

## PRINCETON BALLET SCHOOL STUDENT HANDBOOK 2019-2020

### STUDIO POLICIES

#### ARRIVAL AND DEPARTURE

Students in Pre Primary and Primary Divisions must be escorted to and from class by a Parent/Guardian or approved chaperone. We are responsible for PBS students during their class time. However, Parent/Guardian or approved chaperones are responsible for their behavior and safety before and after class.

Siblings must stay with parents; **young children may not be left in the lobby unattended.**

Pick up and Drop off: **Princeton:** Please do not wait in your car in the circle. The circular driveway is only used to drop off and pick up when it does not block the flow of the Shopping Center parking lot. **New Brunswick:** Princeton Ballet School families may receive up to 1 hour of free parking at the [Morris St. garage](#) with validation. Ticket validation will be available at the School's front desk. Families may also find metered street parking or use the New Brunswick Performing Arts Center garage for \$3.50 per hour **Cranbury:** There is ample parking in the back of the studio which is the entrance not Main Street.

All students must wear cover ups and street shoes when arriving and departing the building.

Students, Level 1 and above arriving more than 10 minutes late may be asked to observe the class and make it up at a later date.

#### BEHAVIOR

Food and drinks are not allowed in the studios. Water is permitted. Food and drinks are allowed in the lobby areas only. Please dispose trash in the receptacles.

In order to maintain a courteous atmosphere, students and siblings waiting in the lobby areas are asked to be respectful of our property, faculty, and staff as well as with each other.

## **PERSONAL BELONGINGS**

Princeton Ballet School is not responsible for any lost or stolen items. Please do not leave any valuables in the dressing room.

## **ATTENDANCE POLICIES**

### **ATTENDANCE/LATE ARRIVAL**

Regular attendance is important for improving strength and skills required for progress.

If a student will not be in class or will be tardy, please notify the School Staff at [attendance@arballet.org](mailto:attendance@arballet.org) or 609.921.7758 prior to 2:00 pm. The students' full name, class level, date, and reason should be included.

Students, Level 1 and above arrive more than 15 minutes late may be asked to observe the class and make it up at a later date. Warming up at the beginning of class is essential for injury prevention.

### **MAKE-UP FOR MISSED CLASS**

Students may make up in their level or one below in any location. They may also be made up in advance of a class the student will miss in the future. Try to make up class as close to missed class as possible.

Conservatory students may take a FLEX class as a make up.

Please stop by the front desk to get a make up slip with the level and date of absence.

Make ups are discouraged during Open Door Parent Observation days.

## **EVALUATION PROCEDURES**

### **Administrator by levels**

**Primary Division up to Level 1 Valerie Amiss**

**Levels 2-4 Lisa de Ravel**

**Levels 5-8 Aydmara Cabrera**

**Pre Primary and Primary Divisions** will receive a Certificate of Achievement at the end of the school year.

**Objective:** Track students progress and implementation of syllabus.

**Midterm:** Will identify what teachers and students need to focus their work on during class. Establish a follow up plan to help students achieve the requirements of their current level and foundation for the next one.

Faculty will share their reports to their level administrator and School Director by January 15th

**End of the year evaluation and assessment:** At the end of the school year, evaluation class will be scheduled for Levels 3-8. This class will be taught by one of the teachers of the level the student is currently in, and will be observed by the School Director and/or School Administrator/faculty member. The students will be evaluated based on their level of proficiency within the syllabus for their year, and their readiness to progress to the next level.

Students will **not** be receiving formal evaluations by mail. Please contact the levels administrators or School Director if you would like to schedule a meeting outside of these Evaluation offerings.

## INFORMATION FOR PARENTS

### WEEKLY BULLETIN

Princeton Ballet School will send out an eblast to keep you informed about upcoming events, activities, school closings, etc.

### PARENT ASSOCIATION

The purpose of the Parents Association is to offer support and assistance to the Princeton Ballet School in its mission to provide excellent dance training. The Association is a wonderful way to meet other parents, find carpools, and feel part of PBS population at-large by creating a sense of community that extends beyond the dance studio. We are open to hearing your suggestions and have volunteer opportunities throughout the year.

