2022-2023
Student Handbook
Preschool Program

Fall Semester: August 29, 2022 - January 15, 2023
Spring Semester: January 17, 2023 - May 21, 2023

Houston Ballet Center for Dance
601 Preston Street
Houston, TX 77002
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Fax: (713) 523-4038
HBAcademy@houstonballet.org
https://www.houstonballet.org/about/academy1/
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HOUSTON BALLET ACADEMY LEADERSHIP

Stanton Welch, Artistic Director, Member of the Order of Australia (AM)
James Nelson, Executive Director
Jennifer Sommers, Director of the Academy

Academy Staff
Yahudi Castañeda, Associate Director of Academy Artistic Operations
Katie Wesche, Associate Director of Academy Administration
Carla Cortez, Academy Registrar
Megan Doerksen, Academy Manager of Student Life
Dustin Shaw, Academy Programs Manager
Shelby Connolly, Academy Artistic Operations Coordinator
Tempest McLendon, Academy Administrative Coordinator

For additional faculty and staff please visit our website HERE.

Artistic Advisor
In order to provide the best communication possible, we assign Principals of Schools. 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 email her at eeveritt@houstonballet.org.
ACADEMY GENERAL INFORMATION

Academy Office Hours
Monday–Friday .................................. 9:00am – 6:00pm
Saturday ............................................. 8:30am – 4:00pm
Sunday ................................................ 10:00am – 5:00pm

Lost and Found
Lost and found is located in the Academy office. 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 HERE.

ENROLLMENT
The Preschool Program is for students 2-6 years old as of September 1, 2022. 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 2022-2023 year:
- Parent & Me: age 2 as of 9/1/2022 Birthdates – 9/2/2019 through 9/1/2020
- Joy of Motion: age 3 as of 9/1/2022 Birthdates – 9/2/2018 through 9/1/2019
- Creative Dance: age 4 as of 9/1/2022 Birthdates – 9/2/2017 through 9/1/2018
- Pre-Ballet: age 5 as of 9/1/2022 Birthdates – 9/2/2016 through 9/1/2017

Students enrolled in the Preschool Program will be given priority registration for the Summer Program and following school year. Students in Elementary Ballet do not need to audition for Pre-Professional Program. Placement for the following school year is sent in May. Students not registered by the deadline will be required to abide by the general registration procedures.

Houston Ballet Academy maintains a policy of non-discrimination regarding race, color, national origin, religion, sex, gender, gender expression, physical/neurological ability, sexual orientation, and economic status.

REGISTRATION AND FINANCIAL INFORMATION

Registration Process
Registration for current students occurs twice a year. New students may register in December for the Spring semester if space is available.

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.

Tuition information is available on our website HERE.

For Parent & Me and Joy of Motion, tuition for each session registered must be paid at the time of registration to hold a student's class selection.

For Creative Dance, Pre-Ballet, and Elementary Ballet, the first installment of tuition and the registration fee ($100) must be paid at the time of registration to hold a student's class selection. Tuition may be paid in one of three ways:

1. Payment in full – Discount of $50 will apply if this is selected and paid at the time of registration
2. Payment in four installments
3. Payment in seven installments – Fee of $20 will be applied to each installment due September through February
Tuition Installment Dates:

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Pay in Full</th>
<th>Four Installments &quot;Quarterly Plan&quot;</th>
<th>Seven Installments &quot;Monthly Plan&quot;</th>
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</thead>
<tbody>
<tr>
<td>At Registration</td>
<td></td>
<td></td>
<td>100% - $50</td>
<td>25%</td>
</tr>
<tr>
<td>9/1/2022</td>
<td>9/15/2022</td>
<td></td>
<td>25%</td>
<td>12.5% + $20</td>
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<tr>
<td>10/1/2022</td>
<td>10/15/2022</td>
<td></td>
<td>25%</td>
<td>12.5% + $20</td>
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<td>25%</td>
<td>12.5% + $20</td>
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<td>25%</td>
<td>12.5% + $20</td>
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<td>25%</td>
<td>12.5% + $20</td>
</tr>
<tr>
<td>2/1/2023</td>
<td>2/15/2023</td>
<td></td>
<td>25%</td>
<td>12.5% + $20</td>
</tr>
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</table>

If payment is not received by the posted due dates, a late fee of $25 will be applied on the next business day at 4:00pm CT.

**Please note that students with delinquent accounts will not be admitted to class or be able to register for future programs 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.

**Returned Checks**
A $25 fee will be charged 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 the Academy 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/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 Megan Raines at mraines@houstonballet.org or (713) 535-3241.

