



School Handbook

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Mission Statement

The school prepares aspiring young men and women for a life both in and beyond dance by teaching the values of kindness, hard work, and commitment.

Our Programs

Bayou City Ballet has four programs that run during the school year: **Children's Program, Pre-Professional Program, Conservatory, Adult Program.**

Children's Program

Beginning at age 4, our children's program fosters a love of dance by providing great ballet training in a warm and encouraging environment. We provide your child with the best foundation through a progressive curriculum that prioritizes physical and emotional well-being. Students get to experience the joy of performance through participation in the end-of-year Showcase.

Pre-Professional Program

For students who demonstrate a passion for ballet, along with the requisite focus and potential, we offer a pre-professional training schedule. Levels are based on ability and physical maturity rather than age. An audition or private assessment is required. The curriculum is carefully designed to ensure students receive complete training, supporting students who want to pursue a college dance program or a professional dance career. Performance opportunities include the Nutcracker and Spring Showcase.

Conservatory (not offered in 2024)

A daytime training program for the serious ballet student, our Conservatory Program provides a complete dance education for the aspiring professional dancer. Classes meet Monday-Saturday, offering 20-25 hours per week in ballet, pointe, men's technique, pas de deux, modern, contemporary, strength and conditioning, and repertoire studies. Intimate class sizes allow for personalized training and mentorship from esteemed faculty.

Adult Program

Bayou City Ballet School offers morning ballet classes for the local adult community. Love ballet but have never danced before? Register for one of our 8-week sessions of Intro to Ballet. Need a refresher? Try the Beginning Ballet series. Looking for something a little more challenging? Try our new Intermediate Variations class. Our highly qualified instructors strive to give each student attention and will help ensure placement in the correct class. We offer you the option to try the first class before committing to the session - we are certain you will love it and want to sign up!

Enrollment and Registration

Enrollment is for the entire school year, August through May. By enrolling, you are committing to our year-round program. All class enrollment requests must be approved by the School Director. Requesting enrollment in a class DOES NOT guarantee the student's enrollment in that class. Class sizes are capped to ensure optimal attention and training. Enrollment requests are processed on a first-come, first-served basis; they are approved based on availability and the class' suitability to the student's age and skill level.

A student is NOT officially enrolled until payment is received. A confirmation email and payment receipt will be sent to you when your child's enrollment is confirmed.

Payment and Tuition

All tuition and fees are non-refundable. A 30-day notice is required if withdrawing in order to remove any future charges. Tuition can be paid by credit card, check, or cash.

Payments can be made online, in person, by phone or by mail.

Pricing includes class tuition, annual registration fee, and Spring Showcase fees (performance costume/tights, digital recording).

Tuition is split into installments for your convenience. **Full payment up front offers a discount of \$100.** A valid credit card is required to be kept on file for all installment plans, and will be used for recurring payments. At any time if you wish to use a different payment method for installment payment, you must contact the office prior to the payment due date.

The first installment is due at the time of registration, with the remaining installments due on the 1st of each designated month as follows:

Children's Program: Sep, Oct, Dec, Feb

Pre-Professional Program: Sep, Oct, Nov, Dec, Jan, Feb, Mar

Past Due Accounts

A late fee of \$35 will be applied to accounts past due more than 5 days. There is a \$35 fee for all returned checks. Any student whose account is more than 14 days past due will not be permitted to attend class until payment is made. Fees will be invoiced and can be paid by credit card or check.

Master Class Refund Policy

No refund will be issued for a missed class.

Discounts and Referral Policy

Customers receive a \$100 discount when tuition is paid in full at time of registration. Refer a friend and receive a \$50 credit when they register and mention your name.

Scholarship/Financial Aid Opportunities:

We want to make dance accessible to everyone, and offer limited need-based financial aid. To be considered for financial aid, a family must apply through our third-party financial aid assessment, <https://www.mytads.com/>, where Bayou City Ballet is listed as one of the schools.

If awarded, upon acceptance of an aid package students and their parents are required to sign and commit to the Bayou City Ballet School scholarship contract.

Dress Code, Absences, Etiquette:

Dress Code

Dress code will be strictly enforced for students in Children's and Pre-Professional programs. ALL students are required to adhere to the dress code for their level. Following a grace period of two weeks, students not in proper attire may be asked to watch class. A detailed list is linked at the end of this document and can be found on our website.

Dress code is an essential component of ballet's discipline. In addition to teaching preparedness, the ballet uniform keeps the classroom focused and improves the instructor's ability to assess and correct placement, thereby helping your child dance safely.

Hair must be pulled back and secured tightly, out of the face. This is to avoid distraction during turning movements. Ladies should wear hair in a tight ballet bun. All dance attire and footwear must be of the right size and kept in GOOD REPAIR. Dancewear and footwear that fit improperly can distract the student from fully participating in class.

Please put your child's name in all dance wear and footwear. Bayou City Ballet School and its staff are not responsible for belongings left in studios, dressing area, restrooms or any common spaces. Lost items will be held in the lost and found for two weeks. The lost and found is emptied on a routine basis.

Absences & Make-up Classes

Please notify the studio by phone or email if your child will miss class. Tuition will not be prorated for missed classes.

