

# *Ballet Arts*

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## **Studio Policies 2022-2023**

**Ballet \* Pointe \* Tap \* Jazz \* Contemporary \* Lyrical  
Hip Hop \* Baton \* Clogging \* Acrobatics  
\*Preschool Dance\***

**(classes for ages preschool to adult)**

**Please retain these studio policies for future reference.**

**\$1.00 for each replacement copy**

### **WELCOME**

Ballet Arts welcomes all new and returning students!

We are excited to see you and look forward to a fantastic dance season!

Thank you for choosing Ballet Arts & for allowing us the privilege to instruct your child.

This is your policy book and will serve as your guide. In it, you should find all the necessary information you will need for the year. There are a few changes from last year, so please be sure to read all the material. We will also hand out more information later in the year regarding photo days, dress rehearsal and recital.

## **CORONA VIRUS INFORMATION & REQUIREMENTS**

**Due to Covid-19 virus, specific restrictions and appropriate rules must be followed:**

All dancers should maintain at least a 3 ft. distance between all people, at all times, that includes after, during and between classes.

There cannot be any observation of classes, except for 3 and 4 yr. old classes with only one parent observing. NO SIBLINGS PLEASE!!

**Ballet Arts has made many changes to protect our students and staff:**

Installed HEPA MERV 12 and 14 filters, Virus certified, in all air & heating systems

There are touchless alcohol dispensers in all classrooms

There are Ultraviolet units in all dance rooms

There is now hot water in both bathrooms

There are touchless faucets and touchless soap dispensers in both bathrooms

All dance areas are deep cleaned with CDC approved disinfection cleaners

A new room was created on the 3<sup>rd</sup> floor to have an extra room to provide protections for all dancers & staff

**PLEASE, retain this studio policy information booklet for future reference.**

**If it becomes lost or if you need a replacement copy,  
you can purchase another copy from the office for \$1.00.**

## **STUDIO CALENDAR 2022-2023**

### **HOLIDAYS—STUDIO CLOSED**

**Thanksgiving**—closed Wed. Nov. 23, 2022 until - Reopen Mon., Nov.28, 2022

**Winter**—closed Tues. Dec 20, 2022 - **Reopen** on Wed. Jan. 4, **2023**

**Spring**—closed Mon. April 3, 2023, - Reopen Mon. April 10, 2023

**Memorial Day**— closed **Mon.** May 29, 2023 only

**Classes end for 2022-2023 season**—**Last day is our Recital, Sat. June 3, 2023**

## **IMPORTANT DATES**

**Classes begin**—Tues, Sept. 6, 2022

**First costume deposit due**—before the last week of September 2022 (you pay one deposit per costume)

**Second costume deposit due (if you have two costumes)**—before the last week of Oct. 2022

**All remaining costume deposits (if you have more than 2 costumes) due**—before winter break, which begins on Mon. Dec. 20th, 2022

**Costume balance due**— the first week of Feb. 2023 (if costume prices exceed deposits paid)

**Recital Fee due**— Prior to the first full week of March 2023

**Picture Days/Recital Photos** - T/B/A, to be held at Ballet Arts on a weekend in 2023

**Last Tuition Payment due:** First week of May 2023

**Dress Rehearsal- Week** of Tues. May 30 through Friday June 2, 2023 Times to be announced

(NO regular classes at Ballet Arts this week, all rehearsals will all be at McGregor Hall)

**Recital (end of dance year show)**— **Sat. June 3, 2023**, at McGregor Auditorium, Henderson, NC

**HOLIDAY/BREAKS** The studio does NOT follow the local schools schedule in regard to teachers' workdays, holidays and other days off. The studio **WILL be open** on a regular weekly basis with the exception of the dates listed above on the studio calendar.

**BAD WEATHER** Inclement weather may force the studio to cancel classes. Ballet Arts does not follow the school closings. **If** the studio will be closed, we will post this information on our Facebook page and on Channel 11 WTVD. If there is an excess of classes cancelled due to inclement weather, the director or instructor may choose to reschedule a class at their convenience.

