

# *Hathaway Academy of Ballet*

## **STUDENT POLICIES**

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.

### **REGISTRATION POLICIES**

Registration is on first come first serve basis. Students who pay registration fee and August tuition will be placed in the class ahead of students beginning in September. Registration of a student is a full year agreement.

### **TUITION POLICIES**

Tuition is based on a 4-week monthly rate with monthly, half-year or full year payment options (regardless of holiday closings).

Monthly tuition payments are due on the 1st of the month and considered late after the 5th. The registration fee is \$50 per family annually. It is Non-Refundable and not applicable towards tuition.

There are no refunds, pro-rating or credits for missed classes (except for medical reasons). Missed classes, including holiday closings, can be made up anytime during the school year. Students can make up missed classes with current class level or any class level below free of charge.

PLEASE NOTE: Monthly Statements are not mailed. There is a late fee of \$25 for payments received after the 5th of the month. The returned check fee is \$25.

Payments Options include Automatic Debit/Credit Card, cash or check. The studio offers a 10% Discount for all Siblings, Applicable to the Lesser Tuition Amounts. A 5% Discount can be applied for half year & full year payments only.

A 30 day written notice is required for withdrawal from the studio. (e-mail is acceptable)

### **PLACEMENT**

To ensure the highest quality of training, the directors will decide the proper class level for each student after consideration of prior training, ability and technical proficiency. A trial placement period may be needed to determine the appropriate level. The academy offers a free placement classes until proper placement is determined and a trial class for younger students.

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 three ballet technique classes per week. They also must have reached a certain skill level, proficiency in their technique and strength in the legs, ankles and core of the torso.

### **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.

## **DRESS CODE**

Students are required to follow the appropriate dress code for ALL of their classes! All ballet shoes should be purchased from a dancewear store -- not Walmart or Payless.

### **CHILDRENS DIVISION**

Dancers will need Capezio pink tights and Capezio or Bloch pink leather ballet shoes with draw strings tied in a knot, trimmed and tucked in. Hair should be neatly pulled away from face and off the neck in a bun. NO PONYTAILS PLEASE.

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

### **STUDENT AND OPEN DIVISION BALLE**

Dancer will need Capezio convertible pink tights and pink Capezio or Bloch ballet shoes with draw strings tucked in. Students in Ballet III should transition to pink split sole 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 or SKIRTS ALLOWED IN CLASS. The Skirts will be used for recital.

<b>Ballet I</b>	Navy Blue Eurotard # 1089	Navy Blue Skirt, Body Wrappers #BW198
<b>Ballet II</b>	Hunter Green Eurotard # 1089	Hunter Green Skirt, Body Wrappers #BW198
<b>Ballet III</b>	Burgundy Eurotard Cami #10527	Burgundy Skirt, Body Wrappers #BW198
<b>Ballet IV</b>	Black-Motionwear Silkskin # 2515	Black Skirt, Eurotard #13125
<b>Ballet V</b>	Black-Motionwear Silkskin # 2515	Black Skirt, Eurotard #13125
<b>Ballet VI</b>	Black-Motionwear Silkskin # 2515	Black Skirt Eurotard #13125
<b>Beginner Ballet</b>	Black - Eurotard # 1089	Black Skirt, Eurotard #10127
<b>Intermediate Ballet</b>	Black-Motionwear Silkskin # 2515	Black Skirt Eurotard #13125
<b>Advanced Ballet</b>	Black-Motionwear Silkskin # 2515	Black Skirt Eurotard #13125
<b>Boys</b>	White t-shirt (tucked in), Black shorts above the knee or black footless leggings, white socks, black canvas ballet shoes	

### **PRE-PROFESSIONAL DIVISION BALLE**

#### **Young Ladies**

Motionwear Black Leotard# 2515, Eurotard Skirt#13125, Body Wrappers tights #A415 Ballet Pink Above class leotard, skirt and tights are needed for recital and demonstrations.

Any style black leotard is appropriate for weekday classes and rehearsals. Any leotard color choice may be worn for Saturday classes. Please no halter style leotards for any ballet classes. Dancers will need seamed mesh convertible pink tights & pink canvas ballet shoes. Hair should be 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.

**Young Men** - Fitted white T-shirt, black footed tights, black canvas ballet shoes for recital. Footless black tights with white socks and white canvas ballet shoes may be worn for class.

### **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 will need black heeled jazz shoes and the regular ballet class attire.

### **MODERN and MOVEMENT COMPOSITION**

All levels of Modern must follow the dress code. Hair must be pulled neatly away from face and off neck in a bun. These classes are danced with bare feet.

<b>Girls</b> - Any solid color leotard with black footless capri leggings worn over the leotard or fitted dance shorts over pink convertible tights.
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<b>Boys</b> - Any solid color fitted t-shirt and black shorts or biker shorts or footless leggings
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### **JAZZ**

All levels of Jazz must follow the dress code. Hair must be pulled neatly away from face and neck in a bun.

