



LOS GATOS
ballet

Student Handbook
2023-2024



MISSION STATEMENT

To **INSPIRE** and **CULTIVATE** appreciation and love of dance by providing **QUALITY** educational and training programs, superb performances, and **COLLABORATION** with other arts organizations.

The Los Gatos Ballet School is committed to **Cultivating Character and Empowering People through DANCE.**



Welcome to Los Gatos Ballet. This Handbook is designed to provide the information necessary to make your study at LGB successful. Please review all the material thoroughly and direct any questions not answered here by contacting the School Office at 408.399.7577.

The policies and procedures outlined in this handbook will be strictly followed by the faculty and administration. We look forward to working with you and your child this season.

Statement

Los Gatos Ballet is dedicated to the art of self-mastery. Through our dedicated programs, we travel the inward journey, discover our truth, train with intention in the pursuit of excellence, and align with our purpose. We are committed to sculpting the best version of ourselves through the process.

Los Gatos Ballet's year round program is suitable for students of all abilities, ranging in ages from 4 to pre-professional. Our curriculum is unique in its progressive approach, selecting the best principals of dance training by incorporating Vaganova, French and American Schools. Through our program, dancers build a strong foundation of anatomy, artistry, musicality, and technique. This healthy progression allows our students to develop an advanced level of control and mastery as they are challenged in their physical, mental, and emotional development. Our staff continues to refine and advance our program to provide quality training at every level. We are committed to providing a nurturing environment and patterning excellence as classical dance training is a process that demands a high level of commitment to reach one's maximum potential.

Los Gatos Ballet reserves the right to change without notice any statement in this handbook including, but not limited to policies and procedures, tuition, admission, performance details, scheduling and assessments.

Peter Doll
School Director, Chairman
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Los Gatos, CA 95032
losgatosballet.org

Photos courtesy of Annarose Monroe

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SCHOOL COMMUNICATION

Our primary method of correspondence is through E-newsletters and emails through Constant Contact. If you are not receiving email communications, please inform the office. Level Parents will also be available to facilitate communication with families.

FACULTY COMMUNICATION

It's important to us to understand the needs and concerns of those we serve. Please email us at info@losgatosballet.org to discuss how we can best help you. In order to be considerate of the faculty & staff's time, please schedule a meeting to discuss more in-depth concerns/needs. For those that require ongoing support, we can customize a package for purchase to accommodate your need.

SCHEDULE COMMUNICATION

Class schedules, rehearsals, and events will be posted on the **Youth Program Google Calendar**. Please contact the office if you have trouble logging in. It is the responsibility of the student/parent to check the calendar for the most up to date schedule.

Login email: lgbyouthprogram@gmail.com

For help with subscribing, please visit - (<https://support.google.com/calendar/answer/37100?hl=en&co=GENIE.Platform=Desktop>)

ACCOUNT INFORMATION

Amilia/SmartRec is our portal used to manage account information, registration, and all purchases. Once you set up your Account Login, you can update personal and student information, manage payments, and register for classes. You can also sign up and purchase passes for Pilates, Drop In, and Private Lessons, as well as purchase dance attire and other boutique items through SmartRec.

To access SmartRec, click on the account login at the bottom of the page at www.losgatosballet.org or go to www.amilia.com/store/en/los_gatos_ballet/shop

FACILITY RULES

Arrival and Departure

Students should arrive at least 5 to 10 minutes before class time for adequate mental and physical preparation; but no more than 15 minutes for those in Pre-Ballet to Level 3.

Arriving late not only deprives the student of enough time to prepare; but also disrupts class concentration and increases the risk of injury. Students arriving 20 minutes or later will be counted as absent, so should plan to make up the class instead. (See **Make-up Classes** policy on page 6)

We do our best to end classes/rehearsals on time. We ask that parents pick up their dancers promptly. If you are unable to pick up within a 15 minute window, please communicate with the office. Excessive length of pickup may result in a fine in order to compensate instructors who must remain in order to supervise the student.

Parking

Although we have spaces to park, we encourage parents to drop-off their dancers to keep the flow of traffic. Please note the following:

- Do not leave your car unattended unless it is in a designated spot.
- The loading zone on University Ave is a drop-off/pick-up space only.

Food and Beverages

No food or drink besides water will be permitted in the studios. The only exception to this rule is during Mandatory Rehearsals during which rehearsals times are extended and Session 3 - Summer. During this time only allergen-free approved foods will be allowed. Gum is not allowed at any time. On longer rehearsal days and Session 3 - Summer, please make sure your dancer arrives with enough food and water.

Lobby & Waiting Area Policies

- Students are responsible for the disposal of their garbage and are expected to treat the furniture, equipment, and facilities with respect.
- The lobby is to be kept quiet at all times for the benefit of the students taking class and out of respect for the administrative staff.
- No clothing, including shoes, should be left on the lobby floor. All belongings are to be placed on the shelving provided or brought into the studios.
- Please use the dressing room to change, rather than the bathrooms.

Lost and Found

Lost and Found is kept in the changing room in the main lobby. Any unclaimed items will go to charity within 30 days. We recommend printing the student's name on all dance attire and water bottles. LGB is not responsible for any lost or stolen items. Valuables should not be left unsecured.

Injuries

The Dancer Wellness Program is our pathway of support and communication to prevent and/or recover from injury. Communication with the staff is crucial in order to address potential injuries and imbalances. We will help you through the process! Detailed information on the Dancer Wellness Program is on page 16.

