

2024-2025 Colorado Ballet Society Policies

Please read the following policies with your dancer.

You will initial and sign, acknowledging your understanding and acceptance of Colorado Ballet Society policies.

Payment/Adding and Dropping Classes/Performances

Primary, Secondary and Pre-Professional Divisions

- Tuition fees are calculated by the number of hours danced per week multiplied by the number of weeks in the Season.
 - Primary Division classes are calculated for a 43-week period, from August 5th, 2024, through July 19th, 2025, excluding scheduled closures.
 - Secondary and Pre-Professional Division classes are calculated for a 37-week period from August 5th, 2024, through May 24th, 2025, excluding scheduled closures.
- Tuition payments are based on dividing the total tuition fee into equal monthly installments.
 - Primary Division tuition will yield 12 equal monthly payments, August through July.
 - Secondary and Pre-Professional Division tuition will yield 10 equal monthly payments, August through May.
- Payments cover weeks of actual class time. Thanksgiving Break, Christmas Break, Spring Break and Summer Breaks are not calculated into your tuition.
- 45-minute classes (this applies to dancers who are only taking one 45-minute class per week) are calculated at a flat rate of \$18.50.
- Classes that fall on Labor Day, Memorial Day and Independence Day may be made up at alternative times at your convenience. Tuition is not adjusted for inclement weather or absences. There are no refunds or credits given for unattended classes. Tuition payments hold a place in the class, as there are waitlists for many classes.
- There are no refunds given. If an exception is made due to an unforeseen circumstance, a credit or refund **may** be approved and is only valid within the same season and cannot be transferred to a future season or cannot be transferred to another family.
 - Refunds that are distributed in the form of a check must be cashed within 30 days. If a check is not cashed within 30 days, it will be voided and an alternative check will **not** be issued.
- There is a \$30 drop fee, per dancer and per request, for all divisions. The drop fee applies any time a dancer reduces the number of classes taken and covers the administrative and artistic costs associated with schedule adjustments. Drop requests must be in writing, via email, to the Front Desk.
- There is a \$75 recasting fee per dancer, per division, for dropping a performance after the performance fee due date.
- A discount of 10% will be automatically applied to family accounts for tuition only that have two or more dancers registered.
- Monthly Tuition (MT) versus a Punch Card (PC):
 - Tuition is paid monthly in advance allowing your dancer to hold a permanent place in class and be included in performances given they meet their level requirements and enroll before the performance cut-off date.
 - With MT, as dance hours increase, the hourly rate decreases.
 - Purchasing and taking classes using a Punch Card does NOT hold a place in classes. Dancers may only attend if there is space in the class.
 - A Punch Card is offered for dancers who do not intend to complete the total weeks of training calculated for MT, or who do not intend to perform.
 - PCs are purchased in advance at a rate of \$200 for 10 hours at a rate of \$20/hr.

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- PCs expire at the end of the 2024-2025 season.
- PCs cannot be used toward Master Classes, Workshops, Intensives or Adult classes.

_____ ***I understand Colorado Ballet Society will not refund tuition for missed classes; including those missed due to weather, injury, sickness, travel, or school events.***

- **Tuition is due by the 1st of each month.** If payment is not received by the 5th of the month a \$30.00 late fee is added to your account. Additionally, your dancer can lose their class placement and will not be able to perform.
- Automatic payments are strongly encouraged and can be added to your account at any time throughout the year. Payment will be automatically charged to your credit card on the 1st of the month. If your credit card account number or expiration date changes, it is your responsibility to provide the Front Desk with updated account information in a timely manner to avoid a \$30.00 late fee.
- Enrollment in autopay will continue from year to year unless a written notification is received by the Front Desk or if you update autopay through the Parent Portal. You must send an email to the Front Desk for written approval.
- After the 5th of each month, the card on file will be charged if there is an outstanding balance on your account. This charge will include any late or drop fees that have been applied to your account.
 - If you do not have a card on file, and payment is not received, your dancer will be excused from classes until payment is made.
- The Controller will send a statement to the email on file each month.
- Even if you have automatic billing set-up, you will still receive a statement via email. This is to ensure you know what amount will be charged to your credit card that month. Although most months are the same, there can be differences when performance fees are due.
- In order to be eligible to perform, the balance must be paid in full, including the month of any scheduled performance(s).
- Should your dancer need to withdraw from class for any reason, please notify the Front Desk at least 1 business day before the 1st of the month. If we are notified later than the 1st, you are liable and will be automatically charged for that month's tuition.
- Please note, if you make your payment before the 1st and then choose to drop, there are no refunds, but you will still be eligible for classes that month.
- Class times may be adjusted, or classes may be removed from the schedule, should enrollment not reach or maintain a minimum of 5 dancers. Colorado Ballet Society will allow classes a reasonable amount of time to build enrollment.
- The accepted payment methods include the Parent Portal with or without autopay, check or cash (exact change only).
 - Autopay enrollment can be done through your Parent Portal or through the Front Desk via email.
- Checks should be made out to Colorado Ballet Society or CBS.
 - Please turn your check in to the Front Desk. If no one is available, there is a drop box located in the entrance foyer. All billing inquiries must be handled with the Controller. Please contact our Controller by email.

