



## 2021-2022 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 1<sup>st</sup>** of each month.
- You may choose to pay tuition and fees by:
  - **Cash, Check**, payable to *Premiere Ballet Academy* or **Credit Card (a 4% fee will be added)**
- Tuition will be charged on the 1<sup>st</sup> of every month using the credit 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 1<sup>st</sup>.
- Outstanding balances as of the 10<sup>th</sup> 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

- Auditions - We do not charge a fee for in-house auditions for PBA productions.
  - Performances
    - There are no fees for in-house demonstrations.
    - End-of-the-Year Production (full length ballet) – Participation is OPTIONAL; there is an extra fee to cover rehearsals, production costs and costumes (including 1 pair of new tights per student).
- The FEES are: \$95 for 1 Assigned Part, \$150 for 2 Assigned Parts, and \$200 for 3+ Assigned Parts.**

### 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. PERFORMANCES & REHEARSALS

- End-of-the-Year Productions are OPTIONAL.
- Directors and/or choreographers cast all PBA productions and routines by audition and at their discretion.
- In-house demonstrations are for all students enrolled at the studio.
- Productions are open for all ages and all students enrolled at PBA 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.

### VI. 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.

#### VII. 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 does not 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.**

#### VIII. 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.

#### IX. 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).

#### X. 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.

#### XI. 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 the 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 the hallways and common areas.**
  - ~ Take dance bags into studios. Belonging should be placed in cubbies or dressing room.
  - ~ Eat food or chew gum in the studios (water only).
  - ~ Lean against mirrors or hang on barres.
  - ~ Enter studios without an instructor present or without permission.
  - ~ Wear street shoes inside of the studios

~ Wear ballet shoes outside. Please wear regular shoes anytime you step outside.

- We REQUEST that the students:

~ Wear cover-ups to and from the studio. This is for the safety of the dancer.

~ Try their absolute best in every class.

~ Bring a positive attitude and a willingness to learn.

~ Have fun while becoming a better dancer.

## **XII. 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.

## 2021/2022 DRESS CODE

All classes and levels have an assigned color code. Please READ below for details.

- **BALLET/TAP COMBO CLASSES (3/4 and 5/6)**
  - ~ Pink Leotard & Pink Tights
  - ~ Pink ballet shoes and black tap shoes
  - ~ 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, and Hair in a Ballet Bun
- **BALLET IA and 1B CLASSES**
  - ~ Grape/Purple Leotard
  - ~ Pink Tights, Pink Ballet Shoes, and Hair in a Ballet Bun
- **BALLET 2 CLASSES**
  - ~ Navy Blue Leotard and Optional: (Navy or Black Ballet Skirt)
  - ~ Pink Tights, Pink Ballet Shoes, and Hair in a Ballet Bun
- **BALLET 3 CLASSES**
  - ~ Eggplant Leotard and Optional: (Eggplant or Black Ballet Skirt)
  - ~ Pink Tights, Pink Ballet Shoes and Pointe Shoes (when required); Hair in a ballet bun
- **PRE-PROFESSIONAL LEVEL CLASSES (Intermediate and Advanced)**
  - ~ Black Leotard w/ pink tights worn UNDER leotard
  - ~ Pink Ballet Shoes and Pointe shoes, Black Ballet Skirt
  - ~ 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
- **MUSICAL THEATRE CLASSES**
  - ~ Work out or dance attire
  - ~ Jazz Shoes (Other shoes can be required at request of instructor)
  - ~ Hair pulled back and out of face
- **TAP CLASSES**
  - ~ Work out or dance attire
  - ~ Tap shoes (Full Sole Tap shoes with Toe Box recommended for Advanced Tap classes)
  - ~ Hair pulled back and out of face
- **HIP HOP CLASSES**
  - ~ Work out or dance attire
  - ~ CLEAN Tennis Shoes
  - ~ Hair pulled back and out of face