

Rachel's Ballet

43695 Mission Blvd, Fremont, CA 94539 (MG – Mission Gateway Center)
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 7230 San Ramon Road, Dublin, CA 94568 (LP – Lamps Plus Plaza)
 (510) 656-0920 www.rachelsballet.com

CLASSES, TUITION & POLICY INFORMATION
LP Studio in Dublin ONLY
FALL TO SPRING SCHOOL YEAR (Sept 6, 2011 - June 16, 2012)
 Updated: March 13, 2012

RAD Ballet Class Tuition & Schedule

Classes are subject to change. Some classes may not be offered if there are not enough students registered.

Pre-School Level Students							
Pre-School Option Only: If signing up for two days per week, the Monthly Tuition Installment in \$140.							
Course Description	Course #	Day	Time	Monthly Tuition Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Pre-School Dance Curriculum – 3 to 4 yrs old (C1)	PS3-C1	Fri	5:30 – 6:30 pm	\$75	LP	Lindsey	n/a
Pre-School Dance Curriculum – 3 to 4 yrs old (C2)	PS3-C2	Sat	9:30 - 10:30 am	\$75	LP	Carol/Anna	n/a
Pre-School Dance Curriculum – 4 to 5 yrs old (C1)	PS4-C1	Fri	4:30 – 5:30 pm	\$75	LP	Lindsey	n/a
Pre-School Dance Curriculum – 4 to 5 yrs old (C2)	PS4-C2	Sat	10:30 - 11:30 am	\$75	LP	Carol/Anna	n/a

Pre-Primary through Grade 4 Level Students							
Course Description	Course #	Day	Time	Monthly Tuition Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Pre-Primary (C1)	PP-C1	TBA	To Be Announced	\$140	LP		
Primary (C1) 6 to 8 yrs old	P-C1	Tue Thu	5:30 – 6:30 pm * 6:00 – 7:00 pm	\$140	LP	Lindsey Carol	n/a
Primary (C2) 6 to 8 yrs old	P-C2	Tue Sat	5:30 – 6:30 pm * 11:40am - 12:40pm	\$140	LP	Lindsey Carol/Anna	n/a
Grade 1 (C2) 7 to 9 yrs old	G1-C2	Tue Fri	4:15 - 5:30 pm 6:30 – 7:45 pm	\$175	LP	Lindsey Lindsey	n/a
Grade 2 (C1)	G2-C1	TBA	To Be Announced	\$175	LP		
Grade 3 (C)	G3-C	TBA	To Be Announced	\$262.50	LP		
Grade 4 (C)	G4-C	TBA	To Be Announced	\$262.50	LP		

* C1 & C2 combined on this day ** C1 & C3 combined on this day

Auxiliary Class Tuition & Schedule

Auxiliary Course Description	Course #	Day	Time	Monthly Tuition Installment	Studio Location	Instructor Fall/Spring	Instructor Summer
Grade 4 Recreational Ballet (C) <i>(No Showcase Performance)</i>	G4-Rec-C	Wed	5:30 - 6:45 pm	\$87.50	LP	Maria	n/a
Teen / Adult Ballet (C) <i>(No Showcase Performance)</i> No Drop-in classes at this location. Students must register and pay the monthly installment at the beginning of the month.	Adult-C	Wed	6:45 - 7:45 pm	\$70	LP	Maria	n/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, Nutcracker Fees, or any other fees.

Try-Out Class Rates		Private RAD Syllabus Lesson Rates		All Other Private Lesson Rates	
Signed Registration Form Required. <i>(Payable to "Rachel's Ballet")</i>		(24-hour Cancellation Notice Required) <i>(Payable to "Rachel Tan")</i>		(YAGP, Nutcracker, Sandra Burnham's Special Vocational Coaching, and all other non-RAD Syllabus private lessons.) (24-hour Cancellation Notice Required) <i>(Payable to "Rachel Tan")</i>	
Class Length	Fee Per Class	Solo	Duet	Trio	Group
1 Hour Class	\$20	\$50 per Half Hour	\$45 Each Student per Half Hour	\$30 Each Student per Half Hour	\$60 per Half Hour
1.25 Hour Class	\$25				\$45 Each Student per Half Hour
1.5 Hour Class	\$30				\$30 Each Student per Half Hour
		Group			\$25 Each Student per Half Hour

