**Ballet Arts Centre of Winchester Student/Parent Handbook**

**Ballet Arts Centre of Winchester, Inc.**

**50 Cross Street, Winchester, MA 01890**

**781-729-8556**

[**www.bacw.com**](http://www.bacw.com)

**balletartscentre@comcast.net**

***School History***

BAC has been in existence since 1990. Our Mission is to provide quality dance training in an environment that fosters self-discipline, self-expression and self-esteem, while instilling a love of dance that will last each student a lifetime. We want all of our students to come away from our school with a love of the arts. Our entire focus is on teaching and performance.

***BAC School Business Hours***

Our office is open:

Monday through Thursday: 3:00 p.m. – 7:00 p.m.

Friday: 3:00 p.m. – 6:00 p.m.

Saturday: 9:00 a.m. – 12:30 p.m.

***Website***

Ballet Arts Centre’s website address is www.bacw.com. and school news is posted regularly with information regarding performances and up-coming events.  Our main method of communication is by email, so each enrolled family must have an email address on file that is used to send out important announcements such as vacation reminders, class cancellations, and other notifications.

***Tuition Policies***

Enrollment in BAC’s dance program is on a yearly basis beginning in September and running through May (3 Week June Mini-Sessions are offered as a separate session for those who wish to continue their dance training through the end of the school year). Tuition is based on a yearly rate payable in three installments due in September, November, and February which will be automatically run on the due dates stated on the Tuition Schedule.  Each 10-week Installment is non-refundable, and any adjustments for dropped classes will be made at the next Installment due date.  There is a $40.00 per student/$65.00 per family non-refundable registration fee due each year and a late fee is applied to any tuition payment made after the due date.

***Make-Up and Withdrawal Policies***

There are no refunds given for missed classes or withdrawal from any class. Tuition for each installment covers approximately 10-11 weeks and is non-refundable after the due date.  Students wishing to withdraw from a class must turn in a withdrawal form to the BAC office ***prior*** to the next installment due date in order not to be charged for the next payment. Students who do not notify the office when dropping a class will be responsible for payment until notification.

Dance students may make-up absences in a duplicate class within three weeks. Prior notification is not necessary. Students should inform the teacher that they are making up a class upon arrival. Regular attendance in classes is expected and make-ups should only be used in the case of illness or extenuating circumstances.

***Vacation, Holiday, and Cancellation Policy***

Please see BAC’s annual calendar for the current vacation and holiday schedule (available on the BAC website or in the office). The schedule generally follows the Winchester Public School’s calendar. Cancellations due to inclement weather will ***not*** necessarily coincide with the public schools and should be confirmed by calling Ballet Arts Centre or visiting our website. Cancelled classes may be made up by dance students in duplicate classes on the schedule. There are no refunds made for cancellations due to inclement weather or circumstances beyond our control.

***Performance Information***

Our annual Spring Performance is open to all BAC dance students and, although not mandatory, is greatly encouraged. Choreography and preparation for the performance are a significant part of the students experience, especially during the later part of the year. Commitment to the performance is required by December and a costume fee is due in January. Costume notices will be given out in December and students not participating ***must notify the office in writing***before the Winter Break. Students who do not inform the school by that time will be charged a costume fee whether they participate or not. Students who choose not to participate may be asked to complete their classes before the third installment, depending on the class and whether the student’s classroom experience will be compromised.

There are typically four performances with dates and times TBA each year. All students up to level 4 will perform in one show only. All Intermediate through Advanced levels will perform in all shows. Tap, Modern, and Teen classes will be in all four performances as well. Tickets may be purchased online through the BAC website, and detailed information about the performances will be given out to students well in advance of the performances.

***Perfect Attendance Awards***

Students who are able to complete the year without any absences will be recognized at the end of the year with a Perfect Attendance Award. Students must be in their regularly scheduled class each week without exception. Classes that are missed and made-up in a duplicate class do not qualify the student for perfect attendance. Classes that are cancelled by the school for any reason (eg. snow cancellations etc.) will not count against any student who is working towards perfect attendance. BAC realizes that many legitimate reasons arise that make it necessary for students to miss a class however, we regret that no exceptions to this policy can be made in order to be fair to all.