If you miss a scheduled class, it may be made up by attending a class of a similar level (by appointment only, based on availability).

Students are permitted up to two make-up classes per semester.

Consistent attendance is crucial for a student to progress. If your child misses more than 20% of classes throughout the year, he or she may not advance to the next level.

How to Prepare for Class:

- Arrive early enough to get ready.
- Remember to use the bathroom **before** class begins to avoid disrupting the lesson.
- Dancers need to be in their class uniform to enter the studio.
- **Don't forget your ballet shoes!**
- Hair needs to be secured up tightly and out of the face ([here is a helpful video tutorial](#)). This requires a hair elastic, hairspray or gel, a hair net, and hair pins. Staff and assistants are happy to help you learn how to do this, and we try to always keep extra supplies on hand!
- No jewelry or warm-ups allowed. (A short wrap skirt may be worn for advanced pointe class.)

Etiquette and Expectations:

- **“5 Minutes Early Is On Time; On Time Is Late; Late Is Unacceptable!”** Please be on time for class. Late arrivals disrupt the class and prevent students from feeling prepared. The beginning of class is also the most important part of the lesson for successful technical development, and is crucial to avoid injuries.
- If you arrive after the class has begun, wait outside the studio until the music stops, knock on the doors, and then ask permission to enter the classroom. **Students arriving more than ten minutes after the start of class will be asked to sit and watch the class for their own safety.**
- Students are expected to conduct themselves in a respectful manner at all times. This means showing up prepared, on-time, and with a positive attitude. Students commit to apply full effort, remain open to constructive criticism from artistic staff, and foster camaraderie and cooperation with fellow dancers.
- Bullying/harassment of any kind, over social media/mobile devices or in person, will not be tolerated and may result in expulsion from the organization.
- No food or drinks are allowed inside the studios. A closed water container is permitted.
- Children should not run inside the building and are expected to use their indoor voices at all times.
- Please clean up behind yourselves after eating.

- Valuables should not be left unattended. The school is not responsible for lost articles. Students should store their belongings in the cubbies in the dancer lounge or in the front hallway.

Parents, you play an important role in the dance education of your child:

- Consistent attendance is an essential element for success. Multiple absences cause your child to be held back.
- Please keep lines of communication open via scheduled meetings or email. Impromptu meeting requests with teaching faculty directly before or after class are not appropriate. Parents may address our office staff for immediate concerns.

Privates, Performances, and Parent Observation:

Private Lessons:

Private lessons and coaching are available by appointment. To schedule, please contact the office at 713-280-3646 or info@bayoucityballet.com.

Private lesson fees are \$100 per hour paid directly to the instructor. Semi-private lessons are also available. The lesson fee is then split equally among the two dancers. There is a studio rental fee of \$35 per hour, paid to Bayou City Ballet School. This additional fee is waived for students currently enrolled in classes at the school.

Private Lesson Cancellation Policy:

We require 24 hours notice to cancel a lesson.

If you must cancel with less than 24 hours notice, you will still be responsible for the full fee.

Performance and Parent Observations

Beginning with the Joy of Dance class, all students of the Bayou City Ballet School will perform in the end of year Spring Showcase in May.. The youngest students ages 3-4, in the Creative Movement class, will perform an in-studio demonstration at the end of each class session. Supportive family members are welcomed into the studio to observe the last class of each Creative Movement Session. For all other classes, there are Parent Observations weeks scheduled during the end of each semester. Throughout the year, classroom doors are left open or closed at the discretion of the instructor.

Additional Performance Opportunities

Students in the Pre-professional program, Level A and higher, become eligible to audition for the Bayou City Ballet Youth Company, a separate nonprofit organization created to provide high quality performance opportunities for advanced students pursuing a professional or college

career in dance. Performing members have the opportunity to work with numerous nationally renowned choreographers who create works on them for the annual Fall and Spring Showcases. Auditions are held each Spring. All Youth Company members sign a performance contract and are held to the highest standards of attendance and have additional summer training requirements.

With the mission of “enriching lives through the beauty of classical ballet,” we strongly believe in the power ballet holds in transforming lives. In order to share this beautiful art with our entire community, we host an array of educational programs throughout the greater Houston area each season, including master classes, performances, and workshops. These services are accessible to everyone. The Youth Company also raises funds annually to help defray the costs associated with performances, thereby allowing us to offer need-based financial assistance to its company members. To learn more about Bayou City Youth Company, visit our website at <https://www.bcbyouthcompany.org/> or email us at info@bayoucityballet.com.

Injury Protocol Policy:

At Bayou City Ballet School, the safety and well-being of our students are paramount. We understand that injuries can occur, and it is essential to have clear protocols in place to ensure the appropriate handling of such situations. The following policies outline the steps to be taken if a student is unable to participate in class due to injury:

1. Communication with the Office:

- Parents or guardians are required to communicate any injury-related issues to the office as soon as possible. This can be done via email, phone call, or in person.
- The office staff will document the details of the injury and inform the student's respective teacher(s).