<b>Girls</b> -Any solid color leotard. Fitted dance shorts may be worn over tights. TAN JAZZ SHOES ONLY
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<b>Boys</b> - Fitted t-shirt any color, jazz pants or biker shorts, black jazz shoes.
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Specific leotard styles can be purchased at the following area dancewear stores or online:

#### **Sandys Dancewear**

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

#### **Suffolk 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 \$110 INDIVIDUAL, \$55 PER SIBLING.
- PLEASE NOTE: All students registered at the beginning of the spring semester are required to pay Academy Performance Recital Fee regardless of participation.
- Academy Performance Recital Fee is Due by February 1st, 2016
- There are no costume fees for the Ballet Division; students will wear the designated style leotards and skirt used for regular classes.
- Costume Fees may be required for the Jazz, Hip-Hop & Modern Divisions.
- An Academy Performance Packet will be distributed with all information.

### **PARENT OBSERVATION**

During the Fall & Spring there will be 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.

### **PRIVATE LESSON POLICY**

The Academy does allow the faculty to offer private lessons to the students in the academy. We encourage this extra training. It does not replace regularly scheduled classes. All requests must be facilitated through the office and need to be at least one week in advance. The directors will approve all requests for the faculty and all times will be placed on studio weekly calendar. The private lessons can be arranged for one month at a time. Please refrain from arranging privates directly with the faculty.

### **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.

### **PARENT CONDUCT**

Parents will be respectful toward all employees of Hathaway Academy of Ballet and Collin County Ballet Theatre. If a conference is desired parents can make an appointment to meet with the Academy Directors. There should not be any open discussion of student placement or concerns/issues in the common area with other parents, students or faculty. The exception is a parent volunteer who needs to help coordinate rehearsals or performances. NO parent may discipline another parent's child. Parents will immediately direct any concerns with other students to the Academy Directors. Parents will not discuss placement of students openly or between classes with faculty. For any leveling issues or concerns you must make an appointment with directors.

### **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.

### **STUDENT 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:

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 help bring resolution to any problems that may arise.

### **MANNERS FOR DANCERS**

Dancers show respect for themselves by:

- being prompt for class, which allows student to be mentally prepared
- being dressed properly for class, without underwear under leotards, no jewelry other than small earrings, and with shoe strings tucked in (no bows)
- having their hair neatly in a bun

**Dancers show respect for others by:**

- keeping their hands to themselves during class
- waiting quietly for others to have their turn
- staying in their own dance space
- waiting by the door until the music has finished before joining the class if they are late

**Dancers show respect for their teacher and the art form they are learning by:**

- HAVE A POSITIVE ATTITUDE OF HUMILITY AND GRACE EVERY DAY
- being properly dressed and ready for class on time
- listening when the teacher speaks
- quietly enter the classroom
- always asking the teacher before leaving the room
- applauding or curtsy/bowing to their teacher at the end of class
- Dancers show respect for the studio by:
  - leaving gum, food, or drink outside the studio
  - never running or doing gymnastics in the studio or lobby
  - never hanging on the barres
  - putting trash and cans in the proper places
  - using indoor voices when in the studio lobby

**Parents show respect for the dance class, teacher, and studio by:**

- keeping noise down in lobby and refrain from loud socializing with other parents
- not letting siblings run wild or play loudly
- take crying babies out of lobby
- not entering the classroom if a class is in progress
- standing away from the viewing window and door as not to distract students
- having students ready for class before entering the classroom i.e. hair in a bun, bathroom duties
- picking up students promptly after class

## **CompuDance Conditions**

### **Privacy Policy**

Your Email and Personal information is not for sale. We collect standard customer information. CompuDance understands how important this information is to you. We are committed to keeping it strictly confidential. Your privacy is not for sale. We will never sell, rent, or otherwise abuse the private information you have trusted us with. We do not SPAM or sell your email addresses. CompuDance has an anti-spam policy that prohibits selling, sharing, or otherwise abusing your email address. We collect it to serve as your login identifier and for our systems to communicate updates to you.

### **Data security**

CompuDance uses SSL (Secure Socket Layer) encryption for entering your personal information into our system.. We use Meritus Payment Solutions as our third-party credit card processing company. You will setup your own Meritus Payment Solutions account which we do not have access to.

### **About your Privacy**

We sometimes work with a third-party through affiliate agreements and website co-brands. We are not and cannot be responsible for the privacy policies of these third-party sites or how they treat information about their users. We do not provide these sites with your information. Beyond that, we encourage you to review their privacy policies to ensure they are up to your standards.

### **Legal disclaimer**

We use reasonable precautions to keep the personal information disclosed to us secure. We are not responsible for any breach of security or for any actions of any third parties that receive the information. We may also disclose personal information when required by law or in the good-faith belief that such action is necessary in order to conform to the edicts of the law or comply with a legal process served on our company.

### **Policy changes**

Our privacy guidelines will not change without your knowledge. We will notify you by email of any significant updates to this policy or any notable changes to the way we collect or use personally identifiable information.

For specific Terms and Conditions of your registration with the school of your choice, please refer to your school's specific Terms and Conditions. You must also check with your school for any return or refund policy.

By using our web portal, you consent to our online Privacy Policy and to our use of your information that is collected or submitted as described in our Privacy Policy