

# Aledo Academy of Ballet's

## Student Handbook

Director: Caroline Grace Arnold



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Aledo, Texas 76008

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[www.aledoacademyofballet.org](http://www.aledoacademyofballet.org)

*DRESS CODE*

\*\*Use Teacher ID code TP 127065 when ordering from [discountdance.com](http://discountdance.com)\*\*

<b>Class Level</b>	<b>Leotard Color</b>	<b>Leotard Style</b>	<b>Tights</b>	<b>Shoes</b>
<b>Pre-Ballet</b>	Pink	Bloch Girls Short Sleeve Leotard (Bloch CL5402)	Capezio Girls Ultra Soft Transition Tights Color - Ballet Pink (Style 1916C)	Pink Bloch Dansoft Leather Full Sole Ballet Shoes
<b>Beg. Ballet 1</b>	Lavender	Bloch Girls Short Sleeve Leotard (Bloch CL5402)	Capezio Girls Ultra Soft Transition Tights Color - Ballet Pink (Style 1916C)	Pink Bloch Dansoft Leather Full Sole Ballet Shoes
<b>Beg. Ballet 2</b>	Light Blue	Bloch Girls Short Sleeve Leotard (Bloch CL5402)	Capezio Girls Ultra Soft Transition Tights Color - Ballet Pink (Style 1916C)	Pink Bloch Dansoft Leather Full Sole Ballet Shoes
<b>Ballet 1B and Ballet 1A</b>	Royal Blue	Bloch Girls Short Sleeve Leotard (Bloch CL5402)	Capezio Girls Ultra Soft Transition Tights Color - Ballet Pink (Style 1916C)	Pink Bloch Dansoft Leather Full Sole Ballet Shoes
<b>Ballet 2</b>	Black	Bloch Girls Short Sleeve Leotard (Bloch CL5402)	Capezio Girls Ultra Soft Transition Tights Color - Ballet Pink (Style 1916C)	Pink Bloch Dansoft Leather Full Sole Ballet Shoes
<b>Ballet 3</b>	Lilac	SoDanca Leotard (Style SoDanca SL-116)	Body Wrappers Total STRETCH Mesh Seamed Convertible Tights Color - Theatrical Pink	Light Pink SoDanca Bliss Stretch Canvas Ballet Shoes
<b>Ballet 4</b>	Purple	SoDanca Leotard (Style SoDanca SL-116(CH)/SL-115(AD))	Body Wrappers Total STRETCH Mesh Seamed Convertible Tights Color - Theatrical Pink	Light Pink SoDanca Bliss Stretch Canvas Ballet Shoes (With Russian Pointe Stretch Ribbon)
<b>Ballet 5</b>	Dark Purple	SoDanca Leotard (Style SoDanca SL-116(CH)/SL-115(AD))	Body Wrappers Total STRETCH Mesh Seamed Convertible Tights Color - Theatrical Pink	Light Pink SoDanca Bliss Stretch Canvas Ballet Shoes
<b>Ballet 6</b>	Oxford Blue	SoDanca Leotard (Style SoDanca SL-116(CH)/SL-115(AD))	Body Wrappers Total STRETCH Mesh Seamed Convertible Tights Color - Theatrical Pink	Light Pink SoDanca Bliss Stretch Canvas Ballet Shoes
<b>Teen Ballet 1 and Teen Ballet 2</b>	Black	SoDanca Leotard (Style SoDanca SL-116(CH)/SL-115(AD))	Body Wrappers Total STRETCH Mesh Seamed Convertible Tights Color - Theatrical Pink	Light Pink SoDanca Bliss Stretch Canvas Ballet Shoes
<b>Jazz</b>	Class Level Leotard	Class Level Leotard (May wear dance shorts or dance skirt)	PERFORMANCES ONLY Capezio Ultra Soft Transition Tights Color - Light Suntan (Style 1816)	SoDanca Java Jazz Shoes Color - Caramel
<b>Tap</b>	Class Level Leotard	Class Level Leotard (May wear dance shorts or dance skirt)	PERFORMANCES ONLY Capezio Ultra Soft Transition Tights Color - Light Suntan (Style 1816)	Lace-Up Tap Shoe Color - Black

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## TUITION AND FEES

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### REGISTRATION FEE

There is a Non-refundable Registration Fee of \$45 per student, \$65 per family (max three family members). \$10 per each additional student. Fee is due at time of registration or with the first month tuition.

