

Policy Sheet

STUDIO POLICIES:

Registration: A \$25.00 fee per student is charged once a year. For each additional student in the family the charge is \$10.00. This fee is non-refundable.

When you register a student, you are signing up for the full term, August through May, not individual classes. The number of classes may vary per month, but payment for the term is divided into equal payments for your convenience. The monthly tuition is the same for months with holidays as for other months.

Tuition and Billing: Tuition is due on the first class day of every month, and no later than the 10th day of the month. We do not mail statements. If you are billed, it indicates that you are late with your tuition and **you will be expected to pay an additional \$10.00 late fee.**

Recital Fees: Tuition must be current before recital fees will be accepted.

Returned checks: There will be a \$25.00 charge applied to your account for each returned check.

Classes Missed: There are no refunds for classes missed. Classes may be made up within 30 days. Please consult the front desk for appropriate make-up classes. You will then be advised as to the time and day of the make-up class. Please sign the make-up sheet at the front desk when coming in to make up a missed class.

Dropping: If for any reason you must discontinue classes during the season, please give verbal or written notice to the front desk 30 days in advance to avoid further billing and late fees. If a student discontinues during the season, he/she forfeits his/her place in the class. If the student wishes to return to a class at a later time during the same season he/she may do so only if there is available space in the class.

Conference: You may schedule a conference with the office administrator, artistic directors or an instructor at any time. We are very interested in your child's progress and would like to know any time if there is a problem.

CLASS ATTIRE:

Girls Ballet: P/B & Level K: Lavender Leotard (**No attached skirts**), pink tights, pink ballet slippers,

hair must be worn in a bun and out of the face.

1A, 1B : Pale Blue Leotard (**No attached skirts**), pink tights, pink ballet slippers,

hair must be worn in a bun and out of the face.

Level 2 – 5 & 1C: Royal Blue Leotard, (**No attached skirts**), pink tights, pink ballet slippers,

hair must be worn in a bun and out of the face.

Level 4 & 5 – pink Pointe shoes

Level 6 - 7: Burgundy Leotard, pink tights, pink ballet and Pointe shoes

Girls Jazz: Royal Blue Leotards, Black Jazz pants, block split-sole black jazz shoes

Boys Ballet: White T-shirts, black tights, white socks, white ballet shoes

Boys Jazz: White T-shirt, black jazz pants, block split-sole black jazz shoes

POINTE STUDENTS:

Students taking Pointe classes must be enrolled in at least two (2) technique classes per week in addition to their Pointe class. **NO EXCEPTIONS!**

ARRIVING AND DEPARTING:

Students must wear street shoes to and from the studio. Please do not wear dance shoes to and from the car or into or out of the studio. We suggest that all students wear a cover-up to and from classes also.

Please be prompt in picking up your children. Tell your child to remain in the lobby, not outside! We are not responsible for children once they leave the front door.

WAITING ROOM:

Parents are welcome to remain in the lobby during classes. Although we understand the need to bring younger siblings to the studio, please do not allow them to interrupt classes being taught. Our main objective is to teach your child the art of dance. Children noisily playing in the lobby not only disturb the class and office staff but also those parents who are trying to observe.

OBSERVING STUDENTS:

We invite parents and relatives to observe classes during scheduled demonstrations. You will be able to bring camera and video cameras into this class. We will let parents know when the demonstration classes will be held.

AGREEMENT:

I agree that I will not hold Victoria Vittum, Gilbert Rome, Ballet Center of Houston or any of its agents, employees or representatives liable for any injuries sustained or illnesses contracted while a student at the school.

Tuition Checks should be made payable to BCH and may be mailed to the above address.