2023 PRESCHOOL SUMMER CLASSES HANDBOOK
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Class Attire
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.
- A company with state-of-the-art facilities for performances, rehearsals, and ongoing operations.

Inclusion, Diversity, Equity, and Access Statement

Houston Ballet is dedicated to creating meaningful by cultivating a space that honors what is unique in all of us. Inclusion, Diversity, Equity, and Access (IDEA) are instrumental in the fulfillment of our mission and values. We recognize our responsibility to be an inclusive and open organization for students, artists, staff, trustees, and volunteers of all backgrounds.

Join us, together we are Houston Ballet.
MEET THE ACADEMY

Stanton Welch
Co-Artistic Director, Member of the Order of Australia

Julie Kent
Co-Artistic Director

James Nelson
Executive Director

Jennifer Sommers
Academy Director

Yahudi Castañeda
Academy Artistic Operations Associate Director

Katie Wesche
Academy Administrative Associate Director

Bryana Bordelon
Academy Student Life Manager

Carla Cortez
Academy Registrar

Dustin Shaw
Academy Programs Manager

Shelby Connolly
Academy Artistic Operations Coordinator

Tempest McLendon
Academy Administrative Coordinator
ACADEMY ARTISTIC STAFF

- Beth Everitt
  Lower School Principal &
  Children’s Ballet Master

- Claudio Muñoz
  HBII Ballet Master

- Orlando Molina
  Boys Program Coordinator

- Cheryne Busch
  Middle/Upper School Principal

- Susan Bryant
  Principal Instructor

- Kelly Myernick
  Principal Instructor

ACADEMY BALLET INSTRUCTORS

- Ellen Blanchat
- Nell Cunningham
- Heidi Erickson
- Carla Flores
- Paige Kutschall
- Betsy McMillan
- Paola Murga
- Kamryn Spell
- Lucinda Rohrer
Summer Program classes are held at the Margaret Alkek Williams Center for Dance.

Margaret Alkek Williams Center for Dance Address:
   601 Preston Street
   Houston, TX 77002

Administrative Offices Phone Number:
   713-523-6300

Academy General Inquiry Email Address:
   hbacademy@houstonballet.org

Houston Ballet Summer Programs Webpage:
   https://www.houstonballet.org/about/academy1/summer-intensive-program/

Academy Administrative Staff Contact Information

Jennifer Sommers
jsommers@houstonballet.org
713-535-3207

Katie Wesche
kwesche@houstonballet.org
713-535-3219

Carla Cortez
ccortez@houstonballet.org
713-535-3218

Shelby Connolly
sconnolly@houstonballet.org
713-874-5461

Yahudi Castaneda
ycastaneda@houstonballet.org
713-535-3205

Bryana Bordelon
bbordelon@houstonballet.org
713-535-3201

Dustin Shaw
dshaw@houstonballet.org
713-874-5470

Tempest McLendon
tmclendon@houstonballet.org
713-535-3209
### SUMMER CALENDAR

All dates and times are subject to change.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
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#### DECEMBER

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<tr>
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<td>Registration Opens for Current Students</td>
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#### JANUARY

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#### JUNE

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<td></td>
<td>Swan Lake Children's Workshop Begins</td>
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<td>Swan Lake Children's Workshop Ends</td>
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#### JULY

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<td>Orientation &amp; Check-In</td>
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<td></td>
<td>First Day of Saturday Classes</td>
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<tr>
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<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
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<td>First Day of Sunday Classes</td>
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#### AUGUST

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<td>Nutcracker Children's Workshop Begins</td>
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<td>16</td>
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<td>18</td>
<td>19</td>
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<td>Last Day of Sunday Classes</td>
<td></td>
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Registration

Schedule
July 8, 2023 - August 13, 2023
*Times are subject to change.

