

Policies of the Ballet Society of Colorado Springs Inc., 2008-2009

Please read all of the following policies with your student. Initial and sign acknowledging your understanding and acceptance of all of the Ballet Society of Colorado Springs Inc. policies.

Please save this information for future reference. You may call 719.272.7078 with any inquiries.

Payment / Adding and Dropping Classes

- A statement will be placed in each Family Folder the 4th Monday of each month for the next payment. (For example, October's statement will be in your folder on September 22.) Tuition is due by the 1st of each month. If payment is not received by the 7th of each month your student may lose their class placement and may not be able to perform. Payments received after the 7th of each month will be assessed a \$10.00 late fee.
- A separate charge will be added to your account for any returned checks.
- Tuition is calculated for a 38 week school year and broken into 9 equal payments, August-April, with classes continuing through June 6, 2009. Your payments cover 38 weeks of actual class time. Thanksgiving week, Christmas Break and Spring Break are factored into the payment schedule. Classes that fall on Labor Day and Memorial Day may be made up at alternative times at your convenience. Tuition is not adjusted for inclement weather or student absences. There are no credits given or carried over to the next month for unattended classes, however, make-up classes are available. You are paying for your child's place in the class as there are waiting lists for many classes. Ballet Society will not refund tuition for missed classes.
- Should a student need to withdraw from a class or from the school for any reason, we appreciate notification as soon as possible so that your space in class can be reassigned to another student. If drop notifications are not received by the 1st of the month, you are liable for that month's tuition.
- Add/drop forms are available to be filled out if a student needs to make a change in their schedule by the 1st of the month.

_____ **I understand the above stated tuition policies regarding class payment, late fees, and adding / dropping classes.**

- Make payments by cash, credit, debit, or electronic check transfer.
- Checks should be made out to Ballet Society of Colorado Springs, Ballet Society, or BSCS.
- Clearly specify what you are paying for on each check. *i.e.*: *Dancer's name, tuition, performance fee, tickets, etc...*
- Please turn your check into the front office. If no one is there, please place in the tuition box located near the entrance to the studio.
- The registrar's hours will be posted at the front desk. Handle all billing inquiries through the school registrar.
- Please inform the school of any injury or illness as soon as possible. In order to hold your place in class, circumstances such as prolonged injury or illness or prior arrangements made with the school directors, will be taken into consideration on a case by case basis.

Annual Concert

- The annual *Performance Fee* is due with your October tuition and covers costume rentals, all rehearsal time, theater rental, and various performance expenses (with the exception of shoes, tights and leotards). This fee does not include tickets. Tickets may be purchased through the school one month prior to performances. All enrolled students are encouraged to participate. This is a non-refundable fee. Students do not keep their costumes.
- Performance fees paid after October 30, 2008 are increased.
- Required performance supplies usually include the basic black or pink leotard, tights, slippers, black jazz pants, and shoes.

_____ **I understand that performance fees are non-refundable.**

Attendance/Absences /Make-Up Classes

Students are expected to attend all classes and rehearsals. Progress and advancement depend on consistent participation. If a student is unable to attend a class or rehearsal the student or parent should call the studio prior to the time of the scheduled class or rehearsal. Classes should be made up within a months time. Classes missed for any reason, including inclement weather, can be made up the following ways: same level if offered at a different time; one level lower; or another dance form in a comparable level. BSCS does not reimburse tuition for missed classes.

Liability

Ballet Society of Colorado Springs Inc is not liable for any personal injury sustained by students in the school, or on the building premises, or as a result of the students' participation in class or performance. Ballet Society of Colorado Springs Inc is not responsible for the loss or theft of any personal property on its premises. Valuables should be left at home. Do not leave any valuables in the bathrooms or lobby.

Class Observation

We ask that parents view classes only through the viewing windows. This is to ensure that students remain focused on their instructor and class material.

Communicating with the Instructor

Please make an appointment at the front desk to discuss any concerns you have. Instructors should not be approached before, after or during class times. We want to give your inquiries our full attention and are unable to do this adequately in the limited time between classes.

