



Official School of



STUDENT HANDBOOK 2011-2012

**PATEL CONSERVATORY YOUTH BALLET
NEXT GENERATION BALLET
STRAZ CENTER FOR THE PERFORMING ARTS
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Introduction by Peter Stark, Dance Department Chair, Artistic Director of NGB

Welcome to Patel Conservatory Youth Ballet (PCYB), the official School of Next Generation Ballet. Our goal is to offer the highest quality dance classes that prepare children for professional opportunities. An important part of the study of ballet is the commitment and discipline required by us from the students. These skills carry over into other areas of the student's lives. Several of our graduates are honor students maintaining outstanding academic grades while taking up to 20 hours of ballet a week. We move children forward based on their strength and ability. Pushing a child too quickly can result in frustration and injury. The policies set forth herein are to ensure a safe and constructive learning environment for all. We invite you to be part of the Next Generation Ballet family.

Patel Conservatory Mission Statement

The Patel Conservatory provides the finest performing arts training in an inspirational setting by giving you the tools to:

Dream, reach, discover, and create the performing arts

Integrate them into your life

And contribute to your community

Non-Discrimination Statement

The Patel Conservatory and the Straz Center for the Performing Arts do not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry or sexual orientation.

Next Generation Ballet (NGB)

NGB is a stepping stone for great dance talent and is a part of the Straz Center for the Performing Arts. Under the direction of Peter Stark, NGB prepares dancers for professional employment through instruction, coaching and performance opportunities. The company is committed to the artistic, personal and professional development of outstanding young dancers. Patel Conservatory Youth Ballet is the official School of Next Generation Ballet.

Patel Conservatory Youth Ballet (PCYB)

PCYB starts in the Young Children's Division where children are placed by age (age 3-grade 2) and progresses to the Pre-Professional Division where students are placed by ability (grades 2-12). Each division has a sequence of levels carefully designed to meet the developmental and technical needs of students as they train to be serious ballet dancers. The technique taught imparts an American speed and lightness in the lower limbs while maintaining a classical port de bras in preparation for today's dance marketplace.

Partnership with Tampa Preparatory School

Due to the rapid expansion and success of the Patel Conservatory's educational programs and success of Tampa Preparatory School, select dance classes are held at our sister campus, Tampa Preparatory School. The dance classes scheduled at the Tampa Preparatory campus are rotated annually so students can experience the advantages of each location. The two institutions have joined forces to offer more performing arts classes and opportunities to the Tampa Bay community. The Patel Conservatory will offer select performing arts classes for the public at the beautiful facilities of Tampa Preparatory School. The school is just across the Hillsborough River, in buildings designed by the same architects that created the award-winning Patel Conservatory, J.O. Delotto & Sons. Please see the FAQ sheet on page 24 for more information.

Attendance Policy

- Parents/Guardians must report all absences prior to class time. The ballet office must be notified if a student (a) will be absent due to illness (b) will be absent for a period of time, or (c) is ceasing to take lessons. Taking a student out of class early will cost him/her valuable curriculum work and is disruptive for the entire class.
- If a student must leave early due to family schedules, appointments, etc, he/she may not be able to participate in class and will be asked to observe that day. Please arrange appointments and activities around the ballet class schedule to avoid absences.
- Good attendance is an integral part of the training and is expected of the students, in order to achieve correct technical and physical development. If a student is going to be absent (planned absence), please contact the school in advance.
- Those students in the Pre-Professional Track (Preparatory through New Artist) are allowed 2 absences in the fall session, and 2 absences in the spring session, not including Nutcracker rehearsals and stage rehearsals. Those students enrolled in the Young Children's Division (D&D through Primary) or in Intro. to Ballet for Boys are allowed 3 absences per year.
- The rules will be applied fairly and consistently to all involved in the program at Patel Conservatory Youth Ballet. It is very important that all students attend their weekly class schedule. Every absence adversely affects the rehearsal process and ultimately the performance. The Dance Department Chair reserves the right to dismiss students because of excessive absences. Students who are contagious from illness or have a fever should stay home. Those who are able must still attend class and watch, unless otherwise instructed by a physician. A physician's note is required to resume activity or return to class after prolonged absences from illness or injury.

Please note: ALL schedules must be followed in full by every student. Any adjustments or revision requests must be put in writing and approved by the Dance Department Chair. Submission of said application does not guarantee that the exemption will be granted.

A PCYB/NGB student (Preparatory through New Artist) is permitted to take extra classes free of charge in their level or any below provided that: A) all assigned classes for the student's level have been attended; B) there is room in the additional class for the extra student. Parents **MUST** contact the school to confirm availability and reserve a space for any child wishing to take extra classes. This does not apply to adult or open classes or any classes for which specific students have been selected – i.e. Partnering or Intensive Coaching.

Students in the Young Children's Division (D&D through Primary) may also be permitted to take extra classes on a case-by-case basis. Typically, this is beneficial for students placed in Primary, but not for younger students. Any extra classes **MUST** be approved by the Dance Department Chair.

Students in Intro. to Ballet for Boys may be placed in additional dance classes and must register for additional classes separately. Financial aid/scholarships for additional classes are handled on a case-by-case basis through the Registrar's Office. Young men in Boys 1 and Boys 2 are required to be placed in the Pre-Professional Division, and may take extra classes at their own Pre-Professional Division level according to the policy listed above.

Auditions

Advanced ballet students (Levels 4A and higher) are encouraged to take auditions for summer intensives. It is always important to think of auditions as learning experiences. Be grateful to have the opportunity to work shoulder to shoulder with the finest dancers of your level. Find out what other directors are looking for in dancers. You put yourself “out there” and are automatically better for it! Be sure your grooming, energy and joy are at peak level. All photos and resumes must have your name on them. Most auditions require some pointe work for the women, so be sure you have your shoes with you.

Master Classes

From time to time our school has the opportunity to have inspiring teachers come and share their expertise and knowledge through master classes. Students from selected levels are encouraged to participate. These classes are in ballet and other dance styles and are periodically offered at a low fee or free of charge. Dancers must display their utmost respect for these guests at all times.

