



The SPBC Student/Parent Handbook

August 2021 — May 2022

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The St. Petersburg Ballet Conservatory is a 501(c)(3) non-profit organization and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

ABOUT SPBC

MISSION STATEMENT

We believe that dance is an essential piece of an ever-growing arts community, performing the infinite possibilities of human expression. The St. Petersburg Ballet Conservatory educates and advances dancers by addressing the needs, training and passion of these artists and performers. By providing exposure to nationally recognized instructors, directors, choreographers and experienced dancers, SPBC enhances the vibrant, growing arts community of the St. Petersburg area and provides disciplined, dynamic education and training to expand the performing arts of the nation as a whole. We represent the amazing diversity of the local area and will never discriminate against anyone, especially based on gender, race, ethnicity, religion, disability or lifestyle preference. Anyone wanting to work hard to be a great dancer is welcome to be a part of something great at the St. Petersburg Ballet Conservatory.

STRATEGIC PLAN & VISION

- The St. Petersburg Ballet Conservatory will be known as the conservatory for preprofessional dancers in America within and across the local and national arts communities, the media, and among national dance organizations.
- SPBC will be accessible to all young dancers with a passion for performing through education and training and will embrace strategic partnerships on local, national and international levels to increase visibility, relevance and impact.
- SPBC will create value for sponsors through strong core services of exposure, benefits and entertainment that have a local, national and international focus.
- SPBC will create a viable economic engine for the performing arts in the St. Petersburg/Gulfport area through reputational and media exposure by offering the option for existing arts patrons of St. Petersburg/Gulfport area.
- SPBC will offer tangible benefits for our donors.

PROGRAMS

At The St. Petersburg Ballet Conservatory, we offer a pre-professional program for those who want to dedicate their time to further pursue their dancing goals. This program consists of training for homeschooled students who wish to dedicate multiple hours of dancing to their day. Each family will be responsible for their own child's homeschooling academic education that best suits their needs. There may be some time for students to work on schoolwork at the end of the day, but most studies are expected to be done during the evening and on weekends.

We also offer ballet instruction to students age 3 and older. These classes will begin with our Pre-K Ballet, which teaches young aspiring hearts the dedication and hard work it takes to excel in ballet. Instilling these methods at a young age is something we feel strongly about for many reasons. We want our students to learn that ballet not only teaches you to care for your body through joyful exercise, but it also happens to be a great platform for learning to work together, to respect ballet as an art form, to respect others in their environment, and to build self-confidence.

SCHOOL BUILDING INFORMATION

PARKING AND STUDENT DROP-OFF/PICKUP, ARRIVAL, AND CLASS OBSERVATION GUIDELINES

Parking and Student Drop-off/Pickup

When bringing students to The St. Petersburg Ballet Conservatory please note that we are located in the Maria Center, which is adjacent to the Most Holy Name of Jesus Catholic Church. Our drop-off route is a one-direction route, located directly in front of our building by the Parish Office and Rectory. Please be aware of where the entrance and exit is located to avoid confusion. ***The parking area adjacent to 15th Avenue South is not a parking area for SPBC. This is used for the church's office and the priest's personal use only.***

Parking is available to ballet families and visitors who wish to watch class or wait for their students. Pickup should take place in a timely manner after class has finished. Beyond 15 minutes after class has ended, the SPBC staff cannot be held responsible for students who have not been picked up at the correct time.

****SPBC and its teachers are not responsible for students dropped off and left outside before a teacher or staff member arrive to unlock the building. Please remember there is to be no parking along the dropoff route. If your dancers are not ready to be picked up, please do not wait in the dropoff route. Students should be walked into the building upon arrival and out of the building upon departure. Always remember to drive cautiously, as children will be present.****

Arrival

Students should arrive for classes/rehearsals in a timely manner. Upon each student's arrival, please make sure all ballet necessities for class and/or rehearsal are at hand. Parents, please help the little ones to ensure they have their correct leotard, tights, shoes and appropriate bun or hair style needed for their class. Students need to be mentally and physically preparing for their classes ahead of time. It is up to the teacher's discretion for a student to participate in class if that student comes to class more than 10 minutes late. Late arrivals do not allow the student enough time to prepare their minds and bodies for class, and without this preparation an unwanted injury could occur.

