

Print Student's Name: _____

Policies of The Ballet Society of Colorado Springs 2015-2016

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.

Payment / Adding and Dropping Classes

- ◆ Tuition is calculated for a (____) week school year broken into (____) equal payments., August-April, with classes continuing through June 11th, 2016. Your payments cover 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 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.

_____ **I understand Ballet Society will not refund tuition for missed classes.**

- ◆ Tuition is due by the 1st of each month. If payment is not received by the 7th of the month there is a \$15.00 late fee added to your account. Additionally, your dancer can lose their class placement and may not be able to perform. A separate charge of \$35.00 will be added to your account for any returned checks.
- ◆ Automatic payments are available and preferred, and can be added to your account at any time throughout the year. Payment will be automatically charged to your credit card on the 6th of the month. If your credit card account number or expiration date changes, it is your responsibility to notify the Front Desk and give us a new account number or your account will be charged the \$15.00 late fee. Please note the credit card authorization form will expire at the end of each session, meaning we will no longer have your card on file at the beginning of a new session.
- ◆ A statement will be e-mailed to the parent email on file by the 4th Monday of the month. Even if you have automatic billing set-up, you will still receive an e-mailed statement. If you prefer a paper statement, please let the Front Desk know.
- ◆ Should your dancer need to withdraw from class for any reason, please notify the Front Desk by the first of the month. If later than the 1st, you are liable for that month's tuition.

_____ **An add/drop must be completed with the Front Desk before your dancer starts attending a different class or drops a class.**

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

- ◆ The accepted payment methods include cash, credit, debit, check or automatic withdrawal.
- ◆ Checks should be made out to The Ballet Society of Colorado Springs or BSCS.
- ◆ Please turn your check in to the Front Desk. If no one is available there is a drop box located by the studio entrance.
- ◆ All billing inquiries need to be handled with the Business Manager, Ginger Klein, please contact our billing manger by email.

Billing Contact Email: billing@danceinthesprings.com

_____ **I understand the above payment and bill handling methods stated above.**

Attendance/Absences /Make-Up Classes

- ◆ Students are expected to attend all classes. Progress and advancement depend on consistent participation. If a student is unable to attend a class or rehearsal, the student or parent needs to call or e-mail the studio prior to the time of the scheduled class or rehearsal.
- ◆ Classes must be made-up within the current session and may not be carried over. **Classes may not be made-up one month prior to scheduled performances.**
- ◆ Classes can be made-up in the following ways: Same level if offered at a different time, one level lower, or another dance form in a comparable level.
- ◆ 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, will be taken into consideration on a case by case basis.

_____ **I understand that BSCS does not reimburse tuition for missed classes.**

Liability

The Ballet Society of Colorado Springs Inc., faculty, and staff are not liable for any personal injury sustained by students in the school, or on the building premises, or as a result of the student's participation in class or performance. The 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, and not left in bathrooms or lobby.

_____ **I agree and understand the liability release above and that my registration information is stored electronically.**

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Annual Year End Performances

- ◆ All enrolled students are encouraged to participate in annual performances. End of the year **performance fees** for are due November 7th, 2015 and are non-refundable. This fee covers costume rentals, rehearsal time, theater rental, and other performance expenses. Students do not keep their costumes and this fee does not include tickets. Tickets may be purchased through the school one month prior to performance.
- ◆ End of the year performances fees start at \$65 depending on how many siblings are performing.
- ◆ There is an additional \$35.00 performance fee for student's performing in both Pre-Professional and Studio Division performances.
- ◆ There is a \$40.00 performance fee for students performing in the December 2015 Benefit Concert **who are not in CLUB or CYB.**
- ◆ Performance fees paid after November 7th, 2015, are assessed at a higher rate and need to be paid by the designated deadline.
- ◆ Required performance supplies may include class uniform, uniform black leotard, nude camisole leotard, tights, shoes and make-up.
- ◆ **Mandatory rehearsal will be scheduled the two Saturdays prior to the performance.**
- ◆ **_____ I understand that performance fees are non-refundable.**

Communication

Please make an appointment at the Front Desk to discuss any concerns you have and any necessary meeting will be coordinated. We ask that you not approach an instructor during the busy time before, during, or after class.

Class Observation

Parents may view classes through the viewing windows only. This is to ensure that students remain focused on their instructor and class material. Non-flash photography/video through the windows is permitted. However, photographs/videos of other dancers are NOT permitted. Please only take pictures and video of your own dancer. This includes refraining from posting videos/pictures on Facebook, or other social media, if it includes other dancers. If students are distracted, curtains will be closed per instructor's discretion.

Dress Code

- ◆ **ONLY** dress code apparel allowed in classes. Light pink leg warmers and pastel or solid color fitted sweaters may be worn in ballet class during winter weather. Solid color fitted sweater and leg warmers during warm-up for all other classes.
- ◆ No shorts, t-shirts, sweatpants, sweatshirts, plastic pants or CYB clothing is allowed in any dance technique class.
- ◆ Hair must be secured off the face. Buns are required for all ballet classes. A pony tail is required for Contemporary Dance, Lyrical, Jazz Dance, Worship, Tap and Broadway.
- ◆ The dress code is strictly enforced throughout the year. This means that only ONE warning will be granted. After receiving a warning, if a student arrives to class out of uniform, they will be asked to sit and observe.
- ◆ All excuses for not arriving to class in uniform will be treated the same. No exceptions.
- ◆ Place student's name in all dancewear and shoes. Elastics must be sewn on ballet slippers. No safety pins allowed.
- ◆ No watches or jewelry are allowed except stud earrings.
- ◆ Dancers are required to wear canvas, split-sole ballet slippers that enhance their training, movement and appearance. Ballet slippers are the most important part of your dancer's equipment and can seriously affect their ability to articulate foot movement. Although there are many brands of canvas slippers that will work, the following brands are not approved: Bloch "elastopsplit X", Grishko and Russian Pointe.
- ◆ Several styles of pointe shoes are acceptable and endorsed by Ballet Society. The types of shoes that Ballet Society endorses assist dancers in executing their pointe work technique with greater precision, articulation, and are more aesthetically pleasing. Therefore, no Grishko or Russian Pointe Brand will be allowed in class. All other pointe shoes are to be approved by the director before wearing in class. (If you would like further information about pointe shoes, please speak with Ms. Patty.)

_____ **I have received the *Dress Code Handout* and understand that my student will not be allowed to continue in class if not in the appropriate uniform or if their hair is not secured properly.**

Notice Board and Email

- ◆ Each family enrolled in the school has a folder filed alphabetically by last name. These family folders are located across from the Front Desk. It is each family's responsibility to check their folder for important information weekly.
- ◆ A notice board is located on the wall above the family folders and should be checked weekly for class updates, rehearsal schedule, upcoming events, etc.
- ◆ Email is the primary way for the school to communicate with you.

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

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Studio Etiquette

- ◆ Students must always attend class/rehearsal in their class uniform.
- ◆ 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, studios, or shared building commons areas.
- ◆ Dancers are not allowed to eat on the carpet or dressing areas.
- ◆ 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.
- ◆ 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 The Ballet Society of Colorado Springs Inc.**
(please print name above)

(Signature)

(Date)