

Policies and Procedures

School Enrollment and Tuition

Admission and Enrollment

- ADMISSION OPEN FROM SEPTEMBER THROUGH FEBRUARY
- ADMISSION FOR ANNUAL SUMMER INTENSIVE OPEN FEBRUARY THROUGH AUGUST
- TO ENROLL PLEASE SUBMIT:
 - ✓ COMPLETED ENROLLMENT FORM
 - ✓ FIRST AND LAST MONTH'S TUITION OR ANNUAL PAYMENT IN FULL
 - ✓ \$25.00 REGISTRATION FEE

Tuition Policy

- ALL TUITION AND FEES ARE NON-REFUNDABLE
- TUITION IS BASED ON ENROLLMENT AND REQUIRED IRREGARDLESS OF ATTENDANCE
- LATE TUITION ACCOUNTS WILL BE ASSESSED A \$25.00 LATE FEE
- DANCERS WITH OUTSTANDING TUITION WILL NOT BE ADMITTED TO CLASS
- TUITION MAY BE PAID WITH CASH, CHECK, OR CREDIT CARD (IN PERSON OR BY MAIL)

Financial Assistance (Jan Collum Memorial Scholarship Fund)

- FINANCIAL ASSISTANCE APPLICATIONS ARE AVAILABLE IN THE SCHOOL OFFICE

Withdrawal Procedure

- NOTIFICATION OF WITHDRAWAL DATE IS REQUIRED
- TWO CONSECUTIVE WEEKS OF UNATTENDANCE WITHOUT NOTIFICATION WILL AUTOMATICALLY RESULT IN WITHDRAWAL

Rules of Conduct

Attendance

- ATTENDANCE OF ALL CLASSES IS REQUIRED
- UNATTENDED CLASSES ARE NOT REDEEMABLE

Behavior Expectation Policy

TACOMA CITY BALLET SCHOOL'S POLICY IS TO MAINTAIN A POSITIVE, HEALTHY, AND PRODUCTIVE ENVIRONMENT WHILE OFFERING PROFESSIONAL CLASSICAL BALLET TRAINING, PERFORMANCE OPPORTUNITIES, AND A BEAUTIFUL FACILITY IN WHICH TO STUDY THE ART OF CLASSICAL BALLET. THE IMPARTING OF CLASSICAL BALLET ETIQUETTE REQUIRES THAT DANCERS BEHAVE IN A RESPONSIBLE AND DISCIPLINED MANNER AT ALL TIMES. THE FOLLOWING RULES OF CONDUCT ARE CLEAR AND REASONABLE, AND TACOMA CITY BALLET SCHOOL EXPECTS THAT PARENTS AND DANCERS WILL CAREFULLY OBSERVE THE FOLLOWING RULES LISTED BELOW. PLEASE NOTE THAT TACOMA CITY BALLET SCHOOL RESERVES THE RIGHT TO SUSPEND OR DISMISS DANCERS WHOSE CONDUCT OR ATTITUDE IS FOUND TO BE UNSATISFACTORY.

- DANCERS ARE REQUIRED TO ACT RESPECTFULLY TO FACULTY, STAFF, AND FELLOW DANCERS
- DANCERS MAY NOT ACT IN AN UNRULY MANNER IN THE LOBBY, HALLWAYS, OR DRESSING ROOMS
- DANCERS ARE TO PROCEED DIRECTLY TO DRESSING ROOMS, PREPARE FOR CLASS, AND WAIT TO BE ESCORTED TO CLASS
- DANCERS MAY NOT DAMAGE SCHOOL PROPERTY
- DANCERS ARE REQUIRED TO KEEP STUDIOS, DRESSING ROOMS, AND RESTROOMS ORDERLY
- DANCERS MAY NOT BRING FOOD OR DRINK OTHER THAN WATER INTO THE SCHOOL

Dress Codes

Class

- A UNIFORM DRESS CODE IS REQUIRED FOR EACH DIVISION
- SPECIFIC DETAILS ABOUT ATTIRE, HAIR, AND ADDITIONAL REGULATIONS ARE LISTED AT www.tacomacityballet.com

