



San José
DANCE THEATRE

Student Handbook
2023-2024 Season

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Academy Director

Brooke Wertwijn

SJDT Faculty

Sian Ferguson, Kim Gardner, Erin McMahon, Elise Holmes,
Kathryn Petak, Hollie Rudolph, Brooke Wertwijn, Nicole Khoo,
Alexander Griffith, Jonathan Yonzon, James Santiago

Administrative Faculty

Executive Director- Elizabeth Sweeney

Accountant - Alison Otewalt

SJDT Board of Directors

Board President - Michael Howerton

Treasurer - Brandon Lewke

Secretary - Marji Karlgaard

Board Members - Kay Pettitt, Lee Forbes

Academy

Pre Ballet - This class will help young dancers coordination, balance and flexibility. The students will enjoy simple and fun exercises in creative dance and music exploration.

Level I -An introduction to Ballet movement! Students will develop body awareness and coordination, explore movement quality and musicality, and discover creative self-expression. Teachers will work with students to develop cooperation and respect for self and others. Students will learn the basics of ballet class etiquette. Classes are taught with a focus on the joy of movement. Age-appropriate basic ballet terminology is introduced. Conditioning helps young dancers overcome fear of movement as well as builds flexibility and confidence

Level II - Introduces an expanded age-appropriate repertoire of ballet fundamentals. Students will begin to learn correct execution of turnout and placement in basic positions; continue to develop their coordination; and focus on age-appropriate spatial and body awareness. Students will work cooperatively with the teacher and their classmates, continue to learn ballet class etiquette, and begin working on strength and flexibility with simple conditioning exercises. Level II is a two-year program to prepare students for the introduction of barre work in Level III. Conditioning classes continue.

Level III - Students will begin to learn the traditional barre exercises in a technically sound and age-appropriate manner. Barre exercises transfer to the center floor work where students begin to connect what they learn at the barre with the movements they will be executing in the center. Teachers guide students to develop a greater awareness of technique, musicality, and dancing with others to create a performance. Ballet class etiquette is reinforced. Conditioning exercises are included in classwork to increase strength and flexibility. Level III is a two-year program designed to prepare students for Level IV and girls for beginner pointe work.

Level IV - Students have now learned the foundation of barre and center exercises and will begin slowly increasing the complexity with a focus on proper technical execution. Sound technical fundamentals continue to be a priority. In Level IV, Girls will begin introductory pointe work at the discretion of the faculty. Basic pointe work includes learning how to prepare the shoes for dancing and developing strength in the feet, ankles, legs, core and upper body with exercises on two feet facing the barre. Level IV when students are ready, they will begin simple center work with relevés (rises on to full pointe) on two feet. Pointe classes are introduced at 30 minutes and increase in length and frequency in subsequent years as students gain strength for more complex movements. Level IV is a two-year program to prepare for Intermediate Ballet. Conditioning classes are included in the curriculum for all Level IV students. This class includes exercises that improve strength, alignment, flexibility, balance, and movement flow. Level IV students are required to perform in the Spring performances and the Nutcracker each year. All Level IV students are required to attend the two-week summer intensive. Contemporary dance, Jazz and Modern dance classes are included in the curriculum.

Intermediate - Students should have a good understanding of the proper execution of turn out, placement and port de bras (carriage of the arms). Teachers will continue to increase the complexity of exercises and introduce new material while focusing on correct technique and coordination. Girls will increase the length and frequency of their pointe classes with a focus on building strength and learning fundamental and age-appropriate pointe steps from the classical repertoire. Preparations for turns on

pointe are introduced. Intermediate Ballet is a two-year program designed to prepare students for Advanced Ballet. Conditioning classes are included in the curriculum for all Pre-Professional Ballet students. This class includes exercises that improve strength, alignment, flexibility, balance, and movement flow. Pre professional Ballet program students are required to perform in the Spring performances and the Nutcracker each year. All Pre-Professional Ballet Program students are required to attend the two-week summer intensive. Contemporary dance, Jazz and Modern dance classes are included in the curriculum.

Advanced Ballet I - Students should have sound technical fundamentals and be ready for increasingly complex work. Weekly female and male variations classes are added. Teachers guide students to develop their artistry. Girls will have developed the strength needed to execute increasingly challenging pointe work. Boys will focus on developing strength to execute tours, pirouettes and jumps in the male classical repertoire. Conditioning classes are included in the curriculum for all Pre-Professional Ballet students. This class includes exercises that improve strength, alignment, flexibility, balance, and movement flow. Advanced students are required to perform in the Spring performances and the Nutcracker each year. All Advanced students are required to attend the two-week summer intensive. Contemporary dance, Jazz and Modern dance classes are included in the curriculum.