Partnering Classes

Selected female dancers are sometimes called upon to work with young male dancers in partnering classes. This selection of students is at the discretion of the Dance Department Chair. Young men can get hurt if a female partner is out of proportion for the young man. Therefore, the young women selected will be based on their own individual strength and technical capabilities as well as the number, strength and technical capabilities of the available young men.

Rehearsal Policy

All casts chosen **MUST** be present for all rehearsals. However, all casts may not dance at each rehearsal. Attendance is necessary so that all students receive corrections and learn all changes up to date. Much can be learned by watching.

Intensive Coaching and Intro. to Intensive Coaching

This audition-based program is designed for serious students whom the faculty deem may show an aptitude for future dance employment. Not being selected for this program does not mean that a student cannot be a professional dancer, but simply that the PCYB faculty does not think that the Intensive program is beneficial at this time. Accepted students are placed with an intensive instructor who can best help the individual student at his or her current developmental stage. Accepted students in Levels 1A, 1B, 2A, 2B, 3A and 3B take an Intro Intensive class, which provides an additional hour of training in ballet technique. Accepted students in Levels 4A, 4B, 5 and Trainee take a weekly Intensive class that is either 30 minutes with a student/instructor ratio of 2:1 or one hour with a student/instructor ratio that varies from 4:1 to 6:1. All Intensive classes must be taken in addition to all classes scheduled for a student’s level. A few students may be invited to prepare for serious ballet competitions in addition to the weekly Intensive classes and all classes required by the student’s level. These students are usually advanced (Level 5 and Trainee) and are invited by the Dance Department Chair. Additional competition fees apply. PCYB/NGB views competitions as a complement to Intensive classes; they may be beneficial for exceptional students but are not required. The Patel Conservatory Youth Ballet/Next Generation Ballet faculty makes all decisions regarding acceptance to this program. Tuition for this program is in addition to all other tuition/fees associated with the student’s given level. The fee for this program is \$93.25 a month.

Private Instruction at Patel Conservatory Youth Ballet

Students interested in private lessons in ballet should contact the Dance Administrative Supervisor at (813) 222-1263 for further information. Please note that dance studio space is limited, and that all private lesson hours can be bumped at a moment's notice to accommodate PCYB/NGB schedule changes or rehearsals. A teacher must be present at all times when a student is using Patel Conservatory's studio space. All dance private lesson arrangements must be initially approved by the Dance Department Chair. Students interested in private lessons in other performing arts disciplines should contact Registration at (813) 222-1002.

Recitals

All recitals require purchased tickets and a recital fee. These expenses cover costume(s) (purchase or rental), a complimentary DVD of the student's performance, extra teacher planning and rehearsal time, and related theater production expenses.

Next Generation Ballet's annual show is staged as a professional dance production. Past productions have incorporated the finest of ballet's repertoire and have brought in guests from around the world to work with students on the staging of these pieces.

Each winter, NGB presents *The Nutcracker*, *The Great Imperial Ballet*. This elaborate production, available by audition only, features more than 100 students from the Patel Conservatory Youth Ballet. With lavish and inventive costumes and sets, this newly imagined holiday tale will continue to be Tampa's family favorite. From the moment the lights dim, you will be transported to a magical place filled with a glowing Christmas tree, mischievous Mongolian mice, crystalline waltzing snowflakes, elaborate Faberge eggs and toy soldiers. The experience of this glittering classic ballet will stay with you forever and warm your spirit throughout the holiday season. **In 2011, the production will be presented in Tampa at the Straz Center's Morsani Hall on December 16, 17 and 18.** A separate Nutcracker audition fee and participation fee apply.

Intermediate and advanced PCYB students (Levels 3A and up) perform alongside Next Generation Ballet New Artists in *On the Edge* on Friday, March 23, 2012 at 8 p.m. in Ferguson Hall. This contemporary/cutting edge dance showcase demonstrates the versatility of the performers and incorporates students from the Hip Hop Dance classes.

These same students (Levels 2A and up) will demonstrate the strength of their classical training in the indelible classic, *Swan Lake*, in Ferguson Hall on May 12. This full-length ballet will feature original staging after the original work by Marius Petipa and beautiful sets and costumes.

The Spring Recital features our youngest students, including those in Creative Movement 1, Creative Movement 2, Primary and Intro. to Ballet for Boys. Students enrolled in Boys 1, Preparatory, Level 1A and Level 1B will showcase their skills in both ballet and tap or jazz. Level 2A and Level 2B students will perform their jazz pieces in this recital. A brief sampling of works danced by advanced students are incorporated into the recital so the younger students and their family members can see the progression of the school. In 2012, the Spring Recital will be held in Ferguson Hall on May 11.

The Dress Up & Dance recital takes place in the studio and begins with a class demonstration to show skills learned throughout the year. It concludes with a 2-3 minute recital dance, led by the instructor, which will prepare them for a formal recital at the end of the Creative Movement 1 class.

Summer Study

Maintaining the momentum through the summer is essential for progress. For every class missed, it takes two classes to return to the same level of accomplishment. The Patel Conservatory offers many summer dance programs and classes. Summer study is MANDATORY for any serious pre-professional dance student.

Adult Classes

Adult classes are offered in both Beginner and Intermediate/Advanced ballet classes. Patel Conservatory offers financial aid for adult students and class cards for flexibility. For more information please visit www.patelconservatory.org.

Parent Concerns or Questions

Priority Order: First speak directly to the specific class teacher or to the Dance Administrative Supervisor. If you need further assistance, you may contact our staff in the following order:

- PCYB Principal
- Dance Department Chair
- Vice President for Education

Class Cancellations

In the event of weather-related or other unexpected cancellations, PCYB/NGB will follow the Hillsborough County School District decision. Classes missed because of national holidays or weather emergencies will not be rescheduled. Students may take a make-up in a same leveled class or below on an alternate day. Information about cancellations will be available by phone at (813) 222-1002. A message will also be placed on the voicemail of the ballet office: (813) 222-1263.