## GENERAL STUDIO RULES

1. **\*\*PUT YOUR NAME IN ALL YOUR SHOES\*\*** and on your dance bag in ink.
2. Dance shoes should never be worn outside on the sidewalk for any reason. They should be put on once you are inside the building.
3. Dress appropriately for class in CLEAN laundered dancewear in good condition.
4. Observe good personal hygiene habits, deodorant is required for students over 10 years old.
5. Arrive to class on time. Coming in late will disrupt the class and is considered rude.
6. **NO chewing gum**. Gum is not permitted anywhere in the studio or at rehearsals or performances.
7. Food and Drink are **NEVER** allowed in classrooms with the exception of bottled water.
8. Please clean up after yourself, put recyclables in the proper bin and trash in the trash can.
9. Food trash and *dirty diapers* are NOT to be dumped inside the studio building, please use the trash receptacles outside the building on the street.
10. All females must wear their hair up off of their neck and away from their face, preferably in a classical ballet style bun for ballet. Please have your own hair elastics and hair pins.
11. No cell phones, ipods or other distractions in the classroom. If you must bring them into the classroom, please deposit them in the hanging cell phone bag in each classroom.
12. **No jewelry** may be worn in class, for pictures or on stage.
13. No nail polish for group pictures, performances or recital allowed.
14. No long fingernails, they may accidentally cause injury to yourself or others.
15. We love babies, young children and parents visitors, but we can't have them during Covid Restrictions. Only one parent will be allowed and only if the student is 3 -4 years old.
16. All communications with teachers must go through the office, do not hold up or disturb classes with individual questions.
17. Use of studio telephone is limited to **emergencies** only.
18. **Absolutely NO video taping or recording of the RECITAL by any manner, including cell phones or any other electronic devices! NO permission is given for posting of Solos or studio choreography in any venue, live or viral on the internet.**  
**See Internet Rules.**

## LOST AND FOUND

Lost and found is located outside the office next to the lockers downstairs. We are NOT responsible for lost, stolen or misplaced items. Please leave valuables and big bills at home.

**PUT YOUR NAME IN YOUR SHOES!**

## PAYMENTS AND FEES

Ballet Arts holds classes Sept 6, 2022 thru recital Sat. June 3, 2023. Thirty six weeks. There are 9 tuition payments. **Tuition is due the first week of the month** and has been set to average holidays, rehearsals, recital, five-week months, 2 week months and therefore the charge is equal each month regardless of how many weeks are in that month. Every class will have 36 meetings, it had been planned that way so every class day, Mon., Tues, Wed. Thurs, and Friday... will all get 36 weeks each, which equals 9 months. Your first payment is due at the time you register, and the last payment is due the first week of May 2022. Due To Covid complications, we are not allowing payments for the year in advance or for 3 months at a time. There will be NO discounts, nor refunds, so please don't pay in advance! You will be charged tuition whether or not you attend the class. If a student account balance is not totally paid before dress rehearsal the student will **NOT** be permitted to perform in dress rehearsal or recital. (No credit is given for classes missed.)

\*A **\$10.00 late fee will automatically be added to your account ON THE 10TH of the month and \$15.00 on the 15th of the month.** (your payment is **LATE** after the first week.) Statements will not be sent to you unless your account is in arrears. You are responsible for keeping up to date on all payments. **Please pay on time.** No refunds or transfer of credit to another student account, only credit towards future use for that student. There is a fee for bounced checks of \$20.00 to be paid to Ballet Arts.

### Tuition Rates

<u>Hrs. Per Week</u>	<u>9 Installments</u>
1/2 hour	\$ 60.00
3/4 hour	\$ 68.00
1 hour	\$ 78.00
1 1/4 hours	\$ 90.00
1 1/2 hours	\$103.00
1 3/4 hours	\$116.00
2 hours	\$130.00
2 1/4 hours	\$145.00
2 1/2 hours	\$157.00
2 3/4 hours	\$168.00
3 hours	\$179.00
3 1/4 hours	\$190.00
3 1/2 hours	\$196.00
3 3/4 hours	\$206.00
4 hours	\$220.00

**BEYOND 4 HOURS:** Ask in office.

## **Please pay on time.**

If you have to make payments at the end of the month, be sure they are early payments for the upcoming month and **NOT** for the current month (which would be very late) in order to avoid late fees. Late fees will be charged after the 15th of each month.

