



2011-2012 Parent/Student Handbook

Goals and Objectives

- A. To provide a high standard of training to every student.
- B. To develop physical and mental discipline through hard work, dedication, and perseverance, and to instill a respect and love for dance and the performing arts.
- C. To build the confidence and self-esteem of each student.
- D. To provide a learning experience in professional theater through performances and participation in quality productions.
- E. To provide an avenue for young talents aspiring to become performing artists.

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Dear Students and Parents,

Westlake School for the Performing Arts is proud to offer to the children of our community an opportunity to participate in the training, the competition events and the performing programs of WSPA. However, in order for WSPA to achieve its goal of training good artists and presenting quality performances, we need and request the cooperation of everyone involved, the students as well as the parents and guardians.

A good quality presentation is achieved only with the combined efforts of all the artists - on stage and the unseen participants behind the scenes. When the student learns the part/role, this is only the beginning, then he/she will need to study how to perform in relation to the others on stage until all the performers become accustomed to each others' presence, movements and positioning.

A recital is not a series of individual groups performing. It is the embodiment of the work of the entire school, the synergy of blending diverse talents into one single perfect product.

We cannot emphasize enough the importance of regular attendance and the commitment of the student to improve and polish his/her skills and talents.

Therefore, as your School Director, I request the Student(s) and Parents/Guardians to read this handbook in order to attain our mutual goals.

Thank you.

Sincerely,

*Malu Rivera-Peoples
School Director*

WSPA Programs

WSPA offers a varied selection of classes in the following programs. These programs were set up to accommodate the different needs and abilities of the students.

General School

The mission of the General School is to offer a wide range of classes for children who wish to take dance for exercise, coordination, discipline and fun. Through this program, the student achieves an understanding and appreciation of the art form. Students meet once or twice a week and prepare for the annual recital.

Musical Theater Program

In the professional world, performers in musical theater are hired for their voice, acting ability and dancing skills. Our Musical Theater program provides a bit of training for each of these fields. The class is taught to work as an ensemble, singing and dancing in a vocally harmonized and choreographed routine. The learned routine is performed in the annual Recital and December holiday revue. Students also receive acting techniques through class exercises and games. For the serious student, private classes in voice and dance are available.

Professional Ballet Division

The Professional Division's mission is to prepare students for a professional future in dance. Students must be at least age 9 with 3 years experience or shows proficient technique and readiness for the division's intense training. A physique possessing attributes that are generally considered requisite for professional accomplishments in classical ballet is highly considered.

However, the student's history of exemplary attitude, work ethics, and commitment can outweigh the physique and will have a deciding impact on the student's acceptance to the program. It is proven in life that pure love, determination, and hard work bring success.

The students are accepted on a trial basis throughout the year and are evaluated by technical development, talent, and artistic merit. The size of the class is limited to 15 only. Students not accepted from the audition will be asked to continue to train in the Performance Program and will have a chance for acceptance as space allows.

The Professional Ballet Division will continue to evolve each year with changes and improvements in the best interest of upholding its mission.

Performance Program

Students audition for placement in the Performance Program. Excellent attendance and a high degree of commitment are necessary to remain in the program. Members prepare for competitions and performances involving many hours of training and rehearsals. Students in the Performance Program are required to attend the minimum number of classes in a week designed for their level and participate in all the productions within the 10-months.

The Performance Program is offered to Ballet, Tap, Modern, Jazz, Hip Hop, Polynesian, and Musical Theater, as follows:

Junior Members - For age group 5-10

Jr. Apprentice Members - For age group 8-11

Apprentice Members - For age group 10-16

Company Members - For age group 12-up

WSPA SCHOOL POLICIES

These policies apply to all students of WSPA.

- I. **Classes:** All classes are to be conducted in closed studios for the benefit of the students. Parents are allowed to stay in the courtyard to watch students through the glass windows, however, classes will be open for observation only during the designated Observation Week once a month.
 - a. Students will attend all regularly scheduled classes unless ill or otherwise unavoidably absent.
 - b. If a student is not able to be present for class, he/she is required to notify the WSPA office (650) 757-1244 prior to noon on the day of class.
 - c. The teacher will be responsible for taking attendance at all classes. A permanent record of attendance will be kept in the office.
 - d. A student who has two inexcusable absences from class or who has failed to notify the office in advance of absences will be given a notice of probation. Subsequent violations will be reported to the school director who may dismiss the student from the school or may take other action as appropriate.
 - e. Students will be on time for class and dress appropriately as instructed (see IV. Dress Code). Parents and students are expected to observe class etiquette, and be polite and cooperative.
- II. **Rehearsals, Competitions, and Photo Shoot Days**
 - a. Students will attend all scheduled rehearsals in the school and/or in the location where performances are to be held. Absences will not be tolerated except in the event of the most urgent personal emergency.
 - b. Students will attend scheduled photo shoot days for the recital yearbook/brochure, except in the event of the most urgent personal emergency.
 - c. Failure to be present for rehearsals shall be reason for suspension from the performance.
 - d. Parents and students are expected to cooperate in every way to make the WSPA productions polished and professional. Any misbehavior or misconduct deemed inappropriate may be cause for expulsion from the school.