Arrival and Departure

- DANCERS ARE REQUIRED TO ARRIVE OR DEPART FROM THE SCHOOL IN STREET CLOTHING

Dressing Room Etiquette For Parents

For Dancers Four to Six Years Old

- ONLY PARENTS OF DANCERS FOUR TO SIX YEARS OLD MAY ACCOMPANY AND ASSIST THEIR DANCERS IN THE DRESSING ROOMS
- AFTER DANCERS HAVE BEEN ESCORTED TO CLASS ALL PARENTS ARE REQUIRED TO LEAVE THE DRESSING ROOMS

Drop-Off and Pick-Up

- DUE TO FIRE CODE REGULATIONS WAITING IN THE LOBBY OR THE HALLWAYS IS STRICTLY PROHIBITED
- DANCERS MAY BE DROPPED-OFF NO EARLIER THAN 15 MINUTES PRIOR TO THE BEGINNING OF CLASS
- PARENTS MAY RETURN TO PICK-UP DANCERS NO EARLIER THAN 15 MINUTES BEFORE THE END OF CLASS
- PARENTS ARE EXPECTED TO PICK-UP DANCERS NO LATER THAN 15 MINUTES AFTER THE END OF CLASS
- A \$25.00 WAITING FEE WILL BE CHARGED FOR DANCERS NOT PICKED-UP 20 MINUTES AFTER THE END OF CLASS
- PAID PARKING IS AVAILABLE IN THE LOT NEXT TO THE MERLINO ART CENTER OR FREE PARKING IS AVAILABLE ON THE STREET

Food and Drink

- FOOD OR DRINK OTHER THAN WATER IS NOT ALLOWED IN THE SCHOOL

Observation and Performance

Class Observation Week

- THE FIRST FULL WEEK IN NOVEMBER, FEBRUARY, AND APRIL IS DESIGNATED AS CLASS OBSERVATION WEEK

Annual School Demonstration

- IN JUNE THE ANNUAL SCHOOL DEMONSTRATION IS PERFORMED IN THE JAN COLLUM BALLROOM
- DANCERS IN ALL DIVISIONS MAY PARTICIPATE IN THE ANNUAL SCHOOL DEMONSTRATION

Performance Opportunities

- DANCERS ARE ELIGIBLE TO AUDITION FOR SPECIFIC CHILDREN'S ROLES IN TACOMA CITY BALLET'S SEASON PRODUCTIONS
- COMPANY DANCERS ARE REQUIRED TO PERFORM IN ALL TACOMA CITY BALLET'S SEASON PRODUCTIONS

Important Information

Communications

- FOR THE WEEKLY COMPANY REHEARSAL AND PERFORMANCE SCHEDULE PLEASE CHECK ONLINE AT www.tacomacityballet.com
- FOR SCHOOL CALENDAR INFORMATION PLEASE CHECK POSTED NOTICES IN THE SCHOOL LOBBY OR ONLINE AT www.tacomacityballet.com

Procedures For Weather or Emergency Closures

Emergency Evacuation Information

IN THE EVENT OF A REQUIRED EMERGENCY EVACUATION OF TACOMA CITY BALLET SCHOOL ALL FACULTY, STAFF, AND DANCERS WILL WALK ONE BLOCK TO THE TACOMA PUBLIC SCHOOLS CENTRAL ADMINISTRATION BUILDING, LOCATED AT 601 SOUTH 8th STREET AND TACOMA AVENUE. TACOMA CITY BALLET SCHOOL FACULTY AND STAFF WILL WAIT WITH ALL DANCERS UNTIL PARENTS ARRIVE.

- **Weather Closure:** WHEN TACOMA PUBLIC SCHOOLS ARE CLOSED TACOMA CITY BALLET SCHOOL IS CLOSED
- **Fire and Earthquake Safety:** CLASSES ARE DRILLED IN FIRE AND EARTHQUAKE SAFETY AND EVACUATION PROCEDURES

Non-Discriminatory Policy

- TACOMA CITY BALLET SCHOOL ADMITS STUDENTS OF ANY RACE, COLOR, CREED, ETHNIC ORIGIN, AND SEXUAL ORIENTATION TO ALL THE RIGHTS, PRIVILEGES, AND PROGRAMS GENERALLY ACCORDED TO STUDENTS OF TACOMA CITY BALLET SCHOOL.