POLICIES & PROTOCOLS

Class Observations

Parents are encouraged to drop off their child, as we do not allow class observation in support of concentration. We provide opportunities throughout the year for parents to observe the progress of their dancer during class time. Please see the Calendar for specified dates of the Parent Observation Weeks.

Free Dress Week

Students are expected to follow the Dress Code with the exception of our designated Free Dress Weeks where students may wear any color leotard and/or skirt. On Halloween, students may wear costumes provided they do not restrict proper movement. It is up to the discretion of the Faculty what attire is acceptable for those classes.

Attendance

Students are expected to attend all scheduled classes for the full duration of their class time. Consistent attendance is vital to the progress of the individual and the group. Poor attendance (for any reason) will hinder progress and may jeopardize a student's placement, participation in productions and promotion.

Class is used for both training and performance preparations. As such, it is helpful to know the attendance intention for planning purposes. Therefore, please note the policies for both Day-Of and Planned Absences.

Unexpected Absences

Illness, medical, transportation problems and last minute circumstances qualify as unexpected absences. If a student is ill and contagious, please keep him/her at home.

- Day of absences should be PHONED in to the School office prior to the start of class time.

Planned Absences

- All students planning an absence should fill out an ABSENCE FORM to be submitted for approval by an LGB staff member or e-mail the date and reason for absence to attendance@losgatosballet.org.
- The Form can be found on the Youth Program Policies & Registration page, as well as in the office.
- Students should plan to make-up any planned absences in advance. This includes medical appointments, vacations, etc.

We are solution oriented at Los Gatos Ballet. If you need assistance navigating through potential problems with attendance, we are here to help! Consistency is the key. Make-up classes are offered as the alternative pathway for progress and attainment of desired goals.

Make-up Classes

Students are expected to make up missed classes to support and maintain progress. A make-up class may be taken at the same or a lower level within 30 days of the absence/late-arrival. It is not a requirement to let us know ahead of time. Please bring a completed Make-Up Class Form and turn it into the instructor prior to class. This form is available on the Youth Program Policies page and in the office.

Withdrawals

All withdrawals from the program must be submitted through the School office and should be done 30 days in advance. Those who select the Monthly payment option will be responsible for the Full tuition throughout the month of notice. No refunds on Semester tuition payments can be made. A \$10 administration fee will be charged for all withdrawals before the end of the season.

POLICIES & PROTOCOLS cont.

CODE OF CONDUCT

Our Core Values at Los Gatos Ballet are Teamwork, Integrity, Growth-minded, Excellence, and Respect. It is important to be mindful of these values. We are all “in process” of learning and sculpting the person we want to become, drawing unto ourselves the desired experience. We have outlined the following Code to help guide each on the path towards excellence.

In order to pattern excellence, full attention, focus, and presence is required. Awareness will help us to identify what we “want” and what we “don’t want”. Diving in with curiosity to pattern what we desire, helps us reach our goals, rather than be stuck in unhelpful labels.

We as individuals contribute to the success of the whole group. Therefore, we ask each student to contribute in a mindful, supportive, and positive way. Everyone wins when we bring forward our highest and best self.

Responsibilities

- Check the Google Calendar regularly for class & rehearsals schedules and events.
- Set an intention for the day. Note that all feedback applies to each student.
- If a dancer is not able to fully participate in class, written communication to the instructors is required.
- Set goals and monitor progress routinely.

Dress Code and Appearance

- All students are expected to adhere to the designated uniformed dress code.
- Tight fitting dance warm-ups may be worn *during barre only when the studio temperature is below 65°*.
- Short, cut-off or rolled up tights *may only be worn when the studio temperature exceeds 80°*.
- Shorts may be worn in the Elementary/Intermediate Divisions during certain times of the month.
- Ballet skirts may be worn *during center with permission of the instructor* (no long skirts).
- For safety, jewelry and dangling earrings are prohibited, and finger/toe nails should be trimmed regularly.
- Dancers needing corrective eyewear should be wearing contacts by levels 3-4.
- Girls with hair chin length or longer must wear their hair in a traditional ballet bun. Otherwise, please secure hair away from face.
- Dance wear is to be kept in good repair and laundered on a regular basis.
- We encourage deodorant for those in the Intermediate and Advanced Divisions.
- Undergarments should not be worn under leotard or tights.
- Students are required to wear appropriate street clothing when leaving the building.
- Please mark clothing, shoes, water bottles and dance bags with the student’s name.
- Any colored leotard may be worn during Free Dress Week. Advanced division dancers may wear any colored leotard on Saturdays. Intermediate division dancers may wear a black leotard on Saturdays.
- Advanced men may wear any colored pair of tights on Saturdays and Free Dress Week.

Student Conduct

- Be aware of and responsible for your energy upon entering the studio. Bullying, harassment, or discrimination will not be tolerated.
- Look at your teacher when they speak, giving your focused attention.
- Approach your work with eagerness, being open to and receptive of feedback, which is essential for progress.
- Encourage and support your classmates. Inspire others through your focus and passion.
- Use the restroom before or after class to avoid disruptions.

ADMISSION AND ENROLLMENT



Los Gatos Ballet's Youth Program is divided into five divisions, and is crafted to provide high quality training at every stage of development in a nurturing environment. The students find empowerment through our transformational training.

