



SCHOOL OF
MISSOURI
CONTEMPORARY
BALLET

Parent/Student Handbook
2017-2018

School of Missouri Contemporary Ballet

POLICIES & PROCEDURES

Registration Info and Tuition Fees

Registration forms may be downloaded online and mailed, or completed at the School of MCB. In addition to registration information, a signed copy of both the *Agreement to Policies and Procedures* and a *Medical Release and Authorization* must also be submitted either at the time of registration or before the student's first class. These forms are located on the website, under Student/Parent Resources, or may be completed in the school office.

A non-refundable registration fee of \$25 per family is due upon registration. Students who complete two consecutive semesters are automatically guaranteed a placement into the School of MCB for the following dance season.

Waiting Lists

A waiting list will be made for every class that becomes full. In the event that a student drops out of a class, dancers from the waiting list will be contacted to fill the empty space. If there are no students dropping from a class with a large waiting list, we will try our best to open a new class day and time to accommodate those on the list.

Tuition Rates

Tuition for the Children's Division is twelve dollars (\$12) per class and is illustrated in the following table. Most children in this division will attend one class per week.

Early Childhood Division	Price Per Class	Monthly Payment Rate <i>*Based on a four week mo.</i>
Creative Movement	\$12	\$48
Pre-Ballet	\$12	\$48

Tuition for the Pre-Professional Division begins at fourteen dollars (\$14) per class. As the following table illustrates, the price per class decreases in relation to the number of classes the student takes per week. *Students in this division are required to attend two (2) ballet classes per week before enrolling in additional forms of dance instruction (jazz, modern, etc). This second ballet class will count towards the total number of classes taken per week.*

Pre-Professional Division	Price Per Class	Monthly Payment Rate <i>*Based on a four week mo.</i>
1 class	\$14	\$56
2 classes	\$13	\$104
3 classes	\$12	\$144
4 classes	\$11	\$176
5 classes	\$10	\$200
6 classes	\$9.75	\$234
7 classes	\$9.50	\$266

8 classes	\$9.25	\$296
9+ classes	\$9	\$324

Classes in the Open Division are charged per class grouping as illustrated in the following table. The number of classes paid for must be utilized within the semester; there will be no refunds on missed classes upon completion of the school semester. Please inquire about student rates.

Open Classes	Priced Per Class Grouping
1 class	\$15
5 classes	\$70
12 classes	\$144

*****Tuition Rates are not subject to a refund. Students are expected to attend or make-up (See "Make-Up Policy" under Class Information) classes within the school semester.****

Monthly Installments

Tuition is due on the 1st of the month. Any student on a monthly payment plan must have a credit card held on file. This card will be charged on the 5th of the month if tuition payment has not been received. Should accounts remain delinquent after 30 days, the student will be unable to attend further classes at the School of MCB until payment is brought current, no extensions into makeup classes or refunds for missed classes during the delinquent period will be granted.

Discounts

Full Semester Payment: Tuition and registration payments made in full before the beginning of the school's semester will be granted a ten percent (10%) discount on their bill.

Sibling Discount: Families enrolling multiple children in the school will be granted a fifteen percent (15%) discount on the second and subsequent child's/children's class tuition.

Studio Information

Studio Behavior

Students are required to be quiet and respectful to instructors and fellow students upon entrance into The School of MCB, as multiple classes are generally being conducted.

Students are expected to be attentive during class, neat in the dressing rooms, and polite to fellow students.

Pulling on equipment, touching mirrors and general disruptions will not be tolerated.

The School of MCB is a private studio and reserves the right to dismiss any student from class who demonstrates inappropriate behavior, or upsets the learning environment of the school. Each disciplinary action will be accompanied by a phone call to the parent/guardian explaining the reasoning(s) for class dismissal. Should the disruptions persist disciplinary action will be determined on a case by case basis between the parent/guardian and the School Director.

Student Belongings

Students should utilize the schools' cubbies for all their belongings to avoid a hazardous situation by leaving items strewn throughout the dressing rooms or lobby area.