### TUITION PAYMENT OPTIONS

#### 1. Monthly Tuition based on Weekly Hours

45-Minutes - \$70	4-Hours - \$175	7.25-Hours - \$250
1-Hour - \$80	4.25-Hours - \$185	7.5-Hours - \$255
1.25-Hours - \$85	4.5-Hours - \$190	7.75-Hours - \$260
1.5-Hours - \$115	4.75-Hours - \$195	8-Hours - \$265
1.75-Hours - \$120	5-Hours - \$205	8.25-Hours - \$270
2-Hours - \$125	5.25-Hours - \$210	8.5-Hours - \$275
2.25-Hours - \$140	5.5-Hours - \$215	8.75-Hours - \$280
2.5-Hours - \$145	5.75-Hours - \$220	9-Hours - \$285
2.75-Hours - \$150	6-Hours - \$225	9.25-Hours - \$290
3-Hours - \$155	6.25-Hours - \$230	9.5-Hours - \$295
3.25-Hours - \$160	6.5-Hours - \$235	9.75-Hours - \$300
3.5-Hours - \$165	6.75-Hours - \$240	Unlimited - \$320
3.75-Hours - \$170	7-Hours - \$245	

Monthly Tuition will be auto drafted on the 1st of each month (October through May). September Tuition and the Registration Fee are due upon enrollment. Tuition is based on a full ballet season (September through May) and is pro-rated into monthly payments. Fully Monthly tuition is charged, regardless of holidays or absences.

AutoPay is **required** for Monthly Tuition Auto-pay will be drafted on the 1st of the month. All changes in student's schedule need to be relayed via email to Aledo Academy of Ballet **10 days prior** to the 1st of the month. If you are dropping a class and have not relayed this information **10 days prior** to the 1st of the month, then payment will be drafted for the upcoming month. No refunds will be given. No class schedule changes will be accepted on or after March 1<sup>st</sup>.

There will be a **\$10 processing fee** for any payments that are unable to be processed by the DSP Autodraft.

#### 2. Semester Tuition

2% Discount applied to tuition when paid by semester. Fall payment due by September 1, 2023, and Spring payment due by to January 1, 2024

#### 3. Full Year Tuition

5% Discount applied to tuition when paid in full (9 months). Due in full by September 1, 2023.

**\*\*Please Note: ALL PAYMENTS ARE NON-REFUNDABLE.\*\***

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## *PERFORMANCE OPPORTUNITIES*

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### **WINTER SHOWCASE - (December 9, 2023 @ Southwestern Baptist Theological Seminary's Truett Auditorium)**

- a) A Performance Fee will be due no later than September 9, 2023. The performance fee is based on the number of dances a student will perform. All students will perform in one ballet dance. Jazz, Tap, and Contemporary classes each have an additional dance in the performance and therefore require additional fees. Tickets are not included in the Performance Fee and will be available for purchase closer to the time of the Winter Showcase.

If a student enrolls after September 9, 2023, participation in the winter showcase will be dependent upon the costume company and availability of the costume(s). The fee will be due upon enrollment if the costume(s) is available.

- i) 1 Dance (ballet only) - \$160
- ii) 2 Dances - \$245
- iii) 3 Dances - \$330
- iv) 4 Dances - \$415

### **SPRING PERFORMANCE '24 - (May 18, 2024 @ Southwestern Baptist Theological Seminary's Truett Auditorium)**

- a) A Performance Fee will be due no later than January 8, 2024. The performance fee is based on the number of dances a student will perform. All students will perform in one ballet dance. Jazz, Tap, and Contemporary classes each have an additional dance in the performance and therefore require additional fees. Tickets are not included in the Performance Fee and will be available for purchase closer to the time of the Spring Performance.

If a student enrolls after January 8, 2024, participation in the Spring Performance will be dependent upon the costume company and availability of the costume(s). The fee will be due upon enrollment if the costume(s) is available.

- i) 1 Dance (ballet only) - \$160
- ii) 2 Dances - \$245
- iii) 3 Dances - \$330
- iv) 4 Dances - \$415

### **WINTER AND SPRING PICTURE DAYS**

Sara Grace Photography, our studio's photographer, will offer opportunities for you to have portraits done of your student in their costumes for both the Winter and Spring performances. Pricing and Sign-Up information will be released closer to the picture days.

