

Aledo Academy of Ballet Student Handbook

Director: Caroline Grace Arnold



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www.aledoacademyofballet.org

1) Dress Code:

****Use Teacher ID code TP 127065 when ordering from discountdance.com****

a) Pre-Ballet

- i) Capezio Girls Ultra Soft Transition Tights, Color: Ballet Pink (Style 1916C)
- ii) Bloch Girls Short Sleeve Leotard, Color: Pink (Bloch CL5402)
- iii) Pink Leather Ballet Shoes

b) Beginning Ballet

- i) Capezio Girls Ultra Soft Transition Tights, Color: Ballet Pink (Style 1916C)
- ii) Bloch Girls Short Sleeve Leotard, Color: Light Blue (Bloch CL5402)
- iii) Pink Split Sole Leather Ballet Shoes (if student's feet are too small, full sole leather is fine)

c) Ballet 1

- i) Capezio Girls Ultra Soft Transition Tights, Color: Ballet Pink (Style 1916C)
- ii) Bloch Girls Short Sleeve Leotard, Color: Royal Blue (Bloch CL5402)
- iii) Pink Split Sole Leather Ballet Shoes

d) Ballet 2

- i) Capezio Girls Ultra Soft Transition Tights, Color: Ballet Pink (Style 1916C)
- ii) Bloch Girls Short Sleeve Leotard, Color: Black (Bloch CL5402)
- iii) Pink Split Sole Leather Ballet Shoes

e) Ballet 3

- i) Capezio Girls Ultra Soft Transition Tights, Color: Ballet Pink (Style 1916C)
- ii) Motionwear Pinch Front Sweetheart Leotard, Color: Iris (Style Motionwear 2201)
- iii) If no MotionWear: SoDanca Leotard, Color: Lilac (Style SoDanca SL 115/SL116)
- iv) Pink Split Sole Canvas Ballet Shoes

f) Ballet 4

- i) Body Wrappers TotalSTRETCH Mesh Seamed Convertible Tights, Color: Theatrical Pink
- ii) Motionwear Pinch Front Sweetheart Leotard, Color: Ultraviolet (Style Motionwear 2201)
- iii) If no MotionWear: SoDanca Leotard, Color: Purple (Style SoDanca SL 115/SL116)
- iv) Pink Split Sole Canvas Ballet Shoes

g) Ballet 5

- i) Body Wrappers Total STRETCH Mesh Seamed Convertible Tights, Color: Theatrical Pink
- ii) Motionwear Pinch Front Sweetheart Leotard, Color: Raspberry (Style Motionwear 2201)
- iii) If no MotionWear: SoDanca Leotard, Color: Dark Purple (Style SoDanca SL 115/SL116)
- iv) Pink Split Sole Canvas Ballet Shoes

h) Teen Ballet 1

- i) Body Wrappers Total STRETCH Mesh Seamed Convertible Tights, Color: Theatrical Pink
- ii) Bloch Short Sleeve Leotard, Color: Burgundy (Style: Bloch L5402)
- iii) Pink Split Sole *Canvas* Ballet Shoes

i) Jazz

- i) Class Level Leotard and Tights (may wear black tights)
- ii) Tan Jazz Shoes
- iii) May wear dance shorts or dance skirt over tights

2) Spring Recital

- a) A Costume Fee (\$75) and Recital Fee (\$70) will be due no later than January 8, 2022. If a student enrolls after January 8, 2022, the fee will be due at registration. An additional costume fee (\$75) will apply if your student is enrolled in Jazz. Tickets will be available for purchase for the Spring Performance, but are not included in the fees.

3) Tuition

- a) There is a Registration Fee of \$40 per student, \$60 per family (max three family members). \$10 per each additional student. Fee is due at time of registration or with the first month tuition.
- b) **Payment Options:**
 - i) **Monthly Tuition.**
 - (1) PreBallet
 - (a) One Class/Week: \$68
 - (b) Two Classes/Week: \$93
 - (2) Beg. Ballet and Above
 - (a) One Class/Week: \$75
 - (b) Two Classes/Week: \$105
 - (c) Three Classes/Week: \$140
 - (d) Four Classes/Week: \$170
 - (e) Five Classes/Week: \$190
 - (f) Six Classes/Week: \$210
 - (g) Unlimited Classes/Week: \$230
 - ii) **Full Year Tuition**
 - (1) 5% Discount applied to Full Year Tuition when paid in full (9 months). Due in two installments one by September 1, 2021 and one prior to January 1, 2022
- c) **Private Ballet Class**
 - i) \$55 per hour private
 - ii) \$30 per half hour private

4) AutoPay (Required for payment of Monthly Tuition)

- a) Auto-pay will be drafted on the 1st of the month. All changes in student's schedule need to be relayed via email to Aledo Academy of Ballet **10 days prior** to the 1st of the month. If you are dropping a class and have not relayed this information within 10 days prior to the 1st of the month, then payment will be drafted for the upcoming month. I also understand there will be no refunds given. There will be a \$10 processing fee for any payments that are unable to be processed by the DSP Autodraft.

