



ENRICA GUANA TSENG, ARTISTIC DIRECTOR

# Student Handbook

## 2016-2017

### Office Hours:

Monday	3:30pm-7:30pm
Tuesday	9:30am-11:30am/ 3:30pm-8:30pm
Wednesday	3:30pm-7:30pm
Thursday	9:30am-11:30am/ 3:30pm-8:30pm
Friday	3:30pm-7:00pm
Saturday	9am-12:30pm
Sunday	Closed

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[www.balletcenterfortworth.com](http://www.balletcenterfortworth.com)

## **SCHOOL CLASS ATTIRE**

Level	Leotard Color	Leotard Style
Pre-Ballet 3-4	White	BLOCH CL5402 (short-sleeve)
Pre-Ballet 5-6	Light Blue	BLOCH CL5402 (short-sleeve)
Basic Ballet 7-8	Pink	BLOCH CL5402 (short-sleeve)
Basic Ballet 9-10	Lavender	BLOCH CL5405 (tank) BLOCH CR5110 (skirt)
Intermediate I	Iris	MOTION WEAR 2201 (tank)
Intermediate II	Raspberry	MOTION WEAR 2201 (tank)
Intermediate III & Advanced	Cobalt	MOTION WEAR 2201 (tank)

### **TIGHTS AND SHOES**

Pre-Ballet and Basic Ballet levels — CAPEZIO 1916C tights Color: Ballet Pink

Intermediate and Advanced levels — CAPEZIO 9 tights Color: Classical Pink

Basic Ballet level 7-8 and lower — Pink split sole *leather* ballet shoes

Basic Ballet level 9-10 and Int I — Pink split sole *canvas* ballet shoes with stretchy ribbons (See Ballet Center Parent Facebook page for video instructions.)

Intermediate II & III/Adv. — Pink split sole canvas ballet shoes

### **GENTLEMEN'S ATTIRE**

All ages BodyWrappers B400 white short-sleeve shirt

Ages 3-8 Capezio 1915 black tights with white socks

Ages 9 and up MStevens 1097 black tights with white socks

Basic Ballet level 7-8 and lower — White *leather* ballet shoes

### **JAZZ, LYRICAL, MODERN, and TAP**

Students should wear their class leotards and tights.

Jazz — Black jazz shoes

Lyrical and Int I-II Modern— *Capezio "footUndeez"*

Int III-ADV Modern— Barefoot

Tap ages 5 to 7 — Black patent leather tap shoes

Tap ages 8 to 12 — Black lace-up tap shoes CG09 or S0381L

Additional tights may be required for recital.

Use Teacher ID code 27453 when ordering from [discountdance.com](http://discountdance.com)

## Tuition & Fees

Number of Classes	Monthly tuition	Fall Semester	Spring Semester
1 class per week	\$60	\$271	\$285
2 classes per week	\$100	\$452	\$475
3 classes per week	\$137	\$618	\$650
4 classes per week	\$163	\$736	\$775
5 classes per week	\$184	\$831	\$873
6 classes per week	\$205	\$926	\$973
7 classes per week	\$220	\$998	\$1048
8 classes per week	\$247	\$1116	\$1172
unlimited	\$263	\$1188	\$1248

**Please note that December monthly tuition will reflect a 25% discount of the full monthly tuition. Fall Semester fees already reflect that discount.**

### **Registration Fee**

\$40 annual registration fee  
\$55 per family of no more than three siblings. The fee  
for each additional sibling is \$10.

### **Recital Fee**

\$70 recital fee due no later than Saturday, October 1st.  
If enrolled after October 1st, fees are due Saturday, December 17, 2017.

### **Costume Fees**

There is a \$75 ballet costume fee due no later than Tuesday, November 1st.  
If enrolled after November 1st, fees are due by January 14, 2017.  
If your child takes tap, jazz, lyrical, character or modern, there will be  
an additional costume fee for each of these classes due January 14, 2017.  
If the costume payment is not made by the deadline, we will not order a  
costume and your child will not be able to participate in recital.

## 2016-2017 CALENDAR

**Note: All calendar dates are subject to change**

<b>First Day of Class</b>	August 1, 2016
<b>Labor Day Holiday</b>	September 5, 2016
<b>Parent Observation Week</b>	September 26-October 1, 2016
<b>Thanksgiving Break</b>	November 21-27, 2016
<b>Parent Observation Week</b>	December 16-22, 2016
<b>Winter Break</b>	December 23, 2016-January 8, 2017
<b>Classes Resume</b>	January 9, 2017
<b>MLK Holiday</b>	January 16, 2017
<b>Parent Observation Week</b>	March 6-11, 2017
<b>Spring Break</b>	March 12-19, 2017
<b>Last Day of Classes</b>	May 19, 2017
<b>Spring Recital</b>	May 20 & 21 2017

**Please Note:** Ballet Center of Fort Worth follows the Fort Worth ISD school calendar. The holidays listed above have been figured into BCFW tuition rates; therefore, no refunds or makeup classes are offered for these days.