**Winter Showcase Picture Days - Tentatively November 10<sup>th</sup> - November 13<sup>th</sup>**

**Spring Performance Picture Days - Tentatively April 12<sup>th</sup> - April 15<sup>th</sup>**

2023 - 2024 CALENDAR

Aledo Academy of Ballet

2023 to 2024

First/Last Day of Semesters

Studio Closed  
Performance/Audition Information

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Academy Dates

September 5<sup>th</sup> - First Day of Fall Semester

October 31<sup>st</sup> - Studio Closed for Halloween

November 10<sup>th</sup> - November 13<sup>th</sup> - Winter Showcase Picture Day Opportunities (Tentative)

November 19<sup>th</sup> - November 26<sup>th</sup> - Thanksgiving Break

December 9, 2023 - Winter Showcase

December 16<sup>th</sup> - Last Day of Fall Semester

December 17<sup>th</sup> - January 7<sup>th</sup> - Christmas Break

January 8<sup>th</sup> - First Day of Spring Semester

January 15<sup>th</sup> - Studio Closed for MLK Day

March 10<sup>th</sup> - March 17<sup>th</sup> - Spring Break

April 12<sup>th</sup> - April 15<sup>th</sup> - Spring Performance '24 Picture Day Opportunities

May 18<sup>th</sup> - Spring Performance '24 (Last Day of Spring Semester)

\*\*Note: All Calendar Dates are Subject to Change\*\*

\*\*Please Note: The holidays listed above have been figured into AAB tuition rates; therefore, no refunds or makeup classes are offered for these days.

For inclement weather we will follow AISD closures. There are no refunds offered for AAB closings due to weather; however, a student can make up a missed class in her/his same dance level or the level below. A dancer should make up the class within two weeks.\*\*

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## POLICIES AND PROCEDURES

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- a) **Each student will be responsible for a Non-Refundable Registration Fee.** The registration fee is \$45 per student, \$60 per family max of three siblings (\$10 per additional sibling after the three). A full month tuition is charged for all months including those with holidays and missed classes. For a complete list of tuitions and fees see page 3 of the handbook.
- b) **Tuition is payable by the month, by semester, or by year.** If paying for the Semester Tuition or Full Year Tuition you will receive a discount and must be paid by **check or cash**. If you're paying for Monthly Tuition the enrollment in Auto Pay will be **required**. Please see above information on Auto Pay for details.
  - i) **First Month Tuition is due at time of enrollment.** Thereafter, **monthly payments will be auto drafted on the first of the month.** *There will be a \$10 processing fee for any payments that are unable to be processed by the DSP Autodraft.*
  - ii) The studio must be notified via email **10 days prior to the 1st of the Month** of any class drops or unenrollment to avoid payment for the following month. In the event we do not receive written notification of your intention to drop, your account will continue to be billed and no refunds will be issued.
  - iii) Drops and schedule changes will not be allowed on or after March 1<sup>st</sup>.
  - iv) Students with outstanding balances are not eligible to take classes, participate in recital or re-enroll until outstanding balance is paid in full.
  - v) No refunds or credit will be given for class cancellations due to inclement weather, holidays, or temporary illness. Student absences will **not** be refunded, however, missed classes (except for those due to holiday) may be made up in the same level or the level below the student.
  - vi) 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.
  - vii) **Additional fees include the Winter Showcase Performance Fee and Spring Performance Fee.** The Performance Fees are defined above and based on the number of dances a student performs. Additional fee information and due dates may be found on page 3.
- c) Aledo Academy of Ballet does not carry medical insurance for its students. It is required that all dance students be covered by their own family's insurance policy should injury occur, it is understood that the family/student's own policy is your only source of reimbursement.
- d) **Cancellation or Combining of Classes:** Aledo Academy of Ballet reserves the right to cancel or combine classes if class enrollment drops below 4 students.
- e) **All students must take ballet as it is the foundation for all dance technique. Class level is determined by the student's age through Beginning Ballet, thereafter, level is based on ability.**
- f) **Regular attendance and punctuality are critical to the training of each dancer and are factors in determining level advancement and performance placement. Attendance is checked in each class.**
  - i) 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 or considered contagious.
  - ii) Dancers should contact the studio **via email** 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 class level or the level below. This will be scheduled based on class capacity.
  - iii) If a student is unable to attend class for two consecutive weeks and does not notify the studio, the studio will contact the dancer. If the dancer fails to attend for a third consecutive week, the student's class space will be forfeited. If at a later date, the student desires to return, a new registration fee and outstanding balance must be paid.

