



HoustonBallet

**Preschool & Level 1- Intermediate 2  
Summer Program Handbook  
2019**

**Houston Ballet Academy  
Center for Dance  
601 Preston St.  
Houston, TX 77002  
713.523.6300**

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## Preschool & Level 1-Intermediate 2 Summer Sessions

### Session 1: June 3-June 15; Session 2: July 29- August 10

Auditions are required for non-currently enrolled students for Levels 1-Intermediate 2. Students may attend one intensive or both intensives. Preschool attendance is first come, first served and does not require an audition.

### SUMMER ENROLLMENT FOR CURRENT STUDENTS

- Enrollment in summer sessions for Preschool students is optional. Preschool classes are open enrollment: first come, first served.
- Level 1 and Level 2 students are highly encouraged to attend at least one session.
- Level 3, Level 4, and Intermediate students are required to attend one session, but are highly encouraged by artistic staff to attend both sessions.
- Intermediate 2 students are required to attend both sessions.
- Boys are integrated into the Level 1-Intermediate 2 summer sessions; they do not attend the one-week Boys' Workshop.
- Placement and registration for the 2019-2020 school year will be emailed in April. Students in Level 1 – Intermediate 2 who do not attend the summer program will not receive placement for the Fall. If you are unable to attend the summer program and fulfill these requirements, you must request permission from the Academy Administrative Director Christine Stone Martin [cstonemartin@houstonballet.org](mailto:cstonemartin@houstonballet.org) in advance of January 11.

### PRESCHOOL SUMMER PROGRAM TUITION

<b>June 3 - June 15; July 29 - August 10</b>	<b>One class per week in June OR August</b>	<b>One class per week in June AND August</b>	<b>Two classes per week in June OR August</b>	<b>Two classes per week in June AND August</b>
Parent & Me	\$65	\$130	\$115	\$230
Parent & Me Now I am 3	\$65	\$130	\$115	\$230
Joy of Motion	\$65	\$130	\$115	\$230
Creative Dance	\$75	\$150	\$120	\$240
Pre-Ballet	\$75	\$150	\$120	\$240
Elementary Ballet	\$75	\$150	\$120	\$240

Tuition is due at time of registration.

Credit card payments should be submitted via Classe365 with your username and password.

Checks can be mailed to: Houston Ballet Academy, Attn: Registrar, 601 Preston St., Houston, TX 77002

All checks should be made payable to Houston Ballet, and include your child's name in the memo section with the words "summer tuition."

## LEVEL 1-INTERMEDIATE 2 TUITION

June 3 - June 15; July 29 - August 10	2 week session	4 week session
	(June OR August)	(June AND August)
Level 1	\$600	\$1,200
Level 2	\$850	\$1,700
Level 3	\$1,500	\$2,700
Level 4	\$1,500	\$2,700
Intermediate	\$1,500	\$2,700
Intermediate 2	-	\$2,700

### Option #1: Payment in Full

One-time full tuition payment due at registration required for all Preschool classes. Other levels may pay in full after initial registration.

### Option #2: Installment Plan (check, cash, or credit card)

Minimum installment due: quarterly installments due March 15, April 15, May 15. Preschool classes ineligible for installment plan.

## UNPAID BALANCES

Login to Classe365 to ensure all balances have been paid prior to the first class. Any student with a balance will not be allowed to dance or participate until the balance has been paid. A \$25 late fee may be added to late payments.

## WITHDRAWAL AND NO REFUND POLICY

**All tuition and fees paid to the Academy are non-refundable and non transferable.**

If a student wishes to withdraw from the Academy, the Academy Office must receive, in writing, a notification that the student is withdrawing. The parent or guardian will be responsible for all tuition payments due up until the point the Academy receives written notification of the withdrawal. Should a student withdraw in the beginning or middle of a session which has been paid, the remaining tuition will be forfeited to Houston Ballet Academy and cannot be transferred. The Academy is not liable or obligated in any way to process any refunds or issue any tuition credits. If a student's tuition is not paid in full by May 15, the student will not be allowed to attend class. Please consider purchasing tuition insurance through a third party vendor.

There is no orientation for the summer program. If you have a specific question, please email

[hbacademy@houstonballet.org](mailto:hbacademy@houstonballet.org)

## PARKING, STUDENT DROP OFF, PICK UP

Parents may use the pick-up/drop off lane at the Center for Dance to drop-off or pick-up your student. Follow instructions provided by officers directing traffic at the Center for Dance and all City of Houston driving and parking regulations at all times. Please do not block the drop-off lane walkway or leave your car parked on Preston as you or a family member run in to pick-up a child. Houston Ballet Academy has a lobby monitor stationed in the lobby up until the final class or rehearsal of the day ends. They are empowered by the Academy to enforce all rules and safety policies. The Academy is not responsible for the safety of the students after Academy office hours.