<table>
<thead>
<tr>
<th></th>
<th>Parent &amp; Me</th>
<th>Joy of Motion</th>
<th>Creative Dance</th>
<th>Pre-Ballet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ages</td>
<td>Ages 2-3 - must be at least 2 years old as of 7/8/2023</td>
<td>Ages 3-4 - must be at least 3 years old as of 9/1/2022</td>
<td>Ages 4-5 - must be at least 4 years old as of 9/1/2022</td>
<td>Ages 5-6 - must be at least 5 years old as of 9/1/2022</td>
</tr>
<tr>
<td>Section A</td>
<td>Section B</td>
<td>Section C</td>
<td>Section D</td>
<td>Section A</td>
</tr>
<tr>
<td>Saturday</td>
<td>Saturday</td>
<td>Sunday</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td>11:00-11:45</td>
<td>12:45-1:30</td>
<td>11:15-12:00</td>
<td>1:00-1:45</td>
<td>9:30-10:30</td>
</tr>
<tr>
<td>Section B</td>
<td>Section B</td>
<td>Section C</td>
<td>Section D</td>
<td>Section B</td>
</tr>
<tr>
<td>Saturday</td>
<td>Saturday</td>
<td>Sunday</td>
<td>Sunday</td>
<td>Saturday</td>
</tr>
<tr>
<td>12:45-1:30</td>
<td>11:15-12:00</td>
<td>12:15-1:00</td>
<td>2:00-2:45</td>
<td>12:00-1:00</td>
</tr>
<tr>
<td>Section C</td>
<td>Section C</td>
<td>Section D</td>
<td></td>
<td>Section B</td>
</tr>
<tr>
<td>Sunday</td>
<td>Sunday</td>
<td>Sunday</td>
<td></td>
<td>Saturday</td>
</tr>
<tr>
<td>11:15-12:00</td>
<td>12:15-1:00</td>
<td>2:00-2:45</td>
<td>1:15-2:00</td>
<td>10:30-11:30</td>
</tr>
<tr>
<td>Section D</td>
<td>Section D</td>
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<td>Section C</td>
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<tr>
<td>Sunday</td>
<td>Sunday</td>
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<td></td>
<td>Saturday</td>
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<tr>
<td>1:00-1:45</td>
<td>2:00-2:45</td>
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<td></td>
<td>11:45-12:45</td>
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<td>Section D</td>
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<td></td>
<td>2:15-3:15</td>
</tr>
</tbody>
</table>

Registration and payment (tuition and fees) are due at the time of registration to secure their enrollment. Registration will close once level/section caps are reached.

Withdrawal Policy
If a student wishes to withdraw from the Preschool Summer Classes, the Registrar's Office must receive a completed Withdrawal Form available [HERE](#). Verbal notification of withdrawal will not be accepted. Please refer to the refund policy on the next page.
**Tuition & Fees**

<table>
<thead>
<tr>
<th>Program Registration Fee</th>
<th>$35</th>
<th>Required for all students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition - Parent &amp; Me, Joy of Motion, &amp; Creative Dance</td>
<td>$170</td>
<td>Required for all Parent &amp; Me, Joy of Motion, &amp; Creative Dance students</td>
</tr>
<tr>
<td>Tuition - Pre-Ballet</td>
<td>$200</td>
<td>Required for all Pre-Ballet students</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$25</td>
<td>Required on invoices that are not paid by posted due date</td>
</tr>
</tbody>
</table>

**Payment Schedule**

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Parent &amp; Me/Joy of Motion/Creative Dance</th>
<th>Pre-Ballet</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>At the time of registration</td>
<td>$170</td>
<td>$200</td>
<td>$35-Tuition registration</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$205</td>
<td>$235</td>
<td></td>
</tr>
</tbody>
</table>

Houston Ballet accepts checks*, cashier’s checks, cash, or credit cards. Payments may be mailed, hand-delivered, completed online, or phoned into the Academy office. *If a check is returned for any reason, a $25 fee will be charged. The fee must be paid in cash within one week from the time the owner of the account is notified.

**REFUND POLICY**

*All fees and 1/4 of tuition are nonrefundable.* The remaining tuition is refundable prior to May 15, 2023. Formal withdrawal must be received prior to May 15, 2023, to be eligible for any refund. *All fees and tuition are nonrefundable after May 15, 2023.* The Academy is not liable or obligated in any way to process any refunds or issue any tuition credits after May 15, 2023.
Academy Procedures

COVID-19 Protocols
The COVID-19 vaccine and boosters are strongly encouraged but not required for Houston Ballet Academy’s 2023 Summer Programs. Houston Ballet reserves the right to adapt masking protocols based on community spread in the city of Houston.

Arrival & Departure
- Parking options are listed HERE.
- Families may use the driveway, entering from Congress Street.
  - Students being dropped off should use the far-left lane
  - Students being picked up should use the far-right lane
  - Middle lane should be clear for those to pass
- Students will not be allowed into the building until 15 minutes prior to the start of class.
- Recommended to arrive no earlier than the end of the student’s last class.
- Do not drop off or pick up students on the roads next to the Center for Dance.
- Families cannot park in the driveway.
- Do not walk up the ramps, but use the sidewalks.