Those that enroll are expected to attend all scheduled classes and rehearsals. Participation in our performances is essential, as ballet is a performing art.

Please note, while we provide ongoing enrollment, online registration is on a first-come, first-served basis. Tuition and registration fees are due at the time of enrollment.

STUDENT PLACEMENT

All students are required to take a placement class and will be placed in a level that matches their technical ability. The age of one student may differ greatly from that of another. We will make a conscious effort to keep the ages within a reasonable range. However, the main emphasis on placement is to find the best fit for the individual student's progress within relationship to the group.

Placement Classes

All new students are required to fill out a New Student Placement Form and take a placement class. The cost of the placement class is \$25. Parents may observe the first or last 15 minutes of the class. Students will be notified by of their placement by email within 7 business days.

The [New Student Placement Form](#) is available on our website.

Evaluations/Promotions

Progress is closely monitored for each student throughout the year. Students are given the opportunity to self-assess at the beginning of each session, covering their progress in their technical, artistic, and character development. Through this process, we promote advocacy and empowerment. The students understand their contribution in earning promotion to the next level.

During Session 2, families with students in Levels 3 to 8 will have the opportunity to attend a 20-minute evaluation with members of the Faculty to discuss the student's current progression and goals. Those with students in Pre-Ballet to Level 2 will receive feedback via email, along with follow up support as requested.

If you wish to discuss your child's placement or any other issues, email info@losgatosballet.org to request a meeting.

TUITION POLICY

Online enrollment is done through SmartRec. Links for enrollment can be found on our webpage on the Policies & Registration tab under YOUTH PROGRAM. You can also click on the ACCOUNT LOGIN link on the website footer or go directly to https://www.amilia.com/store/en/los_gatos_ballet/shop.

- Registration is available for new and returning students for the school year on a first-come, first-served basis.
- Phone registrations are not accepted.
- Accepted Payment Methods: Visa, MasterCard, and Discover
- Tuition payments must be received on or prior to the due dates to avoid late fees.
- Students with outstanding accounts will not be allowed to participate in the productions and students more than 60 days delinquent may not participate in class.

Refund Policy

After a student's first class, there are no refunds given on academic tuition or production fees. There are no refunds given for classes missed due to illness, injury, weather or vacation. The only exception to this is a formal submission to the office in the event of a doctor verified serious illness or injury. In this case LGB will consider granting a credit towards a future session.

Students who withdraw from class mid-year are not obligated to pay remaining monthly tuition, but will not be refunded any tuition paid.

Late Fees

Late fees reoccur monthly in the amount of \$25 charged to the card on file until the tuition balance is paid in full. A \$25 fee is charged for returned checks. Late fees will be applied if a declined credit card is not corrected within 10 days of the declined transaction. Students with a past due balance beyond 30 days may not be allowed to participate in school classes and rehearsals.

Payment Options

- Monthly - 9 payments
- Sessions 1 & 2 - 2 payments
- Annual - 1 payment

Students in the Youth Program may pay by month, session or annual. Once registered with a specific payment plan, you are committed to that plan for the year. Changing your payment plan is not permitted until the following year. The Session plan is only available to those who register in August.

Scholarships

Los Gatos Ballet offers a limited amount of financial assistance to eligible families. Interested families must apply for Sessions 1, 2 & 3 separately. Previously awarded financial aid does not transfer Session to Session. Please contact the School office for a financial aid form. Students whose financial aid form is accepted must sign a Financial Assistance Agreement. Additional responsibilities will be assigned to the student/family in exchange for support.

YOUTH PROGRAM - ACADEMIC PROGRAM (SESSIONS 1 & 2)

Los Gatos Ballet's year round program runs from August to June and is divided into five divisions, each designed to challenge the technical abilities of the student. Through our training and performance program, dancers build a strong foundation of technique and artistry. Our curriculum supports the student's physical, emotional and mental abilities, increasing class time and frequency through the student's development.



PREPARATORY DIVISION

Our Preparatory Division offers an introduction to ballet for ages 4 to 7 years. We focus on the beginning development of ballet concepts, including spatial awareness, creative thinking, rhythm and fun! It's a great way to become familiarized with a studio environment, working on active listening, following instructions, and structured play.

Los Gatos Ballet's Pre-Ballet Program provides the foundation for all dance forms. Our program introduces children to the world of movement through music, creativity and coordination. Classes break down steps into simple movements,

setting the foundation for proper technique. The development of important life-skills are patterned, such as discipline, focus and confidence.

Annual Registration Fee: \$75

Ages 4 to 7 Pre-Ballet Class Options

Saturday

Pre-Ballet 1 9:00-10:00am

Pre-Ballet 2 10:00-11:00am

Pre-Ballet 3 11:00-12:00pm

Wednesday

Pre-Ballet 2 3:30-4:30pm

Friday

Pre-Ballet 3 3:30-4:30pm

Pre-Ballet Tuition

Includes 1 hour per week

Monthly Tuition: \$145

Season Tuition: \$1305

Performance Participation: (Additional Fees Required)

Nutcracker: Pre-Ballet 3

Spring: Pre-Ballet 2 & 3

DRESS CODE PRE-BALLET:

Girls: Wear Moi Coralie **pink** cap sleeve leotard, pink tights, pink leather ballet shoes

Boys: White shirt, black tights or bike shorts, black or white technique shoes

*Visit our Online Boutique to purchase class attire.

