



# STAPLETON SCHOOL OF THE PERFORMING ARTS

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Virginia Stapleton

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Dear Parents and Dancers,

Enclosed you will find all the information you need to enroll for the 2010/11 school year. As in past years, 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 2010) and have no outstanding balance on your account. You may mail (or drop off) your registration card beginning on June 7<sup>th</sup>. All registrations will be processed in random order, based on the date received at our main office. We will call you only if you **don't** get your first choice day/time. The deadline for priority registration is Friday, June 18<sup>th</sup> at 5:00 p.m. After June 18<sup>th</sup>, all registration is open and ongoing, on a space-available basis. Please be certain to read the general information on the reverse side of this letter for complete details.

As we prepare for the new school year, we reflect on the wonderful accomplishments of 2009/10. We began the year with a record-breaking number of dancers enrolling in classes and the annual Nutcracker workshop. Speaking of Nutcracker, we completed phase two of our upgrade, unveiling colorful new Act 2 sets to complement the new Act 1 scenery that was debuted in 2008. This year, we are thrilled to announce that plans are underway to re-vamp the Battle Scene. We plan to introduce new choreography and characters, as well as new sets. This is very exciting for our youngest dancers, most of whom have their first Nutcracker experience as mice or soldiers in this scene. Our spring production of Swan Lake was an artistic and box office success. The dancers had an incredible experience learning and performing this classic ballet. All in all, a tremendous year!

The large number of motivated students participating in the Youth Company has led us to once again restructure the format to meet the needs of our student body. We will have five different levels of Youth Company; new this year are Senior 1 and Senior 2. (*See details on tuition page*). If your child is at the Ballet 2 or higher level and is interested in making a strong commitment to ballet, please consider joining the Youth Company. Benefits of Youth Company participation are outlined in this packet; if you have any questions, do not hesitate to call and chat with Virginia Stapleton. The Stapleton School is unique in that we continuously analyze the needs of our student body and adapt our programs to meet their needs.

As an organization that strives to help mold responsible leaders for the next generation, we are also diligently finding ways to improve efficiency and reduce our impact on the environment. To that end, we encourage you to consider going "green" with us by signing up for paperless billing. You will receive all invoices and statements via email, helping us to reduce our use of paper, postage, and printing. Please indicate your willingness to "go green" on your registration card.

We look forward to an exciting year ahead! We welcome back old friends and extend a warm welcome to those new to the Stapleton family. We take great pride in fostering personal growth and development through dance in a supportive, positive, and inclusive environment.

Sincerely,



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A non-profit performing arts organization ID# 68-0202381

# General Information

## Registration Information:

We recommend that returning students take advantage of priority registration, which runs from June 7 to 18. If you wish to insure registration in the same class as another student, please submit your registrations together. Registration remains open and ongoing throughout the year, on a space available basis. 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, 2010. 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 torn tights, please!

No coverups (e.g. shirts, shorts).

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. Due to anti-spam regulations, in order to be added to our email list, you will be required to reply to an initial message confirming that you wish to be placed on the list!

# 2010/11 Schedule of Classes

	MON.	TUE.	WED.	THU.	FRI.	SAT.	
<b>4th Street Studio</b>	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	12:30-1:10	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	3:00-3:40 GF	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 3:35-4:25*	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	2:30-3:20	3:30-4:20	3:30-4:20	11:40-12:30
	Pre Ballet 3 <i>7 year olds</i>	4:30-5:20	4:30-5:20	4:30-5:20	4:30-5:20		
<b>Greenfield Avenue Studios</b>	BOYS 7 & up		3:45-4:45				
	Ballet 1 <i>8 year olds</i>			2:35-3:35		3:45-4:45	
	Ballet 2 <i>9 year olds</i>	3:45-4:45		3:45-4:45		3:45-4:45	
	Ballet 3, 4, 5 <i>By placement</i>	B3: 3:45-4:45	B4: 4:45-5:45			B5: 4:45-6:15	
	Ballet 6, Adv. 1/2 <i>By placement</i>	B6/A1: 4:45-6:15	A1/2: 3:45-5:15		B6: 4:45-6:15	A 1/2: 4:45-6:15	
	Advanced 2/3 <i>By placement</i>	A 2/3: 4:45-6:15	A3: 5:15-6:45		A3: 5:15-6:45	A 2/3: 9:00-10:30	
	Apprentice Company				3:45-4:45		
	Pre-Jr. Company				3:45-5:15		
	Junior Company			3:45-5:15			
	Senior 1 Company			4:45-6:15			
	Senior 2 Company			5:15-6:45			
	Teen Ballet <i>11 yrs and up</i> (Meet at 4th St. studio)		<i>Intermediate</i> 5:30-6:45**		<i>Beginner</i> 5:30-6:45**		
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> 7:00-9:30 pm	<i>Musical Theater Dance</i> <i>15 years &amp; up</i> 6:45-7:45**	<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

\*\*Teen Ballet, Musical Theater Dance & Tue evening Tai Chi Qigong 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, 2010 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 2010/11 Calendar

