



# Young Dancers Program

## 2018 - 2019 Dorchester Information Packet

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PLEASE NOTE: Bolded documents must be completed and returned prior to the first day of classes.

## **I. DORCHESTER STUDIO POLICIES:**

### **STUDIO LOCATION:**

Jose Mateo Ballet Theatre Dorchester  
14 Cushing Ave  
Dorchester, MA 02125

We are located in St Mary's Episcopal Church. Please enter through the door marked "studio entrance" off of Cushing Ave, past the church sign, and check in with the studio administrator

### **OFFICE:**

By phone: 617 354 7467  
By email: Dorchester Studio Administrator - [registration@ballettheatre.org](mailto:registration@ballettheatre.org)  
Stephanie LeBolt, Studio Programs Manager - [slebolt@ballettheatre.org](mailto:slebolt@ballettheatre.org)  
Janelle Gilchrist, Dorchester Principal - [jgilchrist@ballettheatre.org](mailto:jgilchrist@ballettheatre.org)  
Scott Fraser, Managing Director - [sfraser@ballettheatre.org](mailto:sfraser@ballettheatre.org)

### **PARKING:**

Street parking is available on Cushing Ave and the surrounding streets.

### **DRESSING ROOMS:**

Bathrooms are located on the main floor. Please do not leave any personal items in the dressing rooms. Absolutely no food or non-water beverages are allowed in the dressing rooms.

### **LOST AND FOUND:**

Please check with the studio administrator for any lost items. Items left longer than a month will be donated to charity.

### **CLASSROOMS:**

On your first day of classes, please check in with the studio administrator for directions to your studio and for any questions. After the first day, students should proceed directly to class where the teacher will take attendance. Students should bring all bags and personal items into the classroom.

### **LEOTARD SWAP:**

We gladly accept gently used ballet shoes, leotards, tights, skirts, and other ballet clothing. The swap works on a take one, bring one system and there is no charge. This is also available for borrowing if a student forgets their uniform. Please visit the studio administrator in reception.

### **ABSENCES:**

If your student is going to be absent, please notify the office via email or phone in advance to the start of class. A pattern of absences may affect a student's eligibility for performance opportunities and/or financial aid.

#### MAKE-UP CLASSES:

Please note that there are no reimbursements for missed classes. If for any reason a student is unable to attend class, a parent or guardian must notify the school before the start of each class. Make-up classes are allowed (when available) for excused absences only.

#### PARENT OBSERVATION:

Parents are invited into the classroom during the three parent observation weeks, please see the CALENDAR for dates. Parents are kindly reminded that they are not allowed inside the classroom outside of these dates.

#### TRIAL CLASS:

Trial classes are available for students ages 3 to 7 to participate in a class before choosing to register. Please note that registration is for the whole year. A trial class is a good option for students who want to try out a class or teacher before making a commitment. There is a \$25 fee for this class which is applied to the cost of tuition if registered. Please contact the office to schedule.

#### PLACEMENT CLASS:

Students ages 8 and older must complete a placement class prior to registration. There is a \$25 fee for this class which is applied to the cost of tuition if registered. Please contact the office to schedule.

#### CLASS SIZES:

In order to provide the hallmark individualized instruction of Jose Mateo Ballet Theatre, all classes are subject to a strict class limit. Registration is first come, first served. Waitlists are available once a class has reached capacity.

## II. YOUNG DANCERS PROGRAM DRESS CODE

### GIRLS' DRESS CODE

<p align="center"><b>Creative Dance &amp; Pre-Ballet</b> Plain Pink tank leotard Pink theatrical seamless tights Pink ballet slippers with pink elastics</p>	<p align="center"><b>Levels I &amp; II</b> Burgundy tank leotard Burgundy ballet skirt Pink ballet tights (seamed or seamless) Pink ballet slippers with pink elastics</p>
<p align="center"><b>Levels III &amp; IV</b> Forest/hunter green tank leotard Forest/hunter green ballet skirt Pink ballet tights (seamed or seamless) Pink ballet slippers with pink elastics Pink <i>pointe</i> shoes with pink elastics &amp; ribbons</p>	<p align="center"><b>Levels V, VI &amp; VII (*Cambridge only)</b> Navy tank leotard Navy ballet skirt Pink ballet tights (seamed or seamless) Pink ballet slippers with pink elastics Pink <i>pointe</i> shoes with pink elastics &amp; ribbons</p>

### BOYS' DRESS CODE

<p align="center"><b>Creative Dance, Pre Ballet &amp; Levels I &amp; II</b> White, short-sleeved T Shirt Black stretch shorts White socks Black ballet slippers</p>	<p align="center"><b>Levels III, IV, V, VI, VII</b> White, short-sleeved leotard Full-length black tights Black ballet slippers</p>
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- All students with long hair should have their hair up and out of their face in a secure bun. Students with shorter hair should either pin their hair off the face or use a secure headband.
- Students may not wear excessive jewelry or unnecessary warm-up clothing.
- Non gender conforming students may choose from approved items on the dress code in the appropriate level.
- A student must at least 11 years old AND given permission by the instructor to begin training en pointe (and should not purchase pointe shoes without express permission by instructor)
- **Please note that all ballet students are expected to adhere to the dress code for every class and students not properly attired will not be allowed to participate in classes.**

