



Houston Ballet Academy

2020 - 2021

Student Handbook

Preschool Program

Fall Semester: August 24, 2020 – January 10, 2021

Spring Semester: January 11, 2021 – May 23, 2021

Houston Ballet Center for Dance

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Houston, TX 77002

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<https://www.houstonballet.org/about/academy1/>

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HOUSTON BALLET MISSION STATEMENT

To inspire a lasting love and appreciation for dance through artistic excellence, exhilarating performances, innovative choreography, and superb educational programs.

In furtherance of our mission, we are committed to maintaining and enhancing our status as:

- A classically trained company with a diverse repertory, whose range includes the classics, as well as contemporary works.
- A company that attracts the world's best dancers and choreographers and provides them with an environment where they can thrive and further develop the art form.
- An international company that is accessible to broad and growing local, national, and international audiences.
- A company with a world-class Academy that provides first rate instruction for professional dancers and meaningful programs for non-professional dancers.

HOUSTON BALLET ACADEMY LEADERSHIP

Stanton Welch, Artistic Director, Member of the Order of Australia (AM)

James Nelson, Executive Director

Melissa Bowman, Academy Director

Jennifer Sommers, Director of Education

HOUSTON BALLET ACADEMY FACULTY AND STAFF

Yahudi Castañeda, Academy Artistic Operations Manager (Professional)

Carla Cortez, Academy Registrar (Preschool & Pre-Professional Levels 1-10)

Molly LeBeau, Academy Recruitment Manager

Dustin Shaw, Academy Artistic Operations Coordinator (Preschool & Pre-Professional Levels 1-10)

Katie Wesche, Academy Registrar (Professional, & Summer)

Megan Williams, Student Services Coordinator

Laurel Collins Wright, Academy Programs Coordinator

For additional faculty and staff please visit our website <https://www.houstonballet.org/about/academy1/staff/>

Artistic Advisors

In order to provide the best communication possible, we assign Principals of Schools (Upper, Middle, Lower). The Lower School Principal and Children's Ballet Master is Beth Everitt. She is your contact and will then direct questions regarding students in the studio to the student's Preschool Program teacher. You can contact her at EEveritt@houstonballet.org.

ACADEMY GENERAL INFORMATION

Academy Office Hours

Monday–Friday9:00am – 6:00pm

Saturday8:30am – 4:00pm

Lost and Found

Lost and Found is located in the loading dock area on the first floor or at the Reception Desk should it be a valuable item. All items in the Lost and Found bin are discarded on a regular basis.

Academy Calendar

All information relating to the Academy calendar can be found in your student portal on Classe365 or the link below:

<https://www.houstonballet.org/about/academy1/calendar/>

ENROLLMENT

Preschool Program

The Preschool Program is for students 2-5 years old as of August 24, 2020. An audition is not required to enroll for the Preschool Program. Registration is accepted on a first-come, first-served basis. Classes are closed once capacity is reached. Students interested in a closed class may be added to the waitlist by contacting the Registrar's Office.

To be eligible for the Preschool Program in the 2020-2021 year:

- Parent & Me: a child must be 2 on or before August 24, 2020
- Joy of Motion: a child must be 3 on or before August 24, 2020
- Creative Dance: a child must be 4 on or before August 24, 2020
- Pre-Ballet: a child must be 5 on or before August 24, 2020
- Pajama Party: a child must be 2-5 on or before August 24, 2020

Students enrolled in the Preschool Program will be given priority registration for the following school year. Students not registered by the deadline will be required to abide by the general registration procedures.

REGISTRATION AND FINANCIAL INFORMATION

Registration Process

Registration for current students occurs twice a year. *New students may register in December for the Spring semester.*

1. In the Spring for the following Fall and Spring semesters
2. In the Winter for the Summer Programs

The Academy Registrar must receive the completed registration form and payment by the deadline shown on the student's registration email. Registration is first come, first served.

At the time of registration, a payment of the first installment of tuition and the registration fee is required to hold a student's class selection. For Pre-Ballet, the registration fee is \$75, which is inclusive of Spring 2021 and Summer 2021. Parent & Me, Joy of Motion, Creative Dance, and Pajama Party classes are paid in full at the time of registration, and the registration fee is included in the cost of tuition.

