



***Harrisburg
Ballet Theater***

REFERENCE GUIDE

Harrisburg Ballet Theater
Promoting dance and the education of dancers.

Reference Guide

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Harrisburg Ballet Theater
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Class Descriptions

The Harrisburg Ballet Theater's primary mission is to promote the art of dance and the education of dancers in Central Pennsylvania. The Harrisburg Ballet Theater was founded on the ideals Forrest Gehret. HBT continues to offer extraordinary instruction for those who dance for personal enjoyment as well as those who aspire to a professional career. Classes are offered to a wide range of students from toddler to adult. Below is a list of classes offered at HBT.

Beginning Ballet (Ages 7-12):

Enrollment is primarily according to age. Class size is limited and registration is on a first come basis. Students will learn basic ballet vocabulary and introductory skills.

Full Curriculum/Pre-professional Program:

Enrollment is according to ability and/or age. All students registering for this program are required to take a placement class. It is recommended that students enroll in all available classes for their level in order to achieve their maximum potential for improvement. Students will be expected to master certain criteria before they are advanced to the next level.

Beginning: Introduction to basic ballet vocabulary. Emphasis is on correct alignment and placement in Ballet, Jazz, and Pre and Beginning Pointe (by invitation of the Artistic Director)

Intermediate: Ballet vocabulary recognition, strength, muscle and motor memory are established. Emphasis on correct alignment and placement. Increased vocabulary in Ballet, Jazz, and Pointe (by invitation of the Artistic Director) is also established.

Advanced: Emphasis begins to shift from alignment to quality of movement. Increased vocabulary and mastery in all disciplines is emphasized.

Pre-Professional : Emphasis is to focus and prepare students to enter the professional arena or college dance programs.

Private Coaching: Individual instruction and coaching is available with the Artistic Director for those who wish to further their experience in dance whether for recreation, competition or pursuit of a professional career.

Open Program – Recreational:

For those students interested in learning the basics of dance in a noncompetitive and upbeat environment. Classes in Ballet and Jazz offer a fun and informative alternative to your fitness routine.

Master Classes:

International and national guest instructors give class instruction in ballet, jazz, modern, and ethnic disciplines. Class instruction is offered once or twice a month. Classes are available to students in the Intermediate through Pre Professional levels and are open to the public.

Tuition Information

All tuitions are based on a 10-month year. Each student or responsible party is required to pay a full tuition. *Upon signing the registration card, it is understood that registration is for the entire year, September – June, and each individual student or responsible party is liable for the annual tuition rate.* The tuition includes all classes in which the student has scheduled as well as rehearsals for performances. Payment may be made monthly, quarterly, bi-annually, or annually. Tuition is due on the first of the month. If tuition is not paid by the 6th of the month, a late fee of \$35.00 will be incurred. HBT appreciates prompt payment of all tuition to avoid these penalties. All tuition and fees must be paid in full by **June 1** of each dance year.

Refunds:

There will be no decrease in tuition for absences from scheduled class instruction. If the student cannot attend classes, it is the student's responsibility to make up classes in order to receive a full 10 months tuition instruction. Tuition fees are non-refundable except in the event of serious illness or injury. Requests for refunds must be in writing and accompanied by documentation from a doctor stating inability to continue class. All additional fees are non-refundable.

Returned Checks:

Any checks returned by a financial institution will incur a \$35.00 insufficient funds charge and any additional bank charge incurred by HBT.

Reduction of Scheduled Classes/Withdrawals:

HBT respectfully requests that if it is necessary for a student to withdraw, notification must be received by written letter of the date of withdrawal or reduction of scheduled hours to avoid further charges. Notification of withdrawal and or a reduction of scheduled hours must be received 30 days prior to the date of withdrawal or reduction. By signing the registration form, or giving someone else authorization to sign, you are consenting to the conditions stated in this chapter.

Tuition and Fees:

A 25% discount will be given to families with multiple students (immediate family members only i.e. sister, brother, mother, etc.). Families with multiple students are required to pay the full tuition for the first student. Each student after will receive the 25% discount.

Registration Fee: A \$25.00 fee per student/per family will be added to the first month's tuition and is due at time of registration.

Program Advertising Fee: \$60.00

Each family is requested to procure an advertisement for each production's program in which the student will participate. If no advertisement is obtained, or if it is past the deadline, a fee of \$60.00 will be billed to the student's account.

Performance fee: \$30.00 per person/per family

A performance fee is assessed for each performance during the season. The performance fee covers technical and theater expenses.

Fundraiser fee: \$50.00 per person for those non-participants during annual fundraisers (See Chapter 7).

Tuition:

For additional tuition rates please contact the HBT.

Full Curriculum Tuition Rates: Please see schedule and tuition insert

Open Program: Please see schedule and tuition insert

Single Class Rates

1 Hour \$12.00/hour

1.5 Hours \$15.00/hour

2 Hours \$20.00/hour

Adult Class Card: \$120.00 for 10 classes (Card is valid for current season only)

Master Class Fee: \$30.00 per class

The following is a list of payment schedules that must be chosen upon registration.

