

Rachel's Ballet

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CLASSES, TUITION & POLICY INFORMATION

SUMMER SESSION (July 12, 2010 - Sept 4, 2010)
 FALL TO SPRING SCHOOL YEAR (Sept 7, 2010 - June 18, 2011)
 Updated: 07/13/2010

RAD Ballet Class Tuition

Classes are subject to change. Some classes may not be offered if one studio location does not have enough students registered.

Pre-School Level Students							
Special Rate for Pre-School 3 and Pre-School 4 Students Only: Sign up for two PS3 classes or two PS4 classes at the special Monthly Installment Rate of \$130							
Course Description	Course #	Day	Time	Monthly Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Pre-School Dance Curriculum – 3 to 4 yrs old (B1)	PS3-B1	Thu	3:30 – 4:30 pm	\$75	MV	Isabelle	Isabelle
Pre-School Dance Curriculum – 3 to 4 yrs old (B2)	PS3-B2	Sat	9:00 - 10:00 am	\$75	MV	Bambi	Bambi
Pre-School Dance Curriculum – 4 yrs old (A)	PS4-A	Tue	4:00 - 5:00 pm	\$75	MG	Carol	Bambi
Pre-School Dance Curriculum – 4 yrs old (B)	PS4-B	Sat	10:00 - 11:00 am	\$75	MV	Bambi	Bambi

Course Description	Course #	Day	Time	Monthly Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Pre-Primary (A) 5 to 6 yrs old	PP-A	Tue Thu	5:00 - 6:00 pm 5:00 - 6:00 pm	\$130	MG	Carol Vivian	Bambi Vivian
Pre-Primary (B) 5 to 6 yrs old	PP-B	Thu Sat	4:30 - 5:30 pm 11:00am – 12:00pm	\$130	MV	Isabelle Bambi	Isabelle Bambi
Primary (A) 6 to 8 yrs old	P-A	Tue Thu	6:00 - 7:00 pm 6:00 - 7:00 pm	\$130	MG	Carol Vivian	Bambi Vivian
Primary (B) 6 to 8 yrs old	P-B	Thu Sat	5:30 - 6:30 pm 12:00pm - 1:00 pm	\$130	MV	Isabelle Bambi	Isabelle Bambi
Grade 1 (A) 7 to 12 yrs old	G1-A	Tue Sat	7:00 - 8:15 pm 9:00 - 10:15 am	\$162	MG	Carol Carol	Bambi Carol
Grade 1 (B) 7 to 12 yrs old	G1-B	Mon Wed	3:30 - 4:45 pm 3:30 - 4:45 pm	\$162	MV	Jeanie Leigh Ann	Jeanie Maria
Grade 1 (Honor)*	G1-Hon	Mon	4:45 - 5:15 pm	\$55*	MV	Jeanie	Jeanie
Grade 2 (A)	G2-A	Thu Sat	7:00 - 8:15 pm 10:15 - 11:30 am	\$162	MG	Vivian Carol	Vivian Carol
Grade 2 (B)	G2-B	Mon Wed	5:15 - 6:30 pm 4:45 - 6:00pm	\$162	MV	Jeanie Leigh Ann	Jeanie Maria
Grade 2 (Honor)*	G2-Hon	Wed	6:00 - 6:30 pm	\$55*	MV	Leigh Ann	Maria
Grade 3	G3	Mon Wed Fri	4:45 - 6:00 pm 4:45 - 6:00 pm 5:15 - 6:30 pm	\$243	MG	Leigh Ann Coreen Jeanie	Isabelle Coreen Jeanie
Grade 3 (Honor)*	G3-Hon	Wed	6:00 - 6:30 pm	\$55*	MG	Coreen	Coreen
Grade 4	G4	Mon Wed Fri	6:30 - 7:45 pm 6:30 - 7:45 pm 6:30 - 7:45 pm	\$243	MV	Jeanie Leigh Ann Vivian	Jeanie Maria Vivian
Grade 4 (Honor)*	G4-Hon	Fri	7:45 - 8:15 pm	\$55*	MV	Vivian	Vivian
Grade 5	G5	Mon Wed Fri	6:00 - 7:30 pm 6:30 - 8:00 pm 6:30 - 8:00 pm	\$315	MG	Leigh Ann Coreen Jeanie	Isabelle Coreen Jeanie
Grade 5 (Honor)*	G5-Hon	Mon	7:30 - 8:00 pm	\$55*	MG	Leigh Ann	Isabelle

