

# 2023-2024 Colorado Ballet Society Policies

Please read all of the following policies with your student. You will initial and sign, acknowledging your understanding and acceptance of Colorado Ballet Society policies.

## Payment/Adding and Dropping Classes/Performances

- Tuition fees are calculated by the number of hours danced per week multiplied by the number of weeks in the Season.
  - Primary Division classes are calculated for a 45-week period, from August 7th, 2023, through July 27th, 2024, excluding scheduled closures.
  - Secondary, Upper and Pre-Professional Division classes are calculated for a 38-week period from August 7th, 2023 – May 25th, 2024, excluding scheduled closures.
- Tuition payments are based on dividing the total tuition fee into equal monthly installments.
  - Primary Division tuition payments will yield 12 equal monthly payments, August through July.
  - Secondary, Upper and Pre-Professional Division tuition payments will yield 10 equal monthly payments, August through May.
  - Adult Spanish & Pas de Deux are calculated at a special rate:
    - These classes will run from August through October 2023 and January through March 2024 for x2 12-week sessions
    - Each 12-week session will be calculated for a total of \$250 per session
    - The total for both 12-week session is \$500 for the year
    - For those that pay for the year in FULL, they will receive a discounted rate of \$450
- Your payments cover weeks of actual class time. Thanksgiving Break, Christmas Break, Spring Break, and Summer Breaks are not calculated into your tuition.
- 45-minute classes (this applies to dancers who are only taking one 45 minute class per week) are calculated at a flat rate of \$17.25
- Classes that fall on Labor Day and New Year's Day may be made up at alternative times at your convenience. Tuition is not adjusted for inclement weather or student absences. There are no refunds or credits given for unattended classes. You are paying for your child's place in the class, as there are waiting lists for many classes.
- There are no refunds given. If an exception is made due to unforeseen circumstances, a credit or refund **may** be approved and is only valid within the same season and cannot be transferred to a future season.
  - Refunds that are distributed in the form of a check must be cashed within 30 days. If a check is not cashed within 30 days, it will be voided, and an alternative check will **not** be provided.
- Purchasing and taking classes using a Punch Card does NOT hold a place in class for a student. Students may only attend if there is space in the class.
- There is a \$20 drop fee, per dancer and per class, for all divisions. The drop fee applies any time a dancer reduces the number of classes taken and covers the administrative and artistic costs associated with schedule adjustments.
- There is a \$50 fee per dancer to drop ALL classes.
- There is a \$75 recasting fee per dancer, per division, for dropping a performance after the performance fee due date.
- An explanation of Monthly Tuition (MT) versus a Punch Card (PC):
  - MT is paid monthly in advance allowing your dancer to hold a permanent place in class and be included in performances given they meet their level requirements and enroll before the performance cut-off date.
  - With MT, as dance hours increase, the hourly rate decreases.

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- A Punch Card is offered for students who do not intend to complete the total weeks of training calculated for MT, or who do not intend to perform.
- PCs are purchased in advance at a rate of \$190 for 10 hours at a rate of \$19/hr.
- PCs do not expire, but new ones need to be purchased to continue in class.

\_\_\_\_\_ *I understand Colorado Ballet Society will not refund tuition for missed classes; including those missed due to weather, injury, sickness, travel, or school events.*

- **Tuition is due by the 1st of each month.** If payment is not received by the 5th of the month a \$30.00 late fee is added to your account. Additionally, your dancer can lose their class placement and will not be able to perform. A separate charge of \$40.00 will be added to your account for any returned checks.
- If the 5<sup>th</sup> of the month falls on a Sunday or Holiday, your automatic payment will be charged the following business day.
- Automatic payments are strongly encouraged and can be added to your account at any time throughout the year. Payment will be automatically charged to your credit card on the 5th of the month. If your credit card account number or expiration date changes, it is your responsibility to provide the Front Desk with updated account information in a timely manner to avoid a \$30.00 late fee.
- Enrollment in autopay will continue from year to year unless a written notification is received by the Front Desk or through the Parent Portal.
- All Credit Card authorization forms are shredded once the information is inputted into your Parent Portal.
- After the 5<sup>th</sup> of each month, following a 3 days' notice, the card on file will be charged if there is an outstanding balance on your account. This charge will include any late or drop fees that have been applied to your account.
  - If you do not have a card on file, and payment is not received, your dancer will be excused from classes until payment is made.
- The Controller will send a statement to the parent email on file by the 3rd Friday of the month.
- Even if you have automatic billing set-up, you will still receive a statement via email. This is to ensure you know what amount will be charged to your credit card that month. Although most months are the same, there can be differences when performance fees are due.
- In order to be eligible to perform, tuition must be current, including the month of any scheduled performance date.
- Should your dancer need to withdraw from class for any reason, please notify the Front Desk before the 5th of the month. If we are notified later than the 5th, you are liable and will be automatically charged for that month's tuition.
- Please note, if you make your payment before the 5th and then choose to drop, there are no tuition refunds, but you will still be eligible for classes for that month.
- Class times may be adjusted, or classes may be removed from the schedule, should enrollment not reach or maintain a minimum of 4 students. Colorado Ballet Society will allow classes a reasonable amount of time to build enrollment.
- The accepted payment methods include the Parent Portal with or without autopay, check, or cash (exact change only).
  - Autopay enrollment can be done through your Parent Portal or at the Front Desk.

