

**BALLET CENTER OF FORT WORTH**  
**Key Policies and Procedures**  
*Please initial each policy and sign below.*

\_\_\_\_\_ **COMMUNICATION**

The studio's primary form of communication is email. Be sure to provide the studio a primary email address for studio updates and monthly e-newsletter publications. Parents also may like our Ballet Center Parent Facebook page to receive the latest studio news such as weather closings.

\_\_\_\_\_ **MONTHLY TUITION**

Monthly tuition is due on the 1<sup>st</sup> of each month and is considered late after the 10<sup>th</sup>. Balances paid after the 10<sup>th</sup> will be charged a late fee of \$15.

\_\_\_\_\_ **CLASS ATTIRE**

Students are required to wear appropriate class color and style leotards, tights and proper shoes in class. To prevent damage to the special dance flooring, dance shoes should not be worn outside the studio. Street clothes or appropriate cover-ups must be worn when outside the studio.

\_\_\_\_\_ **HAIR**

Hair is to be worn in a ballet bun for all dance classes. Short hair must be pinned away from the face. No ponytails please.

\_\_\_\_\_ **ATTENDANCE/ABSENCES**

In the event of an absence, please notify the studio by phone or email as soon as possible. With advanced notice, make-up classes can be arranged at the front desk.

\_\_\_\_\_ **TARDY POLICY**

Students who are late to class will be asked to sit and observe and should wait for the teacher's invitation to join the class. Students who are continually late to class will be contacted by the office.

\_\_\_\_\_ **RECITAL & COSTUME FEES**

A \$70 recital fee is due by October 1<sup>st</sup> and a \$75 costume fee is due by November 1<sup>st</sup>. Each additional class such as jazz and tap will require a \$75 costume fee due Saturday, January 14, 2017. If a student enrolls after the due dates, refer to Student Handbook for payment deadlines.

\_\_\_\_\_ **2016-17 Ballet Center of Fort Worth Student Handbook**

I have received the student handbook and our family will adhere to all policies and procedures contained in the handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name(s)