### III. Young Dancers Program Financial Information

JOSE MATEO BALLET THEATRE TUITION SCHEDULE:

Creative Dance I	Age 3		\$693	1 Class	0.75 hours/week
Creative Dance II	Age 4		\$693	1 Class	0.75 hours/week
Pre Ballet I	Age 5		\$693	1 Class	0.75 hours/week
Pre Ballet II	Age 6		\$900	1 Class	1 hour/week
Ballet I	Age 7+	Full Program	\$999	1 Class	1.25 hours/week
Ballet II	Age 8+	Full Program	\$1,800	2 Classes	3 hours/week
		1 Class	\$1,197	1 Class	1.5 hours/week
Ballet III	Age 10+	Full Program	\$2,880	3 Classes	6 hours/week
		2 Classes	\$1,800	2 Classes	4 hours/week

**Enrollment in the Young Dancers Program is for the entire year (September 2018 - May 2019).** There are no refunds unless medical documentation is provided. A trial class is a great option if you If you are not ready to commit to the class for the whole school year!

Tuition is due at the time of registration. Customers in good standing may make payments on an installment plan which will be automatically deducted from a credit card on file in nine equal amounts: **at the time of registration or and the first of October, November, December, January, February, March, April, and May.** Only students with tuition paid in full may participate in the end of year performances. A \$25 registration fee will be applied to the card on file once enrollment is complete. Families may waive this fee by submitting a Yelp or Google Review to the office before classes begin.

If you would like to **pay by cash or check** please contact the office for manual registration information. Payments are due on the same installment schedule, above.

**FINANCIAL AID:**

Jose Mateo Ballet Theatre believes that any student who would like to dance should be able to, and has a robust financial aid to support those who need financial assistance with tuition. **To apply, please visit our website for the online Financial Aid Application.** Please submit the application with the following attachments:

- A copy of the legal guardian’s most recent IRS tax filing (showing applicant listed as a dependant on line 6c of the IRS form 1040)
- Short answers from the parent or guardian that address:
  - A statement of financial need (and any extenuating circumstances)
  - A statement of your child’s interest and commitment to the study of dance
  - A statement of the family’s willingness to support this interest

**No payment is due until an award has been made and the award letter is countersigned.**

## **IV. Young Dancers Program Performance Opportunities**

### **NUTCRACKER:**

Students ages 6 and older may audition for the Jose Mateo Ballet Theatre's *The Nutcracker* which performs each holiday season at the Majestic and Strand Theatres. Auditions and rehearsals take place outside of the Young Dancers Program.

**2018 Cambridge Auditions: September 8**

### **REPERTORY CONCERT:**

Students in the Middle Level are invited to audition for the Spring Repertory Concert. Students learn and rehearse ballets choreographed for them by José Mateo. Auditions take place in-class. Rehearsals happen outside of class on Saturday afternoons following classes, starting in February, and culminate in public performance.

### **YEAR END DEMONSTRATION:**

Levels I through III participate in a formal, choreographed demonstration of classwork on the first Saturday in June. These demonstrations take place in the beautiful Sanctuary Theatre and are accompanied with live piano music.

## V. Young Dancers Program Registration Agreement

I hereby enroll \_\_\_\_\_ (Student Name) in Jose Mateo Ballet Theatre's Young Dancers Program. I understand that payment is due in full at the time of enrollment or by an installment plan of nine amounts due on registration and the 1st of October, November, December, January, February, March, April, and May. I understand that if I miss a payment or my child is absent I am still required to pay in full before the end of the school year.

I understand that after registration has been received by JMBT, should the student, for whatever reason, be unable to attend, withdraw from the program, be dismissed for a cause, or be absent from the program, payments will not be refunded.

I am aware that ballet training and the exercises associated with it can place stresses on the body and can risk physical injury. On behalf of the above named student and myself, I assume this risk and agree that Jose Mateo Ballet Theatre will not be liable in any way for injuries sustained during attendance at the school or related functions.

I grant Jose Mateo Ballet Theatre the right to make and use photographic and audiovisual documentation of my child in a classroom setting to be used for philanthropic, promotional, and other mission related purposes. In no cases will the child's identity be disclosed without written parental consent.

I understand that that the primary method of communication from Jose Mateo Ballet Theatre is email through *Constant Contact* in order to send announcements and other pertinent studio information including cancellations due to inclement weather.

