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## ALL POLICES

Policies may be changed or augmented at any time. These changes will be reflected on the website.

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**Paris Ballet and Dance is an incredible school with a phenomenal reputation. We operate at the highest professional level. Not only in teaching classes and incredible performances but from the very second a student leaves their car and opens the front door, that professional level is maintained – AT ALL TIMES by all who use the facilities!**

**It is because of these high standards, we are chosen above all schools by serious students and families. Like any other school, business or organization, Paris Ballet and Dance as set forth a firm list of policies and regulations. It helps with uniformity, promotes courtesy and general order.**

### TUITION

- There is a non-refundable Registration Fee of \$40 per student/\$60 per family for the Regular School Year.
- The Summer Intensive requires a \$20.00 non-refundable Registration Fee for all students, as well.
- Tuition is based on the full Ten Month Session and is due at time of registration. Monthly Tuition can be arranged. Monthly Tuition is due by the first day of each month regardless of how many classes there are in each month and how many classes are missed
- If a student discontinues classes after parents signed the registration form and before the end of School, one month will be due/charged.
- When registering, Registration Fee (non - refundable) and First Month Tuition MUST also be paid IN ADVANCE
- No bills are sent. It is your responsibility to pay by the first of the month.
- Full tuition MUST be paid whether a student misses a class for any reason. (Just as when a child attending a private academic school).
- All payments must be made by Cash, Check, Visa or Mastercard and are non-refundable.
- There is a \$25 Late Fee for tuition ten days past due.
- A credit card number will be required and placed on file at the time of registration. This card will be charged after the 10th if tuition hasn't been paid.
- Automatic payment of tuition by credit card each month is possible upon request. This card will be charged after the 10th if tuition hasn't been paid.
- A Returned Check Fee of \$35 will be automatically applied to any returned/unaccepted check.
- Automatic billing for tuition may be set up for tuition.
- A separate Performer Fee of \$165 accompanied by a Performer Commitment Letter must be turned in at least 2 weeks prior to first rehearsals in order to cast roles and adequately rehearse.

## VERY IMPORTANT:

Please understand that Paris Ballet and Dance takes the financial responsibility of a family's tuition and performance fees very seriously. Students will not be allowed to participate either in class or in performances if tuition and/or performance fees are not paid-in-full -- even if other non-refundable fees were paid. Overdue or unpaid bills will be turned over to a collection agency!

## CLASS PLACEMENT & CASTING

Class placement and casting for productions and performances are under the sole discretion of the director. There is never any discussion Entertained.

Whether based on ability, tardiness, absenteeism or work ethic, a student may be removed from the school and/or a production ...Or re-cast in a production -- at any time.

## POLICIES & REGULATIONS

- Classes and rehearsals start at the posted times – ON TIME.

Students should be at the studio/theatre at least ten minutes early and be ready to go BEFORE the scheduled times. When students are late there are the possibilities of them having to warm up on their own in another room OR not being able to take class, at all. Please note: There is no refunds or pro-rating for students who are late!

- Students are required to attend ALL scheduled classes, rehearsals and costume fittings and are to remain until the end until they are released -- unless pre-arranged/authorized ahead of time.
- All students are to be properly dressed, neat and clean for class at all times.
- Students will always be presentable and “professional” looking AND acting, both when entering and leaving the studio and/or theatre. Students (no matter of age or size), are not allowed to walk around in public (outside of the studio and theatre) dressed only in leotards and tights! Students in ALL levels are to enter and leave the building in a **COMPLETE COVER-UP**.

**A COMPLETE COVER - UP FOR GIRLS:** A full dress, full skirt (slacks or shorts), blouse and street shoes.

**A COMPLETE COVER - UP FOR BOYS:** Slacks (or shorts) and shirt and street shoes.

A complete cover-up is NEVER just “booty” shorts or, over sized shirt and/or skirt pulled over a leotard and tights.

