

General Information

Registration Information:

We encourage returning students to take advantage of priority registration by mail. In order to qualify, you must be an active student (as of June 2011) and have no outstanding balance on your account. You may mail (or drop off) your registration card beginning on June 6th. All registrations will be processed in random order, based on the date received at our main office. The deadline for priority registration is Sunday, June 12th at 5:00 p.m. After that, all registration is open and ongoing, on a space-available basis, throughout the year. Payment must be made at time of registration. We accept Visa and MasterCard in addition to cash or personal checks. All information must be submitted as indicated on the registration card and credit card payments are subject to bank authorization. Incorrect or incomplete information may delay the processing of your registration. All past debts must be cleared in order to register for the new school year. **NOTE: We will only contact you if your first choice class is unavailable.** (No news means good news...you're in!)

Placement:

Typically, returning students automatically progress to the next level. Our general guideline is that students ages 3 to 9 are placed in class based on their age as of Dec. 1, 2011. New students 10 years and up (and those with prior ballet training) should call the school for placement information. Once you have determined your level, select your preferred day and time from the class schedule. Class sizes are limited, so please include a second choice in the event that your first choice class is unavailable.

Renewals/Withdrawals

Once you are placed in a class, your spot is **guaranteed** for the school year. You **must** notify the office in writing (email or snail mail) if your child withdraws from class or you will be responsible for tuition, regardless of if he/she attends, as we are holding the spot as a courtesy to you!

Dress Code:

Girls: Leotards and pink tights are required for all classes, Ballet 1 and up. No coverups, shorts, torn tights.

Boys: Bike shorts or tights and fitted shirt.

Hair: Hair must be securely fastened away from face. Ballet 1 and up must have their hair in a classical ballet bun with hair net. Long hair-pins are best; elastic bands required-NO "scrunchies" they do not secure hair.

Shoes: Ballet classes require slippers with elastic across arch of foot. Pink preferred for girls; black for boys.

Locations:

Classes are held at our primary studio at 118 Greenfield Avenue, San Anselmo, and our satellite studio at 2240B Fourth Street, San Rafael. Please see the Schedule of Classes for days, times and locations.

Dance Demonstrations:

Our dance demonstrations are a highlight for the students and take place on two consecutive weekends in early June at the Playhouse in San Anselmo. Participation is encouraged. A demonstration fee is charged to cover the cost of the costume (which the child keeps) and two tickets to the performance. Additional information is sent with session 3 billing, students must be enrolled in sessions 3 and 4 to participate. All costumes are ordered by March 1st and if you discontinue after that date you are still required to purchase the costume. If you do NOT plan to participate, we ask for written notification.

Parking & Traffic Safety:

Always allow sufficient time for parking and safe drop off of students. Do not double park or stop in the middle of Greenfield Avenue to drop off students. All families must adhere to the traffic safety rules as outlined on the registration card.

Scholarships:

All requests for scholarships and scholarship renewals must be submitted in writing. Please request a financial aid application form and submit at registration.

Communications:

We frequently use email to communicate with our families. Please be certain to provide a current, accurate email address on your registration card and indicate your willingness to be placed on our "ENews" list.

2011/12 Schedule of Classes

	MON.	TUE.	WED.	THU.	FRI.	SAT.	
4th Street Studio	Creative Movement <i>2.5 year olds</i>	9:00-9:30			9:00-9:30		
	Rhythm & Dance <i>3 year olds</i>	9:45-10:25	9:45-10:25		1:30-2:10	9:00-9:40	
	Intro to Dance <i>4 year olds</i>	10:45-11:20 1:45-2:25	10:45-11:20	1:30-2:10		10:45-11:25	9:50-10:30
	Pre Ballet 1 <i>5 year olds</i>	2:30-3:20	2:30-3:20	1:30-2:20 GF 4:10-5:00*	2:30-3:20	2:30-3:20	10:40-11:30
	Pre Ballet 2 <i>6 year olds</i>	3:30-4:20	3:30-4:20	2:20-3:10	3:30-4:20	3:30-4:20	11:40-12:30
	Pre Ballet 3 <i>7 year olds</i>		4:30-5:20	3:15-4:05	4:30-5:20	4:30-5:20	12:40-1:30
Greenfield Avenue Studios	Ballet 1 <i>8 year olds</i>			2:35-3:35		3:45-4:45	9:30-10:30
	Ballet 2 <i>9 year olds</i>	3:45-4:45		2:50-3:50		4:00-5:00	
	Ballet 3, 4 <i>By placement</i>	B3: 4:00-5:00	B3: 4:00-5:00			B4: 5:00-6:15	
	Ballet 5, 6, Adv. 1/2 <i>By placement</i>	B5: 4:45-6:15 A1/2: 4:45-6:15**	B6: 3:45-5:15 A1/2: 5:00-6:30		B6/A1: 5:00-6:30	B5/6: 4:45-6:15	
	Advanced 2/3 <i>By placement</i>	A3: 5:00-6:30	A3: 5:15-6:45		A2/3: 5:15-6:45		A 2/3: 9:00-10:30
	Apprentice Company			4:00-5:00			
	Apprentice 2 Company				4:00-5:00		
	Pre-Jr. Company				3:45-5:15		
	Junior Company			3:45-5:15			
	Senior 1 Company			5:00-6:30			
	Senior 2 Company			5:15-6:45			
	Teen Ballet <i>11 yrs and up</i> (Meet at 4th St. studio)				<i>Beginner</i> 5:30-6:30**		
Adult Classes	<i>Tai Chi Qigong</i> 9:30-11:30 am	<i>Pilates</i> 10:00-11 am <i>Adult Ballet:</i> <i>Int. floor/barre</i> 11:30-1:00		<i>Tai Chi Qigong</i> 9:30-11:30 am <i>Pilates</i> 10:00-11 am			
Jazzercise®	8:45-9:45 am	8:45-9:45 am	8:45-9:45 am	8:45-9:45 am	8:45-9:45 am		

