

# Ballet Arts



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**BALLETARTSNC**



## 2026-2027 STUDIO POLICIES



**Ballet - Pointe - Tap - Jazz - Contemporary - Lyrical  
Hip Hop - Baton - Clogging - Acrobatics - Musical Theatre  
Pre-School Dance**

**Classes for ages 2 ½ to Adult**

# Welcome to Season 35

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 and 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.

## Holidays

### THE STUDIO IS **CLOSED** FOR THE FOLLOWING HOLIDAYS:

**THANKSGIVING....**Closed Wednesday, November 25th. Re-Open Monday, November 30<sup>th</sup>

**WINTER BREAK.....**Closed Monday, December 21st. Re-Open Monday, January 4<sup>th</sup>

**SPRING BREAK.....**Closed Monday, March 29<sup>th</sup>. Re-Open Monday, April 5<sup>th</sup>

**MEMORIAL DAY...**Closed Monday, May 31<sup>st</sup>

*Ballet Arts does NOT follow the local school schedules in regards to teacher workdays, holidays and other days off. Ballet Arts **WILL be OPEN** on a regular weekly basis with the exception of the dates listed above.*

## Important Dates

**CLASSES BEGIN.....**Tuesday, September 8<sup>th</sup>

**FIRST COSTUME DEPOSIT DUE.....**Before the last week of September

**SECOND COSTUME DEPOSIT DUE.....**Before the last week of October

**ALL REMAINING COSTUME DEPOSITS DUE.....**Before Winter Break begins

**COSTUME BALANCE DUE.....**The first week of February

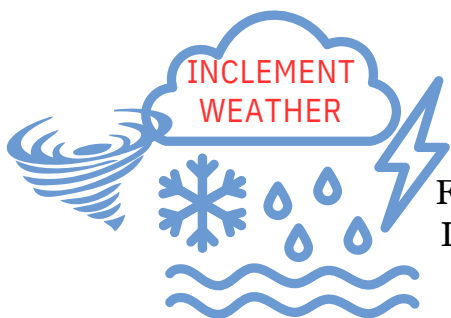
**RECITAL FEE DUE.....**Prior to the first week of March

**PICTURE DAY/RECITAL PHOTOS.....**May (dates TBA)

**LAST TUITION PAYMENT DUE.....**First week of May

**DRESS REHEARSAL.....**June 1<sup>st</sup>-3<sup>rd</sup> at McGregor Hall

**RECITAL.....**Saturday, June 5<sup>th</sup> at McGregor Hall



**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- **Ballet Arts** and on our website **BalletArtsNC.com**. If there is an excess of classes cancelled due to inclement weather, the Director may choose to reschedule a class at their convenience.

# GENERAL STUDIO RULES

1. **Put your name in all of your dance shoes** and on your dance bag in ink.
2. **Absolutely NO chewing gum** is permitted anywhere in the studio, classrooms, rehearsals or performances.
3. Arrive to your classes on time. Coming in late will disrupt the class and is considered rude.
4. Dress appropriately for class in clean, laundered dancewear in good condition and proper dance shoes.
5. Observe good personal hygiene habits. Deodorant is required for students ages 10 and up.
6. Dance shoes should never be worn outside on the sidewalk for any reason. They should be put on once you've arrived inside the studio building.
7. Food and Drink are never allowed in the 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. Use the trash can outside the building on the street when throwing them away please.
10. All females must wear their hair up off of their neck and away from their face, preferably in a classical ballet bun for ballet. Please have your own hair elastics and bobby pins.
11. No cell phones, iPads or other distractions in class. If you must bring them into the classroom, please deposit them into 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 on stage.
14. No long fingernails. They may accidentally cause injury to yourself or others.
15. We love babies, young children and parent visitors but, please, only one parent inside the studio during classes and only for parents of students ages 2 ½ to 5 years old.
16. All communications with teachers must go through the Ballet Arts Office. Do not hold up or disturb classes with individual conversations.
17. Use of the Ballet Arts Studio phone is limited to emergencies only.
18. Absolutely NO videotaping or recording of the RECITAL by any manner. This includes, but is not limited to, 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** is located outside of the Ballet Arts Office next to the lockers on the first floor. We are not responsible for any lost, stolen, or misplaced items. Please leave all valuables and money at home please.

A **shoe exchange** box is also located next to the lockers on the first floor. This is on the honor system-- if you take any shoes please return them once they are outgrown or leave on old pair when you take another pair.



