



2026 - 2027 PRE- PROFESSIONAL PROGRAM HANDBOOK



HoustonBallet

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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 improving 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 dancers.
- A company that offers **high-quality dance educational programming** prioritizing historically underserved communities in Houston and the surrounding area.
- 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 change 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.



HOUSTON BALLET LOCATION & CONTACT INFORMATION

All HB Academy 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

Please send all Academy questions to:

hbacademy@houstonballet.org

Houston Ballet Academy Programs Webpage:

<https://sites.google.com/view/houston-ballet-academy/home>



HOUSTON BALLET ACADEMY LEADERSHIP

Julie Kent and Stanton Welch, AM, Artistic Directors

Sonja Kostich, 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
- **Kaitlyn Louis**, Associate Director of Student Life
- **Carla Cortez**, Academy Communications Manager
- **Jamie Cegelski**, Academy Programs Manager
- **Reagan Quandt**, Academy Artistic Operations Coordinator
- **Angela Flores**, Academy Student Support Coordinator
- **Kaitlyn Watson**, Academy Administrative Coordinator
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PRE-PROFESSIONAL PRINCIPALS

Lower School Principal

Betsy McMillan is the principal and contact for Level 1 through Intermediate. Mrs. McMillan can assist in directing questions regarding students in the studio to the students' teacher. You can email Mrs. McMillan at emcmillan@houstonballet.org.

Upper School Principal

Cheryne Busch is the principal and contact for Level 5 through Level 10. Ms. Busch can assist in directing questions regarding students in the studio to the student's teacher. You can email Ms. Busch at cbusch@houstonballet.org.

Boys Program Manager

Orlando Molina is the coordinator and contact for boys in the Pre-Professional Program. Mr. Molina can assist in directing questions regarding students in the studio to the students' teacher. You can email Mr. Molina at jmolina@houstonballet.org

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

GENERAL HB ACADEMY INFORMATION

ACADEMY OFFICE HOURS

MON-FRI 9:00 AM – 6:00 PM

SATURDAY 8:30 AM – 4:00 PM

SUNDAY 10:00 AM – 5:00 PM

LOST & FOUND

Lost and Found is 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 the link [HERE](#).

ACADEMY WEEKLY SCHEDULE

Weekly schedules are posted on all call boards as well as on our Academy Google Site [HERE](#).

ENROLLMENT

The Pre-Professional Program is for students 7+ years old as of September 1, 2026. An audition is required to enroll in the Pre-Professional Program. Registration is accepted on a first-come, first-served basis. Sections close once capacity is reached. Students interested in a closed section may be added to the waitlist by contacting the Academy Administrative Office.

Students enrolled in the Pre-Professional Program will be given priority registration for the Summer Program and the following school year. Placement for the Summer Program is sent in December, and for the following school year is sent in May. Students who miss a semester are required to audition for readmission.

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.

LEVELS OF THE PRE-PROFESSIONAL PROGRAM

Level 1	Level 2	Level 3	Level 4
Lower School Boys 1	Lower School Boys 2	Lower School Boys 3	Lower School Boys 4
	Lower School Intermediate	Lower School Intermediate Boys	
Upper School I	Upper School II	Upper School III	Upper School IV
	Upper School Boys I	Upper School Boys II	

REGISTRATION

REGISTRATION IS FIRST-COME, FIRST-SERVED UNTIL ALL SEATS ARE FULL.

PRE-PROFESSIONAL PROGRAM REGISTRATION:

34-Week Academy Year

\$225 registration fee due at the time of registration

Currently enrolled students will access the enrollment form via the PowerSchool Parent Portal. New students will be emailed an invitation to complete the enrollment form.

After your enrollment form is processed, you will be notified via email to sign your student's tuition contract and complete the registration process.

PAYMENT PLAN OPTIONS

PAY IN FULL: Discount of \$100 will be applied at the time of payment.

Option must be selected with auto-pay by Friday, August 28th.

