



Waivers and policies

1. Attendance Policies

Regular attendance and punctuality are important to the training of each dancer and are factors in determining level advancement and performance placement. Attendance is checked in each class.

The beginning of class includes proper warm-up exercises and missing this part of the class may lead to injury.

If a dancer is not able to participate but is able to observe, this is preferred to an absence. However, a dancer should not observe class if she/he is running a fever, vomiting, or considered contagious.

Dancers should contact the office as soon as they know that they are going to miss a class. Student absences due to temporary illness or weather may be rescheduled within two weeks. Dancers may make up their classes in the same dance level or the level below.

If a student is not present in class for two consecutive weeks and does not notify the studio, the office will contact the dancer. If the dancer fails to attend for a third consecutive week, she/he will be dropped from our dance program. The student's class space will be forfeited.

The studio must be notified in writing or via email any instance of absence, tardy, or withdrawal. Emails can be sent to info@balletcenterfortworth.com.

Students arriving 15 or more minutes late may only be permitted to observe class for the day 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.

Without prior written notification, 3 absences and no response to correspondence will result in a drop from roll. Accounts will not be issued refunds or a reduction of tuition for these occurrences. Make-up classes can be completed within 2 weeks of the absence. Please call to schedule.

Students that drop or withdraw from class must pay registration and any remaining balance prior to enrolling for classes again.

2. General Tuition Policies

After 30 days, student(s) with outstanding balances will be dropped from the roster and are not eligible to take classes, participate in recital or re-enroll until outstanding balance is paid in full.

Students who withdraw or are dropped from the roster will be required to pay a re-enrollment fee of \$40, current tuition, and any delinquent tuition at the time of re-enrollment. The Ballet Center of Fort Worth is not responsible for classes missed due to illness or time conflicts on the part of the student. Students are required to pay for all classes. A student who is unable to take class due to prolonged illness or serious injury may have tuition credit applied to the following month or semester. These credit requests must be applied for in writing and be accompanied by a physician's confirmation of the student's inability to participate in class. To return to class, a dancer must have a physician's release in writing. If a dancer is not able to participate but is able to observe, this is preferred to an absence. However, a dancer should not observe class if she/he is running a fever, vomiting, or considered contagious. Dancers should contact the office as soon as they know that they are going to miss a class. Student absences due to temporary illness or weather may be rescheduled within two weeks. Dancers may make up their classes in the same dance level or the level below. If a student is not present in class for two consecutive weeks and does not notify the studio, the office will contact the dancer. If the dancer fails to attend for a third consecutive week, she/he will be dropped from our dance program. The student's class space will be forfeited. Tuition is considered late if not paid by the 10th of the month.

3. In studio tuition policies

If you have opted out of online auto-payment, the following apply for tuition payments:

Tuition is payable by month or by semester. The school accepts payment by cash, checks, or charge (MasterCard or Visa). We offer in-studio an automatic credit card payment

option for tuition payments to ensure a dancer does not accrue a late fee. A credit authorization form can be picked up and turned in to the office for this option. For any returned check, a \$30 non-refundable fee will be charged. Monthly payments are due on the 1st of each month. Tuition is considered late if not paid by the 10th of each month. Balances paid after the 10th will incur a \$15 late charge.

4. Recital/Costumes policies

Recital Fee:

\$80 recital fee due no later than Monday, November 8th, 2021.

If enrolled after November 8th, 2021, fees are due Saturday, January 8th, 2022.

Costume Fees:

There is a \$75/\$85 ballet costume fee due no later than Monday, October 11th.

If enrolled after October 11th, fees are due by December 13th, 2021.

If your child takes tap, jazz, lyrical, character or modern, there will be an additional costume fee for each of these classes due by January 8th, 2022. If the costume payment is not made by the deadline, we will not order a costume and your child will not be able to participate in recital.

5. Studio Policies/Student Etiquette

Studio Policies

Persons other than the dancers are not permitted past the lobby unless it is to visit the restrooms.

We kindly request that noise be kept to a minimum while classes are in progress.

Children in the lobby must be supervised by an adult at all times and cannot be under the care of the office staff.

Please dispose of your trash prior to leaving. Please notify the front office staff if a spill occurs.

Food and drink items are not permitted in the studios, dressing rooms, and hallways. These items may be stored on the rack in the waiting area. Glass bottles are not permitted inside the building. No chewing gum or snacks are allowed in class.

Cell phones are not permitted inside the studios.

Students should come to class dressed with proper attire and hair. This includes the leotard, tights, and shoes assigned to their level. Hair should be worn in a ballet style bun for all classes. (See tutorial on Ballet Center Parents Facebook page). If hair is too short, it must be pinned away from the face. No ponytails please. This should be done prior to the beginning of class. The class dress code policy is strictly enforced.

No jewelry, with the exception of stud earrings, may be worn in class.

No other attire may be worn in class. Ballet sweaters and leggings may be worn prior to class warm-up if it is cold. See Attire section of the handbook for list of class attire.

Dance shoes may not be worn outside the studio. Street shoes/clothes or appropriate cover-up must be worn when entering and exiting the building. This is a studio policy and a recommendation from the Fort Worth Police Department. The student should change into

ballet/dance shoes once inside. This prevents harmful oil and dirt from reaching the special dance floors in the studios.

Please write the child's name inside all items. Please leave valuables at home. BCFW is not responsible for lost or stolen items.

All students must take ballet as it is the foundation for all dance technique. Class level is determined by the student's age as of September 1st.

The beginning of class includes proper warm-up exercises and missing this part of the class may lead to injury.

If a dancer is not able to participate but is able to observe, this is preferred to an absence. However, a dancer should not observe class if she/he is running a fever, vomiting, or considered contagious.

Dancers should contact the office as soon as they know that they are going to miss a class. Student absences due to temporary illness or weather may be rescheduled within two weeks. Dancers may make up their classes in the same dance level or the level below.

If a student is not present in class for two consecutive weeks and does not notify the studio, the office will contact the dancer. If the dancer fails to attend for a third consecutive week, she/he will be dropped from our dance program. The student's class space will be forfeited.

Student Etiquette

It is important in creating a positive learning environment for all dancers.

Students must turn off cell phones before entering the studios. Cell phones should not be used during class transition as this time is solely intended for preparation for the next class and is not a break.

Students should not return to the dressing room or lobby during or between classes without the specific consent of the instructor.

Food and drinks are allowed only in the lobby, but please limit the consumption in consideration of the facility maintenance. Only plastic water bottles are permitted in the studio and dressing room areas.

All students are expected to pick up after themselves and help keep the lobby, dressing rooms, hallways, and studios neat and orderly. Students need to remove all trash and personal items from these areas before leaving the building.

6. Tuition Policy Online

Tuition is charged per student. A full month's tuition is charged for all months, including those with 5 weeks, holidays and missed classes. First month tuition and registration fee are due upon registration.

Online payment: For school year enrollment: monthly auto-charge or auto-debit

When registering online you will be charged a \$40 annual registration fee of \$55 per Family registration (up to 3) and your first month's tuition. The registration fee and first month's tuition are non-refundable. You are also agreeing to the auto-payment option where tuition unpaid on the 5th of the month, will be charged to your credit or debit card on file (through May). Tuition is considered late if not paid by the 10th of the month.