- Wearing jewelry in class is not allowed.
- Pierced earring studs are acceptable but anything dangling or hoops are not. Bracelets and/or necklaces are also NOT allowed. Students may be asked to remove them. (It is the student's responsibility to keep track of them.)
- If a student is going to be absent, their \*parent is to call, at least one hour before class time.
  - Students (no matter the level) are to be picked up, no later than 15 minutes after their last class. Parents/Guardians, who are continually late picking up their children, may be charged an extra fee, as we must have someone to watch over them.
  - If there is an individual NOT allowed to pick up a child, please inform the school office.
  - Parents should park their cars and come in to the building to pick up students. However, if you are waiting in the cue at the door in your car and the student is not visible or ready, PULL AROUND in order to not make the people behind you wait. No honking of car horns! Never leave an unattended car directly in front of the building.
  - The use of cell phones, iPods, laptops and/or cameras in the classrooms, rehearsals or performances is strictly forbidden. If a student is found using one, the item will be confiscated until the student leaves for home.
  - No cell phones in the Lobby.
- Please be courteous and polite -- Step outside the front door to use a cell phone.
- Though students are not allowed to eat in classrooms, water bottles are allowed.

- Students only are allowed access to the dressing rooms, restrooms, waiting areas and classroom.
- Parents/Guardians are not allowed in the hallways and/or in classrooms unless pre-arranged.  
There will be posted parent/guardian observation days.
- Missed classes may be made up in the same level at another time (if available) or in a lower level.
- Students cannot receive messages unless it is an emergency.
- Students should only change in the dressing rooms.
- Parents/guardians wishing to speak to the Director or a teacher absolutely -- MUST -- make an appointment.
- It is never, ever appropriate or acceptable for a student to touch, push, shove or ever be rude to one another -- or to anyone!  
There no toleration for bullying
- If it does not belong to you – do not touch it.
- Most students have the same color shoes, tights and leotards, it is VERY important to put their name in them.
- Student's images may be used in various promotional materials, on the website, Facebook and/or other mediums.
- It is everyone's responsibility to keep the school lobby quiet and neat -- at all times.  
If your child makes a mess, please do not expect someone else to clean it up.
- The dressing rooms are to be kept neat and clean, at all times.  
NO food is allowed in the dressing rooms - ever!
- Defacing of school property is subject to expulsion.  
The student and/or family will be held financially responsible for any damage
- Please, refrain from smoking directly outside at the front door of the Entrance.
- Parents and students need to always be aware of all information posted.  
(See section on Communications below).
- Always be kind and patient. Be helpful and supportive of each other.
- Save the diva and attitudes for someplace else.  
Actually, LOSE the diva and attitudes. They do not impress anyone, anyway.
- Please, refrain from idle gossip or malicious talk, especially in the lobby and in front of students.

**PROPER LANGUAGE AND GENERAL GOOD BEHAVIOR ARE EXPECTED AT ALL TIMES -- FROM EVERYONE – STUDENTS, PARENTS AND FAMILY MEMBERS!**

## **COMMUNICATIONS**

Paris Ballet and Dance mainly communicates via email. Only as a supplement are, printed flyers and notes are handed out. Rehearsal schedules are not only emailed BUT are also posted on the bulletin board and online at our website. Additional information is always found on the "Keep Updated" page on our website AND on our Facebook page. ("I didn't know," is not a valid excuse.)

## **PROPER ATTIRE**

CREATIVE MOVEMENT and PRE BALLET CLASSES

Female Students: Pink leotard, pink tights, and pink ballet slippers. Hair in a neat bun and secured with gel or spray.

Male Students: White t-shirt, black tights, white socks and black ballet slippers.

**BALLET CLASSES:** 1 through 9/Ensemble

Female students: Pink tights, pink ballet shoes and a black leotard. Hair in a neat bun and secured with gel or spray.

Male students in Ballet 1 & 2: Black shorts, black technique shoes with white socks and a white fitted t-shirt.

Male students in Ballet 3 & up: Black tights, proper dance belt, black technique shoes and a white fitted t-shirt.

Other rules of ballet etiquette will be taught in class.

