

# ORLANDO BALLET SCHOOL

PETER STARK | DIRECTOR



## STUDENT HANDBOOK 2009 - 2010

### ORLANDO BALLET SCHOOL CENTRAL LOCATION

1111 N. ORANGE AVENUE  
ORLANDO, FLORIDA 32304  
(407) 426-1733 CENTRAL SCHOOL  
(321) 281-3370 3<sup>RD</sup> FLOOR FAX  
(407) 426-1739 CENTRAL BOX OFFICE  
SGORAK@ORLANDOBALLET.ORG

### ORLANDO BALLET SCHOOL SEMINOLE LOCATION

1811 W. STATE ROAD 434  
LONGWOOD, FLORIDA 32750  
(407) 834-8895 SEMINOLE SCHOOL  
(407) 834-8890 SEMINOLE FAX  
SEMINOLE@ORLANDOBALLET.ORG

### ORLANDO BALLET SCHOOL SOUTH LOCATION

7600 DR. PHILLIPS BLVD.  
ORLANDO, FLORIDA 32819  
(407) 352-9733 SOUTH SCHOOL  
(407) 352-9734 SOUTH FAX  
DWICKLOW@ORLANDOBALLET.ORG

### PATEL CONSERVATORY YOUTH BALLET in partnership with OBS

TAMPA BAY PERFORMING ARTS CENTER

1010 N WC MACINNES PLACE  
TAMPA, FLORIDA 33602  
(813) 222-1263 SCHOOL  
(813) 222-6459 FAX  
WWW.PATELCONSERVATORY.ORG

9/18/09  
INDEX

Introduction by the School Director	page 3
Mission Statement / Vision Statement	page 3
Non-Discrimination Statement	page 3
Attendance Policy	page 3-4
Auditions	page 4
Master Classes	page 5
Partnering Classes	page 5
Rehearsal Policy	page 5
Intensive Program	page 5-6
Private Instruction	page 6
STEPS Program	page 6
Recitals	page 6-7
Summer Study	page 7
Adult Classes	page 7
Parent Concerns	page 7
Class Cancellations	page 8
Emergency Procedures	page 8
Pick Up/Drop Off & Security Procedures	page 8-9
Parking at the Patel Conservatory	page 10
Security Procedures at Patel Conservatory	page 10-11
Registration ID Badges – Patel Conservatory	page 11
Volunteer Opportunities at Patel Conservatory	page 11
Registration / Tuition Fees	page 11-13
Dress Code	page 13-18
Learning Process & Class Procedure	page 18-19
Discipline Policy	page 19
Rules of Behavior & Etiquette	page 19-20
Performance Etiquette	page 21
Orlando Ballet School Professional Company	page 21
Student Commitment Contract	page 22
Family Commitment Contract	page 23
Ten ways parents can be involved	page 24
Directions To/From OBS & Patel	page 25
Directions: Seminole School to Central School	page 26
Directions: South School to Central School	page 26
Hair Styling/Bun making	page 27
Absentee Form	page 28
OBS Make-Up Suggestions (for performances)	page 29

### **Introduction by the School Director**

Welcome to Orlando Ballet School (OBS), and the Patel Conservatory Youth Ballet (PCYB) in partnership with OBS, the official School of Orlando Ballet, Robert Hill, Artistic Director. We have been a professional dance training institution for the last 30 years and have trained dancers who have continued their performing careers with American Ballet Theatre, New York City Ballet, Hamburg Ballet, Ballet West, Cincinnati Ballet, Houston Ballet and Orlando Ballet. Orlando Ballet School partnered with the Patel Conservatory in Tampa in 2006. Our goal is to offer the highest quality dance classes that prepare children for professional opportunities. An important part of the study of ballet is the commitment and discipline required by us from the students. These skills carry over into other areas of the student's lives. Several of our graduates are honor students maintaining outstanding academic grades while taking up to 20 hours of ballet a week. We move children forward based on their strength and ability. Pushing a child too quickly can result in frustration and injury. The policies set forth herein are to ensure a safe and constructive learning environment for all. We invite you to be part of the Orlando Ballet family partaking in one of Orlando's greatest cultural institutions.

### **Orlando Ballet Mission Statement**

Orlando Ballet seeks to entertain, educate, and enrich the cultural growth of our community through the highest professional quality of dance.

### **Patel Conservatory Mission Statement**

The Patel Performing Arts Conservatory provides you with the tools to: Dream, reach, discover and create the performing arts, integrate them into your life, and contribute to your community.

### **Orlando Ballet School Vision Statement**

Orlando Ballet School aims to be one of the best classical dance academies in America. Students are trained by the highest caliber staff, and performances seek to educate and uplift both the dancers and the audiences. Additionally, the school expands the art of Ballet through outreach programs.

### **Non-Discrimination Statement**

Orlando Ballet, the Patel Conservatory and the Tampa Bay Performing Arts Center do not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry or sexual orientation.

### **Attendance Policy**

Parents/Guardians must report all absences prior to class time. The School office or front desk must be notified if a student (a) will be absent due to illness (b) will be absent for a period of time, or (c) is ceasing to take lessons. Taking a student out of class early will cost him/her valuable curriculum work and is disruptive for the entire class.

If a student must leave early due to family schedules, appointments, etc, he/she may not be able to participate in class and will be asked to observe that day. Please arrange appointments and activities around the ballet class schedule to avoid absences.

Good attendance is an integral part of the training and is expected of the students, in order to achieve correct technical and physical development. If a student is going to be absent (planned absence), notification must be submitted in writing and a parent needs to fill out an absentee form (front desk in Orlando or Chairmen's Library at the Patel Conservatory) and submit it to the Administration.

Those students in the Pre-Professional Track (Preparatory thru Level 7) are allowed 2 absences in the Fall semester, and 2 absences in the Spring semester, not including Nutcracker rehearsals and stage rehearsals. Those students in the Enrollment Track (D&D thru Primary) and Intro. To Ballet for Boys, are allowed 3 absences per year. The rules will be applied fairly and consistently to all involved in the program at all Orlando Ballet School locations and the Patel Conservatory Youth Ballet. It is very important that all students attend their weekly class schedule. Every absence adversely affects the rehearsal process and ultimately the performance. The Director of the School reserves the right to dismiss students because of excessive absences. Students who are contagious from illness should stay home. Those who are able must still attend class and watch, unless otherwise instructed by a physician. A physician's note is required to resume activity or return to class after prolonged absences from illness or injury.

**\*\*Please note: ALL schedules must be followed in full by every student. Any adjustments or revision requests must be put in writing and approved by the School Director.** Submission of said application does not guarantee that the exemption will be granted.

A student (Preparatory and Up at all School Locations) is permitted to take extra classes free of charge in their level or any below provided that: A) all assigned classes for the student's level have been attended at their enrolled school location; B) there is room in the additional class for the extra student. Parents MUST contact the school to confirm availability and reserve a space for any child wishing to take extra classes. This does not apply to adult or open classes or any classes for which specific students have been selected – i.e. Partnering or Intensive.

At the Patel Conservatory Youth Ballet, students in the Enrollment Track (D&D through Primary) may also be permitted to take extra classes on a case-by-case basis. Typically, this is beneficial for students placed in Primary, but not for younger students. Any extra classes MUST be approved by the PCYB Program Manager.

### **Auditions**

It is always important to think of auditions as learning experiences. Be grateful to have the opportunity to work shoulder to shoulder with the finest dancers of your level. Find out what other directors are looking for in dancers. You put yourself "out there" and are automatically better for it! Be sure your grooming, energy and joy are at peak level. All photos and resumes must have your name on them. Most auditions require some pointe work for the ladies, so be sure you have your shoes with you.

