



2019-2020 POLICIES AND PROCEDURES

I. REGISTRATION

- We assess a \$40 non-refundable annual registration fee for individual students and a \$65 fee for a family. This fee is due at the time of enrollment and each subsequent August.

II. TUITION & FEE PAYMENT POLICY

- Tuition is **due on the 1st** of each month.
- You may choose to pay tuition and fees by:
 - **Cash**
 - **Check**, payable to *Premiere Ballet Academy*
 - **Credit Card (a 3% fee will be added to credit card charges for tuition UNLESS enrolled in AUTOPAY)**
- Tuition will be charged on the 1st of every month using the credit/debit card on file if enrolled in AutoPay.
- PBA reserves the right to try multiple charge attempts throughout the month if the card is declined on the 1st.
- Outstanding balances as of the 10th will result in a \$15 late fee unless arrangements have been made with the office.
- Returned checks result in a \$35 fee.
- **Tuition is non-refundable and paid in full regardless of attendance during the month** (e.g., absences, holidays, vacations, etc.)

III. OTHER FEES

- Purchases & Payments made with a Credit/Debit card will incur a 3% fee (AutoPay for Tuition is an exception)
- Auditions - We do not charge a fee for in-house auditions for PBA productions.
- Performances
 - There are no fees for in-house demonstrations.
 - Full length ballets – there will be a fee to cover extra rehearsals and costumes.
 - ~ \$75 – ages 3 to 8
 - ~ \$100 – ages 9 and up

IV. REFUNDS

- Full or partial tuition refunds may be considered only in cases of injury, extended illness, or moving out of the area/state.

V. REFERRALS

- Current students who refer a new student to PBA who enrolls for classes and attends for at least one month will receive \$20 off their next month's tuition. A referral form must be completed; ask at front desk.
- There are no limits on the number of referrals.

VI. PERFORMANCES & REHEARSALS

- Directors and/or choreographers cast all PBA productions and routines by audition and at their discretion.

- Demonstrations are for all students enrolled at the studio.
- Productions are open for all ages and all students enrolled or from other studios
- Rehearsal times are set for Friday evenings and Saturday afternoons. Class times will not be used for Production rehearsals.
- Rehearsal schedules are subject to change. PBA does its best to make sure students notify parents of changes in a timely manner.

VII. ABSENCES & MAKE-UP CLASS PROCEDURE

- Students who miss a class for any reason **will** be allowed to make up the class.
- Make-up classes must be arranged with the front office and may be taken in any class at an equal or lower level.
- Please inform the office of anticipated or unforeseen absences as soon as possible.

VIII. STUDENT DROP PROCEDURE

- **PBA requires a 30-day notice to drop for any reason from any class. If the office is not notified 30 days prior to dropping a student, PBA has permission to charge the student's account for a full month of classes even if the student doesn't attend classes. This is because by failing to properly drop a student, it holds a spot in the class not allowing other waitlisted students to be enrolled.**

IX. HOLIDAYS

- PBA follows the Northeast Independent School District calendar for extended closures and national holidays (e.g., Thanksgiving, Christmas, Spring break, etc.) Classes are held as regularly scheduled on teacher in-service days, half days, etc., unless otherwise specifically stated in the PBA yearly calendar.

X. WEATHER CLOSURES & CANCELLATIONS

- PBA follows the Northeast Independent School District for closures due to severe weather. If a class is canceled for a reason other than weather, we will inform students as soon as possible by email and social media (e.g., Website, Facebook and Instagram).

XI. STUDIO ETIQUETTE FOR PARENTS/GUARDIANS

- Bring a positive and uplifting attitude to the studio.
- Be respectful to all PBA faculty and staff.
- Consistently bring student(s) to class.
- Drop students off no earlier than 15 minutes before class and pick them up no later than 15 minutes once class has ended.
- Prepare younger students for class with appropriate uniform, hair, etc. prior to arrival.
- Arrive in time for students to store belongings, use the bathroom, put on dance shoes and otherwise prepare for class.
- Refrain from gossip, profanity, unsportsmanlike conduct and negative conversation of any kind with other parents and/or students.
- Label all your student's dance shoes, leotards, skirts, etc.
- Do not enter a studio unless invited by and instructor.
- Refrain from interrupting class; deliver any messages for teachers or directors to the office. They will be happy to contact you after class.