Please note: The studio office is only open Mon.-Thurs. 4:15-8:15p.m. to accept payments.

## **Please pay on time.**

If you have to make payments at the end of the month, be sure they are early payments for the upcoming month and **NOT** for the current month (which would be very late) in order to avoid late fees. Late fees will be charged on the 10th of each month and on the 15th of each month. Please note: The studio office is only open Mon.-Friday, approx. 5:00-8:15p.m. to accept payments.

## **Cancelled or Rescheduled Classes**

Ballet Arts reserves the right to cancel or reschedule classes for any reason. Every effort will be made to find a spot in another suitable class for the students who were registered in any class that has been cancelled.

## **FEES: REGISTRATION, RECITAL, COSTUMES AND INFO.**

### **REGISTRATION**

\*An Annual Registration fee of \$35. for the first child and \$25.00 for each additional family member due at the time of **registration** along with the first tuition payment for September. Registration fees and tuition are **not refundable.**

### **COSTUMES for recital**

We expect if you are taking dance classes, that you WILL be performing in the recital.

\***Costume deposit fees** are \$80.00 per costume (down payment) **per costume ordered.** **Your deposit IS your permission to place your order.** It is due before the last week of Sept. 2022 and is **not refundable.** If you have **two costumes**, the 2nd deposit is due before the last week of Oct. 2022. **If you have more than 2 costumes, those deposits are due before winter break which begins on Mon., Dec 20th, 2022.**

\*\*The deposit does NOT always cover the total costume cost, if there is a balance, then that balance **must be paid by the first week of February 2023.**

\*Costumes can **NOT** be ordered without a deposit, late orders cannot be guaranteed to be available or to arrive in time for recital and pictures and **will incur separate shipping and handling charges.** Costumes are ordered by mid November.

\*If a dancer is unable to perform in the recital, the director and office must be notified **by the first week of November** so a costume will not be ordered and choreography can be adjusted.

**\*We measure children for costumes early in November and allow for average growth. If your costume arrives and needs alterations, the studio is **NOT** responsible for any alterations as costumes are not custom made..** Not every child's body falls exactly into a perfect size on the size chart. If you have concerns about your child's size (to be ordered), please ask to see size chart in office. If a size is in question, it's better to order larger and take it in.

**\*If your costume needs to be exchanged, YOU will be responsible for all fees, usually about 35.00, (shipping both ways, restock fee and or exchange fee) IF it can be exchanged in time and is in stock (It must be in brand new condition with all pieces & tags attached).**

**\*Costumes are non-returnable and you are responsible for completing payment on all costumes ordered.** Costumes normally arrive prior to May and tried on at the earliest possible time. **\*Costumes cannot be taken home unless you have a zero account balance at that time. Please remember**, your account includes all payments, INCLUDING TUITION: **If your costume has been paid for, but tuition is still due, the costume money will be applied first toward tuition that is due. Your costume cannot go home until all payments are paid that are due, tuition is due by the first week of the month, not the 10th, that is a late payment.**

### **RECITAL & TROPHY:**

A non refundable Recital Fee of **\$90. total per family** is due by first week of **March**. It can be paid in 2 installments. This fee **helps** cover the cost of the auditorium rental for dress rehearsals & recital, backdrops, programs, music, sound, lighting, stage and recital workers for dress rehearsal and recital. There are no admission charges or tickets to purchase for you or anyone you bring to the recital, friends, grandparents, to help celebrate your child's year of dance. **All seating is general admission, we ask that you not reserve seats.** Students participating in recital receive a **trophy if they take their final bow on stage during their show's finale. 10 and 15 yr. award students must be enrolled** in a minimum of a one hour class in order to receive their 10 and or 15 year award.

## **REGISTRATION & ATTENDANCE**

Once registered, a student is enrolled for the entire year, Sept – May. To register, the first month's tuition will be required plus registration fee at the time of registration.