### **Master Classes**

From time to time our school has the opportunity to have inspiring teachers come and share their expertise and knowledge thru Master Classes. Students from selected levels are encouraged to participate. These classes are in ballet and other dance styles and are periodically offered at a low fee or free of charge. Each OBS and PCYB dancer must display their utmost respect for these guests at all times while they are in our school!

### **Partnering Classes**

Selected female dancers are sometimes called upon to work with young male dancers in Partnering classes. This selection of students is at the discretion of the School Principal (Orlando), Program Manager for PCYB (Tampa) and/or the School Director. Young men can get hurt if a female partner is out of proportion for the young man. Therefore, the young women selected will be based on their own individual strength and technical capabilities as well as the number, strength and technical capabilities of the available young men.

### **Rehearsal Policy**

All casts chosen **MUST** be present for all rehearsals. However, all casts may not dance at each rehearsal. Attendance is necessary so that all students receive corrections and changes up to date. Much can be learned by watching.

### **Intensive Programs: Orlando (Central/South/Seminole) and PCYB:**

The Intensive programs are available to offer additional ballet study to pre-professional students placed in Level 4 thru OBII in Orlando schools (Central/South/Seminole), as well as an Intro-Intensive program available for selected students from Preparatory thru Level 3 (Central/South/Seminole). At the Patel Conservatory, this program is offered to students in Preparatory thru Level 5.

This Intensive program enables advanced students and beginner/intermediate students who demonstrate exceptional commitment, technical development at their given level, coordination and physical attributes required to pursue dance as a career. Not being selected for this program does not mean that a student cannot be a professional dancer, but simply that OBS faculty does not think that the Intensive program is beneficial at this time. Upon acceptance, each student will be placed with an Intensive teacher that can best help the student at his or her current developmental stage. Intensive courses are scheduled in addition to all given classes within the aforementioned levels and are either 30 minutes with a student/teacher ratio of 2:1, or one-hour with a student/teacher ratio of 4:1 or 6:1. Tuition for this program is in addition to all other tuition/fees associated with the student's given level. Scholarship applications for this program fall within the guidelines of all Orlando Ballet Schools, both Orlando and Tampa. The fee for this program is \$93.00 a month. The faculty of the Orlando Ballet School (Orlando) and the Patel Conservatory Youth Ballet with OBS (Tampa) will make all decisions regarding acceptance to this program.

**ALL STUDENT/TEACHER PRIVATE ARRANGEMENTS MUST BE  
INITIALLY APPROVED BY THE SCHOOL DIRECTOR.**

- All monies are paid to Orlando Ballet, NOT to the teacher – and all payments MUST be paid prior or on the day of the lesson. \$70 per student per hour.
- All private hours can be bumped at a moment's notice to accommodate Orlando Ballet or Orlando Ballet School schedule changes or rehearsals.
- Any unclaimed hours are open at first come, first serve. The School office has the right to adjust "free" hours as necessary at a moment's notice and to generally oversee and adjust.
- Any student taking private lessons and not scheduled classes at Orlando Ballet School for any given week will be banned from private lessons at Orlando Ballet School for no less than one month.
- Studio space must be reserved weekly in the "Studio Book" to be filled out by a teacher only. A teacher must be present at all times when a student is using OBS studio space.
- All Orlando Ballet School tuition fees must be up to date and paid in full in order for a student to participate in a private lesson.
- Privates are NOT allowed with students from other schools.
- NO OPEN DISPLAY OF FAVORITISM OR PERSONAL CLOSENESS WILL BE DISPLAYED IN PUBLIC AT ORLANDO BALLET SCHOOL OR OBS FUNCTIONS.

### **Private Instruction at Patel Conservatory Youth Ballet**

Students interested in private lessons in ballet should contact the Dance Coordinator at (813) 222-1263 for further information and to make arrangements. Please note that dance studio space is limited, and that all private lesson hours can be bumped at a moment's notice to accommodate Orlando Ballet or the Patel Conservatory Youth Ballet's schedule changes or rehearsals. A teacher must be present at all times when a student is using Patel Conservatory's studio space. Students interested in private lessons in other performing arts disciplines should contact the Private Lesson Coordinator at 813-222-1002 and select the option for Private Lessons.

### **S.T.E.P.S. Program**

Orlando Ballet School (Central Location & Seminole Location) is one of only three community organizations to have outreach programs focusing on the arts in Orlando. Since 1991, Orlando Ballet has championed a full scholarship program entitled "Scholarship Training for the Enrichment of Primary Students" (S.T.E.P.S.) Reaching over 500 students since its inception, our teachers audition inner-city children and give them free dance classes. We also provide necessary transportation to our facility and supply necessary dance clothing and shoes.

### **Recitals**

All recitals require purchased tickets and a costume fee. These expenses cover either a costume you keep or one fitted and cleaned on loan from Orlando Ballet, extra teacher planning and rehearsal time, and related theatre production expenses.

Enrollment Track (CM1 thru Primary). Demonstrations are 45 minutes to one hour in duration and each class will dance a 2 to 3 minute piece. A brief sampling of older students will be incorporated into the performance so that the younger students and new

school parents can see the progression of the school. Pre-professional students will dance a minimum of 2 pieces: one ballet, one jazz, tap, or modern, and each 2-3 minutes in duration. D&D will have a Demonstration within the class studio at the end of the year.

In 2010, the Patel Conservatory Youth Ballet will incorporate all students in CM 1, CM 2, and Primary in the Spring Show, *The Little Mermaid*. They will not dance in the Division Recital. This may change in future years depending on the production. If there are few children's parts in a given Spring Show production, students in CM 1, CM 2 and Primary will perform in the Division Recital.

### **Summer Study**

Maintaining the momentum through the summer is essential for progress. For every class missed, it takes two classes to return to the same level of accomplishment. Orlando Ballet School and the Patel Conservatory offer many Summer Programs and these are MANDATORY for any serious pre-professional dance student.

### **Adult Classes**

Adult classes are offered in both Beginner and Int/Adv ballet classes, and stretch at the Orlando location. Discounts are available for college students and Disney employees. Ballet I: Beginning and Ballet II: Intermediate are offered for Grades 9-Adult at the Patel Conservatory site. Patel Conservatory offers financial aid for adult students. For more information please visit [www.patelconservatory.org](http://www.patelconservatory.org).

### **Parent Concerns or Questions for Orlando Ballet Central, Seminole and South Campuses**

*Priority Order:* First speak directly to the specific class teacher, then the School Principal for that particular school/administrator, followed by the School Director and finally the School Chair on the Board of Directors of Orlando Ballet.

### **Parent Concerns or Questions for Patel Conservatory Youth Ballet**

*Priority Order:* First speak directly to the specific class teacher, then the Program Manager for PCYB, followed by the School Director and finally the Director of Academic Affairs. If the situation remains unresolved, the Conflict Resolution Committee will hear the concern and make a recommendation.

### **Patel Conservatory Youth Ballet Conflict Resolution Committee Process**

- Parent/Student contacts the Program Manager for PCYB or School Director to file a complaint.
- Program Manager for PCYB or School Director meets with instructor to discuss the issue.
- Program Manager for PCYB or School Director informs Director of Academic Affairs.
- Director of Academic Affairs attempts to resolve the issue internally and calls the parent/student back with resolution.

- If a resolution cannot be achieved internally, the Director of Academic Affairs calls a meeting with the parent and schedules a meeting that includes the Director, the parent and the instructor, as well as additional members of the Conflict Resolution Committee.

**Class Cancellations**

In the event of weather-related or other unexpected cancellations, Orlando Ballet School Central & South will follow the Orange County School System decision, Seminole will follow Seminole County School System, and the Patel Conservatory Youth Ballet will follow the Hillsborough County School District decision. Classes missed because of national holidays or weather emergencies will not be rescheduled. Students may take a make-up in a same leveled class or below on an alternate day.

