



THE BALLET
CONSERVATORY
OF SOUTH TEXAS

2023-2024
STUDENT HANDBOOK



Welcome to the Ballet Conservatory of South Texas (BCSTX).

We are honored that you have chosen BCSTX for your child's dance education. It's our mission to create a superior dance education experience, in an atmosphere that emphasizes positive reinforcement, creativity, and promotes self-esteem. We provide the best training possible for serious and recreational dancers.

In this booklet, you will find important information about our organization, the academy's rules and policies, and a list of important dates for the 2023-2024 Performance Season.

Please read this information carefully and address any questions you may have with our office staff.

BALLET FOR ALL

Confidence on stage starts with a sense of belonging in the studio.

The Ballet Conservatory of South Texas aspires to represent the diverse communities of San Antonio and create a collective voice through movement. We believe a welcoming and inclusive studio can make a tangible difference in the art created and strengthen the connection between dancers and supporters.

A ballet education can provide access to the performing arts and build life skills. Therefore, we are committed to:

Actively building relationships with individuals and organizations not currently serviced by our program; Consistently learning and evolving; Supporting all students to find their voice *in the studio, on stage, and in life.*

NON-REFUNDABLE FEES

As a 501(c)(3) non profit organization, BCSTX does not issue refunds. All fees, including but not limited to tuition payments, performance fees, summer intensive, summer kids camp, summer classes, seasonal workshops, master classes, adult class cards and ticket purchases are non-refundable.

- **Annual Registration Fee: \$50 per year**

\$50 per household will be charged for all new and returning students. This fee is applied to the performance season. This fee is waived for summer programming and adult class cards.

- **Academy Showcase Performance Fee: \$125 per student**

The End of Year Academy Showcase Fee is \$125 and is scheduled to be automatically withdrawn from your account on January 5, 2024. If your child will not participate in the End of Year Academy Showcase, written notification must be provided to our office staff no later than January 4, 2024. Refunds will not be issued for withdrawal from classes or withdrawal from the production after the performance fee deadline.

TUITON PAYMENTS

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

All monthly payments will be automatically drafted from your account. A late fee of \$25 will be assessed to accounts that have not been paid by the 5th of the month. Accounts must be current and have a \$0.00 balance before the student can participate in performances, receive a costume, or participate in private lessons.

- **Instructors cannot accept tuition payments.**

TUITON DISCOUNTS

- **5% Semester Discount**

If you select to pay for each semester in full in at the start of each semester, you will receive a 5% discount off the semester total.

- **10% Family Discount**

Each additional family member's tuition will be discounted by 10%. The discount will be applied to the lower-priced tuition. This discount does not apply to performance fees.

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- **10% Military Discount**

Military families may receive a 10% discount. This discount does not apply to summer classes, summer intensive, summer kids camp, master classes, workshops, performance fees, etc.

PRIVATE LESSONS

- Private lessons are optional and offered at the discretion of the parent and student.
- To request private lessons, communication between the instructor and Artistic Director is required in order to establish proper objectives and duration.

WITHDRAWAL

If a parent wishes to withdraw their dancer from classes prior to the end of the season, written notification must be provided before the anticipated withdrawal date. The withdrawal process will be completed after all outstanding tuition and fees have been paid in full.

CLASS CANCELATIONS

- In the event of inclement weather, BCSTX will follow the Alamo Heights Independent School District's closures.
- When conditions beyond our control occur, we reserve the right to cancel classes while making our best effort to notify those students affected.
- Families may be notified via text message in the event of a school closure or emergency. Information pertaining to cancelations and studio closures will also be posted via Facebook.

MAKING UP MISSED OR CANCELED CLASSES

- Tuition will not be pro-rated or discounted if a student is absent from class.
- Students are strongly encouraged to make up missed classes by attending another class offered in their level or a level below.