For Pre-Ballet, all tuition may be paid in one of three ways for the Fall 2020 semester:

1. Payment in full – Discount of \$25 will be applied at the time of payment
2. Payment in two installments
3. Payment in three installments – Fee of \$20 will be applied to each installment due September and October

Fall 2020 Tuition Installment Dates:

Invoice Date	Due Date	Pay in Full	Two Installments	Three Installments
At Registration		100% (discount applied)	50%	50%
9/1/2020	9/15/2020		50%	25% + \$20
10/1/2020	10/15/2020			25% + \$20

For Pre-Ballet, all tuition may be paid in one of three ways for the Spring 2021 semester:

1. Payment in full – Discount of \$25 will be applied on the November invoice. If payment is not received by November 15, 2020, plan will be switched to payment in two installments
2. Payment in two installments
3. Payment in four installments - Fee of \$20 will be applied to each installment

Spring 2021 Tuition Installment Dates:

Invoice Date	Due Date	Pay in Full	Two Installments	Four Installments
11/1/2020	11/15/2020	100% (discount applied)	50%	25% + \$20
12/1/2020	12/15/2020			25% + \$20
1/1/2021	1/15/2021			25% + \$20
2/1/2021	2/15/2021		50%	25% + \$20

A late fee of \$25 will be applied to your account if payment is not received by the posted due dates. Please note that students with delinquent accounts will not be admitted to class or be eligible to register for the next semester until their account is current.

Tuition and fees are subject to change at any time.

Forms of Payment

Houston Ballet accepts checks, cashier's checks, cash, or credit cards (American Express, VISA, Mastercard, Discover).

The parent/guardian of the registered child will be responsible for ensuring the Academy Office receives payment prior to the posted due dates. Payments may be mailed, hand-delivered, completed online, or phoned-in to the Academy Office. Note: late fees will apply for any payments not received by the due dates listed above.

*****Please note that students with delinquent accounts will not be admitted to class or be able to register for the Summer Programs or the following year until their account is current.***

Returned Checks

A \$25 fee will be due for all checks returned for any reason. The fee must be paid in cash within one week from the time the owner of the account is notified.

Scholarship Donations

Students may receive outside scholarships from a variety of sources. Tuition payments made by individuals or organizations on behalf of an Academy student will be accepted but may not be considered tax-deductible donations. For more information, contact the Director of Education at jsommers@houstonballet.org.

Houston Ballet is dedicated to offering the highest caliber training, while keeping ballet accessible. However, tuition covers only 70% of Academy costs. Gifts from parents or guardians and other supporters are vital to ensuring every professional and non-professional dancer, despite capacity, has access to the finest instruction. If you would like to make a tax-deductible donation to Houston Ballet to assist with our annual merit scholarships, please contact Alexandra Yates at ayates@houstonballet.com or (713) 535-3215.

Change of Address/Information

Parents/Guardians or students must promptly notify the Academy Registrar of any change in address or phone number. Please contact Carla Cortez at ccortez@houstonballet.org.

Refund Policy

TUITION FEES ARE NON-REFUNDABLE.

Should a student withdraw who has paid, the remaining tuition and all fees will be forfeited to Houston Ballet Academy. Forfeited tuition may not be considered a tax-deductible donation.

Withdrawal Policy

Should a parent/guardian desire to withdraw a student prior to the end of the Academy year, the Registrar and Principal of the School must receive written notice stating the student's name and the date that the student will officially withdraw from the program. **THE PARENT/GUARDIAN WILL BE RESPONSIBLE FOR ALL TUITION PAYMENTS DUE UNTIL THE DATE THE ACADEMY OFFICE RECEIVES NOTICE OF WITHDRAWAL IN WRITING FROM THE PARENT/GUARDIAN.** Verbal notification of withdrawal will not be accepted.

CLASS UNIFORMS

For our 2020-2021 Virtual Preschool Program, we encourage all students to wear the Houston Ballet Academy uniform. Information about purchasing the uniform is located on our website [here](#).

Students in Parent & Me, Joy of Motion, Creative Dance, and Pajama Party may wear:

- Girls/Boys: Leotard optional. Comfortable clothing your child can move in freely.
- Parent: Comfortable clothing you can move in freely. Yoga or work out clothing.

Students in Pre-Ballet are **required** to wear the Houston Ballet Academy uniform.

Purchasing Class Uniforms

Class leotards and boys/mens shirts can be purchased through E-Commerce store in Classe365. Follow the instructions below to access E-Commerce and purchase class uniforms.