If the local school district is cancelled because of weather or other emergencies, the OBS School and Patel Conservatory classes will also be cancelled. Phone contact is: 813-222-1002 for the Patel Conservatory, and 407-426-1733 ext. 10 for the Orlando Ballet Schools. A message will also be placed on the reception desk voice mail at the Patel Conservatory Youth Ballet.

**Emergency Procedures**

*In the event that you must contact the Orlando Ballet School or Patel Conservatory Youth Ballet for an emergency, please call or e-mail:*

Central School	407-426-1733 ext. 10	sgorak@orlandoballet.org
South School	407-352-9733	dwicklow@orlandoballet.org
Seminole School	407-834-8895	seminole@orlandoballet.org
Patel Conservatory Youth Ballet	813-222-1070	TBPAC security

PLEASE DO NOT CONTACT FACULTY OR TEACHERS ON THEIR HOME OR CELL PHONES. IF YOU NEED TO SPEAK WITH THEM PLEASE CALL THE OFFICE TO SET UP AN APPOINTMENT.

**Pick-Up / Drop-Off & Security Procedures for Orlando Ballet Central, Seminole and South Campuses**

At Orlando Ballet Schools we ask that all students arrive and leave our buildings in cover-up clothing. **No ballet shoes are EVER allowed outside of the buildings or in the parking lots.** Because of our marley floors, we ask that “street shoes” not be worn in the studios.

We understand that parking is a challenge, so at the OBS Central/Seminole/South locations we strongly urge parents to walk their child into the buildings! This is also a wonderful time to review the boards for rehearsal schedules and/or sign up for volunteering either for performances or in the costume room.

We encourage the parents to be involved and informed!

For the safety of our students, we ask that your children not be allowed to use the elevators without adult supervision. A \$25 fee will be assessed for any student not picked up or dropped off more than 15 minutes before or after his/her class, rehearsal or performance.

### **Pick-Up / Drop-Off Procedures at the Patel Conservatory**

At the Patel Conservatory, we ask that all students arrive and leave our buildings in cover-up clothing. **No ballet shoes are EVER allowed outside of the buildings or in the parking lots.** Because of our marley floors, we ask that “street shoes” not be worn in the studios.

Parking is limited in downtown Tampa, so we strongly encourage parents to use the pick-up/drop-off lane, at the end of the TECO theater pathway. This is only a drop-off, pick-up lane, not a parking area and is subject to ticketing fines by Tampa Police. Students enter and exit the building under the supervision of our security guards. Parents who wish to accompany their children in the building (even for just a few minutes) should park in a metered spot or in one of the local lots and garages, such as the Poe Garage.

Parents are responsible for their child’s safe and timely arrival to Patel classes AND their departure from the building. A \$25 fee per 15 minutes will be assessed for any unsupervised student found onsite more than 15 minutes before class time\*. A \$25 fee per 15 minutes will be assessed for any student not picked up within 15 minutes after class ends. The Patel Conservatory CANNOT maintain responsibility for students who arrive or depart outside of these time parameters or upon leaving the school premises. Children under the age of 14 must be accompanied by a parent to be in the library.

\* Due to the degree of physical discipline required for the intermediate and advanced Patel Conservatory Youth Ballet with OBS curriculum, students in Levels 3, 4A, 4B, and 5 may come in up to 30 minutes prior to their class to stretch on their own. The fifteen minute grace period following each class applies to all students in all classes.

#### Directions to the Patel Conservatory Youth Ballet Drop-Off/Pick-Up:

**Please remember, U-turns are not permitted on Fortune St. or Doyle Carlton.**

From Northbound I-275: Take the Ashley Drive exit #44. Follow sign to Scott St. Take your first right on Ashley. Turn right onto Laurel St. Turn left onto Doyle Carlton (right before the drawbridge). The Patel Conservatory will be on your right.

From Southbound I-275 and Westbound I-4: Take the Downtown Exit #45A. Take the Ramp B Viaduct to Doyle Carlton. Turn left onto Doyle Carlton and proceed to TBPAC. The Patel Conservatory will be on your right.

If you are coming from another route, you will approach TBPAC on Tyler St. Usually, you would go past TBPAC and cross the Cass St. drawbridge, but that bridge is closed until October 17, 2009 for structural repairs. The city of Tampa recommends that you use Kennedy Blvd. as an alternate route.

Take Tyler St. to Ashley Drive. Turn left onto Ashley Drive before you approach TBPAC. Take Ashley Drive six blocks south to Kennedy Blvd. Turn left onto Kennedy Blvd. and cross the drawbridge. Continue on Kennedy Blvd. six blocks and turn right on

N. Boulevard. Once on N. Boulevard, you will be able to follow the familiar route. Turn right on Laurel St. and cross the Laurel St. drawbridge. Turn right onto Doyle Carlton Dr. The Patel Conservatory will be on your right.

### **Parking at the Patel Conservatory**

Several times a year, TBPAC hosts popular events that take place on class evenings. Parking will be a challenge on these evenings because street parking becomes filled and the parking lots charge a fee. In general, parking is limited. We recommend carpooling and dropping off whenever possible. For parking, we recommend using the Poe Garage, which is just southwest of the John F. Germany Library, an easy walk from The Conservatory through a covered pedestrian bridge. Students should not walk alone to and from their cars. Please, always use the crosswalks.

All students will be able to have their parking validated on the day and during the time of their scheduled class if they park in the Poe Parking Garage. To get your ticket validated you must bring it in with you and have the security guard validate it for you upon exiting the TECO lobby when the student checks out. Complimentary parking in the Poe Garage is provided as a courtesy by the Conservatory and is conditional on space availability and is not provided for showcases or performances. Parking for persons with disabilities is available in the Arrival Plaza for TBPAC located off Tyler Street. There are parking lots available across the street from TBPAC and east of the Howard Johnson Plaza Hotel on Fortune Street. Metered spaces are available at no cost after 6 p.m. Monday through Friday and all day on Saturday and Sunday along any of the surrounding streets.

We're very fortunate that the Patel Conservatory is in the heart of downtown. The benefits are numerous, but please remember that The Conservatory is a large and busy place located in an urban area. Parents should review personal safety rules with their children on a regular basis.

### **Security Procedures at the Patel Conservatory**

The Tampa Bay Performing Arts Center has a security station set up at all times to control the flow of visitors, employees, performers and guests. Rather than park, we encourage parents and caregivers to drop off students whenever possible. Please adhere to the following guidelines when coming to the Conservatory:

Parents and other guests who wish to visit The Conservatory must sign in and present a photo ID in order to receive a visitor's pass. **Visitors are permitted to observe classes at specific open classroom events.**

At the Patel Conservatory, all students in D&D-Level 2B meet in the TECO lobby after checking in with the security guard, and walk up the stairwell as a group with a parent volunteer or Patel staff member. Students in Levels 3-5 in Tampa are permitted to walk up unaccompanied after checking in with the security guard, but must wait in the dressing rooms on the third floor until it is time for their class to begin. Students are NOT allowed to stretch or wait in the hallways because it disrupts the other scheduled classes and lessons.

Following class, students in D&D-Level 2B will be escorted by the parent volunteer or instructor to the end of the pick up/drop off line and will remain there up to 15 minutes following class end time. For late student pickup, parents will meet student and administration staff in the TECO lobby to obtain late fee billing and proper documentation.

Students in Level 3-5 can walk to and from their cars for drop-off and pick-up and may ride with other driving age students who are identified on the approved drop-off, pick-up forms signed at orientation.

Students over 16 years of age may walk to the parking garage, but we do not recommend that they walk alone.

