

## 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 WITH \$25.00 REGISTRATION FEE

#### Attendance

- ATTENDANCE OF ALL CLASSES IS REQUIRED
- UNATTENDED CLASSES ARE NOT REDEEMABLE
- TWO CONSECUTIVE WEEKS OF NON-ATTENDANCE WITHOUT NOTIFICATION WILL AUTOMATICALLY RESULT IN WITHDRAWAL

#### Tuition Policy

- ALL TUITION AND FEES ARE NON-REFUNDABLE
- TUITION IS BASED ON ENROLLMENT AND REQUIRED REGARDLESS OF ATTENDANCE
- LATE TUITION RECEIVED AFTER THE 15TH OF THE MONTH WILL BE ASSESSED A \$25.00 LATE FEE
- DANCERS WITH OUTSTANDING TUITION AFTER THE 15TH OF THE MONTH WILL NOT BE ADMITTED TO CLASS
- TUITION MAY BE PAID WITH CASH, CHECK, OR CREDIT CARD (IN PERSON \* U.S. MAIL)

#### Withdrawal Procedure

- SEND NOTIFICATION OF WITHDRAWAL DATE TO THE BALLET SCHOOL OFFICE

#### Scholarships

- APPLICATIONS FOR THE FOLLOWING SCHOLARSHIPS ARE AVAILABLE IN THE BALLET SCHOOL OFFICE UPON REQUEST
  - The Jan Collum Memorial Scholarship
  - The Kabby Mitchell III Scholarship (For Young Men and Boys of Color)
  - The Lieutenant Colonel Rudolph Ceragioli Military Scholarship (For Active Duty Military Personnel)
  - The Weatherby Scholarship For Dancers of Color (For Dancers of Color)

### Rules of Conduct

#### Behavior Expectation Policy & Rules of Conduct

- 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:
  - DANCERS ARE REQUIRED TO ACT RESPECTFULLY TO FACULTY, STAFF, AND FELLOW DANCERS
  - DANCERS ARE REQUIRED TO ACT APPROPRIATELY IN THE LOBBY, HALLWAYS, AND DRESSING ROOMS
  - DANCERS ARE REQUIRED TO KEEP STUDIOS, DRESSING ROOMS, AND RESTROOMS NEAT AND ORDERLY
  - DANCERS ARE REQUIRED TO PROCEED DIRECTLY TO DRESSING ROOMS, PREPARE FOR CLASS, AND WAIT TO BE ESCORTED TO CLASS
  - DANCERS MAY NOT BRING FOOD OR BEVERAGES OTHER THAN WATER INTO THE BALLET SCHOOL
- **TACOMA CITY BALLET SCHOOL RESERVES THE RIGHT TO SUSPEND OR DISMISS DANCERS WHOSE CONDUCT OR ATTITUDE IS FOUND TO BE UNSATISFACTORY**

#### Dress Code For Class

- A UNIFORM DRESS CODE IS REQUIRED FOR EACH DIVISION
- SPECIFIC DETAILS ABOUT ATTIRE, HAIR, AND ADDITIONAL REGULATIONS FOR EACH DIVISION ARE LISTED AT [www.tacomacityballet.com](http://www.tacomacityballet.com)

#### Dress Code For Arrival and Departure

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

#### Drop-Off and Pick-Up

- DUE TO FIRE CODE REGULATIONS WAITING IN THE BALLET SCHOOL LOBBY OR HALLWAYS IS STRICTLY PROHIBITED
- NO ONE IS ALLOWED INTO THE BALLET SCHOOL EXCEPT FOR THE ENROLLED DANCERS
- DANCERS ARE TO COME DRESSED AND PREPARED FOR CLASS
- DANCERS MAY BE DROPPED-OFF NO EARLIER THAN 15 MINUTES PRIOR TO THE BEGINNING 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 15 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 Beverages

- FOOD AND BEVERAGES OTHER THAN WATER ARE NOT ALLOWED IN THE BALLET SCHOOL

### Observation and Performance

#### Class Observation Week

- CLASS OBSERVATION WEEKS ARE SCHEDULED IN OCTOBER, DECEMBER, FEBRUARY, AND APRIL
- FOR SPECIFIC DATES OF CLASS OBSERVATION WEEKS SEE THE BALLET SCHOOL CALENDAR AT [www.tacomacityballet.com](http://www.tacomacityballet.com)

#### 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

- BEGINNING AT THE AGE OF 8, DANCERS ARE ELIGIBLE TO AUDITION FOR SPECIFIC CHILDREN'S ROLES IN TACOMA CITY BALLET'S SEASON PRODUCTIONS
- PRE-PROFESSIONAL DIVISION 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 BALLET SCHOOL CALENDAR INFORMATION PLEASE CHECK ONLINE AT [www.tacomacityballet.com](http://www.tacomacityballet.com)
- TO MEET WITH ADMINISTRATIVE STAFF, PLEASE SCHEDULE AN APPOINTMENT AT [tacomacityballet@gmail.com](mailto:tacomacityballet@gmail.com)

#### Procedures For Illness

- IF DANCERS ARE ILL, PLEASE DO NOT BRING THEM TO THE BALLET SCHOOL
- PLEASE INFORM THE SCHOOL OFFICE VIA PHONE OR EMAIL OF ABSENCE DUE TO ILLNESS

#### Procedures For Weather or Emergency Closures

##### Weather Closure

- WHEN TACOMA PUBLIC SCHOOLS ARE CLOSED TACOMA CITY BALLET SCHOOL IS CLOSED

##### 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.

##### 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.