ROYAL PRINCIPAL BALLET ACADEMY

2023-24 DANCE SEASON HAND BOOK

511 Columbia Street,
New Westminster, BC V3L 1B2

p: 604.521.3255
e: admin@rpba.ca

royalprincipalballetacademy.com

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e: admin@rpba.ca
royalprincipalballetacademy.co

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SCHOOL POLICIES & EXPECTATIONS

Welcome to Royal Principal Ballet Academy where we are dedicated to the pursuit of excellence in dance. Children who participate in dance learn important life skills such as self-discipline, organization and self-esteem. Our goal is to be an integral influence of your child's development in the arts and fitness discipline.

Regular attendance is essential for the steady progress of each student. If for any reason your children cannot attend class a phone call or email is always appreciated. We expect the children to practice at home and encourage the parents to take an active role in understanding the students dance regime. Teachers will pass on relevant information for you to better help your children at home.

It is required that all students attending classes have their hair done in a classical bun with no bangs. All students must wear leotard and tights in a suitable style and colour for their level. No t-shirts, sweatshirts or baggy clothes are to be worn in class. Pleated toe, leather ballet slippers in pink for girls and white for boys are required. NO OUTDOOR SHOES ALLOWED IN ANY STUDIOS. Please see "Dress code" section for more detail.

All dancewear should be properly labeled with the student's name. Please check "Lost & Found" regularly for lost items.

Students of Royal Principal Ballet Academy are not permitted to take dance lessons at other schools. This is a standard practice at many schools and this policy leads to consistent training and allows teachers to develop the student in all areas of instruction. We do encourage dancers to take Master Classes outside of Royal Principal Ballet Academy, but please discuss this with your teachers and the Director of Royal Principal Ballet Academy prior to attending.

A code of mutual respect between student, parent and instructor is assumed and any abuse or disrespect will not be tolerated. Instructors are to be listened to at all times. If parents or student have any issues with instructors or other students or parents they should raise this issue to Mr. Xing as soon as possible. Any type of bullying either physical, verbal or cyber will be dealt with by immediate removal of the offending person from the school.

Our environment is meant to be a place of learning and friendship. The lessons learned within our school walls are part of what will shape who your child will be. Our intention is to give the strongest and most positive experience and skills that we can to your child. We look forward to sharing our love of movement with you and your family.

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TUITION FEE GUIDELINES

Payment Options

- Term Fees -- Payable on first day of each term (September 1, 2023 & February 1, 2024)
- Monthly -- Payable the first of each month (total fees for the year are amortized over the 10 month schedule)

There is an annual non-refundable $35.00 registration fee per family
There will be a $25.00 NSF fee for any returned cheques.
In the event that the monthly/term fees are not fully paid by the tenth day of the month, there will be a $25 penalty fee. In addition, 3% per month interest will be added to all outstanding amounts.

Cancelling Classes

- If you wish to cancel a class we require 30 days' notice in writing, this is so that we can properly plan classes and the best possible instructors. A refund will be provided for those months remaining in the season, less 1.
- We reserve the right to cancel a class due to insufficient registration -- another class will be offered or a full refund.

Costume Fees

- For those dancers performing in the year end recital only they will be billed for costumes in October.

What you need to Know About Payment for the Monthly/Term Fees?

Monthly and term fees must be paid upon submission of your Student Registration form, by way of a VOID Cheque, post-dated cheques or monthly debit. All cheques must be dated for the first day of each dance month (unless otherwise specified), and made payable to "Royal Principal Ballet Academy".

For term payments, cheques will be dated for the first day of the month that the term begins (September 1, 2023 and February 1, 2024). Any other fees incurred throughout the season, or any outstanding fees from the previous month(s) will be invoiced to you at the end of every month and are payable upon receipt.

If the tuition fee is not paid by term or Void Cheque (excluding private lesson fees), an additional 10% handling fee will be charged for monthly payment.