Children, including PCYB students, are not permitted to use the elevators at any time, unless they have a medical condition. Dress Up & Dance students are too young to walk up three flights of stairs to the studios and should use the elevator with the parent volunteer, teacher or Patel staff member assigned to escort the class.

#### **ID Badges at the Patel Conservatory**

Each student will receive an ID badge. Students are expected to wear their badges when entering and leaving the building and whenever they are outside their classroom. (Students are not permitted to wear them during class in accordance with the dress code.) Students will not be admitted without their ID badge. Badges may be obtained after registration by visiting the library during hours of operation. After the initial badge has been made, there will be a \$10 replacement charge for lost badges.

#### **Volunteer Opportunities at the Patel Conservatory**

Volunteers provide integral, hands-on support for the Patel Conservatory Youth Ballet at the Patel Conservatory. Volunteer opportunities include escorting students in D&D through Level 2B to and from class, assisting backstage at the Nutcracker and Spring Performances, and a variety of other opportunities as they arise. Volunteer benefits include discounts to certain shows at the Tampa Bay Performing Arts Center and 20% off merchandise and 10% off CDs, DVDs, and books at the Patel Conservatory Retail Shop. If you are interested in volunteering please call the Dance Coordinator at (813) 222-1263. All volunteers must fill out the paperwork required by the Patel Conservatory and TBPAC, including an authorization to run a background check. This is the procedure followed by every program run by TBPAC and is done to protect the safety of all students in the Patel Conservatory. Once approved, volunteers will receive a badge and should wear the badge at all times while in the Patel Conservatory or TBPAC.

#### **Registration /Tuition Fees at Orlando Ballet School Studios & Patel Conservatory**

All fees MUST be paid on time and in full accordance with the signed registration agreement. Penalties do apply and will be used accordingly whenever necessary.

- Monthly payments are based on 33 weeks of training over the course of the school year.

- In Orlando, nine payments will be made beginning in August. Tuition will be due in August, upon registration, and again in September. A \$35-\$40 Registration fee will be required of both new students and returning students at the time of fall registration. Additionally, Registration and/or placement fees are required of new students.
- In Orlando, tuition is always due on the FIRST day of each month. A \$15 FEE WILL BE ADDED TO EVERY LATE PAYMENT PAST THE 10<sup>TH</sup> OF THE MONTH. The returned check fee is \$25, and must be paid for with cash, credit card or money order. If a credit card charge is declined, a \$15 processing fee will be charged.
- In Orlando, bills for unpaid tuition will be sent out after the 10<sup>th</sup> of the month. If you have already paid your tuition, and you receive a bill, please disregard it. If a paid balance is billed for more than one month, please contact the school staff with all dates and check numbers of payments made.
- **In Orlando, if tuition payments are not made in full by the end of the month, the student may not attend class until balance is paid in full.** We do not want to embarrass or disappoint your child by sending her or him home, so please be proactive about contacting the School administrative staff to resolve your outstanding balance.
- At the Patel Conservatory, eight payments will be made beginning in August. Tuition will be due in August, upon registration, and applied to September's payment. A \$20 annual registration fee is required of both new students and returning students. New students will be required to pay a \$15 placement fee.
- The Patel Conservatory requires students to fill out an Authorization Agreement for Preauthorized Payments. With this form, you can select a form of automatic transfer of funds through a checking account, savings account, or credit card. The transfer of funds will be made the 20<sup>th</sup> of each month or the following business day. This ensures that your tuition is always current; for example, the October payment is always withdrawn on Sept. 20<sup>th</sup> or the following business day.
- At the Patel Conservatory, if the account balance is not sufficient to cover the transfer, if your credit card is not honored for any reason, or if a rejection results due to a change in the account information that leads to insufficient funds and of which the parent has not notified the Patel Conservatory in writing, the parent must resolve the balance with the Patel Conservatory tuition before the 10<sup>th</sup> of the next month. The student will be restricted from attending class until the account is current. If an NSF incident occurs, the Patel Conservatory will assess a \$25 service fee.
- At both the Patel Conservatory and OBS, a registration form must accompany the registration fee. Additional forms are required before class admittance. It is very important for parents to keep all contact/medical 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 if 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.

- A complete fee schedule can be found with the registration schedule including costume costs.
- In Orlando, the returned check fee is \$25 and you must use an alternate payment method.
- Monthly tuition includes all mandatory classes for the student's specific level.
- In Orlando, costume fees must be paid in full at the time of Registration. First year enrollment track students (D&D, CM1, CM2, & Primary) may delay payment of costume fees until September 30, 2009. At the Patel Conservatory, students placed in the Enrollment Division must have their costume paid in full by September 29. At the Patel Conservatory, for students in the Pre-Professional Track, the first costume payment is due upon registration, and the second payment is due October 13<sup>th</sup>. If a student enrolls after the costume due date, and the ballet office confirms a costume is available in the student's size, the costume payment must be paid at time of registration.
- Payment for individual classes will not be accepted, and a student **MUST BE REGISTERED** for a class in order to attend, unless given special permission.
- **There will be no refunds issued for missed classes or vacations.**
- A Drop Form must be filled out in person, or faxed to 321-281-3370 (Orlando) or 813-222-6459 (Tampa) if a student chooses to leave OBS or PCYB, and the School Director, School Administrator, Program Manager, or Dance Coordinator must sign this form. **Parents are responsible for all tuition due up to the date the Drop Form is signed.**
- A limited number of full and partial scholarships are given based on merit and/or financial needs. Financial assistance applications are available from the front desk in Orlando, and from the Registrar's Office at the Patel Conservatory in Tampa. The Patel Conservatory requires that all applicants, including those receiving merit-based scholarships, fill out a financial aid questionnaire. This information will remain confidential and will be viewed only by members of the Financial Aid Committee. Students who do not qualify based on their parents' income may still receive merit scholarships if they have been placed in Levels 3, 4A, 4B or 5 and are selected through an audition process. PCYB and OBS faculty members will make all decisions regarding merit scholarship awards.

### **Dress Code – Orlando Ballet Schools & Patel Conservatory Youth Ballet**

The dress code rules are established for a purpose – to have uniformity and so that the teacher is able to see the full lines of the body. This Dress Code is Mandatory!

- Proper fitting of classical ballet shoes, whether technique shoes or pointe shoes, should be determined with the help of the ballet teacher. Pointework is begun when the student demonstrates knowledge and understanding of the classical ballet curriculum, and reaches the age, maturity, and strength that is necessary. The decision to start pointe work is made on an individual basis with the expert advice of the teacher, director or principal of the school. Ballet shoes must have an elastic strap sewn across the top of each foot. Please do not pin or tie the elastic straps, as this is not secure and can hurt your child's foot. The elastic laces on ballet shoes should be tied, trimmed and tucked in the top

of the shoe. This prevents the laces from becoming untied during class or during recitals.

- No leg warmers, plastic pants, sweat pants or ballet cover-ups are allowed during class.

No jewelry (including rings, necklaces, bracelets, anklets and watches) may be worn during class, with the exception of stud earrings. **No hoop or dangling earrings are permitted.** These items are not allowed because they can be broken during class, they can harm your child during class, and they can harm other students during work with partners in class and rehearsals.