Emergency Procedures

In the event that you must contact PCYB/NGB for an emergency, please call:
Straz Center Security (813) 222-1070

PLEASE DO NOT CONTACT FACULTY OR TEACHERS ON THEIR HOME OR CELL PHONES. IF YOU NEED TO SPEAK WITH THEM PLEASE CALL THE OFFICE TO SET UP AN APPOINTMENT.

Pick-Up/Drop-Off Procedures

We ask that all students arrive and leave our buildings in cover-up clothing. **No ballet shoes are EVER allowed outside of the buildings or in the parking lots.** Because of our marley floors, we ask that “street shoes” not be worn in the studios.

- Parking is limited in downtown Tampa, so we strongly encourage parents to use the pick-up/drop-off lane at the end of the TECO theater pathway. This is only a drop-off, pick-up lane, not a parking area and is subject to ticketing fines by Tampa Police. Students enter and exit the building under the supervision of our security guards. Parents who wish to

accompany their children in the building (even for just a few minutes) should park in a metered spot or in one of the local lots and garages, such as the Poe Garage.

- Parents are responsible for their child's safe and timely arrival to Patel Conservatory classes AND their departure from the building. A \$25 fee per 15 minutes will be assessed for any unsupervised student found onsite more than 15 minutes before class time. A \$25 fee per 15 minutes will be assessed for any student not picked up within 15 minutes after class ends. The Patel Conservatory CANNOT maintain responsibility for students who arrive or depart outside of these time parameters or upon leaving the Conservatory premises.
- Children under the age of 12 must be accompanied by a parent to be in the library.
- Due to the degree of physical discipline required for the intermediate and advanced Patel Conservatory Youth Ballet curriculum, students in Levels 3A, 3B, 4A, 4B, 5 and Trainee may come in up to 30 minutes prior to their class to stretch on their own. The fifteen minute grace period following each class applies to all students in all classes.

Directions to the Patel Conservatory and the Straz Center for the Performing Arts

Please remember, U-turns are not permitted on Fortune St. or Doyle Carlton.

- If you are traveling north on I-275, take the Ashley Drive/West Tampa Exit #44 to downtown. Once on Ashley Drive, go to the first traffic light and turn right on Tyler Street and go a half-block to the Straz Center.
- If you are traveling south on I-275, take the Downtown East-West Exit #45A to downtown. **Please note that the exit point for Downtown East-West Exit 45A is well in advance of the previous Ashley Drive Exit #44.** Follow the Ashley Drive sign. Turn right on Tyler Street and go a half-block to the Straz Center.
- From the Orlando-Lakeland area, take I-4 west to I-275 South and take the Downtown East/West Exit #45A.
- From I-75 North or South, take I-4 West to Tampa then to I-275 South. Take the Downtown East/West Exit #45A.
- If you are coming via Bayshore Boulevard, go over the Platt Street bridge and turn left on Florida Avenue. Go straight 9 blocks, turn left on Tyler Street and drive three-and-a-half blocks to The Center.
- From the Crosstown or Lee Roy Selmon Expressway east-bound, take Kennedy Boulevard and turn right on to Florida Avenue. Turn left on Tyler Street and go three-and-a-half blocks to the Straz Center.

To get home...

When you exit the Poe Parking Garage, turn right on Cass Street and follow the street signs for I-275 North, I-275 South, I-4 or the Crosstown.

Parking at the Patel Conservatory

We're very fortunate that the Patel Conservatory of the Straz Center for the Performing Arts is in the heart of downtown. The benefits are numerous, but please remember that The Conservatory is a large and busy place located in a downtown area. Parents should review personal safety and traffic rules with their children on a regular basis. The Straz Center does not provide onsite parking.

Parking can be a challenge on event evenings because street parking becomes filled and the parking lots charge a fee. Parking is your responsibility.

- As a courtesy for our students, Poe Garage Parking is validated for class time only. Current students may have their parking validated on the day and during the time of their scheduled class if they park in the Poe Parking Garage and have a current, active student ID badge. Complimentary parking in the Poe Garage is conditional on space availability and is not provided for special events, showcases or performances.
- There is a Drop off/Pick up Lane on Fortune Street. Parking is not allowed in this area. This is only a drop-off, pick-up lane, not a parking area and is subject to ticketing fines by Tampa Police.
- Additional parking may be available in adjacent lots, and street meters for a fee. There are parking lots available across the street from the Straz Center and east of the Howard Johnson Plaza Hotel on Fortune Street. Metered spaces are available at no cost after 6 p.m. Monday through Friday and all day on Saturday and Sunday along any of the surrounding streets.

Security Procedures at the Patel Conservatory

The Straz Center for the Performing Arts has a security station set up at all times to control the flow of visitors, employees, performers and guests. There is a security presence in the TECO lobby. The Patel Conservatory and the Straz Center are committed to providing a safe learning environment and are equipped with security staff and video surveillance of the campus facility. Parents and students are encouraged to report any suspicious or inappropriate behavior.

Rather than park, we encourage parents and caregivers to drop off students whenever possible. Please adhere to the following guidelines when coming to the Conservatory:

- At the Patel Conservatory, all students in D&D through Level 2B, Intro. to Ballet for Boys, Boys 1, and Boys 2 meet in the TECO lobby after checking in with the security guard, and walk up the stairwell as a group with a parent volunteer or Patel staff member. Students in Levels 3A through New Artist are permitted to walk up unaccompanied after checking in with the security guard, but must wait in the hallway on the third floor until it is time for their class to begin. Students are NOT allowed to stretch or wait in any other hallways because it disrupts the other scheduled classes and lessons.
- Following class, students in D&D through Level 2B, Intro. to Ballet for Boys, Boys 1 and Boys 2 will be escorted by the parent volunteer, instructor, or Patel staff member to the end of the pick up/drop off line and will remain there up to 15 minutes following class end time. For late student pickup, parents will meet student and administration staff in the TECO lobby to obtain late fee billing and proper documentation.
- Students in Levels 3A-New Artist can walk to and from their cars for drop-off and pick-up and may ride with other driving age students who are identified on the approved drop-off, pick-up forms signed at orientation.
- Students over 16 years of age may walk to the parking garage, but we do not recommend that they walk alone.
- Children, including PCYB/NGB students, are not permitted to use the elevators at any time, unless they have a medical condition. Dress Up & Dance students are too young to walk up three flights of stairs to the studios and should use the elevator with the parent volunteer, teacher or Patel staff member assigned to escort the class.