Advanced Ballet II - This is the highest level for advanced dancers. Girls and Boys have weekly variations class. Teachers prepare students for the most challenging work in the classical repertoire, with a focus on correct technique and artistry. Students will have increased performance opportunities, including the opportunity to perform and represent SJDT at community events, and be cast in SJDT company productions at the discretion of the Artistic Director. SJDT aims to prepare our students to face challenges, solve problems, and work with a team to achieve their goals. SJDT students go on to be successful young adults with a lifelong passion for dance. Conditioning classes are included in the curriculum for all Pre-Professional Ballet students. This class includes exercises that improve strength, alignment, flexibility, balance, and movement flow. Advanced students are required to perform in the Spring performances and the Nutcracker each year. All Advanced students are required to attend the two-week summer intensive. Contemporary dance, Jazz and Modern dance classes are included in the curriculum.

Open Division (ages 11 and up)

Beginning Ballet—This class is an introduction to Ballet fundamentals for teenagers. In this class the student will learn correct execution of turn out and placement for ballet movement and positions, carriage of the arms and use of the head as well as simple center work. It is recommended that students also take a conditioning class taught by faculty. These classes are offered through our adult division. Students may also join the conditioning classes offered in the Pre-Professional program with Artistic Director's approval.

Intermediate Ballet- Students should have a good understanding of the proper execution of turn out, placement and port de bras (carriage of the arms). Teachers will continue to increase the complexity of exercises and introduce new material while focusing on correct technique and coordination. It is

recommended that students also take a conditioning class taught by faculty. These classes are offered through our adult division. Students may also join the conditioning classes offered in the Pre-Professional program with the Artistic Director's approval. Students in the Open Teen Division may audition for The Nutcracker as well as the Spring performances.

Adult Division

Absolute Adult Beginners- An Introduction to Ballet movement and the fundamentals of Ballet technique. The students will learn basic barre exercises, body awareness and strengthening exercises specific to Ballet work.

Beginning Adult Ballet- This class is designed for adult students who have some dance training or body awareness training. In this class the student will learn correct execution of turn out and placement for ballet movement and positions, carriage of the arms and use of the head. Simple basic center work begins.

Intermediate Adult Ballet- Designed for dancers with some previous ballet training who are looking to step up beyond the beginner ballet class. It is a great next step for adults who are looking to challenge themselves further and push beyond the beginner ballet training. Teachers will continue to increase the complexity of exercises and introduce new material while focusing on correct technique and coordination.

Advanced Adult Ballet- This class is a great option for those looking to maintain and improve their ballet technique while training at home! This class is designed for dancers with a considerable amount of previous ballet training and a knowledge of ballet vocabulary. This class will focus on technical strength, coordination and movement quality. Students should have strong technique at the barre and center.

Adult Body Conditioning- For both beginners and more advanced dancers, body conditioning class consists of easy to follow exercises, using concepts from body awareness systems including; Pilates, Yoga and Gyrokinesis. Body conditioning class will help improve your balance, flexibility, and overall health.

****Due to seasonal changes, please see our updated class schedule by visiting our website sjdt.org ***

Mandatory Summer Program

SJDT requires our dancers to stay active over the summer. This is to prevent injuries in the fall term, and to also prepare them for Nutcracker auditions.

Dancers Children's 3 and above are required to take our summer intensive, unless they are enrolled in an outside program.

San Jose Dance Theatre Summer Intensive:

Intermediate/Advanced (3 weeks)

M-F 10am-4pm

Level 4 (3 weeks)

M-F 12pm-4pm

Level 3 (2 weeks)

M-F 1pm-4pm

- Ballet Technique (including pointe or pre-pointe)
- Conditioning Classes (Pilates, Yoga, much stretching, and teachings on injury prevention)
- Men's Class for boys & Pas de Deux classes
- Variations/ Repertory
- Jazz or Hip Hop
- Nutrition
- Contemporary Class Choreography
- Labanotation Ballet Education & Dance history

The Summer Intensive program will culminate with an In-Studio Showing for all dancers and their families.