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- Checks should be made out to Colorado Ballet Society or CBS.
  - Please turn your check in to the Front Desk. If no one is available, there is a drop box located in the entrance foyer. All billing inquiries must be handled with the Controller, Amanda Daubendiek. Please contact our Controller by email.

**Contact Email:** [billing@danceinthesprings.com](mailto:billing@danceinthesprings.com)

\_\_\_\_\_ *I understand the above stated tuition policies regarding class payment, late fees, and adding / dropping classes as well as the above bill handling methods.*

## Performances & Fees

- All enrolled students are highly encouraged to participate in annual performances.
- Nutcracker Audition Fee due August 26<sup>th</sup>, 2023
  - \$15 per dancer
  - Non-CYB Dancers Levels Encore 1-5 & Levels 2-8 are welcome to audition.
    - Dancers in Primary Division will be invited to audition based on age and instructor recommendation.
- Nutcracker Performance Fee\* due September 12<sup>th</sup>, 2023
  - \$175 per dancer
    - \*This fee is waived for CYB Members
- Primary Division
  - Primary Division Performance Fees include a downloadable link of the professionally videoed performance and cover the administrative, venue and rehearsal costs associated with performances.
  - Performance fees will increase by \$20 after their due date
  - Holiday Showcase Performance Fee due by October 1<sup>st</sup>, 2023
    - \$35 per dancer
  - Spring Performance & Costume Fees due by February 1<sup>st</sup>, 2024
    - \$60 per dancer
    - \$55 per each additional family member
    - Costume Fees:
      - \$75 per dancer per class
      - \$50 per dancer per each additional class
- Secondary, Upper and \*Pre-Professional Division Spring Performance Fee due February 1<sup>st</sup>, 2024
  - Secondary, Upper & \*Pre-Professional Division Performance Fees include a downloadable link of the professionally videoed performance and cover the administrative, venue and rehearsal costs associated with performances.
  - Performance fees will increase by \$20 after their due date
    - \*This fee is waived for CYB Members
  - \$110 per dancer
  - \$85 per each additional family member and/or performance
- **Colorado Youth Ballet** (by audition or invitation only)
  - Total: \$595
  - \$200 due August 22, 2023
  - \$200 due September 12, 2023
  - \$195 due February 6, 2024

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- **Connexus Dance Collective** (by audition only)
  - Total: \$375
  - \$185 due August 22, 2023
  - \$190 due February 6, 2024
- **Praise Dance Ensemble** (by applying through the Front Desk)
  - Total: \$150
  - \$75 due September 12, 2023
  - \$75 due February 6, 2024
- **Competition Ensemble** (by invitation only)
  - Competition Ensemble is by invitation only and per the Artistic Director's discretion.
  - The Artistic Director will assign dancers classical variations and recommend contemporary choreography that best suits each dancer's needs and talents.
  - Dancers will rehearse 2-3 hours per week, per piece (solos, duets, trios, etc.). Any additional required or necessary rehearsals must be scheduled as Private Lessons and paid as such.
  - ALL fees depend on a per dancer/per need basis.
  - Universal Ballet Competition Fees:
    - These fees include the administrative costs of registering and maintaining a dancer's registration throughout the season.
    - Fees are due at the time of UBC registration, on August 21<sup>st</sup>, 2023.
      - Solos: \$135 per dancer per entry
      - Duets/Trios: \$85 per dancer per entry
      - Pas de Deux: \$90 per dancer per entry
      - Ensemble/Repertoire: \$77 per dancer per entry
  - YAGP & Denver Ballet Guild Fees: TBD
  - Rehearsal/Choreographic Fees (due each Monday):
    - Classical Variation & Sr. Repertoire:
      - \$45 per hour per dancer
    - Contemporary Solo:
      - \$200 Choreographic Fee per dancer (a one-time fee made out directly to the choreographer)
      - \$45 per hour per dancer
    - Classical Duet or Pas de Deux:
      - \$30 per hour per dancer
    - Contemporary Duet or Pas de Deux:
      - \$150 Choreographer Fee per dancer (a one-time made out directly to the choreographer)
      - \$30 per hour per dancer
    - Trios or Group Variations Rehearsals (3 or less dancers):
      - \$25 per hour per dancer
    - Group Ensemble or Group Variation Rehearsals (4 or more dancers):
      - \$20 per hour per dancer
  - Costume Rental Fees:
    - Dancers and parents reserve the right to purchase their costumes (in place of renting) as long as the Artistic Director has given their approval and artistic direction prior to the purchase.