ID Badges at the Patel Conservatory

Each student will receive an ID/Access badge. All Conservatory students are required to wear their ID/Access badges throughout the Straz Center. With instructor approval, students may remove them during class. There is a \$15 replacement charge for lost badges.

- Students are required to swipe in and out at the security desk upon arrival and dismissal from the Conservatory.
- Students must use access passes to gain entry to classroom areas
- Only registered students are allowed in classroom areas.

Elevators

For the safety of our students, we ask that you abide by the following guidelines: all Conservatory students are to use the stairs. Children are not permitted to use the elevators without staff supervision. Students with special needs are granted elevator access as needed.

Families and Visitors

The TECO lobby and the library are approved waiting areas for families and guests.

Parents are not permitted to observe classes other than the designated open classroom days. Food and drinks are allowed in the TECO lobby area. Please be courteous of the space and leave the space as you found it.

Volunteer Opportunities at the Patel Conservatory

Volunteers provide integral, hands-on support for the Patel Conservatory Youth Ballet. Volunteer opportunities include escorting students in D&D through Level 2B to and from class, assisting backstage at the Nutcracker and spring performances, and a variety of other opportunities as they arise. If you are interested in volunteering please call the Dance Administrative Supervisor at (813) 222-1263.

All volunteers must fill out the paperwork required by the Patel Conservatory and the Straz Center for the Performing Arts, including an authorization to run a background check. This is the procedure followed by every program run by the Straz Center and is done to protect the safety of all students in the Patel Conservatory. Once approved, volunteers will receive a badge and should wear the badge at all times while in the Patel Conservatory or Straz Center for the Performing Arts.

Registration/Tuition Fees

- Payment at time of registration must include registration fee and first month's tuition payment.
 - It is very important for parents to keep all contact/medical information accurate. Conservatory staff must be able to contact parents in case of emergency, and we must be able to reach you with information about scheduling and your child's progress.
 - If parents have separate addresses or if the person paying for the lessons lives at a different address from the child, please note this on your registration and if necessary contact administration to clarify.

- Registration and recital fee are not refundable or transferable. If the recital fee is not paid by October 10, 2011 and your child is still enrolled in the PCYB/NGB program, your credit card on file will be automatically charged for this fee. Recital fee includes costume and DVD of child's performance (ballet and tap, jazz or contemporary).
 - If a student enrolls after October 10, and the PCYB/NGB office confirms that a costume is available in the student's size, the recital fee must be paid at time of registration.
- School-year tuition payment options: students may choose between annual (payment in full) or monthly payments.
 - Annual Tuition Payment (payment in full at time of registration)
 - Multiply the month tuition by 8
 - Subtract 5% discount for paying in full
 - Add the \$25 registration fee
 - Monthly Payment
 - 8 payments from September-April
 - Paid by automatic pre-authorized debit from bank account or credit card
 - Add the \$25 registration fee to the first month tuition. First month tuition and \$25 registration fee are due at the time of registration.
 - Monthly tuition is deducted on the 20th of the month before. For example, November's tuition is deducted on October 20th.
- Tuition is based on the total number of classes offered during the school year, taking into consideration holidays and a reduced class schedule in December. Classes begin during the week of August 27-September 2 and end during the week of May 7-12 (the last day of classes is May 5 for D&D).
- Class tuition is non-refundable. There are no tuition credits. There are no refunds for missed classes and no discounts for partial class participation.
 - Students are encouraged to make up missed classes by taking an additional class in their level or the level below.
- In order to drop a class you will need to fill out a drop form and turn it in to the Chairman's Library. Once this form is filled out, the student will be dropped from the class and the monthly withdrawals will be stopped.
 - These forms are due by the 10th of the month in order to ensure that you will not get changed your monthly tuition. (For example, November's tuition would be deducted on October 20, so the drop form would be due by October 10.)
- If a student is awarded Financial Aid, it does not apply to the recital fee.
- A limited number of full and partial scholarships are given based on merit and/or financial needs. Financial assistance applications are from the Registrar's Office at the Patel Conservatory. The Patel Conservatory requires that all applicants, including those receiving merit-based scholarships, fill out a financial aid questionnaire. This information will remain confidential and will be viewed only by members of the Financial Aid Committee. Students who do not qualify based on their parents' income may still receive merit scholarships if they have been placed in Levels 3-Trainee. PCYB faculty members will make all decisions regarding merit scholarship awards.

Dress Code

The dress code rules are established for a purpose – to have uniformity and so that the teacher is able to see the full lines of the body. **This dress code is mandatory!**