- Students or parents must contact the studio office staff to 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.
- Upon arrival, students should quietly prepare for class and assemble quietly outside their assigned studio until invited by their instructor.
- Students in Ballet IV and above may quietly enter an empty studio to warm up for class.
- **Please arrange for prompt pick up.** Our staff cannot be responsible for watching your child after class is over.
- Please do not drop off your dancer more than 30 minutes prior to their class start time. Our staff cannot be responsible for watching your child before class begins.
- Students being picked up after class should wait quietly in the lobby until their parent or caregiver arrives.
- Students are not allowed to wait outside or leave the premises until they are collected by their parent or caregiver.
- If a student takes classes in Studio C, they must wait in the main lobby until their instructor or a staff member can escort them to Studio C. Parents are **NOT** allowed inside Studio C.

PARENT OBSERVATION WEEK

Parents will have an opportunity to observe their student's class from inside the studio twice each year in December and May. Please review the calendar for these dates.

END OF YEAR CONFERENCES

A one-on-one conference for each student in Ballet I – Ballet VI may be scheduled with the Artistic Director or instructor near the end of the academic year to discuss your student's progress and opportunities for improvement.

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 your student or their instructor during class, please coordinate with our office staff. If your student must leave class early, please ask one of our staff members for assistance.
- Only staff, faculty and students in Ballet IV and above are allowed to enter empty dance studios. Parents, siblings and friends are **NOT** allowed to enter empty studios for any reason.
- Adults and children waiting in the lobby are asked to conduct themselves quietly and respectfully. Loud games, running or horseplay in the lobby or hallways will **NOT** be tolerated.
- Please, no loud phone conversations in our lobby and hallways. If you need to make or receive a call, we ask that you step outside to limit distractions to our students and staff.

LOST & FOUND

- BCSTX cannot be held responsible for lost, misplaced or stolen items.
- Please label your student's belongings to ensure items left behind can be identified and promptly returned.
- Please ask for permission from a member of our staff before searching through the Lost & Found.
- Items in the Lost & Found that remain unclaimed will be donated to a charitable organization at the end of each month.

INSTRUCTOR/STUDENT CONTACT

BCSTX strives to offer training that is individualized and “hands-on.” It is appropriate for a faculty member to manually position a student to demonstrate a point of instruction or to correct their technique during class. BCSTX neither condones nor tolerates any touching that is harmful, professionally reckless, or that violates generally accepted tenets of propriety.

CLASS PREPARATION

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

- Students should arrive at least 15 minutes before class to dress, secure their hair properly, store their belongings neatly, and prepare for class.
- Students should gather quietly outside their assigned dance studio to wait for their instructor.
- It is not the instructor’s responsibility to seek out students in the bathrooms, dressing rooms, etc.
- Students must be properly hydrated *prior* to class. Students in the Intermediate and Upper Divisions are allowed to bring spill-proof water containers into their dance studios. Instructors will give periodic water breaks.

DRESSING ROOMS

To keep our facilities clean, safe and organized:

- Dressing rooms are to be used for changing clothes and use of restroom facilities. Dressing rooms and restrooms are not to be used for socializing. Upper Division dancers are permitted to use the dressing rooms for breaks and warm-ups.
- Students are expected to clean up after themselves, neatly store their belongings in available cubbies. Lockers will be assigned to company dancers.

DRESS/HAIR ETIQUETTE (ALL AGES)

- Clothing that covers up a dancer's top and bottom must be worn over leotards when entering and exiting the premises. Shorts, sweat pants, t-shirts, jackets, etc., may be used as cover-ups.
- No bare feet, please.
- Nail polish is not allowed. Students will be asked to remove it.
- Do not wear ballet shoes outside of the building. Sidewalks and roads will reduce the life of your ballet slippers, and dancers can track in hazardous and damaging materials onto the studio floors.
- Students are required to follow the assigned uniform for their class level.
- Small stud earrings are the only jewelry permitted in class. Students will be asked to remove bracelets, watches, necklaces, etc.
- **Tights:**
 - Please refer to our uniform/dress code for style and color.
 - Tights must be free of runs and tears.
- **Shoes:**
 - Soft ballet shoes must have elastics securely sewn on.
 - Adjustable elastics must be tied and tucked into shoes.
 - Pointe shoes must have elastics, laces and ribbons securely sewn on and loose ends tucked in.
- **Hair:**
 - Neat, classical ballet bun secured with plenty of hairpins.
 - A hairnet the same color as the dancer's hair is recommended for class and required for performances.
 - Spray down any loose wisps of hair.
 - Students ages 6 and under are permitted to wear bangs that do not hang over their eyes.