2. Doctor's Note Requirement:

- For injuries that result in a student needing to sit out of class due to pain or discomfort, a doctor's note is mandatory.
- The doctor's note should provide a clear explanation of the injury, any recommended restrictions or modifications, and an estimated timeframe for recovery.

3. Teacher Discretion:

- Teachers have the discretion to assess each student's individual situation and determine whether they are fit to participate in class.
- In cases where a student is injured but can still participate in some capacity, teachers may provide modified exercises or assign alternative tasks to ensure continued engagement while minimizing the risk of exacerbating the injury.

4. Safety and Injury Prevention:

- The safety of our students is of utmost importance, and we prioritize injury prevention in all our classes and activities.
- Teachers are trained to identify potential risks and take proactive measures to mitigate them.
- If a student demonstrates signs of discomfort or pain during class, teachers will address the situation promptly and may recommend modifications or temporary cessation of certain movements to prevent further injury.

5. Erring on the Side of Caution:

- In situations where there is uncertainty about a student's ability to safely participate in class, we will always err on the side of caution.
- The well-being of our students comes first, and any decisions made regarding their participation will prioritize their health and safety above all else.

By adhering to these policies, we aim to create a supportive and responsible environment where students feel empowered to prioritize their health while continuing their journey in dance education. We appreciate the cooperation of parents, students, and staff in ensuring the effectiveness of these protocols.

Media Policy, Release, and Liability Waiver

By enrolling in our school, you agree to the following terms and conditions.

Digital Media Policy

Students, parents/guardians agree to follow the BCB Social Media Policy when using any and all forms of digital media (including but not limited to Facebook, Instagram, Snapchat, Twitter/X):

STUDIO:

- No mobile devices are allowed **in the studio** when class is in session.
- Unauthorized posting or distribution of **choreography or class materials**, which is the intellectual property of BCB and the choreographers, is a breach of copyright laws and may result in offenders being asked to withdraw from BCB and legal action may be considered.
- Photography, videography, or audio recording any material from BCB classes without the **teacher's permission** is prohibited. If consent is provided, under no circumstances may videos be posted on any social media platform.

COMMUNITY:

- DO not post or share media (photograph /videos/audio, etc.) digitally or online of other dancers without the proven consent from their **parent/guardian**.
- Under NO circumstances are any photos or video footage to be taken in **changing rooms**

- Students/Parents are to solely reach out to **BCB faculty** through any one of the official BCB communication methods. Private and personal points of contact are not permitted.
- Students are not to **'friend' or 'follow'** faculty's personal pages on social media unless there is an existing relationship. This is to protect the personal boundaries of our faculty and students. Likewise staff are not authorized to 'friend' or 'follow' students.

Media Release:

I hereby grant Bayou City Ballet permission to use photographs, videos, and other media of myself/my child taken during classes, rehearsals, performances, and other related activities for promotional and educational purposes. This includes, but is not limited to, use in print, online, and social media platforms.

I understand that these images and recordings may be used in various forms of media, including but not limited to, brochures, posters, websites, and social media. I acknowledge that Bayou City Ballet owns the rights to these images and recordings, and I waive any right to compensation for their use.

Waiver of Liability:

I understand that participation in dance activities involves a certain level of risk. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident, which might occur to me or my child during any of Bayou City Ballet School classes, rehearsals, performances, or activities. I also exempt, release, and indemnify Bayou City Ballet School LLC, its owners, instructors, employees, guest artists, and/or students from any and all liability claims, demands, or causes of action whatsoever from any damage, loss, injury, illness, or death to me, my children, or property which may arise out of or in connection with participation in any classes or activities conducted by Bayou City Ballet School. I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold Bayou City Ballet School LLC, its owners, instructors, employees, guest artists, and/or students liable for such damage, loss, injury, illness, or death. I understand that I should be aware of my physical limitations and agree not to exceed them. Bayou City Ballet School takes great care and consideration for each student's safety. However, like any other form of physical activity, the risk of injury in dance is an unfortunate possibility.

Through participation, you acknowledge that you are responsible for reading this school handbook, and I voluntarily agree to the terms of this media release and liability waiver.

IMPORTANT DATES & HOLIDAYS

Classes Begin - **August 19, 2024**

Labor Day - **September 2, 2024**

Thanksgiving Break - **November 25 - 30, 2024**

Parent Observation - **December 14 - 20, 2024**

Winter Break - **December 21 - January 4, 2024**

MLK Day - **January 20, 2024**

Spring Break - **March 10 - 15, 2024**

Spring Holiday - **April 18 - 20, 2024**

Spring Showcase - **April 25 & 27, 2024**

Parent Observation - **May 3 - 9, 2024**

Last Day of Classes - **May 17, 2024**

BCBS observes HISD dates for the above listed holidays and breaks

HELPFUL RESOURCES

TUITION POLICY:

[Policies and Tuition 2024-2025](#)

DRESS CODE:

[Dress Code \(for Children's Program and Pre-Professional Program only\)](#)

SCHEDULE:

[2024-2025 Class Schedule and Important Dates](#)

SCHOOL WEBSITE:

<https://www.bayoucityballet.com/>

YOUTH COMPANY WEBSITE

<https://www.bcbyouthcompany.org/>