

HATHAWAY ACADEMY of BALLET

STUDENT POLICIES

Revised 7/1/11

Students are expected to follow all school policies and use proper "Ballet Manners."
Showing respect for classmates & instructors helps make the dance class more enjoyable.

PLACEMENT

After consideration of any prior training, ability and technical proficiency the directors will decide the proper class level for each student to ensure the highest quality of training. A placement period may be needed to determine the appropriate level.

POINTE: Students will be placed *on pointe* after careful evaluation of strength in the legs, feet, ankles, hip-rotation, abdominals and back. Before students can safely go *on pointe* they must be enrolled in a minimum of two ballet technique classes per week in addition to the pointe class. They also must have reached a certain skill level and proficiency in their technique.

ATTENDANCE

Students are expected to attend all of their classes and to be punctual. Consistency is essential for the dancer's progress. Proper muscle warm-up is necessary to prevent injury. If a student arrives 10 to 15 minutes late to class they may be asked to sit and observe. Please call the office if absences are necessary. **Make-up classes are encouraged and in a level equal to or below their own level.**

REGISTRATION

- **Registration Fee: \$50 Annual Family, Non-Refundable, *not applicable towards tuition.***
- **REGISTRATION IS A FULL SEMESTER AGREEMENT. AUG – DEC & JAN -- MAY**
- **Your registration is an Obligation for the Full Semester: Regardless of Dropping Classes Before the Semester Ends**

TUITION

- **Tuition is Based on a 4-Week Month Regardless of short Holiday Months**
- **August Tuition is for a full month.**
- **Tuition is pro-rated after the third week.**
- **We encourage make-ups for any all misses classes during each semester**
- **Payments Options are; Automatic Debit or Payment by Check**
- **Tuition is due on the 25th Day prior to the 1st of the month & considered late on the 5th**
- **LATE FEE IS \$25 ----- RETURN CHECK FEE \$25**
- **PLEASE NOTE: Monthly Statements are not mailed.**
- **NO REFUNDS, PRO-RATING, CREDITS for MISSED CLASSES (except for medical reasons).**
- **10% Discount for all Siblings, Applicable to the Lesser Tuition Amounts.**
- **5% Discount for full semester payments**

2011/12 DRESS CODE

Students are required to follow the appropriate dress code for all classes at their level. The specific styles and colors can be purchased at Sandy's Dancewear Too located on the NW corner of Independence and Parker.

CHILDREN'S DIVISION

No jewelry except small earrings. Capezio pink tights, Capezio or Bloch pink leather ballet shoes with draw strings tied in a knot, trimmed and tucked in. Hair neatly pulled away from face and off the neck preferably in a bun. Children with long hair must wear a bun. Leotard color and style for each level are listed below:

Creative Movement I	Pink Leotard – Eurotard # 1043 /Pink Skirt- Eurotard # 10127
Creative Movement II	Lavender Leotard – Eurotard # 1043 /Lavender Skirt- Eurotard # 10127
Pre-Ballet I	Light Blue Leotard – Eurotard # 1043 / Light Blue Skirt –Eurotard # 10127
Pre-Ballet II	Royal Blue Leotard – Eurotard# 1089 / Royal Blue Skirt –Eurotard # 10127
Boys	White T-shirt tucked in, black shorts, white socks, black leather ballet shoes.

STUDENTS DIVISION BALLET

No jewelry or watches except small earrings. Capezio or Bloch pink tights, ballet IV and above need *convertible* pink tights. Capezio, Bloch, Sansha, or Fuzi pink ballet shoes with draw strings tucked in. Students in Ballet III should transition to pink canvas ballet shoes. Hair should be neatly pulled away from the face and off the neck in a bun or French twist for all ballet classes. No ponytails allowed. No skirts allowed in class.

Leotard requirements are as follows:

Beginner Ballet	Black-Eurotard # 1089
Ballet I	Dark Blue – Eurotard # 1089
Ballet II	Dark Green – Eurotard # 1089
Ballet III	Burgundy – Eurotard # 1089
Ballet IV	Black-Eurotard # 1089
Ballet V	Black – Mirella # M201 / Skirt Natalie # N8107 worn at teacher's discretion.
Ballet VI	Black – Mirella # M201 / Skirt Natalie # N8107 worn at teacher's discretion.
Boys	White T-shirt tucked in, Black shorts above the knee or black footless leggings white socks, black canvas ballet shoes

PRE-PROFESSIONAL DIVISION BALLET

No jewelry or watches except small earrings. Capezio seamed mesh convertible pink tights, pink canvas ballet shoes. Hair neatly pulled away from face and off neck secured in a bun or French twist. Leotard styles that are allowed in ballet class and ballet rehearsals are listed below. No cross straps on the back or halter style leotards are to be worn in ballet classes or ballet rehearsals. Natalie Skirt #N8107 may be worn in rehearsals and in class at the instructor's discretion.

Pre-Professional I and II	Motionwear Black # 2515, # 2516 and Mirella Black # M201
Pre-Professional III:	Simple Black Leotards. Performance and demonstration leotard: Motionwear Black # 2516 and Red # (Style TBA). Saturday class is your leotard color choice.
Boys:	Fitted white T-shirt or leotard, black footless tights, dance belt, white socks, white canvas ballet shoes

MODERN

All levels of Modern must follow the dress code. Hair must be pulled neatly away from face and off neck. A ponytail may be worn. Long hair needs to be secured to the head. This class is danced with bare feet. No jewelry or watches except small earrings. No Shirts, shorts, sweats, skirts, or cover-ups are to be worn in class. Any solid color leotard for girls with black footless tights to be worn over the leotard or fitted dance shorts over pink tights.

