

Ballet Theatre *of* P H O E N I X

POLICIES & PROCEDURES

School Director: Jennifer Cafarella

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602-957-3364

Email: : info@ballettheatreofphx.org

2326 E. Indian School Rd, Phoenix, AZ 85016

WELCOME TO Ballet Theatre of Phoenix!

Ballet Theatre of Phoenix HAS THREE PROGRAMS:

Creative Movement

Primary Program: Primary 1, Primary 2 and Primary 3

Classical Ballet Program: Level 1, 2, 3, 4, 5, and 6

COMMUNICATION

To maintain consistency and efficiency, **Ballet Theatre of Phoenix uses email notices as the primary method of communicating current and relevant information.** Ballet Theatre of Phoenix requests that parents and students check their email regularly and notify Ballet Theatre of Phoenix of any email address changes.

Parents and students should communicate primarily through Ballet Theatre of Phoenix's email: info@ballettheatreofphx.org

Ballet Theatre of Phoenix's telephone number is 602-957-3364.

ATTENDANCE

The following headings cover School policies and procedures regarding student attendance. Consistent attendance is necessary for students to maintain progress. Attendance is a strong factor when student progress is evaluated and level placement considered.

DAILY ATTENDANCE

Students in all levels will have their attendance taken in the classroom by their teacher. Students are encouraged to make up missed classes in the same or a lower level class.

REHEARSALS

Students are required to attend ALL REHEARSALS in preparation for any BTP performance in which they are participating. If a student must miss a rehearsal, parents will inform Ballet Theatre of Phoenix in advance in writing by email to: info@ballettheatreofphx.org. The Front Desk Staff will notify the appropriate teachers. Please do not direct absence notifications to teachers or the School Directors.

*The School Directors reserve the right to withdraw a student from a performance should the student be absent from required rehearsals.

*Parents should carefully consider rehearsal requirements before committing their child to any Ballet Theatre of Phoenix performance opportunity.

ABSENCES

Parents or students will promptly notify Ballet Theatre of Phoenix of ANY absences via email at: info@ballettheatreofphx.org. Only in the event that email notification is not possible, please call Ballet Theatre of Phoenix at 602-957-3364. The Front Desk Staff will notify the appropriate teachers. Please do not direct absence notifications to teachers or the School Directors. Excused absences include only the following: Family emergency, medical emergency, illness, injury or religious obligation.

MAKE-UP CLASSES

All students should make up any missed classes by taking an additional equal or lower level class within the month of the absence, if the school's schedule allows. Please contact the school via email to schedule a make-up class.

TUITION PAYMENT OPTIONS

WHEN ENROLLING YOUR STUDENT AT Ballet Theatre of Phoenix, YOU ARE COMMITTING THEM TO THE FULL SCHOOL YEAR. THERE ARE 3 PAYMENT OPTIONS. PLEASE READ THE WITHDRAWAL POLICY AT THE END OF THIS DOCUMENT.

1. Pay in Full – this includes the registration fee and is due upon receipt of registration. Please read page 11 for Ballet Theatre of Phoenix's withdrawal policy.
2. Two Payments – The tuition will be divided equally into two payments. The first payment is due upon receipt of registration and will include the registration fee. The second on January first (1st). A credit/debit card is required to be on file if you select this payment option**. If the card provided declines, a \$10.00 fee will be assessed and will be due along with the installment***. If payment is not provided by the first class of the semester, a \$10.00 late fee will be assessed and will be due along with the installment. If the second

payment is not provided by the first (1st) January, a \$10.00 late fee will be assessed and will be due along with the installment.

**There will be a 3.5% processing fee for all credit/debit card transactions. If you would like to pay by cash or check, you must make this payment prior to the due date.*

***It is your responsibility to notify Ballet Theatre of Phoenix if your card number has changed.*

Please read page 11 for Ballet Theatre of Phoenix's withdrawal policy.

3. Monthly Installments* - The tuition will be divided into monthly installments. August, December, and May will be prorated as half-months. The first payment is due upon receipt of registration and will include the registration fee. The following payments will be due on the first (1st) of each month. A credit/debit card is required to be on file if you select this payment option**. If the card provided declines, a \$10.00 fee will be assessed and will be due along with the installment***. If payment is not provided by the first (1st) of the month, a \$10.00 late fee will be assessed and will be due along with the installment.