Do We Offer a Sibling Discount?

Yes! When two or more siblings are attending, the child with the most classes will pay full fees, and each sibling will then receive a 10% discount on their scheduled fees. These totals will be calculated and communicated to the family prior to registration completion.

Do You Have to Pay for Holidays, Closures, etc?

Royal Principal Ballet Academy has amortized the dance tuition fees into 10 equal months; therefore all of the tuition fees do take into consideration closures, holidays, longer months, shorter months, etc. With this method, each month costs the same – therefore, a little less on the busiest months and a little more on the months with more closures. Closures due to snow or inclement will be announced on our Facebook page. If you are unsure whether classes will be running, you can reach Wilma at 604-521-3255 to ask.

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REGULAR TUITION FEES

	Monthly Fees	Term Fees	Annual Fees	Discount
30 Min	$46.75	$233.75	$467.50	100%
45 Min	$70.77	$353.85	$707.70	100%
1 Hour	$93.50	$467.50	$935	100%
1.25	$117.99	$589.95	$1179.90	100%
1.5	$141.59	$707.95	$1415.90	100%
1.75	$165.19	$825.95	$1651.90	100%
2 Hours	$188.79	$943.95	$1887.90	100%
2.25	$212.39	$1061.95	$2123.90	100%
2.5	$235.98	$1179.90	$2359.80	100%
2.75	$259.62	$1298.10	$2596.20	100%
3 Hours	$280.35	$1401.75	$2803.50	99%
3.25	$300.64	$1503.20	$3006.40	98%
3.5	$320.47	$1602.35	$3204.70	97%
3.75	$339.82	$1699.10	$3398.20	96%
4 Hours	$358.70	$1793.50	$3587	95%
4.25	$377.11	$1885.55	$3771.10	94%
4.5	$395.04	$1975.20	$3950.40	93%
4.75	$412.50	$2062.50	$4125	92%
5 Hours	$429.50	$2147.50	$4295	91%
5.25	$446.02	$2230.10	$4460.20	90%
5.5	$462.06	$2310.30	$4620.60	89%
5.75	$477.64	$2388.20	$4776.40	88%
6 Hours	$492.74	$2463.70	$4927.40	87%
6.25	$507.37	$2536.85	$5073.70	86%
6.5	$521.53	$2607.65	$5215.30	85%
6.75	$535.21	$2676.05	$5352.10	84%
7 Hours	$548.43	$2742.15	$5484.30	83%
7.25	$559.08	$2795.40	$5590.80	82%
7.5	$573.45	$2867.25	$5734.50	81%
7.75	$585.25	$2926.25	$5852.50	80%

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8 Hours	$596.58	$2982.90	$5965.80	80%
Maximum tuition amount is 8 hours				

All tuition fees above are subject to an additional GST of 5%

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RAD EXAMS

Royal Principal Ballet Academy is a Royal Academy of Dance (RAD) based school. The RAD is a British system of teaching ballet and a globally recognized certification for dance. Students from six years old to pre-professional may take part in ballet exams at the yearly invitation of the teaching staff. The exams are designed to give dancers a disciplined and progressive training that adheres to techniques and structure while encouraging musical and artistic expression through dance. We feel that the exams are extremely valuable. They provide a yearly goal for our students to work towards. (As they get older exams can be used towards school credits). Our exams typically take place in late spring. There is an exam entry fee, pianist fees, and processing fee that you will be notified of if your child is invited to participate.

ATTENDANCE

Please find below the number of classes per week:

Grade 1 & Grade 2	2 Syllabus Classes per week
Grade 3, Grade 4, Grade 5	2 Syllabus Classes & 1 Open class per week
Grade 6 & Up	2 Syllabus Classes & 1 Open class per week
Intermediate Foundation/Intermediate	3 hours of Syllabus Classes & 1 Open class per week
Advanced Foundation and Above	3 hours of Syllabus Classes & 1 Open class per week

We understand that every child and family are different. We encourage you to speak with the studio director if the schedule is a challenge for you.

