



**Program Registration Forms**  
**Please read and sign all forms.**  
**Please return with payment to:**  
**Saratoga City Ballet, 4295 Route 50, Saratoga Springs, NY 12866**

Semester registering: **Fall / Spring** (please circle)

Student Name: \_\_\_\_\_ Student Email: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Current Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent / Guardian Name (s): \_\_\_\_\_

Parent / Guardian Email (s): \_\_\_\_\_

Parent / Guardian Occupations (s): \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

Please inform us of any medical / physical issues, allergies or learning disabilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about us? \_\_\_\_\_

\_\_\_\_\_  
If you are new to Saratoga City Ballet, please list previous dance experience and schools attended: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Release for Minors

I am the parent(s) and or guardian(s) of \_\_\_\_\_ (name of dancer) and I hereby request that he / she be allowed to participate in classes sponsored by The Saratoga City Ballet. I do hereby agree to waive and release, and hold harmless Saratoga City Ballet, its officers, agents and employees from and against all claims or causes of action or demands, liabilities, damages on account of any injury or accident involving my child's participation in classes, activities or performances held in connection with the school. I understand that the child participates in this activity at his / her own risk and that any medical expenses associated with this program are my responsibility.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Photo Release

I hereby authorize The Saratoga City Ballet (SCB), or anyone authorized by SCB, to use and reproduce any and all photographs that have been submitted by me, or taken of me during registered classes or performances without compensation to me. All photographic files, together with the image, (both digital and printed) are owned by SCB. SCB reserves the right to use these photographs in any of its print or electronic formats, as well as to accompany news releases.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Saratoga City Ballet, Inc. Levels & Class Requirements:

The Studio's teachers will match the dancer to the appropriate level for their age and ability. All placement decisions are made at the discretion of the School Director. For assistance, please contact Siobhan Dunham @ [siobhan@saratogacityballet.com](mailto:siobhan@saratogacityballet.com)

### Children's Division

Creative Movement	Age 3-4
Pre-Ballet	Age 4-5
Ballet I	Age 5-7

### Main Division

Ballet II	Age 7-9
Ballet III	Age 9-10
Ballet IV	Age 10-13
Ballet V	Age 13 and UP

Pointe A*	Beginner level. Dancers in their first or second year of pointe work may be placed in this division.
Pointe B*	Intermediate level. Dancers in their second or third year of pointe work may be placed in this division.
Pointe C*	Advanced level. Dancers with a minimum of 3 years of pointe work may be placed in this division.

***\*Dancers taking pointe must be enrolled in at least 2 technique classes per week.***

**A RECREATIONAL DANCER** is free to pick and choose the DAY(s) that suit **their** schedule, as well as the DANCE FORM(s) that interest them. This means the student may explore the school's offerings without being required to take a **minimum number of classes for their level**. RECREATIONAL DANCERS would like to perform in our productions they will be required to audition.

**A FULL TIME DANCER** is on a path of serious training. This means the student is required to advance their study yearly by taking more classes. Saratoga City Ballet ascribes to a conventionally structured system that sees the young dancer starting with one ballet class per week, and working up to (over several years) a daily ballet and/or dance class. FULL TIME DANCERS are automatically given the opportunity to perform in our Winter and Spring productions, provided that attendance throughout each term is regular and satisfactory.

The **FULL TIME DANCER's** schedule:

Ballet I – 1 (one) **Ballet** class a week

Ballet II – 2 classes a week (2 Ballet classes OR 1 Ballet class + 1 Jazz class)

Ballet III – 3 classes a week (3 Ballet classes OR 2 Ballet classes + 1 Jazz, or 1 Modern)

Ballet IV – 4 classes a week (4 Ballet classes OR 3 Ballet classes + 1 Jazz, Modern or Tap)

Ballet V – 5 classes a week (5 Ballet classes with 1 Jazz, Modern, Tap or 5-6 Ballet classes)



## **Saratoga City Ballet, Inc. Dress Code:**

### **DRESS CODE BALLET:**

**Creative Movement and Pre-Ballet:** Short or long sleeve leotard with pink tights

**Ballet I:** White leotard and pink tights

**Ballet II:** White leotard and pink tights

**Ballet III – Ballet V:** Black leotard and pink tights \*\*

**All boys:** Black tights and white leotard or white t-shirt, black ballet shoes

\*\* During Saturday class for Ballet IV and V – Dancers may wear colored leotard and pink tights

**All:** Hair must be worn completely off the neck in a neat bun, neat bangs are allowed. Please no jewelry other than stud-type earrings.