- Proper fitting of classical ballet shoes, whether technique shoes or pointe shoes, should be determined with the help of the ballet teacher.
- Pointe work is begun when the student demonstrates knowledge and understanding of the classical ballet curriculum, and reaches the age, maturity, and strength that is necessary. The decision to start pointe work is made on an individual basis with the expert advice of the faculty.
- Ballet shoes must have an elastic strap sewn across the top of each foot. Please do not pin or tie the elastic straps, as this is not secure and can hurt your child's foot. The elastic laces on ballet shoes should be tied, trimmed and tucked in the top of the shoe. This prevents the laces from becoming untied during class or during recitals.
- No hip alignment belts, leg warmers, plastic pants, sweat pants or ballet cover-ups are allowed during class.
- No jewelry (including rings, necklaces, bracelets, anklets and watches) may be worn during class, with the exception of stud earrings. **No hoop or dangling earrings are permitted.** These items are not allowed because they can be broken during class, they can harm your child during class, and they can harm other students during work with partners in class and rehearsals.
- All girls must wear their hair in a bun or similar style for ballet class. Loose ponytails or loose braids are not permitted. All hair should be secured to the crown of the head with hairpins or bobby pins and a hair net. Hair accessories should be secure so they do not fall off during class. Girls with very short hair should secure their hair with a band, held in place with bobby pins, and should use hairspray or gel to prevent hair from becoming loose and falling in front of the face.
- **No eyeglasses may be worn for performances.**
- All boys must have neat hair, combed out of their face and, if necessary, held in place with hairspray or gel. Clean shaven faces are required.
- Dramatic hair color streaking of different colors is not permitted.
- Teenage female dancers are permitted to wear a black skirt **ONLY** for cover-up for that specific "time" of the month. **No shorts are allowed!** Ballet skirts are sold in the Patel Conservatory Retail Shop.

Due to hygiene rules, Patel Conservatory will not loan out ballet clothing or shoes if a student arrives without them. **Students arriving unprepared for class will be asked to sit and observe that day.** Arriving prepared for class includes wearing a neat bun at all times (for young women) and neat hair (for young men). Students who consistently arrive unprepared for class will first receive a verbal warning from the instructor, and if needed, a written warning that goes to the parents.

Most dress code components are available for purchase in the Patel Conservatory Retail Shop located on the first floor of the Patel Conservatory. Proceeds directly benefit the Patel Conservatory and the Straz Center for the Performing Arts. Your patronage is greatly appreciated! We require that leotards are purchased through our retail store. They are embroidered with the Straz Center logo.

Boys:

Dress Up and Dance-Primary; Intro. to Ballet for Boys; Boys 1, 2; Preparatory-Level 2B:

White fitted t-shirt with:
Black footed tights with black ballet shoes OR
Black footless tights with black socks and black ballet shoes OR
Black MID THIGH dance shorts with black socks and black ballet shoes
Black jazz pants (Preparatory-Level 2B only)
Black tap shoes or black jazz shoes (Preparatory-Level 2B only;
depending on chosen section)

Level 3A-Trainee B:

Solid colored fitted t-shirt with:
Black footed tights with black ballet shoes OR
Black footless tights with black socks and black ballet shoes OR
Black MID THIGH dance shorts with black socks and black ballet shoes
Black jazz pants

Girls:

Dress Up and Dance:

Lavender tank leotard with Patel Conservatory logo and matching fabric petal skirt
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Hair pulled back from the child's face into a bun or similar style

Creative Movement 1:

Light blue tank leotard with Patel Conservatory logo and matching fabric petal skirt
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Hair pulled back from the child's face into a bun or similar style

Creative Movement 2:

Light pink tank leotard with Patel Conservatory logo and matching fabric petal skirt
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Hair pulled back from the child's face into a bun or similar style

Primary:

Red SoDanca camisole leotard with Patel Conservatory logo
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Hair pulled back from the child's face into a bun or similar style

Preparatory:

Royal blue SoDanca camisole leotard with Patel Conservatory logo
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Sodanca TA35 or TA36 black tap shoes
Black transition/convertible tights (for tap)
Hair pulled back from the child's face into a bun or similar style

Level 1A:

Eggplant SoDanca camisole leotard with Patel Conservatory logo
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Black leather split-sole jazz shoes (if taking jazz)
Black jazz pants (if taking jazz)
SoDanca TA35 or TA36 black tap shoes (if taking tap)
Black transition/convertible tights (if taking tap)
Hair pulled back from the child's face into a bun or similar style

Level 1B:

Eggplant SoDanca camisole leotard with Patel Conservatory logo
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Black leather split-sole jazz shoes
Black jazz pants
Hair pulled back from the child's face into a bun or similar style

Level 2A:

Teal SoDanca camisole leotard with Patel Conservatory logo
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Black leather split-sole jazz shoes
Black jazz pants
Hair pulled back from the child's face into a bun or similar style

Level 2B:

Teal SoDanca camisole leotard with Patel Conservatory logo
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Black leather split-sole jazz shoes
Black jazz pants (for jazz class only)
Hair pulled back from the child's face into a bun or similar style

Levels 3A and 3B:

Burgundy SoDanca camisole leotard with Patel Conservatory logo
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers preferred, canvas allowed
Pointe shoes (NO Gaynor Minden/Grishko/Russian Pointe allowed)
Black transition/convertible tights (for contemporary)
Hair pulled back from the child's face into a bun or similar style

Levels 4A-Trainee:

Black SoDanca or Eurotard camisole leotard with Patel Conservatory logo*
Pink transition/convertible tights (worn over feet)
Pink leather split-sole ballet slippers
Pointe shoes (NO Gaynor Minden/Grishko/Russian Pointe allowed)
Black transition/convertible tights (for contemporary)
Hair pulled back from the student's face into a bun or similar style

* Levels 4A, 4B, 5: Black leotards with logo must be worn Monday-Friday. Solid color leotards in classic dance styles may be worn for classes and rehearsals on Saturdays.

* Trainees and New Artists: Black leotards with logo must be worn for classes Monday-Friday. Solid color leotards in classic dance styles may be worn for daytime rehearsals and intensives throughout the week and on Saturdays.