Contact Email: billing@danceinthesprings.com

Adult Classes

- Adult classes are offered as drop-in classes at the rate of \$19 per hour.
- Registration for Adult classes is done through the Parent Portal.

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- Adults must add themselves to their account as a student.
- An evening class may be cancelled if we do not have 3 or more adults registered for a class by 12:00pm on the day the class is offered. We will notify you via email if the class is cancelled.
- A morning class may be cancelled if we do not have 3 or more adults registered for a class by 6:00pm on the day before the class is offered. We will notify you via email if the class is cancelled.
- Adult classes are non-performing classes.

Summer Workshops, Intensives & Summer Session Classes for Secondary and Pre-Professional Divisions

- Tuition & Registration Fees are due in full at the time of registration.
- There are no tuition refunds for missed classes or for dropping classes/workshops/intensives of any kind.
 - Make-up classes for missed summer session classes are available during the 2025 Summer Season
- Drop fees apply to summer intensives, workshops and summer session classes.
 - The drop fee is \$30 per intensive, workshop or class drop
- **Dropping Intensives and Workshops**
 - A credit will be applied to your account if you are dropping an intensive and/or workshop at least one full week before the intensive and/or workshop begins.
 - If you drop an intensive and/or workshop less than one week before the start date, tuition will not be refunded or credited.
 - Drop fees still apply and will be deducted from the credit amount.

_____ *I understand the above stated tuition policies regarding class payment, late fees, and adding/dropping classes as well as the above bill handling methods.*

Performances & Fees for Primary, Secondary & Pre-Professional Division

- All enrolled dancers are highly encouraged to participate in annual performances.
- Classes with less than 5 dancers opted in to perform, may not be eligible to perform.
- Required performance supplies may include level uniform, uniform black tank leotard, skin tone camisole leotard, convertible tights, shoes and make-up. All items, excluding make-up, are available at the Ballerina Boutique.
- Mandatory rehearsals will be scheduled prior to the performance. Additional rehearsals outside of class time may be called.
- Please reserve two to three weeks prior to each performance date, including Tuesdays & Saturdays, for mandatory dress rehearsals.
- All cast members must be present for all dress rehearsals.
- If a dancer misses one of the required dress rehearsals, they may not be eligible to perform, which is at the discretion of the Directors and Managers of your division.
- If you miss 3 or more classes during the spring semester, you may not be eligible to perform, excused or otherwise.
 - Nutcracker Audition Fee due by August 24th, 2024
 - \$20 per dancer
 - Non-CYB Dancers Levels 1a-7 are welcome to audition.
 - Dancers in Primary Division may be invited to audition based on age and instructor recommendation.