****For the safety of our children, please be sure to walk them into the building for arrival and out of the building at pick up time. We are currently still an open campus and cannot control people walking through the property.****

NOTE: Students need to arrive and leave SPBC in street clothes over their ballet attire. Ballet shoes should never be worn outside of the studio.

Class Observation Guidelines

We embrace observation of classes at SPBC. We encourage spectators to come, learn and enjoy watching a class with us. Creating a positive environment where students learn to perform in front of others is something we believe to be beneficial as a dancer and as a performing artist. Our balcony is open for parents, students and visitors to watch class, but will be closed for rehearsals unless otherwise notified. Note: Observing from the balcony must consist of no talking, no food or drinks (except for water), no unsupervised small children and cell phones must be silenced.

LOST AND FOUND

Please check our Lost and Found regularly. Our Lost and Found will be located at the end of the main hallway. SPBC is not responsible for lost items. We recommend labeling all of your belongings (shoes, skirts, shirts, leotards, etc.) with your name inside on the tag. The use of the cubbies outside the studios is highly encouraged, but only to be used on a day-to-day basis. They are not assigned and will be emptied each night and items will be placed in the lost and found for retrieval during your next class.

SPBC RULES AND POLICIES

CLASS ATTENDANCE

We expect students being in attendance for every class they are scheduled to take. In order for a student to progress in their training, class attendance is key. Arriving with a positive mindset and a readiness to work is essential and expected in our students. **If a student is sick, PLEASE do not come to class and risk the health of others.**

CLASS ABSENCES AND MAKE-UP REQUESTS

If a student must miss a class due to illness, school or family activities, that student is encouraged to make up the class within 15 days of the missed class. Make-up classes must be made up in the students' current level or levels below. When a student is taking a make-up class, please remember that you are a guest and to show your courtesy to those who are currently enrolled in the class. And for those who are enrolled, please show your courtesy to the guest who is making up a missed class.

CLASS ETIQUETTE AND CONDUCT

Our students must maintain self-discipline, keep up with their school studies, and act as a role model to those around them with a positive attitude at all times. Proper etiquette and self-conduct are extremely important in ballet training. Students must remain quiet in the halls and lobby areas, and refrain from running, horseplay and other disruptive behavior while inside our ballet facility. **At the sole discretion of its Administration, The St. Petersburg Ballet Conservatory reserves the right to suspend or dismiss any student who shows unsatisfactory behavior, conduct, performance or attendance.**

- All students must adhere to the Dress Code and follow its guidelines. Uniforms must be clean and in good condition.
- Students must practice good hygiene habits and are expected to take pride in their appearance at all times when representing the SPBC. This includes hair coloring being of a natural color and non-chipped nail polish being a non-distracting color. No nail color is allowed for performance week.
- When students are present at any SPBC affiliated performance, demonstration or event, they should conduct themselves appropriately as representatives of SPBC.
- Our students must show respect to all teachers, fellow classmates, and all members of the St. Petersburg Ballet Conservatory family. They must show respect by not talking in classes, by not interrupting an instructor when they are giving instructions, demonstrating an exercise or giving a correction.
- Please remember that all corrections given in class are meant for all dancers and should therefore be applied when indicated.
- Students must wait outside of the studio door before class and enter only when a teacher is present.
- Studio sound systems are off limits to all students.
- Any form (including social media) of bullying, discrimination or harassment will not be tolerated.
- Students' bags and belongings for Levels Pre-K and A-D must be tidily kept in the hallway. Cubbies are available to use each day to keep clutter and tripping hazards to a minimum. Levels E, F and Pre-Pro are permitted to bring their ballet bags inside the studio.
- Please remember to use the restrooms before or after class, especially for the younger ones. As leaving during class time would cause the student to miss valuable class instruction and is a disruption to their fellow classmates.
- No food or drink (except for water) and no gum-chewing will be allowed in the studio. Food items must be kept in the student refrigerator, or the upstairs waiting room.

DRESS CODE

See the Dress Code page under the Class Info tab on our web site, www.spbc.dance for proper leotard colors and styles for girls and shirt and tights colors and styles for boys. For a full printout of the listing of leotards, tights, performance wear, etc., you can download a PDF by clicking here [>>> Dress Code Printout Listing](#)

No jewelry such as bracelets, necklaces, watches, or very long earrings should be worn to avoid injury during class/rehearsal, and to prevent loss of personal items.