*The Parents Association does not aim to address questions or concerns about the curriculum, placement, or policies of Princeton Ballet School. All such questions and concerns can be directed to Princeton Ballet School and Special Projects Administrator, Lisa de Ravel at [ldaravel@arballet.org](mailto:ldaravel@arballet.org).*

## PARENT/FAMILY OBSERVATIONS

**Last week before Holiday Break:**

**Monday December 16th - Saturday December 21st**

**Last day of school year:**

Monday, June 1st

Tuesday May 26th

Wednesday May 27th

Thursday, May 28th

Friday, May 29th

Saturday, May 30th

**"OPEN DOOR" Policy.** Starting in January, during the last class of each month, we invite parents/families to observe class so to experience first-hand the amazing work that the students and faculty are constantly developing in our studios. Let's bring "Home" into our studios. Nothing would make our students happier and stronger than knowing they have their parents' respect and admiration.

## STUDIO CLOSING

### WEATHER CLOSING PROCEDURES

Announcements will be posted on our website homepage at: [www.arballet.org](http://www.arballet.org) and our [official American Repertory Ballet Facebook page](#)

Missed classes can be made up at your convenience. No additional days will be added to the calendar.

Morning classes should check after 8:00 am

Afternoon and evening classes after 1:30 pm

### HOLIDAY CLOSING 2019-2020 CALENDAR

<b>School Year</b>	<b>Mon., Sept., 9 - Mon., June 1</b>
<b>Rosh Hashanah</b>	<b>Closed Mon., Sept. 30</b>
<b>Yom Kippur</b>	<b>Closed Wed., Oct 9</b>
<b>Thanksgiving</b>	<b>Closed Tue., Nov. 26 - Sat., Nov 30</b>
<b>Winter Break</b>	<b>Closed Mon., Dec 23 - Fri., Jan 3</b>
<b>Presidents Day</b>	<b>Closed Fri., Feb 14 - Mon., Feb 17</b>

<b>Spring Break</b>	<b>Closed Mon., April 6 - Sat., April 11</b>
<b>School Performance (no classes)</b>	<b>Sat., May 16</b>
<b>Memorial Day</b>	<b>Closed Sat., May 23 - Mon., May 25</b>
<b>Last day of classes</b>	<b>Mon., June 1</b>

## **POLICY ACKNOWLEDGMENT SIGNED AT REGISTRATION**

The undersigned, on his or her behalf, and on behalf of the minor(s) identified below, or on my own behalf if 18 years of age or older, acknowledges, appreciates, understands, and agrees to the following:

1. I represent that I am the parent or legal guardian of the minor(s) named below or I have obtained permission from the parent/legal guardian of the minor(s) named below to execute this agreement on their behalf, or on my own behalf if 18 years of age or older.
2. I have read the registration information and understand Princeton Ballet School's calendar and policies, as outlined. I understand that this registration contract represents a financial commitment for the entire school year. There are no refunds on tuition. Adjustments may be made only under exceptional circumstances and upon receipt of written notification by the Director and are subject to the approval of the Board of Trustees.
3. I certify that this minor, or myself if 18 years of age or older, is in good health and capable of participating in all school activities and classes.
4. I acknowledge and understand that there are known and unknown risks associated with participation in Princeton Ballet School activities. I agree that, on my own behalf and on behalf of the minor(s) named below, I fully accept and assume full responsibility for all of these known and unknown risks, and I assume full responsibility for personal injury to myself and/or the minor(s) listed below, including, but not limited to, injury related to asthmatic reactions, allergies, and muscular or orthopedic injuries. I understand and agree that, on behalf of myself, the minor(s) listed below, and our respective heirs, assigns, administrators, personal representatives, and next of kin,
5. I fully waive, release and forever discharge Princeton Ballet School, the Princeton Ballet Society, American Repertory Ballet and their officers, trustees, members, agents,

assigns, representatives, faculty members and employees, from liability for any and all injuries, illness and/or loss arising out of or related to participation in Princeton Ballet School. In the event of a medical emergency, Princeton Ballet School has my permission to authorize first aid and/or lifesaving treatment to the participant listed on this form. In the event of an emergency, every effort will be made to contact me immediately. If I cannot be reached and emergency care is necessary, Princeton Ballet School will call an ambulance to transport the participant to the closest hospital. Princeton Ballet School will not be responsible for any medical charges incurred.

6. I hereby give permission for Princeton Ballet School to take photographs and video recordings for use in the organization's materials online, television, radio, and print, without any compensation to the participant.
7. I understand that Princeton Ballet School cannot be responsible for any lost or stolen items.
8. I understand that all class makeups must be done within the school year or registered session.