

# STUDIO POLICIES

Thank you for choosing BALLET ARTS OF BUCKS COUNTY for your dance education and training! Dancers carry a tradition of discipline, respect, manners, and grace at ALL ages. Please thoroughly read the studio policies and expectations of Ballet Arts students and parents below. Thank you for your attention to these policies.

Sincerely,  
Kathleen Dwyer, Artistic Director and the staff at Ballet Arts of Bucks County

## STUDIO POLICIES FOR STUDENTS

- Gum, food and drink (other than water) are not permitted in class.
- Talking in class is not allowed. Please raise your hand when there is a question for the teacher. Wait quietly for instruction from the teacher and while others are dancing.
- Hanging on barres and touching the mirrors is not permitted.
- Please allow for time to use the restroom before class. Restrooms are located on the first floor of the building. If you need the restroom during class there is one located in the back of the studios. Restroom requests during class are a distraction to both the student and other classmates.
- Show respect for fellow dancers. Keep your hands to yourself.
- Be respectful if you are a little late for class. Wait for the end of an exercise, quietly enter, and apologize to the instructor. If you know ahead of time that you will need to leave a little early, please notify the instructor prior to class starting. Before leaving, politely let the instructor know before dismissing yourself quietly.
- Corrections from teachers are important for development and proper training. Getting corrections from our dance instructors is how we grow. It is not a criticism but a desire for improvement and growth from teacher to student. Quietly observing other students in class is another great way to learn. The study of dance necessitates physical contact between the instructor and student and sometimes between students. "Hands on" adjustment of a student's body to correct alignment and technique is standard in dance instruction.

## STUDIO POLICIES FOR PARENTS

- Parents and guardians are responsible for students' and siblings' behavior and safety before and after class. Young children may not be left unattended in the studio lobby or building. Please respect the other businesses in the building when in the common areas i.e. first floor bathrooms and access to the elevator/stairs.
- Students should attend class on time, arriving a few minutes early to prepare- change shoes and clothes, warm up, use restroom (Restrooms are available on first floor/main entrance of the building for dancers before class and for parents and guests. During class there is a restroom in the back of the studio for dancers and staff only.) Arriving after class begins is a distraction to students. It is not physically safe to attend class mid-way through and not properly warmed up. Participation after arriving late to class is to the discretion of the individual instructor. If the student is more than 15 minutes late and not permitted to take the class, it will be considered an absence and will need to take a makeup class.
- Parents/Guardians should notify the studio prior to any absence.
- Please accompany your child to the BABC studio lobby, and meet them in the BABC studio lobby promptly after class. If you are running late or in an emergency situation, please call the office (215) 896 3138. Sometimes running late picking up your child is unavoidable, however, please do not let this become frequent. If you drop off your child outside the building or arrange for your child to wait for you outside the building, you assume full responsibility for their safety. BABC is not responsible for the well-being of any student who leaves the studio premise.
- Parents waiting in the lobby during class should avoid distractions to the teacher and students.
- Since young children often need to use the bathroom or need a parent at a moment's notice, parents or guardians of children 5 and under should remain in the hallway/lobby for classes 45 minutes or shorter in length.
- Please keep parent teacher conversations and greetings in the lobby between classes short. Longer questions should be addressed in email or by phone.

## STUDIO GENERAL GUIDELINES

- No food is allowed in the studios at any time. Please dispose of any food containers in the lobby trash bins.
- Keep the dressing room and lobby clean!
- No outside shoes on the dance studio floor.
- Please label your belongings. Ballet Arts of Bucks County is not responsible for any lost or stolen articles.
- No cell phones or Apple watch in class.
- Students should arrive 5- 10 minutes before class. Please do not arrive late. Students should wait in the lobby for instructions from the staff to enter the studio. Staff will dismiss dancers.
- School closing announcements due to weather will be posted on our website home page [www.balletarts.com](http://www.balletarts.com) (if time permits) and the Ballet Arts social media or by calling the studio for information. We will also email you to alert you of any other unforeseen emergency closings. Please be sure to supply an accurate email address (add our email to your contact list please) and emergency contact phone number on your registration form. Most communication will be through the internet. Snow days can be made up at your convenience. No additional days will be added to the calendar. In an emergency cancellation, for example faculty sickness, you will be notified and the class will either be substituted or rescheduled. We will make every effort to notify of cancellations- email, phone, social media, and website (when possible).
- Any student with a prolonged injury or illness will require a doctor's note to return to class. If a dancer has a minor injury, it is a requirement to attend class and observe while taking notes.
- BABC will not tolerate physical, emotional, cyber or any other form of bullying/harassment which we define as any physical, verbal or written behavior (either electronically or in person) directed to harm another. Our anti-bullying policy is applicable to all students, teachers, employees and dance families. If any student, teacher, employee or member of BABC family engages in any form of bullying activity they will no longer be permitted to participate in any way at BABC. Please report bullying by contacting the studio. Reported harassment will be dealt with in a timely, fair, confidential, and effective manner.
- Please refer to the website for details on class placement/requirements, class descriptions, tuition policies, and dance attire requirements