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

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

## Young Dancers Program 2018-2019 DORCHESTER CALENDAR

<b>Saturday, September 8, 2018</b>	<b>1<sup>st</sup> Day of Class</b>
Saturday, October 6, 2018	No Classes (Columbus Day)
<i>Wednesday, October 31- Saturday, November 3, 2018</i>	<i>1<sup>st</sup> Parent Observation Week</i>
Saturday, November 10 - Monday, November 12, 2018	No classes (Veteran's Day)
Monday, November 19 – Saturday, November 24, 2018	No Classes (Thanksgiving Break)
Wednesday, December 12, 2017 – Saturday, December 29, 2018	Vacation, No Classes (Winter Vacation)
Saturday, January 5, 2019	Classes resume
<i>Saturday, January 5, 2019</i>	<i>Open House</i>
<i>Monday, January 21 - Saturday, January 26, 2019</i>	<i>Bring A Buddy Week (CD, PB &amp; L1 only)</i>
Monday, February 18 - Saturday, February 23, 2019	No Classes (February Vacation)
<i>Monday, March 11 - Saturday, March 16, 2019</i>	<i>2<sup>nd</sup> Parent Observation Week</i>
Monday, April 15 – Saturday, April 20, 2019	No Classes (April Vacation)
<i>Wednesday, May 8, 2019 (subject to change)</i>	Year End Demonstration for Levels I and II
<b>Monday, May 13, 2019</b>	<b>Last Day of Monday classes 3rd Parent Observation</b>
<b>Wednesday, May 15, 2019</b>	<b>Last Day of Wednesday classes 3rd Parent Observation</b>
<b>Saturday, May 18, 2019</b>	<b>Last Day of Saturday classes 3rd Parent Observation</b>



**Jose Mateo Ballet Theatre  
Medical Emergency Information Sheet**

**Student**

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

**Name(s) of Parent/Guardian:**

Parent (1): \_\_\_\_\_

Parent (2): \_\_\_\_\_

Primary Home Address: \_\_\_\_\_

Primary Home Phone: \_\_\_\_\_

**Work Phone:**

Parent (1): \_\_\_\_\_ Parent (2): \_\_\_\_\_

**Cell Phone:**

Parent (1): \_\_\_\_\_ Parent (2): \_\_\_\_\_

**Emergency Contact:**

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

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

Phone: \_\_\_\_\_

**A. Medical Information**

1. Past medical and/or surgical treatment: \_\_\_\_\_

2. Current medical conditions: \_\_\_\_\_

3. Allergies (medication, food, insects, etc.): \_\_\_\_\_

4. Current medications: \_\_\_\_\_

5. Date of last tetanus booster: \_\_\_\_\_

**B. Child's Doctor**

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

Health Plan: \_\_\_\_\_ Membership #: \_\_\_\_\_

**THE FOLLOWING WAIVER MUST BE SIGNED BY PARENT/GUARDIAN:**

**IN CASE OF EMERGENCY:** I understand every effort will be made to contact me and those listed on this form. In the event that I cannot be reached, I hereby give permission to the physician in charge to hospitalize, secure treatment for, or order injections, anesthesia, and/or surgery for my child. My child is allergic to the following medications: \_\_\_\_\_

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

**Young Dancers Program  
2018-2019 Dorchester Survey**

**Please complete this short demographic survey and  
return it with your Registration Materials.**

Diversity and inclusion are at the core of José Mateo Ballet Theatre's mission and commitment to the community. Gathering this information listed below allows us to improve the customer service that we give to all families. In addition, this information will further our diversity and inclusion efforts.

This information will be kept anonymous and only be used to meet the needs of the families we serve.

1. My child is (select all that apply):

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> White            | <input type="checkbox"/> Black    |
| <input type="checkbox"/> Asian            | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> Native   |
| <input type="checkbox"/> Other: _____     |                                   |

2. Your household income is:

- |   |  |
|---|--|
| <input type="checkbox"/> Less than \$30,000 | <input type="checkbox"/> \$30,000-\$60,000   |
| <input type="checkbox"/> \$60,000-\$90,000  | <input type="checkbox"/> \$90,000-\$120,000  |
| <input type="checkbox"/> \$120,000-150,000  | <input type="checkbox"/> More than \$150,000 |

3. Your zip code is: \_\_\_\_\_

4. Your neighborhood (i.e. Winter Hill, Inman Square, Beacon Hill, Hyde Square etc.) is:

\_\_\_\_\_

5. The primary language spoken in your home is: \_\_\_\_\_

6. What obstacles exist that prevent you from attending a Jose Mateo Ballet Theatre performance?

- |  |   |
|--|---|
| <input type="checkbox"/> Ticket Cost     | <input type="checkbox"/> Not Interested                   |
| <input type="checkbox"/> Child Care      | <input type="checkbox"/> Location of Theatre              |
| <input type="checkbox"/> Not enough time | <input type="checkbox"/> None, I attend JMBT performances |