

## **Policies of the Ballet Society of Colorado Springs Inc., 2010-2011**

**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 4<sup>th</sup> Monday of each month for the next payment. (For example, October's statement will be in your folder on September 21.) Tuition is due by the 1<sup>st</sup> of each month. If payment is not received by the 7<sup>th</sup> of each month your student may lose their class placement and may not be able to perform. Payments received after the 7<sup>th</sup> of each month will be assessed a \$15.00 late fee.
- ◇ A separate charge will be added to your account for any returned checks.
- ◇ Tuition is calculated for a 40 week school year and broken into 9 equal payments, August-April, with classes continuing through June 11, 2011. Your payments cover 40 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 1<sup>st</sup> of the month, you are liable for that month's tuition.
- ◇ Add/drop forms are available and need to be filled out by the 1<sup>st</sup> of the month whenever a student needs to change their schedule.

\_\_\_\_\_ **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 director, will be taken into consideration on a case by case basis.

### **Annual Concert**

- ◇ All enrolled students are encouraged to participate in annual performances. The Performance Fee is due with your October tuition and is non-refundable. This fee covers costume rentals, all rehearsal time, theater rental, and various 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.
- ◇ Performance fees paid after October 30, 2010 are increased.
- ◇ Required performance supplies may include the class uniform, tights, 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 must be made up within the semester. 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. and staff 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.

\_\_\_\_\_ **I understand that my registration information is stored electronically.**

### **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

- ◇ 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 all ballet classes. Pony tails are acceptable for Contemporary Dance, Worship Dance, and Jazz.
- ◇ No watches or jewelry except stud earrings.
- ◇ **ONLY** dress code apparel allowed in classes. Light pink leg warmers and pastel or black fitted sweaters may be worn in the winter.
- ◇ 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.

\_\_\_\_\_ **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, Family Folders, 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. Statements will be placed in these folders. It is each family's responsibility to check their folder for important information weekly.
- ◇ Email is the primary way for the school to communicate with you.
- ◇ A notice board is located on the wall above the family folders and should be checked weekly for class updates, upcoming events, 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 the responsibility to check my folder/email regularly.**

## 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 areas.
- ◇ All students must wear cover-up clothing while entering and leaving our building and theaters during class, rehearsal, and performances.
- ◇ Out of modesty and to protect our students we require that all students wear cover-up clothing when they are going to and from the restroom and the studio classroom.
- ◇ 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)