

328 East 61st Street, Second Floor, New York, NY 10065

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www.theballetclub.com info@theballetclub.com



The Ballet Club

GUIDELINES & POLICIES

- **All students are required to complete and return The Ballet Club's Release of Claims, Waiver of Liability, and Assumption of Risks Form prior to participation in classes and related activities at The Ballet Club.**
- **All students are required to complete and return The Ballet Club's Photo/Talent Release Form in order to participate in performances at The Ballet Club.**
- **Please no street shoes, food, or drink in the studio** (water bottles are permitted but students are strongly encouraged not to bring them into the class. Try to see that your child is properly hydrated before class so that it is not necessary to bring in a water bottle, as they often create distractions.)
- Once class has begun, it is important that there are no disturbances. **Parents and caregivers** for students in Ballet Ages 3-4 and older classes **are not allowed in the studio** during class without permission from the teacher prior to the start of class. Parents and caregivers may, of course, view the class from the observation window, but please **DO NOT** knock, wave, or otherwise distract students while observing class. The door to the studio should be kept closed. Videotaping and photographing classes is not permitted.
- If you bring a snack before or after your lesson, please be sure to **clean up** any crumbs or garbage that you may leave behind. It is very important to keep our studios, dressing rooms, and waiting areas clean.
- **Please read ALL emails from The Ballet Club. DO NOT OPT OUT of emails.** You will miss out on important information.
- Markers and paper are often provided for siblings in the waiting area. However, please do not allow children to draw on marketing materials, and/or on studio property. If there is no more paper, you must either provide your own, or abstain from drawing.
- We ask parents or care-givers of small children ages 4 and younger to not leave the studio waiting area during class time, in case your child needs to use the bathroom or needs assistance. You may watch the class through the observation window.
- Please wear appropriate clothing for your class (ballet students should wear leotard, tights, and ballet slippers) and please be sure to fasten long hair back off of the student's face. Girls in the Performing Arts Pre-Professional Division should wear their hair in a bun. Always bring extra hair binders. **Neatness in appearance and a secure hair style** are essential for good dancing and training.
- Students may make up missed classes in a ballet class for their age group or younger that meets on a different day.
- The Ballet Club is not responsible for lost or stolen items.
- Strollers may be left in the waiting area or in the dressing rooms on the second floor. They may NOT be left downstairs in the first floor lobby, or in the corridor from the elevator to the studio.
- **Upon registration, \$150 of tuition is non-refundable.** During the school year, if a student chooses to drop out during the first four weeks of the term, a refund for the remaining classes (minus the \$150) may be obtained EXCEPT for classes with full enrollment. In these cases, only a credit will be given for classes in the following term. Neither refunds nor credits are issued to students who drop out after the 4th week of classes. FOR THE SUMMER TERMS NO REFUNDS ARE ISSUED AFTER May 31. **There is a \$30 fee for returned checks.**