Partnering /Variations Class

Normal class attire

Black wrap skirt ONLY – no shorts

Learning Process and Class Procedure

- The ideal student is a healthy, well-portioned child, flexible, well coordinated, with a natural ear for music and willingness for intense work in a disciplined learning environment. Depending upon the technical and artistic progress, the student will eventually follow a structured sequence of training and curriculum that is designed to increase skill, endurance and discipline in keeping with their age, maturity and physical development. Corrections are inherent in ballet instruction; therefore, the student will be verbally and physically guided by the teachers to ensure proper body placement and execution of movement.
- Complete effort is required each day in order to make the experience successful. Any shortcuts in class or rehearsal postpone the ultimate goal. The classroom is your performance hall. Using energy produces more energy. Being easy on yourself diminishes the desired results. It is a wonderful feeling to complete your class or rehearsal knowing that you have done your best.
- Every class is a performance and all combinations must be completed whether or not it has gone well. You must never walk off the floor before finishing the step (except if injured). Take a mental note of all corrections and go over them in your mind after each class so you do not have to be corrected again for the same thing. Progress will be amazingly fast if you do this.
- Communication from teacher to students should be respected by all in a classroom environment. The majority of corrections will apply to all pupils in a similar situation.

Observe other students, learn from them. Apply the information given whether in general or in particular. The classroom environment is where you will learn to love the process, the frustrations as well as the achievements. Ballet students need to learn to love repetition.

- Classes should be joyful and not seen as an obligation. You should be able to work by yourself without a teacher insisting that you work. Self-discipline is the only discipline. If class is something you look forward to each day, then you will be spending your energy wisely.
- When you feel lethargic and “not up to it,” that is the very day that you have the greatest learning opportunity. Your effort will provide you with a feeling of accomplishment. There is no room in the class to think how tired you are. Professionals will tell you that the second you appear on stage, pain and fatigue disappear. The love of dance takes over.
- It is extremely important that the teachers should not have to prod you into doing what you should do for yourself. Emphasize the full body movement and composite aesthetic. Quite often the head position, port de bras, epaulement are sacrificed for the attention placed on the legs and feet. Some dancers literally dance from the waist down and the resulting quality of movement is mechanical. Your face and head are mirrors of your dance passion. How you coordinate your arms and head positions will determine the beauty of the execution. Proper placement and correct use of energy define the nobility of the movement – tension in the body inhibits the flow of energy. The mirrors in the classroom are only for corrections; avoid looking in the mirror while you are dancing.
- A dancer’s musicality is vital. In class, music must be followed exactly. Be conscious of the music, don’t rush or fall behind. Do not take liberties with tempo to make it your own. Only in a solo performance may the music adapt to you, providing you have approval from the choreographer.

SCHOLARSHIP STUDENTS may not take class at or perform with any other local dance studio without written permission from the Dance Department Chair. Any student not complying with this rule is subject to have their scholarship revoked immediately.

PCYB/NGB Discipline Policy

- 1) A verbal warning is issued to the student.
- 2) A written warning is filed with the PCYB Principal or Dance Department Chair, who contacts the parent/guardian and discusses the student issue. The PCYB Principal or Dance Department Chair will explain to the parent/guardian that if the student’s behavior does not improve, he/she will be asked to leave the class/program
- 3) If a third incident occurs, the student is asked to leave the class/program.

*Depending on the severity of the student issue, The Patel Conservatory reserves the right to inform the student/parent that they will be asked to leave the class/program. This will be at the sole discretion of Conservatory administration.

Theft, vandalism, use of alcohol, tobacco or drugs, inappropriate language and behavior are grounds for immediate dismissal from the program. Patel Conservatory reserves the right to refuse service to anyone.

PCYB Rules of Behavior

The state of the art Patel Conservatory facilities are shared by several performing arts organizations for both rehearsal space and professional business offices. It is essential for students to display respect and professionalism every time they enter the building. These rules should serve as a guideline for proper behavior, but **MUST** be supplemented by proper behavior by parents and other guests.

- Parents should wait in the Chairmen's library, the TECO Theater lobby, or Patel Conservatory lobby when in the building.
- Small children are **NOT** permitted to be separate from their parents or have freedom to run or move thru the building at any time.

Teachers or Patel staff members meet D&D-Level 2B, Intro. to Ballet for Boys, Boys 1 and Boys 2 in the TECO lobby. After class, all students will be escorted to the TECO lobby and parents should meet their children there. No students may use the elevator unless accompanied by an adult. (D & D students should use the elevator with the teacher or Patel staff member assigned to escort the class) in the lobby of the Conservatory and escort them up the stairs to the studio. Students in Levels 3A-New Artist may walk unaccompanied to the studios, but must wait in the hallway on the third floor until it is time for their class to begin. After class

- **All Dress Up & Dance students MUST be 3 years old by September 1, 2011 (copy of Birth Certificate is required) and potty trained.** Your child must be comfortable with receiving assistance in the restroom from a parent volunteer. Only the designated parent volunteer who has completed a background check will be permitted to wait outside of the classroom.
- Students are **NOT** allowed to stretch or wait in the hallways because it disrupts the other scheduled classes and lessons. Students should wait in the TECO lobby until it is time for their class to begin. We have made an exception for students in Levels 3A-New Artist; they may go to the third floor to stretch 30 minutes before their class is schedule to begin. Stretching may be done in the hallway as long as it does not disrupt other classes.
- Children 12 and under should never be left unattended on the staircase under **ANY** circumstances.
- Food and beverages may be enjoyed responsibly in the designated areas only. Litter will not be tolerated, and food and drinks are banned from all other areas of the building, due to insect concerns, this includes hallways **AND** stairwells.
- Gum chewing will not be tolerated anywhere in the building.
- Smoking is not allowed anywhere on the premises.
- Do not bring valuables into the building. The Patel Conservatory and Straz Center assumes no responsibility for lost or stolen property.
- No parties or events that are to take place outside the ballet school, and are not official school or company events are to be discussed at the Patel Conservatory. Invitations for parties cannot be distributed in any class, please take care of this outside of the Patel Conservatory.

Performance Etiquette

- Casting is to be determined by the PCYB/NGB professional faculty and is not up for discussion.
- Children are expected to attend all rehearsals. Weekly rehearsals will be posted on bulletin boards and the electronic call board. Specific rehearsal schedules may be handed out in each class to take home or emailed.
- The theater is the temple of the arts. Children are expected to behave accordingly. No music playing of any kind is allowed. All students are to respect their theater. Costumes should be hung up after each wear. At no time should students eat or drink in costumes, sit in costumes, or place their hands on the waist of a costume while waiting for performance. Any abuse of costumes will be fined with a dry-cleaning fee of \$30.00. Makeup guidelines will be discussed before performances and must be adhered to.

