



San José
DANCE THEATRE

STUDENT POLICY HANDBOOK

San Jose Dance Theatre
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ABOUT SAN JOSE DANCE THEATRE

San Jose Dance Theatre has trained dancers for over 50 years for a lifetime of participation in, as well as appreciation of, the art of classical ballet. Our Academy specializes in the classical ballet training of children from three years of age to the pre-professional level. San Jose Dance Theatre provides Open Classes for adults, and a Youth Program supplemented with Master Classes and Summer Programs. Our facility is located in San Jose and maintains a faculty of internationally renowned instructors.

MISSION AND VISION

The mission of San Jose Dance Theatre is to foster, develop and promote the art of dance for the Silicon Valley community. Through dance instruction, workshops and performances we engage all factions of the community to participate in the arts, particularly in Classical Ballet and Contemporary Dance.

SJDT's vision is to inspire all to explore the art of dance and give individuals the opportunity to learn dance, to perform and to set goals to advance to professional level dancers. We foster the growth of dance in the community through mentoring experiences by professional dancers and instructors; and promoting the art of dance through creative public awareness campaigns and performances.

ARTISTIC DIRECTOR, BOARD OF DIRECTORS, FACULTY, & STAFF

Artistic Director: Linda Hurkmans

Board President: Ann Timoney

Vice President: Marji Karlgaard

Treasurer: Renee Forbes

Secretary: Elizabeth Sweeney

Board Members: Lee Forbes, Kay Pettitt, Stino Tapia, Brandon Lewke

Faculty: Linda Hurkmans, Mariana Zschoerper, Michael Pappalardo, Mikhael Plain, Kim Gardner, Irina Tomushev, Siân Ferguson, Grace Lu, Charles Solomon

Staff: Dinah Tenhoff, Justin Garcia, Karen Garnaas, Jacqui Culler

Parent Liaison: Charlotte Cattivara

HOW TO REACH US:

SJDT General Phone: 408-286-9905

SJDT General Email: godance@sjdt.org

SAN JOSE DANCE THEATRE POLICIES

ENROLLMENT

New students are accepted throughout the year, provided that space is available. Students must commit to the semester of dance training (August-December and January-June). Enrollment is on a first-come, first-serve basis. Class registration is open until a class meets maximum capacity. San Jose Dance Theatre reserves the right to revise the curriculum and schedule. An annual registration form must be completed and the annual registration fee must be paid by the first day of class.

ATTENDANCE

Students are required to attend all scheduled classes and are expected to inform the school of an intended absence prior to class by calling or sending an email including the student's name, class level, reason for absence and duration of absence (if longer than one class) to the school and Artistic Director at godance@sjdt.org/408-286-9905 and linda@sjdt.org. Attendance will be taken for every class. An excused absence will be given if a student is ill. Excused classes are still absences however, and can affect casting, performance eligibility, and level promotion. Regular attendance is essential to improving the skills and strength required for advancement.

TARDINESS

Tardiness is not permitted. Please notify SJDT if tardiness is expected. Dancers arriving more than 15 minutes late may be asked to observe class. Warming up before the beginning of class is crucial to injury prevention. Students should be dropped off no more than 20 minutes prior to class and should be picked up in a timely manner after their class ends. Late pick up fees may apply to those parents exceptionally late.

MAKE-UP POLICY

Students are allowed to make-up a missed class within the same semester in the level below, or on an alternate day for their level. For instance, a student in Level 3 would make up a class in Level 2, and a Level 1 Tuesday student would make up class in Level 1 Saturday.

PLACEMENT CLASS

We welcome all new students to San Jose Dance Theatre. All new students must schedule a Placement Class in advance with Staff and the Artistic Director and may be observed by a parent or guardian. The student will be placed in a level that supports their current ability and challenges them to excel. The Placement Class Fee is \$25.00 per student.

CLASS WITHDRAWAL

Enrolled students who, due to injury or serious illness, are forced to withdraw prior to the end of the school year should inform San Jose Dance Theatre immediately with a letter of medical release. Such students may be eligible for partial refund. Those who withdraw without a letter of medical release will not be eligible for any tuition refund. Refunds may also be approved if families are relocating out of the Bay Area. Students not current in payments may be ineligible to participate in performances.