Regular attendance is expected and necessary for progression in all classes and disciplines at Royal Principal Ballet Academy. Attendance will impact team mates preparing for competition and your dancer's personal outcomes for exams.

Please notify the office if you are not going to be at your regular class.

Class size minimum is four. If there are not 4 dancers we will decrease the length of the class.

PREREQUISITES FOR CLASSES

All dancers who are participating in the RAD program are required to take the recommended amount of classes beginning at Grade 1 and following through to Advanced 2/Solo Seal.

Please remember that 1 ballet class per week is pre-requisite to enrolling in Jazz / Modern / Tap.

TEACHER PERMISSION REQUIRED

The following programs require teacher permission for registration:

- Professional Primary Beginner
- Professional Primary
- Professional Junior
- Professional Intermedia
- Professional Senior

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DOES THE SCHOOL PARTICIPATE IN FESTIVALS/COMPETITIONS?

The Royal Principal Ballet Academy professional program is for students that want to take their dance experience to the next level. Students on the team will participate in 2-4 competitions per season. If your child is accepted and registers for a competitive team, it is mandatory to attend all of the competitions for that particular group. Teachers spend many hours carefully planning choreography, and it is very difficult to perform to our best level if we have even 1 dancer missing.

Our competitive classes require students to take ballet classes to support and enhance their technical ability and continue their development of dance fundamentals. Due to the rising standards at all competitions, we are only offering one premier competitive team at Royal Principal Ballet Academy this season. Your child must audition or have a private audition/assessment by a Royal Principal Ballet Academy teacher to be accepted to this team. There is a $10.00 placement fee if your child has missed the audition.

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2023/2024 - COMPETITION DATES AND LOCATIONS

1. YAGP - Early January TBA - Seattle, Washington
2. Festival du Ballet March/April(TBA)
3. Surrey Festival of Dance - March/April (TBA) - Surrey Arts Centre
4. ADC IBC Youth International Ballet Competition ,USA

COSTUME RENTAL & PURCHASE

Costumes for school performances will be purchased by RPBA and students will be charged a rental fee performance. However, for solos, the school will order the costumes and the students will pay RPBA forthem.

Level	Rental Fee (Including GST)
7 years old and up	$48/Costume
Professional costumes	$100/Costume

Category	Purchase Fee (All fees included)
Simple costumes	120-180
Professional customized costumes	220-600

WHAT NEEDS TO BE COMPLETED BEFORE REGISTRATION IS FINALIZED?

Complete the following;

1. Student registration form, complete with $35 registration fee
2. Provide form of payment;
   a) completed PAD form with VOID Cheque,
   b) full season fees via Cheque or Debit
   c) 10 post-dated cheques, dated for the 1st of each month.
   d) credit card payment for year. (please add 2% fee)

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PROFESSIONAL LEVEL

RPBA has set up a Professional Ballet Program for the purpose of completing the professional results-oriented ballet systematic training more efficiently, so that students reach the level of professional ballet dancers. Students in the Professional Ballet Program aim to participate in the highest level of international professional ballet competitions. At the same time, students in this program will also participate in ensembles, solo dances, and the roles of leading actors in ballets choreographed by RPBA.

Such as:

- YAGP
- Moscow International Ballet Competition
- Prix de Lausanne International Ballet Competition, Switzerland
- ADC IBC Youth International Ballet Competition, USA

In the 2023-2024 season, RPBA will offer five levels of Professional Ballet Programs:

• Professional Primary Beginner: 5-6 years old (limited to 6 students)

• Professional Primary: 7-9 years old (limited to 9 students)

• Professional Junior: 9-12 years old (limited to 14 students)

• Professional Intermediate: 12-14 years old (limited to 12 students)

• Professional Senior: over 14 years old (limited to 10 students)

Some professional classes may exceed the student limit. For example, some repertoire courses may need to rehearse for large ensembles, some conditioning courses may need to combine classes.

