

# Tacoma City Ballet School Policies & 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
  - ✓ TUITION PAYMENT
  - ✓ \$25.00 REGISTRATION FEE

### Attendance

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

### 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)

### Scholarships

- SCHOLARSHIP APPLICATIONS ARE AVAILABLE IN THE SCHOOL OFFICE UPON REQUEST
- The Jan Collum Memorial Scholarship (For Dancers Who Demonstrate Both Financial Need and Artistic Potential)
- The Lieutenant Colonel Rudolph Ceragioli Military Scholarship (For Dancers of Active Duty Military Personnel Only)
- The Kabby Mitchell III Scholarship (For Young Men and Boys of Color Only)

### Withdrawal Procedure

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

## Rules of Conduct

### 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 DANCERS TO 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](http://www.tacomacityballet.com)

#### Arrival and Departure

- DANCERS ARE REQUIRED TO ARRIVE AND 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 5 MINUTES BEFORE THE END OF CLASS
- PARENTS ARE EXPECTED TO PICK-UP DANCERS NO LATER THAN 10 MINUTES AFTER THE END OF CLASS
- A \$25.00 WAITING FEE WILL BE CHARGED FOR DANCERS NOT PICKED-UP 10 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 INTO THE SCHOOL

## Observation and Performance

### Class Observation Week

- CLASS OBSERVATION WEEKS ARE SCHEDULED IN NOVEMBER, FEBRUARY, AND APRIL

### 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](http://www.tacomacityballet.com)
- FOR SCHOOL CALENDAR INFORMATION PLEASE CHECK ONLINE AT [www.tacomacityballet.com](http://www.tacomacityballet.com)

### Procedures For Covid-19

- IF DANCERS ARE ILL, PLEASE DO NOT BRING THEM TO THE BALLET SCHOOL
- DANCERS ARE TO COME DRESSED FOR CLASS
- NO ONE IS ALLOWED IN THE BALLET SCHOOL EXCEPT FOR THE ENROLLED DANCERS
- THE DANCER'S HANDS WILL BE SANITIZED PRIOR TO ENTERING CLASS AND AFTERWARD
- THE DANCERS MUST BE PICKED UP IMMEDIATELY AFTER CLASS HAS ENDED

### 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 SOUTH TO THE CENTRAL ADMINISTRATION BUILDING OF TACOMA PUBLIC SCHOOLS, 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.