TUITION

Level	Fall Tuition	Spring Tuition	Full Year
Pre-Ballet	\$360	\$390	\$750
Level 1	\$456	\$494	\$950
Level 2	\$725	\$775	\$1500
Level 3	\$1272	\$1378	\$2650
Level 4	\$2065	\$2235	\$4300
Intermediate	\$2376	\$2574	\$4950
Advanced	\$2592	\$2808	\$5400

TUITION AND FINANCIAL POLICIES | Upon enrollment, students commit to the full dance season (August-June) 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 is not refunded if schedules are reduced after the start of classes.

There are 3 options to make tuition payments. The tuition plans are as follows:

Full Payment: One Payment for the entire year. (Receives a 2% discount). Tuition is due by August 21st, 2023, for Academic Year 2023- 2024.

Two Semester Payments: Fall Semester tuition is due by August 21st, 2023. Spring Semester tuition is due by January 8th, 2024.

Installment Payment Plan: (6 payments) for Fall and Spring Semesters. All Installments will be billed by the 10th of the month shown below, and Due by the 15th of the month.

- a. Fall Semester: 3 Payments due (Aug 10, Sept 10, & Oct 10)
- b. Spring Semester: 3 Payments due (Jan 10, Feb 10, & Mar 10)

There is a \$5 Installment fee for each of the 6 payments.

A late fee of \$30 will be applied after 7 days if a payment is not received.

After 7 days late and no contact - the student will not be allowed to take class.

FALL 2023	Rate	August 15	September 15	October 15	Total Payments
Pre Ballet	\$ 360	\$ 125	\$ 125	\$ 125	\$ 375
Childrens 1	\$ 456	\$ 157	\$ 157	\$ 157	\$ 471
Childrens 2	\$ 725	\$ 247	\$ 247	\$ 247	\$ 740
Childrens 3	\$ 1,272	\$ 429	\$ 429	\$ 429	\$ 1,287
Pre Intermediate	\$ 2,065	\$ 693	\$ 693	\$ 693	\$ 2,080
Intermediate	\$ 2,376	\$ 797	\$ 797	\$ 797	\$ 2,391
Advanced	\$ 2,592	\$ 869	\$ 869	\$ 869	\$ 2,607
SPRING 2024	Rate	January 15	February 15	March 15	Total Payments
Pre Ballet	\$ 390	\$ 135	\$ 135	\$ 135	\$ 405
Level 1	\$ 494	\$ 170	\$ 170	\$ 170	\$ 509
Level 2	\$ 775	\$ 263	\$ 263	\$ 263	\$ 790
Level 3	\$ 1,378	\$ 464	\$ 464	\$ 464	\$ 1,393
Level 4	\$ 2,235	\$ 750	\$ 750	\$ 750	\$ 2,250
Intermediate	\$ 2,574	\$ 863	\$ 863	\$ 863	\$ 2,589
Advanced	\$ 2,808	\$ 941	\$ 941	\$ 941	\$ 2,823

FEES (REGISTRATION, PARTICIPATION, etc.) for Children's Division and Pre-Professional Ballet Program **Fees are subject to change**

All students are required to pay an annual registration fee at the beginning of each academic year, or upon enrollment for new students. Participation fees for productions are not included in tuition.

- **Registration Fee (ALL LEVELS) - \$50.00**
- Placement Class Fee - \$25.00
- Performance Participation Fees - \$225 Nutcracker & \$200 Little Mermaid
- **A Late Fee of \$30 will be applied after 7 days if a payment is not received.**
- Returned Check Fee: \$30.00
- Installment Fee - \$5 added to each of the installments

REFUND AND WITHDRAWAL POLICIES for Children's Division and Pre-Professional Ballet

Program | Tuition, registration fees, deposits, and merchandise are non-refundable. Extenuating circumstances are taken into consideration by the Accountant, Artistic Director, Executive Director, and Board of Directors. Enrollment at SJDT is for the full school-year program. If you wish to withdraw your dancer from SJDT, our offices must be notified of the withdrawal in writing. Failure to attend class does not constitute a withdrawal.

Withdrawals are acceptable in the case of a family move or student injury with a letter of medical release. Other cases should be discussed with the Artistic Director or Program Coordinator before a final decision is made. Tuition will continue to accrue and the parent or guardian is responsible for this amount until written notice is received. If a tuition refund is granted under circumstances of family move or injury, tuition will be prorated as of the 1st of the month following the written notice. Tuition will not be held as credit or carried on into the next school year.

SCHOLARSHIPS | San Jose Dance Theatre has funding set aside to provide scholarships for students based on financial need and merit. Students that receive scholarships will be required to represent San Jose Dance Theatre at all functions as requested by the Artistic Director and their family will be expected to volunteer throughout the year as directed by the artistic staff.