- All girls must wear their hair in a bun or similar style for ballet class. Loose ponytails or loose braids are not permitted. All hair should be secured to the crown of the head with hairpins or bobby pins and a hair net. Hair accessories should be secure so they do not fall off during class. Girls with very short hair should secure their hair with a band, held in place with bobby pins, and should use hairspray or gel to prevent hair from becoming loose and falling in front of the face. **No eyeglasses may be worn for Professional Performances, exceptions for School recitals will be made on an individual basis.** At the Patel Conservatory Youth Ballet, students **may not wear eyeglasses** when performing School recitals in professional theaters, including Ferguson Hall.
- All boys must have neat hair, combed out of their face and, if necessary, held in place with hairspray or gel. Clean shaven faces are required.
- Dramatic hair color streaking of different colors is not permitted.
- Teenage female dancers are permitted to wear a black skirt ONLY for cover-up for that specific “time” of the month. **No shorts are allowed!**

Due to hygiene rules, OBS and Patel Conservatory will no longer loan out ballet clothing or shoes if a student arrives without them. **Students arriving unprepared for class will be asked to sit and observe that day.** Arriving prepared for class includes wearing a neat bun at all times (for young women) and neat hair (for young men). Students who consistently arrive unprepared for class will first receive a verbal warning from the instructor, and if needed, a written warning that goes to the parents.

*All required Dress Code components are available for purchase in the Orlando Ballet Boutique on the 1<sup>st</sup> floor at the Central location (1111 N. Orange Avenue). Merchandise will also be available at the South and Seminole Schools. Proceeds from the Boutique benefit the Orlando Ballet and the Orlando Ballet School, directly impacting your child’s experience as an Orlando Ballet School student. Your patronage is greatly appreciated!*

*At the Patel Conservatory, all required Dress Code components are available for purchase in the Patel Conservatory Retail Shop located on the first floor of the Patel Conservatory. Proceeds directly benefit the Patel Conservatory and the Tampa Bay Performing Arts Center. Your patronage is greatly appreciated!*

**Girls: \*\*denotes available in our Ballet Shops (all School Locations)**

**Dress Up and Dance: Central, Seminole and South**

\*\*Lavender leotard with attached skirt (OBS)

\*\*Pink footed or convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Dress Up and Dance: Patel Conservatory Youth Ballet**

\*\*Lavender leotard with matching detachable fabric petal skirt

\*\*Pink footed or convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Creative Movement 1: Central, Seminole and South**

\*\*Light blue leotard with attached skirt (OBS)

\*\*Pink footed or convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Creative Movement 1: Patel Conservatory Youth Ballet**

\*\*Light blue tank leotard with matching detachable fabric petal skirt

\*\*Pink footed or convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Creative Movement 2: Central, Seminole and South**

\*\*Pink leotard with attached skirt (OBS)

\*\*Pink footed or convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Creative Movement 2: Patel Conservatory Youth Ballet**

\*\*Pink tank leotard with matching detachable fabric petal skirt

\*\*Pink footed or convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Primary: Central, Seminole and South**

\*\*Turquoise Leotard (OBS)

\*\*Pink footed or convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Primary: Patel Conservatory Youth Ballet**

\*\*Hunter green tank leotard

\*\*Pink footed or convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Preparatory: Central, Seminole and South**

\*\*Raspberry Leotard (OBS)

\*\*Pink transition/convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

\*\*Black jazz pants and black leather jazz shoes (depending on school location) OR

\*\*Character Shoes / Black skirt (depending on school location) OR

\*\* Tap shoes (depending on school location)

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Preparatory: Patel Conservatory Youth Ballet**

\*\*Navy blue tank leotard

\*\*Pink transition/convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

\*\*Black jazz pants

\*\*Sodanca TA35 or TA36 black tap shoes

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Level 1: Central, Seminole and South**

\*\*Black Eurotard camisole leotard or Black camisole leotard w/OBS logo

\*\*Pink transition/convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

\*\* Black jazz pants and black leather jazz shoes (depending on school location) OR

\*\*Tap shoes, Character shoes (depending on school location)

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Level 1A: Patel Conservatory Youth Ballet**

\*\*Black Eurotard camisole leotard

\*\*Pink transition/convertible tights (worn over feet)

\*\*Pink leather split-sole ballet slippers

\*\*Black jazz pants

\*\*Sodanca TA35 or TA36 black tap shoes

Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Level 1B: Patel Conservatory Youth Ballet**

- \*\*Black Eurotard camisole leotard
  - \*\*Pink transition/convertible tights (worn over feet)
  - \*\*Pink leather split-sole ballet slippers
  - \*\*Black jazz pants
  - \*\*Sodanca TA35 or TA36 black tap shoes (if taking tap)
  - \*\*Black leather split-sole jazz shoes (if taking jazz)
- Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Level 2: Central, Seminole and South**

- \*\*Black Eurotard camisole leotard or Black camisole leotard w/OBS logo
  - \*\*Pink transition/convertible tights (worn over feet)
  - \*\*Pink leather split-sole ballet slippers
  - \*\*Black jazz pants
  - \*\*Black leather jazz shoes (depending on school location)
- Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Level 2A and 2B: Patel Conservatory Youth Ballet**

- \*\*Black Eurotard camisole leotard
  - \*\*Pink transition/convertible tights (worn over feet)
  - \*\*Pink leather split-sole ballet slippers
  - \*\*Black jazz pants
  - \*\*Black leather split-sole jazz shoes
- Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Level 3 through Level 7: Central, Seminole and South**

- \*\*Black Eurotard camisole leotard or Black camisole leotard w/OBS logo
  - \*\*Pink transition/convertible tights (worn over feet)
  - \*\*Pink leather split-sole ballet slippers (thru Level 3), leather or canvas Levels 4-7
  - \*\*Pointe shoes (Level 3 & up)
  - \*\*Pointe shoes must be approved by a Full Time OBS Staff Teacher before wearing
  - \*\*Black jazz pants
  - \*\*Black leather jazz shoes (depending on school location)
- Hair pulled back from the child's face into a bun or similar style (no ponytails)

**Level 3 through 5: Patel Conservatory Youth Ballet**

- \*\*Black Eurotard camisole leotard
  - \*\*Pink transition/convertible tights (worn over feet)
  - \*\*Pink leather split-sole ballet slippers (Level 3), leather or canvas Levels 4-5
  - \*\*Black jazz pants
  - \*\*Pointe shoes (Level 3 & up)
  - \*\*Pointe shoes must be approved by a full-time PCYB or OBS teacher before wearing
- Hair pulled back from the child's face into a bun or similar style (no ponytails)

## **Boys: Central, Seminole, South and Patel Conservatory Youth Ballet**

\*\*White T-Shirt – Intermediate Men (Orlando), Intro to Ballet for Boys (PCYB)  
Preparatory through Level 3 (PCYB)

\*\* Solid Colored T-Shirt – Advanced Men (Orlando), Levels 4A, 4B, 5 (PCYB)

\*\*Black footed tights with black ballet shoes

\*\*Black footless tights with white socks and white shoes OR black socks/black shoes

\*\*Black MID THIGH dance shorts with white socks and white shoes OR black socks/  
black shoes

\*\*Black Jazz pants and black leather jazz shoes (depending on school location)

\*\*Tap shoes (depending on school location)

## **Conditioning/Stretch/Pilates/Yoga (Orlando Only)**

\*\*Floor mat (optional)

## **Partnering /Variations Class**

Normal class attire

Black wrap skirt ONLY – no shorts

## **Flamenco (Orlando Only)**

Black flamenco skirt

Black character shoes or boot

## **Learning Process and Class Procedure**

The ideal student is a healthy, well-portioned child, flexible, well coordinated, with a natural ear for music and willingness for intense work in a disciplined learning environment. Depending upon the technical and artistic progress, the student will eventually follow a structural sequence of training and curriculum that is designed to increase skill, endurance and discipline in keeping with their age, maturity and physical development. Corrections are inherent in ballet instruction; therefore, the student will be verbally and physically guided by the teachers to ensure proper body placement and execution of movement.

Complete effort is required each day in order to make the experience successful. Any shortcuts in class or rehearsal postpone the ultimate goal. The classroom is your performance hall. Using energy produces more energy. Being easy on yourself diminishes the desired results. It is a wonderful feeling to complete your class or rehearsal knowing that you have done your best.