1. Log into [Classe365](#) as a parent. To request your credentials be resent, please email hbacademy@houstonballet.org.
2. Once logged onto Classe365, hover your mouse over "Modules", move your mouse to "More Modules", and click on "View Store" under E-Commerce.
3. Hover your mouse over "20-21 Class Attire" to expand the product menu by program and school. Click on the appropriate program or school to view the uniform options.
4. Click "Add to Cart" for the item to be purchased. You will be brought to a new page to select quantity and checkout. If you would like to add more items, click "Go Back".
5. To checkout, click "Checkout". On this page, you will be able to edit your shipping details
6. Click on the available payment method and click "Make Payment" to complete payment. It will ask for credit card information to submit the order.

Tights and shoes are available on multiple sites online. To have your shoes properly fitted, we recommend contacting:

Jazz Rags
25701 Interstate 45 N #10A
Spring, TX 77380
281-364-1600

ACADEMY PROCEDURES

Absences

Parents/Guardians should email HBAcademy@houstonballet.org to notify the office of the absence. Please include student's name, level, and instructor in the notice.

Accessing Online Class

- We will be using Google Classroom to host all the information about your student's online classes.
- Prior to your first class of the semester, you will receive an invitation at the primary email address on your child's Classe365 account. This invitation will include an instructional video to help you log-in. You will receive a student houstonballet.org email address and a temporary password for you to join Google Classroom. Please join the classroom before classes start to familiarize yourself with the platform.
- All Zoom class link assignments will be posted under the Classwork tab. These links should not be shared. You are not required to "submit" or "turn in" any assignments. All Zoom Class Assignments occur in Central Standard Time.
- After you click on the Zoom link at the appropriate time, you will enter the virtual waiting room. Each participant will be admitted to the class on mute. There is a Houston Ballet administrative host that you can contact directly through the chat feature on Zoom.
- Once in the Zoom class, rename your video if needed to student first and last name and turn your camera on (use dots in upper right-hand corner to adjust display name).
- If you lose connection, please rejoin the meeting and the administrative host will grant you reentry from the waiting room.

PERFORMANCE OPPORTUNITIES

Preschool Celebration

More information about Spring 2021 will be available at a later date.

Tickets to Houston Ballet Performances

Single tickets (713) 227-ARTS (713-227-2787)

Subscription (713) 5-BALLET (713-522-5538)

Group Sales (713) 523-6300 ext. 409

SUMMER PROGRAMS

- Preschool summer enrollment is optional with open enrollment.
- Summer registration will be emailed in the Winter.

POLICIES AND RULES

This school is authorized under Federal law to enroll nonimmigrant alien students.

Non-Discrimination/Non-Harassment Policy

Houston Ballet Academy is dedicated to the treatment of all persons with respect and dignity and to providing an environment that is free from any form of discrimination or harassment. The Academy prohibits and will not tolerate harassment of any kind to or by any persons, including teachers, staff, students, parents/guardians, and any other person affiliated with or doing business with Houston Ballet Academy. This prohibition includes harassment for any unlawful discriminatory reason, such as race, gender, national origin, disability, age, or religion. This policy also prohibits actions that, while they may not be so severe or serious as to constitute harassment in a legal sense, are nevertheless commonly understood to be abusive and disrespectful of others. Accordingly, slurs, jokes, or remarks that are derogatory of a person or group's race, ethnic background, religion, gender, disability, sexual orientation, economic status, or age are considered inappropriate for the Academy's environment.

Each person is responsible for exercising his or her own good judgment to avoid engaging in conduct that may violate this policy. A person who believes himself or herself to be a victim of discrimination or harassment should report the incident to the Director of Education, Jennifer Sommers. The matter will be dealt with on a confidential basis with disclosure only to the extent necessary for fair problem resolution and only to those who have an immediate need to know.

Bullying Policy

Houston Ballet Academy has a zero-tolerance policy for bullying in all forms – verbal, written, physical, and online. Should a student or group of students infringe on another student's right to an equally safe environment, they can and will be expelled from Houston Ballet. The action to expel a student is decided by the Artistic Director and Academy Director.

