

# Ballet Arts

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## Studio Policies 2023-2024



**Ballet \* Pointe \* Tap \* Jazz \* Contemporary \* Lyrical  
Hip Hop \* Baton \* Clogging \* Acrobatics  
\* Preschool Dance \* Mommy & Me \*  
(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 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.

## CORONA VIRUS INFORMATION & REQUIREMENTS

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

All dancers should try to 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 and heating systems

There are touchless alcohol dispensers in all class rooms

There are Ultra Violet 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 and 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. 22, 2023 until - **Reopen** Mon., Nov. 27, 2023

**Winter**—closed Tues. Dec 19, 2023 - **Reopen** on Wed. Jan. 3, 2024

**Spring**—closed Mon. April 1, 2024, - **Reopen** Mon. April 8, 2024,

**Memorial Day**— closed Mon. May 27, 2024 only

**Classes end for 2023-2024 season**—**Last day is our Recital, Sat. June 1, 2024**

## **IMPORTANT DATES**

**Classes begin**—Tues, Sept. 5, 2023

**First costume deposit due**—before the last week of September 2023 (you pay one deposit per costume)

**Second costume deposit due (if you have two costumes)**—before the last week of Oct. 2023

**All remaining costume deposits (if you have more than 2 costumes) due**—**before** winter break, which begins on Tuesday. Dec. 19, 2023

**Costume balance due**— the first week of Feb. 2024 (if costume prices, which may include props, exceed deposits paid)

**Recital Fee due**— Prior to the first full week of March 2024

**Picture Days/Recital Photos** - to be held at Ballet Arts on May 18 & 19, 2024

**Last Tuition Payment due:** First week of May 2024

**Dress Rehearsal-** Week of Tues. May 28, Wed. May 29, and Thurs May 30, 2024. Times to be announced for each class closer to recital.

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

**Recital (end of dance year show)— Sat. June 1, 2024,**

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 Ballet Arts, our website –balletartsnc.com 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. **NO chewing gum** is permitted anywhere in the studio or at rehearsals or performances.
3. Arrive to class 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.
5. Observe good personal hygiene habits, deodorant is required for students over 10 yrs old.
6. Dance shoes should **never** be worn outside on the sidewalk for any reason, they should be put on once you are inside the building.
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 5, 2023 thru recital Sat. June 1, 2024, (36 weeks/meetings), averaging 4 weeks each month for 9 months. Therefore = 9 equal 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. It has 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 2024.

Due to past 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, until you notified us you are no longer here.

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>
Up to 1/2 hour	\$ 63.00
3/4 hour	\$ 71.00
1 hour	\$ 82.00
1 1/4 hours	\$ 95.00
1 1/2 hours	\$108.00
1 3/4 hours	\$122.00
2 hours	\$136.00
2 1/4 hours	\$152.00
2 1/2 hours	\$165.00
2 3/4 hours	\$176.00
3 hours	\$188.00
3 1/4 hours	\$200.00
3 1/2 hours	\$206.00
3 3/4 hours	\$216.00
4 hours	\$231.00

**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 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 (covering Sept. to Recital) of **\$45.** for the first child and **\$30.00** 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, Costume Deposits:** (we expect if you are taking classes you will be performing in the recital. Let us know otherwise by Nov. 1, 2023)

**Non competitive/recreational students = \$90.00** per costume (down payment).

**Competitive students = \$100.00** per costume (down payment)

Your deposit IS your permission to place your order. It is due before the last week of Sept. 2023 and is **not refundable.** If you have **two costumes,** the 2nd deposit is due before the last week of Oct. 2023. **If you have more than 2 costumes, those deposits are due before winter break which begins on Tues., Dec 19th, 2023.**

**\*\***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 2024.**

\*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.** Orders are placed in Nov.

\*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 can't 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. Therefore, your costume cannot go home until all payments due are paid. Tuition is due by the first week of the month, after that it's late.**

### RECITAL & TROPHY:

A non refundable Recital Fee of **\$95. total per family** is due by first week of **March.** **Family = one financially responsible for more than one child. If you only have one child, you don't qualify for family rate.** Family rate, means you are responsible for more than one child. There should only be one person in the family responsible for payments. It can be paid in 2 installments. This fee **helps** cover the cost of the auditorium rental for dress rehearsals & recital, backdrops, programs, trophies, 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, this includes any 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 reg. for the new season. **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.

## 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 pre-school, 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 ALL the students and take away from the authority of the instructors.**

*Thank you very much!!*

## Recital T-Shirts, PICTURE AND VIDEO INFORMATION

**RECITAL T-SHIRTS** will be designed and ordered usually around mid May. If you desire a recital T-Shirt, you can order them in the office, they typically run about \$25.00 and used for recital memories/mementos and costume cover ups during recital. They must be ordered and paid for in advance, they are not included with your costumes costs. Picked up at studio.

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. You will order the ones you want **ON LINE**, directly from the Photography Co. and usually pick them up at the studio. Some years it's done differently, ask on Photo day.

Professional **VIDEOS/ flash drives**, are taken at recital, you order them in the office and pick them up at the studio, extra's are not usually on hand 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. Again, videos/flash drives are **NOT** mailed to you, **pick up dates will be posted in your recital book and on facebook.**

**\*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!)**



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

The studio will open Tuesday September 5, 2023

This is my schedule and my first day of class is \_\_\_\_\_.

I have registered for the following class schedule:

DAY	ROOM	TIME	CLASS	INSTRUCTOR

**All schedule changes need to be made before:  
September 30, 2023. (After that there is a fee to switch clas-  
ses).**

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