YOUTH PROGRAM - ACADEMIC PROGRAM (SESSIONS 1 & 2)

ACADEMIC PROGRAM

Students in our academic program from Levels 1 to 8 follow a set curriculum. This gradual progression allows each dancer to develop a greater understanding of alignment, coordination, control, centering and precision. Emotional maturity and mental stamina are also developed along the way in order to tailor success. Students will be promoted according to their progress and ability, rather than grade and age alone.

As we seek to empower and support each dancer on the path of excellence, we promote goal setting, character development and mindfulness.

PRIMARY DIVISION

In the Primary Division, students practice proper turnout of the legs and alignment of the body, while developing coordination, strength and flexibility. As these foundational movements are understood and improved upon, classes progress to more advanced concepts. Performance participation is essential and integrated into the training and performance program.

Program

- Technique
- Conditioning & Stretching
- Performance Participation (Additional Fees)
 - Nutcracker
 - Spring Production



Annual Registration Fee: \$75

LEVEL 1A and 1B

Ages 7+

Mon/Wed (1 hr duration)

Monthly Tuition: \$220

Session Tuition: \$990

LEVEL 1B

Tues/Thurs(1 hr duration)

Monthly Tuition: \$220

Session Tuition: \$990

LEVEL 2A

Ages 8+

Mon/Wed/Fri (1.5 hr duration)

Monthly Tuition: \$330

Session Tuition: \$1485

LEVEL 2B

Tues/Thurs (1.5 hr duration)

Monthly Tuition: \$295

Session Tuition: \$1327.5

DRESS CODE LEVELS 1B TO LEVEL 2A:

Girls: Wear Moi Faustine leotard, pink tights, pink leather ballet shoes

Girls Leotards: Levels 1B, 1A **Mint**, Levels 2B, 2A **Sky Blue**

Boys: White shirt, black tights or bike shorts, black or white technique shoes

*Visit our Online Boutique to purchase class attire.

YOUTH PROGRAM - ACADEMIC PROGRAM (SESSIONS 1 & 2)



LEVEL 3

Ages 9+
4 days a week (1.5 hr duration)
Monthly Tuition: \$415
Session Tuition: \$1867.50

LEVEL 4

Ages 10+
4 days a week (2 hr duration)
Monthly Tuition: \$490
Session Tuition: \$2205

ELEMENTARY DIVISION

In the Elementary Division, dancers continue their mastery of classical ballet technique by exploring a wider range of steps that build upon the fundamentals they have previously studied.

An emphasis is placed on coordination between upper and lower body, single leg strength and stability, and further understanding of line. Dedicated preparation for pointe work is introduced in level 4.

Dance conditioning and education are incorporated into the curriculum as important aspects to the dancer's development. Imagery application is implemented to enhance quality of movement, improve performance and focus intention. Complexity of movement, spatial awareness and refinement increases.

Performance participation is essential and integrated into the training and performance program.

Program

- Technique
- Conditioning & Stretching
- In-Person Evaluations
- Performance Participation (Additional Fees)
 - Nutcracker
 - Spring Production

Annual Registration Fee: \$75

DRESS CODE LEVELS 3 & 4:

Girls: Wear Moi leotard, pink tights, pink canvas or leather ballet shoes

Girls Leotards: Level 3 **Lilac**, Level 4 **French Blue**

Boys: White shirt, black tights or bike shorts, black or white technique shoes

*Visit our Online Boutique to purchase class attire.

YOUTH PROGRAM - ACADEMIC PROGRAM (SESSIONS 1 & 2)

INTERMEDIATE DIVISION

Intermediate Division students achieve an exciting milestone in their dance journey with promotion to pointe work, when physically and technically ready.

A thorough knowledge of ballet vocabulary is attained during Intermediate study, along with further examination of different styles of movement. Dancers continue to refine their creative and artistic abilities, while growing their technical prowess to support their progression to the Advanced Division.

The Wellness Program supports those in the Intermediate and Advanced levels. Conditioning is integrated into the program to provide essential cross-training. Access to the Wellness Clinics is offered for guidance and support.

Performance participation is essential and integrated into the training and performance program.

Program

- Technique, Pointe, Variations
- Partnering (level 6 only)
- Conditioning & Stretching
- Base Dancer Wellness Program
- Be On Pointe Program (Level 5 Only-**Required**)
- In-Person Evaluations
- Performance Participation (Additional Fees)
 - Nutcracker
 - Beyond
 - Spring Production

Please visit our Dancer Wellness and Be On Pointe Program information and registration.



Annual Registration Fee: \$75

LEVEL 5

Ages 11+
 5 days a week (2 hr duration)
 Monthly Tuition: \$555
 Session Tuition: \$2497.50
 Be On Pointe: \$380

LEVEL 6

Ages 12+
 6 days a week (2 hr duration)
 Monthly Tuition: \$560
 Session Tuition: \$2520

DRESS CODE LEVELS 5 & 6:

Girls: Wear Moi leotard, pink tights, pink canvas or leather ballet shoes

Girls Leotards: Level 5 **Prunelle**, Level 6 **Dark Gray**

Boys: White shirt, black tights or bike shorts, black or white technique shoes

*Visit our Online Boutique to purchase class attire.

