

ROYAL PRINCIPAL BALLET ACADEMY

2019-20 DANCE SEASON HAND BOOK

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TABLE OF CONTENTS

SCHOOL POLICIES & EXPECTATIONS.....	3
TUITION FEE GUIDELINES.....	4
Payment options	4
What to know about payment of the monthly/term fees?	4
Do we offer a sibling discount?	4
ADDITIONAL INFORMATION.....	5
RAD exams	5
Attendance	5
DOES THE SCHOOL PARTICIPATE IN FESTIVALS/COMPETITIONS?.....	6
2019/2020 - Competition Dates and Locations.....	7
Costumes.....	7
What needs to be completed before registration is finalized?.....	7
FEES	8
DRESS CODE	9
IMPORTANT DATES & SCHOOL CLOSURES	10
OTHER DATES TO REMEMBER.....	10

SCHOOL POLICIES & EXPECTATIONS

Welcome to Royal Principal Ballet Academy where we are dedicated to the pursuit of excellence in dance. Children who participate in dance learn important life skills such as self-discipline, organization and self-esteem. Our goal is to be an integral influence of your child's development in the arts and fitness discipline.

Regular attendance is essential for the steady progress of each student. If for any reason your children cannot attend class a phone call or email is always appreciated. We expect the children to practice at home and encourage the parents to take an active role in understanding the students dance regime. Teachers will pass on relevant information for you to better help your children at home.

It is required that all students attending classes have their hair done in a classical bun with no bangs. All students must wear leotard and tights in a suitable style and colour for their level. No t-shirts, sweatshirts or baggy clothes are to be worn in class. Pleated toe, leather ballet slippers in pink for girls and white for boys are required. NO OUTDOOR SHOES ALLOWED IN ANY STUDIOS. Please see "Dress code" section for more detail.

All dancewear should be properly labeled with the student's name. Please check "Lost & Found" regularly for lost items.

Students of Royal Principal Ballet Academy are not permitted to take dance lessons at other schools. This is a standard practice at many schools and this policy leads to consistent training and allows teachers to develop the student in all areas of instruction. We do encourage dancers to take Master Classes outside of Royal Principal Ballet Academy, but please discuss this with your teachers and the Director of Royal Principal Ballet Academy prior to attending.

A code of mutual respect between student, parent and instructor is assumed and any abuse or disrespect will not be tolerated. Instructors are to be listened to at all times. If parents or student have any issues with instructors or other students or parents they should raise this issue to Keitha Campeau as soon as possible. Any type of bullying either physical, verbal or cyber will be dealt with by immediate removal of the offending person from the school.

Our environment is meant to be a place of learning and friendship. The lessons learned within our school walls are part of what will shape who your child will be. Our intention is to give the strongest and most positive experience and skills that we can to your child. We look forward to sharing our love of movement with you and your family.

TUITION FEE GUIDELINES

Payment Options

- Term Fees -- Payable on first day of each term (September 1, 2019 & February 1, 2020)
- Monthly -- Payable the first of each month (total fees for the year are amortized over the 10 month schedule)

There is an annual non-refundable \$35.00 registration fee per family

There will be a \$25.00 NSF fee for any returned cheques.

In the event that the monthly/term fees are not fully paid by the tenth day of the month, there will be a \$25 penalty fee. In addition, 3% per month interest will be added to all outstanding amounts.

Cancelling Classes

- If you wish to cancel a class we require 30 days' notice in writing, this is so that we can properly plan classes and the best possible instructors. A refund will be provided for those months remaining in the season, less 1.
- We reserve the right to cancel a class due to insufficient registration -- another class will be offered or a full refund.

Costume Fees

- For those dancers performing in the year end recital only they will be billed for costumes in October.

Note - ALL FEES INCLUDE 5% GST

What to Know About Payment of the Monthly/Term Fees?