**Monthly Tuition is based on an average 3-4 weeks per month. Because of certain holiday breaks, in some months a weekly class may only meet 3 times and other months will have 4. Should you sign up in the middle of the month, tuition will be pro-rated depending on how many weeks are left in the month.*

***There will be a 3.5% processing fee for all credit/debit card transactions. If you would like to pay by cash or check, you must make this payment prior to the due date.*

****It is your responsibility to notify Ballet Theatre of Phoenix if your card number has changed. Please read page 11 for Ballet Theatre of Phoenix's withdrawal policy.*

LEVEL PLACEMENT AND ADVANCEMENT

All students, unless enrolled in the previous school year, are required to take a placement class prior to enrollment. Please contact Ballet Theatre of Phoenix to schedule a placement class.

Students are placed in a level in Ballet Theatre of Phoenix that is appropriate for both their age and technique. Students may not automatically move on to the next level in Ballet Theatre of Phoenix at the end of the year as in academic schools. It may take more than

one year of training at any level to arrive at the proper physical strength, skill proficiency and emotional maturity of that level. The School Directors make all final decisions regarding level placement.

STUDENT EVALUATIONS

Teaching faculty evaluates students' progress throughout the year. Students will receive evaluations from their teachers in December and late May/early June. Parents may schedule a meeting at any time to discuss their child's progress.

BALLET THEATRE OF PHOENIX CODES OF CONDUCT

Ballet Theatre of Phoenix is committed to maintaining a healthy school environment that allows all students to participate in and fully enjoy their dance training. By enrolling in Ballet Theatre of Phoenix, parents and students agree to abide by the following codes of conduct:

STUDENT CONDUCT

All students will be courteous and respectful to one another, to their teachers and to all School staff. The School 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 Ballet Theatre of Phoenix to their teacher, or School Directors.

Students will arrive and leave Ballet Theatre of Phoenix with appropriate clothing covering their dance wear. They are not to arrive or leave Ballet Theatre of Phoenix in only their dance wear.

Students will respect that Ballet Theatre of Phoenix lobby and office area are work places; and students will conduct themselves appropriately, talking quietly and keeping the lobby area clean. Students will eat only in designated areas. There will be zero tolerance for eating anywhere else and class suspension may result for students breaking this rule.

POLICY ON BULLYING, HAZING AND HARASSMENT

Bullying, hazing, and harassment are prohibited. Students may not participate in any of these actions. Students may not solicit others to participate in/or aid and abet any of these actions. It is not a defense by the perpetrator(s) that the bullying, hazing, or harassment victim consented or acquiesced in the activity. All students and staff are responsible for taking reasonable measures to prevent bullying, hazing, and harassment. "Reasonable measures" do not allow or justify the victim to return in-kind. Such in-kind actions on the part of the victim will be considered a violation of BTP policy.

If a student is a victim of bullying, hazing, or harassment, the student should ask the perpetrators to stop. If the actions do not stop, the student should inform a teacher or an administrator. If the student does not feel comfortable informing a school representative, they must inform a parent or guardian who will in turn inform the school. The victim must report the bullying, hazing or harassment in order for Ballet Theatre of Phoenix to implement an action plan to resolve the situation. Retaliation by the perpetrator(s) in the form of further actions, including organized shunning of the victim, will result in further disciplinary action against the perpetrator(s) up to and including expulsion.

PARENT CONDUCT

Parents will be respectful toward all employees of Ballet Theatre of Phoenix. Parents will make an appointment, in advance, to meet with the School Directors, or faculty. Parents may not observe classes from the hallway. Parents are invited to observe classes during scheduled Viewing Week only or by arrangement with the School Directors.

Parents will be respectful of other Ballet Theatre of Phoenix parents and their children. With the exception of any parent volunteers who have been asked to help coordinate rehearsals or performances, no parent may discipline another parent's child while at Ballet Theatre of Phoenix. Parents will immediately direct any concerns with other students to the School Directors.

TEACHER-STUDENT CONTACT

In teaching the art of Ballet, as well as other dance disciplines offered by Ballet Theatre of Phoenix, 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. Ballet Theatre of Phoenix does not tolerate any teacher-student contact that is harmful or inappropriate. In enrolling their child in Ballet Theatre of Phoenix, parents acknowledge that it is a practice of Ballet Theatre of Phoenix to correct students with physical contact.

