

SAINT LOUIS **BALLET** SCHOOL

POLICY HANDBOOK

General School Policies

TUITION AND FEES

An annual \$40 Registration Fee is charged upon registering for class. \$55 Registration Fee after Nov. 1 for the year-round program. Tuition fees are pre-paid monthly through our secure AutoPay system. Tuition is due the 1st of every month for that month's lessons, however, Auto Pay is run 2 days prior to the 1st of each month. E-bills are sent about 2 weeks prior to the due date giving families their current balance. Tuition is considered late if paid after the 10th of the month whereas a \$10 fee will be added to your account.

ATTENDANCE AND MAKE UP CLASSES FOR SCHOOL TERM SESSION (AUG-JUNE)

Although tuition is non-refundable, if a class is missed due to an illness, holiday or snow closing, students or parents must call in the absence to the office and schedule a make-up class within 2 months of the missed class. Students and parents should make every effort to attend classes regularly. Any missed class in a school term must be made up before the end of that school term. Makeup classes are non-transferable to different sessions or programs. A student must currently be registered in order to make up missed classes.

LONG TERM ABSENCE FOR FALL SESSION

A parent will need to call in and speak to a staff member to inform the office and teacher about the long term absence. If a student misses more than one month of classes, we will only charge 50% of tuition for that month. 50% of tuition will still be due for the missed month of classes to hold the student's spot in the class(es).

WITHDRAWING FROM THE SCHOOL'S YEAR ROUND SESSION

We would hate to see you go but if you must, understand that the last day to withdraw for the year is March 31. Withdrawing requires a 30-day notice by filling out an official withdrawal form. I understand that if I withdraw after March 31, then I am still responsible for tuition through the end of the school term (June). *If my withdrawal circumstance requires a refund a 10% transaction fee will be deducted from the refund total.*

LEVEL ADVANCEMENT FOR SCHOOL TERM SESSION (AUG-JUNE)

I understand that level advancement in ballet and dance in general does not happen annually. Children in the PreBallet Division most likely will advance each year, but once students graduate into the Ballet 1-8 Division, approximately 2 years of training is required in most levels. Evaluations are sent out in the spring and level placement letters for the next school term are sent out in May.

PERFORMANCES

End of year performances (Recitals) are typically held the 2nd week of June.

RELEASE OF LIABILITY

I understand and agree that I will not hold Saint Louis Ballet School (SLBS), Mr. Gen Horiuchi, owner & director, or any faculty or staff member liable for any injury sustained or any illness contracted by me or my children while enrolled as a student.

MEDICAL

I have provided all medical information in my child's online Saint Louis Ballet School account. I have provided emergency contact phone numbers for Saint Louis Ballet School to call me if there is an emergency.

STUDENT DANCE IMAGES FOR MARKETING PURPOSES ONLY

Saint Louis Ballet School will use student images for the sole purpose of marketing the studio in print ads, on its website, and social media. Student images will only be used for these business purposes are representations of Saint Louis Ballet School.

PRIVATE DANCE LESSONS

If a student has scheduled a private lesson and needs to cancel, a parent must contact the school at least 24 hours in advance or contact the instructor directly. If you do not let us know within 24 hours or do not show up, you will be charged for the full amount of the private lesson.

MUSIC LESSON AGREEMENT

Music students must commit to their scheduled private time for the term of the school year and all scheduling changes must be approved by Ms. Julia. For absences, you have the option of a makeup lesson or a tuition credit, but only if office staff is notified at least 36 hours in advance. If a student is sick and we receive notice the day-of, only a makeup lesson will be offered. Makeup lessons will incur an additional charge if we did not receive 36 hour notice of the absence. Optional music performances will be held in early December and mid June and will require a small production fee to participate (further details TBA).

Continued...

Conduct and Student Handbook

COVER-UPS AND CHANGING AT THE STUDIO

- Street clothes must be worn over dance clothes when entering and exiting the studio.
- Students are encouraged to come and leave the studio already wearing their leotard and tights.
- Dance shoes should only be worn in the dance studios and are NEVER to be worn outside. Hip-Hop students should not be wearing their everyday sneakers in class. Dance sneakers only and only in the studios.

DROPPING OFF AND PICKING UP

- When dropping young children off for classes, please park and escort them into the studio as well as escort them out to the car when class is over.
- Students who drive on their own should always walk out to their car with another person.

