

My Classes at Ballet Center

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My Teachers

**BC
FW**
BALLET CENTER OF FORT WORTH

Enrica Guana Tseng, Artistic Director

**Student Handbook
2019-2020**

Ballet • Modern • Jazz • Tap • Lyrical
Musical Theater

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

6132 Overton Ridge Blvd., Fort Worth, TX 76132
Tel: 817-423-9888
E-mail: info@balletcenterfortworth.com
www.balletcenterfortworth.com

Class Schedule

Day	Time	Classes	Age (yrs)
Monday	4:15-5:00pm	Pre Ballet	3-4
	4:00-4:45pm	Pre Ballet	5-6
	6:00-6:45pm	Pre Ballet	5-6
	5:00-6:00pm	Basic Ballet	7-8
	6:00-7:00pm	Lyrical	7-10
	4:45-6:00pm	Basic Ballet	9-10
	4:45-6:15pm	Int. II	13-14
	6:15-7:15pm	Modern	11-13
	4:45-6:15pm	Int. III & Adv.	14 and up
	6:15-7:15pm	Int. III & Adv.	14 and up
Tuesday	6:00-6:45pm	Pre Ballet	3-4
	4:15-5:00pm	Pre Ballet	5-6
	5:00-6:00pm	Basic Ballet	7-8
	6:00-7:00pm	Jazz	7-8
	4:45-6:00pm	Basic Ballet	9-10
	4:45-6:15pm	Int. I	11-12
	6:15-7:15pm	Int. I Pointe	11-12
	4:45-6:15pm	Int. II	13-14
	4:45-6:15pm	Int. III & Adv.	14 and up
	6:15-7:15pm	Modern	14 and up
Wednesday	4:15-5:00pm	Pre Ballet	5-6
	6:15-7:15	Boys Ballet	6-12
	5:00-6:00pm	Basic Ballet	7-8
	4:45-6:00pm	Basic Ballet	9-10
	6:15-7:15pm	Tap	9 and up
	4:45-6:15pm	Int. I	11-12
4:45-6:15pm	Int. II	13-14	

Recital Information

June 6 & 7, 2020

Fort Worth Community Arts Center

W.E. Scott Theater

1300 Gendy St, Fort Worth, TX 76107

Recital Fee

\$70 recital fee due no later than Saturday, November 2nd, 2019.

If enrolled after November 2nd, 2019, fees are due Saturday, January 11, 2020.

Costume Fees

There is a \$75 ballet costume fee due no later than Tuesday, October 1st.

If enrolled after October 1st, fees are due by December 14, 2019.

If your child takes tap, jazz, lyrical, character or modern, there will be an additional costume fee for each of these classes due January 11, 2020.

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.

Recital Tickets

One Show Pass \$10 per person

Two Show Pass \$16 per person

Three Show Pass \$24 per person

Four Show Pass \$32 per person

2019-20 CALENDAR

Note: All calendar dates are subject to change

First Day of Class	August 5, 2019
Labor Day Holiday (No Classes)	September 2, 2019
Parent Observation Week	September 23-September 28, 2019
Thanksgiving Break (No Classes)	November 25– December 1, 2019
Parent Observation Week	December 14-20, 2019
Winter Break (No Class)	December 21 2019- January 5, 2020
Classes Resume	January 6, 2020
MLK Holiday (No Classes)	January 20, 2020
Parent Observation Week	March 2-7, 2020
Spring Break (No Classes)	March 8-15, 2020
Memorial Day (No Classes)	May 25, 2020
Last Day of Classes	June 5, 2020
Spring Recital	June 6 & 7, 2020

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. Inclement weather closings will be posted on the Ballet Center of Fort Worth Facebook page.