III. Expenses

a. Each student (and his/her parent or guardian) will be responsible for expenses incurred in the recital and other performances such as:

1. Costumes - \$60 to \$150 each (custom-made or catalogue)
A \$50 Down payment is due on November 1
2. Tickets to the Recital or other performances
3. Yearbook/Brochure - \$20.00 per student, \$15.00 per add'l child in the family (Mandatory fee due upon registration)
4. Competition Fees - (varies, depending on the competition organization)
5. Photo and Video Orders - (optional)
6. There is a \$50 participation fee payable to WSPA for every WSPA/YPI sponsored production such as Nutcracker, Urban Paradise, or a Musical Theater production.

IV. **Dress Code for Dance Classes Only:** A dress code allows a disciplined and professional appearance of our students. **Anyone not in the proper dress code may be asked to leave the class.**

Ballet n Tap Class - Girls: black leotard, theatrical pink tights (no cut or footless tights), pink ballet slippers with elastic sewn across the instep, white tap shoes. Boys: white t-shirt, black sweat pants/dance pants, white socks, white ballet shoes, black tap shoes, dance belt.

Ballet Technique Class - Girls: black leotard, theatrical pink tights (no cut or footless tights), pink ballet slippers with elastic sewn across the instep. Boys: white t-shirt, black sweat pants/dance pants, white socks, black ballet shoes, dance belt.

Tap Class - Girls: black leotard, black jazz pants, type of tap shoes assigned by the teacher, Boys: white t-shirt tucked in black sweat pants/dance pants, assigned shoes by the teacher.

Jazz Class - Girls: black leotard, black jazz pants, tan "slip on" jazz shoes. Boys: black tight shirt, black dance/jazz pants, tan "slip on" jazz shoes.

Character Class: Girls: black leotard, pink or tan tights, character shoes, dance skirt. Boys: white tank/t-shirt, black tights or dance pants, character shoes.

Hip Hop and Musical Theater Classes: comfortable regular clothes. No tight jeans.

Tumbling: Gymnastics attire. No shoes or socks.

Polynesian – Traditional pareo for tahitian & pau skirt for hula and fitted t-shirt or tank top, NO JEANS OR LOOSE CLOTHING.

Hair Code: Hair should be pulled away from the face and worn in a bun if long enough. Leg warmers and t-shirts are not permitted during technique classes but may be worn during rehearsals or in between classes. **Students are not allowed to wear jewelry in any class, for any photoshoot, or for any performance. WSPA and its staff will not be responsible for lost jewelry, clothing, or accessories**

V. **Holidays** observed by WSPA are Halloween, Thanksgiving, and Christmas. School also closes for Spring Break and Memorial Weekend. The Calendar of Events is on the back of this handbook.

VI. **Class Observation:** Parents' observation days appear on the Calendar of Events on the back cover of this handbook. Any change will be announced. Taking of pictures and video taping are allowed only on these days.

VII. **Year-end Recital:** Our recital will be on the third week-end of June. We do not charge a recital fee but we will be selling tickets to the performances. Stage rehearsal dates will be posted in the beginning of May. The stage rehearsals are in lieu of classes during the last week of June.

VIII. **Yearbook/Brochure:** There is a \$20.00 fee per student and \$15.00 for every additional child in the family due upon registration. Each student will receive one free yearbook/brochure. Personal ads are due the first week in May. Information with prices will be sent out in early spring.

TUITION POLICIES FOR 2011-2012

I. **School Year** - To ensure the highest quality of instruction, and provide continuity in meeting the goals and objectives of the school, WSPA students register for a **10-month training program starting in September, a 6-month program starting in January, a 12-week introductory course starting in March, and a 3-week summer intensive in July.**

II. **Tuition Commitment** - Once a student is registered, his/her space in the class is reserved for the entire duration of the program. Tuition for the 10- and 6-month programs are paid in monthly installments while tuition for the 10-week introductory course and 3-week summer intensive are paid in full.