YOUTH PROGRAM - ACADEMIC PROGRAM (SESSIONS 1 & 2)



ADVANCED DIVISION

In the Advanced Division, students complete their training with classes focused on increasing speed, strength, artistic maturity and precise musicality. A well rounded dancer develops through additional enrichment classes, personal development and cross-training with the Wellness team.

Advanced dancers are mentored through auditions for summer, year round and/or collegiate level academic programs, with many going on to attend distinguished ballet schools and universities, and perform with professional ballet companies.

Program

- Technique, Pointe, Variations
- Partnering
- Contemporary
- Base Dancer Wellness Program
- Choreography
- In-Person Evaluations
- Performance Participation (Additional Fees)
 - Nutcracker
 - Beyond
 - Spring Production

Annual Registration Fee: \$75

LEVEL 7

Ages 13+
6 days a week (2+ hr duration)
Monthly Tuition: \$675
Session Tuition: \$3037.50

LEVEL 8

Ages 14+
6 days a week (2.5+ hr duration)
Monthly Tuition: \$680
Session Tuition: \$3060

DRESS CODE LEVELS 7 & 8:

Girls: Wear Moi leotard, pink tights, pink ballet shoes

Girls Leotards: Level 7 **Navy**, Level 8 **Prune**

Boys: White shirt, black tights, black or white technique shoes

*Visit our Online Boutique to purchase class attire.

BOYS-ONLY CLASSES

These classes are available on a Drop-In basis. Visit the Drop-in Program page on our website for schedules and reservations. Students that attend the Boys-Only classes may be eligible to perform in Los Gatos Ballet productions. Students that are interested in performance opportunities may contact Pete Doll at pete@losgatosballet.org.

YOUTH PROGRAM - SESSION 3 (SUMMER)

SESSION 3 (SUMMER) features an array of classes in ballet technique and pointe, conditioning, variations, pas de deux as well as contemporary repertoire.

Summer is the most crucial time for our dancers training. Our program is designed to give the dancer the opportunity to explore different dance styles as well as learn essential information not generally taught during Sessions 1 & 2 due to time restrictions. The intensity and variety of classes is both fun and educational for the dancer, affording each the opportunity to progress at a faster pace while maintaining condition throughout the summer. This will prepare the dancer for the following Fall, which will enable him/her to be ready for more challenging roles in the upcoming productions. Session 3 (SUMMER) concludes with an informal showcase.



Registration & Policies

Online registration is required to participate in Session 3 (SUMMER). A deposit is required to register. Tuition is due in full the week before the first class. Enrollment is offered on a full session or weekly basis. Students not enrolled in the full Session will only be eligible for partial participation in the showcase. New students are required to audition for Session 3 (SUMMER).

Payments received after the first day of classes will incur a \$25 late fee, charged to the card on file. Schedule and classes are subject to change. All tuition fees are non-refundable and non-transferable except in the event of a doctor verified serious illness or injury. LGB will consider credit for the following session's tuition fees.

Due to the intensive nature of the program, students that commit to the intensive will experience a higher rate of progress than those who do not.

If you are pursuing summer programs outside LGB, you must discuss your options with the artistic staff. This policy comes with the student's best interest in mind.

SESSION 3 (SUMMER) - SAMPLE SCHEDULE

June Course: 6/17/24 - 6/28/24

July Course: 7/8/24 - 7/26/24

Pre-Ballet	Tuesday/Thursday	Levels 3 to 8	Monday to Friday
Ages 4 to 6	9:30 to 11:30am	Ages 9+	11:30 to 5:00pm
Levels 1 & 2	Monday/Wednesday/Friday		
Ages 7 to 9	9:30 to 11:30am		

DANCER WELLNESS PROGRAM

The focus of this program is to offer a platform that provides our dancers with key information for success. The program is designed to promote mind-body health, address injury prevention, offer education for self-care and mastery, and improve performance and artistic acquisition. Through our facilitated programs, the dancers pattern self-awareness and self-advocacy.

Base Program - *Included in Youth Tuition*

- Dance Conditioning
- Dancer Wellness Clinic (Level 5 to 8 only)

Premium Program - *Additional Offering*

- 1:1 Personalized Wellness Plan designed to promote long-term health of the dancer (Drop-In or Series)
- Facilitation of communication between parent, staff, and medical providers.



BE EN POINTE

One of the biggest milestones for a young dancer is the day she first takes class in pointe shoes. Our Wellness Team have implemented a program to enhance the physical, emotional and mental strength required to reach this milestone. **This 6-week program is required for Level 5 dancers.**

Using an integrative disciplinary approach that includes Neuroscience performance techniques, Pilates based conditioning, stability and mobility techniques, Be En Pointe is designed to prepare the dancer for pointe work. This program culminates with an objective assessment supported by the faculty to determine pointe readiness. It's a wonderful way to empower the dancers through the process.

DANCER WELLNESS REGISTRATION

Register for all Wellness Program offerings by using your Amilia/SmartRec Account.

BASE PROGRAM

Included in Tuition

DANCER WELLNESS CLINIC

Included in Tuition

Reservation required

PREMIUM PROGRAM

Wellness Premium Pass
\$350

Wellness Drop-In Pass
\$90

BE EN POINTE

Required for Level 5 Dancers

Be En Pointe Program Pass
\$380

SUPPLEMENTAL TRAINING



PILATES CLASSES

The Pilates Studio at Los Gatos Ballet provides Private and Group Apparatus classes where you will learn the fundamentals and principals of the Pilates Method. Pilates is an excellent conditioning program for everyone. It improves core strength and stability, with a focus on creating balance. As awareness is the key to change, you will learn proper biomechanics and efficiency of movement.