Refunds are not issued due to a change of mind, act of God, natural disaster or any other circumstances. Refunds will only be issued after approval of the refund application form and an exit interview are completed.

EVALUATION & ADVANCEMENT

PROMOTION PROCEDURE

Promotion to the next level in the academy will be at the discretion of the Artistic Director and teaching staff. Level promotion is subject to each individual student's development. Students will not necessarily be promoted to a higher level on an annual basis, and it is very normal for a student to spend two years in a level. Poor attendance may impact a student's placement. Students will be notified of any level promotions during the yearly evaluation meeting and before the start of the new Academic Year. Those being promoted will be celebrated in a Promotional Ceremony at the start of the Fall Semester, in which the Artistic Director will hand the student a Certificate of Promotion. It is encouraged for a student to attend the ceremony, regardless of whether the student is being promoted or not.

PROMOTION TO POINTE

Students will be notified individually in writing when they are ready to go on pointe. This is evaluated through the students strength, personal development, focus and maturity to be able to work at the advanced level required. Please feel free to speak with our teachers about any concerns you may have about pointe work. Once a student has been given permission to begin pointe work, the Artistic Director will schedule a pointe shoe fitting so dancers new to pointe can be fitted under San Jose Dance Theatre supervision. If this option is not available, after purchasing your shoes, please bring them in for approval by the Artistic Director. Do not wear or sew ribbons or elastics onto the shoes before they have been approved. Your child will be shown how to sew on the ribbons and elastics. We encourage the dancers to take responsibility in learning how to maintain their own shoes.

PARENT / TEACHER CONFERENCES

All students and parents should attend a yearly evaluation meeting in which the Artistic Director will discuss the student's progress. Placement for the following Academic Year may be discussed in evaluation meetings. Questions regarding level placement, student performance, progress, and all other concerns regarding students' training and classroom behavior should be either directed to the Artistic Director or brought up in yearly evaluation meetings.

FINANCIAL POLICIES

TUITION POLICIES

Tuition for the Youth Program includes all classes in that level's curriculum (i.e. Progressing Ballet Technique, Chinese Tumbling). Upon enrollment, students commit to the semester and have the option of paying for the semester in a lump sum or breaking it up into installment payments. Families with more than one child enrolled qualify for a Sibling Discount of 10% as long as one sibling is on full paid tuition (the lowest tuition will be discounted).

TUITION COMMITMENT Upon enrollment, students commit to paying tuition for the entire semester. If classes are missed, they may be made up in accordance with the make up policy.

INSTALLMENT PAYMENTS

If you require an installment payments schedule for tuition, San Jose Dance Theatre requires a signed credit card authorization form and a credit card on file to be charged on the 5th of each month that a monthly payment is due.

There are 4 options to make tuition payments. The tuition plans are as follows:

Full Payment: One Payment for the entire year. Tuition is due on or before August 25th for Academic Year 2020-21

Two Semester Payments: Fall Semester tuition is due on or before August 25th. Winter/Spring Semester tuition is due on or before January 4.

(A discount of 5% is applied to tuition that is paid in full prior to the commencement of the semester. A late fee of \$25 after 30 days is applied if a payment arrangement has not been entered into)

Installment Payment Plan: (8 Equal monthly payments) for Fall and Spring Semesters. The first monthly payment is due on or before August 25th. Thereafter, monthly payments will be processed on the 5th of the month, beginning October 5th. Must be enrolled in auto-pay with a credit card on file. a. Fall Semester: 4 Payments due (Aug, Oct, Nov, & Dec). b. Winter/Spring Semester: 4 Payments due (Jan, Feb, Mar, Apr). A \$10 additional fee will be added to your tuition for installment payments

PAYMENT

Tuition, including registration fees, deposits, and merchandise is non-refundable. San Jose Dance Theatre provides dance training on a semester system. Invoices for tuition are generated twice yearly four weeks prior to the commencement of the next semester's classes and sent directly families.

Tuition payment is to be received by San Jose Dance Theatre prior to the commencement of each Semester's classes. If a payment arrangement is required written submission needs to be received and approved prior to the commencement of the semester and approved. Payment arrangements are approved on the grounds of financial hardship and are evaluated on a case by case basis.