ALL PINK TIGHTS – must be worn under leotard and over feet for all classes

PINK BALLET SLIPPERS – must be worn for all classes with elastics properly sewn.

### **DRESS CODE MODERN:**

Solid colored leotard (color of choice)

Footless tights (pink or black) OR capri yoga pants.

NO SHORTS unless there are tights underneath.

Hair in a ponytail.

### **DRESS CODE JAZZ:**

Solid colored leotard (color of choice)

Jazz pants or Leggings (solid colors only)

Jazz shoe (black) pull on style

Hair in a “messy” (not tight) bun or in a braid

### **DRESS CODE TAP:**

Solid colored leotard (color of choice)

Jazz pants or Leggings (color of choice)

Low-heeled Jazz Tap shoe (black) Capezio or Bloch

Hair pulled back away from face (ponytail or braid)

PLEASE DO NOT leave any items in dressing rooms; bring your belongings with you to class. Saratoga City Ballet, Inc. is not responsible for lost items.



## **Saratoga City Ballet, Inc., Policies and Procedures:**

### **Tuition**

Tuition is due in full at the time of registration or paid according to the installment plan. Please refer to our rate chart of payment information. You must make your initial payment and registration prior to beginning classes. No student will be allowed to start classes without proper registration. All payments must be made in person on registration day or mailed to our school at 4295 Route 50, Saratoga Springs, NY 12866. All tuition must be paid in full for students to participate in performances. There will be no refunds or pro-rating of tuition money upon withdrawal from classes. The same applies for any student dismissed due to negligent payment of tuition and/or noncompliance with the rules and standards set by Saratoga City Ballet Inc.

### **Missed Classes**

We encourage our Main Division students to make up any classes they might miss during the semester. Classes may be made up in an equal or lower level during the semester. Please note that excessive absences will result in slower progression from level to level. Tuition will not be pro-rated for missed classes. Only classes missed due to excused medical leave will be credited.

### **Teacher Conferences**

The office is our administrative business area and break room for faculty. Instructors are trying to prepare for their classes so please keep questions brief and to a minimum. For more in depth conversations, parents are welcome to schedule a conference with our teachers. Messages left on our answering machine are always returned.

### **Etiquette**

The Saratoga City Ballet company is committed to upholding the traditions of classical ballet. We are a pre-professional school, meaning that those attending have aspirations to a possible career in dance, either as a performer or a teacher. Dance is an art form that demands discipline and mutual respect. We expect our students to behave in a way befitting that of any serious dance student. We expect that all students will act with decorum both in and out of the studio. Students are to behave courteously to faculty and their peers at all times. For the benefit of others, any student causing disruptions during class will be asked to leave or sit out.

### **Rules of the Studio**

- No food anywhere except the lobby. Only clear water is allowed in the studios. Sports drinks, vitamin water or similar drinks are forbidden.
- No gum allowed in building.
- No talking during instruction.
- No hanging on the barre at any time.
- Please take out what you bring in. This includes clothing, shoes, band-aid wrappers, tape and hairpins.



- Mirrors are not to be touched.
- Do not hang your clothes on the barre.
- Winter coats and shoes are to be left outside the studio.
- The faculty should be properly thanked after each class.

We strive to cultivate a nurturing, open, and supportive environment for all who attend Saratoga City Ballet. Any student or parent who disturbs this harmony will be asked to leave.

I have read the above policies and procedures; after reviewing with my child I understand all the above.

Signed: \_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_



**Saratoga City Ballet Inc. Tuition and Payment Form**

**2018-2019 School Tuition Rates**

- NO Registration Fee
- Easy Payment Plan: Either pay for a full year (10% discount applied!) or pay in 4 easy installments.
- 2 Registration Times: Fall (September) and Spring (January).
- Sibling's discount: 10% discount on first dancer.
- **All fees must be current to participate in any performances.**
- **Fall semester (9/10/18 to 1/1/19)**
- **Spring semester (1/2/19 to 6/15/19)**