Registration Fee. Non-refundable. Payable to "Rachel's Ballet"

New Student	\$50	Summer Cont. Student Regist. Deadline: June 18, 2011 Fall/Spring Cont. Student Regist. Deadline: August 13, 2011	Continuing Student * <i>(* waived if registered before deadline)</i>	\$25
NOTE: If you are registering ONLY for the Teen/Adult Ballet Course, the Registration Fee is \$25.				
Last date to register for Fall/Spring School Year and still be in the Annual Showcase: Sept. 17, 2011				

How To Enroll – Dublin Studio Only

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 payment is required. Please bring the signed Registration Form and the Try-Out Fee payment with you to the scheduled Try-Out Class. If you decide to enroll, the Try-Out Fee will be credited towards your first monthly tuition installment.

For Summer Session 2011

Registration – Please print, complete & sign the Registration Form (download from our web site)

Please pay the following when you submit the Registration Form:

- **Registration Fee.** Fee may be waived for Continuing Students who register before the deadline (*see below*).
- **Tuition for Summer Session: Two monthly installments.** Please read the "Tuition" section below if only attending for **one** month.

Payment for Summer Dance costumes and Honor Dance costumes will be made at a later date after costumes have been selected. Students will keep these costumes.

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 2011 To Spring 2012 School Year

Registration – Please print, complete & sign the Registration Form

Please pay the following when you submit the Registration Form:

- **Registration Fee.** Fee may be waived for Continuing Students who register before the deadline (*see below*).
- **Tuition: First and last monthly installments for each class**
- **Flat Fee by Grade Level for each class** (if applicable). Please read the "Tuition, Fees & Additional Costs" section below for Flat Fee details.

Students registering after September 17, 2011 will not participate in the Annual Showcase.

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.

Costs: Registration Fee, Tuition, Flat Fee, & 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 2011 Registration deadline is **June 18, 2011**.
 - Fall 2011 To Spring 2012 School Year Registration deadline is **August 13, 2011**.
- **NOTE:** If you are registering **ONLY for the Teen/Adult Ballet Course**, the Registration Fee is \$25.

Tuition

For Summer Session 2011

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

Students typically register for the next grade level for Summer Session. Please check with the instructor if you are unsure. Syllabus work continues into the summer months; students also learn a Summer Dance. Summer Dances will be performed at the Annual Showcase in May. (*See Note below*). Students must pay an **additional** cost for a Summer Dance 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. Attendance is necessary for instructors to choreograph and for students to learn the dances.

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 2011 To Spring 2012 School Year

Enrollment for the Fall/Spring School Year is a commitment to attend and pay tuition and fees for the entire school year.

Syllabus work is done throughout the school year. After the annual RAD Examination is completed, students begin learning the syllabus for the next RAD level.

Important Note: There are ten (10) monthly tuition installments (see "Class Tuition" tables 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, exams/mock exams, picture day, rehearsals, etc., do not affect the installment amount. **Our ballet school tuition is an annual cost, not a per class cost or per month cost.** Payment of the annual tuition in full at the beginning of the school year is also accepted.

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 2011 to Spring 2012 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 Fee/Presentation Class Fee & Pianist 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. RAD has increased its fees by \$5 each year. Live music with a pianist is a RAD requirement.
 - **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 (\$372 - \$22) = \$350.