All students are required to pay an annual registration fee at the beginning of each academic year, or upon enrollment for new students.

FEES (REGISTRATION, PARTICIPATION, MASTER CLASS)

Registration fees are due at the beginning of each Academic Year. Participation fees for productions and Master Classes are not included in tuition. Costs for Master Classes are an additional fee that everyone (including boys and scholarship students) must pay. If a Master

Class occurs in place of a regularly scheduled class, students still owe the Master Class fee, but may make up that regularly scheduled class in accordance with the make-up policy.

BOYS' TUITION

All newly enrolled boys will receive one semester free of tuition. After that semester is over, 50% of tuition is due. Boys pay full tuition for Summer Intensive, Master Classes, Performance Fees, Summer Classes, and any other fees or costs outside of regular tuition charges during their free semester and after.

SCHOLARSHIPS

San Jose Dance Theatre has set aside up to \$5000 per semester to provide scholarships for students based on financial need or merit.

FINANCIAL ASSISTANCE

Any student in Level 3 and above who needs financial assistance may inquire with San Jose Dance Theatre Staff for eligibility. The Board of Directors reviews the case and evaluation is completed, the student is provided with a letter indicating eligibility and a modified payment plan. Financial assistance is granted on a case-by-case basis.

MERIT-BASED

Students showing exceptional talent in dance may be offered merit based scholarship through the Artistic Director. The Artistic Director can offer merit-based scholarships to any student of San Jose Dance Theatre in accordance with the Board of Directors' approval. Scholarships are not automatically renewed each semester and the awarded amount may vary.

APPLICATION PROCESS

Scholarship applications close **four weeks** prior to the commencement of each semester. An application form will need to be emailed to godance@sjdt.org. Applications are awarded **one week** prior to the commencement of each semester.

Full semester application due date July 31

Spring semester applications due date Nov 30

LIST OF FEES*

- Placement Class Fee: \$25.00
- Annual Academic Registration Fee Lower Levels (Pre-Ballet-Level 2): \$50.00
- Annual Academic Registration Fee Upper Levels (Level 3-6): \$75.00
- SJDT Uniform Leotard (required for Levels 1-6): \$25-50
- Warm Up Suits (required for Levels 4-6): \$125.00
- Nutcracker Participation Fee: \$225-275
- Spring Performance Fee: \$125-200
- Master Class Fee: \$30-40
- Summer Intensive Audition Fee (for Levels 3-6): \$25.00
- Nutcracker Workshop: \$25.00
- Late Tuition Fee: \$25.00

- Returned Check Fee: \$30.00

*Fees are subject to change.

ACADEMY POLICIES

ARRIVAL AND DEPARTURE

The safety of our students is our top priority. Students must enter in the front of the building (not the back) and check in at the front desk. If your child is under age 8, please walk them into the studio. Dancers must wear street clothes or cover ups when entering and exiting the studio. This is for their safety. Dancers should not wear their ballet or other dance shoes in the street as it can damage the shoes. Students are not permitted to leave the building without a parent or guardian and must wait inside the building for their ride to pick them up.

Upon arrival, students should put all personal belongings in cubbies; any items left behind or lying around will be placed in the lost and found. Labeling all personal items with the student's name is recommended. All items that have not been retrieved from the lost and found will be discarded or donated to charity. Students should never leave money or valuables unattended. San Jose Dance Theatre cannot be held responsible for lost property.

Please pick up your child at the correct scheduled class or rehearsal end time, and no later than 20 minutes. Parents who pick up their child later than 20 minutes after their class end time will be charged a \$30.00 fine, and \$10.00 per 10 minutes after. Please be respectful of SJDT staff time. If there is an emergency, please call the office to advise the desk person that you will be late picking up your child.

