



## Policies and Procedures, 2010-11

**Mission:** Columbia Ballet School is committed to helping students develop technical skills, artistry, discipline, self-confidence, and respect for themselves and others. While these qualities are the basis for dance education, they also are critical to the development of the student as a person. Our ultimate goal is to support the development of healthy and happy people, and we do this through a partnership with the students and their parents.

All of the policies and procedures we have developed are intended to support our mission by creating a stable and consistent environment. Students are assigned classes based upon their experience and their maturity. We encourage discussion with parents about a student's development as an artist, but instructors reserve the right to place a student or move a student among class offerings. Generally speaking, 10 students are needed per class. A class may be cancelled because of limited enrollment, or classes may be split or combined if necessary.

**Registration:** Students register for one year, August through June. The registration fee (\$65) is due along with one month's tuition prior to the beginning of fall classes on Aug. 23, 2010. The registration fee is non-refundable. (Students who paid a \$35 new-student summer registration fee will pay a \$30 fee for the 2010-11 year.)

**Tuition payments:** Tuition is based on 36 classes. Tuition is due by the first day of every month. Invoices are sent by electronic mail only, so you must have a valid email address when registering. Invoices are not mailed. Tuition is not prorated for classes missed; students may make up missed classes by attending a comparable class. (See section on Missed Classes.) Months with holidays (November, December and Spring Break) require a full month's tuition payment.

Accounts must be paid in full by the 10<sup>th</sup> of each month or a \$30 late fee will be added. The returned check fee is \$39 per incident. The studio reserves the right to add a service charge to overdue accounts. Clients are liable for any collection fees and legal fees associated with collections. A prorated fee for one week in June will be added to the May invoice.

**Withdrawal:** A student may withdraw from class with a **written** notice given at least two weeks prior to withdrawal. You will be responsible for full monthly tuition if written notice is not given. The studio may terminate any student's enrollment at any time.

**Class Attire:** Students should dress appropriately for class, including a leotard, tights, and appropriate shoes for ballet. (No bedroom slippers, please.) Dancers should not wear panties under tights. Also, please provide a cover for your dancer she s/he leaves the studio.

**Behavior:** Students are expected to behave properly in class and during rehearsal and performance situations. Students may be asked to leave class or be removed from performance if behavior is inappropriate.

**Missed classes:** No refunds are given for missed classes. Students may make up classes at the same or a comparable level. If a student is unsure about an appropriate make-up class, the teacher will choose a class. Classes cancelled because of weather emergencies will not be made up. Please consult the CBS schedule included as part of this document. Students who miss classes during rehearsals for recital or other performances may have reduced roles or may be asked not to participate in recital pieces, based on the teacher's discretion.

**End-of-year concert:** CBS's end-of-year recital is the culmination of a year's work between the teacher and artist. Students perform separately for each class in which they are enrolled. We strongly believe that the preparation for this performance – and the performance itself – is an integral part of our studio's program. Please consult the schedule for the projected recital date. Confirmation of that date is expected in January. All conflicts, excluding emergencies, must be expressed by Feb. 1.

Recital fees can be paid one of two ways: a lump sum at registration or divided among October through January invoices. These fees are not refundable after Feb. 1. Deposits for costumes (\$50 per class) will be due on Oct. 1 and also are non-refundable after Feb. 1.

Concert fees are as follows:

Pre and Primary Students	\$100 at registration, or four installments of \$25
All others	\$125 at registration, or four installments of \$31.25

### Calendar

#### 2010

Aug. 16-20	Studio closed
Aug. 23	Fall schedule begins
Sept. 6	Closed for Labor Day
Sept. 10	Auditions for Columbia Ballet School Company
Nov. 24-28	Thanksgiving holidays
Dec. 20-Jan. 2	Winter holidays (Classes resume Jan. 3)

#### 2011

Jan. 17	Closed to celebrate Martin Luther King's birthday
Feb. 19-20	Tentative dates for company performance
April 4-10	Spring break
May 30	Closed to celebrate Memorial Day

**WE ANTICIPATE THE END-OF-YEAR CONCERT TO BE EITHER MAY 21-22 OR JUNE 4-5. PLEASE KEEP THOSE DATES IN MIND WHEN YOU ARE PLANNING ACTIVITIES, AND WE WILL LET YOU KNOW AS SOON AS WE RECEIVE CONFIRMATION.**

### 2011 SUMMER

#### **SUMMER INTENSIVES – TENTATIVE DATES**

June 20-24  
June 27-July 1

#### **Summer Session, 2011**

July 5-Aug. 12