



HoustonBallet  
Academy

**2023-2024**

**STUDENT HANDBOOK**

**PRESCHOOL PROGRAM**

**HOUSTON BALLET CENTER FOR DANCE**

*601 Preston Street • Houston, TX 77002*

**CONTACT US**

*Tel: (713) 523-6300 • Fax: (713) 523-4038*

*Email: [HBAcademy@houstonballet.org](mailto:HBAcademy@houstonballet.org)*

**VISIT OUR WEBSITE**

**CLICK HERE**

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# HOUSTON BALLET ACADEMY LEADERSHIP

Stanton Welch, AM and Julie Kent     *Artistic Directors*  
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*  
Dustin Shaw     *Academy Programs Manager*  
Bryana Bordelon     *Academy Student Life Manager*  
Reagan Lynch     *Academy Artistic Operations Coordinator*  
Tempest McLendon     *Academy Administrative Coordinator*  
Angela Galvez     *Academy Student Support Coordinator*

For additional faculty and staff please visit our website [HERE](#).

## LOWER SCHOOL PRINCIPAL

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 Ms. Beth at [everitt@houstonballet.org](mailto:everitt@houstonballet.org).



## ACADEMY GENERAL INFORMATION



### Academy Office Hours

Mon-Fri 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 monthly.



### ACADEMY CALENDAR

All information relating to the Academy calendar can be found in your [student portal on Classe365](#) or the link [HERE](#).

### ACADEMY WEEKLY SCHEDULE

Weekly schedules are posted on all call boards as well as Classe365 in your student’s Learning Management System (LMS).

## ENROLLMENT

The Preschool Program is for **students 2-6** years old as of **September 1, 2023**. An audition is not required to enroll for the Preschool Program. Registration is accepted on a *first-come, first-served basis*. Classes close once capacity is reached. Students interested in a closed class may be added to the [waitlist](#) by contacting the Registrar’s Office.

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.*

*To be eligible for the Preschool Program in the 2023-2024 year:*

**Parent & Me**

Age 2 as of 9/1/2023  
Birthdates 9/2/2020-9/1/2021

**Joy of Motion**

Age 3 as of 9/1/2023  
Birthdates 9/2/2019-9/1/2020

**Creative Dance**

Age 4 as of 9/1/2023  
Birthdates 9/2/2018-9/1/2019

**Pre-Ballet**

Age 5 as of 9/1/2023  
Birthdates 9/2/2017-9/1/2018

**Elementary Ballet**

Age 6 as of 9/1/2023  
Birthdates 9/2/2016-9/1/2017

## REGISTRATION

2023-2024 Registration  
open May-December

Summer 2024 Registration  
open December-June

*Registration is first come, first served.*

**Tuition by Level**  
**Click Here**

Parent & Me/Joy of Motion  
Registration:

7-Week Sessions

Tuition for each session due at the  
time of registration

Creative Dance/Pre-  
Ballet/Elementary Ballet  
Registration:

34-Week Academy Year

¼ of tuition + \$100 registration  
fee due at the time of registration

How to pay  
remaining tuition

**Pay in Full**

*Must be paid in full at  
time of registration  
Discount of \$50 applied*

**Quarterly Plan**

*Four Installments  
Due dates listed below*

**Monthly Plan**

*Seven Installments  
Fee of \$20 applied to  
installments after*

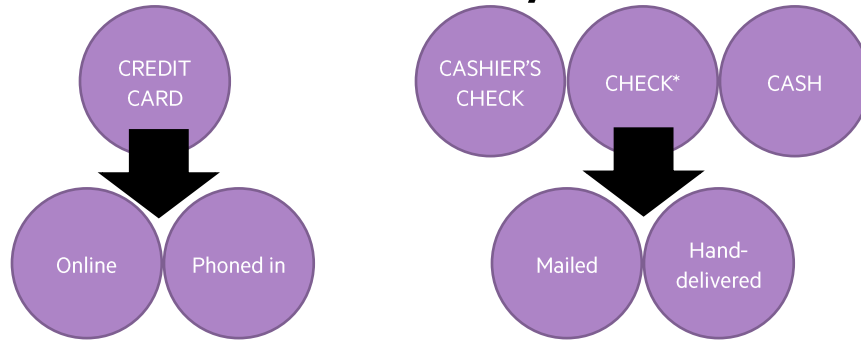
### Tuition Installment Dates

Invoice Date	Due Date	Pay in Full	Four Installments "Quarterly Plan"	Seven Installments "Monthly Plan"
<b>At Registration</b>		100% (less \$50)	25%	25%
9/1/2023	9/15/2023		25%	12.5% + \$20
10/1/2023	10/15/2023			12.5% + \$20
11/1/2023	11/15/2023		25%	12.5% + \$20
12/1/2023	12/15/2023			12.5% + \$20
1/1/2024	1/15/2024			12.5% + \$20
2/1/2024	2/15/2024		25%	12.5% + \$20

\$25 Late Fee  
applied next  
business day at  
4:00pm CT.