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, Registration Fee, Performance Fee, Summer Classes, and any other fees or costs outside of regular tuition charges during their free semester and afterward.

FINANCIAL ASSISTANCE | Any student in Level 3 and above who needs financial assistance may inquire with San Jose Dance Theatre staff for eligibility. The Artistic Director, Executive Director, and Accountant review 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. For more information, please email Elizabeth@sjdt.org

TUITION | Open Division and Adult Division

Open and Adult Ballet Classes	\$18 (Drop In) or Class Card at \$170 for 10 classes
Open Division and Adult Conditioning Classes	\$15 (Drop In) or Class Card \$150 for 10 classes

****Open Division and Adult dancers are eligible to audition for our Nutcracker and Spring Performances. Performance fees for Open and Adult Division Dancers - \$250**

How to Sign up for Open Teen and Open Adult Division Classes

For all of our Open Division classes, we will be using a program called PunchPass. Once you register as a dancer at SJDT on the application, PunchPass allows you to reserve/purchase individual classes, as well as class cards (10 classes/card) ahead of time. By purchasing ahead of time online, all you will need to do is check in with the front desk upon arrival. Download the free app for your convenience!



https://sjdt.punchpass.com/classes?t=D5q6D-wt9DUJkUyebUaT&company_id=16352&as=client

GENERAL SAN JOSE DANCE THEATRE POLICIES AND INFORMATION

BALLET CLASS ETIQUETTE AND CODE OF CONDUCT | All parents must review the Behavior Code with their student and ensure the student understands all rules regarding student behavior. The Code of Conduct must be followed at all times:

- Be present in class. No talking or 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 class. You should go before class and ask only if it's an emergency.
- Be aware of your space when in the classroom. Make sure not to overcrowd 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.
- Leave the studio clean and keep your own items tidy.
- Please be respectful of the teacher and fellow dancers; be quiet in class.
- Silence cell phones, if you have one. No cell phones in the studio at any time.
- Once class begins, stay in the classroom until break time or the end of class.
- Please thank your teachers for class, rehearsals, and corrections.
- Siblings of students must be accompanied by an adult at all times. Faculty is not responsible for watching siblings.
- The faculty/staff will not be held responsible for any accidents or injuries.

DRESS CODE | Effective Fall 2023 Semester, each level will wear a specific colored leotard in class.



Girls leotard colors

Pre-Ballet: Pale Pink

Level 1&2: Lilac

Level 3: Light Blue

Level 4: Royal Blue

Intermediate: Navy Blue

Advanced: Garnet



Girls: Pink or flesh colored tights and ballet shoes

Boys: White T-shirt, Dance belt (as needed), Black tights,
Black ballet shoes (with socks)

Mirella Cotton Camisole Leotard
Style No: M207(C/L)

Discount Dance Supply Code: TP102507
www.discountdance.com

***In winter months, form fitting warm-ups may be worn but must be removed after pliés.**

Additional Dress Code Policies:

Students in the Children's Program, Pre-Professional Program, and in the Teen Open Division must attend class in the appropriate attire. No warm-ups, shorts, tank tops, or leg-warmers are allowed in 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. Girl's hair must be in a tight, sturdy bun. Boys' hair must either be cut short above the chin and bangs brushed off the face, or if long, must be secured back from the face in a tight ponytail.

- 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 or 100% cotton socks.

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. Placement classes can only be scheduled during the last week of each month. 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.

MAKE-UP CLASS POLICY | Dancers are allowed 2 make-up classes per semester if you are unable to attend your scheduled class due to illness, injury, or unforeseen circumstances. Dancers in pre-intermediate and higher may take an open division class as a make-up class. Dancers in level 3 and below may take a make-up class in any lower division class. All make-up classes must be scheduled with the front desk staff.

PERFORMANCES | Dance is a performing art, participation is integral to education. Students in Level 1 through Advanced Level are required to perform in The Nutcracker production. Students in the Pre-Professional Program are required to perform in the Spring Performance. Select levels will be invited to perform in other performance opportunities throughout the year at the discretion of the Artistic Director.

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 enforced out of respect for the teachers and safety of all children.

NON-DISCRIMINATION POLICY | SJDT will not tolerate, under any circumstances, without exception, any form of discrimination based on race, creed, religion, color, age, disability, pregnancy, marital status, parental status, veteran status, military status, domestic violence victim status, national origin, political affiliation, sex, predisposing genetic characteristics, sexual orientation, gender identity or gender expression, and any other status protected by the law. This list is not exhaustive. All employees, managers, stakeholders, agents and clients at SJDT will comply with these anti-discrimination policies.