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- Nutcracker Performance Fee* due September 1st, 2024
 - \$175 per dancer
 - *This fee is waived for CYB Members
 - \$75 media fee per dancer
 - This includes a link to all performance videos and photos with a turnaround time within 1 week of the performance brought to you by Candidly Created.
- Primary Division
 - Primary Division Performance & Media Fees cover the administrative, venue and rehearsal costs associated with performances.
 - Holiday Showcase Performance & Media Fee due by October 1st, 2024
 - \$35 per dancer
 - \$35 media fee per dancer
 - This includes a link to all performance videos and photos with a turnaround time within 1 week of the performance brought to you by Candidly Created.
 - Spring Showcase, Performance, Media & Costume Fees due by February 1st, 2025
 - \$60 per dancer
 - \$50 per each additional family member
 - Costume Fees:
 - \$75 per dancer per first class
 - \$50 per dancer per each additional class
 - \$350 family max – Max does not include the Media Fee
 - Media Fee:
 - \$35 per dancer
 - This includes a link to all performance videos and photos with a turnaround time within 1 week of the performance brought to you by Candidly Created.
- Secondary and *Pre-Professional Division Spring Performance & Media Fees due February 1st, 2025
 - Secondary and *Pre-Professional Division cover the administrative, venue and rehearsal costs associated with performances.
 - *This fee is waived for CYB Members
 - \$110 per dancer
 - \$85 per each additional family member and/or performance
 - Secondary Division Performance Media Fee is \$45 per dancer
 - This includes a link to all performance videos and photos with a turnaround time within 1 week of the performance brought to you by Candidly Created.
 - Pre-Professional Division Performance Media Fee is \$65 per dancer
 - This includes a link to all performance videos and photos with a turnaround time within 1 week of the performance brought to you by Candidly Created.

_____ *I understand that performance fees are non-refundable.*

Liability

- Colorado Ballet Society faculty and staff are not liable for any personal injury sustained by dancers in the studio, on the building premises or as a result of their participation in class or performances. Colorado Ballet Society is not responsible for the loss or theft of any personal property on its premises. Valuables should be left at home and not left in the bathrooms, dressing rooms or lobby.

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_____ *I agree and understand the liability release above and that my registration information is stored electronically.*

Communication

- Please communicate questions or concerns with the Front Desk in person or via email.
 - Questions or concerns will be reviewed, and a course of action determined with the Directors and communicated through the Front Desk via email.
 - If needed, the Directors may request a meeting.
- **We ask that you not approach an instructor with questions or concerns about yourself or your dancer's dance training before, during or after class.**
- ALL inquiries and communication must be made through the Front Desk via email. Please do not text, use social media messaging or personally email Colorado Ballet Society faculty and staff for Colorado Ballet Society related inquiries.
- For inclement weather closures, Colorado Ballet Society will post a message by 7am for morning classes and 1pm for afternoon classes. Announcements will be posted on our social media pages and sent via email. Exceptions may apply for weather changes.
- Changes to your schedule must be formally requested via email.

Dress Code

- ONLY dress code apparel is allowed in classes. Please refer to the Dress Code Policies
- Dancers are expected to be prepared for classes by having all required dance items.
 - This includes uniform apparel, hair, shoes, pointe shoe and foot care (including band aids) and equipment.
 - The Front Desk will no longer be supplying these items.
 - If your dancer forgets any of their uniform requirements, they should go to class and the instructor will make note of any missing requirements.
- If a dancer is out of uniform for more than three weeks, the Front Desk will send a reminder via email about the uniform requirements.

_____ *I have read the Dress Code and understand that my dancer will not be allowed to continue in class if not in the appropriate uniform or if their hair is not secured properly.*

Modesty Policy

- Appropriate clothing is always to be worn to and from our building and theaters during class, rehearsal and performances. Dancewear is not street clothing.
- Dressing Rooms are provided for our dancers' use.
 - All changing is to be done in a changing area, Dressing Room and/or bathroom.
 - Please do not dress/change your dancer in the parking lot, open cars or lobby areas.
 - Modest dance wear is supportive and provides full coverage for all movement required in classes.

Attendance/Absences/Make-Up Classes/Trials for Primary, Secondary, Pre-Professional Divisions

- Dancers are expected to attend all classes. Progress and advancement depend on consistent participation. If a dancer is unable to attend a class or rehearsal, the parent needs to call or email the studio providing a reason for the dancer's absence prior to the time of the scheduled class or rehearsal.

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- Please email the Front Desk to inform the studio of any injury or illness as soon as possible. In order to hold a dancer's place in class, circumstances such as prolonged injury or illness or prior arrangements made with the Studio, will be taken into consideration on a case-by-case basis.
- **Dancers are allowed make-up classes during the 24-25 season.** This applies to classes missed due to sickness, vacation, school events, weather or other extenuating circumstances.
- For the success of our Primary Division dancers, one month prior to the performance or parent observation weeks, there will be no makeup classes scheduled in that month. Make up classes can be scheduled for classes occurring after the performance date.
- Dancers are given one complimentary (free) trial class per season in any given style. Any additional trials must be paid at the drop-in rate.