## Session 1: August 30-October 30

Aug. 30: First day of classes  
 Sep. 2 & 3: Nutcracker auditions-Leading roles  
 Sept. 6: No classes, Labor Day  
 Sep. 7: Nutcracker Meeting 7:30 p.m. @ Playhouse  
 Sept. 11: Nutcracker rehearsal begins

## Session 2: November 1 -January 22

Nov. 22-Dec. 5: Thanksgiving Break  
**(Please note: 2 weeks due to Nutcracker production)**  
 Dec. 1: Nutcracker technical rehearsal (mandatory)  
 Dec. 3/4/5: Nutcracker performances  
 Dec. 20-Jan. 2 : Holiday break  
 Jan. 17: No classes, Martin Luther King Day

## Session 3: January 24-April 2

Feb. 21-Feb. 27: 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.  
 Apr 1, 2, 3: Youth Company Spring Performance

## Session 4: April 4-June 11

Apr. 11-Apr. 16: Spring break  
 May 30: No classes, Memorial Day  
 June 4 & 11: Dance Demo rehearsals  
 June 5 & 12: Dance Demonstrations  
*Important Note: Last day of school for Ross Valley School District is June 9, 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*

## 2010/11 Tuition Rates

**Tuition rates are per quarter; see calendar above for 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 are made for children 4 years and younger.* There is a \$25 fee for returned checks.

Creative Movement	\$ 115	Ballet 1/2/3/4, Teen Ballet	\$ 155
Rhythm & Dance, Intro Dance	\$ 130	Ballet 5/6, Adv. 1/2/3	\$ 195
Pre Ballet 1/2/3	\$ 140	Pilates 1x/ week	\$ 120

Nutcracker performance workshop \$245

*Note: If your child would like to perform in the 2010 Nutcracker, he/she must be enrolled and attending class at the Pre Ballet 2 (or higher) level. There is a mandatory parent meeting on Tuesday Sept. 7 at The Playhouse at 7:30 p.m. Mark your calendar!*

- 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.

<b>Apprentice Company</b> <i>Ballet 2-3*</i> 1 technique class 1 company class \$370/session <i>Two 1 hour classes</i> <i>Nutcracker &amp; Spring show</i>	<b>Pre Junior Company</b> <i>Ballet 4*</i> 1 technique class 1 company class \$400/session <i>One 1 hour class</i> <i>One 1.5 hour class</i> <i>Nutcracker &amp; Spring show</i>	<b>Pre Junior Company</b> <i>Ballet 5/6*</i> 1 technique class 1 company class \$435/session <i>Two 1.5 hour classes</i> <i>Nutcracker &amp; Spring show</i>	<b>Junior Company</b> <i>Ballet 5,6-Adv. 1*</i> 2 technique classes 1 company class \$595/session <i>Three 1.5 hour classes</i> <i>Nutcracker &amp; Spring show</i>	<b>Senior 2 Company</b> <i>Adv. 2/3*</i> 3 technique classes 1 company class \$755/session <i>Four 1 hour classes</i> <i>Nutcracker &amp; Spring show</i>
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*\*General guidelines: Youth Company placements are based on individual evaluation by Artistic Director and Ballet Master.*

# Stapleton School of Performing Arts 2010/11 Registration Card/Emergency Information

Please print: Student Name \_\_\_\_\_ DOB \_\_\_\_\_  M  F

Mailing Address: \_\_\_\_\_ School \_\_\_\_\_ 10/11 Grade \_\_\_\_\_

City/Zip (Please include zip) \_\_\_\_\_

Email \_\_\_\_\_

Yes I want to "go green" and receive all invoices and statements via email.

**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: \_\_\_\_\_

Once enrolled, your space in the class is guaranteed for the school year. You are responsible for tuition unless you notify us in writing that your child is discontinuing.

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

**YOUTH COMPANY DANCERS ONLY FILL OUT BOX BELOW**

*If you wish to pay by Mastercard/Visa, you must fill out the enclosed credit card payment authorization form.*

<b>YOUTH COMPANY PACKAGES</b> (Please list ALL your selected technique class(es) below and check box for Company level)				
<input type="checkbox"/> APPRENTICE \$370	<input type="checkbox"/> PRE JR COMPANY \$400 (w/ B4)	<input type="checkbox"/> PRE JR COMPANY \$435 (w/ B5)	<input type="checkbox"/> JUNIOR COMPANY \$595	<input type="checkbox"/> SR1/SR2 COMPANY \$755
Class: _____ Day/Time: _____		Add'l Class: _____ Day/Time: _____		
Add'l.: _____ Day/Time: _____	Add'l.: _____ Day/Time: _____	Add'l.: _____ Day/Time: _____	Add'l.: _____ Day/Time: _____	Add'l.: _____ Day/Time: _____

**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 U-turns, nor use the driveway as a turn around.
  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 2010/11 registration packet. (In plain English: Make sure you've read it all!!)**

**PARENT SIGNATURE/DATE** \_\_\_\_\_

**Stapleton Ballet Registration 2010/1  
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 \_\_\_\_\_