Monthly:

The first month's tuition is due at the time of registration with the remaining nine payments due by the 1st of each month. Final tuition payment must be received by **June 1** of each year

Quarterly:

The first three month's tuition is due at the time of registration with the remaining two payments due by **December 1** of each year and final tuition payment must be received by **March 1** of each year.

Bi-annually:

The first five month's tuition is due at time of registration and the final tuition payment must be received by **February 1** of each year.

Annually:

Full tuition is due at the time of registration of each year. There is a 10% discount for advance full annual payment.

Scholarship Programs

Scholarships are offered to students based on talent, commitment, and financial need. An audition class will be held during the first month of instruction to determine a list of candidates eligible for scholarships. All scholarships are subject to an application process with final approval by the Director. The parents or guardian and student will sign a contract stating the specifications and standards that must be met in order to retain the scholarship during the dance season. HBT is proudly multi-cultural and does not discriminate on the basis of race, color, national origin, religion, sex, or sexual orientation. If you have questions regarding the Scholarship Program, please contact HBT for more information.

Dress Code

The Harrisburg Ballet Theater observes the following dress, which has been developed to maximize the instructional benefits to the students. By adhering to the dress code, the student allows the instructor to clearly view alignment and position of the student's body and legs. The parent or guardian is responsible to ensure that the student attends class in proper dance attire.

Female Dress Code

Beginning: BLACK leotard, PINK tights, and PINK ballet shoes. No skirts. Hair is to be worn in a tight, slicked back bun with hairnet.

Intermediate: Plain BLACK (no designs) leotard with 2 or more shoulder straps. PINK tights. No skirts. Hair is to be worn in a tight, slicked back bun with hairnet.

Ballet: PINK Leather Ballet Shoes with elastic strap – NO CANVAS BALLET SHOES

Jazz: BLACK Oxford lace-up jazz shoes

Advanced: Plain BLACK (no designs) leotard with 2 or more shoulder straps. A SOLID color leotard may be worn by Level 4 students for Saturday morning class only. PINK tights. Full, short demi skirts BLACK in color (complete circle, no tapered hems and length should be above mid-thigh) may be worn by Level 4 students during Pointe class. Hair is to be worn in a tight, slicked back bun with hairnet.

Ballet/Pointe: PINK Ballet Shoes with elastic strap. PINK Pointe shoes with elastic strap and PINK ribbons attached.

Jazz: BLACK Oxford lace-up jazz shoe. Tight fitting jazz pants may be worn at the permission of the instructor. No Baggy Clothing.

Modern: Bare fee or a half-sole sandal may be worn. BLACK tights may be worn at the permission of the instructor.

Male Dress Code

All Ballet Levels: Plain WHITE T-shirt (no designs) tucked in tights, BLACK tights, and WHITE socks. A black or tan dance belt (athletic supporter) is required for all male dancers. Hair should be neatly combed and have a professional look.

Ballet: BLACK Ballet Shoes with elastic strap

Jazz: BLACK Oxford lace-up jazz shoes or BLACK jazz sneakers. Tight fitting jazz pants may be worn at the permission of the instructor. No Baggy Clothing.

Modern: Bare fee or a half-sole sandal may be worn. BLACK tights may be worn at the permission of the instructor.

The Directors or instructor must approve all other clothing. This includes warm-up clothes such as leg warmers or other garments. If warm-up clothes are permitted, they should be tight, close to the body, and black in color. No sweatpants or tee shirts will be allowed. This rule applies to all class instruction including Ballet, Jazz and Modern.

Dance Apparel may be purchased at the following retail companies:

Dancer's Pointe (717) 583-1820

General Notes

Any jewelry such as watches, rings, necklaces, and bracelets are not permitted in the classroom, with exception of small stud earrings and medical alert bracelets. Prescription glasses may be worn during class instruction if secured properly. NO FOOD or DRINK other than WATER is permitted in the classroom.

Please DO NOT wear undergarments beneath tights. Tights are considered an undergarment and provide adequate coverage. **All other underclothing, including bra straps (if appropriate), should not be visible or match the color of the leotard.** All personal belongings should be put into dance bags and taken to the designated dressing room. The Harrisburg Ballet Theater is not responsible for any lost or stolen items.

Policies and Procedures

Attendance and Class Make-up Policy:

Attendance is essential to the development of the student physically and mentally. Students are expected to attend and be punctual to all regularly scheduled classes assigned to their level. All students should arrive at least 10 minutes prior to each class to prepare and warm up before class begins.

Planned Absences: An absence form must be filled out and given to the Director prior to the date of absence. The class may be made up prior to the absence.

Unplanned Absences: If a student is sick or has a family emergency, please notify HBT on the day of the absenteeism. The class may be made according to the make-up class policy.

If a student needs to be dismissed from class early, a written notification from the parent or guardian must be presented to the instructor prior to class.