* **Honor Classes** are by invitation only. If selected, students MUST attend the Summer Session AND the regular Fall-Spring School Year. Honor dances may also be taken to competition, such as YAGP – Youth America Grand Prix, which will incur additional costs. The decision will be made by the instructors and the parents by the end of August as to whether a particular Honor Dance will be taken to YAGP. No Sibling Discount on Honor Class tuition. **If less than five (5) students enroll in an Honor Class, then Private Lesson rates will apply (Solo, Duet, Trio, or Group).**

Grade 6 Level Students

Students who are at the **Grade 6 level** may select ONE of the following two courses:

1. **Grade 6 only:** Required 3 days per week for Grade 6 Exam
2. **Grade 6 and Vocational - Intermediate:** Required 4 days per week for the Vocational - Intermediate Exam. Students will also take the Grade 6 Exam. Saturday-Master Class is required. Intermediate (IN) is the second level of Vocational training.

* Honor Classes are by invitation only. If selected, students MUST attend the Summer Session AND the regular Fall-Spring School Year. Honor dances may also be taken to competition, such as YAGP – Youth America Grand Prix, which will incur additional costs. The decision will be made by the instructors and the parents by the end of August as to whether a particular Honor Dance will be taken to YAGP. No Sibling Discount on Honor Class tuition. **If less than five (5) students enroll in an Honor Class, then Private Lesson rates will apply (Solo, Duet, Trio, or Group).**

Course Description	Course #	Day	Time	Monthly Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Grade 6 only	G6	Mon Wed Fri	7:45 – 9:15 pm 7:45 – 9:15 pm 3:30 – 5:00 pm	\$315	MV	Jeanie Leigh Ann Vivian	Jeanie Maria Vivian
Grade 6 / Vocational – Intermediate (Sat - Master Class Required)	G6/IN	Mon Wed Fri Sat	7:45 – 9:15 pm 7:45 – 9:15 pm 3:30 – 5:00 pm 1:30 – 3:00 pm	\$420	MV MV MV MG	Jeanie Leigh Ann Vivian Coreen	Jeanie Maria Vivian Coreen
Vocational – Intermediate (Honor)*	IN-Hon	Wed	9:15 – 9:45 pm	\$55*	MV	Leigh Ann	Maria

Grade 7 Level Students

Students who are at the **Grade 7 level** may select ONE of the following two courses:

1. **Grade 7 only:** Required 3 days per week for Grade 7 Exam
2. **Grade 7 and Vocational - Intermediate:** Required 4 days per week for the Vocational - Intermediate Exam. Students will also take the Grade 7 Exam. Saturday-Master Class is required. Intermediate (IN) is the second level of Vocational training.

* Honor Classes are by invitation only. If selected, students MUST attend the Summer Session AND the regular Fall-Spring School Year. Honor dances may also be taken to competition, such as YAGP – Youth America Grand Prix, which will incur additional costs. The decision will be made by the instructors and the parents by the end of August as to whether a particular Honor Dance will be taken to YAGP. No Sibling Discount on Honor Class tuition. **If less than five (5) students enroll in an Honor Class, then Private Lesson rates will apply (Solo, Duet, Trio, or Group).**

Course Description	Course #	Day	Time	Monthly Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Grade 7 only	G7	Mon Wed Fri	7:45 – 9:15 pm 7:45 – 9:15 pm 5:00 – 6:30 pm	\$315	MV	Jeanie Leigh Ann Vivian	Jeanie Maria Vivian
Grade 7 / Vocational – Intermediate (Sat - Master Class Required)	G7/IN	Mon Wed Fri Sat	7:45 – 9:15 pm 7:45 – 9:15 pm 5:00 – 6:30 pm 1:30 – 3:00 pm	\$420	MV MV MV MG	Jeanie Leigh Ann Vivian Coreen	Jeanie Maria Vivian Coreen
Vocational – Intermediate (Honor)*	IN-Hon	Wed	9:15 – 9:45 pm	\$55*	MV	Leigh Ann	Maria