Every class is a performance and all combinations must be completed whether or not it has gone well. You must never walk off the floor before finishing the step (except if injured). Take a mental note of all corrections and go over them in your mind after each class so you do not have to be corrected again for the same thing. Progress will be amazingly fast if you do this.

Communication from teacher to students should be respected by all in a classroom environment. The majority of corrections will apply to all pupils in a similar situation. Observe other students, learn from them. Apply the information given whether in general or in particular. The classroom environment is where you will learn to love the process,

the frustrations as well as the achievements. Ballet students need to learn to love repetition.

Classes should be joyful and not seen as an obligation. You should be able to work by yourself without a teacher insisting that you work. Self-discipline is the only discipline. If class is something you look forward to each day, then you will be spending your energy wisely.

When you feel lethargic and “not up to it”, that is the very day that you have the greatest learning opportunity. Your effort will provide you with a feeling of accomplishment. There is no room in the class to think how tired you are. Professionals will tell you that the second you appear on stage, pain and fatigue disappear. The love of dance takes over.

It is extremely important that the teachers should not have to prod you into doing what you should do for yourself. Emphasize the full body movement and composite aesthetic. Quite often the head position, port de bras, epaulement are sacrificed for the attention placed on the legs and feet. Some dancers literally dance from the waist down and the resulting quality of movement is mechanical. Your face and head are mirrors of your dance passion. How you coordinate your arms and head positions will determine the beauty of the execution. Proper placement and correct use of energy define the nobility of the movement – tension in the body inhibits the flow of energy. The mirrors in the classroom are only for corrections; avoid looking in the mirror while you are dancing. A dancer’s musicality is vital. In class, music must be followed exactly. Be conscious of the music, don’t rush or fall behind. Do not take liberties with tempo to make it your own. Only in a solo performance may the music adapt to you, providing you have approval from the choreographer.

\*\*\*\***SCHOLARSHIP STUDENTS** may not take class at or perform with any other local dance studio without express written permission from the School Director. Any student not complying with this rule is subject to have their scholarship revoked immediately.

### **Orlando Ballet School & Patel Conservatory Youth Ballet Discipline Policy**

- 1) A verbal warning is issued to the student.
- 2) A written warning is sent home with the child and filed with the Director of Academic Affairs (PCYB), or School Principal (OBS), who contacts the parent/guardian.
- 3) The Director Academic Affairs (PCYB), or School Principal/Director (OBS), reviews the issue with the parent/guardian and discusses a strategy for improving behavior. The Director also tells the parent/guardian that this is the final opportunity for behavior improvement, and that if the student’s behavior does not improve, he/she will be asked to leave the class/program.
- 4) If a third incident occurs, the student is asked to leave the school.

Theft, vandalism, use of alcohol, tobacco or drugs, inappropriate language and behavior are grounds for immediate dismissal from the program. OBS and Patel Conservatory reserve the right to refuse service to anyone.

## **OBS & PCYB Rules of Behavior**

Orlando Ballet School students are very fortunate to have state of the art training facilities. These and the state of the art Patel Conservatory facilities are shared by several performing arts organizations for both rehearsal space and professional business offices. It is essential for students to display respect and professionalism every time they enter the building. These rules should serve as a guideline for proper behavior, but **MUST** be supplemented by proper behavior by parents and other guests.

- In Orlando, parents and students must wait in the 3<sup>rd</sup> floor break room. The area on the main floor at the bottom of the steps is for business use only.
- At the Patel Conservatory, parents should wait in the Chairmen's library, the Patel lobby or the TECO Theater lobby.
- Small children are **NOT** permitted to be separate from their parents or have freedom to run or move thru the building at any time.
- In Orlando, teachers will meet Dress Up & Dance through Level 2 in the break room to take them to class, and parents should meet their child there.

At the Patel Conservatory, teachers or Patel staff members meet D&D-Level 2B in the TECO lobby. After class, all students will be escorted to the TECO lobby and parents should meet their children there. No students may use the elevator unless accompanied by an adult. (D & D students should use the elevator with the teacher or Patel staff member assigned to escort the class) in the lobby of the Conservatory and escort them up the stairs to the studio. Students in Levels 3-5 may walk unaccompanied to the studios, but must wait in the dressing rooms on the third floor until it is time for their class to begin. After class

- In Orlando, D&D thru Level 2 **MUST BE WALKED** into the building **AND** picked up from the 3<sup>rd</sup> floor break room.
- **All Dress Up & Dance students MUST be 3 years old by September 1, 2009 (copy of Birth Certificate is required) and potty trained.** In Orlando, caretakers may not leave the facility during class time if the child is unable to manage bathroom duties alone. This means that your child must be able to get out of and back into their leotard and tights by themselves. At the Patel Conservatory, your child must be comfortable with receiving assistance in the restroom from a parent volunteer. Only the designated parent volunteer who has completed a background check will be permitted to wait outside of the classroom.
- In Orlando, the hallway outside of Studio 2 is for our Professional Ballet Company dancers **ONLY**. Please respect their space – no students are allowed down that hallway before 6pm classes begin.
- At the Patel Conservatory, students are **NOT** allowed to stretch or wait in the hallways because it disrupts the other scheduled classes and lessons. Students should wait in the TECO lobby (D&D-2B) or in the dressing rooms on the third floor (3-5) until it is time for their class to begin.
- Children should never be left unattended on the staircase under **ANY** circumstances. Students in Orlando are not allowed in the bathroom opposite the Main Hall, the Company and Staff dressing rooms, or the Teacher's Lounge and should stay out of staff offices and restricted areas. Failure to avoid these areas could lead to dismissal from the school.

- Food and beverages may be enjoyed responsibly in the designated areas only. Litter will not be tolerated, and food and drinks are banned from all other areas of the building, due to insect concerns, this includes hallways AND stairwells.
- Gum chewing will not be tolerated anywhere in the building.
- Smoking is not allowed anywhere on the premises.
- Do not bring valuables into the building. Orlando Ballet and the Patel Conservatory assume no responsibility for lost or stolen property.
- No parties or events that are to take place outside the ballet school, and are not official school or company events are to be discussed at OBS. Invitations for parties cannot be distributed in any class, please take care of this outside of OBS.

### **Performance Etiquette**

Casting is to be determined by the OBS or PCYB professional faculty and is not up for discussion.

Children are expected to attend all rehearsals. Weekly rehearsals will be posted by our School Mistress (Orlando) or Dance Coordinator (PCYB) on bulletin boards. Specific rehearsal schedules will be handed out in each class to take home.

The theatre is the temple of the arts. Children are expected to behave accordingly. No music playing of any kind is allowed. All students are to respect their theatre. Costumes should be hung up after each wear. At no time should students eat or drink in costumes, sit in costumes, or place their hands on the waist of a costume while waiting for performance. Any abuse of costumes will be fined with a dry-cleaning fee of \$30.00. Makeup guidelines will be discussed before performances and must be adhered to.

### **Orlando Ballet Professional Company**

Orlando Ballet is Central Florida's ONLY professional ballet company and has been an important part of Orlando's arts community for 30 years. Each registered student in Orlando will receive a voucher entitling them to one free season subscription with the purchase of one or more season subscriptions.

Orlando's Box Office for the Orlando Ballet Company is conveniently located on the main floor of the Dr. Phillips building at the Central School location in Orlando. Orlando Ballet Box Office phone # in Orlando is: 407-426-1739.