****Please note registration fees and tuition are Non-refundable.****

5) Calendar

- a) Nutcracker Auditions - August 14, 2021

- b) Nutcracker Rehearsals Begin - August 16, 2021
- c) Nutcracker Only Rehearsals End - September 3, 2021
- d) First Day of Fall Semester - September 7, 2021
- e) Thanksgiving Break - November 21, 2021 - November 28, 2021
- f) Last Day of Fall Semester - December 18, 2021
- g) Christmas Break - December 19, 2021 - January 9, 2022
- h) First Day of Spring Semester - January 10, 2022
- i) Studio Closed for Miss Caroline's Honeymoon - January 22, 2022 - January 30, 2022 (½ Tuition for January)
- j) Spring Break - March 13, 2022 - March 20, 2022
- k) Last Day of Spring Semester - May 21, 2022

Note: All Calendar Dates are Subject to Change

**Please Note: The holidays listed above have been figured into AAB tuition rates; therefore, no refunds or makeup classes are offered for these days.

For inclement weather we will follow AISD closures. There are no refunds offered for AAB closings due to weather; however, a student can make up a missed class in her/his same dance level or the level below. A dancer should make up the class within two weeks.**

6) Policies and Procedures

- a) **Each student will be responsible for a Registration Fee, Spring Recital Fee, and Costume Fee regardless of when the student enrolls.** The registration fee is \$40 per student, \$60 per family max of three siblings (\$10 per additional sibling after the three). The Spring Recital Fee is \$70 and the Costume Fee is \$75, if your child is enrolled in Jazz an additional Costume Fee of \$75 will be added. A full month tuition is charged for all months including those with holidays and missed classes. For a complete list of tuitions and fees see page 3 of the handbook.
- b) **Tuition is payable by the month or by year.** If paying for the Full Year Tuition you will receive a 5% discount and may be paid by check or online credit card. If you're paying for Monthly Tuition the enrollment in Auto Pay will be **required**. Please see above information on Auto Pay for details.
 - i) **First Month Tuition is due before your child's first class.** Thereafter, **monthly payments will be auto drafted on the first of the month.** *There will be a \$10 processing fee for any payments that are unable to be processed by the DSP Autodraft.*
 - ii) The studio must be notified **10 days prior to the 1st of the Month** of any class drops or unenrollment to avoid payment for the following month
 - iii) Students with outstanding balances are not eligible to take classes, participate in recital or re-enroll until outstanding balance is paid in full.
 - iv) No refunds or credit will be given for class cancellations due to inclement weather, holidays, or temporary illness. Student absences will **not** be refunded, however, missed classes (except for those due to holiday) may be made up in the same level or the level below the student.

- v) A student who is unable to take class due to prolonged illness or serious injury may have tuition credit applied to the following month or semester. These credit requests must be applied for in writing and be accompanied by a physician's confirmation of the student's inability to participate in class. To return to class, a dancer must have a physician's release in writing.
- vi) **Additional fees include the Spring Recital Fee and Costume Fee.** The Recital Fee is \$70 and Costume Fee is \$75 and will be due no later than **January 8, 2022.** Additional fee information may be found on page 3.
 - (1) **If a student enrolls after January 8, 2022, the costume and recital fees will be due at time of registration.**
- c) **All students must take ballet as it is the foundation for all dance technique. Class level is determined by the student's age through Beginning, thereafter, level is based on ability.**
- d) **Regular attendance and punctuality are critical to the training of each dancer and are factors in determining level advancement and performance placement. Attendance is checked in each class.**
 - i) If a dancer is not able to participate but is able to observe, this is preferred to an absence. However, a dancer should not observe class if she/he is running a fever or considered contagious.
 - ii) Dancers should contact the studio via email as soon as they know that they are going to miss a class. Student absences due to temporary illness or weather may be rescheduled within two weeks. Dancers may make up their classes in the same class level or the level below. This will be scheduled based on class capacity.
 - iii) If a student is unable to attend class for two consecutive weeks and does not notify the studio, the studio will contact the dancer. If the dancer fails to attend for a third consecutive week, the student's class space will be forfeited. If at a later date, the student desires to return, a new registration fee and outstanding balance must be paid.
 - iv) Students should be ready for class, with proper attire and hair, at the appropriate time. The beginning of class includes proper warm-up exercises and missing this part of class may lead to injury. Students who are late to class may stand by the studio door and observe class until the teacher invites the student to join the class.
- e) **Students are required to wear their class uniform and appropriate shoes for class. No other attire may be worn in class.** Ballet sweaters and leggings may be worn prior to class warm-up if it is cold but removed once class begins.
 - i) It is highly recommended that all dance attire (leotard, tights, shoes, skirts, bags, etc.) be clearly marked with the student's name. Misplaced articles of clothing, jewelry, etc. will be kept in the Lost and Found box for one month. After a month, the Lost and Found box will be cleaned out and all items will be donated.
 - ii) **No jewelry, with the exception of stud earrings, may be worn in class.**
 - iii) Hair is to be worn in a ballet style bun for all classes. If hair is too short, it must be pinned away from the face. **No ponytails, please.**
 - iv) Street clothes and street shoes or an appropriate cover-up must be worn when outside the studio.
 - v) **Dancers should NOT wear their ballet shoes outside the studio.** Dirt and oils collected on the bottom of the ballet shoes are harmful to the special dance floor in