**JAZZ / MODERN / TAP / HIP HOP CLASSES**

Female students must wear a leotard (any color) and Male students a t-shirt. All students must wear tights or black jazz pants and appropriate shoes.

**PILATES**

Requires a mat.

**ALL STUDENTS ABSOLUTELY MUST WEAR A -- COMPLETE COVER-UP -- WHEN ENTERING AND LEAVING THE BUILDING!**

(See above Policies and Regulations)

## **REHEARSALS**

### **KNOW YOUR ROLE**

No matter his or her age, it is a performer's responsibility to know what they are doing. Whether doing a major role or dancing in the corps de ballet, before rehearsals begin, it is imperative to do your proper research and know what the ballet you are about to perform is about and who your character is.

It is important to start figuring out the relationship of your character and the others in the productions and how they might react with each other on stage. This is when character development begins and that at the very first rehearsal. Never wait until two weeks before opening and then ask, "What is the ballet about?"

### **ROLES AND REHEARSALS -- IN GENERAL**

So many times, it can be heard in the school lobby, "My child knows what they're doing. We're going to Disney World this weekend." First and oddly enough, those are usually the EXACT children who need the most rehearsal time. Second and most importantly, rehearsals are not -- just for them.

While rehearsals are held for each individual to learn and properly be prepared for their role, they are also held so the entire cast can learn, work and react with each other, and within the group or ensemble with whom they perform.

Also during a rehearsal, things may change and EVERYONE must be aware of it -- at the time it happens. It is a waste of valuable time teaching a child something they missed due to a previous absence.

In rehearsals, all the repetition can eventually create what is called "muscle memory." During a performance, muscle memory can kick in when the brain has a momentary "blank" moment. (It happens to most all dancers, from time to time.) Because they have rehearsed so much, the body can naturally do what it has been doing in rehearsals in the previous months.

In life, while walking down a crowded street or at a mall, there are people wondering around while on their own private "mission." They are unaware of you may as you may not be concerned with them.

However, in dance, opera and theatre, a choreographer or playwright creates -- EVERYTHING -- for a specific reason. Each and every role is important or it would not have been "written!"

As a performer, from the first time they set foot on the stage to their present performance, just being on stage is a valuable lesson -- on many levels. A first role may be a "spear carrier" or "a person in the village."

No one gets a leading role the very first time. They must work hard, be diligent and dedicated while "honing" their craft. In show business it's called, "paying your dues." There are countless, yes countless numbers of very talented dancers in major ballet companies who for years, dance in the corps de ballet waiting for their turn to dance a soloist or a leading role.

## REHEARSALS -- SPECIFIC

- Paris Ballet and Dance considers your signed performance Commitment Letter as a Contract and is VERY serious about your Commitment. Be responsible and take that commitment seriously, as well!

- Rehearsals are MANDATORY – NEVER AN OPTION!

This should never be a shock or a surprise. Besides here, this is always stated CLEARLY in all materials before a parent/student makes the Commitment.

- The Director sets the Rehearsal Schedule.

...The time for rehearsals to begin and when they are over. Parents do not. It is not a parent's decision what is or isn't important concerning casting, rehearsals, rehearsal times or performances.

- Rehearsals generally start approximately three months BEFORE a specific production.

- If one signs a Commitment Letter to be in a production, it is NEVER a wise idea to plan a trip or excursion during that time period. So, when telling The Director that a child will be absent because of their need to see Mickey Mouse, don't be surprised with his reaction!

- Like ALL Paris Ballet and Dance communications, the rehearsal schedule are sent via email and posted online on this website, as well as the bulletin board in the school lobby.

Schedules are emailed and posted on the school bulletin board by Monday afternoon/evenings and on the website by no later than Tuesday. There is no reason to call or ask at the school office

...Or have the excuse to not have or get the correct schedule.

- Never be late for a rehearsal – BE EARLY (at least ten minutes) -- and READY TO GO.

Rehearsal starts at the time posted. It is not the general time when a child should arrive at the studio.