QUARTERLY: Payment in four installments

MONTHLY: Payment in seven installments (incurs a \$20 fee to each installment due September through February)

**2026 - 2027 Year
Round registration
is open May - July**

**2027 Summer
registration is
open December -
February**

Invoice Date	Due Date	Pay in Full	Four Installments "Quarterly Plan"	Seven Installments "Monthly Plan"
At Registration		100% minus discount	25%	25%
September 1st	September 15th		25%	12.5% + \$20
October 1st	October 15th			12.5% + \$20
November 1st	November 15th		25%	12.5% + \$20
December 1st	December 15th			12.5% + \$20
January 1st	January 15th			12.5% + \$20
February 1st	February 15th		25%	12.5% + \$20

FINANCIAL AID

Financial aid is available for students in the Pre-Professional Program. The application is open now for the 2026-2027 school year. To complete the application for the 2026-2027 school year, log onto the PowerSchool Parent Portal and click Forms.

- Applications are not considered until the student has registered for the 2026-2027 Academy Year.
- Applications may take up to one month for review. Decisions will be sent by email.
- Financial assistance is not automatically renewed from previous Academy years. If you applied for financial aid for the 2026 Summer Programs, you do not need to submit an additional application.
- Financial assistance covers only a portion of tuition and is typically no more than 25% of the total tuition.

****PLEASE NOTE THAT STUDENTS WITH DELINQUENT ACCOUNTS WILL NOT BE ABLE TO REGISTER FOR FUTURE PROGRAMS UNTIL THEIR ACCOUNT IS CURRENT.**

PAYMENTS & FEES



- **HOUSTON BALLET ACCEPTS THE FOLLOWING FORMS OF PAYMENT:**

- Checks: 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.
- Cashier's Checks
- Cash
- ACH: ACH payments incur a processing fee of \$1.50 per transaction.
- Credit Cards: Credit card payments incur a processing fee of \$2.75 per \$99.99.

- Payments may be mailed, hand-delivered, completed online, or phoned into the Academy office.
- A \$25 late fee will be applied on the next business day following the 15th of each month if payment is not received by the due date.
- Please note that students with delinquent accounts will not be able to register for future programs until their accounts are current.

SCHOLARSHIP DONATIONS

Houston Ballet is dedicated to offering the highest caliber of training while keeping ballet accessible. However, tuition covers only 70% of Academy costs. Gifts from parents/guardians and other supporters are vital to ensure 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 at ejordan@houstonballet.org or (713) 535-3241.

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 before the end of the Academy year, the Academy Administrative 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 A COMPLETED WITHDRAWAL FORM FROM THE PARENT/GUARDIAN. Verbal notification of withdrawal will not be accepted. Should a student withdraw in the beginning, middle, or a quarter that 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.

ALL WITHDRAWAL FORMS ARE AVAILABLE IN YOUR POWERSCHOOL PARENT PORTAL.

ACADEMY PROCEDURES

ATTENDANCE

- Attendance is mandatory in all classes.
- Students who 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.
- Weekly schedules are posted on the call boards and the Houston Ballet Academy Google site.
- If a student is absent, report the absence using the School Messenger/Safe Arrival application [HERE](#). Absences on Sat/Sun can be reported via the Absent Notification Form found in your PowerSchool Parent Portal.
- If a student is injured and unable to participate in class, they may observe rehearsals only.

SECTION CHANGE REQUESTS

Section change requests are reviewed by the principal for approval, and approval is not guaranteed. Section change requests will incur a \$35 fee. The form is only available during the following dates:

Fall Semester: August 1, 2026 – September 8, 2026

Spring Semester: December 1, 2026– January 2, 2027

The Section Change Request Form is available in your [POWERSCHOOL PARENT PORTAL](#)

INJURY & ILLNESS

If a student is injured before attending the Pre-Professional Program, they must submit a full clearance for dance by a doctor.