_____ *I understand that CBS does not reimburse tuition for missed classes.*

Injury Policy

- Please email the Front Desk to inform the studio of any injury immediately. In order to hold your place in class, circumstances such as prolonged injury or illness or prior arrangements made with the Studio, will be taken into consideration on a case-by-case basis.
- If an injury occurs in class, dancers must immediately inform the instructor.
- You must communicate a plan of recovery, by emailing the Front Desk.
 - This includes any notes given by the Physical Therapist and/or doctor.
- Dancers are expected to be present and marking in rehearsals and classes within the recommendations of the Physical Therapist or doctor.
- Pre-Professional dancers in Levels 3b-7 returning to dance after injury, should return to classes in a level or two below their placement per the Artistic Director's recommendation.
 - This allows dancers to ease back into the syllabus and rigor of their dance training.

Class Observation

- You may observe from the exterior of the studio windows. Parents may **NOT** enter the classroom for any reason unless during Parent Observation Week.
- Parents can observe their dancer from both lobbies via TV monitors for your convenience.
- If dancers are distracted, curtains will be closed at the instructor's discretion. This is to ensure that dancers remain focused on their instructor and class material.
- No photography/video through the windows is permitted for the safety of our dancers.

Notice Boards and Email

- Email is the primary way for Colorado Ballet Society to communicate with you. Please check your spam folder regularly.
- Notice boards are located in both lobbies and should be checked each time you attend classes for updates, rehearsal schedules, upcoming events, studio assignments, etc.

_____ *I understand that Colorado Ballet Society will communicate with me primarily through email, and I accept the responsibility to check my email regularly.*

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Studio Etiquette

Dancer Policy

- Dancers must always attend class in their class uniform. In order to continue attending class(es), dancers must purchase the uniform requirements within one week of registration (*unless items are out of stock at Ballerina Boutique*)
- Promptness to all classes/events is a must. Dancers who are late should wait at the studio doorway for permission to enter. A dancer arriving more than 20 minutes late may be asked to sit and observe, as a safety precaution against injury.
- Do not come to class, rehearsal or a performance if you have had a fever or were vomiting less than 24 hours before class or rehearsal. If the dancer is prescribed antibiotics for a contagious illness, do not come to class or rehearsal until a minimum of 24 hours have passed since the first dose was taken.
- Dancers are not allowed to hang on the barres, talk to other dancers, chew gum or eat during class.
- Dancers may not sit down or leave class without permission.
- A spill-proof water bottle with your name must be brought into class. No glass water bottles or Stanley's are permitted.
- Dancers should attend to their personal needs prior to class.
- In consideration of others, it is important to always wear clean dancewear and deodorant to all classes and rehearsals.
- NO cell phones are allowed in Studios 1-8 before, during or after class time.
- Dancers must ask permission from the Front Desk before recording, photographing or posting any dance choreography within the studio. Absolutely NO photography and videography in the dressing areas. This is to protect and respect individuals, faculty and CBS.
- Dancers are expected to clean up after themselves and not leave food, water bottles, wrappers, bandages, clothing, etc. in any CBS areas. There should be absolutely NO food or beverages (other than spill-proof water bottles) in the dressing areas. Everyone is responsible for keeping the facility clean.
- Invitations to social activities such as birthday parties, holidays, sleepovers, etc. are not to be distributed while on CBS property.

Parent Policy

- Parents are responsible for supervising all siblings.
- We ask that parents partner with us in promoting a learning environment consistent with CBS Core Values.
- A learning environment is a **commitment to communication and working together for the benefit of all dancers.**
 - Providing CBS an opportunity to address concerns by communicating with the Front Desk and refraining from discussing concerns with faculty, parents or dancers.
 - In conversations and meetings, using language that promotes and encourages CBS, its Directors, faculty, staff, dancers and parents.
 - If CBS deems that a conversation or meeting has become unproductive, we reserve the right to end and/or reschedule a meeting or conversation.