Cell phones should be turned off and are banned from class. Any disturbances from electronic devices may be deemed as a class distraction and subject to disciplinary procedures. Parents/Guardians are welcome to leave an urgent message for their student at the front desk if needed.

Food & Beverage

Water is the only beverage allowed within the studio space and front desk area. Any necessary snacks should be consumed in the front desk area only. Gum is prohibited.

Lost & Found

The School of MCB is not responsible for any lost personal items, including but not limited to: jewelry, clothing, shoes, school books, etc. Please help us return lost items to you by labeling every item coming into the studio.

While we will offer a lost & found bin, please note every couple of months it will be cleaned out due to lack of space, and any items remaining will be donated to charity.

Class Information

The atmosphere of each class is a supportive one of study and hard work requiring positive attitudes, regular attendance, and diligent practice.

Class Placement:

Students will be placed in a level appropriate for both their age and level of physical/technical development. All placement decisions are made to promote the best interests of the student. It is not unusual to remain in one level for more than one year.

Students without previous dance training will be advised on available courses for instructions.

All incoming students with previous training must take a placement class at a level based on previous instruction.

Placement will then be determined by the instructor or school director. Students in the Pre-Professional Division must take the required minimum classes per level as stated by the instructor.

Student's levels are re-evaluated at the culmination of each semester. Notification of class requirements and recommendations will be sent home with students for the upcoming semester as determined by the instructor and/or school director.

All class placements are subject to the discretion of the instructor or school director.

Should you have questions regarding initial enrollment, contact our office for further assistance.

Class Cancellations

In the case of inclement weather, the School of MCB abides by the University of Missouri weather cancellation policy.

Original class schedule may be subject to change dependent upon class enrollment.

Regardless of class turnout, the teacher will still provide instruction; however, the time may be shortened should less than 2 students be in attendance.

Drop Off/ Pick Up Procedures

Students may enter the Orr Street Arts Warehouse through the main doors on Orr Street or on Ash Street and are required to come directly to the School's front desk to check in.

Students waiting for their parent/guardian to retrieve them after class must wait inside the building by the Ash Street entrance.

The School of MCB is not responsible for providing before or after class care for students or their siblings. Students should be picked up immediately at the conclusion of class & will be asked to remain inside the building while waiting for their ride.

Attendance/Promptness

Students are expected to be in class each and every week in order to benefit the most from their training. Regular attendance as well as practicing at home will insure class progress.

All students should arrive at the studio either ready, or in time to prepare for class; change clothes, fix hair, and (with the exception of those in the children's division) warm-up properly.

Tardiness can have a negative effect on the student as well as the entire class. Please make sure to be on time every week. Excessive tardiness may result in termination of lessons. Students arriving late must wait for the instructors' permission to join the class as is traditionally expected in the art form. If a student is too late to participate they should observe the class, which is also a learning experience.

Injured students are still expected to attend class, observe, and submit a written assignment at the suggestion of the instructor. This will ensure continued learning despite limited ability to participate.

Absenteeism

Because the number of students per class is limited to ensure proper instruction, the school expects that parents and students will honor their commitment to their class and complete the entire semester.

Frequent or prolonged absences may result in students losing their spot in the class, demotion, non promotion or the inability to participate in the annual performance. If a student misses 3 or more classes without notice, the school reserves the right to terminate the student from the class and no refunds will be provided. Students missing 3 or more unexcused classes in a semester will be unable to participate in any end-of-season performances at the discretion of the instructor.

Make-Up Classes

If a student misses a class for any reason, his/her parent or guardian must call The School office at (573) 825-0095 to report the absence. Students in Children's Division & Open Division are encouraged to make up any missed classes but it is not required. All Pre-Professional Division students are required to make up their excused absences within the semester time period.

No refunds will be granted for missed classes at the culmination of the semester.

Transferring Classes

To transfer or change classes, a written notification to the front desk is required before the first (1st) of the preceding month. Every attempt will be made to accommodate the learning of the student and dynamic family schedules, however, some classes have a waiting list so please be courteous to others by notifying the front desk of all changes you wish to make.