Besides, arriving late is rude and discourteous to others. Remember tardiness affects not only the children in rehearsals but their parents, as well!

- Never assume a child can leave rehearsal early.

- Please, never lie about an absence. Never ask a child to lie either.

- NEVER be absent during the month before a show.

At this point, no matter the reason, a child may be removed from the show.

If a child leaves or is removed from a show, there are no refunds on the Performance Fees or tuition.

Paris Ballet and Dance does everything in its power to start and end rehearsals ON TIME. However, sometimes they may run over a bit.

Here are the one of the main reasons why: Students are late and extra time must be taken to help children who were previously absent to catch up.

Paris Ballet and Dance understands things may come up like weddings and such. One exception can be made. On the other hand these kinds of things are known -- well in advance. These types of absences should be discussed with the Director also -- well in advance.

Also, Paris Ballet and Dance can be very lenient about "Rights of Passage" events in a student's life. Extra time off may be given for personal/family Graduations, Homecoming, personal Bar/Bat Mitzvahs, personal Quinceaneras, Proms, First School Dances and such.

However we are NOT very lenient when one is simply attending an event as a guest.

Remember: One can always explain to a party host exactly why they might be a few minutes late for a party or a dinner. That host will understand.

It is imperative any child to learn that a commitment, of any kind, is most important. The first and main people whom they learn this are their parents,

Understandably, with this type of ethical, responsible and correct behavior -- keeping a commitment can be difficult, at best. it the right thing to do.

IMPORTANT: When casting for other productions, rehearsal attendance and punctuality is ALWAYS a huge factor in decisions. Like in life, what one does now DOES affect them later.

### **COSTUME FITTINGS AND COSTS**

- Like rehearsals: Costume fittings are MANDATORY – NEVER AN OPTION!

- Like rehearsals: Be ON-TIME.

When one is late for a costume fitting, it makes everyone after them to wait.

Paris Ballet and Dance is very fortunate to have parent volunteers as seamstresses. They generously volunteer incredible talents and their time. They do NOT get paid for it. They do it freely -- for YOU!

Treat them with the utmost respect. Costumes are very expensive! Some costumes used for Paris Ballet and Dance productions can cost over \$2000.00.

- Take care of and treat the costumes with respect.

- Never – EVER --sit on the floor while in costumes.

- Never – EVER eat or smoke while in costume.

Paris Ballet and Dance only charges a Performance Fee, unlike most schools, who ALSO can charge a show fee but they also SELL their students' performance costumes., Paris Ballet and Dance dose NOT sell costumes to their students for performances. Other schools can charge up to \$200 -- per-costume -- and students may perform in three or four roles, per-show. Also, in other schools, a student may be required to purchase different shoes, as well. It can get very costly.

Again, take care of the costumes!

### **SOME QUICK WORDS ABOUT DANGEROUS ACTIVITIES**

Actually, Paris Ballet and Dance has no strict policies about dangerous activities but knows children and teens -- will be children and teens. Though an activity may seem to look fun, it can actually be dangerous and sometimes deadly.

For a dancer, a lot of serious injuries are not caused in a classroom or on the stage. They are usually a result in doing something silly or taking stupid chances. of course, no one can watch them 24 hours a day but we try to "help" children and teens make better decisions. Better said than done, right?

A COMPLETE COVER - UP FOR BOYS:

Try to keep in mind that a broken bone can take over about several months to properly heal. Other injuries can take much longer.

Without the proper "rehabilitation and recovery" time, certain injuries can come back to haunt

...AND hurt in later years.

All that is asked is to just think twice before skiing down the advanced slope, skateboarding down the off-ramp of I-95, jumping into a pool from the nearby rooftop, swinging from a rope swing in the near-by canal, texting or talking on the phone while driving, etc.

In all honesty, it is devastating to be seriously injured. It is more so, to have to tell a dancer that he or she can't take class, much less, perform a role which, they have been working so long and hard to prepare!

OR

...Can never dance again!

This is all said out of love -- because we TRULY care about each and every student.