In order to ensure the best results of the Professional Ballet Program, each student **must be evaluated by teacher**.

Students from Professional Ballet Program also take the RAD grade examination. The level at which each student takes the exam will be selected according to the teacher's assessment of the student's age and specific level. RPBA will help students to take RAD exams to that will benefit them.

Students must take "a full program of study". This is a complete training program designed for students' overall professional development. If they cannot take a full program of study for special reasons, the minimum requirement is 2/3 of "the main course". They are not allowed to take a program of study unless they are supplemented by "private classes".

Meanwhile, in order to offer a flexible training schedule to parents and students, students who have reached the "maximum program training time" can take professional program courses at a lower level than themselves. If they need to participate in higher-level courses, they need to apply to the principal for approval.

At the end of each semester, the principal will evaluate each professional class student. Students' course levels for the next semester will be determined based on the evaluation results. If the evaluation result does not meet the requirements of the professional class, students will not be able to participate in this professional program in the next semester.

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Main Courses of Professional Ballet Program

• Ballet Class • Ballet Variations • Pas de Deux • Ballet Pointe Technique

Supplemental Courses of Professional Ballet Program

Professional Primary Beginner Class 1			
Tuesday Miss Kristina	Saturday Miss Kristina		
4:30- 6:30 PPB Ballet Class And Dance	9:00- 11:00 PPB Ballet Class And Conditioning		

Professional Primary Beginner Class 2			
Wednesday Miss Kristina	Saturday Miss Kristina		
4:30- 6:30 PPB Ballet Class And Dance	11:00- 1:00 PPB Ballet Class And Conditioning		

Ballet Body Conditioning • Contemporary • Character Dance

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Professional Primary Class 1			
Monday Miss Kristina	Friday Miss Zhang		
4:00-5:00 PP Ballet Conditioning	4:00-5:30 PP Ballet Class		
5:00-6:00 PP Ballet Class	5:30- 6:30 PP Contemporary		
6:15-7:45 PP Ballet Variation			
Professional Primary Class 2			
Tuesday Miss Irina	Sunday Miss Zhang/Miss Ryley		
4:00-5:00 PP Ballet Conditioning	11:00- 12:00 PP Contemporary		
5:00-6:00 PP Ballet Class	12:00-13:30 PP Ballet Class		
6:15-7:45 PP Ballet Variation			

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Professional Junior			
Monday Miss Zhang/Mr Xing/Mr Li	Wednesday Mr Xing/Miss Ryley/Miss Kristina	Friday Mr Lazaro/Miss Irina	
4:00-6:15 PJ Ballet Class And Pointe	4:00-5:15 PJ Ballet Class	4:00-5:30 PJ Contemporary	
6:30-7:30 PJ Contemporary	5:15-6:15 PJ Ballet Variation	5:30-6:30 PJ Ballet Class And Pointe	
7:30-8:30 PJ Body Condition	6:30-8:00 PJ Ballet Body Conditioning	6:30-8:00 PJ Ballet Variation	

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Professional Intermediate			
Tuesday Miss Zhang/Miss Ryley	Wednesday Mr Xing/Miss Ryley	Thursday Miss Jessica/Mr Xing	Friday Miss Irina /Mr Lazaro
PI 4-5:15 Ballet Class	4:00- 5:15 PI Ballet Class	3:45-5:15 PS PI Ballet Tech	4:00-5:30 PI Ballet Class
PI 5:15-6:30 Ballet Variations	5:15- 6:30 PI Body Condition	5:15-6:30 PI Ballet Pointe	5:30-6:45 PI Pointe Tech
6:45- 8:15 PI Pointe Tech	6:45-8:15 PI Variation	6:45- 8:00 PI Contemporary	7:00-8:30 PI Contemporary