_____ *I understand the CBS etiquette policies and that I am responsible to make sure that my dancer understands and complies with all of the above.*

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Core Values & Code of Conduct

- CBS Core Values
 - Here are the values, the fundamental beliefs, and guiding principles that dictate our behavior and actions at Colorado Ballet Society.
 - Communication: Clear, constant, open and honest communication is essential to building trust, goodwill and a memorable experience with our students, parents, staff, and community.
 - Business: Ballet is an art. A ballet studio is a business. The job of every business is to attract and retain customers. The best way is through our people and product, giving the highest level of dance training and performance excellence in a safe environment. That is the CBS brand.
 - Succeed: "Champions have to have the skill and the will. But the will must be stronger than the skill". (Muhammad Ali) That is CBS!
- The policies in this section apply to all dancers enrolled in Colorado Ballet Society.
- Dancers are expected to behave with politeness, respect, and courtesy towards faculty, staff, peers, families, and guests of CBS.
- All dancers are expected to conduct themselves in a safe and responsible manner. CBS reserves the right to dismiss any dancer whose attitude or conduct is deemed disrespectful or unsafe. **Any disrespect and/or bullying will NOT be tolerated.**
 - Disrespect is defined as:
 - Disrespect refers to any behavior or actions that intentionally violate the established rules, guidelines, or standards set by Colorado Ballet Society. This can include disrupting the learning environment or showing a lack of regard for the studio's facilities, equipment, faculty, and students. Such actions demonstrate a lack of respect for the studio's operations, the teachers, and fellow students.
 - Harassment is defined as:
 - Harassment is any unwanted behavior, whether physical, verbal, or non-verbal, that is intended to intimidate, disturb, or upset someone. Harassment creates a hostile or uncomfortable environment, and it is the policy of Colorado Ballet Society to promote a learning work environment that is free of all forms of harassment.
- Any credible accusations of disrespect or bullying involving dancers at CBS will be handled accordingly:
 - Directors and Staff may investigate the accusation to try to obtain corroboration.
 - We may bring the concern to the attention of the accused dancer.
 - We may have a meeting with the dancer and parent(s) if applicable to discuss the issue and address the problem.
 - During the meeting, the dancer will have the opportunity to share his or her perspective on the allegations.
 - The dancer will be reminded of our code of conduct and behavior expectations as it relates to all CBS activities, both in the studio and in performance spaces may be given the opportunity to recommit to the standards of CBS.
 - If after a first offense and meeting there are continued corroborated reports of bullying or disrespect, a meeting will be held with the dancer and his or her parent(s)/guardian(s) if applicable, and consequences may be discussed, up to and including suspension or expulsion from CBS.

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- Any dancer found to be under the influence of alcohol or drugs will be subject to immediate dismissal.
- Any dancer found destroying property will be held financially responsible and subject to dismissal.
- If the dancer is sent out of class for bad behavior twice in a four-week period, the dancer will be withdrawn from the studio for up to a three-month break at the discretion of the Directors and the Instructor. We want dance to be a fun and positive experience. We do not want anyone to associate dance with bad behavior or a bad experience.
- If a dancer exhibits any behavior that does not represent themselves or CBS in an appropriate manner, CBS may proceed with the following:
 - Dancers may receive two warnings in class from the instructor. If an observable change in behavior has not been made, your dancer may be asked to sit and observe class or may be asked to leave the class.
 - If the behavior continues for two or more weeks, the instructor will notify the Front Desk.
 - The Front Desk may email the family, requesting any feedback and assistance in addressing the behavior.
 - A meeting may be requested by CBS after one or more months of ongoing behavior to develop a plan.
 - This meeting may involve the instructor, Division manager and/or a Director.
 - If the behaviors do not improve or are affecting others, this may result in changes to casting for a performance, decreased class schedule or in some circumstances, dismissal from CBS.
- Inappropriate language or innuendos are prohibited on CBS property or sponsored events. If these behaviors are observed or reported, you may be dismissed at the discretion of the Directors.

_____ *I understand and have read the Code of Conduct and I agree to ensure that my dancer understands the above policies.*

_____ *I agree to read these policies to my dancer or to have my dancer read these policies before attending his/ her first class.*

I, _____, *understand and agree to abide by the policies of Colorado Ballet Society, Inc.*