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 (\$317) and Vocational-Advanced Foundation (\$364) would pay a Flat Fee of $(\$317 + \$364 - \$70) = \611 .
 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 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 Recreational Class, Jazz Class or Teen / Adult Ballet 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 / Costume Rental	COMMENTS
Pre-School 3 to 4 yrs old	\$248	Exam is called "Class Awards & Presentation" at this level.
Pre-School 4 to 5 yrs old	\$248	Exam is called "Class Awards & Presentation" at this level.
Pre-Primary	\$276	Exam is called "Class Awards & Presentation" at this level.
Primary	\$285	
Grade 1	\$289	
Grade 2	\$293	
Grade 3	\$297	
Grade 4	\$301	
Grade 5	\$305	
Grade 6	\$309	
Grade 7	\$313	
Grade 8	\$317	
Vocational – Intermediate Foundation	\$325	
Vocational – Intermediate	\$335	
Vocational – Advanced Foundation	\$364	
Vocational – Advanced 1	\$372	If no Grade level Exam, add + \$85 for Vocational Only students for 2 nd costume
Vocational – Advanced 2	\$380	If no Grade level Exam, add + \$85 for Vocational Only students for 2 nd costume
Vocational – Solo Seal	\$522	If no Grade level Exam, add + \$85 for Vocational Only students for 2 nd costume
Contemporary Dance	\$155 (No Exam)	Includes Showcase Fee and Purchase of Costume.
Jazz Dance or Recreational Class	\$0 (No Exam or Showcase)	Jazz Class & Recreational Class are not in the Annual Showcase
NOTES:		
1. Please verify if you are eligible for any reduction in fees.		
2. Vocational students who are not enrolled in any Grade level classes or not taking a Grade level exam will pay an additional \$85 for costume rental so they can be in a second dance for the Annual Showcase.		
3. Flat Fee does not include the cost of Summer Dance costumes.		
4. Drop-in Students, Teen / Adult Ballet Students, Recreational Students & Jazz Students do not participate in Exams or Showcase.		

Additional Costs (associated with enrollment, performances and competition)

- 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. Students will keep these costumes.
- Summer Dance costumes (for those attending Summer Session only). Students will keep these costumes.
- Any **additional** costumes for the Annual Showcase. Only one (1) group costume rental is included in the Flat Fee by Grade Level. These are rental costumes.
- Competition entry fees and any lessons for competitions, such as YAGP-Youth America Grand Prix
- Nutcracker Fees (Participation Fee, Opt-Out Fee) and Nutcracker Private Lessons

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 SCHOOL NEWS & CALENDAR 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 (available on our web site at <http://www.rachelsballet.com>).
- All students and their families must adhere to the Rules of Conduct (available on our web site at <http://www.rachelsballet.com>).

Honor Classes

- Honor Classes are by invitation only and have special requirements. Honor Class students attend weekly classes to learn choreography for a special group dance (Honor Dance) to be performed at the Annual Showcase if all requirements are met. If a student does not embrace every opportunity to perform in any class dances offered, such as the Nutcracker ballet and Annual Showcase, it indicates that she/he does not have the enthusiasm, dedication, and teamwork qualities to be highlighted as an Honor dancer. High RAD exam scores alone are not enough for an invitation.
- For accounting purposes, payments for Honor Classes are to be made payable to "Rachel Tan".
- Performance is a necessary part of an Honor Class student's training. Students who accept the Honor Class invitation MUST:
 - Enroll in their regular class(es) and their Honor Class for the Summer Session AND the 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
 - Participate in the Annual Showcase and meet its requirements
 - Pay an additional cost for an Honor Dance costume. Student will keep this costume.
 - Pay an additional cost for a Summer Dance costume. Student will keep this costume.
 - Participate in the Nutcracker Ballet performance and pay the Nutcracker Participation Fee
- 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).
- If there are not enough students for an Honor Class for a particular level, an Honor Class may not be offered. The Ballet Director may decide to combine multiple levels into one Honor Class.
- Please see the "Tuition & Fees" Policy regarding absences.

Nutcracker Ballet – Primary through Vocational Levels (*Fremont Studio Students Only*)