# PAYMENTS & FEES

Ballet Arts holds classes September 8 through June 5<sup>th</sup> (through Recital)

**Tuition is due the first week of the month** and has been set to average holidays, rehearsals, recital, photo week, 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 day (Monday, Tuesday, Wednesday and Thursday) will all get 34 weeks each and will have 9 equal tuition payments. Your first payment is due at the time you register and the last payment is due the first week of May.

If a student account balance is not totally paid before dress rehearsal, the student will **NOT** be permitted to perform in Dress Rehearsals or the Recital. No credit is given for classes missed. The same applies to Company Dancers-- if a student account balance is not totally paid before Competition/Conventions/Recital/Company events, the student will **NOT** be permitted to participate in said events. If any student account is delinquent that student will not be allowed to take classes until their account is paid and current.

**A \$10.00 Late Fee will automatically be added on the 10th of the month to your account in the Dance Hub portal.** 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. If you have account questions you can check in the Dance Hub portal or contact the studio office. 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 \$25.00 to be paid to Ballet Arts.**

## TUITION RATES

### HOURS PER WEEK 9 INSTALLMENTS

|                          |          |
|--------------------------|----------|
| 30 minutes.....          | \$63.00  |
| 45 minutes.....          | \$71.00  |
| 1 hour.....              | \$82.00  |
| 1 hour 15 minutes.....   | \$95.00  |
| 1 hour, 30 minutes.....  | \$108.00 |
| 1 hour, 45 minutes.....  | \$122.00 |
| 2 hours.....             | \$136.00 |
| 2 hours, 15 minutes..... | \$152.00 |
| 2 hours, 30 minutes..... | \$165.00 |
| 2 hours, 45 minutes..... | \$176.00 |
| 3 hours.....             | \$188.00 |
| 3 hours, 15 minutes..... | \$200.00 |
| 3 hours, 30 minutes..... | \$206.00 |
| 3 hours, 45 minutes..... | \$216.00 |
| 4 HOURS.....             | \$231.00 |

**BEYOND 4 HOURS - ASK  
BALLET ARTS 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 added to your account in your Dance Hub portal on the 10th of each month. Please note the Ballet Arts Office is open Monday-Thursday approximately 5:00-8:15pm 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

## REGISTRATION

An annual Registration Fee (covering September to Recital) of \$45 for the first child and \$30 for each additional family member due at the time of registration along with the first tuition payment for September. Registration fees and tuition are non refundable.

## COSTUMES FOR RECITAL

Costume deposits are expected to be paid.

If you do not plan on performing in the Recital, we need to know by November 1st.

Non-Competitive/Recreational students: \$90 per costume (down payment).

Competitive students: \$100 per costume (down payment).

Your costume deposit is your permission to place your order. It is due before the last week of September and is nonrefundable. If you have two costumes, the second deposit is due before the last week of October. If you have more than two costumes, those deposits are due before the Winter Break which begins on December 21st.

The deposit does not always cover the total costume cost with props they may have. If there is a balance, then that balance must be paid by the first week of February. Costumes cannot be ordered without a deposit. Late orders cannot be guaranteed to be available or to arrive in time for Recital and Picture Day and will incur separate shipping and handling charges. Orders are placed in November. If a dancer is unable to perform in the Recital, Alecia and the Ballet Arts 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 fall 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 the sizing chart in the Ballet Arts 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, which usually costs around \$35.00 for shipping both ways, restocking 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, accessories and 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 refers to all payments, including TUITION. If your costume has been paid for, but tuition is still due, the costume money will be applied FIRST toward your tuition that is due. Therefore, your costume cannot go home until all payments due are paid. Tuition is due by the first week of the month, after that time, it is considered late.

## RECITAL & TROPHY

A non-refundable Recital fee of \$95.00 per family is due by the first week of March. Family = one financially responsible for more than one child. If you only have one child, you do not qualify for the family rate. There should only be one person in the family responsible for payments. It can be paid in two installments. This fee helps cover the cost of the auditorium rental for dress rehearsals and Recital, backdrops, programs, trophies, music, sound, lighting, stage and Recital workers for dress rehearsals 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, this includes friends and relatives. 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. Students that do not stay until final bows must pick up their trophy at the studio on DVD Pick Up days or at the registration for the new dance season. 10 and 15 year award students must be enrolled in a minimum of a one hour class in order to receive their 10 and/or 15 year award. If you have not paid a recital fee you will not receive a trophy.

