



2017-2018 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 theatre 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,

Welcome to Westlake School for the Performing Arts! I thank you for entrusting your child's training to us. For 25 years, WSPA has successfully achieved its goal of providing quality training in music and dance. This, however, comes with a price. Not only is it a financial commitment for the families, but an investment of everybody's precious time.

Your child's success in the performing arts is based on the practice of an ethical principle that places greatest value on hard work and diligence. I cannot overemphasize enough the importance of regular attendance.

It takes years to make a dancer and nurture a performer. I ask that you be patient. Beyond the training, we have a responsibility to educate the child to respect the art, her peers, the space where she trains, and to enjoy the journey that will have ups and downs. Many life lessons will be learned.

At the end of the year, we will celebrate this journey in a culminating performance in the year-end recital. It is the embodiment of the work of the entire school, the synergy of blending diverse talents into one single perfect product.

As your School Director, I request you read this handbook and abide by the policies that are proven to work based on our 25 years of being in business. Together we will all attain our mutual goals and aspirations for the children.

Sharing our love for dance always,

Malu Rivera-Peoples, School Director

WSPA Programs

These programs were set up to accommodate the different needs, talents, and abilities of every student who will have recreational or professional goals in mind.

General School

The General School offers a wide range of classes for children who want to take dance for exercise, coordination, discipline and fun. In this program, the student will achieve an understanding and appreciation of the art form. The intensity of training is low with students meeting only for an hour once or twice a week. Students train for the exercise and the joy of performing but not for a professional career. Students prepare for the annual recital showing off the routine they learned in class. Classes are grouped by age.

Professional Ballet Division

The Professional Ballet Division prepares students for a professional future in dance. Acceptance to this program is by audition. Students must be at least age 9 with 2 years of experience and show a readiness with an open mind for the division's intense training. The program accepts students possessing physical attributes that are generally considered requisite for professional accomplishments in classical ballet. The students are accepted on a trial basis throughout the year and are evaluated by technical development, talent, and artistic merit. Students have the opportunity but are not required to compete as soloists in prestigious ballet competitions in the world.

Performance Program

The Performance Program is patterned after a young performing company. The youngest students train as the junior members and they advance into junior apprentice, apprentice and company status. They represent the school in competitions and dance festivals, nationally and internationally. Training intensity is high and excellent attendance with a strong commitment is required to remain in the program. Students enroll for a set number of hours for technique and rehearsal classes. The number of classes per week varies and is dependent on their level or status. Placement in the program is by audition.

The performing companies are as follows:

“WSPA Dance Company” – Classical Ballet, Contemporary Dance, Jazz, and Tap

“Te Ōrama” – Polynesian

“The Company” – Urban Dance

“MTC” – Musical Theatre

Age of members:

Junior Level - age group 5+

Apprentice Level - age group 10 +

Jr. Apprentice Level - age group 8+

Company Level - For age group 12+

Annual Performance Season:

The Nutcracker – a full length ballet production presented by the WSPA Dance Co. in early Dec.

Holiday Show – a musical revue led by MTC featuring WSPA’s first year students

Musical Production – a Broadway musical featuring MTC in January or February

Urban Paradise – a Hip Hop Showcase hosted by The Company in early Spring

Annual Luau – a fundraising event showcasing Te Orama

Anniversary Gala – A showcase of the entire performance program at the end of the year.