**\*\*Please note that students with delinquent accounts will not be able to register for future programs until their account is current.**

## Forms of Payment



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

### Scholarship Donations

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 Erika Jordan, [ejordan@houstonballet.org](mailto:ejordan@houstonballet.org) or (713) 535-3241.

### Section Change Request

Section change requests are reviewed by the principal for approval, and approval is not guaranteed.  
*Section change requests will incur a \$35 fee.*

**CLICK HERE TO COMPLETE REQUEST**

Fall Semester request dates:  
June 1, 2023 – September 11, 2023

Spring Semester request dates:  
December 1, 2023 – February 5, 2024

### 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. **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.

**CLICK HERE FOR WITHDRAWAL FORM**

# CLASS ATTIRE REQUIREMENTS

Click links below to purchase.

## Skin Tone-Inclusive Tights & Shoes

Click to View

# CLASS UNIFORMS

### Female-Identifying Dancers

#### Parent & Me

**Student:** Leotard optional.  
Comfortable clothing your student can move in freely.  
**Guardian:** Comfortable clothing you can move in freely – yoga or exercise clothing.

#### Joy of Motion/Creative Dance

**Leotard:** [Coralie cap sleeve](#)  
**Tights:** [Body Wrappers style C81 – theatrical pink](#) OR [Skin-tone convertible](#)  
**Shoes:** None (barefoot)

#### Pre-Ballet/Elementary Ballet

**Leotard:** [Coralie cap sleeve](#)  
**Tights:** [Body Wrappers style C80 or C81 – theatrical pink](#) OR [Skin-tone convertible](#)  
**Shoes:** [Bloch style S0203G – pink](#) OR [Blendz leather](#)

### Male-Identifying Dancers

#### Parent & Me

**Student:** Comfortable clothing your student can move in freely.  
**Guardian:** Comfortable clothing you can move in freely – yoga or exercise clothing.

#### Joy of Motion/Creative Dance

**Shirt:** [Conrad White Crew Shirt](#)  
**Shorts:** [Motionwear style 7105 – f black](#)  
**Shoes:** None (barefoot)

#### Pre-Ballet/Elementary Ballet

**Shirt:** [Conrad White Crew Shirt](#)  
**Shorts:** [Motionwear style 7105 – f black](#)  
**Shoes:** [Bloch style S0284G - black](#)

## HOUSTON BALLET ACADEMY SHOE MATCHING GUIDE

	Blendz Tights	Shoe Options			
Confident Cocoa		Blendz Confident Cocoa 	Spray Fashion Brown 		
Brazen Brown		Blendz Brazen Brown 	Capezio Mocha 	Spray Tan 	
Maven Mahogany		Blendz Maven Mahogany 	Spray Bark 		
Tenacious Tan		Blendz Tenacious Tan 	Capezio Light Suntan 	Capezio Nude 	Spray Chamois 



## Where to Purchase Class Uniforms & Attire

### Leotards & Shirts

E-Commerce Online Store

### Tights & Shoes

Dance Trends  
14520 Memorial Drive  
Suite 106  
Houston, TX 77079  
281-558-1400v

### Tights & Shoes

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

## Hair Requirements for Class

### Female-Identifying Students

- Classical bun - pulled away from face and nape of neck
- Short hair – wear headband and secure hair at the back
- Textured hair – secure hair at the back with loose ends off the nape of the neck

### Male-Identifying Students

- Clean-cut haircut – off the face
- Long hair – pulled away from face and nape of neck
- Textured hair – secure hair at the back with loose ends off the nape of the neck

Ballet Bun  
Tutorial Video  
Click Here

## Class Uniform Etiquette

- Wear a cover-up to and from class – class uniform should not be worn as street wear.
- Do not wear jewelry in class or rehearsal – only pierced ear studs are permitted in class.
- Do not apply lotion to the skin on dance days – lotion and oils can create slick spots on the dance floor.

Elementary Ballet Students:  
Bring a notebook and pencil to each class!



## Class Etiquette

1. Bring energy, enthusiasm, and eagerness to learn in classes.
2. Students should arrive on time.
  - 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.
3. Students may bring water in a resealable plastic or metal bottle.
4. Students should refrain from distracting others during class.
5. Students should arrive wearing a cover-up over their class uniform, including proper hair.
6. Parents/Guardians are permitted to wait in the lobby area during their student's class.

