

# SAINT LOUIS **BALLET** SCHOOL

## POLICY HANDBOOK

Please review all this information with your child(ren).

It is important in providing the best classroom environment possible for your child.

### General School Policies

#### • Tuition:

- Enrollment in the school is based on a session term from mid-August through June and payments are made monthly to achieve the yearly balance.
- An annual registration fee of \$40 per family is due with the first payment of the year. There is a \$50 registration fee if enrolling after November 1.
- Tuition is due on the first of every month.
- Parents are required to enroll in the AutoPay Tuition program. AutoPay is run 2 days before the 1st of the month.
- Tuition is non-refundable.
- A late fee of \$10 is assessed if payment is paid after the 10th of the month.

#### • Class Attendance, Tardiness and Illness:

- Parents must call the office (636-537-1998) if your child will be missing or late to class. If absent from class, please schedule a makeup class within 3 weeks of the missed class at the same level or one level below the student's current level.
- If a student misses more than 2 classes the office may be calling to find out why the student has not been in class.
- It is important for students to maintain good attendance as too many absences will affect a student's progress in advancing to higher levels.
- Tardiness in classes is not permitted. Please call ahead if you know you will be late. Dancers arriving more than ten minutes late may be asked to sit and observe class depending on the level. Warming up at the beginning of class is crucial to injury prevention for middle to higher-level classes.

#### • Make-up Class Policy:

- Makeup classes are provided as a courtesy for occasional absences from classes in which a student is currently enrolled. Classes dropped or unenrolled from may not be used as makeup classes. Students must maintain active enrollment in their scheduled class(es) to be eligible for makeup privileges.

#### • News:

- Important information is emailed out regularly. News also is posted on the bulletin board and sent out as notifications through the APP. Make sure to download the APP.
- Performance News for Saint Louis Ballet: For performance and event information regarding the company visit [stlouisballet.org](http://stlouisballet.org) or [metrotix.com](http://metrotix.com).

#### • Withdrawing from the school:

- Enrollment in the school is based on a session term from mid-August through June.
- A student withdrawing from the school must have a parent/guardian come into the office to give a 30-day notice by filling out an official withdrawal form before March 31. Otherwise the parent is obligated to pay full tuition for the student through the end of the school year.

- **Cover-ups and Changing at the Studio:**
  - Students are encouraged to come and leave the studio already wearing their leotard and tights.
  - Street clothes must be worn over dance clothes when entering and exiting the studio. Dance shoes should only be worn in the dance studios and 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 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
  - Student Drivers:
    - Students who drive on their own & get out of class after dark should always walk out to their car with another person.
  
- **Class Level Placement and Advancement:**
  - PreBallet Levels and Ballet 1 are placed specifically by age.
  - For all other classes, a placement class is determined by the office based on the student's age and background. The level the student can register into is determined by the instructor of that class. Final placements may take more than one class. Changes can be made throughout the year regarding levels.
  - Advancement may occur at any time, but on average students are expected to remain in a level for a minimum of one year. Your child may not be promoted every year. Our primary concern is that a student be placed in a level that is appropriate to his or her skill level and physical strength. If the child is promoted too soon, then he or she will miss some very valuable training. These children also struggle in the next level, which is unnecessary and could result in injury. A student who carefully develops his or her technique early in the curriculum will find advancement in later years to be smoother and more rewarding.
  
- **Snow or Inclement Weather Policy:**
  - School closing information will be emailed to families who have provided an email address in their account and a notification will be sent out on the APP. Closing information will also be posted on Channels 2, 4 and 5. In the instance of weather conditions deteriorating after school hours, please call the office to inquire about class cancellations. If classes are still being held, it is up to each individual family to make a reasonable decision whether or not to make the drive depending on the distance you are traveling and current weather conditions.
  
- **Parent Observation**
  - All of our studios are built with observation windows and parents are allowed to check out classes throughout the year. It is important to observe their student's progress in class and of course, on stage, however, parents should remember to respect the teachers' need to keep attention within the studio and if observers are present it is extremely difficult for students to focus on their steps and any new material being taught. Please take advantage of Parent Observation Weeks provided twice a school term to see the progress of your child. For the Dates of Observations Weeks, please see Calendar at [stlouisballet.org/calendar](http://stlouisballet.org/calendar).
  
- **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, costume handling and alterations. 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 "Nutcracker", "The Sleeping Beauty", and "Cinderella" 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 professional ballet company of St. Louis, visit [www.stlouisballet.org](http://www.stlouisballet.org).

- **Summer Program:**

- The School offers summer programs for all ages. A four week program for beginner through advanced levels and a Ballerina Princess Camp (one week program) 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. 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 also for company projects. Sign-up Genius is utilized for volunteer sign ups and needs for volunteers are emailed out.

- **Manners for Dance Students**

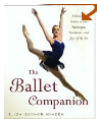
- Students show respect for themselves by:
  - Being prompt for class and being dressed properly for class in assigned color leotard (underwear is not necessary and should not be worn under tights and leotard), jewelry is not to be worn in class and shoestrings should be tied in a knot, cut and tucked into the shoes.
  - During Favorite Leotard Weeks (See Calendar for dates) students may wear any solid colored leotard for class that week. 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 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 by negative competition will be not 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 and art form they are learning 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.
  - No gum or candy inside the studio. Water bottles are allowed in the studios at the teachers discretion.
- 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.
  - 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 with a bow and also to personally walk up to your teacher 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 makes the student and teacher both end class on a positive note.

### **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

### **Contact Info:**

214-218 THF Boulevard | Chesterfield, MO 63005

[school@stlouisballet.org](mailto:school@stlouisballet.org)  
[www.stlouisballetschool.org](http://www.stlouisballetschool.org)

Social Media Handles @stlouisballet or @stlouisballetschool

### **Leaders and Staff:**

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