REHEARSAL/PERFORMANCE POLICIES AND SPBC PERFORMANCES

Rehearsal/Performance Policies

Students who will be participating in any SPBC performances, need to be in attendance for rehearsals. Students and parents must understand that if students are not present during these rehearsals, valuable information and instruction will be missed. If more than 2 rehearsals are missed, that student may be excused from that particular performance. At SPBC, students are strongly encouraged to be in the school's performances. We believe that performing is an important part of the experience of being a dancer. Performing in front of a live audience is a special reward for the hard work a student endures during their training. **In order to perform at a high level for our productions, the proper training and classtime is required. ALL dancers that wish to perform in our productions must maintain the required class schedule for their level.**

SPBC Yearly Performances

Fall Production

This season's fall production will be Enchanted Forest for our youth program and Phantom for our advanced levels. These shows will be performed on the same nights, October 1-3, 2021.

The Nutcracker

SPBC students in Level A and higher are highly encouraged to participate in the production of The Nutcracker as this is the premier annual production for our school. This production is held the two weekends before Christmas with three shows each weekend. All rehearsal guidelines must be followed. All pre-professional students are required to participate in The Nutcracker production.

Spring Show

The annual Spring Show will consist of contemporary ballet pieces set to a different style of music each year. This performance challenges our dancers to step outside their comfort zone and learn to move more freely with expression, while staying within the context of ballet.

End-of-Season Show

At the end of each season in May, we have a weekend of three shows, set to a well-known classical ballet. This will showcase the strength, grace and abilities they have gained as a celebration of the hard work they put forth throughout the season.

**Production fees for each show will be billed on your monthly invoice the 1st of the month after the first rehearsal and are subject to change based on the performance.*

STUDIO, HALLWAYS, BALCONY, LOBBY AND UPSTAIRS BREAK ROOM POLICIES

Studios

No street shoes or heels are allowed on the studio's marley floors. No food or gum are permitted inside the studio. Only water is allowed in a closed bottle. These floors are very expensive as we believe you deserve the best in flooring to dance on. Please treat these floors as if they were your own.

Hallways & Stairs

The hallways should be kept quiet, especially during classes. Students who arrive early, should be warming up and preparing for their classes. Please store all personal belongings tidily. No running allowed in the hall or on the stairs.

Balcony

If observing classes from the balcony, please be considerate to the classes in session. Please no food or drink (except for water), cell phones must be silenced and no unsupervised small children in the balcony.

Lobby and Upstairs Break Room

Please maintain quiet. Please be courteous to those who have chosen to use the lobby areas and break room for studying or personal quiet. Garbage must be placed in designated areas. Please wipe down tables after use and clean out the microwave if you make a mess.

COMMUNICATION (SCHOOL INFORMATION, MEDICAL COMMUNICATION)

We understand that communication is key among teachers, students, and parents. We will have several ways of communicating valuable information and directions.

- **Email:** This is our primary way to communicate important information, schedules and school news to parents and students. So be sure to check your email regularly for important information and the **Weekly Newsletter**. Please make sure your email is kept up to date either through your parent portal or by contacting administrative staff.
- **Text:** This is the way we communicate immediate or urgent information to all students and parents. Please be sure your cell phone is kept up to date either through your parent portal or by contacting administrative staff.
- **Phone:** Calls to the SPBC phone will be returned as quickly as we can, but as time permits. If your need is urgent and cannot wait until classtime or after 5:00, please directly contact the individual you wish to speak with.
- **Social Media:** We post frequently to our Facebook, Instagram and Google pages. Please use this as a reference for your friends and family for upcoming performances as we will be posting marketing materials leading up to each production. Our social media pages can be found under @stpeteballetconservatory. Please be sure to share our posts often to help promote upcoming performances and events. These page are not used to be a form of communication to staff or vice-versa with the exception of the designated Facebook page, SPBC Family. If you have a question or concern with anything inside the studio (schedule, question for a teacher, etc.), please address those to the appropriate teacher. Anything related to finances, tickets, tuition, sponsorships, registration, online, etc., please contact the appropriate staff member.
- **School Website:** Our website (stpeteballetconservatory.com or spbc.dance) will hold our school's yearly calendar, class schedules, ticket and event information, the school's contacts and much more. This is a great way to share information with friends and family regarding or shows or classes.
- **Bulletin Boards:** Please be sure to check our bulletin boards regularly, as they too, will hold important updates and school news.