We strongly encourage Youth Program students in the Intermediate and Advanced Divisions to supplement their ballet training with Pilates Apparatus classes. Please visit the Pilates

Program page on our website to register for Group Apparatus classes. If you would like to book a private session, please visit the 'Meet Our Instructors' page to contact your desired instructor directly.

PRIVATE LESSONS

Information is necessary for progression. Private coaching provides the opportunity to focus on the individual needs of the dancer. Private Lessons are available to students as a supplemental form of training who are:

- Looking to improve a specific area of their technique in greater detail
- Working on choreography for a specific event
- Compiling footage for video auditions

Students will make steady progress by consistently attending their scheduled ballet classes. Private lessons are not to be taken *in lieu* of regularly scheduled classes. Contact the instructor of your choice directly if you would like to schedule a private lesson. Payment is made at the time the class is scheduled.

Please Note: Students that commit to at least one ballet private lesson per week may supplement with any additional youth program classes free of charge.

1 HOUR PRICING INCLUDES INSTRUCTOR & STUDIO RENTAL FEES

- Private. \$115
- Duet \$70
- Trio \$55

SUPPLEMENTAL CLASSES

All students are encouraged to take additional classes in the same or lower level for a drop-in rate of \$20 per class. Taking advantage of these supplemental classes will enhance progress while providing momentum towards reaching maximum potential.

PERFORMANCE INFO

PERFORMANCE PARTICIPATION

As ballet is a performing art, performance participation is an essential part of the development of the dancer. Enrollment in the Youth Program includes a commitment to both training and performance. All performances are produced by Los Gatos Ballet Foundation. Therefore, separate participation fees are due. In the event of a withdrawal, the production fees are non-refundable.

Performance information and production forms may be accessed from the [PARTICIPANT LOGIN](#) page on our website footer. This page is password protected.

Nutcracker: Pre-Ballet 3 to 8

- Performance Dates: December 19 to December 21, 2023
- Performance Location: McAfee Center at Saratoga HS
- Fees: Level 1 to 8 \$275; Pre-Ballet/Sibling \$225
- Form & Fees Due: September 13, 2023

Spring: Coppélia: Pre-Ballet 2 to Level 8

- Performance Dates: March 22 to March 24, 2024
- Performance Location: Mayer Theatre at Santa Clara University
- Fees: Level Pre-Ballet to 8 \$275; Sibling \$225
- Form & Fees Due: January 16, 2024

Beyond & School Showcase: Pre-Ballet 2 to 8

- Performance Dates: May 17th & May 18th, 2024
- Performance Location: Los Gatos Ballet Amphitheater
- Fees: TBA
- Form & Fees Due: January 16, 2024

COMMITMENT

As part of their commitment, students are expected to attend all regularly scheduled classes and rehearsals. Students are required to commit to all performances, which includes the Outreach Performance on Friday morning of Theater Week. Contact the [Director](#) regarding any potential conflicts prior to casting being announced.

REHEARSALS

We structure our class time to focus on technique, building the skills required at each level. When prepping for performance, most rehearsals are scheduled during class time. We intentionally keep it short and frequent in order to continue to work on the skills that will be supported in performance. Our intention and focus patterns excellence to support and master both technical and artistic components. **All participants are required to attend the Mandatory Rehearsals.**

Please refer to the [PARTICIPANT LOGIN](#) page for a full list of our policies and additional production information.

VOLUNTEERING

Volunteering is the core of our production, which affords us the opportunity to provide quality performances. We offer a variety of ways in which you can meet your volunteer commitment throughout each semester. You will be assigned a Primary Committee for the Season. You may have to serve on more than one committee to fulfill the volunteer commitment. We will do our best to accommodate your preference.

PERFORMANCE INFO cont.

iVolunteer Sign Up

You may sign up for volunteer tasks on iVolunteer which is password protected. Our intention is to make it easier for you to access the information, while not making it accessible to the public. Some committee chairs have chosen to use a unique password for closed tasks. If you have any questions or concerns, please notify the Volunteer Coordinator.

If you are unable to fulfill your volunteer hours or need assistance in accumulating more hours, please contact the Volunteer Coordinator via email.

VOLUNTEER COMMITTEES

LOBBY

- Boutique & Concessions
- Flowers
- Design & Decor
- Ticketing

BACKSTAGE

- Security
- Chaperone
- Make Up

PRODUCTION

- Props & Sets
- Stage Crew

COSTUMING

- Machine and Hand Sewing
- General Crafts
- Embellishments
- Procurement

MARKETING

- Community Engagement
- Graphic Design
- Content Creation
- Advertising
- Window Design & Decor

FUNDRAISING & EVENTS

- Annual Fundraising
- Set Up & Support
 - Raffle/Auction
 - Procurement

Events

- Los Gatos Parade
- Festival of Lights
- Outreach Performance

VOLUNTEER COMMITMENT

Volunteer requirements are based on in-theater productions. Should that change, new requirements will be established. A limited number of Buyouts are available.

Volunteer hours required is based on the level of the student. We will do our best to assign volunteer committees based on your preference. However, the needs of the production will guide the assignment so you may need to serve under more than one committee.