Monthly and term fees must be paid upon submission of your Student Registration form, by way of a VOID Cheque, post-dated cheques or monthly debit. All cheques must be dated for the first day of each dance month (unless otherwise specified), and made payable to "Royal Principal Ballet Academy" or "Northwest Academy of Performing Arts". For term payments, cheques will be dated for the first day of the month that the term begins (September 1, 2018 and February 1, 2019). Any other fees incurred throughout the season, or any outstanding fees from the previous month(s) will be invoiced to you at the end of every month and are payable upon receipt.

We do now accept Visa and Mastercard at an additional charge of 2%.

Do We Offer a Sibling Discount?

Yes! When two or more siblings are attending, the child with the most classes will pay full fees, and each sibling will then receive a 10% discount on their scheduled fees. These totals will be calculated and communicated to the family prior to registration completion.

Do You Have to Pay for Holidays, Closures, etc?

Royal Principal Ballet Academy has amortized the dance tuition fees into 10 equal months; therefore all of the tuition fees do take into consideration closures, holidays, longer months, shorter months, etc. With this method, each month costs the same - therefore, a little less on the busiest months and a little more on the months with more closures.

Closures due to snow or inclement will be announced on our Facebook page. If you are unsure whether classes will be running, you can reach Keitha at 604-306-7390 to ask.

ADDITIONAL INFORMATION

RAD EXAMS

Royal Principal Ballet Academy is a Royal Academy of Dance (RAD) based school. The RAD is a British system of teaching ballet and a globally recognized certification for dance. Students from six years old to pre-professional may take part in ballet exams at the yearly invitation of the teaching staff. The exams are designed to give dancers a disciplined and progressive training that adheres to techniques and structure while encouraging musical and artistic expression through dance. We feel that the exams are extremely valuable. They provide a yearly goal for our students to work towards. (As they get older exams can be used towards school credits). Our exams typically take place in late spring. There is an exam entry fee, pianist fees, and processing fee that you will be notified of if your child is invited to participate.

ATTENDANCE

Please find below the number of classes per week:

Grade 1 & Grade 2	2 Syllabus Classes per week
Grade 3, Grade 4, Grade 5	2 Syllabus Classes & 1 Open class per week
Grade 6 & Up	2 Syllabus Classes & 1 Open class per week
Intermediate Foundation/Intermediate	3 hours of Syllabus Classes & 1 Open class per week
Advanced Foundation and Above	3 hours of Syllabus Classes & 1 Open class per week

All dancers who are participating in the RAD program are required to take the recommended amount of classes beginning at Grade 1 and following through to Advanced 2/Solo Seal.

We understand that every child and family are different. We encourage you to speak with the studio director if the schedule is a challenge for you.

Regular attendance is expected and necessary for progression in all classes and disciplines at Royal Principal Ballet Academy. Attendance will impact team mates preparing for competition and your dancer's personal outcomes for exams.

Please notify the office if you are not going to be at your regular class.

Please remember that 1 ballet class per week is pre-requisite to enrolling in Jazz / Modern / Tap.

Class size minimum is four. If there are not 4 dancers we will decrease the length of the class.

DOES THE SCHOOL PARTICIPATE IN FESTIVALS/COMPETITIONS?

The Royal Principal Ballet Academy competitive team is for students that want to take their dance experience to the next level. Students on the team will participate in 2-4 competitions per season. If your child is accepted and registers for a competitive team, it is mandatory to attend all of the competitions for that particular group. Teachers spend many hours carefully planning choreography, and it is very difficult to perform to our best level if we have even 1 dancer missing.

Our competitive classes require students to take ballet classes to support and enhance their technical ability and continue their development of dance fundamentals. Due to the rising standards at all competitions, we are only offering one premier competitive team at Royal Principal Ballet Academy this season. Your child must audition or have a private audition/assessment by a Royal Principal Ballet Academy teacher to be accepted to this team. There is a \$10.00 placement fee if your child has missed the audition.

Students will be placed on teams with other students that dance at a similar level. This creates the even playing field which is now necessary at dance competitions. The ballet requirements for ALL competitive teams is as follows;

Mini Team:	Minimum 1 ballet classes per week
Junior Team:	Minimum 2 ballet classes per week
Intermediate Team:	Minimum 3 ballet classes per week
Senior Team:	Minimum 2 ballet classes PLUS one pointe class per week (3 total)

Dancers must attend the technique class for any competitive genre that they register for.