Medical concerns and conditions should be up to date and specifically detailed when filling out registration for your child. Adults taking classes need to register online as well. SPBC will only be aware of an injury or condition if specified in your parent portal. If changes occur, please notify the administrative staff directly as well as updating your portal page. If an emergency were to happen, the student's parents will be called first. In the event that their parents cannot be reached, then the emergency contact on the registration form will be called. If the condition is potentially life-threatening, 911 will be called.

PAYMENT POLICIES

Our annual calendar for tuition is based on a 10-month term, beginning August 2021 and ending, May 31, 2022. Tuition payments are due the first of each month, with a ten-day grace period after which a late fee of \$25 will be assessed. A 10% discount will be given to those families who choose to pay the yearly tuition in full by September 1st.

Due to school schedules, vacation, illness or rehearsals, tuition will not be decreased as these days and activities are factored into the annual tuition rate. Students are encouraged to attend make-up classes with advanced notice to the instructor of the make-up class.

Once the student has registered and taken their first class, you are considered enrolled. In order to unenroll from the program, a written, 30-day notice to the director is required.

All registration and tuition payments are non-refundable.

2021-22 SPBC EVENING CLASS SCHEDULE

MONDAY

Pre-Professional Program

10:00-4:00 Technique/Pointe/Contemporary

Blue Theater

5:30-7:00 Ballet 3/4/5 Technique

7:00-8:00 Ballet 4/5 Pointe & Variations

Bailie Studio

4:30-5:30 Ballet 1A Technique

5:30-6:45 Ballet 2 Technique

7:00-8:00 Ballet 3 Pointe

TUESDAY

Pre-Professional Program

10:00-4:00 Technique/Pointe/Contemporary

Blue Theater

4:30-5:30 Ballet 1 Technique

5:30-6:30 Beginner Ballet (trial classes)

6:45-7:45 Ballet 3 Contemporary

Bailie Studio

5:00-6:30 Ballet 3/4/5 Technique

6:30-7:30 Ballet 4/5 Contemporary on Pointe

7:30-8:30 Adult Ballet suspended

WEDNESDAY

Pre-Professional Program

10:00-4:00 Technique/Pointe/Contemporary

Blue Theater

4:30-5:30 Ballet 1A Technique

5:30-6:45 Ballet 2 Technique

6:45-7:45 Ballet 3 Pointe

Bailie Studio

5:00-6:30 Ballet 3/4/5 Technique

6:30-8:00 Rehearsals

THURSDAY

Pre-Professional Program

10:00-4:00 Technique/Pointe/Contemporary

Blue Theater

4:30-5:30 Ballet 1 Technique

5:30-6:45 Ballet 2 Technique

6:45-7:45 Ballet 3 Contemporary

Bailie Studio

5:00-6:30 Ballet 3/4/5 Technique

6:30-7:30 Ballet 4/5 Contemporary on Pointe

7:30-8:30 Adult Ballet suspended

FRIDAY

Pre-Professional Program

10:00-4:00 Technique/Pointe/Contemporary

Blue Theater

5:00-6:30 Ballet 3/4/5 Technique

6:30-7:30 Ballet 4/5 Pointe & Variations

Bailie Studio

4:30-5:30 Ballet 1A Contemporary

5:30-6:30 Ballet 2 Contemporary

6:45-7:45 Ballet 3 Pointe

SATURDAY

Blue Theater

Warm-up Class & Rehearsal (performers only)

Check weekly newsletter for updates

Bailie Studio

Warm-up Class & Rehearsal (performers only)

Check weekly newsletter for updates

**schedules subject to change*

SPBC PRE-PROFESSIONAL PROGRAM

SPBC Pre-Pro Attire

Our SPBC Pre-Professional Program students will have the privilege of wearing ballet attire in any color and style leotard that makes the dancer feel is a compliment to themselves. We want our dancers to enjoy their dancing throughout the day, and if a fun leotard or colored helps them do so, then we will allow it! Boys must wear black footed tights with black or white shoes, and any solid color shirt they prefer with no logos visible. Girls must wear their pink footed tights (no black tights during classes) and respective pink ballet and pointe shoes. Warmers may be worn prior to class and must be removed upon teacher's request. No loose jewelry may be worn. Hair must be properly out of face and neatly done.