We offer a limited number of Buy Out Options for those who are unable to volunteer. We ask that everyone make a reasonable effort to complete the volunteer commitment. Unfulfilled hours will be charged at a rate of \$15 per hour.

Session 1 Volunteer Commitment		Buy Out Option
Pre-Ballet	10 hours	\$175
Level 1 to 2B	15 hours	\$250
Level 2A to 8	25 hours	\$375
Session 2 Volunteer Commitment		Buy Out Option
Pre-Ballet to 2B	15 hours	\$250
Level 2A to 8	25 hours	\$375

PERFORMANCE INFO cont.

VOLUNTEER POLICY

- No additional hours are required if you have more than 1 participating dancer.
- You will be assigned a committee under which you will serve for the Season.
- We will do our best to assign committees based on preference. However, the needs of the production will guide the assignment.
- You may need to serve under more than one committee.
- We offer a limited number of Buy Out options for those who are unable to volunteer.
- We ask that everyone make a reasonable effort to complete the volunteer commitment.
- We will assist you in identifying solutions for fulfilling your commitment. If you are unable, you may be invoiced for the remaining hours at a rate of \$15 per hour.
- Families that have fallen well below their volunteer requirements during previous performances will be asked to purchase the Buy-Out or submit a volunteer deposit.

CASTING

- Because ballet is a performing art, participation in the performances is vital for students to continue their growth as artists.
- All casting is at the discretion of the Artistic Staff. We reserve the right to select or dismiss dancers at any time from any rehearsal and/or performance based on conduct, attendance, attitude or ability.
- Auditions: Level 6 to 8 are required to audition for their roles.
 - Nutcracker Audition: Friday, September 15, 2023
 - Nutcracker Casting Announced: Friday, September 22, 2023

CLASS & REHEARSAL

Studio Rehearsals & Attendance

- Most rehearsals will take place in class to limit the amount of rehearsals required outside of class. Some roles will require Saturday rehearsals.
- Dancers should arrive at least 15 minutes before the scheduled rehearsal time to allow time for preparation. Late fees may apply if the pickup time is excessive.
- Every effort is made to end rehearsals on time. Please be prompt for both drop off and pick up of your dancer.
- Rehearsals are closed to observation.
- **ILLNESS** In order to limit contagions, please do NOT bring your child to class or rehearsal sick.
- **MANDATORY REHEARSALS** are held on the **two Saturdays prior** to the performances. Please mark your calendars, as **attendance is required**. Dancers will be required to sign in/out for all mandatory rehearsals. Attendance is monitored.

ABSENCE

Planned Absence:

An Absence Request Form, available via the website or in the office, must be filled out and submitted for approval by the director prior to the requested absence.

- Weekly Rehearsals - 2 weeks prior
- Saturday Rehearsals - 2 weeks prior
- Mandatory Rehearsals - prior to production fees deadline

Unexpected/Day Of Absence:

Call the office to inform us of the absence. You may also email attendance@losgatosballet.org

Excessive Absences:

Absences or excessive tardiness may result in change of casting or dismissal from the production.

PERFORMANCE INFO cont.

THEATER PROTOCOL

Sign In/Out

- Everyone **MUST** sign **IN** and **OUT** through Security, so that we have an account for all dancers.
- All Sign In calls are by Act. If you are in both Acts, Sign In during the Act 1 call.
- Please Sign **OUT** no later than 30 minutes after curtain call.
- Please be reachable by phone in case of emergency.

Theater Rehearsals and Performances

- Make sure your dancer is dressed according to proper dress code. Specific costume requirements will be listed on the PARTICIPANT LOGIN page for each Costume, Makeup and Hair details.
- The theater can be cold. Please make sure your dancer has warm cover ups and/or a zippered sweatshirt (to avoid disturbing hair/makeup)

Dressing Room Etiquette

- Dressing rooms are assigned by levels, which is posted at Security (Check-In).
- **DO NOT eat or drink while in your costumes.** Food is to be eaten in APPROVED areas only, depending on the theater requirements. No messy or sticky snacks and only clear beverages.
- You will be checked out of the dressing room once your area is inspected.
- Men (including fathers) may not enter any dressing room at any time.

Costume and Makeup

- Please check the PARTICIPANT LOGIN page for all requirements. Level 1 to 4 is apply Foundation ONLY at home. The remainder will be applied at the theater. Level 5 to 8 applies their own makeup.
- Please have all Costume Requirements by the First Mandatory Rehearsal.

Illness During Theater Week

- Please alert Security ASAP if a dancer feels sick. We will notify parents to take them home.
- Please keep dancers home if they are sick. We do not want to pass around contagions.

Photos and Video

- NO PHOTOGRAPHY OR VIDEOGRAPHY is allowed during performances. Media will be available for purchase.

Backstage Volunteering

- Name tags should be worn throughout volunteer assignment and made visible.
- Only those assigned to volunteer the current day/time will be permitted backstage.
- Security should be notified if unauthorized persons are backstage.
- Volunteers should yield to the direction of the Committee chairs. Those not able to maintain a calm and supportive demeanor will be relieved of their committee position and reassigned if necessary.

Conflict Resolution

- Conflict should be brought to the attention of the Committee Chair for resolution.
- If further attention is needed, contact Marcie Ryken, Executive Director.

