



# Celebrating 25<sup>th</sup> Anniversary 2015-2016 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,*

*For the past 25 years, Westlake School for the Performing Arts has been providing to the children of our community an opportunity to participate in the training, the competition events and the performing programs in dance and theater. WSPA has successfully achieved its goal of training future artists and presenting quality performances. This, however, comes with a price. Not only is it a financial commitment, 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.*

*While your child's skill is being honed, he/she also learns how to perform in relation to the others until all the performers become accustomed to each others' presence, movements and positioning in a choreography,*

*The culminating end-of-the-year recital will not just be a series of classes performing. It is the embodiment of the work of the entire school, the synergy of blending diverse talents into one single perfect product.*

*Therefore, as your School Director, I request the Student(s) and Parents/Guardians read this handbook and abide by the policies placed to help us all attain our mutual goals.*

*Sharing our love for dance always,*

*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 goals, needs, and abilities of every student.

### 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.

### 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 of experience or show 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; 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 per week designed for their level and to participate in all the productions within the 10-months.

**The Performance Program** is offered to Ballet, Tap, Modern, Jazz, Hip Hop, Polynesian, and Musical Theatre, 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

### Musical Theatre Program

In the professional world, performers in musical theatre are hired for their voice, acting ability and dancing skills. Our Musical Theatre 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.

## 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 back for dates).
  - 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 unexcused 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. 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, 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: 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 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: black 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: black 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.

**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.

**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** – Traditional pareo for Tahitian & pau skirt for hula and fitted Te Orama t-shirt or tank top, Black booty shorts or leggings. 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 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 May. Information with prices will be sent out in early spring.

### TUITION POLICIES FOR 2015-2016

- 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 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, \$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 2015-16 School Year (10 Months) Sept-June.**

No. of Hours per Week	10 month Cash/Check*	10 month credit card
1 hour	\$700.00	\$ 720.00
1 ½ hours	\$1,025.00	\$1,060.00
2 hours	\$1,350.00	\$1,390.00
2 ½ hours	\$1,650.00	\$1,700.00
3 hours	\$1,950.00	\$2,010.00
3 ½ hours	\$2,175.00	\$2,240.00
4 hours	\$2,400.00	\$2,470.00
4 ½ hours	\$2,575.00	\$2,650.00
5 hours	\$2,750.00	\$2,830.00
5 ½ hours	\$2,875.00	\$2,960.00
6 hours	\$3,000.00	\$3,090.00

(See office staff for additional hours/fees)

\*Discount only available if tuition is paid by due date (10th of the month)

Private Piano (1/2 hour)	\$30.00 per half hour
Private Vocal (1/2 hour)	\$30.00-\$50.00 per half hour
Audition/Drop-in Class	per class \$20.00 per hour class
Catch me-up private Class (1/2 hour)	\$50.00 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 2015-2016** (Schedule subject to change)

September 8 .....	Classes Begin
September 8-14.....	September Tuition Due
October 1-10 .....	October Tuition Due
October 5-10 .....	Observation Week
October 31 .....	Halloween Carnival
November 1 .....	Recital Costume Down Payment Due
November 1-10 .....	November Tuition Due
November 2-7 .....	Observation Week
November 22 .....	Sunday Nutcracker Rehearsal
November 26-29 .....	Thanksgiving Holiday
November 29 .....	Sunday Nutcracker Rehearsal
November 30 .....	Classes Resume
Nov 30 1 - Dec 7.....	Nutcracker Rehearsal & Performance
December 1-10.....	December Tuition Due
December 7-11.....	Observation Week
December 19.....	December Holiday Show Rehearsals
December 20.....	December Holiday Show
December 21-January 3 .....	Christmas Holiday
January 4 .....	Classes Resume
January 4-14.....	January Tuition & Costume Balance Due
<b>TBA*</b> .....	YAGP/Bay Area Regional Competition
February 1-10.....	February Tuition Due
February 1-6.....	Observation Week
February 8-13.....	Headshots
March 1-10.....	March Tuition Due
March 7-12.....	Observation Week
.....	NYCDA Regional Convention
.....	Urban Paradise
<b>TBA*</b> .....	NYC Onstage
March 25 - 31.....	Spring Break
April 1 (Friday).....	Classes Resume
<b>TBA*</b> .....	Group Picture Week
April 1-10.....	April Tuition Due
April 4-9.....	Observation Week
.....	YAGP New York Finals
May 1-10.....	May & June Tuition Due
May 2-7.....	Observation Week
<b>TBA*</b> .....	Make-Up Group Picture Week
May 27-30.....	Memorial Weekend Holiday
May 31 (Tuesday).....	Classes Resume
TBA .....	Recital Tickets go on sale
June 6 .....	Registration for 2016/2017 School Year begins
TBA .....	Year End Picnic
June (Exact Dates TBA) .....	Recital Stage Rehearsals and Performances
TBA .....	NYCDA Finals in New York City
July 11 - July 29.....	Summer Program and Dance Camps

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