Grade 8 Level Students

Students who are at the **Grade 8 level** may select ONE of the following two courses:

1. **Grade 8 only:** Required 3 days per week for Grade 8 Exam
2. **Grade 8 and Vocational – Advanced Foundation:** Required 4 days per week for the Vocational - Advanced Foundation Exam. Students will also take the Grade 8 Exam. Saturday-Master Class is required. Advanced Foundation (AF) is the third level of Vocational training.

* Honor Classes are by invitation only. If selected, students MUST attend the Summer Session AND the regular Fall-Spring School Year. Honor dances may also be taken to competition, such as YAGP – Youth America Grand Prix, which will incur additional costs. The decision will be made by the instructors and the parents by the end of August as to whether a particular Honor Dance will be taken to YAGP. No Sibling Discount on Honor Class tuition. **If less than five (5) students enroll in an Honor Class, then Private Lesson rates will apply (Solo, Duet, Trio, or Group).**

Course Description	Course #	Day	Time	Monthly Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Grade 8 only	G8	Mon Wed Fri	3:15 – 4:45pm 3:15 – 4:45pm 3:15 – 4:45pm	\$315	MG	Leigh Ann Coreen Jeanie	Isabelle Coreen Jeanie
Grade 8 / Vocational – Advanced Foundation (Sat - Master Class Required)	G8/AF	Mon Wed Fri Sat	3:15 – 4:45pm 3:15 – 4:45pm 3:15 – 4:45pm 1:30 – 3:00 pm	\$420	MG	Leigh Ann Coreen Jeanie Coreen	Isabelle Coreen Jeanie Coreen
Vocational – Advanced Foundation (Honor)*	AF-Hon	Fri	4:45 – 5:15 pm	\$55*	MG	Jeanie	Jeanie

All Other Vocational Level Students

Students who are at these **Vocational Levels** are required to attend at least 4 days per week:

1. **Advanced 1 (A1)** is the fourth level of Vocational training
2. **Advanced 2 (A2)** is the fifth level of Vocational training
3. **Solo Seal (SS)** is the highest level of Vocational training. Students must receive a “Distinction” on their Advanced 2 exam.

* Honor Classes are by invitation only. If selected, students MUST attend the Summer Session AND the regular Fall-Spring School Year. Honor dances may also be taken to competition, such as YAGP – Youth America Grand Prix, which will incur additional costs. The decision will be made by the instructors and the parents by the end of August as to whether a particular Honor Dance will be taken to YAGP. No Sibling Discount on Honor Class tuition. **If less than five (5) students enroll in an Honor Class, then Private Lesson rates will apply (Solo, Duet, Trio, or Group).**

Students who passed the Advanced 1 examination last year are also invited to join the Advanced 2 Honor Class.

Course Description	Course #	Day	Time	Monthly Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Vocational – Advanced 2 (Sat - Master Class Required)	A2	Mon Wed Fri Sat	8:00 – 9:30 pm 8:00 – 9:30 pm 8:00 – 9:30 pm 4:30 – 6:00 pm	\$420	MG	Leigh Ann Coreen Jeanie Coreen	Isabelle Coreen Jeanie Coreen

Auxiliary Class Tuition

(Audition/Try-Out Class Required for Contemporary Class. Jazz / Hip Hop Class does not participate in the Annual Showcase.)