PARKING LOT AND LOBBY ETIQUETTE

1. All electronic devices used must be accompanied with headphones.
2. All extended cell phone conversations should be taken outside the building.
3. Please ensure that you clean up after yourself and your child should you eat or do any crafts such as coloring in the lobby.
4. All parents or guardians are to remain with their child (under the age of 8) until class starts and they enter the studio.
5. For parents of Creative Movement and Primary 1 students, you are to remain in the lobby while your child is taking class in case they need to use the restroom, etc.
6. The entrance to Ballet Theatre of Phoenix is behind this building façade facing Indian School Rd. Drivers may enter here and either park by the entrance of the school in the designated parking spots or follow back along the side of the building and park.
7. Do not to park in front of the entrance or wait there for your child. Rather park in a parking spot and either wait or come in.

Please cooperate with Ballet Theatre of Phoenix in these policies to keep a pleasant clean lobby and safe parking lot for our students.

Students are to remain in the building once they arrive for classes unless permission has been provided in writing by the parent/guardian. If a student does leave the building between classes or rehearsals, Ballet Theatre of Phoenix will not be held responsible for the student's behavior or experience outside of Ballet Theatre of Phoenix.

DRESSING ROOMS

Students will be responsible for their own belongings. No valuables should be left in the dressing rooms and should be brought into the studio. Personal items left in the building will

be placed in the Lost and Found for one week only. Items not claimed will be removed. Ballet Theatre of Phoenix will not tolerate the theft of any BTP or other student's property. Students are to respect each other and Ballet Theatre of Phoenix property and there will be zero tolerance for any disrespect to either persons or property. Students who participate in any theft face immediate dismissal from Ballet Theatre of Phoenix.

Only Ballet Theatre of Phoenix students of the same gender are allowed in girls or boys dressing rooms. A parent of the same gender is also allowed in the dressing to assist their child. Parents of a different gender than the student are asked to use bathrooms for changing.

Students will demonstrate a respect for School property by maintaining clean and tidy dressing rooms and not leaving trash behind in the studios. Students are to respect each other and Ballet Theatre of Phoenix property and there will be zero tolerance for any disrespect to either persons or property. There is no eating or drinking in the dressing rooms and studios. There will be zero tolerance for eating in the dressing rooms and class suspension may result for students breaking this rule.

INJURY/ILLNESS

Should a student suffer a prolonged injury or illness, parents are required to provide Ballet Theatre of Phoenix with written notification from a physician that permits the student to resume classes. Ballet Theatre of Phoenix also requests any medical information or recommendations that may inform the student's teachers how best to work with that student as she or he recovers. Information should be directed to the School Directors who will notify the appropriate teachers.

IN-CLASS INJURY/ILLNESS

Students who become ill or develop a minor injury during School hours should immediately report this to their teacher or other School staff members. In such instances, students are expected to continue their class as an observer, if possible.

MEDICATIONS

Ballet Theatre of Phoenix does not permit School staff members or teachers to provide or administer over-the-counter medication.

Ballet Theatre of Phoenix must receive written notification for any student who requires prescription medication while participating in School classes, rehearsals or performances. All prescription medications must be in the original container with the prescription. BALLET THEATRE OF PHOENIX DOES NOT ADMINISTER PRESCRIPTION MEDICATIONS. Ballet Theatre of Phoenix requires that students who are taking prescription medication be able to either self-administer or have a parent/guardian assist them.

SUBSTANCE ABUSE POLICY

Ballet Theatre of Phoenix has a NO TOLERANCE POLICY for tobacco, alcohol, and drug use, distribution, and/or possession and for the use and/or possession of weapons in and around the campus. Around the campus means any place in the vicinity that other students or the public may observe the behavior of the student and/or associate that student with Ballet Theatre of Phoenix. Violations of these regulations will result in immediate dismissal from Ballet Theatre of Phoenix, and will be referred to the proper authorities, should they be involved in any of the above activities.

It is unlawful for a person to intentionally be present in a drug-free school zone to sell, transfer, possess or use marijuana, manufactured peyote, prescription-only drugs, dangerous drugs or narcotic drugs.

ARRIVAL/DISMISSAL

Students are not to be dropped off for class more than 30 minutes prior to class time unless an adult will be waiting with them to provide supervision. Creative Movement and Primary 1 parents are required to remain in the lobby during class to assist with their child's bathroom breaks as needed. If a student is more than 15 minutes late to class, they may not be allowed to take class. It is unsafe to join class late without properly warming up and it is disruptive to the class. Students may be asked to sit and observe class, taking notes which they will present to the teacher at the end of class. Students arriving late may not enter the

classroom while music is being played. Once students hear a pause in the music of their class, they may enter the classroom, greet their teacher and wait courteously to be placed in the class or be asked to observe the class.