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Professional Senior				
Monday Miss Irina /Mr Xing	Tuesday Miss Kristina/Mr Xing	Wednesday Mr Xing	Thursday Mr Xing/Miss Jessica	Sunday Miss Douglas/Miss Zhang/Miss Ryley/Mr Lazaro
4:00-6:15 PS Ballet and Variation	6:45-8:15 PS Ballet Pointe Tech	5:15- 6:30 PI PS Body Condition	3:45-5:15 PS Ballet Tech	10:00-12:00 PS Ballet Class And Variation
6:15-7:15 PS Body Condition	8:15-9:30 PS Variation Repertoire	6:45-8:30 PS And Open Ballet	5:15- 6:45 PS PS Variation Repertoire	12:00-1:30 PS Contemporary
		8:30-9:30 PS Pas de deux	8:00-9:30 PS Contemporary	

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FEES FOR PROFESSIONAL BALLET PROGRAM

Professional Primary Beginner students who take more than **four hours** of courses per week will only pay for **3.5 hours** of instruction.

Professional Primary students who take more than **six hours** of courses per week will only pay for **5.5 hours** of instruction.

Professional Junior students who take more than **eight hours** of Professional courses per week will only pay for **7.5 hours** of instruction.

Professional Intermediate students who take more than **nine hours** of Professional courses per week will only pay for **9 hours** of instruction.

Professional Senior students who take more than **ten hours** of Professional courses per week will only pay for **10 hours** of instruction.

If students choose to take both regular and professional courses, they only need to pay the maximum course fee for professional courses, no additional course fees are needed (private courses excluded).

Classes per Week	Monthly Fees	Term Fees	Annual Fees (Exclude GST)	Discount
1 Hour	$120	$600	$1200	100%
1.5 Hours	$180	$900	$1800	100%
2 Hours	$240	$1200	$2400	100%
2.5 Hours	$300	$1500	$3000	100%
3 Hours	$360	$1800	$3600	100%
3.5 Hours	$420	$2100	$4200	100%
4 Hours	$475.20	$2376	$4752	99%
4.5 Hours	$529.20	$2646	$5292	98%
5.5 Hours	$640.20	$3201	$6402	97%
6 Hours	$691.20	$3456	$6912	89%
6.5 Hours	$741	$3705	$7410	96%
7 Hours	$789.60	$3948	$7896	95%
7.5 Hours	$837	$4185	$8370	94%
8 Hours	$883.20	$4416	$8832	93%
8.5 Hours	$928.20	$4641	$9282	92%
9 Hours	$972	$4860	$9720	91%
10 Hours	$1080	$5400	$10800	90%

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2023-2024 SCHOLARSHIP PROGRAM

In 2023-2024, RPBA launched a scholarship program. The purpose is to encourage outstanding young dancers to get a head start on the new year of dance and be recognized for their hard work.

RPBA Star Award: 5000, one winner

RPBA Excellence Award: 1500, two winners

RPBA Most Progress Award: 500, eight winners

2023-2024 PRIVATE CLASSES

Level	Private for 1 Student	Private for 2 or more Students
Junior Professional	$70/Hour	$80/Hour
Professional	$90/Hour	$100/Hour
Senior Professional	$120/Hour	$140/Hour
Ballet Master	$160/Hour	$180/Hour
Director	$200/Hour	$220/Hour

Prices include GST and studio rental fee. International fee is 200% of listed fees.