Termination of Agreement

- Dancers must provide, in writing, the cause for terminating participation in the production at least one month prior to any scheduled performances.
- Termination of agreement will result in a forfeiture of the Production Fee.
- Failure to abide by any of the rules stated above will limit student's involvement in future Los Gatos Ballet productions.

RESOURCES

REFERRALS

Los Gatos Ballet is committed to promoting the healthy emotional and physical development of the students. We encourage you to visit the RESOURCES tab under Los Gatos Ballet on the website. We have a list of trusted professionals who can help aid the student in their journey of building awareness of self, others and with the art form.

RECOMMENDED READING

The Pointe Book: Shoes, Training, Technique by Janice Barringer
Conditioning for Dance by Eric Franklin
Dynamic Alignment through Imagery by Eric Franklin
Technical Manual and Dictionary of Classical Ballet by Gail Grant
Dance Anatomy by Jacqui Greene Haas

DANCE RETAILERS

Los Gatos Ballet Boutique

Dance apparel, accessories and LGB merchandise may be purchased through our online boutique.

Metronome Dancewear

San Carlos 3 SE of 5th, Carmel-By-The-Sea 93921

Discount Dance Supply

Preferred Online Retailer Code: TP30769

SUPPORTING LOS GATOS BALLET

PATRON'S CIRCLE

Educate, Motivate, Inspire

Los Gatos Ballet is a 501(c)(3) non-profit organization who is committed to enriching the cultural life of our community through the universal language of dance, ensuring that the love of dance continues in our present and future generations.

We invite you to donate and become a member of our Patron's Circle. Your donation will provide an important source of unrestricted funds to support our work in the community, in the studio and on stage.

We invite you to become a member of our Patron's Circle today! Scan the QR code to donate.

Visit logatosballet.org/support to view membership benefits.



2023/24 YOUTH PROGRAM CLASS SCHEDULE

LEVEL	TIME	DAYS	SESSION TUITION	MONTHLY TUITION
Pre-Ballet 1	9:00-10:00	Saturday	\$652.50	\$145
Pre-Ballet 2	3:30-4:30	Wednesday	\$652.50	\$145
Pre-Ballet 2	10:00-11:00	Saturday	\$652.50	\$145
Pre-Ballet 3	3:30-4:30	Friday	\$652.50	\$145
Pre-Ballet 3	11:00-12:00	Saturday	\$652.50	\$145
Level 1A	4:30-5:30	Monday, Wednesday	\$990.00	\$220
Level 1B	4:30-5:30	Tuesday & Thursday	\$990.00	\$220
Level 2A	5:30-7:00	Monday, Wednesday, Friday	\$1485.00	\$330
Level 2B	5:30-7:00	Tuesday, Thursday	\$1327.50	\$295
Level 3	4:00-5:30	Monday to Thursday	\$1867.50	\$415
Level 4	5:30-7:30	Monday to Thursday	\$2205.00	\$490
Level 5	4:30-6:30	Monday, Tuesday, Thursday	\$2497.50	\$555
	6:30-8:30	Friday		
	11:00-1:30	Saturday		
Level 6	6:30-8:30	Monday to Friday	\$2542.50	\$565
	11:00-1:30	Saturday		
Level 7	4:30-7:00	Monday	\$3037.50	\$675
	4:30-7:30	Tuesday, Thursday		
	4:30-6:30	Wednesday, Friday		
	10:30-1:30	Saturday		
Level 8	4:30-7:00	Monday, Wednesday, Friday	\$3060.00	\$680
	4:30-7:30	Tuesday, Thursday		
	10:30-1:30	Saturday		

ANNUAL REGISTRATION FEE: \$75 due upon registration for all Youth Program students

TUITION DUES:

- Session Payment Due the first day of each Session (August & January)
- Monthly Payment Due at time of enrollment + the 1st of each month excluding *September and June*.

Schedule subject to change. Check [online calendar](#) for current info

FACULTY & STAFF

Leadership

Marcie Ryken, Executive Director & Founder
Kristin D'Addario, Artistic Director
Peter Doll, School Director, Chairman of Faculty
Elizabeth Gier, Director of Administration
Christine Ryvola, Creative Director

Marketing & Outreach

Christine Zillman, Outreach Director & Marketing Associate
Alison Ahmed, Leaps & Bounds Director
Annarose Monroe, Marketing Advisor & Photographer

Wellness Program

Joanna Ramos, Wellness Program Liaison, Certified Pilates Instructor
Yuka Sugiura, CMT, Orthopedic Massage & Pilates Therapist
Kevin Vandt, DPT, OCS, CSCS, Competitive Edge
Gina Pero, Life & Performance Coach

Administration

Tracy Fuller
Elizabeth Gier

Ballet Faculty

Kristin D'Addario
Peter Doll
Tracy Fuller
Shaina Leibson
Molly McKiernan
Andrea Moody

Marcie Ryken
Laura Sefchovich
Mariana Sobral
Nordica Taylor
Olivia Yoch

Thank you for choosing Los Gatos Ballet!

Please feel free to ask questions at any time.

We look forward to working with you and your dancer this Season!

408.399.7577

info@losgatosballet.org

Visit losgatosballet.org for the latest information.

Follow us on:

Facebook: [facebook.com/lgballet](https://www.facebook.com/lgballet)

Instagram: [@losgatosballet](https://www.instagram.com/losgatosballet)

YouTube: [losgatosballet](https://www.youtube.com/losgatosballet)