Summer Travel – national and international trips are mostly done in the summer

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. Classes will be opened for observation during the designated Observation Weeks (see calendar on the back for dates).
 - a. Students are required attend all the scheduled classes. The teacher will be taking attendance in class and a permanent record of attendance will be kept in the office.
 - b. The parent is required to notify the WSPA office at (650) 757-1244 if your student is sick or if there is an unavoidable circumstance that stops the student from attending. Absences due to illness can be made-up in another class of the same style and ability level. If such a class is not available, the student may attend a class that is not of her level with an accompanying permit from the teacher. The school is not obliged to secure a make-up class for the student.
 - c. A student who has two or more unexcused absences will suffer the consequences created by those absences. The teacher has the right to change the student’s spot in the dance or remove the student from the routine to be fair to the rest of the class who are diligently attending. The school stands by the importance of teamwork, responsibility, and respect for each other.
 - d. 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, be polite and cooperative. The school has the right to ask a disrespectful person in the WSPA premises to leave.
- II. **Rehearsals, Picture Day, Competitions and Performances**
 - a. Rehearsals - Students are expected to attend all the 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. Photoshoot – A photoshoot for each class will be scheduled within the class time. The class may or may not have time to continue with their regular class. A make-up class will not be scheduled in lieu of the class missed for the photoshoot.
 - c. Competition and Performance – Failure to appear on the designated time prior to a competition without any advanced warning or notification is enough reason to remove the student from the competition. Failure to attend a stage rehearsal prior to the show without any advanced warning or notification from the parent is enough reason to remove the student from the actual performance.

III. Expenses

a. Parents and Adult students 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 (per costume)
2. Tickets to the Recital or other performances
3. Yearbook/Brochure - \$35.00 (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/AIMBA sponsored production such as Nutcracker, Urban Paradise, Luau, or a Musical Theatre 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’ leotards, tights, skirt, and shoes must be purchased from the school and will be the only dance apparel to be worn in class. Girls: pink leotard, theatrical pink tights, pink ballet slippers with elastic sewn across the instep, white tap shoes. Boys: white t-shirt, black dance pants, white socks, white ballet shoes, black tap shoes, dance belt. Girls: hair should be worn in a ballerina bun.

Ballet Technique Class - Girls: burgundy (General School), Light Blue (Juniors), Dark/Navy Blue (Jr. Apprentice), or Black (Company/Apprentice) leotards, theatrical pink tights (no cut or footless tights), pink ballet slippers with elastic sewn across the instep. Boys: white t-shirt, black tights, white socks, white ballet shoes, dance belt.

Tap Class - Girls: ballet leotard, black jazz pants, type of tap shoes assigned by the teacher. Boys: white t-shirt tucked into black sweat pants/dance pants, assigned shoes by the teacher. (Students coming from a ballet class, may wear their ballet leotard)

Jazz Class - Girls: black leotard, black jazz pants, tan “slip on” jazz shoes. Boys: black fitted shirt, black dance/jazz pants, tan “slip on” jazz shoes. (Students coming from a ballet class, may wear their ballet leotard)

Hip Hop: WSPA T-shirt or sweatshirt with sweats. Black or white sneakers.

Musical Theatre: Musical Theatre T-shirt and black jazz/sweat pants. Black jazz shoes.

Polynesian – General School: Pink Pareo (3-7 year olds), Orange Pareo (8+ year olds) for Tahitian. Performance Program: Black Pareo for Company, Teal for Apprentice, Red for Jr. Apprentice, & Yellow for Juniors. All Students: Pau skirt for hula and fitted Te Orama t-shirt or tank top, Black booty shorts or leggings. NO JEANS OR LOOSE CLOTHING.

Ballet 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.
Jewelry: Students are not allowed to wear jewelry in any class, for any photo shoot, or for any performance. WSPA and its staff will not be responsible for lost jewelry, clothing, or accessories

V. **Holidays** WSPA observes the following holidays: Halloween, Thanksgiving, and Christmas. The school also closes for Spring Break and Memorial Day 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 videotaping are allowed only on these days.

VII. **Year-end Recital:** Our recital will be held in mid 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 week of recital in June.

VIII. **Yearbook/Brochure:** There is a \$35.00 fee per family. Each family will receive one yearbook. For those interested, personal ad orders are due the first week in April. Information with prices will be sent out in early spring.

TUITION POLICIES FOR 2017-2018

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 12-week introductory course and 3-week summer intensive is paid in full.

III. **No refunds** – Parents will not be given a refund for classes missed. A formal notice by email or mail must be received before a student is considered officially dropped from class. Parents will be continually charged for classes and other financial obligations such as costumes, etc. until the official notice is received.