Boys Any solid color fitted T-shirt and black shorts or tights depending on level.

JAZZ

No jewelry or watches except small earrings. Hair must be pulled neatly away from face and neck. Tan jazz shoes only. Girls may wear any solid color leotard or fitted color camisole over their leotard with jazz shorts over their tights. No baggy T-shirts, shorts with writing on the seat, or sweats.

Boys Jazz shoes and ballet attire

CHARACTER

Students in the pre-professional division should have black character shoes and a black character skirt that falls just below the knees for master classes and workshops.

Boys Black heeled jazz shoes and regular ballet class attire.

Sandy's Dancewear

3115 Parker Road, Ste. 190
(Parker & Independence)
Plano, TX 75023
(214) 473-6600

Spotlight Dancewear

2325 South Stemmons Freeway Suite 502B
Lewisville, TX 75067
(972) 459-5556

ANNUAL ACADEMY PERFORMANCE

The annual Academy Performance is an opportunity for all the students in the academy to display, in a performance setting, what they have been learning during the year. Performing is an integral part of students training and we encourage participation.

- **There is a performance fee of \$100 INDIVIDUAL, \$50 PER SIBLING.**
- **PLEASE NOTE: All students registered by January 1st, are required to pay Academy Performance Recital Fee regardless of they participate.**
- **Academy Performance Recital Fee is Due by February 1st**
- **There are no costume fees for the Ballet Division; students will wear the designated style leotards and skirt used for regular classes.**
- **Costume Fees are required for the Jazz, Hip-Hop & Modern Divisions.**
- **An Academy Performance Packet will be distributed with all information and rules**

PARENT OBSERVATION

During the Spring Semester there is a Parent Observation Week. Parents are invited into the studio to watch their child's class. See academy calendar for dates.

PARENT CONFERENCES

If you have any concerns or questions about your child's dance class, progress, college guidance, summer workshop, etc., please call or schedule an appointment with the directors. We care very much about your child's progress and future in dance.

SAFETY

Young students should not be left unattended prior to or following class. Prompt retrieval of your child is appreciated. Students are asked to remain in the academy lobby and not outside while waiting for rides. Students should wear cover-ups and street shoes when coming to and from the studio. Young students are not allowed in the studio without an instructor present.

Only siblings and parents are allowed in the studio hallway viewing area.

Friends of all students must wait in front lobby.

Siblings are not allowed to play in the dance studios.

CONDUCT

The School is committed to maintaining a healthy school environment that allows all students to participate in and fully enjoy their dance training. By enrolling in the academy, parents and students agree to abide by the following codes of conduct:

STUDENT CONDUCT

All students will be courteous and respectful to one another, to their teachers and other dancers. The Academy Directors will address concerns with any student whose attitude, discipline or overall conduct is unsatisfactory. Students will promptly report any injury or illness that occurs while they are at the School to their teacher or Academy Directors. Students will arrive and leave the School with appropriate clothing covering their dance wear. Students may watch rehearsals or other classes quietly from the hallway. When watching from the hallway, students will move aside when others pass by. Talking loudly in the hallways or causing distractions is not appropriate conduct. Dressing rooms studios and common areas must be maintained clean. Students will be responsible for their own belongings. No valuables should be left unattended in the dressing rooms or studios. Personal items left in the dressing will be placed in the Lost and Found for a maximum of two weeks only. Items not claimed within that time will be removed from the Academy. There is no eating or drinking in the dressing rooms and studios. Students may eat or drink in the back hallway being mindful to clean up trash and/or crumbs. The Academy will not tolerate the theft of any School or other student's property. Students who participate in any theft face immediate dismissal from the School.

NO BULLYING POLICY

The Academy maintains a strict no bullying policy. Students who verbally or physically cause harm or threaten to cause harm, who physically or psychologically intimidate another student, name call or harass other students for any reason will be placed on a probationary status or may face immediate dismissal from the Academy. The Academy strongly encourages students and/or parents to notify the Academy Directors with their concerns regarding student conduct. In situations of immediate conflict, students must not take matters into their own hands. Academy teachers and directors should be made immediately aware of the conflict so that they may mediate and help bring resolution to any problems that may arise.

PARENT CONDUCT

Parents will be respectful toward all employees of Hathaway Academy of Ballet and Collin County Ballet Theatre. Parents will make an appointment, in advance, to meet with the Academy Directors and refrain from open discussion in the common area. With the exception of any parent volunteers who have been asked to help coordinate rehearsals or performances, no parent may discipline another parent's child while at the Academy. Parents will immediately direct any concerns with other students to the Academy Directors. Parents will not discuss placement of students openly or between classes, leveling issues or concerns during teaching hours but must make an appointment with directors and faculty

TEACHER-STUDENT CONTACT

In teaching the art of Ballet, as well as other dance disciplines offered by the Academy, it is entirely appropriate for a teacher to put their hands on a student to correct the student's posture, the physical line, or position of the student's body or part of his/her body, or to help a student hold a position. The Academy does not tolerate any teacher-student contact that is harmful or inappropriate. In enrolling their child in the School, parents acknowledge that it is Hathaway Academy of Ballet practice to correct students with physical contact.