2019/2020 - COMPETITION DATES AND LOCATIONS

1. Festival Du Ballet #1 - March 5-8 - Burnaby - MJF Theatre
2. Synergy - April 21-26 - Burnaby - MJF Theatre
2. Dance Power - May 4-10 - Burnaby - MJF Theatre
4. Surrey Festival of Dance - March/April (TBA) - Surrey Arts Centre

COSTUMES

Costumes are required for festivals and our year-end recital. Teachers will work with the class parents to discuss costume requirements and budget for each class. Costumes will be ordered by the school.

WHAT NEEDS TO BE COMPLETED BEFORE REGISTRATION IS FINALIZED?

Complete the following;

1. Student registration form, complete with \$35 registration fee
2. Provide form of payment;
 - a) completed PAD form with VOID Cheque,
 - b) full season fees via Cheque or Debit or
 - c) 10 post-dated cheques, dated for the 1st of each month.
 - d) credit card payment for year. (please add 2% fee)

FEES

	Monthly Fees	Term Fees	Annual Fees (-5%)	Discount
30 Min	\$37.40	\$187.00	\$355.30	100%
45 Min	\$56.10	\$280.50	\$532.95	100%
1 Hour	\$74.80	\$374.00	\$710.60	100%
1.25	\$93.50	\$467.50	\$888.25	100%
1.50	\$112.20	\$561.00	\$1,065.90	100%
1.75	\$130.90	\$654.50	\$1,243.55	100%
2 Hours	\$143.62	\$718.08	\$1,364.35	96%
2.25	\$161.57	\$807.84	\$1,534.90	96%
2.50	\$177.65	\$888.25	\$1,687.68	95%
2.75	\$195.42	\$977.08	\$1,856.44	95%
3 Hours	\$204.20	\$1,021.02	\$1,939.94	91%
3.25	\$221.22	\$1,106.11	\$2,101.60	91%
3.50	\$235.62	\$1,178.10	\$2,238.39	90%
3.75	\$252.45	\$1,262.25	\$2,398.28	90%
4 Hours	\$254.32	\$1,271.60	\$2,416.04	85%
4.25	\$270.22	\$1,351.08	\$2,567.04	85%
4.50	\$282.74	\$1,413.72	\$2,686.07	84%
4.75	\$294.90	\$1,474.50	\$2,801.54	83%
5 Hours	\$295.46	\$1,477.30	\$2,806.87	79%
5.25	\$310.23	\$1,551.17	\$2,947.21	79%
5.50	\$320.89	\$1,604.46	\$3,048.47	78%
5.75	\$335.48	\$1,677.39	\$3,187.04	78%
6 Hours	\$336.60	\$1,683.00	\$3,197.70	75%
6.25	\$350.63	\$1,753.13	\$3,330.94	75%
6.50	\$359.79	\$1,798.94	\$3,417.99	74%
6.75	\$363.53	\$1,817.64	\$3,453.52	72%
7 Hours	\$366.52	\$1,832.60	\$3,481.94	70%
7.25	\$379.61	\$1,898.05	\$3,606.30	70%
7.50	\$381.48	\$1,907.40	\$3,624.06	68%
7.75	\$394.20	\$1,970.98	\$3,744.86	68%
8 Hours	\$400.93	\$2,004.64	\$3,808.82	67%
8.25	\$413.46	\$2,067.29	\$3,927.84	67%
8.50	\$419.63	\$2,098.14	\$3,986.47	66%
8.75	\$425.43	\$2,127.13	\$4,041.54	65%
9 Hours	\$430.85	\$2,154.24	\$4,093.06	64%
9.25	\$442.82	\$2,214.08	\$4,206.75	64%
9.50	\$447.68	\$2,238.39	\$4,252.94	63%
9.75	\$444.87	\$2,224.37	\$4,226.29	61%
10 Hours	\$448.80	\$2,244.00	\$4,263.60	60%