Day	Time	Classes	Age (yrs)
	6:15-7:15pm	Jazz	11-14
	4:45-6:15pm	Int. III & Adv.	14 and up
	6:15-7:15pm	Int. III Pointe	14 and up
Thursday	6:00-6:45pm	Pre Ballet	3-4
	5:00-6:00pm	Basic Ballet	7-8
	4:45-6:00pm	Basic Ballet	9-10
	6:00-7:00pm	Jazz	9-10
	4:45-6:15pm	Int. II	13-14
	6:15-7:15pm	Int. II Pointe	13-14
	4:45-6:15pm	Int. III & Adv.	14 and up
	6:15-7:15pm	Jazz	14 and up
Friday	6:00-6:45pm	Pre Ballet	5-6
	5:00-6:00pm	Basic Ballet	7-8
	4:45-6:00pm	Basic Ballet	9-10
	6:15-7:15pm	Musical Theater	9 and up
	4:45-6:15pm	Int. I	11-12
	6:15-7:15pm	Int. I Pointe	12-13
	4:45-6:15pm	Int. II	13-14
	6:15-7:15pm	Int. II Pointe	13-14
	4:45-6:15pm	Int. III & Adv.	14 and up
	6:15-7:15pm	Int. III Pointe	14 and up
Saturday	9:45-10:30am	Pre Ballet	3-4
	10:45-11:30am	Pre Ballet	5-6
	11:30-12:15am	Tap	5-8
	11:30-12:15am	Basic Ballet	7-8
	12:30-1:30	Competition Team	7 and up
	9:30-10:45am	Basic Ballet	9-10
	9:30-11:00am	Int. II-III & Adv	13 and up

Tuition

Pre Ballet 3-4 & Pre Ballet 5-6	Monthly tuition	Fall Semester	Spring Semester
1 ballet class per week (only bal-	\$60 (December \$45)	\$271	\$285
2 classes per week (1 Ballet class and 1 tap class)	\$90 (December \$67.50)	\$407	\$427

Basic Ballet 7-8 & 9-10	Monthly tuition	Fall Semester	Spring Semester
1 ballet class per week (only ballet)	\$70 (December \$52.50)	\$316	\$332
2 classes per week (2 Ballet class or 1 ballet class and lyrical or tap class)	\$105 (December \$78.75)	\$481	\$498
3 classes per week	\$140 (December \$105)	\$631	\$665
4 classes per week	\$175 (December \$131.25)	\$789	\$831
5 classes per week	\$200 (December \$150)	\$902	\$950
6 classes per week	\$225 (December \$168.75)	\$1015	\$1068

SHOES:

LEVEL	COLOR	STYLE
BALLET SHOES: Ages: 3-8	BLACK	LEATHER BALLET SHOES
BALLET SHOES: Ages 9 –10	BLACK	CANVAS BALLET SHOES
BALLET SHOES: Ages 11 & Up	WHITE	CANVAS BALLET SHOES

**Please contact the Ballet Center office
for questions about attire. (817) 423-9888**

DANCEWEAR STORES in our area:

- **THE DANCE SHOP**
2485 Forest Park Blvd
Fort Worth, TX 76110
(817) 923-0017
- **WINNERS ALL**
6323 Camp Bowie Blvd
Fort Worth, TX 76116
(817) 738-9255
- **JUNE's DANCEWEAR**
1921 East Abram
Arlington, TX 76010
(817) 275-2303

ONLINE ORDERING RESOURCES:

• **Discountdance.com**
Use Teacher ID code 27453 when ordering from discountdance.com

- **AMAZON SMILE** : Ballet Frontier
- **Lightinthebox.com** :
https://www.lightinthebox.com/en/p/yoga-women-s-split-sole-canvas-with-gore-dance-shoes-more-colors_p1931979.html?prm=1.5.1.1

SOCIAL MEDIA:

Like the Ballet Center of Fort Worth Families and Ballet Center of Fort Worth Facebook pages for hair and shoe tutorials.

Required Class Attire

SHOES:

CHARACTER	BLACK	<p>The studio may have extra pairs available for students to use, but those wishing to purchase their own can visit the link below for a reasonably priced pair.</p> <p>(If you purchase shoes for your student, ensure the student's name is written in their personal shoes.)</p>
https://www.lightinthebox.com/en/p/yoga-women-s-split-sole-canvaswith-gore-dance-shoes-more-colors_p1931979.html?prm=1.5.1.1		

BOYS

--The attire consists of a top, tights, and ballet shoes.

TOPS:

LEVEL	COLOR	STYLE
BALLET: Ages 3-10	WHITE	BODY WRAPPERS B400 SHORT-SLEEVED SHIRT
BALLET: Ages 11 & Up	WHITE	WEAR MOI ZIP-UP SHIRT

TIGHTS:

LEVEL	COLOR	STYLE
BALLET TIGHTS: Ages 3-10	BLACK	BODY WRAPPERS B92
BALLET TIGHTS: Ages 11 & Up	GRAY	WEAR MOI

Intermediate Levels	Monthly tuition	Fall Semester	Spring Semester
3 ballet classes per week (required for Intermediate I&II)	\$150 (December \$112.50)	\$676	\$712
4 ballet classes per week (required for Intermediate III & Adv)	\$180 (December \$135)	\$812	\$855
5 classes per week	\$205 (December \$153.75)	\$925	\$973
6 classes per week	\$225 (December \$168.75)	\$1015	\$1068
7 classes per week	\$245(December \$183.75)	\$1105	\$1163
8 classes per week	\$265 (December \$198.75)	\$1195	\$1258
Unlimited	\$300 (December \$225)	\$1353	\$1425