MANNERS FOR DANCE STUDENTS

Students show respect for themselves by:

- Being prompt for class and being dressed properly for class in assigned color leotard, jewelry removed, and shoestrings tucked into shoes.
- Skirts may not be worn for classes unless it is pointe class and the teacher allows it.
- Hair should be fixed in a bun. For shorter hair pull it away from the face and secure with a headband or clips. (Hair accessories are at the teacher's discretion.)

Students show respect for others by:

- Encouraging your peers and not judging. Healthy competition within class is expected, but negative competition will not be accepted.
- Keeping their hands to themselves during class, waiting quietly for others to have a turn, and for instructions from the teacher.
- If you are late to class, wait for the music to finish and ask your teacher respectfully to enter class.
- Respecting items that belong to others.
- Keeping out of the lockers in the girls dressing room as they are the property of Saint Louis Ballet Company dancers.

Students show respect for their teacher by:

- Being ready for class on time and dressed properly.
- Listening when the teacher speaks.
- Never hanging or leaning on the barres.

- Being prepared for their turn.
- Always ask before leaving the room for any reason.
- Always finishing every exercise, never walking off noisily or showing anger or aggravation.
- Leaving water bottles outside of class and no gum or candy inside the studio.

Dancers show respect to the studio by:

- Leaving gum, food or drinks outside the dance studios. Food is allowed in the building but must be picked up and disposed of when finished.
- Never running in the classroom or in the hallway.
- Putting trash in its proper place.
- Always keeping belongings zipped inside their dance bag so items are not lost.
- Reading or doing homework if you have free time between your classes.

Parents show respect for the dance class, teacher and studio by:

- Respecting and not questioning the professional decisions of the artistic staff.
- Making an effort to get children to class on time and picking them up promptly after class.
- Refraining from using the viewing windows, as it is a distraction to the learning process. (Check the calendar for Parent Observation Weeks instead!)
- Making sure children have the opportunity to use the restroom before class.
- Clearly marking dance shoes and items with the child's name.

Expected Ballet Class Etiquette:

After every class it is proper etiquette (and expected at this studio) to thank your teacher and pianist with a quiet applause. Students will then greet the teacher with a bow and say "thank you". If the class was accompanied by a pianist then the student is expected to personally thank the pianist for class as well. This helps the student and teacher both end class on a positive note.

PERFORMANCES

- A recital is held for all students of the school in June. A production fee is charged to cover costs not covered by tuition including theater rental, sound and stage technicians, and costume handling. Costumes are ordered and handled by the school office. Students must inform the office and their instructors if they will not be able to participate.
- Opportunities are available to perform in productions such as *The Nutcracker* presented by Saint Louis Ballet Company, a professional regional ballet company. Only children enrolled in the school may audition. Over 100 children are chosen each year. It is a wonderful opportunity for students to perform alongside the city's professional ballet dancers, but it is also a big commitment so students and parents must discuss the

rehearsal and performance schedule prior to auditioning for any production. For more information about the company, visit www.stlouisballet.org.

SUMMER PROGRAM

The School offers summer programs for all ages. An intensive program for beginner through advanced levels and Storybook Camps for our PreBallet and Ballet Level 1 students. Attending summer intensives are encouraged in upper divisions as students can make tremendous progress during the summer months (without the added pressure of academic studies). Students who wish to audition for other summer programs should consult with their teacher and director of the school to whether or not they are ready to audition.

VOLUNTEER OPPORTUNITIES

Parent volunteers are a vital resource for the school as well as for the Company. Every family must volunteer for 1-2 events during the school year. Volunteers are involved with activities including The Nutcracker, Recital and company productions by Saint Louis Ballet. The school office also utilizes volunteers for a number of different tasks throughout the school year and over the summer such as mailings. Sign-up Genius is used for sign up opportunities. Contact the office at 636-537-1998 or email us at school@stlouisballet.org to find out how you can get involved.

SUGGESTED READING MATERIAL FOR YOUNG DANCERS

- *Put Your Best Foot Forward: A Young Dancer's Guide to Life* by Suki Schorer
- *The Ballet Companion: A Dancer's Guide to the Technique, Traditions, and Joys of Ballet* by Eliza Gaynor Minden
- *Technical Manual and Dictionary of Classical Ballet (Dover Books on Dance)* by Gail Grant