Auxiliary Course Description	Course #	Day	Time	Monthly Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Contemporary (B1)	C-B1	Tue	4:30 – 5:45 pm	\$80	MV	Maria	Maria
Contemporary (B2)	C-B2	Thu	6:30 – 7:45 pm	\$80	MV	Isabelle	Isabelle
Jazz / Hip Hop (No Showcase Performance)	JH	Tue	3:30 – 4:30 pm	\$70	MV	Maria	Maria

Drop-In & Try-Out Class Rates

(Signed Registration Form Required. No participation in Annual Showcase or RAD Exams)

Class Length	One Class	One Class Per Week for One Month	Two Classes Per Week for One Month
1 Hour Class	\$20	\$80	\$160
1.25 Hour Class	\$25	\$100	\$200
1.5 Hour Class	\$30	\$120	\$240

Private Lesson Rates

(24-hour Cancellation Notice Required)

Solo Instruction	\$50 per Half Hour
Duet	\$40 Each Student per Half Hour
Trio	\$30 Each Student per Half Hour
Group	\$25 Each Student per Half Hour

Sibling Discount of 10% off regularly scheduled classes (legal siblings only). Discount does not apply to Honor classes, private lessons, non-scheduled classes, YAGP lessons, Try-Out classes, Drop-In classes, Flat Fee by Grade Level, or any other fees.

How To Enroll

Welcome, new students! If you are interested in enrolling in a class, please call Ms. Rachel Tan at (510) 656-0920. A Try-Out Class may need to be scheduled. This will allow Ms. Rachel to observe the student's abilities and determine the appropriate grade level placement. All Try-Out Classes must be pre-approved by the staff and a Try-Out Fee is required. Please bring the signed Registration Form with you to the Try-Out Class.

For the Fall/Spring School Year, the following option is available only to new students: New students may attend classes for the first two weeks in September at the Drop-In Rate, but must decide by September 18, 2010, whether to enroll in our regular program. If the student chooses to enroll in our regular program, the First (prorated) & Last Monthly Tuition Installments and the Flat Fee by Grade Level will be due at that time. If the student chooses not to enroll in our regular program, the student may continue at the Drop-In Rate.

For Summer Session 2010

Registration – Please print, complete & sign the Registration Form

Please pay the following when you submit the Registration Form:

- Registration Fee
- Tuition for Summer Session: Two monthly installments. (Please read the "Tuition" section below if only attending for **one** month.)

Registration Forms received without payment of the registration fee and Summer Session tuition paid in full will be returned.

Drop Boxes are located in each studio lobby for check payments, registration forms and comments.

For Fall 2010 To Spring 2011 School Year

Registration – Please print, complete & sign the Registration Form

Please pay the following when you submit the Registration Form:

- Registration Fee
- Tuition: First and last monthly installments for each class
- Flat Fee by Grade Level for each class (Please read the "Tuition, Fees & Additional Costs" section below for Flat Fee details.)

Registration Forms received without payment of the registration fee, two (2) monthly tuition installments for each class, and Flat Fees for each class will be returned.

Drop Boxes are located in each studio lobby for check payments, registration forms and comments.

Tuition, Fees & Additional Costs

Registration Fee

- New Student Registration Fee (non-refundable): \$50
- Continuing Student Registration Fee (non-refundable): \$25. May be waived if continuing student registers before the deadline.
 - Summer Session 2010 Registration deadline is June 12, 2010.
 - Fall 2010 To Spring 2011 School Year Registration deadline is August 14, 2010.

Tuition

For Summer Session 2010

Two monthly tuition installments are due at the time of Summer Session registration.

Students typically register for the next grade level for Summer Session. Please check with the instructor if you are unsure.

Advanced registration is appreciated as the instructors require time to choreograph based upon the number of students registered.

Summer Dances will be performed at the Annual Showcase in May 2011 (see *Note below*). Summer Session themes will be :

- Pre-Primary to Grade 2: "A Day at the Park"
- Grade 3 to Advanced 2: "Four Seasons"
- *Rachel's Ballet* staff and parents will jointly decide if costumes are needed for the summer dances. If costumes are chosen, students must pay an **additional** cost for a summer costume.

Note: Enrollment in the Summer Session alone does not entitle a student to participate in the Annual Showcase. Only students who have enrolled for the Fall/Spring School Year, paid the Flat Fee by Grade Level, and attended the full number of classes per week for their respective levels are eligible to participate in the Annual Showcase.

Students absent for more than **two (2) weeks** during the Summer Session will **not** perform the Summer Dance or Honor Dance at the Annual Showcase.

