



Conservatory of Performing Arts Enrollment Handbook

Hello and welcome to Pasadena Dance Theatre! Pasadena Dance Theatre (PDT) is an integral part of the local arts community where students and dance professionals explore, nurture, create and discover the blending of music and movement through both classical ballet and contemporary dance, culminating in innovative concerts and performances. We are a non-profit organization whose mission is to support, foster and advance the art of dance through educational programs.

We are very excited to have you as a part of our dance Conservatory and community!

As you enter the Conservatory of PDT, we hope the following information will be helpful to you. PDT's directors, faculty and staff will be happy to answer any additional questions. Please feel free to call us at (626) 683-3459 or e-mail us at pasadenadancepdt@gmail.com. You can also find additional information on our website, pdtconservatory.org.

Thank you for becoming a part of Pasadena Dance Theatre!

CURRICULUM

Pasadena Dance Theatre offers the highest quality dance education and training in Los Angeles. Students in all programs enjoy the instruction of a renowned professional faculty invested in developing and guiding students throughout their training. Our approach is based upon the careful and systematic development of proper alignment, placement and strength to provide a base upon which to build more complicated and challenging movement skills. We are organized into two divisions for dancers 3 - 18 years old, and a third division for adults.

- **Threshold Division:** This division is for students ages 3 - 7 who explore dance for the first time through imaginative play and creativity, learning fundamental dance movement patterns and musical rhythms. In time, they learn to further their skills through a series of developmentally appropriate exercises based on the ballet curriculum.
- **Pre-Professional Division:** Beginning at age 8, students can join the Pre-Professional Division, which offers six levels of progressively more challenging classes. Each level develops strong, technically skilled and well-rounded young dancers through a comprehensive curriculum that offers them room to explore artistic interpretation, style and musicality. The classes provide a rigorous training program for both those working towards a professional or college dance career and those dedicated to the performing arts. A student's level is determined by PDT's assessment of his or her ability.
- **Adult Division:** Adult classes are held during the evenings from Monday through Thursday and on Saturdays. Levels range from advanced beginning to intermediate to advanced. Unlike the other two divisions, adults may pay by the class or series of classes. Student dancers 13 years old and up are eligible to take part in adult classes.

PRE-PROFESSIONAL DIVISION LEVELS

Basic 1 - Tech 3

Dancers typically stay in a class level for at least a year, and it is common to stay with a level longer. The levels build specific dance skills in terms strength, flexibility, stamina, balance, memory, knowledge of dance, musicality and more that are essential before moving on.

When ready for a new level, their teacher and the artistic director will inform dancers and parents prior to the start of the Fall trimester or as needed. Inquiries about levels can also be addressed to the front desk when registering for the new trimester. If you have specific questions about the level, please ask your child's teacher or inquire with artistic director Cynthia Young.

Students over the age of 8 and new to PDT are required to take a placement class, which can be scheduled at the front desk.

CLASS ETIQUETTE

Dance has a rich historical tradition, which is an important part of instruction at PDT. Etiquette and dress codes allow students and teachers alike to focus on proper placement and technique and help foster discipline and unity among students.

- Students should arrive 10 minutes before class in order to be ready at the start time.
- In the case of very occasional lateness due to unforeseen difficulties, students should enter class quietly after the end of a combination and wait at the door for the teacher's acknowledgment and permission to enter. Regular tardiness is not acceptable.
- If more than 10 minutes late, the student may be asked to watch rather than participate in the class as students missing a significant portion of the beginning warm-up exercises are at greater risk for injury.
- Students are responsible for helping to maintain a quiet and clean environment by keeping voices low, picking up after themselves and storing their personal items neatly.
- At each level, students will learn more about etiquette and should follow these principles as they are introduced.

CLASS POLICIES

- Students enrolled in the Pre-Professional Division are expected to attend all regularly scheduled classes unless ill or due to other unavoidable absence.
- If a student is not able to be present for class, please notify the Conservatory office before noon on the day of class.
- Attendance is recorded daily by the administrative staff.
- Students enrolled in the Pre-Professional Division who have two unexcused absences from class or who have failed to notify the office in advance of the absences will be given a notice of probation. Subsequent violations will be reported to the school director.
- Students are required to be on time for class. Students who are late by 10 minutes or more may sit and take notes.
- Make-up classes can be made within the current trimester of the missed class and need to be at an equal level or below. The student can choose another genre of dance than their missed class for a make-up class if they desire.
- A make-up class form should be filled out at the front desk and signed by the parent.
- Make-up classes will not be given for classes missed due to vacation.
- Classes are not transferable between siblings or parents.

HEALTH PROTECTION PROTOCOLS

- Everyone entering the studio -- including students, parents, faculty, and staff -- is required to
 - Sign a COVID-19 release form
 - Wear a mask at all times
 - Practice social distancing
- No one showing signs of an illness will be allowed to enter

DRESS CODE:

PDT's dress code is designed to assist teachers and students in observing proper alignment. Watches, bracelets, necklaces, dangling earrings or heavy jewelry of any kind are NOT to be worn in class at any time. Tights must be worn inside the ballet shoe and be clean, with no holes or runs. Students without ballet shoes will be required to watch the class rather than participate.

Girls:

Girls wear the leotard appropriate for their level – leotards can be found through Eurotard.com <https://eurotard.com/studio.html>. To set up an account and register for the Studio Program, click on Pasadena Dance Theatre for a drop-down menu of class levels, then click on the appropriate class level for a link to the leotard. In addition, girls are required to wear a white elastic band around the waist. Dance tights and shoes should match your natural skin tone in order to elongate the dancer's line from head to toe. Hair should be pulled away from the face and worn in a bun or pinned back up and off the neck.