If a student is not picked up within 15 minutes of class ending, the parents/legal guardian will be charged \$65 per hour that they are late. This is to provide adult supervision to the child outside of their class time.

Students are required to wear some form of cover up over the dance clothes when entering and leaving Ballet Theatre of Phoenix. It is not modest or safe to only wear dance-wear from the car into the studio and vice versa. Ballet Theatre of Phoenix wants all students to be safe. Students are also *not to wear their ballet slippers outside of Ballet Theatre of Phoenix on asphalt, grass, or dirt*, as this ruins their shoes and can dirty or scratch the studio floors.

DRESS CODE

Please see the specific dress code requirements provided for your student's level that was provided to you.

Female students are to wear their hair and bangs neatly away from their face and secured in a classical ballet bun. Ponytails are not acceptable. If you need assistance in learning how to make the proper bun, please notify school staff. Leotards and tights are to be clean with no holes, etc. Students that come to class in dirty leotards, tights or unkempt hair will have their parents notified.

Male students will not have their hair overly long or falling into their eyes. Students may not be allowed to perform if their hair is dyed to an unnatural color.

Students are not to wear jewelry (other than stud earrings for girls) or have visible temporary tattoos when coming to take class.

BTP PERFORMANCE OPPORTUNITIES

All students are invited to participate in Ballet Theatre of Phoenix's mid-year and year end performances. There is a production fee due to offset costs of the production for each performance, and friends and family will need to purchase tickets to the performance.

Permission slips with detailed rehearsal schedules and expectations are sent out prior to the start of rehearsals.

PARENT OBSERVATION

Parents, guardians and relatives of students are invited to watch classes during Ballet Theatre of Phoenix's Viewing Week. Dates for this week are given in Ballet Theatre of Phoenix's calendar sent with registration materials. Parents' requests for themselves or other family members to observe classes outside of the Viewing Weeks may be made by contacting the Front Desk staff and approval is at the discretion of the Faculty and School Directors.

PHOTO/VIDEO POLICY

Upon registration, parents sign a photo/video release which authorizes Ballet Theatre of Phoenix to use images of their child for promotional purposes. Ballet Theatre of Phoenix restricts the use of such images to archival needs or School marketing opportunities. Ballet Theatre of Phoenix does not permit or authorize the use of such images by any individual or other entity outside Ballet Theatre of Phoenix.

Ballet Theatre of Phoenix prohibits any unauthorized or inappropriate use of images taken of BTP students while they are engaged in School activities.

For the safety of the performers and with respect for copyright laws, Ballet Theatre of Phoenix does not permit any unauthorized photography or video to be taken during performances.

STUDENT WITHDRAWALS

Students who withdraw within 30 days of the student's first class may be eligible to receive a prorated tuition refund, except for those on the monthly installment plan.

A Parent/Guardian must officially withdraw the student by written notice (email is acceptable).

Should a refund be granted, the refund will be calculated from the 1st of the following month after written notice was received. Tuition refunds will not be held as credit or carried over to the next semester or school year. Refund processing takes approximately four weeks.

The following applies:

A Parent/Guardian must officially withdraw a student by written notice submitted to:
Ballet Theatre of Phoenix: Jennifer Cafarella, 2326 E. Indian School Rd, Phoenix, AZ
85016, or by email notification to jennifer@ballettheatreofphx.org

- Withdrawal requests may not be made by telephone.
- Failure to attend classes does not constitute official withdrawal.
- Notification to the instructor does not constitute official withdrawal.
- **Installment Plan Payments will continue to be charged until written notice is received and the qualifications have been met.**
- Registration Fees, Production Fees, Equipment Fees and Administrative Fees are non-refundable.

After 30 days from the date of a student's first class, refunds for withdrawals are granted only for:

1. Medical Reasons—Parent/Guardian must officially withdraw the student by written notice, accompanied by a letter from the student's physician.
2. Relocation—Parent/Guardian must officially withdraw the student by written notice, in advance of relocation.

After 30 days from the date of a student's first class, withdrawals for reasons other than those listed above will not be eligible for refund. Furthermore, tuition will continue to be billed and Parent/Guardian is responsible for continued payment until written notice is received.