One Month Only: Students may register, pay, and attend for only one month during the Summer Session, but they will **not** perform the Summer Dance or Honor Dance at the Annual Showcase.

For Fall 2010 To Spring 2011 School Year

Important Note: There are ten (10) monthly tuition installments (see "Class Tuition" tables above for monthly installment amount) that make up the annual tuition. Each installment does not pay for any particular month, but rather contributes to the tuition for the whole school year. Therefore, holidays/shutdowns do not affect the installment amount.

The first and the last monthly tuition installments are due at the time of registration. The remaining eight (8) installments are due the first (1st) day of each month starting October through May.

A late charge of \$10.00 will be billed if monthly installments are not received by the tenth (10th) of the month.

Flat Fee by Grade Level (Fall 2010 To Spring 2011 School Year Only)

- As requested by our ballet parents, multiple required costs have been combined into **one** flat fee, listed by grade level, to simplify the payment process. The Flat Fee by Grade Level is **non-refundable** and due at registration. The "Flat Fee by Grade Level" combines the following three fees:
 1. **RAD Examination/Presentation Class Fee.** Fees vary by grade level.
 - RAD requires that registration for RAD Examinations and Presentation Classes be done in September in order to allow enough time for processing in London. The RAD processing has changed and it now takes longer than in years past. We can no longer process last minute registrations.
 - **All students who have enrolled in our RAD Ballet Program and have paid the Flat Fee by Grade Level will participate in the appropriate RAD Examination or Presentation Class.** Drop-In students do not participate in exams or presentations.
 - Students who do **not** meet the RAD Exam requirements will instead have a separate "**Presentation Class**" to present their work to the RAD Examiner, but they will not be graded.
 - *RAD Exam Fee Reduction:* Vocational students who have paid the annual RAD Membership Fee directly to RAD will have a reduction of \$22 for the RAD Exam Fee portion. For example, a Vocational-Advanced 1 student *who is a current RAD card member* (please provide your member number) would pay a Flat Fee of (\$367 - \$22) = \$345.
 2. **Showcase Fee.** Four (4) Showcase tickets will be issued to each family, at a **discounted** price of \$70, to cover the cost of the theater rental. This fee is only paid **once** by each family. Any extra tickets for the Annual Showcase (Junior and Senior) will be available on a first come-first serve basis at the following prices: \$20 for parents of enrolled students or \$25 for the public
 - *Showcase Fee Reduction:* If two siblings are enrolled, the second sibling will have a reduction of \$70 for the Showcase Fee portion. Only four discounted price Showcase tickets will be issued per family.
 - *Showcase Fee Reduction:* Students who are taking *more* than one Grade Level will have a reduction of \$70 for each *additional* Grade Level. For example, a student enrolled in Grade 8 (\$312) and Vocational-Advanced Foundation (\$359) would pay a Flat Fee of (\$312 + \$359 - \$70) = \$601.
 3. **Costume Fee.** This fee is for the rental & cleaning costs of one (1) Showcase costume for the class group dance.
 - Ballet costumes will be rented for the Annual Showcase. Rental costumes must be reserved well in advance.
 - This fee does **not** include costumes for solo performances, Honor dances, YAGP and other competitions which must be purchased by the students.
 - This fee also does **not** include costumes for Summer Session dances.
 - For the Contemporary Class only, the one (1) costume fee will be used to purchase a costume for the Showcase class group dance. The Contemporary student will keep this costume.
- **NOTE:** The Flat Fee by Grade Level is optional *but highly recommended*. Students may enroll for just the RAD curriculum classes or Contemporary Class, and not pay the Flat Fee. The Flat Fee by Grade Level does not apply to the Jazz/Hip Hop Class. For students who choose **not** to pay the Flat Fee by Grade Level or who enroll later in the school year, the following applies:
 1. Students will not participate in RAD Exams or Presentation Classes
 2. Students will not participate in the Annual Showcase
 3. No Annual Showcase tickets will be issued at the discounted price
 4. No costumes will be rented or purchased for the students. Students will take an individual picture in the class uniform on Picture Day