Parent Involvement | SJDT thrives on the volunteerism of its families. As a parent of a dancer in our academy you will be asked to volunteer for each SJDT production. Volunteer opportunities for parents and families during productions can be accessed through the parent portal on our website www.sjdt.org

RESOLVING ISSUES | San Jose Dance Theatre recommends that parents, students and teachers have open communication. If an issue arises, parents are encouraged to godance@sjdt.org.

Office Hours | If you would like to meet with School Director Brooke Wertwijn please email Brooke@sjdt.org to arrange an appointment during their office hours.

Important Dates for 2023-2024 Season

Fall 2023 Session	
Important Dates	
August 21st, 2023	First Day of Classes
September 4th, 2023	Labor Day (NO CLASS)
September 9th-10th, 2023	Nutcracker--Auditions
September 15th, 2023	Nutcracker--Parent Meeting
September 16th, 2023	Nutcracker--Rehearsals Begin
October 13th-15th, 2023	Dracula--SJDT Company Show
October 28th, 2023	SuperHero Dance Camp (2nd Edition)
November 22nd-24th, 2023	Thanksgiving Break (NO CLASS--STUDIO CLOSED)
December 3rd, 2023	Nutcracker--Studio Dress Rehearsal
December 4th-11th, 2023	Nutcracker--Theater Week (NO CLASSES AT STUDIO)
December 8th, 2023	Nutcracker--Opening Night
December 8th-10th, 2023	Nutcracker--Weekend Performances
December 11th, 2023	NO CLASS--STUDIO CLOSED
December 15th, 2023	Last Day of Classes for Fall Session
Spring 2024 Session	
January 8th, 2024	First Day of Classes
January 15th, 2024	Martin Luther King Jr. Day (NO CLASS--STUDIO CLOSED)
March 4th-8th, 2024	Class Examinations (Children's 3 and up)
March 18th-23, 2024	Class Observation Week for Parents
March 30th, 2024	The Little Mermaid--Rehearsals Begin
April 8th-12th, 2024	Spring Break (NO CLASS--STUDIO CLOSED)
May 11th, 2024	The Little Mermaid--Full Cast Run-Through
May 18th, 2024	The Little Mermaid--Studio Dress Rehearsal
May 24th, 2024	Last Day of Spring Term
May 21st-26th, 2024	The Little Mermaid--Theater Week
May 24th-26th, 2024	The Little Mermaid--Weekend Performances
May 27th, 2024	Memorial Day (NO CLASS--STUDIO CLOSED)

How to make a Ballet Bun



- 1** Put hair into ponytail (hair gel and hairspray will secure this). Hair gel fringe.



- 2** Twist ponytail.



- 3** Coil into bun shape.

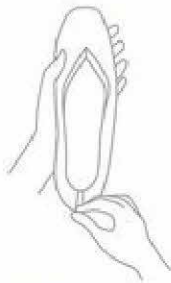


- 4** Secure with pins.



- 5** Place hair net on top and secure with pins.

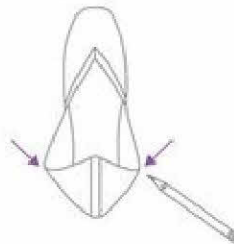
- 1.** Take the heel of the pointe shoe.



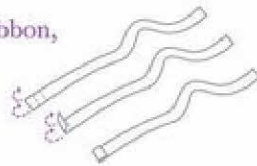
- 2.** Pull it all the way forward.



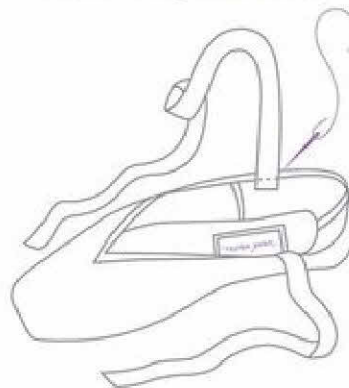
- 3.** Make pencil marks inside the folds (see arrows).



- 4.** Before you sew each ribbon, double-fold one end.



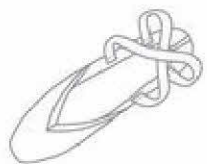
- 5.** Sew the folded end inside the shoe, on the mark you made in Step 3. All done!



Always sew elastics to side of heel, not back.



Single elastic passes around the ankle.



Double elastics crisscross the foot.