Media Policy

All media inquiries and requests for interviews and information must be referred to Houston Ballet's Public Relations department. No dancer, student, parent, teacher, employee, staff member, or other person affiliated with Houston Ballet or the Academy should talk with a member of the media about Houston Ballet, the Academy, or any individual associated with either organization, on or off the record, without prior authorization from the Public Relations department. All photographs taken of Houston Ballet students during Houston Ballet classes or photo sessions are the sole property of Houston Ballet. Occasionally, students are interviewed by journalists and media crews to promote activities of the Academy and Company. Please note that there is a Photography and Media Release in your child's e-registration.

Social Media Policy

Only those employees officially designated by Houston Ballet are authorized to speak on behalf of the Company. Unless you have received permission from the Public Relations department, you should not in any way imply that your speech is approved or adopted by Houston Ballet, or that you speak in any official capacity for the Company.

However, Houston Ballet encourages all staff, company members, students, and faculty to engage with, and create content for, Houston Ballet social media pages. All active social media participants, directly or indirectly representing the Houston Ballet brand, should be aware that Houston Ballet reserves the right to request the immediate removal of content that in any way relates to Houston Ballet, or the activities herein.

The use of material protected by copyright, trademark law, or other intellectual property rights without permission is prohibited. Examples of copyrighted material include, but are not limited to, Houston Ballet's and Houston Ballet Academy's logos, images (including, but not limited to, photos from performances, rehearsals, and Houston Ballet events, as well as marketing collateral), performance audio recordings, performance video footage, footage filmed on

Houston Ballet property (including, but not limited to, the Center for Dance, the Wortham Theater Center, and the production warehouse), costume and scenic designs, choreography, video and audio produced by Houston Ballet and Houston Ballet Academy (including, but not limited to, podcasts), and materials written by Houston Ballet or Houston Ballet Academy (including, but not limited to, text from brochures, programs, and HB's website).

Students/Employee Engagement on Social Networking Sites

When using a social media site, a student may "follow," (or other similar terminology used by various sites) a company member. However, a student and a company member may not engage in private communication. This policy allows students to follow the work of Houston Ballet mentors but is intended to prevent private, direct, one-on-one communication between adults and minors. Students may not 'follow', 'friend' (other similar terminology used by various sites) or engage in private communication with Houston Ballet faculty, staff, or company dancer at any time. Houston Ballet encourages parents to discuss the dangers of social media within their household.

Students/Employee Engagement

- When meeting with parents/guardians or students, two staff members should always be present.
- Faculty, staff and company members should not engage one on one with students or minors via social media platforms (e.g. Facebook, Instagram, LinkedIn, Myspace, YouTube, Flickr, Twitter, WhatsApp, Snapchat etc.). Please reference social media policy for further details.
- Students may not use Staff or Company restrooms or dressing rooms (except during the six-week summer program, where restrooms will be clearly identified).

Unacceptable behaviors, whether occurring in class or outside the studio, include, but are not limited to:

- Violation of any law, Academy rule, or policy
- Failure to observe proper studio protocol
- Lying, cheating, or stealing
- Falsifying documents
- Theft (including attending Houston Ballet performances without a ticket)
- Destruction of property
- Drug or alcohol use
- Any behavior that places other students, staff, visitors, innocent bystanders, and/or self in danger
- Verbal, written, online, or physical harassment based on race, color, religion, sex, age, disability, sexual orientation, national origin, or appearance
- Swearing, cursing, or yelling

Consequences for Unacceptable Behavior

- Verbal or written warnings
- Suspension or dismissal from the Academy
- Referral to counseling
- Fines
- Probation
- Loss of scholarship (if applicable)
- Loss or suspension of privileges (such as use of equipment)

RELEASES

The following releases are included in your student's registration form and are required to be sign

Waiver and Assumption of Risk and Release of Liability

I am the parent or legal guardian of the above student (my "Child"). In consideration of my Child's opportunity to participate in the dance training, educational courses, instructional classes, recreational activities, and other activities (collectively, "Activities") offered at, by, or through the Houston Ballet Academy, I, on both my and my Child's behalf and on behalf of my Child's and my heirs, agents, successors, and assigns, hereby freely and voluntarily enter into this Parent/Guardian Waiver and Assumption of Risk and Release of Liability ("**Waiver**") in favor of the Houston Ballet Academy, the Houston Ballet Foundation, and each of the foregoing's respective affiliates, officers, directors, managers, members, trustees, employees, representatives, agents, instructors, staff, volunteers, independent contractors, successors, and assigns (collectively, the "**Houston Ballet**"). Accordingly, I hereby agree and acknowledge as follows:

ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I understand that my Child may engage in Activities at, by, or through the Houston Ballet that may be hazardous, that others, including but not limited to other students, visitors, instructors, employees, staff, volunteers, independent contractors, agents, and representatives of Houston Ballet, may also be engaging in these and other potentially hazardous activities and that their actions could pose a hazard to my Child, and that there is risk of injury inherent in all of these activities. **I HEREBY SPECIFICALLY AND EXPRESSLY ASSUME THE RISK OF INJURY AND HARM TO MY CHILD RELATED TO THOSE ACTIVITIES AND ANY OTHER ACTIVITIES AT, BY, OR THROUGH THE HOUSTON BALLET, INCLUDING FOR INJURIES OR DAMAGES ARISING OUT OF OR ATTRIBUTABLE TO THE HOUSTON BALLET'S NEGLIGENCE.**

I, FURTHER HEREBY, WAIVE, RELEASE, DISCHARGE, COVENANT NOT TO MAKE OR BRING, AND AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE HOUSTON BALLET FROM ANY AND ALL LOSSES, DAMAGES, LIABILITIES, DEFICIENCIES, CLAIMS, ACTIONS, JUDGMENTS, SETTLEMENTS, INTEREST, AWARDS, PENALTIES, FINES, COSTS, OR EXPENSES OF WHATEVER KIND, IN LAW OR IN EQUITY, WHETHER IN TORT, CONTRACT, STRICT LIABILITY OR OTHERWISE, WHETHER KNOWN OR UNKNOWN, FORESEEABLE OR UNFORESEEABLE, INCLUDING REASONABLE ATTORNEY FEES, FEES AND THE COSTS OF ENFORCING ANY RIGHT TO INDEMNIFICATION UNDER THIS AGREEMENT, AND THE COST OF PURSUING ANY INSURANCE PROVIDERS, ARISING OUT OF OR RELATED TO MY CHILD'S PARTICIPATION IN THE ACTIVITIES AND IN THE HOUSTON BALLET ACADEMY'S PROGRAM, INCLUDING FOR CLAIMS ARISING OUT OF OR ATTRIBUTABLE TO THE HOUSTON BALLET'S NEGLIGENCE (COLLECTIVELY, THE "RELEASED CLAIMS"). I understand that this Waiver discharges the Houston Ballet from any and all liability or claim that I or my Child may have against the Houston Ballet for injury, illness, death, property damage, or other loss that may result from my Child's activities with the Houston Ballet.

ENFORCABILITY AND SEVERABILITY

I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of Texas, and that this Waiver shall be governed by and interpreted in accordance with the laws of the State of Texas. I agree that the exclusive venue for any dispute arising out of or related to this Waiver of the Released Claims is in state or federal court in Harris County, Texas. I agree that if any clause or provision of this Waiver is held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision will not otherwise affect the remaining provisions of this Waiver, which continue be enforceable.

CONSENT TO PARTICIPATE

I express consent to my Child's participation in the Houston Ballet Academy's program and all Activities, and I further consent to my child's participation in other activities such as performances in connection with such program and the Houston Ballet.

To my knowledge, my Child does not have any medical problem(s) other than those that have been disclosed in writing to the Houston Ballet. If, between this date and the beginning of the Academy season, any illness or injury should occur that may limit the student's participation, I agree to notify the school authorities of such illness or injury in writing.

I represent that my Child is not now suffering from any physical or mental disability, which prevents them from dancing. I understand that continuing to dance may result in the aggravation of previous injuries and/or sustaining new injuries. I also fully understand that any or all of the injuries sustained while my Child is participating could result in future permanent disability. I fully understand the possible consequences of dance, desire for my Child to be permitted and cleared to dance, and hereby assume the risk of the matters set forth above. I understand that, should my Child be injured during the Houston Ballet Academy programming, a full release for all activities by a doctor may be required before my Child will be allowed to resume participation in the program.

COVID-19 GUIDELINES

Subject to change as needed. Houston Ballet Academy makes all decisions with the health and safety of its artists, students and staff in mind.

For the 2020-2021 school year, ALL Houston Ballet Academy Preschool classes will be **Virtual** and held live online using the Zoom platform.