

2017-2018

STUDENT HANDBOOK



Marieli Guardiola Pope, Director
www.balletconservatory.org



Welcome! We are honored that you chose The Ballet Conservatory of South Texas (BCSTX) for your child's dance education. We desire to create a superior dance education experience, in an atmosphere that emphasizes positive reinforcement, creativity, and promotes self-esteem. We will provide the best training possible for serious and recreational dancers.

In this booklet you will find important information about our mission, the school rules and policies, and our academic calendar. Please read carefully and address any questions you may have to the office.

TUITION PAYMENTS

- **Semester: 5% Discount**

If you choose to pay for the semester in full, you may pay by cash, check, or credit card, and receive a 5% discount.

- **Monthly installments are due on the 1st of each month.**

Monthly payments will be set up on auto charge with a credit/debit card. Your account will automatically be charged by the 1st of every month. A late fee of \$25.00 will be assessed to accounts that have not been paid by the 10th.

- **Instructors cannot accept tuition payments.**

- **Accounts must be current** and have a \$0.00 balance before the student can participate in performances and before a costume will be given.

TUITION DISCOUNTS

- **10%** for each additional family member
- **10%** military discount

NON-REFUNDABLE FEES

As a 501(c)(3) non profit organization, we do not issue refunds. All fees, including tuition payment, performance fee, summer intensive, summer kids camp, summer class cards, and adult class cards, are non-refundable.

- **Annual Registration Fee:**

\$45 per family is required to hold a place in the class

- **Academy Showcase Performance Fee: \$95 per student**

Fee will be automatically withdrawn from your account on January 10, 2018 unless prior written notification is provided. Fee includes dancer's costume.

WITHDRAWAL

When a student wishes to withdraw from classes, the School Office **must be notified in writing** and the withdrawal process can be completed after all outstanding tuition and fees are paid in full.

NOTE: You are responsible for tuition in full until the School Office is notified of your student's withdrawal.

CLASS CANCELLATIONS

- In the event of inclement weather, BCSTX will follow AHISD closings.
- When conditions beyond our control occur, we reserve the right to cancel classes while making our best effort to notify those students affected.
- Please call the school or check the Parent Portal on our website, www.balletconservatory.org, or Facebook for information on class cancellations.

MAKING UP MISSED OR CANCELLED CLASSES

- Tuition will not be discounted if a student misses class.
- Students are strongly encouraged to make up classes missed and may make up missed classes by attending another class in their level or one level below.
- Students must contact the school office to authorize and schedule a make up class.

ARRIVAL AND DEPARTURE

For your child's safety:

- Please escort students ages 7 and under in and out of the building, instead of dropping them off in the parking lot or street.
- When arriving, students should quietly prepare for class (see below) and assemble quietly outside the classrooms until invited in by their instructor.
- Students in Ballet III and up, however, may quietly enter an empty classroom early for warm up.
- **Please arrange for prompt pick up.** We cannot be responsible for watching children after class time.
- Please do not drop your dancer off more than 30 minutes prior to the beginning of their class time. We cannot be responsible for watching children before class time.
- Students being picked up should sit quietly in the building until parents arrive.
- Children are not allowed to wait outside or leave the premises until parents retrieve them.
- If a student takes classes in Studio C, he or she needs to wait in the main studio waiting area until their instructor or a staff member can escort them over. Parents are **not** allowed in Studio C.

CLASS PREPARATION

To ensure body and mind are ready for class and minimize disruption:

- Students should arrive at least 15 minutes before class to change, have their hair properly done (see Dress/Hair Etiquette), be prepared, and neatly organize their belongings into lockers and cubbies.
- Students should organize quietly outside the classroom after preparation.
- It is not the instructor's responsibility to search the bathrooms and hallways for students.
- Students should be properly hydrated prior to class. Water bottles are allowed in the studios.

DRESSING ROOMS

To keep our facilities clean and organized:

- Dressing rooms are to be used for changing clothes or use of restroom facilities only.
No socializing in the restrooms.
- Students are expected to help keep the restrooms clean and neat by picking up after themselves and storing their belongings neatly in lockers and cubbies when available.

DRESS/HAIR ETIQUETTE (ALL AGES)

- Cover-ups that cover both top and bottom must be worn over uniform when entering and leaving the premises.
- No bare feet.
- No nail polish.
- **DO NOT** wear ballet shoes outside the building. This reduces the life of the shoes and can track hazardous material into the studios that can damage the flooring and/or cause injuries for students and company dancers.
- Students must wear color and style leotard assigned to their class level.
- Small earrings are the only jewelry allowed in class. Instructors will ask the students to remove any additional jewelry.
- **Hair:**
 - Neat, classical ballet bun secured with plenty of hairpins.
 - Hairnet that is the same color as girl's hair is recommended.
 - All whispies sprayed down.
 - Bangs are allowed for students ages 3-6 only if not hanging in eyes.
 - Short Hair (too short for bun) must be pulled back neatly from face, either halfway up or secured with a headband.
- **Tights:**
 - Refer to dress code for style.
 - No tights with tears or runs.