For the safety of the students, a parent or guardian must come inside the studio to pickup the student prior to the completion of class. No student will be permitted to wait outside the building or its premises.

At least 80% attendance is required if the student wishes to advance to higher levels within the Pre-professional Program and also meet all other criteria outlined in the student evaluation form. A student evaluation will be given by each instructor to determine if a student is ready to advance to the next level in his or her dance education. Attendance, a student's dedication, technique, and commitment determine advancement within the program.

Tardiness:

If a student arrives late to class, the student should ask the instructor if it is permissible to participate in class. Upon the instructor's approval, the student may take the

scheduled class. If a student arrives 20 minutes or more late to class, the student will be asked to observe and take notes during the duration of class. This ensures the safety of the students not to risk injury or harm to him or herself due to arriving late during class. If a student is unable to complete class, the student will be asked to observe and take notes during the remainder of class. Exceptions may be made at the discretion of the instructor.

Rehearsal:

If a student is cast for any performance, they are expected to attend all rehearsals. Any student that misses 3 or more rehearsals may be removed from all or part of the performance at the discretion of the Directors and Staff.

Pointe Shoes:

A student may be considered for Pointe Status if they are in Beginning Ballet and above age 10, maintain appropriate weight, have strong enough back, legs, and feet, take a minimum of 3+ scheduled Ballet classes and all scheduled Pointe classes per week. Invitation from the Directors must be given before a student goes on Pointe. Inability to adhere to these requirements may cause for taking the student off Pointe.

Injury or Loss of Property:

The risk of injury exists in any physical activity. Please consider this before enrolling. HBT cannot be held responsible for personal injury or the loss of property. Personal possessions should be labeled and remain neatly in the dressing rooms during class.

Photography and Videography:

In registering and signing the registration form, we have your permission to use class or performance photos for the marketing of HBT. Parents may only take photos and videos during observation week with the approval of the Director or instructor. Videos of performances may be available for a fee.

Inclement Weather:

If weather and road conditions warrant the cancellation of classes, HBT will cancel all classes if Central Dauphin school district is closed at any period throughout the day. Notification will be through email, and also broadcast on WINK 104. Classes can be made up according to the attendance policy.

Performances

The Harrisburg Ballet Theater participates an annual production of the holiday classic Nutcracker in collaboration with the Laurel Dance Company in New Holland, PA. Public performances are held in early January. Auditions will be held in late September or early October for all roles pertaining to the production. Students in the upper levels should attend a minimum of 3+ scheduled ballet classes per week to be considered for premiere roles.

The annual May Student Showcase gives all HBT students the opportunity to perform. The instructors will prepare choreography for each class according to the curriculum that was taught during the year. Students in upper levels who wish to participate in the ballet choreography should attend a minimum of 2+ ballet classes per week to be considered for premiere roles. Each class will receive costumes, which will be ordered through retail companies. It is the student's, parents', or guardian's responsibility to pay the costume cost or rental fee for rented costumes from the Harrisburg Ballet Theatre costume stock. If the student has any outstanding tuition, costume balances, or other fees, he or she will **NOT** be permitted to perform in the May Showcase.

A performance fee is assessed for each performance during the dance season. Please refer to Chapter 2 (Tuition and Fee Information) regarding information about the performance fee.

Summer Stay in Shape Program

The Summer Stay in Shape Program offers a wide range of disciplines in Ballet, Jazz, and Modern. Summer class instruction allows for individuals to continue their progress in dance education. The Summer Program begins in July and continues throughout the month. All HBT dress codes and standards apply during the Summer Program.

All students in Advanced levels are required to attend a minimum of at least 2 weeks, day or evening schedule, of the Summer Stay in Shape Program. Failure to adhere to this policy may effect casting in future HBT productions, Pointe status privileges, and also advancement to the next level of instruction. Accommodations may be made for those students attending outside summer programs. Please consult the Director in these situations.

Harrisburg Ballet Theater Parents Association

The Harrisburg Ballet Theater Parent Association is an organization is for adults who wish to support HBT. The HBTPA is responsible for organizing all major fundraising events and providing staff for all HBT sponsored events.

As a member of the Association, volunteer service would include ushers, personnel for the sweets and boutique tables, backstage technical crews, dressers, and costume alterations for all HBT performances.

The Association assists in sponsored fundraising events for HBT. Previous events have included a Gianni's Pizza Sale, Sensationally Sweets Sale, and various car washes.

Each student is asked to participate in at least two major fundraising events per dance season and sell a minimum of \$25.00 in products in each event. This provides equitable distribution of responsibilities to be performed throughout the year that benefit HBT students. If a student does not participate in the fundraisers, a \$50.00 fundraiser fee will be assessed for the year and billed to the student's account. The fundraiser fee **MUST** be paid in full by June 1. The HBTPA conducts regularly monthly meetings each month at the Dance Center. The HBTPA is an equal opportunity organization and will not discriminate on the basis of race, color, or sex. All are welcomed and invited to attend.