

Celebrating the Art of Dance

PACIFIC

ballet conservatory

2014 - 2015

Handbook For New Students

We are here to make your student's dance education a wonderful experience. Please help us by being attentive to the following:

- Please stay in communication with us at all times. If you will be missing or dropping classes or have an illness please call the office in a timely manner.
- Adding Classes: You may add classes up until Dec., as long as it is the appropriate level for the student and there are openings. If you add a class mid-month, we will pro-rate the tuition.
Go to pacificballetconservatory.com

- Dropping Classes: If you need to drop a class, please do so as soon as possible either by calling or visiting the office. Any credit for unused tuition is dependent upon the date the office is notified.

If you need to drop a class, it must be done before the last day of the month. If not, you will still be responsible for the following month's tuition.

- Each week make sure that you read any new signs and posters; the signs are located on the counter and the windows to each room.
- All guild sponsored event sign-ups are on the brown cabinets, you must sign up by the deadline to attend with your family. Keep an eye out for the flyers and posters.
- There will be a postcard going out in November your classroom. At that point, you must let us know if your child will be performing in June so we can measure them and order a costume. Please make sure you respond immediately and bring it back to the office.
- Your child will be measured by December for their costume. Please make sure that they are attending class regularly so that we can efficiently order the costumes within our deadlines.
- Full month's tuition is due in December, April & June even though there is a school break. You will have the 30 day make up period for those missed classes.

- You do NOT need to schedule your make-ups with the office. When you want to do a makeup, just show up to any class at your child's level and fill out the make-up form on the front desk, then give to the instructor.
- The Performance Running Order will be posted in the studio in February. This will tell you what day and number in the program your student is performing.
- Costume payment deadline is very important. We must have the money in by the due date. Note the signs in the lobby.
- Dance Camp dates will be out in March, they will be posted on the counter. Ask the office for a permission slip if you would like to sign up.
- The Performance Information Letter will be going out in February; it will have all the information on tickets, dress rehearsals and more.
- Dress Rehearsal Schedules will go out in May. Your children will receive the papers in their classes.
- We offer professional photographs in June if you choose to sign your child up to take a photo in their costume.
- We will have a professional Videographer during the performance; there is no videotaping or photography during that time. Personal videos and photos can be done ONLY at Dress Rehearsal. This is strictly enforced.
- Fall Registration for next year starts in May; please make sure that you register on time to get the classes that you want for next year. Your child's evaluation for next year. Will be mailed along with class schedules. Classes fill up very quickly. Registration is online at pacificballetconservatory.com

DEADLINES ARE VERY IMPORTANT



THERE IS NEW INFORMATION UP EACH WEEK ON THE WINDOWS AND DESK



COMMUNICATE WITH THE OFFICE AT ALL TIMES



*PLEASE DO NOT TALK TO INSTRUCTORS IN BETWEEN THEIR CLASSES
YOU MAY LEAVE A NOTE WITH THE OFFICE FOR THE INSTRUCTOR TO CALL YOU*

If you have any questions please ask Tori or Robin, our office managers
at the front desk or call us at (949) 837-0095



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