2022
Student Handbook
Preschool
Summer Classes

6-Week Session: July 10, 2022 – August 14, 2022

Houston Ballet Center for Dance
601 Preston Street
Houston, TX 77002
713-523-6300
hbacademy@houstonballet.org
https://www.houstonballet.org/about/academy1/summer-intensive-program/
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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.
- A company with state-of-the-art facilities for performances, rehearsals, and ongoing operations.

Inclusion, Diversity, Equity, and Access Statement
Houston Ballet embraces inclusion, diversity, equity, and access. We recognize our responsibility to be an open, welcoming, and anti-racist organization where students, artists, staff, trustees, and volunteers of all backgrounds collaboratively learn, work, and serve. Inclusion, diversity, equity, and access are instrumental in the fulfillment of our mission and values. We address the challenges of our future in a culture that honors what is unique in all of us. Join us, together we are Houston Ballet.

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

<table>
<thead>
<tr>
<th><strong>ACADEMY ADMINISTRATIVE STAFF</strong></th>
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<tbody>
<tr>
<td><strong>Jennifer Sommers</strong></td>
</tr>
<tr>
<td><strong>Dustin Shaw</strong></td>
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<tr>
<td><strong>Katie Wesche</strong></td>
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<tr>
<td><strong>Carla Cortez</strong></td>
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<td><strong>Yahudi Castañeda</strong></td>
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<td><strong>Megan Williams</strong></td>
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<td><strong>Tempest McLendon</strong></td>
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<tr>
<td><strong>Shelby Connolly</strong></td>
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GENERAL PROGRAM INFORMATION

6-Week Session: July 10, 2022 - August 14, 2022
All classes are held on the Sundays during this program.

Enrollment in summer sessions for Preschool students is optional. Preschool classes are open enrollment: first come, first served. Placement and registration for the 2022-2023 school year will be emailed to current students in May.

ORIENTATION
We will be offering a virtual orientation prior to the start of the Summer classes. This orientation will take place within the week prior to the start of classes, approximately. The date and time are TBD and will be sent to enrolled families once scheduled. Links for these orientations will be sent to families prior. If you have a specific question that is not answered during one of these orientations, please email hbacademy@houstonballet.org.
REGISTRATION PROCESS
The Registrar’s Office must receive the completed registration form and payment to complete enrollment. Registration is first come, first served. Once class caps are reached, registration will close.

At the time of registration, a payment of the registration fee and the full payment of tuition is required to hold a student’s enrollment for the Summer Preschool Classes.

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<thead>
<tr>
<th>TUITION &amp; FEE PAYMENTS</th>
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<tbody>
<tr>
<td>Tuition: (Parent &amp; Me, Joy of Motion, Creative Dance, Pre-Ballet)</td>
<td>$170.00</td>
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<tr>
<td>Tuition: (Elementary Ballet)</td>
<td>$200.00</td>
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<tr>
<td>Registration Fee</td>
<td>$35.00</td>
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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.

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
The registration fee paid at the time of registration is nonrefundable. Tuition is refundable prior to May 15, 2022. Formal withdrawal must be received prior to May 15, 2022, to be eligible for any refund. **All fees and tuition are nonrefundable after May 15, 2022.** The Academy is not liable or obligated in any way to process any refunds or issue any tuition credits after May 15, 2022. It is recommended to purchase tuition insurance from a third party, such as aplusplans.com.

WITHDRAWAL POLICY
If a student wishes to withdraw from the Level 1-Intermediate 2 Summer Program, 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.
COVID-19 PROTOCOLS
COVID-19 protocols have been updated as of 12/1/2021. Revisions to our COVID-19 protocols will be done under the advisement of our medical partner, Houston Methodist. Protocols are subject to change prior to the start of and during the Summer Preschool Classes. Any changes made will be updated in the handbook on our website, in the Classe365 LMS, and sent via email to families who are enrolled.

VACCINATION TRACKING
Understanding vaccination rates helps Houston Ballet Academy make decisions that impact class size and schedule, among other aspects of the program. Students attending the Summer Preschool Classes, who are age eligible, are recommended to be fully vaccinated for COVID-19.

INTERNATIONAL TRAVELERS
Students who will be traveling from outside the United States to attend the Level 1-Intermediate 2 Summer Program will be required to do the following:

1. Get a PCR test no more than 72 hours before boarding an international flight to the United States
2. Show negative result of PCR test or documentation of recovery from COVID-19 to an Academy staff member prior to attending classes
3. Get a PCR test 3-5 days after international travel and show proof of negative result to remain enrolled in the Level 1-Intermediate 2 Summer Program

Students will NOT need to self-quarantine after arriving in the United States. Students will be able to attend classes prior to showing the second PCR test. For more information, please visit the CDC website HERE.