BEHAVIOR CODE

All parents must review the Behavior Code with their student and ensure the student understands all rules regarding student behavior. The Behavior Code is posted in each studio, explained to students, and must be followed at all times:

- All dancers must be respectful of the teacher and fellow dancers. Please be quiet in class. Silence cell phones, if you have one. Once class begins, please try to stay in the classroom until break time or the end of class. Make sure to always thank your teachers for corrections and for class and rehearsals.
- All parents are asked to keep voices down during class or rehearsal and to take cell phone calls outside.
- Siblings of students must be accompanied by an adult at all times. The ballet school staff will not be held responsible for any accidents/injuries and is not responsible for watching siblings.

DISCIPLINARY PROCEDURE

The following Disciplinary Procedure will be followed for Levels 1-6. If a student does not follow the Behavior Code in class:

1. The student is warned by the teacher to stop the problem behavior. The teacher will be clear on what the problem behavior is so that the student will understand.
2. If the student does not stop the problem behavior, the teacher will ask the student to sit down in the classroom and collect him/herself until s/he can stop the problem behavior.
3. Upon returning to class, if the student still does not stop the problem behavior, the teacher will take the student to the lobby and ask front desk personnel to call the parent and have the parent pick the student up.

4. The student will need to write a short apology to the teacher before returning to the next class displaying that s/he understands what the problem behavior was and that s/he will not repeat it in class.

DRESS CODE / UNIFORMS

Students must attend class in the appropriate attire for their level and class. No warm-ups, shorts, tank tops, or leg-warmers are allowed in academy ballet classes. Elastics and ribbons on ballet slippers and pointe shoes must be properly sewn. Please purchase all shoes at a dance store to be fitted properly. Long hair must be in a tight, sturdy bun. Short hair must either be cut short above the chin and bangs brushed off the face, or if longer, must be secured back from the face in a tight ponytail.

Uniform leotards are a specific brand and style, and can be purchased at Keating Capezio (19449 Stevens Blvd, Suite 110, Cupertino, CA 95014, 408-996-0466) with a 10% discount. Adult sizes are available online, child sizes are only available at Keating Capezio. It is recommended that you call before going to ensure the child's leotard size/color is in stock.

The Dress Code and uniforms for each level is as follows:

Those who identify as female -

Here are the styles and colors for class levels:

Mirella M207LD Adult sizes Nylon/lycra Princess style (shelf lining)

Mirella M207CD Youth sizes Nylon/lycra (NOT cotton) Princess style (full lining)

UNIFORM LEOTARD COLORS:

Pre-Ballet I/II: Pink (Pre-Ballet only may purchase this or other styles in pink.)

Level 1: White

Level 2: Periwinkle

Level 3: Black

Level 4 Seafoam

Level 5: Navy, plus Mirella wrap skirt in blue or black

Level 6: Garnet, plus Mirella wrap skirt in Garnet or black

Level 7: Grey leotard with orange belt and spaghetti straps, plus Mirella wrap skirt in Garnet or black

UNIFORM TIGHTS COLORS:

Please choose the color that you feel comfortable with: Classical pink tights with pink shoes or flesh colored tights and flesh colored shoes to match.

Please be sure tights are clean and well fitting for classes. For dancers who are already dancing on pointe, "convertible tights" are recommended.

Those who identify as male-

*White SJDT T-shirt Levels 5, 6, 7

White T-shirt

Black tights

Black ballet shoes

Dance belt

Additional Dress Code Policies:

- Level 5, 6 have free dress on Fridays.
- Level 5, 6 must also purchase the black SJDT Company Leotard (sold at SJDT) or white SJDT Men's T-shirt (sold at SJDT) for the Company Photo.
- Level 4, 5, 6 should wear their colored uniforms OR the SJDT Company uniform in classes.
- Level 4, 5, 6 must also purchase the SJDT Warm-up Suit (sold at SJDT).
- Dress code for Pilates, Progressing Ballet Technique, Modern: students should wear their uniform and should be barefoot.
- Dress code for Jazz class: students should wear their uniform and wear jazz shoes.
- Dress code for Character class: students should wear their uniform and female students should wear black character skirt and black character shoes. Male students wear the same uniform and ballet shoes as in ballet class.

PHOTO / VIDEO POLICY

No photography or filming of classes or posting online images of classes or rehearsals allowed unless the Artistic Director allows it. Please understand that this is to ensure the best learning environment for your child and out of respect for the teachers and safety of all children.