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- These rental fees include the care, storage, cleaning, and alterations required for each individual dancer's needs.
  - 1 Costume: \$175 (per event)
  - 2 Costumes: \$250 (per event)
  - 3 Costumes: \$300 (per event)
  - 4 or more costumes: \$95 per costume per event
- Classes with less than 5 students may not be eligible to perform.
- Required performance supplies may include level uniform, uniform black tank leotard, nude camisole leotard, tights, shoes and make-up. All items, excluding make-up, are available at the Ballerina Boutique.
- Mandatory rehearsals will be scheduled prior to the performance. Additional rehearsals outside of class time may be called.
- All cast members must be present for all dress rehearsals.
- If a dancer misses one of the required dress rehearsals, they may not be eligible to perform, which is at the discretion of the Directors and Managers of your dancer's division.
- If your dancer misses 3 or more classes during the spring semester, your dancer may not be eligible to perform, excused or otherwise.

\_\_\_\_\_ *I understand that performance fees are non-refundable.*

## Liability

- Colorado Ballet Society faculty and staff are not liable for any personal injury sustained by students in the studio, on the building premises, or as a result of their participation in class or performances. Colorado Ballet Society is not responsible for the loss or theft of any personal property on its premises. Valuables should be left at home, and not left in the bathrooms, dressing rooms or lobby.

\_\_\_\_\_ *I agree and understand the liability release above and that my registration information is stored electronically.*

## Communication

- Please request any appointments through the Front Desk to discuss any questions or concerns you have regarding any Artistic or Executive decisions. A meeting will be coordinated with the Directors.
- We ask that you not approach an instructor before, during, or after class.
- ALL inquiries and communication must be made through the Front Desk. Please do not text, Facebook message or personally email Colorado Ballet Society faculty and staff for Colorado Ballet Society related inquiries.
- For inclement weather closures, Colorado Ballet Society will post a message by 7am for morning classes, and 1 PM for afternoon classes. Announcements will be posted on our social media pages or sent via email.

## Dress Code

- ONLY dress code apparel is allowed in classes. Please refer to the Dress Code Policies

\_\_\_\_\_ *I have read the Dress Code and understand that my student will not be allowed to continue in class if not in the appropriate uniform or if their hair is not secured properly.*

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## Modesty Policy

- All students must wear cover-up clothing when arriving and leaving our building and theaters during class, rehearsal, and performances.

## Attendance/Absences/Make-Up Classes/Trials

- Students are expected to attend all classes. Progress and advancement depend on consistent participation. If a student is unable to attend a class or rehearsal, the student or parent needs to call or email the studio prior to the time of the scheduled class or rehearsal.
- Please inform the studio of any injury or illness as soon as possible. In order to hold your place in class, circumstances such as prolonged injury or illness or prior arrangements made with the Studio, will be taken into consideration on a case-by-case basis.
- **Dancers are allowed 10 make-up classes during the 23-24 season.** This applies to classes missed due to sickness, vacation, or school events. This excludes weather or other extenuating circumstances.
- Dancers are given one complimentary (free) trial class per season in any given style. Any additional trials must be paid at the drop-in rate.

\_\_\_\_\_ *I understand that CBS does not reimburse tuition for missed classes.*

## Class Observation

- Parents may observe from the exterior of the studio windows. Parents may NOT enter the classroom for any reason unless during Parent Observation Week.
- Parents can observe their dancer from both lobbies via T.V. monitors for your convenience.
- If students are distracted, curtains will be closed at the instructor's discretion. This is to ensure that students remain focused on their instructor and class material.
- Non-flash photography/video through the windows is permitted. However, photographs/videos of other dancers are NOT permitted. Please only take pictures and video of your own dancer. This includes refraining from posting videos/pictures on Facebook, or other social media, if it includes other dancers.