DAILY SCREENING
BEFORE arriving for class each week, students should complete the HealthCheck screening. Students will be required to show the completed screening to an Academy staff member if it has not been completed each day. If you have not previously used the HealthCheck app, please follow the directions below:

1. Download app (HealthCheck by Stratum)
2. Register as a new user
3. Check your email and activate account
4. Enter Facility Code: W1C2g9

BUILDING ETIQUETTE
Everyone will be required to a face mask while inside the Center for Dance.

Only students attending classes are allowed to enter the building. Students may have one (1) parent/guardian enter the building and wait in the lobby while the student attends class. No siblings are allowed to enter with the parent to wait in the lobby. Please note that the parent/guardian must also complete the above daily screening before entering the building.
DROP-OFF AND PICK-UP POLICY

Please reference the parking options listed at www.houstonballet.org/Plan-your-visit/Buildings-parking for information regarding parking options. Always follow instructions provided by officers directing traffic at the Center for Dance and all City of Houston driving and parking regulations.

Parents/guardians have two options for drop-off and pick-up.

1) Park nearby the Center for Dance and walk up to the Preston Street entrance. Students must be met by their parents to walk out of the building.
2) Use the driveway lanes to drop-off and pick-up your student from your car at the Preston Street entrance. Students must be able to unbuckle and buckle themselves.

For drop-off, students should use in the far-left lane, which is the lane furthest from the building. For pick-up, students will use the far-right lane, which is the lane closest to the building. The center lane will be used for moving traffic.

Your student will be with an adult the entire time they are at the Center for Dance. Academy staff will:
   1) Meet your child at the car and check the HealthCheck Screener
   2) Escort your child into the Center for Dance
   3) Supervise your child until the teacher and teaching assistant invite them into the studio
   4) Escort your child back to your car at pickup time.

Students should enter and exit through the Preston Street entrance. Students will have a 15-minute window to arrive before the start of their first class (E.G. arrival between 8:45-9:00am for a class starting at 9:00am). Students should be picked up within 15 minutes of the end of their last class (E.G. departure between 5:00-5:15pm for a class ending at 5:00pm).

In order to maintain a safe environment, Houston Ballet requests that parents or guardians follow the below policies for student arrivals and departures at the Center for Dance.

• Parents/guardians should not arrive prior to the end of their student's class. If you arrive prior to your student's end of class time, you may be asked to circle the block to alleviate any congestion. Early arrivals cause congestion on the roads surrounding our building.
• Please do not stop on the roads next to the Center for Dance and drop off students on Preston Street, Louisiana Avenue, Smith Street, etc. Our driveway is available for a safe drop off and pick up outside of downtown traffic.
• Parents/guardians waiting for pick-up may stop on the far-right side lane of our driveway.
• Please do not stop over the yellow line in order to allow cars to pass freely in the middle lane.
• Parents/guardians dropping off may pause in the far-right lane while students are entering the building.
• For safety, please do not walk up the ramps; use the sidewalks.
• Parents/guardians should not exit their car while in the driveway.
• Students cannot walk out of the Center for Dance on their own unless we have received written permission from their parent/guardian to do so.

Failure to abide by the lobby, parking, and drop-off/pick-up policies may result in dismissal from the Academy.

ARRIVING LATE TO CLASS
Students that arrive more than 15 minutes late to class may not be permitted to participate in that class. This is at the teacher's discretion and for the safety of the student.

ABSENCES
In the event of illness, please complete the absence form HERE with your student's name, level, and reason for missing class. This information will be forwarded to the student's teachers and principal.
### CLASS SCHEDULE

Classes meet once per week. Classes begin Sunday, July 10th and conclude Sunday, August 14th. Please note the schedule is subject to change.

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Ages and Birthdate Range</th>
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<tbody>
<tr>
<td><strong>Parent &amp; Me</strong></td>
<td>Ages 2-3 – must be at least 2 years old as of 7/10/2022</td>
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<tr>
<td></td>
<td>Birthdate Range: 9/2/2018-7/10/2020</td>
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<tr>
<td><strong>Sunday A:</strong></td>
<td>10:30AM – 11:15AM</td>
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<tr>
<td><strong>Sunday B:</strong></td>
<td>10:45AM – 11:30AM</td>
</tr>
<tr>
<td><strong>Sunday C:</strong></td>
<td>2:15PM – 3:00PM</td>
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</tbody>
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| **Joy of Motion** | Ages 3-4 – must be at least 3 years old as of 9/1/2021  |
|                  | Birthdate Range: 9/2/2017-9/1/2018      |
| **Sunday A:**    | 11:00AM – 11:45AM                       |
| **Sunday B:**    | 1:15PM – 2:00PM                         |