- The Nutcracker Ballet performance dates are **December 16, 2011 (Fri) at 7:00pm & December 17, 2011 (Sat) at 5:00pm** (followed by a Cast Party backstage at 7:00pm). Each student performer will receive **four (4) free** tickets (total); other tickets will be made available to the public on a first come-first serve basis. More details will be communicated as we coordinate with the Oakland Temple Hill Arts Committee; this committee also manages the ticketing process. It is through their generosity that we have the opportunity to perform again at this venue with their technical stage crew and orchestra.
- Auditions will only be held for boys outside our school. No outside auditions will be held for girls. All students who are enrolled in *Rachel's Ballet* RAD ballet program for the Fall/Spring School Year are eligible to participate. The Ballet Director and the instructors may decide not to invite some students to participate in the Nutcracker Ballet if they believe the students are not ready to perform. Participating students must have consent from the Ballet Director and instructors.
- All Vocational students must perform in the Annual Showcase AND The Nutcracker Ballet, fulfilling the requirements and paying the fees/costs associated them. Performance is a necessary part of a Vocational student's training.
- Nutcracker dances will be incorporated into our Fall ballet curriculum (in addition to the RAD syllabus work). All students in the **Primary through Vocational level classes** will be taught the choreography for the Nutcracker Ballet dances for their specific level.
- Only students who pay the 2011 Nutcracker Participation Fee will be included in the actual performances.
- The 2011 Nutcracker Participation Fee will be used to pay the instructors to work at the performances and to direct multiple dress rehearsals (approximately four, two in Fremont and two in Oakland) where all performers and volunteers must attend. Dates will be announced later, but please reserve **December 14 & 15, 2011 (Wed & Thu)**, for the Technical and Formal Dress Rehearsals in Oakland.
- Students participating in the Nutcracker Ballet must also attend several special rehearsals at our ballet studios where multiple classes must rehearse specific dances together. These special rehearsals will be announced at a later time.
- After the 2011 RAD Examination scores are received, several students will be invited to perform key Nutcracker solo/duet/small group roles. To accept these key roles, these selected students must enroll for Summer Session 2011 and pay for private lessons to learn their choreography during the Summer Session time period; designated time slots have been set aside for Nutcracker private lessons. The number of private lessons will depend upon how quickly the students learn their dances. While the choreography for this year's Nutcracker will not be exactly the same as last year's, it will be similar. We suggest that students who accept key roles in the Nutcracker view last year's DVD performance to expedite their learning of the choreography; this may reduce the number of private lessons required if the students learn the choreography quickly.
- One parent or guardian for each student participant must perform volunteer committee duties, fulfilling one of multiple volunteer positions available, or pay a \$150 fee to opt-out of volunteering. Parents will rank their 1st, 2nd and 3rd volunteer committee choices. Any parent, who has not paid the Opt-Out Fee by the deadline and has not volunteered for a committee, will be assigned to a committee. For those with multiple legal siblings participating, only one parent is required to volunteer or opt-out. If a parent/guardian does not satisfactorily complete the volunteer duties for any reason, the parent/guardian must pay the \$150 Opt-Out Fee.
- The 2011 Nutcracker Participation Fee and the Opt-Out Fee are due **August 13, 2011**. All Nutcracker Fees are **non-refundable**.
- All students participating must be current in payment of all monthly tuition installments and other fees; please see the School Policy on "Tuition & Fees" to learn more about current in payment.

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:
 - Junior Showcase – Pre-School through Grade 2 Student Performance
 - Senior Showcase – Grade 3 through Vocational Student 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.
- Students registering after September 17, 2011 will not participate in the Annual Showcase.
- All Vocational students must perform in the Annual Showcase AND The Nutcracker Ballet, fulfilling the requirements and paying the fees/costs associated them. Performance is a necessary part of a Vocational student's training.
- All students participating must be current in payment of all monthly tuition installments and other fees; please see the School Policy on "Tuition & Fees" to learn more about current in payment.
- All students must attend the dress rehearsal in order to participate in the Annual Showcase performance.

- 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. For accounting purposes, payments for extra tickets should be made payable to "Rachel Tan".
- 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, Teen / Adult Ballet students, and Jazz students do not participate in the Annual Showcase.
- Note: A performer who will occupy a seat will require an Annual Showcase ticket. This is the theater's policy. 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. Another example, a performer from the Junior Showcase who wishes to see the Senior Showcase must purchase a ticket for the Senior Showcase.