## Notice Boards and Email

- Email is the primary way for Colorado Ballet Society to communicate with you. We keep a record of all general emails at the Front Desk to reference. Please check your spam folder regularly.
- A notice board is located in both lobbies and should be checked each time you attend the studio for class updates, rehearsal schedules, upcoming events, etc.

\_\_\_\_\_ *I understand that Colorado Ballet Society will communicate with me primarily through email, and I accept the responsibility to check my email regularly.*

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## Studio Etiquette

- Students must always attend class in their class uniform. In order to continue attending class(es), students must purchase the uniform requirements up to one week after enrollment (*unless items are out of stock at the Boutique*)
- Promptness to all classes/events is a must. Students who are late should wait at the studio doorway for permission to enter. A student arriving more than 20 minutes late may be asked to sit and observe, as a safety precaution against injury.
- Do not come to class, rehearsal, or a performance if you have had a fever or were vomiting less than 24 hours before class or rehearsal. If the dancer is prescribed antibiotics for a contagious illness, do not come to class or rehearsal until a minimum of 24 hours have passed since the first dose was taken.
- Students are not allowed to hang on the barres, talk to other students, chew gum, or eat during class.
- Students may not sit down or leave class without permission.
- A water bottle with your name must be brought into class. No glass water bottles are permitted.
- Students should attend to their personal needs prior to class.
- NO cell phones are allowed in the studios before, during, or after class time.
- Students are expected to clean up after themselves and not leave food, water bottles, wrappers, bandages, clothing, etc. in any CBS areas. There should be absolutely NO food in the dressing areas. Everyone is responsible for keeping the facility clean.
- Invitations to social activities such as birthday parties, holidays, sleepovers, etc. are not to be distributed while on the CBS campus.
- Students must ask permission from the Front Desk before recording, photographing, or posting any dance choreography within the studio. Absolutely NO photography in the dressing areas. This is to protect and respect individuals, faculty and CBS.
- Parents are responsible for supervising all siblings.

\_\_\_\_\_ ***I understand the CBS etiquette policies and that I am responsible to make sure that my dancer understands and complies with all of the above.***

## Code of Conduct

- Students are expected to behave with politeness, respect, and courtesy towards faculty, staff, peers, families, and guests of CBS.
- All students are expected to conduct themselves in a safe and responsible manner. CBS reserves the right to dismiss any student whose attitude or conduct is deemed disrespectful or unsafe. Any disrespect and/or bullying will NOT be tolerated.
- Any student found to be under the influence of alcohol or drugs will be subject to immediate dismissal.
- Any student found destroying property will be held financially responsible and subject to dismissal.
- If the student is sent out of class for bad behavior twice in a four-week period, the student will be withdrawn from the studio for up to a three month break at the discretion of the Directors and the Instructor. We want dance to be a fun and positive experience. We do not want anyone to associate dance with bad behavior or a bad experience.
- Inappropriate language or innuendos are prohibited on CBS property. If these behaviors are observed or reported, you may be dismissed at the discretion of the Directors.
- Any credible accusations of disrespect or bullying involving students at CBS will be handled accordingly:

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- Directors and Staff will investigate the accusation to try to obtain corroboration.
- We will bring the concern to the attention of the accused student.
- We will have a meeting with the student and parent(s) to discuss the issue and address the problem.
- During the meeting, the student will have the opportunity to share his or her perspective on the allegations.
- The student will be reminded of our expectations of code of conduct and behavior as it relates to all CBS activities, both in the studio and in performance spaces and give the opportunity to recommit to the standards of CBS.
- If after a first offense and meeting there are continued corroborated reports of bullying or disrespect, a meeting will be held with the student and his or her parent(s)/guardian(s), and consequences will be discussed, up to and including suspension or expulsion from CBS.
- If you personally experience any bullying or disrespect at CBS or witness bullying or disrespect of another student, PLEASE bring it to the attention of Staff in a timely manner. We cannot fix this problem if those who experience, or witness disrespect/bullying, are silent.

\_\_\_\_\_ *I understand and have read the Code of Conduct and I agree to ensure that my dancer understands the above policies.*

\_\_\_\_\_ *I agree to read these policies to my student or to have my student read these policies before attending his/ her first class.*

I, \_\_\_\_\_, *understand and agree to abide by the policies of Colorado Ballet Society, Inc.*