
The Premier Ballet School of
OC

Student and Parent Handbook

Henson Shinn

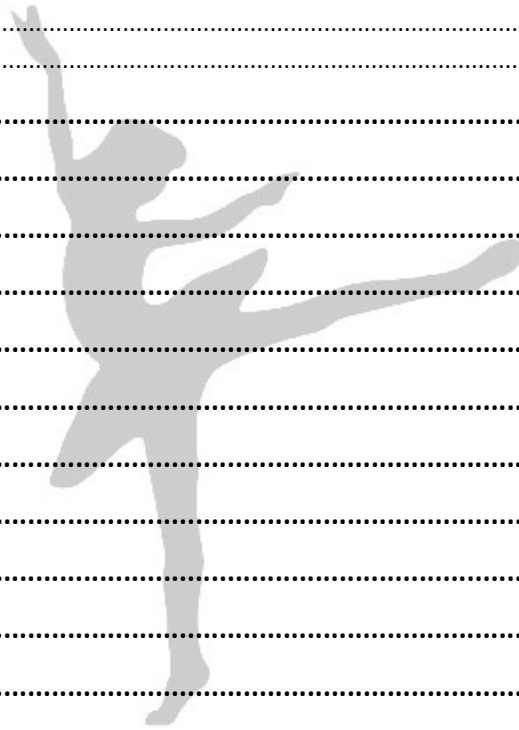


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Introduction

About PBSOC

The Premier Ballet School of Orange County is centrally located in the heart of Orange County, CA. We strive to provide our students with the highest quality of classical Vaganova Ballet Training for all levels so that each student can reach their maximum potential. This will be done in a safe, structured environment that will build confidence and a hard work ethic to each student that carries with them in their future endeavors

Artistic Director

Nazgul Ryskulova Shinn has been teaching ballet for the past ten years. Having experience teaching all age levels from toddlers to advanced, her students have gained great growth and success, as shown by them placing in various ballet competitions such as the YAGP, WBAC Grand Prix, Prix de Lausanne, Spotlight and many more.

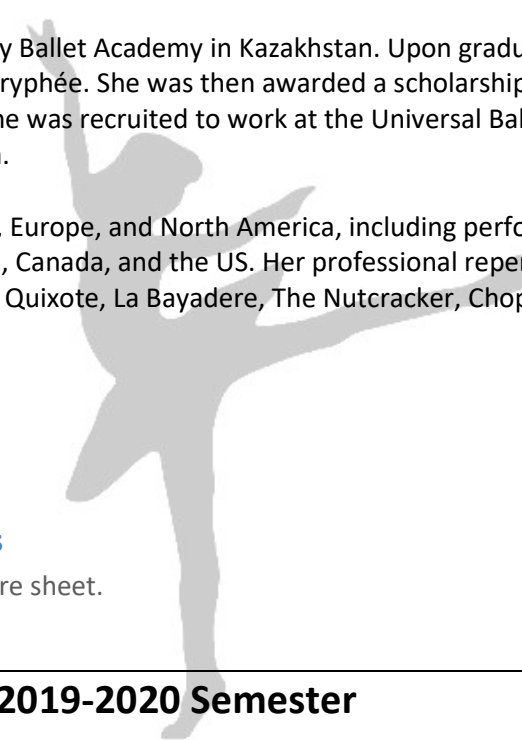
Nazgul received her training from the Almaty Ballet Academy in Kazakhstan. Upon graduation, she was invited to work at the Kyrgyz National Ballet Theater as a coryphée. She was then awarded a scholarship to study at the Kirov Ballet Academy in Washington D.C.; whereupon she was recruited to work at the Universal Ballet Company, under the artistic direction of Oleg Vinogradov in Seoul, Korea.

As a dancer she has toured throughout Asia, Europe, and North America, including performances in Japan, Switzerland, Germany, Hungary, France, England, Austria, Canada, and the US. Her professional repertoire includes classical ballets such as La Sylphide, Swan Lake, Giselle, Don Quixote, La Bayadere, The Nutcracker, Chopiniana and Sleeping Beauty, as well as contemporary.

Information and Policies

Reception & Office Hours & Holidays

Please view our Holidays and Dates of Closure sheet.



2019-2020 Semester
Monday-Friday: 3PM-9PM Saturday: 9AM-4PM Sunday: 9AM-4PM

Rules & Regulations

The following rules have been put in place to ensure the environment at PBSOC is safe for all students and staff and is conducive to the students' learning and development.

- Students and parents/guardians should abide by all rules set forth by PBSOC and should maintain a professional and courteous attitude.