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

Adult/Teen Class Tuition

Single Class \$16

Voucher of 10 classes \$140

Registration Fee

\$40 annual registration fee

\$55 per family of no more than three siblings. The fee

for each additional sibling is \$10. **Registration Fees & Tuition are Non-Refundable.**

Dance Forms

● Pre-Ballet Levels, Ages 3-6

This course will encourage the development of creative movement starting at age three. Students will move to different rhythms of music and express themselves through dance. Elementary ballet steps will be introduced before entering the Basic Ballet program.

● Basic Ballet Levels, Ages 7-10

At this level students will reach a basic understanding of correct posture of the body, legs, arms, hands, and head through floor, barre, and center combinations. It is crucial during these first years of ballet training that students learn basic rules of movement and coordination. They will also be introduced to pre-pointe elements, which will eventually lead to pointe work at the barre.

● Intermediate Ballet & Advanced Levels, Ages 11-18

Through the execution of more challenging steps, students will be encouraged to develop stamina and strength. Students will master more difficult pointe work and more advanced jumping combinations, while furthering their artistic growth. The most advanced students will have the chance to learn variations or group dances from classical repertoire.

● Adult/ Teen Ballet and Ballet Extension

We offer two levels for adult/teen ballet class: beginner and intermediate. The classes are designed for students of all levels of training, from former dancers, to adults and teen who are looking to start their dance training for the first time. We offer single drop in classes and a Ballet Extension Workshop, with training in ballet, pointe and contemporary.

● Modern, Jazz, Lyrical, Musical Theater, & Tap

Dancers need to develop a versatile training in multiple styles of dance. Our modern, jazz, lyrical and tap classes will feature teachers with years of experience in teaching and preparing for competitions.

SHOES:

LEVEL	COLOR	STYLE
Pre-Ballet 3-4 Pre-Ballet 5-6 Basic Ballet 7-8	SHOES: PINK	SHOES: SPLIT SOLE LEATHER BALLET SHOES
Basic Ballet 9-10	SHOES: PINK	SHOES: SPLIT SOLE CANVAS ballet shoes with STRETCHY RIBBONS (see BALLET CENTER PARENT FACEBOOK page for instructions.) May need stitch kit.
Intermediate I , II, III & ADV	SHOES: PINK	SHOES: PINK SPLIT SOLE CANVAS BALLET

CLASS	COLOR	STYLE
JAZZ	TAN	JAZZ SHOES
LYRICAL & INT I-II MODERN	TAN	“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
MUSICAL THEATER	PINK	CANVAS BALLET SHOES

Like the Ballet Center of Fort Worth Families and Ballet Center of Fort Worth Facebook pages for hair and shoe tutorials.

Required Class Attire

GIRLS

– Hair must be worn in a ballet style bun away from the face. The attire consist of leotard, tights, and shoes for each class.

LEOTARD:

LEVEL	LEOTARD COLOR	LEOTARD STYLE
Pre-Ballet 3-4	WHITE	BLOCH CL5402 (short-sleeve)
Pre-Ballet 5-6	PASTEL BLUE	BLOCH CL5402 (short-sleeve)
Basic Ballet 7-8	LIGHT PINK	BLOCH CL5402 (short-sleeve)
Basic Ballet 9-10	IRIS	MOTION WEAR 2201 (tank)
Intermediate I	TURQUOISE	MOTION WEAR 2201 (tank)
Intermediate II	RASPBERRY	MOTION WEAR 2201 (tank)
Int. III & Advanced	COBALT	MOTION WEAR 2201 (tank)

TIGHTS:

LEVEL	COLOR	STYLE
Pre-Ballet 3-4 & 5-6	TIGHTS: BALLET PINK	TIGHTS: CAPEZIO 1916C
TAP (RECITAL ONLY)	TIGHTS: FLESH TONE	TIGHTS: CAPEZIO 1916C (BEST MATCH TO DANCER)
Basic Ballet 9-10 & Intermediate I, II, III & ADV	TIGHTS: CLASSICAL PINK	TIGHTS: CAPEZIO 9

Ballet Center of Fort Worth Studio Policies

REGISTRATION:

- \$40 for a single student or \$50 per family.
- This fee is charged per person/ annually and is non-Refundable) The registration fee and first tuition payment are due at the time of registration.
- A discount is offered to families with two or more siblings enrolled. Family Registration fee is \$55.
- A 10% discount will be applied to sibling tuition.