**Change of Address/Information**
Families must promptly notify the Academy Registrar of any change in address or phone number. Changes to address and contact information can also be made directly in Classe365 through the Parent Portal.

**Section Change Request**
Requests to change section may be submitted to the Registrar’s Office during the dates as listed below. Section change requests are reviewed by the principal for approval, and approval is not guaranteed. **Any section change request submitted after Thursday, August 18, 2022, will be subject to a $35 request fee.** To submit a section change request, please complete the form HERE.

- Fall Semester request dates: August 1, 2022 – September 11, 2022
- Spring Semester request dates: December 1, 2022 – January 30, 2023
Refund Policy
TUITION AND 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’s Office must receive a completed Withdrawal Form available HERE. 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. Should a student withdraw in the beginning, middle, or a quarter which has been paid, the remaining tuition will be forfeited to HBA. The HBA is not liable or obligated in any way to process any refunds or issue any tuition credits.

CLASS UNIFORMS
Class attire requirements are available on our website HERE.

Skin Tone-Inclusive Tights and Shoes
All female-identifying students have the option to wear pink or skin tone-inclusive tights, ballet shoes, and pointe shoes. For pink tights, please refer to the class attire requirements on our website. For skin tone-inclusive tights and ballet shoes, please refer to the Houston Ballet Academy Shoe Matching Guide below. Tights and shoe color must complement each other in either pink or skin-tone as appropriate.

HOUSTON BALLET ACADEMY SHOE MATCHING GUIDE

Purchasing Class Uniforms
Class leotards and uniform shirts should be purchased through E-Commerce store in Classe365. Follow the instructions below to access E-Commerce and purchase class uniforms.

1. Please click HERE to view our E-Commerce Online Store.
2. Hover your mouse over “HB Academy Fall/Spring Class Uniforms” to expand the product menu by program and
school. Click on “PreSchool Program Uniforms” to view the uniform options.

3. 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”.

4. If you would like your order to be delivered to you, be sure to add and pay for an E-Commerce Shipping Fee.

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:

<table>
<thead>
<tr>
<th>Jazz Rags</th>
<th>Dance Trends</th>
</tr>
</thead>
<tbody>
<tr>
<td>25701 Interstate 45 N #10A</td>
<td>14520 Memorial Drive Suite 106</td>
</tr>
<tr>
<td>Spring, TX 77380</td>
<td>Houston, TX 77079</td>
</tr>
<tr>
<td>281-364-1600</td>
<td>281-558-1400</td>
</tr>
</tbody>
</table>

Additional Requirements
- Students in Elementary Ballet should bring a notebook to class each week.
- Female-identifying students must have their hair pulled back away from the face and secured neatly in a classical bun. Students with short hair must wear a headband and secure the hair at the back. For students with textured hair that is in braids, twists, or locs, please secure hair back without loose ends and off the nape of the neck. For more information on Houston Baller Academy’s hair requirements for female students, please watch our bun tutorial HERE.
- Male-identifying students must have a clean-cut haircut or pull their hair back off of their face. For students with textured hair that is in braids, twists, or locs, please secure hair back without loose ends and off the nape of the neck.
- Students may not wear jewelry, other than pierced ear studs, in class or rehearsal.
- Students should not bring valuable jewelry to the Academy. The Academy is not responsible for any lost or stolen items.
- Students may not wear cover-ups over their uniform in class.
- Students should not wear dance clothes as street wear outside Houston Ballet.
- Students should not apply lotion in the studios or apply lotion to the skin on days where they will be doing floor work. Lotion and oils can create slick spots on the studio floor.

ACADEMY PROCEDURES

Class Etiquette
- Each student is expected to approach all classes with energy, enthusiasm, and the desire to learn. Students should maintain an open and responsive attitude and apply all corrections given in class and rehearsals.
- Students may not enter class late or leave class early without permission from the instructor. Injuries can be caused by insufficient warm-up, and interruptions are distracting to the other students in class. If a student is more than 10 minutes late, the teacher must give permission for the student to participate in class.
- Food, drinks, and chewing gum are prohibited in the studios. This rule is strictly enforced for the safety of the dancers and the protection of the floors.
- Students are not permitted to play the pianos.
- Students may not talk with friends or accompanists during class.
- Students must always be in their specified uniform.
- Parents/Guardians are not allowed in the studios for any reason without the permission from an Academy staff member. Parents, guardians, and observers must have a visitor’s pass if they wish to come upstairs for an appointment with the Academy staff.

Attendance/Absences/Make-Up Classes
Students should attend classes on a weekly basis. Students with poor attendance may be asked to withdraw from the Preschool Program or may be ineligible for advancement to the next level.