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 classes must be taken during the first month 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 registration fee is charged to 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, \$150.00 for the Ballet Professional Division. **This fee is annual and non-refundable.**

VI. **Tuition** - See below the tuition schedule for the year. For your convenience, we charge in 10 monthly installments, which is due by the 10th of each month. You will be charged \$10 if your monthly installment is paid after the 10th of the month. Returned checks will be charged an additional \$25.00. We do not mail home bills/statements. Your records are available in our office. June's installment is charged and due in May. **Tuition is non refundable.**

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

VIII. **Tuition for 2017-18 School Year (10 Months) Sept- June.**

No. of Hours per Week	Broken Down Monthly	10 month
1 hour	\$75.00	\$ 750.00
1 ½ hours	\$113.00	\$1,130.00
2 hours	\$145.00	\$1,450.00
2 ½ hours	\$181.00	\$1,810.00
3 hours	\$211.00	\$2,110.00
3 ½ hours	\$245.00	\$2,450.00
4 hours	\$273.00	\$2,730.00
4 ½ hours	\$305.00	\$3,050.00
5 hours	\$331.00	\$3,310.00
5 ½ hours	\$361.00	\$3,610.00
6 hours	\$385.00	\$3,850.00

(See office staff for additional hours/fees)

Private Piano (1/2 hour)	\$30.00 per half hour
Private Vocal (1/2 hour)	\$50-\$60.00 per half hour
Audition Class or Drop-in Class per hour	\$20.00 per hour class
Catch me-up private Class (1/2 hour)	\$50-\$60.00 per class
Private coaching for competition -	Varies per Choreographer

Monthly installments are based off of the full program's tuition and are NOT dependent on the number of classes in 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 his or her tuition is overdue.

WSPA Calendar of Events for 2017-2018 (Schedule subject to change)

September 5.....	Classes Begin
September 6-11.....	September Tuition Due
October 1-10.....	October Tuition Due
October 2-7.....	Observation Week
October 31 (Tuesday).....	Halloween SCHOOL CLOSED
November 1.....	Recital Costume Down Payment Due
November 1-10.....	November Tuition Due
November 6-11.....	Observation Week
November 19.....	Sunday Nutcracker Rehearsal
November 23-26.....	Thanksgiving Holiday
November 26.....	Sunday Nutcracker Rehearsal
November 27.....	Classes Resume
Nov 27 - Dec 4.....	Nutcracker Rehearsal & Performance
December 1-10.....	December Tuition Due
December 4-9.....	Observation Week
December 16.....	December Holiday Show Rehearsals
December 17.....	December Holiday Show
December 18-January 1.....	Winter Break
January 2 (Tuesday).....	Classes Resume
January 2-8.....	January Tuition & Costume Balance Due
February 1-10.....	February Tuition Due
February 5-10.....	Observation Week
February 12-17.....	Headshots
February 22-25.....	MTC Junior Production - Hairspray
March 1-10.....	March Tuition Due
TBA.....	YAGP San Francisco
March 2-4.....	NYCDA Regional Convention
March 5-10.....	Observation Week
March 30 - April 5.....	Spring Break
April 6 (Friday).....	Classes Resume
April 7.....	Urban Paradise
April 6-12.....	April Tuition Due
April 9-14.....	Observation Week
TBA.....	NYC Onstage
April 16-22.....	Group Picture Week
April 12 - 20.....	YAGP New York Finals
May 1-10.....	May & June Tuition Due
May 7-12.....	Observation Week
May 25-28.....	Memorial Weekend Holiday
May 29 (Tuesday).....	Classes Resume
May 7 (Monday at 4:00pm).....	Recital Tickets go on sale
June 4.....	Registration for 2018/2019 School Year begins
June 9.....	Year End Picnic
June (10-17).....	Recital Stage Rehearsals and Performances
June 28 – July 6.....	NYCDA Finals in New York City
July 9 - July 27.....	Summer Program and Dance Camps

*At the time of printing, these dates were unavailable. Dates will be posted when available.