# ATTENDANCE

Once registered, a student is enrolled for the entire year, September through May. To register, the first month's tuition and registration fee is required at the time of registration.

## MISSED CLASSES

Please try not to miss any classes. Through December, if a student misses a class due to illness, they may "make up," up to two missed classes, provided 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 Ballet Arts Office and Miss Alecia, the Studio 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** for dance students **after the 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 private lesson 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 either memo sent home with student, the Ballet Arts website or the Ballet Arts Facebook page. No refunds/credits granted for any reason for classes not attended.

# STUDENT DISMISSAL & WITHDRAWAL

In the event a student needs to withdraw from a class or classes, their parent/guardian **must notify** the Ballet Arts 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 & 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. All dancers must be covered up when leaving Ballet Arts. We cannot provide babysitting services and we cannot be responsible for early delivery and late pick up. 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 cannot 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 the lobby and my not talk loudly, tap or play. **Please DO NOT** ask your child to call you from the Ballet Arts studio phone when their class is over. **Your class will end at the same time each week.** Please be prompt picking up.

# PARENT OBSERVATION

We kindly ask that you drop off your child, with the exception of pre-school and kindergarten students (ages 2 ½ -5) one parent will be allowed to observe. Sorry, please no siblings. Out of common courtesy, we ask that the parents of crying, screaming, noisy or running children, please take the distressed 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, including opening the classroom door, distract **ALL** the students and take away from the authority of the instructors.

Thank you very much!

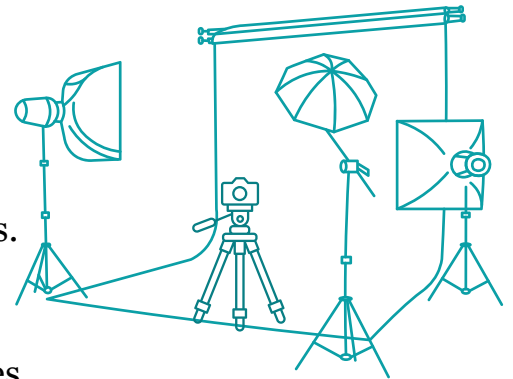


# RECITAL T-SHIRTS, PICTURE DAYS AND RECITAL VIDEO INFORMATION



**RECITAL T-SHIRTS** will be designed and ordered around the beginning of May. If you would like to purchase any Recital T-Shirts, you can order them in the Ballet Arts Office. They typically run about \$25.00 and are great recital memories/mementos and can also be used as costume cover ups during Recital. They must be ordered and paid for in advance. They are not included with your costume costs. They will be available for pick up the week before recital at Ballet Arts or at the theater on dress rehearsal.

**BALLET ARTS PICTURE WEEK.** Group and individual photos will be scheduled and taken at Ballet Arts in May. (These may or may not be on your regularly scheduled class day. You will receive an information packet in the spring, stating the date and time for your class and individual photos. Individual photos are not required, but group picture participation is encouraged and may be displayed at the studio, on social media or used for advertising purposes.



**RECITAL VIDEOS.** Professional videos (flash drives) are taken at the Ballet Arts Recital. You can order them in the Ballet Arts Office in May. We typically do not purchase any extras, so please order by recital. Videotaping of the Ballet Arts Recital in any format: camera, cell phone, iPad, etc is strictly prohibited. You may video your own child's routine at dress rehearsal. The Recital video flash drives are NOT mailed to you. Pick up dates (at the studio) will be posted on our website and social media.

***Please note:*** 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, YouTube, or any form of social media. This includes solos, duets, trios, groups and productions.

**Thank you for your cooperation.  
We look forward to a great year of dance  
education with your child!**

Ballet Arts will open Tuesday, September 8, 2026

This is my schedule and my first day of class is

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I have registered for the following class schedule:

| DAY | ROOM | TIME | CLASS | INSTRUCTOR |
|-----|------|------|-------|------------|
|     |      |      |       |            |
|     |      |      |       |            |
|     |      |      |       |            |
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|     |      |      |       |            |
|     |      |      |       |            |

All schedule changes need to be made before:

September 30, 2026

After than there is a fee to switch classes.

It is very important that you retain these studio policies, so you are aware of what is going on for future reference.