GRADE LEVEL	FLAT FEE for Exam / Showcase / 1 Costume Rental	COMMENTS
Pre-School 3 to 4 yrs old	\$243	Exam is called "Class Awards & Presentation" at this level.
Pre-School 4 yrs old	\$243	Exam is called "Class Awards & Presentation" at this level.
Pre-Primary	\$271	Exam is called "Class Awards & Presentation" at this level.
Primary	\$280	
Grade 1	\$284	
Grade 2	\$288	
Grade 3	\$292	
Grade 4	\$296	
Grade 5	\$300	
Grade 6	\$304	
Grade 7	\$308	
Grade 8	\$312	
Vocational – Intermediate Foundation	\$320	
Vocational – Intermediate	\$330	
Vocational – Advanced Foundation	\$359	
Vocational – Advanced 1	\$367	
Vocational – Advanced 2	\$375	
Vocational – Solo Seal	\$517	
Contemporary Dance	\$155 (No Exam)	Includes Showcase Fee and Purchase of Costume.
Jazz / Hip Hop Dance	\$0 (No Exam or Showcase)	Jazz/Hip Hop Class is not in the Annual Showcase
* Please see if you are eligible for any reduction in fees.		
** Drop-In Students do not participate in Exams or Showcase.		
*** Flat Fee does not include cost of Summer Dance costumes.		

Additional Costs

Please understand that additional costs are associated with enrollment:

- Uniform required as per the Dress Code (including all dance shoes)
- Private Lessons as needed
- Costumes for solo performances, Honor dances, YAGP and other competitions
- Any **additional** costumes for the Annual Showcase. Only one (1) group costume rental is included in the Flat Fee by Grade Level
- Competition entry fees and any lessons for competitions, such as YAGP-Youth America Grand Prix

School Policies

Communication

- Communication at our school is done primarily by email and our web site. Please provide a current email address that is checked regularly. Announcements and important general scheduling information will be sent via e-mail and those affecting all Rachel's Ballet students will also be posted on the Rachel's Ballet web site NEWS page. E-mail information for specific classes or groups will not necessarily be posted. Please check your e-mail weekly.
- Teachers are not available during class time for parent/teacher discussions. If you would like to talk with a teacher about your child's progress, please leave your name with the teacher, and you will be contacted within 24 hours. You are also welcome to observe your child's progress by watching a class.

Dress Code & Rules of Conduct

- All students must adhere to the Dress Code.
- All students and their families must adhere to the Rules of Conduct.

Honor Classes

- Honor Classes are by invitation only.
- If selected, students **MUST** attend the Summer Session AND the regular Fall-Spring School Year. Students absent for more than two (2) weeks during the Summer Session will **not** perform the Summer Dance or Honor Dance at the Annual Showcase.
- Honor dances may also be taken to competition, such as YAGP – Youth America Grand Prix, which will incur additional costs. The decision will be made by the instructors and the parents by the end of August as to whether a particular Honor Dance will be taken to YAGP.
- No Sibling Discount on Honor Class tuition.
- If less than five (5) students enroll in an Honor Class, then Private Lesson rates will apply (Solo, Duet, Trio, or Group).
- Please see the "Tuition & Fees" Policy regarding absences.

RAD Examinations & Presentation Classes

- All students who have enrolled in our RAD Ballet Program for the Fall/Spring School Year and paid the Flat Fee by Grade Level will participate in the appropriate RAD Examination or Presentation Class.
- Drop-In students do not participate in exams or presentations.
- Students must attain the exam standard and attend the full number of classes per week for their respective levels to participate in the RAD Exams.
- Some students will be required to take private lessons or extra classes for exam preparation if work is weak in that level.
- All students must have consent from the Ballet Director and instructors to take the RAD Exams.
- Students who do **not** meet the RAD Exam requirements will instead have a separate "**Presentation Class**" to present their work to the RAD Examiner, but they will not be graded.