Soloists (YAGP & Annual Showcase)

- Solo performers for YAGP (Youth America Grand Prix) and the Annual Showcase are by invitation only.
- YAGP solo students are those exceptional dancers who participate in the class group dance, Honor Class group dance, Nutcracker ballet, and seek an even greater challenge. To be considered for YAGP competition each year, a student must exhibit the work ethic and talent of a potential professional dancer. All students who desire to participate in the YAGP competition absolutely must perform in our Nutcracker ballet production. Half of the YAGP score is based on performance. If a student does not embrace every opportunity to perform, it indicates that she/he does not have the enthusiasm and dedication it takes to become a professional dancer, and therefore will not be selected for YAGP. YAGP solos are reserved for those few gifted and talented students who have the time and financial means to participate. Each solo student requires the resources of an instructor/choreographer and a private studio time slot, which places even more constraints on our already limited scheduling ability. For this reason, we can only extend invitations for YAGP solos to a small select group of students. Participation is optional; no one is required to accept a solo invitation, especially if it would create a financial hardship.
- YAGP solos, however, do not take priority over group dances. Students will not be allowed or extended YAGP solo invitations if they do not participate in group performances such as the class group dance, Honor Dance, and the Nutcracker ballet. Teamwork, dancing as a group, is an essential skill that requires practice. The corps de ballet, or body of the ballet, is the permanent part of a ballet company. The corps works as one, with synchronized movements and corresponding positioning on the ballet stage. YAGP students must participate in group dances that reinforce teamwork, not just solos.
- Students who accept the YAGP soloist invitation **MUST** participate in the following, meet all requirements and pay the associated fees/costs:
 - Regular class(es) and Honor Class for the Summer Session AND the Fall-Spring School Year
 - Annual Showcase including class group dance(s), Summer dance, and Honor Dance
 - Nutcracker Ballet production
 - Private Lessons
- 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

- For accounting purposes, please make payments as follows:
 - Registration Fees, Try-Out Fees, Drop-In Classes, and Monthly Tuition Installments: Payments are to be made by check payable to "**Rachel's Ballet**".
 - Honor Classes, Flat Fees, Private Lessons, YAGP lessons & fees, Nutcracker Participation Fee, Nutcracker Opt-Out Fee, all costumes for Honor Dances/Summer Dances/YAGP/other dances, and extra tickets for the Annual Showcase: Payments are to be made by check payable to "**Rachel Tan**".
- A \$25 processing fee is charged for all returned checks.
- Late Enrollment: Tuition will be prorated for late enrollment.
- Early Withdrawal: 30 days notice is required for withdrawal; please note that students must be current in payment to participate in the Annual Showcase and Nutcracker Ballet (see below).
- Students must be in good financial standing and current in payment of all monthly tuition installments and other fees, including Honor Class and private lesson payments, to participate in the Annual Showcase and the Nutcracker Ballet. Students who do not pay for all tuition installments and fees for May and June will not be allowed to participate in the Annual Showcase.
- All Try-Out Classes (auditions) must be pre-approved by the staff and a Try-Out Fee payment is required. Please bring the signed Registration Form and the Try-Out Fee payment with you to the scheduled Try-Out Class. If you decide to enroll, the Try-Out Fee will be credited towards your first monthly installment.
- 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.
 - Enrollment for the Fall/Spring School Year is a commitment to attend and pay tuition and fees for the entire school year.
 - Syllabus work is done throughout the school year. After the annual RAD Examination is completed, students begin learning the syllabus for the next RAD level.
 - There are ten (10) monthly tuition installments (see "Class Tuition" tables 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, exams/mock exams, picture day, rehearsals, etc., do not affect the installment amount. **Our ballet school tuition is an annual cost, not a per class cost or a per month cost.** Payment of the annual tuition in full at the beginning of the school year is also accepted.
 - 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 Class or the Teen / Adult Ballet 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
- All Nutcracker Fees are **non-refundable**.

- 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, Nutcracker Fees, or any other fees.
- Private Lessons (including YAGP Solo 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. Please write a separate check for private lessons payable to "Rachel's Ballet" for our accounting purposes.
 - 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.
- 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@rachelballet.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 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.
 - There are no refunds for cancelled classes. If a class is cancelled for the day, arrangements will be made for either a replacement class or students may attend another class in its place.

