

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

917-281-1030 Studio / 917-281-1032 Fax / 212-204-6348

[www.theballetclub.com](http://www.theballetclub.com) [info@theballetclub.com](mailto:info@theballetclub.com)



The Ballet Club

## GUIDELINES & POLICIES

- **All students are required to agree to The Ballet Club's Release of Claims, Waiver of Liability, and Assumption of Risks Form in order to participate in classes and related activities at The Ballet Club.**
- **All students are required to agree to 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.** Make sure that your child is properly hydrated before class so that it is not necessary to bring a water bottle, as they are a distraction in the studio and can create mess.)
- 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** 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, one third of tuition is non-refundable.** During the school year, If a student chooses to drop out during the first three weeks of the term, a refund for the remaining classes (minus the third of tuition) 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 third week of the term. **FOR THE SUMMER TERMS NO REFUNDS ARE ISSUED AFTER May 31. There is a \$30 fee for returned checks.**