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- PBSOC has a zero-tolerance policy for bullying or stealing.
- PBSOC adheres to the laws of the State of California, including those regarding alcoholic beverages, smoking, illegal drugs, vandalism, theft and firearms. **Any student or parent in violation of these or any other California State laws may be subject to disciplinary action, expulsion and possible legal action.**
- Possession or use of any weapons on PBSOC property is not permitted, regardless of possession of a concealed weapons permit. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.
- PBSOC maintains the right to assess charges for any damage done to the property of PBSOC including costumes.
- PBSOC maintains a three strikes policy. Any misconduct can be counted as a strike and incident report will be completed to record each violation of any of the rules and regulations listed above. A student who has three violations may be dismissed from the program without refund.

Student Check-in/ Check Out Policy

- Students and parents must enter/exit through PBSOC Reception, unless otherwise directed.
- Due to our limited space and seating, dropping off and picking up children for classes are encouraged.
- Parents and siblings are welcome to sit quietly in the waiting room area during class, although we ask that families stay in the area only during their child's designated class time.
- **Children under the age of 10 in the waiting room must be attended by an adult at all times.**
- Students should be dropped off at least 15 minutes before class and picked up promptly after class. Please call to alert us if you will be late.
- If a receptionist has not been able to contact the parent/guardian of the student within 90 minutes of class/rehearsal ending, the receptionist will call the police.

Waiting Room Area

As a small-business, with a shared office, waiting area and studio space, we rely on the cooperation and care of all who enter into the space to maintain a professional manner.

- All guests must remain QUIET in the waiting room area to ensure that dance students are able to focus on their lessons and so that PBSOC staff are able to work productively in the office area.
- Keeping voices low (think of a library or quiet study)
- NO talking on cell phones in waiting areas
- Keep audible electronic devices home or use headphones
- Families with infants and young children must remain quiet and will be asked to leave the waiting area if creating too much noise.
- Do not sit at the PBSOC workstations or use office computers
- Respect the property of the studio and keep common areas clean
- Parents/Guardians are responsible for their children while in the waiting area. We do not have the resources to oversee or clean up after unattended children.
- PBSOC assumes no responsibility for unescorted children before or after their scheduled class time.
- Keep all bags and coats with you and be considerate of other guests who may need a seat.
- As per fire code and safety rules, all guests must maintain clear paths to the main doors, and hallways and back door must remain free of people and paraphernalia.

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- Parents and siblings are not allowed in the studio unless approved by the School Director and/or School Administrator. Please see calendar for observation and showcase dates.
- No one is permitted to peek through curtains of the dance studio as this distracts dance students from optimal learning. If an emergency, please speak with the Front Desk staff member to excuse your child.
- If bringing food and drink into the waiting area, please ensure that you clean up after yourself and dispose of trash in the proper receptacles We RECYCLE bottles and plastic!
- PBSOC reserves the right to ask families to find alternative waiting areas if space is insufficient or if we are blocking pathways for PBSOC staff.
- PBSOC is not responsible for anything lost or stolen.

Restrooms

- PBSOC Students and Guests are only allowed to use the designated PBSOC Bathroom
- All students should use the bathroom before class. Bathroom breaks during class are for emergency situations only.
- All Pre-Ballet students must be potty trained before entering the program.
- Families with infants must use the bathroom for changing diapers. Please do not do this in the lobby area.

Ballet Studio Rules

- Students are not permitted in any studio when a receptionist or faculty member is not present.
- Food and Drink are NOT permitted in the studio. Water bottles are acceptable.
- Outside shoes must be removed BEFORE entering the ballet studios. It is not recommended to wear ballet shoes outside ballet studios.
- Students are responsible for all their belongings.
- Cell phones must be turned OFF or on silent. PBSOC is not responsible for charging your phones or electronic devices.

Registration

HOW TO REGISTER:

- 1 Please go to our website at www.premierballetoc.com and register online. This will then give you access to view class and fee schedules, enroll in classes, make payments, and more.
 - ALL PARENTS AND STUDENTS MUST READ THE STUDENT & PARENT HANDBOOK. All Parents and Students must complete the following:
 - Take an evaluation class and pay the drop-in rate fee.
 - There is a one-time Registration fee of \$35. This Registration Fee will be waived until class level is determined. Once class level is determined, select classes and pay tuition prior to start of term.

Registration Fee: A non-refundable, registration fee of \$35 is required upon registration for Year-Round Programs. Payment can be made online through your [Parent Portal](#).