Nutcracker Rehearsals
6 years and up

*Priority given to students at private schools with full-day Kindergarten programs

**A1/2 (Monday) & Teen Ballet classes held at 4th Street Studio

ALL lower level classes (Rhythm & Dance through Pre Ballet 3) held at annex studio unless "GF" is indicated.

REMINDERS: Use child's age on Dec. 1, 2011 to determine level. Children 9 years and older must be placed via audition class. Once you have enrolled, your space in class is guaranteed for the school year.

PLEASE NOTE:

If you do not plan to continue, you must notify the office in writing (email or letter) or you will be responsible for tuition.

Stapleton School 2011/12 Calendar

Session 1: August 29-October 29

Aug. 29: First day of classes
 Sept. 5: No classes, Labor Day
 Sep. 6: Nutcracker Meeting 7:30 p.m. @ Playhouse
 Sep. 7: Nutcracker Meeting #2 7:00 p.m. @ Greenfield
 (For those that CAN'T make it on Sep. 6)
 Sep. 8: Nutcracker auditions-Clara, Snow, Plum
 Sept. 13: Nutcracker rehearsal begins

Session 2: October 31-January 21

Nov. 21-Dec. 3: Thanksgiving Break
 (Please note: 2 weeks due to Nutcracker production)
 Nov. 30: Nutcracker technical rehearsal
 Dec. 2/3/4: Nutcracker performances-Marin Center
 Dec. 19-Jan. 1 : Holiday break
 Jan. 16: No classes, Martin Luther King Day

Session 3: January 23-March 31

Feb. 18-Feb. 24: Mid Winter break
 March 1: Notification of NON-PARTICIPATION in end of year Dance Demonstrations required by this date, or you will be responsible for the costume fee.
 Mar 30, Apr 1, 2: Youth Company Spring Performance

Session 4: April 2-June 9

Apr. 7-Apr. 13: Spring break
 May 28: No classes, Memorial Day
 June 2 & 9: Dance Demo rehearsals-at Playhouse
 June 3 & 10: Dance Demonstrations at Playhouse
 Important Note: Last day of school for Ross Valley School District is June 8, but due to Memorial Day holiday, we will be having our second weekend of demos after school gets out. We hope you will plan your vacation for after the demonstrations.

Students in Monday classes may arrange a make-up class for classes missed due to Monday holidays

2011/12 Tuition Rates

Tuition rates are per quarter; see calendar above for quarterly session dates

Tuition and registration fee must be paid in order to secure a place in a class. Once you have enrolled, your space in the class is **guaranteed** for the school year. You will be billed for each new session approximately two weeks before the start of the session. **If you do NOT plan to continue, you must notify the office in writing (email or note), or you will be responsible for tuition.** For your convenience, you may sign up for credit card auto-pay and we will mail you a receipt for the charge at the start of each session. If you join mid-session, we will pro-rate tuition. If you drop mid-session, there are no refunds, unless there is a documented medical reason. *Note: Exceptions may be made for children 4 years and younger, on a case by case basis.* There is a \$25 fee for returned checks.

Creative Movement	\$120	Ballet 1/2/3, Teen Ballet	\$155
Rhythm & Dance, Intro Dance	\$135	Ballet 4	\$175
Pre Ballet 1/2/3	\$145	Ballet 5/6, Adv. 1/2/3	\$195
Nutcracker performance workshop		\$250	

If your child is interested in performing in the 2011 Nutcracker, he/she must be enrolled and attending class at the Pre Ballet 2 (or higher) level. Returning students that completed the previous school year (*all four sessions of 2010/11*), are **guaranteed** a role in the Nutcracker. All other new and returning students will be cast on a space-available basis. It is our goal to include everyone! *There are mandatory parent meetings for all interested dancers, see calendar above.*

- There is an annual non-refundable registration fee of \$35 per student, payable at registration.
 - Siblings receive a 5% discount off tuition only.
- We offer a 5% discount when tuition is paid in advance for the entire school year.
- We offer a 10% discount for students taking multiple classes per week (non-youth company).

Youth Company packages:

The Stapleton Ballet Youth Company is designed for the dedicated dancer and includes discounted multiple weekly classes, including the company class; participation in the Nutcracker, the Spring Ballet show, and other performances; individual year-end evaluations, and additional performing and special event opportunities.

