



Policies and Procedures

Mission: The 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 meant to support our mission by creating a stable, consistent environment for our dancers. Students are assigned classes based upon their dance experience, maturity, and ability. We encourage discussion with parents about a student's development as a dancer, but instructors reserve the right to place a student or move a student among class offerings. We may choose to cancel a class because of limited enrollment or split a class that has maximum enrollment.

Registration: In August, students register for one year, which culminates with a recital concert. The registration fee (\$60 if paid before Aug 15; \$65 after Aug. 15) is due upon enrollment. This fee is non-refundable and holds the student's place in class. You will be invoiced for fees, which are due before or on the first day of class. Fees will be prorated for weeks of instruction in August and June.

Tuition payments: Tuition is due by the first day of every month. Columbia Ballet School (CBS) issues invoices monthly by email but does **not** mail monthly bills. All accounts must be paid by the 10th of the month or a late fee will be added. The returned check fee is \$25 per incident. A service charge will be added to all overdue accounts. Clients are liable for all collection fees and legal fees associated with collections.

Withdrawal: A **written** notice of withdrawal from class must be given at least **two weeks** prior to withdrawal or you will be responsible for full monthly tuition for that month.

Behavior: Students are expected to behave properly in class and during performance situations. Students may be asked to leave class or may be removed from performances if behavior is inappropriate. The studio may terminate any student's enrollment at any time.

Missed classes: No refunds are given for missed classes. Missed classes can be made up by taking a same-level class. Classes cancelled because of weather emergencies will not be made up. Please consult the CBS schedule for specific holiday dates.



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End-of-year concert: The studio encourages all students to participate in our end-of-year concert as the culmination of the student's work throughout the year.

Each student pays a costume deposit of \$60 for each costume, due by Oct. 1. Additional costume fees are possible and will be billed when the balance is known.

Concert fees can be billed over a four-month period. They are as follows:

Pre and Primary students – \$100

All other students -- \$125

Each family receives four (4) tickets for the end-of-year concert. Concert dances are developed during class, especially following spring break. Some dancers may be chosen for solo or other special parts which might require a costume in addition to the costumes already purchased. If a student has a prior commitment that prevents taking part in the concert, please let the teacher know as soon as possible. All concert fees must be paid in full by April 1.

Columbia Ballet School Company: Dancers age five and older who wish to have an extra performance experience are eligible to audition for the CBS Company Dancers.

Class attire: Dancers are expected to present a professional appearance during class. Warm-ups are allowed at the beginning of class. Please wear tights under leotards. We prefer canvas ballet slippers – pink for girls and black for boys. Other clothing specifications are included below.

2011-2012 Schedule

Aug 15-20	Studio closed
Aug. 22	Classes resume
Sept. 2	Dance Company auditions
Sept. 5	Closed for Labor Day
Sept. 10	Dance 101: A class for parents about the ins and outs of dance
Oct. 15	Pointe 101: A class for parents and dancers beginning pointe about how to sew shoes, take care of feet, and do your own ballet bun
Nov. 23-26	Closed for Thanksgiving holidays
Dec. 19-Jan. 2	Closed for winter holidays – Studio reopens Tuesday, Jan. 3, 2012
Jan. 16	Closed to observe Martin Luther King Day
Feb. 24-25	Tentative dates for Company performance
April 2-7	Spring Break
May 28	Memorial Day
June 2-3	Tentative dates for dress rehearsal, end-of-year concert
June 4-10	Studio closed
June 11-15	Princess camp (ages 3 and 4)
June 18-22	Ballet camp
June 25-29	Dance camp
July 2	Summer classes resume
July 4	Closed for Independence Day



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Class etiquette

Dancers should:

- arrive in time to be in their studio **before** class starts. Every dancer should be dressed appropriately for their respective dance discipline.

For ballet, all students should be in leotard and tights. Warm-ups are to be worn **ONLY** during barre; exceptions may be made during rehearsals. Pointe shoes should be sewn, with elastics and ribbons, and be brought to every class. Hair should be secured in a bun unless it is too short, in which case it should be secured out of the eyes. All dancers in level B and above should prepare their own bun. Here is a step-by-step:

<http://www.peabody.jhu.edu/data/321/link/1890/bun.pdf>

- be attentive and responsive in all classes. They should greet their teacher at the beginning of class and thank the teacher at the end of class; this is called reverence, and may be accompanied by a courtesy or bow.
- respect their art, their teachers, their fellow dancers, and their studio. Any disrespectful dancer may be asked to leave class or watch class instead of participating.
- be courteous to each other observe each other's property. Any student proved to steal from a fellow dancer or from the studio will be disciplined.

Attire for class:

Ballet:

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| ▪ Pre, Primary, A level: | Black leotard |
| ▪ B level through adult: | Any color leotard |
| ▪ All Levels: | Pink tights (worn inside leotard) |
| ▪ All levels: | Pink canvas ballet slippers |
| ▪ Levels B4 through E: | Pointe shoes, with properly sewn ribbons and elastics |
| ▪ All Levels: | Hair in flat, neat bun in middle of back of head |
| ▪ All Levels: | Warm-ups for barre only |
| ▪ Men: | White t-shirt, black tights or shorts, and white or black ballet shoes |

Contemporary, Jazz, Hip Hop, and Musical Theater:

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| ▪ All Levels: | Any color leotard |
| ▪ All Levels: | Any color tights and athletic shorts or jazz pants |
| ▪ Contemporary and Hip Hop: | Foot undies |
| ▪ Jazz: | Tan jazz shoe |
| ▪ Musical Theatre: | Tan jazz shoe |
| ▪ All Levels: | Hair in flat, neat bun in middle of back of head |

Tap:

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| ▪ Pre, Primary, A: | Black patent flat tap shoes with ties or ribbons |
| ▪ Levels B and up: | Black flat tap shoes |