## **MISSED CLASSES**

Please try not to miss any classes as your spot in class is a **premium spot** during Covid. Through Dec., if a student misses a class due to illness, they may "make up", up to two (2) missed classes, provide there is an empty space in a class due to COVID size restrictions and **IF** there is an appropriate age and level class available. Make up classes must be done within two weeks of the absence and **MUST** be done through the office and Miss Alecia, the director. They will do their best to suggest a class that is most similar to the student's regular class. **We DO NOT allow**

**ANY make up classes after Winter Break, (and there is no refund or credit for classes missed,)** as the students are already preparing for the recital and it is confusing to all the students involved when their placement has been changed. Please try to minimize your absences from January to recital so you will not fall behind. If you do not know your routines, you could be pulled out of the recital routine or asked to take a lesson privately to catch up.

Classes not held due to instructor illness may be rescheduled or made up if a substitute instructor is not available. Rescheduled classes will be either announced through memos sent home via the student or on the studio website or Facebook page. No refunds/credits granted for any reason for classes not attended.

## **STUDENT DISMISSAL AND WITHDRAWAL**

\*In the event a student needs to withdraw from a class or classes, their parent/guardian **must notify** the office in writing. Until such time, the withdrawal is unofficial and tuition will continue to be charged to your account.

\*The Studio Director and instructors of Ballet Arts reserve the right to dismiss a student or family due to improper or disruptive behavior, negative attitude or disrespect to fellow students, instructors or property, for non-payment of account, excessive absences, or not having appropriate dance shoes or dancewear.

## **STUDENT PICK UP AND DROP OFF**

Students should arrive for class **NO earlier than 10 minutes prior to their scheduled class time** and should use those 10 minutes prior to class to complete dressing, pull hair up and stretch in preparation for their class. Students waiting for their class to begin may not enter any studio dance space until their instructor invites them in. Students may not run and play in the studio dance spaces at any time. Students and anyone accompanying them should not be allowed to run, play or talk loudly at any times at the studio. **Please, no street shoes on any dance floors !** Younger students need to be picked up promptly when their class is over. We cannot provide baby sitting services and we cannot be responsible for early delivery and late pickup. Parents of young students are responsible for watching their child until such time as their class has started and need to reinforce our rules referring to entering dance spaces prior to class time. We can't be responsible for students left unattended. The studio closes promptly after the last class. Please do not keep us waiting at closing time, additional charges will be incurred. Students waiting for transportation must wait for their ride inside in the lobby and may not talk loudly, tap or play. **PLEASE DO NOT** ask your child to call you from the studio phone when their class is over. **Your class will end the same time each week**, please be prompt picking up.



## PARENT OBSERVATION

Due to COVID restrictions there will be no observation of classes, with the exception of preschool, 3 to 4 year old classes. ONE parent will be allowed to observe, sorry, no siblings.

**Out of common courtesy, we ask that the parents of crying/screaming/noisy/or running children... please take the distressed, misbehaved child and step outside the building until they have settled down.**

**Thank you very much for your cooperation with this issue, we really appreciate your consideration.**

**\*\*Observers may also be asked to *leave* if they become too loud, or a distraction.**

Classrooms are child only zones unless the instructor specifies otherwise. Unnecessary interruptions distract the students and take away from the authority of the instructors. Thank you .

## PICTURE AND VIDEO INFORMATION

Group and individual **PHOTOS** will be scheduled and taken at Ballet Arts on a weekend, probably in April or May. You will receive a memo stating the date and time for your class and individual photos. Individual photos are not required, but group pic participation is encouraged and displayed in hall and used for advertising purposes at times. Pictures will NOT be mailed to you. Professional **VIDEOS** are taken at recital and will be available for purchase. **Video taping of recital in any format, camera, cell phone, etc. is prohibited**, but you may video your child's own dances at dress rehearsal. Videos are NOT mailed to you, pick up dates will be posted in your recital book.

**\*All choreography (on video and on stage) is the sole property of Ballet Arts. No permission or consent is given by Ballet Arts to reproduce this choreography in any venue, live or viral on the internet, FACEBOOK, twitter, vine, you tube or any social media.. (This includes solos!)**

**\*\*REMEMBER: ALL PICTURES & VIDEOS ARE PICKED UP AT THE STUDIO!!!**

**Thank you for your cooperation.**

**We look forward to a great year of dance education  
with your child!  
with your child!**

The studio will open Tuesday September 6, 2022