### **Professional Performances at TBPAC**

The Patel Conservatory understands the value of seeing professional ballet and modern dance as part of our students' artistic growth and understanding of the art form and training process. Patel Conservatory Youth Ballet students will receive a free ticket to Complexions Contemporary Ballet's performance at TBPAC in Ferguson Hall on Thursday, January 14. To maximize the learning experience of Conservatory students, free class field trip opportunities are provided. Parents are also encouraged to attend. The Tampa Bay Performing Arts Center's Box Office is conveniently located on site. 813.229.STAR (7827) Toll Free: 800.955.1045

**STUDENT COMMITMENT CONTRACT – OBS & PCYB**

- I will be in class, with the proper attire (dress code and hair, no jewelry, only stud earrings accepted), warmed up, and focused before class begins. I will take sole responsibility for being on time to all classes, rehearsals and performances.
- I will come to class prepared. This includes completing any outside class assignments and rehearsals.
- I will respect the facility around me, and take responsibility for lost or damaged property, as well as clean up after myself and behave appropriately at all times.
- I will only eat and drink in designated areas, only water is allowed in closed containers in the studios. No food/bags/backpacks are allowed on the stairways or hallways, only in the designated areas.
- I understand that theft, vandalism, use of alcohol, tobacco or drugs, inappropriate language and behavior are grounds for immediate dismissal from the program at any Orlando Ballet School locations.
- I will be focused throughout class. I will be supportive of my peers and participate fully for the duration of each class. I will maintain a consistently respectful attitude toward my class, my peers, my instructor, OBS administrators and the faculty.
- I will apply corrections and follow directions.
- I will commit to daily improvements in my work.
- I will take responsibility for, and contribute to, the success of each class.
- I will attend performances of our Professional Company and broaden my understanding of the Arts as a whole.
- I will be persistent. I will strive for consistency in my class work by accepting setbacks and refocusing my energies.
- I will maintain a mature attitude in dealing with problems by describing the problem clearly, offering potential solutions and remaining open to suggestions.
- I will practice good behavior in and out of the classroom, and remember that this is a School and NOT a playground.
- I will exercise common sense in all my activities at both the Patel Conservatory and all Orlando Ballet Schools (Central/Seminole/South).
- I will respect the judgment of the faculty regarding my progress in the curriculum.
- I will be respectful of different viewpoints, cultures and lifestyles.
- I will not call my teacher by his/her individual name solely, but will be respectful of his/her title: Ms. \_\_\_\_\_ or Mr. \_\_\_\_\_.
- While in the waiting area, I will be respectful of my environment, with low voice, calm demeanor, and good behavior.

**Student Signature**-----

**Student Print**-----

**Date**-----

**FAMILY COMMITMENT CONTRACT – OBS & PCYB**

- I will support my child in his or her efforts in attending Orlando Ballet School and/or PCYB by ensuring punctual transportation for my child, supporting

classroom methodology, and respecting the relationship between my child and his/her instructor.

- I will be aware of my child’s other activities and plan accordingly. I understand that my child may be dismissed from the classical ballet training program at OBS if he or she has unexcused and/or excessive absences.
- I will be aware of all OBS and PCYB calendars, schedules and policies (including helping my child be correctly dressed in proper attire and hair for class), and be responsible for my child’s consistent participation in all scheduled events.
- **I will give the utmost respect to the judgment of the OBS faculty regarding my child’s progress and/or placement in the program.**
- Before sessions begin, I will notify OBS of any anticipated absences in writing.
- I realize that I (parent/caregiver) am not to leave the school facility during class time if my child is unable to manage bathroom duties alone.
- I will maintain a mature attitude in dealing with problems by stating the problem clearly, offering potential solutions and remaining open to suggestions.
- I will be respectful of different viewpoints, cultures and lifestyles.
- **I also understand that a \$25 fee will be assessed for any student not picked up more than 15 minutes after his/her class ends.**
- I also understand that students are NOT to be dropped off more than fifteen minutes before class starting time, and that all students D&D thru Level 2 must be walked into the building to the Central 3<sup>rd</sup> floor Break Room, South Lobby, and Seminole Lobby.
- I also understand that students are NOT to be dropped off more than fifteen minutes before class starting time (Levels 3, 4, and 5 can be dropped off 30 minutes early) at the Patel Conservatory.
- **I understand that enrollment in the program will not be automatically renewed from year to year to the next Level. The decision to retain or advance a student will be made with careful consideration by the School Director and School faculty.**
- I understand that students are notified 2x per year of progress and class level placement for the following year. Level placement is reviewed again in September, subject to the student’s summer progress.
- I also understand, that a crisis at home can affect the child’s behavior at school. We ask that you let us know the joyous happenings, the upsetting experiences or important changes at home that may affect behavior. These will be held in strict confidence, but will help teachers understand the child’s behavior better.

**Parent Signature**-----

**Parent Print**-----

**Date**-----

**TEN ways that parents who want to be involved in the education of their child enrolled at Orlando Ballet School and Patel Conservatory Youth Ballet can be involved.**

1. Buy Season Tickets to Orlando Ballet's Professional Company and TBPAC performances. These are wonderful gifts for birthdays, holidays, etc.
2. Encourage your child to read age appropriate biographies of dancers and about the history of dance.
3. Expose your child to musical training through the study of music in their schools, singing in a chorus, playing a musical instrument, and listening to all musical styles.
4. Allow your child to attend master classes given by dance teachers when the opportunity presents itself.
5. Become aware of good healthy eating habits and healthy nutrition.
6. Observe the practice of good body conditioning and flexibility to avoid dance injuries. Encourage stretching and exercises that benefit aerobic conditioning, i.e. swimming, biking, jumping rope, pilates/yoga training.
7. Be aware that involvement in other sport activities can be fine if the schedule permits. Make sure it is a 'good marriage' with ballet.
8. Remind your child to get plenty of sleep, especially after the extreme rigors of ballet class activities, and school activities.
9. Allow your child to follow their heart, talents, and interests. Prepare them for a second career.
10. Remember that Orlando Ballet School and the Patel Conservatory Youth Ballet want to train and develop your child to the highest caliber while nurturing the individual to become a creative artist. This is an important part of our teaching task, which involves helping your child develop inner discipline.

Compiled courtesy of Gretchen Warren & Sandra Robinson

**DRIVING DIRECTIONS BETWEEN PATEL  
CONSERVATORY YOUTH BALLET (TAMPA),**

## **AND OBS CENTRAL (ORLANDO)**

**From: ORLANDO BALLET SCHOOL CENTRAL  
1111 N Orange Ave Orlando, FL 32804**

**To: PATEL CONSERVATORY YOUTH BALLET  
1010 N W C Macinnes Pl Tampa, FL 33602**

### **DRIVING DIRECTIONS:**

1. Start out going **SOUTHWEST** on **N ORANGE AVE/FL-527** toward **S IVANHOE BLVD. (0.02 miles)**
  2. Turn **SLIGHT RIGHT** onto **S IVANHOE BLVD. (0.06 miles)**
  3. Turn **RIGHT** onto **N MAGNOLIA AVE. (0.02 miles)**
  4. Turn **SLIGHT LEFT** onto **S IVANHOE BLVD. (0.28 miles)**
  5. Merge onto **I-4 W** via the ramp on the **LEFT. (84.02 miles)**
  6. Merge onto **I-275 S** via the exit on the **LEFT. (1.01 miles)**
  7. Take **EXIT 44** toward **DOWNTOWN-WEST. (0.43 miles)**
  8. Stay **STRAIGHT** to go onto **N ASHLEY DR. (0.11 miles)**
  9. Turn **SLIGHT RIGHT** onto **W FORTUNE ST. (0.12 miles)**
  10. Turn **LEFT** onto **N MACINNES PL. (0.09 miles)**
  11. End at **1010 N W C Macinnes Pl Tampa, FL 33602-3720 US**
- Total Estimated Time: 1 hour, 26 minutes**  
**Total Distance: 86.14 miles**
- 