Professional Performances at Straz Center

The Patel Conservatory understands the value of seeing professional ballet and modern dance as part of our students' artistic growth and understanding of the art form and training process. As a part of the class curriculum, students in select classes will attend a professional dance performance at the Straz Center. Attending a live performance provides students with an enhanced learning experience wherein they can see the skills they are acquiring in the classroom being applied by professional artists. More information will be distributed in class closer to the time of the performance.

Please see the dates below:

Wed., Nov. 9, 2011 Field Trip to Peter Pan, 7:30 p.m., Morsani Hall
(students in CM2, Primary, Intro to Ballet for Boys, Boys 1, Preparatory, Levels 1A, 1B, 2A eligible)

Sat., March 24, 2012 Field Trip to Joffrey Ballet, 8 p.m., Morsani Hall
(Boys 2, Levels 2B, 3A, 3B, 4A, 4B, 5, Trainee, New Artist are eligible)

STUDENT COMMITMENT CONTRACT

- I will be in class, with the proper attire (dress code and hair, no jewelry, only stud earrings accepted), warmed up, and focused before class begins. I will take sole responsibility for being on time to all classes, rehearsals and performances.
- I will come to class prepared. This includes completing any outside class assignments and rehearsals.
- I will respect the facility around me, and take responsibility for lost or damaged property, as well as clean up after myself and behave appropriately at all times.
- I will only eat and drink in designated areas, only water is allowed in closed containers in the studios. No food/bags/backpacks are allowed on the stairways or hallways, only in the designated areas.
- I understand that theft, vandalism, use of alcohol, tobacco or drugs, inappropriate language and behavior are grounds for immediate dismissal from the program.
- I will be focused throughout class. I will be supportive of my peers and participate fully for the duration of each class. I will maintain a consistently respectful attitude toward my class, my peers, my instructor, administrators and the faculty.
- I will apply corrections and follow directions.
- I will commit to daily improvements in my work.
- I will take responsibility for, and contribute to, the success of each class.
- I will attend performances of NGB and broaden my understanding of the arts as a whole.
- I will be persistent. I will strive for consistency in my class work by accepting setbacks and refocusing my energies.
- I will maintain a mature attitude in dealing with problems by describing the problem clearly, offering potential solutions and remaining open to suggestions.
- I will practice good behavior in and out of the classroom, and remember that this is a School and NOT a playground.
- I will exercise common sense in all my activities
- I will respect the judgment of the faculty regarding my progress in the curriculum.
- I will be respectful of different viewpoints, cultures and lifestyles.
- I will not call my teacher by his/her individual name solely, but will be respectful of his/her title: Ms._____ or Mr._____.
- While in the waiting area, I will be respectful of my environment, with low voice, calm demeanor, and good behavior.

Student Signature: _____

Student Print: _____ **Date:** _____

FAMILY COMMITMENT CONTRACT –PCYB

- I will support my child in his or her efforts in attending PCYB by ensuring punctual transportation for my child, supporting classroom methodology, and respecting the relationship between my child and his/her instructor.
- I will be aware of my child’s other activities and plan accordingly. I understand that my child may be dismissed from the classical ballet training program at PCYB if he or she has unexcused and/or excessive absences.
- I will be aware of all PCYB calendars, schedules and policies (including helping my child be correctly dressed in proper attire and hair for class), and be responsible for my child’s consistent participation in all scheduled events.
- **I will give the utmost respect to the judgment of the PCYB faculty regarding my child’s progress and/or placement in the program.**
- Before sessions begin, I will notify PCYB of any anticipated absences.
- I realize that I (parent/caregiver) am not to leave the school facility during class time if my child is unable to manage bathroom duties alone.
- I will maintain a mature attitude in dealing with problems by stating the problem clearly, offering potential solutions and remaining open to suggestions.
- I will be respectful of different viewpoints, cultures and lifestyles.
- **I also understand that a \$25 fee will be assessed for any student not picked up more than 15 minutes after his/her class ends.**
- **I understand that enrollment in the program will not be automatically renewed from year to year to the next Level. The decision to retain or advance a student will be made with careful consideration by the School Director and School faculty.**
- I understand that students are notified 2x per year of progress and class level placement for the following year. Level placement is reviewed again in September, subject to the student’s summer progress.
- I also understand, that a crisis at home can affect the child’s behavior at school. We ask that you let us know the joyous happenings, the upsetting experiences or important changes at home that may affect behavior. These will be held in strict confidence, but will help teachers understand the child’s behavior better.

Parent Signature: _____

Parent Print: _____ **Date:** _____

TEN ways that parents who want to be involved in the education of their child enrolled at Patel Conservatory Youth Ballet can be involved.

1. Buy Season Tickets to Straz Center performances. These are wonderful gifts for birthdays, holidays, etc.
2. Encourage your child to read age appropriate biographies of dancers and about the history of dance.
3. Expose your child to musical training through the study of music in their schools, singing in a chorus, playing a musical instrument, and listening to all musical styles.
4. Allow your child to attend master classes given by dance teachers when the opportunity presents itself.
5. Become aware of good healthy eating habits and healthy nutrition.
6. Observe the practice of good body conditioning and flexibility to avoid dance injuries. Encourage stretching and exercises that benefit aerobic conditioning, i.e. swimming, biking, jumping rope, pilates/yoga training.
7. Be aware that involvement in other sport activities can be fine if the schedule permits. Make sure it is a 'good marriage' with ballet.
8. Remind your child to get plenty of sleep, especially after the extreme rigors of ballet class activities, and school activities.
9. Allow your child to follow their heart, talents, and interests. Prepare them for a second career.
10. Remember that the Patel Conservatory Youth Ballet/NGB wants to train and develop your child to the highest caliber while nurturing the individual to become a creative artist. This is an important part of our teaching task, which involves helping your child develop inner discipline.