- iv) Students should be ready for class, with proper attire and hair, at the appropriate time. The beginning of class includes proper warm-up exercises and missing this part of class may lead to injury. Students who are late to class may stand by the studio door and observe class until the teacher invites the student to join the class.
- g) **Students are required to wear their class uniform and appropriate shoes for 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 but removed once class begins.
  - i) It is highly recommended that all dance attire (leotard, tights, shoes, skirts, bags, etc.) be clearly marked with the student's name. Misplaced articles of clothing, jewelry, etc. will be kept in the Lost and Found box for one month. After a month, the Lost and Found box will be cleaned out and all items will be donated.
  - ii) **NO jewelry, with the exception of stud earrings, may be worn in class.**
  - iii) Hair is **required** to be worn in a ballet style bun for all classes. If hair is too short, it must be pinned away from the face. **NO ponytails, please.**
  - iv) Street clothes and street shoes or an appropriate cover-up **must** be worn when outside the studio.
  - v) **Dancers should NOT wear their ballet shoes outside the studio.** Dirt and oils collected on the bottom of the ballet shoes are harmful to the special dance floor in the studios. **This applies to ALL dance shoes.** Please get slip on sandals or something easy for the students to slip over their shoes before they walk outside.
  - vi) **NO STREET SHOES ARE TO BE WORN INSIDE THE STUDIO.**
- h) **Only bottled water** is permitted in class. Please no open containers to prevent spills and damage to the flooring.
- i) **Student etiquette is important in creating a positive learning environment for all dancers.**
  - i) Students must turn off cell phones and leave them in their bags in the lobby area. 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.
  - ii) Students should not return to the lobby **during or between classes** without specific consent of the instructor.
  - iii) Students are not to leave the studio space during class without specific consent of the instructor.
  - iv) Food and Drinks are allowed in the lobby area. **Only water bottles with closeable lid** are permitted in the studio area.
  - v) All students are expected to pick up after themselves and help keep the lobby and studio neat and orderly. Students need to remove all trash and personal items from these areas before leaving the building.
- j) Aledo Academy of Ballet requires both dancers and parents/guardians alike to adhere to policies in order to keep the studio a secure and safe environment for everyone.
- k) Only AAB students and staff are permitted in the studio during class and rehearsals.
  - i) Parents are responsible for their children before classes begin and as soon as they have concluded.
  - ii) Students must be picked up promptly after their classes have ended. If parents/guardians are unable to pick up their children on time, or if alternate transportation arrangements are made, the studio must be informed for security reasons.
  - iii) Parents assume all responsibility for students who leave the building without supervision. Students should not run out into the parking lot as it is a traffic area

# ALEDO ACADEMY OF BALLET

## 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 Aledo Academy of Ballet Facebook page and request to join our Aledo Academy of Ballet Parent Group on Facebook to receive the latest studio news such as weather closings.

\_\_\_\_\_ MONTHLY TUITION Monthly tuition will be auto drafted on the first of each month. There will be a \$10 processing fee for any payments that are unable to be processed by the DSP system. Tuition is based on a full ballet season (September through May) and is pro-rated into monthly payments. Full Monthly tuition is charged, regardless of holidays or absences.

\_\_\_\_\_ CLASS ATTIRE Students are **required** to wear their class dress code leotard, pink 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. Sandals should be slipped over ballet shoes before students walk outside.

\_\_\_\_\_ HAIR Hair is required to be worn in a ballet bun for all dance classes. Short hair must be pinned away from the face. **NO ponytails please. Bangs must be pinned back.**

\_\_\_\_\_ ATTENDANCE/ABSENCES In the event of an absence, please notify the studio by email as soon as possible. With advanced notice, make-up classes can be arranged with Mrs. Caroline over email.

\_\_\_\_\_ TARDY POLICY Students who are late to class should wait by the studio door for the teacher's invitation to join the class.

\_\_\_\_\_ PERFORMANCE FEES A Winter Showcase Performance Fee will be due by September 9, 2023. And a Spring Performance Fee will be due by January 8, 2024. If a student enrolls after either of these dates, the performance fee will be due at time of registration, if the costume is available for that class(es).

\_\_\_\_\_ PHOTO RELEASE WAIVER I hereby grant, Aledo Academy of Ballet, Aledo Ballet Studio Company, and Sara Grace Photography, permission to use my child's likeness in a photograph, video, or other digital media in any and all of its publications, including web-based publications, without payment or other consideration.

\_\_\_\_\_ LEGAL RELEASE By signing this release, I acknowledge the academy policies and understand that my child(ren) is taking classes at their own risk and I agree to hold Aledo Academy of Ballet, its instructors, and/or assignees harmless for any liability, claims on demands for personal injuries, sickness or death as well as for expenses due to loss or damage to personal property while on or around the premises. By signing this form, I agree that all tuition and related fees are not refundable and not transferable.

\_\_\_\_\_ 2023-2024 ALEDO ACADEMY OF BALLET STUDENT HANDBOOK I have read the student handbook and our family will adhere to all policies and procedures contained in the handbook.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

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