- Lyric Center Garage  
Houston Ballet Discount: Receive \$2 off the first hour (validate at reception)  
\$3/hour, up to \$15  
440 Louisiana St # 300, Houston, TX 77002  
Entrance on Smith Street  
Mon-Fri: 6:00 AM - 7:00 PM

Sat & Sun: Closed (24-hr exit access)

- POST OFFICE PARKING  
401 Franklin Street  
Everyday: 24 Hours

### ARRIVING FOR CLASS

Students in Joy of Motion, Creative Dance, Pre-Ballet, Elementary Ballet and Levels 1-Intermediate 2 should not arrive more than 15 minutes prior to class. Students in Levels 1-Intermediate 2 who have class upstairs will wait for a teacher or teacher assistant to lead them to class. Parents/Guardians are welcome to wait with their child in the lobby. Vending machines with sodas and snacks are available to everyone. Please do not leave young children unattended in the lobby. Men's and Women's restrooms are in the hallway on the 1<sup>st</sup> floor. These restrooms contain bathroom stalls, lockers, and a changing area. Students should be vigilant of where they leave their belongings at all times. All valuables should be left at home. Consider packing a lunch, snack and bottled water, especially if your student has continuous hours of class.

### ARRIVING LATE TO CLASS

Students who arrive after the start of class must be escorted to their studio by an Academy Staff member or the Lobby Monitor. Students who arrive more than 15 minutes late to class will not be permitted to participate in that class, but are permitted to watch the remainder of the class.

### CLASS ABSENCE

Attendance is required for all classes. In the event a student must miss a class, please email [hbacademy@houstonballet.org](mailto:hbacademy@houstonballet.org) with your dancer's name, level, and reason for missing. If a student becomes ill during the day and needs to be sent home, a teacher will instruct the student to go to the Academy office so that an Academy staff member may contact their parent/guardian. All students must be picked up at the CFD.

If you would like to check your student out for lunch, please notify us in advance by emailing [hbacademy@houstonballet.org](mailto:hbacademy@houstonballet.org).

### PURCHASING ATTIRE AND SHOES

Houston Ballet leotards and boy's shirt uniforms are sold through the Houston Ballet boutique by Carol Simmons, Merchandise & Display Coordinator. Her email address is [csimmons@houstonballet.org](mailto:csimmons@houstonballet.org). Houston Ballet Academy shoes and tights may be purchased at Costumes and Dancewear on 1503 Dunlavy Street (3.3 miles from the Center for Dance). Their hours are Monday-Friday 10:30-6:30pm and Saturday 10:00-4:00pm and their phone number is (713) 523-4004.

### DAILY SCHEDULE OF CLASSES

Attendance is mandatory in all classes. Weekly class schedules will be posted on the bulletin boards located on the 1<sup>st</sup> floor in the hallway to the restrooms. An additional schedule will be posted on the main bulletin board located on the 3<sup>rd</sup> floor hallway. If students have questions about their daily/weekly schedule, they should report to the Academy Office.

**Please note the schedule is subject to change.**

<b>Class</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Parent &amp; Me*</b> (age 2 as of 6/3/19)				3-3:45 pm		9-9:45 am
<b>Parent &amp; Me</b> <b>Now I am 3*</b> (age 3 as of 6/3/19)			3-3:45 pm			10-10:45 am
<b>Joy of Motion*</b> (age 3 as of 8/20/18)			4:15-5:00 pm			11-11:45 am
<b>Creative Dance*</b> (age 4 as of 8/20/18)		5:15 – 6:15 pm				10-11am
<b>Pre-Ballet*</b> (age 5 as of 8/20/18)		4:15- 5:15 pm				9-10 am
<b>Elementary Ballet*</b> (age 6 as of 8/20/18)	4:15-5:15pm		4:15 – 5:15pm 5:15-6:15pm			10-11am 11-12 pm
<b>Level 1</b>	4:15-6:30 pm	4:15-6:30 pm	4:15-6:30 pm	4:15-6:30 pm	4:15-6:30 pm	No class
<b>Level 2</b>	4:15-7:30 pm	4:15-7:30 pm	4:15-7:30 pm	4:15-7:30 pm	4:15-7:30 pm	No class
<b>Level 3</b>	9-3:45 pm	9-3:45 pm	9-3:45 pm	9-3:45 pm	9-3:45 pm	No class
<b>Level 4</b>	9 -3:45 pm	9-3:45 pm	9-3:45 pm	9-3:45 pm	9-3:45 pm	No class
<b>Intermediate</b>	9-3:45 pm	9-3:45 pm	9-3:45 pm	9-3:45 pm	9-3:45 pm	No class
<b>Intermediate 2</b>	9-3:45 pm	9-3:45 pm	9-3:45 pm	9-3:45 pm	9-3:45 pm	No class

## **ACADEMY ADMINISTRATIVE STAFF**

Academy Director-Melissa Bowman  
Administrative Director - Christine Stone Martin  
Summer Program Manager- Molly LeBeau  
Registrar- Carla Cortez  
Associate Registrar-Cameron Hohle  
Artistic Operations Manager- Yahudi Castaneda  
Student Services Coordinator- Megan Williams  
Administrative Coordinator- Dustin Shaw  
Academy Programs Coordinator- Laurel Collins Wright

## **CLASS UNIFORMS FOR BALLET TECHNIQUE**

### **Leg warmers and ballet skirts are not allowed in classes.**

- Female students must have their hair pulled back away from the face and secured neatly in a classical bun. Female students with short hair must wear a headband and secure the hair at the back. For students with textured hair that is in braids or twists, please secure hair back without loose ends and off the nape of the neck.
- Male students must have a clean-cut, traditional haircut, and no facial hair. Ponytails, barrettes, and shaved heads are unacceptable.
- 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 rubber pants, leg warmers, or sweat pants 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.