Tuition Policies and Financial Information

- PBSOC does not administer refunds. When registering for any of PBSOC programs, parents/guardians should understand that it is a commitment for the entire length of the program. PBSOC maintains a policy of offering no refunds, credits, or transfers. Refunds are not available for class cards or any Adult Open Division classes.
- PBSOC requires a credit card on file prior to enrollment.
- Registration Fees and the full tuition fee must be paid prior to the start of classes.

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- We will offer a Monthly Automatic Payment Plan for Full-Year Students who are enrolled in the Part-Time and Full-Time Program. Contact the Office Administrator to set up an automatic payment plan with PBSOC. A 10% discount is offered to Full Term Advance Payments.
- PBSOC reserves the right to charge the client's credit card on file for outstanding balances for tuitions that are more than 2 weeks late.
- Families with more than one child enrolled in dance classes will receive a 10% discount per year. The discount will be applied to the lower level student.
- Students who begin taking classes after the start date will have tuition prorated.
- No Financial Assistance or Scholarships is offered at this time.

Communication

Email is the primary form of communication for the PBSOC School. Emails are sent to the primary account holder's email on file. The following communication policy has been established in order to encourage communication between students, parents and PBSOC staff and faculty. Students or parents who have questions regarding dance classes, the dance curriculum, or an individual student's progress are encouraged to e-mail all inquiries to info@premierballetoc.com. The PBSOC Business Director and/or School Administrator will make reasonable efforts to call the family back within three business days of its receipt. Unfortunately, since the PBSOC Faculty normally teach several classes in a row, communication with the faculty in person between classes is difficult. Therefore, all questions for the faculty should be directed to PBSOC Reception initially and, when appropriate, faculty will be consulted for a response.

Class Cancellation

All classes in the Children's, Adult, and Conservatory Training Program require a minimum of five students enrolled per class. An assessment will be made after the third week of each semester with regard to enrollment. Classes with low enrollment are subject to cancellation after the third week of each term. All classes in the Adult Open Division with consistently low attendance are subject to cancellation.

In the event of a class being cancelled, students will be notified by email with at least 24 hours of notice. For the Adult Open Division, class cancellation will be announced on www.Premierballetoc.com and some schedule updates may be emailed to all Adult Open Division students. PBSOC maintains a policy of offering no refunds, credits, or transfers.

Natural Disasters

All inclement weather or natural disaster closings will be reported in the PBSOC voicemail at +1(714)760-4883. PBSOC will also make every effort to send a courtesy email to affected students.

PBSOC will not add classes or extend the calendar school year to make up for classes missed due to inclement weather or unexpected school closings. No refunds or credit will be given for classes missed due to inclement weather or natural disasters.

Attendance and Punctuality

Regular attendance is necessary to maintain progress. **All students should arrive at least 15 minutes early and be ready prior to the start of class.** Parents and students should notify the School Administrator of any foreseen absences. If excessive absences occur, students may not be allowed to perform in the Student Showcase. **Students will not be allowed to take class if more than 10 minutes late.** If arriving within the first 10 minutes of class, please wait at the entrance to the studio until the teacher gives permission to enter. **Students in Ballet II or higher are required to observe class if more than 10 minutes late.**

Absences

All students must notify PBSOC of any absences 24 hours in advance. Students are not allowed to have any unexcused absences. Excused absences include illness, injury, religious or mandatory academic school-related obligations, personal and

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family emergencies, or auditions. PBSOC asks that students err on the side of caution and stay home if he or she has a contagious illness including head lice or fever. In the case of extreme injury or illness, students may be granted a leave of absence with the School Director's permission. The details of this leave of absence must be discussed directly with the School Director and School Administrator.

Students who will be performing in an upcoming presentation or production may not miss any classes during the two weeks prior to the performance; doing so may affect participation in the upcoming performances. Students who have an excess of excused or unexcused absences will be asked to arrange a meeting with the PBSOC School Director to discuss the effect these excessive absences are having on the student's progress. Excessive absences within the semester may affect evaluation results, future placement and participation in productions. Consequences of these absences will be addressed at the end of each term and will be handled on an individual basis. Decisions regarding the consequences of excessive absences should be kept confidential.

Make Up Classes

Make Up Classes are allowed only in case of illness, injury or advanced notice to administration. Make Up classes are organized and scheduled 48 hours in advance with the School Administrator. Students who are making up a class are **ONLY** allowed make-up classes in the same level or designated by administration.