Unfortunately, class changes for performance participants cannot be accommodated once costumes have been ordered and confirmed. Please see the front desk immediately if you have a concern.

School/Class Withdrawal

As the seasons are based on semester commitments, refunds on tuition or registration fees are not granted. As noted above, the School of MCB will work diligently to accommodate class transfers.

Class Observation

In order to create a focused learning environment, we limit the amount of distractions to our dancers at all class levels and therefore, visitors are not allowed into the studio during class time. Although the school can appreciate the desire to support loved ones, we ask parents to view their students' progress from the viewing windows. Students can often feel additional pressure and stress when trying to please a parent so please limit your observation if it is obvious the student is becoming distracted.

Dress Code

It is the dancer's responsibility to come prepared for class every day. This includes being dressed in dress code. The School of MCB's dress code is designed to encourage unity and discipline among its students. Instructors are aided by the dress code in that they are able to see the body's form to ensure that the dancer is moving safely and correctly. A dancer should focus on developing technique and artistry without distraction of loose or cumbersome clothing. Any dancer who arrives to class unprepared without proper dress code will be asked to call their parent to bring them the proper attire or purchase from the school office.

Children's Division

- Pale pink leotard
- Pink tights
- Pink ballet slippers
- Hair in a bun
- Simple pink ballet skirt (optional)
- **No baggy warm-ups/shorts**
- **No underwear under leotard**



Pre-professional Division

- Black leotard
- Pink tights
- Pink ballet slippers
- Hair in a bun
- Simple black ballet skirt (optional)
- Pointe shoes (Ballet IV & up)
- **No underwear under leotard**
- **No baggy warm-ups/shorts**



Boys (Children's and Pre-professional Division)

- White t-shirt
- Black bottoms (preferably black tights)
- Black ballet slippers
- Longer hair must be secured out of face
- **No baggy warm-ups/shorts**



Jazz/Modern/Contemporary

- Any color leotard
- Black tights or black tight fitting shorts/pants
- Ballet slippers or jazz shoes for jazz/bare feet for modern
- Hair secured in a ponytail or bun
- **No baggy warm-ups/shorts**

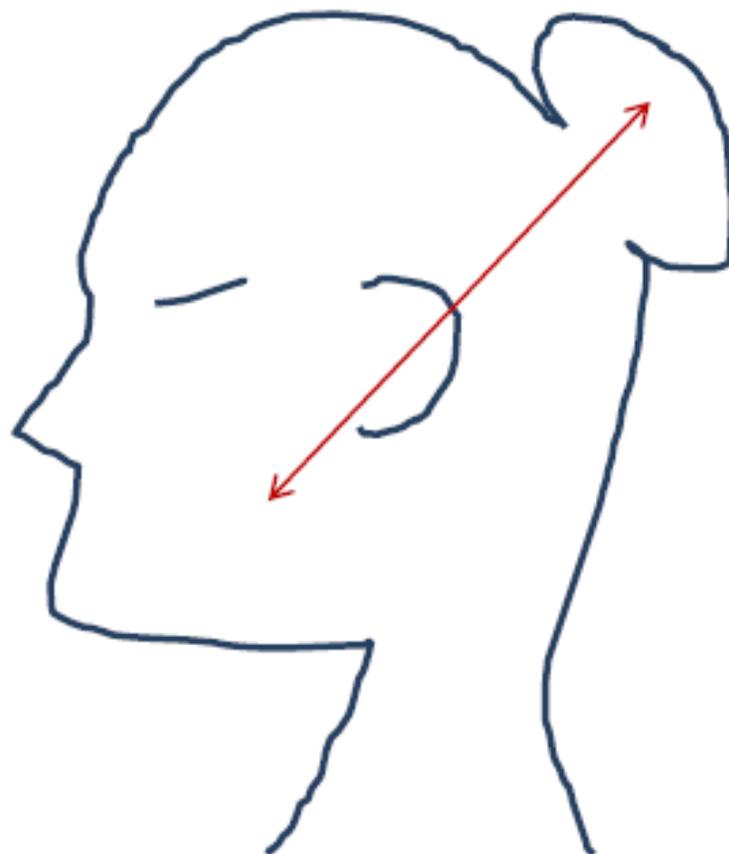


The Perfect Ballet Bun

A ballet bun should be tight, near the crown of the head and without the ends of the ponytail sticking out. Use a hair net, bobby pins, and hair spray to secure the bun in place. These items can be found at most drug stores.