**For inclement weather we will follow FWISD closures.**

There are no refunds offered for BCFW 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.

## **BALLET CENTER OF FORT WORTH**

### **POLICIES AND PROCEDURES**

1. **Each student will be charged tuition and an annual registration fee regardless of when the student enrolls.** The yearly registration fee for a single dancer is \$40 and for a family of up to 3 siblings is \$55. For each additional sibling there is a \$10 fee. A full month tuition is charged for all months including those with holidays and missed classes and even if the student chooses not to participate in recital. For a complete list of tuition and fees see page 3 of the handbook.

**REGISTRATION FEES and TUITION are NON-REFUNDABLE.**

- A. Tuition is payable by month or semester. The school accepts payment by cash, checks, or charge (MasterCard or Visa) We offer an automatic credit card payment option for tuition payments to ensure a dancer does not accrue a late fee. A credit authorization form can be picked up and turned in to the office for this option. For any returned check, a \$20 non-refundable fee will be charged.
- B. **Monthly payments are due on the 1st of each month.** Tuition is considered late if not paid by the 10th of each month. *Balances paid after the 10th will incur a \$15 late charge.*
- C. Any student whose tuition is more than 30 days in arrears will be notified by the office. After receiving notification, if the account is not paid in full or arrangements made with the office, the student will be asked to discontinue classes.
- D. Students with outstanding balances are not eligible to take classes, participate in recital or re-enroll until outstanding balance is paid in full.
- E. No refunds or credit will be given for class cancellations due to poor weather, holidays, or temporary illness. Student absences will not be refunded; however, missed classes, except for those due to holiday, may be made up.
- F. 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.

- 2. Additional fees include the recital fee and costume fee.** The recital fee of \$70 is due by October 1, 2016. If a student enrolls after October 1, the recital fee is due Saturday, December 17. Ballet costume fee of \$75 is due November 1, 2016. If enrolled after November 1st, costume fee is due Saturday, January 14, 2017. Any additional costume fees will be due January 14, 2017. Fee information can also be found on page 3 of hand book.
- 3. All students must take ballet as it is the foundation for all dance technique. Class level is determined by the student's age as of September 1st.**
- 4. Regular attendance and punctuality are important to the training of each dancer and are factors in determining level advancement and performance placement. Attendance is checked in each class.**
  - A. 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, vomiting, or considered contagious.
  - B. Dancers should contact the office 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 dance level or the level below.
  - C. If a student is not present in class for two consecutive weeks and does not notify the studio, the office will contact the dancer. If the dancer fails to attend for a third consecutive week, she/he will be dropped from our dance program. 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.
  - D. 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 the class may lead to injury. Students who are late to class may be asked to sit and observe, and should wait for the teacher's invitation to join the class. Students who are continually late to class will be contacted by the office.
- 5. Students are required to wear their appropriate class color and style leotards, tights, and proper shoes in 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. See page 2 of handbook for list of class attire.

- A. 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 boxes for one month. After a month, the Lost and Found boxes will be cleaned out and all items will be donated.
- B. No jewelry, with the exception of stud earrings, may be worn in class.
- C. **Hair is to be worn in a ballet style bun for all classes** (See tutorial on Ballet Center Parents Facebook page). If hair is too short, it must be pinned away from the face. No ponytails please.
- D. Street clothes or an appropriate cover-up must be worn when outside the studio. This is a studio policy and a recommendation from the Fort Worth Police Department.
- E. 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 ballet dance floor in the studios. This applies to all dance shoes.

**6. Student etiquette is important in creating a positive learning environment for all dancers.**

- A. Students must turn off cell phones before entering the studios. 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.
- B. Students should not return to the dressing room or lobby during or between classes without the specific consent of the instructor.
- C. Food and drinks are allowed only in the lobby, but please limit the consumption in consideration of the facility maintenance. Only water bottles are permitted in the studio and dressing room areas.
- D. All students are expected to pick up after themselves and help keep the lobby, dressing rooms, hallways, and studios neat and orderly. Students need to remove all trash and personal items from these areas before leaving the building.

**7. Ballet Center of Fort Worth requires both dancers and parents/guardians alike to adhere to policies in order to keep the studio a secure and safe environment for everyone.**

- A. Only BCFW students and staff are permitted in the studios during

classes and rehearsals except for designated parent observation weeks. For dates see school calendar on page 4 of the handbook.

- B. A parent or studio employee should accompany a child age 6 or younger to the restroom.
- C. Parents are responsible for their children before classes begin and as soon as they have concluded. Only immediate family should enter the building to drop off/pick up students.
- D. 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 school must be informed for security reasons. If a dancer is regularly picked up late requiring employees to work additional time, the dancer will be charged a fee to offset the cost.
- E. 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 high traffic area!

**8. Please understand that any of the following behavior will result in the expulsion of the student from the studio:**

- inappropriate behavior toward faculty, staff members and students of Ballet Center of Fort Worth
- the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription.