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TEXAS YOUTH BALLET CONSERVATORY POLICIES

Communication with the Studio

Since Mrs. Dulin is usually teaching or rehearsing during times when you need to communicate with her, the best option is to text the cell number 214-477-9434 if your message is time sensitive. Although she won't always respond, she usually gets the message. For non-time sensitive messages, email is best.

We have a business land line 469-952-6262 that will either be answered in person or by a machine. Every person **who leaves a message** will be answered in the order it was received, at our earliest opportunity. We will not call anyone past 8:30 pm, or before 8:30 am, unless it is a time sensitive situation. Since there is very little time that Mrs. Dulin is not teaching, please be patient waiting for her responses. She may opt for answering some phone messages with an email.

Consultations can be set up around Mrs. Dulin's teaching schedule if you need to discuss an issue in depth.

Absences:

Students are expected to attend all classes in which they are enrolled. Multiple absences will slow the progress of the student, causing them to fall behind their peers. The proper procedure for communicating your child's immediate absence is to text Mrs. Dulin at 214.477.9434. Messages about absences should be communicated by the parent **only, not** through your friends or their children. Please notify the school via email director@texasyouthballet.com for planned absences of a longer nature, or absences due to school related activities, or family events. There are plenty of opportunities for make-up classes. There are no refunds for missed classes. Stockpiling of missed classes will NOT result in a discount of tuition at the end of the semester. Those who cannot attend regularly should consider using a punch card to pay for classes. All communication regarding your child's dance training should be addressed to the Studio Director. If it involves another teacher, she will notify the individual instructors of your situation as needed.

1. **Arriving for classes** - All dancers should arrive ten to fifteen minutes before class begins. They should arrive with street clothes over their dance clothes and street shoes on. Dance shoes should not be worn outside. Be ready for class with hair up, ballet shoes or pointe shoes on and be standing beside the door of your studio by the time class is supposed to begin.
2. **Tardiness** - Students are expected to be on time for class. Late students may be asked to observe instead of participate in class at the discretion of the instructor.

Waiting Room Behavior:

Parents, Please pay attention to your small children and do not let them deface the property, play with the water dispenser, write on any surface, or take things from other people's bags or the studio. You will be billed for the expense of repairing the studio.

Food and Drink:

Food, and drink are only allowed in the waiting areas. Only water in a non-leak container is allowed in the studios A and B. Chewing gum is not allowed in the building. Dispose of it before you enter the building but NOT on the sidewalk or parking lot, please.

TYBC is a smoke-free environment.

Students participating in long rehearsals who need to pack a lunch or dinner may use the small refrigerator next to the water cooler for their food. The refrigerator is emptied every Saturday.

Weather:

In case of inclement weather, the school will follow the lead of the McKinney Independent School District. Notification will be made by email and posted on the TYBC Parents Group on Facebook. During warm weather storms, please use your discretion as to whether or not you can safely travel. We will excuse absences for inclement weather.

3. Keeping Informed - Parents are expected to read the wipe-off board in the waiting room, the bulletin board, the emails sent from TYBC, and other information designed to keep you aware of deadlines and responsibilities. Join our TYBC Parents Group on Facebook to be informed of last minute cancellations due to weather or other circumstances.

4. Dress Code - All students are expected to follow the dress code for their class level. No exceptions.

5. Tuition - Class tuition is averaged out with the following services in mind; dance instruction, studio management, class preparation time, teacher pay, administrative work. There are no short months during the school year because the work is constant. Tuition in full is expected on the first of each month from September to May, for those who are paying monthly. Summer tuition is paid separately. We do not refund tuition to those who voluntarily depart the studio, or are dismissed by the director. Refunds for other situations are decided on a case by case basis.

6. Performances - TYBC's students have opportunities to perform with the Youth Ballet of Texas. This is a privilege which enriches and inspires our younger dancers lives and gives them a chance to work with older and more experienced company members to create art together in a fully-produced production. Performance fees are assessed by the YBT board. The board members attempt to keep costs to a minimum while still covering the expenses of the production. Absences from rehearsals can become a serious problem and a detriment to the quality of the show. Students with multiple absences may be removed from the performance with no refund of performance fees.

7. Level Achievement - Skill levels are assessed by Mrs. Dulin. Class levels are not negotiable. We follow a very definite curriculum which introduces steps at certain times as skills are mastered. A child pushed into steps before the building blocks are mastered will take longer to progress. Likewise, students who have received inadequate training must take the time to unlearn the old, bad habits and relearn good ones. This takes time and repetition at slow speed. However, it will save time in the long run.

8. School Atmosphere - Our atmosphere of family involvement and support for ALL of our dancers is what sets our school apart from many other ballet schools. We do our best to see that our classes meet every child's needs, and encourage students to reach their personal best.

Courtesy - All students who come to the TYBC are here to dance, and benefit from an environment that is clean, healthy, positive, enthusiastic, and fun. We teach respect, responsibility, self-control, and loyalty in the classroom. Ballet is an empirical tradition dating back hundreds of years. The code of respect and reverence for tradition remains completely interwoven into the professional world of ballet. Because we want our dancers to be prepared for this world, should they choose to enter, our staff strives to teach them the lessons of conduct that go with this beautiful art of ballet. Our students are expected to learn these lessons in a reasonable amount of time. The benefits of developing these skills are life long.

For the benefit of the other dancers, anyone disrupting class or behaving disrespectfully, according to the parameters set by the individual teacher, will be dismissed from class. Repeated offenses may cause dismissal from the school with no refund of tuition. Children who intentionally act in a way that the Director deems **dangerous** to the other students in their class will be dismissed from the school immediately, without second chances and without refund.

We want to keep TYBC a place that is safe and happy for everyone, where students can explore their creativity and grow in their lives and in their dancing into kind, confident, strong adults.