SPBC Pre-Pro Performances

Performing is a large part of this art form. Students work for countless hours in the studio, and we want to be able to showcase this hard work throughout the year, so audiences can see their true dedication and talent! All pre-professional dancers are required to assist in the promotion of shows including hanging up posters and posting on social media.

Outreach

The Pre-Professional Program students will be required to perform in outreach programs within our community. We will seek opportunities at local community events, at local elementary, middle, and high schools, and other venues for these students to share their love of dancing with their audiences. **Students who are a part of any outreach program need to remember that they are representing The St. Petersburg Ballet Conservatory. Students should be attentive to demonstrating proper behavior. Students need to be aware of their surroundings and treat other venues and leaders with their utmost respect.**

SPBC Pre-Pro Schedule

Dancers who would like to be a part of this program, must take an audition class given by our Artistic Director. For this advanced program, we would love to see our students willing and eager to take on the necessary responsibilities of being in a pre-professional program. Students in the SPBC Pre-Professional Program are encouraged to take both the daytime and evening scheduled classes when their schedules permit.

See the Class Info tab on our website, www.spbc.dance, for the full Pre-Pro Class Schedule

Schedules for the Pre-Professional Program will be accommodated during busy show periods to adjust to students' schoolwork and ballet classes.

If students need to miss a morning scheduled class, due to catching up on school, or family or other reasons, the student must inform faculty or administrative staff ahead of time with at least 3-day's notice. If you will be missing any rehearsal other than illness or family emergency, 2-week's notice is required to accommodate for your absence. Any questions or concerns can be brought to the administrative staff via email, who will then promptly reply with careful consideration.

A separate agreement with more specific details and responsibilities will be given and discussed with each Pre-Professional dancer and their parent/guardian.

COVID-19 POLICIES

On March 11, 2020, The World Health Organization declared the novel coronavirus, COVID-19, a pandemic. COVID-19 is highly contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people over the past several weeks. St. Petersburg Ballet Conservatory (the "Organization") has put precautions in place to reduce the spread of COVID-19; however, the Organization cannot guarantee that you or your family, including your child(ren), will not become exposed to or infected with COVID-19. Further, because of the number of individuals involved in the organization and the fact that many infected individuals appear to be asymptomatic, attending the organization could increase your and your child(ren)'s risk of contracting COVID-19.

In order for SPBC to reduce the risk of infection of our dancers, staff and other families, the following are required:

SPBC INTERNAL GUIDELINES:

- ALL DANCERS must wear a mask during class/rehearsal. Mask breaks will be given during class and rehearsals. ALL dancers and staff must wear a mask in public areas (hallways, break areas, restrooms, etc.)
- Every person entering SPBC must wear a mask for the safety and health of our dancers and other families.
- Anyone needing to pass by the front desk for any reason, for any length of time, must have their temperature taken and it must be below 100°F. You will not be allowed back in the building until your temperature is at an acceptable level.
- ALL dancers must bring their own towel and reusable water bottle each day.
- No parents or guardians are allowed to remain in the building after drop-off. This will help reduce the potential risk for exposure among our dancers, staff and families.
- Any dancer coming to class feeling ill will not be allowed to stay. If dancers arrive with an upset stomach, fever, headache, unusual body aches or stuff nose or coughing, they will not be allowed to stay for class/rehearsal. Please ensure the health of your dancer before coming to SPBC.

TRAVEL RESTRICTIONS (per CDC.gov guidelines and State/County Mandates):

Some types of travel and activities can put you at higher risk for exposure to COVID-19 (see list below). If you participated in higher risk activities or think that you may have been exposed before or during your trip, take extra precautions to protect others for 14 days after you arrive:

- Stay home as much as possible.
- Avoid being around people at higher risk for severe illness from COVID-19.
- Consider getting tested for COVID-19.

What activities are considered higher risk? Here are examples of activities and situations that can increase your risk of exposure to COVID-19:

- Being in an area that is experiencing high levels of COVID-19 spread.
- Going to a large social gathering like a wedding, funeral, or party.
- Attending a mass gathering like a sporting event, concert, or parade.
- Being in crowds — for example, in restaurants, bars, airports, bus and train stations, or movie theaters.
- Traveling on a cruise ship or river boat.

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