## **PRESCHOOL UNIFORM**

### **Parent & Me**

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.

### **Joy of Motion & Creative Dance**

Girls: HBA cap sleeve Leotard with attached skirt, Pink footless tights, no shoes.  
Boys: HBA white, crewneck shirt; Motionwear Style 7105; Black bike shorts. No shoes.

### **Pre-Ballet**

Girls: HBA cap sleeve Leotard with attached skirt  
Tights: Body Wrappers - Style C80 footed, pink.  
Pink ballet shoes. Notebook.

### **Elementary Ballet**

Girls: HBA cap sleeve Leotard  
Tights: Body Wrappers - Style C80 footed, pink.  
Pink ballet shoes. Notebook.

Boys: HBA white crew neck shirt  
Motionwear Style 7105; Black bike shorts. Black ballet shoes and white socks. Notebook.

## LEVEL 1- INTERMEDIATE 2 UNIFORM

### **Girls: Level 1 – Intermediate**

Leotard: HBA Lower School Leotard

Tights: Body Wrappers - Style C31 convertible, pink. Pink ballet shoes. Pointe shoes (Intermediate only).

Notebook

### **Girls: Intermediate 2**

Leotard: HBA Middle School Leotard

Tights: Zarely (brand), Z2 (style), Stage Pink Performance

Shoes: Pink pointe shoes, pink ballet slippers

### **Boys: Level 1- Level 2**

Shirt: HBA white crew neck shirt

Bike shorts: Motionwear Style 7105, Color - 210 Black

Shoes: White socks and black ballet shoes

### **Boys: Level 3-Intermediate 2**

Shirt: HBA white crew neck shirt

Tights: Body Wrapper- Style M90, Slate

Belt: Discount Dance Supply- Style 62S, black

Dance Belt, white socks and white ballet shoes

## **REQUIREMENTS**

- Notebook and pencil

## **OPTIONAL UNIFORM ADDITIONS**

- Level 1, 2, 3, 4, Intermediate, Intermediate 2 Girls: Black 1.5 high heel character shoes, black character skirt (mid-calf length), black jazz shoes, black jazz pants. Level 4: pre-pointe shoes.
- Level 1, 2, 3, 4, Intermediate, Intermediate 2 Boys: black jazz shoes, black jazz pants.

## **Class Observation**

Class observation for Level 1,2, 3, 4, Intermediate, and Intermediate 2 students will occur on a designated date and time during the last week of the session. Due to limited seating, only immediate family should plan to attend. Specific dates and times will be emailed to parents during the program.



## CHILDREN'S WORKSHOPS

No prior experience or audition necessary. Enrollment is first-come, first served. More information can be found on our website: <https://www.houstonballet.org/about/academy1/pre-school/childrens-workshops/>

<b>Children's Workshops (Girls aged 4-8; Boys aged 4-12) *includes two tickets to Houston Ballet company performance</b>	<b>Price</b>
<i>Coppelia</i> * (ages 4-8), June 3-7, Monday-Friday	\$ 370
<i>The Nutcracker</i> * (ages 4-8), July 29- August 2, Monday-Friday	\$ 370
Boys' Workshop (ages 7-12), July 29- August 2, Monday-Friday	\$ 295

## ALLERGY POLICY

**If your child has an allergy or a medical condition that could result in a medical emergency, please make the Academy Registrar aware at the time of registration.**

If your child has an allergy, please also notify the **Academy Administrative Director** and the **Academy Director** in writing at the time of registration so that faculty members can be alerted. HBA is not a nut free campus. If your child carries an EpiPen, please make the office and faculty aware of where the EpiPen is kept in your child's dance bag. All administrative and artistic staff are CPR certified; however, we do not have a medical specialist or Registered Nurse on site. Please be mindful that the Center for Dance and Wortham Theater are public buildings and we are unable to anticipate all possible scenarios that may introduce allergens to the buildings. As we can never guarantee an allergy-free environment, please use your best judgement when choosing to enroll.

Please educate your child about their allergy – they are their own best advocate!

- Ensure they have the right tools
- Discuss what is okay and not okay to eat
- Review what to do in case of an allergic reaction
- Teach them the best way to teach others about their own allergy

## STUDENTS/EMPLOYEE ENGAGEMENT ON SOCIAL NETWORKING SITES

When using a social media site, a student may "follow," (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 or staff at any time. Houston Ballet encourages parents to discuss the dangers of social media within their household.

## 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, 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 Academy Director. 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.

## **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**

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, [practices] 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).