1. Start with damp or wet hair
2. Brush into a tight pony tail near the crown of the head.
3. Twist the pony tail on its self and wrap around the hair tie, forming a circle.
Pin the hair down with several bobby pins along the way.
4. Wrap a hairnet, same color as hair, around several times as needed.
5. Finish with a mist of hairspray around the entire head. Smooth down any loose pieces.

Please wear a bun to each and every class/performance.
It is an important part of the dress code.



Manners for Dancers

Dancers show respect for themselves by:

1. Being prompt for class
2. Being dressed properly for class
3. Having hair pulled back tightly
4. Not wearing their dance shoes outside

Dancers show respect for others by:

1. Keeping their hands to themselves during class
2. Waiting quietly for others to have a turn and for instructions from the teacher
3. Talking with one another only during share time

Dancers show respect for their teacher and the art of dance by:

1. Being properly dressed and ready for class on time
2. Listening when the teacher speaks
3. Always asking before leaving the room for any reason and upon returning, entering quietly
4. Always finishing every exercise, never walking off noisily or showing anger or aggravation.

Dancers show respect for the studio by:

1. Leaving gum, food, or drinks outside
2. Never hanging or leaning on the barres
3. Never running or doing gymnastics in the lobby or parking lot
4. Putting trash in its proper place
5. Always keeping all belongings zipped inside their dance bag

Parents show respect for the dance class, teacher and studio by:

1. Not entering dance room while class is in session
2. Making sure child has had the opportunity to go to the restroom before entering the class
3. Having students ready for class before entering the classroom
4. Having students at class on time and picking them up promptly after their class
5. Letting us know in advance, if possible, if a student will be absent
6. Making arrangements with their child's teacher to make up missed classes
7. Clearly marking all of their child's items with the child's name and leaving their toys at home.

Stay Connected!

Open communication is an essential element to the success of the coming school year at the School of MCB! Follow the guidelines below to stay connected and engaged!

Email:

Email is our primary form of communication! Please add school@missouricontemporaryballet.org and school@missouricontemporaryballet.com to your preferred senders list. Sometimes our emails will go to your spam folder, so be sure to check here as well and mark any emails received as “not spam” so they will go to your inbox in the future. Be sure to check your email on a timely and regular basis.

Website:

Student/Parent Resources <http://missouricontemporaryballet.org/school/resources/>

Did you know you can visit the Student/Parent Resources tab on our website, SchoolofMCB.org, to find answers to many of your questions? Here you will find our calendar of dates, current class schedule, policies & procedures, dress code, online account access as well as frequently asked questions. This should be your first point of reference if you have questions!

Social Media:

Facebook: <https://www.facebook.com/schoolofmissouricontemporaryballet/>

We regularly update our Facebook page with upcoming events, articles and exciting news!

Instagram: <https://www.instagram.com/schoolofmcb/>

Tune in to see pictures from classes and performances

Twitter: <https://twitter.com/SchoolofMCB>

Much of the information on twitter will mirror our Facebook page

Pinterest: <https://www.pinterest.com/schoolofMCB/>

Follow our Pinterest for inspiration, stretching & strengthening exercises, coloring pages, study sheets and more!

Phone:

Our phone number is 573-825-0095. Please feel free to contact us by phone with questions you are not able to find the answer to on our website!

Please be sure to contact us by phone or email if your child will be missing class. It is important that we are aware when a student will not be present and will allow us to schedule a make-up class for your dancer in a timely fashion.