

Tacoma City Ballet School Policies & Procedures

SCHOOL ENROLLMENT & TUITION

Admission

- ADMISSION OPEN FROM JULY THROUGH JANUARY
- ADMISSION FOR ANNUAL SUMMER INTENSIVE OPEN FEBRUARY THROUGH JUNE

Enrollment

- 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 OR REFUNDABLE
- TWO CONSECUTIVE WEEKS OF NON-ATTENDANCE WITHOUT NOTIFICATION WILL RESULT IN AUTOMATIC 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 OR BY U.S. MAIL

Withdrawal Procedure

- SEND NOTIFICATION OF WITHDRAWAL DATE TO THE BALLET SCHOOL OFFICE

Scholarships

- SCHOLARSHIP APPLICATIONS ARE AVAILABLE IN THE BALLET SCHOOL OFFICE UPON REQUEST

RULES OF CONDUCT

Behavior Expectation Policy

- TACOMA CITY BALLET SCHOOL 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
- TACOMA CITY BALLET EXPECTS DANCERS TO BEHAVE IN A RESPONSIBLE AND DISCIPLINED MANNER AT ALL TIMES
- TACOMA CITY BALLET SCHOOL RESERVES THE RIGHT TO SUSPEND OR DISMISS DANCERS WHOSE CONDUCT OR ATTITUDE IS FOUND TO BE UNSATISFACTORY

Rules of Conduct

- DANCERS ARE REQUIRED TO ACT RESPECTFULLY TO FACULTY, STAFF, AND FELLOW DANCERS
- DANCERS ARE REQUIRED TO ACT APPROPRIATELY IN THE BALLET SCHOOL
- DANCERS ARE REQUIRED TO KEEP DRESSING ROOMS AND RESTROOMS NEAT AND ORDERLY
- DANCERS ARE REQUIRED TO GO DIRECTLY TO DRESSING ROOMS AND PREPARE FOR CLASS
- DANCERS MAY NOT BRING FOOD OR BEVERAGES OTHER THAN WATER INTO THE BALLET SCHOOL
- PARENTS MAY NOT BRING FOOD OR BEVERAGES OTHER THAN WATER INTO THE BALLET SCHOOL

Dress Code For Class

- A UNIFORM DRESS CODE FOR ATTIRE, HAIR, AND ADDITIONAL REGULATIONS IS REQUIRED FOR EACH DIVISION
- REQUIREMENTS FOR EACH DIVISION ARE LISTED ONLINE AT: 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

- WAITING FOR DANCERS IN THE BALLET SCHOOL IS STRICTLY PROHIBITED
- NO ONE IS ALLOWED INTO THE BALLET SCHOOL EXCEPT 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
- PARKING IS AVAILABLE FOR DROP-OFF AND PICK-UP IN THE PARKING LOT BEHIND THE MERLINO ART CENTER

CLASS OBSERVATION AND PERFORMANCE

Class Observation Week

- CLASS OBSERVATION WEEKS ARE SCHEDULED IN NOVEMBER, FEBRUARY, APRIL
- EACH DANCER MAY HAVE TWO VISITORS FOR CLASS OBSERVATION WEEK
- CHILDREN UNDER THE AGE OF 10 WILL NOT BE ADMITTED TO CLASS OBSERVATION WEEK
- FOR SPECIFIC DATES SEE THE BALLET SCHOOL CALENDAR ONLINE AT: 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 AGE 6, DANCERS ARE ELIGIBLE TO AUDITION FOR SPECIFIC CHILDREN'S ROLES IN TACOMA CITY BALLET'S SEASON PRODUCTIONS
- COMPANY DANCERS (PROFESSIONALS, SENIORS, APPRENTICES, JUNIOR APPRENTICES) ARE REQUIRED TO PERFORM IN ALL TACOMA CITY BALLET'S SEASON PRODUCTIONS AS ASSIGNED BY THE ARTISTIC DIRECTOR

IMPORTANT INFORMATION

Communications

- FOR THE WEEKLY COMPANY REHEARSAL AND PERFORMANCE SCHEDULE CHECK ONLINE AT: www.tacomacityballet.com
- FOR BALLET SCHOOL CALENDAR INFORMATION CHECK ONLINE AT: www.tacomacityballet.com
- TO MEET WITH ADMINISTRATIVE STAFF, PLEASE SCHEDULE AN APPOINTMENT AT: 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 Closure

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

Procedures For Emergency Evacuation

- IN THE EVENT OF A REQUIRED EMERGENCY EVACUATION ALL FACULTY, STAFF, AND DANCERS WILL EXIT THE BUILDING AND PROCEED TO THE PARKING LOT BEHIND THE MERLINO ART CENTER
- STAFF WILL WAIT WITH ALL DANCERS UNTIL PARENTS ARRIVE

Procedures For 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.