Showcase

- **Two separate Annual Showcase performances are planned:**
 - Senior Showcase – Grade 3 through Vocational Advanced 2 Performance
 - Junior Showcase – Pre-School through Grade 2 Performance
- Enrollment in the Summer Session alone does not entitle a student to participate in the Annual Showcase.
- Only students who have enrolled for the Fall/Spring School Year, paid the Flat Fee by Grade Level, and attended the full number of classes per week for their respective levels are eligible to participate in the Annual Showcase.
- For those students who are eligible to participate in the Annual Showcase, four (4) Showcase tickets will be issued to each family, at a **discounted** price of \$70, to cover the cost of the theater rental. This fee is only paid **once** by each family. Each family must select which performance to attend before tickets can be issued.
- Any extra tickets for the Annual Showcase (separate tickets for Junior and Senior performances) will be available on a first come-first serve basis at the following prices: \$20 for parents of enrolled students or \$25 for the public.
- The Ballet Director and the instructors may decide not to invite some students to participate in the Annual Showcase if they believe the students are not ready to perform. Participating students must have consent from the Ballet Director and instructors.
- Drop-In students do not participate in the Annual Showcase. Jazz / Hip Hop students do not participate in the Annual Showcase.
- Note: A performer who will occupy a seat will require an Annual Showcase ticket. For example, if your young child performs in the earlier part of the Annual Showcase and you wish to bring your child into the theater audience later, the Jackson Theater/Smith Center staff requires that the child must have a ticket. This is the theater's policy.

Soloists (YAGP & Showcase)

- Solo performers for YAGP (Youth America Grand Prix) and the Annual Showcase are by invitation only.
- All YAGP soloists who are competing in both Classical and Contemporary categories must enroll in one of the Contemporary Classes offered at our school.
- All soloists are responsible for purchasing a costume for their solo dance (one costume per dance). Costumes should be ordered by August.
- Please see the "Tuition & Fees" Policy regarding payment and cancellation notice of Private Lessons.