Dress Code

- Your student's name should be placed in all dancewear and shoes. Elastics must be sewn on ballet slippers. No safety pins allowed.
- Hair must be secured off the face. Buns are required for Ballet classes. Pony tails are acceptable for Contemporary Dance, Worship Dance, and Tap.
- No watches or jewelry except stud earrings.
- No shorts, plastic pants, baggy shirts or half tops allowed in any classes. Light pink leg warmers and light pink or black fitted sweaters may be worn in the winter.

- Studio Division Dress Requirements

Levels Pre Primary and Primary: Girls-light pink leotard, pink tights and pink ballet slippers and tap shoes. Boys - white shirt, black shorts, white socks, and black ballet slippers and tap shoes.

Ballet IA - Level II: Girls-light pink leotard, pink tights and pink ballet slippers. Boys - white shirt, black shorts, white socks, and black ballet slippers.

Contemporary Dance: Ladies: any color leotard, fitted black jazz pants. Men: fitted black jazz pants and solid color t-shirt. Jazz shoes or foot thongs will be stipulated by your instructor.

Tap: loose fitting pants or capris, leotard or T-shirt, and tap shoes.

Levels A, B, C, D, and Worship Dance: Ladies-black leotard, pink tights, and pink slippers. Skirts or black jazz pants may be worn for worship dance as stipulated by your instructor.

Men in both divisions: white shirt, black tights, and white or black ballet slippers.

- Pre-Professional Division Dress Requirements:

Levels III - VIII: Ladies - black leotard, pink tights, pink ballet slippers, and pink pointe shoes. Short ballet skirts are permitted for pointe work and rehearsals. Ladies in levels V-VIII may wear a leotard in a color of their choice on Saturday.

_____ **I understand that my student will be required to follow the dress codes and may be asked to sit and observe class if they are not dressed appropriately or if their hair is not secured properly.**

Notice Board and Family Folders and Email

- Each family enrolled in the school will have a folder with their name on it. These folders are filed alphabetically by last name and are located outside the office. All newsletters, notices, statements etc. will be placed in these folders. It is each family's responsibility to check their folder for important information as this is the primary way for the school to communicate with you. Please check or have your child check your folder weekly.
- A notice board is located on the wall above the family folders and should be checked weekly for class updates, upcoming events, rehearsals etc.
- Ballet Society will acknowledge your registration by email. Your response to this email is important and will confirm your ability to receive future notices including: inclement weather closures, schedule changes, and cancellations.

_____ **I understand that Ballet Society will communicate with me primarily through the family folder and email, and I accept responsibility to check my folder/email regularly.**

Studio Etiquette

- Students must always attend class/rehearsal properly dressed. Promptness to all classes/events is a must. Students who are late should wait at the studio doorway for permission to enter. A student arriving more than 20 minutes late may be asked to sit and observe as a safety precaution against injury.
- Students are not allowed to hang on the barres, talk to other students while class is being conducted, chew gum, or eat in class. Students may not sit down or leave class without permission.
- Students should attend to their personal needs prior to class.
- Students are expected to behave with politeness, respect, and courtesy towards faculty, staff, and peers.
- Students are expected to clean up after themselves and not leave food, water bottles, wrappers, bandages, clothing, etc in the lobby, bathroom, or studios.
- All students must wear cover-up clothing while entering and leaving our building and theaters during class, rehearsal, and performances.
- All students are expected to conduct themselves in a safe and responsible manner. BSCS reserves the right to dismiss any student whose attitude or conduct is deemed disrespectful or unsafe. Under these circumstances a refund will not be issued.
- Any student found to be under the influence of alcohol or drugs will be subject to immediate dismissal.
- Any student found destroying property or in an unauthorized area of the building will be held financially responsible and subject to dismissal. Students and their siblings are not to climb on any ledges or walls around the building or on the roof.
- Parents are responsible for supervising all siblings, and everyone is responsible for keeping the facility clean.

_____ **I understand the BSCS etiquette policies and that I am responsible to make sure that my dancer understands and complies with all of the above.**

I _____, understand and agree to abide by the policies of Ballet Society of Colorado Springs Inc.
(please print name above)

(Signature)

(Date)