Compiled courtesy of Gretchen Warren & Sandra Robinson



Instructions for Professional Ballet Bun

1. Brush hair smoothly to remove all tangles, drawing towards the crown of the head.
2. Spray hair lightly with hairspray or gel. Smooth hair with hands and secure wisps, layers or short ends into a ponytail (at the crown of the head) and secure with a THIN cloth-covered elastic band.
3. Secure sides and back hair with clips and barrettes that match hair color, if needed.
4. Divide ponytail into two sections and twist or braid flattening tightly to the head as you go.
5. Wrap sections of twisted or braided hair clockwise around the elastic band and secure with hair or bobby pins as you wrap. Keep the bun as flat to the head as possible.
6. Place the hair net over the bun; twist the net over the bun at least two times. Tuck ends of hairnet into the bottom of the bun and secure with hair or bobby pins.
7. Spray hair and bun with hairspray or hair gel to set. Smooth with hands or comb. The bun should be secure, and held tightly in place.

Make-up Suggestions (for performances)

APPLYING FACIAL MAKE-UP:

Use Foundation one shade darker than your own skin tone.

Use Concealer to cover under the eye and on the lid, as well as blemishes.

Use Powder to give a “matte” look, and to cover shiny areas.

When applying facial make-up, remember to go in order and to go slow.

Apply small dots of foundation at a time and blend in with upward strokes towards the hairline, including the jaw line and neck, then add small dots of concealer and blend well at the edges. Lightly apply powder over the face to set it.

APPLYING BLUSH AND CONTOUR BLUSH:

Always aim for a healthy, vibrant glow. Apply powder blush using a large “poofy” brush with bristles at least an inch long. The effect is a more natural look. Sweep the blush along the “apples” of the cheeks and towards the temples. Directly in the same line as the blush use a shade darker blush for contour, this will help define the cheeks for stage.

APPLYING EYEBROW LINER:

Very lightly stroke the eyebrow pencil to add color to the brow, never pencil it dark or with a strong line. Just follow the natural curve of the brow.

APPLYING EYESHADOW AND HIGHLIGHT:

By using three different eye shadow colors, begin with by covering the entire lid with a soft color (light beige), start at right above the lashes and begin first with a light crème color, followed by a darker color for the crease, then finish with a vanilla or crème highlighter right below the brow.

APPLYING EYELINER:

Use a sharpened eye pencil in brown or brownish-black, the underneath line should follow from $\frac{1}{2}$ to $\frac{3}{4}$ of the way to the middle of the eye from the outside in towards the nose. Hold outside corner of the eye with the finder tip to apply. The top line should be drawn from where the lashes begin towards the nose and extend out to the end of the lashes. This lower line can be smudged slightly to create a “softened” effect.

APPLYING MASCARA:

You might want to consider investing in an eyelash curler and an eyelash comb to help your lashes look their best with the mascara. Never curl your lashes after applying mascara, you could possibly have some lashes stick to the pad and pull out! Insert the wand, turn it a few times and pull it out. Put the mascara on by running the brush along your lashes – away from your face, in quick, even stroke. After applying the mascara, use an eyelash comb to get out any clumps and to separate your lashes.

APPLYING LIPLINER AND LIPSTICK:

Condition the lips with lip balm (avoid chapstick and other waxy substances), and let it fully absorb before applying color on the lips.

Apply the liner along the natural shape of your lips first, and then fill in the rest of the lips with the lipstick.

When lining your lips, start at one corner of the lower lip and work your way towards the center. Use short, even strokes and never line directly onto your skin – always have the line touching the edge of your lips.

Then line your top lip, concentrating on the small arches at the center of your upper lip, making sure they are defined but not too pointy.

Use a lip brush to blend lipstick and lip liner together. Blending will also help keep the color on the lips longer.



Tampa Preparatory School & Patel Conservatory FAQ's

Tampa Preparatory School 727 West Cass St., Tampa, FL 33606

1. What is the partnership?

Due to the rapid expansion and success of the Patel Conservatory's educational programs and success of Tampa Preparatory School, the two institutions have joined forces to offer more performing arts classes and opportunities to the Tampa Bay community. The Patel Conservatory will offer select performing arts classes for the public at the beautiful facilities of Tampa Preparatory School. The school is just across the Hillsborough River, in buildings designed by the same architects that created the award-winning Patel Conservatory, J.O. Delotto & Sons.

During the school day, Patel Conservatory instructors will teach dance to Tampa Preparatory students as part of their curriculum. Tampa Preparatory students will also get the opportunity to participate in Patel Conservatory outreach experiences such as workshops and master classes.

2. What classes will be held at Tampa Preparatory?

On weekday afternoons and evenings, and on Saturdays, select classes will be taught in jazz dance, hip-hop dance, modern, tap, ballet and contemporary dance.

3. Where do I park?

You can park anywhere in the Tampa Preparatory parking lot. We will send out an alert whenever there may be difficulties parking due to events taking place on their campus.

4. Is there a pick up lane?

There is a pick up/drop off lane directly in front of the courtyard around the flagpole.

5. Where do parents wait?

Parents are allowed to wait anywhere in the courtyard area or outside of the classroom in the hallway. There are some vending machines located around the corner from the classroom which are available to students and parents.

6. Will instructors or the Security Guard escort students to the pick up lane?

Both; if the instructor should have back-to-back classes they will not be available to escort but the Patel Conservatory Security Guard will always be available.

7. Who do I call if I am running late or need the on-site Patel Conservatory Security Guard?

Contact the Registrar's Office at 813.222.1002; they will contact the onsite Patel Conservatory Security Guard.

8. Who are the instructors? Are they Patel Conservatory instructors?

The instructors include Susan Downey, DeMario Henry, Laurie Jones, Claire Olson, Glynn Owens, Melissa Stafford; all Patel Conservatory instructors.