• **Shoes:**

- Soft ballet shoes must have elastics securely sewn on.
- No bows sticking out.
- Pointe shoes must have elastics, laces and ribbons securely sewn with loose ends tucked in.

CLASS ETIQUETTE

To encourage safety and focus:

- We expect our students to arrive early and be prepared for class.
- If the student arrives late they must wait for the instructor's permission to enter class.
- For the student's safety, if not properly stretched and warmed up, he or she may be asked to observe class instead of participate.
- Please notify the front office if the student is going to be absent so the instructor can be notified.
- Make-up class can be arranged.
- No hanging or leaning on the barres.
- No talking, yawning, or horseplay during class.
- No chewing gum, eating or drinking in the studio.
- Only water bottles are allowed in the studios.
- No street shoes in the studio.
- Maintain eye contact and focus on the instructor at all times.
- Students should never stop in the middle of an exercise unless an injury is sustained.
- Listen and apply corrections appropriately.
- Do your best and have a positive attitude.
- Respect your classmates, instructors and staff.
- Gossiping, name calling and destruction or theft of property will not be tolerated.
- Show appreciation by thanking and applauding your instructor at the end of class.

INSTRUCTOR/STUDENT CONTACT

BCSTX strives to offer teaching that is individual and "hands-on." It is appropriate for a member of the faculty to manually and physically position a student to explain a point of instruction or to pinpoint an individual flaw in his/her technique. BCSTX neither condones nor tolerates any touching of students by instructors that is harmful, professionally reckless, or that violates generally accepted tenets of propriety.

FAMILY AND FRIENDS OF STUDENTS

To promote a positive experience for all students please:

- **DO NOT INTERRUPT CLASS.**
- If a message needs to be delivered to the instructor or student during class, please coordinate with the front desk. If your child must leave class early, please go through the front desk and a staff member will go to the classroom to get your dancer.
- Only office staff and students are allowed in empty classrooms. Parents, siblings, and friends are **NOT** allowed in empty classrooms.
- Adults and children in the hallway should always speak quietly. Noise is a major distraction for students in class and the staff.
- No cell phone conversations in the lobby. Please step outside if you need to make or receive a call.

LOST & FOUND

- We are not responsible for lost, misplaced or stolen items.
- We recommend labeling your shoes and all of your belongings.
- Ask permission from an office staff member before going through the Lost & Found box.
- Unclaimed items in the Lost & Found box are donated to a charitable group at the end of each month.

PARENT OBSERVATION WEEK

Parents will have the opportunity to sit in on their child's class(es) and observe the students as they train during the last week of classes in December and in May. We strongly encourage at least one parent to attend.

END OF YEAR CONFERENCES

A one-on-one conference for each dancer from Ballet I – Ballet VI will be scheduled with the Director or instructor at the end of each year to discuss a dancers progress and areas necessary for improvement.

END OF YEAR PERFORMANCES

- The Academy Showcase Fee will be automatically withdrawn from your account on January 10, 2018. If your child will not participate, please notify the school office before January 10 in writing.
- If you agree for your child to participate and then later withdraw your child from the production, your Spring Performance Fee will **not** be refunded.
- Special rehearsals will be posted if necessary.



2017-18 CALENDAR*

August 21.....	Fall Classes Begin
September 4.....	Labor Day – STUDIO CLOSED
November 22–26.....	Thanksgiving Break – STUDIO CLOSED
December 18–23.....	Parent Observation Week
December 23.....	Last Day of Fall Classes
December 24 – January 7.....	Winter Break - STUDIO CLOSED
January 8.....	Spring Classes Begin
January 10.....	Academy Showcase Performance Fee Due
TBD.....	Synergy 2018
March 12–17.....	Spring Break – Studio Open, No Classes
March 30.....	Good Friday – STUDIO CLOSED
TBD.....	Academy Showcase
May 7–12.....	Parent Observation Week
May 28.....	Memorial Day – STUDIO CLOSED
May 29–31.....	Student Evaluation Conferences
June 2.....	Last Day of Spring Classes
June 6–15.....	Summer Intensive
June 18–22.....	Summer Kids Camp Session I
June 25.....	Summer Classes Begin
July 4.....	Independence Day – STUDIO CLOSED
July 9–13.....	Summer Kids Camp Session II

**If a holiday is not listed, the studio will be open and classes will be held.*



Marieli Guardiola Pope, Director
5200 Broadway | San Antonio, TX 78209
210.820.3400 | www.balletconservatory.org

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