OBSERVATION WEEKS

Parents are invited to observe their child in class during the first week of each month. Cameras and recording devices are prohibited at all times.

NON-DISCRIMINATION POLICY

San Jose Dance Theatre recruits and admits students of any race, religion (creed), gender, gender expression, or sexual orientation, in any of its activities or operations to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, religion (creed), gender, gender expression, or sexual orientation in administration of its educational policies, scholarships/financial aid/fee waivers, educational programs and/or performance activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public-school district initiated, desegregation.

GENERAL POLICIES AND INFORMATION

PARENT INFORMATION

Please read all emails from San Jose Dance Theatre to stay up to date. Information may also be posted on the bulletin board at the studio, in the online Parent Portal (password: sjdtparent) on www.sjdt.org and through the Remind app. Please notify the school immediately if any of your contact information has changed, particularly your email address.

San Jose Dance Theatre uses the Dance Studio Pro to send out short reminders and urgent messages (school closings, change in schedules, last minute class cancellations, etc.). We recommend you download the app to receive these notices as push notifications to your phone or device. If you do not, the messages will still be emailed to you.

Parents may also communicate with the Parent Liaison regarding topics not addressed in the Student Policies Handbook. The Parent Liaison serves as a lead member of the Parent Guild where issues, concerns, and questions about San Jose Dance Theatre can be fielded, and addressed by the Board of Directors if necessary. Please check your email and Remind for notifications of Parent Guild meetings.

PARENT INVOLVEMENT

San Jose Dance Theatre thrives on the volunteerism of its families. As a parent/guardian of a dancer in our academy or a participant in one of our productions, parents/guardians will be asked to volunteer.

PERFORMANCE OPPORTUNITIES

Students in Levels 1-6 are expected to perform in all productions including The Nutcracker and Spring Performance. A variety of other performance opportunities arise throughout the year that students may be eligible for.

HOLIDAY OBSERVATIONS

Please see the Year Schedule posted in July on the San Jose Dance Theatre studio bulletin board and on www.sjdt.org.

SUMMER PROGRAMS

San Jose Dance Theatre offers various summer programs for all students. Attending summer programs at San Jose Dance Theatre is highly encouraged as students can make tremendous progress during the summer months without the added pressure of academic studies. The programs offered to students Level 2 and up provide intensive training in ballet technique, exposure to various dance disciplines, and the exciting experience of working with various guest teachers. Students auditioning and attending other summer intensives outside of San Jose Dance Theatre should work with the Artistic Director to find the right program.

RESOLVING ISSUES

San Jose Dance Theatre recommends that parents, students and teachers have open communication. If an issue arises, parents are encouraged to contact the Staff and/or Artistic Director. When appropriate, an appointment with the Artistic Director will be scheduled to discuss concerns. If the issue still cannot be resolved, the Board of Directors may be brought into the conflict resolution.

BALLET CLASS ETIQUETTE

- Be present in ballet class. No talking, yawning, slouching. Ballet class is time to concentrate on your teacher and on your own body.
- Take corrections with a positive mindset. Corrections should be seen as a compliment, not a criticism. Retain your corrections. If you do not understand a correction, do not hesitate to ask your teacher to explain it again.
- Do not ask to go to the bathroom in the middle of barre. You should go before class and if you need to go after barre, you may ask your teacher.
- Be aware of your space when in the classroom. Make sure not to over crowd other students. You should have enough room to stretch out your arms and not touch anyone or the walls.
- Come to class prepared with your correct dancewear/uniform and hair.

SAN JOSE DANCE THEATRE PROGRAMS

ACADEMY / YOUTH PROGRAM

Under the direction of Artistic Director Linda Hurkmans, the San Jose Dance Theatre offers a complete, professional curriculum for our academy students enrolled in the Youth Program.

Any dancer age 4 to young adult may join the Youth Program through San Jose Dance Theatre. Please contact the Artistic Director at linda@sjdt.org to schedule a Placement Class.

OPEN CLASSES

San Jose Dance Theatre's open classes are intended primarily for adults age 18 and up. Adults may drop in to any of our open classes for \$17 per class or \$160 for an open class dance card of 10 classes.