Student Etiquette

PBSOC has a high standard of professional behavior. Proper etiquette for a dancer will not only enhance their study, but will carry over into their academic life and professional future. Students are expected to be prepared for class, focused and dedicated in the classroom, and productive with their time before and after class. The hallways should remain quiet and be utilized for stretching and mentally preparing for class. Students should be dressed and ready when the instructor enters the studio. There should be no talking in class or rehearsal, unless there is an inquiry for the instructor. PBSOC expects students to be supportive of each other and work as a team to create a positive atmosphere in the classroom. Gossip, bullying or any other degrading behavior will not be tolerated. Students of PBSOC represent the school and are expected to demonstrate respect and professional behavior.

Parent Etiquette

PBSOC fosters an atmosphere of respect and professionalism. PBSOC expects all faculty, staff, students and parents/guardians to behave in a considerate and courteous manner toward each other at all times. Students or parents who wish to discuss an issue or policy with a teacher or administration should e-mail info@premierballetoc.com to schedule a meeting or phone call. Issues between individuals will be discussed calmly and respectfully. PBSOC will not tolerate disrespectful or confrontational behavior toward faculty, staff or another family. If a situation arises when parents/guardians or students behave in an aggressive or disrespectful manner, it will be addressed, and the family may be asked to leave PBSOC and un-enroll from classes without a refund.

Student Attire

PBSOC maintains a dress code to encourage unity, discipline, and improved concentration. Students are required to wear the color leotard assigned to their level. The teacher may ask a student to sit and observe class if they are not in the correct attire. Please see BELOW for appropriate attire.

- Long hair must be pulled back into a bun. Short hair should be pinned away from the face.
- No jewelry or watches allowed except small studded earrings.
- Name of student should be written inside of shoes and tags on all dancewear.
- Students should have CLEAN uniforms and maintain a tidy appearance at all times.
- Lost and Found located in a bin at the front of the waiting room area. Please ask at the Front Desk for help.
- PBSOC is not responsible for anything lost or stolen.
- While on the street, students are required to wear pedestrian clothes over dancewear and street shoes are required

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when entering and exiting the building.

Dress Code by Level Including Adult Ballet

GIRLS: *If in mixed level classes, students must wear their designated level leotard.*

***Saturday and Sunday:** All levels, any color leotard

- **Pre-Ballet:** Pink leotard, pink tights, pink ballet slippers. Tutus and ballet skirts are allowed.
- **Level 1:** Pink leotard, pink tights, pink ballet slippers with ribbons sewn on. No Tutus or ballet skirts.
- **Level 2:** Lavender leotard, pink tights, pink ballet slippers with ribbons sewn on. No Tutus or ballet skirts.
- **Level 3:** Baby Blue leotard, pink tights, pink ballet slippers with ribbons sewn on. No Tutus or ballet skirts.
- **Intermediate:** Burgundy leotard, pink tights, pink ballet slippers with ribbons sewn on.
 - Ballet Skirts may be worn during repertoire, jumps and turns, and some pointe classes (at instructors discretion)
 - Practice tutus may be required for variations or upon Instructor request
 - Warm-ups vary upon instructor
- **Advanced:** Black leotard, pink tights, pink ballet slippers with ribbons sewn on.
 - Ballet Skirts may be worn during repertoire, jumps and turns, and some pointe classes (at instructors discretion)
 - Practice tutus may be required for variations or upon Instructor request
 - Warm-ups vary upon instructor
- **Contemporary/ Modern:** Any color leotard associated, bare feet and/or modern shoes. At teachers discretion.
- **BOYS: BALLET:** white half-sleeved shirt, black tights/leggings, waist band, white socks, black ballet slippers
- **ADULT BALLET (RECOMMENDED):** Leotard, tights and ballet slippers or form fitting wear with ballet slippers.

Food

No food, gum, or other snacks and drinks are allowed in the studios. Chewing gum will not be permitted during class. Students may only bring bottled water into the studios. **Food and snacks are only allowed at the tables in the waiting area and must be disposed in the proper trash/recycling receptacles.** Students and parents are not allowed to bring food to share with the class and we ask that parents send students with non-messy, nut-free snacks if needed.

Cell Phones

Students and Parents should leave cell phones on silent or off at all times. Students may not check cell phones during class but are permitted to use cell phones between classes. If you need to get a hold of your student during class for an emergency, please call PBSOC's Reception.

First Aid

In the event a student is injured, a first aid kit is available at Reception. We do not issue over-the-counter medications. For more serious injuries, PBSOC will call an ambulance.