Important Dates

Dates to Mark on Your Calendar

- Summer Session 2011 Registration deadline: June 18, 2011 for Continuing Students to waive the Registration Fee.
- Summer Session 2011: June 27, 2011 Monday – August 20, 2011 Saturday
- Fall 2011 To Spring 2012 School Year Registration deadline: August 13, 2011 for Continuing Students to waive the Registration Fee.
- Nutcracker Participation Fee and Nutcracker Opt-Out Fee deadline: August 13, 2011 (Fremont Studio Students only)
- Fall to Spring School Year : September 6, 2011 Tuesday - June 16, 2012 Saturday
- Nutcracker Practice Dress Rehearsals: **Two** Dates and Times to Be Announced - approximately one date at the end of November and one date in December, *Rachel's Ballet*, LP-Lamps Plus Studio, Dublin, CA 94568
- Nutcracker Technical and Formal Dress Rehearsals: December 14 & 15, 2011 Wednesday & Thursday, Times to Be Announced, Interstake Center Auditorium (ISC), The Church of Jesus Christ of Latter-day Saints, 4780 Lincoln Avenue, Oakland, CA 94602, (On Oakland's Temple Hill)
- Nutcracker Ballet Performance: December 16, 2011 (Fri) at 7:00pm, Interstake Center Auditorium (ISC), The Church of Jesus Christ of Latter-day Saints, 4780 Lincoln Avenue, Oakland, CA 94602, (On Oakland's Temple Hill)
- Nutcracker Ballet Performance: December 17, 2011 (Sat) at **5:00pm** (followed by a *Cast Party backstage at 7:00pm*), Interstake Center Auditorium (ISC), The Church of Jesus Christ of Latter-day Saints, 4780 Lincoln Avenue, Oakland, CA 94602, (On Oakland's Temple Hill)
- Picture Day (Tentative Event): May 1, 2012 Tuesday, (Times to Be Announced), at *Rachel's Ballet*, MV-Mission Valley Studio. Photos will be taken of students in Showcase costumes or classroom uniform if not participating in the Showcase. No classes are held on this date.
- Showcase Preparation Days: May 21 & 22, 2012 Monday & Tuesday, (Times to Be Announced), at *Rachel's Ballet* Studios
- Dress Rehearsals: **Two separate Dress Rehearsals** are planned at the Jackson Theater (inside the Smith Center), Ohlone College, Fremont, CA. **No classes are held on this dates.**
 - **Senior Showcase Dress Rehearsal:** May 23, 2012 Wednesday, 4:00pm – 8:00pm, at the Jackson Theater (inside the Smith Center), Ohlone College, Fremont, CA.
 - **Junior Showcase & YAGP Dress Rehearsal:** May 24, 2012 Thursday, 4:00pm – 8:00pm, at the Jackson Theater (inside the Smith Center), Ohlone College, Fremont, CA.
- Annual Showcase: May 25, 2012 Friday, at the 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). No classes are held on this date.
 - **Junior Showcase:** Pre-School through Grade 2 Student Performance 6:00 – 7:00pm
 - **Senior Showcase:** Grade 3 through Vocational Student Performance 7:30 – 9:00pm
- Classes will not be held for approximately three (3) days during *Royal Academy of Dance* (RAD) Graded Exams/Presentation Classes (typically held in April) and for approximately four (4) days during Mock Graded Exams (typically held in March). Actual dates will be announced upon notification from RAD. Make-up classes will be arranged for Contemporary, Teen / Adult Ballet, and Jazz students affected by the exam schedule and for students who are not participating in the RAD Exams/Presentations.

School Breaks and Holidays

- Independence Day: July 4, 2011 – Monday. (August 22, 2011 – Monday will be a make-up day for this holiday)
- Thanksgiving Break: November 21, 2011 – Monday through November 26, 2011 - Saturday
- Winter Break: December 19, 2011 – Monday through January 2, 2012 - Monday
- Spring Break: April 9, 2012 – Monday through April 14, 2012 - Saturday
- Memorial Day: May 28, 2012 - Monday