DRESS CODE

LEVEL	DRESS CODE
Ballet Shoes:	Full soled leather ballet slippers for all ballet classes.
Preschool Level 1 & 2	Short-sleeved scooped-neck leotard in a polyester-cotton-lycra - pink in colour for girls - matching skirt in pink (elastic waist), pink tights
Pre-Primary	Short-sleeved scooped-neck leotard in a polyester-cotton-lycra - pink in colour for girls - matching skirt in pink (wrap skirt not elastic), pink tights
Primary	Short-sleeved scooped-neck leotard in a polyester-cotton-lycra - lavender in colour for girls - matching skirt in lavender (wrap skirt not elastic), pink tights
Character Skirts	Character skirts are worn from Grades 1-8 (contact Royal Principal Ballet Academy admin if you need to place order) <ul style="list-style-type: none"> ➤ Grades 6/7/8 get the choice of their own ribbon colours to match their body suit colour ➤ Grade 1-5 character skirts will be black with the top row in baby pink, the middle row in baby blue, and the bottom row in navy blue
Character Shoes	Grade 1&2 - lower heel, Grade 3 and up - Cuban heel (higher). Character shoes are not required for vocational grades
Grade 1	Sleeveless RAD leotard in pink for girls same as primary for boys
Grade 2	Sleeveless RAD leotard in light blue for girls same as primary for boys
Grade 3	Sleeveless RAD leotard in navy for girls
Grade 4	Sleeveless RAD leotard in navy for girls
Grade 5	Sleeveless RAD leotard in navy for girls
Grade 6-8	Black leotard for class Mirella, spaghetti strap leotard for exam, colour confirmed by teacher
Intermediate/Foundation thru Solo Seal	Black 5 seam Mirella body suit - Soft blocks/soft pointe shoes required for Intermediate
Boys Pre-Primary - Grade 2	White fitted short-sleeved leotard, navy blue fitted shorts, white ankle socks, white ballet slippers
Boys Grade 3 and above	White fitted short-sleeved leotard, black tights, white socks, white ballet slippers
Jazz	Leotard and jazz pants, black oxford dance shoes, hair in pony tail
Jazz Lyrical	Leotard and jazz pants, beige oxford dance shoes, hair in pony tail
Musical Theatre	Leotard and tights, black oxfords, hair in bun
Tap Preschool	Leotard and tights, patent leather tap shoes, hair in bun
Tap Pre-primary & Primary	Leotard and tights, Bloch beige Mary Jane strap shoes with taps, hair in bun
Tap Grade 1-4 (6-12)	Leotard and tights, Bloch beige Mary Jane strap shoes with taps, hair in bun
Tap Grade 5+ (13+)	Leotard and tights, Bloch black Oxford shoes, hair in bun <ul style="list-style-type: none"> ➤ Be prepared to have second pair of character heeled tap shoes if choreography and costuming require

Please do not purchase tap shoes from Payless as they ruin the tap floor. Please purchase from Dance Box.

IMPORTANT DATES & SCHOOL CLOSURES

September 9, 2019	Monday	Classes start
October 14, 2019	Monday (Thanksgiving)	No Classes
October 31, 2019	Thursday (Halloween)	No Classes
December 19, 2018	Thursday	<i>Last day of classes for 2019</i>
December 20-January 6	Holiday Break	Closed
January 7, 2020	Tuesday	Classes Return
February 17, 2020	Monday (BC Family Day)	No Classes
March 14, 2019	Saturday	<i>Last day of classes before Spring Break</i>
March 16-27	Spring Break	Closed
April 10-13, 2020	Easter Weekend	No Classes
May 18, 2020	Monday (Victoria Day)	No Classes
May 20, 2020	Wednesday	Dress Rehearsal
May 31, 2020	Sunday	Recital
June 18, 2020	Thursday	Last Day of Classes

OTHER DATES TO REMEMBER

Competition and Costume Fees: Due Oct 15 , 2019