***Dress Code***

Adherence to the dress code is mandatory for all classes in order to ensure the proper development of body placement. Hair must be pulled up and tightly secured, and a ballet bun should be worn in all ballet classes. Jewelry should be kept to a minimum. T-shirts, sweatshirts, leg warmers, and baggy clothes will not be permitted in any class. During winter months, students may wear a ballet sweater or a solid color, tight fitting, jersey or sweater. Please see the website for dress code specifics.

***Class Placement***

Placement in classes is based on the student’s age, level, and ability and is at the discretion of the faculty and director of BAC.  The majority of students up to Level 3 progress automatically unless there are reasons that make it more beneficial for a student to repeat the year. After Level 3 however, several factors are considered in determining the level to which students will progress. Recommendation forms are given out to all students at the end of each year and conferences may be scheduled to discuss any questions regarding placement for the following year.

***Nutcracker Performances***

Ballet Arts Centre Performing Theatre Company’s bi-annual Nutcracker is performed every other year and is open by audition to all students of ballet ages 7 and up (students from outside schools are welcome as well). Rehearsals are on weekends (Saturday or possibly Sunday depending on the role) for 8-9 weeks with dress rehearsals during the week prior to the performance. Strong commitment and regular attendance is mandatory, and there is a one absence only policy that is strictly adhered to. There is a non-refundable audition fee which is credited towards a participation fee if the dancer is awarded a role.

***BAC Pre-Professional Emersion Companies***

BAC's Pre-Professional Emersion Company is the training “track” for those students age 10 and up who wish to pursue their dance training at a more serious level by increasing the opportunity for additional classes and REP rehearsals throughout the dance year, while being assured a minimum of one performance opportunity in addition to BAC’s annual Spring Performance. The Company is only for those students who demonstrate a continued dedication to their BAC dance studies, a strong technical proficiency, outstanding performance quality, and an interest in pursuing their dance training at a college or professional level. The Company will be expected to represent Ballet Arts Centre in performances and events throughout the year, as need be.

Students are chosen by audition annually and must demonstrate proficiency in technique, acquired skill, and performance quality.  It is an opportunity for BAC’s most dedicated students to intensify their dance training by committing to a required number of classes per week as well as additional classes and activities offered only to Emersion students.

***Classroom Assistants***

All Pre-School BAC classes have students in the classroom who assist the teacher on a weekly basis. Assistants are available five minutes prior to the start of class in order to be of help to young students arriving. Once the assistant is in the classroom, young students may enter the room and may be left with the assistant until the class begins.

Assistants will remain with any student until they have been picked up by an adult at the end of the class. Students will be supervised by assistants when using the restrooms during class. Young students should not be left unattended at any time.

Dancers age 12 and up who would like to be considered for a classroom assistants position should let the office know during Spring registration.

***Food and Drink***

No food or drinks are allowed in any studio or in our main lobby at any time. Food and drinks are permitted ***ONLY*** in the ***“Artspace Eatspace”*** which is located next to the beverage machine.

***Student Behavior***

As part of our mission, we strive to continually make BAC a place where students feel safe and at home, and want to return year after year. Besides teaching dance, we believe that BAC should offer a positive environment that helps prepare students for the world at large. We encourage a spirit of teamwork and camaraderie amongst students and expect behavior that is conducive to those goals. Shouting, running, cursing or belittling will not be tolerated in the building. Language or behavior that is negative or discouraging towards another student in any way is not acceptable.

Destruction or theft of personal property in any manner will be reason for termination. Students are expected to treat others with the courtesy and respect that they are shown at BAC.

***Please feel free to contact BAC with any questions, concerns, or suggestions that you may have so that we can continue to improve the standards that will make your experience here a wonderful one! We welcome you to BAC!***