Threshold Division:

Eurotard -- Child short sleeve leotard item # 1043
Pre-Dance (3-5yrs) -- Light (baby) Blue
Pre-Ballet (6-7yrs) -- Black

Pre-Professional Division:

Eurotard -- Child short sleeve leotard Item # 1043
Basic 1 – Black
Basic 2 – Black
Basic 3 – Black

Eurotard item # 10527 – Adult pinch- front “V”-back camisole leotard. Item # 10527
Tech 1 – Royal Blue
Tech 2 – Navy Blue
Tech 3 – Hunter green
Trainee – Black $\frac{3}{4}$ length sleeve pinched neck

Boys:

Hair should be combed back from the face and secured if necessary.

Threshold Division:

White T-shirt, black bike shorts, white stockings, white ballet slippers.

Pre-Professional Division:

Basic 1, 2, & 3 – White form-fitting t-shirt or leotard, black tights, white stockings, white ballet slippers, dance belt and waist belt.
Tech 1, 2, & 3 – White form-fitting t-shirt or leotard, black tights, black ballet slippers, dance belt and waist belt.

STUDIO POLICIES

- Food and/or drinks may be consumed in the waiting area only. Water bottles are allowed in the studios. Students are NOT allowed to chew gum during class time.
- Children or siblings of registered students who are not enrolled in Conservatory classes are required to be with an adult at all times.
- Parents and siblings are not allowed in the classroom but may observe class through the waiting area windows.
- The studio space, stereos, pianos and other studio equipment are not for personal use. Studio rental can be arranged depending on availability through the front desk receptionist or office manager. Rate will be given upon request.
- Parents may drop students off no earlier than 30 minutes before class and pick them up no later than 15 minutes after class is over. We are not responsible for students who leave the premises unattended.
- In consideration of our neighbors and for the safety of your child, all students should arrive and leave in street clothes. There are two dressing rooms and three restrooms available in the facility.
- Everyone entering the Conservatory is expected to treat students, parents of other students, faculty, staff and directors respectfully. Pasadena Dance Theatre reserves the right to refuse service and/or dismiss students or parents who are disrespectful, disruptive or unable to abide by the policies or rules and regulations of the organization.

POINTE

Going on pointe shoes for the first time is a very exciting time for your dancer! Pointe classes typically begin around age 11 near the end of Basic 3 and the beginning of Tech 1. Students will receive a letter from the artistic director when it is determined that they are ready for pointe work. Feet and technique must be strong before students begin pointe as starting too early can cause injury or chronic problems. The letter will include specific instructions for fitting and purchasing. It is important not to proceed without this information.

Pointe classes begin slowly with one class per week training only at the barre. Students must be able to lift out of the hips, hold straight legs on pointe and find proper balance before beginning any center work. With each increase in level, the hours of pointe work also increase, enabling students to develop proper dance habits before they do any performances on pointe in Tech 3. Students on pointe are required to take a minimum of two flat technique classes for every pointe class taken.

BOYS PROGRAM

The boys' program is designed to foster creativity, enhance athletic skills, increase flexibility, build muscle strength and help develop coordination. Dance teaches discipline, focus, grace and presentation. This program offers a place for boys 8 years and up to feel encouraged to pursue the art of dance in an environment that stresses hard work, dedication and a lot of fun! Consideration for scholarships are made at the annual audition.

TUITION POLICIES

- Payment for all classes, including evaluation classes, are to be made before classes begin.
- Annual tuition is due at the beginning of the Fall trimester. You may also pay by the trimester or, for an additional fee, by the month.
- There is a family rate for students with siblings attending classes. The student with the lower tuition receives a 10% discount.
- The bank charges the Conservatory for all returned checks. Therefore, a charge of \$30 will be assessed for each returned check.

Registration Fee

There is a one-time registration fee of \$50 for the Threshold and Pre-Professional dance programs.

Cancellation/Withdrawal Policy

No tuition refunds will be given if a student withdraws from a PDT program.

CONSERVATORY CALENDAR

The Conservatory calendar is divided as follows:

Fall Trimester - late August to mid-November

Winter Trimester - mid-November to late February (with breaks for Thanksgiving and Winter holidays)

Spring Trimester - early March to late May

Summer Interim - June

Summer Intensive (partial to full day, M-F program) – late June through July

Holidays

PDT recognizes the following holidays, with specific dates posted on our website each new calendar year:

- Labor Day
- Thanksgiving
- Winter Vacation
- Spring Break
- Memorial Day Weekend
- Independence Day

Specific dates can be found on our conservatory website, www.pasadenadance.org

Thank you for making Pasadena Dance Theatre your choice in dance education. We look forward to many years of growth, development, beauty, grace, strength and artistry with you and your dancer. Please do not hesitate to ask questions throughout your time here at PDT.

Cynthia Young
Artistic Director

Jessamyn Vedro
Asst. Artistic Director

Ashleigh Doede
Conservatory Director

PASADENA DANCE THEATRE RULES AND REGULATIONS
ACKNOWLEDGEMENT FORM

By signing this form, the parent/guardian and the student acknowledge that they have received, read, understood and agreed to the terms and conditions on this form and in the Enrollment Handbook.

PARENT/GUARDIAN

Print name

Signature

Date

STUDENT

Print name

Signature

Date