimum of four registered students in order to hold a class, and some classes average only 8- 10 students.

Classes may be combined upon occasion, due to the needs of the school. When a rehearsal involving both classes occurs, this practice ensures that all dancers are properly warmed up and helps prevent injury. When classes are combined, a dancer may have class earlier or later than usual so it will be critical for parents to note any email or text correspondence.

Pointe work begins in Ballet 5, and at the approximate age of 11 years old. Some students may be held off pointe until the requisite level of technical proficiency has been attained or until a particular growth or developmental phase is complete. This decision is made based upon the decision of the Director, and, like casting, cannot be influenced by a parental request. In rare instances, the Director may ask for a podiatry or orthopedic exam before placing the child on pointe. Attendance at a minimum of three ballet classes per week is REQUIRED in order for a student to dance on pointe. THERE ARE NO EXCEPTIONS TO THIS RULE. If a student has a poor attendance record or continually arrives late for classes, she will not be allowed on pointe.

By enrolling your student at Boca Ballet Theatre, we have the expectation that students and parents will trust the expertise of the artistic directors and instructors. We seek balance and progress for each student, and ask that parents be patient as their student progresses. In addition, we ask that parents and students understand that ballet is a physical activity. As such, teachers may need to appropriately touch your student from time to time, to demonstrate proper placement.

Boca Ballet Theatre does not promote the practice of excessive dieting, but does promote good nutritional practices which may exclude the over consumption of sugar and empty calories. A dancer is advised to consume a balanced diet of protein, carbohydrates and fresh fruits and vegetables. We encourage families to promote good eating habits and to ask questions or seek consultations with a qualified nutritionist or family physician. Be alert to danger signs of changed eating practices such as eating only one kind of food (to the exclusion of other healthy foods), refusal to be weighed or obsessive comments about weight.

## **9. Mission Statement**

To inspire, educate, enrich and empower our youth and diverse community through outstanding dance instruction, compelling performances, significant interaction with the professional dance world and impactful outreach programs.

## **10. Non-Discrimination Statement**

Boca Ballet Theatre does not discriminate based on race, sex, religion or economic status and is an equal opportunity education facility, contractor and employer.

## **11. Registration**

Registration is available online, and all new and existing parents/students must log in to register and/or update their information annually. All students participating in the School of Boca Ballet Theatre must be registered to attend class. A \$40 registration fee will be required of both new students and returning students at the time of fall registration.

It is very important for parents to keep all contact information accurate. School staff must be able to contact parents in case of emergency, and we must be able to reach you with information about scheduling and your child's progress.

If parents have separate addresses or the person paying for the lessons lives at a different address from the child, please note this on your registration and if necessary contact administration to clarify. If you prefer to be contacted at a number other than your home or via email, please let us know and we would be happy to oblige. We are working hard to ensure that all parents and guardians have the information they need.

## **12. Placement and Evaluation**

Class placement for new students is at the discretion of the faculty and the School Director. Students seven years old and younger will be placed by age. New students eight and older must be evaluated. Please contact the front office to make an appointment.

Placement of returning students is always a collective faculty decision. The faculty of the School of Boca Ballet Theatre reserves the right to re-evaluate a student's placement at any time, based on factors, including but not limited to, performance and attitude. Questions regarding placement should be directed to the School Director.

## **13. School Curriculum**

With the exception of "Mommy and Me" classes we begin training at the earliest age of three with Creative Movement 1, a class that introduces simple ideas of movement and working together in a classroom structure in a fun and creative way. Formal ballet training begins in Ballet 1 and continues for up to 12 years, culminating with the student's attainment of a comprehensive knowledge of classical dance and performance ability. A copy of an outline for the curriculum is available upon request.

## **14. Student Performing Opportunities**

Boca Ballet Theatre produces several dance concerts and full-length ballets, alongside professional dancers. Boca Ballet Theatre is truly "where the stars of tomorrow join the stars of today!" Audition opportunities are determined by the directors, and casting is at the sole discretion of the directors and is non-negotiable. Please pay close attention to the papers sent home with your student, posters in the hallway and the website where updates regarding productions and auditions are noted. If you ever have a question, contact the front office.

## 15. Summer Workshops

With the exception of “Mommy and Me” classes we begin training at the earliest age of three with Creative Movement 1, a class that introduces simple ideas of movement and working together in a classroom structure in a fun and creative way. Formal ballet training begins in Ballet 1 and continues for up to 12 years, culminating with the student’s attainment of a comprehensive knowledge of classical dance and performance ability. A copy of an outline for the curriculum is available upon request.

- Children’s Division: Weekly classes will continue through the summer for the Creative Movement and Pre-Ballet classes. Please inquire at the front desk in May for the summer registration forms.
- Workshops I & II: Weekly workshops that take place Monday – Friday, 10:00 am to 3:00 pm. Students may attend by the week, or the full workshop. Classes include ballet, modern and Jazz. All students in Ballet 1 – 4 are eligible to attend. Students not currently enrolled in the School at Boca Ballet Theatre must attend an appropriate class for placement. Please contact the front office for an appointment.
- Workshop III: Weekly workshop that takes place Monday – Friday, 10:30 – 5:00 pm. Students may attend by the week or the full workshop. Classes include ballet, pointe, modern and Jazz. All students in Ballet 5 & 6, pre-pointe and beginning pointe (minimum age 11 or 12) are eligible to attend. Students not currently enrolled in the School at Boca Ballet Theatre must attend an appropriate class for placement. Please contact the front office for an appointment.
- Performance Workshop: Boca Ballet Theatre’s Summer Intensive Performance Workshop is a 5 week intensive that culminates in a full-length production alongside professional dancers. Each year a different production is performed. In addition, master classes are taught each week by the artistic directors of professional ballet companies, who use this workshop as an audition for trainee, apprentice, 2nd company and company contracts. Students must audition and be accepted to participate in this intensive workshop, and students are required to attend all 5 weeks, participate in rehearsals and perform in a professional manner.



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Boca Raton, Florida 33487

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[www.bocaballet.org](http://www.bocaballet.org)

Artistic Directors:  
Dan Guin & Jane Tyree