ADULTS DROP IN CLASS FEES

Per Hour	Total Hours	Total Price (Include GST)	20% Off (Include GST)
$36.75	9	$331	$265
$31.50	18	$567	$454
$26.50	36	$954	$763
$23	72	$1656	$1325

20% OFF POLICY

You were a student at RPBA before (Under 18 years old)
Your family is one of the students in RPBA (Studying in this semester)

2023-2024 STUDIO RENTAL FEES PER HOUR

Studio Size	RPBA Students	Non-RPBA Students	Monthly Renters (above 10 hours per month)

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Small	$25	$40	$30
Medium	$30	$50	$40
Large	$40	$65	$50

International rent fee is 200% of the Use purpose for Non-RPBA Students

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DRESS CODE

LEVEL	DRESS CODE
Ballet Shoes:	Full soled leather ballet slippers for all ballet classes.
Preschool | Level 1 & 2	Short-sleeved scooped-neck leotard in a polyester-cotton-lycra - pink in colour for girls - matching skirt in pink (elastic waist), pink tights
Pre-Primary Professional Primary Beginner	Short-sleeved scooped-neck leotard in a polyester-cotton-lycra - pink in colour for girls - matching skirt in pink (wrap skirt not elastic), pink tights
Primary	Short-sleeved scooped-neck leotard in a polyester-cotton-lycra - lavender in colour for girls - matching skirt in lavender (wrap skirt not elastic), pink tights
Character Skirts	Character skirts are worn from Grades 1–8 (contact Royal Principal Ballet Academy admin if you need to place order) ➢ Grades 6/7/8 get the choice of their own ribbon colours to match their body suit colour ➢ Grade 1–5 character skirts will be black with the top row in baby pink, the middle row in baby blue, and the bottom row in navy blue
Character Shoes	Grade 1&2 - lower heel, Grade 3 and up – Cuban heel (higher). Character shoes are not required for vocational grades
Grade 1	Sleeveless RAD leotard in pink for girls same as primary for boys
Grade 2	Sleeveless RAD leotard in light blue for girls same as primary for boys
Grade 3-5 Professional Primary	Sleeveless RAD leotard in navy for girls
Intermediate/Foundation thru Solo Seal Professional Junior Professional Intermedia	Black 5 seam Mirella body suit – Soft blocks/soft pointe shoes required for Intermediate
Boys | Pre-Primary – Grade 2	White fitted short-sleeved leotard, navy blue fitted shorts, white ankle socks, white ballet slippers
Boys | Grade 3 and above	White fitted short-sleeved leotard, black tights, white socks, white ballet slippers
Professional Senior	Leotard, color optional

Please do not purchase tap shoes from Payless as they ruin the tap floor. Please purchase from Dance Box.

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IMPORTANT DATES & SCHOOL CLOSURES

September 5, 2023	Tuesday	Classes start
October 9, 2023	Monday (Thanksgiving)	No Classes
October 31, 2023	Tuesday (Halloween)	No Classes
December 18, 19 2023	Monday and Tuesday	Nutcracker Gala
December 16 2023	Saturday	*Last day of classes for 2023*
December 16-January 5	**Holiday Break**	**Closed**
January 8, 2024	Monday	Classes Return
February 9, 2024	Friday (Chinese New Year Eve)	No Classes
February 19, 2024	Monday (BC Family Day)	No Classes
March 17, 2024	Saturday	*Last day of classes before Spring Break*
March 18-29	**Spring Break**	**Closed**
April 2	**Tuesday**	Classes Return
March 29-April 1,2024	Easter Weekend	No Classes
May 20 2024	Monday (Victoria Day)	No Classes
TBA	TBA	Dress Rehearsal
TBA	TBA	Recital
June 21, 2024	Friday	Last Day of Classes

OTHER DATES TO REMEMBER

Competition and Costume Fees: Due Oct 15 , 2023

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STUDENT CODE OF CONDUCT

1. **Be respectful to teachers, be friendly to classmates;**
2. Arrive at school at least 10 minutes before the first class of the day to warm-up;
3. After class, please practice and review exercises assigned by the teacher;
4. Be focused in class, please do not whisper to each other during class
5. Cherish the training tools and return them to their original place after use;
6. If students are unable to attend the course for special reasons, they must inform the teacher in advance;
7. Be helpful to each other, malicious comments about other students is not allowed.