Tuition & Fees / Absences / Classes

- All payments should be made by check payable to "Rachel's Ballet".
- A \$25 processing fee is charged for all returned checks.
- Try-Out Classes (auditions) must be preapproved by the staff. There is a fee for Try-Out Classes.
- The Registration Fee is non-refundable and due at registration.
- Summer Session tuition must be paid in full at registration.
- Our school year runs from September to June.
 - There are ten (10) monthly tuition installments (see "Class Tuition" tables above for monthly installment amount) that make up the annual tuition. Each installment does not pay for any particular month, but rather contributes to the tuition for the whole school year. Therefore, holidays/shutdowns do not affect the installment amount.
 - The first and the last monthly tuition installments are due at the time of registration. The remaining eight (8) installments are due the first (1st) day of each month starting October through May.
 - A late charge of \$10.00 will be billed if monthly installments are not received by the tenth (10th) of the month.
- The Flat Fee by Grade Level is optional *but highly recommended*. The Flat Fee by Grade Level is non-refundable and due at registration. Students may enroll for just the RAD curriculum classes or Contemporary Class, and not pay the Flat Fee. The Flat Fee by Grade Level does not apply to the Jazz/Hip Hop Class. For those who choose **not** to pay the Flat Fee by Grade Level or those students who enroll later in the school year, the following applies:
 - Students will not participate in RAD Exams or Presentation Classes
 - Students will not participate in the Annual Showcase
 - No Annual Showcase tickets will be issued at the discounted price
 - No costumes will be rented or purchased for the students. Students will take an individual picture in the class uniform on Picture Day
- Sibling Discount: We offer a Sibling Discount of 10% off regularly scheduled classes (legal siblings only). Discount does not apply to Honor classes, private lessons, non-scheduled classes, YAGP lessons, Try-Out classes, Drop-In classes, Flat Fee by Grade Level, or any other fees.
- Private Lessons:
 - YAGP Solo and Showcase Solo Students Only: Payment for private lessons is due the first (1st) day of each month that lessons are scheduled. Please write a separate check for private lessons payable to "Rachel's Ballet" for our accounting purposes.
 - For all other private lessons (not YAGP or Showcase Soloist), payment for private lessons is due at the time of the lesson.
 - Cancellation Policy: For all private lessons arranged with the instructors or the director, 24-hour notice of cancellation is required. If 24-hour notice of cancellation is not received, your account will be charged for the private lesson.
- Late Enrollment or Early Withdrawal: A month's notice is required for withdrawal. The tuition is prorated based on the number of lessons in the school year.
- For the Fall/Spring School Year, the following option is available only to new students: New students may attend classes for the first two weeks in September at the Drop-In Rate, but must decide by September 18, 2010, whether to enroll in our regular program. If the student chooses to enroll in our regular program, the First (prorated) & Last Monthly Tuition Installments and the Flat Fee by Grade Level will be due at that time. If the student chooses not to enroll in our regular program, the student may continue at the Drop-In Rate.
- Absences & Make-up Classes:
 - No credit or refund is given for illness, trips out of town, or other absences. The school's expenses continue.
 - Students who are absent for one month or more (due to emergency, illness, family trip, etc.) are still charged the same tuition installment for the month.
 - Students must email Ms. Rachel (Rachel@rachelballer.com) at least **two** days in advance of attending a make-up class. This will help the teacher to better prepare for the class and insure that the class will not have too many students that day.
 - Students can make-up classes missed as available, but only for the same grade level or below. Students may not attend a more advanced class to make-up for an absence. Students may attend a Contemporary or Jazz/Hip Hop class as a make-up class.
 - Make-up classes may be taken before or after an absence, but must be within the **same school term** as the absence. For example, you **cannot** make-up a Summer Session absence during the Fall/Spring School Year term.
 - Students who are or will be absent for one month or more have the option to withdraw from the school and pay the \$25.00 Registration Fee when they return.
 - If the instructor determines that a student requires additional tutoring for work missed to keep up with the class, the student will need to take private lessons.
 - **Summer Session & Honor Classes:** For the Summer Session, students can make-up classes missed anytime during the Summer Session. Students absent for more than two (2) weeks during the Summer Session will **not** perform the Summer Dance or Honor Dance at the Annual Showcase.
- Classes:
 - Minimum Class Size: If less than five (5) students enroll in a class, then Private Lesson rates will apply (Solo, Duet, Trio, or Group).
 - Classes are subject to change. Some classes may not be offered if one studio location does not have enough students registered.
 - Classes cancelled by the studio will be rescheduled.

Important Dates – No classes are held during these days, school breaks, and holidays

Dates to Mark on Your Calendar

- Picture Day (Tentative Event): May 3, 2011 – Tuesday, (Times to be Announced), at *Rachel's Ballet*, MV-Mission Valley Studio
- Showcase Preparation Days: May 25 & 26, 2011 - Wednesday & Thursday, (Times to be Announced), at *Rachel's Ballet* Studios
- Dress Rehearsal: May 27, 2011 - Friday, 3:30pm – 9:00pm, at Jackson Theater (inside the Smith Center), Ohlone College, Fremont, CA
- Annual Showcase: May 28, 2011 - Saturday, at Jackson Theater (inside the Smith Center), Ohlone College, Fremont, CA. **Two separate performances are planned.** Extra tickets: \$20 for parents of enrolled students or \$25 for the public. (Times are tentative)
 - 1:00pm Senior Showcase – Grade 3 through Vocational Advanced 2 Student Performance
 - 3:00pm or 3:30pm Junior Showcase – Pre-School through Grade 2 Student Performance
- Classes will not be held (for approximately 3 days) during *Royal Academy of Dance* (RAD) Graded Exams, Presentation Classes, and Mock Exams which typically take place in April. Actual dates will be announced upon notification from RAD. Make-up classes will be arranged for Contemporary and Jazz / Hip Hop students affected by the exam schedule.

School Breaks and Holidays

- Thanksgiving Break: November 22, 2010 – Monday through November 27, 2010 - Saturday
- Winter Break: December 20, 2010 – Monday through January 1, 2011 - Saturday
- Spring Break: April 25, 2011 – Monday through April 30, 2011 - Saturday
- Memorial Day: May 30, 2011 - Monday