ACADEMY PROCEDURES

CLASS ETIQUETTE

1. Bring energy, enthusiasm, and eagerness to learn in classes.
2. Students should arrive wearing a cover-up over their class uniform and street shoes over their ballet shoes.
3. 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 may not allow the student to participate in class.
4. Students may bring water in a capped, sealed water bottle; no flip straws are allowed.
5. Students should refrain from distracting others during class or touching any pianos or equipment in the studios.
6. Students should always positively take corrections and be appreciative of their teacher's time

ATTENDANCE/ABSENCES/MAKE-UP CLASSES

- Students should attend classes regularly.
- Students who miss two (2) weeks of consecutive classes may be withdrawn from the program if notification has not been provided to the Academy Administrative Office.
- Students who have more than three (3) absences in a semester may be ineligible for advancement to the next level.
- Students who miss a semester are required to audition for readmission.
- Make-up lessons will be scheduled as follows. Registration for these classes will be sent prior to the classes being held.
 - Fall Semester: Monday, November 23rd
 - Spring Semester: Monday, May 24th

HB ACADEMY COMMUNICATION METHODS:

- Email: hbacademy@houstonballet.org
- PowerSchool Parent Portal
- Our Google Sites and Academy Website
- Academy Facebook Page
- Academy Instagram Page
- Virtual Townhalls

EMERGENCY PROCEDURES

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

ACADEMY PROCEDURES

CLASS OBSERVATIONS

FALL SEMESTER: OCTOBER 19TH - NOVEMBER 8TH

SPRING SEMESTER: MAY 3RD - 23RD

EVALUATIONS

LOWERSCHOOL 1 - 4 + BOYS:

- Evaluations distributed in December and April
- Lower school Intermediate students receive three (3) pointe assessments in August, September, and October

UPPERSCHOOL I - IV + UPPERSCHOOL BOYS I AND II

- Students will complete an evaluation class in March
- Evaluations distributed in April
- Consultations held in January and May with the Academy artistic staff

LEVEL PLACEMENT

The Academy's artistic staff determines the class placement of each student. Faculty members evaluate students on artistry, physicality, maturity, and technical ability.

Each student progresses at a different pace; therefore, students in the same level may progress at different times.

Academy artistic staff will meet with families prior to placement and registration being sent to discuss any concerns about student progression.

BEGINNING POINTE

Students in Level 4 and Intermediate will go through pointe assessments – a series of exercises that provide feedback on pointe preparedness. The decision to start pointe work will be made on an individual basis with the advice of the instructors and feedback from the assessment, even if a student has been on pointe at a previous studio.

Students purchase pointe shoes only AFTER being permitted by their instructors. Instructors will check the fit of the shoes to ensure the students purchase proper shoes for their feet. Students should sew ribbons and elastics on their shoes AFTER they receive approval from their instructors.

The Academy faculty discourages students from practicing pointe work outside the Academy studios unless otherwise approved. Pointe work is difficult and can be dangerous if practiced unsupervised and on improper floors.

CLASS ATTIRE

BALLET UNIFORM

Lower School 1 - Intermediate	Upper School I - II	Upper School III - IV
Leotard: Wear Moi style Galate - <u>sky blue</u>	Leotard: Wear Moi style Galate - <u>cornflower blue</u>	Leotard: Galate – Royal Blue
Tights: Bloch Convertible T0982G T0982L Color: Pink or Skin Tone Ballet Slippers: Bloch Prolite 2 Hybrid Full Sole Leather Color: Pink or <u>Blendz - skin tone-inclusive</u> Pointe Shoes (Intermediate only): pink or <u>skin tone-inclusive</u>	Tights: Bloch Convertible T0982G T0982L Color: Pink or Skin Tone Ballet Slippers: Full Sole Leather Color: Pink or skin tone-inclusive Pointe Shoes: Pink or skin tone-inclusive	Tights: <u>Zarely style Z2 – stage pink performance</u> OR Skin-tone convertible Shoes: Pink OR skin-tone ballet slippers & pointe shoes

OR

SHIRT: WEAR MOI STYLE CONRAD - WHITE

Lower School 1 - Intermediate Boys	Upper School Level I - II Boys
Eurotard: 33440C/33440 Unisex Long Length Dance Short Color: Black Ballet Slippers: Bloch S0205g/S0205L Full Sole Leather Color: Black Socks: Tall White	Tights: Slate/gray tights Belt: Discount Dance Supply style 62S Color: Black Ballet Slippers: Full Sole Leather Color: Black Socks: Tall White



ADDITIONAL CLASS ATTIRE

Modern/Contemporary Uniform

Leotard: Ballet uniform

Tights: Ballet Uniform

Shoes: none

Jazz Uniform

Leotard: Ballet uniform

Pants: black jazz pants or black shorts

Shoes: black jazz shoes

Health & Wellness Uniform

Ballet uniform and Black shorts or Jazz pants

Character Uniform



Character Skirt:

Dance Trends Character Skirt
Color: Black

Character Shoe: 1.5" Heel
So Danca CH50 or Capezio 550
Color: Black



OR

Eurotard Long Length Dance Short and Black Jazz shoes

SKIN TONE-INCLUSIVE SHOES & TIGHTS 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

	Capezio Tights	Shoe Options
Maple		Blendz Brazen Brown Blendz Maven Mahogany Capezio Mocha Spray Tan or Bark
Lt Tan		Blendz Tenacious Tan Capezio Light Suntan Capezio Nude Spray Chamois
Nude		Blendz Tenacious Tan Capezio Light Suntan Capezio Nude Spray Chamois

CLASS ATTIRE PROCEDURES

ATTIRE PROCEDURES

- Students should have their hair neatly groomed, pulled back away from the face, and secured neatly in a ballet bun. Students with short hair should wear a headband and secure their hair at the back. For more information on Houston Ballet Academy's hair requirements for all students, please see our bun tutorial [HERE](#).
- Students with hair that is in braids, twists, or locs should secure hair back, without loose ends, and off the nape of the neck.
- Leg warmers and ballet skirts 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 wear dance clothes as street wear outside the Houston Ballet.
- Students should not apply lotion in the studios or apply lotion to the skin on days when 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 on-site. Students should arrive at the start of the program with all required attire and shoes.

Uniform leotards and shirts can be purchased through our [online site](#) or in person at [Dance Trends](#) or [Apollo Dancewear](#).

If you have any questions or concerns about HB Academy uniform online orders, please 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.

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

Apollo Dancewear
1502 Sawyer St #132,
Houston, TX 77007
(832) 205-1524

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

HEALTH & WELLNESS, AND ADJUNCT CLASSES



Aki Kawasaki

Head Strength & Conditioning Coach

Originally from Ibaraki, Japan, Akihiro Kawasaki holds a B.S. in Exercise Science from the University of Alabama at Birmingham. As a student athletic trainer, he worked with several sports teams including the national championship winning football team at Mississippi Gulf Coast Community College (MGCCC). Kawasaki previously served as a personal trainer and strength and conditioning coach for Olympic athletes on the national team of Japan. He is currently the head strength and conditioning coach at Houston Ballet and Houston Ballet Academy. Kawasaki holds certifications in Functional Movement Systems (FMS) – level 2, Y Balance Test (YBT) of FMS, Fundamental Capacity Screen (FCS) of FMS, Rossiter – level 4, Yamuna Body Rolling – Face, Feet, Table Treatment and Animal Flow and Spatial Medicine. Learn more at <https://bit.ly/3taRxwE>.

Health & Wellness and Adjunct Class Offerings:

- Body Conditioning
- Yoga
- Pointe Preparation
- Modern
- Jazz
- Character
- Musical Theater

*Classes may vary by level.



STUDENT BENEFITS

MASTER CLASS SERIES

We are excited to offer master classes to Level 3-Level 10 students during the spring semester. Each three-week session includes classes such as Ballet Technique, Classical Coaching, Intro to Pas de Deux, and so much more! Master classes are taught by guest teachers, including current Company Dancers. Registration opens in November, and the first session begins in January.