### **THEATRE REGULATIONS**

Paris Ballet and Dance is not only concerned about putting on a great product but is also concerned about safety.

- ALL dancers and performers are the check-in at the assigned time when they arrive. They are also to check-out when they leave. No one can leave “early.”

- No one is ever allowed backstage except for registered volunteers.

- No one is allowed in the theatre during rehearsals.  
Luckily there is plenty for parents to do and places to go near the theatre while waiting.

- Once younger students are dropped off and checked in at stage door, they will be assisted to assigned area by a volunteer.

When students have been dropped off, there will be no need for parents to go back to dressing areas (NO EXCEPTIONS). There are volunteers to assist and monitor children during this time.

- There is no reason to send snacks or food, especially during shows.  
Please, feed children a proper meal before they arrive.  
However, DO send them with a few bottles of water.

- Do not ask guests to come backstage before the show, during intermission or after the show.  
Meet your guests at the stage door AFTER the show.

- Never ask a guest to come inside a dressing room.  
Even though you might be comfortable with it, others are NOT. Please, do not place your dressing room mates in an awkward situation by even asking them if it is all right. It's NOT!  
No one is allowed backstage anyway!

- Make -up is required to be worn by ALL performers -- BOTH male and female!  
Never ask, “Do I have to wear make-up?” It's unprofessional  
...And the answer will always be a definite, “YES!”  
If it is a Dress-Tech or a Full Dress Rehearsal, full make-up, costumes, head pieces are to be worn unless otherwise posted.

- Come prepared.  
Being prepared means having your own: Make-up, make-up remover, false eye lashes, eye lash glue, hair spray, gel, bobby pins, extra tights, leotards, dance belts, shoes, socks, towels, washcloths, soap, shampoo, etc.  
If you don't know what you need, ask.  
If you're a boy and want a career on the stage, get used to buying and wearing make-up NOW!

- Do not bring anything of value to the theatre.

- While backstage, a performer's sole priority is to get ready for the performance both physically and mentally AND Remember: It is not all about “you.”

- NO music in the dressing rooms after hour call.

#### ALSO

Starting at hour call, the use of cell phones, iPods, laptops and/or any other electronic devices backstage or in the dressing rooms during rehearsals or performances is strictly forbidden. If a student is found using one, the item will be confiscated until the student leaves for home.

- No roaming in the halls.

- No screaming, yelling, singing in dressing rooms or the hallways.

- If taking pictures in the dressing room, be polite and make sure have everyone know and has given their permission and that everyone knows it -- and are properly covered.

- Do not tape anything to the dressing room walls or doors.

- Do not write on the mirrors.

- Keep dressing rooms neat and orderly – at all times.

If the garbage becomes full, ask for it to get emptied or do it yourself!

- No eating or drinking in the dressing rooms.

- Be ready to go – at all times.

Never have someone search for you.

- Costumes and headpieces are to be PROPERLY hung up DIRECTLY after use.

Do not wait until later and NEVER leave a costume on the floor or balled up in a chair!

- No eating, drinking or smoking while in costume.

Water is acceptable.

- Never sit on the floor while in costume -- EVER!

Please, do not look at an adult or person in charge like they are from another planet or talking another language when they ask you to get off the floor while you are in costume .

- Do not stand in the wings backstage to “watch the show.”

If you are not directly going on stage, stay in the hall or dressing room.

- It is a performer’s personal responsibility to check their own personal props -- at least twice --BEFORE the show starts.

- Do not touch props or scenery.

If you do not personally wear it or use it on stage – do not touch it!

- Do not hang on lighting equipment.

- Do not stand in front to the lights.

- Do not talk backstage during rehearsals and performances.

- Do not leave warmers and sweaters ON THE FLOOR backstage.

- Do not bring cups of water or food backstage.

Water bottles with lids/caps are all right BUT never, leave them open and/or on the floor. Take them back to the dressing room or put them in the garbage when you are finished.

- Treat backstage help and stage hands with the utmost respect.

The show cannot happen without them.

Remember: They have their own jobs to do. They are neither personal maids nor servants.