Always follow instructions provided by HPD officers, security guards, and class monitors at the Center for Dance and all City of Houston driving/parking regulations.

Driveway Policies
- Students that arrive more than 15 minutes late to class may not be permitted to participate in class. This is at the teacher’s discretion and for the safety of the student.
- If a student is absent, complete the absence notification form HERE. Please note that we are unable to accommodate make-up classes during the summer.
- Tuition will not be prorated for missed classes.
Injury & Illness
The Houston Ballet Academy employs thoroughly trained instructors and utmost care is given to all students; however, the Academy cannot be responsible for any injuries sustained by a student. If a student becomes ill or injured, the student or instructor should notify an Academy staff member immediately. If a student is ill or injured, the parent/guardian will be notified to pick up the student for the remainder of the day.

Evaluations & Private Lessons
There are no formal evaluations/assessments given during the summer program.

Private lessons or studio use for private use during the summer program are not allowed.

Observations
Class observation will be held on the last day of classes. Students may have up to two (2) guests attend in-person. Families will also have the option to observe class virtually via Zoom. Zoom links will be made available in the LMS the week prior to the class observation.

Saturday Class Observation: Saturday, August 12, 2023
Sunday Class Observation: Sunday, August 13, 2023

Houston Ballet Academy Rules & Policies
Houston Ballet Academy rules and policies can be found HERE. We recommend reviewing this document in addition to the Summer Program Handbook.

This document will include overall rules for the Center for Dance, proper student/employee engagement, non-discrimination/non-harassment policy, anti-bullying policy, media & social media policies, health policies, and releases included in the registration form.
## Class Attire

<table>
<thead>
<tr>
<th>Parent &amp; Me</th>
<th>Joy of Motion Creative Dance</th>
<th>Pre-Ballet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Female-Identifying Dancers</strong></td>
<td><strong>Student:</strong> Comfortable clothing to move in freely. <strong>Parent/Guardian:</strong> Comfortable clothing to move in freely.</td>
<td><strong>Leotard:</strong> Wear Moi style Coralie - cap sleeve leotard OR Wear Moi style Ardesia - skirted leotard <strong>Tights:</strong> Body Wrappers style C81 - theatrical pink or skin tone-inclusive <strong>Shoes:</strong> None</td>
</tr>
<tr>
<td><strong>Male-Identifying Dancers</strong></td>
<td><strong>Shirt:</strong> Wear Moi style Conrad - white <strong>Bike Shorts:</strong> Motionwear style 7105 - black <strong>Shoes:</strong> none</td>
<td><strong>Leotard:</strong> Wear Moi style Ardesia - skirted leotard OR Wear Moi style Coralie - cap sleeve leotard <strong>Tights:</strong> Body Wrappers style C81 - theatrical pink or skin tone-inclusive <strong>Shoes:</strong> Bloch style Prolite 2 Hybrid - pink or Blendz - skin tone-inclusive</td>
</tr>
</tbody>
</table>

### Skin Tone-Inclusive Shoes & Tights Matching Guide

![Skin Tone-Inclusive Shoes & Tights Matching Guide](Blendz%20Tights%20%26%20Shoe%20Options.png)
Attire Procedures

- 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 more information on Houston Ballet Academy’s hair requirements for female-identifying students, please see our bun tutorial HERE.
- Male-identifying students must have a clean-cut haircut or their hair needs to be pulled back away from the face. Ponytails, barrettes, and shaved heads are unacceptable.
- 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.
- Leg warmers and sweatpants are not allowed to be worn in class.
- Students may wear one pair of earring studs. No other jewelry may be worn.
- 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.

Purchasing Attire

Houston Ballet does not have a dance supply store onsite. Students should arrive at the start of the program with all required attire and shoes.

Uniform leotards and shirts can be purchased through E-Commerce in Classe365. Uniform leotards and shirts purchased prior to May 15th will be shipped to the student, except for students with international addresses. Uniform leotards and shirts purchased on or after May 15th will be held at the Center for Dance for pick-up at check-in on Saturday, July 1, 2023.

For questions and concerns regarding E-Commerce orders, contact Leslie Goodrum at lgoodrum@houstonballet.org.

For additional supplies, including tights and shoes, items may be purchased via online stores or one of the dance store options in the Houston area listed below. We recommend calling any store before arriving to ensure they have the needed items in stock.

Jazz Rags Dancewear
25701 Interstate 45 N #10a
Spring, TX 77380
(281) 364-1600

Dance Trends
14520 Memorial Drive
Houston, TX 77079
(281) 558-1400