PHYSICAL EDUCATION CLASS CREDIT

Several Houston area schools recognize a student's hours spent at Houston Ballet Academy as an alternative to regular PE classes at the school. To participate, complete the following steps:

1. Contact your student's school to confirm HBA as an acknowledged program partner
2. Request the necessary paperwork from the school to register the student for the program
3. Email the Academy Student Support Coordinator at hbacademy@houstonballet.org to request off-campus PE credit (OCPE)
4. Pay the \$50.00 OCPE fee through Houston Ballet Academy
5. Follow up regularly with the Academy Student Support Coordinator to complete grade reports and other necessary paperwork for your student's credit

Please note: Houston Ballet Academy will pay the annual application fee for any school district requesting OCPE to approve our facility. Also, students may be required to sign up for teaching assistance hours to meet the required hours to be fulfilled weekly.

HEALTH & WELLNESS

The following classes are available to students in levels Lower School, Intermediate, through Upperschool 4:

- Body Conditioning classes are offered weekly as part of their class schedule.
- At an additional fee, students may register for:
- Private or semi-private health & wellness sessions – Body Conditioning, Pilates, Yoga, and Gyrokinesis.
- Body Conditioning workshops

Contact hbacademy@houstonballet.org for more information.

ADULT CLASSES

Available to students ages 14 and up

- Drop-in Ballet and Yamuna classes are available at an additional fee
- Pre-Professional Program students will receive a \$10 discount on all drop-in classes
- Create a Mindbody account [HERE](#)
- Schedule of classes is available [HERE](#)
- Contact hbacademy@houstonballet.org for more information.

COMPLIMENTARY TICKETS

Available to students in Upper School 1 - Upper School 4.

Students may receive one (1) ticket for a performance of a Houston Ballet Company program if the Ticket Services Manager determines that there is enough availability. Seating is dependent on inventory available, and Houston Ballet Academy students may be seated in areas of the theater such as the Grand Tier or Balcony. **Academy students may not go to ticket services and ask for free tickets under any circumstances!** Any complimentary ticket offers will be communicated via email and distributed by the Academy Artistic Operations Coordinator in the Academy office.

PERFORMANCES

THE NUTCRACKER

Auditions: August 29th for Pre-Professional Program students

August 30th for non-HBA students

Rehearsal Dates: Early September through November

Students must be available during the Thanksgiving Holiday

Rehearsal Location: Margaret Alkek Williams Center for Dance

Performance Dates: November 27th through December 28th

Students must be available during the Winter Holiday

Performance Location: Wortham Theater Center, Brown Theater

Casting: Nightly casting released mid-Fall semester and is subject to change. Placement and casting are at the discretion of the Academy artistic staff and will be made with attention to Company casting requirements and Houston Ballet health policies.

ACADEMY SPRING SHOWCASE

Who: Students in Pre-Professional Program & Professional Program

Casting Dates: Students in the Lower School will have required casting sessions outside their regular class hours on Fridays & Saturdays from February 5th through February 13th

Rehearsal Dates: Students in the Lower School will have required rehearsals outside their regular class hours weekly, starting February 20th

Students in the Upper School will have required rehearsals during their regularly scheduled class times until the week of the performances

***A maximum of two (2) absences from rehearsals is permitted, after which participation in the Spring Showcase may be revoked.**

Rehearsal Location: Margaret Alkek Williams Center for Dance

Performance Dates: April 30th & May 1st

Performance Location: Wortham Theater Center Cullen Theater

Casting: Casting will be released mid-Spring semester with ticketing information and is subject to change. Casting for the Spring Showcase is at the discretion of the Academy artistic staff.

