

# THE BROOKLINE BALLET SCHOOL

TRINIDAD VIVES Artistic Director

## Youth Ballet Program 2024-2025 | Parent & Student Handbook

### Registration/Enrollment

Enrollment for students in the Youth Ballet Program is for the full academic year - September 9, 2024 through June 15, 2025. Holidays and vacations are outlined on the 'Key Dates' page of the TBBS website. Registration opens in June and students are accepted into each level on a first-come, first-served basis. Registration forms and payments may be mailed, emailed or dropped off at The Brookline Ballet School studios. All students, new or returning, must pay a \$30 non-refundable registration fee.

### Tuition and payment plan options

Tuition may be paid in full or in installments through a payment plan. Students in Pre-Ballet 1 through Level 1 (1 class/week) may choose to pay full tuition at registration or in two installments; the first payment at registration and a second payment on December 1, 2024.

Students enrolled in two or more classes/week may choose to pay full tuition at registration or in three installments; the first payment at registration, the second on December 1, 2024 and the third on March 1, 2025.

**Please note that students paying in installments are required to have a valid credit card on file with TBBS.** Installments will be automatically charged to that credit card on the dates detailed above. A one-time \$30 service fee (added to the first installment) is required for those paying in installments.

### Returned Checks/Declined Credit cards

A \$30 fee will be charged for any checks returned to our office or declined credit cards.

### Tuition refunds

For students in **Pre-Ballet/ Level 1 (one class/week)**, paying full tuition in one payment:

If a student withdraws before December 1, 2024: TBBS will refund 50% of the tuition minus a \$50 cancellation fee.

If a student withdraws after December 1, 2024: **NO refunds will be made.**

For students enrolled in **two or more classes/week (levels 2 and up)**, paying full tuition in one payment:

If a student withdraws before December 1, 2024: TBBS will refund 50% of the tuition minus a \$50 cancellation fee.

If a student withdraws before March 1, 2025: TBBS will refund 25% of the tuition minus a \$50 cancellation fee.

If a student withdraws after March 1, 2025: **NO refunds will be made.**

For students paying tuition in installments: **NO refunds for paid installments**

If a student does not plan to return, we will need a letter stating this at least two weeks before the next payment is due. Please send this letter to [info@brooklineballet.com](mailto:info@brooklineballet.com) with the subject line "YBP Opt Out". If a student is leaving due to illness or injury, a doctor's note will be required.

### Force Majeure

In the event that **TBBS** is unable to hold in person classes due to circumstances beyond our control (act of god, governmental mandate, pandemic, or another unforeseen event), **TBBS** will transition to an online virtual format to continue instruction for the duration of said event.

### Placement, Promotion and Evaluations

Advancement through The Brookline Ballet School is based on many factors including a student's age, strength, commitment, and mastery of material, maturity and attendance record. Students are placed in the level that will encourage the most progress. Level placement is at the discretion of the Directors. If there are questions or concerns about a student's progress, please schedule a conference with the Directors.

Students do not automatically advance to the next level at the end of each school year. Most students will spend more than one year in each level. Students will receive an end-of-year evaluation addressing progress, effort, attitude, and recommended improvements. These evaluations will give students their level placement for the following year.

### **Dress code**

Students must adhere to the dress code outlined on the TBBS website. Information about stores to purchase dancewear and shoes is available on the website and at the desk. All students should maintain a neat appearance. Long hair must be worn neatly tied back in a bun. Short hair must be held back from the face with a headband. No jewelry (necklaces, bracelets, watches, dangling earrings, etc.) may be worn during class other than small stud earrings. No skirts, sweaters or extra clothing!

### **Building Etiquette**

Students and families should keep noise in the lobby area to a minimum. Students are responsible for cleaning up after themselves and disposing of garbage. The facilities and furniture should be treated with respect. No chewing gum is allowed in the building or the studios. Students should not bring valuables to TBBS. If this is unavoidable, valuables should be locked in a locker or brought into the studio. TBBS is not responsible for any lost or stolen items.

### **Classroom etiquette**

Once class has begun, quiet is required of all students. Students should use the restroom prior to class. Students should raise their hands to ask questions related to class work and acknowledge corrections with a polite response. Students must remain standing for the entire class. No sitting on the floor or hanging on the barres will be tolerated. Students are encouraged to bring tightly closed water bottles into class. No food or other beverages are allowed in the studio or in the dressing room. Disruptive or uncooperative behavior will not be tolerated and students behaving in such ways will be asked to sit down or leave the studio. At the end of each class students should personally thank the teacher before leaving the studio.

### **Arrival and tardiness**

Students should arrive at least ten minutes prior to class time and be dressed and ready for class at the appointed time. Students arriving late disrupt the class and, at the teacher's discretion, may not be allowed to participate but will be asked to observe the class. Students arriving after the class has started must approach the teacher and ask permission to take the class.

### **Attendance and absences**

Students are expected to attend all of their classes. Good attendance is essential to students' progress.

If a student is unable to attend a class, TBBS must be notified by email BEFORE the scheduled class. Reported absences for the following reasons are considered 'excused' absences: illness, injury, family emergency, religious holiday observance. Only 'excused' absences are eligible to be made up (two per semester). Please email TBBS at [info@brooklineballet.com](mailto:info@brooklineballet.com) to report your child's absence.

### **Make-up classes**

If a student has reported an absence by email and it falls into the 'excused' absence category, a make-up class can be scheduled. Up to two make-up classes can be scheduled per semester. Classes must be made-up in the same month as the absence. Make-up classes should be scheduled with the front desk.

### **Snow days/class cancellations/holiday schedules**

Updated information is available on the home page of our website ([www.brooklineballet.com](http://www.brooklineballet.com)) and under the schedule tab. For any questions related to class cancellations please call TBBS at 617-879-9988. Days canceled due to weather will not be rescheduled.

### **Medical concerns and emergencies**

Faculty and staff are aware of any medical concerns specified on your child's registration form. If changes arise, please notify the staff in writing so that all medical records are up to date. In case of an emergency, all attempts will be made to contact the student's parent/guardian. If the parent/guardian cannot be reached, the emergency contact provided on the registration form will be contacted.

### **Communication with faculty**

Teachers generally do not have time between classes to properly address concerns. If you would like to speak to the faculty or directors regarding your child, please speak with the front desk, email, or call the studio to arrange an appointment.

### **Student pick-up**

Students should be picked up in a timely manner, within 10 minutes of the end of their last class. TBBS personnel cannot be responsible for students left beyond this time. No one, regardless of age, should be waiting outside the studio after dark.