- the studios. **This applies to ALL dance shoes.** Please get slip on sandals or something easy for the students to slip over their shoes before they walk outside.
- vi) **NO STREET SHOES ARE TO BE WORN INSIDE THE STUDIO.**
 - vii) IF you must take your child to the restroom before or after class, shoes are to be removed before entering the studio space.
- f) **Only bottled water** is permitted in class. Please no open containers to prevent spills and damage to the flooring.
- g) **Student etiquette is important in creating a positive learning environment for all dancers.**
- i) Students must turn off cell phones and leave them in their bags in the lobby area. Cell phones should not be used during class transition as this time is solely intended for preparation for the next class and is not a break.
 - ii) Students should not return to the lobby **during or between classes** without specific consent of the instructor.
 - iii) Students are not to leave the studio space during class without specific consent of the instructor.
 - iv) Food and Drinks are allowed in the lobby area. **Only water bottles with closeable lid** are permitted in the studio area.
 - v) All students are expected to pick up after themselves and help keep the lobby and studio neat and orderly. Students need to remove all trash and personal items from these areas before leaving the building.
- h) Aledo Academy of Ballet requires both dancers and parents/guardians alike to adhere to policies in order to keep the studio a secure and safe environment for everyone.
- i) Only AAB students and staff are permitted in the studio during class and rehearsals.
- i) A parent should accompany a child age 5 or younger to the restroom.
 - ii) Parents are responsible for their children before classes begin and as soon as they have concluded. **Drop off only.** The lobby will remain closed for the 2021-2022 year, in exchange Parent Watch Weeks will be in place for a chance for you to watch your student in class.
 - iii) Students must be picked up promptly after their classes have ended. If parents/guardians are unable to pick up their children on time, or if alternate transportation arrangements are made, the studio must be informed for security reasons.
 - iv) Parents assume all responsibility for students who leave the building without supervision. Students should not run out into the parking lot as it is a traffic area

ALEDO ACADEMY OF BALLET

Key Policies and Procedures

Please initial each policy and sign below.

_____ COMMUNICATION The studio's primary form of communication is email. Be sure to provide the studio a primary email address for studio updates and monthly e-newsletter publications. Parents also may like our Aledo Academy of Ballet Facebook page and request to join our Aledo Academy of Ballet Parent Group on Facebook to receive the latest studio news such as weather closings.

_____ DROP-OFF ONLY The lobby will remain closed for the 2021-2022 School Year, parents are asked to drop students off at the door. In exchange two Parent Watch Weeks will be scheduled for you to watch your student in class.

_____ MONTHLY TUITION Monthly tuition will be auto drafted on the first of each month. There will be a \$10 processing fee for any payments that are unable to be processed by the DSP system.

_____ CLASS ATTIRE Students are required to wear their class dress code leotard, pink tights and proper shoes in class. **To prevent damage to the special dance flooring, dance shoes should not be worn outside the studio.** Street clothes or appropriate cover-ups must be worn when outside the studio. Sandals should be slipped over ballet shoes before students walk outside.

_____ HAIR Hair is to be worn in a ballet bun for all dance classes. Short hair must be pinned away from the face. **No ponytails please. Bangs must be pinned back.**

_____ ATTENDANCE/ABSENCES In the event of an absence, please notify the studio by phone or email as soon as possible. With advanced notice, make-up classes can be arranged with Miss Caroline over email.

_____ TARDY POLICY Students who are late to class should wait by the studio door for the teacher's invitation to join the class.

_____ RECITAL & COSTUME FEE A Spring Recital and Costume fee will be due by January 8, 2022. If a student enrolls after January 8, 2022, the costume/recital fee will be due at time of registration.

_____ PHOTO RELEASE WAIVER I hereby grant, Aledo Academy of Ballet, permission to use my child's likeness in a photograph, video, or other digital media in any and all of its publications, including web-based publications, without payment or other consideration.

_____ LEGAL RELEASE By signing this release, I acknowledge the academy policies and understand that my child(ren) is taking classes at their own risk and I agree to hold Aledo Academy of Ballet, its instructors, and/or assignees harmless for any liability, claims on demands for personal injuries, sickness or death as well as for expenses due to loss or damage to personal property while on or around the premises. By signing this form, I agree that all tuition and related fees are not refundable and not transferable.

_____ 2021-2022 ALEDO ACADEMY OF BALLET STUDENT HANDBOOK I have read the student handbook and our family will adhere to all policies and procedures contained in the handbook.

Parent/Guardian Signature: _____ Date _____

Student Name(s): _____