## CLASS PLACEMENT & PERFORMANCE REQUIREMENTS

- Class Frequency Recommendations/ Performance Requirements (Weekly): Ballet I & I/II- 1 class/week; Ballet II- 1 or 2 classes/week (Ideally 2 classes per week); Ballet III: 2 classes/week; Ballet III/IV- 2+classes/week; Ballet V+: 3+ classes/week. Pointe and pre-pointe: Students must demonstrate necessary strength and technical skill for pointe and are by staff invitation ONLY. For the safety of the student and the difficulty and strength required dancing on pointe, Pointe and pre-pointe students are required to consistently attend a minimum of TWO technique classes a week (MUST be ballet technique class and NOT a supplemental dance class like character or contemporary. Additional summer session requirement, Pointe students must take a minimum of four weeks (2 or more technique classes per week).
- Dance classes that students take at other schools will not be considered in the requirements for BABC advance level or Pointe technique requirements or for BABC performances for any level.
- All students will be carefully placed in the class that fits their technique. BABC reserves the right to professionally determine the class level of the student, regardless of age. Class level will not be a subject for parent or student decision or negotiation.
- All students are required to attend all assigned classes according to level and placement.
- Any level changes will be made at the sole recommendation of the BABC staff.
- New student assessments for level and placement will be determined before registering. Please contact the office prior to attending to determine the best class to attend for this assessment.
- Ages may differ in classes beginning Ballet I and up. Our emphasis is on the student's technical achievement and the level that encourages the most progress.

## PERFORMANCE OPPORTUNITY NOTES

- Performance is part of the reward for all of a dance student's hard work and devotion. We consider the experience of performing before a live audience, as well as the process of working on a performance, a valuable part of our training program. All students who are taking the required number of weekly classes for a given level are invited to participate in an annual Spring and/or Holiday performance during year round session. Dance classes that students take at other schools will not be considered in the requirements for BABC advance level or Pointe technique requirements OR for BABC performances for any level.
- Performance fees cover rehearsal time, costume rental, scenery, props, and dress rehearsal rental fee. Please read the performance agreement thoroughly. Payment of the performance fee is your agreement to participate and abide by all the performance policies.
- All audience members, including all parents and family members, must purchase tickets.
- Students must attend all classes, rehearsals and performances in order to participate. (Rehearsal schedule will be included with performance sign up form, and posted at the studio.) Attendance at Dress Rehearsal is MANDATORY.
- Rehearsals for Holiday Showcase begin in late September to early October, and for the Spring Dance Concert in late February to early March.
- We greatly appreciate all parent volunteers! Volunteer sign-up will be available to register for on your portal.

## TUITION POLICIES

- Annual Registration is \$25 per student and \$35 per family and non-refundable.
- All payments must be made prior to first class taken. First month's tuition is due at time of registration, unless otherwise noted.
- Tuition is non- refundable, non- transferable, and not subject to pro-rated partial attendance. Seasonal breaks and holidays are calculated into total number of weeks and are not refundable or considered make-ups. Students are encouraged to make-up any missed classes in student's level or lower level. Make-up classes must be made up within the session missed. If a student only makes one class within the month, full monthly tuition payment will still be due. NOTE: We will do our best to schedule a makeup with you, but we can not guarantee makeups. Thank you for understanding.
- Tuition is due on the 1st of the month even when the studio is closed. Cash and Check payments can be handed in at the studio, dropped in the tuition box, or mailed to the studio. Credit/Debit card or ACH can paid online at [www.balletarts.com](http://www.balletarts.com) thru our new Parent/Dancer Portal (cc and ACH fees apply) Auto pay is a new option in the Parent Portal. Check on your portal for this feature.
- A Late fee of \$10 will be applied after the 10th of the month. Returned check fee is \$25.
- Family discount- 10 % off applied to lesser value of additional sibling(s) tuition (registration for family \$35). Family discount only applicable to youth ballet/dance program, and does not apply to Adult ballet classes.
- Fall 2023- Spring 2024 tuition is based on a monthly rate, calculated by an average of 4 classes a month for classes that meet 36 times between September - June . Installments are a payment option and are due the first of the month from September through May (9 installments)
- Withdrawals: Any schedule changes must be submitted in writing to BABC. Please give ten days-notice written notice or by email of withdrawing from a class. If we are not properly notified we will assume the student is still registered in class(es) and tuition will be charged.
- Classes are subject to change or cancellation. Refunds only for cancellations on our end.
- Drop-in classes must be scheduled and is subject to class size limits. Please contact the studio if you are interested in a drop-in class. If there is availability we can reserve a spot for you if there is space. (Single class drop-in rate: \$20; Technique class & pointe class drop-in: \$35; Professional dancer rate: \$15/class)
- Class cards are only available for Adult ballet- 5 class card- \$80, 10 class card \$150- please purchase through the online portal for credit/ACH or in person by cash or check. No drop-ins for adult class/new class card policies apply- Please contact the studio for more info/prices subject to change.
- Male students 7 yrs+ - please ask for scholarship opportunities

## HEALTH SAFETY PROTOCOLS


- If you DO NOT FEEL WELL and/or HAVE A FEVER, dry cough or any flu like symptoms DO NOT ATTEND IN-STUDIO CLASSES
- If your student or someone who lives in your household has COVID, DO NOT ATTEND IN-STUDIO CLASSES . Please keep our studio as safe as possible!
- BABC followS CDC & PA state mandates for quarantine recommendations and mask/face coverings. Need more info? Visit <https://www.governor.pa.gov/covid-19/> \*\*


## CONTACT US

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