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

BOYS WORKSHOPS

Learn the necessary skills to become a strong male dancer

One-week session in June

Workshop for ages 7-15

Groups based on experience

YOUTH SUMMER TRAINING PROGRAM

Two-week sessions in June & July/August

Lower School students continue at the same level as the 2026-2027 Academy Year

Upper School students attend placement class in December

Attendance Requirement

Summer Level 1-Level 3 are highly encouraged to attend at least one (1) session

Summer Level 4 & Intermediate are required to attend one (1) session

Summer Advanced students are required to attend both sessions

SUMMER INTENSIVE PROGRAM

Five-week session in June/July

Upper School students attend placement class in December

Attendance Requirement

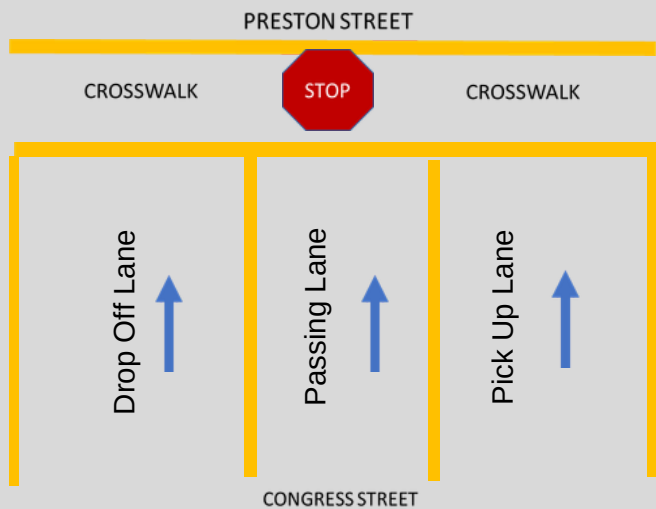
Summer Level 5-Level 8 are required to attend the Summer Intensive Program unless they have received permission to attend a different program

- Summer registration is emailed in December for students enrolled in the 2026-2027 Academy Year.
- Students who attend a summer program will receive priority registration for the 2027-2028 Academy Year.
- Students who do not attend a summer program will not need to audition for the following year's placement and registration.
- Partial attendance at a session is not allowed.
- Students must obtain permission from the Academy's artistic staff before attending another audition or program. Requests to attend auditions may be granted if the audition does not interfere with Houston Ballet rehearsals, performances, or the Academy Spring Showcase. Students should contact the principal of their school.

ARRIVAL & DISMISSAL

Academy families may either park and walk in with their students or utilize our covered driveway for arrivals and dismissals.

- Parking options are listed [HERE](#).
- Families who use the driveway must enter from Congress Street.
 - Students being dropped off should use the far-left lane.
 - Students being picked up should use the far-right lane.
 - The middle lane should be clear for those to pass.



Driveway Policies

- Students will not be allowed into the building until 15 minutes before the start of class.
- Please do not arrive to pick up your student until the end of the student's last class. For example, if your student's class ends at 3:15 PM, please do not enter the driveway until 3:15 PM.
- Do not drop off or pick up students on the roads next to the Center for Dance.
- Only students who can buckle and unbuckle themselves from their seatbelts can use the driveway for arrivals/dismissals.
- No one can park in the driveway at anytime.
- If you are in the driveway, do not drop off your student near the underground garage entrance or make the student walk up the ramp. They must be dropped off and picked up near the Preston Street side of the driveway

Always follow instructions provided by HPD officers, security guards, and class monitors at the Center for Dance.

CFD Lobby Etiquette

If you ever find yourself having to wait for your child while they are attending classes, families are welcome to wait in the Vestibule or Lobby. We do request the following:

- Families should not arrive more than 15 minutes before their student's class time.
- Students may have up to (2) guests, such as a guardian and a sibling.
- Students must wait in line by level for class upon arrival.
- All guests who wait in the lobby should remain properly seated. Please do not leave any children unattended.
- Pets are not allowed in the building. Only Service Animals are allowed to enter the building and stay in designated areas of the vestibule or lobby. The receptionist must be alerted to the service animal's trained task so that if needed, they can get assistance if an emergency arises.