- Hair that is too short for a bun should be pulled back from the face and secured with a headband or hair tie.

CLASS ETIQUETTE

To promote safety and focus:

- Students are expected to arrive early and be prepared for class.
- Parents/Caregivers of beginner level students, please ensure that your dancer has a bathroom break prior to the start of class to minimize class disruptions and prevent accidents.
- Students who arrive after class has begun must wait for their instructor to permit them to enter the dance studio. If a student has not properly stretched and warmed-up, they may be asked to observe class as a means to prevent injury.
- Please notify the school office if your student will be absent from or late to class.
- Students are not allowed to hang from or lean on ballet barres.
- No talking, yawning, or horseplay during class.
- Chewing gum and food are not allowed in the dance studios.
- Water bottles are permitted inside the dance studios for Intermediate and Upper Division students only.
- Street shoes are prohibited inside the dance studios.
- Students are expected to maintain focus during class. Eye contact and attention should be given to the instructor.
- Students should listen and apply corrections appropriately.
- Students should not stop in the middle of an exercise unless an injury has been sustained.
- Students should do their best and maintain a positive attitude.
- Respect your classmates, instructors and staff.
- Gossiping, name-calling, and destruction or theft of property will not be tolerated.

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- **BCSTX is committed to each student’s success by providing a caring and safe learning environment that is free from discrimination, violence and bullying.**
- Students should express appreciation by verbally thanking and applauding their instructors and accompanists at the end of class.

BIRTHDAY CELEBRATIONS

We understand that birthdays are very special. Please do not bring any treats (i.e. cupcakes, cookies, party favors, etc.) into the studio. We are happy to recognize students by singing “Happy Birthday” to them after class.

2023-2024 CALENDAR

2023

AUGUST 14: FIRST DAY 2023-2024 PERFORMANCE SEASON

AUGUST 19: BCSTX COMPANY AUDITIONS

SEPTEMBER 4: LABOR DAY **STUDIO CLOSED**

NOVEMBER 18: BCSTX COMPANY FALL PERFORMANCE

NOVEMBER 22-25: FALL BREAK **STUDIO CLOSED**

DECEMBER 11-16: PARENT OBSERVATION DAYS

DECEMBER 18-30: WINTER BREAK **STUDIO CLOSED**

2024

JANUARY 3: CLASSES RESUME

JANUARY 5: ACADEMY SHOWCASE PERFORMANCE FEES DUE

MARCH 11-16: SPRING BREAK **STUDIO CLOSED**

TBA: BCSTX COMPANY SPRING PERFORMANCE

MARCH 29: GOOD FRIDAY **STUDIO CLOSED**

MAY 6-11: PARENT OBSERVATION DAYS

TBA: DRESS REHEARSAL FOR ACADEMY SHOWCASE

MAY 20-25: LEVEL PLACEMENT ANNOUNCEMENTS

MAY 25: LAST DAY OF SPRING SEMESTER

MAY 27: MEMORIAL DAY **STUDIO CLOSED**

TBA: BCSTX END OF YEAR ACADEMY SHOWCASE

JUNE 5-14: BCSTX 2024 SUMMER INTENSIVE

JUNE 17-21: BCSTX 2024 SUMMER KIDS CAMP

JUNE 24: SUMMER CLASSES BEGIN

JULY 4: INDEPENDENCE DAY **STUDIO CLOSED**

AUGUST 3: LAST DAY OF SUMMER CLASSES

AUGUST 5-10: **STUDIO CLOSED**

AUGUST 12: FIRST DAY OF 2024-2025 PERFORMANCE SEASON

If a holiday is not listed above, regularly scheduled classes will be held. Any additional rehearsals will be announced at a later date.



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