XII. STUDIO & CLASSROOM ETIQUETTE FOR STUDENTS

- Be respectful to all PBA faculty, staff and property.
- Tampering with or stealing another's property will not be tolerated.
- Adhere to specified class uniforms, including hair in a bun, correct shoes and no large holes or runs in tights.
- Respect your fellow classmates. Negative comments or actions towards another dancer will not be tolerated.

- Tardy students are asked to wait at the studio door until invited by the teacher to join the class. If they student is more than 20 minutes late, the teacher may ask the student to just observe rather than participate.
- We ask that students do not:
 - ~ Talk loudly or run in hallways and common areas.
 - ~ Take dance bags into studios. Belonging should be placed in cubbies or lockers located in the dancer break area.
 - ~ Eat food or chew gum in the studios (water only).
 - ~ Lean against mirrors or hang on barres.
 - ~ Enter studios without an instructor present.
 - ~ Wear street shoes inside of the studios
 - ~ Wear ballet shoes outside. Please wear regular shoes anytime you step outside.
- We ask that the students:
 - ~ Wear cover-ups to and from the studio. This is for the safety of the dancer.
 - ~ Try their very best in every class.
 - ~ Bring a positive attitude and a willingness to learn.
 - ~ Have fun while becoming a better dancer.

XIII. LOST & FOUND

- We are not responsible for lost or stolen items. All items left at the studio are placed in the lost and found box located in the dancer break area. Please check it often, as we empty it regularly and donate items to local charities.

XIV. DRESS CODE

- **BALLET/TAP COMBO CLASSES**
 - ~ Pink Leotard
 - ~ Pink Tights
 - ~ Pink Ballet shoes and black tap shoes (if required)
 - ~ Hair in a ballet bun or other appropriate style if hair is too short for a bun
 - ~ Boys – White t-shirt, black pants/shorts, black socks and black ballet shoes
- **PRE-BALLET CLASSES**
 - ~ Violet/Lavender/Light Purple Leotard
 - ~ Pink Tights
 - ~ Pink Ballet shoes
 - ~ Hair in a ballet bun
- **BALLET I CLASSES**
 - ~ Grape/Purple Leotard
 - ~ Pink Tights
 - ~ Pink Ballet shoes
 - ~ Hair in a ballet bun
- **BALLET II CLASSES**
 - ~ Navy Blue Leotard
 - ~ Pink Tights
 - ~ Pink Ballet shoes
 - ~ You may purchase a black or navy ballet skirt to be worn at specific times. This is not required.
 - ~ Hair in a ballet bun
- **BALLET III CLASSES**
 - ~ Eggplant Leotard
 - ~ Pink Tights
 - ~ Pink Ballet shoes
 - ~ Pointe shoes when required

~ You may purchase a black or eggplant ballet skirt to be worn at specific times. This is not required.

~ Hair in a ballet bun

- **BALLET IV & PRE-PROFESSIONAL LEVEL CLASSES**

- ~ Black Leotard

- ~ Pink Tights

- ~ Pink Ballet Shoes

- ~ Pointe shoes

- ~ Black ballet skirt

- ~ Colored leotards can be worn at specified times that will be announced at a later date.

- ~ Hair in a ballet bun or French twist

- ~ Warm-ups may be worn at the discretion of the instructor but may only be worn for warming up.

- **CONTEMPORARY CLASSES**

- ~ Same as ballet class with the option of black dance shorts or pants over tights and leotard

- ~ Ballet shoes, jazz shoes, or other shoes suggested by the instructor

- ~ Hair should be pulled up off the face

- **JAZZ CLASSES**

- ~ Black Leotard (or colored leotard from ballet levels)

- ~ Black dance shorts, pants, capris, or tights (shorts may not be booty short length unless tights are worn underneath)

- ~ Black or Tan jazz shoes

- ~ Hair should be pulled up off the face