III. **No refunds** – A student will not be given a refund for classes missed. A student who fails to continue with the program for whatever reason is responsible for paying the last month attended.

IV. **Make-Up Classes:** Make-up classes for a class missed due to illness may be taken in a class suggested by your teacher. Make-up class must be taken during the first week of attendance upon the student's return from absence. Make-ups will not be given for missed classes due to vacations.

V. **Registration Fee** – A one time registration fee is charged for each family. The cost is \$35.00 for the General School, \$50.00 for the Junior Students, \$75.00 for the Junior Apprentice Students, \$100.00 for the Apprentice and Company Students, \$125.00 for the Ballet Professional Division. **This fee is not refundable.**

VI. **Tuition** - Tuition is due on the first of each month and is late after the 10th of that month. You will be charged \$10 if your tuition is paid after the 10th of the month. Returned checks will be charged an additional \$25.00. We do not mail bills or statements. Your records are available in our office. June tuition is charged and due in May. **Tuition is not refundable.**

VII. **Prorating** is only applied to entering new students in the middle of a month. **Classes missed due to extended vacations or illness cannot be prorated.**

VIII. **Tuition for 2011-12 School Year (10 Months) Sept- June.**

No. of Hours per Week	10-month full	Monthly Dues for Tuition 10 and 6 month program
1 hour	\$650.00	\$ 65.00
1 _ hours	\$960.00	\$ 96.00
2 hours	\$1,200.00	\$120.00
2 _ hours	\$1,500.00	\$150.00
3 hours	\$1,770.00	\$177.00
3 _ hours	\$2,060.00	\$206.00
4 hours	\$2,240.00	\$224.00
4 _ hours	\$2,470.00	\$247.00
5 hours	\$2,600.00	\$260.00
5 _ hours	\$2,800.00	\$280.00
6 hours	\$2,880.00	\$288.00

(See office staff for additional hours/fees)

Private Piano (1/2 hour)	\$30.00 per half hour
Private Vocal (1/2 hour)	\$30.00-\$40.00 per half hour
Audition Class or Drop-in Class per class	\$20.00 per class
Catch me-up private Class (1/2 hour)	\$50.00 per class
Private coaching for competition -	Varies per Choreographer

Monthly dues are based on the full tuition and are not dependent on the number of classes a month

IX. **Non-Payment of Tuition** - WSPA at its discretion may dismiss any student if his/her tuition is not paid by the last day of the month that it is due. No student will be allowed to participate in our year end recital or rehearsal if their tuition is overdue.

WSPA Calendar of Events for 2011-2012 (Schedule subject to change)

September 6	Classes Begin
TBA	Cookie Dough Sale
September 22	7:15pm Parent Orientation Meeting
September 25	20 th Anniversary Picnic
October 1-10	October Tuition Due
October 3-8	Observation Week
October 28-29	Halloween Carnival
October 31	No Class (Happy Halloween)
November 1	Recital Costume Down Payment Due
November 1-10	November Tuition Due
November 7-12	Observation Week
November 20	Sunday Nutcracker Rehearsal
November 24-27	Thanksgiving Holiday
November 27	Sunday Nutcracker Rehearsal
November 28	Classes Resume
November 30 - December 4	Nutcracker Rehearsal & Performance
December 1-10	December Tuition Due
December 5-10	Observation Week
December 17	December Holiday Show Rehearsals
December 18	December Holiday Show
December 19-January 1	Christmas Holiday
January 2	Classes Resume
January 2-10	January Tuition & Costume Balance Due
February 24-26	YAGP/Bay Area
February 1-10	February Tuition Due
February 6-11	Observation Week
February 1	Showstoppers Competition Fee Due
February (Date TBD)	Headshots
TBA	Urban Paradise
March 1-10	March Tuition Due
March 5-10	Observation Week
March 30 - April 1	Showstoppers Competition
March 24-25	NYCDA Convention
March/April (Date TBD)	Group Picture Week
April 1-10	April Tuition Due
April 6-April 12	Spring Break
April 13 (Friday)	Classes Resume
April 22 - 28	YAGP New York Finals
May 19-20 (Hayward)	IDC Competition
May 18-20	Spotlight Competition
May 1-10	May & June Tuition Due
May 7-12	Observation Week
May (Date TBD)	Make-Up Group Picture Week
May 25-28	Memorial Weekend Holiday
May 29 (Tuesday)	Classes Resume
June 3	Year End Celebration
June 10-17	Recital Stage Rehearsals and Performances
July 9 - July 27	Summer Program and Dance Camps
July 15-16	Farereira's Festival - Tahiti
July 19 - 27	Macau International Youth Festival, China