| **Creative Dance** | Ages 4-5 – must be at least 4 years old as of 9/1/2021  |
|                   | Birthdate Range: 9/2/2016-9/1/2017      |
| **Sunday A:**     | 12:00PM – 12:45PM                      |
| **Sunday B:**     | 1:00PM – 1:45PM                        |
| **Sunday C:**     | 2:00PM – 2:45PM                        |

| **Pre-Ballet**    | Ages 5-6 – must be at least 5 years old as of 9/1/2021  |
|                  | Birthdate Range: 9/2/2015-9/1/2016      |
| **Sunday A:**    | 12:45PM – 1:30PM                       |
| **Sunday B:**    | 3:15PM – 4:00PM                        |
| **Sunday C:**    | 3:30PM – 4:15PM                        |

| **Elementary Ballet** | Ages 6-7 – must be at least 6 years old as of 9/1/2021  |
|                       | Birthdate Range: 9/2/2014-9/1/2015      |
| **Sunday A:**        | 11:30AM – 12:30PM                      |
| **Sunday B:**        | 11:45AM – 12:45PM                      |
| **Sunday C:**        | 2:15PM – 3:15PM                        |
| **Sunday D:**        | 3:00PM – 4:00PM                        |
CLASS UNIFORMS

- 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 haircut with their hair off their face.
- Students may not wear jewelry, other than pierced ear studs, in class.
- 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 sweatpants 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.

Female Students:
All female students have the option to wear pink or skin tone-inclusive tights, ballet shoes, and pointe shoes. For pink tights and ballet shoes, please see brand, style, and color requirements below. For skin tone-inclusive tights and ballet shoes, please see brand, style, and color requirements in the Houston Ballet Academy Shoe Matching Guide (page 10).

Parent & Me
Girls/Boys: Comfortable clothing your child can move in freely. Leotard not required. No shoes.
Parent/Guardian: Comfortable clothing you can move in freely. Yoga or workout clothing.

Joy of Motion & Creative Dance
Girls: HBA cap sleeve Leotard with attached skirt; Body Wrappers C33 pink footless tights OR skin tone-inclusive tights; No shoes.
Boys: HBA white, crew neck shirt Motionwear Style 7105, Black bike shorts, No shoes.

Pre-Ballet
Girls: HBA cap sleeve Leotard with attached skirt; Body Wrappers - Style C80 footed pink tights OR skin tone-inclusive tights; Bloch S0203G pink ballet slippers OR skin tone-inclusive shoes; notebook, pencil.
Boys: HBA white crew neck shirt Motionwear Style 7105, Black bike shorts, Bloch S0284G black ballet slippers, white socks, notebook, pencil.

Elementary Ballet
Girls: HBA cap sleeve Leotard; Body Wrappers - Style C80 footed pink tights OR skin tone-inclusive tights; Bloch S0203G pink ballet slippers OR skin tone-inclusive shoes; notebook, pencil.
Boys: HBA white crew neck shirt Motionwear Style 7105, Black bike shorts, Bloch S0284G black ballet slippers, white socks, notebook, pencil.

PURCHASING ATTIRE AND SHOES
Houston Ballet does not have a dance supply store on site. Students should arrive at the start of the program with all their required attire and shoes. Uniform leotards and shirts can be purchased through E-Commerce in Classe365. There are few dance store options in the Houston area where students can purchase any additionally needed supplies. 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

Fancy Dancer Boutique
18351 SH 249 Suite #F
Houston, TX 77070
(281) 890-0100
<table>
<thead>
<tr>
<th>Blendz Tights</th>
<th>Shoe Options</th>
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<tbody>
<tr>
<td>Confident Cocoa</td>
<td>Blendz Confident Cocoa</td>
</tr>
<tr>
<td></td>
<td>Spray Fashion Brown</td>
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<tr>
<td>Brazen Brown</td>
<td>Blendz Brazen Brown</td>
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<tr>
<td></td>
<td>Capezio Mocha</td>
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<tr>
<td></td>
<td>Spray Tan</td>
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<tr>
<td>Maven Mahogany</td>
<td>Blendz Maven Mahogany</td>
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<tr>
<td></td>
<td>Spray Bark</td>
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<tr>
<td>Tenacious Tan</td>
<td>Blendz Tenacious Tan Light Suntan</td>
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<tr>
<td></td>
<td>Capezio Nude</td>
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<td></td>
<td>Spray Chamois</td>
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CHILDREN'S WORKSHOPS
Students may enroll the Preschool Summer Classes and Children's Workshops. No prior experience or audition necessary. Enrollment is first come, first served. More information can be found on our website HERE.