Parent Observation Week

Parents are welcome to observe classes during the designated parent observation week each semester. During this day/week parents may observe Program classes. PBSOC asks that parents arrive on time and stay for the whole class. Parents may be permitted to videotape technique classes and take photos during parent observation week, pending permission from the instructor. For the privacy of the students and families, we ask that families do not post any photos or videos on their

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social media.

Evaluation and Placement

Students are initially placed in a class based on their prior dance experience, skill level, and what is decided upon by the Artistic Director during placement auditions. PBSOC's levels do not reflect other dance school's leveling systems. As children progress physically at different rates, it is not uncommon to have children of different ages in different levels. As ballet is an art form that takes years to master, it is also common for students to repeat levels for many years before entering into the next level. Repetition of levels and years of careful training will ensure a healthy and productive growth period for each student studying the art of ballet. The School Director and Faculty will evaluate students at the close of each school year. Advancement in levels will be made by the School Director with consideration from faculty and staff.

***Evaluations are charged as a drop-in rate. See Fee Schedule.**

General Audition Information

Admission into the *Year Round and Summer Intensive*, Ballet levels I-Advanced Program are by audition only. Summer Intensive auditions are open to all students ages 7 to 18. Applicants should choose time and age group based on their age at the time of the audition, regardless of what their age will be at the beginning of the summer intensive programs.

About Pointe

Student leveling and readiness for starting pointe lessons are decided by the School Director with consideration from faculty members.

Private Lessons

If a student is preparing for a specific audition, please see the School Director to organize specific rehearsal time. Do not contact PBSOC teachers directly.

We work hard to accommodate scheduling to help everyone reach their goals and deadlines. If you need to change your private lesson time let us know ASAP. Just as any other professional service, if you cancel less than 24 hours before, or are not present for your private lesson, you forfeit the cost of that lesson.

Only part-time and full-time PBSOC students may schedule privates with PBSOC faculty on our premises. All non PBSOC students wishing to take private lessons from ANY PBSOC instructor must be approved by the director in advance and must pay a registration fee per term.

Participation in Competitions, Festivals, etc.

PBSOC students may be invited to participate in prestigious dance competitions, festivals, etc. Participation in such events is at the discretion of PBSOC School Director. Annual tuition does not cover competition/festival expenses and each student will be responsible for any competition fees, travel, accommodations, costumes and any other expenses. To guarantee a high level of artistry and proper representation of PBSOC, all students must receive the School Director's approval for any solo they might present on behalf of PBSOC. Students whose solos do not have such approval may participate as independent competitors. If student is training with any PBSOC Instructor and is not a full-time student, partial credit must be given to the instructor and/or PBSOC. See administration for more details.

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Performance Opportunities

At the end of the year, students in Ballet I through Advanced Program Ballet will be invited to perform in the Student Showcase. Casting for all roles is entirely at the discretion of the Faculty, with final say from the School Director. The PBSOC Team will provide rehearsal and casting information at the earliest possible date. Some additional rehearsals may be scheduled outside of regular class hours. If necessary, class time may be used for rehearsals since practice is considered an important part of dance training.

Students and parents must be fully committed to attend all rehearsals and performances as scheduled. All rehearsals are mandatory. Students who miss more than two rehearsals or a dress rehearsal may not be allowed to perform. Students with past due/ unpaid balances will not be able to participate in performances until tuition is paid in full.

Costumes

Costumes that belong to PBSOC are to be handled with care. If costumes are returned to PBSOC after being worn and are stained or damaged in any way, students will be charged a fee for these damages. To prevent this from happening, hands should be clean when wearing costumes and students may not eat, drink, apply make-up, or sit on the floor while in costume or rehearsal tutus.

Photography & Videography

- PBSOC does not permit the use of photography or filming during Student Showcases or other PBSOC performances unless otherwise directed.
- Parents may be permitted to videotape technique classes and take photos during parent observation week, pending permission from the instructor. For the privacy of the students and families, we ask that families do not post any photos or videos on their social media.

PBSOC reserves the right to photograph and video all classes and showcases for promotional purposes.

Evacuation Plan

- Remain Calm
- Identify the nature of emergency
- Notify PBSOC Staff
- Follow Directions from PBSOC Staff member.
- DO NOT EXIT THE BUILDING UNLESS DIRECTED by PBSOC Staff..
- If Evacuation begins, remember to:
 - Discontinue telephone conversations
 - Leave all belongings behind
 - Close all doors behind you
 - Proceed to your designated assembly point as directed by PBSOC Staff
 - Act calmly and courteously and help others if possible, will do our best to answer them.