- Always be kind and patient. Be helpful and supportive of each other.

- Save the diva and attitudes for someplace else.

Actually, LOSE the diva and attitudes. They do not impress anyone, anyway.

- ALWAYS Leave the dressing room cleaner and neater than you found it.

(Hint: If you constantly clean up after yourself. The easier it is at the end.)

During show days: No one can leave the dressing room until it is neat and ALL costumes and head pieces are properly hung up.

After the last show: No one can leave the theatre until the dressing room is neat, the trash and hair pins, etc. are picked up off the floor AND the counters are wiped clean!

- After the performance, the students will be dismissed by levels (starting with the youngest level).



They also must be checked out individually at the backstage desk.

- All students are to remain in designated areas until they are dismissed from dressing rooms.
- Do NOT crowd around the backstage door. Leave several feet of space.

ESPECIALLY for the Little ones:

- Please have hair in a bun.

If a parent is not sure how to do it, then please send the child with hair down and make sure they send supplies (brush, pins, gel AND spray) for volunteers to assist with hair accordingly.

- Make-up must be sent in bags for the volunteers to assist with make-up.
- No one is to "borrow" other people's make-up ESPECIALLY on children.

### **TICKET SALES AND THEATRE ETIQUETTE**

Ticket sales are conveniently handled Online -- by a third party -- 24 hours a day, seven days a week. Please take note of the following policies regarding ticket sales, theatre etiquette and photography.

- ALL TICKET SALES ARE FINAL. NO REFUNDS. NO EXCHANGES. SORRY, NO EXCEPTIONS!
- No Babes-in-arms. Everyone attending a performance, no matter his or her size or age -- must have a paid ticket.
- Codes are to be used at the end of check-out. There are absolutely no refunds or compensations for not using the code at the proper time.
- Codes are to be used at the end of check-out. There are absolutely no refunds or compensations for improperly or not using the codes.
- Know what you want BEFORE logging on to purchase tickets. When taking too long to purchase tickets, the "system" will automatically log off and everything will be lost. When this happens, other patrons have the opportunity to purchase the seats you were looking at when logged off.
- No duplication for lost or stolen tickets.
- E-TICKETS will be issued. Do not come to the theatre without them.
- Wheelchair seating is ONLY available through Paris Ballet and Dance. One "companion seat" next to the wheelchair seat is also available for sale.
- Online ticket sales stop the day before the performance weekend.
- Ticket Sales and Will-Call opens one before curtain.

### **OUT OF KINDNESS AND COURTESY FOR OTHERS - BESIDES BEING ON TIME - THIS IS FOR YOUR COMFORT AND YOUR SAFETY**

#### **...AND THE SAFETY OF THE DANCERS ON STAGE:**

- Performances start -- ON TIME

There is no such thing as fashionably late, when attending a performance.

ALL Reservations are held until curtain.

Latecomers will be seated in the back of the theatre as to not disturb and impose upon other patrons who arrived early and on time.

At intermission, latecomers may then take their assigned seats.

- Flash photography, videotaping and/or the use of recording devices of any kind (including cell phone cameras) is strictly prohibited.

Anyone caught using a camera may asked to leave the theatre.  
Photographs and DVD's can be purchased a few weeks after productions.

- Turn off your cell phones before the performance begins.
- No food or drinks in the theatre auditorium.
- Crying, unruly or loud children may be asked to leave the theatre.
- Remain in your seats until all of the lights are on in the auditorium.
- No one is ever allowed backstage. Meet family and friends at the outside stage door after the performance.

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**Paris Ballet and Dance and/or the Theatre is not responsible for stolen or lost items or damage to vehicles in the parking lot.**

**Everything about Paris Ballet and Dance -- Classes, Rehearsals, Productions, Printed Materials, Website, and Facebook Content -- is copyrighted ©. Copying and/or reproduction of any kind is strictly prohibited and will be prosecuted! This INCLUDES the taking of photographs during performances!**

**Paris Ballet and Dance does not discriminate on the basis not to discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability or genetic information.**