Apprentice Company Apprentice 2 Company <i>Ballet 2,3*</i> 1 technique class 1 company class \$370/session Two 1 hour classes Nutcracker & Spring show	Pre Junior Company <i>Ballet 4, 5*</i> 1 technique class 1 company class \$420/session One 1.25 hour class One 1.5 hour class Nutcracker & Spring show	Junior Company <i>Ballet 5,6-Adv. 1*</i> 2 technique classes 1 company class \$595/session Three 1.5 hour classes Nutcracker & Spring show	Senior 1 Company <i>Ballet 6/Adv. 1/2*</i> 3 technique classes 1 company class \$755/session Four 1.5 hour classes Nutcracker & Spring show	Senior 2 Company <i>Adv. 2/3*</i> 3 technique classes 1 company class \$755/session Four 1.5 hour classes Nutcracker & Spring show
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**General guidelines: Youth Company placements are based on individual evaluation by Virginia Stapleton.*

Stapleton School of Performing Arts 2011/12 Registration Card/Emergency Information

Please print: Student Name _____ DOB _____ M F

Mailing Address: _____ School _____ 11/12 Grade _____

City/Zip (Please include zip) _____

Email (print clearly, please) _____

Yes I want to "go green" and receive all invoices and statements via email. Yes Add my email to the school's E-News list.

Parent(s) or Guardian(s) with whom student resides:

Phone Numbers:

Mother/Parent 1 Name: _____ Parent 1 home ph#: _____

Address (if different from above): _____ Parent 1 work ph#: _____

Parent 1 cell/ pager: _____

Father/Parent 2 Name: _____ Parent 2 home ph#: _____

Address (if different from above): _____ Parent 2 work ph#: _____

Parent 2 cell/ pager: _____

Please indicate any allergies, medical or psychological conditions or other information about your child that will help us:

PLEASE CHOOSE YOUR CLASS CAREFULLY! After first change there will be a \$25 transfer fee.

Class Name _____ Selected Day: _____ Time: _____

2nd choice (in the event the above class is full): Day: _____ Time: _____

YOUTH COMPANY PACKAGES (Ages 9 and older)

Please list ALL your selected technique class(es) below and check box for corresponding Company level.

APPRENTICE CO. PRE JR COMPANY PRE JR COMPANY JUNIOR COMPANY SR1/SR2 COMPANY
 \$370 \$420 (w/ B4) \$435 (w/ B5) \$595 \$755

Class: _____ Day/Time: _____ Add'l Class: _____ Day/Time: _____

Add'l. Class: _____ Day/Time: _____ Add'l Class: _____ Day/Time: _____

Total Tuition: _____ Plus Reg Fee \$35 TOTAL AMOUNT DUE: \$ _____

Once enrolled, your space in class is guaranteed for the school year. You are responsible for tuition unless you notify us in writing that your child is dropping. If you wish to pay by MasterCard/Visa, use the enclosed credit card payment authorization form.

IMPORTANT...PLEASE READ THE FINE PRINT, YOUR SIGNATURE MEANS YOU AGREE TO:

1. Drop off and pick up children on the south side of Greenfield in front of the studio, or park in legal spaces on Greenfield and accompany any child under 9 years of age to studio. **DO NOT DOUBLE PARK AND IMPEDE TRAFFIC AT ANY TIME.**
 2. NOT make any illegal U Turns on Greenfield Avenue.
 3. NOT double park or park illegally in any way.
 4. NOT use any private parking (e.g. Matteucci's), or parking that is designated for other Greenfield Ave. merchants.
 5. **Notify the school in writing (email is fine) if my child discontinues class, and be responsible for tuition until such notification is received.**
- I have read the conditions above and agree to adhere to these traffic safety rules. In addition, I hereby agree to indemnify and hold harmless the Stapleton School of the Performing Arts, and its officers, contractors and employees, and any community organization co-sponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child, arising out of, or in any way connected with participation in the program named above. In case of emergency, my child may be treated by a qualified physician. Photographs of my child in class or performing may be used by the Stapleton School. **Signature below acknowledges compliance with all rules and procedures as outlined in the 2011/12 registration packet. (In plain English: PLEASE make sure you've read it all!!)**

PARENT SIGNATURE/DATE _____

**Stapleton Ballet Registration 2011/12
Credit Card Payment Authorization Form**

PLEASE PRINT:

Dancer's Name: _____

Cardholder Name: _____

MasterCard VISA

Billing Address: _____

Card Number (must be 13 or 16 digits): _____

Expiration date (mm/yy): _____ 3 digit security code (*last 3 numbers above name on signature panel*): _____

Please check one and sign below:

- One-time charge:** I hereby authorize the Stapleton School to bill the above credit card in the amount of \$_____
- Convenient Autopay Option:** I hereby authorize the Stapleton School to keep this card on file and bill my account for quarterly tuition charges. Stapleton agrees to send/email a confirmation statement each time this card is billed.

Cardholder signature _____ Date _____