VOUCHERS:

- (Applicable to Teen/Adult classes only) A 10-class voucher can be purchased to be used for drop-in Teen/Adult classes and workshops. There is no registration fee required for the Teen/Adult classes.

GENREAL POLICIES:

- Class schedules may change due to enrollment status. Classes with less than 5 students enrolled may be cancelled.
- Parents or guardians are to drop students off in the lobby at the beginning of class and pick them up from the lobby as soon as class is dismissed. Other than designated Parent Observation days, visitors and observation of classes are not permitted inside the classroom.

ATTENDANCE POLICIES:

- 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.
- The studio must be notified in writing or via email any instance of absence, tardy, or withdrawal. Emails can be sent to info@balletcenterfortworth.com.

Ballet Center of Fort Worth Studio Policies

ATTENDANCE POLICIES:

- Students arriving 15 or more minutes late may only be permitted to observe class for the day 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.
- Without prior written notification, 3 absences and no response to correspondence will result in a drop from roll. Accounts will not be issued refunds or a reduction of tuition for these occurrences. Make-up classes can be completed within 2 weeks of the absence. Please call to schedule.
- Students that drop or withdraw from class must pay registration and any remaining balance prior to enrolling for classes again.

STUDIO POLICIES:

- Food and drink items are not permitted in the studios, dressing rooms, and hallways. These items may be stored on the rack in the waiting area. Glass bottles are not permitted inside the building. No chewing gum or snacks are allowed in class.
- Cell phones are not permitted inside the studios.
- Students should come to class dressed with proper attire and hair. This includes the leotard, tights, and shoes assigned to their level. Hair should 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. This should be done prior to the beginning of class. The class dress code policy is strictly enforced. The beginning of class includes proper warm-up exercises and missing this part of the class may lead to injury.
- No jewelry, with the exception of stud earrings, may be worn in class.

Any additional costume fees will be due January 11, 2020.

WAITING ROOM POLICIES:

- Persons other than the dancers are not permitted past the lobby unless it is to visit the restrooms.
- We kindly request that noise be kept to a minimum while classes are in progress.
- Children in the lobby must be supervised by an adult at all times and cannot be under the care of the office staff.
- Please dispose of your trash prior to leaving. Please notify the front office staff if a spill occurs.

STUDENT ETIQUETTE:

It is important in creating a positive

learning environment for all dancers.

- 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.
- Students should not return to the dressing room or lobby during or between classes without the specific consent of the instructor.
- 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.
- 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.

Ballet Center of Fort Worth Studio Policies

- 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 \$30 non-refundable fee will be charged.
- 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.
- After 30 days, student(s) with outstanding balances will be dropped from the roster and are not eligible to take classes, participate in recital or re-enroll until outstanding balance is paid in full.
- Students who withdraw or are dropped from the roster will be required to pay a re-enrollment fee of \$40, current tuition, and any delinquent tuition at the time of re-enrollment.
- The Ballet Center of Fort Worth is not responsible for classes missed due to illness or time conflicts on the part of the student. Students are required to pay for all classes.
- 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.

RECITAL POLICIES:

- Additional fees include the recital fee and costume fee. The costume fee of \$75 is due by October 1, 2019. If a student enrolls after October 1, the costume fee is due Saturday, December 14. Ballet recital fee of \$70 due November 2nd, 2019. If enrolled after November 3rd, recital fee is due Saturday, January 11, 2020.

- 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 Attire section of the handbook for list of class attire.
- Dance shoes may not be worn outside the studio. Street shoes/clothes or appropriate cover-up must be worn when entering and exiting the building. This is a studio policy and a recommendation from the Fort Worth Police Department. The student should change into ballet/dance shoes once inside. This prevents harmful oil and dirt from reaching the special dance floors in the studios.
- Please write the child's name inside all items. Please leave valuables at home. BCFW is not responsible for lost or stolen items.
- 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.
- 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.
- 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.
- 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.

TUITION POLICIES & PROCEDURES:

- Enrolled students can only be defined as those students who have paid the annual registration fee, as well as, yearly tuition, semester tuition, or are making monthly tuition payments. All registration fees are non-Refundable.
- 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.