## Attendance/Absences/Make-Up Classes

- Students should attend classes on a weekly basis.
  - Students who miss four (4) consecutive classes may be withdrawn from the program.
  - Students in Elementary Ballet, who have more than three (3) absences in a semester, may be ineligible for advancement to the Pre-Professional Program.
- Make-up lessons will be scheduled as below. Registration for these classes will be sent prior to the classes being held.
  - Fall Semester: Monday, November 20<sup>th</sup> & Tuesday, November 21<sup>st</sup>
  - Spring Semester: Monday, May 20<sup>th</sup> & Tuesday, May 21<sup>st</sup>

Absence Notification Form  
CLICK HERE

### Communication Methods

- [Email](#)
- [Classe365](#)
- [Website](#)
- [Academy Facebook page](#)
- [Academy Instagram page](#)

Monthly  
Virtual  
Town Halls

### EMERGENCY PROCEDURES

Teachers will familiarize students with emergency procedures, including fire, tornado, and lockdown, at the beginning of each semester.

## Class Observation

### FALL SEMESTER DATES

Joy of Motion:  
 Session 1: October 17<sup>th</sup>-22<sup>nd</sup>  
 Session 2: December 12<sup>th</sup>-17<sup>th</sup>  
 Creative Dance/Pre-Ballet/Elementary Ballet:  
 October 30<sup>th</sup> – November 19<sup>th</sup>

### SPRING SEMESTER DATES

Joy of Motion:  
 Session 3: March 5<sup>th</sup>-10<sup>th</sup>  
 Session 4: May 14<sup>th</sup>-19<sup>th</sup>  
 Creative Dance/Pre-Ballet/Elementary Ballet:  
 April 29<sup>th</sup> – May 19<sup>th</sup>

## 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.

ARRIVAL AND DEPARTURE

In order to maintain a safe environment, families should always follow instructions by class monitors, security guards, and HPD officers.

All classes are held at 601 Preston Street, Houston, TX 77002.

Students should enter the Preston Street entrance as seen below.



**Park & Walk**

- Street Parking: FREE after 6pm on Monday-Saturday & all day on Sunday
- Lyric Center Garage\*: 2-hour complimentary with Lyric Market purchase OR receive \$2 off parking via ticket validation from the receptionist

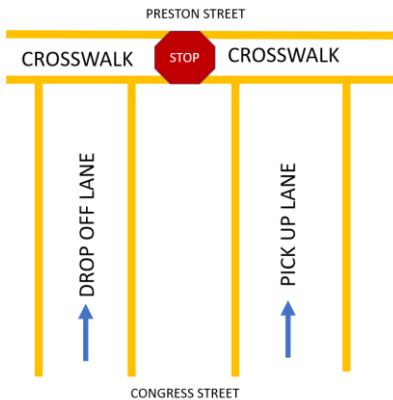
\*Event parking may affect pricing and validation.



**Driveway**

- Students must be able to exit and enter the vehicle on their own without assistance from an adult.
- See image to the right for flow of traffic.
- Display car tag\* with student's full name on car dashboard

\*Car tags will be available from class monitors



**Driveway cont.**

- Arrivals: Families should park and walk their student to the Preston Street entrance if they are arriving late to class.
- Departures: Families may be asked to circle the block to avoid congestion on the roads surrounding the Center for Dance.

**LOBBY ETIQUETTE**

- Families should arrive no more than 15 minutes prior to the start of class.
- Students may have up to two (2) guests, such as guardian and sibling, wait in the lobby during the student's class.
- Students will wait in line by level for class upon arrival.
- All guests who wait in the lobby should remain properly seated. Please do not leave your children unattended.

## PERFORMANCES

### Preschool Celebration

**Who:** Students in Creative Dance, Pre-Ballet, Elementary Ballet

**What:** Performance and Observation

**Where:** Margaret Alkek Williams Center for Dance Dance Lab

**When:** May 6<sup>th</sup> – May 19<sup>th</sup> during class time

**Other Information:** Rehearsals are held during class time starting in February. The detailed schedule will be distributed in the Spring semester. Free to attend.

### 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 CLASSES

- Weekly classes
- Six-week period in July & August
- Parent & Me, Joy of Motion, Creative Dance, & Pre-Ballet
- Classes for ages 2-6
- Levels based on age as of 9/1/2023

### CHILDREN'S WORKSHOPS

- Workshops theme-based on Houston Ballet's repertoire
- One-week sessions in May/June & August
- Learn the ballet & explore and create movement and crafts
- Workshops for ages 4-8
- Age groups based on age as of start of workshop

### YOUTH SUMMER TRAINING PROGRAM

- Weeklong classes
- Two-week sessions in June & July/August
- Elementary Ballet
- Sessions for ages 6-7
- Level based on age as of 9/1/2023

Summer registration is emailed in December for students enrolled in the 2023-2024 Academy Year. Students who attend a summer program will receive priority registration for the 2024-2025 Academy Year. Students who do not attend a summer program will not need to audition for the following year placement and registration.

Partial attendance of a session is not allowed.

Students are highly encouraged to attend one of our summer programs.