



NEGLIA CONSERVATORY OF BALLET (NCB)

2010/2011 GENERAL INFORMATION & POLICIES

Please read through the following information carefully

Classes: Classes will begin on Monday September 13, 2010 and end on Saturday June 11, 2011. Please refer to the yearly calendar for dates we are closed, performance week schedules etc.

Registration: Students should register for classes as soon as possible to reserve class space. The registration fee is \$30 per family. Your registration forms are found on the inside pocket of your handbook.

Tuition: Tuition is paid on a trimester basis; payments are due **September 1, December 1 and March 1**. Payments received after the 10th of the month will result in a \$25 late fee. If you need to set up a different payment plan you must speak with someone in the office prior to September 1, 2010. Students with outstanding accounts will not be admitted to class. There is a \$30 fee for all returned checks

Parking: During the weekdays parking is difficult. Please make your stay as brief as possible.

All questions should be directed to Wendy Mathias in the office. Do not enter the studios before or after class time to speak with an instructor, unless you have an appointment. You may call the office any time at 447-0401 or email your questions to info@negliaballet.org.

Class Levels: Students must attend **ALL** classes offered at their level for the entire school year. Exceptions are only made for those transitioning into pre-professional levels at the request of the school directors.

Classroom Etiquette: Students are expected to respect their instructors and fellow students at all times. Students who repeatedly disrupt class will be asked to sit out. Students must be in proper dress code with hair in bun or they will sit out the class. No gum chewing allowed and no cell phones allowed in studio.

End of the year performance: All students in Ballet 2 and up will be asked to participate in the annual Conservatory performance (date TBA). There will be a \$95 performance fee due on or before March 1, 2011. This fee covers the cost of costumes and includes 4 tickets to the performance.

Please pick up your children on time. Students who are consistently picked-up late will be charged a \$5 fee.

Make sure your child is in **proper dress code** and on time for class.

Attendance: Please call the studio **before** class if your child will be absent from class. **Students arriving more than ten minutes late without notifying the office will not participate in the class.** Students in Ballet 2 and 3 missing more than 2 classes per trimester (other than illness) will **NOT** be permitted to perform in the end of the year performance.

Cancellations: On days of inclement weather, closings will be listed on the news channels. If you are unsure, please call or check our website www.negliaballet.org.

Please inform us of any medical, physical, or emotional problems your child may have. Parents should keep children out of the studio unless they are in their registered class. Parents should not enter the studio during class time, unless they have permission from the instructor prior to the class.

Parent Observation Week: Parents are invited to observe classes during this week. If you plan to attend, please come before the class begins and observe class in its entirety.

The **restroom** in the studio is for registered students and staff. Parents and others may use the restroom on the first or second floor of the building.

Please help us keep the studio clean by reminding your children to clean up their clothes, food, toys etc. Items left in the dressing room and/or studios for more than 30 days will be donated to charity.

Students must wait to be picked-up inside of the studio, not in the hallway or downstairs. Please make sure your children do not run in the hallways or play in the elevator.

Website: We encourage all parents and students to regularly check the website. It has useful information and downloadable material available throughout the year at www.negliaballet.org.

Neglia Ballet Artists is a separate entity from Neglia Conservatory of Ballet. The Conservatory is the school where we teach students the art of classical ballet. The focus of the Conservatory is the proper training of classical ballet. Neglia Ballet Artists is the professional dance company founded in 1999. Students enrolled in the Conservatory do not necessarily automatically get chosen to perform with NBA.

NBA Performance opportunities: Students are encouraged to attend open auditions of Neglia Ballet Artists productions during the year. These are **professional** productions where the students are cast based on who the choreographer feels is best suited for a particular role. While NBA understands the disappointments of those not cast, we are responsible for producing the highest caliber performance. The staff discusses issues of casting with the students at every level to help them understand this process. **The staff will not under any circumstances discuss casting with parents.**

Each cast member will be asked to sign an agreement with NBA regarding commitment and availability for rehearsals. For each production in which they are cast, students must purchase or sell six discounted tickets.

Progress reports will be given to students in Ballet 3, Ballet 4 and Pre-Professional levels.

We are a **NO PEANUT ZONE** as we have students with severe peanut allergies. Please remember this when packing snacks for your children. If you need help with ideas please feel free to contact the office.

Thank you!