SPRING 2022 WORKSHOP

Sylvia Workshop
The Sylvia Workshop is theme-based on Houston Ballet's Sylvia. Students will learn about the story of Sylvia and explore and create movement and crafts to reflect the story. Tuition includes two (2) tickets to Houston Ballet's Sylvia matinee performance on Sunday, March 20, 2022.

Dates: March 14, 2022 – March 18, 2022
Ages 4-5: 10:00AM – 12:00PM
Ages 6-8: 1:00PM – 3:00PM

Tuition: $400.00
Tuition is due at the time of registration. Tuition is nonrefundable.

This workshop is available to students who are ages 4-8. Students must be 4 years old as of 3/14/2022.

SUMMER 2022 WORKSHOPS

Boys Workshop
The Boys Workshop is open to male dancers. Students will learn the necessary skills to become strong male dancers.

Dates: June 6, 2022 – June 10, 2022
Group A: 3:30PM – 6:00PM (ages 8-12 with little to no experience)
Group B: 3:15PM – 5:45PM (ages 10-15 with at least 3 years’ experience)

Tuition: $295.00
Tuition is due at the time of registration.

This workshop is available to male students who are ages 8-15. Students must 8 years old as of 6/6/2022.

Nutcracker Workshop
The Nutcracker Workshop is theme-based on Houston Ballet's The Nutcracker. Students will learn about the story of The Nutcracker and explore and create movement and crafts to reflect the story. Tuition includes two (2) tickets to Houston Ballet's The Nutcracker evening performance on either Sunday, November 27, 2022, OR Sunday, December 11, 2022.

Dates: June 6, 2022 – June 10, 2022
Ages 4-5: 10:00AM – 12:00PM
Ages 6-8: 1:00PM – 3:00PM

Tuition: $400.00
Tuition is due at the time of registration.

This workshop is available to students who are ages 4-8. Students must be 4 years old as of 6/6/2022.

August TBA Workshop
The August TBA Workshop is theme-based on Houston Ballet’s performance of a child-friendly ballet. Students will learn about the story of this exciting ballet and explore and create movement and crafts to reflect the story. Tuition includes two (2) tickets to Houston Ballet's matinee performance on Saturday, September 17, 2022.

Dates: August 15, 2022 – August 19, 2022
Ages 4-5: 10:00AM – 12:00PM
Ages 6-8: 1:00PM – 3:00PM
Tuition: $400.00
Tuition is due at the time of registration.

This workshop is available to students who are ages 4-8. Students must be 4 years old as of 8/15/2022.

REFUND POLICY
Tuition for the Spring 2022 workshops is nonrefundable. Tuition for the Summer 2022 workshops is refundable prior to April 15, 2022. Formal withdrawal must be received prior to April 15, 2022, to be eligible for any refund. All fees and tuition are nonrefundable after April 15, 2022. The Academy is not liable or obligated in any way to process any refunds or issue any tuition credits after May 15, 2022. It is recommended to purchase tuition insurance from a third party, such as aplusplans.com.

WITHDRAWAL POLICY
If a student wishes to withdraw from the Children’s Workshop, 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.
HOUSTON BALLET ACADEMY POLICIES

ALLERGY POLICY
If your child has an allergy or a medical condition which could result in a medical emergency, please make the Academy Registrar aware at the time of registration. Please also notify the Director of the Academy, Jennifer Sommers, 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. Houston Ballet 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.

This policy extends not only to verbal harassment, but also includes online harassment or bullying.

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 themself to be a victim of discrimination or harassment should report the incident to the Director of the Academy. 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).

CYBER BULLYING
Cyber bullying is any message or image online posted/texted that is cruel towards others. Houston Ballet does not tolerate cyber bullying.

Criteria for cyber bullying:
Intent to do harm physically or emotionally
Emotional unfair match- victim cannot defend him/herself from electronic distribution of images or messages.
Repeated harassment, embarrassment, intimidation

Threats of harm are illegal and should be reported immediately to authorities.

When cyber bullying occurs:
Take it seriously, it is not harmless.
Document- save text, image, message, etc.
Report it.

All schools have a provision to acceptable use policy (AUP) reserving the right to discipline students for online behavior.

Passing on the damaging message/video is being part of the cyber bullying, so the sender is also guilty of the offense even though they did not originally post it.

Is it True?
Is it Helpful?
Is it Illegal?
Is it Necessary?
Is it Kind?

THINK before you send/post it.