Parents/Guardians should complete the Reason for Absence form HERE to notify the office of the absence. Students who are not able to attend their class for any reason will be marked absent.
Make-up lessons will be scheduled by the Academy at specified times. Students who miss class because of an Academy cancellation due to inclement weather will receive priority registration for these make-up lessons. Students who miss class due to an absence will only be allowed to register for scheduled make-up lessons if space permits. Schedules for these make-up lessons will be determined at a later date.

**Class Cancellations**
Classes may be cancelled due to severe weather conditions. The Academy refers to Houston Independent School District's closing schedule for inclement weather. The Academy will notify parents/guardians by email should classes be cancelled. Class cancellations will also be posted on the website, Academy Facebook page, and Classe365.

**Emergency Procedures**
In the event of a building emergency, an alarm will sound. Teachers will guide students out of the building, and a staff member will remain with the students until parents/guardians arrive. Any individuals in the building will be guided to the appropriate safe area. Teachers will familiarize students with emergency procedures, such as fire, tornado, and lockdown, at the beginning of each semester.

**Arrival and Departure**
All arrivals and departures take place at the Preston Street entrance. In order to maintain a safe environment, families should follow instructions by class monitors, security guards, and HPD officers always.

Students may arrive no earlier than 15 minutes prior to the start of their class and depart no later than 15 minutes following the end of their class (e.g., for a class time of 4:15-5:00pm, arrival would be no earlier than 4:00pm, and departure would be no later than 5:15pm).

Option #1: Park and Walk Student to and from Preston Street Entrance
Families who use this option may reference the parking options listed at www.houstonballet.org/Plan-your-visit/Buildings-parking. Please note that families may receive $2 off parking at the Lyric Center Garage via ticket validation from the receptionist. Follow instructions provided by officers directing traffic at the Center for Dance and all City of Houston always driving and parking regulations.

Option #2: Drop-Off and Pick-Up Student via the Center for Dance Driveway
Families who use the driveway should do so if their student is able to exit the vehicle on their own without assistance from an adult.

When utilizing the driveway for arrival and departure, cars must enter from Congress Street. The center lane is a flow lane that will only be used for cars exiting the driveway. All traffic must stop and yield the right of way to anyone crossing the driveway. **No student should be dropped off or picked up directly from Preston Street.** Our driveway is available for a safe drop-off/pick-up area outside of downtown traffic.

Parents/Guardians should display their car tag with their student’s full name on their car dashboard for arrival and departure. Paper car tags will be handed out during the first week of classes and will be available from the class monitors if needed during the year.

**Driveway Arrivals:**
- Students are dropped off in the far-left lane exiting the driver side.
- Students should not exit their vehicle until the car is fully stopped at the indicated spot.
- A class monitor will escort the student to the Preston Street entrance to be collected by another class monitor.
- If your student will be late to class, the family should park and walked the student to the Preston Street entrance. A class monitor may not be immediately available to escort the student to their studio.

**Driveway Departures:**
- Students are picked up in the far-right lane entering the passenger side.
Students should not walk down the driveway sidewalk until cars are fully stopped. Students will be escorted to their cars by a class monitor.

If the parent/guardian arrives before the end of the class, they may be asked to circle the block to allow arrivals and active departures to occur and avoid congestion on the roads surrounding the Center for Dance.

Class Observation
Parents/Guardians will have the opportunity to view their student's class live in the Fall and Spring semesters. The final schedule is TBD and will be emailed to families when available.

Evaluations
Elementary Ballet students will receive evaluations once per year at the close of the Fall semester. Students in Parent & Me, Joy of Motion, Creative Dance, and Pre-Ballet do not receive evaluations.

PERFORMANCE OPPORTUNITIES

Preschool Celebration
Students in Creative Dance, Pre-Ballet, and Elementary Ballet will perform in the Preschool Celebration. The schedule will be distributed in the Spring semester.

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

Program Options:
- Preschool Summer Classes are held weekly for a six-week period starting in July.
- Children’s Workshops are one-week workshops theme-based on Houston Ballet’s story ballets. Students will learn about the story of the selected ballet and explore and create movement and crafts to reflect the story.

Registration and Placement Information:
- Students in the Preschool Program for the 2022-2023 Academy Year will continue in the same level for the Preschool Summer Classes.
- Placement in the Children’s Workshops is based on the student’s age as of the first day of the workshop.
- Summer registration is emailed in the Winter.
- Students who attend the Preschool Summer Classes or Children’s Workshops will receive priority registration for the following year.
- Students who do not attend the Summer Programs will not need to audition for the following year placement and registration.

Summer Attendance Policy:
- Partial attendance of a session is not allowed.
- Students are highly encouraged to attend our Preschool Summer Classes and/or Children's Workshops.