**From: PATEL CONSERVATORY YOUTH BALLET  
1010 N W C Macinnes Pl Tampa, FL 33602**

**To: ORLANDO BALLET SCHOOL CENTRAL  
1111 N Orange Ave Orlando, FL 32804**

### **DRIVING DIRECTIONS:**

1. Start out going **SOUTHWEST** on **W TYLER ST. (0.06 miles)**
  2. Turn **LEFT** onto **N DOYLE CARLTON DR. (0.03 miles)**
  3. Turn **LEFT** onto **W CASS ST. (0.13 miles)**
  4. Turn **LEFT** onto **N ASHLEY DR. (0.29 miles)**
  5. Merge onto **I-275 N** toward **I-4. (0.80 miles)**
  6. Merge onto **I-4 E** via **EXIT 45B** toward **ORLANDO. (84.52 miles)**
  7. Take the **IVANHOE BLVD. exit- EXIT 84. (0.19 miles)**
  8. Turn **SLIGHT RIGHT** onto **SW IVANHOE BLVD. (0.02 miles)**
  9. Turn **SLIGHT LEFT** onto **S IVANHOE BLVD. (0.05 miles)**
  10. Turn **LEFT** to stay on **S IVANHOE BLVD. (0.19 miles)**
  11. Turn **LEFT** onto **FL-527/N ORANGE AVE. (0.05 miles)**
  12. End at **1111 N Orange Ave Orlando, FL 32804-6407 US**
- Total Estimated Time: 1 hour, 27 minutes**  
**Total Distance: 86.32 miles**

## **DRIVING DIRECTIONS BETWEEN OBS SOUTH AND OBS CENTRAL**

**From: ORLANDO BALLET SCHOOL SOUTH  
7600 Dr. Phillips Blvd. Orlando, Fl 32819**

**To: ORLANDO BALLET SCHOOL CENTRAL  
1111 N. Orange Ave. Orlando, Fl 32804**

**Exit out of the Albertson's center turning right.  
Turn LEFT onto W. SAND LAKE ROAD  
Merge onto I-4E via the ramp on the LEFT toward ORLANDO  
Take the IVANHOE BLVD. exit – Exit 84  
Turn SLIGHT RIGHT onto SW IVANHOE BLVD.  
Turn SLIGHT LEFT onto S. IVANHOE BLVD  
Turn LEFT to stay on S. IVANHOE BLVD  
Make first immediate LEFT onto N. ORANGE AVE  
End at 1111 N. Orange Ave. (on the right)  
Large white Dr. Phillips Performing Arts Bldg.  
Take the first parking entrance  
Orlando Ballet School is on the 3<sup>rd</sup> floor.**

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**DRIVING DIRECTIONS BETWEEN OBS SEMINOLE AND  
OBS CENTRAL**

**From: ORLANDO BALLET SCHOOL SEMINOLE  
1811 W. State Road 434 Longwood, Fl 32779**

**To: ORLANDO BALLET SCHOOL CENTRAL  
1111 N. Orange Ave. Orlando, Fl 32804**

**Take Hwy 434 and travel WEST on I-4 via the ramp on the left  
Take the IVANHOE BLVD/US 17/COLONIAL DR/US 92/SR-50 exit, exit 84 –  
toward CENTROPLEX  
Take the IVANHOE BLVD ramp to the right  
Keep RIGHT at the fork to go on SW IVANHOE BLVD  
Turn LEFT onto S. IVANHOE BLVD  
Turn LEFT onto N. ORANGE AVE.  
End at 1111 N. Orange Ave. (on the right)  
Large white Dr. Phillips Performing Arts Bldg.  
Take the first parking entrance - Orlando Ballet School is on the 3<sup>rd</sup> Floor.**

**ORLANDO BALLET SCHOOL**

**PETER STARK | DIRECTOR**



### Instructions for Professional Ballet Bun

1. Brush hair smoothly to remove all tangles, drawing towards the crown of the head.
2. Spray hair lightly with hairspray or gel. Smooth hair with hands and secure wisps, layers or short ends into a ponytail (at the crown of the head) and secure with a THIN cloth-covered elastic band.
3. Secure sides and back hair with clips and barrettes that match hair color, if needed.
4. Divide ponytail into two sections and twist or braid flattening tightly to the head as you go.
5. Wrap sections of twisted or braided hair clockwise around the elastic band and secure with hair or bobby pins as you wrap. Keep the bun as flat to the head as possible.
6. Place the hair net over the bun; twist the net over the bun at least two times. Tuck ends of hairnet into the bottom of the bun and secure with hair or bobby pins.
7. Spray hair and bun with hairspray or hair gel to set. Smooth with hands or comb. The bun should be secure, and held tightly in place.

## **Orlando Ballet School & PCYB Absent Form**

Date: \_\_\_\_\_ Class Level: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Location: \_\_\_\_\_

Teacher & Class: \_\_\_\_\_

Reason for  
Absence: \_\_\_\_\_

\_\_\_\_\_

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**ORLANDO BALLET SCHOOL**

PETER STARK | DIRECTOR

### **APPLYING FACIAL MAKE-UP:**

Use Foundation one shade darker than your own skin tone.

Use Concealer to cover under the eye and on the lid, as well as blemishes.

Use Powder to give a “matte” look, and to cover shiny areas.

When applying facial make-up, remember to go in order and to go slow.

Apply small dots of foundation at a time and blend in with upward strokes towards the hairline, including the jaw line and neck, then add small dots of concealer and blend well at the edges. Lightly apply powder over the face to set it.

### **APPLYING BLUSH AND CONTOUR BLUSH:**

Always aim for a healthy, vibrant glow. Apply powder blush using a large “poofy” brush with bristles at least an inch long. The effect is a more natural look. Sweep the blush along the “apples” of the cheeks and towards the temples. Directly in the same line as the blush use a shade darker blush for contour, this will help define the cheeks for stage.

### **APPLYING EYEBROW LINER:**

Very lightly stroke the eyebrow pencil to add color to the brow, never pencil it dark or with a strong line. Just follow the natural curve of the brow.

### **APPLYING EYESHADOW AND HIGHLIGHT:**

By using three different eye shadow colors, begin with by covering the entire lid with a soft color (light beige), start at right above the lashes and begin first with a light crème color, followed by a darker color for the crease, then finish with a vanilla or crème highlighter right below the brow.

### **APPLYING EYELINER:**

Use a sharpened eye pencil in brown or brownish-black, the underneath line should follow from  $\frac{1}{2}$  to  $\frac{3}{4}$  of the way to the middle of the eye from the outside in towards the nose. Hold outside corner of the eye with the finder tip to apply. The top line should be drawn from where the lashes begin towards the nose and extend out to the end of the lashes. This lower line can be smudged slightly to create a “softened” effect.

### **APPLYING MASCARA:**

You might want to consider investing in an eyelash curler and an eyelash comb to help your lashes look their best with the mascara. Never curl your lashes after applying mascara, you could possibly have some lashes stick to the pad and pull out! Insert the wand, turn it a few times and pull it out. Put the mascara on by running the brush along your lashes – away from your face, in quick, even stroke. After applying the mascara, use an eyelash comb to get out any clumps and to separate your lashes.

### **APPLYING LIPLINER AND LIPSTICK:**

Condition the lips with lip balm (avoid chapstick and other waxy substances), and let it fully absorb before applying color on the lips.

Apply the liner along the natural shape of your lips first, and then fill in the rest of the lips with the lipstick.

When lining your lips, start at one corner of the lower lip and work your way towards the center. Use short, even strokes and never line directly onto your skin – always have the line touching the edge of your lips. Then line your top lip, concentrating on the small arches at the center of your upper lip, making sure they are defined but not too pointy.

Use a lip brush to blend lipstick and lip liner together. Blending will also help keep the color on the lips longer.