**Payment: Full Year / OR if using the Installment Plan:**

# of Classes per Week	Payment in Full for Full Year (10% Discount Applied)	Due 9/10/18	Due 11/15/18	Due 1/2/19	Due 3/15/19
1	770.00	192.50	192.50	192.50	192.50
2	1540.00	385.00	385.00	385.00	385.00
3	2310.00	577.50	577.50	577.50	577.50
4	3080.00	770.00	770.00	770.00	770.00
5	3850.00	962.50	962.50	962.50	962.50
6	4620.00	1155.00	1155.00	1155.00	1155.00
7	4851.00	1347.50	1347.50	1347.50	1347.50
8	5544.00	1540.00	1540.00	1540.00	1540.00
9	6237.00	1732.50	1732.50	1732.50	1732.50





## 2018 / 2019 PROGRAM REGISTRATION

Please indicate all classes and days you are registering for by checking the space to the right:

**Creative Movement:** Wednesday 4:30 \_\_\_\_\_

**Pre-Ballet:** Monday 4:30 \_\_\_\_\_

**Ballet I:** Monday 5:30 \_\_\_\_\_

**Ballet II:** Monday 5:30 \_\_\_\_\_ Wed 5:30 \_\_\_\_\_

**Ballet III:** Tues. (Tech) 4:30 \_\_\_\_\_ Tues (Inten.) 5:30 \_\_\_\_\_ Thurs. (Tech) 5:30 \_\_\_\_\_

**Ballet IV:** Tues. (Tech) 5:00 \_\_\_\_\_ Wed (Tech) 6:30 \_\_\_\_\_

Thurs. (Tech) 5:30 \_\_\_\_\_ Sat (Tech) 10:30 \_\_\_\_\_

**Ballet V:** Mon. (Tech) 6:30 \_\_\_\_\_ Tue. (Tech) 6:30 \_\_\_\_\_ Wed. 4:30 \_\_\_\_\_

Thurs. (Tech) 4:30 \_\_\_\_\_ Thurs. (Vari) 6:00 \_\_\_\_\_ Sat. (Tech) 10:00 \_\_\_\_\_

**Pointe A:** Thur. 6:30 \_\_\_\_\_ **Pointe B:** Tue: 6:30 \_\_\_\_\_ **Pointe C:** Wed. 6:00 \_\_\_\_\_

**Boys Class:** Sat. 10:30 \_\_\_\_\_

**Core:** Friday 7:00 \_\_\_\_\_

**Jazz:** Fri. 6:00 \_\_\_\_\_

**Adult Ballet:** Monday 6:30 \_\_\_\_\_

**Modern:** Mon. 4:00 \_\_\_\_\_

**Tap 101:** Saturday 9:00 am \_\_\_\_\_

**Total Number of Classes:** \_\_\_\_\_

**Total Amount Due:** \_\_\_\_\_

Please make checks payable to Saratoga City Ballet, Inc.



## Volunteer Committees

### Have a great idea? Want to get more involved? We need your help!

We are looking for volunteers to assist our Board of Directors as we further our mission of educating and developing the art of dance for the youth of the greater Saratoga Springs, NY area.

Our board is committed to the success and education of our students, and works on a volunteer basis. Each board member offers their individual expertise, covering the spectrum of marketing, writing, budgeting, social media, public school administration, networking, and leadership to make sure that endeavors undertaken are successful.

### This is where you come in!

We have included our Board Committees below. We invite you to join one of our committees and bring your talents, skills and great ideas with you.

- ✓ **Finance Committee:** Assist with developing school budgets, tuition, payroll, bills, studio rentals, fiscal management
- ✓ **Production Committee:** Assist with coordinating volunteers for productions, ticket sales, sets, scenery and costumes
- ✓ **Marketing Committee:** Advertising, marketing materials development, website and social media, design and production of posters, postcards, programs
- ✓ **Building Committee:** Building cleaning, repair, maintenance
- ✓ **Grants / Fundraising:** Organizing fundraisers for the school, helping to identify and apply for grants, sponsorships

I am interested in helping with: \_\_\_\_\_

Name: \_\_\_\_\_

Email / Phone: \_\_\_\_\_

Best way to reach me: \_\_\_\_\_

Thank you!



**CONTACT US:**

Please remit all forms and payment to:

Saratoga City Ballet, Inc.  
4295 Route 50  
Saratoga Springs, NY 12866

PHONE: 518-584-1895

**Email us:**

General Information: [info@saratogacityballet.com](mailto:info@saratogacityballet.com)

School Director / Class Placements: Siobhan Dunham [siobhan@saratogacityballet.com](mailto:siobhan@saratogacityballet.com)

**Connect with us:**

[www.saratogacityballet.com](http://www.saratogacityballet.com)

Like us on Facebook! Follow us on Instagram! Saratoga City Ballet



Thank you!